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

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> You are viewing a previous version of this article. See Individual Education Plan eSignature Process (Nevada) for the most current information.

Setup | Request eSignature | Guardian Review | Complete | Ad Hoc Inquiries

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

Search Terms: Special Ed Documents

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

Setup

Tool Rights | Set Portal Preferences | Establish Relationships and Portal Accounts | Create and Enter IEP Information

Proper setup is needed in order for the plan to successfully go to the Portal for an eSignature.

Tool Rights

Tool: Tool Rights

Make sure the user requesting the eSignature has the appropriate tool rights to **Request eSignature on Portal** (Student Information > Special Ed > Special Ed Documents > Plan > Request eSignature on Portal). This tool right is either on or off, meaning assigning any of the RWAD rights allows the user to send an eSignature request. For example, marking the Delete checkbox provides the same rights as marking the Read checkbox.

Request eSignature on Portal Tool Right

Set Portal Preferences

Tool: Display Options

Mark the Portal Preference Display Option, **Request eSignature Special Education Plan** for Parent (Display Options > Documents > Reports/Plans > Request eSignature Special Education Plan). Marking Student sends the student a read-only copy of the plan.

Request eSignature Special Education Plan Portal Display Option

Establish Relationships and Portal Accounts

Tool: Relationships

Guardians are eligible to receive an eSignature request when the **Guardian** and
Portal checkboxes are marked on the student's Relationships tool. The guardian must have logged
into the Portal at least once to receive the eSignature request.

Relationships Tool Guardian and Portal Checkboxes

Create and Enter IEP Information

Tool: Special Ed Documents

Complete the plan creation process and fill out the IEP in Campus. See the Nevada Department of Education website for additional guidance on the Nevada Special Education process.

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

Nevada IEP with Transition Editors

Request eSignature

Tool: Special Ed Documents

After completing the plan setup, the plan is ready to send to the guardian for eSignature. Select the plan and then click the **Request/Remove eSignature** button.

Request eSignature on Portal Button

A dialog displays asking the user to select one guardian from the list provided. At this time, only one guardian can sign the plan.

Request eSignature Dialog

Click **Ok** to send the eSignature request. A checkmark icon displays next to the name of the plan indicating it has successfully been sent to the guardian. Information in the Document Detail also lists when the eSignature Request was sent and to which guardian.

Checkmark Icon and Document Detail eSignature Information

Remove eSignature

The user can pull the plan from the Portal at any time by clicking the **Request/Remove eSignature** button. This allows the user to make changes to the plan before the guardian has a chance to sign. A warning displays confirming the removal of the plan from Portal. Click **Ok** to confirm or **Cancel** to go back.

Removing the plan from Portal after the guardian has signed invalidates those signatures.

Remove eSignatures Warning
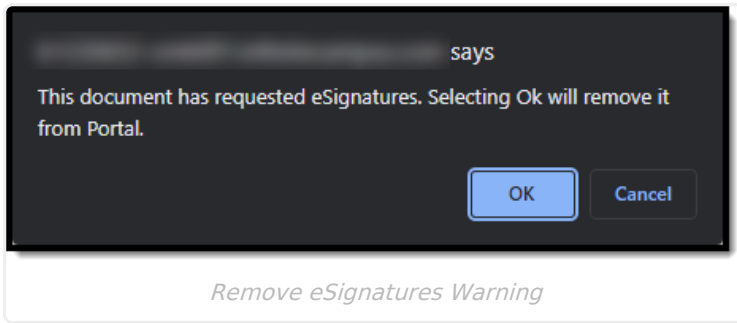
Guardian Review

Terms and Conditions | Decline Terms | Sign and Submit | Student and Non-Signing Guardian View

Tool: Campus Parent Portal, Campus Student Portal (read-only)

Once an eSignature request has been sent, the guardian can access the plan from three locations: a bell notification link, under the Documents Need Attention section on the Today screen, and the Documents tool.

Today   Tuesday, November 8, 2022

Justin James Abegg
Student Number
1101900001

22-23 Fillmore Middle School
Grade 08

Assignments Due Today

No assignments.

Assignments Due Tomorrow

No assignments.

Documents Need Attention

NV IEP With Transition
10/03/2022 - 10/02/2023   >

Documents Need Attention on the Today screen

A status of **Needs Attention** displays next to the name of the plan on the Documents tool.

Plan Needs Attention Status on Documents Tool

Terms and Conditions

The **Terms** button displays a dialog box explaining the guardian must accept the Terms and Conditions for Electronic Signature before saving and submitting the plan. A link in the dialog brings the user to a PDF detailing the terms.

Terms and Conditions Dialog

After the guardian accepts the terms, the Terms button no longer displays.

Decline Terms

When the guardian declines the terms, a physical copy of the plan must be printed out, signed, and returned to the school. Click the **Decline** button to decline the terms. A dialog displays to confirm the action of declining the terms.

Decline Terms Dialog
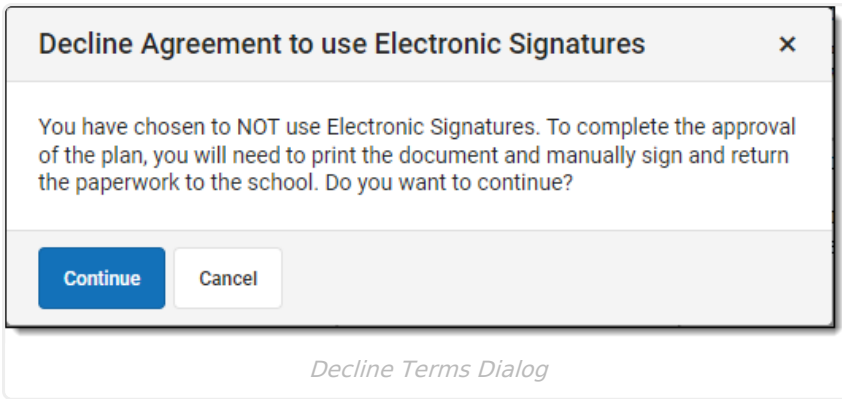
When a guardian declines the terms, a status of **Declined Terms and Conditions and Pending** displays next to the name of the plan on the Documents tool.

Declined Terms and Conditions and Pending Status

Sign and Submit

After agreeing to the terms, several signatures and their corresponding checkboxes must be filled out before the guardian can submit.

Date: 08/15/2022   Student Name: Abegg, Justin James   Local ID#: 1101900001   State ID#: 3470098765432 Grade: 08   DOB: 01/01/2009   Page 8 of 8

STATE OF NEVADA
INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP)

IEP IMPLEMENTATION

☐ As the parent, I agree with the components of this IEP. I understand that its provisions will be implemented as soon as possible after the IEP goes into effect.

☐ As the parent, I disagree with all or part of this IEP. I understand that the school district must provide me with written notice of any intent to implement this IEP. If I wish to prevent the implementation of this IEP, I must submit a written request for a due process hearing to the local school district superintendent.

Parent Signature _____

☐ A copy of this IEP was provided to the student's parent on: _____ by _____ _____
                                                              (Date)   (Print Name)   (Print Title)

July 2018 - Infinite Campus Format 2020   IEP Page 8

Submit   Save   Next

Blank eSignature Example

Mark all desired checkboxes in red and click the paper and pencil icon 🖊 on the signature lines to electronically sign. The **Next** button navigates the guardian directly to the next item on the plan that needs attention. Click **Save** to save progress.

Justin J. Abegg

3 of 8   — + Automatic Zoom

Date: 08/15/2022   Student Name: Abegg, Justin James   Local ID#: 1101900001   State ID#: 3470098765432 Grade: 08   DOB: 01/01/2009   Page 3 of 8

STATE OF NEVADA
INDIVIDUALIZED EDUCATIONAL PROGRAM (IEP)

PROCEDURAL SAFEGUARDS

[X] I have received a statement of procedural safeguards under the Individuals with Disabilities Education Act (IDEA) and these rights have been explained to me in my primary language.

Parent Signature   *Millie Abegg*

AT LEAST ONE YEAR PRIOR TO REACHING AGE 18, STUDENTS MUST BE INFORMED OF THEIR RIGHTS UNDER IDEA AND ADVISED THAT THESE RIGHTS WILL TRANSFER TO THEM AT AGE 18.

☐ Not applicable. Student will not be 18 within one year, and the student's next annual IEP meeting will occur no later than the student's 17th birthday.
☐ The student has been informed of his/her rights under IDEA and advised of the transfer of these rights at age 18.

PRESENT LEVELS OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE

Consider results of the initial evaluation or most recent reevaluation, and the academic, developmental, and functional needs of the student, which may include the following areas: academic achievement, language/communication skills, social/emotional/behavior skills, cognitive abilities, health, motor skills, adaptive skills, pre-vocational skills, vocational skills, and other skills as appropriate. For students who are 16 or older, or will turn 16 when this IEP is in effect, also consider the results of age appropriate transition assessments related to training/education, employment, and independent living skills (as appropriate).

ASSESSMENTS CONDUCTED	ASSESSMENT RESULTS	EFFECT ON STUDENT'S INVOLVEMENT AND PROGRESS IN GENERAL EDUCATION CURRICULUM OR, FOR EARLY CHILDHOOD STUDENTS, INVOLVEMENT IN DEVELOPMENTAL ACTIVITIES

No assessments recorded.

STRENGTHS, CONCERNS, INTERESTS AND PREFERENCES

STATEMENT OF STUDENT STRENGTHS

STATEMENT OF PARENT EDUCATIONAL CONCERNS

STATEMENT OF STUDENT'S PREFERENCES AND INTERESTS   (required if transition services will be discussed, beginning at age 14 or younger if appropriate)

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Submit   Save   Next

Completed Signature Example

After all signatures are captured and the checkboxes are marked, click **Submit.** On the Documents tool, a status of **Signed and Pending** displays next to the plan name and the guardian can view a read-only copy of the plan.

Special Education

NV IEP With Transition
09/12/2022 - 09/11/2023   SIGNED & PENDING   ›

Signed and Pending Status

Student and Non-Signing Guardian View

The student and any other guardians who have not been chosen to sign can view a read-only version of the plan. A Draft watermark displays indicating the plan has not yet been completed.

Non-Signing Guardian View

Complete

[Guardian Declined Terms](#) | [Guardian Declined Plan](#) | [Guardian Agreed Terms and Plan](#) | [Lock](#) | [Delete](#)

Tool: Special Ed Documents

After a guardian has signed OR declined the Terms and Conditions for eSignature, additional completion steps are needed on the Special Ed Documents tool. An exclamation mark icon displays next to the name of the plan indicating action is needed.

Exclamation Mark Icon

Guardian Declined Terms

When a guardian declines the Terms and Conditions for eSignature, a message displays on the Document Detail indicating the terms were declined. A physical copy is needed to obtain guardian signatures at this time.

Guardian Declined Terms and Conditions

Guardian Declined Plan

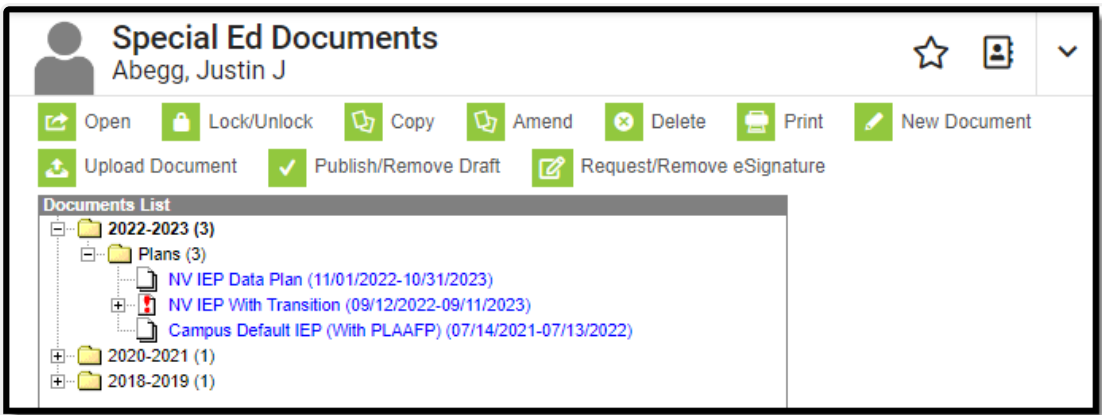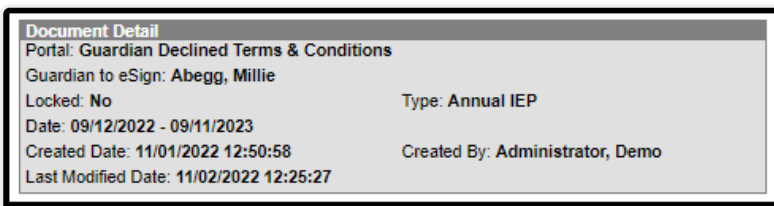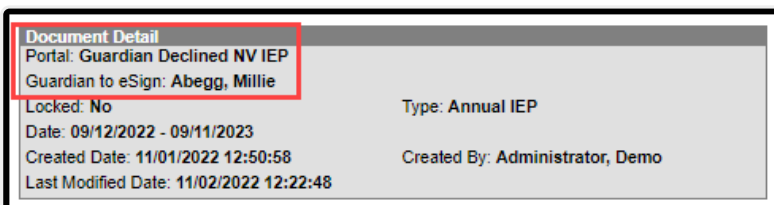When the guardian accepts the Terms and Conditions but disagrees with the contents of the plan, the Document Detail indicates the plan was declined and a PDF copy of the signed plan displays in the Copies folder.

Guardian Declines NV IEP

Guardian Agreed Terms and Plan

When a guardian accepts the Terms and Conditions, agrees to the contents of the plan, and electronically signs the plan, a message displays on the Document Detail indicating who signed the plan and a PDF copy of the signed plan displays in the Copies folder.

Any changes made to the plan at this stage voids the signatures. When changes need to be made to the plan, an additional eSignature Request must be sent back to the guardian.

Copies Folder and Document Detail Information

Lock

Locking the plan completes the process and syncs the plan to the state. Three conditions must be met in order to lock the plan. Usually, these are done by the guardian during the eSignature process.

1. On the Procedural Safeguards editor, the "I have received a statement..." checkbox must be marked.
2. On the IEP Implementation editor, either the the first or second "As a parent..." checkboxes must be marked.

3. On the Medicaid Consent editor when the **Print in Plan** checkbox is marked, either the Yes or No checkboxes must be marked. There is no logic for locking when the Print in Plan checkbox is not marked.
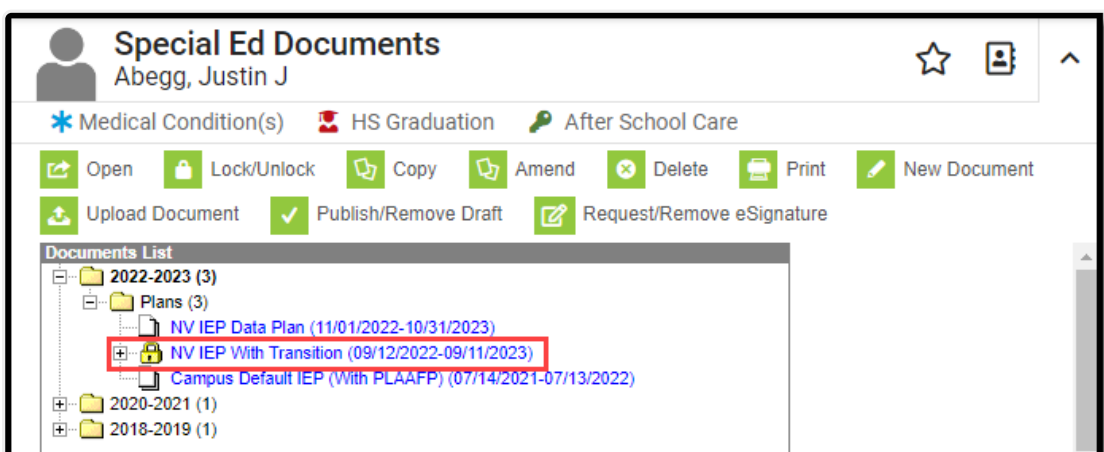
> Additional lock logic may apply when the plan was not filled out completely.

Click **Lock** to complete the plan process. A warning displays indicating users are not able to make any changes unless they have additional Unlock Tool Rights.
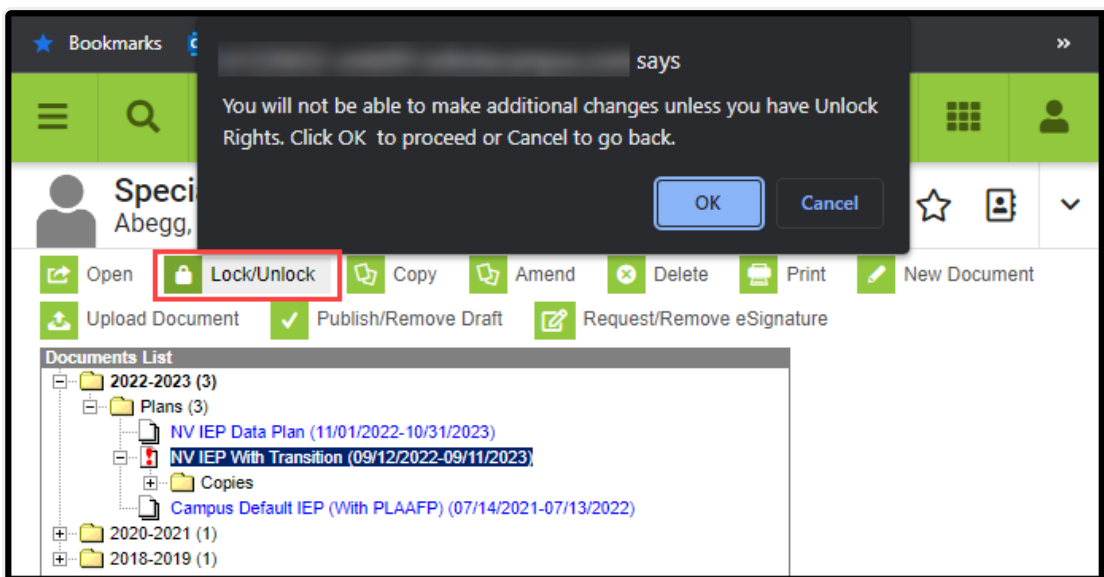
Lock Warning Message

Click **OK** to proceed. A locked icon displays indicating the plan is locked.

Locked Plan

Delete

Only the original plan can be deleted, if necessary. Copies of the plan cannot be deleted unless the original plan is removed first. This is NOT recommended. Select the original plan and then click **Delete**. A warning displays explaining the consequences of deleting the plan.

Delete Plan Warning
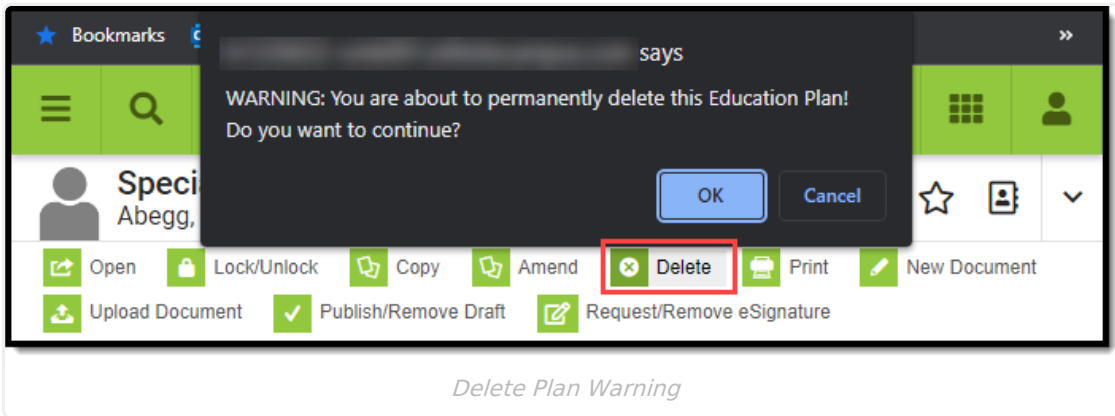
Click **OK** to perform the delete or **Cancel** to go back. Any copies of the plan display in the Uploaded Documents folder and can be deleted at this time.

Ad Hoc Inquiries

Ad Hoc eSignature Field Descriptions | Ad Hoc eSignature Examples

Tool: Filter Designer

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

Nevada eSignature Ad Hoc Fields

Ad Hoc eSignature Field Descriptions

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

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

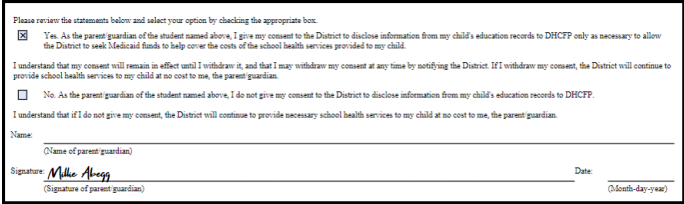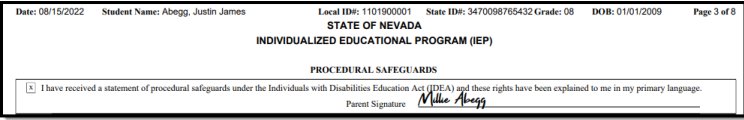| Ad Hoc Field	Description and Plan Location (if applicable) *Click to enlarge images*
nvFields.eSignField1	The name of the first signature field. This could be any of the three signatures in the plan, whichever the guardians signs first. Options include: **Procedural Safeguards** **Agreement** **Medicaid Agreement**
nvFields.eSignStatus1	The status of the signature. Options include: **Signed** - guardian has signed and saved that signature **Pending** - guardian has saved the plan without signing that signature **Overridden** - something was changed in the plan after it was signed. This also indicates the plan has not been resent to the guardian. **This signature is no longer valid.**

Ad Hoc Field	Description and Plan Location (if applicable) *Click to enlarge images*
nvFields.eSignDescription1	The description of the signature. This could be any of five checkbox names, depending on which signature the guardian signed first and which checkbox they marked. • **Received a statement of procedural safeguards** (Procedural Safeguards checkbox - I have received a statement...) • **Agree with the components of this IEP** (Agreement Checkbox - As the parent, I agree...) • **Disagree with all or part of this IEP** (Agreement Checkbox - As the parent, I disagree...) • **Yes** (Medicaid Agreement Checkbox - Yes. As the parent/guardian...) • **No** (Medicaid Agreement Checkbox - No. As the parent/guardian...)
nvFields.eSignPersonID1	The person ID of the signing person.
nvFields.eSignLastName1	The last name of the signing person.
nvFields.eSignFirstName1	The first name of the signing person.
nvFields.eSignRelationship1	The relationship between the signing person and the student.
nvFields.eSignActionTime1	The time of the last action performed on the plan.
nvFields.eSignModifiedDate1	The date when the plan was last modified.
nvFields.eSignModifiedByID1	The person ID of the person who last modified the plan.
nvFields.eSignOverriddenByName1	The name of the person who overrode the eSignature.

Ad Hoc eSignature Examples

Click to enlarge

Ad Hoc eSignature Example

Ad Hoc eSignature Excel Example