Contents

Services Plan Manual

1. Services Plan Process

The Services Plan module is used to document services for eligible students who attend private schools in the district. To begin a Services Plan, navigate to the SP Process tab in the blue taskbar at the top of the CT-SEDs page. Two choices will be available: Create/Revise Services Plan or Document No Direct Services for Parentally Placed Private School Student (PPPSS).
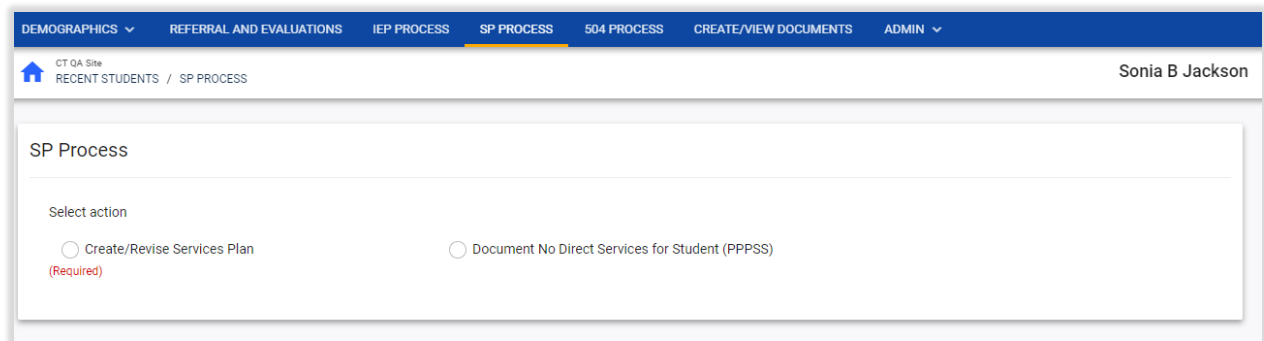

Figure 1: SP Process

1.1. Create/Revise Services Plan

In order to create or revise an Individual Services Plan (ISP), the user should select the Create/Revise Services Plan option. This will reveal the SP Process tiles.
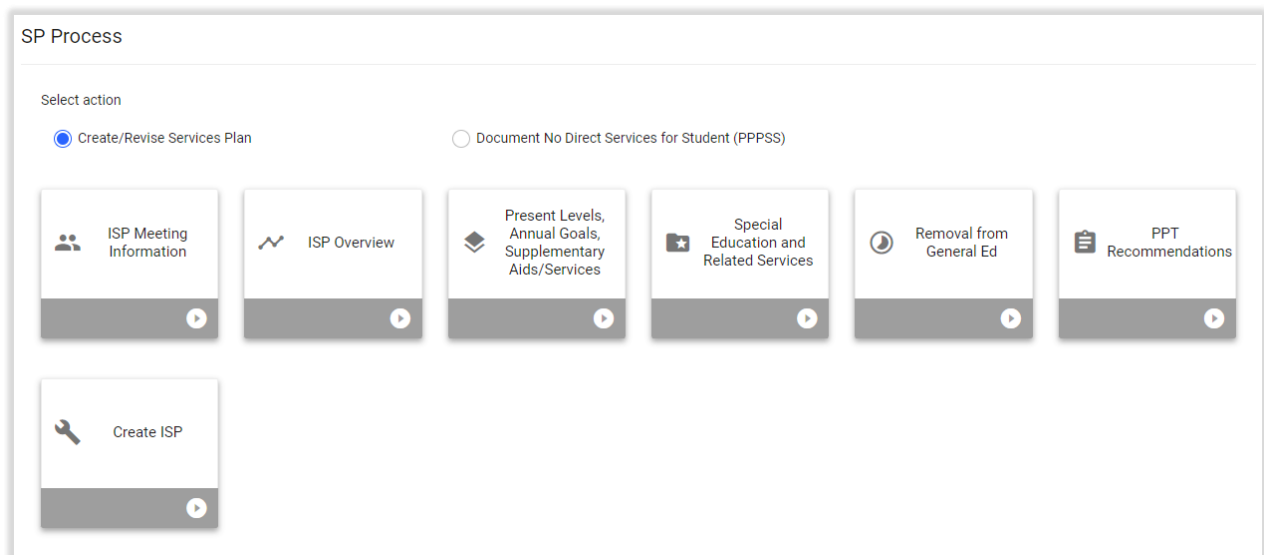
: S

Figure 2: Create/Revise Services Plan Process Tiles

1.1.1. ISP Meeting Information

The ISP Meeting Information is the first tile in the Create/Revise Services Plan option of the SP Process. On this page, the user will schedule a new PPT meeting or select an existing meeting and record meeting attendance.

1.1.1.1. Scheduling a Meeting (PPT)

In the Scheduling a Meeting Panel, the user can schedule a new PPT meeting or select an already created notice.

Figure 3: Scheduling a Meeting

If the notice has not been created yet, the user can click on the blue link in the upper right corner of the panel **CREATE NOTICE OF PLANNING AND PLACEMENT TEAM MEETING**. This will open a pop-up panel where the notice can be created. Mandatory fields are meeting date, the time of the meeting, the purpose of the meeting (choose from ISP options only), the Individuals Invited, the Procedural Safeguards and the Parent Notice checkbox (only if the student if a legal adult). The green **CLOSE** button will allow the user to leave the panel. The green SAVE button will save all data. The green **CREATE DRAFT** and **CREATE FINAL** buttons will create either a draft version or final version of the Notice of Planning and Placement Team Meeting. When the final document is created, the new meeting date will auto-populate in the Meeting Date field on the previous page.

Create Notice of Planning and Placement Team Meeting

ℹ Complete all of the following data fields to create a Notice of Planning and Placement Team Meeting.

Scheduling Date
05/19/2022

The meeting date will be held on
mm/dd/yyyy   at   Hours ⌄   Minutes⌄   AM/PM⌄   Meeting Location or alternate means of meeting
                                    (Required) (Required) (Required) Plainfield High School, 105 Putnam Rd, Central Village, CT, 06332

Checking the Student name will generate a meeting notice that is addressed to the adult student

☐ Sonia B Jackson (Check when appropriate)

The invitation will be addressed to the following Parent/Guardian(s)

Parent/Guardian(s)
Courtney Jackson

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

Figure 4: Create Notice of PPT Meeting

Additional Meeting Purpose Information

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

﹀ Individuals Invited

☐ Sonia B Jackson

Parent/Guardian(s)
Courtney Jackson

Student's General Education Teacher ⌄

☐ Student will not be participating in the general education environment

Special Education Teacher or Provider ⌄

Administrator or Designee ⌄   ⓘ

School Psychologist ⌄

[ADD MORE]

Sender Name
Jane Doe

Sender Title
Title of User

Sender Phone
999-000-1111

Sender Email
emailtest@email.com

Procedural Safeguards

☐ A copy of the Procedural Safeguards in Special Education is enclosed.

☐ A copy of Procedural Safeguards in Special Education was provided to you previously this school year. If you would like another copy of the Procedural Safeguards please contact

Parent Notice

☐ A copy of this notice has been sent to the parent(s). (This is required if rights under IDEA have been transferred to the student at age 18. When rights transfer, meeting notices must be sent to the student with a copy to the parents.)

☐ Include Spanish Translated Document

[CLOSE] [SAVE] [CREATE DRAFT] [CREATE FINAL]

Figure 5: Create Notice of PPT Meeting

If a PPT notice has already been created for the meeting, check the "A Notice has already been created for this PPT Meeting" checkbox. After selecting the checkbox, the Meeting Date field will turn into a drop-down from which the date can be selected.

Figure 6: Selecting a Previously Scheduled PPT Meeting Notice

1.1.1.2. Meeting Attendance

The Meeting Attendance Panel will display the names entered in the Notice of Planning and Placement Meeting and will allow the user to check who attended the PPT meeting. Please note that if choosing an Additional Participant Title from the drop-down provided, the participant's name will need to be entered in the text box for Additional Participant Name. More additional attendees can be entered using the **ADD MORE** button. If the fields are not filled out for additional participants, the checkboxes related to those fields will grey out and not allow them to be checked. When all attendees have been noted, click **SAVE**.

Figure 7: Meeting Attendance

1.1.1.3. Documents

In the Documents panel, the user can see any documents that were created and add any documents by clicking on the blue link in the upper right corner **ATTACH DOCUMENTATION**. The green **CREATE**

DOCUMENT BATCH button allows the user to combine documents into a pdf file that opens in another tab that can be printed or downloaded.
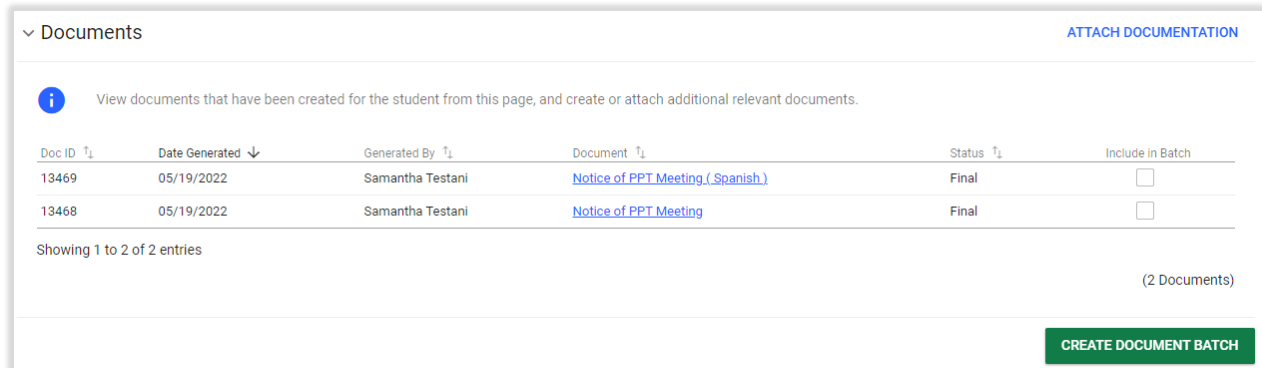

Figure 8: Documents

1.1.1.4. Creating Documents and the Parent Portal

The user generates a variety of documents in SP Process. Documents are generated in a PDF format that can be downloaded, saved, and printed.

When creating any document, click **SAVE** after entering information. Next, it is advised that the user click **CREATE DRAFT** to look at the document and check it for any typos or mistakes. Each time the user clicks **CREATE DRAFT** the new draft document will replace the previous one. When the user is satisfied that all information is correct, click **CREATE FINAL**. This version will replace the draft and will be saved in CT-SEDS as part of the student's history.

Only certain administrative users can remove finalized documents, so the draft feature should be used to check work. Please note, any final document could go to parents via the Parent Portal.

Figure 9: Document Creation Options

1.1.2. ISP Overview

The ISP Overview tile contains the Demographic and Parent panel and the Services Plan Information panel. The Demographic and Parent information populates from information in the Student Demographic and Team pages found in the Demographic drop-down menu.

Figure 10: Demographic and Parent Panel

 The Services Plan Information panel will have the PPT Meeting Date auto-populated from the previous tile where the Notice of PPT Meeting was selected or created. The ISP Start Date and ISP End Date can be entered by clicking on the calendar icons. The ISP Start Date is the implementation date for this ISP.

Figure 11: Services Plan Information Panel

1.1.3. Present Levels, Annual Goals, Supplementary Aids/Services

This page is used to enter parent and/or student input/concerns; present levels of performance; annual goals and short-term objectives; and supplementary aids and services. Please select the appropriate sections. Please note that all three checkboxes are optional for this panel but each will open additional fields that must be completed if the checkbox is selected.

Figure 12: Present Levels, Goals and Objectives

The Add Parent and/or Student Input checkbox will open a panel with a textbox that must be completed. The user can also add any additional documentation by clicking on the blue link in the upper right corner **ATTACH DOCUMENTATION** which will open the pop-up panel as seen in Section 1.1.1.3. This documentation will populate in the Documents panel below.

Figure 13: Parent and/or Student Input

The Add Present Levels/Goals and Objectives checkbox will open a Goal Areas panel where the user can select the goals needed for the student. For each Goal Area selected, at least one Goal should be added.

Figure 14: Goal Areas

Corresponding Academic and Functional Area Panels will also open based on the selections made in the Goal Areas selected. In each one, the user will need to enter the Present Levels of Performance and at least one Annual Goal. After entering this information, the user should click **SAVE** or **SAVE AND ADD ANOTHER GOAL**.

Figure 15: Academic Area Panel

After adding goals, the user will see additional fields appear to select an Evaluation Method and Add an Objective for each goal. To add an objective, the user should click the blue link in the upper right corner **ADD OBJECTIVE**.

Figure 16: Academic Area Panel

This will open a pop-up modal where the Objective, target date and Progress Monitoring Schedule must be selected. Once all fields are entered, the green **SAVE** button and the **SAVE AND ADD ANOTHER OBJECTIVE** button will no longer be greyed out and become available to click. The **CLOSE** button will allow the user to close the pop-up panel without saving. If the **SAVE AND ADD ANOTHER OBJECTIVE** button is chosen, the Objective will be saved and the user will be able to add another. When finished, the user should click SAVE and will be directed back to the Academic or Functional Goals panel. Please note, the user can add additional goals for each Academic/Functional Area listed by clicking the green **SAVE AND ADD ANOTHER GOAL** button.

Figure 17: Add Objectives

Another panel, the Additional Data/Assessment Information panel, also appears if the Add Present Levels/Goals and Objectives checkbox was selected. This allows the user to add any additional Academic/Cognitive Achievement and Functional Performance information/data about the student.

Figure 18: Additional Data/Assessment Information

The Reporting Progress Panel also appears if the Add Present Levels/Goals and Objectives checkbox was selected. This panel allows the user to select when parents will be informed of student progress. The

user can select Consistent with general education grade-level report cards or Other. Please note that if the Other field is selected, a text field will be required.

Figure 19: Reporting Progress

If the Add Supplementary Aids and Services checkbox is selected on the panel on the top of the page, the Supplementary Aids and Services: Academic and Cognitive Achievement panel will appear. The user can add any Supplementary Aids and Services clicking the blue link in the upper right corner **ADD SUPPLEMENTARY AIDS/SERVICES**.

Figure 20: Supplementary Aids and Services Panel

This will open a pop-up panel where the Type of Aid/Service will be selected from the drop-down list. Once a choice is selected, a related set of Category Checkboxes will appear, and a selection must be made from this list. Then, a Supplementary Aid/Service must be typed in manually and the Area(s)/Location(s) must be chosen. Finally, the Supplementary Aids/Services Already Added feature keeps a list of all Aids/Services added. Once all fields are completed, the greyed out **SAVE** and **SAVE AND ADD ANOTHER AID/SERVICE** will be green and the user will be able to click. If the **SAVE AND ADD ANOTHER AID/SERVICE** is selected, the Service/Aid already added will be captured and the user will be able to add another.

Figure 21: Supplementary Aids and Services

The final panel on the Present Levels, Annual Goals, and Supplementary Aids/Services page is the Documents panel. In the Documents panel, the user can see any documents that were created, as well as add any documents by clicking on the blue link in the upper right corner **ATTACH DOCUMENTATION**. The green **CREATE DOCUMENT BATCH** button allows the user to combine documents into a pdf file that opens in another tab that can be printed or downloaded.

Figure 22: Documents

1.1.4. Special Education and Related Services

This page is where the user documents the specific special education, related services, indirect services, and/or transportation services that the district will provide to the student. Please note that one special education service or related service is required.

The Special Education Services panel allows the user to click on the blue link in the upper right **ADD SPECIAL EDUCATION SERVICES** to add services. Please note, there is also the option to click **CLEAR ALL** to clear out the services added.
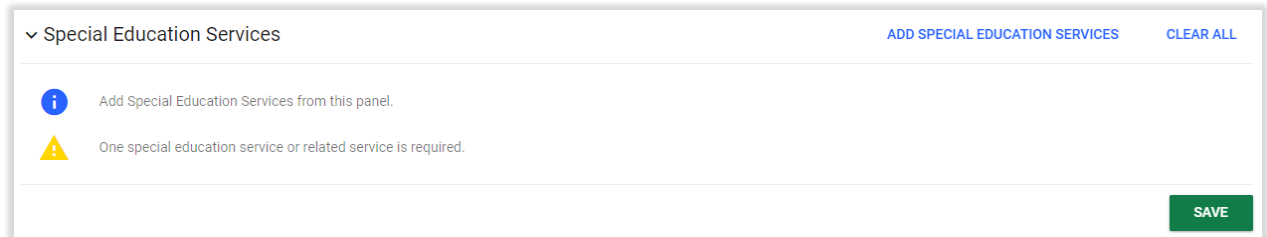
Figure 23: Special Education Services

When the user clicks **ADD SPECIAL EDUCATION SERVICES**, a pop-up panel will appear that requires the user to select the Service, Duration, Frequency, x Per, Service Implementation, Instructional Site and Instructional Service Delivery. The Begin Date and End Date will auto-populate based on the ISP Begin and End Date but can be adjusted using the calendar icon. After completing the required fields, the user will be able to click **SAVE** or **SAVE AND ADD ANOTHER SERVICE**. The **CLOSE** button will close the pop-up panel without saving.
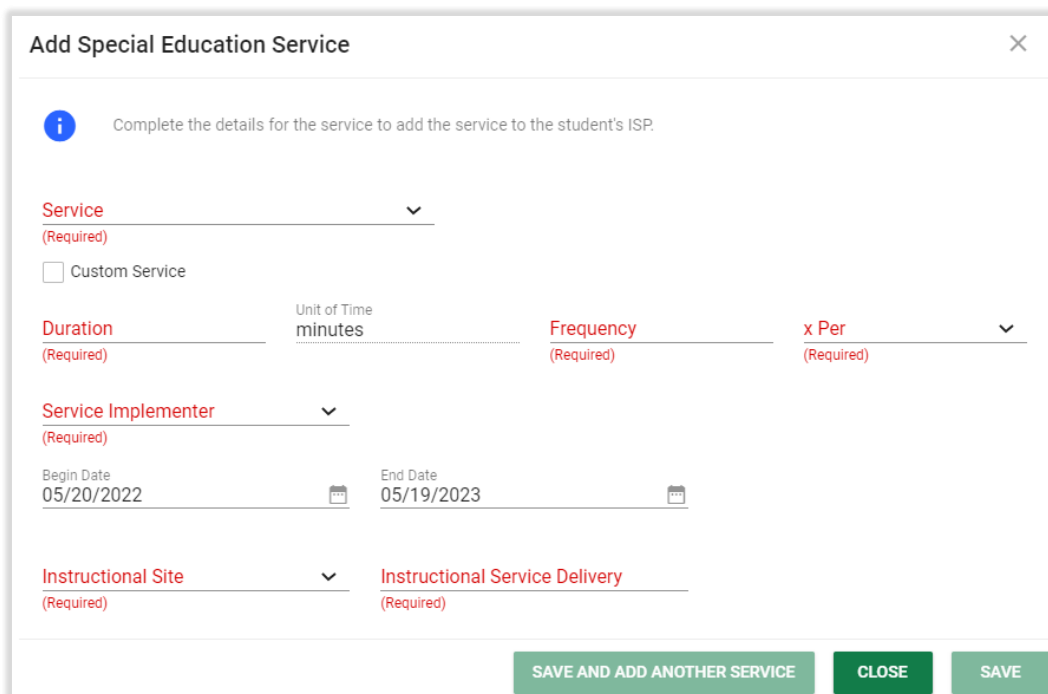
Figure 24: Add Special Education Service

The Related Services panel allows the user to add any related services for the student by clicking the blue link in the upper right corner **ADD RELATED SERVICES**. There is also a blue link **CLEAR ALL** that will clear out the services added.
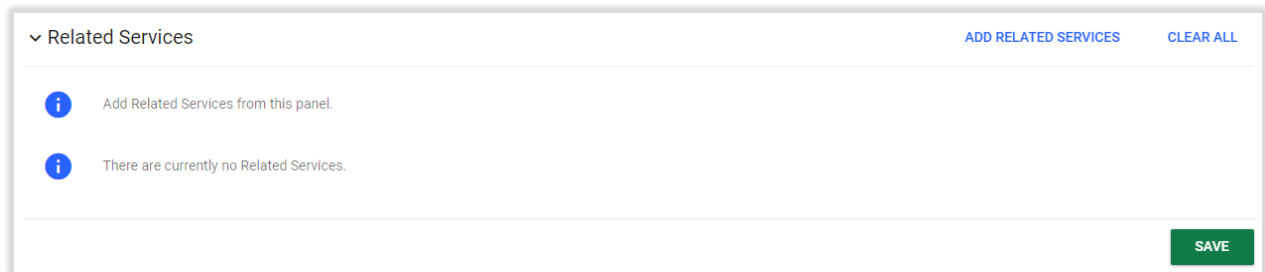

Figure 25: Related Services

The pop-up panel that will appear will require the user to select the Service, Duration, Frequency, x Per, Service Implementation, Instructional Site and Instructional Service Delivery. The Begin Date and End Date will auto-populate based on the ISP Begin and End Date but can be adjusted using the calendar icon. After completing the required fields, the user will be able to click **SAVE** or **SAVE AND ADD ANOTHER SERVICE**. The **CLOSE** button will close the pop-up panel without saving.
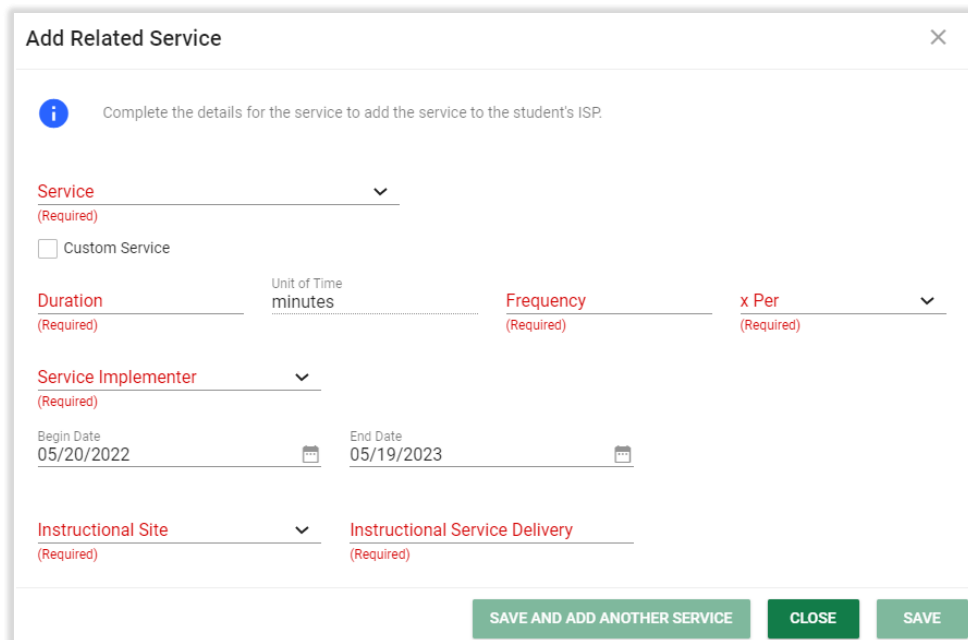

Figure 26: Add Related Service

The Indirect Services Panel allows the user to add Indirect Services. To add indirect services, the user should select the checkbox Supports are required for school personnel to implement this ISP and click SAVE. Then, the user should click on the blue link in the upper right corner **ADD INDIRECT SERVICES**. Indirect Services are provided to the adult(s) who are working with the student and support the implementation of the ISP. Most commonly, indirect services include: specific staff training, classroom-level support, consultation, collaboration, and specific parent training.
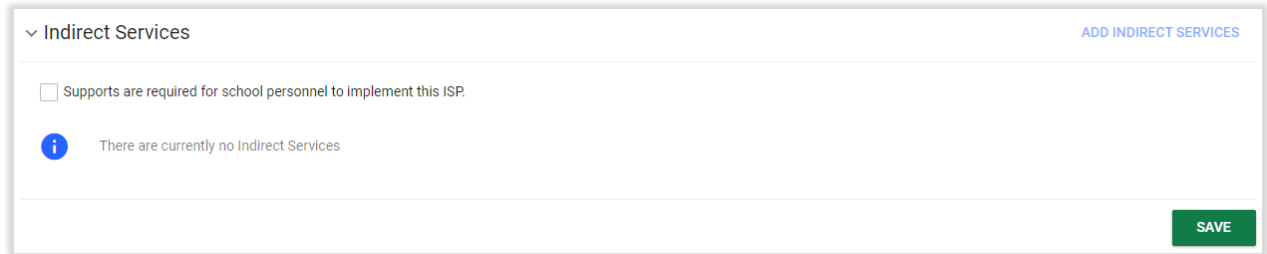
Figure 27: Indirect Services

The pop-up panel requires the user to type in the Indirect Service and select the Duration, Frequency, x Per, and Responsible Staff. The Begin Date and End Date will auto-populate based on the ISP Begin and End Date. After completing the required fields, the user will be able to click **SAVE** or **SAVE AND ADD ANOTHER SERVICE**. The **CLOSE** button will close the pop-up panel without saving.
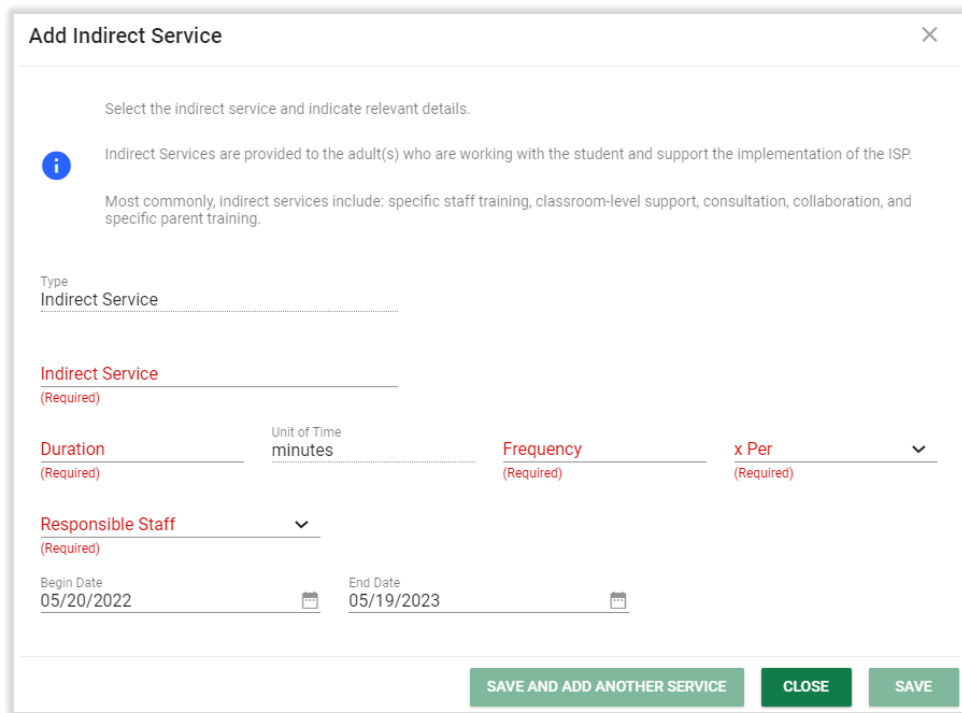

Figure 28: Indirect Services

The Transportation panel allows the user to capture if the student needs special transportation. Transportation is a related service if it is required to assist a student with a disability to benefit from or participate in the services provided in the ISP. Please note that districts are not required to provide transportation from the student's home to the private school. Please note that if a Yes checkbox is selected, the user will need to indicate the specific supports, specialized equipment, and/or vehicle requirements.

Figure 29: Transportation

1.1.5. Removal from General Education

The Removal from General Education tile will explain the explain the extent, if any, to which the student will not participate in the general education classroom, the general education curriculum, or extracurricular or other nonacademic activities. This information will auto-populate based on the demographic details already entered for the student (school, age, ISP begin and end date) and the services entered. The user should review the information to ensure accuracy.

Figure 30: Removal from the General Education Environment

1.1.6. Planning and Placement Team Recommendation

The PPT Recommendations page allows the user to document an itemized list of the PPT Recommendations made by the student's PPT. Please note that this is an optional text box.

Figure 31: PPT Recommendations

1.1.7.　Create ISP

The Create ISP page allows the user to create a draft or a final ISP document or enter the reason for delay if the evaluation timeline was not met.

The first panel is the ISP Dates where the user can see the ISP begin and end dates that are already entered into the ISP process. At this point in the process, only the ISP end date can be modified by using the calendar icon.

Figure 32: ISP Dates

The Reason for Delay panel appears when the initial evaluation timeline was not met for the student. Please note that if "Other" is selected, a text box will appear and be required.

Figure 33: Reason for Delay

The next panel is the Create ISP panel. This panel allows the user to confirm the documents provided to the Parent at the meeting or sent electronically with parental permission. Please note that if Other is checked, the text box will need to be filled out. The green **DISPLAY ALL ERRORS** button will show all errors in the ISP process preventing the finalization (this also occurs when clicking the **CREATE FINAL** button). The **CREATE DRAFT** and **CREATE FINAL** buttons generate a draft or final document. Once the document is finalized, the ISP process is finalized.

Figure 34: Create ISP

The final panel in the Create ISP tile is the Documents panel. In the Documents panel, the user can see any documents that were created, as well as add any documents by clicking on the blue link in the upper right corner **ATTACH DOCUMENTATION**. The green **CREATE DOCUMENTS BATCH** button allows the user to combine documents into a pdf file that opens in another tab that can be printed or downloaded.
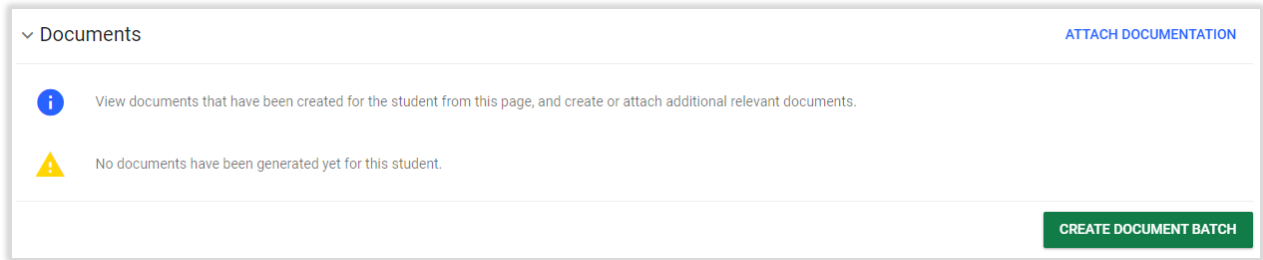
Figure 35: Documents

2.1. Document No Direct Services for Parentally Placed Private School Students (PPPSS)

The second option in the SP Process is to Document no Direct Services for Student (PPPSS). This option allows the user to document that although the student was found eligible, no direct services will be provided to the student. The three tiles available in this option are ISP Meeting Information, ISP Overview, and Create Documentation (PPPSS).
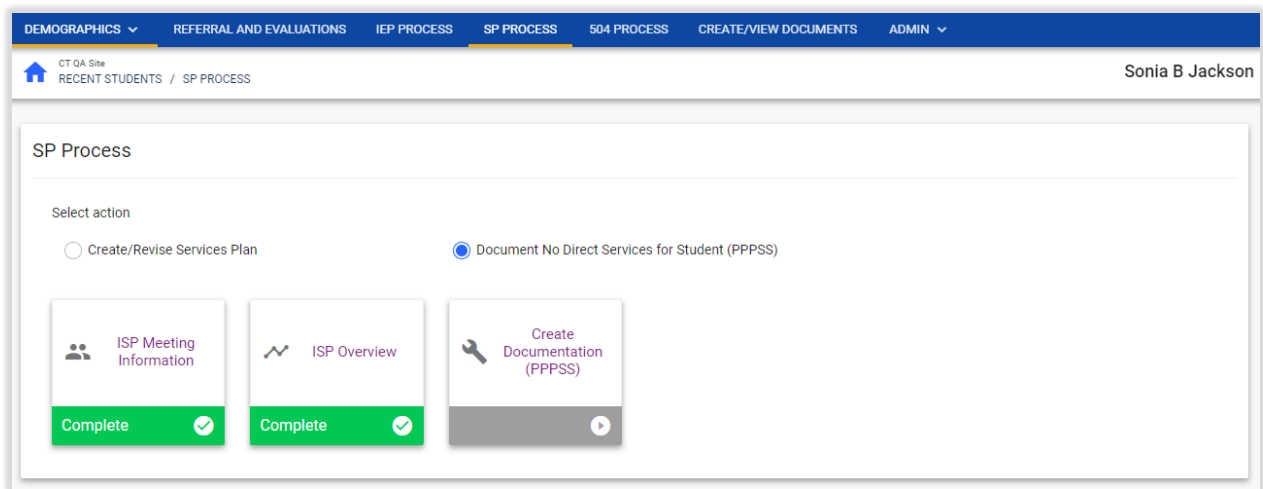

Figure 36: Document No Direct Services for Student (PPPSS)

1.2.1. ISP Meeting Information

The ISP Meeting Information is the first tile in the Document no Direct Services for Student (PPPSS). option of the SP Process. On this page, the user will schedule a new PPT meeting or select an existing meeting and record meeting attendance.

1.2.1.1. Scheduling a Meeting (PPT)

In the Scheduling a Meeting Panel, the user can schedule a new PPT meeting or select an already created notice.

Figure 37: Scheduling a Meeting

If the notice has not been created yet, the user can click on the blue link in the upper right corner of the panel **CREATE NOTICE OF PLANNING AND PLACEMENT TEAM MEETING**. This will open a pop-up panel where the notice can be created. Mandatory fields are meeting date, the time of the meeting, the purpose of the meeting (choose from ISP options only), the Individuals Invited, the Procedural Safeguards and the Parent Notice checkbox (only if the student if a legal adult). The green **CLOSE** button will allow the user to leave the panel. The green SAVE button will save all data. The green **CREATE DRAFT** and **CREATE FINAL** buttons will create either a draft version or final version of the Notice of Planning and Placement Team Meeting. When the final document is created, the new meeting date will auto-populate in the Meeting Date field on the previous page.

Create Notice of Planning and Placement Team Meeting

ℹ️ Complete all of the following data fields to create a Notice of Planning and Placement Team Meeting.

Scheduling Date
05/19/2022 📅

The meeting date will be held on
mm/dd/yyyy 📅 at   Hours ⌄   Minutes ⌄   AM/PM ⌄   Meeting Location or alternate means of meeting
                     (Required)   (Required)   (Required)   Plainfield High School, 105 Putnam Rd, Central Village, CT, 06332

Checking the Student name will generate a meeting notice that is addressed to the adult student

☐ Sonia B Jackson (Check when appropriate)

The invitation will be addressed to the following Parent/Guardian(s)

Parent/Guardian(s)
Courtney Jackson

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

Figure 38: Create Notice of PPT Meeting

Figure 39: Create Notice of PPT Meeting

If a PPT notice has already been created for the meeting, check the A Notice has already been created for this PPT Meeting checkbox. After selecting the checkbox, the Meeting Date field will turn into a drop-down from which the date can be selected.

Figure 40: Scheduling a Meeting

1.2.1.2. Meeting Attendance

The Meeting Attendance Panel will display the names entered in the Notice of Planning and Placement Meeting and will allow the user to check who attended the PPT meeting. Please note that if choosing an Additional Participant Title from the drop-down provided, the participant's name will need to be entered in the text box for Additional Participant Name. More additional attendees can be entered using the **ADD MORE** button. If the fields are not filled out for additional participants, the checkboxes related to those fields will grey out and not allow them to be checked. When all attendees have been noted, click **SAVE**.

Figure 41: Meeting Attendance

1.2.1.3. Documents

In the Documents panel, the user can see any documents that were created, as well as add any documents by clicking on the blue link in the upper right corner **ATTACH DOCUMENTATION**. The green

CREATE DOCUMENT BATCH button allows the user to combine documents into a pdf file that opens in another tab that can be printed or downloaded.

Figure 42: Documents

1.2.2.   ISP Overview

The ISP Overview tile contains the Demographic and Parent panel and the Services Plan Information panel. The Demographic and Parent information populates from information in the Student Demographic and Team pages found in the Demographic drop-down menu. The user should confirm this information is accurate. If corrections are needed, the user should make them on the Demographic and Teams pages.

Figure 43: Demographic and Parent Panel

1.2.3.   Create Documentation (PPPSS)

The Create Documentation for Students with No Direct Services (PPPSS) panel allows the user to add the documents provided to the parent at the meeting and create a draft or final document for PPPSS students from this "Create Documentation for Students with No Direct Services (PPPSS)" panel. This panel lets the user confirm the documents provided to the Parent at the meeting or sent electronically

with parental permission. Please note that if "Other" is checked, the text box will need to be filled out. The green **DISPLAY ALL ERRORS** button will show all errors in the ISP-PPPSS process preventing the finalization (this also occurs when clicking the **CREATE FINAL** button). The **CREATE DRAFT** and **CREATE FINAL** buttons generate a draft or final document. Once the document is finalized, the ISP-PPPSS process is finalized.

Figure 44: Create Documentation for Students with No Direct Services (PPPSS)

The final panel is the Documents panel. In the Documents panel, the user can see any documents that were created, as well as add any documents by clicking on the blue link in the upper right corner **ATTACH DOCUMENTATION**. The green **CREATE DOCUMENT BATCH** button allows the user to combine documents into a pdf file that opens in another tab that can be printed or downloaded.

Figure 45: Documents