# Top 10 Relatively Unknown Features of the e-IEP PRO

1. **Progress Reporting Can Be Documented on Behavior Intervention Plans and Service Plans**

   For locked **Behavior Intervention Plans**, click on the underlined date link 10/27/2020 of the document and you will be able to access the BIP Review Section to Add a New Review and document the Date of the BIP Review Meeting, BIP Effectiveness, Discuss Student Progress and Recommendations, Determine a Date for Next Review, and document the team decision about continuing with the current plan or revising a new plan.

   For locked **Service Plans**, click on the underlined date link 10/27/2020 of the document and you will be able to access the Service Plan Progress area for Goals.

2. **Goals Progress Can Be Tracked and Graphed from List My Students Option**

   From the **List My Students** option, use the feature **Goal Progress Tracking** and click on **Goals (+)**, then Chart Progress. The Entry screen allows you to label your Chart, enter a description for the y-axis of your graph, select a score type (percentage, behavior scale, etc.). Then, add charting entries for multiple data collection dates and produce a graph that indicates the baseline, target line and current progress. For more information, see the e-Training video available under Best Practices titled *(012) e-IEP PRO Charting Progress*.

3. **ESY Data Can Be Recorded for Each Student**

   Within **Miscellaneous Forms,** select the **ESY Eligibility Screening** form and click on the underlined date link 10/27/2020 of the document and you will be able to access a screening form that will Import Goals that are marked for ESY (i.e., Is this goal a critical skill that needs documentation for possible ESY services?) from the In-Force IEP and allow for tracking recoupment time for all the breaks in instruction. Then, there is a form available within the screening to determine eligibility for ESY and if the student qualifies, the targeted goals appear on the Reinforcement form and allow for progress reporting. For more information, see the e-Training video available under Best Practices titled *(007) ESY Data Recording Best Practices*.

4. **Distance Learning Services Can Be Documented for Each Student**

   Within **List My Students**, under **My Reports**, there is a report titled **MSR-6a: Goals Distance Learning Logs** that will auto-fill with student's goals from the In-Force IEP. The forms allow for documenting IEP Service Time, Strategies, Contact Dates/Times, Notes, and Student Responses. These can be used here as a printable paper version or if you navigate to the Student's IEP Print Screen, there is a link to this document available in Excel (Goals Distance Learning Log (Excel)) that can then be modified and typed into.

### 5. Previous Screen in the e-IEP PRO Can Be Accessed Without Using the Browser Back Button

In the top right of most screens in which you have drilled down into, you will see a button titled "Select", "Goals", or something else. Clicking on this button will return you to the screen you were on previously. By using this method, you won't have to use Main Menu and re-trace your steps back into the module or the use the back-browser button and possibly experience logging out issues.

### 6. A Complete Set of Referral Forms Are Available in the Referrals Module

In addition to many referral forms that have been added through the years, a newly developed **Referral Form** is available and allows for documenting area(s) of concern, meeting dates, participants, summary notes, interventions, and response to interventions. Goals can also be developed and progress reporting tracked.

### 7. Health Plans Can Be Generated for Students

A data driven **Health Plan** is available in **Miscellaneous Forms** (and may need to be turned on by an Administrator in the Administrator User Features under (7) e-IEP PRO System Configuration). The form allows for documenting student conditions, assessment data, interventions, and expected outcomes.

### 8. Requested Records Can Be Tracked for Students

Within Student Profile, there is a new tab available called, "Requested Records." With this new screen, a district is able to document the date records were requested, to whom records were sent, and notes about the request. This can be used to track all record requests for a student where records are sent outside of the e-IEP PRO student record transfer feature.

### 9. A Personal List of Favorite Reports Can Be Setup for Each User

On the right-hand side of each report there is a "star" to Mark Report as a Favorite. Reports marked as a favorite are available on List My Students and at the top of the Reporting page under **My Reports**.

### 10. Upcoming and Completed e-IEP PRO Software Updates Can Be Viewed

A dynamic link is available at the top of the **User Support** screen that allows viewing all updates that have been made to the e-IEP PRO (with description and date of implementation) and all planned future updates for e-IEP PRO. Check it out!

### ** BONUS: Ability to Upload and Manage Supplemental Forms

A System Configuration feature is available that allows districts to load and manage forms in the Supplemental Forms section of the e-IEP PRO Selection screens. To Manage these forms, PSA users can assess the System Configuration option under the Reference area and then select the option labelled "Click to Manage Supplemental Forms" at the bottom of the screen under System-Wide Features.