

BCeSIS

Supporting Student Achievement

Student Services - Basic **Reference Guide**

Version 3.0
Sep 3, 2008

BCeSIS Implementation Team

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Overview

The Student Services module is an integrated system, specifically designed for BC schools to manage the educational requirements for students with special needs. There are two modes of use available to schools: Student Services BASIC and Student Services FULL.

This document covers the Student Services BASIC mode of BCeSIS.

Audience

- Users of BCeSIS who are responsible for tracking and recording students' ministry categories, primarily for funding purposes. This may include school clerical staff or district support staff.
- L1 personnel and others who will support users in this process.

Objectives

- The Student Services Basic Reference Guide will provide details on the recording and tracking of students with Ministry Special Education categories specifically for the purposes of 1701 funding.

Key Points

- A student can only have ONE "Active" record.
- An "Active" record is defined as a record with a Finalized status and either No discontinuation date or a discontinuation date that is later than the extract date.
- "Finalized" is a term used to describe a student services record that has been saved and closed. Once a record has been Finalized it will need to be Re-Opened if changes need to be made.
- If a student no longer meets the Ministry requirements for funding in a category, the record will need to be "Discontinued".

1.0 Overview of the Student Services Basic Module

1.1 Introduction

The Student Services module, which was implemented in BCeSIS on December 15, 2007, has two modes: **BASIC** and **FULL**. **Student Services BASIC** is used by all districts (*except those using FULL mode - see note below*) to enter student eligibility information for 1701 reporting purposes. This is essentially its only functionality.

Note: Student Services FULL is only available to those districts that have completed the implementation process for the module.

1.2 Security

All Student Services related security roles have been removed from the ALL_FORMS_AND_REPORTS security class.

Users who require access to Student Services BASIC must have the following security roles assigned:

1. The **SPECIAL_EDUCATION** role assigned to access the module
2. **Special Education** Authority set to 'Full Update'
3. **SPED_REPORTS** role assigned to access the eligibility report (*see Appendix C*)
4. **SSS_DELETE** assigned to users with approval from Student Services team to delete eligibilities

To provide access for Student Services personnel or admin staff to review the designations entered, assign the role, **SPECIAL_ED_READ**. Set the **Special Education** Authority to "Full Update" so that the SPED button will appear on the main BCeSIS screen.



1.3 Finalized Records

"FINALIZED" is a key term in the Student Services module.

- In BASIC, only active Finalized records will be counted in the 1701 extract. Any record with a FINALIZED status and no discontinuation date or with a discontinuation date that is later than the current year extract dates (e.g. Sep 30, 2008), is considered to be "active" and will be picked up by 1701.
- Only Finalized records will display on reports. Every screen in the Eligibility Determination Details loop has a **Finalize** button.

1.4 Key Points

1. SS BASIC is small slice of the Student Services module and is used only for entering 1701 reportable eligibility information.
2. An Oracle Forms "no access" message will display if a Student Services FULL screen is called from Student Services BASIC. Access to Student Services FULL is currently managed at the enterprise level.


Student Services Basic Reference Guide

3. Info entered into Student Services Basic will not be lost when moving to Student Services Full.
4. Any active Finalized records will be included in the 1701 extract, so it is important to **make sure that only one Finalized eligibility is “active” for each student** even though the system will allow multiple entries. This is important to assure accuracy of the 1701 extract.

2.0 Using Student Services BASIC to Record Ministry Designations

2.1 Overview

When a student has been identified as meeting the Ministry requirements for Student services support, the school user will record that information in the Student Services module.

From core BCeSIS, enter the Student Services module by clicking on the  symbol. The Special Education start screen will display. You may Query for a student on this start screen just as you would in BCeSIS, using the F7/F8 combo.

Greater Victoria Student Information System

Main Menu Student Queries Administration School Report Navigate Common View Lock Help Window

Special Education Start Screen Instance: class Rel. 10.1

Student Services

Current School Selected Semester User
VHS Victoria High School 1 SPLEWES

Current Student Selected

Pupil No. 285287 Registered Full-time

Usual Last Name Bacon Suffix

Preferred First Name Sukpaul

Sex Grd Phone No. Birthdate
M 10 (250)555-7276 25-AUG-1992

Home Room Withdraw Date
77 Annika, Rousseau 4

All (current + wdr)
 Current

2.2.1.1 The Basic Info Tab

Pupil Number	Usual Last Name	Suffix	Preferred First Name	Middle Name
123456	Austerberry		Jeremy	Storm
Ministry Designation				Case Manager

Basic Info	Parents	Participants	Assessments	Notes and Comments
------------	---------	--------------	-------------	--------------------

Determination of Eligibility #

Report Type

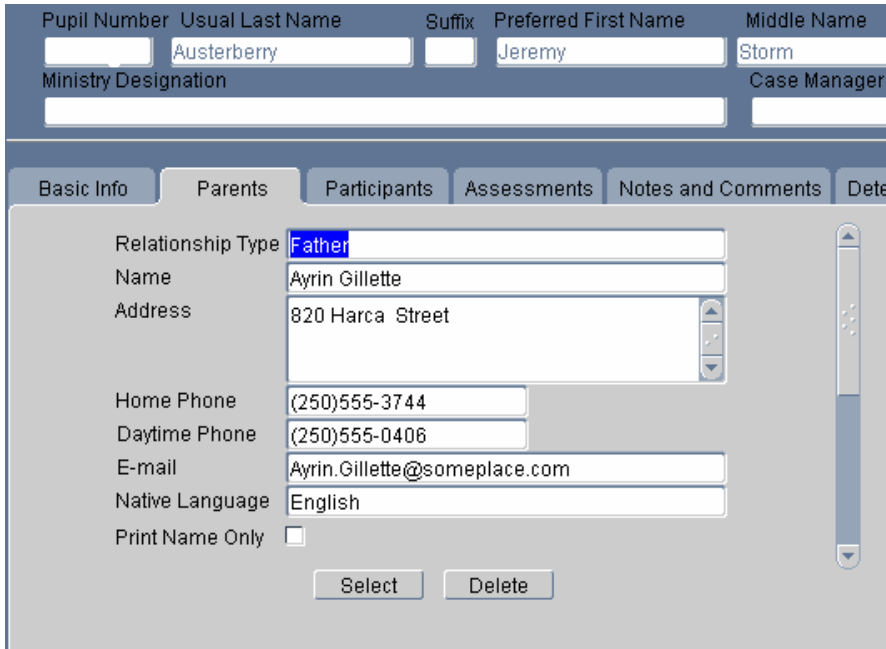
Report Date

- Select the **Report Type**. This field must be filled in. The only option is **Determinations of Eligibility Report**.
- Type in the date or Select the date from the calendar by clicking on the + sign.
- Save the record.

Note: The system uses a numbering sequence for eligibilities. Even though the system will allow multiple entries, only one eligibility may be active – i.e. not end dated - for each student at a given time. The system continues the numbering sequence for eligibilities even after an existing eligibility is discontinued e.g. if the one being discontinued is #1, then a new one created thereafter will be #2 and so on. A new eligibility, when entered, will display at the top of the list of eligibilities. The Determination Date for the new eligibility must be later than the Discontinuation Date of the previous eligibility.

2.2.1.2 The Parents Tab

- Click the Parents tab.

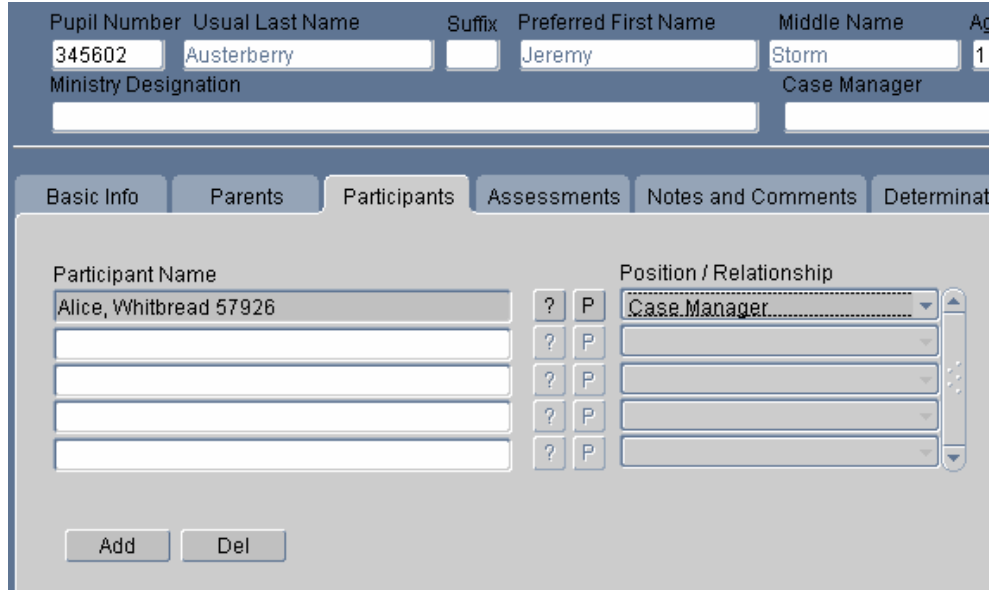


- The Parent(s) name will auto-populate from BCeSIS. If changes are made to the information in BCeSIS, it will be reflected in the Student Services module.

Note: When migrated or converted records are Re-opened, at least one parent/guardian will need to be added before the record can be **Finalized** again. Click the **Select** button to add a parent.

2.2.1.3 The Participants Tab

- Click the **Participants** tab



- Select a staff member by clicking on the ? or by typing in the field. At least ONE participant must be recorded.
- Optionally, select a Position for the team member. This field will auto-populate from the Staff Maintenance record, if it has been entered there.
- Additional team members may be added by clicking the Add button.

Note: In Student Services BASIC, it is necessary to select a minimum of one person so that the eligibility record can be **Finalized**. This could be the same person for each student - e.g. the Principal, who is ultimately responsible for the eligibility designation; or a Student Services resource person; or schools may prefer to use this functionality to indicate the Case Manager for each student.

Note: When migrated or converted records are re-opened it will be necessary to select one participant before the record can be **Finalized** again.

2.2.1.4 The Determination Designation Tab

- Click the Determination Designation tab

 meets does not meet the district criteria for Student Services'. Below this, there are two date fields: 'Determination Date' set to '03-SEP-2008' and 'Re-evaluation Date' set to '03-SEP-2011', both with a '+' button to the right. A 'Ministry Designation' dropdown menu is set to 'Visual Impairment' and is highlighted in yellow. To its right is a 'Request Review' button. At the bottom, there are fields for 'Date Finalized' and 'Finalized By', and buttons for 'Finalize', 'Historical Info', 'Spell', and other utility icons. An arrow points from the 'meets' radio button to the 'Request Review' button." data-bbox="212 177 830 400"/>

- Click the radio button '**meets**' in the bolded statement at the top of the tab for the **Ministry Designation** field to be enabled.
- The **Determination Date** auto populates with the system date. If the Student Services team prefers to reflect the actual date a student received the designation, use the + to the right of the date field to select it.

Note: Request Review is not available to Student Services BASIC.

- The **Re-evaluation Date** auto populates to three years from the **Determination Date**. Typically a review is done annually. Again, on the direction of the Student Services team, change this to one year using the calendar button. Note: The review functionality is related to Student Services FULL and has no effect in BASIC.
- Select the appropriate **Ministry Designation** from the drop down list. As soon as a category is selected, a new **Additional Forms** tab displays which contains the Ministry checklists for that category.
- Save the record, and move on to the new tab.

2.2.1.5 Additional Forms Tab

- Click the **Additional Forms** tab

The Ministry Designation selected on the Eligibility Determination Details screen above will auto-populate under **Document Type** but **Document Number** and **Status** fields will be blank. Click **Create/View** to open the Ministry checklist pages for the selected category.

On the checklist screen for the displayed category there are multiple tabs containing various information. It is not necessary to enter anything in this form, but the **Complete** button on the **Dates Info** tab must be clicked or it will not be possible to **Finalize** the record. It is possible to exit the screen without clicking **Complete**.

- Click **Complete**.
- When prompted to, enter your initials and Click OK.
- The **Complete** button changes to **Reopen** and the **Completed Date** and **By** fields on the bottom left of the screen, are updated accordingly.
- Exit through the door to return to the Additional forms tab.

The eligibility is now displaying a date in the **Document Number** column and a status of **Completed**. However, in the demographic section at the top of the screen, the **Ministry Designation** does not display because the record has not been **Finalized**.

- Click the **Finalize** button and enter your initials at the prompt.

3.0 Working with Migrated or Converted records

3.1 Overview

When the Student Services module was implemented, existing student data in SPED Lite was migrated to Student Services BASIC with the status of FINALIZED. These records are unique in that migration was a one time only process.

Data from a legacy SIS converts into Student Services BASIC with the status of FINALIZED. Unlike the one time only process that produced migrated data from SPED Lite, data conversion may be an ongoing reality for some districts depending on their implementation plans.

NOTE: There should be only one active Finalized record for each student – i.e. one record with a FINALIZED status and no discontinuation date, or with a discontinuation date that is later than the extract date (i.e. later than Sep 30, 2008).

3.2 Validating migrated or converted records

Any active Finalized record will be picked up for 1701 purposes, so it is important for schools to review their migrated or converted data to make sure that only one record meets the “active Finalized” criteria defined above.

Schools need to validate that the information contained in migrated or converted records is accurate and current. It is not necessary to Reopen a record to view its contents because the screens in the Eligibility Determination Loop, as detailed in Section 2 of this document, can be navigated freely in any Finalized record.

When validating whether a record is discontinued, the Ministry Designation field at the top of the screen will be blank.

3.3 Reopening migrated or converted records

If changes need to be made to a Finalized record, it must be Reopened. Any user with Special_Education security access has the ability to perform this task, so districts should consider when, how, and who should do this.

Once the Reopen button on a record has been clicked, most of the steps described in section 2.2 *Add an Eligibility* of this document will need to be completed before the Reopened record can be Finalized again. Migrated or converted records do not contain Ministry category checklist information. As a result, the Additional Forms tab will not display when the record is Reopened and therefore it is not possible to perform the “click the Complete button” step outlined. All other steps apply.

Before Reopening a migrated or converted record, users should know which staff member to choose as the Participant.

Student Services Basic Reference Guide

Parent information will not auto-populate as it does when entering a new record. Click the **Select** button on the Parent Information tab. Parents/guardians can only be added one at a time from regular eSIS.

To change the eligibility for a student, refer to the next section *4.0 Ending an Ministry Designation*.

4.0 Ending a Ministry Designation

4.1 Overview

The Exit Special Education functionality is so named because it is designed to discontinue Special Education services for a student. When used, it results in a discontinuation of the student's Ministry Designation. **If a new eligibility is added after a previous one is discontinued, the Determination Date for the new one must be later than the Discontinuation Date of the previous one.**

Note: Only Finalized eligibilities can be ended. **ALL Finalized eligibilities with a Determination Date that precedes the Discontinuation Date will be discontinued by this process.** If there are no finalized records, the process will not run and the following message will display: "The student does not have finalized Eligibility Determinations. New Discontinuation of Services records cannot be added for the student."

4.2 Exit Special Education

On the Student Services Basic start screen, click **Main Menu > Exit Special Education**.

4.2.1 Procedure

Main Menu > Exit Special Education: Discontinuation/Transfer of Services tab

- Select the **Discontinuation/Transfer** tab

SEW - Discontinuation / Transfer of Services

VHS Victoria High School Homeroom 77-Annika, Rousseau 48631 Grade 10

Pupil Number Usual Last Name Suffix Preferred First Name Middle Name Age Gender Birth Date
 345602 Austerberry Jeremy Storm 15-00 M 13-AUG-1993

Ministry Designation Case Manager
 Visual Impairment

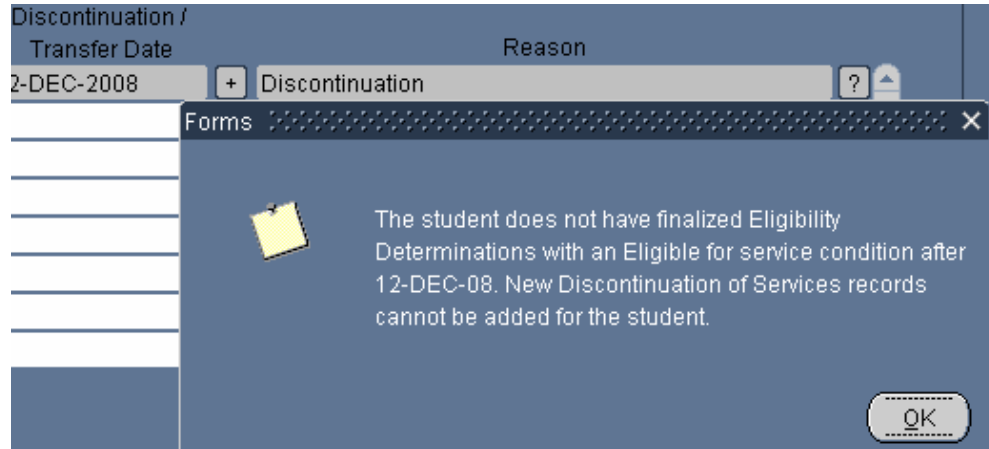
Discontinuation / Transfer Dates:

Discont. Transfer	Discontinuation / Transfer Date	Reason
<input checked="" type="radio"/>	12-DEC-2008	Discontinuation
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

Add Del

- The **Discontinuation/Transfer of Services** screen displays with the radio button **Discont** active by default.
- Click the **+** sign beside the date field to select a date from the calendar
- Select Discontinued from the drop down menu under **Reason**.
- Save and exit.

The following very important message displays when a Discontinuation record already exists, or when a user adds a new Discontinuation record and hits the save button.



The message indicates that the student does not have an active finalized Eligibility Determination – therefore, this student will not be picked up by 1701.

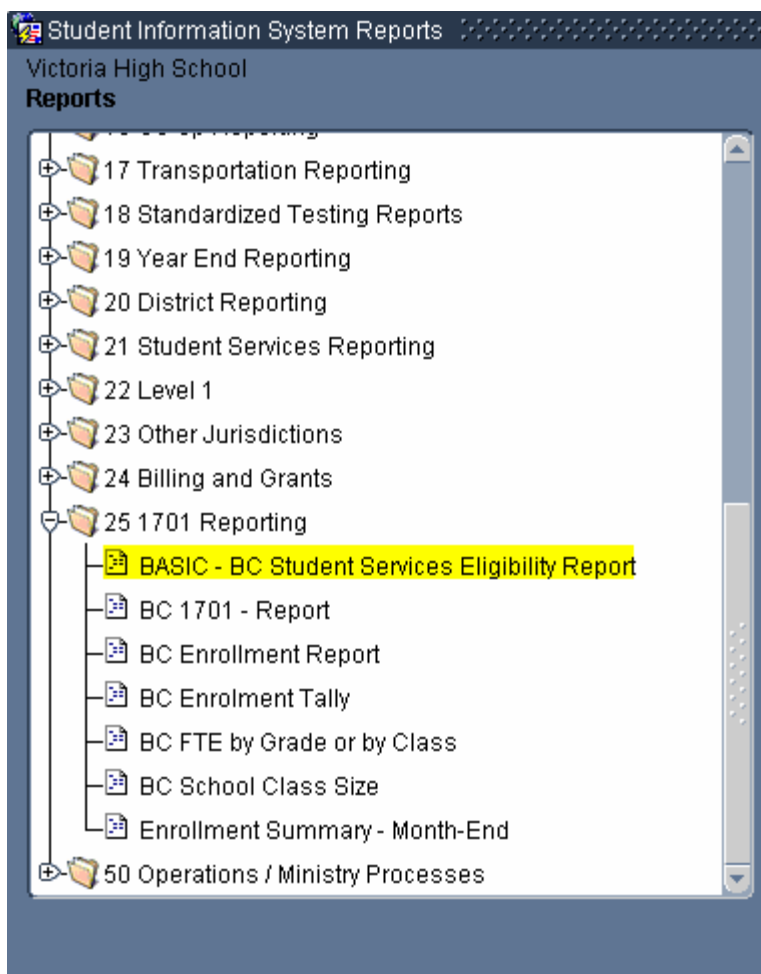
5.0 BC Student Services Eligibility Report

5.1 Overview

The BC Student Services Eligibility Report is a custom report developed to assist districts with accurately reporting eligibility information.

5.2 Running the Report

The BC Student Services Eligibility Report is available under 1701 reporting as well as Student Services because, by comparing it with the 1701 eligibility report, districts can use it to determine if any students have been missed.



5.3 Procedure

On the parameter screen, choose **Detail Report** or **Summary Report** or both. Ticking both will produce two separate reports simultaneously using the same parameters. (see sample reports below)

- **Effective date** is a very specific selection criterion for the data.
- The date defaults to current date but can be entered manually, using the standard BCeSIS date format.
- Which schools are displayed on the **School** drop down menu depend on the user’s security. A district user will be able to see and select from all schools in the district, while a school user will only see one school. Choosing All Schools will report eligibilities by school for all schools to which the user has access.
- **Ministry Designation** is available to all users. Choose All or any one.
- **Sort by options** are available to all users and include Student Name (Last, First); Pupil Number; Grade; and Ministry Designation.
- Use tick box to include **Cross Enrolled Students**.

BC Student Services Eligibility Report Samples

1. Detail Report, single school, all designations

Report Name:	CUST101R V1.3
Report Title:	BC Student Services Eligibility Report
User Name:	RLAU
Run Date:	08-FEB-2008 01:38:36 pm

Parameters	
Effective Date:	08-Feb-2008
School:	Houston Secondary
Ministry Designation:	All Designations
Sort By:	Student Name (Last, First)

CUST101R V1.3	Page 1 of 2					
BC Student Services Eligibility Report						
Detailed Report						
08-Feb-2008 01:38 pm						
School: 5454011 Houston Secondary						
Pupil Number	Student Name	Birth Date	Gender	Grade	Ministry Designation	Cross Enroll
221067	Albert, Camille	21-Jun-1990	F	12	Moderate Behaviour Support/Mental Illness	
221092	Ali, Francine	05-Feb-1991	F	11	Moderate Behaviour Support/Mental Illness	
221121	Argyle, Edwin	26-Sep-1991	M	11	Learning Disability	
221199	Baleja, Alberto	05-Jul-1994	M	08	Learning Disability	
231012	Behiel, Dolfi	12-Dec-1994	F	08	Learning Disability	
221174	Boyd, Jane	28-Aug-1993	F	09	Visual Impairment	
221108	Buljat, Garvin	26-Jan-1991	M	11	Gifted	
219716	Callbeck, Mabel	07-May-1993	F	09	Learning Disability	
221001	Ebata, Morgan	10-Dec-1988	F	12	Physical Disability or Chronic Health Impairment	
221183	Fyfe, Con	08-Jan-1993	M	10	Gifted	
427589	Galvez, Barinder	14-Sep-1993	M	09	Intensive Behaviour Interventr/Serious Mental Ill	
223021	Geach, Cleo	27-Jul-1989	M	12	Learning Disability	
219721	Geiger, Randle	25-Nov-1993	M	09	Physical Disability or Chronic Health Impairment	
221112	Ginger, Tasha	13-Dec-1991	F	11	Learning Disability	
221075	Gonin, Georges	18-Jan-1990	M	12	Physical Disability or Chronic Health Impairment	
221181	Halliday, Ramir	18-Feb-1993	M	09	Learning Disability	
220994	Hinde, Russel	08-Dec-1989	M	12	Intensive Behaviour Interventr/Serious Mental Ill	
221045	Hogg, Salah	02-Oct-1990	M	11	Autism Spectrum Disorder	
221196	Ketter, Dugald	03-Jan-1994	M	08	Intensive Behaviour Interventr/Serious Mental Ill	
222132	Lei, Nadine	26-Feb-1991	F	10	Intensive Behaviour Interventr/Serious Mental Ill	
221099	Lockhart, Dawne	20-Jul-1991	F	11	Mild Intellectual Disability	
221085	Mathers, Erling	04-Oct-1991	M	11	Learning Disability	
221118	McDougall, Lovisa	22-Jul-1991	F	11	Learning Disability	
221039	Ogston, Vicky	30-Aug-1990	F	11	Learning Disability	

2. Summary report, single school, all designations

CUST102R V1.3		Page 1 of 1	
BC Student Services Eligibility Report			
Summary Report			
08-Feb-2008 01:38 pm			
School: 5454011 Houston Secondary			
Ministry Designation	Male	Female	Total
Autism Spectrum Disorder	2	0	2
Gifted	2	1	3
Intensive Behaviour Interventn/Serious Mental Ill	6	4	10
Learning Disability	15	7	22
Mild Intellectual Disability	0	2	2
Moderate Behaviour Support/Mental Illness	3	3	6
Physical Disability or Chronic Health Impairment	3	2	5
Visual Impairment	0	1	1
Total School Count:	31	20	51
Total Report Count:	31	20	51

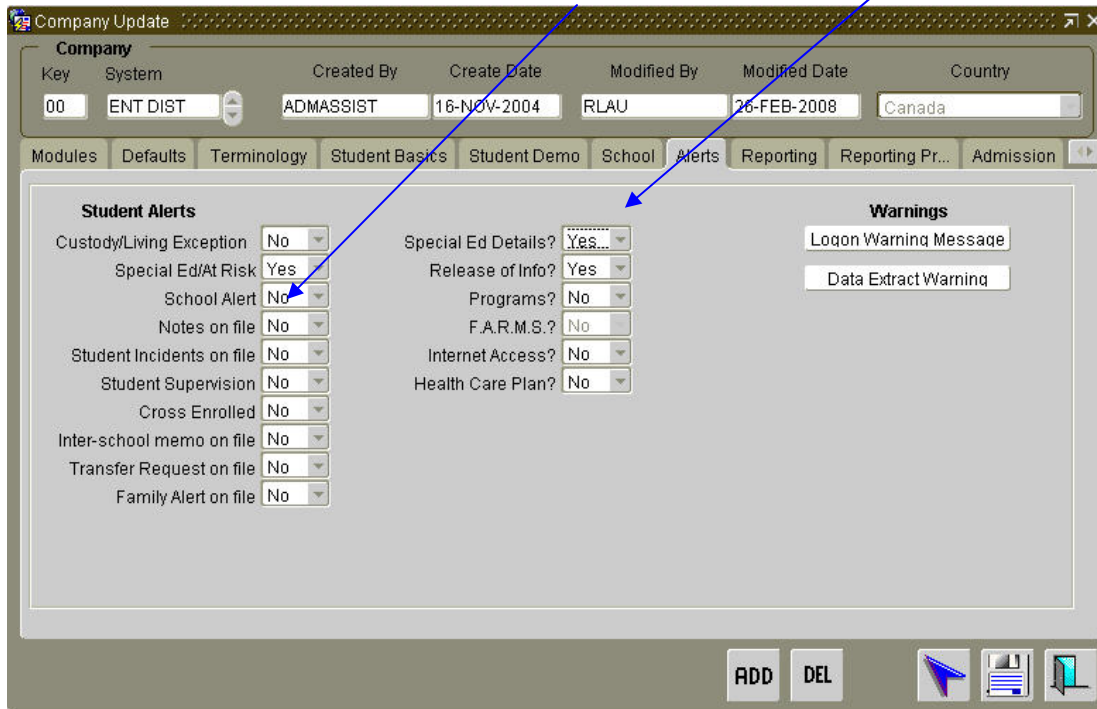
3. Detail report, all schools, single designation

CUST101R V1.3		Page 1 of 3	
BC Student Services Eligibility Report			
Detailed Report			
12-Feb-2008 03:47 pm			
School: 5499163 Bulkley Valley Education Conn			
Pupil Number	Student Name	Birth Date	Gender
			Grade
			Ministry Designation
			Cross Enroll
221013	Osberg, Dillon	20-Sep-1990	M 10
221118	McDougall, Lovisa	22-Jul-1991	F 11
221039	Ogston, Vicky	30-Aug-1990	F 11
Total School Count: 3			
School: 5454011 Houston Secondary			
Pupil Number	Student Name	Birth Date	Gender
			Grade
			Ministry Designation
			Cross Enroll
442930	Winton, Joga	28-Jan-1994	M 08
221199	Baleja, Alberto	05-Jul-1994	M 08
231012	Behiel, Dolfi	12-Dec-1994	F 08
221181	Halliday, Ramir	18-Feb-1993	M 09
219716	Callbeck, Mabel	07-May-1993	F 09
219717	Vermiere, Con	31-May-1993	M 09
219739	Ruskin, Adrien	20-Jan-1993	M 09
221149	Osberg, Yong	23-May-1991	M 10

6.0 Appendices

6.1 Appendix A - Alerts

To control whether Student Services information will display in Student Alerts, the following two company file settings under the Alerts tab need to be set: **Special Ed/At Risk** and the **Special Ed Details?**



Four possible settings combinations produce the following Results:

Special Ed/At Risk set to:	Special Ed Details set to:	Result
No	No	Alerts button, if active for some other reason, <u>WILL NOT DISPLAY</u> any Student Services information for students
No	Yes	Alerts button, if active for some other reason, <u>WILL NOT DISPLAY</u> any Student Services information for students
Yes	No	Alerts button <u>will be activated</u> , if not already for some other reason, but <u>WILL DISPLAY</u> the <u>generic message only</u> : Placed in an 'Identified Special Education Program'
Yes	Yes	Alerts button <u>will be activated</u> , if not already for some other reason, and <u>WILL DISPLAY</u> full Ministry Designation for any students.