

BCeSIS

Supporting Student Achievement

Student Services Full **Entering Ministry Designations** (Determinations of Eligibility Process)

Version 1.0
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BCeSIS Implementation Team

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Entering Ministry Designations using the Eligibility Determinations process

From the Student Services module start screen, query the student for whom the designation will be entered (F7/F8).

Go to **Main Menu > Eligibility Determinations**. The **Eligibility Determination** screen (see illustration on next page) displays with the student's basic demographic information at the top. The **Determination of Eligibilities** table (circled in the illustration below) displays an existing eligibility record, and the **Ministry Designation** field above it displays an existing designation. This indicates that the eligibility record is currently active; therefore the current record needs to be discontinued before adding a new one. (see *Appendix A – Exit Special Education*).

Click **Add Eligibility** to begin the process of adding a new eligibility.

Only users with SSS_Delete security access assigned, will see this button.

See **Important Note** on p12 for more information on the restricted use of this functionality.

Eligibility #	Date of Eligibility	Ministry Category	Next Review Date
1	29-FEB-2008	DeafBlind	28-FEB-2009

The **Eligibility Determination Details** screen displays, when **Add Eligibility** is clicked on the **Eligibility Determination** screen above. The student's demographic information, pre-populated from core BCeSIS, appears on the top of the screen with the 7 tabs of the **Eligibility Determination Details** loop below.

Basic Info Tab

1. The system uses a numbering sequence for eligibilities. Even though the system will allow multiple entries, only one eligibility should be active – i.e. not end dated - for each student at a given time.
Note: 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 in the previous illustration. The Determination Date for the new eligibility must be later than the Discontinuation Date.
2. There is only one Report Type: “**Determinations of Eligibility Report**” but it **must** be selected.
3. As a best practice, click **Save** before moving to the next tab.

BC - Eligibility Determination Details

MSS Merritt Secondary Homeroom 09B-Karm, Wagner 20065 Grade 09

Pupil Number Usual Last Name Suffix Preferred First Name Middle Name Age Gender Birth Date
222734 Waterhouse Ali Kathelleen 14-03 F 07-AUG-1993

Ministry Designation Case Manager

Basic Info Parents Participants Assessments Notes and Comments Determination Designation Audit Results

Determination of Eligibility # 1

Report Type

Report Date 25-NOV-2007 +

Date Finalized

Finalized By

Finalize Historical Info

Spell

Click the **Historical Info** button to view the student's history.

Parents Tab

Parent or guardian information will auto-populate from regular eSIS. If changes are made to the information in eSIS, it will be updated in Student Services even if the record is Finalized.

BC - Eligibility Determination Details

MSS Merritt Secondary Homeroom 09B-Karm, Wagner 20065 Grade 09

Pupil Number 222734 Usual Last Name Waterhouse Suffix Preferred First Name Ali Middle Name Katheleen Age 14-03 Gender F Birth Date 07-AUG-1993

Ministry Designation Case Manager

Basic Info Parents Participants Assessments Notes and Comments Determination Designation Audit Results

Relationship Type Mother

Name Mary Lyall

Address 7014 Mc Kinley Avenue

Home Phone (250)555-3602

Daytime Phone (250)555-5177

E-mail Mary.Lyall@someplace.com

Native Language English

Print Name Only

Select Delete

Date Finalized Finalized By Finalize Historical Info Spell

Note: Some existing Ministry Designations may have previously been entered using Student Services Basic. These were migrated with a Finalized status. When these records are Reopened, at least one parent/guardian will need to be selected before the record can be Finalized again.

Parents/guardians can only be added one by one from regular eSIS. Click the **Select** button to begin the process.

Participants and Assessments Tabs

1. Several participants have been selected in the example below, but **IT IS ONLY NECESSARY TO SELECT ONE!**
2. Participants are selected from Staff Maintenance in regular eSIS, or they may be entered manually. To create a new row in the Participant list, click the **Add** button, otherwise, enter text. To go to Staff Maintenance, click on the **?** button.
3. As a best practice, click **Save** before moving to the next tab.
4. Information in the **Assessments** tab auto-populates, if it's been entered.
5. Any additional information on the student, such as services provided that are related to a different Ministry designation, can be added to the **Notes and Comments** tab. However, it not necessary to enter any information in order to Finalize the eligibility

The **Participants** tab is related to the process of School Based Team (SBT) meetings – see separate resources on Team Meetings.

Note: It is necessary to select a minimum of one person so that the eligibility record can be Finalized. It is not necessary to enter a Postion/Relationship but it may be useful to do so.

The screenshot displays the 'Participants' tab of a software application. At the top, there are several tabs: 'Basic Info', 'Parents', 'Participants', 'Assessments', 'Notes and Comments', 'Determination Designation', and 'Audit Results'. The 'Participants' tab is active, showing a list of participants. Each row has a 'Participant Name' field, a '?' button, a 'P' button, and a 'Position / Relationship' dropdown menu. The participants listed are: Casey, Nymark 58044 (Administration), Annabelle, Lopez 20072 (Special Education Teacher), Dolly, Ruitenbeek 20095 (Teacher), and Brigitta, Helal 20103 (Teacher Aide). Below the list, there is an 'Add' button (circled with a '2') and a 'Del' button. At the bottom right, there is a 'Finalize' button (circled with a '3') and a 'Historical Info' button. The bottom of the interface includes fields for 'Date Finalized' and 'Finalized By', along with icons for 'Spell', 'Print', 'Home', and 'Refresh'.

Note: When migrated or converted records are Re-opened, at least one participant will need to be selected before the record can be Finalized again.

Determination Designation tab

1. It is necessary to click the radio button **meets** in the bolded statement at the top of the tab for the **Ministry Designation** field to be enabled.
2. 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 calendar button to select it.
3. The **Re-evaluation Date** auto populates to three years from the **Determination Date**. To change this to one year, use the calendar button.
4. Select the appropriate **Ministry Designation** from the drop down list. As soon as a category is selected, a previously hidden **Additional Forms** tab appears which contains the Ministry checklists for that category.
5. Click **Save**.

BC - Eligibility Determination Details

MSS Merritt Secondary Homeroom 09B-Karm, Wagner 20065 Grade 09

Pupil Number 222734 Usual Last Name Waterhouse Suffix Preferred First Name Ali Middle Name Katheleen Age 14-03 Gender F Birth Date 07-AUG-1993

Ministry Designation Case Manager

Basic Info Parents Participants Assessments Notes and Comments Determination_Desi... **Additional Forms** Audit Results

In consideration of the reported information, the team finds the student **meets** does not meet the district criteria for Student Services

Determination Date 25-NOV-2007 + Re-evaluation Date 25-NOV-2010 +

Ministry Designation **Visual Impairment** Request Review





Date Finalized Finalized By Finalize Historical Info Spell

Additional Forms tab

6. 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.
7. On the checklist screen for the displayed category (see second illustration below), there are four tabs containing various information. It is not necessary to enter anything in this loop, but the **Complete** button on the first tab must be clicked or it will not be possible to Finalize the record. Not clicking **Complete** does not prevent users from exiting the screen.

Basic Info Parents Participants Assessments Notes and Comments Determination Desi... Additional Forms Audit Results

Included	Document Type	Document Number	Status	
<input checked="" type="checkbox"/>	Visual Impairment		?	Create / View
<input type="checkbox"/>			?	Create / View
<input type="checkbox"/>			?	Create / View
<input type="checkbox"/>			?	Create / View
<input type="checkbox"/>			?	Create / View
<input type="checkbox"/>			?	Create / View
<input type="checkbox"/>			?	Create / View
<input type="checkbox"/>			?	Create / View

Date Finalized Finalized By Finalize Historical Info Spell    

Visual Impairment

MSS Merritt Secondary Homeroom 09B-Karm, Wagner 20065 Grade 09 **Alert**

Pupil Number 222734 Usual Last Name Waterhouse Suffix Preferred First Name Ali Middle Name Age 14-03 Gender F Birth Date 07-AUG-1993





Ministry Designation Case Manager

Dates Info Section 1 Section 2 Other Factors

Category Description Visual Impairment

Date Prepared 25-NOV-2007 +

Comments

Finalized Date Finalized By Complete Spell    

When you click **Complete**, you will be prompted to enter your initials and click OK. The **Complete** button will then change to **Reopen** and the **Date** and **By** fields, bottom left of the screen, are updated accordingly.

Initials have no impact on the record. They are part of the Student Services FULL process.

After a record is **Finalized**, it can be **Reopened** by the same user even if different initials are entered.

The record can also be **Reopened** by district level support staff with the appropriate security roles assigned.

Exiting the Ministry category checklist loop returns the user to the **Additional Forms** tab.

Deleting Eligibilities

The Security class (**SSS_Delete**), which gives a user the ability to delete any eligibility record, should be assigned to only those users who have been designated and approved by the district Student Services admin team. Each eligibility record forms part of the student's historical information and therefore only records entered in error should be deleted using this functionality.

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, there is no Ministry Designation showing because the record has not been Finalized. Click the **Finalize** button and enter initials at the prompt, as illustrated above.

The screenshot shows the 'BC - Eligibility Determination Details' window. At the top, the school is 'Merritt Secondary' and the grade is '09'. The pupil's name is 'Katheleen Ali Waterhouse' and her birth date is '07-AUG-1993'. The 'Ministry Designation' field is empty. Below the demographic information, there are tabs for 'Basic Info', 'Parents', 'Participants', 'Assessments', 'Notes and Comments', 'Determination_Desi...', 'Additional Forms', and 'Audit Results'. The main table lists document types, with the first entry being 'Visual Impairment' with a document number of '1-NOVEMBER 25, 2007' and a status of 'COMPLETED'. At the bottom, there is a 'Finalize' button and a 'Date Finalized' field.

Included	Document Type	Document Number	Status	Create / View
<input checked="" type="checkbox"/>	Visual Impairment	1-NOVEMBER 25, 2007	COMPLETED	Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View

The **Ministry Designation** field populates, the status changes to **Finalized**, and the Finalize button changes to **Reopen** on ALL screens in the Eligibility Determination loop.

The screenshot shows the 'BC - Eligibility Determination Details' window after the record has been finalized. The 'Ministry Designation' field is now populated with 'Visual Impairment'. The status in the table has changed to 'FINALIZED'. The 'Finalize' button has been replaced by a 'Re-Open' button. The 'Date Finalized' is now '25-NOV-2007' and the 'Finalized By' field contains 'SS_ABC'. A yellow 'Alert' icon is visible in the top right corner.

Included	Document Type	Document Number	Status	Create / View
<input checked="" type="checkbox"/>	Visual Impairment	1-NOVEMBER 25, 2007	FINALIZED	Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View
<input type="checkbox"/>				Create / View

One Eligibility/Additional Needs

Although each student may have only one eligibility (Ministry designation for funding), students may have multiple needs that require support. The district may have a need to capture a variety of information related to this support in order to assign staff, create budgets, and determine staff FTE requirements. While additional services can be captured using the **Service Plan** or **Service Plan in the IEP**, this may not meet all of the reporting needs the district wishes to access.

District programs can be used to capture these additional student needs. The use of this process enables the district to do all reporting functions on just the students enrolled in this unique program. It also enables the district to create an alert for teachers to create awareness of a student's additional needs.

District programs, when created with no attachment to an external code, are not reported out to the Ministry and do count in 1701 funding counts. However, the district programs needs to be end dated when a student transitions to another school or district. The historical record of the program the student participated in will remain, but the new district will not be encumbered with a program which it cannot close.

Appendix A - Exit Special Education

This 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. **Important Note:** 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 will be affected by Exit Special Education process, and **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 error message will display: "The student does not have finalized Eligibility Determinations. New Discontinuation of Services records cannot be added for the student."

From the Student Services Basic start screen, click **Main Menu > Exit Special Education**. On the **Discontinuation/Transfer of Services** screen, the radio button defaults to **Discont**. Click the **+** sign beside the Date field to select a date from the calendar popup and then choose Discontinued from the drop down menu under Reason. Save and exit.

Discont/Transfer	Discontinuation / Transfer Date	Reason
<input checked="" type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		
<input type="radio"/>		

The student does not have finalized Eligibility Determinations with an Eligible for service condition after 14-JAN-08. New Discontinuation of Services records cannot be added for the student.

OK

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

It indicates that the student does not have an active finalized Eligibility Determination. This student will not be picked up by 1701.