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This editor must saved before entering data into other editors.

Plan Information Editor

Click here to expand...

Field	Description
Start Date *Required*	The first day of the plan.
End Date *Required*	The last day of the plan.
IFSP Mail Date	The day the IFSP was mailed.
Referral to Early Intervention *Required*	The day the student was referred for early intervention.
Consent for Evaluation *Required*	The day the team received consent to evaluate the student.
Date of MDT *Required*	The day the Multi-Disciplinary Team met.
Family's language of choice	The language the family primarily speaks. This field is limited to 150 characters.
Family would like an interpreter?	Indicates the family would like an interpreter. Options are Yes or No.
Transition Conference Date	The day the transition conference took place.
Estimated Transition Date	The day the student transitions to the age of majority.

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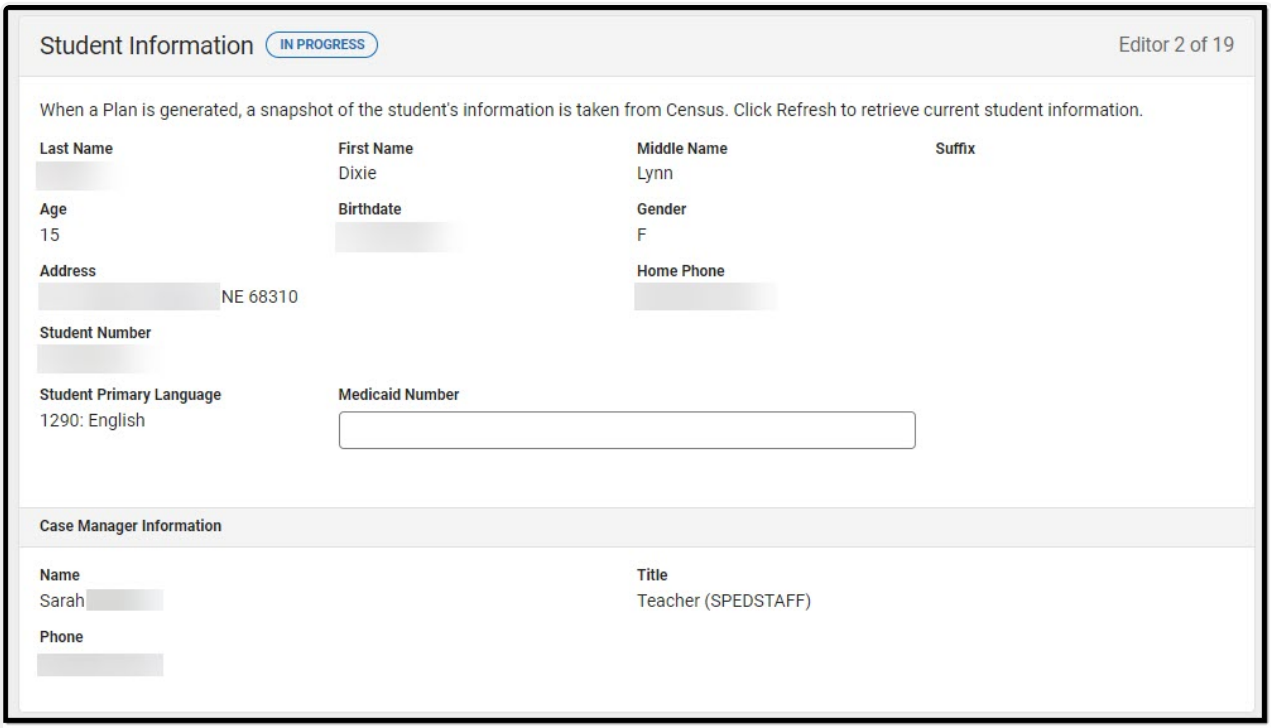
Student Information

The Student Information editor pulls demographic information regarding the student. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record.



Student Information Editor

Click here to expand...

Field Name	Description	Database and UI Location (when Refreshed is clicked)
Last Name	The student's last name.	Demographics > Last Name identity.lastName
First Name	The student's first name.	Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Demographics > Middle Name identity.middleName

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Field Name	Description	Database and UI Location (when Refreshed is clicked)
Suffix	The student's suffix.	Demographics > Suffix Name identity.suffix
Age	The student's age.	Demographics > Birth Date (calculated) identity.birthDate (calculated)
Birthdate	The student's birthdate.	Demographics > Birth Date identity.birthDate
Gender	The student's gender.	Demographics > Gender identity.gender
Address	The student's address.	Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Student Number	The student's ID number.	Enrollment > Student Number identity.studentNumber
Student Primary Language	The language the student primarily speaks.	Demographics > Home Primary Language identity.homePrimaryLanguage
Medicaid Number	The student Medicaid number.	N/A
Case Manager Information		
Name	The first and last name of the team member.	Student Information > Special Ed Team Members
Title	The role of the team member.	Student Information > Special Ed Team Members
Phone	The phone number of the team member.	Student Information > Special Ed Team Members

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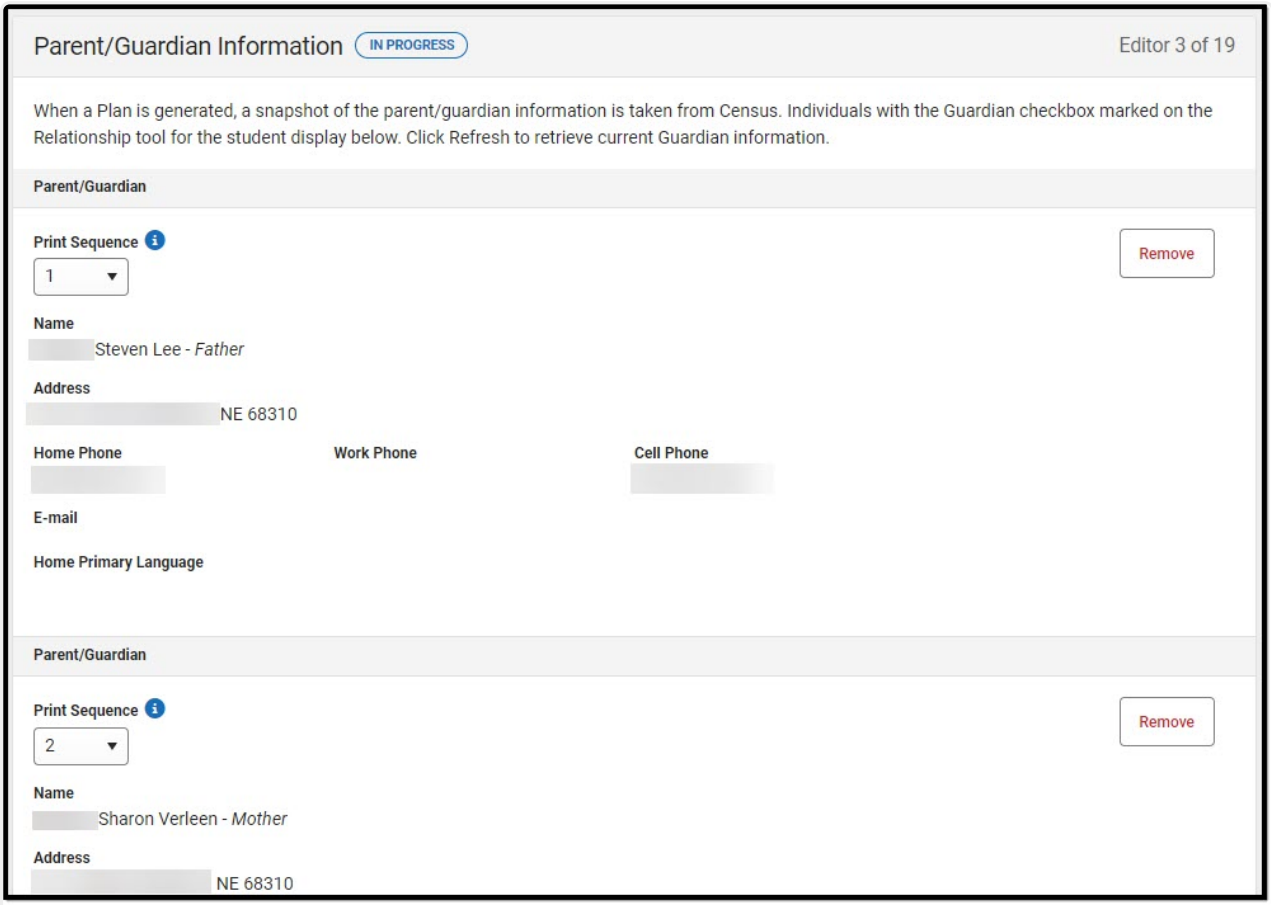
Parent/Guardian Information

The Parent/Guardian Information editor pulls the contact information of the student's parent/guardian(s).

The **Refresh** button retrieves a fresh copy of data from the parent/guardian's record.



Parent/Guardian Information Editor

Click here to expand...

Field	Description
Print Sequence	The order in which the parent/guardian displays.
Name	The name of the parent/guardian.
Address	The address of the parent/guardian.
Home Phone	The parent/guardian's home phone.
Work Phone	The parent/guardian's work phone.

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Field	Description
Cell Phone	The parent/guardian's cell phone.
Email	The parent/guardian's email.
Home Primary Language	The language the parent/guardian speaks at home.

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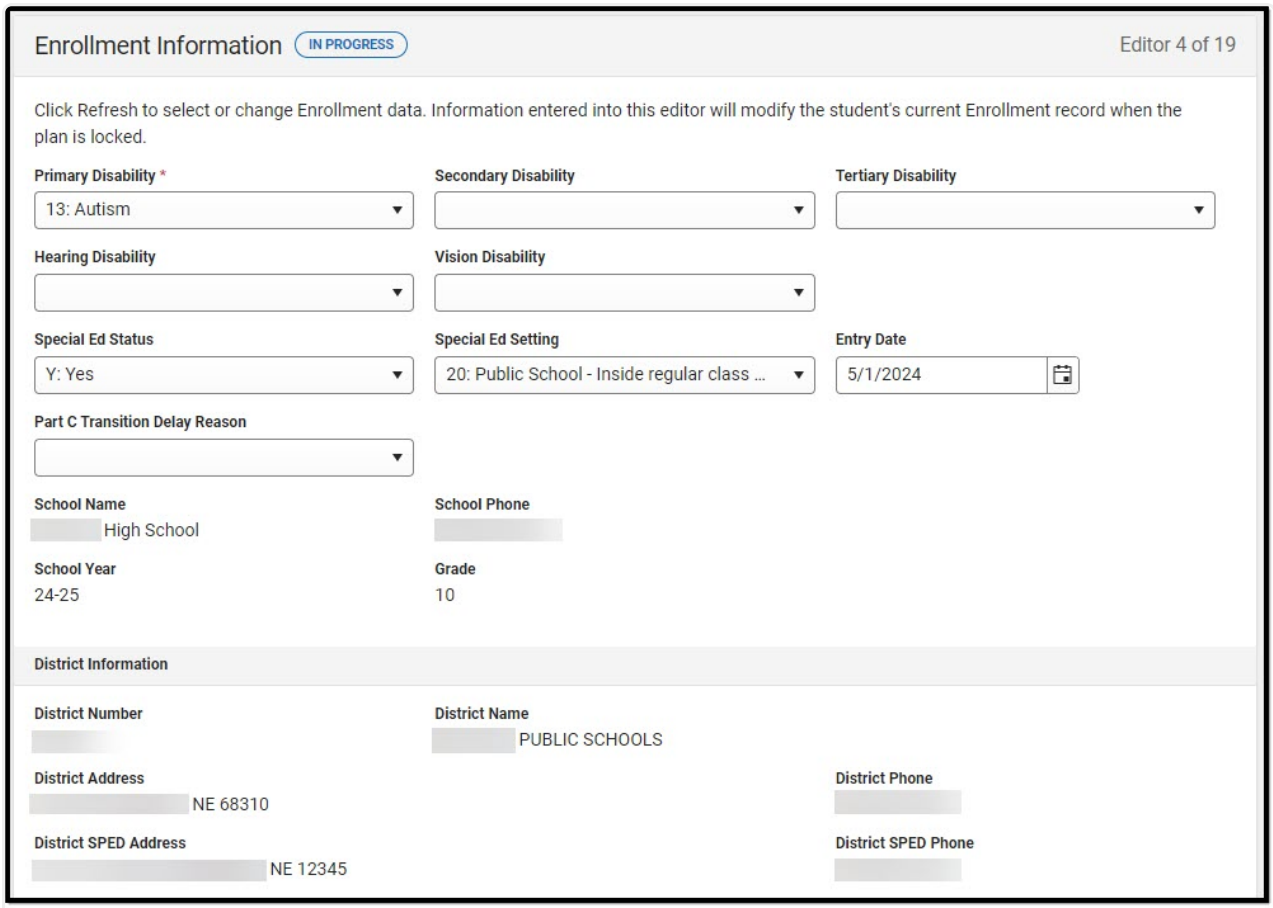
Enrollment Information

The Enrollment Information editor pulls in district and school information where the student is enrolled. This editor also documents the student's disability(ies).

Users must click **Refresh** to place the editor in a Complete status.



Enrollment Information Editor

Click here to expand...

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Field	Description	Validation
Primary Disability *Required*	The student's first disability. Options include: • 00: No Verified Disability • 01: Emotional Disturbance • 02: Deaf-Blindness • 03: Deaf or Hard of Hearing • 07: Multiple Impairment • 08: Orthopedic Impairment • 09: Other Health Impairment • 10: Specific Learning Disability • 11: Speech Language Impairment • 12: Visual Impairment • 13: Autism • 14: Traumatic Brain Injury • 15: Developmental Delay • 16: Intellectual Disability	This pulls in from the selected Enrollment record when users click **Refresh**.
Secondary Disability	The student's second disability, when applicable. The options available are the same as the Primary Disability options.	This pulls in from the selected Enrollment record when users click **Refresh**.
Tertiary Disability	The student's third disability, when applicable. The options available are the same as the Primary Disability options.	This pulls in from the selected Enrollment record when users click **Refresh**.
Hearing Disability	The student's hearing disability, when applicable. Options include: • DEAF: Deaf (Severe/Profound) • PD: Hard of Hearing (Mild/Moderate)	This pulls in from the selected Enrollment record when users click **Refresh**.
Vision Disability	The student's vision disability, when applicable. Options include: • BLIND: Blind • LB: Legally Blind • PB: Partial Sighted	This pulls in from the selected Enrollment record when users click **Refresh**.
Special Ed Status	Indicates the student's special ed status. Options are Yes or No.	This pulls in from the selected Enrollment record when users click **Refresh**.

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Field	Description	Validation
Special Ed Setting	The location where the student where the student receives their education and special education service. Click the expand link to view available options. ▸ Click here to expand... • 1: 0-3 Home • 2: 0-3 Community Based Setting • 3: 0-3 Other Setting • 5: 3-21 Separate School • 6: 3-5 Separate Class • 7: 3-21 Residential Facility • 8: 3-5 Home • 9: 3-5 Service Provider Location • 20: Public School - Inside regular class 80% or more of the day • 21: Public School - Inside regular class 40% through 79% of the day • 22: Public School - Inside regular class less than 40% of the day • 13: 6-21 Homebound/Hospital • 14: 6-21 Private School or Exempt (Home) School • 15: 6-21 Correction/Detention Facility • 16: Reg EC Prog, 10+ h/wk; Services at EC Prog • 17: Reg EC Prog, 10+ h/wk; Services outside EC Prog • 18: Reg EC Prog, <10 h/wk; Services at EC Prog • 19: Reg EC Prog, <10 h/wk; Services outside EC Prog • 4: 3-5 Regular EC Program • 10: 6-21 Public School • 11: 6-21 Separate School • 12: 6-21 Residential Facility	This pulls in from the selected Enrollment record when users click **Refresh**.
Entry Date	The day the student entered special education services.	This pulls in from the selected Enrollment record when users click **Refresh**.

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Field	Description	Validation
Part C Transition Delay Reason	Options include: • 1: Parent Refused Consent • 2: Parent Chose to remain in Part C • Other	N/A
School Name	The name of the school where the student attends.	This pulls in from the selected Enrollment record when users click **Refresh**.
School Phone	The phone number of the school.	This pulls in from the selected Enrollment record when users click **Refresh** and cannot be modified.
School Year	The school year tied to the student's enrollment.	This pulls in from the selected Enrollment record when users click **Refresh** and cannot be modified.
Grade	The student's grade.	This pulls in from the selected Enrollment record when users click **Refresh** and cannot be modified. **Database Location:** enrollment.grade
District Information		
District Number	The district number associated with the Enrolled school.	District Information > State District Number
District Name	The district name associated with the Enrolled school.	District Information > Name
District Address	The district address associated with the Enrolled school.	District Information > Address
District Phone	The district phone number associated with the Enrolled school.	District Information > Phone
District SPED Address	The district special education address associated with the Enrolled school.	District Information > SPED Address
District SPED Phone	The district special ed phone number associated with the Enrolled school.	District Information > SPED Phone

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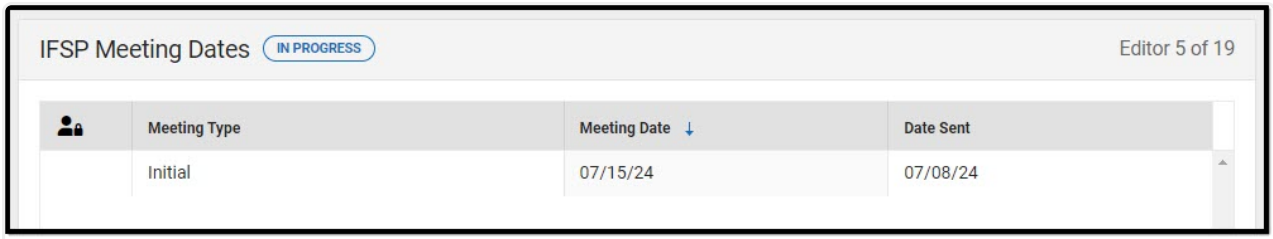
IFSP Meeting Dates

The IFSP Meeting Dates editor documents instances of team meetings to discuss the IFSP.



IFSP Meeting Dates List Screen

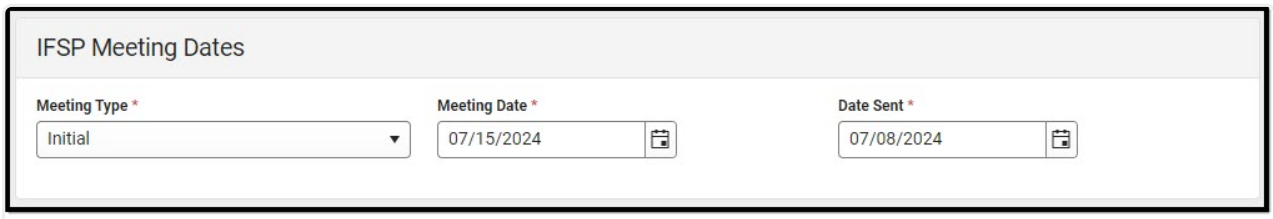
Click here to expand...

IFSP Meeting Dates List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Meeting Type	The type of meeting.
Meeting Date	The day of the meeting.
Date Sent	The day the meeting invitation was sent.

IFSP Meeting Dates Detail Screen

Select an existing record or click **New** to open the detail screen.



IFSP Meeting Dates Detail Screen

Field	Description
Meeting Type *Required*	The type of meeting. Options include: • Initial • Interim • Annual • Periodic
Meeting Date *Required*	The day of the meeting.

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Field	Description
Sent Date *Required*	The day the meeting invitation was sent.

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Family Concerns and Priorities

The Family Concerns and Desired Priorities editor documents any concerns the family wants to address and the order of priority for addressing those concerns.

Family Concerns and Desired Priorities List Screen

▸ Click here to expand...

Family Concerns and Desired Priorities List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Date	The day of the record.
Family Concern and Priority	Displays the first 100 characters of the record.

Family Concerns and Desired Priorities Detail Screen

Select an existing record or click **New** to open the detail screen.

Family Concerns and Desired Priorities Detail Screen

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Field	Description	Validation
Date *Required*	The day of the record.	N/A
Family's Concern and Desired Priority *Required*	A description of the family's concern and its priority.	This field is limited to 8000 characters.

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Child/Family Strengths

The Child and Family's Strength editor documents the student and family's strengths.

Child and Family Strengths List Screen

▸ Click here to expand...

Child and Family's Strength List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Date	The day of the record.
Child and Family Strengths	Displays the first 100 characters of the record.

Child and Family's Strength Detail Screen

Select an existing record or click **New** to open the detail screen.

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Child and Family Strengths Detail Screen

Field	Description	Validation
Date *Required*	The day of the record.	N/A
Child and Family's Strengths *Required*	A description of the family's strengths.	This field is limited to 8000 characters.

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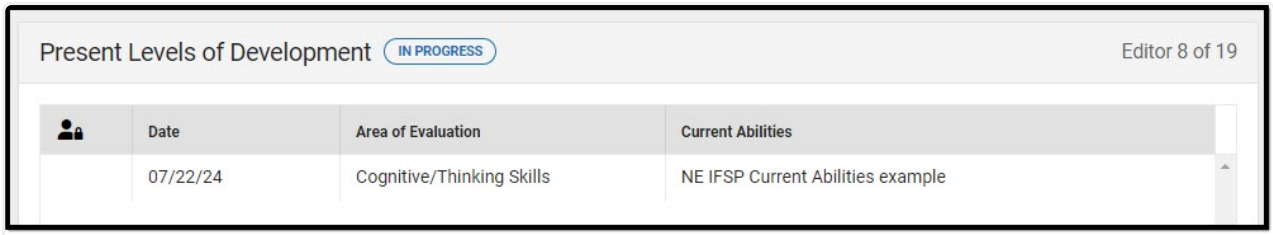
Present Levels of Development

The Present Levels of Development editor documents the student's current abilities.



Present Levels of Development List Screen

▸ Click here to expand...

Present Levels of Development List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Date	The day of the record.
Area of Evaluation	The area evaluated.
Current Abilities	Displays the first 100 characters of the record.

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Present Levels of Development Detail Screen

Select an existing record or click **New** to open the detail screen.

Present Levels of Development Detail Screen

Field	Description	Validation
Date *Required*	The day of the record.	N/A
Years	The age of the student.	N/A
Months	The age of the student.	N/A
Area of Evaluation	The area evaluated. Options include: • Vision • Hearing • Health Status • Cognitive/Thinking Skills • Social/Behavior Skills • Self-Help/Adaptive Skills • Fine Motor Skills • Gross Motor Skills	N/A
Current Abilities *Required*	A description of the student's current abilities.	The Template Bank associated with this field is named NE IFSP Current Abilities. This field is limited to 8000 characters.

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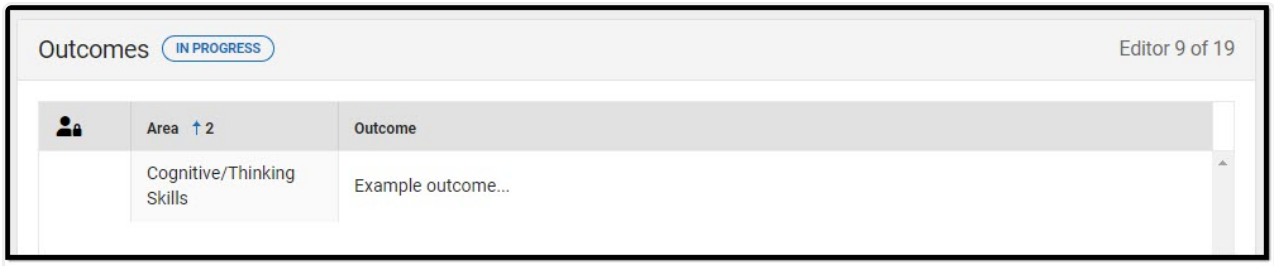
Outcomes

The Outcomes editor documents the student's goals and how the outcome is measured.



Outcomes List Screen

Click here to expand...

Outcomes List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Area	The area evaluated.
Outcomes	The outcome of the goal. Displays the first 100 characters of the record.

Outcomes Detail Screen

Select an existing record or click **New** to open the detail screen.

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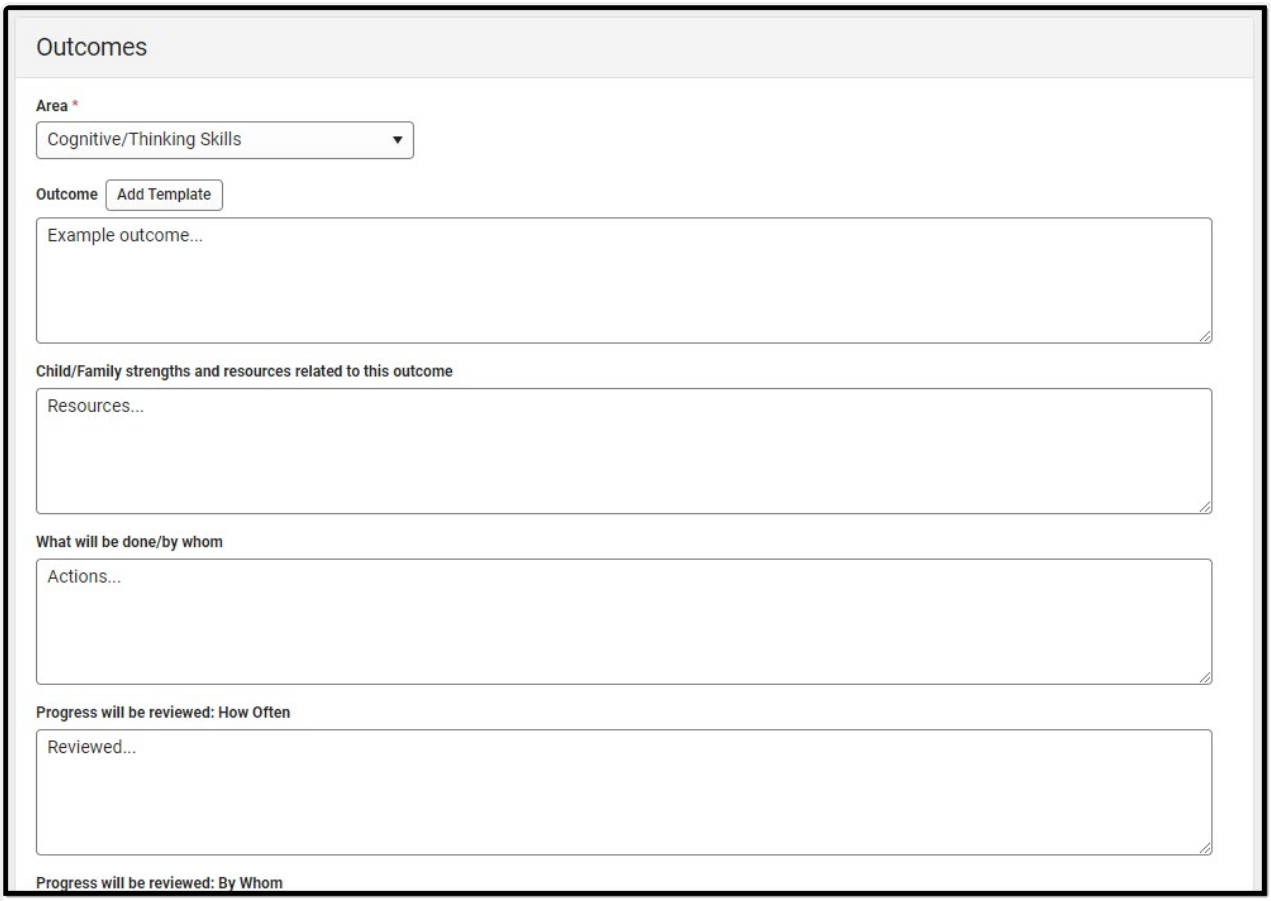

Outcomes Detail Screen

Field	Description	Validation
Area *Required*	The area evaluated.	The values available in this dropdown are pulled records created on the Present Levels of Development Areas of Evaluation.
Outcome	The outcome of the goal.	The Template Bank associated with this field is named NE IFSP Outcome. This field is limited to 8000 characters.
Child/Family strengths and resources related to this outcome	A description of the student's and family's strengths related to this outcome.	This field is limited to 8000 characters.
What will be done/by whom	A description on what will be done.	This field is limited to 8000 characters.

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Field	Description	Validation
Progress will be reviewed: How Often	A description of the frequency in which progress will be reviewed.	This field is limited to 8000 characters.
Progress will be reviewed: By Whom	A description of who will review the outcome.	This field is limited to 8000 characters.
Progress will be reviewed: How Measured	A description of how the outcome is measured.	This field is limited to 8000 characters.
Outcome Review		
Date *Required*	The day of the outcome review.	N/A
Next Steps/Comments	A description of any next steps or comments related to the outcome review.	This field is limited to 8000 characters.
How much progress	A description of how much progress the student/family has made.	This field is limited to 8000 characters.

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Transition Plan

The Transition Plan editor documents any transition plans needed by the student.

Transition Plan List Screen

▸ Click here to expand...

Transition Plan List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
What needs to be done	A description of the transition plan. Displays the first 100 characters of the record.

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Column Name	Description
Who is responsible	The responsible person or agency. Displays the first 100 characters of the record.
Time Line	The timeline for completing the plan. Displays the first 100 characters of the record.
Date Completed	The day the plan was completed.

Transition Plan Detail Screen

Select an existing record or click **New** to open the detail screen.

Transition Plan Detail Screen

Field	Description	Validation
What needs to be done? *Required*	A description of the transition plan.	The Template Bank associated with this field is named NE IFSP Transition Plan Activity. This field is limited to 8000 characters.
Who is responsible?	The responsible person or agency.	This field is limited to 8000 characters.
Time Line	The timeline for completing the plan.	This field is limited to 8000 characters.

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Field	Description	Validation
Date Completed	The day the plan was completed.	N/A

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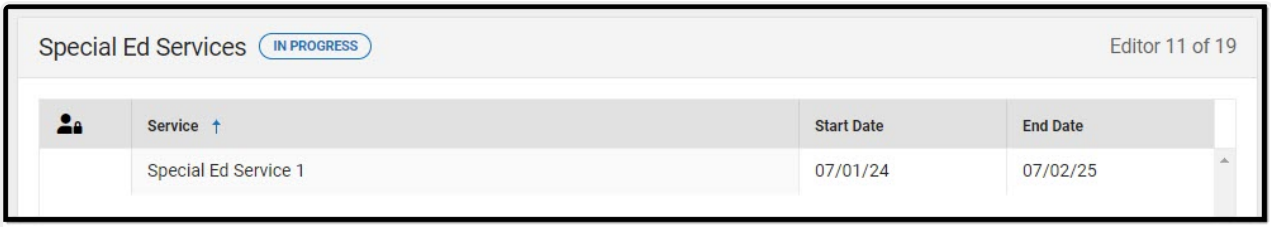
Special Ed Services

The Special Ed Services editor documents special education services provided for the student.

Services are managed using the Special Ed Services Setup tool. Services with a **Type** of **Normal Service** pull in to this editor.



Special Ed Services List Screen

Click here to expand...

Special Ed Services List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Service	The name of the service.
Start Date	The first day the student receives the service.
End Date	The last day the student receives the service.

Special Ed Services Detail Screen

Select an existing record or click **New** to open the detail screen.

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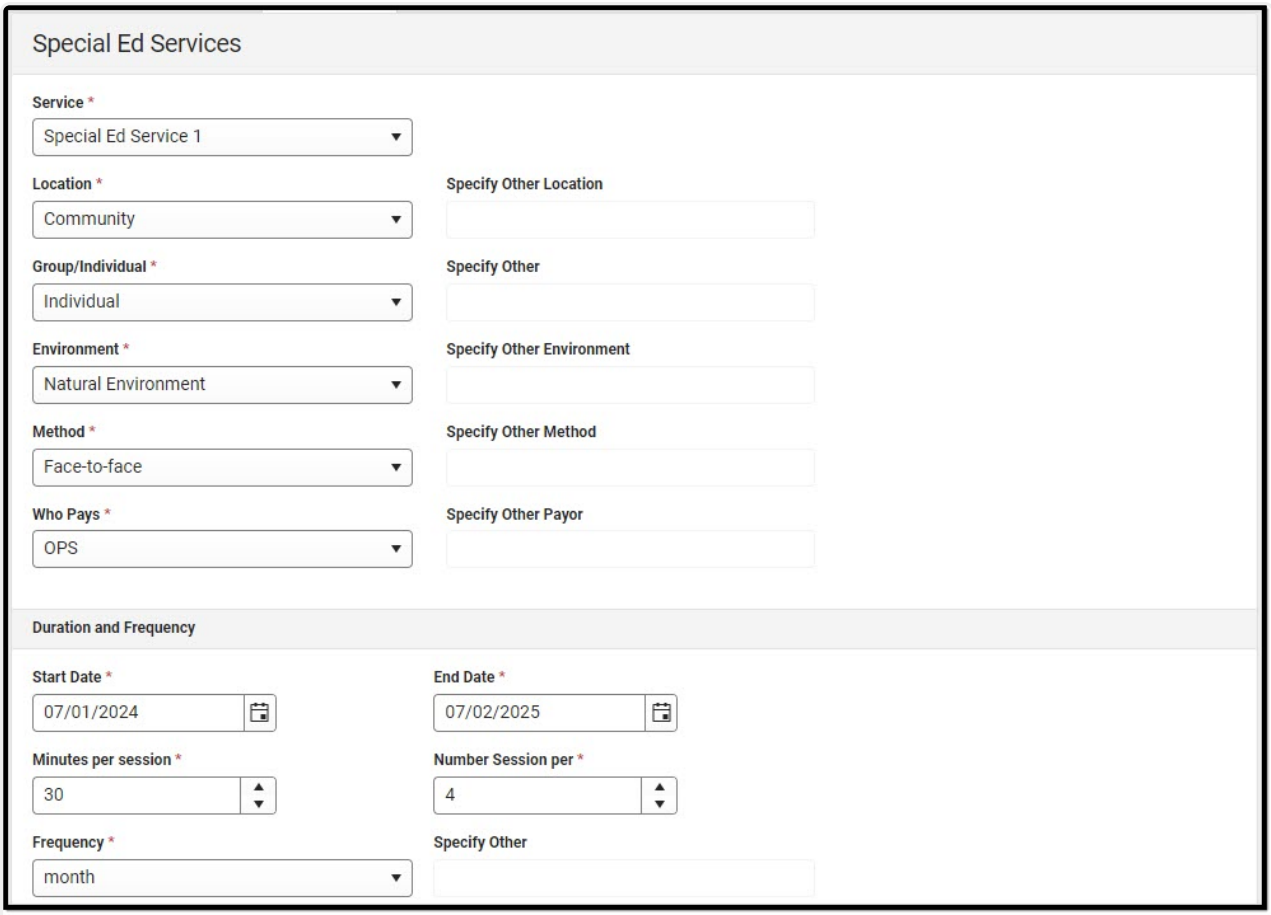

Special Ed Services Detail Screen

Field	Description	Validation
Service *Required*	The name of the service.	The values available in this dropdown are district-defined using the Special Ed Services Setup tool. Services marked as Normal Service in the Type dropdown display in this dropdown.
Location *Required*	The location where the student receives the service. Options include: • Home • Community • Home and Community • Other	N/A

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Field	Description	Validation
Specify Other Location **Required*	The other location.	*This field is available and required when Other is selected as the Location. This field is limited to 150 characters.
Group/Individual *Required*	The group/individual. Options include: • Group • Individual • Others	N/A
Specify Other **Required*	The other group/individual.	*This field is available and required when Other is selected as the Group/Individual. This field is limited to 150 characters.
Environment *Required*	The type of environment. Options include: • Natural Environment • Not a Natural Environment • Other	N/A
Specify Other Environment **Required*	The other type of environment.	*This field is available and required when Other is selected as the Environment. This field is limited to 150 characters.
Method *Required*	The method. Options include: • Face-to-face • Face-to-face or Phone • Other	N/A
Specify Other Method **Required*	The other method.	*This field is available and required when Other is selected as the Method. This field is limited to 150 characters.

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Field	Description	Validation
Who Pays *Required*	The paying group. Options include: • OPS • EDN • Other	N/A
Specify Other Payor **Required*	The other paying group.	*This field is available and required when Other is selected as the Payer. This field is limited to 150 characters.
Duration and Frequency		
Start Date *Required*	The first day of the service.	This automatically populates with the Plan Start Date.
End Date *Required*	The last day of the service.	This automatically populates with the Plan End Date.
Minutes per session *Required*	The number of minutes the student receives the service.	N/A
Number Session per *Required*	The number of times the student receives the service.	N/A
Frequency *Required*	The frequency of service. Options include: • month • 6 months • Other	N/A
Specify Other **Required*	The other frequency.	*This field is available and required when Other is selected as the Frequency. This field is limited to 150 characters.

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Accommodations

The Accommodations editor lists any accommodations the student requires for their education based on their disability(ies).

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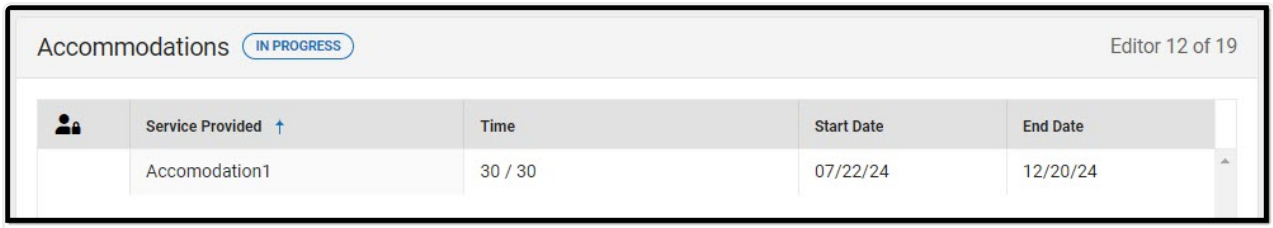


Accommodations List Screen

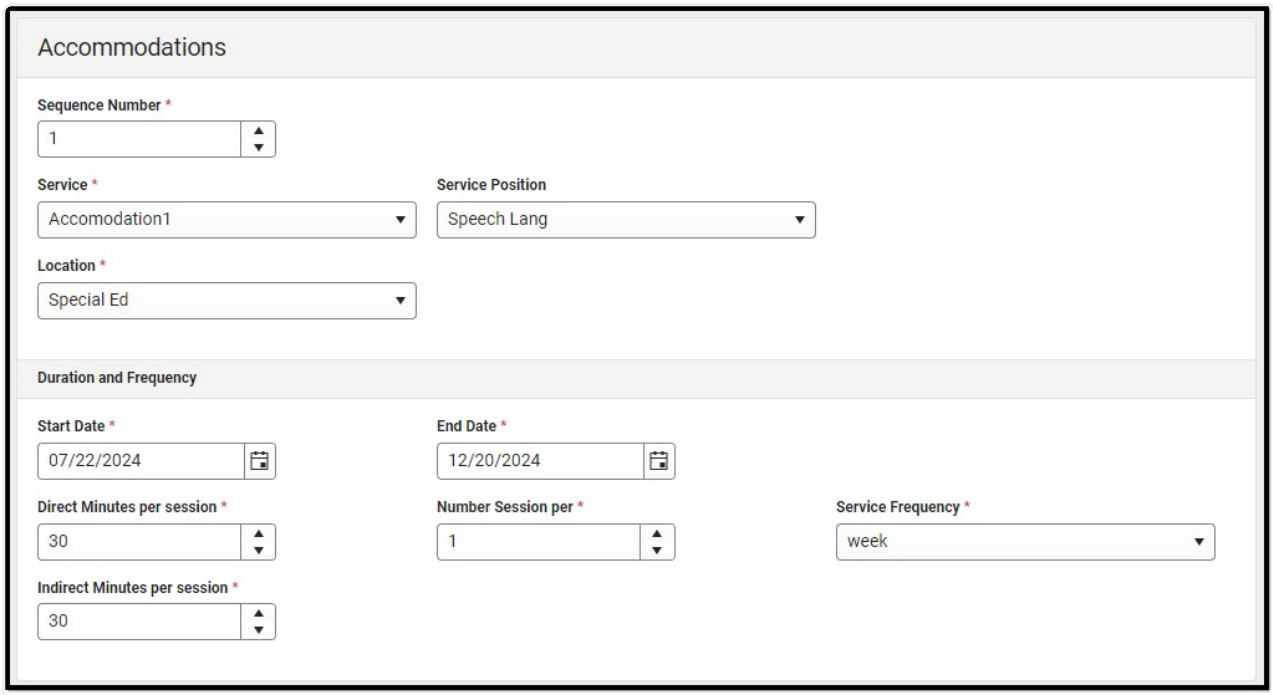
Click here to expand...

Accommodations List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Service Provided	The name of the service.
Time	The service frequency.
Start Date	The first day of service.
End Date	The last day of service.

Accommodations Detail Screen

Select an existing record or click **New** to open the detail screen.



Accommodations Detail Screen

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Field	Description	Validation
Sequence Number *Required*	The order of the record.	This field automatically sequences in the order in which the records are created. Duplicate numbers are not allowed.
Service *Required*	The name of the service.	The values available in this dropdown are district-defined using the Special Ed Services Setup tool. Services marked as Normal Service in the Type dropdown display in this dropdown.
Service Position	The person, agency, or role of the person administering the service.	The values available in this dropdown are district-defined using the Special Ed Service Positions Setup tool.
Location *Required*	The location where the student receives the service. Options include: • Special Ed • General Ed	N/A
Duration and Frequency		
Start Date *Required*	The first day of the service.	N/A
End Date *Required*	The last day of the service.	N/A
Direct Minutes per session *Required*	The number of direct minutes the student receives the service.	N/A
Number Session per *Required*	The number of times the student receives the service.	N/A
Service Frequency *Required*	The frequency of service. Options include: • year • quarter • month • day • week	N/A

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Field	Description	Validation
Indirect Minutes per session *Required*	The number of indirect minutes the student receives the service.	N/A

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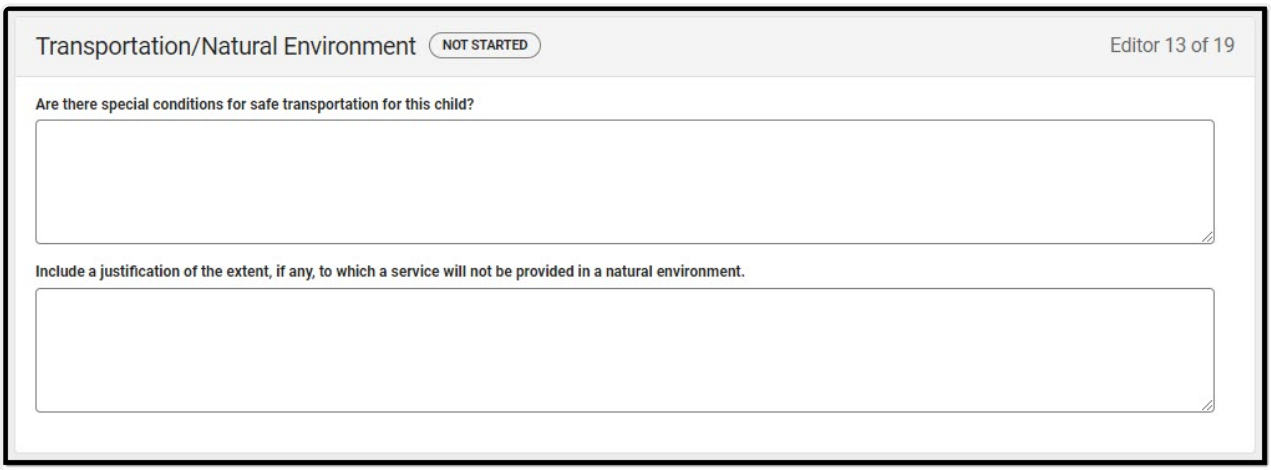
Transportation/Natural Environment

The Transportation/Natural Environment editor indicates whether the student needs special conditions for safe transportation and how eligibility was determined.



Transportation/Natural Environment Editor

Field	Description	Validation
Are there special conditions for safe transportation for this child?	A description of any special conditions the student requires for safe transportation.	This field is limited to 8000 characters.
Include a justification of the extent, if any, to which a service will not be provided in a natural environment	A description of the justification of the service.	This field is limited to 8000 characters.

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Other Services/Supports

The Other Services/Supports editor documents any other supports or services to be provided for the student.

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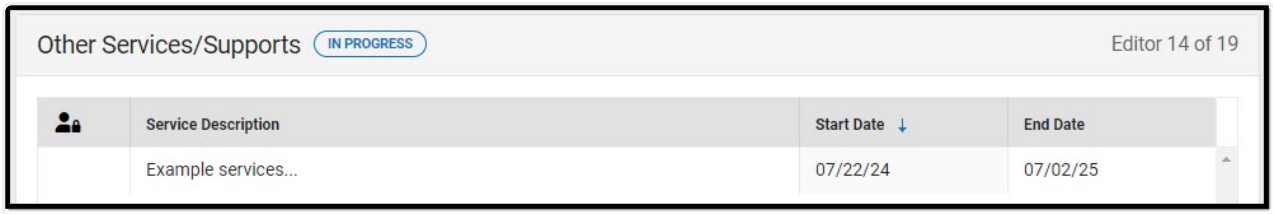


NE IFSP Other Services/Supports List Screen

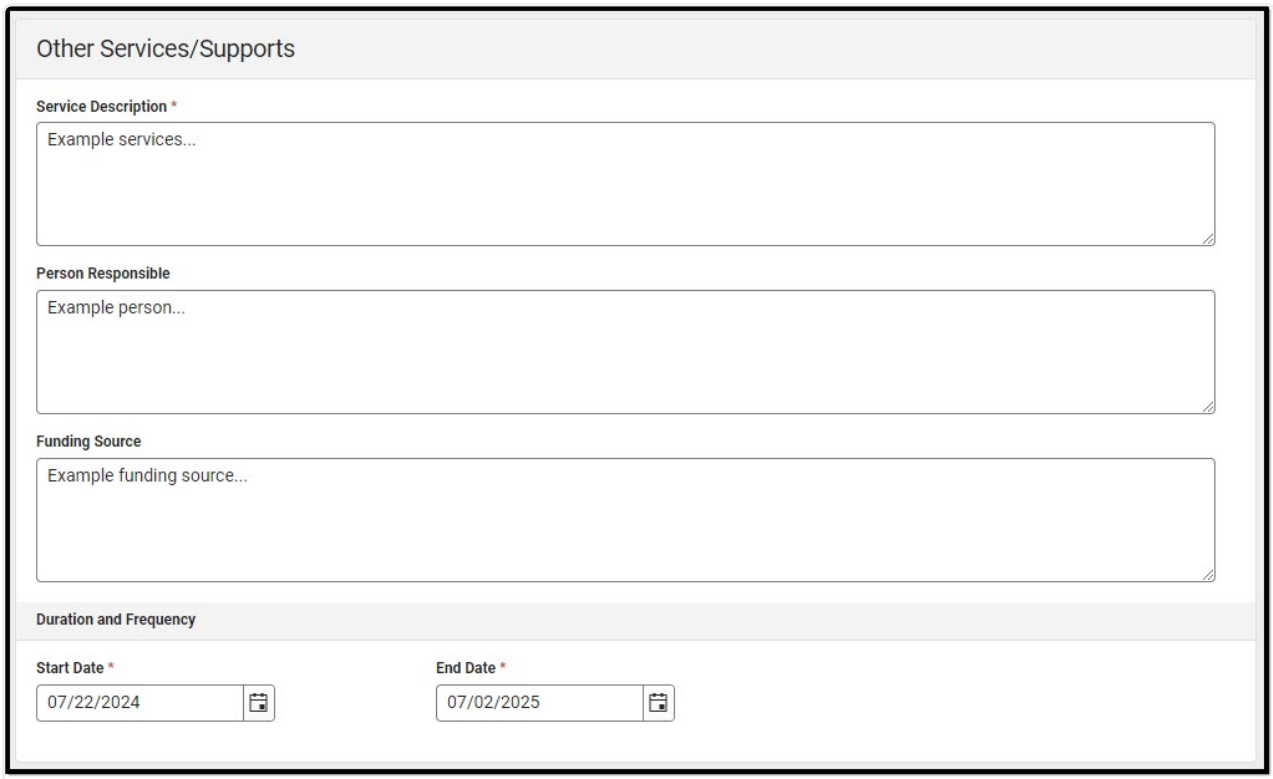
Click here to expand...

Other Services/Supports List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Service Description	The service.
Start Date	The first day of service.
End Date	The last day of service.

Other Services/Supports Detail Screen

Select an existing record or click **New** to open the detail screen.



Other Services/Supports Detail Screen

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Field	Description	Validation
Service Description *Required*	The service.	This field is limited to 8000 characters.
Person Responsible	The person responsible.	This field is limited to 8000 characters.
Funding Source	The funding source.	This field is limited to 8000 characters.
Duration and Frequency		
Start Date *Required*	The first day of service.	This automatically populates with the Plan Start Date.
End Date *Required*	The last day of service.	This automatically populates with the Plan End Date.

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Home and Community-Based Services/Supports

The Home and Community-Based Services/Supports editor documents home and community-based services for the student.

Home and Community-Based Services/Supports List Screen

Click here to expand...

Home and Community-Based Services/Supports List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Start Date	The first day of service.
End Date	The last day of service.
Service	The service. Displays the first 100 characters of the record.

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Home and Community-Based Services/Supports Detail Screen

Select an existing record or click **New** to open the detail screen.

Home and Community-Based Services/Supports Detail Screen

Field	Description	Validation
Start Date *Required*	The first day of service.	N/A
End Date *Required*	The last day of service.	N/A
Service *Required*	The service.	This field is limited to 8000 characters.
To Help with Outcome	The person or agency responsible.	This field is limited to 8000 characters.
How much?	The frequency of service.	This field is limited to 8000 characters.
Funding Source	The funding source.	This field is limited to 8000 characters.

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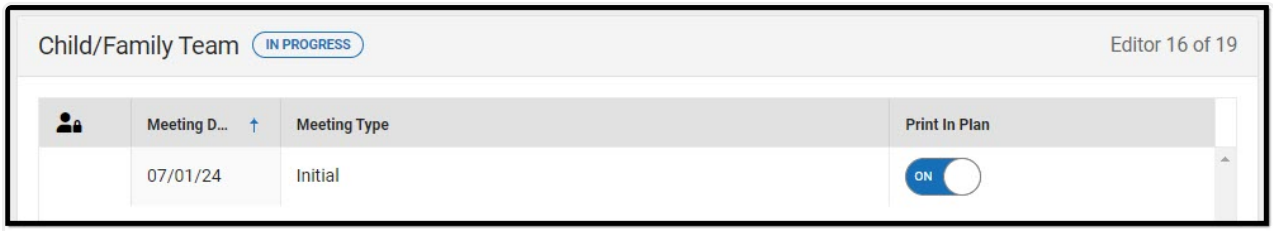
Child/Family Team

The Child/Family Team editor documents the student's team members.



Child/Family Team List Screen

Click here to expand...

Child/Familly Team List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Meeting Date	The day of the meeting.
Meeting Type	The type of the meeting.
Print In Plan	Indicates this record prints.

Child/Family Team Detail Screen

Select an existing record or click **New** to open the detail screen.

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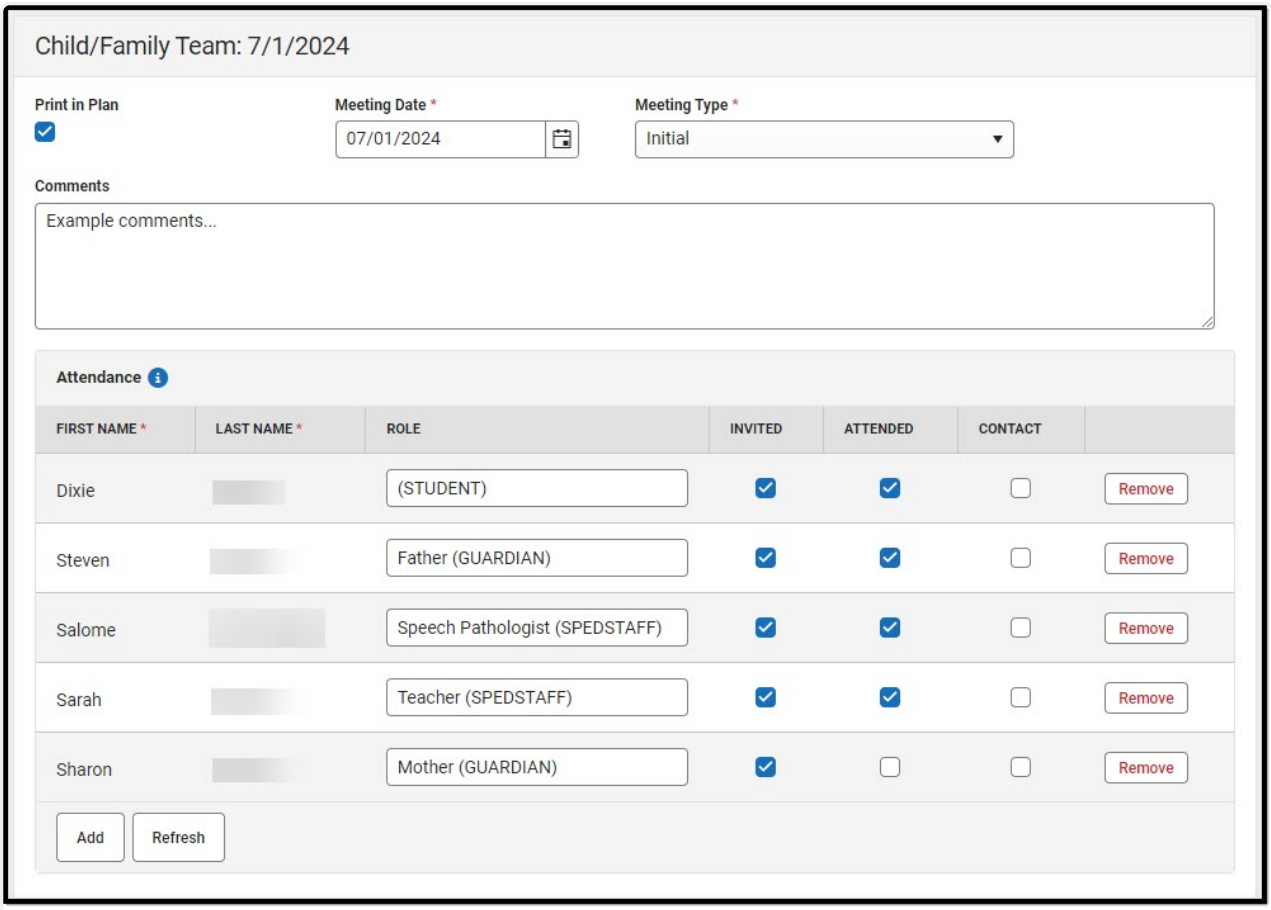

Child/Family Team Detail Screen

Field	Description	Validation
Print in Plan	Indicates this record prints.	This defaults to marked.
Meeting Date *Required*	The day of the meeting.	This automatically populates with the Plan Start Date.
Meeting Type	The type of the meeting.	N/A
Comments	Any comments related to the notification or meeting.	This field is limited to 8000 characters.
Attendance Click **Refresh** to restore any accidentally removed participants who were pulled in from the Team Members tool.		
First Name *Required*	The person's first name.	This information is pulled in from the student's Special Ed Team Members tool, but participants can also be manually entered with the **Add** button.

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Field	Description	Validation
Last Name *Required*	The person's last name.	This information is pulled in from the student's Special Ed Team Members tool, but participants can also be manually entered with the **Add** button.
Role	The person's role.	This pulls in from the student's Special Ed Team Members tool, but can be modified.

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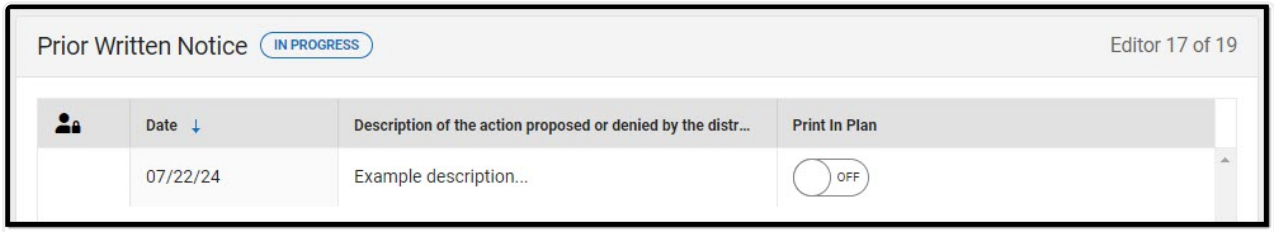
Prior Written Notice

The Prior Written Notice editor documents the proposed or refused actions the IEP team considers and the notice dates provided to the parent/guardian(s).



Prior Written Notice List Screen

Click here to expand...

Prior Written Notice List Screen

Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Date	The day of the prior written notice.
Description of the action proposed or denied by the district	Displays the first 100 characters of the description.
Print In Plan	Indicates this record prints.

Prior Written Notice Detail Screen

Select an existing record or click **New** to open the detail screen.

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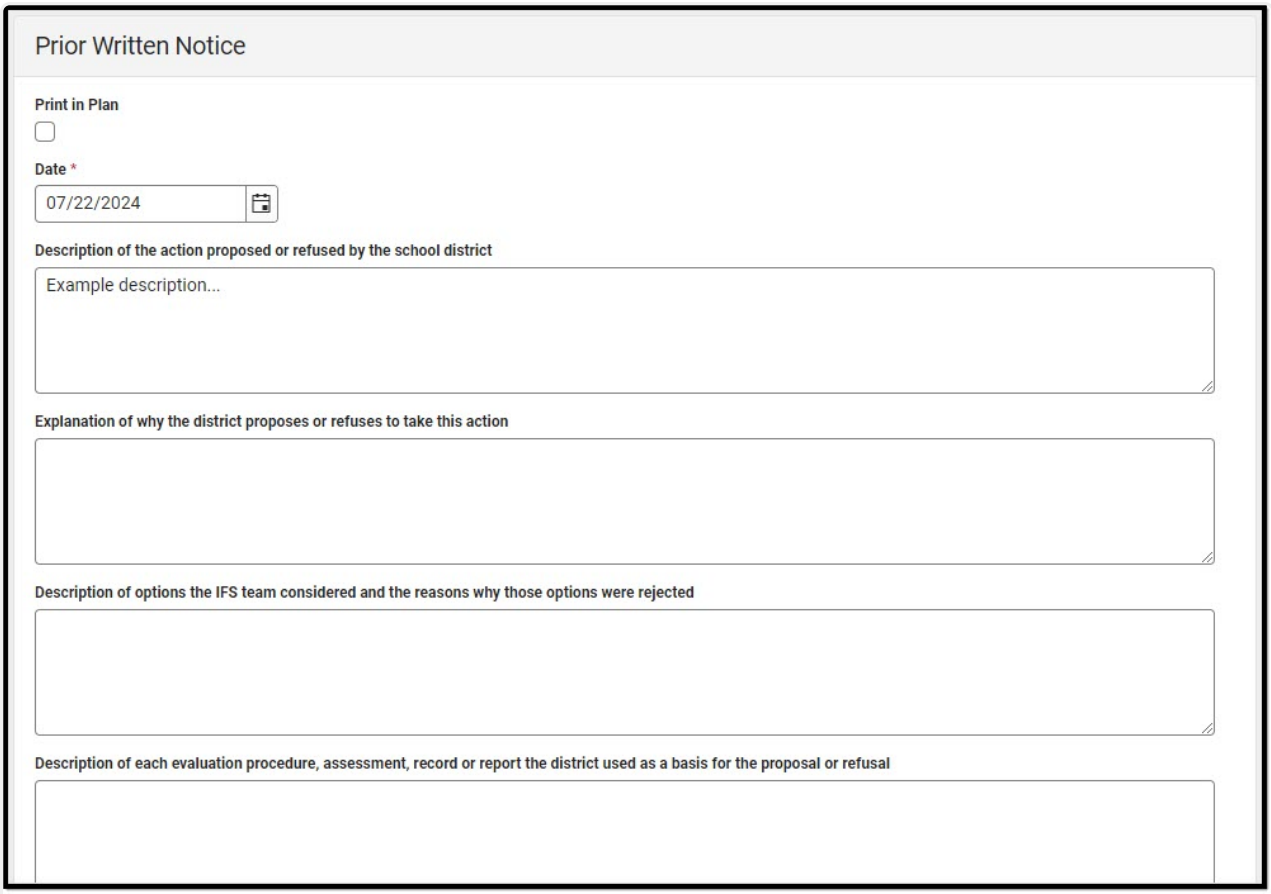

Prior Written Notice Detail Screen

Field	Description	Validation
Print in Plan	Indicates this record prints.	This defaults to unmarked.
Date *Required*	The day of the prior written notice.	N/A
Description of the action proposed or refused by the school district	A description of the proposed or refused action.	This field is limited to 8000 characters.
Explanation of why the district proposes or refuses to take this action	An explanation of why the school is proposing or refusing to take action.	This field is limited to 8000 characters.
Description of options the IEP team considered and the reasons why those options were rejected	A description of the choices considered and rejected by the IEP team.	This field is limited to 8000 characters.

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Field	Description	Validation
Description of each evaluation procedure, assessment, records or report the district used as a bases for the proposal or refusal	A description of the evidence used to decide to propose or refuse action.	This field is limited to 8000 characters.
Description of any other factors that are relevant to the district's proposal	Any other reasons why the school proposed or refused action.	This field is limited to 8000 characters.

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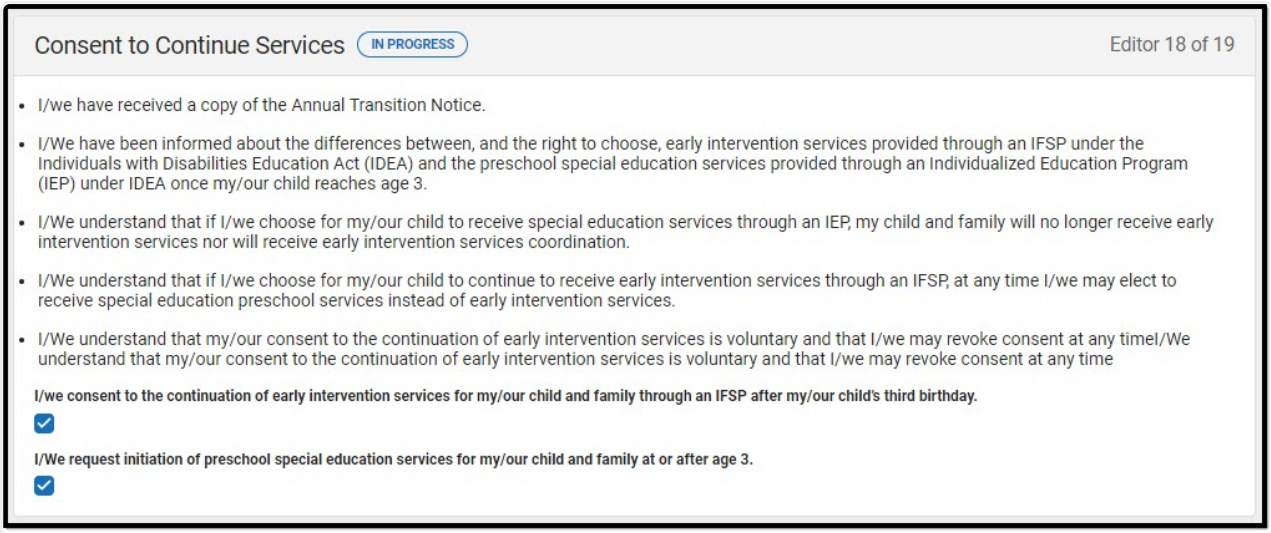
Consent to Continue Services

The Consent to Continue Services editor documents the consent to continue services for the student.

This editor is often filled out and electronically signed by the student's parent/guardian. In order to send the plan for eSignature, this editor must be placed in the status **Complete Pending eSignature** OR **Not Needed**. See the Nebraska Special Ed Plan eSignature Process article for additional information.



Consent to Continue Services Editor

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IFSP Signature Page

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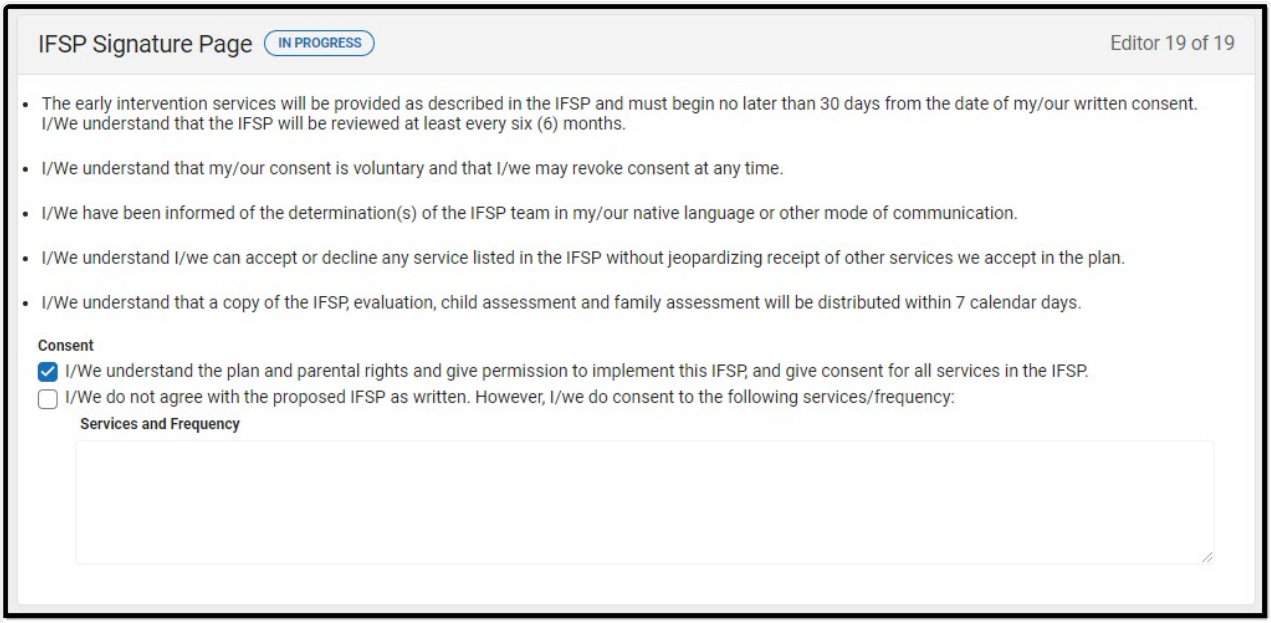
The IEP Signature Page editor documents the official sign-off of the proposed document plan for the student.

This editor is often filled out and electronically signed by the student's parent/guardian. In order to send the plan for eSignature, this editor must be placed in the status **Complete Pending eSignature** OR **Not Needed**. See the Nebraska Special Ed Plan eSignature Process article for additional information.



IFSP Signature Page Editor

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