

DRAFT CRITERIA

Evaluators or service providers are now able to create draft information to be included in the IEP/IIIP/IFSPs. The Case Manager can merge this draft information into documents from all contributors, allowing them to work collaboratively. With version 4.7, draft document components will be connected to a student rather than a particular IEP/IIIP/IFSP.

Draft Items

Certain draft items will be available to you based on the Role you have been assigned in the Student Plans system.

An evaluator or service provider who is linked to a draft IEP/IIIP/IFSP can make suggestions as to what services a student should be getting – these are “draft services.” The case manager can then review the list of suggested (draft) services and add those he/she thinks are appropriate.

The case manager will be able to see what students have drafts when My Cases is selected.

Draft items can either be printed individually by clicking the print link on the tab or all draft items as a group.

The screenshot shows a web interface titled "My Active Cases" with a "Student Plans" button in the top right. Below the title is a navigation bar with "Active Shown | Show Inactive | Show All". The main content is a table with the following columns: Student Name, Student ID, School, Gr, Curr Age, Last Eval, Last AIP, Last SpEd, Last 504, Last IHP, Last ECP, and a print icon. The table contains five rows of student data. The row for Mary Lou Brunzel (Student ID 994411) has a circled "Draft" status in the Last AIP column and "Draft New Drafts" in the Last SpEd and Last 504 columns. Below the table are three legend items: a circled 'T' for tickler list, a circled 'P' for pending status, and a circled 'V' for transportation request.

	Student Name Student ID	School	Gr	Curr Age	Last Eval	Last AIP	Last SpEd	Last 504	Last IHP	Last ECP	
Select	Allstun, Melissa K 25	Elemen	01	10 yrs							
Select	Arneson, Mel Y 433443	Elemen	EC	3 yrs	3/16/2008	Draft	3/15/2008 3/15/2009	9/1/2004 9/30/2004	6/23/2008	6/23/2008	
Select	Boseck, Joy A 10495	Elemen	03	13 yrs							
Select	Bravo, Robert 179	Elemen	01	10 yrs							
Select	Brunzel, Mary Lou 994411	Elemen	EC	4 yrs	12/20/2004	1/1/2006 6/10/2006	Draft New Drafts	Draft New Drafts			

means the student will show up on your tickler list.
 means the student has one or more documents in pending status.
 means the student has a transportation request in need of verification.

Draft Criteria

1.	On the Menu Bar, click Draft Criteria.	The Draft Evaluation Criteria Checklists page is displayed.
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Christine Brunner
Mary Lou Brunzel
 Mary Lou Brunzel ID #: 994411
 School: Elementary School
 Type: Reevaluation

✓ means the criteria has been met.
 ✗ means the criteria has not been met.

Criteria Description	Check	Print
Autism Spectrum Disorders (ASD)	Check	Print
Deaf-Blind (D- B)	Check	Print
Developmental Adapted Physical Education (DAPE)	Check	Print
Developmental Cognitive Disability Mild-Moderate (DCD MM)	Check	Print
Developmental Cognitive Disability Severe-Profound (DCD SP)	Check	Print
Early Childhood Special Education (ECSE 0-2)	Check	Print
Early Childhood Special Education (ECSE 3-6)	Check	Print
Emotional or Behavioral Disorders (EBD 0-K)	Check	Print
Emotional or Behavioral Disorders (EBD K-12)	Check	Print
Other Health Disabilities (OHD)	Check	Print
Physically Impaired (PI)	Check	Print
Severely Multiply Impaired (SMI)	Check	Print
Specific Learning Disability (SLD)	Check	Print
Speech or Language Impairment (S/L)	Check	Print
Traumatic Brain Injury (TBI)	Check	Print
Visual Impairment (VI)	Check	Print

[Return](#)

2.	Click the Check link for evaluation criteria items on the list.	The Evaluation Criteria Checklist for that item is displayed.
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Christine Brunner
Mary Lou Brunzel
 Mary Lou Brunzel ID #: 994411
 School: Elementary School
 Type: Reevaluation

Grade: EC
 Eval Age: 4 yrs, 0 mos
 Report Date: 1/15/2008

*Evaluator(s): Christine Brunner
 *Evaluation Date: 6/23/2008

The team shall determine that a pupil is eligible and in need of special education instruction and services if the pupil meets the criteria in items A 1 or 2 and B. (For complete information regarding these disability requirements, refer to Minnesota Rule 3525.1335, Effective: 11/26/2001, CFL Revised: 9/2/2002.)

✓ means the criteria group has been met. ✗ means the criteria group has not been met.
 "Y" button means "Yes"; "N" button means "No"; "X" button means "Clear previous answer"

A. Medical Documentation (Dated within 12 months for initial evaluations)

Y N O X

1. Written and signed documentation by a licensed physician of a medically diagnosed chronic or acute health condition

Y N O X

2. In the case of a diagnosis of Attention Deficit Disorder / Attention Deficit Hyperactivity Disorder: written and signed documentation of a medical diagnosis by a licensed physician.

DSM-IV criteria (items 1-5 in C.) must be provided by a licensed physician, mental health or medical professional licensed to diagnose the condition.

B. In comparison with peers, the health condition adversely affects the pupil's ability to complete educational tasks within routine timelines as documented by three or more of the following

Y N O X

1. Excessive absenteeism linked to the health condition (e.g., hospitalizations, medical treatments)

Y N O X


2. Specialized health care procedures needed during the school day



3. Click in the radio buttons and text boxes and fill in all of the required information for this checklist.

The items labeled with red text and an asterisk (*) are required information that must be filled in if they're not already.

If you don't know all of the information at this time, you may leave some of it blank, but you'll need to come back later and fill it in before you can finalize the plan.

4. Click the Submit button.

The Evaluation Criteria Checklists page is displayed with a success message, and the  column will be marked.



If the criteria for the item you selected were not met, the Criteria Checklist will be redisplayed with messages indicating what needs to be done to complete the form. If a checklist is incomplete, the  column on the Draft Evaluation Criteria Checklists page will be marked with .


















Mary Lou Brunzel

The Criteria Checklist answers were successfully entered.



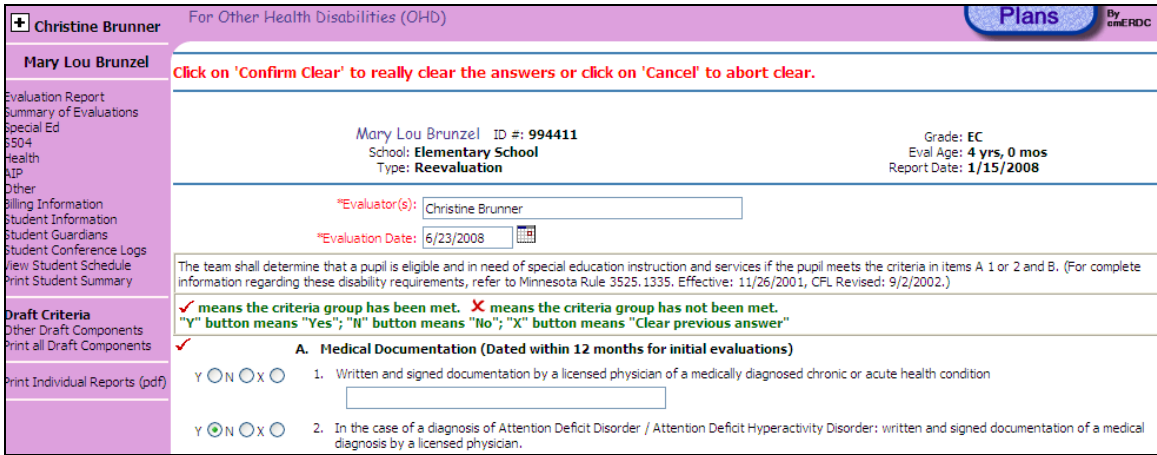


Mary Lou Brunzel ID #: 994411
School: Elementary School
Type: Reevaluation

G
Eval
Report

 means the criteria has been met.
 means the criteria has not been met.

Criteria Description	✓	✗	✗
Autism Spectrum Disorders (ASD)	Check		
Deaf-Blind (D-B)	Check		
Developmental Adapted Physical Education (DAPE)	Check		
Developmental Cognitive Disability Mild-Moderate (DCD MM)	Check		
Developmental Cognitive Disability Severe-Profound (DCD SP)	Check		
Early Childhood Special Education (ECSE 0-2)	Check		
Early Childhood Special Education (ECSE 3-6)	Check		
Emotional or Behavioral Disorders (EBD 0-4)	Check		
Emotional or Behavioral Disorders (EBD K-12)	Check		
Other Health Disabilities (OHD)	 Check Clear		
Physically Impaired (PI)	Check		
Severely Multiply Impaired (SMI)	Check		
Specific Learning Disability (SLD)	Check		
Speech or Language Impairment (S/L)	Check		
Traumatic Brain Injury (TBI)	Check		
Visual Impairment (VI)	Check		

5. Repeat to check any additional criteria as you wish.

6.	<p>Click the Print Preview icon for a criteria checklist you'd like to view or print.</p> 	<p>A new window opens displaying the document with all of your entries in your browser or Adobe Acrobat Reader, depending on your browser.</p> <p>If you wish to actually print the document, click the Adobe Acrobat Reader print button to send the document to your printer.</p>
7.	<p>Close the form preview window.</p>	<p>The Draft Evaluation Criteria Checklists page should still be displayed in your web browser.</p>
8.	<p>Click the Clear link to remove the mark from the  column for one of the criteria you marked.</p>	<p>The Draft Evaluation Criteria Checklist page is displayed with a message requesting confirmation.</p>
		
9.	<p>Click the Confirm Clear button.</p>	<p>The Draft Evaluation Criteria Checklist is displayed with a success message, and the  or  is removed for that item.</p>