

# **Evaluation (Missouri)**

Last Modified on 05/08/2024 10:09 am CD7

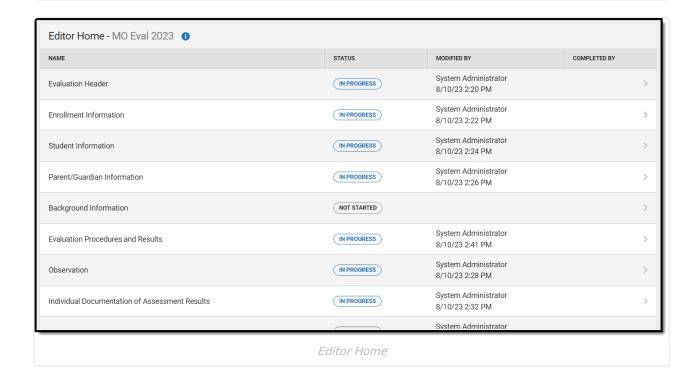
Editor Home | General Information | Editor Types | Editor Lock Out and Release Logic | Template Banks | Text Editors | Editors

Tool Search: Special Ed Documents

Evaluations are used to document the student's educational needs and the student's determination of eligibility for special education. This document describes each editor, the section(s) of the print format that includes the entered information, a description of each field on the editor, and any special considerations and instructions for using the editor and fields.

An evaluation must be created whether or not the student is determined to have a disability. A copy of the evaluation summary report, including the documentation of eligibility, is given to the student's parents by the school district.

The current print format of this document is **MO Eval 2023**. Evaluation formats are set up in the Special Ed Eval Types tool.



## **Editor Home**

The Editor Home lists the editors available, their status, and Modification and Completion information.



Header	Description
Name	The name of the editor.
Status	<ul> <li>In Progress indicates a user has entered and saved data in that editor.</li> <li>Not Started is the default status for all editors.</li> <li>Complete indicates a user has clicked the Complete button on the editor, and the editor is read-only. This does not lock the editor from further editing but indicates the user considers the editor finished.</li> <li>Not Needed indicates a user has clicked the Not Needed button on the editor. This is usually done for editors that do not apply to the student.</li> <li>The following statuses are only available for certain state-specific documents:</li> <li>ESign indicates that the editor has functionality related to the eSignature</li> </ul>
	<ul> <li>process. See the Nevada Individual Education Plan eSignature Process for additional information.</li> <li>Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.</li> </ul>
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the <b>Complete</b> button for that editor.

# **General Information**

The following table lists the actions available for the editors. When resizing the window, certain buttons are condensed into a single **Action** button.

Button	Description
Save	<ul> <li>Different editors have different save options. Click the arrow next to the Save &amp; Stay button to view all saving options for any given editor.</li> <li>Save captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the Editor Types section for additional information.</li> <li>Save &amp; Stay captures progress and keeps the user on the current editor. This save button is the default save option and is usually found within the detail screen or list editors, such as Goals and Objectives.</li> <li>Save &amp; Next captures progress and navigates the user to the next editor.</li> <li>Save &amp; New captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the Editor Type section for additional information.</li> </ul>



Button	Description
Refresh	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted records. Manually entered fields do not change when the refresh button is clicked. The user must <b>Save</b> after clicking Refresh to capture changes.  A side panel displays a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	<ul> <li>Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. The user must click In Progress to further edit after an editor is marked Complete.</li> <li>Not Needed indicates the editor does not apply to the student's plan or evaluation. This makes the editor read-only. However, this does not lock the editor from further editing. Click the In Progress button to further edit after an editor is marked Not Needed.</li> <li>In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.</li> <li>The following status is only available for the Nevada IEP:</li> <li>Complete Pending eSignature only displays for the Procedural Safeguards, IEP Implementation, and Medicaid Consent editors. This button marks the editor as complete until the parent/guardian electronically signs those sections of the plan via the Campus Parent Portal. See the Nevada Individual Education Plan eSignature Process for additional information.</li> </ul>
Print	Prints the entire document.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click <b>Close</b> to collapse the side panel.
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

# **Editor Types**

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor is displayed. List editors display a list of all records within that editor. Clicking an existing record or the **New** button opens the detail view for an individual record.

# **Editor Lock Out and Release Logic**

Only one user at a time can actively work on an editor. A person with a padlock icon (





) displays in the Editors side panel, Editor Home, and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read-only for all other users. The name of the person working on the editor displays in the header.

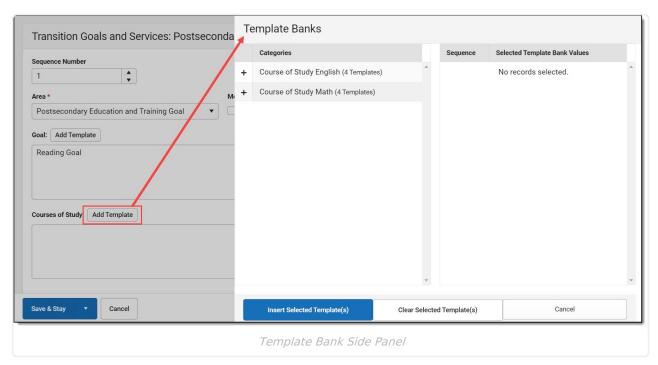
To release an editor, the user must:

- navigate to the next editor by clicking **Save and Next** or the **Editors** button and selecting the next editor from the side panel.
- click the Cancel button to return to the Editor Home screen.
- log out of the Campus application.
- navigate to a different tool in the Campus application.

Editors are automatically released when the in-application timeout limit has been exceeded. This is a back-end process and is usually around 30-60 minutes.

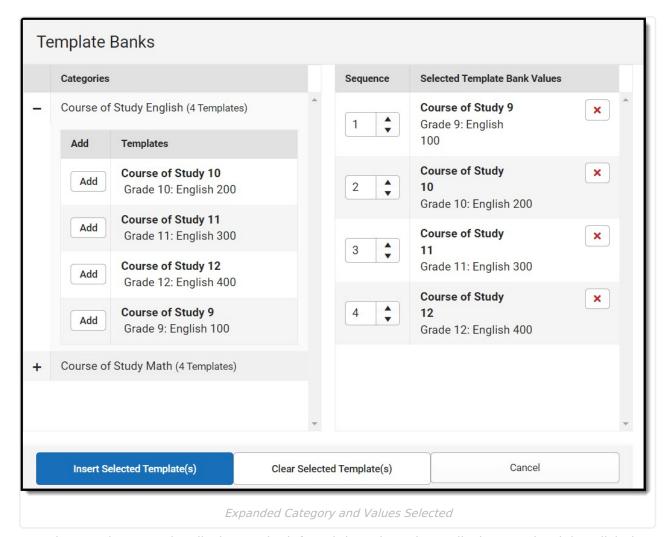
# **Template Banks**

Certain fields within several editors have an **Add Template** icon that displays next to their name. Clicking this button displays a side panel with the available library of predetermined text for that field. Template Banks are managed in System Administration.



Click the plus (+) icons next to the category to view the available template values.





Template Bank Categories display on the left and the selected text displays on the right. Click the **Add** button to add the template value. This adds the template to the queue of values on the right. The red **X** removes selected templates while the sequence field can be used to reorder the templates. Another option is to use the up and down arrows next to the sequence field to reorder values.

Click **Cancel** to go back to the document. The **Clear Selected Template(s)** button removes all selected template values from the right selection screen.

Once selections are finalized, click the **Insert Selected Template(s)** button to add the values to the field within the document in the selected order. Template values are separated by carriage returns.





## **Text Editors**

Images should not be inserted into text fields.

## **Editors**

Evaluation Header | Enrollment Information | Student Information | Parent/Guardian Information | Background Information | Evaluation Procedures and Results | Observation | Individual Documentation of Assessment Results | Team Conclusions and Decisions | Eligibility Meeting Participants

The following section lists each editor and describes each field on the editor.

#### **Evaluation Header**

The Evaluation Header editor is used to define the Evaluation type and corresponding dates.

This editor must be saved before continuing on to other editors. This editor cannot be placed in a Not Needed status.



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## **Enrollment Information**

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read-only.



The **Refresh** button retrieves a fresh copy of data from the student's record. See the **General** Information section for additional information.

This editor cannot be placed in a Not Needed status.



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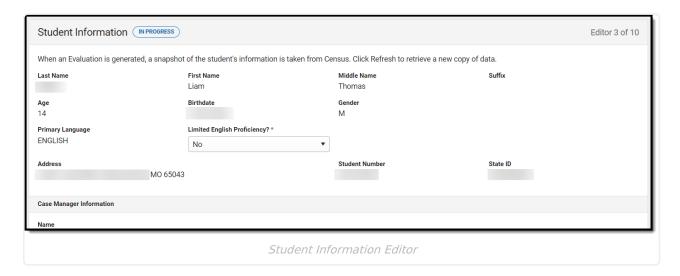
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#### **Student Information**

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record from Census. See the **General Information** section for additional information.

This editor cannot be placed in a Not Needed status.



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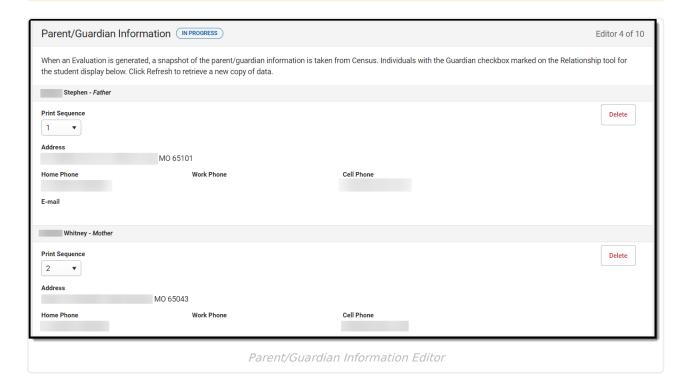
### **Parent/Guardian Information**

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographics information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the Evaluation.

The **Refresh** button retrieves a new copy of parent/guardians' data from Census. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

This editor cannot be placed in a Not Needed status.



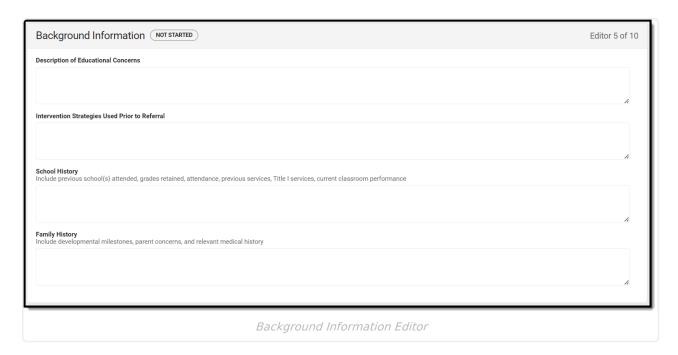
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# **Background Information**

The Background Information editor is used to document educational concerns and prior interventions as well as the student's school and family history.





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## **Evaluation Procedures and Results**

The Evaluation Procedures and Results editor is used to document the type of assessments conducted to evaluate the student.

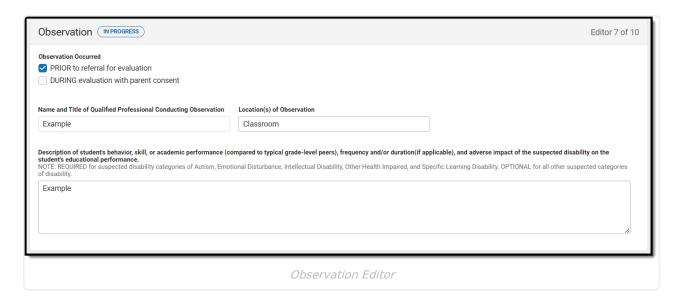
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## **Observation**

The Observation editor is used to document any classroom observation of the student's behavior, skills, or academic performance.





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# **Individual Documentation of Assessment Results**

The Individual Documentation of Assessment Results editor is used to document the individual assessments conducted to evaluate the student and their results.

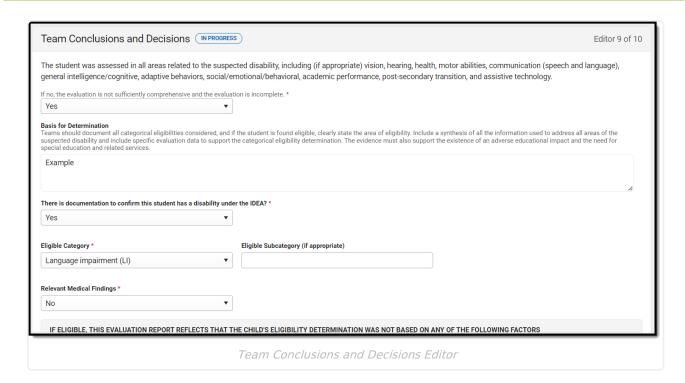
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#### **Team Conclusions and Decisions**

The Team Conclusions and Decisions editor is used to document the team's determination concerning the student's suspected disability/disabilities.





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# **Eligibility Meeting Participants**

The Eligibility Meeting Participants editor is used to document who attended the evaluation team meeting.

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#### **Previous Versions**

Evaluation (Missouri) [.2331 and previous]