

SC Enrich IEP Quick Reference Guide for Plan Amendments

This guide describes the amendment process for individualized education programs (IEPs) and services plans (ISPs) that are created in the SC Enrich IEP system.

Amending an IEP/ISP Created in Enrich

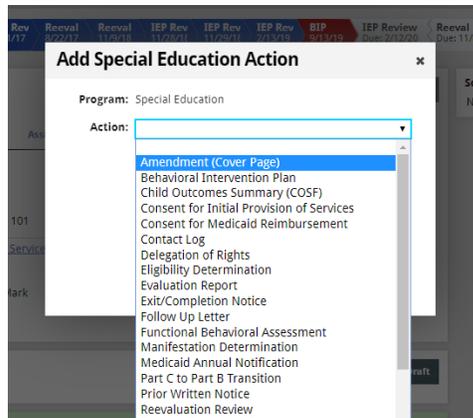
An amendment to an IEP/ISP requires three to four components, depending on whether a meeting is held for the amendment. The components include:

1. Amendment (Cover Page)
2. Meeting Notice (if appropriate)
3. Amended IEP/ISP
4. Prior Written Notice (PWN) [Contained within the Amendment Cover Page]

Note that the order of finalization is critical for documentation of the revised date on the amended IEP. The Amendment Cover Page must be finalized prior to finalization of the amended IEP. Guardians must be given a copy of the Amendment Cover Page, amended IEP/ISP, and PWN.

Step 1: Create the IEP Amendment (Cover Page)

Go to the Programs Tab and click on 'Add Action' and select Amendment (Cover Page)



When the amendment action opens, put in the start date for the action. This date initially defaults to the current date upon creation of the Amendment Cover Page.

Create Amendment (Cover Page)

Initiation

Reason Amend Current Plan

Start Date 10/3/2019

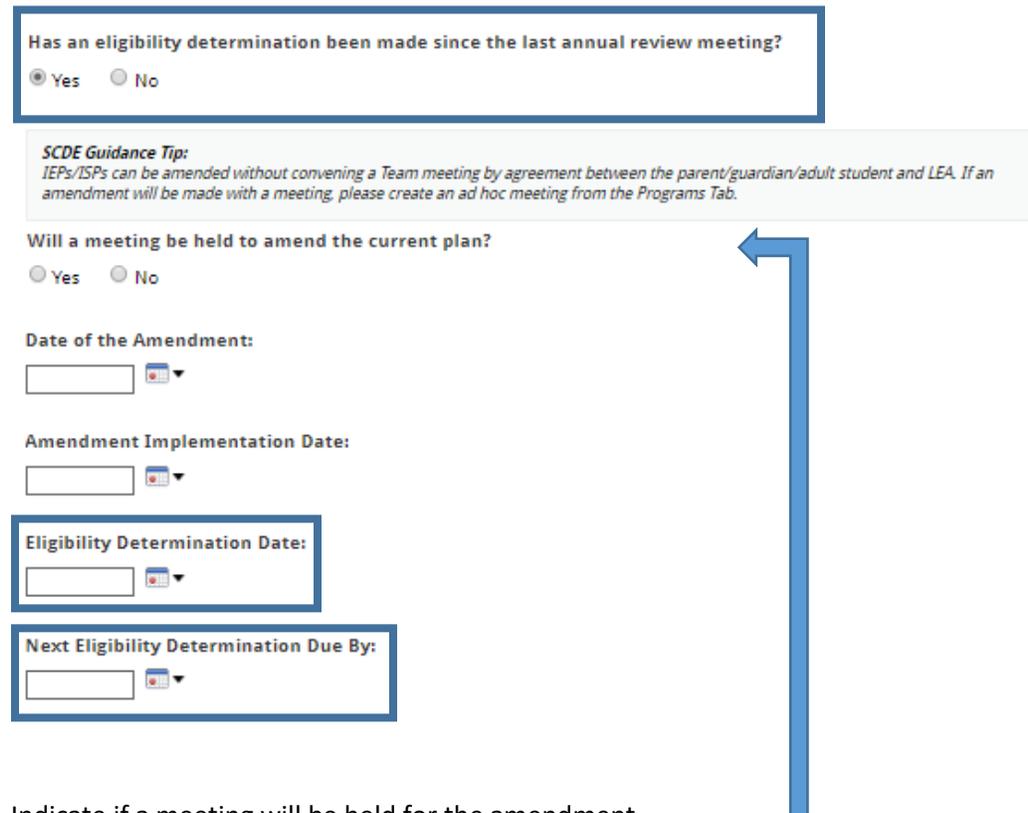
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Select the type of plan (IEP or ISP) from the dropdown.



Amendment
Indicate type of plan:
IEP eligibility determination has been made since the last annual review meeting?
ISP
No

Select Yes or No to the question, 'Has an eligibility determination been made since the last annual review meeting?'. If yes, this will generate additional date fields to capture the updated dates of eligibility and next eligibility as these will not change on the amended IEP.



Has an eligibility determination been made since the last annual review meeting?
 Yes No

*SCDE Guidance Tip:
IEPs/ISPs can be amended without convening a Team meeting by agreement between the parent/guardian/adult student and LEA. If an amendment will be made with a meeting, please create an ad hoc meeting from the Programs Tab.*

Will a meeting be held to amend the current plan?
 Yes No

Date of the Amendment:
[Date Picker]

Amendment Implementation Date:
[Date Picker]

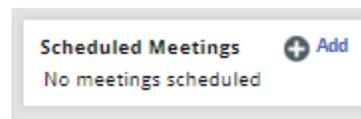
Eligibility Determination Date:
[Date Picker]

Next Eligibility Determination Due By:
[Date Picker]

Indicate if a meeting will be held for the amendment.

If Yes:

The user will access the 'Schedule Meeting- Add' feature on the program's page to generate meeting notices.



Scheduled Meetings + Add
No meetings scheduled

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If No, complete the information required:

Date parent/guardian/adult student contacted regarding agreement to amend:
 

Who contacted parent/guardian/adult student?

Has the student reached age of majority (and educational rights have not been legally assigned to another)?
 Yes No

Method of contact:

Enter the dates of the amendment and date of implementation.

SCDE Guidance Tip:

IEPs/ISPs can be amended without convening a Team meeting by agreement between the parent/guardian/adult student and LEA. If an amendment will be made with a meeting, please create an ad hoc meeting from the Programs Tab.

Will a meeting be held to amend the current plan?

Yes No

Date of the Amendment:

Amendment Implementation Date:

Which section(s) on the current IEP will be amended?

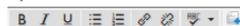
- Consideration of Special Factors
- Present Levels
- Post-School Considerations
- Goals
- Accommodations & Modifications
- Services
- Assessment Participation
- Least Restrictive Environment
- Extended School Year
- Behavioral Intervention Plan

 ADD NEW OPTION

If the amendment is for an IEP, check the sections that will be amended. Note: This does not display for ISPs.

Enter an explanation of the amendments.

Explanation of amendments:



Prior Written Notice

'Save' and 'Close' the Amendment Cover Page

Save

Close

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Step 2: Schedule a Meeting

On the Programs Tab, go to 'Schedule Meetings' and select 'Add'. (Note: If the IEP/ISP amendment will be made without a meeting skip to step three.)

The screenshot shows the 'Active Programs' interface. At the top, there are navigation links: 'Start Program', 'View History', 'Log Services', and 'View Service Log'. The main content area is titled 'Special Education' and includes a sub-section 'Other Health Impairment'. A progress bar at the top of the main card shows stages: Referred (2/3/14), Evaluated (2/12/14), Initial IEP (4/15/14), Eligible (4/22/14), IEP (5/24/14), IEP Review (Due: 4/21/15), and Reeval (Due: 4/22/17). The main card title is 'IEP - Transition (13+)' with dates '5/24/2014 - 4/21/2015'. It lists 'Services' (Math, 55 minutes daily by Kathy Griffin) and 'Goals' (Q3 progress report due on 7/1/2014, 1) Math: Number Identification, 2) Reading: fgctgy g iy y 89uy89). A 'Scheduled Meetings' section on the right shows 'No meetings scheduled' and a '+ Add' button, which is highlighted by a blue arrow.

Then select the meeting type, which will be "Notice of Meeting" if outside agencies will be invited or "Meeting (No Outside Agencies)" if outside agencies will not be invited to the meeting.

The screenshot shows a dialog box titled 'Add Special Education Meeting'. The 'Program' is set to 'Special Education'. The 'Meeting' dropdown menu is open, showing two options: 'Meeting (No Outside Agencies)' (which is selected) and 'Notice of Meeting'. At the bottom of the dialog, there are 'Next' and 'Cancel' buttons.

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Complete the meeting notice by entering the participants, date, time and location for the IEP team meeting.

Profile | Test Scores | Transcript | Files | Programs | ID: 781588850000 | SUNS: 0058885187 | DOB: 5/4/93 (21y 1m)

Schedule Meeting (No Outside Agencies)

Date & Time: 7/3/2014 | 10:00 PM - 11:00 PM | 1 hour duration

Location: Davenport High

Purpose:

Participants:

Person	Role	Absent?
Trainer 09	Special Education Teacher/Provid	<input type="checkbox"/> <input checked="" type="checkbox"/>
Tess Practice		<input type="checkbox"/> <input checked="" type="checkbox"/>
Trainer 02	Special Education Teacher/Provid	<input type="checkbox"/> <input checked="" type="checkbox"/>
Lori Tree	Mother	<input type="checkbox"/> <input checked="" type="checkbox"/>

+ Add Person

Should the student be invited to the meeting? No

Meeting Notice

Meeting Notice Details

Invite all guardians with a single meeting notice.

Save Close

Print the "Meeting Notice" from the documents section of the navigation pane and transmit the notice to the parent(s). Then save and close the schedule meeting page. From the Programs Tab, you can open and update the schedule meeting page as appropriate to enter additional contact attempts and parental response information.

Profile | Test Scores | Transcript | Files | Programs | ID: 781588850000 | SUNS: 0058885187 | DOB: 5/4/93 (21y 1m)

Active Programs

+ Start Program | View History | Log Services | View Service Log

Print Help

Special Education

+ Add Action | End Special Education

Other Health Impairment

Referred 2/3/14 | Evaluated 2/12/14 | Initial E 4/15/14 | Eligible 4/22/14 | IEP 5/24/14 | IEP Review Due: 4/21/15 | Reeval Due: 4/22/17

IEP - Transition (13+)

3/24/2014 - 4/21/2015

Team Lead: Tess Practice | View Details

Services

View Service Log

Math: 55 minutes daily by Kathy Griffin | Log

Goals

Goal Progress

Q3 progress report due on 7/1/2014 | Enter

1) Math: Number Identification

2) Reading: fgctgy g iy y 89uy89

IEP Amendment (Cover Page)

Amend Current IEP Created Jun 20 by Lori James | Edit Details

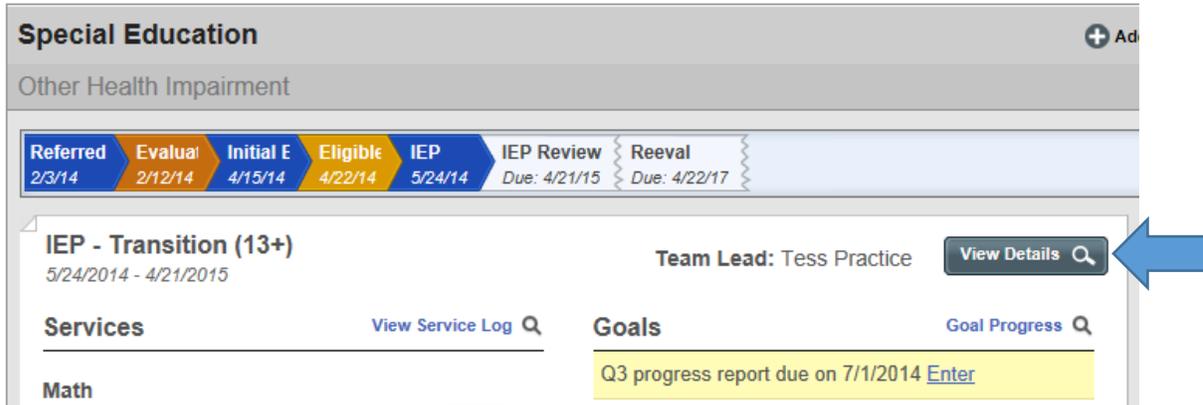
Scheduled Meetings

+ Meeting (No Outside Agencies) Mon 7/7, 10:00 PM - 11:00 PM

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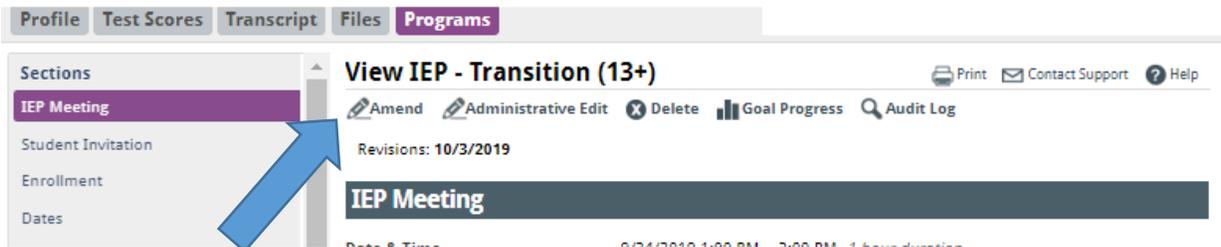
Step Three: Amending the IEP

Go to the Program Tab and select “View Details” on the student’s current IEP/ISP.



The screenshot shows the 'Special Education' interface. At the top, there is a progress bar with stages: Referred (2/3/14), Evaluated (2/12/14), Initial IEP (4/15/14), Eligible (4/22/14), IEP (5/24/14), IEP Review (Due: 4/21/15), and Reeval (Due: 4/22/17). Below this, the current IEP is 'IEP - Transition (13+)' with dates '5/24/2014 - 4/21/2015'. The team lead is 'Tess Practice'. A blue arrow points to the 'View Details' button. Below the IEP title, there are sections for 'Services' (with a 'View Service Log' link) and 'Goals' (with a 'Goal Progress' link). A yellow box highlights a goal: 'Q3 progress report due on 7/1/2014 Enter'.

Then click “Amend” function on the IEP/ISP.



The screenshot shows the 'View IEP - Transition (13+)' interface. The 'Programs' tab is selected. On the left, there is a 'Sections' menu with 'IEP Meeting' highlighted. A blue arrow points to the 'Amend' button. The main area shows 'View IEP - Transition (13+)' with options for 'Amend', 'Administrative Edit', 'Delete', 'Goal Progress', and 'Audit Log'. Below this, it says 'Revisions: 10/3/2019'. A dark bar at the bottom contains the text 'IEP Meeting'.

The plan will then open for amendment. DO NOT change any data fields in the following sections during the amendment process:

1. IEP/ISP Meeting;
2. Dates; or
3. PWN.

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Navigate to the appropriate section(s) of the IEP and make the necessary changes for the amendment.

The screenshot displays two service entry forms. The top form has the following details: Location: Special Education Support Room; Start: 5/13/2019; End: 9/25/2019; Amount: 300 minutes weekly; Average min/wk: 300. The bottom form has: Location: Special Education Support Room; Start: 9/25/2019; End: 5/12/2020; Amount: 150 minutes weekly. Between the forms, there are dropdown menus for 'Special Education/Specially Designed Instru' (set to Math) and 'Service Provider Role' (set to Special Education Teacher). Radio buttons are present for 'Direct/Indirect' (Direct selected) and 'Setting' (Inside General Education Classroom selected).

Note: If a goal or service is being modified you should update the ending date to the amendment implementation date. Add a new goal or service with a start date reflective of the amendment implementation date.

Save, and close the amendment.

Step Four: Completing the Cover Page and PWN for the Amended IEP

Return to the Programs Tab and open the Amendment (Cover Page) by selecting “Edit Details” to update and enter any additional information including completion of the PWN and outcome for the amendment.

The screenshot shows the 'Other Health Impairment' section of an IEP. A progress bar at the top indicates stages: Referred (2/3/14), Evalua (2/12/14), Initial E (4/15/14), Eligible (4/22/14), IEP (4/23/14), IEP Review (Due: 4/21/15), and Reeval (Due: 4/22/17). Below this, the 'IEP - Transition (13+)' section is visible, dated 4/23/2014 - 4/21/2015, with a team lead of Tess Practice. It lists a service for Math (55 minutes daily by Kathy Griffin) and a goal for '1) Math: Number Identification' (Not Introduced (Q3)). At the bottom, a blue bar contains the text 'IEP Amendment (Cover Page)' and 'Amend Current IEP Created Jun 20 by Lori James', with an 'Edit Details' button highlighted by a blue arrow.

When communication is complete for an amendment without a meeting or upon conclusion of the IEP amendment meeting, finalize the amendment processes in the following order:

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1. Finalize the Amendment Cover Page
2. Finalize the IEP/ISP Amendment

During or after finalization, the following documents should be printed for distribution: 1. Amendment Cover Page; 2. Amended IEP; and 3. PWN.

Step 5: Accessing the Original and Amended IEP

To access the original IEP or the amended IEP select 'View Details' from the 'Program' tab.

The screenshot shows the 'Special Education' interface. At the top, there's a header 'Special Education' with a '+ Ad' button. Below it, 'Other Health Impairment' is listed. A process flow bar includes: Referred (2/3/14), Evalua (2/12/14), Initial E (4/15/14), Eligible (4/22/14), IEP (5/24/14), IEP Review (Due: 4/21/15), and Reeval (Due: 4/22/17). The main content area shows 'IEP - Transition (13+)' with dates '5/24/2014 - 4/21/2015'. It lists 'Team Lead: Tess Practice' and a 'View Details' button with a magnifying glass icon. Below this, there are sections for 'Services' (with a 'View Service Log' link) and 'Goals' (with a 'Goal Progress' link). A yellow box highlights a goal: 'Q3 progress report due on 7/1/2014 Enter'. A blue arrow points to the 'View Details' button.

When the IEP is opened, the most recent version of IEP (i.e., the amended IEP) will display with the date in bold after 'Revisions'. The previous/original IEP is accessible by clicking on the date link for that IEP, which is in blue and underlined.

The screenshot shows the 'View IEP - Transition (13+)' page. On the left is a 'Sections' sidebar with 'IEP Meeting' selected. The main content area has a title 'View IEP - Transition (13+)' and a toolbar with 'Amend', 'Adm', 'Active Edit', 'Delete', 'Goal Progress', and 'Audit Log'. Below the toolbar, a box contains 'Revisions: 5/13/2018 → 10/3/2019'. The date '5/13/2018' is underlined and blue, indicating it's a clickable link. A blue arrow points to this link. Below the revisions box is a dark blue header 'IEP Meeting'. At the top right, there are links for 'Print', 'Contact Support', and 'Help'.