Individual Family Service Plan (Nebraska)

Last Modified on 10/21/2024 8:20 am CDT

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Tool Search: Special Ed Documents

The Individual Family Education Plan captures student special education plan information and matches the required documentation provided by the state of Nebraska. This document describes each editor, each field on the editor, and any special considerations and instructions.

> The current print format of this document is the **NE 2024.1**. Plan formats are set up using the Plan Type Setup tool.

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 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 certain state-specific documents: • **ESign** indicates that the editor has functionality related to the eSignature process. See the Nevada Individual Education Plan eSignature Process or Delaware Special Ed Plan eSignature Process articles 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

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 is 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.
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 **Save** 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	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. The user must click **In Progress** to further edit after an editor is marked Complete**.** • **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. • **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 or Delaware Special Ed Plan eSignature Process articles 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.

Button	Description
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.

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.

Courses of Study: Add Template
Grade 9: English 100
Grade 10: English 200
Grade 11: English 300
Grade 12: English 400

Example Template Bank Selections in the Document

Text Editors

Images should not be inserted into text fields.

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Editors

Plan Information | Student Information | Parent/Guardian Information | Enrollment Information | IFSP Meeting Dates | Family Concerns and Priorities | Child/Family Strengths | Present Levels of Development | Outcomes | Transition Plan | Special Ed Services | Accommodations | Transportation/Natural Environment | Other Services/Supports | Home and Community-Based Services/Supports | Child/Family Team | Prior Written Notice | Consent to Continue Services | IFSP Signature Page

Plan Information

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

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.

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.

▶ 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
Suffix	The student's suffix.	Demographics > Suffix Name identity.suffix

Field Name	Description	Database and UI Location (when Refreshed is clicked)
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

Parent/Guardian Information

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

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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.
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.

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...

Field	Description	Validation

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**.

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**.

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.

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

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

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.

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.

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.

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.

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
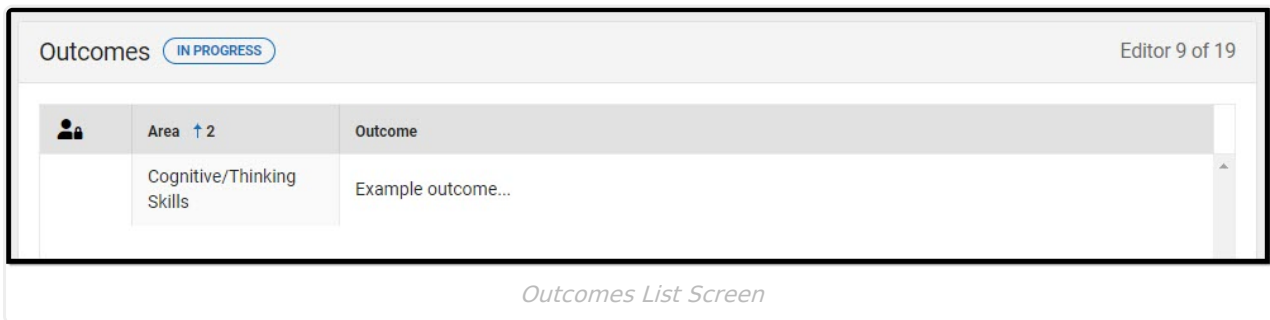
▸ Click here to expand...

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.

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.

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.

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.

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.

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

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.

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

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.

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.

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

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

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

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.

Other Services/Supports

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

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

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.

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.

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.

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.

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.

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.

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.

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.

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

IFSP Signature Page

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.

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- The early intervention services will be provided as described in the IFSP and must begin no later than 30 days from the date of my/our written consent. I/We understand that the IFSP will be reviewed at least every six (6) months.

- I/We understand that my/our consent is voluntary and that I/we may revoke consent at any time.

- I/We have been informed of the determination(s) of the IFSP team in my/our native language or other mode of communication.

- I/We understand I/we can accept or decline any service listed in the IFSP without jeopardizing receipt of other services we accept in the plan.

- I/We understand that a copy of the IFSP, evaluation, child assessment and family assessment will be distributed within 7 calendar days.

Consent

☑ I/We understand the plan and parental rights and give permission to implement this IFSP, and give consent for all services in the IFSP.

☐ I/We do not agree with the proposed IFSP as written. However, I/we do consent to the following services/frequency:

Services and Frequency

IFSP Signature Page Editor

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