

# Seeing the Big Picture

Using SpEd Forms Reports to Inform Leadership Decisions

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# Helpful Hints

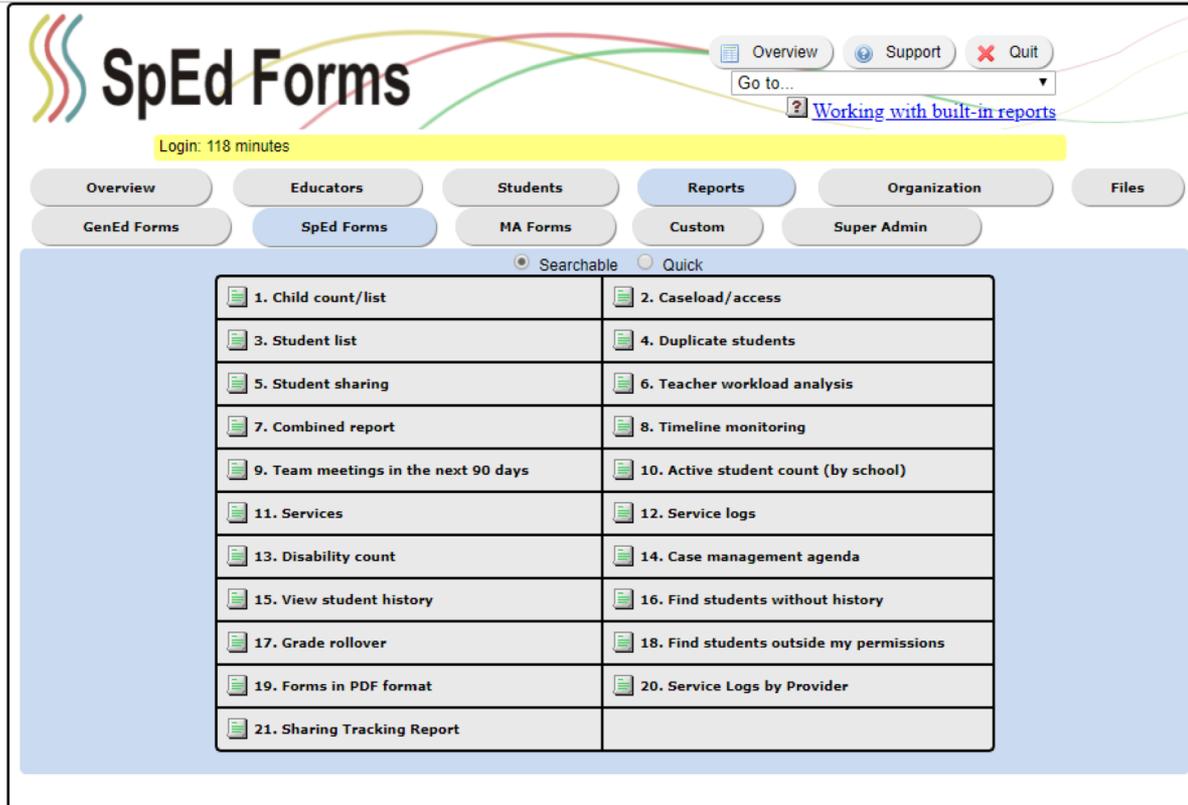


- Clean up District Provider list before running reports
  - Have teachers clean up their list -go to combined report and look for errors
  - Administrators use Combined Report and sort by case manager -looking for errors
  - Use Student Sharing Report for doing mass permission changes
  
- Run Searchable Report #4 Duplicate students and combine files

# Helpful Hints

- Create an Inactive Case Manager for your district: District Name (First Name of case manager) Inactive (Last Name) Marshall Inactive ex.
- Must provide Exit reason (student set up) when sending them to inactive case manager so that student's data isn't pulled in reports
- Used for:
  - Students who move to a district not using SpEd Forms or out of state
  - Students who are exited from services
  - Students who have graduated
  - Students who's parents have revoked consent
- Benefits:
  - Cleans up Educator Student Menu
  - Cleans up your data for the reports we are demonstrating

# Reports - Searchable



The screenshot shows the SpEd Forms web application interface. At the top left is the SpEd Forms logo. To its right are navigation buttons for "Overview", "Support", and "Quit". Below these is a "Go to..." search bar and a link for "Working with built-in reports". A yellow banner indicates "Login: 118 minutes". A horizontal menu contains buttons for "Overview", "Educators", "Students", "Reports" (which is highlighted), "Organization", and "Files". Below this is a sub-menu with "GenEd Forms", "SpEd Forms" (highlighted), "MA Forms", "Custom", and "Super Admin". Below the sub-menu are radio buttons for "Searchable" (selected) and "Quick". The main content area is a table with 21 numbered report items, each with a document icon.

1. Child count/list	2. Caseload/access
3. Student list	4. Duplicate students
5. Student sharing	6. Teacher workload analysis
7. Combined report	8. Timeline monitoring
9. Team meetings in the next 90 days	10. Active student count (by school)
11. Services	12. Service logs
13. Disability count	14. Case management agenda
15. View student history	16. Find students without history
17. Grade rollover	18. Find students outside my permissions
19. Forms in PDF format	20. Service Logs by Provider
21. Sharing Tracking Report	

# 1. Child Count Report



## Child Count Report

Login: 119 minutes

Search again

201 Student(s) Found [\[Save to File\]](#)

NAME	ID#	DOB	GR	PD	RD	PRI DIS	SEC DIS	FED SET	MEETING DATE	IEP MGR	SSD	SED	TRA CAT
12345, test'	32121239	1/1/2000	04	0000	0242	02			9/1/2009	Czech, Tonia	3/10/2006		00
Aadams, Pugsly	9999Orono1128	6/14/2018	03	0000	0001	07			6/9/2017	Oehrlein, Mark			03
aaron, henry	55555555555	1/19/1998	03	999	999	07		02		Buswell, Michael			
Acevedo Gil, Jayden	Z622ZZZ190667	11/22/2012	KG	866	0622	12		31	3/14/2018	Forms, SpEd			06
AHarvest, Seed	0123Mark76543	8/5/2009	03	0000	0745	07	08	03	8/2/2017	Oehrlein, Mark			03
ALake, Sally	0194SallyLtmp	8/31/2005	03	0000	0745	07	01	02	1/6/2017	Bennett, Donnita			03
Allen, Abraham	SMSU013478539	1/1/2004	08	9001	1100			02		Syring, LeAnne			
Amie, Amy	6767	5/11/1999	2	0000	(select)	08			2/14/2005	Byrnes, Kelli			
Anderson, Adam	051402z19z264	4/5/2002	04	7391	0001	07		01	1/19/2014	Buswell, Michael			06
Appleseed, Jonny	0196Apple1234	6/22/2009	03	0000	0196	11		01	5/16/2017	Backer, Lisa			03
aScott, Randolph	0195Sample123	9/3/2010	03	0000	0001	07	01	02	9/12/2017	Oehrlein, Mark			03
aStudent, Minne	0271MinneTMP1	9/30/2008	03	0000	0001	07	01	01	9/24/2016	Bennett, Donnita			
Avery, Scott	0181Jack98tmp	8/28/2009	03	0000	0001	07		02	8/25/2016	Bennett, Donnita		12/30/2016	03
AZeroZeroZeroSix, Student	6547893216548	10/18/2014	EC	0000	1100	01			7/6/2017	Oehrlein, Mark			
Baggins, Frodo	035FootHobbit	1/25/2008	06	9987	1100	11	08	01	9/1/2019	Oehrlein, Mark	9/10/2019	1/7/2019	
Bagins, Heather	7156358094785	2/14/2004	09	9987	0192	07		02	4/9/2019	Eby, Brad			01

# 3. Student List

57 student(s) found. IEP Manager = Buswell, Michael Showing page 1 of 2: [1](#) [2](#) >> [\[Save to File\]](#)

MARSS ID	Name	Case manager	Birthdate	Eval. written	Meeting date	
 5555555555	aaron, henry	Buswell, Michael	 01/19/1998			<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>
 051402z19z264	Anderson, Adam	Buswell, Michael	 04/05/2002	 01/10/2009	 01/19/2014	<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>
 0100777852437	Blossom, Cherry	Buswell, Michael	 02/15/2012	 01/15/2015	 07/01/2016	<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>
 8374902928873	Bob, Billy	Buswell, Michael	 05/05/2005			<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>
 2042000000123	Bonds, Bob	Buswell, Michael		 10/08/2005	 10/08/2005	<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>
 123412341234	Dennis, Sam	Buswell, Michael	 03/19/2000			<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>
 2898006528006	Dilbertson, Diane	Buswell, Michael	 04/04/2000	 11/05/2003	 09/07/2014	<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>
 123456	Doe'O, Jane'O	Buswell, Michael		 01/01/2006	 01/01/2006	<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>
 1425367891234	Donnelly, Ignatius	Buswell, Michael	 01/01/2005	 12/05/2012	 01/05/2012	<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>
 0937093709371	Duck, Ducky	Buswell, Michael	 04/26/2016			<a href="#">Forms</a> <a href="#">Delete</a> <a href="#">More</a>

# 5. Student Sharing Report



Search again

201 Student(s) Found <a href="#">[Save to File]</a>							
	STUDENT ID	FIRST NAME	LAST NAME	IEP MANAGER	SERVING DISTRICT	Permissions for: ---Select Teacher---	Update
						<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager	
<a href="#">Show team</a>	32121239	test'	12345	Czech, Tonia	Brisbane	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	
<a href="#">Show team</a>	9999Orono1128	Pugsly	Aadams	Oehrlein, Mark	Brisbane	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	
<a href="#">Show team</a>	55555555555	henry	aaron	Buswell, Michael	Perth Schools	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	
<a href="#">Show team</a>	Z622ZZZ190667	Jayden	Acevedo Gil	Forms, SpEd	SpEd Forms District	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	
<a href="#">Show team</a>	0123Mark76543	Seed	AHarvest	Oehrlein, Mark	Brisbane	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	
<a href="#">Show team</a>	0194SallyLtmp	Sally	ALake	Bennett, Donnita	Brisbane	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	
<a href="#">Show team</a>	SMSU013478539	Abraham	Allen	Syring, LeAnne	SouthWest MN State University	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	
<a href="#">Show team</a>	6767	Amy	Amie	Byrnes, Kelli	Brisbane	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	
<a href="#">Show team</a>	051402z19z264	Adam	Anderson	Buswell, Michael	MA District	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	
<a href="#">Show team</a>	0196Apple1234	Jonny	Appleseed	Backer, Lisa	Brisbane	<input type="checkbox"/> Remove <input type="checkbox"/> Read only <input type="checkbox"/> Edit <input type="checkbox"/> MA <input type="checkbox"/> IEP Manager <input type="checkbox"/> Reset	

- Use to reassign all students from a previous user's caseload to a new user's caseload
- Use to remove permissions for all students on a user's caseload
- Use to change permissions for one student

More information about form can be found in Administrator Guide-Searchable Administrative Reports SpedForms.com

# Workload Analysis



- Be Patient! This report has to pull a lot of data from a lot of places!
- Administrator can run this report or Individual Teachers can also run and send to you
- Use Working Service Plans Only for admin reports
- Teachers use in progress/working to run their report
- Can narrow by district, school building, provider or supervisor for COTA or PTA
- Date Range
  - Choose small date range, otherwise overlapping data could be pulled

## 6. Teacher Workload Analysis



- Staff need to enter provider numbers for each service they provide for each student
- Staff need to ensure accuracy or services may be missed for services provided
- Service dates need to be updated for each IEP (as required by law, but this will be where you could find an error)
- Use working service plans only
- Use a narrow date range to avoid overlap

# What can you do with Workload Analysis?

- Workload Analysis by Provider

<u>Service</u>	<u>Indirect</u>	<u>Direct</u>	<u>Total</u>	<u>%</u>
Speech/Language	2521	5468	7989	95%
Speech	42	168	210	2%
Speech therapy	84	168	252	3%
<u>Disability</u>	<u>Indirect</u>	<u>Direct</u>	<u>Total</u>	<u>%</u>
Speech/language Impaired	716	1939	2655	31%
DCD: Mild-moderate	42	84	126	1%
DCD: Severe-profound	9	33	42	0%
Physically impaired	84	168	252	3%
Deaf-hard of hearing	63	63	126	1%
Specific learning disabilities	424	1015	1439	17%
Other health disabilities	92	183	275	3%
Autism spectrum disorder	398	1038	1436	17%
Developmental delay	294	588	882	10%
Severely multiply impaired	525	693	1218	14%

# 7. Combined Report



Before printing this report, please set page orientation to landscape.

207 Student(s) Found <a href="#">[Save to File]</a>																	
ID#	NAME	PLAN MGR	GR	DOB	PRIM DIS**	ES	SD	RD	FED SET	Service Plan MEETING	PLAN PWN	SSD	PLAN DUE	EVAL DUE	PLAN	PLAN TYPE	
32121239	12345, test'	Czech, Tonia	04	1/1/2000	02	4	0000	0242		9/1/2009	9/1/2009	9/25/2009	9/1/2010	9/2/2010	ISP		<a href="#">Edit</a>
9999Orono1128	Aadams, Pugsly	Oehrlein, Mark	03	6/14/2018	07	2	0000	0001		6/9/2017		6/12/2017	6/9/2018	6/5/2020	IEP	INITIAL	<a href="#">Edit</a>
55555555555	aaron, henry	Buswell, Michael	03	1/19/1998	07	1	999	999	02	*None			*None		IEP		<a href="#">Edit</a>
Z622ZZZ190667	Acevedo Gil, Jayden	Forms, SpEd	KG	11/22/2012	12	1	866	0622	31	3/14/2018	9/13/2016	3/15/2018	3/14/2019	11/22/2019	IEP	ANNUAL	<a href="#">Edit</a>
0123Mark76543	AHarvest, Seed	Oehrlein, Mark	03	8/5/2009	07	1	0000	0745	03	8/2/2017		8/4/2017	8/2/2018	8/1/2020	IEP	INITIAL	<a href="#">Edit</a>
0194SallyLtmp	ALake, Sally	Bennett, Donnita	03	8/31/2005	07	91	0000	0745	02	1/6/2017		9/20/2016	1/6/2018	8/31/2019	504		<a href="#">Edit</a>
SMSU013478539	Allen, Abraham	Syring, LeAnne	08	1/1/2004		1	9001	1100	02	*None			*None		IEP		<a href="#">Edit</a>
6767	Amie, Amy	Byrnes, Kelli	2	5/11/1999	08	2	0000	(select)		2/14/2005			2/14/2006	5/11/2006	IIIP		<a href="#">Edit</a>
051402z19z264	Anderson, Adam	Buswell, Michael	04	4/5/2002	07	4	7391	0001	01	1/19/2014	1/10/2009	10/6/2014	1/19/2015	1/10/2012	IEP	ANNUAL	<a href="#">Edit</a>
0196Apple1234	Appleseed, Jonny	Backer, Lisa	03	6/22/2009	11	4	0000	0196	01	5/16/2017		5/18/2017	5/16/2018	5/12/2020	IEP	INITIAL	<a href="#">Edit</a>
0195Sample123	aScott, Randolph	Oehrlein, Mark	03	9/3/2010	07	1	0000	0001	02	9/12/2017		9/13/2017	9/12/2018		IEP	INITIAL	<a href="#">Edit</a>
0271MinneTMP1	aStudent, Minne	Bennett, Donnita	03	9/30/2008	07	4	0000	0001	01	9/24/2016		9/28/2016	9/24/2017	9/20/2019	IEP	INITIAL	<a href="#">Edit</a>
0181Jack98tmp	Avery, Scott	Bennett, Donnita	03	8/28/2009	07	4	0000	0001	02	8/25/2016		8/25/2016	8/25/2017	8/24/2019	IEP		<a href="#">Edit</a>
6547893216548	AZeroZeroZeroSix, Student	Oehrlein, Mark	EC	10/18/2014	01	1	0000	1100		7/6/2017		5/10/2017	7/6/2018	7/18/2020	IFSP	ANNUAL	<a href="#">Edit</a>

# 11. Services

370 Service(s) Found Date range = 07/01/2019 to 06/30/2020 and Serving district = 2364: BBE and SpEd and Related/Early Intervention Services and Showing only working plans. Showing page 1 of 8: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) >> [\[Save to File\]](#)  
NOTE: Service minute totals for selected date range only.

ID	Case manager	Student	Grade	Birthdate	Disability	MA eligible	MA consent	MHCP ID	Dist. serv.	Dist. res.	Setting
Provider	Service code	Service name							Location		
Frequency	Indirect	Direct	Start Date	End Date	Duration			Total Indirect	Total Direct	Total Minutes	

- Lots of setting to get what you want
- Provides lots of data, but can be daunting to interpret
- Export to Excel.

# 13. Disability Count

Support Reports Menu

Go to...

**Disability Count**  
Login: 115 minutes

District: ---Select district---

School: ---Select building---

Cooperative: ---Select Cooperative---

Group by School

Search

DISABILITY	STUDENT COUNT
No IEP/IFSP/IIIIP, non-disabled student	11
Speech/language impaired	71
DCD: Mild-moderate	16
DCD: Severe-profound	6
Physically impaired	7
Deaf-hard of hearing	14
Visually impaired	3
Specific learning disabilities	137
Emotional/behavior disorders	54
Other health disabilities	40
Autism spectrum disorder	83
Developmental delay	82
Traumatic brain injury	1
Severely multiply impaired	15
	<b>TOTAL 539</b>

# 14. Case management agenda



171 Student(s) Found [\[Save to File\]](#)

Select	#	Student/ Grade/ Birthdate	School/ IEP Manager/ Reg Ed Teacher	Evaluation/Reevaluation Plan Prior Written Notice	Current Needs	Agenda Comments
<input type="checkbox"/>	1	test' 12345 04 1/1/2000	Brisbane Elementary School Czech, Tonia	Received: 9/1/2000 Due:		
<input type="checkbox"/>	2	henry aaron 03 1/19/1998	Perth Schools Buswell, Michael mr. smith	Received: Due:		
<input type="checkbox"/>	3	Jayden Acevedo Gil KG 11/22/2012	Forms, SpEd	Received: Due:		
<input type="checkbox"/>	4	Seed AHarvest 03 8/5/2009	Brisbane Elementary School Oehrlein, Mark	Received: Due:		
<input type="checkbox"/>	5	Abraham Allen 08 1/1/2004	SMSU Middle Syring, LeAnne	Received: Due:		

## Things you can learn about ESY

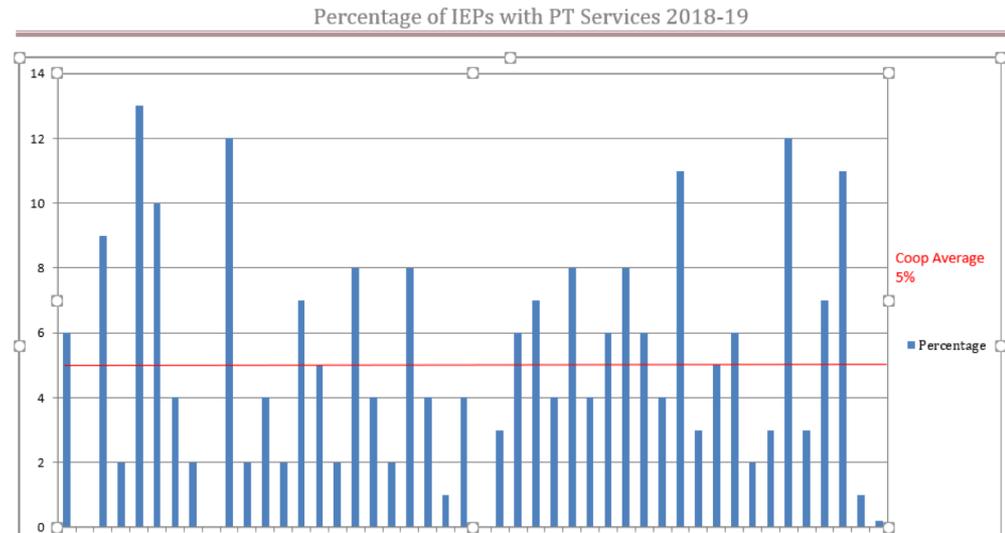
from Child Count Report or ESY Contact Data Quick Report

- More Data Needed
- ESY Students Eligible
- Trends
  - District
  - Building
  - Provider
- ESY Contact Data Quick Report

# Related Services



- % of students receiving any related service
- Quick Reports
  - OT Services
  - PT Services
  - Special Transportation
  - Speech/Communication Services
- Trends
  - District
  - Building
  - Provider



# Assistive Technology



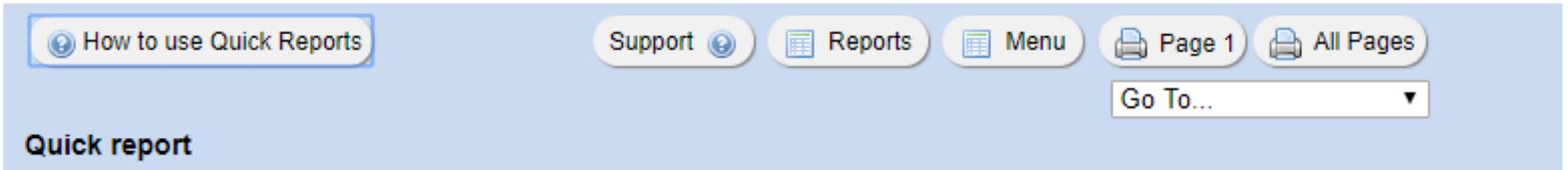
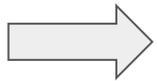
Quick Report:

AT checked yes, more data needed, or no on services page

- Run it early in the year so you know what needs to be met for the school year.
- Run it periodically throughout the year to make sure staff are following up on the More Data Needed plans and addressing accordingly.

# Quick Reports

1. Completely control the data displayed, through the use of filters and sorting
2. Hide columns you don't need when printing or searching
3. Download only records you need instead of the entire report.



The screenshot shows a light blue navigation bar with several buttons: 'How to use Quick Reports' (highlighted with a blue border), 'Support', 'Reports', 'Menu', 'Page 1', and 'All Pages'. Below these buttons is a 'Go To...' dropdown menu. In the bottom left corner of the bar, the text 'Quick report' is displayed.

# Favorite Quick Reports



- Disability counts by school and grade
  - Evaluation Summary Series - shows ER results for a year
  - MCA Accommodations
  - SpEd Data Sheet with Last Finalized Plan Date- lists the MARSS data for plans finalized in last 60 days in case someone didn't send you the SpEd Data sheet
- 
- What are your favorite reports and how do you use them?

Spedforms.com



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# New PWN/Consent Form



**Minnesota Session Laws - 2019, 1st Special Session, Chapter 11, HF1, May 28, 2019**

**Sec. 2. Minnesota Statutes 2018, section 125A.091, subdivision 3a, is amended to read:**

**125A.091 ALTERNATIVE DISPUTE RESOLUTION AND DUE PROCESS HEARINGS.**

Subd. 3a. **Additional requirements for prior written notice.** In addition to federal law requirements, a prior written notice shall:

(1) inform the parent that except for the initial placement of a child in special education, the school district will proceed with its proposal for the child's placement or for providing special education services unless the child's parent notifies the district of an objection within 14 days of when the district sends the prior written notice to the parent; and

(2) state that a parent who objects to a proposal or refusal in the prior written notice may:

(i) request a conciliation conference under subdivision 7 or another alternative dispute resolution procedure under subdivision 8 or 9; or

(ii) identify the specific part of the proposal or refusal the parent objects to and request a meeting with appropriate members of the individualized education program team.

# New PWN/Consent Form



## Chapter 11, Article 4, Section 3

### Minnesota Statutes 2018, section 125A.091, subdivision 7, is amended to read:

Subd. 7. **Conciliation conference.** A parent must have an opportunity to request a meeting with appropriate members of the individualized education program team or meet with appropriate district staff in at least one conciliation conference if the parent objects to any proposal of which the parent receives notice under subdivision 3a. A district must hold a conciliation conference within ten calendar days from the date the district receives a parent's objection to a proposal or refusal in the prior written notice request for a conciliation conference. Except as provided in this section, all discussions held during a conciliation conference are confidential and are not admissible in a due process hearing. Within five school days after the final conciliation conference, the district must prepare and provide to the parent a conciliation conference memorandum that describes the district's final proposed offer of service. This memorandum is admissible in evidence in any subsequent proceeding.