

Net IEP Procedural Questions/Answers Document for Districts

Question 1. Why is the domain page in a different location from the page where parent signs? Can they be together?

Answer 1. The IEP forms list is posted in the order of priority usage. Signature page is mid-way in the Forms list for access upon completion of the domain and eligibility.

Question 2. What is the difference between the ISBE number and the SIS number? Where do you get the SIS number for a student?

Answer 2. The ISBE number is used to identify students in FACTS. The SIS number is generated by ISBE, and only available to school district staff.

Question 3. What does the import button that is only on the Conference Summary Form (page 4) do?

Answer 3. It imports information. When you click on "import" the adverse effect from the most recent eligibility is imported into the IEP.

Question 4. How will the signature form (page 10) work? When will we sign, before or after placement decision is marked?

Answer 4. Print signature page and sign once placement is completed. Note: Signature signifies parent attendance, not agreement with placement decision.

Question 5. On the General Considerations in the Development of the IEP (page 12), do all the areas need to be addressed by "yes" or "no"?

Answer 5. Yes, each statement needs review and a response indicated.

Question 6. Can forms in the Document Library be typed on?

Answer 6. Yes, but they must be saved to your computer's hard drive or network drive in order to attach them to a student's IEP.

Question 7. The summary of performance page is in the documents file. How does it attach to the IEP?

Answer 7. Much like completing an e-mail attachment, first make sure to save the document to your computer's hard drive or network drive. On the IEP forms page in Net IEP, use the "+Add Attachment" button to attach the file to the student's IEP.

Question 8. How will the IEP amendment process work? Will amendment form and other appropriate IEP pages be completed?

Answer 8. The "amendment to IEP" form will be completed and the appropriate IEP pages will also be updated based on the reason(s) for the amendment.

Question 9. How will students be exited from a program?

Answer 9. District should enter reason for exit and the exit date on the Student Record page.

Question 10. What happens when a new student moves into our district?

Answer 10. Call the L.E.A.S.E. office. We will check to see if the student has a record. We will edit the Student Record so you can access it.

Question 11. Is there a way to delete the whole IEP document?

Answer 11. No, any deletion needed is page by page.

Question 12. What types of issues should school staff submit about net IEP?

Answer 12. Anything, i.e. typing errors, tab key failure, etc.

Question 13. Who will house IEP information at the district?

Answer 13. The district is responsible to maintain the official records for students. A printed paper copy of each IEP developed should be placed in the student's temporary record.

Question 14. Can a blank set of IEP forms be printed out?

Answer 14. No, not totally blank, the demographic information for the student will be placed into the IEP.

Question 15. Can small changes be made once the IEP is submitted?

Answer 15. No changes should be made to an IEP after it has been approved, entered into FACTS and sent to the parents without an IEP meeting or amendment. Also, if a new IEP has been started, no changes can be made to the "archived" IEP no matter what.

Question 16. Can the same IEP be submitted to Arlene more than once? Does the program automatically update changes?

Answer 16. Each time the "indicate this IEP is finished" button is "clicked" an e-mail will be sent to Arlene notifying her that an IEP has been submitted.

Question 17. If an IEP has already been submitted to Arlene and a teacher forgets to check a box, do they need to resubmit it to Arlene, or will the changes be seen without submitting?

Answer 17. Technically, Arlene can see the change, but she will need the notification that a change has been made.

Question 18. When a student goes from 8th grade to high school, who changes the case manager and when?

Answer 18. At the end of each school year there is a process to do a "Mass Move" to advance students. Districts will have to verify the accuracy at the beginning of each school year.

Question 19. Can the invite be brought forward from year to year?

Answer 19. Not the list of attendees.

Question 20. Can there be drop downs for the title of people on the invite—parent, teacher, etc?

Answer 20. Yes, program does this.

Question 21. Can two IEPs be open at the same time?

Answer 21. Yes.

Question 22. Can a top 5-10 must know or tips list be created for staff to keep by their computer?

Answer 22. There is a quick tips page in the program.

Question 23. Is there a way to print only the disability area being addressed on a page?

Answer 23. No, it was cost prohibitive to generate a form for each disability category. We are looking into this with Netchemia for a possible select print option.

Question 24. Can the vision and hearing information that the case manager inputs on the IEP be brought forward to the student records page? Who will enter the updated vision and hearing yearly?

Answer 24. It is on the student records page and populates into the IEP. Each district has different people designated to enter that data.

Question 25. What if a teacher meant to push print and pushes indicate IEP is finished instead?

Answer 25. If Arlene is contacted right away; she won't send an e-mail to the coordinator to check the IEP.

Question 26. Is Medicaid part of the IEP?

Answer 26. No. If a district wants reimbursement for Medicaid eligible services, they must have parental consent at least annually. It makes sense to obtain consent at an IEP meeting. Note, anytime a student becomes Medicaid eligible parent consent is necessary for a district to receive reimbursement.

Question 27. Can the Notice of Conference print as only one page?

Answer 27. If you do a print preview first, you can choose "print to fit" to adjust the number of pages.

Question 28. In the Consent for Initial Provisions of Special Education and Related Services there is no box to type in the phone number. Do you hand write the phone number?

Answer 28. Yes, because the information is district/school specific, we chose to make them reports rather than forms. All blanks will need to be completed by hand.

Question 29. What is the procedure for ISP's?

Answer 29. Use the ISP forms posted on the L.E.A.S.E. website.

Question 30. Can the DOMAIN existing information be pulled forward to the eligibility page? Health, vision, hearing, etc.?

Answer 30. No, it is set up to be a cut/paste process.

Question 31. Can schools still use their own invite since all the names are already on it?

Answer 31. If they do then lines on the signature page will not be generated.

Question 32. On the page where it says "Language used in home", there is no box and no way to add it.

Answer 32. Language is set on the Student Record form.