

Existing Data Review (Missouri)

Last Modified on 03/11/2024 8:47 am CDT

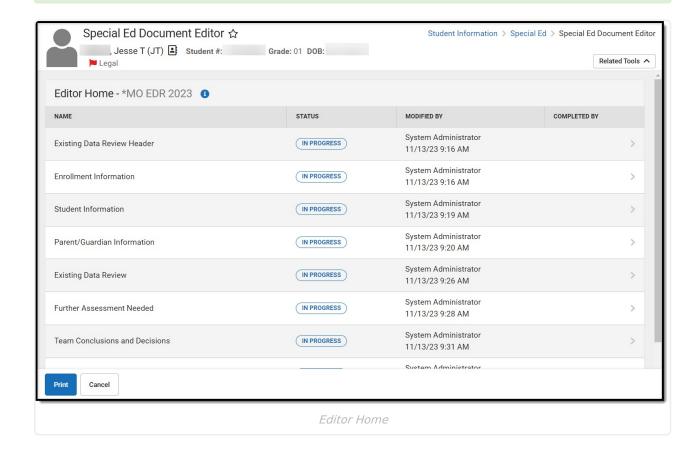
Editor Home | General Information | Editor Types | Editor Lock Out and Release Logic | Template Banks | Text Editors | Editors

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 include 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.

The current format of this document is the **MO EDR 2023**. Evaluation formats are managed using 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	 In Progress indicates a user has entered and saved data in that editor. Not Started is the default status for all editors. 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 to be finished. 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. The following statuses are only available for the Nevada IEP: ESign indicates that editor has functionality related to the eSignature process. See the Nevada Individual Education Plan eSignature Process for additional information. Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature. 						
Modified By	The date and the user by whom the editor was last edited.						
Completed By	The date and the user who clicked the Complete 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	 Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor. 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. Save & Stay captures progress and keeps the user on the current editor. This save button is the default save option and usually found within the detail screen or list editors, such as Goals and Objectives. Save & Next captures progress and navigates the user to the next editor. Save & 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.



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 people records. Manually entered fields do not change when the refresh button is clicked. The user must Save after clicking Refresh to capture changes. A side panel displays listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.					
Cancel	Navigates the user to the Editor Home screen or to the List Screen for List editors.					
Status	 Changes the status of the editor. Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user must click In Progress. 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. To further edit after an editor is marked Not Needed, click the In Progress button. In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made. The following status is only available for the Nevada IEP: 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. 					
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 Close 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 display. 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.

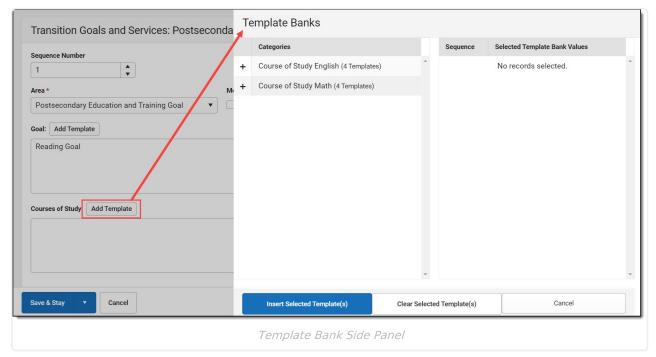
In order to release an editor, the user must:

- navigate to the next editor by clicking **Save and Next**, or by clicking 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.

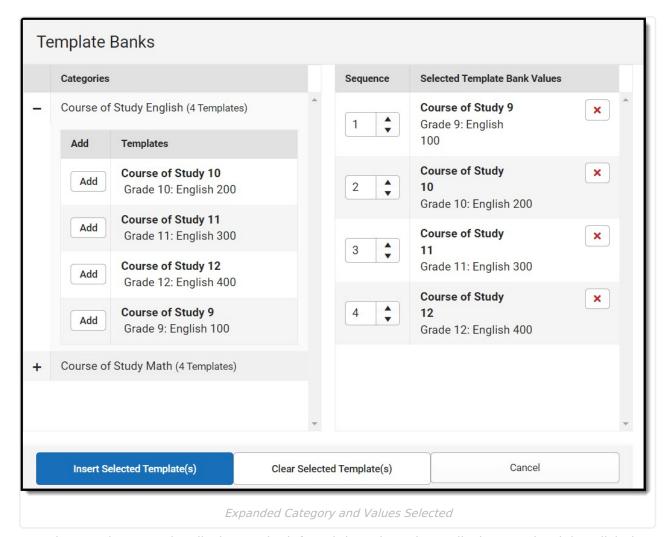
Template Banks

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.

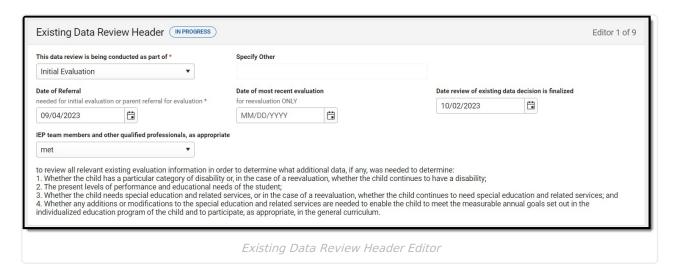
Editors

Existing Data Review Header | Enrollment Information | Student Information | Parent/Guardian Information | Existing Data Review | Further Assessment Needed | Team Conclusions and Decisions | Existing Data Review Team Members | Prior Written Notice

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

Existing Data Review Header

The Existing Data Review Header editor lists general information about the Review.



▶ Click here to expand...

^ Back to Top

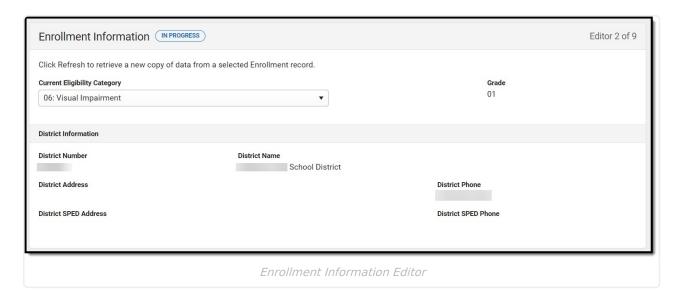
Enrollment Information

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.





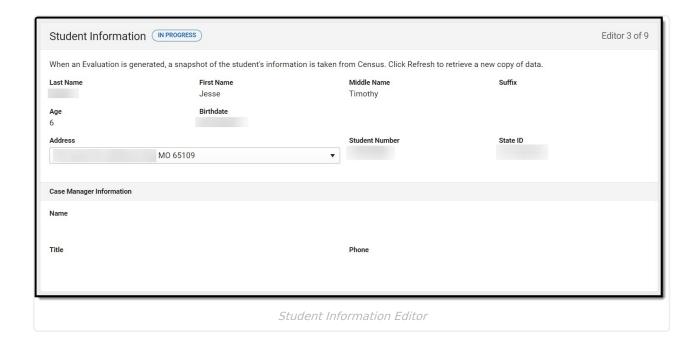
^ Back to Top

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.





^ Back to Top

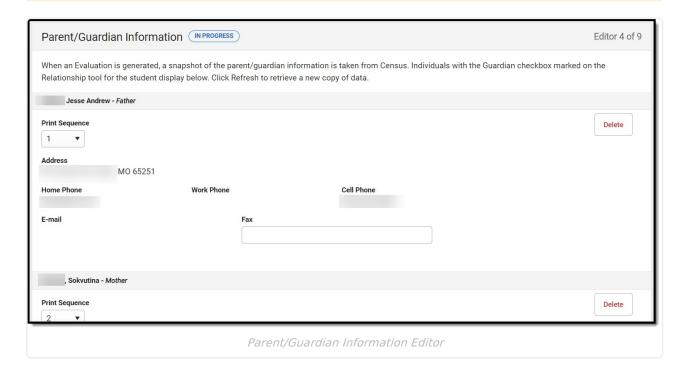
Parent/Guardian Information

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.



▶ Click here to expand...

^ Back to Top

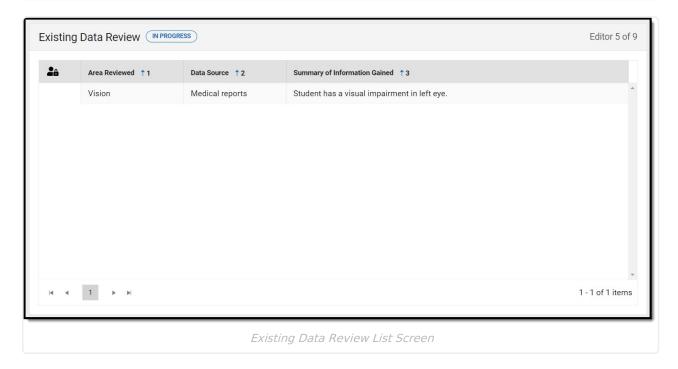
Existing Data Review

The Existing Data Review editor records the review of existing evaluation data regarding the student's academic achievement to determine any additional data is needed, including additional



assessments.

This editor cannot be placed in a Not Needed status.



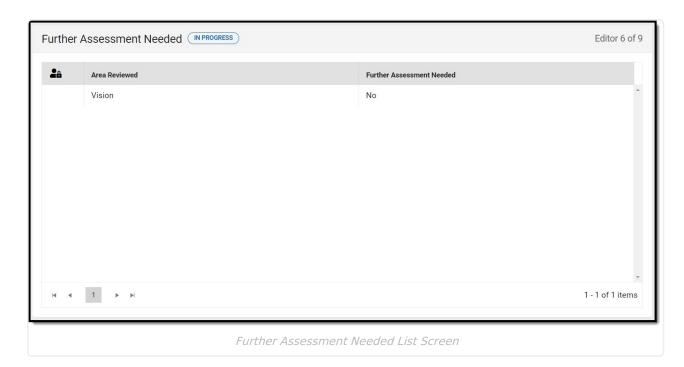
▶ Click here to expand...

^ Back to Top

Further Assessment Needed

The Further Assessment Needed editor indicates additional data is needed for a particular area in order to finish evaluating the student.

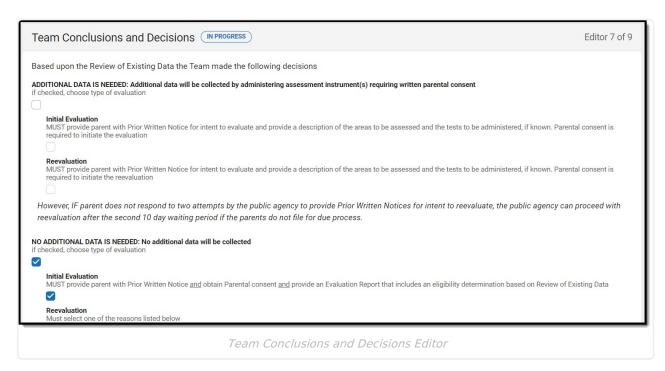




^ Back to Top

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.

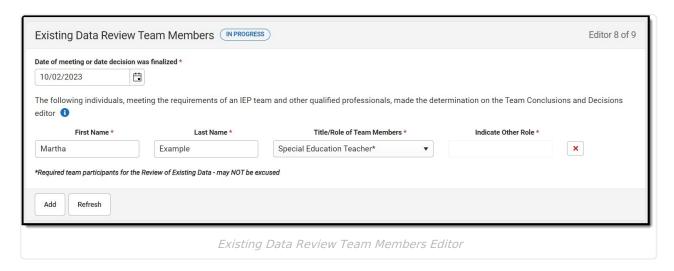


▶ Click here to expand...



Existing Data Review Team Members

The Existing Data Review Team Members editor lists those individuals who participated in the student's evaluation and meeting information.

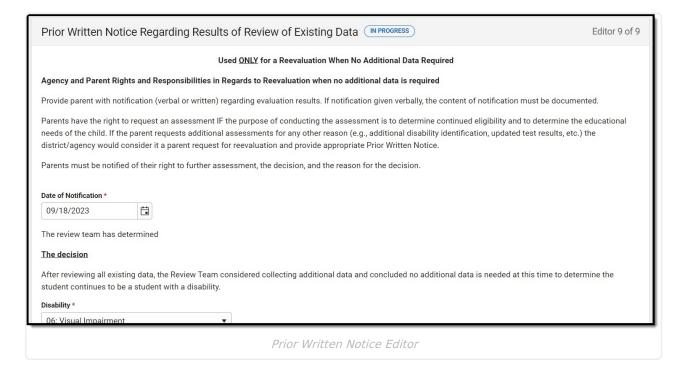


▶ Click here to expand...

^ Back to Top

Prior Written Notice

The Prior Written Notice editor is used to document attempts to notify the student's parent/guardian regarding the evaluation results determined by the team.





Campus			

^ Back to Top