



Virginia M. Barry, Ph.D.
 Commissioner of Education
 Tel. 603-271-3144

Paul K. Leather
 Deputy Commissioner of Education
 Tel. 603-271-3801

**STATE OF NEW HAMPSHIRE
 DEPARTMENT OF EDUCATION
 101 Pleasant Street
 Concord, N.H. 03301
 FAX 603-271-1953**

Bureau of Special Education FY'17 Memo #19

Date: December 27, 2016

To: Superintendents
 Special Education Directors

From: Office of the Commissioner of Education
 Division of Educational Improvement
 Bureau of Special Education

RE: New Features - NHSEIS (New Hampshire Special Education Information System)

In an effort to continually improve the New Hampshire Special Education Information System (NHSEIS), the New Hampshire Department of Education, Bureau of Special Education has added new features to NHSEIS. These features are being released based on input from a variety of groups: NHSEIS Stakeholder group, users in NHSEIS and others to improve the efficiency of the system as well as ease of the user in NHSEIS.

Some features that users can benefit from are:

MENU BAR IN STUDENT HISTORY

In the student history, the menu bar will freeze so it appears above the events, when you scroll

The screenshot shows the NHSEIS Student History interface. At the top is a navigation menu with items: Main Menu, Students, Wizards, Schools, School System Info, Users, My Profile, Send Us A Message, and PCG. Below this is a sub-menu for Student History with options: Student, Contacts, Eligibility Process, IEP Process, Documents, and Student History. The user is identified as John L Smith with a red dot indicator and a New Mail! notification. The main content is a table with the following data:

Event ID	Event Date*	Event Type	Begin Date	End Date	User	Document	Date Created	
5255	10/22/2015	IEP	11/02/2015	11/01/2016	Terry 1 Hersh	IEP (ID# 5733)	10/25/2016 11:33 (52 days)	Details
5254	10/22/2015	Proposed IEP	11/02/2015	11/01/2016	Terry 1 Hersh	IEP (ID# 5733)	10/25/2016 11:32 (52 days)	Details

MANAGE ADDITIONAL DOCUMENT TEXT IN THE STUDENT DOCUMENTS BUTTON

In the student's "Documents" section, there is a new button that appears below the "Update the Database" button called "Manage Additional Document Text." This feature allows users to open up a textbox next to the document and input additional information. The additional information modifies the name of the document and will appear on the student document list. The information added can be helpful in identifying a particular document.



Documents created for John L. Smith

Del	Doc ID	Date Generated ?	Document ?	Status
E	5600	12/13/2016	<input type="text"/> IEP	I accept to the IEP/Program Placement as developed.
<input type="checkbox"/>	5562	10/22/2016	<input type="text"/> IEP At-a-Glance	<input type="checkbox"/>
E	5482	08/23/2016	<input type="text"/> IEP	I accept to the IEP/Program Placement as developed.
E	5478	08/23/2016	<input type="text"/> IEP	I accept to the IEP/Program Placement as developed.
E	5449	08/09/2016	<input type="text"/> Eligibility Determination Document	Parent consents to eligibility finding

WIDGETS ON THE MAIN MENU PAGE

In the "My Schools" Widget – (District Administrator and SAU System Administrator user types) administrators can click on a school link and, rather than the School Information page appearing; a list of students in that school will appear.



TRANSFERRING STUDENT RECORDS FROM ONE SAU TO ANOTHER

The transfer of student record from one NH SAU to another NH SAU will now transfer the current information from the IEP workspace to the receiving SAU.

EXPORTING STUDENT SEARCH RESULTS

The "Export Search Results" button will now include a written description of the student's compliance symbol. This adds valuable information to your student list in excel format.

NHSEIS by PCG Education
 Welcome, Terry | Message Board | Search

nu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile

Select a Student

Del	CP	Last Elig	Last IEP	School	Grade	Name	Student ID	Age	Dis	Case Manager
<input type="checkbox"/>		08/09/2016	08/09/2016	SJR	10	John L Smith	2031582	16 Years	MD	Santina Thibedeau
<input type="checkbox"/>		02/16/2011	07/01/2011	TNS	5	Kevin M Smith	2038898	16 Years	HI,TBI,VI	Terry L Hersh
<input type="checkbox"/>		03/01/2011		PSS		Roscoe Smith	2038904	9 Years	HI,SP	

(3 Students)

[Print Search Results](#) [Export Search Results](#)

	A	B	C	D	E	F	G	H	I	J
1	NHTrain001									
2	Terry Hersh									
3	12/13/2016									
4										
5	CP	Last Elig	Last IEP	School	Grade	Name	Student ID	Age	Dis	Case Manager
6	Proposed	8/9/2016	8/9/2016	SJR	10	John L Smith	2031582	16 Years	MD	Santina Thibedeau
7	RedStopSignP	2/16/2011	7/1/2011	TNS	5	Kevin M Smith	2038898	16 Years	HI,TBI,VI	Terry L Hersh
8	RedStopSignP	3/1/2011		PSS		Roscoe Smith	2038904	9 Years	HI,SP	
9	(3 Students)									
10										

IEP AMENDMENT DATE IN STUDENT HISTORY DETAILS

A user will click the "Details" button in the Student History page and the IEP Amendment date entered will appear. This feature further clarifies the IEP is an Amended IEP.

Main Menu | Students | Wizards | Schools | School System Info | Users | Super User | My Profile | PCG | Send Us A Message

Student History

John L Smith (✓)

Status	Child Study Date	Referral Date	Consent Date	Proj Consent Date	Elig Date	Proj Elig Date	IEP Date	Proj IEP Date
SpecialEd		08/28/2008		06/25/2019	08/09/2016	08/09/2019	08/09/2016	08/08/2017

Event ID	Event Date	Event Type	Begin Date	End Date	User	Document	Date Created	Details
5175	08/09/2016	IEP (Based on Event 5174)	08/09/2016	08/08/2017	Terry Hersh	IEP (ID# 5482)	08/23/2016 09:52 (112 days)	Details
5174	08/09/2016	Proposed IEP	08/09/2016	08/08/2017	Terry Hersh	IEP (ID# 5482)	08/23/2016 09:52 (112 days)	Details
5173	08/09/2016	IEP (Based on Event 5172)	08/09/2016	08/08/2017	Terry Hersh	IEP (ID# 5480)	08/23/2016 08:14 (112 days)	Details

FINANCIAL SUMMARY-ADD AN INVOICE

Users must click the student's "Financial Summary" button then click "Add an Invoice" button. The new feature information is included in the "Service Dropdown List" (dropdown arrow). The student financial invoices will include the location of services, session frequency and time per session. This feature will make it easy to determine which IEP service matches the invoice. This wonderful new feature is a NHSEIS Stakeholder request.

Invoice Date:	<input type="text"/>	Vendor:	<input type="text"/>
Payment Date:	<input type="text"/>	New Vendor:	<input type="button" value="Add a New Vendor"/>
Payment Ref Num:	<input type="text"/>	Vendor Code:	<input type="text"/>
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	<input type="text" value="NHTrain001"/>

Invoice # Line Items					
Inactive	Service	Setting	Begin Date	End Date	Units
<input type="checkbox"/>	Exceptional Costs		<input type="text"/>	<input type="text"/>	<input type="text"/>
	Assigned to Class Where Aide Assists Teacher				
	5171 Assigned to Class Where Aide Assists Teacher (Special Education Setting) (Aide) (30 min per day) (08/09/2016 - 08/08/2017)				
	5175 Assigned to Class Where Aide Assists Teacher (Special Education Setting) (Aide) (30 min per day) (08/09/2016 - 08/08/2017)				
	5320 Assigned to Class Where Aide Assists Teacher (Special Education Setting) (Aide) (30 min per day) (10/09/2016 - 06/08/2017)				
	Assistive Technology Devices				
	5171 Assistive Technology Devices (Special Education Setting) (General Ed Teacher) (45 min per day) (08/09/2016 - 08/08/2017)				
	5175 Assistive Technology Devices (Special Education Setting) (General Ed Teacher) (45 min per day) (08/09/2016 - 08/08/2017)				
	5320 Assistive Technology Devices (Special Education Setting) (General Ed Teacher) (45 min per day) (10/09/2016 - 06/08/2017)				
	Assistive Technology Services				
	5171 Assistive Technology Services (Regular Education Setting) (Special Ed Teacher) (45 min per wk) (08/09/2016 - 08/08/2017)				
	5175 Assistive Technology Services (Regular Education Setting) (Special Ed Teacher) (45 min per wk) (08/09/2016 - 08/08/2017)				
	5320 Assistive Technology Services (Regular Education Setting) (Special Ed Teacher) (45 min per wk) (10/09/2016 - 06/08/2017)				

New Lines					
Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The new features are released with the NHSEIS version 12.4 upgrade although some may become visible in the following weeks.

If you would like further clarification or have question, please contact Terry Hersh: 271-3775 or Terry.Hersh@doe.nh.gov.