

# Outcome Measures Plan (Montana) [.2243 and previous]

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

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The Outcome Measures Plan is used to capture student special education plan information and match the required documentation provided by the state of Montana. This document describes each editor, a description of each field on the editor, and any special considerations and instructions.

The current print format of this document is the **MT OMP 2022**. Plan formats are selected in the [Special Ed Plan Types](#) tool.

## Editor Home

The Editor Home lists the editors available on the student's Outcome Measures Plan.

Editor Home			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Outcome Measures Plan	<span style="border: 1px solid #add8e6; border-radius: 10px; padding: 2px 5px;">IN PROGRESS</span>	Demo Administrator 3/29/22 12:08 PM	>
Enrollment Information	<span style="border: 1px solid #add8e6; border-radius: 10px; padding: 2px 5px;">IN PROGRESS</span>	Demo Administrator 3/29/22 12:10 PM	>
Student Information	<span style="border: 1px solid #add8e6; border-radius: 10px; padding: 2px 5px;">IN PROGRESS</span>	Demo Administrator 3/29/22 12:11 PM	>
Parent/Guardian Information	<span style="border: 1px solid #add8e6; border-radius: 10px; padding: 2px 5px;">IN PROGRESS</span>	Demo Administrator 3/29/22 12:12 PM	>
Outcome Measures 3-6 Children	<span style="border: 1px solid #add8e6; border-radius: 10px; padding: 2px 5px;">NOT STARTED</span>		>

*Editor Home*

Header	Description
<b>Name</b>	The name of the editor.

Header	Description
<b>Status</b>	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> <li>• <b>In Progress</b> indicates a user has entered and saved data in that editor.</li> <li>• <b>Not Started</b> is the default status for all editors.</li> <li>• <b>Complete</b> indicates a user has clicked the <b>Complete</b> button on the editor and the editor is read only. This does not lock the editor from further editing, but indicates the user considers the editor to be finished.</li> <li>• <b>Not Needed</b> indicates a user has clicked the <b>Not Needed</b> button on the editor. This is usually done for editors that do not apply to the student.</li> </ul>
<b>Modified By</b>	The date and the user by whom the editor was last edited.
<b>Completed By</b>	The date and the user who clicked the <b>Complete</b> button for that editor.

## General OMP Information

The following table lists the buttons available for the editors:


Button	Description
<b>Save</b>	<p>Different editors have different save options. Click the arrow next to the Save &amp; Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> <li>• <b>Save</b> captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the <a href="#">Editor Types</a> section for additional information.</li> <li>• <b>Save &amp; Stay</b> captures progress and keeps the user on the current editor. This save button is the default save option and usually found within the detail screen of List editors, such as Goals and Objectives.</li> <li>• <b>Save &amp; Next</b> captures progress and navigates the user to the next editor.</li> <li>• <b>Save &amp; New</b> 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 <a href="#">Editor Types</a> section for additional information.</li> </ul>
<b>Refresh</b>	<p>Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted people records. Manually entered fields do not change when the refresh button is clicked. The user must <b>Save</b> after clicking Refresh to capture changes.</p> <p>A side panel displays listing all applicable Enrollment records for the student. See the <a href="#">Enrollments</a> tool documentation for additional information.</p>
<b>Cancel</b>	Navigates the user to the Editor Home screen or to the List Screen for List editors.

Button	Description
<b>Status</b> <i>i.e.</i> <i>Complete,</i> <i>Not</i> <i>Needed,</i> <i>etc.</i>	Changes the status of the editor. <ul style="list-style-type: none"> <li>• <b>Complete</b> indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user must click <b>In Progress</b>.</li> <li>• <b>Not Needed</b> indicates the editor does not apply to the student's plan. This makes the editor read only. However, this does not lock the editor from further editing. To further edit after an editor is marked Not Needed, click the <b>In Progress</b> button.</li> <li>• <b>In Progress</b> only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.</li> </ul>
<b>Print</b>	Prints the entire plan.
<b>Editors</b>	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 <b>Close</b> to collapse the side panel.
<b>Previous</b>	Navigates the user to the previous editor.
<b>Next</b>	Navigates the user to the next editor.

## Editor Types


There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor display. List editors display a list of all records within that editor. Clicking an existing record or the New button opens the detail view for an individual record.

## Padlock Icon

Only one user at a time can actively work on an editor. A person with a padlock icon  displays in the Editors side pane, 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. Once the editing user navigates away from an editor, that editor becomes available to work on.

## Template Banks

Certain fields within several editors have a paper icon  displays next to their name. When the icon is clicked, a side panel displays with the available library of predetermined text for that field. [Template Banks](#) are managed in System Administration.

# Editors

[Outcome Measures Plan](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Outcome Measures 3-6 Children](#)

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

## Outcome Measures Plan

The Outcome Measures Plan editor is used to document the student's Assessment Date.

Outcome Measures Plan IN PROGRESS
Editor 1 of 5

**Assessment Date \***

03/07/2022
📅

*Outcome Measures Plan Editor*

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## Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read only.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the [General OMP Information](#) section for additional information.

Enrollment Information NOT STARTED
Editor 2 of 5

Click Refresh to retrieve a new copy of data from a selected Enrollment record.

**Primary Disability**

School Name	School Phone	Grade
Arthur Elementary	(555)555-7890	KG

**District Information**

<b>District Number</b> 100	<b>District Name</b> Plainview Schools	
<b>District Address</b> 123 Main Street, Metro City, MT 55555		<b>District Phone</b> (763)555-5555

*Enrollment Information*

▶ [Click here to expand...](#)

Field	Description	Ad Hoc	Validation
<b>School Name</b>	The name of the school associated with the student's Enrollment record.	N/A	This field is pulled from the Enrollment record.
<b>School Phone</b>	The phone number of the school associated with the student's Enrollment record.	N/A	This field is pulled from System Administration > Resources > School > School Phone.
<b>Grade</b>	The student's current grade.	Enrollment > Grade enrollment.grade	This field is pulled from the Enrollment record.
<b>District Information</b>			
<b>District Number</b>	The district number associated with the Enrolled school.	N/A	System Administration > Resources > District Information > State District Number
<b>District Name</b>	The district name associated with the Enrolled school.	N/A	System Administration > Resources > District Information > Name
<b>District Address</b>	The district address associated with the Enrolled school.	N/A	System Administration > Resources > District Information > Address
<b>District Phone</b>	The district phone number associated with the Enrolled school.	N/A	System Administration > Resources > District Information > Phone

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## Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the [General](#)

OMP Information section for additional information.

Student Information IN PROGRESS
Editor 3 of 5

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

<b>Last Name</b> Abegg	<b>First Name</b> Colton	<b>Middle Name</b>	<b>Suffix</b>
<b>Age</b> 6	<b>Birthdate</b> [REDACTED]	<b>Gender</b> M	
<b>Federal Designation</b> 4: Black or African American	<b>Federal Race(s)</b> 4: Black or African American	<b>Race, Ethnicity (state)</b>	
<b>Address</b>		<b>Student Number</b> [REDACTED]	<b>State ID</b> [REDACTED]

**Case Manager Information**

<b>Name</b>	<b>Title</b>
<b>Phone</b>	

*Student Information Editor*

▶ [Click here to expand...](#)

Field	Description	Ad Hoc
<b>Last Name</b>	The student's last name.	Census > People > Demographics > Last Name identity.lastName
<b>First Name</b>	The student's first name.	Census > People > Demographics > First Name identity.firstName
<b>Middle Name</b>	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName
<b>Suffix</b>	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix
<b>Age</b>	The age of the student.	Census > People > Demographics > Age
<b>Birthdate</b>	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
<b>Gender</b>	The student's gender.	Census > People > Demographics > Gender identity.gender

Field	Description	Ad Hoc
<b>Federal Designation</b>	The student's federal race designation.	Census > People > Demographics > Federal Designation identity.raceEthnicityDetermination
<b>Federal Race(s)</b>	The student's federal race(s).	Census > People > Demographics > Race(s) identity.raceEthnicityFed
<b>Race, Ethnicity (state)</b>	The student's state race/ethnicity designation.	Census > People > Demographics > Race/Ethnicity Determination identity.raceEthnicity
<b>Address</b>	The student's address.  This field becomes a dropdown when more than one address exists for the student. The primary household displays by default.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
<b>Student Number</b>	The student's identification number.	Census > People > Demographics > Student Number
<b>State ID</b>	The student's state identification number.	Census > People > Demographics > State ID
<b>Case Manager Information</b>		
<b>Name</b>	The first and last name of the team member.	Student Information > Special Ed > General > Team Members
<b>Title</b>	The role of the team member.	Student Information > Special Ed > General > Team Members
<b>Phone</b>	The phone number of the team member.	Student Information > Special Ed > General > Team Members

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## Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's [Relationships](#) tool. The editor includes [Demographics](#) information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the IEP.

The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Parent/Guardian Information Editor 4 of 5

When a Plan is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian check box marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

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**Abegg, Harrison - Father**

Print Sequence Delete

1

Address

Home Phone (651)555-1694      Work Phone (555)555-1101      Cell Phone (555)555-1468

E-mail

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

Field	Description	Ad Hoc	Validation
<b>Last Name</b>	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName	This field populates from Census. This is part of the header for the parent/guardian.
<b>First Name</b>	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName	This field populates from Census. This is part of the header for the parent/guardian.
<b>Middle Name</b>	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
<b>Suffix</b>	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
<b>Relationship</b>	The relation of the parent/guardian to the student.	Census > People > Relationships	This field populates from Census. This is part of the header for the parent/guardian.



Field	Description	Ad Hoc	Validation
<b>Sequence</b>	The print order of the parent/guardian(s) on the IEP.	N/A	When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, only parent/guardian(s) with a sequence number prints in the order defined.
<b>Address</b>	The parent/guardians' address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apartment; address.city; address.state; address.zip	This field populates from Census.  When there are multiple addresses for a person, a drop down with an option to select which address displays. When there is only one address, the drop down only has one option. The populated address is the one marked "Primary."
<b>Home Phone</b>	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field populates from Census.
<b>Work Phone</b>	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field populates from Census.
<b>Cell Phone</b>	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field populates from Census.
<b>Email</b>	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field populates from Census.

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# Outcome Measures 3-6 Children

The Outcome Measures 3-6 Children editor is used to document the type of outcome measures evaluation.

Outcome Measures 3-6 Children

**Do not complete this page if this is an Initial IEP for a 6-year-old student.**

Type of Outcome Measures Evaluation:

The IEP team must rate the child's present level of functional performance in the three areas below. Based on assessment, rate the child's performance in each area on a scale of 1-7 (whole numbers only). For students leaving preschool services, also note whether the child has shown new skills or behaviors since the last assessment.

Check the assessment procedure(s) used to draw these conclusions:

<input type="checkbox"/> Academic	<input type="checkbox"/> Behavioral	<input type="checkbox"/> Class-Based Assessment
<input type="checkbox"/> Communication	<input type="checkbox"/> Developmental	<input type="checkbox"/> Observations
<input type="checkbox"/> Psychological	<input type="checkbox"/> Social/Emotional	<input type="checkbox"/> Other: (Describe in NOTES)

---

Rating Scale

Positive Social-Emotional, including Social Relationships

*Outcome Measures 3-6 Children Editor*

▶ [Click here to expand...](#)

Field	Description	Validation
<b>Type of Outcome Measures Evaluation:</b>	The type of evaluation. Options include: Initial or Exit	N/A
<b>Check the assessment procedure(s) used to draw these conclusions:</b>	The assessment methods used to draw these conclusions. Options include: <ul style="list-style-type: none"> <li>Academic</li> <li>Behavioral</li> <li>Class-Based Assessment</li> <li>Communication</li> <li>Developmental</li> <li>Observations</li> <li>Psychological</li> <li>Social/Emotional</li> <li>Other (Describe in notes)</li> </ul>	N/A
<b>Specify</b>	A text field used to further explain the assessment procedures used.	This field displays and is required when "Other" is selected above.
<b>Rating Scale</b>		

Field	Description	Validation
<b>Positive Social-Emotional, including Social Relationships</b>	The numeric rating of the student's positive social-emotional skills.	Only whole numbers (1-7) can be entered.
<b>Acquisition and Use of Knowledge and Skills, including Early Language, Communication and Early Literacy</b>	The numeric rating of the student's acquisition and use of knowledge and skills.	Only whole numbers (1-7) can be entered.
<b>Use of Appropriate Behaviors to Meet Individual Needs</b>	The numeric rating of the student's use of appropriate behaviors.	Only whole numbers (1-7) can be entered.
<b>Exiting</b> <i>This section is only available when "Exit" is selected as the Type of Outcome Measures Evaluation.</i>		
<b>Positive Social-Emotional Skills, including Social Relationships</b> <i>Required</i>	The numeric rating of the student's positive social-emotional skills.	Yes or No
<b>Acquisition and Use of Knowledge and Skills, including Early Language, Communication and Early Literacy</b> <i>Required</i>	The numeric rating of the student's acquisition and use of knowledge and skills.	Yes or No
<b>Use of Appropriate Behaviors to Meet Individual Needs</b> <i>Required</i>	The numeric rating of the student's use of appropriate behaviors.	Yes or No

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