# Online IEP
# Paperwork Reduction Project

**David Reeg**

**MN.IT Services @ Education**

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# Online IEP Project Team

- **Project team currently includes MDE staff members from the Compliance and IT divisions.**
- **Additional staff members are being added from Special Education and Data Practices.**
- **We expect to schedule focus groups with school district representatives to review user interface design and functionality once we have preliminary designs ready.**

# Step 1: Define Project Goals & Concerns

- Current vendors develop online IEP systems which are more complex than necessary and for which they charge a premium.
- Smaller schools can't afford vendor-provided solutions and instead use Microsoft Word documents provided by MDE.
- Goal is a state-provided online IEP software system.
- Teachers should be able to access and update student IEP-related information and create student-level reports.
- Would like to leverage modern technology (e.g. iPads) for access to data within the classroom.
- There is much student data at MDE which we want to integrate with this system to minimize data re-entry.
- Federal office requires us to review records held at MDE for compliance.
- Student confidential data is a huge concerns.  How do we handle data confidentiality with a mobile-based solution?

# Step 2: Define Business Users & Process Requirements

- Users are educators, almost exclusively at school districts.
- Educator begins a student case record by completing 3-5 forms, including a referral form and a parental consent form.
- Educator tests the child using special education assessments.
- Educator completes a child evaluation form determining whether the child is eligible for special education services and funding.
- If the child is eligible for special education, the team develops an Individualized Education Program (IEP) for him or her.
- Educator proposes the IEP to the family and completes another parental consent form.
- Once parental consent is received, the district must proceed with the special education program.
- Educators must be able to reference and track student information & progress reports with the IEP throughout the year.
- Educators must also be able to revise the IEP throughout the year.

# Step 3: Define Back-End Data Processing Requirements

- **IEPS are annual plans.  At the end of the year, the final end-of-year progress report should be the starting point for the child's next year special education referral goals and objectives.**
- **IEP Review Team Meetings: must ensure that review team members can be granted access to student IEPs.**
- **Student case reports should allow districts to promptly get a summary of student IEP information when students move between districts.**
- **MDE must review a sample of IEP documentation once every five years.**
- **Districts have timelines they must meet.  The system should use the referral date to generate a email notifications and reminders.**

# Step 4: Data Requirements Analysis

- **Preliminary Data Models defined for:**
  - **Student Case Records**
  - **Case Worker Information**
  - **Case History Information**
  - **Evaluation Report Information**
  - **Release Authorization Information**
- **More Data Model definition required for:**
  - **Individualized Education Plan**
  - **Parental Consent Form**
  - **Prior Written Notice Form**
  - **District Progress Reports**
  - **Case Worker Journal / Notes**
  - **Special Factor Consideration / Behavior Intervention Plan**

# Step 5: Next Step

- **The proposed business requirement for not hosting the application at MDE is a significant departure from IT development practices.**
- **Alternatives application development and hosting methods are currently under discussion.**
- **Determining the application development and hosting methods is the next critical step in the project.**

# Questions

- **We welcome your feedback!**
- **All your questions and comments will be passed on to the Online IEP Project Team.**
- **Contact: Rose.Hermodson@state.mn.us**
- **Contact: David.Reeg@state.mn.us**