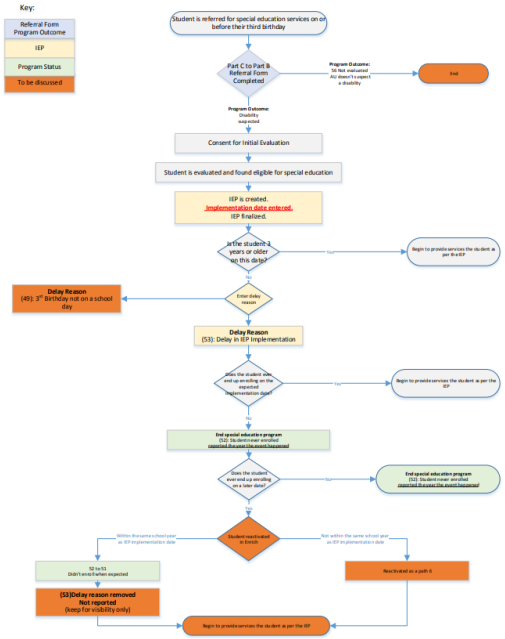
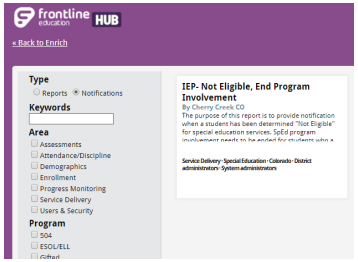
March 2018 Agenda

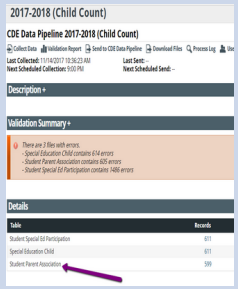
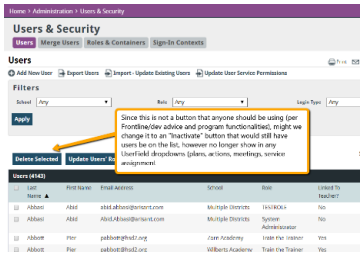
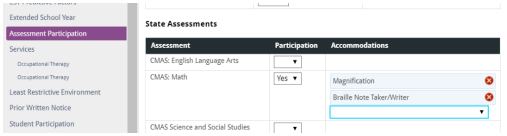
Mtg Date	Item(s) to be discussed	By Whom
3/13/2018	Status of C to B corrections Flowcharts have been made to organize thinking and process clarity for Part C to B students. Susan Lombardi from Frontline anticipates this work in or before early May. The group plans to make additional flowcharts for other scenarios. These flowcharts will be shared for training and to be used as resources within and across districts/AUs in Colorado. 	Dan, Dawn, Lark
3/13/2018	Training on how to use Trigger Notifications Powerpoint (will send in CESUG outcomes email) and Notification Trigger shared with group. The notification trigger can be downloaded from the Hub. 	Alisha, Cherry Creek

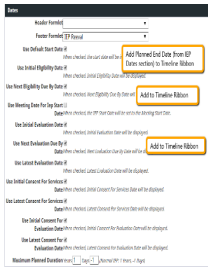
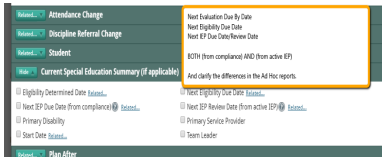
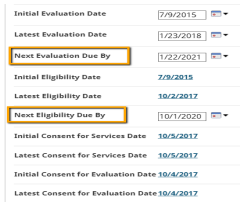
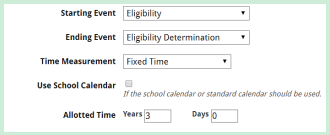
3/13/2018	Someone was asking me about the DMS system running a bit slow, including the loading of IEP files and pages just to view. Has anyone else noticed this? Just email me if this is an issue. -Melissa Chaffin	Melissa Chaffin, CDE
3/13/2018	DMS: For Compliance checklist reviews (for Standard, EC and Transition), if the checklist items are not saving, switch browsers. So if you are in Chrome, try Firefox. And vice versa. This seems to be working for the few AUs who have had this issue. Form save issues appear to be specific to Chrome. Firefox and other browsers appears to work as expected.	Melissa Chaffin, CDE
3/13/2018	Remove *Special Evaluation* from "Purpose of Meeting" list? Heidi will be meeting with a special focus group to discuss evaluations and special evaluations.	Janel Chisholm, Elizabeth
3/13/2018	Discussion around training for End of Year, Beginning of Year and Reports: Scheduling, Details, Options, etc. End of Year Training: when would we like to have this? CESUG is on May 8 - Perhaps hold this meeting the week of April 15. - Perhaps hold two sessions - one for more novice sys admin users ad one for more experienced sys admin users. - WebEx remote sessions (about 90-120 minutes each) - Year-round vs summer break schedules Beginning of Year Training: - May 21st BOY training Reports: - Ad Hoc, review. Coded/SSRS/SQL, perhaps in session for more experienced sys admin users. - Late September/early October Angela will send out 4 invitations: EOY (New); EOY (Experienced); BOY (New); BOY (Experienced)	Angela Denning, Frontline Education
3/13/2018	Dashboard Small Group Share Out of Conversations had thus far Group has met twice thus far, most recently at the end of last week. Focus on hybrid view and a dashboard being simple, easy and configurable. Powerpoint by Dan (will send in CESUG outcomes email) Ask #26 (see below): request to show active services rather than all and allow a filter by grade Ask #2 (see below): request for "manage team members" functionality much like the "manage service provider" tool in the program currently.	Dan Wright, others
3/13/2018	ESY Small Group Share Out of Conversation had thus far Group met following February CESUG meeting. CDE will be following up based on some internal conversation.	Dan Wright, others

	Concern: Services must be marked as yes or no (to ESY). Do not need to note service hours, just need to note goal-link.	

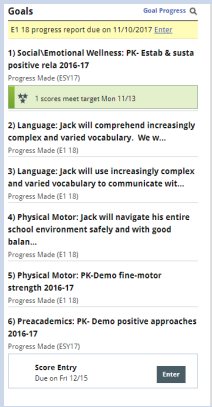
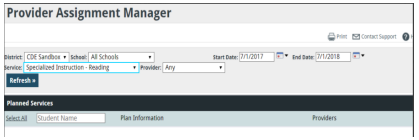
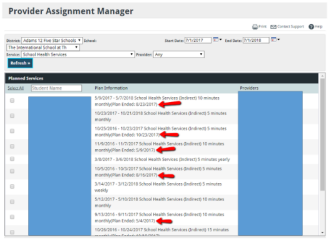
List of CO "Asks" For Reference:

Needs conversation when summer changes are discussed	Pending CDE/CESUG feedback	Amy To do (Configuration)	Case in with Product	Development work done; will be in next release	Released, Tested, Done

1 DONE: Release 18.1	T188422 / SEIEN-480 --> 18.1 Release	Work done and was included in Feb 13 (Q1) release. Need to remove Student Parent Association as this is no longer required or collected by CDE.	
2 with FL Dev	T251942 / SRP-104	Question: if they want users to CDE OKed to begin engagement with product P Request: Add a deactivate button that would remove users from any selection list within the system. Staff that have left the district should not populate on available provider lists. Product request - Functionality like the ability to manage service providers but for team members. Also sounds like a need for no longer listing "No Access" users on meetings, plans, actions, all user fields; however, should not be linked to specific role. This should be selected on a user by user role. This may also allow for users being added who may not use the system but should show up in dropdowns. This would also work with the export/import csv file functionality to inactivate many users at once.	
3 with FL Dev	T252034 / SRP-103	CDE OKed to begin engagement with product P Request: Need to have the ability to modify school(s) assignments with checkboxes versus a drop-down menu in the User Profile: Product request Has been requested for user schools/district assignment (to be much like service role on profile page). (They have also mentioned this in relation to the accommodation dropdowns just FYI) (also on ID asks)	
4 with FL Dev	T252059 / SRP-102	CDE OKed to begin engagement with product P Request: View history needs to list Meeting & Purpose Possible product request Currently, history lists "Meeting" and date, but no purpose, which would come from either the meeting formlet checklist OR come from "linked item" i.e. Eligibility Determination and/or IEP. Susan, I tried making a workaround by creating different meetings with different names, but the one meeting;one plan association that the product requires doesn't allow this workaround.	

5 with FL Dev	T252110 / SRP-101	CDE OKed to begin engagement with product P Request (clarified 1.24.2018): The Timeline Ribbon Dates need to accurately reflect Next Eligibility Due By date Next Evaluation Due date Next IEP Due By (from compliance) and (from active IEP)	
6 with FL Dev	T252123 / SRP-100	CDE OKed to begin engagement with product P Request (clarified 1.24.2018): Enrich Reports has two options to choose from when pulling due dates. One indicates (from compliance) and the 2nd is (from active IEP). Can the (from compliance) be removed because this is triggered from the timeline ribbon.	
7 with FL Dev	T252215 / SRP-99	CDE OKed to begin engagement with product P Request (clarified 1.24.2018): The Next Evaluation and Next Eligibility Due By Dates do not automatically adjust to 3 years from the most recent finalized evaluation/eligibility actions. Product request to have “Next Due By” fields update upon finalization of new ED or new Evaluation when that occurs If this is not possible, please allow Next Due By fields to be blank upon IEP creation.	
7b Planned for summer 2018	Amy to Do in CDESB-Dev T266350	C: CDE OKed C: Change eligibility allotted time to 3 years -2 days (config item to accompany #5-7) To be the day prior to the meeting.	
8 Done: 1.2018	Done in 1.2018 Config Changes	C: Done (by Amy) and rolled out in January 2018 in configuration release: Would like to have "Service Delivery Statement" print on the Student Snapshot Amy can do.	
9 with FL Dev	T34096 / SRP-6	CDE OKed to begin engagement with product P: Case in JIRA (SRP-6 Highest) for 1); New request from CO for 2): Reactivation changes: 1) Students who are unenrolled with “52” and then re-enrolls, and code changes to 51/53 This is in a JIRA case. (when in the same school year)	
9b with FL Dev	T267159 / SRP-107	CDE OKed to begin engagement with product P:2) Need a comments box when reactivating Request to add comment box upon reactivation. I think this would be great and apply to all states.	

10	Pending user feedback I251521 #258347	Small group will share feedback shortly (1.24.2018): Start & End Date are upside down in filter prompt; have Annika test also C: Testing & Review for feedback; then will wait for an OK from small group before emailing full CESUG group Need to correct CDE Audit Report for Oct/Nov 2018 - Start Date and End date are reversed - Dan email feedback (look at IEP start date rather than Meeting Date)	
11	TBD	CDE OKed to begin engagement with product P Request (clarified on 1.24.2018): When entering a manual "Adopted" Program Transfer IEP, the verbiage for the Transfer Date still reads as "Date that the transferred student enrolled in your district." This needs to read "Date services will be initiated".	Amy to discuss internally with leads.
12 Summer 2018 Discussion	Clarified and will be revisited in Summer 2018	Will revisit for summer forms changes (CDE will be reviewing model forms) C: Done; Lark would like small group clarification: When an amendment is completed, the IEP is printed with "IEP Amendment Date" and it prints the date the physical amendment was finalized in Enrich. Whereas the CDE model form indicates this should print "Amendment to IEP Dated". Done: The date the amendment is finalized will still be printed however the wording has been clarified. Lark would like to follow up small group just to understand our reasoning. If model forms are changed, must be done by first week of March (this may be the case for all model forms changes).	
13		C: Amy will follow up with Jessie. He has put in copy/restore request for CDESandbox --> CDESandbox-Dev: Could use Eagle config CR (no data) of Special Education. Is there a data scramble on hand and where you we pull student data? Need to get CDE Sandbox cleaned up so it can be useful for testing (not specific to May version release but definitely needed) Amy will follow up to add some "realistic" student data and create model configuration (Structure, Guided Sequence, etc.)	
14		C: (Goes with 13) Need to take measures to guarantee that new districts to Enrich receive the proper configurations not specific to May version release but definitely needed) Amy note to self to check ServiceUnits and Frequency. Check Responsibilities. This will be resolved by a CDE Sandbox configuration check (small group and Amy/Heidi) as new districts receive this configuration when implementing.	
15 with FL Dev	T252248 / SRP-98	CDE OKed to begin engagement with product P Request: Would like to have the translated documents that are currently downloaded to Microsoft Word compatible for Chromebooks (Eric, BVSD) I assume that this is difficult due to the fact that translation documents are downloaded as a Word Doc. Might it be possible to offer for the document/s to be downloaded/viewed as EITHER a pdf or Word document. This is also a high priority ask from Idaho (and will be brought up again in their next meeting per Angie's observation).	
16	Pending information from Dawn/Adams 12	C?P? Bug?: Amy will troubleshoot based on Dawn's example: Teachers starting transfer but know won't adopt - Also meeting with need for reeval.. need to finalize IEP first. Dawn will send example. Consent for Reevaluation cannot be obtained when an IEP Review or Program Transfer is in process. The SPED process does not prevent consent from being obtained in advance so the software shouldn't prevent this from being done. Ask small group for clarification.	

17	Pending CDE feedback	Will revisit for summer forms changes (CDE will be reviewing model forms) C: If CDE would like, please confirm and I can schedule this for the next config rollout: Can the outcome from the Determination of Eligibility print on the physical document (Julie Thompson, AD50) This can indeed be done if CDE requested.	
18	hold for conversation	? What kind of comments would this contain that is not captured elsewhere in the PWN?: C: If CDE would like, please confirm and I can schedule this for the next config rollout: I would like to request that we have the option to print comments on the PWN. I have providers that enter important information and we lose that information in the print out. (Shawna Mtn BOCES) This can indeed be done if CDE requested.	
19 DONE: 18.1	T252269 / SEIEN-611 --> 18.1 Release	Work done. Will be fixed in next release (mid Feb). CDE OKed to begin engagement with product P Support: CDE, could you please weigh in on this new request? If a teacher clicks the Progress Report link from the Programs tab, they must then click "Edit Progress Reports" or the changes won't be saved. Is there a way to eliminate the first screen and automatically take providers to the Edit page?	
20 DONE: 18.1 --> fixed on all data entered moving forward. Historic may still need correction	P210666 / I187888 SEIEN-499 -> 18.1 Release	P Support: Work done in JIRA. Will be fixed in next release (mid Feb). (SEIEN-499). We started having problems with the "Progress Report warning label advising the user that there Progress Report is due on a specific date, when in actuality it has already been completed. This warning appears randomly on progress reports that have already been completed. Amy sent us a lengthy fix for this a couple years ago. Last week, I put in a ticket on this issue as it is becoming more and more of a problem. Friday, Amy emailed back that this has been sent to the new development team and will be fixed.	
21	Amy to Do in CDESB-Dev	Name change approved for summer config rollout (1.24.2018) C: If CDE approves this, I am happy to put it in. Need to apply the following formatting changes to Transfer Plans as well: Last Name/Suffix, First_Middle, Amendment language - see aboves (CDE will be reviewing model forms) IEP Amendment Finalized on Date	
22	Pending CDE feedback	(CDE will give feedback - Media & Communication (1.24.2018)) P: Decided not to push with product in summer 2017(?). Would we like to push for that now? Need CDE formal request. "We currently have the ability to select plan sections that "copy forward" when a new IEP is created. There is a section called "Special Factors" that has many items within (i.e. Does the student have communication needs?; Does the student have a Behavioral Intervention Plan; etc.). CDE would like the ability to break up the "Special Factors" section configuration within the Administration --> Plans & Actions --> IEP to allow for certain Special Factors to be copy-forward-able and others not. Currently it is an all or none option.Very low priority- but is it possible to have the ability to copy the Communication Plan when generating an IEP Review or Reevaluation IEP? These rarely change from year to year and it's	

		taking staff a significant amount of time to copy and paste the information from year to year.	
23	Pending CDE feedback	(CDE will give feedback - Supplemental Evaluation - may want to link Eric in to demo (1.24.2018)) C: If CDE approves this, I am happy to put it in. CESUG would like to consider using the "Consent for Supplemental Evaluation" form that BVSD has added to their instance to allow for additional evaluations to be done after initial consent has been received. This allows for additional evaluations to be done without impacting the initial date of consent needed for state reporting.	
24	Amy to Do in CDESB-Dev	C: Approved on 1.24.2018 for summer config rollout Team Member Excusal - "After this form is received, enter the name of the individual who signed IEP Team Member Excusal" - can this be reworded to "After this form is received, enter the name of the parent/guardian who signed IEP Team Member Excusal"? This is being completed incorrectly by teachers. Should this also say "adult students"? No.	
25	Small group meton 2.13 after CESUG)	Has the ESY Small Group met to discuss how ESY Services are to be documented in the IEP? Small group to look at service provider button; David (St Vrain); Jennifer (Weld 4); Eric Warneke (Boulder); Amy and Angela also please Heidi will be meeting the week of 1.23rd and will have more info to follow	
26 with FL Dev	T252527 / SRP-90	CDE OKed to begin engagement with product P Request: This request would be to add a filter to the Provider Assignment Manager to show only active plans rather than all plans (though perhaps will an option of selecting "all" if desired). CDESandbox link: https://cdesandbox.excentcolorado.com/Students/ManagePlanProviders.aspx Example from Adams 12: Attachment - inline-1646390596.png Also add filter for grade level selection (with "all" as option/default)