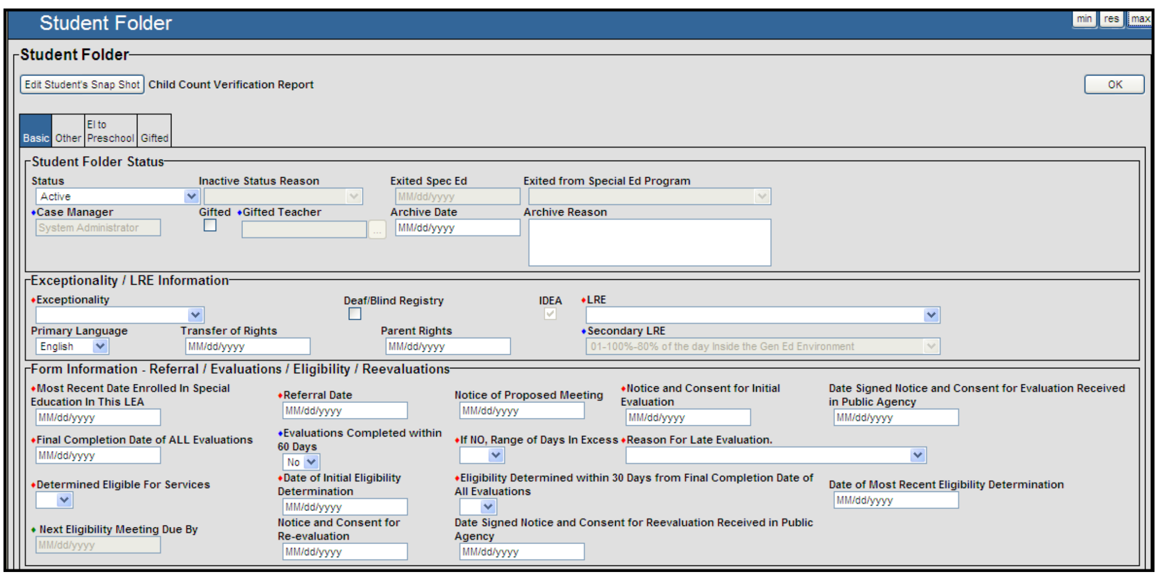
STISETS – Student Desktop

About Student Desktop

The Student Desktop houses student record information and dates for state compliance. This area of the software is essentially the Special Education teacher's working environment. Many of these fields will auto-populate from forms that are completed in STISETS. The user may also manually enter dates; for instance, this would be required if any student has forms that were completed prior to using the program.

Note: Hold the mouse over the field to view the location from which the data is pulled.

Student Folder



Saving Folder Information

- Click **OK** or press the *F10* key on the keyboard to save information changed within any folder tab.

Snapshots

- The *Edit Student Snapshot* area is for viewing a child's folder as it appeared at a previous Child Count; it is also used to alter folder information for Child Count. Click **Edit Snapshot** and select the Child Count date from the list.

Child Count Verification Report

- Creates a Child Count Verification audit report to send to the State Department. When selected, an Adobe Acrobat version of the report will be displayed.

The student folder has four tabs across the top for entering and viewing student information:

- **Basic**
- **Other**
- **E1 to Preschool**
- **Gifted**

Basic Tab

This tab displays student information separated into four sections:

- **Student Folder Status**
- **Exceptionality/LRE Information**
- **Form Information - Referral / Evaluations / Eligibility / Reevaluations**
- **IEP Information**

Student Folder Status

- **Special Education Status**: Click the down arrow to select a status of *Active, Inactive,* or *Referred.*
  - *Active* refers to all students currently receiving Special Education services.
  - *Inactive* refers to all students who have left the school/LEA.
  - *Referred* refers to students who have been referred but not yet determined eligible for Special Education services.
- **Inactive Status Reason**:
  - *Exited* refers to students that have left the district.
  - *Not accepted for evaluation* refers to students not allowed to be evaluated.
  - *Not Eligible after initial eligibility* refers to all students who have been determined not eligible for Special Education services.
  - *Parent Refused Services/Revoked Consent*
- **Exited Spec Ed Date**: Enter the Student's Exit Date from Special Education (if applicable).
- **Exited From Special Ed Program**: Exit reason must be selected if exited is chosen as the inactive status reason. This field will auto-populate if the student is under *Exit/Archive Students*.
- **Case Manager**: The name of the teacher who will be responsible for maintaining the student's Special Education record will be displayed in this field.

- **Gifted/Gifted Teacher**: Select gifted information from the drop-down box. This box should be checked if the student's secondary exceptionality is *Gifted*. Select gifted service provider by clicking the blue cross icon to the left of the box. Clicking this icon will allow the user to search for a teacher by last name or first name.

> Note: It is recommended that Gifted information be entered on the *Gifted* Tab and not the *Basic* Tab. Information entered on the *Gifted* Tab will auto populate the *Gifted* fields on the *Basic* Tab.

- **Archive Date**: Enter the Student's Archive date.
- **Archive Reason**: Enter Archive Reason.

> Note: If an Archive Date is entered, the program will require an Archive Reason.

Exceptionality/LRE Information

- **Exceptionality**: Enter the student's exceptionality.
- **Deaf/Blind Registry**: Select this checkbox if the student is on the Deaf/Blind Registry. Student must have both auditory and visual deficits to be included.
- **IDEA**: This field will auto-populate upon selection of all exceptionalities except Gifted.
- **Primary Language**: Select the student's Primary Language from the drop-down box.
- **Transfer Of Rights**: This field auto-populates from the completed IEP or can manually be entered.
- **Parent Rights**: This field auto-populates from a completed Special Education Rights form or can manually be entered.
- **Least Restrictive Environment**: Enter the student's LRE (always a 2-digit number). If *05* is selected, a secondary LRE is required.
- **Secondary LRE**: Enter student's Secondary LRE. If the LRE code is # *05*, a Secondary LRE is required.

Form Information – Referral/Evaluations/ Eligibility/Reevaluations

*= Manual Entry

- **Most Recent Date Enrolled In Special Education In This LEA**: Enter the most recent date on which the student was enrolled in Special Education at the LEA.*
- **Referral Date**: Enter the referral date. This will auto-populate from the Referral From once it has been completed in STISETS.
- **Notice of Proposed Meeting**: Enter the date of the most recent Notice of Proposed Meeting.
- **Notice and Consent for Initial Evaluation**: Enter the date of the Notice and Consent for Initial Evaluation. This will auto-populate from the Notice and Consent for Initial Evaluation Form once it has been completed in STISETS.
- **Date Signed Notice and Consent for Evaluation Received in Public Agency**: Auto populates from completed form or can manually be entered.
- **Final Completion Date of ALL Evaluations**: Enter Final Completion Date. This form will auto-populate from the Notice and Eligibility Decision Regarding Special Education Form once it has been completed in STISETS if Initial Eligibility is checked on page 1 of the form.

- **Evaluations Completed within 60 Days**: Select **Yes/No** using the drop-down.
- **If No, Range of Days in Excess**: Select Date Range using drop-down.
- **Reason for Late Evaluation**: Enter the reason for the late evaluation.
- **Determined Eligible For Services**: Select **Yes/No** using the drop-down.
- **Date of Initial Eligibility Determination**: Enter the date of Initial Eligibility determination here. *(Child Count field for Preschool Students).
- **Eligibility Determined within 30 Days from Final Completion Date of ALL Evaluations**: Select **Yes/No** using the drop down.
- **Date of Most Recent Eligibility Determination**: Enter the date of the most recent eligibility determination for the student. This will auto-populate from the Notice and Eligibility Decision Regarding Special Education Form once it has been completed in STISETS.
- **Next Eligibility Meeting Due By**: This field will auto calculate three years after the Date of Eligibility.
- **Notice and Consent for Re-Evaluation**: Enter the date for the Notice and Consent.
- **Date Signed Notice and Consent for Reevalation Received in Public Agency**: Auto populates from completed form or can manually be entered.

IEP Information

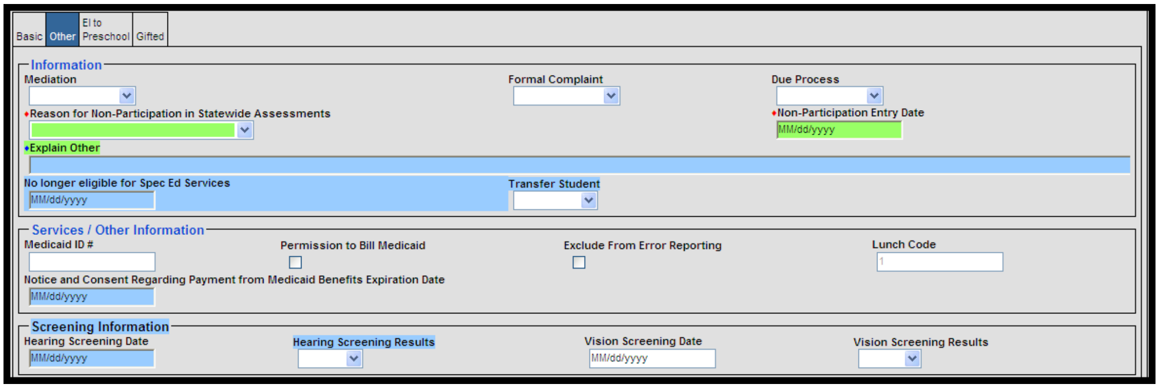
- **Notice and Consent for Provision of Special Education Services**: Enter the date for Notice and Consent. This will auto-populate from the Notice and Consent for Provision of Special Education Form once it has been completed in STISETS.
- **Date of Initial IEP Meeting**: Enter the date of the Initial IEP meeting.*
- **Date of Most Recent Annual IEP Signature**: Enter the date of the most recent Signature Page. This will auto-populate from the IEP Signature Page once it has been completed in STISETS.
- **Next IEP Due Date**: This will auto calculate one year minus one day from Date of the Most Recent Annual IEP Signature.

IEP Initiation/Duration Dates

- **IEP Initiation/Duration Dates**: Enter the IEP Initiation and Duration Dates. This will auto-populate from the IEP Profile page once it has been completed in STISETS.
- **IEP to Date**: Auto-populates from most recent IEP.

Other Tab

Information



- **Mediation**: Select *Requested/Filed* or *Open* in the drop-down box if applicable for the student.
- **Formal Complaint**: Select *Requested/Filed* or *Open* in the drop-down box if applicable for the student.
- **Due Process**: Select *Requested/Filed* or *Open* in the drop-down box if applicable for the student.
- **Reason for Non-Participation in Statewide Assessments**: Select *Absent from School, Medical Excuse*, *Other* or *Parent Opted Out of Testing* using the drop-down box.
- **Non-Participation Entry Date**: Enter non-participation Entry Date.
- **Explain Other**: If *Other* was selected in previous field, enter explaination.
- **No Longer Eligible For Spec Ed Services**: If the student is no longer eligible for Special Education services, enter the date ineligibility was determined.
- **Transfer Student**: Select in state or out of state from drop-box.

Services/Other Information

- **Medicaid ID #**: Enter the Medicaid ID # in the text field.
- ***Permission to Bill Medicaid**: Use the checkbox to note whether Medicaid will be billed for students receiving medical services. This must be checked for students to do Medicaid billing through STI.
- **Exclude From Error Reporting**: Check box to exclude from error reporting.
- **Lunch Code**: Enter the student's lunch code. This comes from STIOffice or *Information***NOW** and will indicate whether the student receives free or reduced lunch.
- **Notice and Consent Regarding Payment from Medicaid Benefits Expiration Date**: Enter expiration date here. This field will auto-populate from the Notice and Consent Regarding Payment from Medicaid Benefits form once it has been completed in STISETS.

Screening Information

- **Hearing Screening Date**: Enter the date of the student's most recent hearing screening.
- **Hearing Screening Results**: Select *Pass/Fail* using the drop-down box
- **Vision Screening Date**: Enter the date of the student's most recent vision screening.
- **Vision Screening Results**: Select *Pass/Fail* using the drop-down box

E1 to Preschool Tab

Eligibility Information

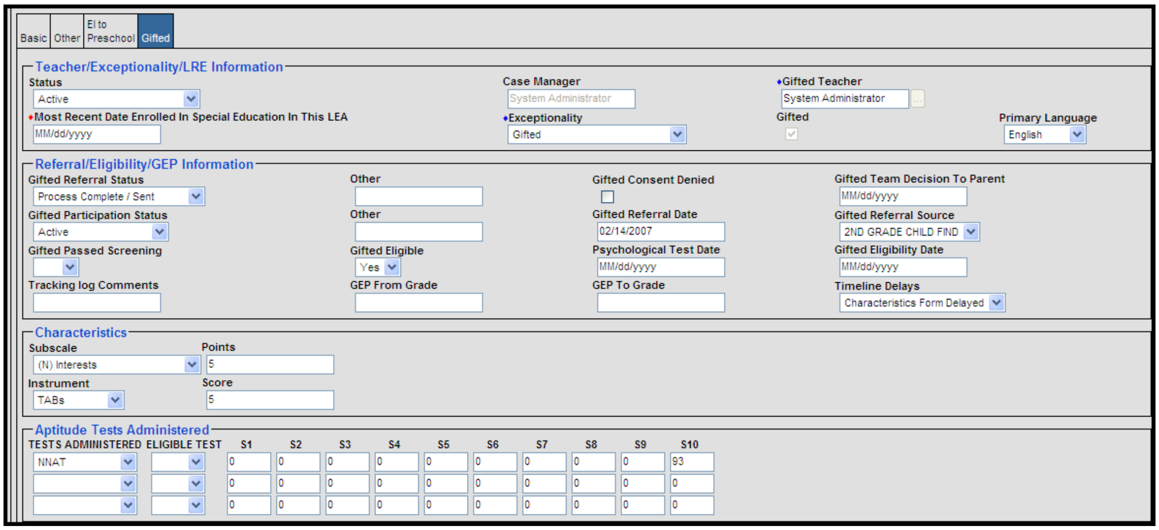
This section allows the user to track services provided to children between the ages of three and five. This information will auto-populate from forms completed in STISETS, or the user may manually enter data.

- **Transitioned from EI Program**: Use the check box to indicate whether the student is transitioned from EI program.
- **Date Letter of Notification of EI Received**: Enter date of letter of notification of EI.
- **Date of Transition Meeting**: Enter date of Transition Meeting.
- **Date of Referral Signature From EI**: Enter date of Referral Signature.
- **Referred 90 days or Less**: Select **Yes/No** using drop-down box.
- **Date of Initial Eligibility Determination**: Auto-populates from completed form or may be manually entered.
- **Determined Eligible for Services**: Select **Yes/No** using drop-down box.
- **Eligibility Determined Prior to 3rd Birthday**: Select **Yes/No** using drop-down box.
- **If No, Range of Days Eligibility Determined After 3rd Birthday**: Select date range from drop-down box.
- **Reason for Late (or no) Eligibility Determination**
  - **Parent Delays**: Required if Eligibility Determined Prior to 3rd birthday is *No*.
  - **Other Delays**: Required if there is not a Parent Delay and if Eligibility Determined Prior to 3rd birthday is *No*.

IEP Information

- **IEP developed by 3^{rd} Birthday**: Select **Yes/No** using drop-down box.
- **If No, range of days IEP developed and implemented after 3^{rd} birthday**: Select date range using drop-down.
- **Parent Delays**: Required if IEP developed and implemented by 3^{rd} birthday is *No*.
- **Other Delays**: Required if there is not a Parent Delay and if IEP developed and implemented by 3^{rd} birthday is *No*.

Gifted Tab



Teacher/Exceptionality/LRE Information

- **Status**: Drop-box. This will also write back to the status field in the basic tab of the student folder.
- **Case Manager**: The name of the teacher who will be responsible for maintaining the student's Special Education record will be displayed in this field.
- **Gifted Teacher**: Select gifted service provider by clicking the blue cross icon to the left of the box. Clicking this icon will allow the user to search for a teacher by last name or first name.
- **Most Recent Date Enrolled In Special Education In This LEA**: Enter the most recent date on which the student was enrolled in Special Education at the LEA.
- **Exceptionality**: Enter the student's exceptionality.
- **Gifted**: This check box will auto-populate if gifted is chosen as the exceptionality.
- **Primary Language**: Select the student's Primary Language from the drop-down list.

Referral/Eligibility/GEP Information

- **Gifted Referral Status**: Users may manually enter one of seven options from the drop-down box based on the student's Referral Status:
    - Other: Select this option if the choices in the drop-down box are not applicable. Then type the reason in the *Other* field box to the right.
    - Process Complete/Sent: Select if the Gifted Process is completed or has been sent and is awaiting a response from the Gifted Referral Screening Team.
    - Ready for Screening/Eligibility: Select if the student will be screened and/or will receive Eligibility testing.
    - Waiting for BRS or Products: Select if waiting for Behavior Rating Scale, portfolios or work samples of students considered for Gifted Services.
    - Waiting for Consent: Select if the parent has been informed and the school is waiting for consent for Gifted status.
    - Waiting for Test: Select if waiting for results of the student test for Gifted Services.
    - Waiting for Vision & Hearing: Select if waiting for vision and hearing screenings results of prospective Gifted students.
- **Other**: Enter any other criteria.
- **Gifted Consent Denied**: Check this box to indicate that parental consent for Gifted Services has been denied. This field will auto-populate from the completed Gifted Eligibility/Referral Forms.
- **Gifted Team Decision To Parent**: Enter date of Gifted Team Decision. This field will auto-populate from the completed Gifted Eligibility/Referral forms.
- **Gifted Participation Status**: Click the down arrow to select a status of Active, Inactive or Other.
- **Other**: Enter any other criteria.
- **Gifted Referral Date**: Enter the student's gifted referral date.
- **Gifted Referral Source**: Select an option from the drop-down box: *Second Grade Child Find*, *Other*, *Parent* or *Teacher*.
- **Gifted Passed Screening**: Select **Yes/No** using drop-down box.
- **Gifted Eligible**: Select **Yes/No** using drop-down box.
- **Psychological Test Date**: Enter the date of the psychological test.
- **Gifted Eligibility Date**: Enter the start date on which the student became eligible for Gifted services.
- **Tracking Log Comments**: This is optional and will write to the Gifted Tracking Log.
- **GEP From Grade**: Data will populate from form.
- **GEP To Grade**: Data will populate from form.
- **Timeline Delays**: Select from the drop-down.

Characteristics

- **<u>Subscale</u>**: Select an option from the drop-down box if applicable.
- **<u>Points:</u>** Enter the points earned.
- **<u>Instruments</u>**: Indicate the test administered by selecting a test from the drop-down.
- **<u>Score</u>**: Enter the score from the test administered.

Aptitude Tests Administered

Indicate the test administered by selecting a test from the drop-down boxes and entering scores in the applicable fields.

Performance Indicators

Select a performance indicator from the drop-down list and enter the points earned.

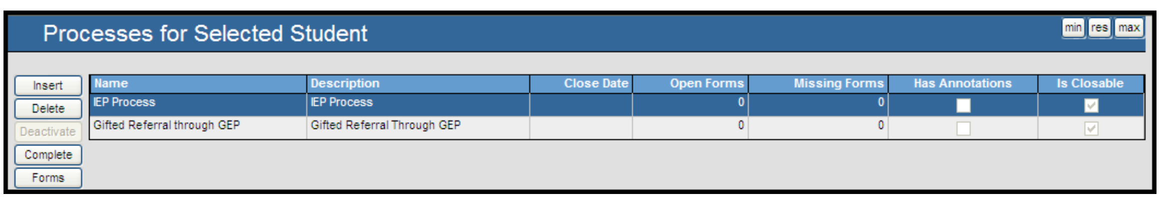
Change Case Manager

This option allows the user to change a student's Case Manager. Only users with *Administrative* or *Manager* permission will have this option.

- After selecting this menu option, the user may search by *School, Last Name* or *First Name.* Enter the desired criteria and click **Search**.
- Once the desired employee name is highlighted, click **Select**.

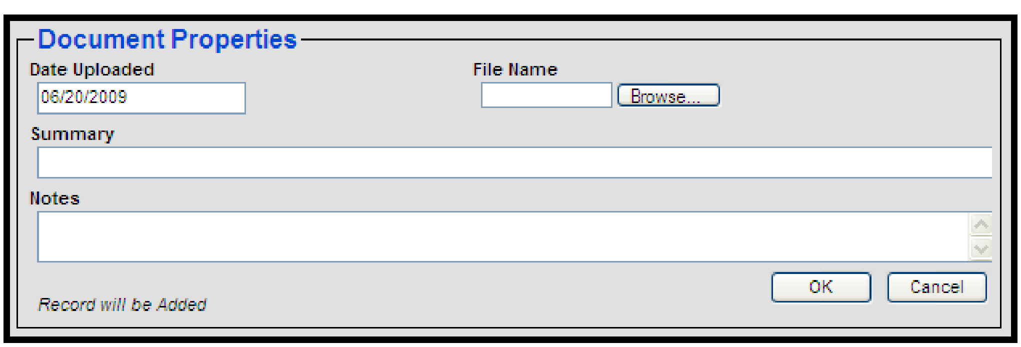
Process Manager

The **Student Process Manager** allows the user to view and manage all processes assigned to a student using the five buttons located on the left side of this screen – *Insert*, *Delete*, *Deactivate*, *Complete* or *Forms*.



Documents

On the **Documents** screen, the user may **Insert**, **Change**, **Delete** or **Download** documents that are required at the LEA/School level. These documents are saved in the database on the district server.



- To add a document that is not already pre-installed with STISETS, click the **Insert**
- Click **Change** to change an existing document.
- Click **Delete** to delete a document.
- Click **Download** to download a document.
- Fill out the appropriate text fields in order to add and upload the file. Click the **Browse** button to locate the appropriate file/document to be uploaded and click **OK**.
- Notes may also be entered and saved in the *Notes* field, even without uploading a document.
- Documents entered here will be saved on the district server.

*Information*NOW/STIOffice Information

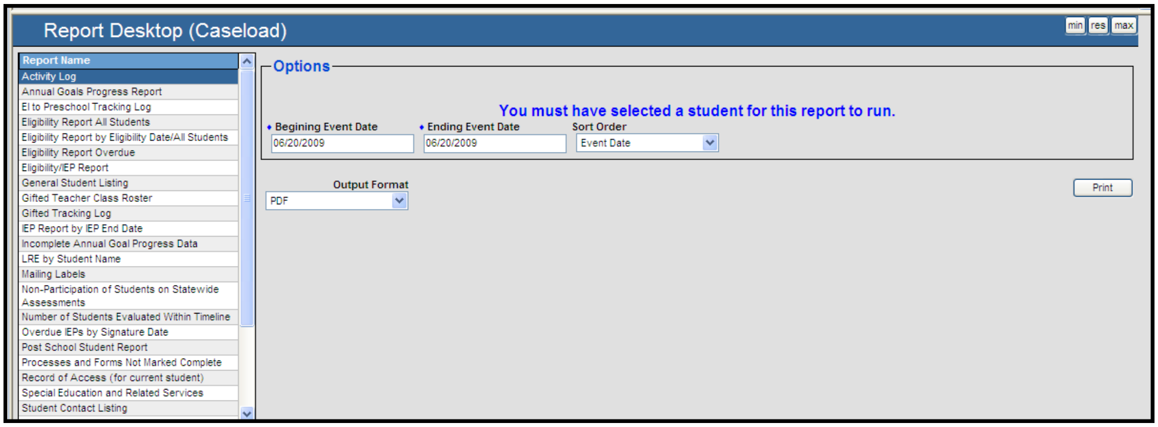
A variety of non-Special Education information is available in STISETS. This up-to-the-minute data is drawn from *Information***NOW** or STIDistrict and may be viewed by clicking the menu under *STIOffice Information* on the left side of the screen under the *Student Desktop* menu. The following types of data may be selected:

- **Attendance**
- **Discipline**
- **Entry/Withdrawal**
- **Schedule**
- **Grades**
- **Guardian Information**

All information drawn from *Information***NOW** or STIOffice is *read-only* in STISETS. Any changes to this data must be made from within *Information***NOW** or STIOffice application. The Enrollment program allows users to view real-time attendance, discipline and entry/withdrawal information. An upload must occur in order for the remaining pieces of student information to be updated (schedule, guardian information and grades).

Reports (Caseload)

A variety of reports are pre-loaded in the program. Adobe Acrobat Reader (a free download) is required for report generation. Unlike reports from the *Report Desktop* that include listings for the entire school or district, these are teacher reports based on the teacher's relationship to students in his/her caseload.

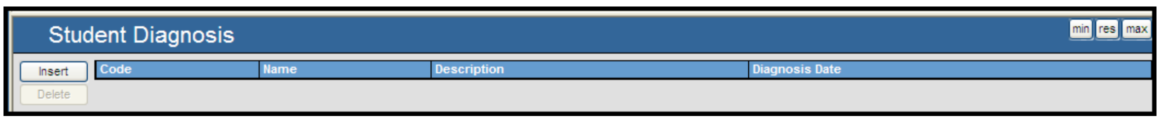


To access reports:

- Highlight the desired report on the left side of the screen.
- Select a school.
- Click the down arrow to select the *Output Format*.
  - **PDF** brings up Acrobat Reader.
  - **RTF** brings up Microsoft Word.
  - **XLS** brings up Excel Spreadsheet.

The search criteria vary for different reports. Some reports require a beginning and end date or a specific school.

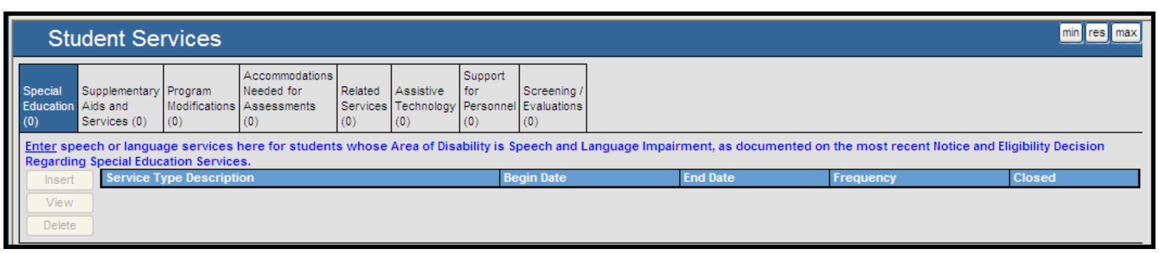
Student Diagnosis



- Click **Insert** to add a record for the diagnosis of a child, along with the date on which the child was diagnosed. A service may be entered without a diagnosis. However, a diagnosis must be assigned in order to bill Medicaid.
- Once **Insert** has been selected, the user may search for a diagnosis.

Note: The best way to search is to enter only one letter and the system will return many results.

Student Services

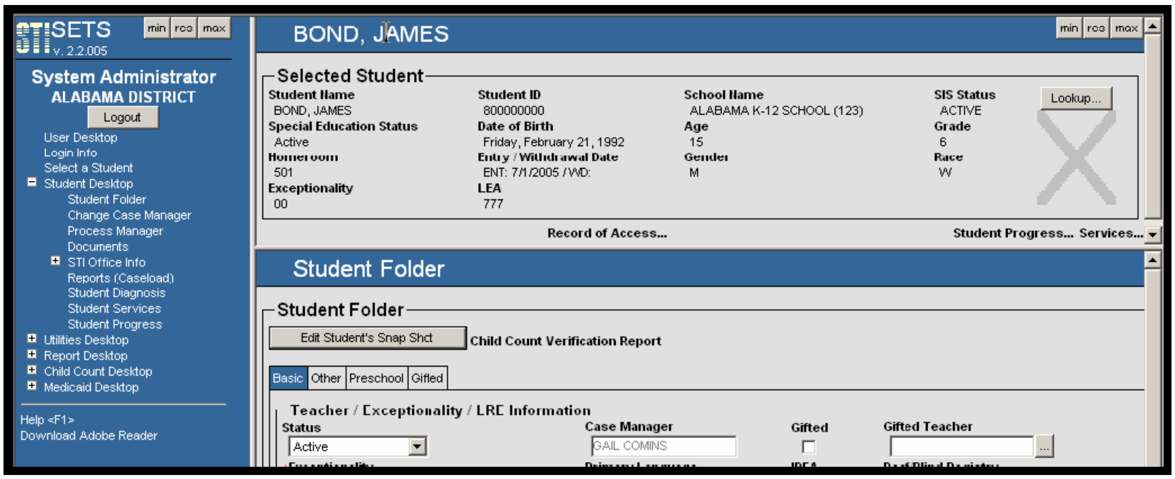


- After a service has been entered on an *Annual Goals* page, this screen may be used to view the existing services for a student.

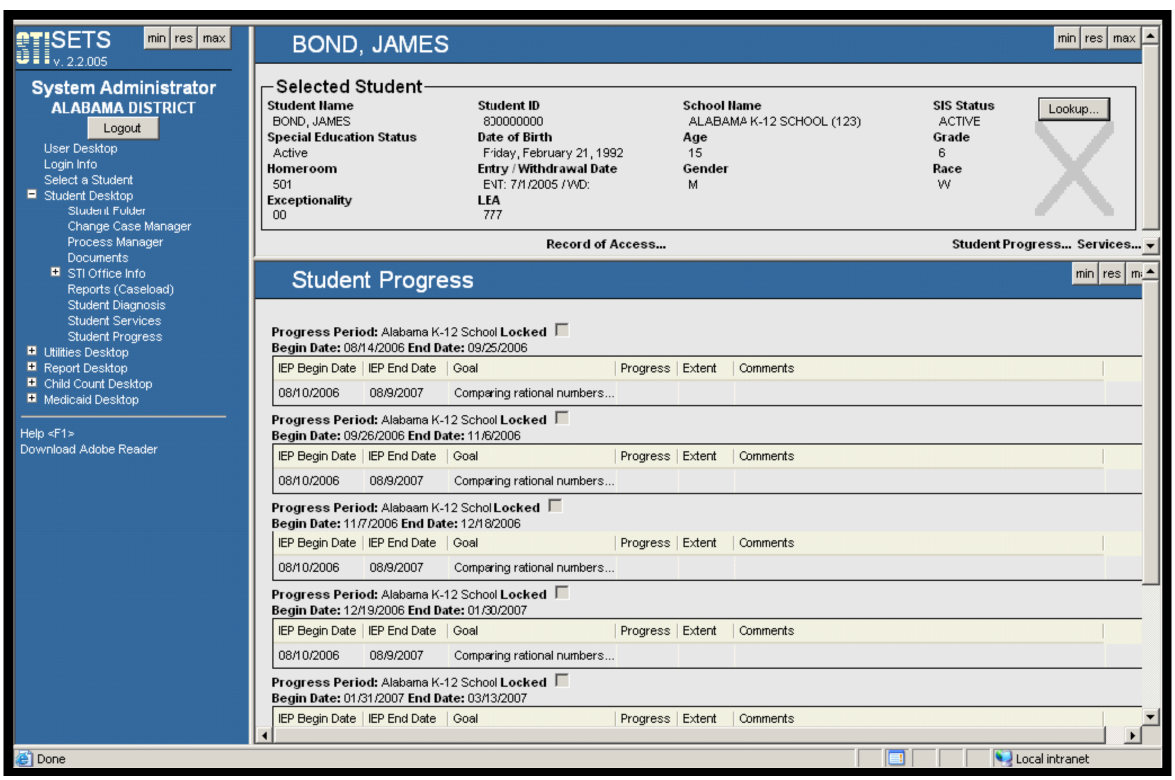
Student Progress

To enter records of progress for a student, do the following:

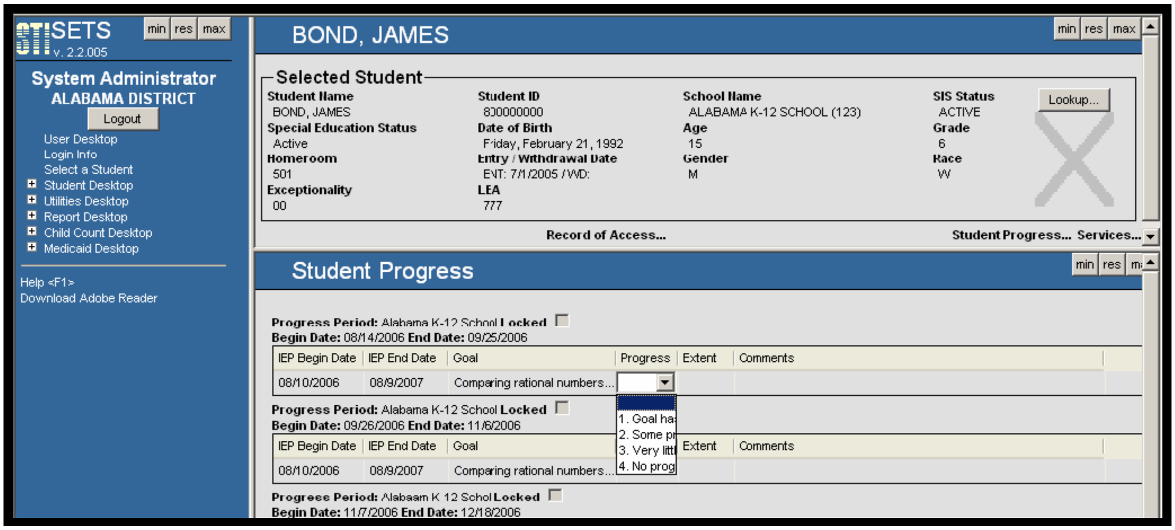
- Select the student for whom progress is to be entered.
- Click **Student Progress** located between the **Record of Access** and **Service** buttons on the main *Select a Student* screen.
- Student Progress may also be entered from the menu on the left. *Enter Progress* is located directly above Student Desktop.



- A grid with a list of the student's goals and progress periods will display.



- Click in the blank gray area next to the goal, under the *Progress* column. A drop-down list will appear. Use this drop-list to select the student's progress.



- Click in the blank gray area next to the goal, under the *Extent* column, and select the extent of the progress from the drop-down list.
- To enter comments, click in the gray area under *Comments* and type in the text box.

Note: Progress periods must be set up for the correct academic year as well as for the school or the progress entry screen will not display. Progress reports are printed under reports (caseload) or reports under Report Desktop.