Data Plan (Nevada)

Last Modified on 10/21/2024 8:21 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 Individual Education Plan is used to capture student special education plan information and match the required documentation provided by the state of Nevada. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions.

> The current print format of this document is the **NV IEP Data Plan 2023**. Plan formats are selected in Plan Types.

Editor Home - NV Data Plan 2023 ⓘ			
NAME	**STATUS**	**MODIFIED BY**	**COMPLETED BY**
Education Plan	IN PROGRESS	System Administrator 5/16/23 9:55 AM	❯
Student Information	IN PROGRESS	System Administrator 5/16/23 9:57 AM	❯
Parent/Guardian Information	IN PROGRESS	System Administrator 5/16/23 9:59 AM	❯
Meeting Participants	IN PROGRESS	System Administrator 5/16/23 10:03 AM	❯
Transition Services	IN PROGRESS	System Administrator 5/16/23 10:05 AM	❯
Specially Designed Instruction	IN PROGRESS	System Administrator 5/16/23 10:08 AM	❯
Supplementary Aids and Services	IN PROGRESS	System Administrator 5/16/23 10:15 AM	❯

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 ( ) 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

Education Plan | Student Information | Parent/Guardian Information | Meeting Participants | Transition Services | Specially Designed Instruction | Supplementary Aids and Services | Related Services | Statewide and/or District-wide Assessments | CRT Alternate Assessment | Placement | Enrollment Information | Medicaid Consent

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

Education Plan

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

> This editor must be saved before entering data into other editors. This editor cannot be placed in a Not Needed status.

Education Plan Editor

▶ Click here to expand...

Field	Description	Validation
Meeting Type *Required*	Indicates the purpose of the meeting. The purpose for the meeting should correspond to the purpose set forth in the written notice of the IEP meeting. Options include: • Interim IEP • Initial IEP • Annual IEP • IEP Following 3-Yr Reevaluation • Revision to IEP Dated • Exit/Graduation • IEP Revision Without A Meeting • Other	Only one (1) meeting type can be selected except Annual IEP and IEP Following 3-Yr Reevaluation together. Certain types require additional information, such as selection in a dropdown or selecting a date field.
Revision Date *Required*	The day the revision takes place.	*This field displays and is required when Revision to IEP Dated is selected as the Meeting Type.
Exit Reason *Required*	The reason the student exited special education services. Options include: • B18: Standard Diploma • B19: Advanced Diploma • B21: Adjusted Diploma • B23: Advanced Honors Diploma • B26: Alternative Diploma • B52: Dropped Out • D24: Transferred to Regular Education • D25: Parent Refused Services • D40: Moved known to be continuing • D41: Moved not known to be continuing • D43: Reached Max Age • EB1: Died	*This field displays and is required when Exit/Graduation is selected as the Meeting Type.
Revision Requested By *Required*	The person who requested the revision. Options are Parent or School District.	*This field displays and is required when Revision to IEP Dated is selected as the Meeting Type.
Specify Other *Required*	The other reason the student exited special education services.	*This field displays and is required when Other is selected as the Meeting Type.

Field	Description	Validation
Date of Meeting *Required*	The day of the meeting.	**Ad hoc Inquiries:** Learner Planning > Learning Plans > meetingDate **Database**: SEPlan.meetingDate
Date of Last IEP Meeting	The day of the last IEP meeting.	*This field auto-populates to the Date of Meeting from the most recent locked Plan when it exists.
IEP Services will Begin *Required*	The day special education services start.	N/A
Anticipated Duration of Services *Required*	The expected duration of special education services.	When Interim IEP is selected, this value auto-populates to 30 days from the value in IEP Services will Begin field. When Initial IEP, Annual IEP, IEP Following 3-Yr Reevaluation, Revision to IEP Dated, IEP Revision Without A Meeting, or Other is selected, this value auto-populates to one year minus a day from the value in IEP Services will Begin field, When Exit/Graduation is selected, the user is required to manually enter a value. This field ignores the above auto-populate logic when an Amendment is completed and retains the original date.
IEP Review Date *Required*	The day the IEP is going to be reviewed.	N/A
Eligibility		

Field	Description	Validation
Eligibility Date *Required*	The date the student's eligibility was determined.	This field auto-populates with the Eligibility Date from most recent evaluation regardless of locked status.
Anticipated 3-Yr Reevaluation *Required*	The date of the 3-year reevaluation.	This field auto-populates to 3 years minus 1 day from date entered in Eligibility Date field.
Comments	Any additional comments regarding the student's eligibility dates.	This field is limited to 650 characters.

Student Information

The Student Information editor displays basic information about the student such as demographic information.

> The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Information section for additional information.
>
> This editor cannot be placed in a Not Needed status.

Student Information Editor

▸ Click here to expand...

Field Name	Description	Database and 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
Student Number	The student's ID number.	Student Information > General > Summary > Student Number identity.studentNumber
SUID	The student state identification number.	Student Information > General > Summary > State ID Number identity.stateNumber
Race, Ethnicity (state)	The student's state designated race/ethnicity.	Census > People > Demographics > Race/Ethnicity > Race/Ethnicity identity.raceEthnicity

Field Name	Description	Database and UI Location (when Refresh is clicked)
Federal Student Ethnicity Code	The student's federal designated ethnicity code.	Census > People > Demographics > Race/Ethnicity > Federal Designation identity.federalRaces
Race(s)	The student's race(s).	Census > People > Demographics > Race/Ethnicity > Race(s) identity.raceEthnicity1-5
Student Primary Language	The student's home primary language.	Census > People > Demographics > First Language identity.homePrimaryLanguage
Home Phone	The student's phone number for their primary address.	Census > Households > Household Info > Phone Number
Address	The student's address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Zoned School *Required*	The school(s) within which the address is zoned. When refreshed, the dropdown populates with the appropriate school(s) based on the student's household address.	Census > Addresses > School planstudent.zonedSchool
Other Zoned School *Required*	This option is only available when Other is selected on the Zoned School field. **Note**: this field is required when Other is selected as the Zoned School.	planstudent.otherZonedSchool
Emergency Contact Name	A text field used to enter an emergency contact for the student.	N/A
Emergency Contact Number	A text field used to enter the phone number for an emergency contact for the student.	N/A
Case Manager Information		
Name	The first and last name of the team member.	Student Information > Special Ed > General > Team Members

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

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.
>
> This editor cannot be placed in a Not Needed status.

Parent/Guardian Information Editor

▶ Click here to expand...

Field Name	Description	Database and UI Location (when Refresh is clicked)
Last Name	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName
First Name	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName
Middle Name	The suffix of the parent/guardian.	Census > People > Demographics > Middle Name identity.middleName
Suffix	The suffix of the parent/guardian.	Census > People > Demographics > Suffix identity.suffix
Relationship	The relationship between the student and guardian.	Census > People > Relationships > Relationships planGuardian.relationship
Print Sequence	The print order of the parent/guardian(s) on the IEP. When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, parent/guardian(s) with a sequence number print in the order defined, then un-sequenced parent/guardian(s) print at the bottom.	N/A
Address	The address of the guardian's home.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip

Field Name	Description	Database and UI Location (when Refresh is clicked)
Home Phone	The home phone number of the guardian.	Census > People > Households > Household Phone & Address(es) > Phone contact.homePhone
Work Phone	The work phone number of the guardian.	Census > People > Demographics > Personal Contact Information > Work Phone contact.workPhone
Cell Phone	The cell phone number of the guardian.	Census > People > Demographics > Personal Contact Information > Cell Phone contact.cellPhone
Email	The email address of the guardian.	Census > People > Demographics > Personal Contact Information > Email contact.email
Primary Language Spoken at Home	The language spoken at the guardian's home.	Census > People > Demographics > Person Information > Home Language identity.homePrimaryLanguage
Interpreter Needed	Indicates an interpreter is required to attend the meeting.	N/A
Other Accommodations Needed	Another other accommodations needed at the meeting.	N/A

Meeting Participants

The Meeting Participants editor is used to record team meetings and participants for the student. The Meeting Participants editor displays in the IEP Participation section of the printed IEP.

When the student is 14 or older during the course of the Plan Start and End Dates, the required roles of Parent/Guardian/Surrogate, LEA Representative, Special Education Teacher, and

Regular Education Teacher must be entered before this editor can be saved.

▶ Click here to expand...

Meeting Participants List Screen

Meeting Participants IN PROGRESS			Editor 4 of 13
👤🔒 Meeting Date ↑	Meeting Description		Print In Plan
09/14/2022	Example meeting		ON
⏮ ◀ 1 ▶ ⏭			1 - 1 of 1 items
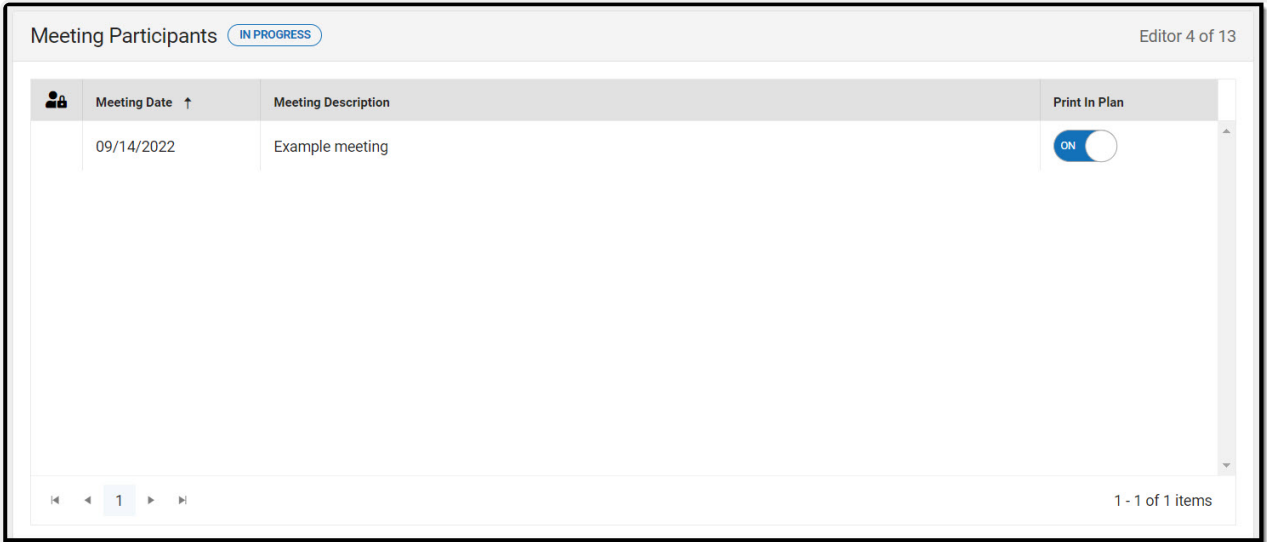
Meeting Participants List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Meeting Date	The day of the meeting.
Meeting Description	A description of the meeting purpose.
Print in Plan	Indicates this record prints on the plan.

Meeting Participants Detail Screen

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

Meeting Participants Detail Screen

Field	Description	Validation
Meeting Participants		
Print in Plan	Indicates this record prints on the plan.	This defaults to marked. Only one record can be marked as Print in Plan. **Database Location:** SEPTeamMeeting.iepMeeting
Meeting Date *Required*	The day of the meeting.	**Database Location:** SEPTeamMeeting.meetingDate
Meeting Description	A description of the meeting purpose.	**Database Location:** SEPTeamMeeting.comments
Attendance		
First Name *Required*	The team member's first name.	This auto-populates from the Team Members tool, but can be manually entered. **Database Location:** SEPTeamMeetingAttendanceAlt.firstName
Last Name *Required*	The team member's last name.	This auto-populates from the Team Members tool, but can be manually entered. **Database Location:** SEPTeamMeetingAttendanceAlt.lastName

Field	Description	Validation
Role *Required*	The title of the team member. Options include: • Parent/Guardian/Surrogate* • Student** • LEA Representative* • Special Education Teacher* • Regular Education Teacher*** • School Psychologist • Speech/Language Therapist/Pathologist/Specialist • School Nurse • Interpreter • Other - 1 • Other - 2 • Other - 3	The required roles of Parent/Guardian/Surrogate, LEA Representative, Special Education Teacher, Regular Education Teacher, and Student (when age 14 or older) must be entered before this editor can be saved. When the Title field on the Team Member tool matches the name, the role defaults in this editor. **Database Location:** SEPTeamMeetingAttendanceAlt.title
Specify Other *Required*	The role of the team member (manually entered).	*This is available and required when any of the three "Other" options are selected from the Role dropdown. *SEPTeamMeetingAttendanceAlt.varChar1*
Invited	Indicates the person was invited to the meeting.	SEPTeamMeetingAttendanceAlt.check5
Attended	Indicates the person was present at the meeting. This determines which participants print on the plan.	Marking a person as Attended is what allows a person to display on the printed document. SEPTeamMeetingAttendanceAlt.check4

^ Back to Top

Transition Services

The Transition Services editor describes the services provided to the student to achieve the transition goals identified in the previous editor.

Transition Services [IN PROGRESS]

Statement of Transition Services: Coordinated Activities
Beginning not later than the first IEP to be in effect when the student is 16, develop a statement of needed transition services, including strategies or activities for the student.

Instruction *

Example instruction transition service

Any Other Agency Involvement
Optional

Related Services *

Example related transition service

Any Other Agency Involvement
Optional

Transition Services Editor

▶ Click here to expand...

Field Name	Description	Database Location
Instruction *Required*	A text field used to describe the use of formal techniques used to teach to the student.	SEPTransitionServices.instructionText
Any Other Agency Involvement	A text field used to describe an other agencies involved in providing instruction services.	N/A
Related Service *Required*	A text field used to describe the related services necessary to assist the student to benefit from specially designed instruction.	SEPTransitionServices.relatedServicesText
Any Other Agency Involvement	A text field used to describe an other agencies involved in providing related services.	N/A
Community Experiences *Required*	A text field used to describe the community experiences provided outside of the school that impact the student's education and progress.	SEPTransitionServices.commExperiencesText

| Field Name	Description	Database Location
Any Other Agency Involvement	A text field used to describe an other agencies involved in providing community experiences services.	N/A
Employment and Other Post-School Adult Living Objectives *Required*	A text box used to describe the employment and other post-school adult living objectives and services that lead to a career or job for the student.	SEPTransitionServices.employmentObjText
Any Other Agency Involvement	A text field used to describe an other agencies involved in providing employment/post-secondary services.	N/A
Acquisition of Daily Living Skills and Functional Vocational Evaluation (if appropriate)	A text box used to describe activities adults do every day and the assessment process that provides information about job or career interests, aptitudes and skills for the student.	SEPTransitionServices.vocationalEvalText
Any Other Agency Involvement	A text field used to describe an other agencies involved in providing daily living skills services.	N/A
Other	A text box used to add any other agency involvement with the student.	SEPTransitionServices.otherText
Any Other Agency Involvement	A text field used to describe an other agencies involved in providing any other services.	N/A

^ Back to Top

Specially Designed Instruction

The Specially Designed Instruction editor lists services provided to the student in a Special Education setting.

▸ Click here to expand...

Specially Designed Instruction List Screen

Specially Designed Instruction List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Sequence	The sort order in which the Services display both in the UI and on the print format.
Service Provided	The name of the service provided to the student.
Frequency	This displays as the service minutes min / frequency. Example: 30min / Day.
Start Date	The first day of service.
End Date	The last day of service.

Specially Designed Instruction Detail Screen

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

Specially Designed Instruction Detail Screen

Field Name	Description	Validation
Sequence	The sort order in which the Services display both in the UI and on the print format.	This field auto-populates with the next available number in sequential order. This field is limited to 2 characters between 0 and 99. Sequence numbers must be unique.
Services *Required*	A text field used to describe the special ed services being provided to the student in the areas for which annual goals have been written.	**Database Location:** PlanServiceProvided.serviceID, PlanServiceProvided.serviceName
Location of Service *Required*	A text field used to describe the location where the student receives services.	**Database Location:** PlanServiceProvided.locationSPED
Duration and Frequency		
Start Date *Required*	The first day of the service.	This field auto-populates with the Plan Start Date, but can be modified. **Database Location:** PlanServiceProvided.startDate
End Date *Required*	The last day of the service.	This field auto-populates with the Plan End Date, but can be modified. **Database Location:** PlanServiceProvided.endDate

Field Name	Description	Validation
Service Minutes *Required*	The number of service minutes that corresponds with the frequency of the services that are provided.	This field is limited to 4 characters. Only whole numbers allowed. **Database Location:** PlanServiceProvided.serviceDirect
Frequency *Required*	The frequency of service to be provided for the student. Options include: • Day • Week • Month • Year	**Database Location:** PlanServiceProvided.serviceFreqPeriod

^ Back to Top

Supplementary Aids and Services

The Supplementary Aids and Services editor lists the accommodations and modifications made to assist the student in participating in regular education.

▶ Click here to expand...

Supplementary Aids and Services List Screen

Supplementary Aids and Services List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.

Column Name	Description
Sequence	The sort order in which the Supplemental Aids display both in the UI and on the print format.
Service Provided	The service provided to the student.
Frequency	The frequency of the service.
Start Date	The first day of service.
End Date	The last day of service.

Supplementary Aids and Services Detail Screen

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

Supplementary Aids and Services Editor

Field Name	Description	Validation
Sequence	The sort order in which the Supplemental Aids display both in the UI and on the print format.	This field auto-populates with the next available number in sequential order. This field is limited to 2 characters between 0 and 99. Sequence numbers must be unique.

Field Name	Description	Validation
Modifications, Accommodations, or Supports for Student or Personnel *Required*	A text field used to describe the modifications, accommodations, or supports being provided to the student or personnel.	**Database Location:** PlanServiceProvided.serviceID, PlanServiceProvided.serviceName
Location of Services *Required*	A text filed used to describe the location where the services are provided.	**Database Location:** PlanServiceProvided.locationSPED
Duration and Frequency		
Start Date *Required*	The first day of the services.	This field auto-populates with the Plan Start Date, but can be modified. **Database Location:** PlanServiceProvided.startDate
End Date *Required*	The end date of the services.	This field auto-populates with the Plan End Date, but can be modified. **Database Location:** PlanServiceProvided.endDate
Frequency *Required*	A text field used to describe the frequency of the service.	**Database Location:** PlanServiceProvided.serviceDeliveryStatement

Related Services

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

▶ 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 sort order in which the Services display when multiple of the same services exist.
Service Provided	The name of the service provided to the student. Records display in alphabetical order.
Frequency	This displays as the service minutes min / frequency. Example: 30min / Day.
Start Date	The first day of service.
End Date	The last day of service.

Related Services Detail Screen

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

Related Services Detail Screen

Field Name	Description	Validation
Sequence	The sort order in which the Services display when multiple of the same services exist.	This field auto-populates with the next available number in sequential order. This field is limited to 2 characters between 0 and 99. Sequence numbers must be unique.

Field Name	Description	Validation
Service *Required*	A dropdown used to select the related special ed service being provided to the student. Options include: - Assistive Technology - Audiology - Counseling - Interpreting Services - Medical Services for Diagnostic or Evaluation Purposes - None Needed - Occupational Therapy - Orientation and Mobility - Other - Parent Counseling and Training - Physical Therapy - Psychological Services - Recreation, including Therapeutic Recreation - School Health Services and School Nurse Services - Social Work Services - Speech/Language - Transportation	**Database Location:** PlanServiceProvided.serviceID, PlanServiceProvided.serviceName
Specify Other *Required*	The name of the other service provided.	*This field is available and required when Other is selected above.
Service Type *Required*	A dropdown used to select the type of service being provided to the student. Options include: - N/A - A- Assessment - C- Consultative - D- Direct	**Database Location:** PlanServiceProvided.model
Service Type Description	A text field used to provide additional details concerning the service type selected.	**Database Location:** PlanServiceProvided.comments
Location of Service *Required*	A text field used to describe the location where the student receives services.	**Database Location:** PlanServiceProvided.locationSPED
Duration and Frequency		

Field Name	Description	Validation
Start Date *Required*	The first day of the service.	This field auto-populates with the Plan Start Date, but can be modified. **Database Location:** PlanServiceProvided.startDate
End Date *Required*	The last day of the service.	This field auto-populates with the Plan End Date, but can be modified. **Database Location:** PlanServiceProvided.endDate
Service Minutes *Required*	The number of service minutes that correspond with the frequency of the services that are provided.	**Database Location:** PlanServiceProvided.serviceDirect
Frequency *Required*	The frequency of service to be provided for the student. Options include: • Day • Week • Month • Year	This field is limited to 4 characters. Only whole numbers allowed. **Database Location:** PlanServiceProvided.serviceFreqPeriod

Statewide and/or District-wide Assessments

The Statewide and/or District-wide Assessments editor records student participation in assessments and whether accommodations are provided.

▶ Click here to expand...

Statewide and/or District-wide Assessments List Screen

Statewide and/or District-wide Assessments IN PROGRESS

	Assessment Name ↑	Participation	Accommodations
	State Criterion-Referenced Test (CRT)	Yes	No

1 - 1 of 1 items

Statewide and District-wide Assessments List Screen

Column Name	Description
Padlock Icon	The user currently working on the record.
Assessment Name	The name of the assessment.
Participation	How the student participates in the assessment.
Accommodations	Any accommodations the student needs in order to participate in the assessment.

Statewide and/or District-wide Assessments Detail Screen

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

Statewide and/or District-wide Assessments Detail

Field Name	Description	Validation
Assessment Name *Required*	A dropdown used to select the name of the assessment. Options include: • State Criterion-Referenced Test (CRT) • College and Career Readiness Assessment • Other	**Database Location:** SEPTestAccommodationList.testName
Other Assessment Name *Required*	The name of the other assessment.	*This field is available and required when "Other" is selected in the Assessment Name dropdown. **Database Location:** SEPTestAccommodationList.otherTestName
Participation *Required*	Indicates how the student participates in the assessment. Options include: • Yes • N/A • Alternate	Selecting Alternate makes the CRT Alternate Assessment editor available. **Database Location:** SEPTestAccommodationList.alternate

Field Name	Description	Validation
If the student will participate in an alternate assessment, explain why the student cannot participate in the regular assessment, and why the particular alternate assessment selected is appropriate. *Required*	When the Participation is marked as Alternate, this field is used to describe why the student cannot participate in the regular assessment and why the alternate is appropriate for the student.	*This field is available and required when Alternate is selected above. **Database Location:** SEPTestAccommodationList.appropriate
If the student will participate in regular assessment, does the student require accommodations?	When the Participation is marked as Yes, this field indicates the student requires test accommodations. Options are Yes or No.	**Database Location:** SEPTestAccommodationList.appropriate
List Accommodation(s) *Required*	When the student does require test accommodations, this field is used to describe the accommodation(s) the student needs.	*This field is available and required when Yes is selected above. **Database Location:** SEPTestAccommodationList.accommodations

^ Back to Top

CRT Alternate Assessment

The CRT Alternate Assessment editor is only available and only needs to be filled out when Alternate is selected as the Participation option on the Statewide and/or District-wide Assessments editor (previous editor).

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Page 31

CRT Alternate Assessment IN PROGRESS

The Nevada Alternate Assessment (NAA) is based on alternate achievement standards designed specifically for students with significant cognitive disabilities. Individualized Education Plan (IEP) teams are responsible for determining whether students with disabilities will participate in the alternate assessment or the general assessment (with or without accommodations), and should consider the student's present level of educational performance in reference to the Nevada Academic Content Standards (NVACS) in English Language Arts (ELA), Mathematics, and Science when determining how a student will participate in the Nevada Proficiency Examination Program (NPEP). In order to facilitate informed and equitable decision making, IEP teams should answer each of the following questions when determining whether or not a student should participate in the NAA:

Questions to Guide the Decision-Making Process to Determine Whether a Student Participates in the Nevada Alternate Assessment and is a Student with the Most Significant Cognitive Disabilities

Is the student eligible for and receiving services under the Individuals with Disabilities Education Act (IDEA) through a current IEP? *

Yes ▼

Does the student demonstrate cognitive functioning and adaptive behavior that limit full participation in the general education curriculum and state-wide assessments even with supplementary aids, accommodations, and modifications? *

Yes ▼

Does the student require substantial supports to meaningfully access and achieve measurable gains on the State's challenging grade-level content standards? *

Yes ▼

Does the student require extensive, direct individualized instruction to achieve measurable gains on the state's challenging grade-level content standards and to acquire, maintain, and generalize skills necessary for application in school, home, work, and community settings? *

Yes ▼

The IEP committee's decision about the student's participation in the NAA was NOT primarily based on any of the following: a disability category or label, poor attendance or extended absences, native language, social, cultural, or economic differences, academic and other services received, educational environment or instructional setting, percent of time receiving special education services, English Learner (EL) status, current or previous low academic achievement, or current or previous need for accommodations (e.g., assistive technology/AAC) to participate in general State or districtwide assessments. *

Yes ▼

CRT Alternate Assessment

▶ Click here to expand...

Question	Validation
Is the student eligible for and receiving services under the Individuals with Disabilities Education Act (IDEA) through a current IEP? *Required*	Options are Yes or No. **Database Location**: SEPTestAccommodationsZZ.tinyInt2
Does the student demonstrate cognitive functioning and adaptive behavior that limit full participation in the general education curriculum and state-wide assessments even with supplementary aids, accommodations, and modifications? *Required*	Options are Yes or No. **Database Location**: SEPTestAccommodationsZZ.tinyInt3
Does the student require substantial supports to meaningfully access and achieve measurable gains on the State's challenging grade-level content standards? *Required*	Options are Yes or No. **Database Location**: SEPTestAccommodationsZZ.tinyInt4
Does the student require extensive, direct individualized instruction to achieve measurable gains on the state's challenging grade-level content standards and to acquire, maintain, and generalize skills necessary for application in school, home, work, and community settings? *Required*	Options are Yes or No. **Database Location**: SEPTestAccommodationsZZ.tinyInt5

Question	Validation
The IEP committee's decision about the student's participation in the NAA was NOT primarily based on any of the following: a disability category or label, poor attendance or extended absences, native language, social, cultural, or economic differences, academic and other services received, educational environment or instructional setting, percent of time receiving special education services, English Learner (EL) status, current or previous low academic achievement, or current or previous need for accommodations (e.g., assistive technology/AAC) to participate in general State or districtwide assessments. *Required*	Options are Yes or No. **Database Location**: SEPTestAccommodationsZZ.tinyInt6
Has the IEP committee informed the parent/guardian of the consequences of the student participating in the Nevada Alternate Assessment (e.g., modified diploma vs. standard diploma) and of being evaluated against alternate achievement standards? *Required*	N/A

^ Back to Top

Placement

The Placement editor describes the placement setting chosen for the student and the justification for that placement.

At least one record must be saved on the Placement editor before the Data Plan can be completed.

▶ Click here to expand...

Placement List Screen

Placement List Screen

Column Name	Description
Padlock Icon	The user currently editing the record.
Federal Placement Code	The student's special ed setting.
Placement Considerations	The placement's considered by the team. A maximum of three records can be created. Dates cannot overlap.
Start Date	The first day of placement.
End Date	The last day of placement.

Placement Detail Screen

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

Placement Detail Screen

Field Name	Description	Validation
Start Date *Required*	The beginning date of the placement.	This field auto-populates with the Plan Start Date, but can be modified. Placement dates cannot overlap and must be within the plan dates. **Database Location:** SEPGenericForm.smallDate1
End Date *Required*	The last date of the placement.	This field auto-populates with the Plan End Date, but can be modified. Placement dates cannot overlap and must be within the plan dates. **Database Location:** SEPGenericForm.smallDate2
Placement Considerations		

Field Name	Description	Validation
Selected Consideration	Indicates the placement considerations made by the IEP team for the student. Options include: • Regular class with supp aids/services (no removal) • Reg class and spec ed class (e.g. resource) • Self-contained program • Special School • Residential • Hospital • Home • Other	**Database Location:** SEPGenericForm.tinyint1, SEPGenericForm.tinyint2, SEPGenericForm.tinyint3, SEPGenericForm.tinyint4, SEPGenericForm.tinyint5, SEPGenericForm.tinyint6, SEPGenericForm.tinyint7, SEPGenericForm.tinyint8
Specify Other *Required*	The other considerations.	*This field is available and required when Other is selected above.
Rejected Considerations	The rejected placement considerations made by the team. Options include: • Regular class with supp aids/services (no removal) • Reg class and spec ed class (e.g. resource) • Self-contained program • Special School • Residential • Hospital • Home • Other	When an option is selected in the Selected Considerations field, it is removed from this dropdown.
Specify Other *Required*	The other considerations rejected.	*This field is available and required when Other is selected above.
Federal Placement Code Age Group *Required*	The student's federal placement age group. Options include: • Preschool (Ages 3-5 (in PK) • School Age (Ages 5 (in KG) -21)	N/A

Field Name	Description	Validation
Federal Placement Code *Required*	The student's federal placement. Options when Preschool is selected include: - E1: Reg EC Prog>= 10hrs wk/srvs in Reg EC (Ages 3-5 (in PK)) - E2: Reg EC Prog>= 10hrs wk/srvs in Other Loc (Ages 3-5 (in PK)) - E3: Reg EC Prog < 10 hrs wk/srvs in Reg EC (Ages 3-5 (in PK)) - E4: Reg EC Prog < 10 hrs wk/srvs in Other Loc (Ages 3-5 (in PK)) - E5: SPED in Separate Class (Ages 3-5 (inPK)) - E6: SPED in Separate Class (Ages 3-5 (in PK)) - E7: SPED in Residential Facility (Ages 3-5 (in PK)) - E8: Home (Ages 3-5 (in PK)) - E9: Service Provider Location (Ages 3-5 (in PK)) Options when School Aged is selected include: - B9: Regular Class 80-100% (Ages 5 (in KG) - 21) - B10: Regular Class 40-79% (Ages 5 (in KG) - 21) - B11: Regular Class 0-39% (Ages 5 (in KG) - 21) - B12: Separate School (Ages 5 (in KG) - 21) - B13: Residential Facility (Ages 5 (in KG) - 21) - B14: Homebound/Hospital (Ages 5 (in KG) - 21) - B15: Correctional facilities (Ages 5 (in KG) - 21) - B16: Parentally placed in a private school (Ages 5 (in KG) - 21)	The values that display in the dropdown are determined by the selection in the Federal Placement Code Age Group field.
Percentage of Time in Regular Education Environment	The average percent of time the student spends in a regular education environment.	This field must be less than or equal to 100. **Database Location:** SEPGenericForm.vcMax2

Field Name	Description	Validation
Justification for Placement Involving Removal from Regular Education Environments	A text field used to describe the justification for the student's placement and removal from a regular educational environment.	**Database Location:** SEPGenericForm.vcMax3

Enrollment Information

The Enrollment Status editor stores basic information about the student's participation in special education, including disability, status, and setting.

This editor cannot be placed in a Not Needed Status.

Enrollment Information Editor

▶ Click here to expand...

Field Name	Description	Validation

Field Name	Description	Validation
Primary Disability *Required*	The student's primary disability. Options include: • ME: Intellectual Disability • AH: Hearing Impairment/Deaf • SL: Speech/Language Impairment • VH: Visual Impairment/Blind • EH: Emotional Disturbance • OI: Orthopedic Impairment • HI: Health Impairment • LD: Specific Learning Disability • DB: Deaf/Blind • MU: Multiple Impairments • AU: Autism Spectrum Disorder • TB: Traumatic Brain Injury • DD: Developmental Delay	Upon **Refresh**, this field is pulled in from the student's Enrollment record but can be modified. The options available are located in a locked Attribute Dictionary, Enrollment > Primary Disability (disability1). **Database Location:** PlanState.disability1, PlanState.disability1Name
Secondary Disability	The student's secondary disability. Options include: • ME: Intellectual Disability • AH: Hearing Impairment/Deaf • SL: Speech/Language Impairment • VH: Visual Impairment/Blind • EH: Emotional Disturbance • OI: Orthopedic Impairment • HI: Health Impairment • LD: Specific Learning Disability • DB: Deaf/Blind • MU: Multiple Impairments • AU: Autism Spectrum Disorder • TB: Traumatic Brain Injury • DD: Developmental Delay	Upon **Refresh**, this field is pulled in from the student's Enrollment record but can be modified. The options available are located in a locked Attribute Dictionary, Enrollment > Primary Disability (disability2). **Database Location:** PlanState.disability2, PlanState.disability2Name
Special Ed Status *Required*	The student's special ed status. Options are Yes or No.	Upon **Refresh**, this field is pulled in from the student's Enrollment record but can be modified. The options available are located in a locked Attribute Dictionary, Enrollment > Special Ed Status (specialEdStatus). **Database Location:** PlanState.specialEdStatus, PlanState.specialEdStatusString

Field Name	Description	Validation
Federal Placement Code *Required*	The student's special education setting. Click the Click to expand link to view available options. ▸ Click here to expand... • E1: Reg EC Prog>= 10hrs wk/srvs in Reg EC (Ages 3-5 (in PK)) • E2: Reg EC Prog>= 10hrs wk/srvs in Other Loc (Ages 3-5 (in PK)) • E3: Reg EC Prog < 10 hrs wk/srvs in Reg EC (Ages 3-5 (in PK)) • E4: Reg EC Prog < 10 hrs wk/srvs in Other Loc (Ages 3-5 (in PK)) • E5: SPED in Separate Class (Ages 3-5 (inPK)) • E6: SPED in Separate Class (Ages 3-5 (in PK)) • E7: SPED in Residential Facility (Ages 3-5 (in PK)) • E8: Home (Ages 3-5 (in PK)) • E9: Service Provider Location (Ages 3-5 (in PK)) • B9: Regular Class 80-100% (Ages 5 (in KG) - 21) • B10: Regular Class 40-79% (Ages 5 (in KG) - 21) • B11: Regular Class 0-39% (Ages 5 (in KG) - 21) • B12: Separate School (Ages 5 (in KG) - 21) • B13: Residential Facility (Ages 5 (in KG) - 21) • B14: Homebound/Hospital (Ages 5 (in KG) - 21) • B15: Correctional facilities (Ages 5 (in KG) - 21) • B16: Parentally placed in a private school (Ages 5 (in KG) - 21)	Upon **Refresh**, this field is pulled in from the Federal Placement Code field on the Placement Editor as long as the dates of the record match today's date OR the next closest date when all records are in the future. Upon Lock, the Federal Placement Code value is pushed to the student's Enrollment record. The options available are located in a locked Attribute Dictionary, Enrollment > Student Placement (specialEdSetting). **Database Location:** PlanState.specialEdSetting, PlanState.specialEdSettingSgtring
Grade	The student's grade.	**UI Location**: Student Information > General > Enrollments > Grade **Database Location:** enrollment.grade

Field Name	Description	Validation
LEP Status	The student's LEP status.	**UI Location**: Student Information > Program Participation > English Learners (EL) > EL > Program Status **Database Location:** identity.learnerCategory
Resident District	The student's district of residence.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified. **Database Location:** PlanState.residentDistrictNumber, PlanState.residentDistrictName
Assigned School Information		
School Name	The student's assigned school name.	**UI Location:** System Administration > Resources > School > School > School Detail > Name **Database Location:** school.name
School Number	The number of the school.	**UI Location:** System Administration > Resources > School > School > School Detail > State School Number **Database Location:** school.number
Address	The address of the school.	**UI Location:** System Administration > Resources > School > School > School Detail > Address **Database Location:** school.address; school.city; school.state; school.zip
Phone	The phone number of the school.	**UI Location:** System Administration > Resources > School > School > School Detail > Phone **Database Location:** school.phone

Field Name	Description	Validation
District Information		
District Number	The district number associated with the Enrolled school.	**UI Location:** System Administration > Resources > District Information > State District Number
District Name	The district name associated with the Enrolled school.	**UI Location:** System Administration > Resources > District Information > Name
District Address	The district address associated with the Enrolled school.	**UI Location:** System Administration > Resources > District Information > Address
District Phone	The district phone number associated with the Enrolled school.	**UI Location:** System Administration > Resources > District Information > Phone
District SPED Address	The district special education address associated with the Enrolled school.	**UI Location:** System Administration > Resources > District Information > SPED Address
District SPED Phone	The district special ed phone number associated with the Enrolled school.	**UI Location:** System Administration > Resources > District Information > SPED Phone

Medicaid Consent

The Medicaid Consent editor is used to document the parent/guardian's consent for the district to disclose the student's information in regards to seeking Medicaid funding.

This page is not considered part of the IEP and do not include a page number upon printing.

Either the Yes or No checkbox **MUST** be marked in order to Complete the editor.

When **Print in Plan** is not marked, this editor does not display on the printed document.

Medicaid Consent Editor

▶ Click here to expand...

Field Name	Description	Ad hoc
Print in Plan	This checkbox prints this editor in the plan. The default is unmarked.	N/A

Field Name	Description	Ad hoc
Medicaid Consent	The Yes/No checkboxes are used to indicate the parent/guardian's consent. Options are: • **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, 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.	Learner Planning > Learning Plans > Nevada Medicaid Consent > parentGuardianConsent
Name of Parent/Guardian	The name of the parent/guardian.	Learner Planning > Learning Plans > Nevada Medicaid Consent > name
Signature of Parent/Guardian	The signature of the parent/guardian.	N/A
Date Signed by Parent/Guardian	The date the parent/guardian consented.	Learner Planning > Learning Plans > Nevada Medicaid Consent > date

^ Back to Top