

On August 7th an update will be posted to all SpEd Forms sites. This update will include all changes detailed below.

### **Educator general changes**

1. Team member list - Agency/location, address, city, state, zip and email added.  
(Sources: Allyson Kuehn, Meeker/Wright Special Education Cooperative #13618, Shane Dennis, SpEd Forms Inc. #11592)
2. Groups - Added a new button called "Groups" to the teacher main menu. This button will be initially used to manage Rtl groups.  
(Sources: Shane Dennis, SpEd Forms Inc. #16250)

### **ECSE**

1. Form menu - The form menu shows ECSE related forms when student's age is under 3 or if the plan selected is "IFSP". Note: If the form menu shows Part B forms, check the student birthdate in student setup and plan type.  
(Source: MN Leadership Committee)
2. IFSP - The written date and the finalization date show on the IFSP menu.  
(Source: San Diego Leadership Committee #9921)
3. IFSP Student Information - Renamed "Instructional setting" to "Federal setting".  
(Source: Deanna Soukup, Freshwater Education District #15827)
4. Prior Written Notice - The paragraph between the MDE address and "If you have any questions..." has been updated.  
(Source: Gary Lewis, Northfield Public Schools #15793)
5. Notice of proposed evaluation - A new paragraph has been inserted between the MDE address and the sentence that begins "If you have any questions...".  
(Source: Gary Lewis, Northfield Public Schools #15793)

### **IEP/ISP/IIIP**

1. Form menu - The form menu shows forms relevant to the plan type. For example, if the plan type is "ISP" then the non-public school Prior Written Notice will appear. The plan type can now be adjusted on the form menu.  
(Source: MN Leadership Committee)
2. Plans - The annual meeting date and the finalization date the plan show on the plan

menu.

(Source: CA Leadership Committee #9921)

3. Present Levels (all-in-one) - Added "Select standards-based need".  
(Source: Sue Stieglbauer, N.R.H.E.G. #15813)

#### **Changes to other due process forms:**

1. Evaluation/Reevaluation Plan Prior Written Notice - The text between "...is provided at no cost to you." and "You are protected by procedural safeguards..." has been updated.  
(Source: Gary Lewis, Northfield Public Schools #12979)
2. Prior Written Notice and Parental Consent/Objection - Every time a prior written notice is finalized, the relevant Parental Consent/Objection will also be finalized.  
(Source: Patty Geary, Faribault Public Schools #14609)
3. Restrictive procedures - the following new forms have been added: "Restrictive procedures plan", "Use of restrictive procedures - physical holding", "Use of restrictive procedures - seclusion", "Critical incidence", "Oversight committee review and Debriefing".  
(Source: Gary Lewis, Northfield Public Schools, MN Leadership Committee #14613)
4. Manifestation Determination - Added "Finalize" button.  
(Source: Dan Salfer, Benton-Stearns Education District #16001)
5. Removed the following forms - "Documentation of Significant Changes To IEP Plan", "Assessment Report for Use With Conditional Procedure" and "Performance Assessment Area".  
(Source: MN Leadership Committee #16252)

#### **Changes to student list and student setup**

1. Federal settings - The pop up window describing federal settings has been updated per the MDE MARSS manual.  
(Source: Angie Lund, Waseca Public School #14289)
2. Disability codes - Removed leading "4" that had printed with the disability code.  
(Source: Shannon Proulx, Northern Lights SE Coop #15864)
3. Work with students - Removed "MA eligible" search.  
(Source: Doug Hazen, River Bend Education District #15819)

#### **Administration organization and preferences:**

1. Educators - "Permissions" has been renamed to "Role" and the number of levels

reduced and replaced with role specific extended permissions. All educators will continue to have the pre-update level of access to SpEd Forms.  
(Source: Shane Dennis, SpEd Forms Inc. #16150)

2. "Go to..." menu - Added "Admin Support".  
(Source: Shane Dennis, SpEd Forms Inc. #14326)
3. Preferences - Replaced "Use alternate behavior intervention plan." with options to turn the "Behavior Intervention Plan" and "Alternate Behavior Intervention Plan" on or off.  
(Source: Patty Geary, Faribault Public Schools #15825)

### **Administration reporting:**

1. New Quick Reports - "EC Child Outcomes" "ESY Contact Information" "MCA Math/Reading/Science accommodations" "No ER in history" "No Finalized Plan in History in the last 12 months" "No Plan for Progress Report Selected" "No Plan in history" "Students Grade 6 Needing Eval in Grade 10" "Students Grade 7 Needing Eval Next Year" "Students Grade 9 Needing Eval Next Year"  
(Source: Various)
2. Custom reports - Added "Creator" and "Keyword" search criteria.  
(Source: Darlene Faccione, Calico Software #14393)
3. Forms in PDF Format - Updated "Individualized Education Plan", "Prior Written Notice: Part C", "Notice of Proposed Eval: Part B" and "Notice of Proposed Eval: Part C".  
(Source: Gary Lewis, Northfield Public Schools #15963)
4. Teacher workload analysis - Added "Plan status" and "Date range" search criteria.  
(Source: Brian Yuretich, Northland Special Education Cooperative #16087)
5. Services - Combined "Current" and "History" services reports. Added "Plan status" and "Date range" search criteria.  
(Source: Michelle Steele, Alexandria Public Schools #16089)

### **MA Forms:**

Please note: Many of these changes were posted as needed between the Easter update and the Annual Update.

1. Create/edit claims transmission (837) - Added choice to "Show" 20, 50, 100, 200 or 500 claims on each page.  
(Source: Tonia Czech, Pipestone Special Education Cooperative #13194)
2. Create/edit claims transmission (837) - Replaced "Denied" with "Adjustment Code" search criteria.  
(Source: Tonia Czech, Pipestone Special Education Cooperative #14392)

3. Create/edit claims transmission (837) - Re-organized fields to make tabbing through the fields easier.  
(Source: Liz Toward, Rum River Special Education Coop #15780)
4. Create/edit claims transmission (837) - Changed naming of 837 files to 837P\_[transaction id]\_[district id]\_[date]\_[time].txt  
(Source: Martha Ritter, SWWC Service Cooperative Montevideo #16079)
5. Uniform cover sheet for health care claim attachments - Added "Invoice date". This field is now used as the service date of the claim. The field does not print on the cover sheet.  
(Source: Lynn Pykkonen, Northern Lights SE Coop, Genie Potosky, MN Department of Human Services #16156)
6. Reinstated "Request for Medical Orders".  
(Source: Katy Yannitelli, Fraser Academy #15256)
7. PCA Supervisor (QR) - Summarizes PCA time by student.  
(Source: Julie Stoneking, Albert Lea Area Schools #15352)
8. ESY (QR) - Shows MA students receiving extended school year services.  
(Source: Julie Stoneking, Albert Lea Area Schools #15357)
9. Claim file indicator/insurance type - removed all codes not relevant to school settings.  
(Source: Genie Potosky, MN Department of Human Services #15753)
10. MA Parental Consent - added student name on the top right hand corner of all pages.  
(Source: Melanie Adema, River Bend Education District #15812)
11. Annual Data Report Form - updated per new form from the Minnesota Department of Human Services.  
(Source: Tonia Czech, SWWC Service Cooperative Pipestone #15817)
12. MA billing setup - Added "Medical release date:". Removed link between this date and corresponding field on the MA Parental Consent.  
(Source: Shauna Dall, Northland Special Education Cooperative #15833)