

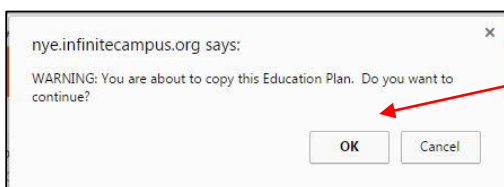


Copy Button

- IEPs cannot overlap
- The Copy button and the Amend button fix this for all IEPs done after an initial IEP
- Copy and Amend buttons copy all previous IEP information forward and allow you to just change what needs to be updated. Using these buttons prevents IEPs from overlapping.
- USE COPY BUTTON FOR ALL ANNUALS DONE AFTER AN INITIAL IEP...ALL OTHER IEP (REVISIONS), USE THE AMEND BUTTON (this is after a student has had an initial IEP...from that point on, you will COPY or AMEND all future IEPs on that student).
- IEP's following 3 Year Reevals – If the IEP following the 3 Year Reeval is being interpreted/held as an Annual, use Copy button and use Meeting Type “IEP Following 3-Yr Reevaluation”. If the IEP following the 3 Year Reeval is NOT being interpreted/held as an Annual, use Amend Button and use Meeting Type “Revision to IEP Dated” and put Revision IEP following 3 Year Reeval in Comments box.



Click on the IEP you want to copy so it highlights BLUE then click the Copy button above.



A window will pop up asking if you want to copy this Education Plan. Click OK.



Copy Button

Plan Copy Wizard

Select from the drop list, the plan you wish to copy data into. Enter the start and end dates of the new plan. Select Copy if you wish to proceed or cancel if you wish to discontinue the copy process and return to the document tab. After copying, the original plan end date will: 1) end one day before the new plan starts if the two plans overlap, 2) stay the same if the new plan starts after the original plan ends.

NV IEP 2017 Without Transition (03/07/2017-03/07/2018)

*New Plan Type: [Dropdown]
*Start Date: 03/07/2017
*End Date: 03/07/2018

Normal Service

*Service 1: Other: [Normal Service - Other]
Service Provider: [Dropdown]
Service Position: [Dropdown]
*Start Date: 03/07/2017
*End Date: 03/07/2018

*Service 2: Other: [Normal Service - Other]
Service Provider: [Dropdown]
Service Position: [Dropdown]
*Start Date: 03/07/2017
*End Date: 03/07/2018

Related Service

*Service 1: Speech/Language: [Speech/Language]
Service Provider: [Dropdown]
Service Position: Speech/Language
*Start Date: 03/07/2017
*End Date: 03/07/2018

Select plan type and start date and end date for IEP. Once you change start date, it will change start date for all the services below, however, End dates for services do not change with your date change, you must manually change all the services end dates. End Date is ALWAYS the Annual IEP Due Date.

If the student receives speech/language services, due to that glitch we experienced last year, this "Service 1" box will be blank if you are Copying or Amending any IEP "version" older than NV IEP 2017.2 and it will need to be populated by clicking the drop down menu and selecting "Related-Speech-Language Pathology Service" at the bottom of the drop down menu. DO NOT use the one that says "Speech/Language" only. Scroll further down to Related-Speech Language Pathology Service".

*Service 3: Other: [Supplementary - Other]
Service Provider: [Dropdown]
Service Position: [Dropdown]
*Start Date: 03/07/2017
*End Date: 03/07/2018

*Service 4: Other: [Supplementary - Other]
Service Provider: [Dropdown]
Service Position: [Dropdown]
*Start Date: 03/07/2017
*End Date: 03/07/2018

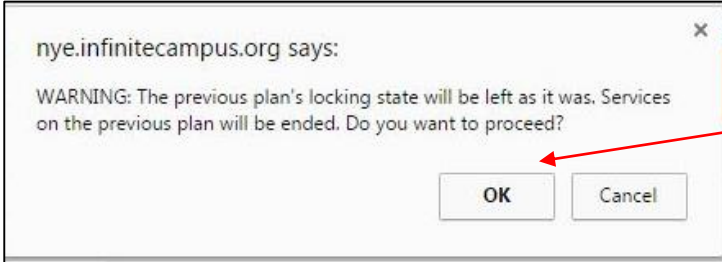
*Service 5: Other: [Supplementary - Other]
Service Provider: [Dropdown]
Service Position: [Dropdown]
*Start Date: 03/07/2017
*End Date: 03/07/2018

Copy **Cancel**

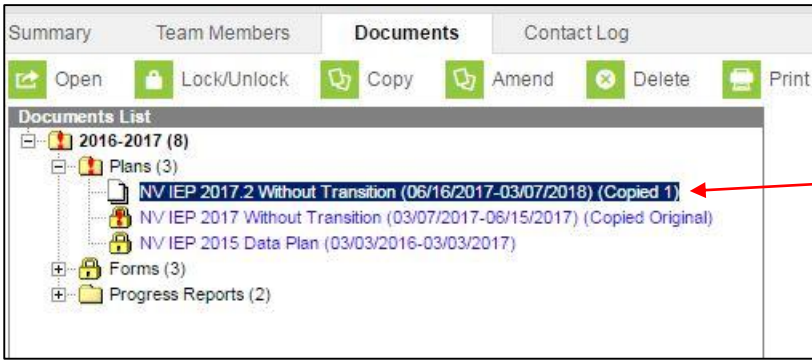
Once you verify all fields are correct click Copy.



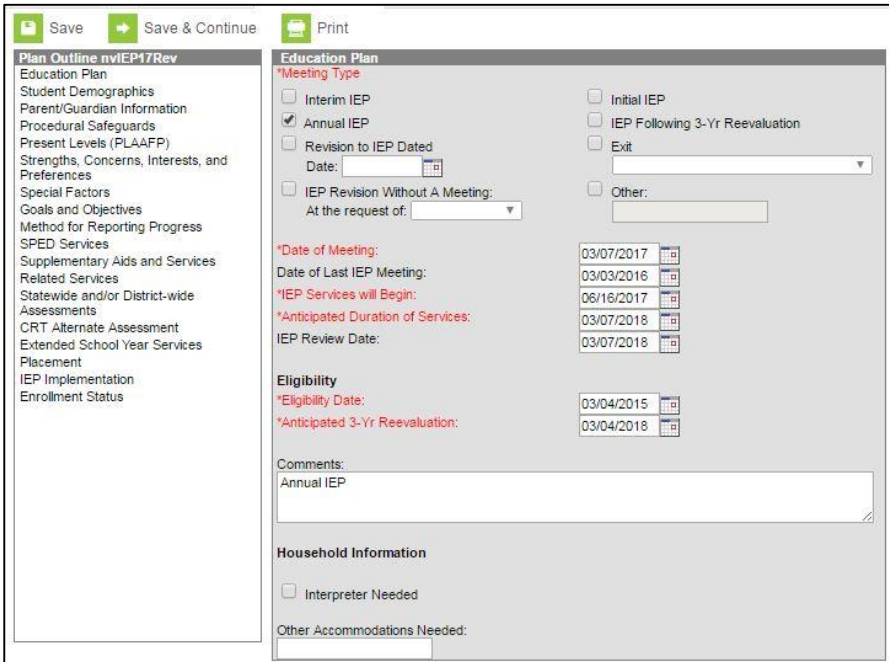
Copy Button



A window will pop up stating the previous plan's locking state will remain and Services will be ended. Do you want to proceed? Click OK. This is what we want, this will make sure the new IEP and the last IEP dates will not overlap.



Click on Documents Tab and select the IEP you just copied. Click Open. NOTE: Notice that once you've copied the Original IEP, the Original IEP is end dated the day before your copied IEP (no overlap).



Now you can make changes, make sure all dates are correct. This will copy forward the previous IEP in its entirety. You just change/update for new IEP. DO NOT just copy it all forward and change dates!!! You must revise all areas that need updating e.g. PLOPs, Goals/Objectives, Services...any and all areas updated for new IEP.