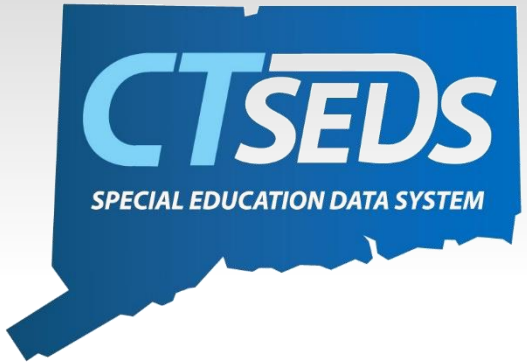
CT-SEDS Expert Training Follow Up

October 21, 28 and November 4, 2022



PUBLIC™
CONSULTING GROUP

CONNECTICUT STATE
DEPARTMENT OF EDUCATION
CSDE

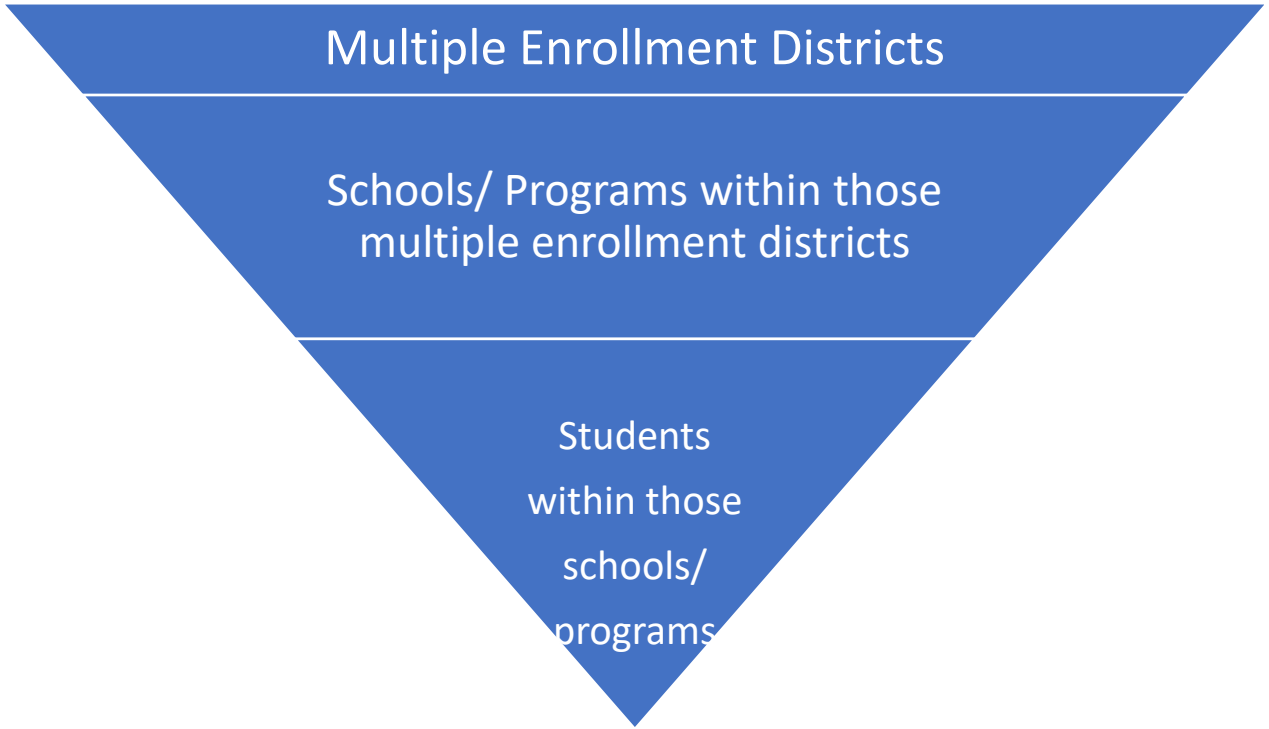
Training Agenda

- User Types
- Student History/Student Search/Accessing Students
- Manual Event Creation
- Calendars
- Meeting Notice
- **Lunch**
- Referral and Evaluation
- Amendments
- Tiles and Panels
- Translations of Documents
- Reports
- Parent Portal

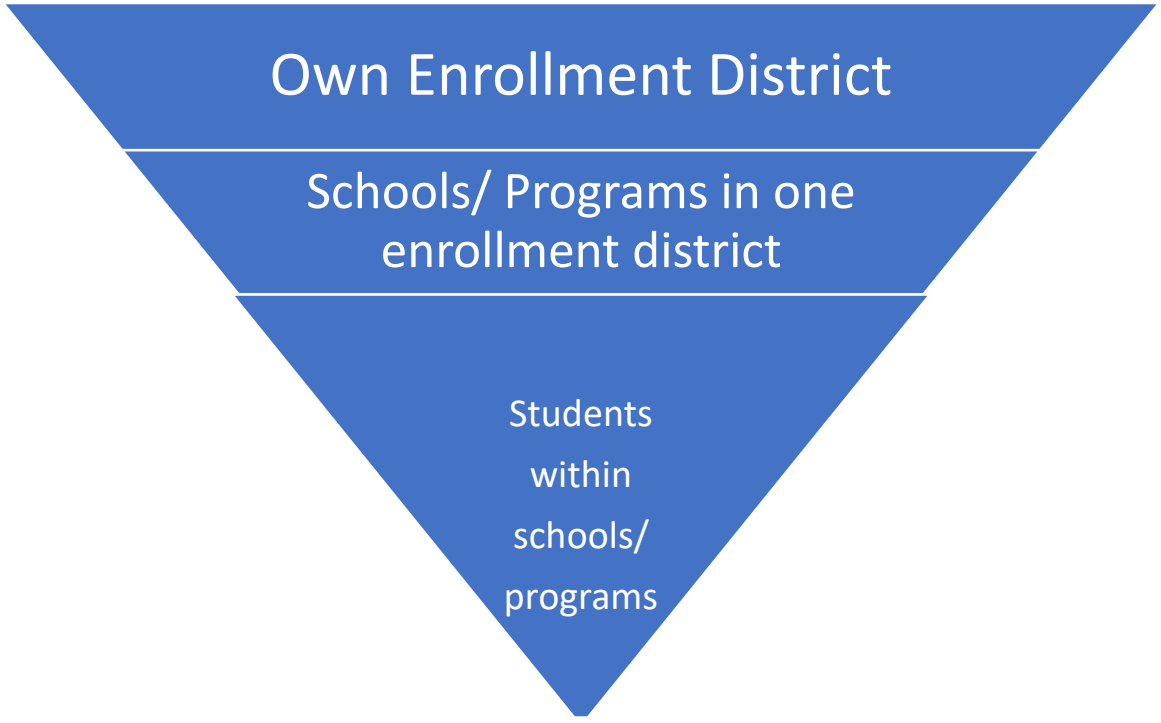
Users and User Types

Two Types of Access

- Aggregate-level access
  - Users who need access to other PSIS enrollment districts
  - Log into AGGREGATE CT-SEDS, then choose PSIS enrollment district



- Site-level access
  - Majority of CT-SEDS users
  - Log into their own PSIS enrollment district site only



Current
Possible
User Types

User Type
School Personnel
Provider
Aggregate Provider
Special Ed Teacher
Student Team Leader
Aggregate Student Team Leader
Administrator/ Certifier
Administrator (no R/S)
Aggregate Administrator /Certifier
APSEP Aggregate Administrator/Certifier
District IT Administrator
APSEP IT Administrator
OSEP Aggregate Data Manager
OSEP Aggregate District Administrator
OSEP Out of District Site User

Requesting NEW Aggregate Users

- OSEP Aggregate District Administrators/ OSEP Aggregate Data Managers/ RESC Directors will complete the Multi-District User Request Form if:

  1) You have a brand new staff member who needs an aggregate account

  or

  2) You have a staff member who currently exists only on a local site and needs to be changed to an aggregate user

- Notes:
  - All APSEP Users are Aggregate Users
  - There should be limited numbers of Aggregate Users for Districts – only users who need access to students enrolled in other PSIS

Updating Aggregate User Information

- Submit a Ticket inside CT-SEDS if:
  - An Aggregate User Needs a Password Reset
    - Please do NOT reset an Aggregate User's password on a local site
    - Please only submit 1 ticket inside CT-SEDS – we have had cases where users submitted a ticket in CT-SEDS, a ticket to the RESC help desk, and E-mails causing the password to be reset multiple times and lock the user out!
  - An OSEP Aggregate Administrator or Data Manager can request an Aggregate User's access to an additional site.
    - Please submit a ticket inside CT-SEDS and include a student SASID that the user needs access to in the other site

	General Functions									
User Type	Can Finalize IEP	Can Finalize 504	Can Draft or Finalize R/S Reports	Can Set Up Own Case-load	Can Access the Caseload Administration Wizard	Can be IEP/504 Case Manager	Can be IEP/504 Team Member	Can Delete Documents and Events	Can Contact the Help Desk	Associated with all Grades
School Personnel	No	No	Yes - Draft No - Finalize	No	No	No	Yes	No	No	Yes
Provider	No	Yes	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Aggregate Provider	No	Yes	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Special Ed Teacher	No	No	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Student Team Leader	Yes	Yes	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Aggregate Student Team Leader	Yes	Yes	Yes - Draft No - Finalize	Yes	No	Yes	Yes	No	No	Yes
Administrator/ Certifier	Yes	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	No	Yes	Yes
Administrator (no R/S)	No	Yes	Yes - Draft No - Finalize	Yes	Yes	Yes	Yes	No	Yes	Yes
Aggregate Administrator /Certifier	No	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	No	Yes	Yes
APSEP Aggregate Administrator/Certifier	No	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	No	Yes	Yes
District IT Administrator	No	No	No	No	Yes	No	No	No	Yes	Yes
APSEP IT Administrator	No	No	No	No	Yes	No	No	No	Yes	Yes
OSEP Aggregate Data Manager	Yes	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OSEP Aggregate District Administrator	Yes	Yes	Yes - Draft Yes - Finalize	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OSEP Out of District Site User	Yes	Yes	Yes - Draft No - Finalize	Yes	Yes	Yes	Yes	Yes	Yes	Yes

	Documents							
User Type	Referral to Determine Eligibility for SPED and Related Services	Prior Written Notice	Parental Consent Evaluation (IEP)	Parental Consent Initial POS (IEP)	Parental Consent Evaluation (504)	Parental Consent Initial POS (504)	Notice of PPT Meeting	Create/View Documents Page Access (Document Repository)
School Personnel	Draft	Draft	Draft	Draft	Draft	Draft	Draft	No
Provider	Draft	Draft	Draft	Draft	Final	Final	Draft	Yes
Aggregate Provider	Draft	Draft	Draft	Draft	Final	Final	Draft	Yes
Special Ed Teacher	Final	Draft	Final	Final	Draft	Draft	Final	Yes
Student Team Leader	Final	Final	Final	Final	Final	Final	Final	Yes
Aggregate Student Team Leader	Final	Final	Final	Final	Final	Final	Final	Yes
Administrator/ Certifier	Final	Final	Final	Final	Final	Final	Final	Yes
Administrator (no R/S)	Final	Final	Final	Final	Final	Final	Final	Yes
Aggregate Administrator /Certifier	Final	Draft	Final	Final	Final	Final	Final	Yes
APSEP Aggregate Administrator/Certifier	Draft	Draft	Draft	Draft	Draft	Final	Draft	Yes
District IT Administrator	None	None	None	None	None	None	None	No
APSEP IT Administrator	None	None	None	None	None	None	None	No
OSEP Aggregate Data Manager	Final	Final	Final	Final	Final	Final	Final	Yes
OSEP Aggregate District Administrator	Final	Final	Final	Final	Final	Final	Final	Yes
OSEP Out of District Site User	Final	Final	Final	Final	Final	Final	Final	Yes

	Viewing Students	
User Type	Student Search	Viewing Student Module Information
School Personnel	All Students at Associated Schools	When on Caseload
Provider	All Students at Associated Schools	When on Caseload
Aggregate Provider	All Students at Associated Schools	When on Caseload
Special Ed Teacher	All Students at Associated Schools	When on Caseload
Student Team Leader	All Students at Associated Schools	When on Caseload
Aggregate Student Team Leader	All Students at Associated Schools	When on Caseload
Administrator/ Certifier	All Students at Associated Schools	When Assigned to School
Administrator (no R/S)	All Students at Associated Schools	When Assigned to School
Aggregate Administrator /Certifier	All Students	All Students
APSEP Aggregate Administrator/Certifier	All Students at Associated Schools	When Assigned to School
District IT Administrator	All Students	None
APSEP IT Administrator	All Students at Associated Schools	None
OSEP Aggregate Data Manager	All Students	All Students
OSEP Aggregate District Administrator	All Students	All Students
OSEP Out of District Site User	All Students from their OSEP	All Students from their OSEP

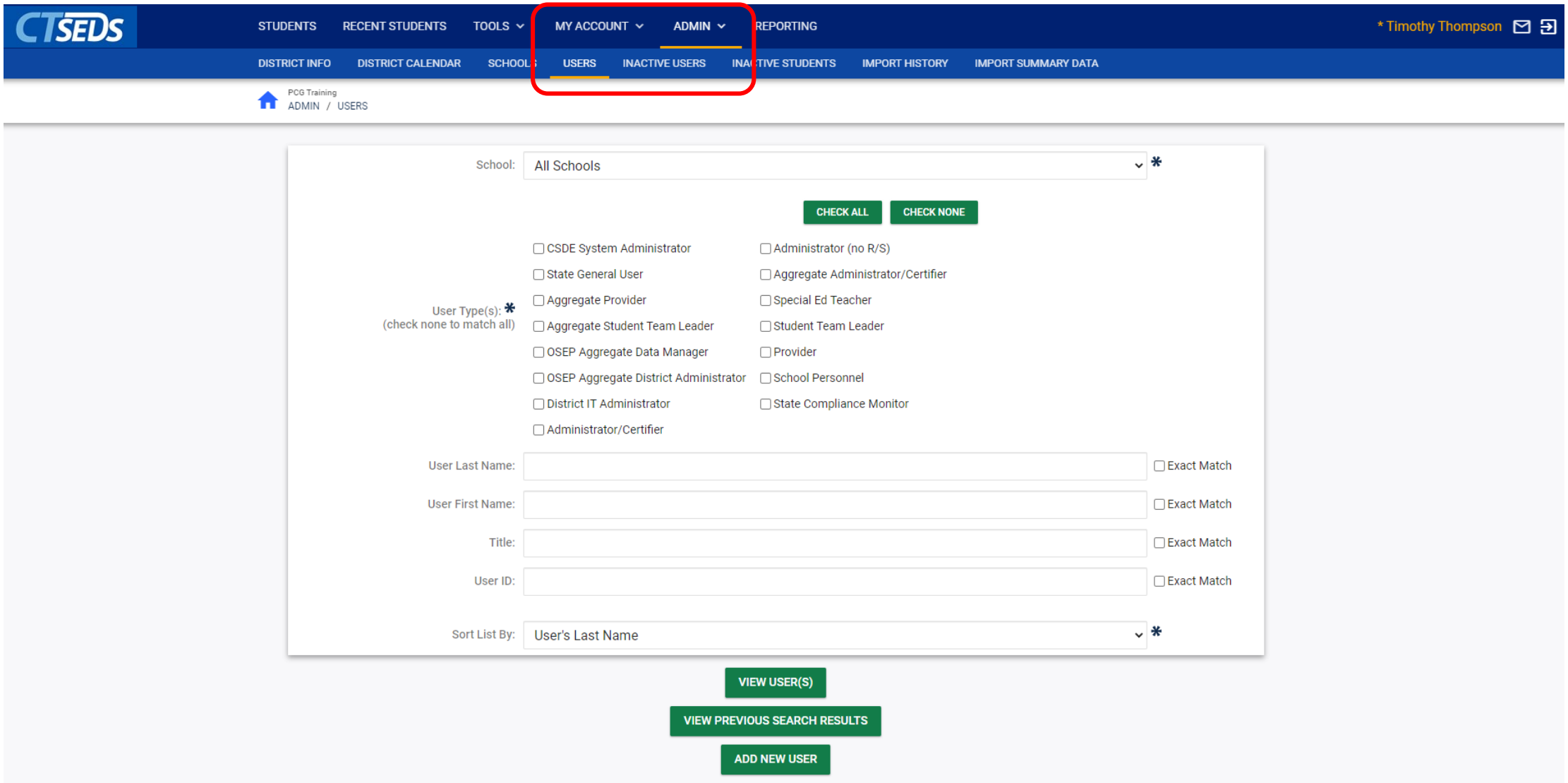
New info to chart

	Administrative Functions							
User Type	Manually Add Students	Edit Student Personal Page	Edit Student OSEP on Personal Page	View User Info	Edit User Info	Add New Site-Level Users at Your School	Add New Site-Level Users Any School	Can Edit Manual Events
School Personnel								
Provider								
Aggregate Provider								
Special Ed Teacher								
Student Team Leader								
Aggregate Student Team Leader								
Administrator/ Certifier	No	Yes	All Students at Associated Schools	Users at Associated Schools	School Personnel, Provider, Agg Provider, Student Team Leader, Agg Student Team Leader, Special Ed Teacher, Admin no R/S, Admin/Certifier, APSEP Agg Admin/Certifier	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin no R/S	No	Yes
Administrator (no R/S)	No	Yes	All Students at Associated Schools	Users at Associated Schools	School Personnel, Provider, Agg Provider, Student Team Leader, Agg Student Team Leader, Special Ed Teacher, Admin no R/S, Admin/Certifier, APSEP Agg Admin/Certifier	School Personnel, Provider, Student Team Leader, Special Ed Teacher	No	Yes
Aggregate Administrator /Certifier	No	Yes	All Students	Yes	All	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	No	Yes
APSEP Aggregate Administrator/Certifier	No	No	No	Yes	All	No	No	No
District IT Administrator	No	Yes	No	Yes	All	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	Yes
APSEP IT Administrator	No	Yes	No	Yes	All	No	No	No
OSEP Aggregate Data Manager	Yes	Yes	All Students	Yes	All	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	Yes
OSEP Aggregate District Administrator	Yes	Yes	All Students	Yes	All	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	School Personnel, Provider, Student Team Leader, Special Ed Teacher, Admin/Certifier, Admin no R/S, District IT Admin	Yes
OSEP Out of District Site User	No	Yes	All Students from their OSEP	Yes	All	No	No	Yes

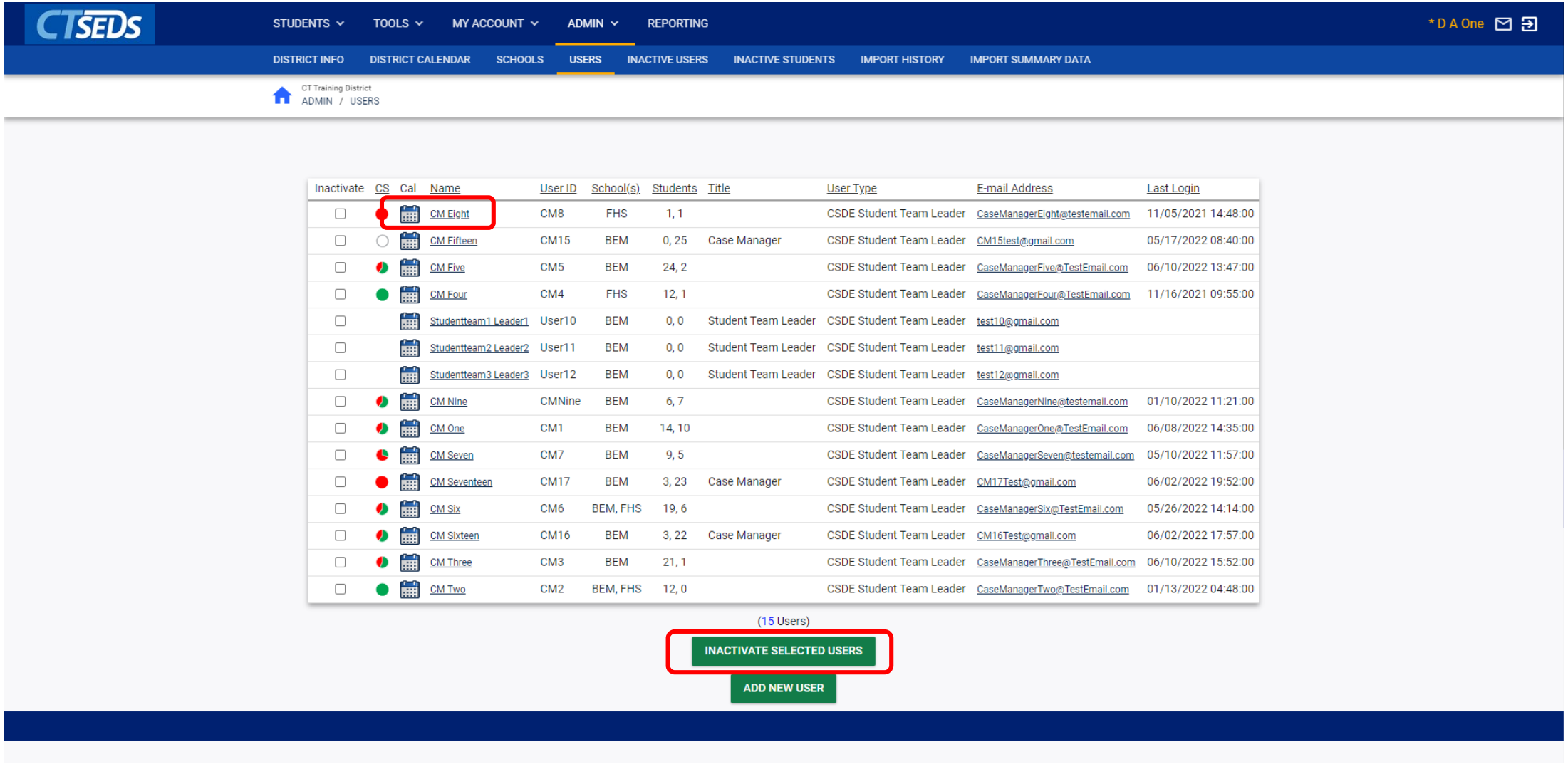
NEW

	Applicable for:				
User Type	OSEPs	APSEPs	Charters	Academies	RESCs
School Personnel	X		X	X	X
Provider	X		X	X	X
Aggregate Provider	X	X			X
Special Ed Teacher	X		X	X	X
Student Team Leader	X				
Aggregate Student Team Leader	X				
Administrator/ Certifier	X		X	X	X
Administrator (no R/S)	X		X	X	X
Aggregate Administrator / Certifier			X	X	X
APSEP Aggregate Administrator/ Certifier		X			
District IT Administrator	X		X	X	X
APSEP IT Administrator		X			
OSEP Aggregate Data Manager	X				
OSEP Aggregate District Administrator	X				
OSEP Out of District Site User	X				

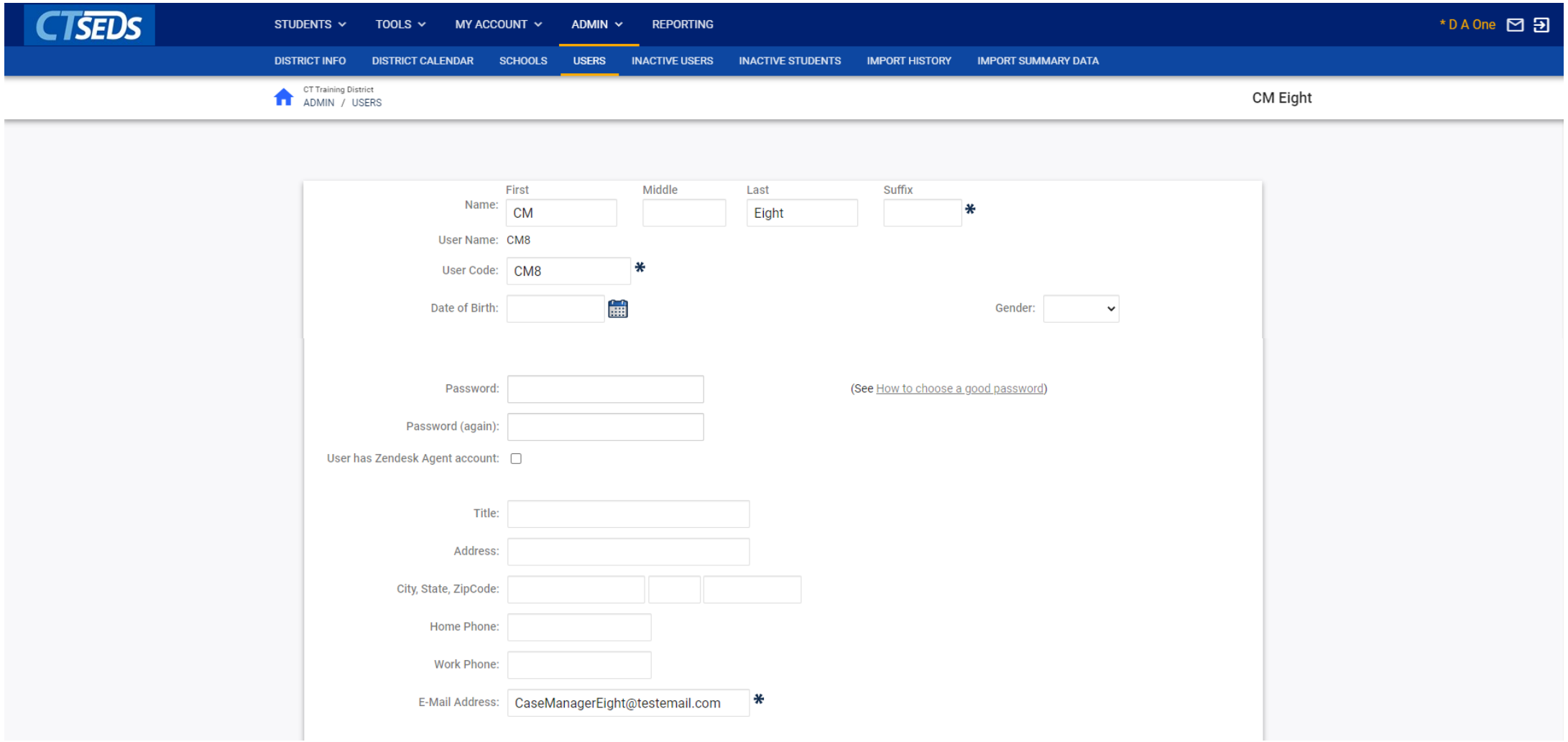
Manage Users



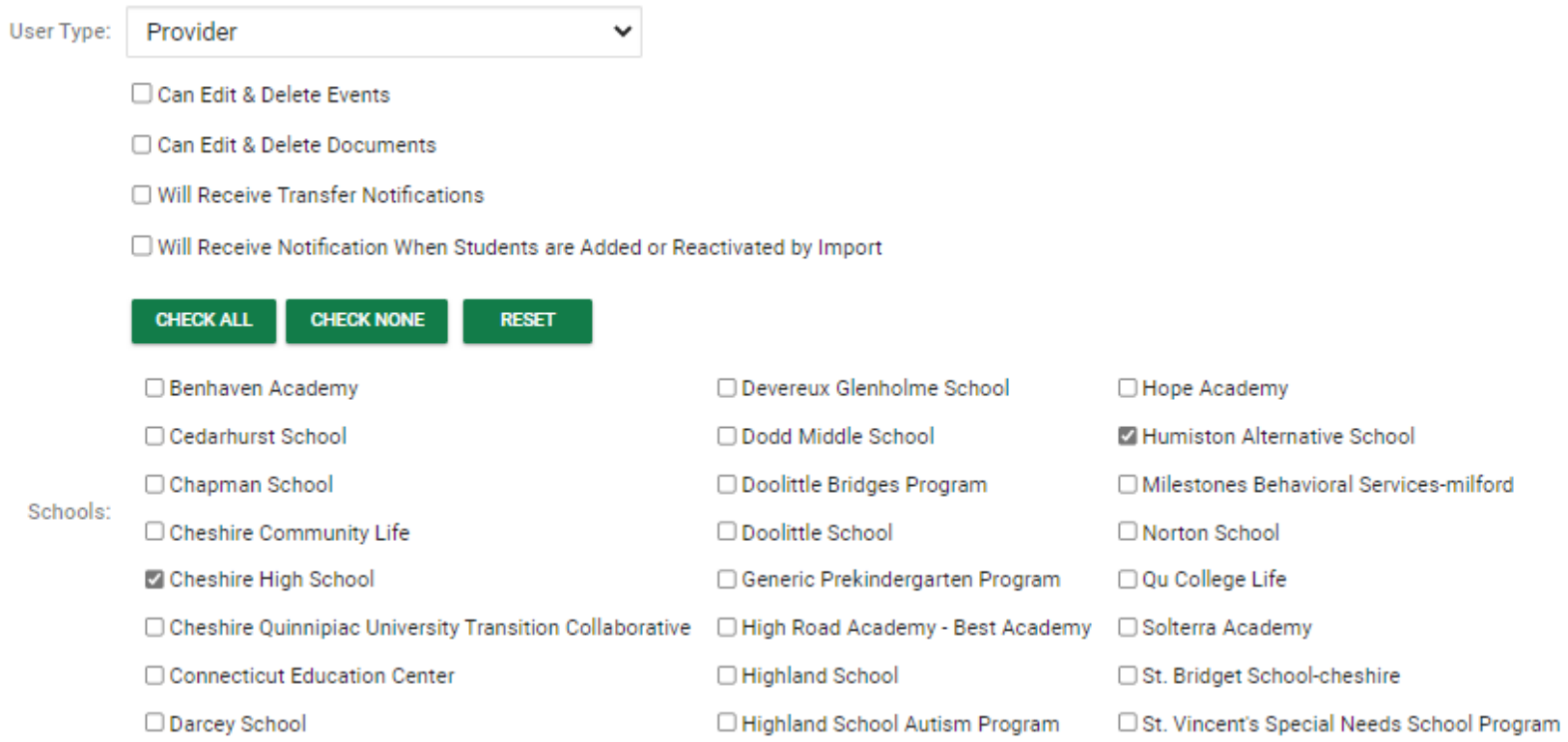
Manage Users



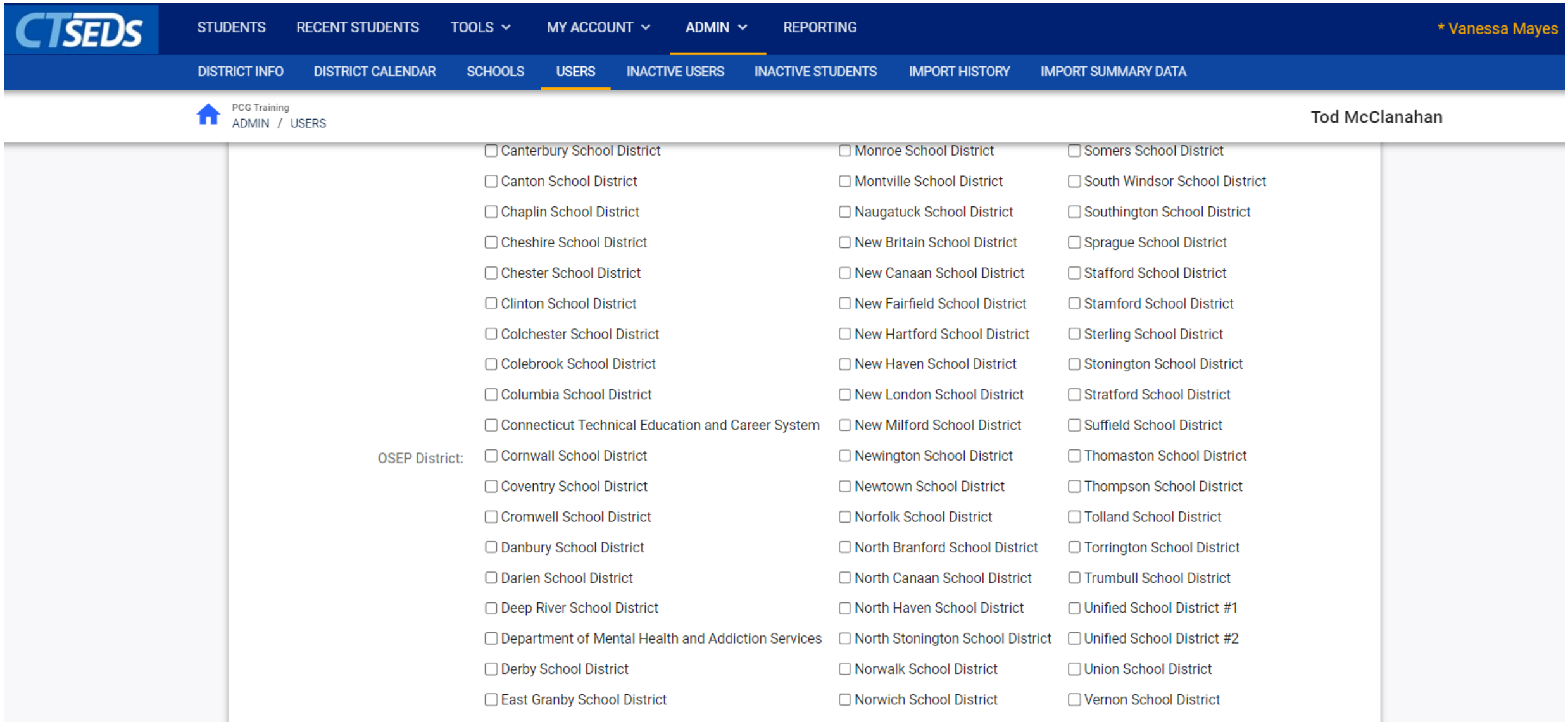
User Profile Page



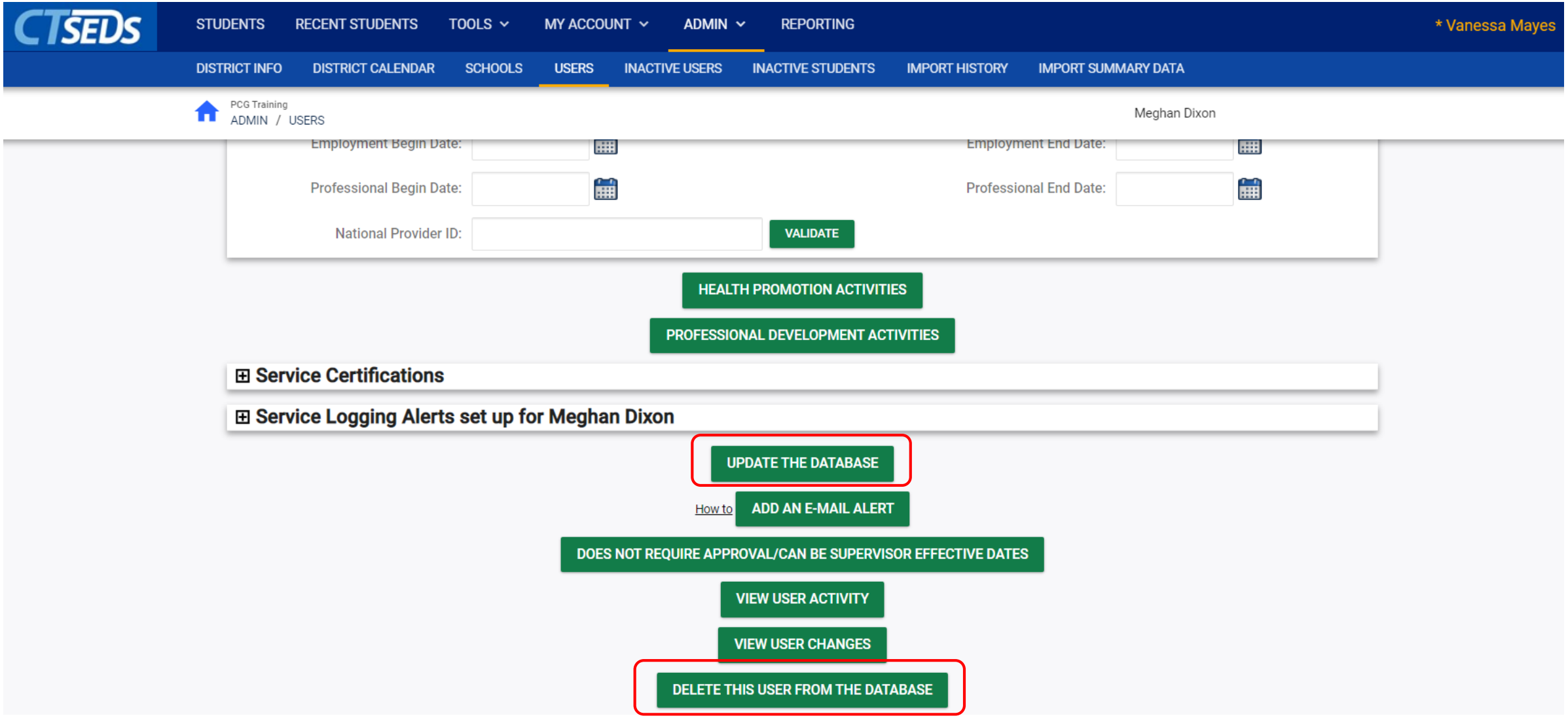
Assigning Users to Schools



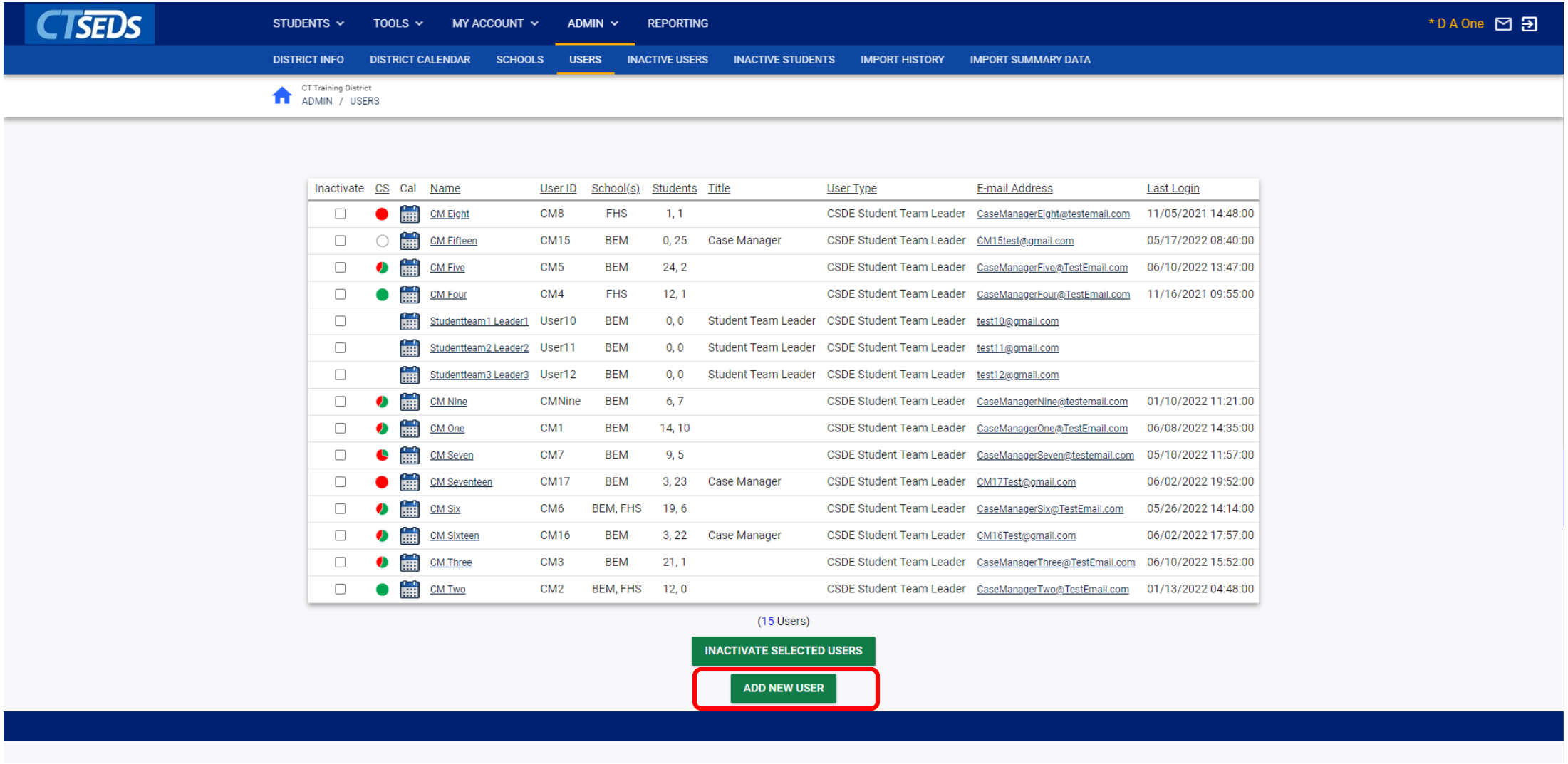
Do Not Select OSEP District in Home Site



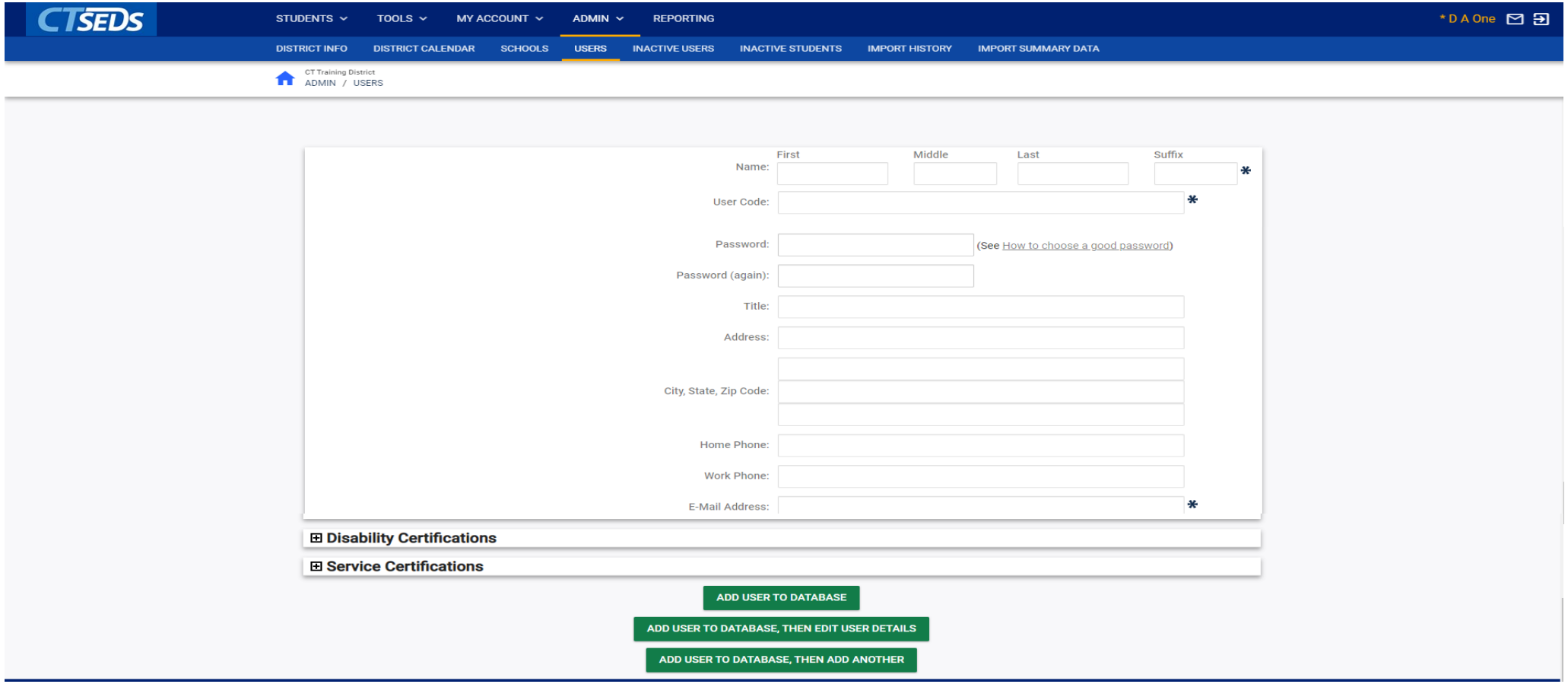
User Profile Page



Adding Users



Adding Users



User Codes: User's First Initial, the First three digits of District Code, and Last Name

APSEP User Codes: User's First Initial, AP1, and Last Name

Student Search/Accessing Students/Student History

Accessing Students - Troubleshooting

When A User Says I Cannot Find/See a Student

- Confirm the student is in the site.
  - Check that the Student is set up appropriately in PSIS
  - Confirm that other users can see the student.

When A User Says I Cannot Find/See a Student

- If User Type needs to be assigned to a Caseload to see student information, verify the user is on the student's caseload on the Student's Team Page or in the Caseload Wizard User Types that need to be assigned to Caseloads are
  - School Personnel
  - Provider
  - Aggregate Provider
  - Student Team Leader
  - Aggregate Student Team Leader

When A User Says I Cannot Find/See a Student

- If User Type needs to be assigned to Schools, verify the user is associated to the student's school on their User Profile Page. User Types that need to be associated to Schools are
  - School Personnel
  - Provider
  - Aggregate Provider
  - Student Team Leader
  - Aggregate Student Team Leader
  - APSEP Aggregate Administrator/Certifier
  - Administrator/Certifier
  - Administrator no RS,
  - APSEP IT Administrator

When A User Says I Cannot Find/See a Student

- If the user is in their **Home District Site**, check if their own OSEP district box is checked on the User Profile Page – **NO OSEPs should be checked.** The OSEP checkbox is a filter that prevents a user from seeing any student that does not have the same OSEP set.

  - *Example = Hartford Aggregate User with Hartford Site Email Address – no OSEP should be checked (it will act as a filter). When in an Out of District site, ex. Waterbury, should have Hartford OSEP checked.*

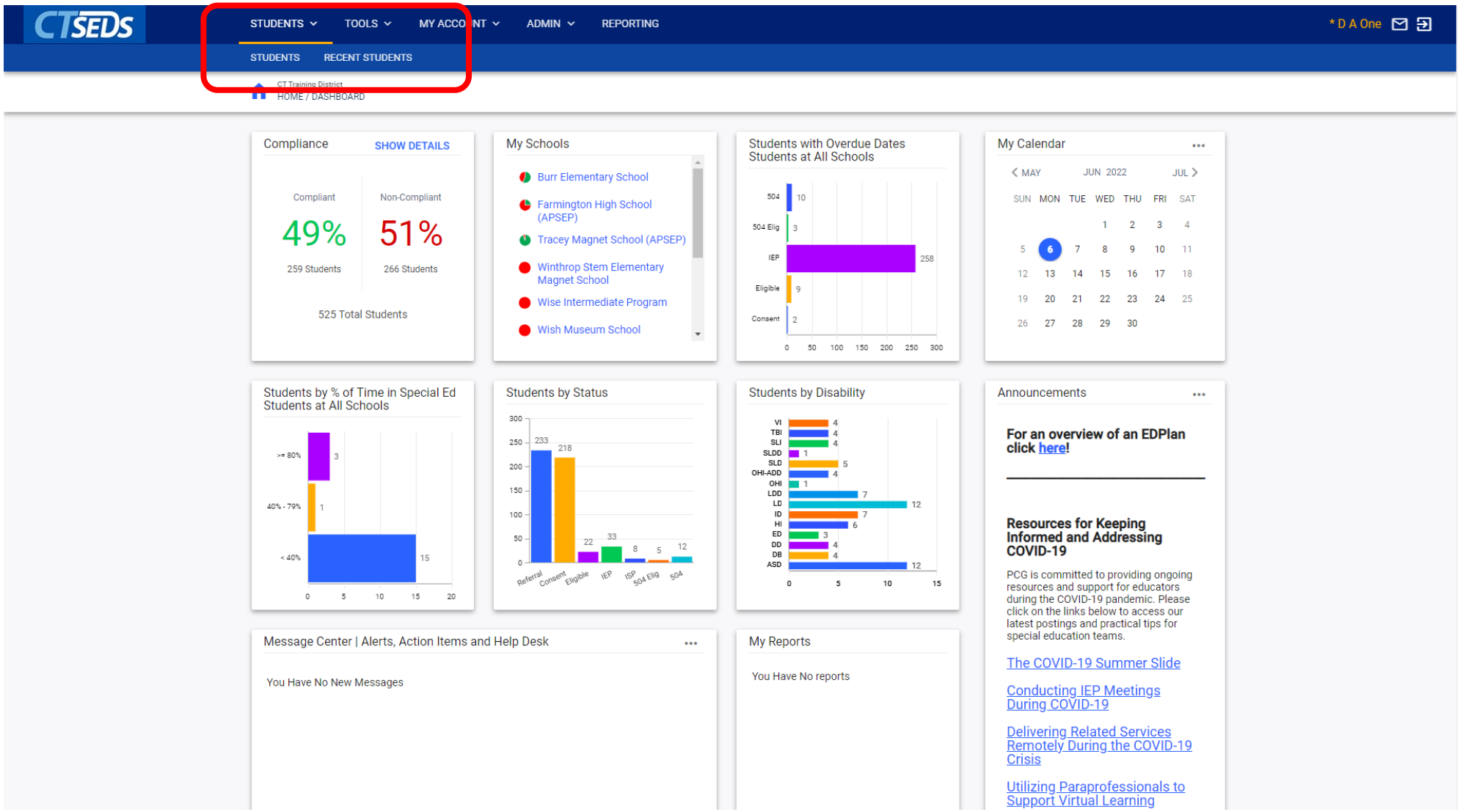
When A User Says I Cannot Find/See a Student

- If the user is an Aggregate User **NOT** on their Home District site, make sure that the student is assigned to the appropriate OSEP on their Personal Info Page and that the User has the appropriate OSEP checked on their User Profile Page

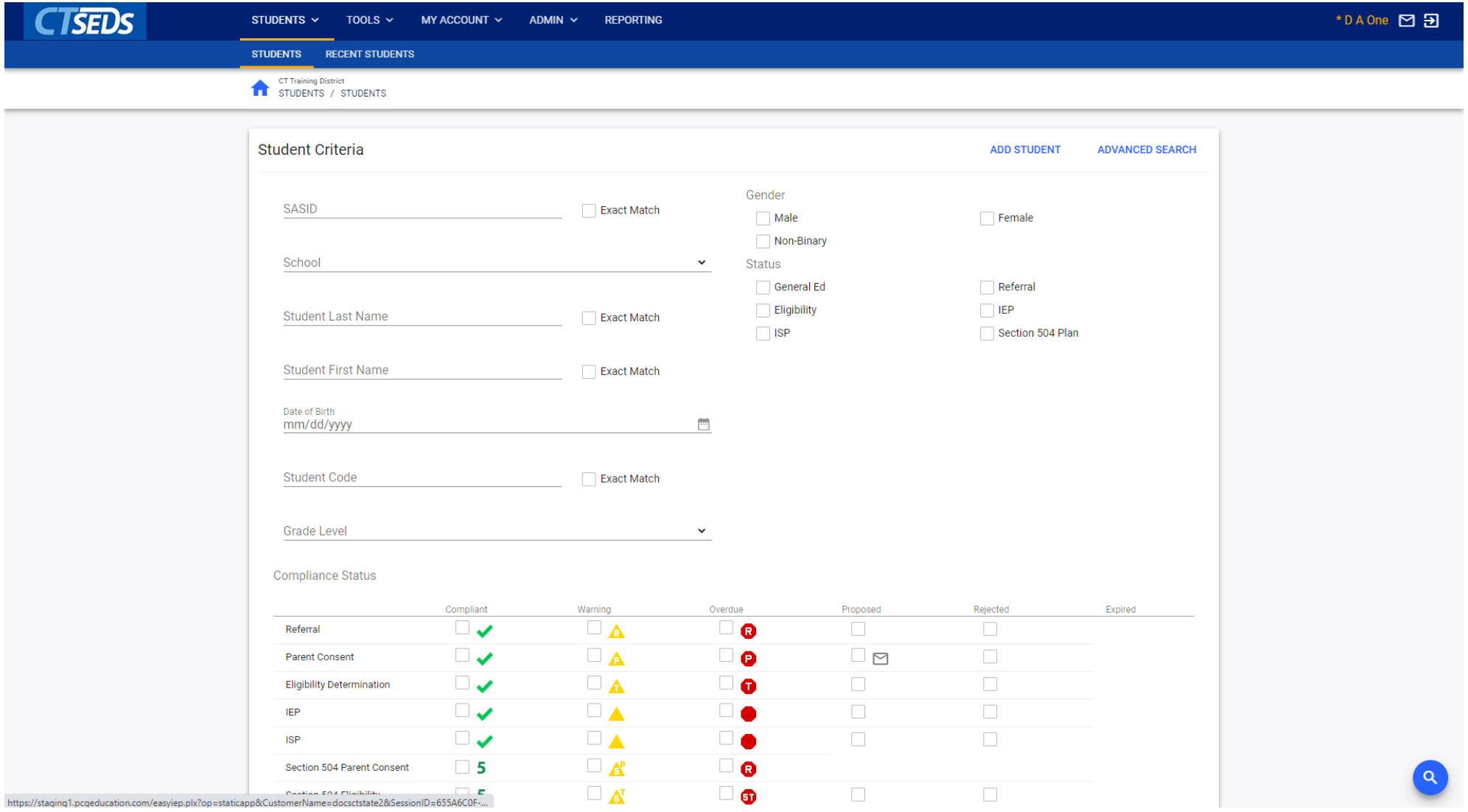
  - *Example = Hartford Aggregate User on the Waterbury site – **SHOULD** have the OSEP Hartford checked on the User Profile Page and the student needs to have the Hartford OSEP set on their Personal Info Page*

Student Search

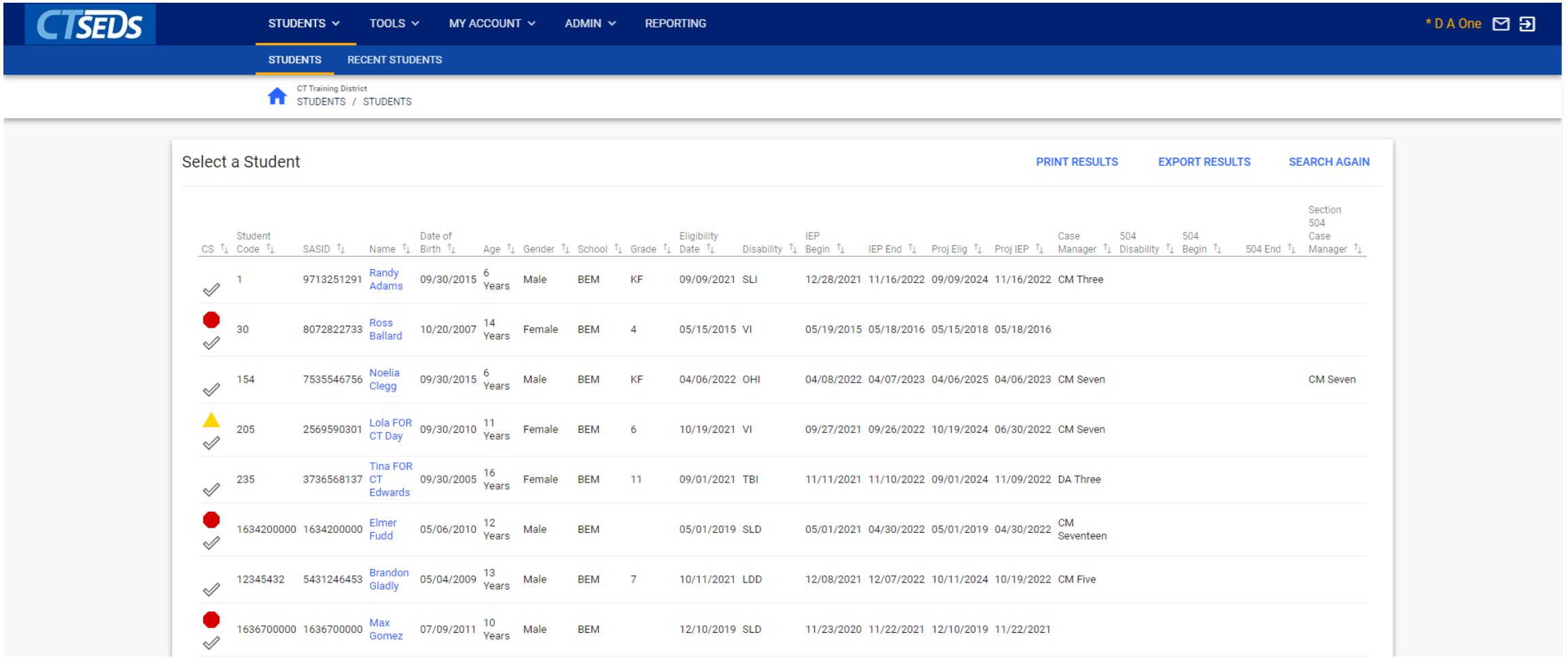
CT-SEDS Home Page



Student Search

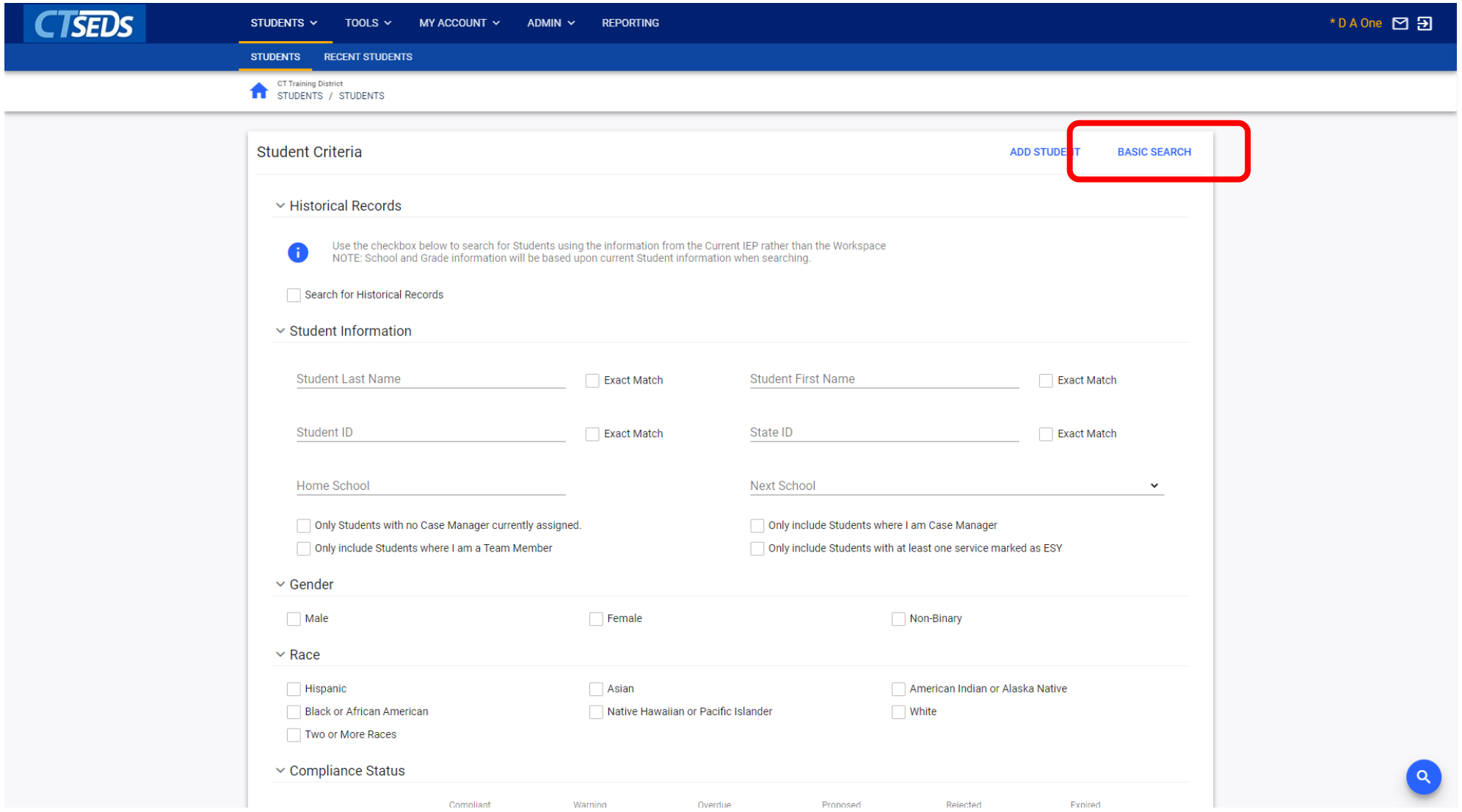


Student Search Results

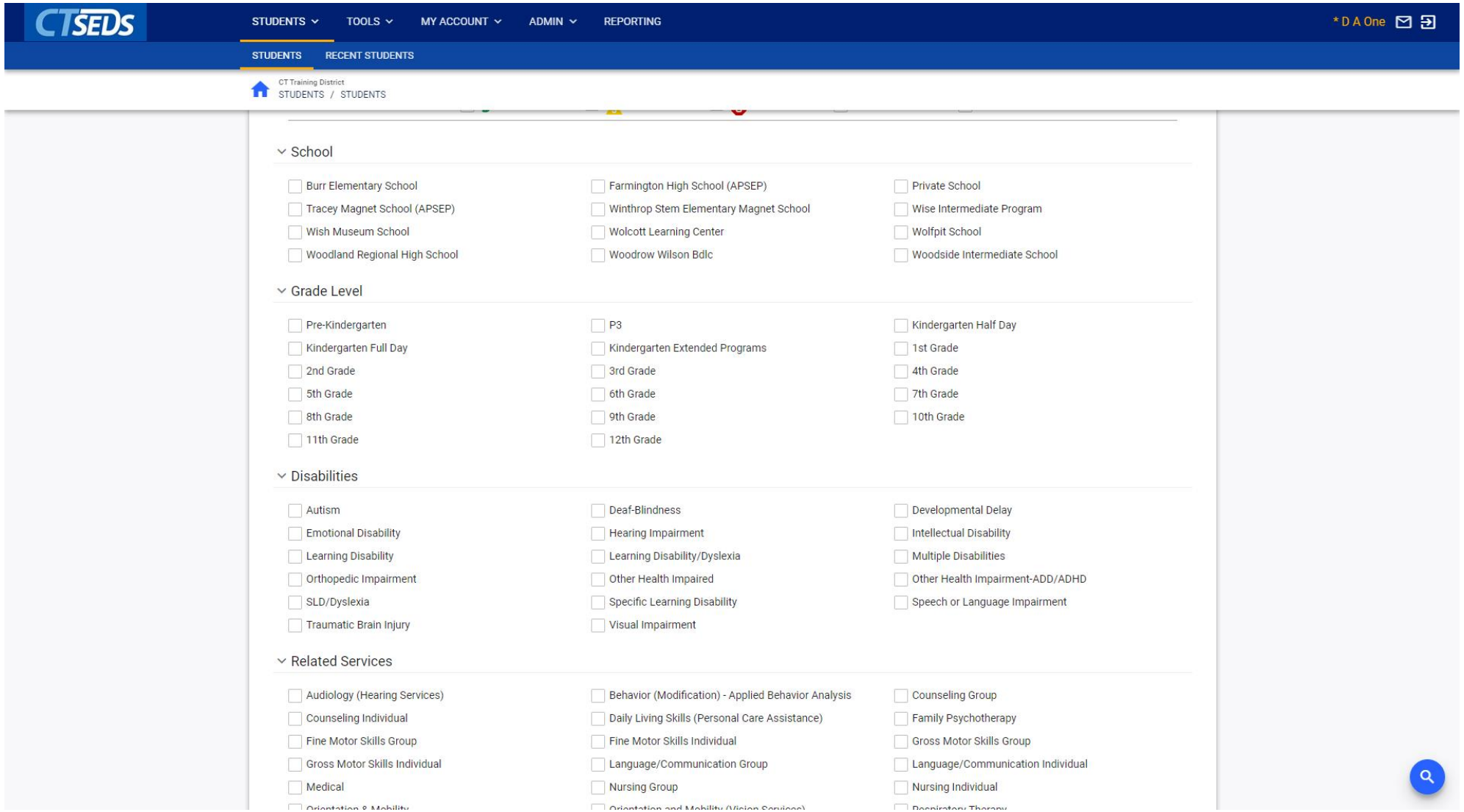


CS	Student Code	SASID	Name	Date of Birth	Age	Gender	School	Grade	Eligibility Date	Disability	IEP Begin	IEP End	Proj Elig	Proj IEP	Case Manager	504 Disability	504 Begin	504 End	Section 504 Case Manager
✓	1	9713251291	Randy Adams	09/30/2015	6 Years	Male	BEM	KF	09/09/2021	SLI	12/28/2021	11/16/2022	09/09/2024	11/16/2022	CM Three				
● ✓	30	8072822733	Ross Ballard	10/20/2007	14 Years	Female	BEM	4	05/15/2015	VI	05/19/2015	05/18/2016	05/15/2018	05/18/2016					
✓	154	7535546756	Noelia Clegg	09/30/2015	6 Years	Male	BEM	KF	04/06/2022	OHI	04/08/2022	04/07/2023	04/06/2025	04/06/2023	CM Seven				CM Seven
▲ ✓	205	2569590301	Lola FOR CT Day	09/30/2010	11 Years	Female	BEM	6	10/19/2021	VI	09/27/2021	09/26/2022	10/19/2024	06/30/2022	CM Seven				
✓	235	3736568137	Tina FOR CT Edwards	09/30/2005	16 Years	Female	BEM	11	09/01/2021	TBI	11/11/2021	11/10/2022	09/01/2024	11/09/2022	DA Three				
● ✓	1634200000	1634200000	Elmer Fudd	05/06/2010	12 Years	Male	BEM		05/01/2019	SLD	05/01/2021	04/30/2022	05/01/2019	04/30/2022	CM Seventeen				
✓	12345432	5431246453	Brandon Gladly	05/04/2009	13 Years	Male	BEM	7	10/11/2021	LDD	12/08/2021	12/07/2022	10/11/2024	10/19/2022	CM Five				
● ✓	1636700000	1636700000	Max Gomez	07/09/2011	10 Years	Male	BEM		12/10/2019	SLD	11/23/2020	11/22/2021	12/10/2019	11/22/2021					

Advanced Student Search



Advanced Search



Student Transfers

When PSIS sends a student record that contains a district exit, there are three possible outcomes.

Transfer Scenario	Outcome and Next Steps
The student is exited from the district and there is no associated district entry record from the new enrolled district	The student record in the current district is inactivated in CT-SEDS. The student and associated data and documents will be available in the Inactive Students area in CT-SEDS.
The student is exited from the district and there is an associated district entry record from the new enrolled district	The student record in the current district is inactivated in the current district, and also transferred to the new enrolled district site within CT-SEDS.
There is a concurrent registration (2 PSIS "enrolled" records sent for one student)	A new student record will be created in the new enrolled district site and no change will occur with the original student record in CT-SEDS. See process of resolving concurrent record below.

Resolving Concurrent Registrations in CT-SEDS

Same Student is in Two Sites	Same Student in One Site
Wait to see if the records resolve on their own. If no work was completed in the new district, once the exit record is reported in PSIS and it is communicated to CT-SEDS, the two records will simply merge using the automated system.	The district should contact CT-SEDS Support to request a Manual Merge of the Old and New records to combine the history from sending district into the new work started in new district.

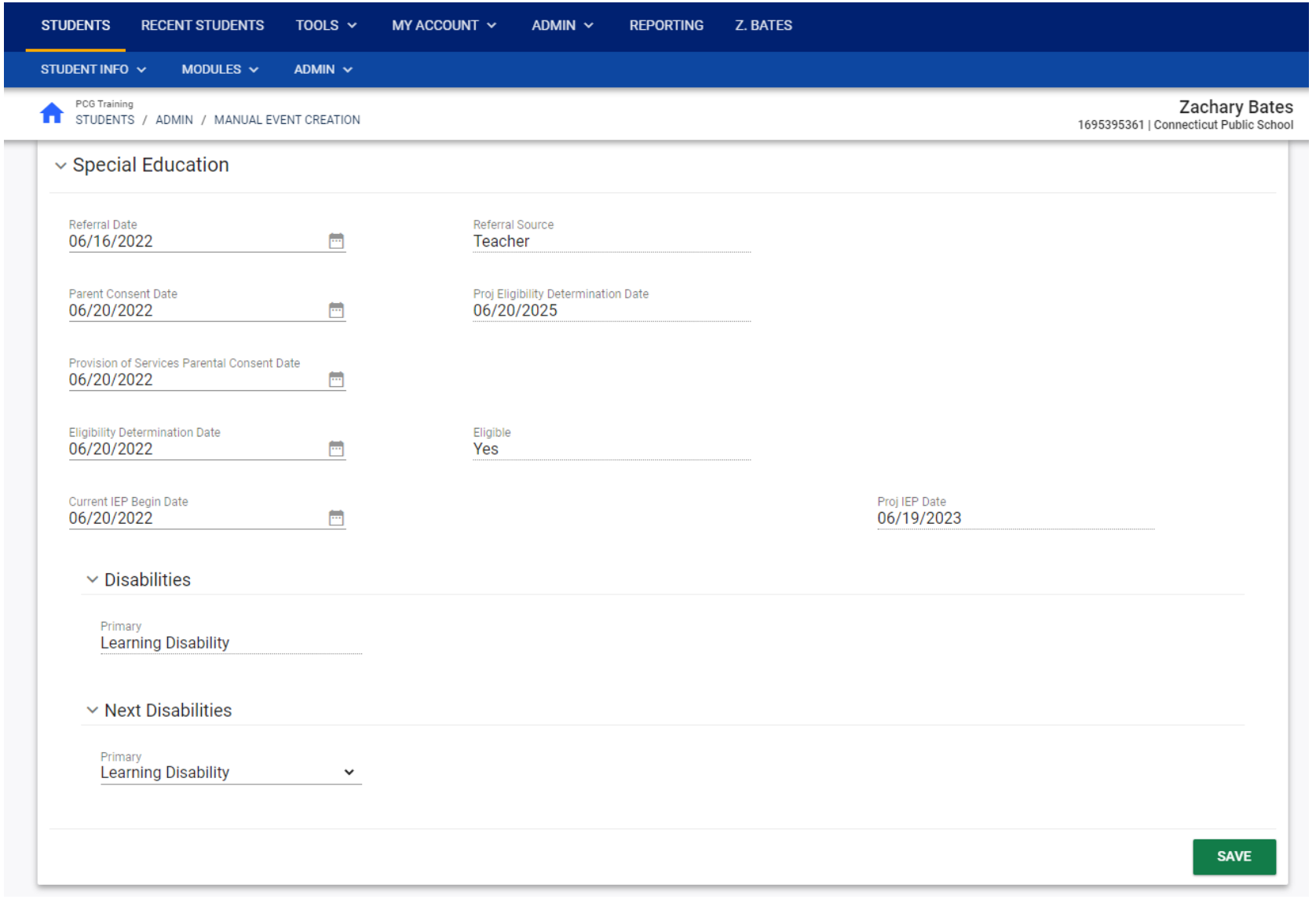
Student History

Nicole Festa
1104868705 | Connecticut Public School

	Event ID	Event Date	Event Type	Disability	Begin Date	End Date	User	Document	Date Created	Details
	1241	10/19/2022	IEP	ED	11/09/2022	11/08/2023	Scott McCaskill	Individualized Education Program - ReviewIntitial (ID# 992)	10/19/2022 12:04 (0 days)	
	1239	10/19/2022	DocumentEvent	ED			Scott McCaskill	Notice of PPT Meeting (ID# 985)	10/19/2022 11:58 (0 days)	
	1238	10/19/2022	Provision of Services Parental Consent	ED			Scott McCaskill	Consent for the Initial Provision of Special Education (ID# 984)	10/19/2022 11:57 (0 days)	
	1237	10/19/2022	Provision of Services Parental Consent Proposed	ED			Scott McCaskill	Consent for the Initial Provision of Special Education (ID# 983)	10/19/2022 11:57 (0 days)	
★	1236	10/19/2022	Eligibility Determination	ED	10/19/2022	10/19/2025	Scott McCaskill		10/19/2022 11:57 (0 days)	
	1235	10/19/2022	DocumentEvent				Scott McCaskill	Notice of PPT Meeting (ID# 982)	10/19/2022 11:56 (0 days)	
	1234	10/19/2022	Parent Consent				Scott McCaskill	Consent to Conduct an Initial Evaluation/ Reevaluation (ID# 981)	10/19/2022 11:55 (0 days)	
	1233	10/19/2022	Proposed Parent Consent				Scott McCaskill	Consent to Conduct an Initial Evaluation/ Reevaluation (ID# 980)	10/19/2022 11:54 (0 days)	
	1232	09/16/2022	DocumentEvent				Scott McCaskill	Notice of PPT Meeting (ID# 977)	10/19/2022 11:53 (0 days)	
	1231	08/03/2022	Referral				Scott McCaskill	Referral to Determine Eligibility for Special Education and Related Services (ID# 976)	10/19/2022 11:52 (0 days)	

Manual Event Creation

Manual Event Creation



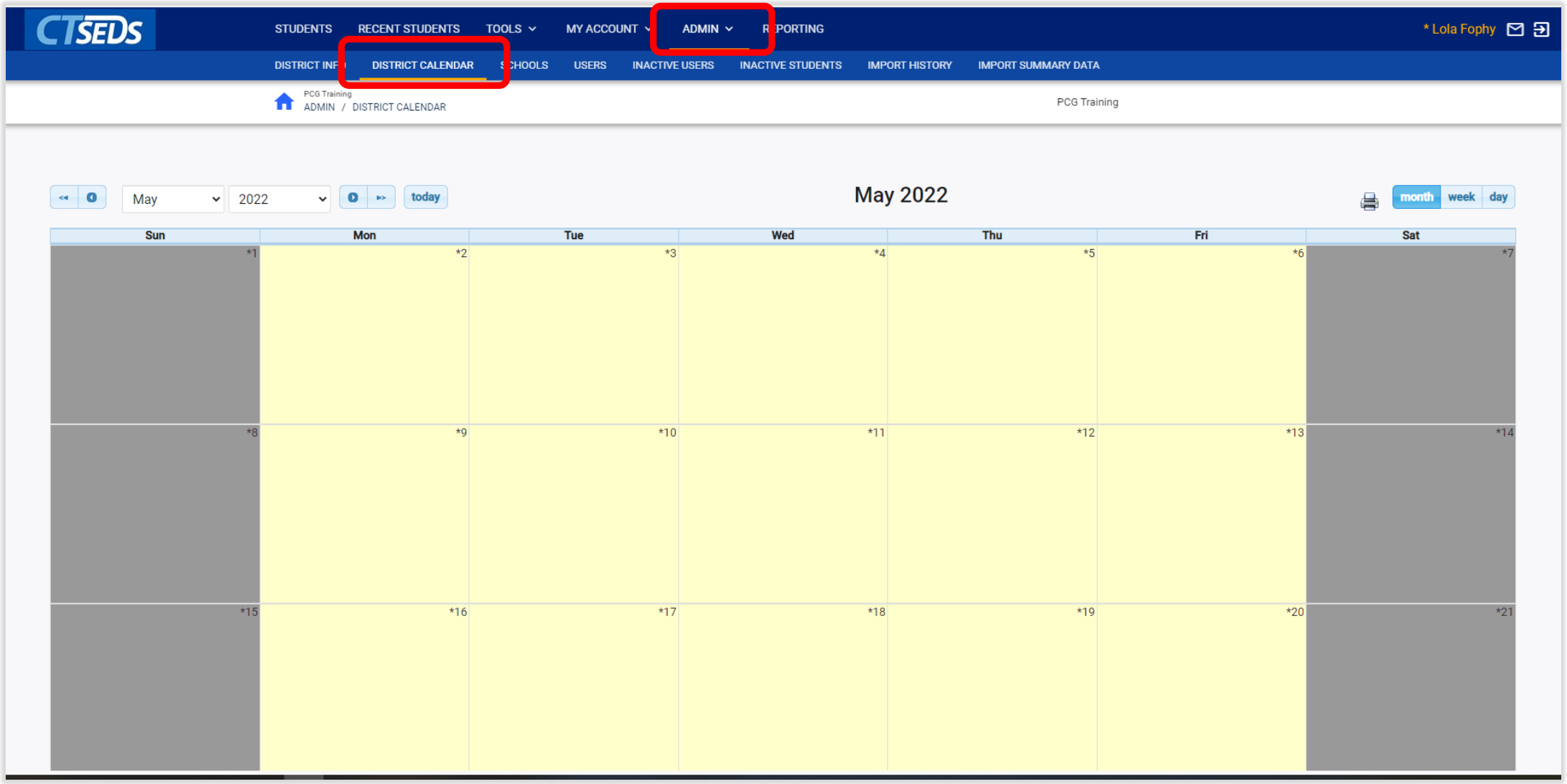
Tip!

Enter each event one at a time and click Save. This will ensure your event is updated.

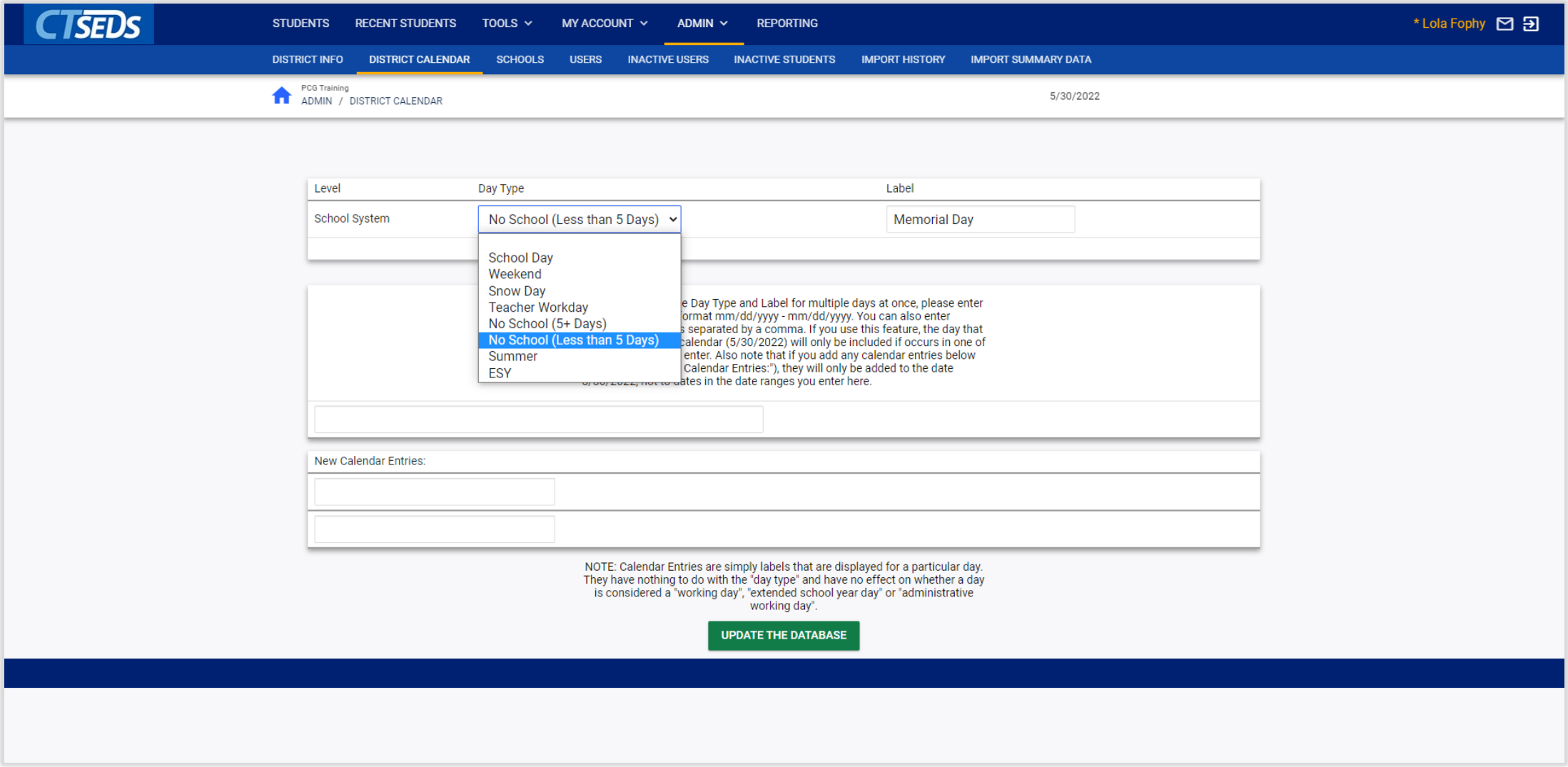
10 Minute Break

Calendar Management and Reporting Periods

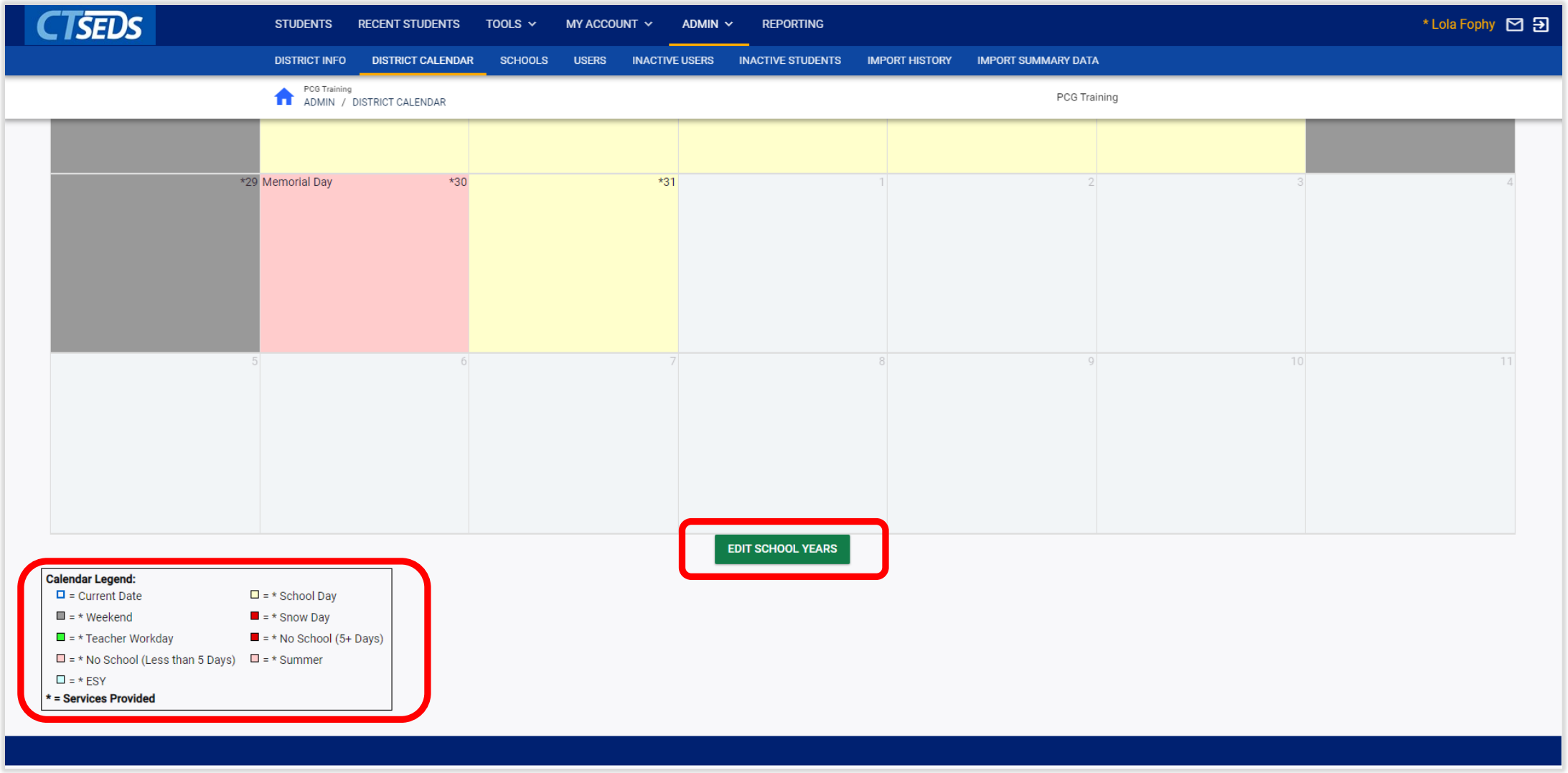
District Calendar



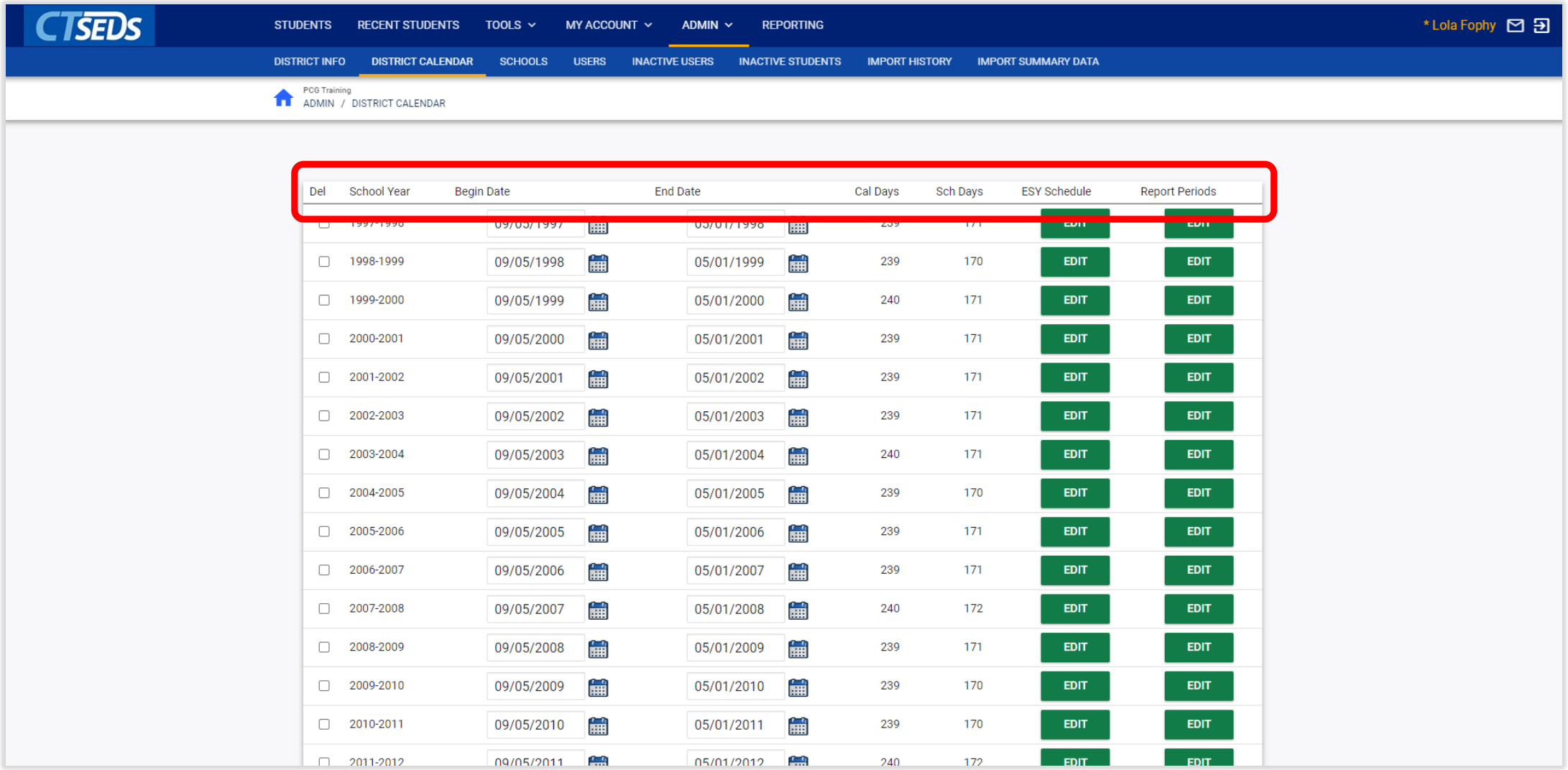
District Calendar



District Calendar

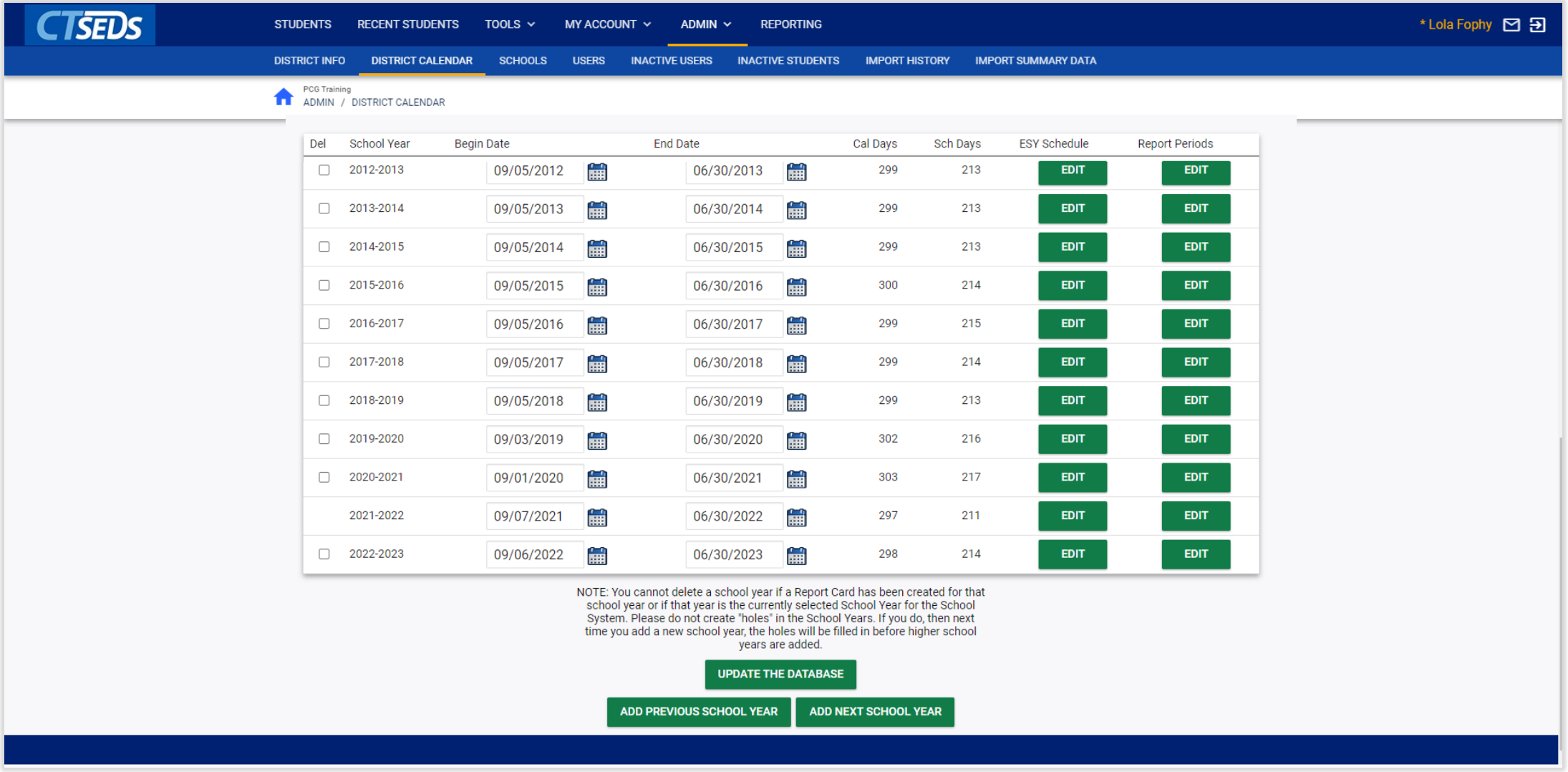


Edit School Years

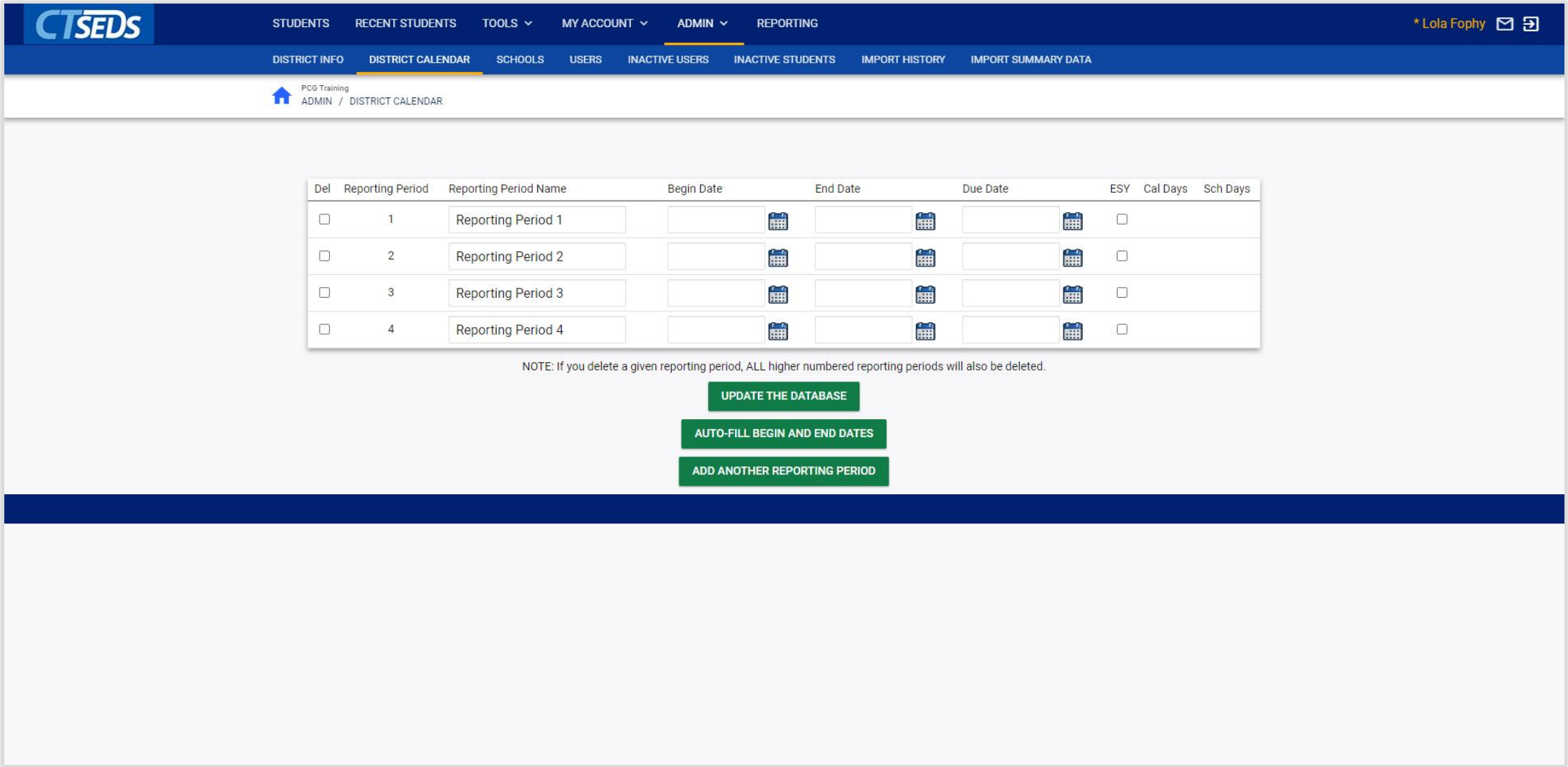


Del	School Year	Begin Date	End Date	Cal Days	Sch Days	ESY Schedule	Report Periods
☐	1998-1999	09/05/1998	05/01/1999	239	170	EDIT	EDIT
☐	1999-2000	09/05/1999	05/01/2000	240	171	EDIT	EDIT
☐	2000-2001	09/05/2000	05/01/2001	239	171	EDIT	EDIT
☐	2001-2002	09/05/2001	05/01/2002	239	171	EDIT	EDIT
☐	2002-2003	09/05/2002	05/01/2003	239	171	EDIT	EDIT
☐	2003-2004	09/05/2003	05/01/2004	240	171	EDIT	EDIT
☐	2004-2005	09/05/2004	05/01/2005	239	170	EDIT	EDIT
☐	2005-2006	09/05/2005	05/01/2006	239	171	EDIT	EDIT
☐	2006-2007	09/05/2006	05/01/2007	239	171	EDIT	EDIT
☐	2007-2008	09/05/2007	05/01/2008	240	172	EDIT	EDIT
☐	2008-2009	09/05/2008	05/01/2009	239	171	EDIT	EDIT
☐	2009-2010	09/05/2009	05/01/2010	239	170	EDIT	EDIT
☐	2010-2011	09/05/2010	05/01/2011	239	170	EDIT	EDIT
☐	2011-2012	09/05/2011	05/01/2012	240	172	EDIT	EDIT

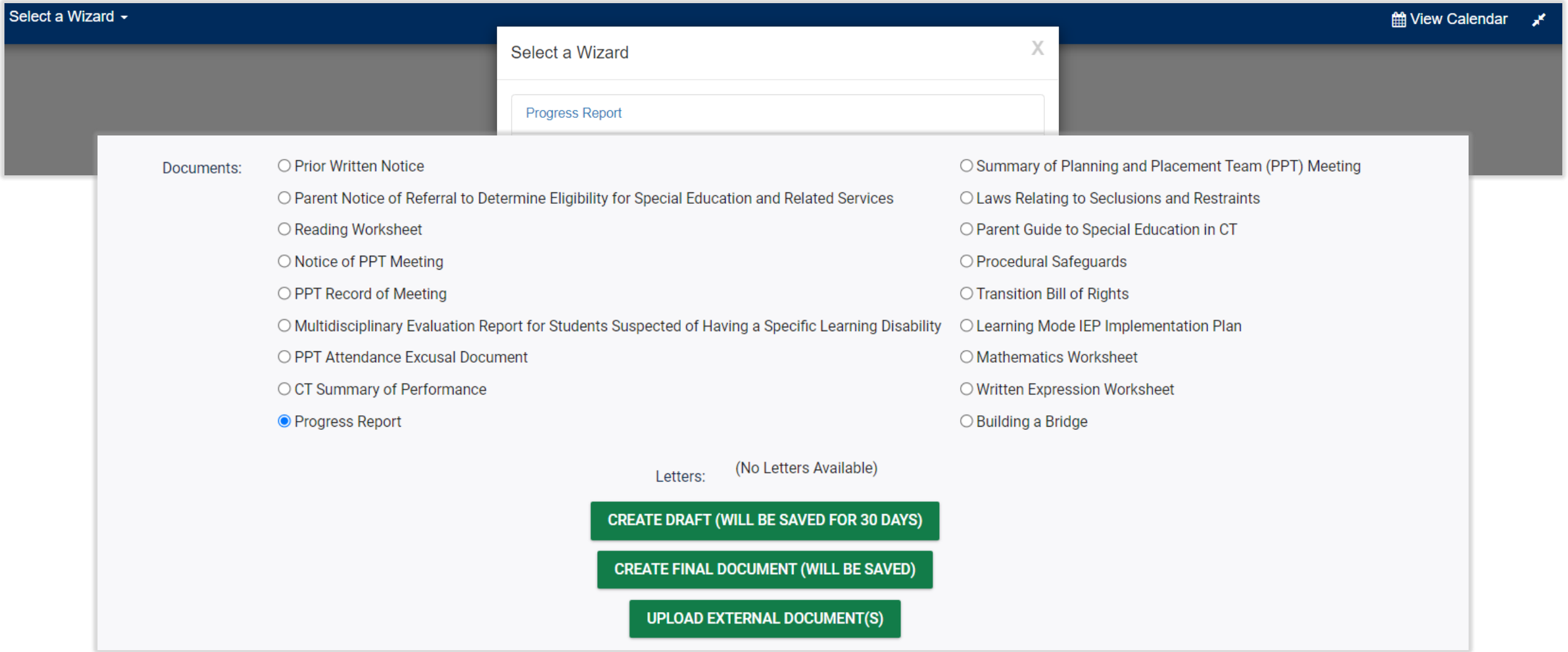
Edit School Years



Edit Reporting Periods

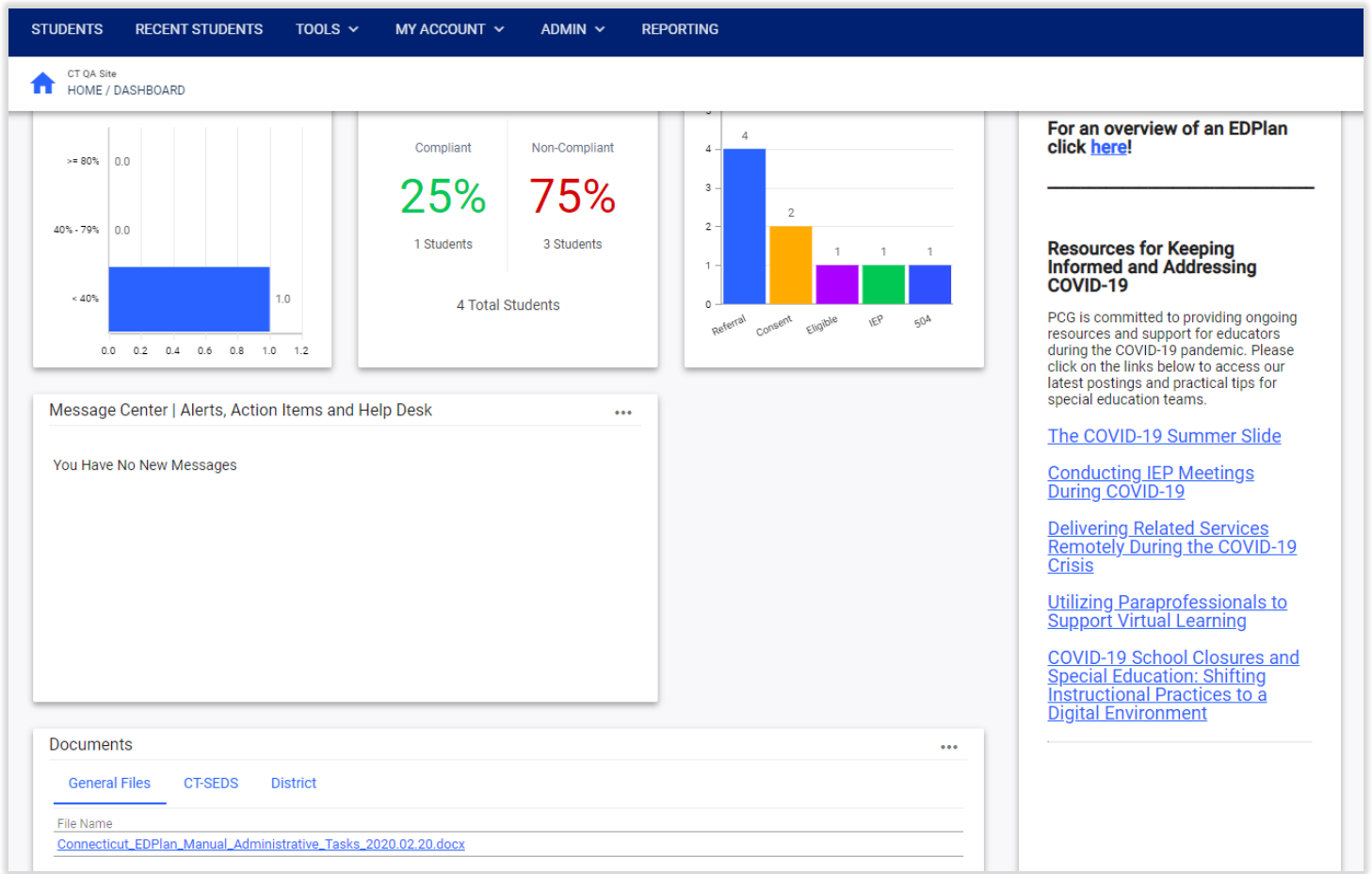


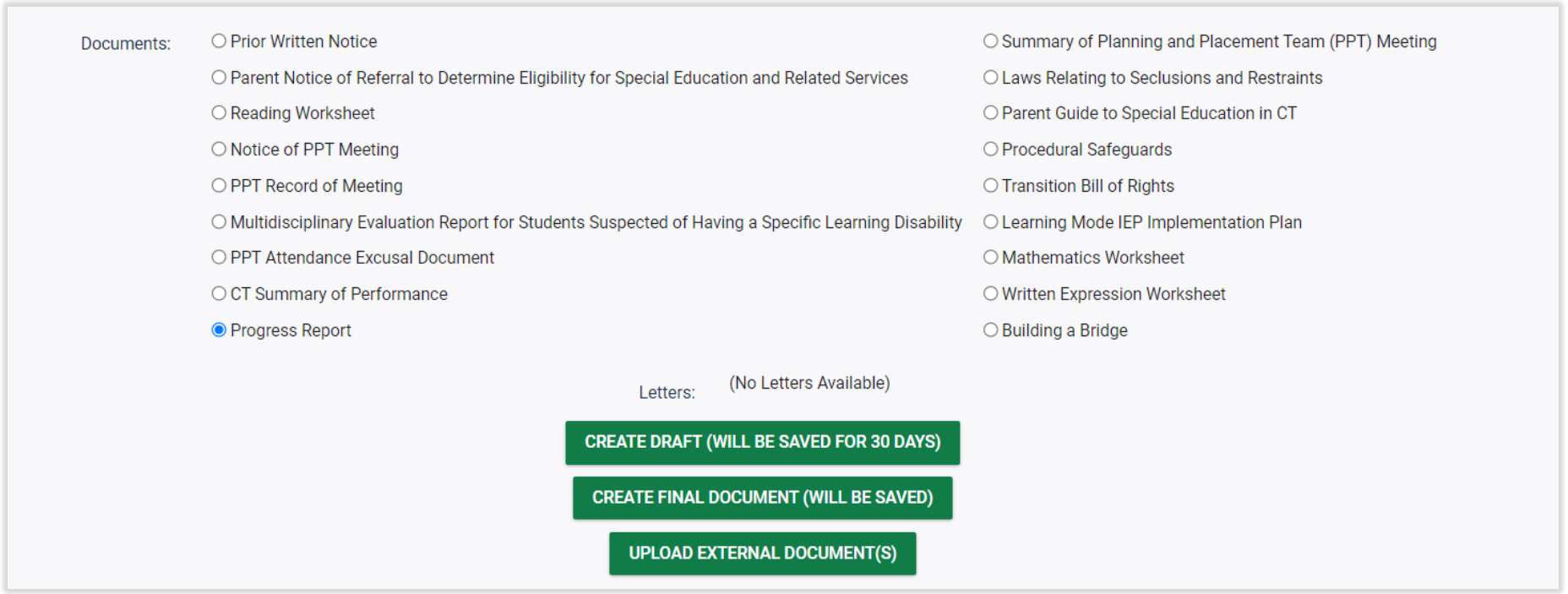
Progress Report

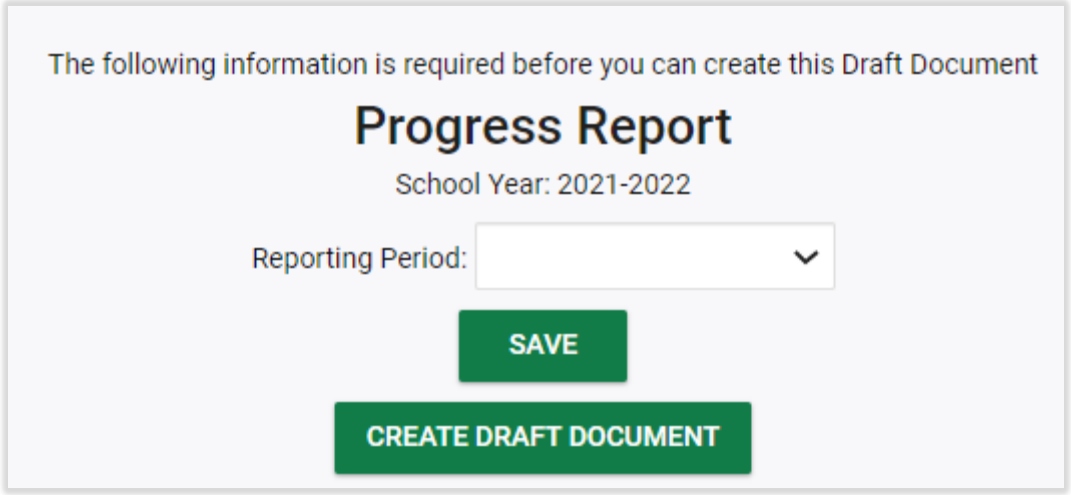

Select a Wizard
View Calendar
Select a Wizard
X
Progress Report
Documents:
Prior Written Notice
Parent Notice of Referral to Determine Eligibility for Special Education and Related Services
Reading Worksheet
Notice of PPT Meeting
PPT Record of Meeting
Multidisciplinary Evaluation Report for Students Suspected of Having a Specific Learning Disability
PPT Attendance Excusal Document
CT Summary of Performance
Progress Report
Summary of Planning and Placement Team (PPT) Meeting
Laws Relating to Seclusions and Restraints
Parent Guide to Special Education in CT
Procedural Safeguards
Transition Bill of Rights
Learning Mode IEP Implementation Plan
Mathematics Worksheet
Written Expression Worksheet
Building a Bridge
Letters:
(No Letters Available)
CREATE DRAFT (WILL BE SAVED FOR 30 DAYS)
CREATE FINAL DOCUMENT (WILL BE SAVED)
UPLOAD EXTERNAL DOCUMENT(S)

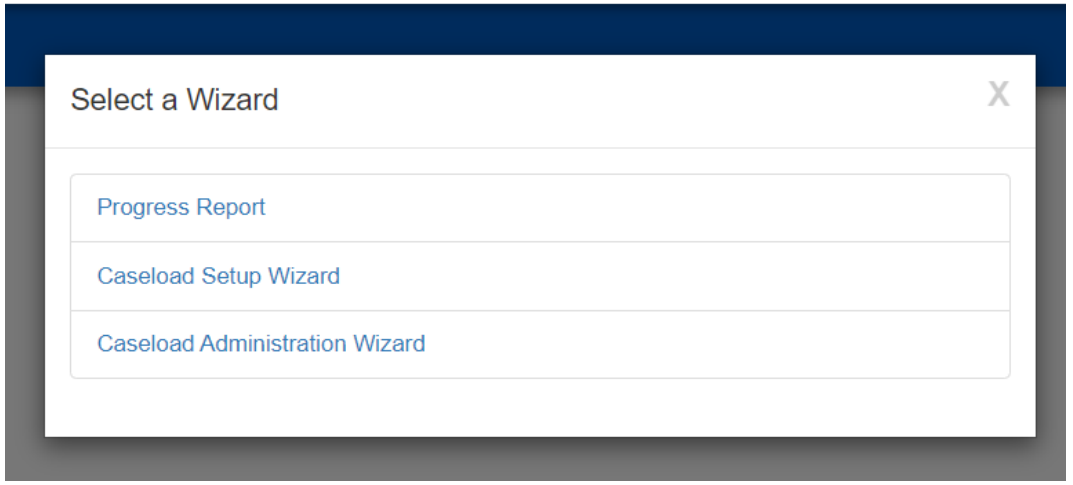
Error You cannot create a Progress Report for this Student because there is no current IEP for this Student.

There are no Annual Goals on this Student's IEP!




Documents:
Prior Written Notice
Parent Notice of Referral to Determine Eligibility for Special Education and Related Services
Reading Worksheet
Notice of PPT Meeting
PPT Record of Meeting
Multidisciplinary Evaluation Report for Students Suspected of Having a Specific Learning Disability
PPT Attendance Excusal Document
CT Summary of Performance
Progress Report
Summary of Planning and Placement Team (PPT) Meeting
Laws Relating to Seclusions and Restraints
Parent Guide to Special Education in CT
Procedural Safeguards
Transition Bill of Rights
Learning Mode IEP Implementation Plan
Mathematics Worksheet
Written Expression Worksheet
Building a Bridge
Letters:
(No Letters Available)
CREATE DRAFT (WILL BE SAVED FOR 30 DAYS)
CREATE FINAL DOCUMENT (WILL BE SAVED)
UPLOAD EXTERNAL DOCUMENT(S)


The following information is required before you can create this Draft Document
Progress Report
School Year: 2021-2022
Reporting Period:
SAVE
CREATE DRAFT DOCUMENT


Select a Wizard
X
Progress Report
Caseload Setup Wizard
Caseload Administration Wizard

This wizard will guide you through generating Progress Reports for your Students.

Please be sure to select the correct Reporting Period.

School Year: 2021-2022 Reporting Period:

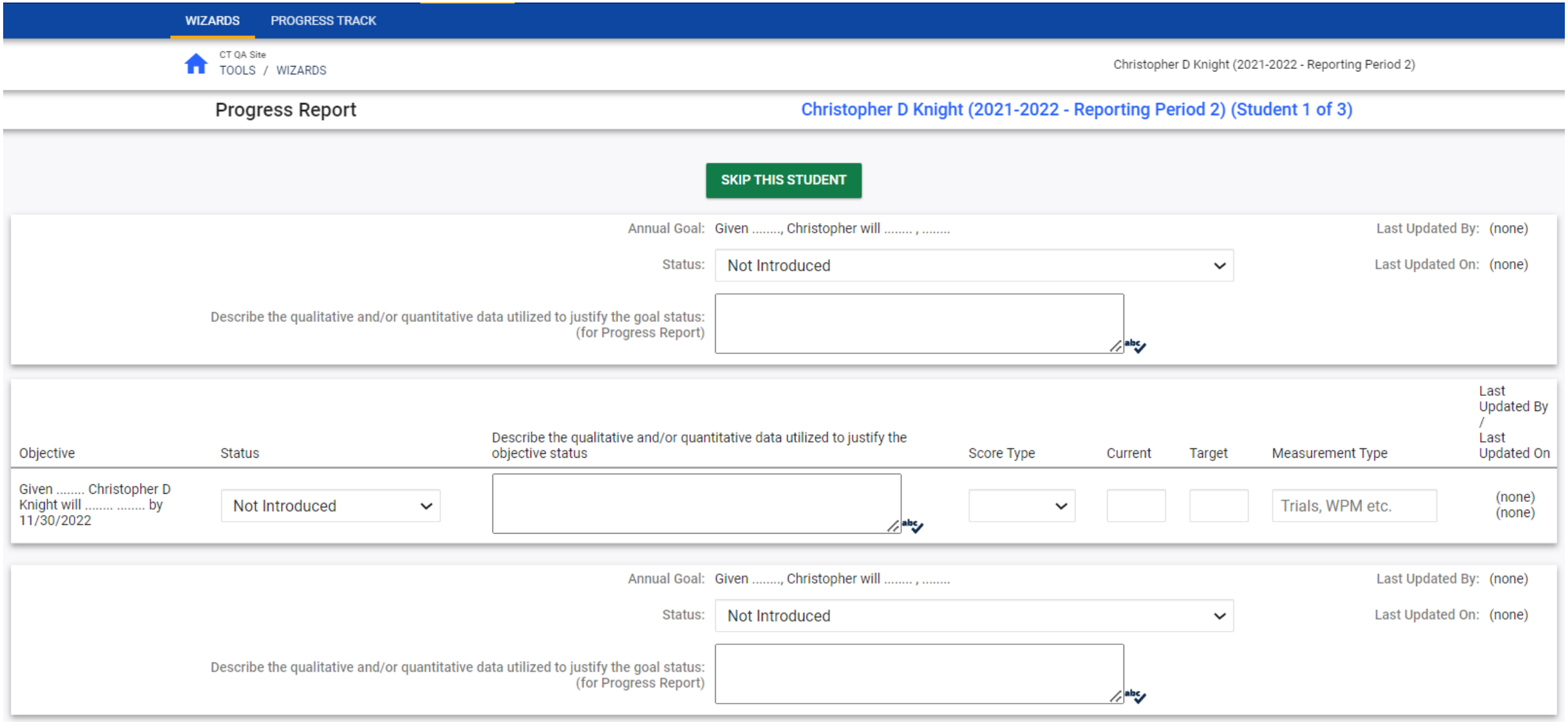
Select the Students for whom you would like to update status and/or generate Progress Reports.
Students that do not have a currently valid final IEP / ISP will not show in this list.
Students who transferred into this school system with events but without detailed historical information may show as having a current IEP / ISP, but will also not appear below and will need a new IEP / ISP before a Progress Report can be created.

CHECK ALL CHECK NONE

- [x] Christopher D Knight
- [x] Megan D Smith
- [x] Deanna D Washington

(3 Available Students)

CONTINUE


WIZARDS
PROGRESS TRACK
CT QA Site
TOOLS / WIZARDS
Christopher D Knight (2021-2022 - Reporting Period 2)
Progress Report
Christopher D Knight (2021-2022 - Reporting Period 2) (Student 1 of 3)
SKIP THIS STUDENT
Annual Goal: Given ....., Christopher will ..... , ...
Last Updated By: (none)
Status: Not Introduced
Last Updated On: (none)
Describe the qualitative and/or quantitative data utilized to justify the goal status: (for Progress Report)
Objective
Status
Describe the qualitative and/or quantitative data utilized to justify the objective status
Score Type
Current
Target
Measurement Type
Last Updated By / Last Updated On
Given ..... Christopher D Knight will .... by 11/30/2022
Not Introduced
Trials, WPM etc.
(none)
(none)
Annual Goal: Given ....., Christopher will ..... , ...
Last Updated By: (none)
Status: Not Introduced
Last Updated On: (none)
Describe the qualitative and/or quantitative data utilized to justify the goal status: (for Progress Report)

Objective	Status	Describe the qualitative and/or quantitative data utilized to justify the objective status	Score Type	Current	Target	Measurement Type	Last Updated By / Last Updated On
Given ..... Christopher D Knight will .... by 10/27/2022	Satisfactory Progress					Trials, WPM etc.	(none) (none)

Create Cumulative Report

JUST UPDATE THE DATABASE

UPDATE AND MOVE TO NEXT STUDENT

Include a Spanish version of the document

CREATE DRAFT PROGRESS REPORT AND MOVE TO NEXT STUDENT

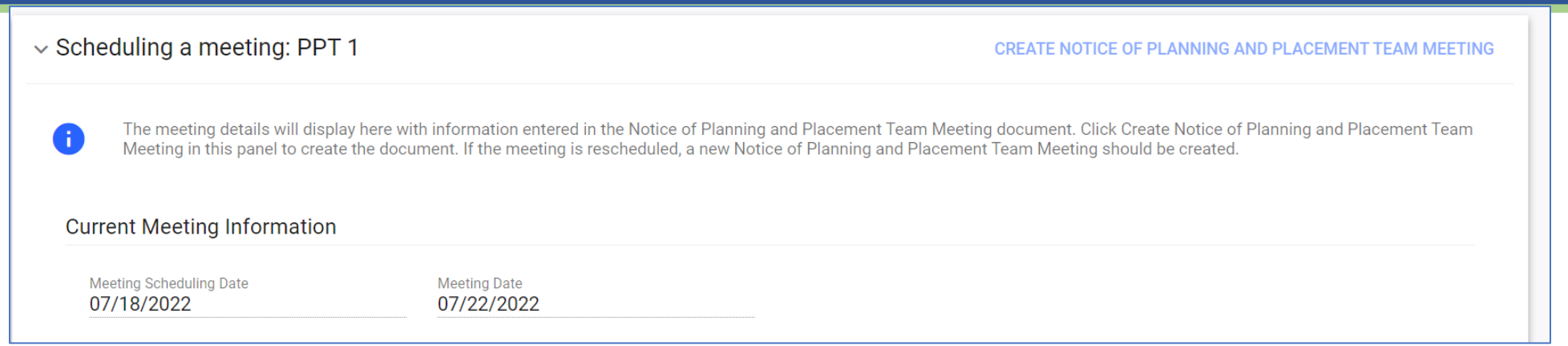
CREATE FINAL PROGRESS REPORT AND MOVE TO NEXT STUDENT

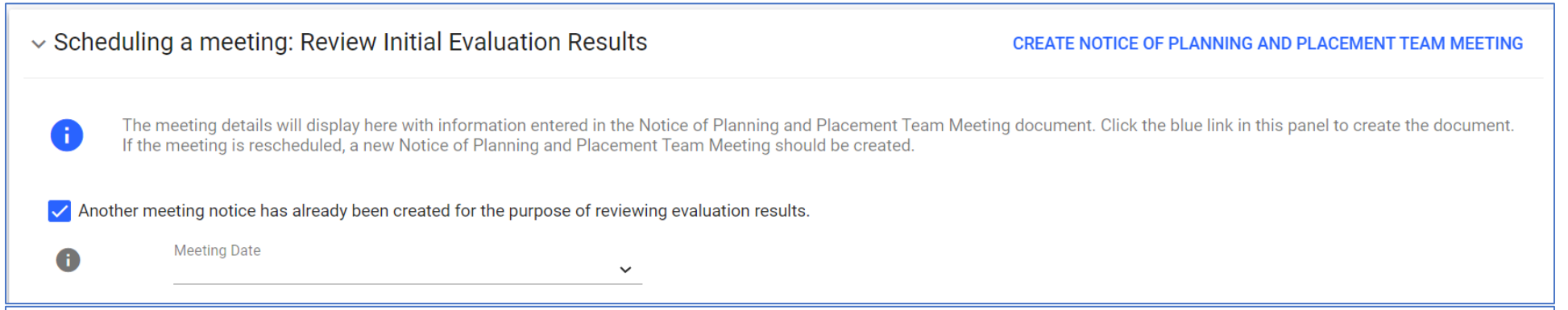
Meeting Notice

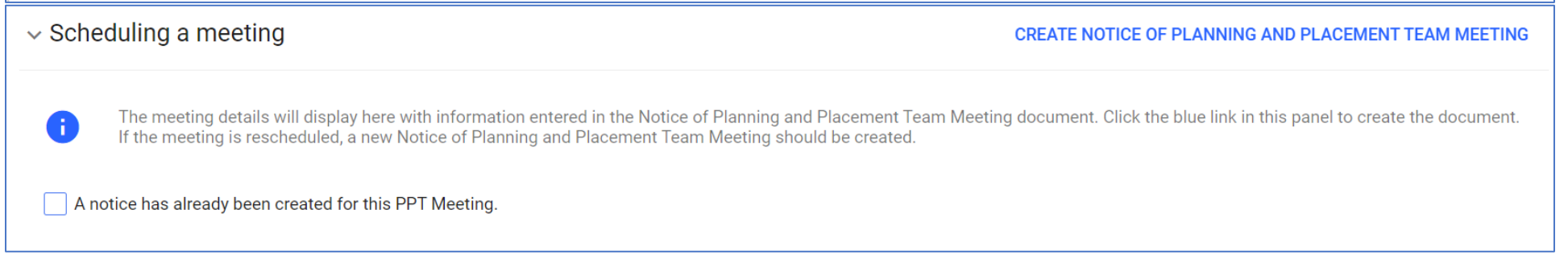
Meeting Notice Important Notes:

- The PPT Meeting Notice is used to drive the logic in the system.
- Parent/Guardian information is pulled automatically from the Parent Information Page.
- Information from the PPT Meeting Notice is used to populate fields on related documents (e.g., IEP).
- User will enter Scheduling Date, Meeting Date, Time and Location.
- The name, title, and contact information for the PPT meeting notice “sender” can be set to populate automatically.

Meeting Notice: 4- Entry Points







The purpose of this meeting is

Initial Evaluation

- [ ] Review a referral to special education and consider/plan an initial evaluation
- [ ] Review initial evaluation results and determine eligibility for special education and if eligible develop IEP (or ISP if offered)

IEP

- [ ] Conduct an Annual Review
- [ ] Conduct an Annual Review and review three-year reevaluation results to determine continued eligibility
- [ ] Review or Revise the IEP
- [ ] Review or Revise the IEP and review three-year reevaluation results to determine continued eligibility.

ISP

- [ ] Conduct an ISP Annual Review
- [ ] Conduct an ISP Annual Review and review three-year reevaluation results to determine continued eligibility
- [ ] Review or Revise the ISP
- [ ] Review or Revise the ISP and review three-year reevaluation results to determine continued eligibility.
- [ ] Review three-year reevaluation results for Parentally Placed Private School Student (PPPSS) with no direct services.

Non-Initial Evaluation

- [ ] Plan a targeted assessment (non-three-year reevaluation)
- [ ] Review targeted assessment results
- [ ] Plan three-year reevaluation

Meeting Notice: Additional Purposes

Additional Meeting Purpose Information

Indicate any additional information that is relevant for this PPT Meeting.

Transition Planning

- [ ] The team will develop, review, or revise transition goals and objectives (transition planning)

Review/Revise Details

Indicate if any of the following are relevant for this meeting to review or revise the IEP

- [ ] Student transfer
- [ ] Manifestation Determination
- [ ] Restraint/Seclusion Review
- [ ] None of the above

QUESTIONS

Technical Edits

- Finalized Documents
  - Technical Edits
  - Substantive Edits
  - Communication with Parents
  - https://portal.ct.gov/-/media/SDE/Special-Education/IEP_Document_with_Highlighted_Sections_Tech_Edits.pdf
  - technical-edits-and-the-iep-guidance-memorandum.pdf (ct.gov) (Old IEP Highlighted)

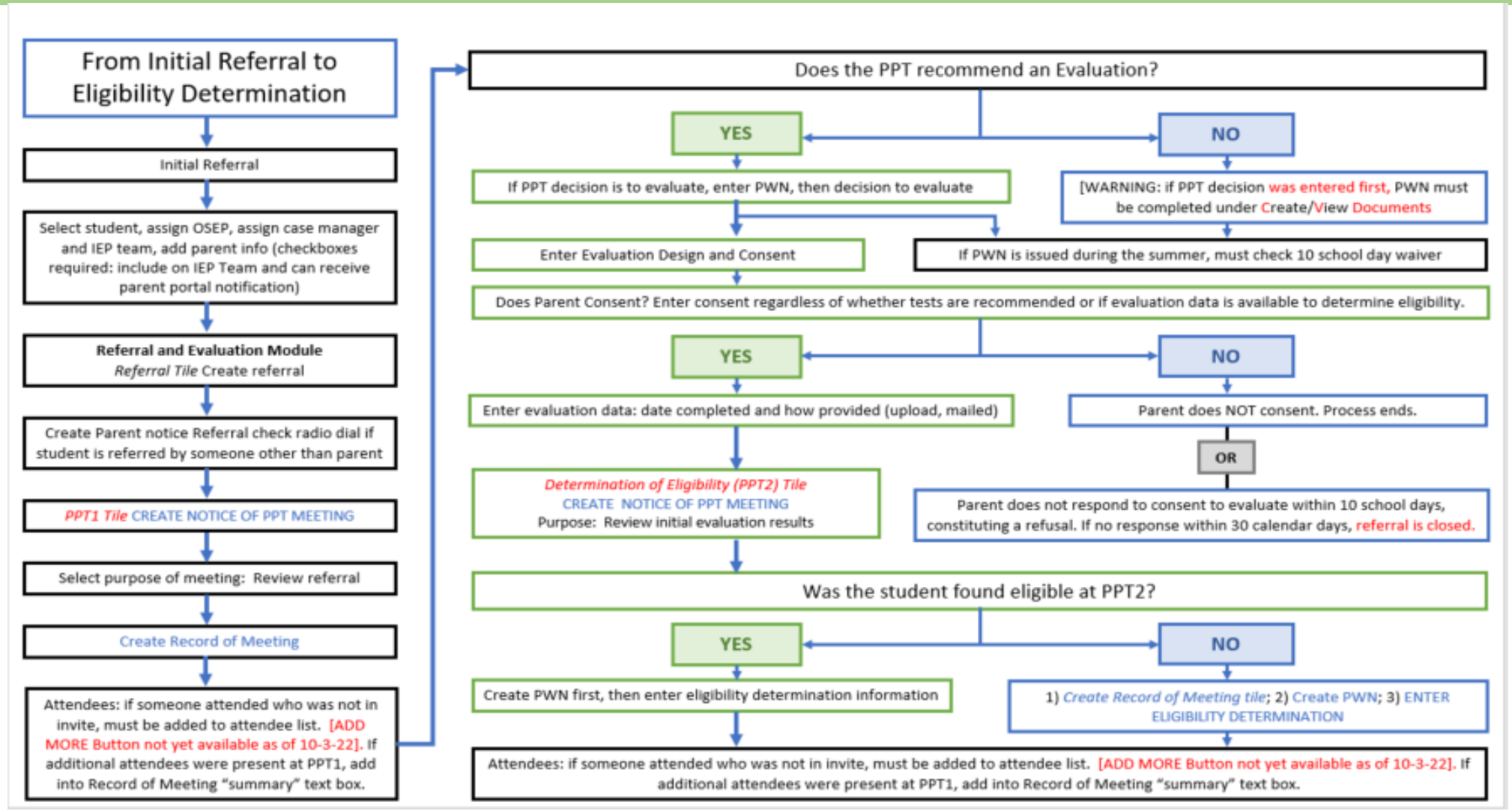
- Draft Documents
  - Expire after 30 days
  - To retain data, create a new draft from the data in the workspace and this will restart the 30 day clock

Questions

Lunch Break

Referral and Evaluation

Initial Referral and Evaluation Flowchart



Diagnostic Placement

What is a Trial Placement for Diagnostic Purposes?

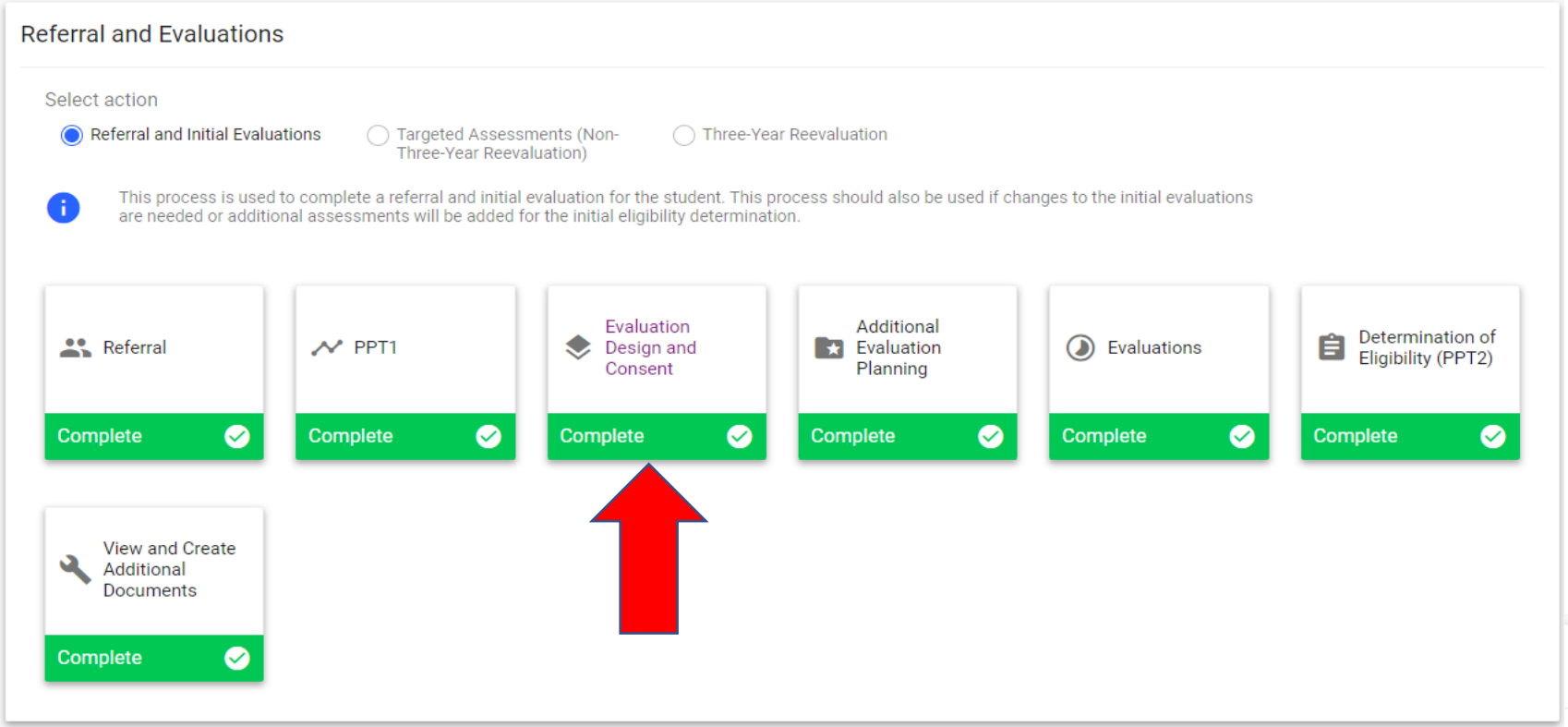
- Evaluation
- Initial or Reevaluation
- Structured program
- 40 school days or less
- Previous evaluation results are inconclusive

Diagnostic Placement

Requirements for Trial Placement for Diagnostic Purposes?

- Diagnostic goals/objectives
- Types and amount of services
- Meet every 10 school days (need not be a formal PPT)
- Convene PPT 5 days prior to conclusion of the trial placement

CT-SEDS INTERFACE: Diagnostic Placement



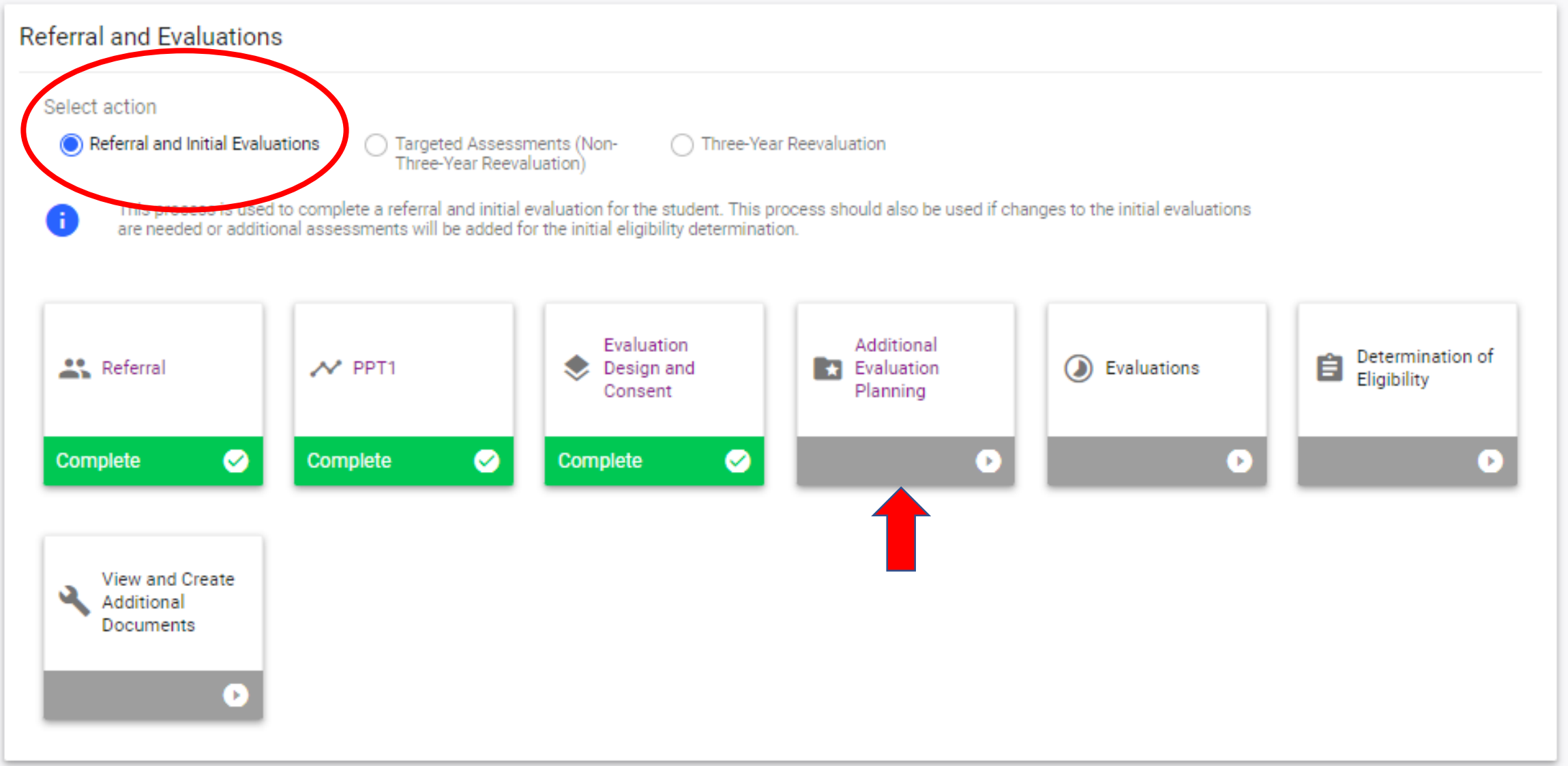
Additional Evaluation Options

- [ ] PPT is considering Specific Learning Disability (SLD)
- [x] PPT has determined that a diagnostic placement will be initiated in order to determine initial or continued eligibility or to develop or revise the student's IEP.

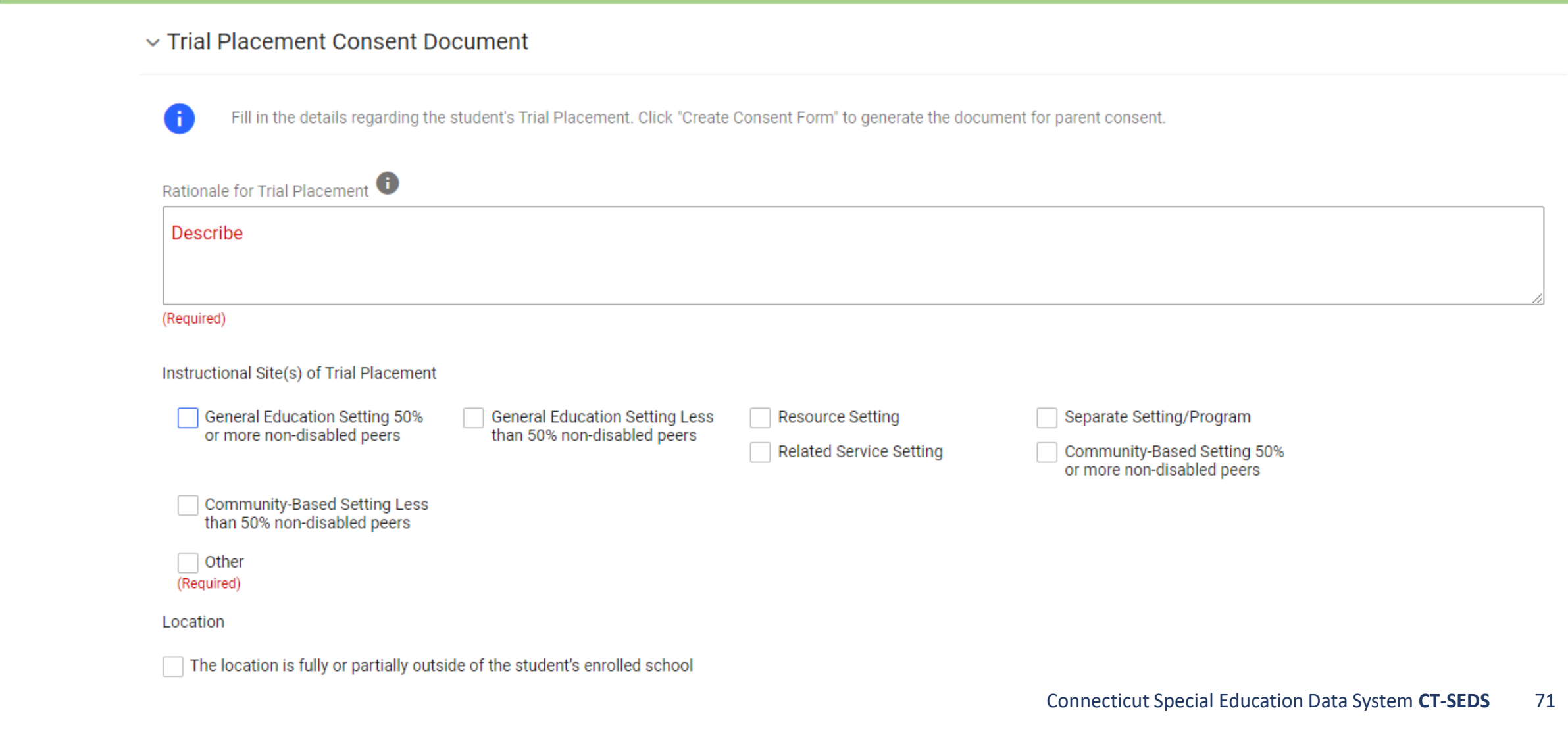
Continue to the next page to complete the relevant information and documentation related to the additional evaluations.

SAVE

CT-SEDS INTERFACE: Diagnostic Placement



CT-SEDS Diagnostic Placement – Consent



CT-SEDS Diagnostic Placement – Consent

Diagnostic Goal(s) and Objectives

ADD DIAGNOSTIC GOALS

Goals should be based on the PPT's outstanding evaluation questions. Progress on objectives should be measured with the information/data that will be collected and reviewed every two weeks.

Goal	Objectives	Edit	Delete

Trial Placement Services

ADD TRIAL PLACEMENT SERVICES

Enter the types and amounts of any services needed to conduct the Trial Placement.

Service	Description	Edit	Delete

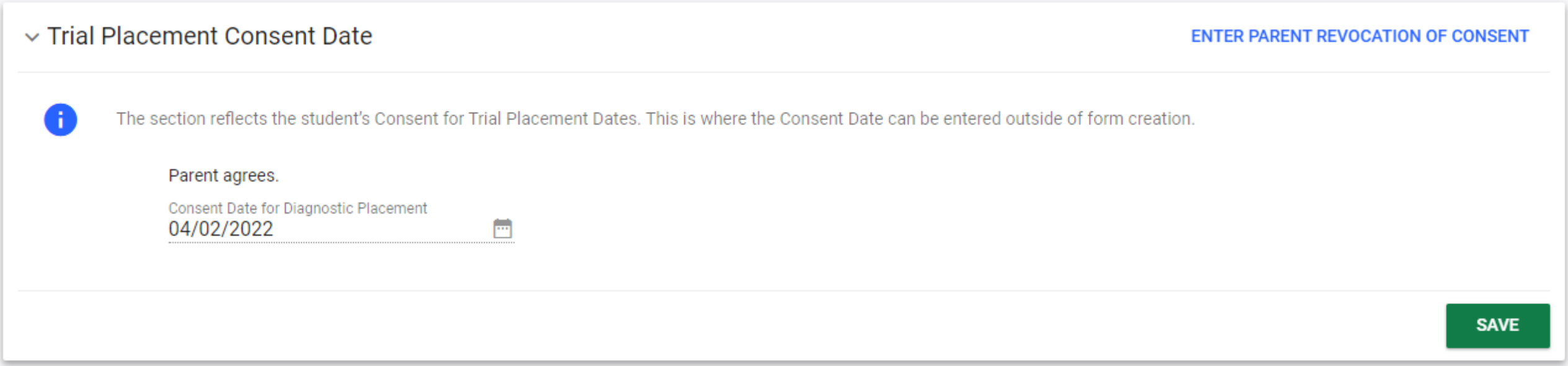
Select relevant option for parent signature

- [ ] The parent is in the meeting and will sign the document digitally.
- [ ] The document will be sent electronically to the parent portal for signature.
- [x] The parent will sign a hard copy of the document.

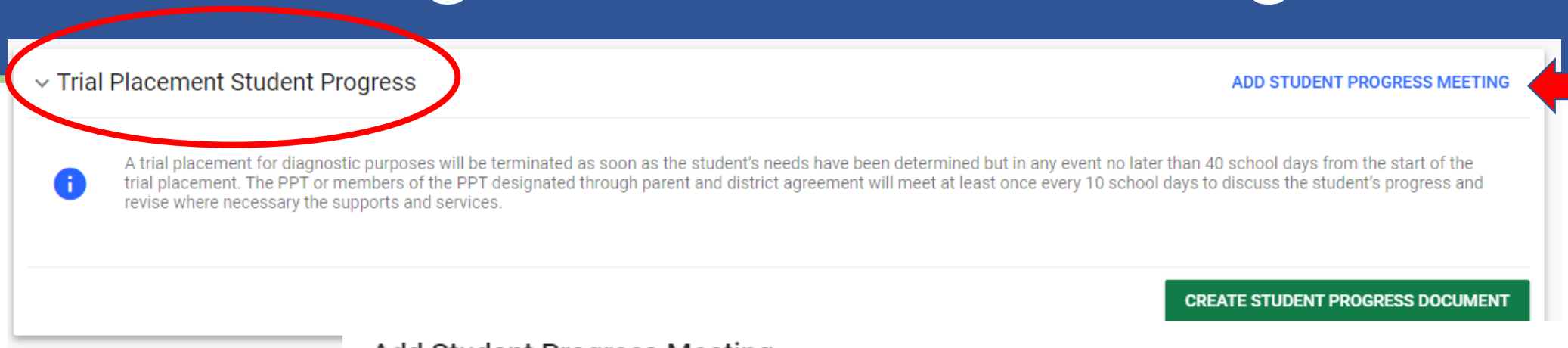
CREATE CONSENT DOCUMENT

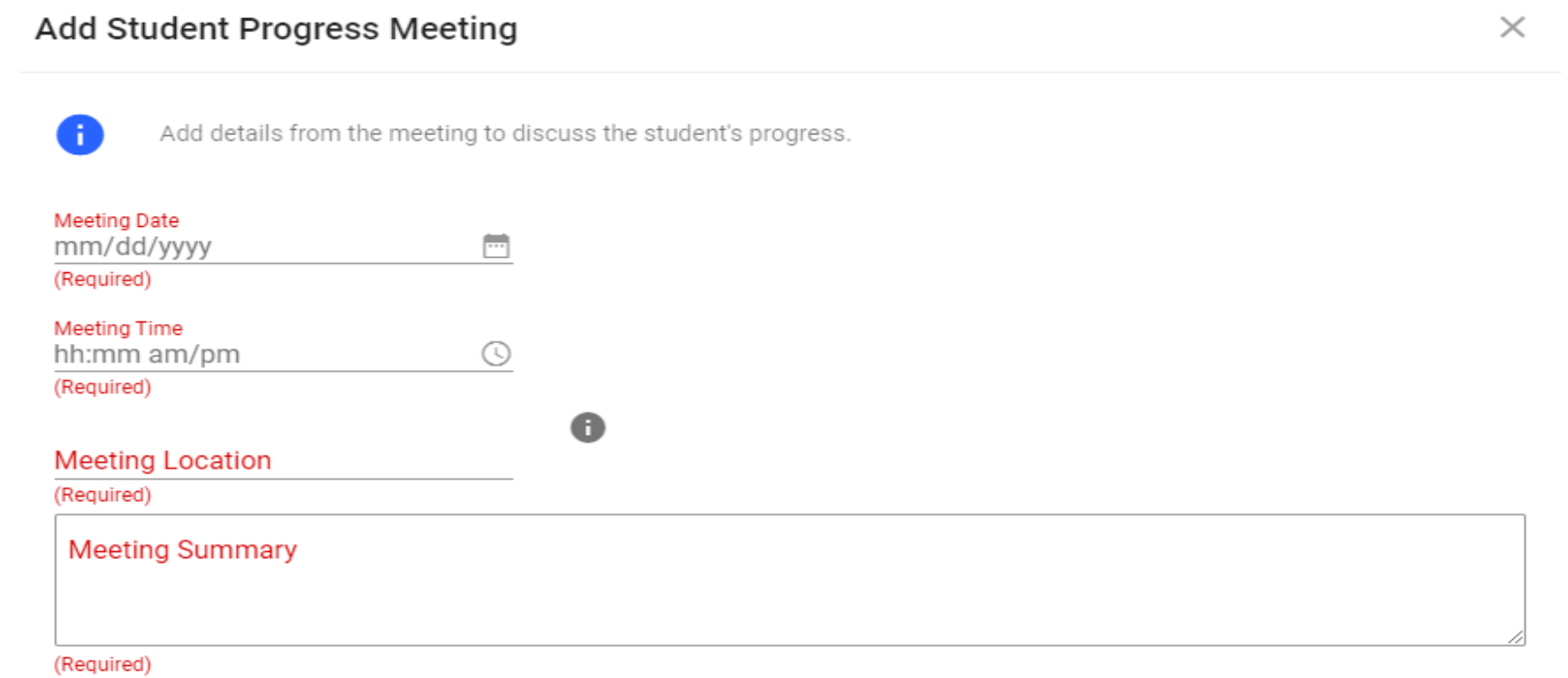
SAVE

CT-SEDS Diagnostic Placement – Consent



CT-SEDS Diagnostic Placement - Progress

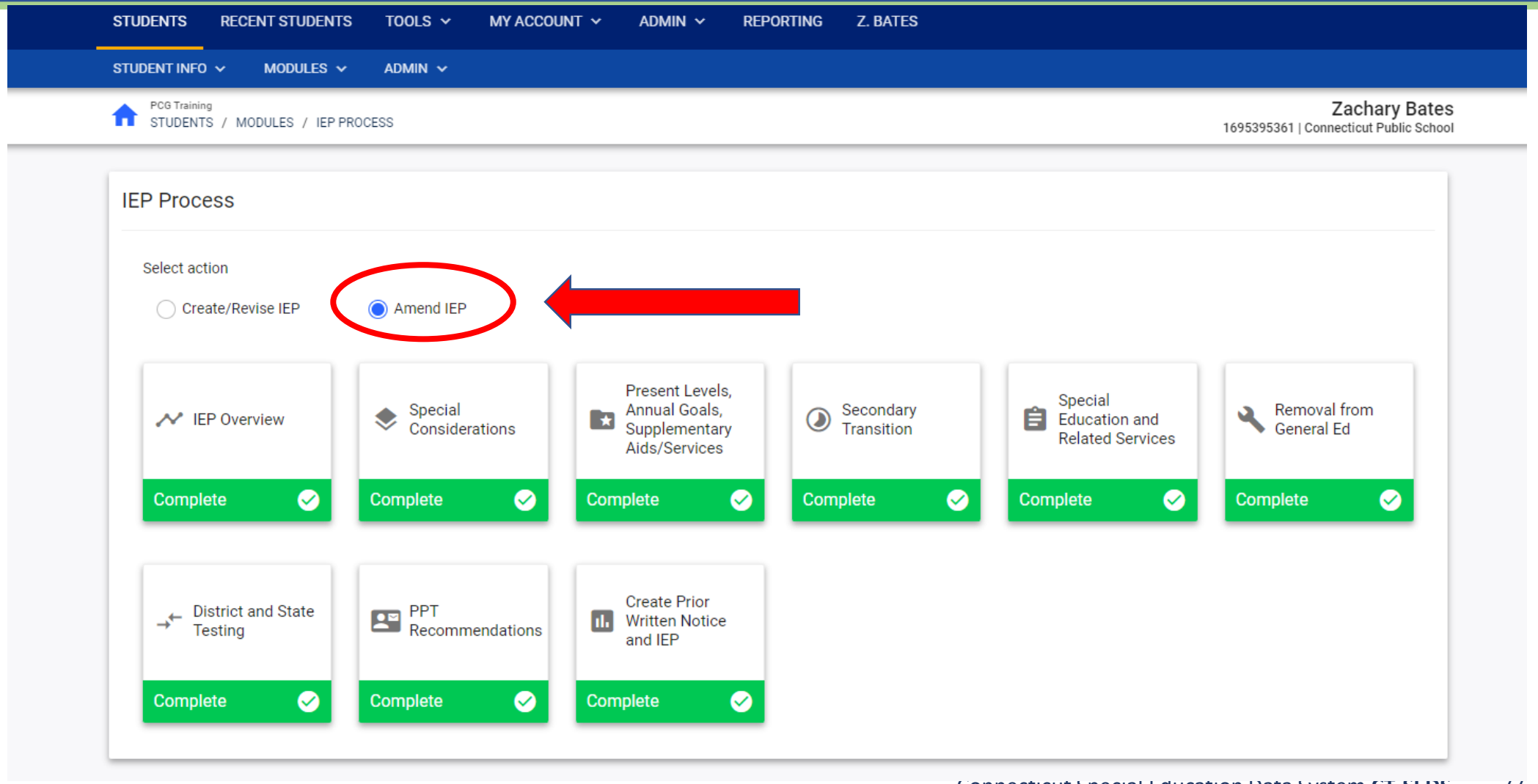




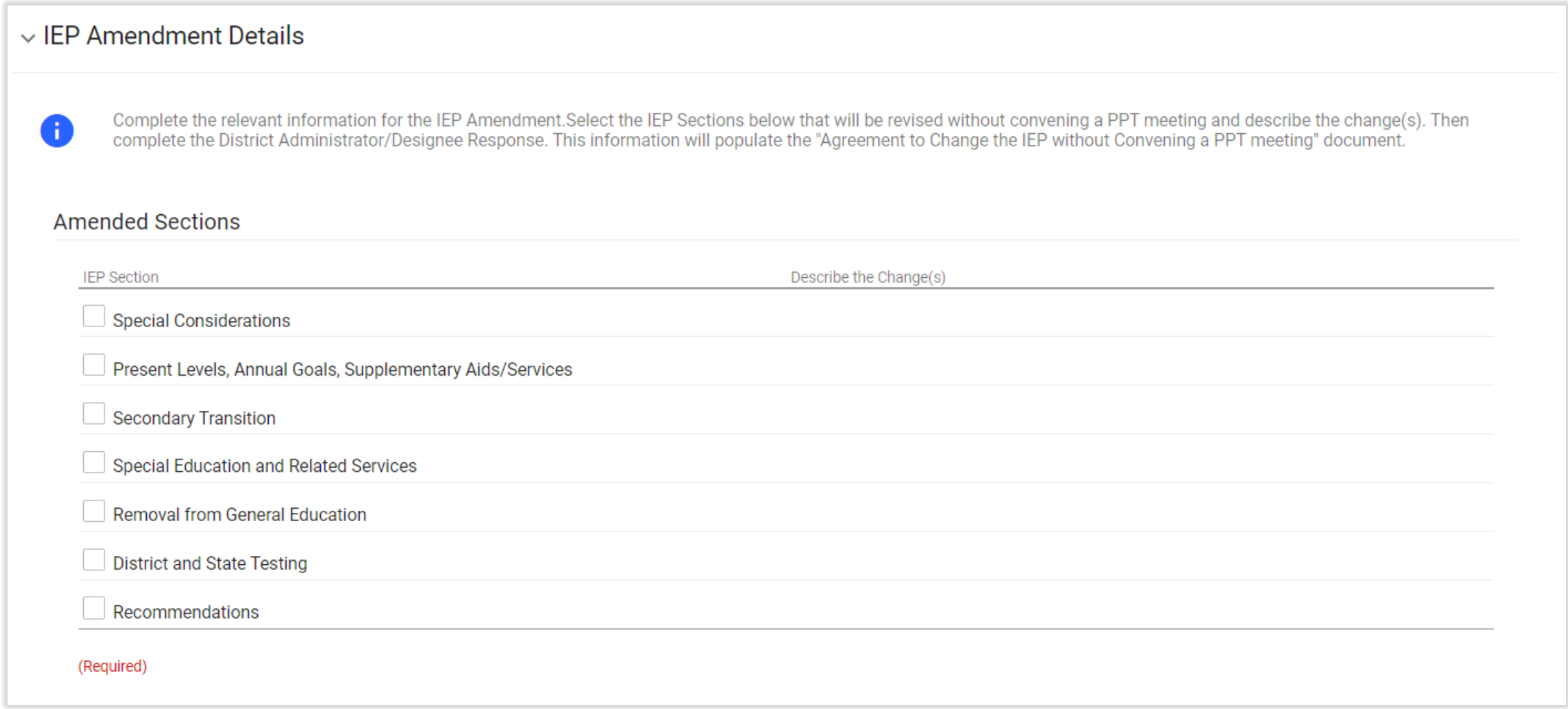
Questions

Amendments

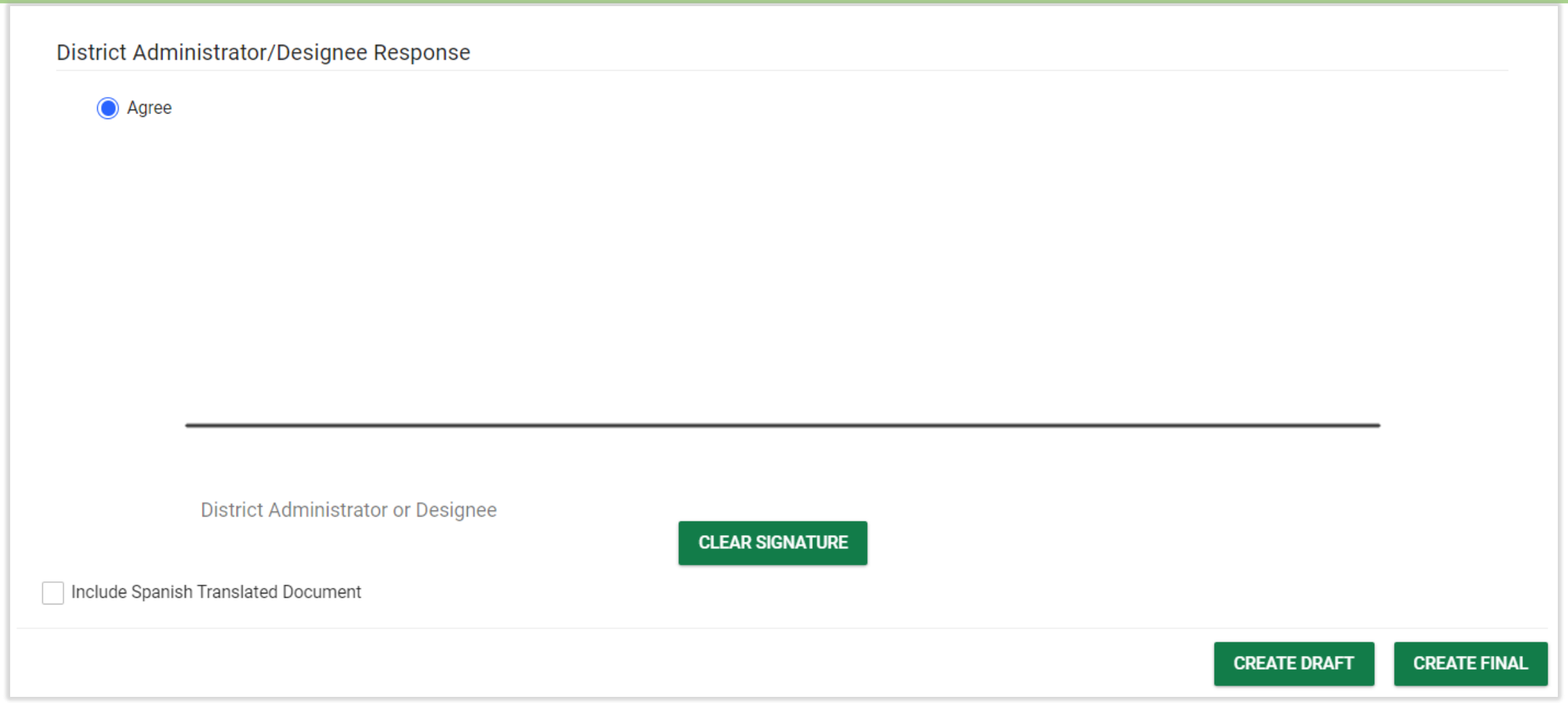
Amend an IEP


STUDENTS
RECENT STUDENTS
TOOLS
MY ACCOUNT
ADMIN
REPORTING
Z. BATES
STUDENT INFO
MODULES
ADMIN
PCG Training
STUDENTS / MODULES / IEP PROCESS
Zachary Bates
1695395361 | Connecticut Public School
IEP Process
Select action
Create/Revise IEP
Amend IEP
IEP Overview
Complete
Special Considerations
Complete
Present Levels, Annual Goals, Supplementary Aids/Services
Complete
Secondary Transition
Complete
Special Education and Related Services
Complete
Removal from General Ed
Complete
District and State Testing
Complete
PPT Recommendations
Complete
Create Prior Written Notice and IEP
Complete

Amend an IEP

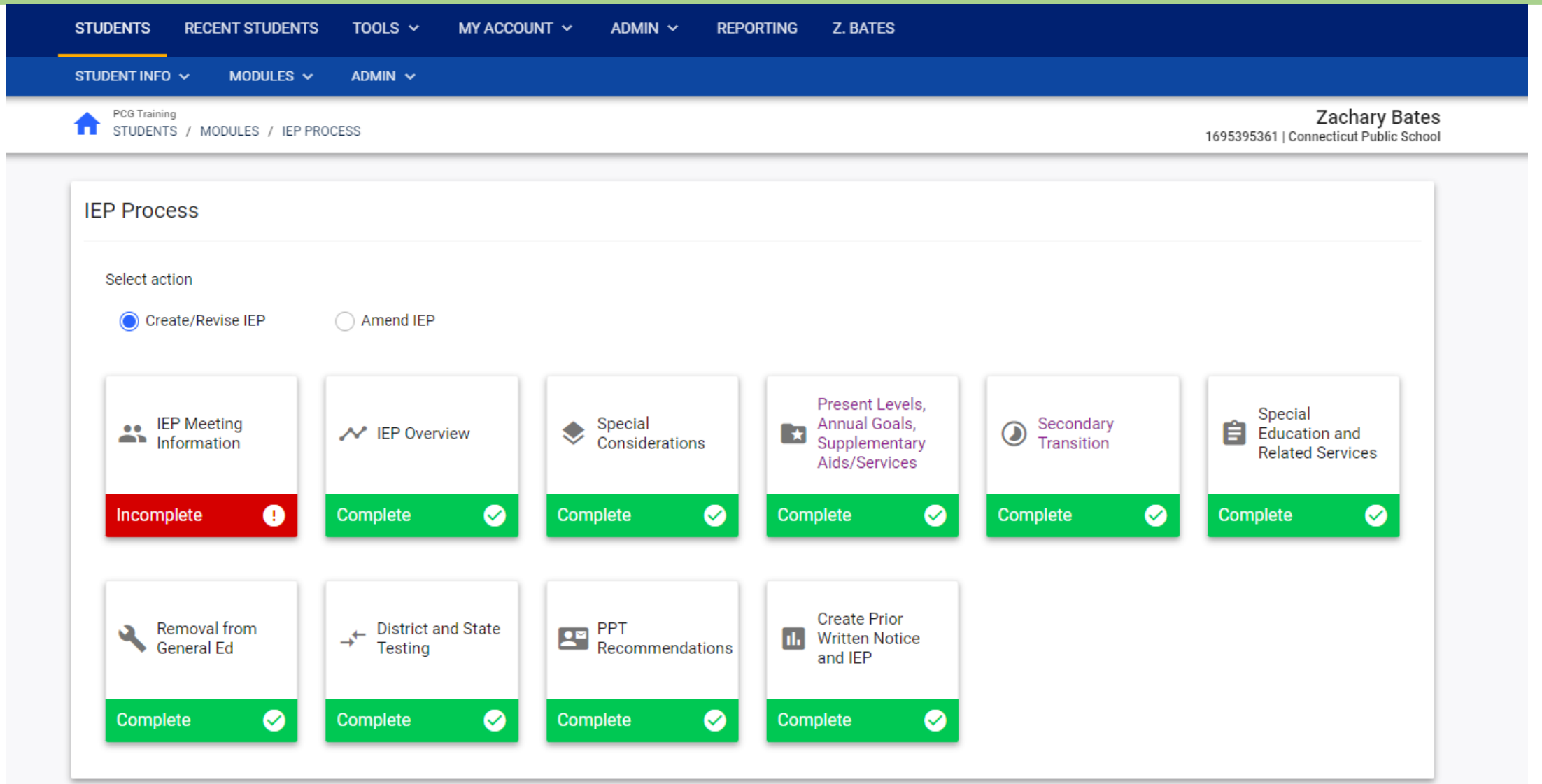

IEP Amendment Details
Complete the relevant information for the IEP Amendment.Select the IEP Sections below that will be revised without convening a PPT meeting and describe the change(s). Then complete the District Administrator/Designee Response. This information will populate the "Agreement to Change the IEP without Convening a PPT meeting" document.
Amended Sections
IEP Section
Describe the Change(s)
Special Considerations
Present Levels, Annual Goals, Supplementary Aids/Services
Secondary Transition
Special Education and Related Services
Removal from General Education
District and State Testing
Recommendations
(Required)

Amend an IEP


District Administrator/Designee Response
Agree
District Administrator or Designee
CLEAR SIGNATURE
Include Spanish Translated Document
CREATE DRAFT
CREATE FINAL

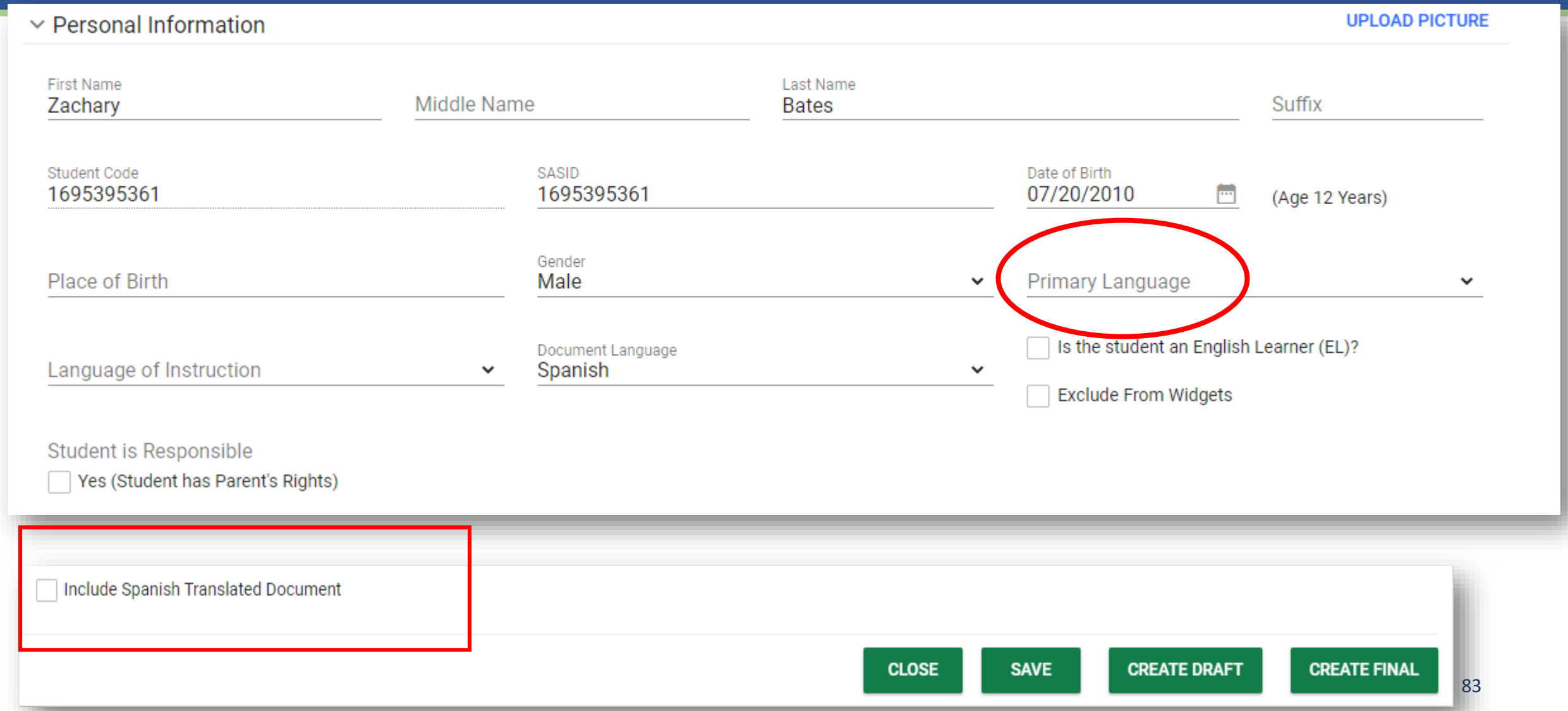
Tiles and Panels

Tile, Panels, and Rules of Completion



Document Translation

Translated Documents in CT-SEDS



Parent Portal

Handout: Documents Pushed to Parent Portal

	Document Name	Finalized Document Pushed to Parent Portal?	Parent Sent Email when Document Posted to Parent Portal?
1.	504 Notice and Consent to Conduct an Initial Evaluation/Reevaluation	No	No
2.	504 Notice of Meeting	Yes	Yes
3.	504 Parent Notice and Initial Consent for Provision of Services	No	No
4.	504 Parent Notice of 504 Non Eligibility	Yes	Yes
5.	504 Parent Notice of Referral to Determine Eligibility	Yes	Yes
6.	504 Plan	Yes	Yes
7.	Agreement to Change an Individualized Education Program without Convening a Planning and Placement Team Meeting	Yes	No
8.	Alternate Assessment Eligibility	No	No
9.	Building a Bridge	No	No
10.	Consent for the Initial Provision of Special Education	No	Yes
11.	Consent for the Initial Provision of Special Education Digital	No	No
12.	Consent to Conduct an Additional/ Targeted Assessment	No	No
13.	Consent to Conduct an Initial Evaluation/ Reevaluation	No	No
14.	CT IEP at a Glance	No	No
15.	CT Summary of Performance	No	No

Reports

Thank you for the opportunity to engage with you today!

PUBLIC™ CONSULTING GROUP

CONNECTICUT STATE DEPARTMENT OF EDUCATION CSDE