

IIEP Questions and Answers

Question	Answer	Date Posted
<p style="text-align: center;">My name is not on the dropdown list in IIEP. Can you help?</p>	<p>If your name is not on the dropdown list of possible Team Members for a building, then it means you are not a member of that school's community. I would be unable to do anything about it, until you request to join that school's community. If you will let me know when you have done that, I will be sure your IIEP User Rights get set so that you appear on the list.</p>	<p>10/25/13</p>
<p>It has been 10 days since the parent received their copy of the recent case conference report, and the Response button is still showing on the Create IEP screen (and on the Documents Tab). Can I fix this?</p>	<p>As you know, the IIEP system is designed to change the Response Button to "Accepted" 10 days after the case conference, but sometimes this does not happen in a timely fashion. You can fix this by clicking on that Response Button and doing the following:</p> <ul style="list-style-type: none"> • Click on "Accepted" radio button. • Parent Signing: Select Parent from the dropdown • Date of Signature: Enter a date that is 10 days after you know the parent received the IEP • Notes: "It has been 10 days since the parent received their copy of the case conference report, and a signature is not required. • Click on Update the Database <p>P.S. This should not be used for Initial Conferences, because written parental consent is REQUIRED prior to beginning the provision of services.</p>	<p>11/4/13</p>

Question	Answer	Date Posted
<p>I was working on an IEP for a conference I have this afternoon. On the eligibility page in IIEP there is a new icon that says "create eligibility." It won't let me move on (or get a green check) unless I click on create eligibility and create an eligibility determination event. Is this something new? Because I have never had this happen to me...what do I need to look for or do on this page?</p>	<p>The following was sent to the IIEP Users email group on October 21st, but may have gotten lost in the pile of emails surrounding Fall Break. I am repeating it here, because I have gotten several similar questions in the past few days.</p> <p>In case you did not notice it, the following message appears when you login to IIEP: System Updates Please note the updates to the system as of October 18, 2013. Information about the updates may be found in System Updates tab on the IIEP Main Page. This update makes additional changes to the Eligibility Information page to correct errors received with eligibility dates in the future.</p> <p>In addition to the Update document, there are two documents on the System Updates tab with helpful Screen Shots of the new updates and Step by Step directions.</p>	<p>11/5/13</p>
<p>The student is on my ISTAR caseload, but I am unable to do her assessment because there is no yellow star icon.</p>	<p>Go to ISTAR on the Menu. Pull the student up in Add/find and open the access log. If it says "progress monitoring created" without a "progress monitoring finalized" then the teacher needs to open that progress monitoring and delete it or finalize it. This action will make the star icon reappear.</p> <p>If in the access log you see doubles of assessment created (usually same time or a few minutes in-between) then that is a technical issue and your ISTAR Administrator or the teacher will need to click on "Contact Support" at the bottom of the page in Learning Connection/ISTAR and have them fix it for you.</p>	<p>3/5/14</p>

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<p>Can you tell me why my student's IEP has accommodations that do not appear on the IEP/ISP at a Glance document?</p>	<p>It is important to remember that the <u>IEP/ISP at a Glance</u> document pulls its information from the <u>LAST ACCEPTED IEP</u>. Therefore, be sure to check the Status Column on the Documents Tab to be sure it shows ACCEPTED beside your IEP before creating the At A Glance document to share with teachers.</p>	<p>3/6/14</p>
<p>I received an evaluation done by an outside agency and would like to upload it to IIEP. Is there a way I can do this?</p>	<p>You can go to the Documents Tab and Create an <u>EasyFax Cover sheet - Outside Evaluation</u>, and use this to put on top of the evaluation documents to Fax to IIEP.</p> <p>At the top of the screen, click on <u>EasyFAX Coversheet - Outside Evaluation</u> Then Click on Create Final Document (twice), and then Click on View. Print the document and follow the directions on the form.</p> <p>The faxed document will appear on your Documents Tab for easy reference.</p> <p>NOTE: There are two additional <u>EasyFax Coversheets</u>. The <u>EasyFAX Cover Sheet - External IEP</u> ... could be used to upload an IEP from out of state, or a school corporation that does not use IIEP. This will not populate the boxes on the IEP Process screens, but it will be accessible for reference.</p> <p>The <u>EasyFAX Cover Sheet - General Fax</u> ... could be used to upload something like a letter the parent or a doctor might have sent to you ... or a letter you wrote to the parent, etc.</p>	<p>3/13/14</p>

Question	Answer	
Have you ever been frustrated when you fax documents to IIEP and they never show up that they have been faxed?	Well...it may be because the original pages were crinkled or folded! This happened to me recently, and I even asked for Candy's assistance. She, of course, had no trouble faxing a blank, fresh copy from her fax. So, if you get documents back that are a little crinkled, corners bent, or folded, and they won't show they have been faxed in IIEP, make a new, fresh copy and fax that instead. It really works!	3/13/14
Am I supposed to fax the unsigned consent form to IIEP ... or should I wait until I get the signed form back from the parent?	<p>No, the Faxing process is specifically intended for uploading any SIGNED consent forms, like Notice of Implementation, the Medicaid Billing form, consent for Evaluation/Reevaluation, etc.</p> <p>If you look at the Documents Tab, you will notice that the <u>unsigned</u> forms are already listed there.</p>	3/17/14
I am noticing that when I batch print progress reports, the individual reports do not appear on the student's Documents Tab.	<p>According to the <u>Guide to Batch Print Progress Monitoring Reports</u> which is on the Main Menu of IIEP, it states the following: The IndianaIEP system now offers the ability to batch print Progress Monitoring Reports through the School System > Reports tab. <u><i>This report is not saved to individual students' records but may be rerun if needed.</i></u></p> <p>If you want the "Data Points" to appear on the individual student's Documents Tab, you will need to do the following:</p> <ol style="list-style-type: none"> 1. click on the Report Tab in the Progress Monitoring Wizard 2. enter Start and End Dates for the reporting period 3. SAVE the report BEFORE you click on Print Graph if you want the report to be available on Documents 4. click on Print Graph(s) <p>This doesn't actually print the graph ... but it DOES then show up on the Documents Tab as a "Data Point".</p> <p>If you are wanting to do this after you have left the Progress Monitoring Wizard, I'm sorry to say that you would need to go back into the Wizard and click into each student's record and each individual goal.</p>	4/24/14

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