

**Special Education  
Software Products  
IEP, IIP, IFSP, ER and MA**

Minnesota



**SpEd Forms Inc.**

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## Who We Are & What We Do



The pressure is on you like never before. New demands are constantly being made on your time and energy. At SpEd Forms, we believe forms and reports shouldn't make things any tougher.

We understand you don't always have enough time to do what you would like to do for your students. That's why we offer you less... less hassle, less complication and less costly solutions to getting more done. Join your colleagues who have already found that in a world of more work and less time, more demands and less resources, more students and less staff... less can be better.

Don't take our word for it. As you read through this brochure, see for yourself what current SpEd Forms users have to say. Is SpEd Forms perfect? Of course not, but the program is always being improved. We constantly strive to bring you the best solution at the best price.

At SpEd Forms, we know change is constant. That's why we are always looking for and finding ways to make SpEd Forms better while keeping it up to date with relevant Department of Education changes. We pride ourselves on our comprehensive approach to your information management needs.

Let us help make your lives easier, your work time more productive and your budgets stretch further with less cost, less complication and less hassle. Spend a few minutes with our catalog and ask yourself, "Isn't it time I too got more with less?"

Best regards,

The SpEd Forms Team

# SpEd Forms Mission



## **SpEd Forms is...**

A Minnesota based software provider for Special Education professionals. We serve more than 290 Minnesota school districts and charter schools with software and secure server access. As an active member of a small rural community, we live the knowledge that every member of the team is vital. We financially support the school Booster Club, youth activities, Early Childhood Family Education, local festivals, Chamber of Commerce and the Economic Development Authority.

We recognize that just as it takes each of these groups and supporters like ourselves to make our community work and thrive, it takes a team of dedicated professionals to make Special Education work. Our mission is to help that team by providing software and systems that go beyond filling in forms. SpEd Forms seeks to:

- Reduce administrative burdens
- Provide resources that enhance your Special Education efforts
- Replace costly software and systems with a comprehensive and economical package that stretches your budget, not breaks it

Just as every caring professional educator knows that students are more than just data, SpEd Forms products are much more than just forms to place data and tools to manage it.

## **SpEd Forms provides...**

Ready access for all forms and a virtual forum for Special Education team members. Whether through SpEd Forms online secure servers or through school system servers equipped with SpEd Forms software, team members can:

- Securely share student information
- Contribute to IEPs, IFSPs and IIPs in a timely manner
- Offer insights for goal setting, revision and realization
- Remotely access forms and reports
- Enjoy the confidence that the forms reflect the latest required updates

# SpEd Forms



## Overview

SpEd Forms allows special education professionals *immediate access* to a powerful, accurate, up-to-the-minute *data management tool*. The special education director can view any student IEP and the IEP manager is able to share IEPs with any other team member. Using SpEd Forms, teachers have more time for students in the classroom and can access IEPs from home. Experienced computer users are able to use SpEd Forms *immediately* and computer novices can successfully use the program after a *brief orientation*.

## Special Features

- Built-in Spell Check checks all narrative fields
- Centralized backup eliminates individual backups
- Student information is easily shared between staff members
- Work on forms at school or home using Internet Explorer
- Fields expand to fit teacher typing
- Services, Child Count, and MARRS reporting, ODBC compliant database
- Extensive goal and objectives library written to Minnesota standards
- "Expanded" IEP retains many data elements requested by Minnesota schools

### **SpEd Forms**

SpEd Forms is accessed by teachers using an internet browser. This powerful data management tool enables instant student sharing and allows special education directors immediate access to student data.

## **Major Forms Included**

- Individualized Education Program (IEP)
- Expanded Individualized Education Program (IEP)
- Individualized Family Service Plan (IFSP)
- Individual Interagency Intervention Plan (IIIP)
- Profile of Learning Charts for IEP Planning

## **Other Forms Included**

- Notice of District's Proposed Action or Denial
- Notice of a Team Meeting
- Notice of An Educational Evaluation/Reevaluation Plan
- Evaluation Report
- Notice of Procedural Safeguards
- Consent to Release Private Data
- Documentation of Significant Changes to IEP Plan
- Notice of Transfer of Parent Rights
- Referral Review and Assessment Determination
- Review of Existing Data
- Emergency Use of a Conditional Procedure
- Assessment Report for Use With Conditional Procedure
- Manifestation Determination
- Behavior Intervention Plan
- Parent Request for Due Process Hearing
- Parent Notification of Transfer to a Non-Public School
- Performance Evaluation Area
- Emergency Health Information Card
- Extended School Year Service
- Consent for Release and Exchange of Information
- Profile of Learning Charts
- Services Summary

# Spanish Forms

*The Spanish Forms Module is included with SpEd Forms.*



## Overview

Spanish Forms benefits districts that have parents or guardians who only speak Spanish. The module includes all of the Department of Education state regulated forms that have been translated into Spanish.

## Process

Spanish Forms is designed to be used with SpEd Forms and accessed using Internet Explorer. Experienced computer users are able to use Spanish Forms immediately and computer novices can successfully use the program after a brief orientation.

**INFORME DE LA EVALUACIÓN** Save Form Menu SP Forms PRINT

Some Student 12345678  
Nombre del alumno Identificación

Brisbane Elementary Escuela 4 Grado 5/5/1995 Fecha de nacimiento

Evaluación inicial  Reevaluación

Este informe de la evaluación debe incluir:

- información suministrada por los padres
- resultados de la evaluación
- interpretación de los resultados de la evaluación y determinación de la elegibilidad del alumno, tomando en cuenta los componentes de los criterios que verifican que el(la) niño(a) tiene una discapacidad y necesita (o sigue necesitando) educación especial y servicios afines
- componentes del informe escrito de SLD (Specific Learning Disability - problema de aprendizaje específico), cuando se trata de una evaluación de SLD
- necesidades educativas del(la) niño(a)

# ER Forms

*ER Forms is an optional module for SpEd Forms.*



## Overview

ER Forms makes it easier to share Evaluation Reports. The program includes assessment templates for each disability. ER Forms also includes criteria for each disability area as well as more than 80 templates for commonly used educational measures.

## Process

ER Forms is designed to be used with SpEd Forms and accessed using Internet Explorer. Evaluation Reports can be shared with other team members who have access to SpEd Forms. Experienced computer users are able to use ER Forms *immediately* and computer novices can successfully use the program after a *brief orientation*.

## Special Features

- Ability to share evaluation reports using Internet Explorer
- Assessment templates for each disability
- Criteria for each disability
- Templates for more than 80 commonly used special education measures including the Woodcock-Johnson III
- Expands to up to 640,000 characters (approx 70 pages)

# MA Forms

*MA Forms is an optional module for SpEd Forms.*



## Overview

MA Forms contains the forms service providers must complete in order for your district to bill "expedited" *Medical Assistance*.

Information is automatically aggregated for batch upload to MN-ITS.

## Forms Included

- IEP/IFSP Services Record
- IEP/IFSP Services Activity Log
- IEP/IFSP Trip Log
- Consent to Seek Reimbursement
- Information to Parents and Guardians about Billing for Health Related Services
- MHCP Only Parent Notice
- Revoke MHCP Release
- Letter to Parent
- Letter to Physician
- Letter to Health Plan

## Process

MA Forms is designed to be used with SpEd Forms and accessed using Internet Explorer. MA Forms gathers all the information that you've entered into the activity logs and prepares a text file that can be submitted as an X12 compliant batch transaction on the MN-ITS Website. Experienced computer users are able to use MA Forms *immediately* and computer novices can successfully use the program after a *brief orientation*.

# 504 Plan

*504 Plan is an optional module for SpEd Forms.*



## **Overview**

The 504 Plan module contains forms for the Section 504 Plan.

## **Forms Included**

- Section 504 Accommodation Plan
- Notice of Conference
- Notice of Discontinuation

## **Process**

The 504 Plan is designed to be used with SpEd Forms and accessed using Internet Explorer. Experienced computer users are able to use the 504 Plan *immediately* and computer novices can successfully use the program after a *brief orientation*.

# Onsite Training

*Training is recommended for first time users of SpEd Forms.*

## Overview

SpEd Forms Inc. offers customized onsite training to SpEd Forms users.

Training is recommended for first time users of SpEd Forms. During the training, teachers learn how to *setup the program* for first use, *create a new (imaginary) student record*, *share the record* with another person, *enter information into the IEP (or IFSP or IIP)* and then *print* two pages of the form. Training makes transition from other IEP software or SpEd Forms Standalone easier. After training, teachers will be able to *immediately* start using SpEd Forms. While at your school, the trainer can also help answer any additional questions you have about SpEd Forms software.

## Written Guide

Participants receive a *written training guide* with easy-to-follow exercises and graphics. Directors may duplicate and distribute the training guide to teachers in their district who were unable to attend the training.

## Special Features

SpEd Forms setup

Sharing student data

Data entry techniques

Working with the Goal Bank

Printing from SpEd Forms

Reporting and data collection

## How It Works

Training takes place in your school computer lab. Our training sessions are conducted by an experienced SpEd Forms trainer and take about three hours. We can provide up to two trainings per day. **You** decide how many participants will attend each training session.

## How to Order Onsite Training

Training costs \$585 per day plus \$9.95 per person, anywhere in Minnesota. Included in the price are copies of the written training guide and all travel costs.

To arrange training please call 1-866-796-1848.

# Product Pricing

To purchase SpEd Forms products, fill out the Order Form in the back of this Catalog.

## SpEd Forms Annual License<sup>1</sup>

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\$445.00 per Installation      plus      \$4.45 x SpEd child count<sup>2</sup>

## ER Forms Annual License<sup>1</sup>

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\$89.00 per Installation      plus      \$0.89 x SpEd child count<sup>2</sup>

## MA Forms Annual License<sup>1</sup>

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*Module for SpEd Forms*

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\$147.00 per Installation      plus      \$1.47 x SpEd child count<sup>2</sup>

*Districts not using SpEd Forms*

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\$294.00 per Installation      plus      \$2.94 x SpEd child count<sup>2</sup>

## 504 Plan Annual License<sup>1</sup>

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*Module for SpEd Forms*

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\$89.00 per Installation      plus      \$0.89 x 504 child count<sup>3</sup>

*Districts not using SpEd Forms*

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\$178.00 per Installation      plus      \$1.78 x 504 child count<sup>3</sup>

## Training (Recommended) All inclusive, can include multiple districts

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\$585.00 per Day      plus      \$9.95 per Attendee

<sup>1</sup> Free licenses are available for Universities and Teacher Training Facilities. Please Call 1-866-796-1848.

<sup>2</sup> SpEd child count is the number of students receiving special education services.

<sup>3</sup> 504 child count is the number of students on the 504 Plan.

# Contact Us



## Sales

1-866-796-1848 toll-free phone

1-866-796-5468 toll-free fax

## U.S. Mail

SpEd Forms Inc.

PO Box 685

Pipestone, MN 56164

## Web Site

<http://www.spedforms.com>

## Technical Support

Go on-line to our web site and click on "Support"

Or key-in the following URL:

<http://www.spedforms.com/support>

Then please fill out our on-line

Support Request Form