Service Plan (Nevada)

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Classic View: Student Information > Special Ed > General > Documents

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The Service Plan for Private and Homeschool Students is used to document a student's plan for services related to their private or homeschool 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.

See the Nevada Department of Education website (http://www.doe.nv.gov) for data standards and guidelines for entering data into the Service Plan.

The current for this document is **Service Plan 2023**. Print formats are selected in Plan Types.

Editor Home

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	The state of the editor. Statuses can be: - **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.
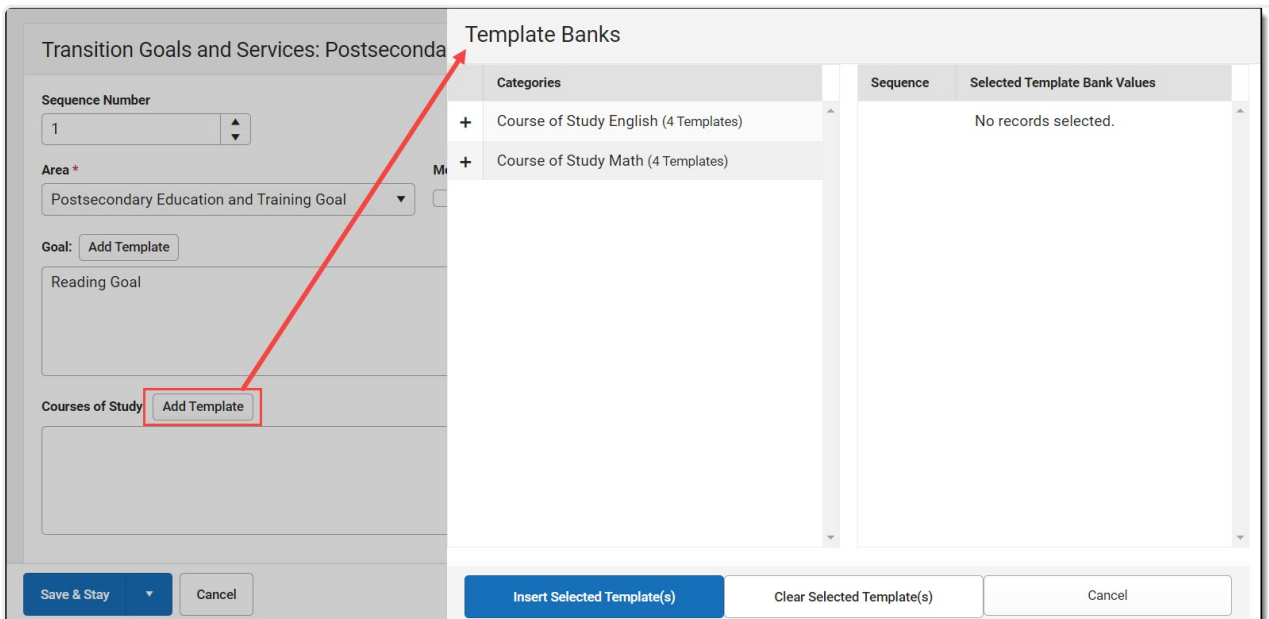
In order to release an editor, the user must:

- 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.

Template Bank Side Panel

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

Expanded Category and Values Selected

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.

Example Template Bank Selections in the Document

Text Editors

Images should not be inserted into text fields.

Editors

Service Plan | Student Information | Parent/Guardian Information | Meeting Participants | Present Levels PLAAFP | Strengths, Concerns, Interests, and Preferences | Goals and Objectives | Methods for Reporting Progress | Specially Designed Instruction | Supplementary Aids and Services | Related Services | Service Plan Implementation | Enrollment Information | Medicaid Consent

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

Service Plan

The Service Plan editor stores plan information as well as related dates.

> This editor must be saved before entering data into other editors. This editor cannot be placed in a Not Needed status.

Service Plan IN PROGRESS		Editor 1 of 14
Meeting Type *		
If private school, must invite private school representative.		
Service Plan - Homeschool ▼		
Service Plan Meeting Date *	**Start Date** *	**Service Plan Review Date** *
03/06/2023	03/13/2023	03/12/2024
Eligibility Information		
Eligibility Date *	**Anticipated 3-Yr Reevaluation** *	
02/06/2023	02/05/2026	
Comments:		
This box is limited to 650 characters.		
Example homeschool plan		

Service Plan Editor

▶ Click here to expand...

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Student Information

The Student Information editor populates information about the student such as demographic data, address and school information.

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.

Student Information IN PROGRESS			Editor 2 of 14

When a Plan is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name   **First Name**   **Middle Name**   **Suffix**
                                            Nolan   Matthew

Gender   **Birthdate**   **Student Number**   **SUID**
M

Race, Ethnicity (state)   **Federal Student Ethnicity Code**   **Race(s)**
Caucasian   6: White   White

Student Primary Language   **Home Phone**
eng -English

Address
                    NV 89410   ▼

Zoned School *   **Other Zoned School**
Douglas High School   ▼

Emergency Contact Name   **Emergency Contact Phone Number**
                                           (___)___-___x_____

Case Manager

Name   **Title**

Student Information Editor

▸ Click here to expand...

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Parent/Guardian Information

The Parent/Guardian Information editor populates based on the established student/guardian relationships created on the student's Relationships tool or indicated by the guardian checkbox on the Households 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 plan.

The **Refresh** button retrieves a new copy of parent/guardians' data. 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.

Parent/Guardian Information Editor

▶ Click here to expand...

Meeting Participants

The Meeting Participants editor is used to record team meetings and participants for the student.

> When the student 14 or older, the required roles of Parent/Guardian/Surrogate, LEA Representative, Special Education Teacher, and Regular Education Teacher must be entered before this editor can be saved.

▶ Click here to expand...

Present Levels PLAAFP

The Present Levels (PLAAFP) editor includes the student's present levels of academic achievement and functional performance, including the assessment conducted to determine level, resulting skills determined, and needs identified.

▶ Click here to expand...

Strengths, Concerns, Interests, and Preferences

The Strengths, Concerns, Interests, and Preferences editor records observed student strengths, the

parents' educational concerns, the student's preferences and interests, and how these preferences and interest were considered.

Strengths, Concerns, Interests, and Preferences IN PROGRESS   Editor 6 of 14

Statement of Student Strengths: *

Example statement of student strengths

Statement of Parent Educational Concerns: *

Example statement of parent educational concerns

Statement of Student's Preferences and Interests: *
Required if transition services will be discussed, beginning at age 14 or younger if appropriate

Example statement of student's preferences and interests

If student was not in attendance, describe the steps taken to ensure that the student's preferences and interests were considered:

N/A

Strengths , Concerns, Interests, and Preferences Editor

▶ Click here to expand...

Goals and Objectives

The Goals and Objectives editor describes annual goals set for the student as well as how that goal is measured and whether the goal relates to an existing post-secondary goal or an Extended School Year program.

▶ Click here to expand...

Methods for Reporting Progress

The Method for Reporting Progress editor describes the document(s) that is used to report student progress and how often that document is produced.

Method for Reporting the Student's Progress toward meeting Annual Goals
Check all methods that will be used

☐ Service Plan Goals Pages   ☑ District Report Card
☐ Specialized Progress Report   ☑ Parent Conferences
☐ Other

Specify Other:

_____

Projected Frequency of Reports
☐ Quarterly
☑ Semester
☐ Trimester
☐ Other

Specify Other:

_____

Method for Reporting Progress Editor

▶ Click here to expand...

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Specially Designed Instruction

The Specially Designed Instruction editor lists services provided to the student in a Special Education setting.

▶ Click here to expand...

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Supplementary Aids and Services

The Supplementary Aids and Services editor lists the accommodations and modifications made to assist the student in participating in regular education.

▶ Click here to expand...

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Related Services

The Related Services editor lists developmental, corrective or other supportive services required to assist the student with a disability.

▶ Click here to expand...

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Service Plan Implementation

The Service Plan Implementation editor is used to document the parent/guardian's consent and understanding of the service plan.

Service Plan Implementation (IN PROGRESS)

Service Plan Implementation

☑ I understand that my child is eligible to receive services under a Service Plan but I am declining all services, including those offered under a Service Plan.

☐ I understand that the IEP contains more services than identified above but I have chosen to enroll my child in a private school or homeschool setting, therefore, only the services outlined above will be provided through the Service Plan. I am agreeing to the services outlined in the Service Plan above.

A copy of this Service Plan was provided to the student's parent

☑

Date Provided *

02/17/2023

Name of who Provided Service Plan:

Example person

Title of who Provided Service Plan:

Counselor

Service Plan Implementation Editor

▶ Click here to expand...

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Enrollment Information

The Enrollment Information editor stores basic information about the student's participation in special education, including disability, status, and setting.

Any information saved in this editor overwrites the special ed values on the student's Enrollment record.

When the most recent locked Evaluation for the student was created using the classic Campus style, the **Refresh** button retrieves information from the student's Enrollment record. When the most recent locked Evaluation for the student was created using the updated Campus style, the **Refresh** button retrieves the Eligibility Date(s) and Disability information from the Evaluation. All other fields still pull from the Enrollment record.

This editor cannot be placed in a Not Needed status.

Click Refresh to retrieve a new copy of data from a selected Enrollment record. Information entered into this editor will modify the student's current Enrollment record when the plan is locked.

Primary Disability *
ME: Intellectual Disability ▼

Secondary Disability
▼

Special Ed Status *
1: Yes ▼

Federal Placement Code *
B11: Regular class 0-39% (Ages 5 (in KG) - 21) ▼

Grade
10

LEP Status

Resident District
03: Douglas

School Information:
Private School Name
Douglas High School

School Number
501

Address
NV 89423

Phone

Enrollment Information Editor

▶ Click here to expand...

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Medicaid Consent

The Medicaid Consent editor is used to document the parent/guardian's consent for the district to disclose the student's information in regards to seeking Medicaid funding.

Print in Plan
☑

Medicaid Consent
Please review the statements below and select your option by checking the appropriate box.

☑ **Yes.** As the parent/guardian of the student named above, I give consent to the District to disclose information from my child's education records to DHCFP only as necessary to allow the District to seek Medicaid funds to help cover the costs of the school health services provided to my child.

I understand that my consent will remain in effect until I withdraw it (even if I change schools or leave the District and then re-enroll), and that I may withdraw my consent at any time by notifying the District. If I withdraw my consent, the District will continue to provide school health services to my child at no cost to me, the parent/guardian.

☐ **No.** As the parent/guardian of the student named above, I do not give consent to the District to disclose information from my child's education records to DHCFP.

I understand that if I do not give my consent, the District will continue to provide necessary school health services to my child at no cost to me, the parent/guardian.

Name of Parent/Guardian:
Example Mother

Signature of Parent/Guardian:

Date Signed by Parent/Guardian:
month/day/year 📅

Medicaid Consent Editor

▶ Click here to expand...

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Previous Versions

Service Plan (Nevada) [.2223 - .2315]