

# Plan eSignature Editors (Nevada)

Last Modified on 12/12/2024 10:04 am CST

Procedural Safeguards | IEP Implementation | Medicaid Consent | Ad Hoc Inquiries

Tool Search: Special Ed Documents

The Nevada Individual Education Plan can be sent to parents/guardians to electronically sign (eSign) on the Campus Parent Portal. This document provides step-by-step instructions on the eSignature process.

See the core Special Ed eSignature Process article for information on the overall process and setup for eSignature documents.

Complete the plan creation process and fill out the plan in Campus. Three editors, Procedural Safeguards, IEP Implementation, and Medicaid Consent, require parent/guardian eSignatures and are indicated with an eSign label on the Editor Home. To send the plan to the student's parent/guardian, these editors must be placed in the status **Complete Pending eSignature** or **Not Needed**. All other editors must be in a **Complete** status.

See the Nevada Department of Education website for additional Nevada Special Education process guidance.

See the Nevada Individual Education Plan article for the most updated print format.

| Editor Home - NV IEP With Transition 0          |                             |  |  |  |  |  |  |
|---|-----------------------------|--|--|--|--|--|--|
| NAME  | STATUS                      | MODIFIED BY                              | COMPLETED BY                           |  |  |  |  |
| Education Plan                                  | (IN PROGRESS)               | System Administrator<br>5/16/23 12:00 PM |  |  |  |  |  |
| Student Information                             |                             | System Administrator<br>5/16/23 12:57 PM | 2                                      |  |  |  |  |
| Parent/Guardian Information                     |                             | System Administrator<br>5/16/23 1:00 PM  | >                                      |  |  |  |  |
| Meeting Participants                            |                             | System Administrator<br>5/16/23 1:03 PM  | >                                      |  |  |  |  |
| Procedural Safeguards ESIGN                     | COMPLETE PENDING ESIGNATURE | System Administrator<br>5/17/23 9:37 AM  | System Administrator > 5/17/23 9:37 AM |  |  |  |  |
| Present Levels (PLAAFP)                         |                             | System Administrator<br>5/16/23 1:10 PM  | ×                                      |  |  |  |  |
| Strengths, Concerns, Interests, and Preferences | (IN PROGRESS)               | System Administrator<br>5/16/23 1:12 PM  | >                                      |  |  |  |  |
| Nevada IEP with Transition Editor Home          |                             |  |  |  |  |  |  |



### **Procedural Safeguards**

| Procedural Safeguards (COMPLETE PENDING ESIGNATURE) (ESIGN)  | Editor 5 of 22 |
|--|----------------|
| I have received a statement of procedural safeguards under the Individuals with Disabilities Education Act (IDEA) and these rights have been explained to me in my primary language.   |                |
| At least one year prior to reaching age 18, students must be informed of their rights under IDEA and advised that these rights will transfer to them at age 18* <ul> <li>Not applicable. Student will not be 18 within one year, and the student's next annual IEP meeting will occur no later than the student's 17th birthday.</li> <li>The student has been informed of his/her rights under IDEA and advised of the transfer of these rights at age 18.</li> </ul> |                |
| Procedual Safeguards Editor  |                |

- 1. Navigate to the Procedural Safeguards editor.
- 2. Mark either the **Not applicable** or **The student has been informed**... checkboxes, then click **Save & Stay**.
- Click the down arrow next to the Complete button in the action bar, then click Complete Pending eSignature. The editor is now in the correct status to send to the parent/guardian for eSignature.

| Not Needed  | Not Needed                  |  |  |  |  |  |
|-------------|-----------------------------|--|--|--|--|--|
| Complete Pe | Complete Pending eSignature |  |  |  |  |  |
| Complete    | •                           |  |  |  |  |  |
| Complete Pe | ending eSignature<br>Button |  |  |  |  |  |

## **IEP Implementation**



- 1. Navigate to the IEP Implementation editor.
- 2. Mark the **A copy of this IEP was provided to the student's parent** checkbox and enter a **Date Provided**.
- 3. Click Save & Stay.
- Click the down arrow next to the **Complete** button in the action bar, then click **Complete Pending eSignature**. See the image for step 3 above. The editor is now in the correct status



to send to the parent/guardian for eSignature.

# **Medicaid Consent**

| Medicaid Consent COMPLETE PENDING ESIGNATURE ESIGN   | ) Editor 22 of 22               |  |  |  |  |  |  |
|--|---------------------------------|--|--|--|--|--|--|
| 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. |                                 |  |  |  |  |  |  |
| Signature of Parent/Guardian:  | Date Signed by Parent/Guardian: |  |  |  |  |  |  |
| Medicaid Consent Editor  |                                 |  |  |  |  |  |  |

- Navigate to the **Medicaid Consent** editor. This editor can be placed in a Not Needed or Complete Pending eSignature status, depending on whether or not the student qualifies for Medicaid assistance.
- Click the down arrow next to the **Complete** button in the action bar, then click **Complete Pending eSignature** OR **Not Needed**. The editor is now in the correct status to send to the
   parent/guardian for eSignature.

| Not Needed  |                             |   |  |  |  |  |
|---|-----------------------------|---|--|--|--|--|
| Complete Pe   | Complete Pending eSignature |   |  |  |  |  |
| Complete  | •                           | J |  |  |  |  |
| Not Needed or Complete Pending<br>eSignature Button |                             |   |  |  |  |  |

Work through all other editors and make sure they are all in a **Complete** status. Once all editors are in the correct status, the plan is ready to send to the parent/guardian for eSignature.

## **Ad Hoc Inquiries**

Ad Hoc eSignature Field Descriptions | Ad Hoc eSignature Examples

Tool Search: Filter Designer

Users can build filters in the Ad Hoc Filter Designer to query eSignature information. Nevada eSignature fields are located at Student > Learner Plan > Learning Plan > Nevada Fields.



| Al Hoc Query Wizard - Field Selection         Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Addet Function option to add the field to the Selected Fields window. The sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.         Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation         "Ouery Name:       IVI eSignature Example         Short Description:       Image: Select Fields         Long Description:       Image: Select Fields         Select categories & fields       Select Fields in Micro Select Fields in Micro Select Fields in Micro Select Fields         Image: Select Selection > Filter Parameters > Output Formatting > Grouping and Aggregation       Image: Select Select Fields         Select categories & fields       Image: Select Fields       Image: Select Fields Select Select Fields Select Select Fields Select Fields Select Select Fields Select Select Fields Select Select Select Fields Select Select Fields Select Se   | ☆ |   |                                     | er Designer  | Filter De   |
|--|---|---|-------------------------------------|--|---|
| Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the AII Fields window, or use the Add Function option to add the field to the Selected Fields window. To remove a field from the Selected Fields window, select the field(s) and click the back arrow < The output vill sequence the field is in the order selected, however, the sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.         Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation         "Outery Name:       IVY eSignature Example         Shot Description:  |   |   |                                     | Query Wizard - Field Selection   | Hoc Query V   |
| "Ouery Name:       W e Signature Example         Shot Description:   |   | applied. Click a field within the All Fields window, or use the<br>d from the Selected Fields window, select the field(s) and<br>owever, the sequence can be changed on the Output<br>on  | ay be<br>e a fie<br>ted; l<br>grega | lect fields to use for creating a filter for which logic and output formatting r<br>d Function option to add the field to the Selected Fields window. To remov<br>k the back arrow < The output will sequence the fields in the order sele<br>rmatting screen. At least one field must be selected to continue.<br>eld Selection > Filter Parameters > Output Formatting > Grouping and Ag   | Select fields t<br>Add Function<br>click the back<br>Formatting so<br>Field Selecti |
| Short Description: Long Description:  Select categories & fields  Filter By Search Clear  All Fields  Filter By Search Clear  Selected Fields  Filter By Search Clear  Selected Fields  Fields SignStatus1  Filter By Fields SignActionTime1  Fields SignActionTime2  Fields SignActionTime3  Fields S |   |   |                                     | Name: NV eSignature Example  | Query Name:   |
| Select categories & fields         Filter By       Search       Clear         All Fields       — planID       — mVFields       Selected Fields         — mitailEP       — mitailEP       — mVFields       SignParsonID1         — netrimIEP       — mVFields       SignParsonID1         — revisionTotEP       — revisionTotEP       mVFields       SignParsonID1         — exit       — exitReason       mVFields       SignInteld1       mVFields       SignInteld2         — other       — other       — mVFields       SignInteld1       mVFields       SignInteld1         — esignField1       — esignStatus1       — esignField1       mVFields       SignInteld2       mVFields       SignInteld2         — mVFields       SignInteld1       mVFields       SignInteld1       mVFields       SignInteld2       mVFields       SignInteld1       mVFields       SignInteld2       mVFields       SignInteld3       mVFields  |   |   |                                     | Description:   | hort Description  |
| Select categories & fields Filter By Search Clear All Fields Select af Fields Selected Fields  |   |   |                                     |  | ng becomplian.  |
| Add Function   |   | Selected Fields<br>nvFields.eSignField1<br>nvFields.eSignDescription1<br>nvFields.eSignDescription1<br>nvFields.eSignPersonID1<br>nvFields.eSignFirstName1<br>nvFields.eSignFirstName1<br>nvFields.eSignFirstName1<br>nvFields.eSignActionTime1<br>nvFields.eSignModifiedDate1<br>nvFields.eSignLastName2<br>nvFields.eSignLastName2<br>nvFields.eSignLastName2<br>nvFields.eSignActionTime8<br>nvFields.eSignActionTime8<br>nvFields.eSignPersonID3<br>nvFields.eSignPersonID3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationship3<br>nvFields.eSignRelationShip3<br>nvFields.eSignModifiedDate3 | •                                   | Search       Clear         ds      planID        interimIEP      interimIEP        interimIEP      annualIEP        iepFollowing3YrReeval      revisionToIEP        exit      exit        exit      exit        exit      exit        exit      exit        exit      esignRequester        other      otherReason        esignPield1      esignPersonID1        esignPersonID1      esignPersonID1        esignPirstName1      esignRelationship1        esignModifiedByID1      esignModifiedDate1 | Iter By   |
| Save To: User Account  |   |   |                                     | 0: User Account  | ave To: 💿 L   |
|  |   |   | _                                   |  |   |

#### Ad Hoc eSignature Field Descriptions

See the table below for a description of the eSignature fields.

**Note**: Additional numbered fields (1-6) are placeholders for additional signatures added to the plan in the future. Below are descriptions of the first eSignature fields.



| Ad Hoc Field          | Description and Plan Location (if applicable)<br><i>Click to enlarge images</i>  |
|-----------------------|--|
| nvFields.eSignField1  | The name of the first signature field. This could be any of the three signatures in the plan, whichever the guardians signs first. Options include:<br><b>Procedural Safeguards</b><br>Met: 08/15222 Student Name: Alegg, Justin Jumes Lead IDM: 11/0100001 State IDM: 3470088765432 Grade: 08 DDB: 01/01/2009 Page 3 of 8 STATE OF NEVADA INDIVIDUALIZED EDUCATIONAL PROGRAM (JEP)<br>PROCEDURAL SAFEGUARDS   |
|                       | Agreements The subset of the s |
| nvFields.eSignStatus1 | <ul> <li>No. As the prevent guardian of the student stand above, I do set give up consert to the Dinicit's disclose information from my child's education records to DBCP?</li> <li>Indentated that if if do not give up consert, the Dinicit's will continue to provide secondary whole leadth services to my child's education records to DBCP?</li> <li>The status of the signature up consert, the Dinicit's will continue to provide secondary whole leadth services to my child's education records to DBCP?</li> <li>The status of the signature. Options include:         <ul> <li>Signed - guardian has signed and saved that signature</li> <li>Pending - guardian has saved the plan without signing that signature</li> <li>Overridden - something was changed in the plan after it was signed. This also indicates the plan has not been resent to the guardian. This signature is no longer valid.</li> </ul> </li> </ul>  |



| Ad Hoc Field                | Description and Plan Location (if applicable)<br><i>Click to enlarge images</i>   |
|-----------------------------|---|
| nvFields.eSignDescription1  | The description of the signature. This could be any of five<br>checkbox names, depending on which signature the<br>guardian signed first and which checkbox they marked.  |
|                             | Received a statement of procedural safeguards         (Procedural Safeguards checkbox - I have received a statement)         Dute: 08/15/2022       State of NEVADA         State OF NEVADA         Individualized Educational Program (IEP)  |
|                             | PROCEDURAL SAFEGUARDS   |
|                             | <b>Agree with the components of this IEP</b> (Agreement Checkbox - As the parent, I agree)  |
|                             | Date: 08/15/2022 Student Name: Abegg, Justin James Level IDb: 110/000001 State IDH: 9470089785432 Grade: 08 DOB: 01/01/2009 Page 8 of 8<br>STATE OF NEVADA<br>INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP)<br>IEP INFLEMENTATION  |
|                             | As the parent, I agree with the components of this EP. I understand that its provisions will be implemented as soon as possible after the IEP goes into effect.     As the parent, I disagree with all or part of this IEP. I understand that the school district must provide me with written notice of any intent to implement this IEP. If I wish to prevent the implementation of this IEP, I must submit a written request for a due process hearing to the local school district superintendent.     Parent Signature     Multic All-segg   |
|                             | Disagree with all or part of this IEP (Agreement<br>Checkbox - As the parent, I disagree)<br>Yes (Medicaid Agreement Checkbox - Yes. As the<br>parent/guardian)   |
|                             | Please review the statements below and uslet your dynamic time of the folder and uslet your dynamic time of the folder and uslet your discover the superstate how. Yes, As the parent guardian of the student named above, I give any consent to the District to disclose information from my child's education records to DHCFP only as necessary to allow the Dustrict to seek backcaid finds to halp your the costs of the above the costs of the above the costs of the parent guardian. I understand that my with all the costs of the student named above, I do not give any consent to the District to the District to seek backcaid finds to halp you that are not of the student named above, I do not give any consent to the District to the disclose information from my child's education records to DHCFP. I understand that if I do not give any consent, the District to II continue to provide necessary school hashit services to my child's no cost to me, the parent guardian. Name: (Name of parent guardian) (Name to the district to the District to District to the District to District to District to the District to D |
|                             | (ignature of parent parents)  |
| nvFields.eSignPersonID1     | The person ID of the signing person.  |
| nvFields.eSignLastName1     | The last name of the signing person.  |
| nvFields.eSignFirstName1    | The first name of the signing person.   |
| nvFields.eSignRelationship1 | The relationship between the signing person and the student.  |
| nvFields.eSignActionTime1   | The time of the last action performed on the plan.  |
| nvFields.eSignModifiedDate1 | The date when the plan was last modified.   |

| Ad Hoc Field                    | Description and Plan Location (if applicable)<br><i>Click to enlarge images</i> |
|---------------------------------|---|
| nvFields.eSignModifiedByID1     | The person ID of the person who last modified the plan.                         |
| nvFields.eSignOverriddenByName1 | The name of the person who overrode the eSignature.                             |

#### Ad Hoc eSignature Examples

Click the image to enlarge

Infinite Campus

| VV eSignature Example Total Records: 2     Simple HTML table       Image Export to Excel     Image Export to PDF |                                       |  |  |                                 |                                     |                                 |                                       |   |                                     |                                     |                            |
|--|---------------------------------------|--|--|---------------------------------|-------------------------------------|---------------------------------|---------------------------------------|---|-------------------------------------|-------------------------------------|----------------------------|
| Drag a column header and drop it here to group by that column  |                                       |  |  |                                 |                                     |                                 |                                       |   |                                     |                                     |                            |
| nvFiel ~   | nvFiel ~                              | nvFiel ~   | nvFiel ~                                   | nvFiel ~                        | nvFiel ~                            | nvFiel ~                        | nvFiel ~                              | nvFiel ~                                | nvFiel ~                            | stude ~                             | stude ~                    |
| agreement  | Signed                                | agree with<br>the<br>components<br>of this IEP     | 49537                                      | Abegg                           | Millie                              | Mother                          | 12:48 PM                              | 11/02/2022                              | 49537                               | Abegg                               | Justin                     |
| Ad Hoc eSignature Example  |                                       |  |  |                                 |                                     |                                 |                                       |   |                                     |                                     |                            |
| A<br>1 nvFields_eSignField<br>2 agreement  | B<br>1 nvFields_eSignStatus<br>Signed | C<br>1 nvFields_eSignDescri<br>agree with the comp | D<br>ption1 nvFields_eSign<br>onents 49537 | PersonID1 nvFields_eSi<br>Abegg | E<br>gnLastName1 nvFields<br>Millie | F<br>_eSignFirstName1 nvF<br>Mo | G<br>'ields_eSignRelationshij<br>ther | H<br>p1 nvFields_eSignActio<br>12:48 PM | nTime1 nvFields_eSign<br>11/02/2022 | l<br>ModifiedDate1 nvField<br>49537 | ر<br>Is_eSignModifiedByID1 |
| Ad Hoc eSignature Excel Example  |                                       |  |  |                                 |                                     |                                 |                                       |   |                                     |                                     |                            |

#### **Previous Versions**

Individual Education Plan eSignature Process (Nevada) [.2319 and previous]