



New Configurations

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Batch Printing for Student Documents

From the Document tab of a student, users can now select several documents or attachments for one student and print them all at once.

Documents created for closeout2 test (School Year: 2016-2017 ▼)

Doc ID	Date Generated	Document	Batch	Received
3901583	10/14/2016	Pre-Transfer of Rights Notice (Parent)	PDF	<input type="checkbox"/>
3884616	10/04/2016	Pre-Transfer of Rights Notice (Student)	PDF	<input type="checkbox"/>

(2 Documents)

Update the Database
View Document Batch

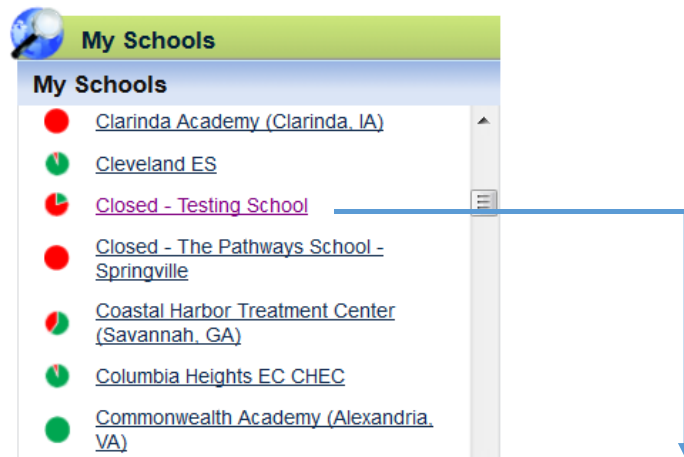
Once the desired documents are selected, the user clicks the View Document Batch button to see and print the combined document.

Print Student History to PDF

Users can now print active events on the Student History page for a student using a button at the bottom of the Student History page labeled “Print Student History”. The resulting document is a PDF version of the Student History page.

School / Caseload Link in My Schools Widget

Based on user permissions, the My Schools widget will show users their caseload filtered by the selected school, rather than being directed to the School Information page. Special Education Coordinators and Related Service Providers find considerable value in this by seeing their caseload instead of information for the whole school.



Select a Student (Caseload of user test)

CP	Last Elig	Last IEP	School	Grade	Name	Student ID	Age	Dis	Case Manager
E			C-TS	2	Johnny Appleseds, Jr	212312	16 Years		user test
✓			C-TS		Version7.0 Test3	VERSION70TEST3	7 Years		user test
T	10/12/2013	10/12/2013	C-TS	2	Andy Test	ANDYTEST	19 Years		Test v9.0
E			C-TS		Assessment Test	0123456789	15 Years	ID	SEC/RSP Test
E			C-TS	4	Boaty Test	PHASETES24	15 Years		
E	07/26/2014		C-TS	8	Eleven Five Test	1150TEST	15 Years	SLD	
E			C-TS		NonElig Test1	NONELIGTES	8 Years		
E	06/22/2014	06/22/2014	C-TS		Version106 Test1	VERSION1061	24 Years	AUT	
T	05/26/2014		C-TS	5	Version5.0_1 Test1	SEDSV501	15 Years	DB	test compliance

Clickable My Compliance Widget

The widget has been updated to provide click-through capabilities. Clicking the bar graph will take the user to the Student Search results page or the Advanced Student Search page if the number of students exceeds 500 students.

Sample My Compliance Widget for an SEC/RSP



Select a Student (Caseload of Ernest Test)

CP	Proj Elig	IEP End	School	Grade	Name	State ID (USI)	Age	Date of Birth	Dis	Case Manager
●	08/19/2017	10/18/2015	C-TS		Version8.0 Test14	VERSION80TEST14	19 Years	09/01/1997	SLD	Ernest Test
●	08/25/2017		C-TS		Version8.0 Test30	T09080796	8 Years	05/28/2009	ED	Ernest Test
●	07/27/2017	09/03/2014	C-TS		Enrollment Test	1112233333	16 Years	05/05/2001	D	

(3 Students)

[Print Caseload](#)

[Export Caseload](#)

Large Tables—Column / Row ‘Freeze Frame’

The freeze frame functionality allows header columns, and in some cases the first column, for some tables to stay in position and the remainder of the table becomes scrollable.

This occurs on the Student History page

Event ID	Event Date	Event Type	Begin Date	End Date	User	Document	Date Created	
1383095	10/12/2013	Eligibility Determination	10/12/2013	10/12/2016	Ogerta Sema	Manual Eligibility (ID# 2248997)	10/12/2013 21:25 (1403 days)	Details
1349680	09/09/2013	Notification - IEP			Jane Kaplan	PWN - Proceed with Evaluation Process (ID# 2196139)	09/09/2013 16:34 (1436 days)	Details
1345970	09/05/2013	Non-Eligibility Determination			Tara Beaner		09/05/2013 12:38 (1440 days)	Details
1295772	07/29/2013	Parent Consent for Evaluation Denial			Ogerta Sema		07/29/2013 10:24 (1478 days)	Details
1295771	07/29/2013	Notification - IEP			Ogerta Sema	Prior Written Notice - After Consent (ID# 2155625)	07/29/2013 10:23 (1478 days)	Details
1190211	04/23/2013	Notification - IEP			Jane Kaplan	Acknowledgement Letter - New (ID# 2040874)	04/23/2013 17:38 (1575 days)	Details
1162470	02/28/2013	Parental Revocation of Services			Jane Kaplan	Revocation of Consent for Services Form (ID# 1952560)	03/02/2013 19:23 (1627 days)	Details

Add IEP Dates to Logging Wizard

The IEP start and end dates will now be displayed when logging services to help providers know pertinent IEP dates.

Add New Service Log Entry **Andy Test (Speech-Language Pathology) (Student 1 of 1)**
 (from IEP Meeting: 10/12/2013 Begin: 10/12/2013 End: 02/09/2014)

Begin/End Date: 10/12/2013..02/09/2014
 Location: General Education
 Parental Consent to bill for Medicaid Services: 04/11/2013..01/11/2014
 IEP Date: 10/12/2013..02/09/2014

Date of Service: * Service Type: *

This is a make-up Service.

Service Delivery:

Duration of Service: Hours: Minutes: * Group Size: *

Report Card Wizard Updates

Users can filter students by school and grade on the Progress Report Wizard.

Progress Report Wizard

(Select Students)

This wizard will guide you through generating Progress Reports for your Students.

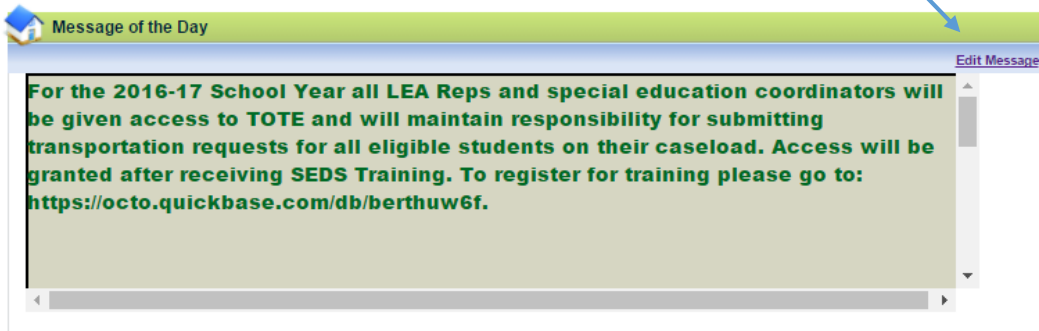
Please be sure to select the correct Reporting Period.

School Year:	2016-2017	Reporting Period:	<input type="text"/>
School:	All Schools	Grade:	All Grades

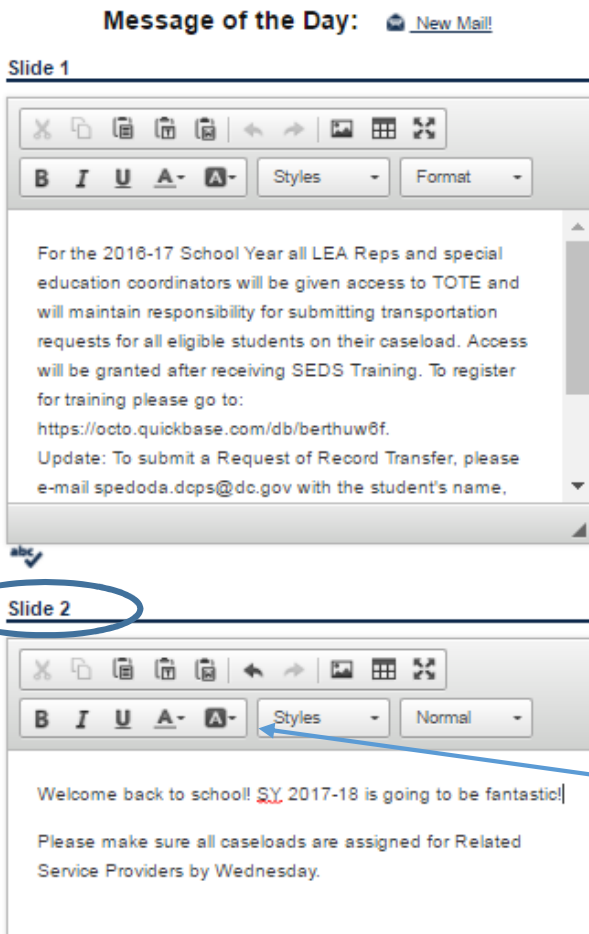
When the user selects an option from either of the dropdown fields, the page will refresh with the list of students filtered to match their selection.

Rich Text Formats in Message of the Day

LEA POCs can set up to 9 messages to scroll in the Message of the Day field. Click on the Edit Message to be directed to the edit page.



Do not adjust the first message which contains important alerts and information from the OSSE. Instead, scroll to **Slide 2** or **Slide 3** to enter your new message.



You can make the field larger by clicking and dragging this arrow.

Use the top buttons to format your text with Rich Text Formatting.

After you have typed your message, format the text with bold, italics or even colors using the buttons above the text. When you are finished, scroll to the bottom of the page and click Update Message and the message will display after a few seconds.

My Caseload Link for All Users with a Caseload

A new link has been added so users with a caseload can save time by navigating directly to their assigned students.

EasyIEP by PCG Education

Welcome, Test | **My Caseload** | My Calendar | Message Board | Send Us a Message | Logout

Log Out | Main Menu | Students | My Docs | Wizards | School System | My info | My Calendar | My Reports | SEDS Resource Site

Select a Student (Caseload of Test Version7.0) [New Mail](#)

CP	Proj Elig	IEP End	School	Grade	Name	State ID (USI)	Age	Date of Birth	Dis	Case Manager
✓			C-TS	9	Version1100 Test4	VERSION11004	14 Years 8 Months	06/16/2001		Test Version7.0
✓			C-TS		Version7.1 Test6	VERSION71TEST6	18 Years 5 Months	10/01/1997		Test Version7.0
●			C-TS		Version7.0 Test10	VERSION70TEST10	15 Years 5 Months	10/01/2000		Test Specialist
●			C-TS		Version11.8 Test6	VERSION118TEST6	18 Years 5 Months	10/01/1997		Test SEC
●	09/04/2018		C-TS		Version8.0 Test8	VERSION80TEST8	15 Years 5 Months	10/01/2000	SLD	SEC Test
●	09/08/2018		C-TS		Version8.0 Test9	VERSION80TEST9	5 Years 5 Months	10/01/2010	AUT	User11.0 Test

(6 Students)

[Print Caseload](#) [Export Caseload](#)

Advanced Student Search Updates

The search criteria on the Advanced Student Search page has been updated to include additional search fields. Some of the new fields and a few existing fields now utilize checkboxes instead of dropdown selection lists.

The following fields appear on the Advanced Search Criteria page:

- Grade Level (See Figure below) – Able to select multiple grade levels
- Date of Birth (See Figure below) – Added this field to the Advanced Search page
- Placement (See Figure below) – Able to select multiple placements
- Serving School – Added this field to the Advanced Search page
- Next School – Added this field to the Advanced Search page

Grade Level:
☰

Check All
Check None

<input type="checkbox"/> Infant (Ages 0, 1, & 2 ONLY)	<input type="checkbox"/> 4th Grade	<input type="checkbox"/> 9th Grade	<input type="checkbox"/> 12+ Grade/Transition	<input type="checkbox"/> C4
<input type="checkbox"/> Pre-kindergarten	<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 10th Grade	<input type="checkbox"/> PreSchool (Ages 3 through 5 ONLY)	<input type="checkbox"/> C5
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> 11th Grade	<input type="checkbox"/> C1	<input type="checkbox"/> C6
<input type="checkbox"/> 1st Grade	<input type="checkbox"/> 7th Grade	<input type="checkbox"/> 12th Grade	<input type="checkbox"/> C2	<input type="checkbox"/> C7
<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 8th Grade	<input type="checkbox"/> Ungraded	<input type="checkbox"/> C3	<input type="checkbox"/> C8
<input type="checkbox"/> 3rd Grade				

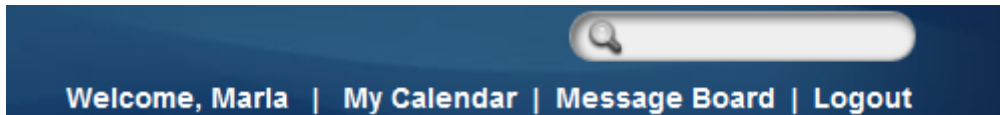
Placement:
☰

Check All
Check None

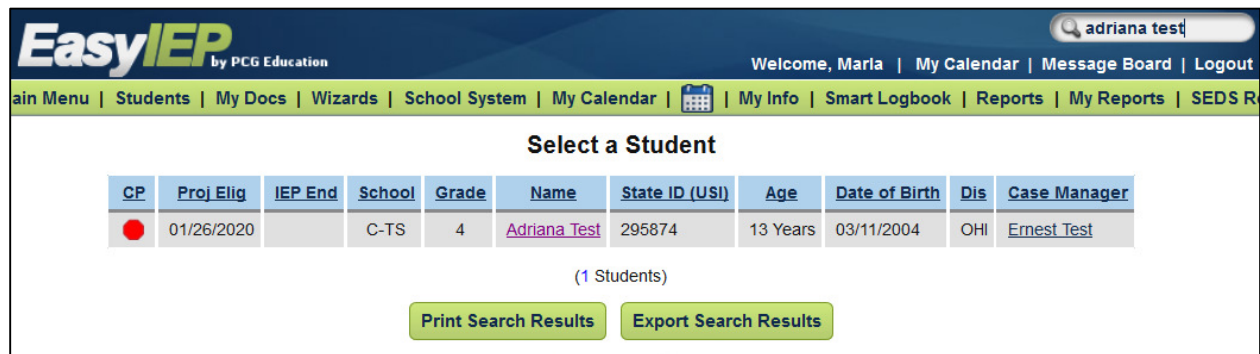
<input type="checkbox"/> Regular classroom/Public day school	<input type="checkbox"/> Nonpublic day school
<input checked="" type="checkbox"/> Charter school (operated as an LEA/district)	<input type="checkbox"/> Other setting
<input type="checkbox"/> Charter school (operated by an LEA/district)	<input type="checkbox"/> Private pre-school
<input type="checkbox"/> Child development or child care facility	<input type="checkbox"/> Regular early childhood program
<input type="checkbox"/> Community-based setting	<input type="checkbox"/> Residential facility
<input type="checkbox"/> Extended day care	<input type="checkbox"/> Separate class
<input type="checkbox"/> Head Start	<input type="checkbox"/> Separate school
<input type="checkbox"/> Home	<input type="checkbox"/> State preschool
<input type="checkbox"/> Homebound/Hospital	

Main Menu Student Search Field

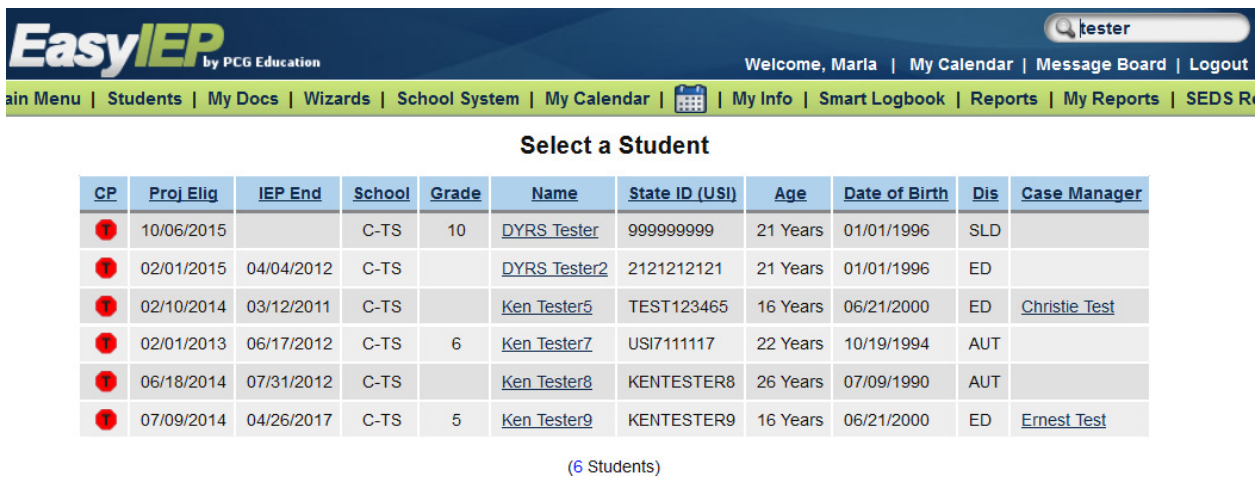
On the Main Menu at the top of the screen there is a search field (shown with a magnifying glass in the figure below) which can quickly navigate the user to a student using the first and/or last name only. This can help users quickly navigate to a specific student or to a group of students with similar names.



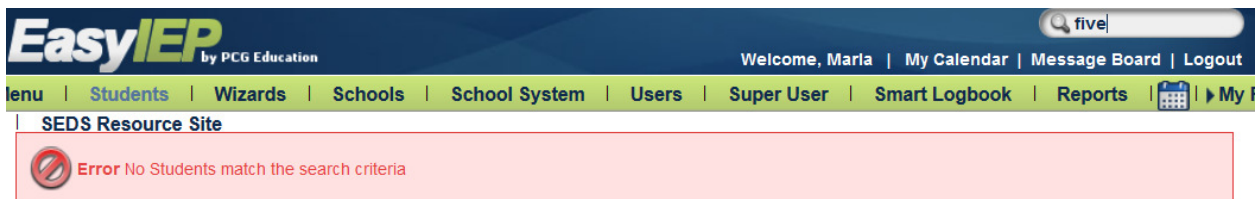
Typing the student's first and last name, will send the user to the search results page.



Typing a name that partially matches or which matches many students will display a list of any students matching the entered name.



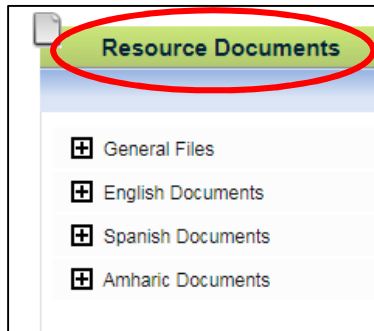
Typing the middle name, USI #, date of birth, grade, etc. will display an error message.



COMING SYSTEM CHANGES:

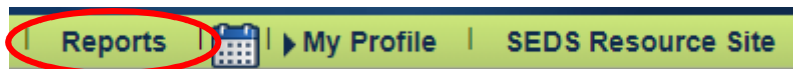
Renaming ‘Documents’ on the Main Menu to ‘Resource Documents’

The OSSE provides useful documents as resources for LEAs in a table at the bottom of the Main Menu. The table will be renamed to avoid confusion with the documents tab accessed within a student’s record.



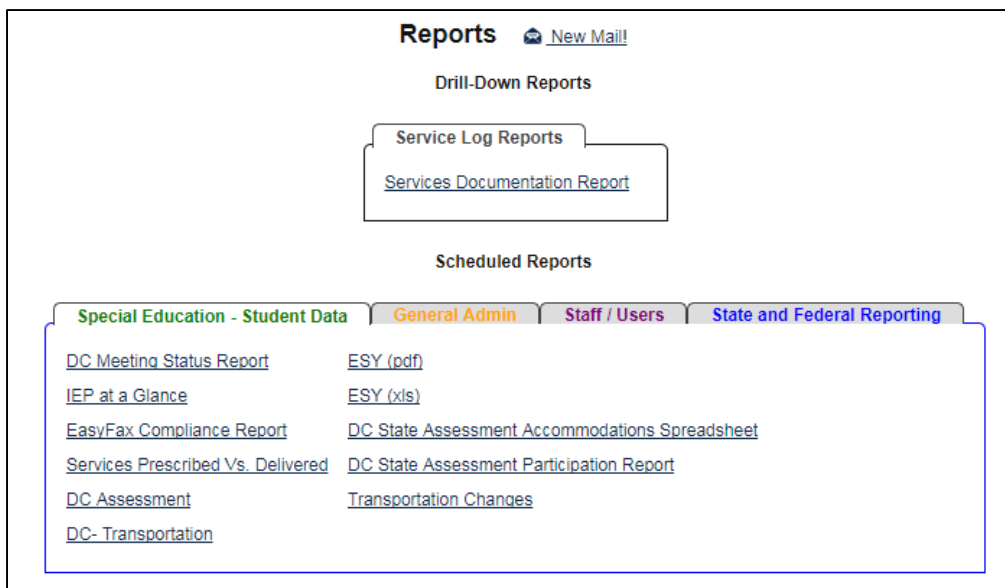
Link to Reports from the Main Menu

Currently users must access reports through the School System tab, but a link to access reports will be moved to the Main Menu of the home page to make it faster for users to create reports.



Reports Sorted into Tabs

From the Reports page, users will reports sorted into tabs that separate student reports from staff reports. Reports are permission-based, so users will only see the reports they need.



Report Description ToolTip Hover Over

From the Reports page, users will see a description of the report by hovering the mouse over the report.

