

# STISSETS – Assigning Processes and Forms

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## State-Defined Processes

All state-defined forms and processes are contained in the STISSETS software. There is a listing of these processes in the *Process Desktop*, which is located under **Utilities Desktop**. Only users with administrative or manager rights may view the Process Desktop. The box on the left of the screen lists the processes, and the box on the right lists the forms contained in each process. As each process in the left box is highlighted, the right box displays the forms in that process.

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## Assigning Processes

A *Process* is defined as a group of forms that must be completed within a specified period of time. In order to work on specific forms for a student, the user must first assign an appropriate Process (containing all required forms) to the student. Perform the following steps to assign state-defined processes and to track Special Education forms:

- Upon login, the teacher's Caseload will be displayed on the opening screen. Select a student by double-clicking on the student's name. Users logging in with administrative rights will select a student through the *Select a Student* menu option.
- At the next screen, click **Insert** to assign a process to the selected student.

	Name	Description	Close Date	Open Forms	Missing Forms	Has Annotations	Is Closable
	EP Process	EP Process		3	0	<input type="checkbox"/>	<input type="checkbox"/>

- At the next screen, click the down arrow to select a process, such as *IEP Process*, and click **OK**.
- The next screen displays the selected process. The buttons on the left are defined as follows:
  - **Insert**: Insert allows the user to attach a new process to a student. If a process is not listed when you click **Insert**, verify that the process is not already open for the current student.
  - **Delete**: Allows the user to delete a process from a student's file. **Delete** may only be selected if no forms have been completed in that process.

- **Deactivate:** Allows the user to remove a process. You may deactivate a process with open forms. Users are strongly advised to be cautious when using this option. Once a record is deactivated, the program writes that a process has been deactivated to the Record of Access. Note: Only Managers have rights to deactivate a process.
- **Complete/Re-open:** This button may display differently, depending on the process with which you are working. **Complete** is used to complete forms and close a process. This allows the user to create a second instance of a process if necessary. **Re-Open** allows the user to return to forms or processes that have previously been completed.
- **Forms:** The Forms button will bring up all forms that are associated with the highlighted process. When this button is selected, the forms will appear on the work area of the screen. With the reauthorization of Forms, Forms no longer have a minimum count.

## Generating an IEP Process

- Click the **Forms** button to display the forms in the selected process.
- At the next screen, click on the desired form on the left side of the screen; for example, *Notice of Proposed Meeting*. Rules have been added to the program requiring completion of designated fields before a form may be saved. All forms list errors that will be displayed when requirements are not met. Clicking directly on the error will highlight the error field in red. Scroll down the screen to complete appropriate information. After completing the form, select the **File** menu and click **Save Changes**.

The screenshot shows a software window titled "IEP Process (12/4/2008) Notice Of Proposed Meeting". The window has a menu bar with "File", "Edit", and "Save". A blue cloud labeled "Draft Rules" has a dashed arrow pointing to a list of error messages on the left side of the window:

- Error 1: (draft) Date is required.
- Error 2: (draft) Time is required.
- Error 3: (draft) Location is required.
- Error 4: (draft) At least one of the following must be selected (Evaluation, Behavior, Data Collection, Develop Iep, Eligibility, Intervention, Manifestation, Other Check1, Other Check2, Other Check3, Post Secondary,
- Error 5: (draft) At least one of the following must be selected (Invite Career Rep, Invite Gen Ed Tea, Invite Interpreter, Invite Lea Rep, Invite Other Check1, Invite Parent, Invite Rep For Trans, Invite Spec Ed Tea,
- Error 6: (draft) Teacher Name is required.
- Error 7: (draft) Telephone is required.

The main area of the window displays a form titled "NOTICE OF PROPOSED MEETING/ CONSENT FOR AGENCY PARTICIPATION". The form includes the following fields and options:

STUDENT'S NAME: CARRIE R SCOTT  
 DATE: MM/dd/yyyy TIME: hh:mm tt LOCATION:

**The purpose of this meeting is to:**

- Determine If Referral Requires Evaluation\*
- Discuss The Need For Additional Data Collection
- Determine Initial Or Continued Eligibility
- Develop Initial IEP Or Review/Revise IEP
- Conduct Manifestation Determination
- Develop Functional Behavioral Assessment Plan
- Develop/Revise Behavioral Intervention Plan
- Discuss Transition Postsecondary Services
- Conduct a Resolution Session

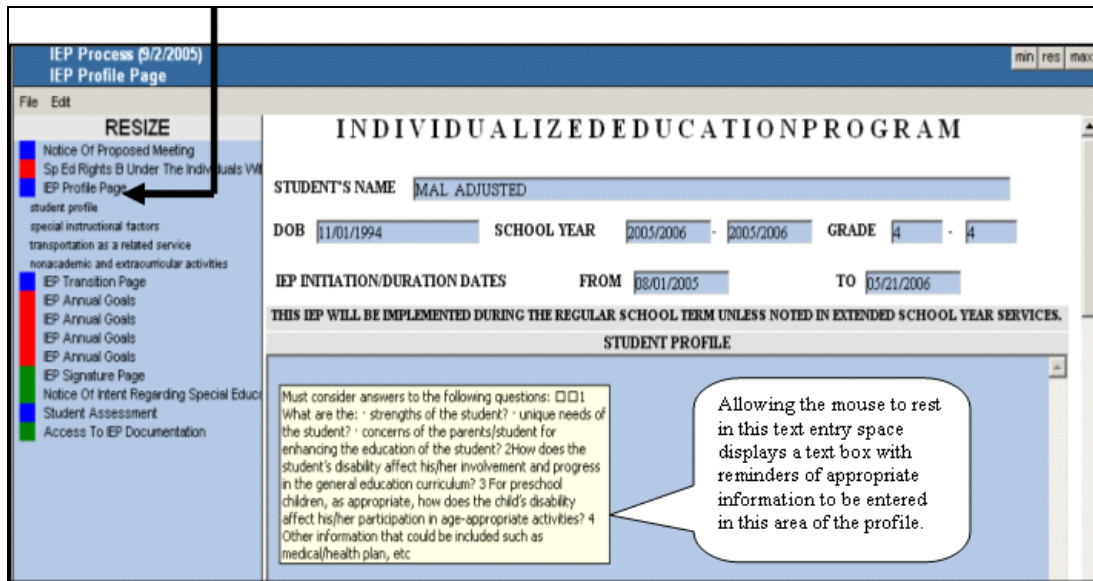
**The following people will be invited to meet with us:**

- Local Education Agency Representative
- Someone Who Can Interpret The Instructional Implications Of The Evaluation Results
- General Education Teacher
- Special Education Teacher
- Parent
- Student
- Career Technical Representative
- Other Agency Representative(s) For Transition\*\*

Below these lists are two rows of input fields for "Agency Name".

At the bottom of the form, there is a paragraph of text: "Because your input is important to us, we encourage you to make every effort to attend this meeting. If you would like to participate by phone, please call the person below to make arrangements. You may bring other people whom you feel will be helpful to you in this process. If your child is transitioning from Early Intervention, you may request that an invitation be sent to the Early Intervention Program for the initial IEP Team meeting. Please contact the individual below if you would"

- To work on another form in a process, click on the form on the left of the screen. For example (as shown below): the **IEP Profile Page**. Navigation from form to form is accomplished in this manner.



- Even though the IEP is one document, it is divided into four sections: *Profile Page*, *Transition Page*, *Annual Goals*, and *Signature Page*, allowing for addition of extra pages if necessary.
- After all required fields have been completed, the form must be officially completed in the program. To do this, select **File | Complete Form**. After a form has been completed, no changes are allowed. All forms except those sent home for signatures will be printed with a *Draft* watermark if not completed.
- Making changes to a previously completed (locked) section of the IEP may be accomplished by selecting **Create Amendment** from the *Edit* menu. As forms are amended, the changes may be viewed from the *View Audit Trail* option of the *Edit* menu.
- Explanations of colored square icons appear to the left of each form (to view descriptive screen tips, allow the mouse to rest on each icon).
  - Green:** Designates a form that is *Open*. The form is in draft status, meaning changes are allowed. All forms except forms sent home for signature will print with a *Draft* watermark until the form is completed.
  - Red:** Designates a *Complete* form. No changes are allowed.
  - Purple:** Designates a form that has been amended and completed again.
  - White:** Designates *Not required for process completion*.
  - Blue:** Designates *Open (Amendment)*. This is a previously completed form with an Amendment attached.

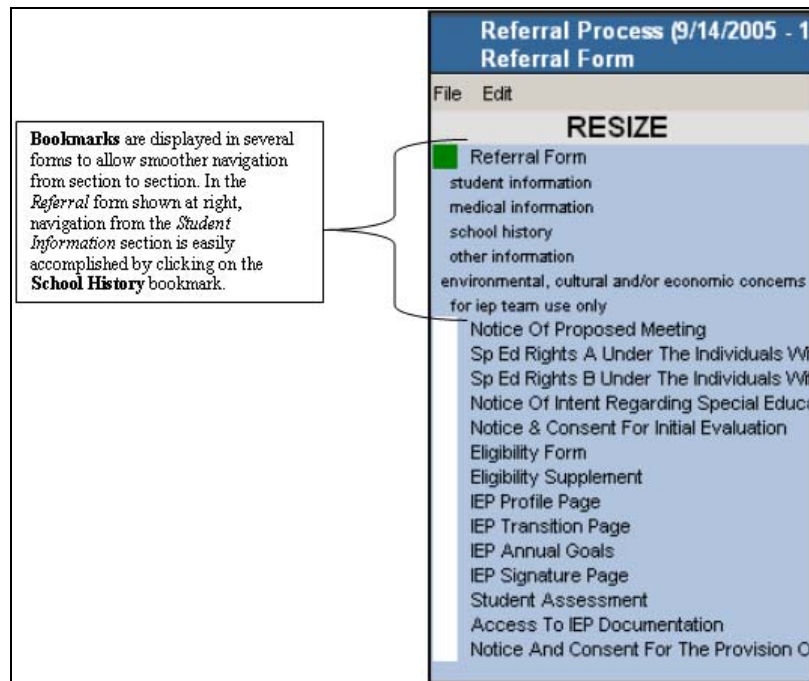
## File Menu

- **Save Changes – F10**: Allows the user to save changes made to a form. Information entered on forms may be saved either by selecting the **Save Changes** option from the *File* menu or by pressing the *F10* key.
- **Reseed Data**: Allows the user to update data on a form. After a saved form is re-opened, any additional demographic information updated in the Special Education Folder will automatically transfer to this form when this option is selected.
- **Cancel Changes**: Allows the user to cancel the changes made to a form. Selecting **Cancel** will cancel any changes made to a form since the last save.
- **Complete Form**: Allows the user to mark a form as complete. No changes will be allowed after this option is selected except by creating an Amendment. Required fields must be completed before this option is selected. Errors will prompt the user to enter required information before completing the form and fields with errors will be highlighted for easy identification.
- **Print to PDF-F8**: Allows the user to open a form in .PDF format for printing.
- **Print Process**: Opens a screen allowing the user to print all or part of the forms in a process.

## Edit Menu

- **Check Spelling – F7**: Allows the user to perform a Spell Check on the selected form.
- **Show Form Indicators**: Allows visually impaired users to see the status of each form in a process. This indicator is for visually impaired users that have difficulty distinguishing the colored icons that identify form status.
- **View Audit Trail**: Allows access to the edited versions of a form by date.
- **Exit Form**: Allows the user to exit the form.
- **Add Form**: As forms are needed throughout a process, they may be added by selecting the *Edit* menu and then choosing the **Add Form** option.
- **Remove Form**: Allows the user to delete the highlighted form if it is not the required form in the process.
- **Move Form**: Allows the user to move a completed form from an incorrect process to the correct process. Do not use this option to copy the previous year's IEP to the current year. This would only be used for correcting a mistake, for example, a form completed in the wrong process. This can be done up to 30 days from when the process was assigned.
- **Create Amendment**: An amendment may be created to adjust data on a completed form. You must add a second form to amend the current form. The computer automatically archives the previous version of the form. You can view this process in the *View Audit Trail* option, located under the *Edit* menu.
- **Annotate Process**: Allows the user to record commentary on the forms and processes. The state department may view this area, which is now printable as well. The user might use this option to note, for example, that a meeting was delayed due to a tornado warning.

All forms are completed in the same manner as the examples given above. More lengthy forms have bookmarks, which allow navigation to a specific area of a form. The *Referral* form shown below is a good example of a lengthy form with bookmarks.



## Printing Forms

To print a form, select the **File** menu and then click **Print to PDF-F8**. After previewing the form, click the printer icon at the top of the screen to complete the printing process. The example shown on the following page demonstrates a printed form in draft status. The *Draft* watermark will print in the background until the document has been marked as completed.

**INDIVIDUALIZED EDUCATION PROGRAM**

STUDENT'S NAME: Bob Alou

AREA: math

**PRESENT LEVEL OF ACADEMIC ACHIEVEMENT OR FUNCTIONAL PERFORMANCE:**

Demonstrate concepts of number sense by counting forward and backward by ones, twos, fives, and tens up to 100; counting forward and backward from an initial number other than 1; and using multiple representations for a given number.

**MEASURABLE ANNUAL GOAL related to meeting the student's needs:**

Bob will be able to count to 10.

**TYPE(S) OF EVALUATION FOR ANNUAL GOAL:**

- Curriculum Based Assessment   
  Teacher/Text Test   
  Teacher Observation   
  Grades  
 Data Collection   
  State Assessment(s)   
  Work Samples  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

DATE OF MASTERY: \_\_\_\_\_

**BENCHMARKS:**

1. Identifying position using the ordinal numbers 1st through 10th

\_\_\_\_\_  
*Date of Mastery*

**SPECIAL EDUCATION AND RELATED SERVICE(S):** (Special Education, Supplementary Aids and Services, Program Modifications, Accommodations Needed for Assessments, Related Services, Assistive Technology, and Support for Personnel.)

<u>Type of Service(s)</u>	<u>Anticipated Frequency of Service</u>	<u>Amount of time</u>	<u>Beginning/Ending Date</u>	<u>Location of Services</u>
Special Education	1 time(s) Bi-Weekly	30	08/02/2006 to 11/02/2006	Classroom
We went over numbers with Bob from 1 to 10				

- Even though the *Notice of Proposed Meeting* shown below is in draft status, the draft watermark does not print on the form because this is a form that requires a parent / student signature.

NOTICE OF PROPOSED MEETING	
STUDENT'S NAME: <u>Bob Alou</u>	
DATE: <u>07/02/2006</u>	TIME: <u>10:00 AM</u> LOCATION: <u>classroom</u>
<p><b>The purpose of this meeting is to:</b></p> <p><input checked="" type="checkbox"/> Determine If Referral Requires Evaluation*</p> <p><input type="checkbox"/> Discuss The Need For Additional Data Collection</p> <p><input type="checkbox"/> Determine Initial Or Continued Eligibility</p> <p><input type="checkbox"/> Develop Initial IEP Or Review/Revise IEP</p> <p><input type="checkbox"/> Conduct Manifestation Determination</p> <p><input type="checkbox"/> Develop Functional Behavior Assessment Plan</p> <p><input type="checkbox"/> Develop/Revise Behavioral Intervention Plan</p> <p><input type="checkbox"/> Discuss Transition/Postsecondary Services</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p><b>The following people will be invited to meet with us:</b></p> <p><input checked="" type="checkbox"/> Local Education Agency Representative</p> <p><input type="checkbox"/> Someone Who Can Interpret The Instructional Implications Of The Evaluation Results</p> <p><input type="checkbox"/> General Education Teacher</p> <p><input type="checkbox"/> Special Education Teacher</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Career/Technical Representative</p> <p><input type="checkbox"/> Other Agency Representative(s) For Transition</p> <p>Agency Name _____</p> <p>Agency Name _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
<p>Because your input is important to us, we encourage you to make every effort to attend this meeting. You may bring other people whom you feel will be helpful to you in this process.</p> <p>My signature below verifies that if you require notice and an explanation of your rights in your native language, the LEA/agency has accommodated you to ensure your understanding. You are fully protected under the rights addressed in your copy of the <i>Special Education Rights</i> document. You may access another copy of your rights at <a href="http://www.alaska.edu">www.alaska.edu</a>. Once in the Web site, select Sections/Special Education/Forms. If you cannot access the Web site and want another copy of your rights, have any questions, or wish to arrange a conference, please contact:</p> <p>Mrs. Crabtree _____ at <u>867 5309</u></p> <p style="text-align: center;">(Name) <span style="float: right;">(Telephone)</span></p> <p>* Jonathon Smith _____</p> <p>Signature of Education Agency Official</p> <p>*Enclosure <i>Special Education Rights</i></p>	
PARENT - STUDENT	
<p>Please <b>check one</b> of the following boxes, sign, date, and return this form to <u>Jenny Jones</u> before <u>06/20/2015</u>.</p> <p><input type="checkbox"/> I <b>WILL BE ABLE TO MEET WITH YOU.</b></p> <p><input type="checkbox"/> I <b>CANNOT</b> meet at the date and time indicated. Please contact me to arrange another time.</p> <p><input type="checkbox"/> I <b>WILL NOT BE ABLE TO MEET WITH YOU.</b> I will contact you if I want more information.</p>	
Signature of Parent or Student at Age 19 _____	Date _____
<p>Documented attempts to contact parent/student (age 19) for IEP meeting.</p> <p>Date Notice Sent <u>07/02/2006</u></p> <p>Results of 1st Attempt _____</p> <p>2<sup>nd</sup> Attempt Date _____ Action _____</p> <p>Results of 2nd Attempt _____</p> <p>Documented attempts to contact student/agency for IEP meeting regarding transition services.</p> <p>Student was notified on _____ via _____</p> <p>Agency was notified on _____ via _____</p> <p>Agency was notified on _____ via _____</p>	

- After the form has been signed, documentation that a signature has been obtained should be entered in the program. Open the form in the software. Enter an asterisk (\*) in the field *Signature of Parent or Student at Age 19*. Then select **Complete Form** from the *File* menu.

Note: The State Department has e-mailed several help documents to assist users with procedural issues. Please refer to these documents for assistance in completing state Special Education forms.