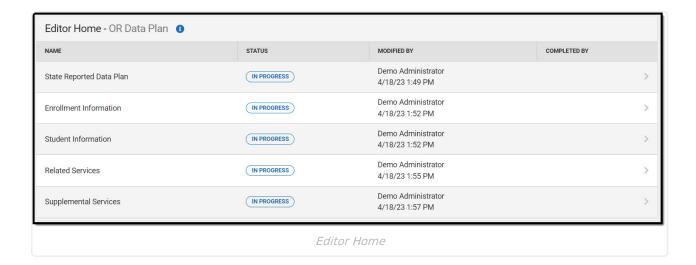# Data Plan (Oregon)

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

Editor Home | General Information | Editor Types | Editor Lock Out and Release Logic | Template Banks | Text Editors | Editors

Tool Search: Special Ed Documents

The Special Education Data Plan in Campus is used to capture student special education plan information and match the required documentation provided by the state of Oregon. This document describes each editor, a description of each field on the editor, and any special considerations and instructions for using the editor and fields.

> The current format of this document is the **OR Data Plan**. Plan formats are selected in Plan Types.

Editor Home

Editor Home

The Editor Home lists the editors available, their status, and Modification and Completion information.

Header	Description
Name	The name of the editor.

Header	Description
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
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.

Button	Description
Refresh	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted 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.
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 (![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.
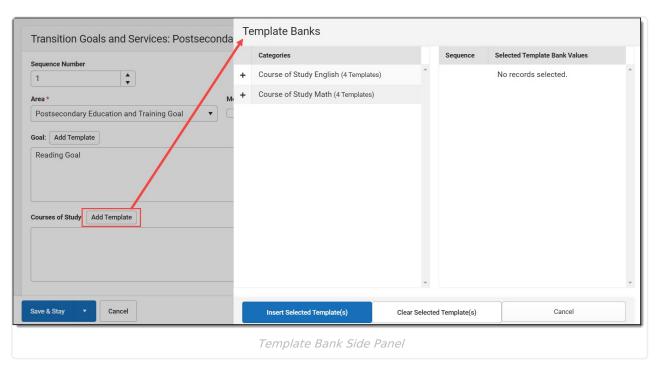
To release an editor, the user must:

- 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.
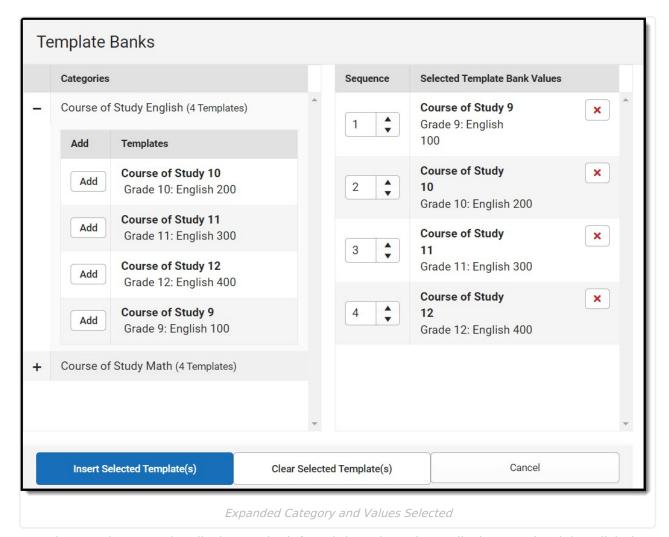
Template Banks

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.

Example Template Bank Selections in the Document

Text Editors

Images should not be inserted into text fields.

Editors

The following section lists each editor and describes each field on the editor. Available editors include:

State Reported Data Plan | Enrollment Information | Student Information | Related Services | Supplemental Services

No editors can be placed in a "Not Needed" status.

State Reported Data Plan

The State Reported Data Plan editor includes the various dates associated with the plan, why the meeting was held, and how student progress is reported.

This editor must be saved before entering data into other editors.

State Reported Data Plan Editor

▸ Click here to expand...

Field	Description	Validation
State Reported Data Plan		
Start Date *Required*	The first day of the plan.	This is the date that displays on the Special Ed Documents tool.
End Date	The last day of the plan.	N/A
Last IEP / IFSP Date	The day of the student's last plan.	N/A
Special Ed Eligibility	Indicates the student is eligible for special education services. Options are Yes or No.	N/A
Consent for Initial Provision of SPED Services	Indicates consent was received for the initial provision of special education services for the student. Options are Yes or No.	N/A
Evaluation Consent Date	The date consent for a special education evaluation was given.	N/A
Eligibility Determination Date	The date the special education eligibility was determined.	N/A
Evaluation Timeline	The number of school days needed to evaluate the student.	N/A
Evaluation Type	The type of evaluation. Options are Initial or Re-evaluation.	N/A
Evaluation Consent Revoked	Indicates consent has been revoked for evaluation.	N/A

Field	Description	Validation
Reason Evaluation Timeline Not Met	The reason the evaluation timeline was not met. Options include: • 0: Not Applicable (Timeline Met) • 2: Parent/guardian did not present child/student for testing • 3: Parent/guardian did not attend eligibility meeting • 4: Initial testing results indicated need for additional testing • 5: Delay by doctor/medical personnel • 6: Delay by district/program evaluation staff • 7: Within extended timeline by written agreement for a transfer student • 8: Within extended timeline by written agreement (SLD)	The options available are located in a locked attribute dictionary (Custom > Attribute Dictionary > Plan > Eval Delay Reason). Plan.evalDelayReason
Specify Reason Evaluation Timeline Not Met *Required*	A text field used to specify the evaluation delay reason.	*This field is available and required when the following options are selected from reason drop down: • 2: Parent/guardian did not present child/student for testing • 5: Delay by doctor/medical personnel • 6: Delay by district/program evaluation staff This field is limited to 250 characters.
Reporting Information		

Field	Description	Validation
Special Ed Record Type	The type of special education record. Options include: • A1: Active Early Intervention • E1: Exited Early Intervention • A2: Active Early Childhood Special Education • E2: Exited Early Childhood Special Education • A3: Active School Age • E3: Exited School Age	Plan.specialEdRecordType
Special Ed Enrollment Setting Type	The student's special education setting. Options include: • N: Normal District Enrollment • Y: Private or Parochial School-Parent Placed w/Service Plan • A: Approved Private School-District Placed w/IEP • H: Home-Schooled • I: Inter-District Agreement/Transfer • C: Charter Schools • J: Jail / ACEP / JDEP / YCEP • O: Other • T: Parent Paid Tuition to Another District • E: Open Enrollment • M: Homeless	The options available are located in a locked attribute dictionary (Custom > Attribute Dictionary > Enrollment > Special Ed Setting Type). Enrollment.specialEdSettingType

Field	Description	Validation
Federal Placement	The student's federal special education setting. Click the Click here to expand link to view available options. ▶ Click here to expand... • 00: Not Specified • 10: EI - Program Designed for Typically Developing Children • 11: EI - Program Designed for Children w/Developmental Delays or Disabilities • 12: EI - Hospital (Inpatient) • 13: EI - Service Provider Location • 16: EI - Residential Facility • 18: EI - Other Setting • 19: EI - Home • 20: ECSE - 50% or More of the Time in Early Childhood Program • 22: ECSE - Hospital • 23: ECSE - Less Than 50% of the Time in Early Childhood Program • 24: ECSE - Separate School • 25: ECSE - Separate Class • 26: ECSE - Residential Facility • 27: ECSE - Service Provider Location • 28: ECSE - Other Setting • 29: ECSE - Home • 30: SA - 80% or More of the Day in Regular Class • 31: SA - 40% to 79% of the Day in Regular Class • 32: SA - Hospital • 33: SA - Less Than 40% of the Day in Regular Class • 34: SA - Public Separate School • 35: SA - Private Separate School • 36: SA - Public Residential Facility • 37: SA - Private Residential Facility • 38: SA - Correctional Facility • 39: SA - Homebound • 40: SA - Parentally Placed in Private School • 41: SA - Home-Schooled	The options available are located in a locked attribute dictionary (Custom > Attribute Dictionary > Enrollment > Special Ed Setting). Enrollment.specialEdSetting

Field	Description	Validation
Specify Other Setting *Required*	A text field used to specify the other federal special education setting for the student.	*This field is available and required when Other Setting is selected from Federal Placement field. This field is limited to 200 characters.
Secondary Federal Placement	When applicable, the secondary special education setting for the student. Options include: • 00: Not Specified • M1: EC 10 hrs + and 50% + of services in EC • M2: EC 10 hrs + and <50% of services in EC • L1: EC <10 hrs and 50% + of services in EC • L2: EC <10 hrs and <50% of services in EC	The options available are located in a locked attribute dictionary (Custom > Attribute Dictionary > Enrollment > Special Ed Setting 2). Enrollment.specialEdSetting2
HS/Post HS Transition Program	Indicates the student is in high school or post high school age (up through the age of 21) who has not graduated with a regular diploma and is not working towards a regular or modified diploma.	N/A
Early Intervention Information		
Early Intervention Transition	Indicates the student requires early intervention transition. Options include Yes or No.	N/A
Early Intervention Service Coordination	Indicates early intervention service coordination is required. Options include Yes or No.	N/A
IFSP Justification	Indicates there is justification for an individual family service plan for the student. Options include Yes or No.	N/A
Private School Information		
Private School Enrollment at Referral	Indicates the student was enrolled at a private school when they were referred for special education evaluation. Options include Yes or No.	N/A

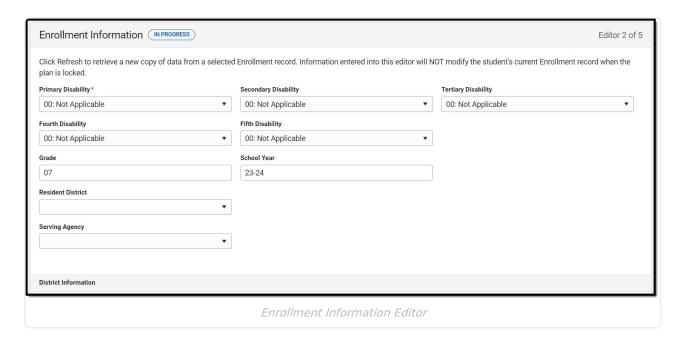| Field	Description	Validation
Private School Enrollment at Eligibility	Indicates the student was enrolled at a private school when they were determined eligible to receive special education services. Options include Yes or No.	N/A
English Learner Information		
Unable to Participate in EL Identification Screen *Required*	Indicates the student is unable to participate in the EL Identification Screener. Options are Yes or No.	N/A
Exit Information		
Exit Date	The day the student exited special education services.	N/A
Exit Reason	The reason the student exited special education services. Click the Click here to expand link to view available options. ▶ Click here to expand... • 00: Not Applicable • 10: EI - IFSP Completed Before Age 3 • 11: EI - Part B Eligibility Not Determined • 12: EI - Not Eligible for Part B, Exited w/Referrals to Other Programs • 13: EI - Not Eligible for Part B, Exited w/No Referrals • 15: EI - Deceased • 16: EI - Moved Within Oregon • 17: EI - Moved Out of State • 18: EI - Withdrawal by Parent (or Guardian) • 19: EI - Contacts Unsuccessful • 20: ECSE - School Age (5+) Part B Eligible • 21: ECSE - School Age Eligibility Not Determined • 22: ECSE - Not Eligible for School Age Services, Exited w/Referrals to Other Programs • 23: ECSE - Not Eligible for School	Enrollment.spedExitReason

Field	Description	Validation
	Age Services, Exited w/No Referrals • 24: ECSE - No Longer Eligible for ECSE Prior to Kindergarten • 25: ECSE - Deceased • 26: ECSE - Moved Within Oregon • 27: ECSE - Moved Out of State • 28: ECSE - Withdrawal by Parent (or Guardian) • 29: ECSE - Contacts Unsuccessful • 30: SA - Graduation with Regular Diploma • 31: SA - Received a Modified Diploma • 32: SA - Received a Certificate • 33: SA - Returned to Regular Education • 34: SA - Reached Maximum Age • 35: SA - Deceased • 36: SA - Moved, Continuing in Education • 37: SA - Extended Diploma • 39: SA - Dropped Out	

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Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment.

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

Enrollment Information Editor

▶ Click here to expand...

Field	Description	Validation
Primary Disability *Required*	The primary disability of the student. Options include: • 00: Not Applicable • 10: Intellectual Disability • 20: Deaf or Hard of Hearing • 40: Visual Impairment Including Blindness • 43: Deaf-Blindness • 50: Speech/Language Impairment • 60: Emotional Behavior Disability • 70: Orthopedic Impairment • 74: Traumatic Brain Injury • 80: Other Health Impairments • 82: Autism Spectrum Disorder • 90: Specific Learning Disability • 96: Developmental Delay 0-2yr • 98: Developmental Delay 3-9yr	This field is pulled from the Enrollment record and can be modified. Student Information > General > Enrollment > Primary Disability Enrollment.disability1
Secondary Disability	The second disability of the student, if applicable. The options available are the same as the Primary Disability dropdown.	N/A
Tertiary Disability	The third disability of the student, if applicable. The options available are the same as the Primary Disability dropdown.	N/A

Field	Description	Validation
Fourth Disability	The fourth disability of the student, if applicable. The options available are the same as the Primary Disability dropdown.	N/A
Fifth Disability	The fifth disability of the student, if applicable. The options available are the same as the Primary Disability dropdown.	N/A
Grade	The student's current grade.	This field is pulled from the Enrollment record and can be modified. Student Information > General > Enrollment > Grade Enrollment.grade
School Year	The school year associated with the student's Enrollment record.	This field is pulled from the Enrollment record and can be modified.
Resident District	The student's district of residence.	N/A

Field	Description	Validation
Serving Agency	The agency responsible for administering services. Click the Click here to expand link to view available options. ▸ Click here to expand... • 10: EI - Program Only • 11: EI - LTCT • 13: EI - w/Regional Services • 18: EI - PNF • 20: ECSE - Programs Only • 21: ECSE - LTCT • 23: ECSE - w/Regional Services • 28: ECSE - PNF • 30: SA - District Only • 31: SA - LTCT • 32: SA - Hospital Programs • 33: SA - Regional Program • 34: SA - OSD • 35: SA - ACEP • 36: SA - YCEP • 37: SA - JDEP • 38: SA - PNF • 80: Not Claimed • 81: 3PS - Not receiving services • 90: Exited	Plan.servingAgency

District Information
These fields are read-only.

Field	Description	Validation
District Number	The district number associated with the Enrolled school.	This field is pulled from the Enrollment record and cannot be modified. System Administration > Resources > District Information > State District Number
District Name	The district name associated with the Enrolled school.	This field is pulled from the Enrollment record and cannot be modified. System Administration > Resources > District Information > Name

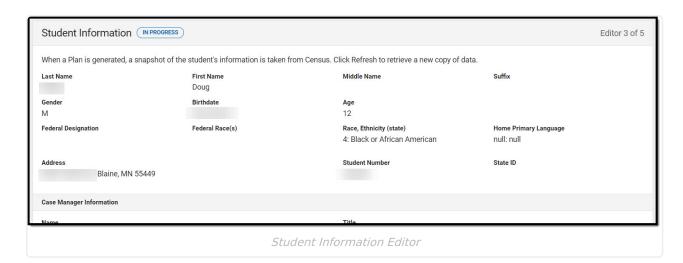| Field	Description	Validation
District Address	The district address associated with the Enrolled school.	This field is pulled from the Enrollment record and cannot be modified. System Administration > Resources > District Information > Address
District Phone	The district phone number associated with the Enrolled school.	This field is pulled from the Enrollment record and cannot be modified. System Administration > Resources > District Information > Phone
District SPED Address	The district special education address associated with the Enrolled school.	This field is pulled from the Enrollment record and cannot be modified. System Administration > Resources > District Information > SPED Address
District SPED Phone	The district special ed phone number associated with the Enrolled school.	This field is pulled from the Enrollment record and cannot be modified. System Administration > Resources > District Information > SPED Phone

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 Information section for additional information.

Student Information Editor

▶ Click here to expand...

Field	Description	Database/UI Location (when Refresh is clicked)
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Age	The age of the student.	Census > People > Demographics > Age

Field	Description	Database/UI Location (when Refresh is clicked)
Federal Designation	The student's federally designated race.	Census > People > Demographics > Federal Designation
Federal Race(s)	The student's federal race(s).	Census > People > Demographics > Race(s)
Race, ethnicity (state)	The student's state defined race.	Census > People > Demographics > State Race/Ethnicity
Home Primary Language	The student's home primary language.	Census > People > Demographics > First Language identity.homePrimaryLanguage
Address	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
Student Number	The student's identification number.	Census > People > Demographics > Student Number
State ID	The student's state identification number.	Census > People > Demographics > State ID
Case Manager Information *These fields are read-only.*		
Name	The first and last name of the team member.	Student Information > Special Ed > General > Team Members
Title	The role of the team member.	Student Information > Special Ed > General > Team Members
Phone	The phone number of the team member.	Student Information > Special Ed > General > Team Members

Related Services

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

At least one record must be saved in order to place this editor in a "Complete" status.

▶ Click here to expand...

Related Services List Screen

Related Services List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Sequence	The order in which the records print.
Service Name	The name of the service.
Start Date	The first day of service.
End Date	The last day of service.

Related Services Detail Screen

Click an existing record or **New** to view the detail screen.

Related Services Detail Screen

Field	Description	Validation
Sequence *Required*	The order in which the record prints.	Sequences must be unique.

Field	Description	Validation
Related Service *Required*	The name of the service. Click the Click here to expand link to view available options. ▶ Click here to expand... • 00: Not Applicable • 17: Psychological Service • 18: School/Social Work Service • 19: Occupational Therapy • 20: Speech/Language Pathology/Therapy • 21: Audiology/Hearing Service • 22: Recreation Service • 23: Orientation and Mobility • 24: Physical Therapy • 25: Transportation Service • 26: Medical Service • 27: Family Training/Counseling/Consultation • 28: Assistive Technology • 30: Health Services • 31: Nursing Services • 32: Nutrition/Feeding Services • 33: Respite Care • 34: Special Service • 35: Vision Services • 39: Instructional Aide/Assistant/Intervener Service • 40: Augmentative Communication Service • 41: Autism Spectrum Disorder Service • 42: Behavior and Behavioral Consultation Service • 43: Braille Service • 45: ESL/Migrant Service • 48: Sign Language Interpreter Service • 49: Language Interpreter for Parent Service • 52: Transition Service	Values from System Admin > Special Ed > Services: Related DO NOT display here. The values available are located in a locked attribute dictionary. Plan.serviceRelated
Provider Position	The position of the person providing the service.	The values available are managed at System Administration > Special Ed > Positions. See the Special Ed Service Positions article for additional information.
Location	A description of where the student receives the service.	N/A

Field	Description	Validation
Duration and Frequency		
Start Date	The first day of the service.	This is the Start Date of the plan.
End Date	The last day of the service.	This is the End Date of the plan.
Amount of Time (minutes)	The number of minutes spent administering the service per session.	Only whole numbers are allowed.
# times per	The number of sessions per service frequency.	Only whole numbers are allowed.
Frequency	The frequency designation. Options include: • Day • Week • Month • Year	N/A

Supplemental Services

The Supplemental Services editor lists developmental, corrective, or other supportive services required to assist the student.

> At least one record must be saved in order to place this editor in a "Complete" status.

▶ Click here to expand...
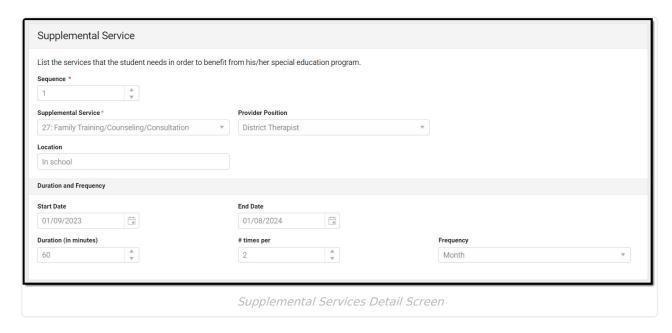
Supplemental Services List Screen

Supplemental Services List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Sequence	The order in which the records print.
Service Name	The name of the service.
Start Date	The first day of service.
End Date	The last day of service.

Supplemental Services Detail Screen

Click an existing record or **New** to view the detail screen.

Supplemental Services Detail Screen

Field	Description	Validation
Sequence *Required*	The order in which the record prints.	Sequences must be unique.
Supplemental Service *Required*	The name of the service. Click the Click here to expand link to view available options. ▶ Click here to expand... • 00: Not Applicable • 17: Psychological Service • 18: School/Social Work Service • 19: Occupational Therapy • 20: Speech/Language Pathology/Therapy • 21: Audiology/Hearing Service • 22: Recreation Service • 23: Orientation and Mobility • 24: Physical Therapy • 25: Transportation Service • 26: Medical Service • 27: Family Training/Counseling/Consultation • 28: Assistive Technology • 30: Health Services • 31: Nursing Services • 32: Nutrition/Feeding Services • 33: Respite Care • 34: Special Service • 35: Vision Services • 39: Instructional Aide/Assistant/Intervener Service • 40: Augmentative Communication Service • 41: Autism Spectrum Disorder Service • 42: Behavior and Behavioral Consultation Service • 43: Braille Service • 45: ESL/Migrant Service • 48: Sign Language Interpreter Service • 49: Language Interpreter for Parent Service • 52: Transition Service	Values from System Admin > Special Ed > Services: Supplemental DO NOT display here. The values available are located in a locked attribute dictionary. Plan.serviceSupplemental

Field	Description	Validation
Provider Position	The position of the person providing the service.	The values available are managed at System Administration > Special Ed > Positions. See the Special Ed Service Positions article for additional information.
Location	A description of where the student receives the service.	N/A
Duration and Frequency		
Start Date	The first day of the service.	This is the Start Date of the plan.
End Date	The last day of the service.	This is the End Date of the plan.
Amount of Time (minutes)	The number of minutes spent administering the service per session.	Only whole numbers are allowed.
# times per	The number of sessions per service frequency.	Only whole numbers are allowed.
Frequency	The frequency designation. Options include: • Day • Week • Month • Year	N/A

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