

Important Dates:

IAASE Winter Conference

January 26 & 27, 2012
3000 S. Dirksen Pkwy
Springfield, IL

ICAD User Group Meeting

February 27, 2012
9:30 – 11:00am

ICAD Management Team Meeting

February 27, 2012
12:30 – 2:00pm

Both meetings held at:
SOWIC
1207 N. Larkin Ave.
Joliet, IL 60435

Contacting PCG:

Questions or
Comments?

Contact our hotline
number directly:

866.506.2947

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PCG IS PROUD TO ANNOUNCE OUR 25TH ANNIVERSARY!

Public Consulting Group (PCG) has provided 25 years of dedicated service to public health care, human services, and education organizations throughout the country and around the world.

We sincerely appreciate your business and look forward to serving you for many years ahead.



Upcoming Changes/Updates:

Coming January 30, 2012

1. Redesign of the Referral Process

We have combined the Receive Request and Create Parent Notification pages. We have also combined the Create Parent Notification of Conference, Part 1 and 2 pages. In addition, we have added the Meeting Participants page and the Create Notification of Conference Recommendations page.

Main Menu | Students | My Docs | My Reports | Wizards | Smart Logbook | BehaviorPlus | IncidentTrackingV3 | Schools | School System | Users | My Info | Super User

Eligibility | Assessments | Participations | Accommodations | Goals & Objectives | Special Ed Services | Transition Plan | Related Services | Communications | Team | Referral Process | Evaluation Process | Eligibility Process | IEP Process | Summary Of Performance | State Reporting

Referral Process for Test Demo4

- [Receive Request and Create Parent Notification 34-57A](#)
- [Create Parent Notification of Conference \(34-57D\)](#)
- [Create Conference Report](#)
- [Evaluation Consent-Identification of Needed Assessments](#)
- [Create Informed Consent for Evaluation Documents \(34-57B\)](#)
- [Meeting Participants](#)
- [Create Notification of Conference Recommendations \(34-57E\)](#)

2. Moving text boxes in Services, Supplemental Aids and Services and Placement page

We have moved the Program Modifications, Supports for School Personnel, and Additional Information and/or Supports Needed text boxes from the Class/Program details page to the main SSSP page.

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Eligibility | Assessments | Participations | Accommodations | Goals & Objectives | Special Ed Services | Transition Plan | Related Services | New Referral Process | Communications | Team | Referral Process | Evaluation Process | Eligibility Process | IEP Process | Summary Of Performance | State Reporting | ISP Process

Services, Supplemental Aids & Services, and Placement for Test Demo4

Classes and Programs

Split the classes and programs that the student is enrolled in across school years?

Program Modifications:

Here are the program modifications

Supports for School Personnel:

Here are the supports for school personnel.

Additional Information and/or Supports needed:

Additional information will be entered here.
Math: student will need large texts
Reading: student will need extended time for reading

We are offering WebEx trainings for our new functionalities this month!

Please view the training schedule below:

Date	Topic	Time	WebEx Link to Attend
Monday, January 23	New Functionality in EasyIEP	3pm CST	bit.ly/easyiep1
Monday, January 30	New Functionality in EasyIEP	10am CST	bit.ly/easyiep2
Wednesday, February 1	New Functionality in EasyIEP	3pm CST	bit.ly/easyiep3
Thursday, February 2	New Functionality in EasyIEP	11am CST	bit.ly/easyiep4
Tuesday, February 7	New Functionality in EasyIEP	2pm CST	bit.ly/easyiep5
Wednesday, February 8	New Functionality in EasyIEP	10am CST	bit.ly/easyiep6

Notes:

All training times are Central Standard Time.

Each WebEx training will cover all of the new EasyIEP changes so you only need to attend one.

If you have any questions, please call 312-253-3701.

Service Logging Wizard Reminder:

If a goal listed on a currently valid IEP is NOT appearing on a Service Logging Wizard, it is because that goal -- or specifically the objectives tied to that goal -- have a status of "Achieved" in the Report Card Wizard and/or the last report card.

Once a goal is labeled "Achieved" in the Report Card Wizard, the goal will no longer appear on a Service Logging Wizard.



Helpful TIPS:

Have you ever noticed on the Meeting Participants page that your attendees are already chosen? The names already checked are simply populating from the previous IEP meeting.

Just check or uncheck the names that pertain to the current meeting, then click "Save", or "Save and Continue" to move forward to the next page.

Did you know that the Report Card Wizard pulls its dates from the reporting periods that are set in your district calendar?

If your reporting dates need to change, please have your district administrator make the change in the district calendar.

Frequently Asked Questions

Q: *Where can I select PSAE for my student in EasyIEP?*

A: The PSAE will show up in the State Assessment section of the IEP Process *only once the student is in 10th grade*. The state does not require the PSAE to be taken until a student is in 11th grade.

Q: *I recently tried to finalize an IEP that I made an amendment for and it said I could not because it needed a transition plan. I was planning on completing this student's transition plan at the beginning of next school year when he is 8th grade. Am I still able to do this next year as planned?*

A: If you started to enter the initial information for the transition plan, the system expects you to fully finish this process -- and will give you a red "X" error if you do not finish it. However if you want to wait until next school year to complete your transition plan, that is fine. Simply "delete" your initial transition plan (that data can be easily retrieved once you create it again next year), and click "Save and Continue". You should now be able to create your final IEP.