

# BCeSIS

Supporting Student Achievement

## Student Services Module Full Training Session

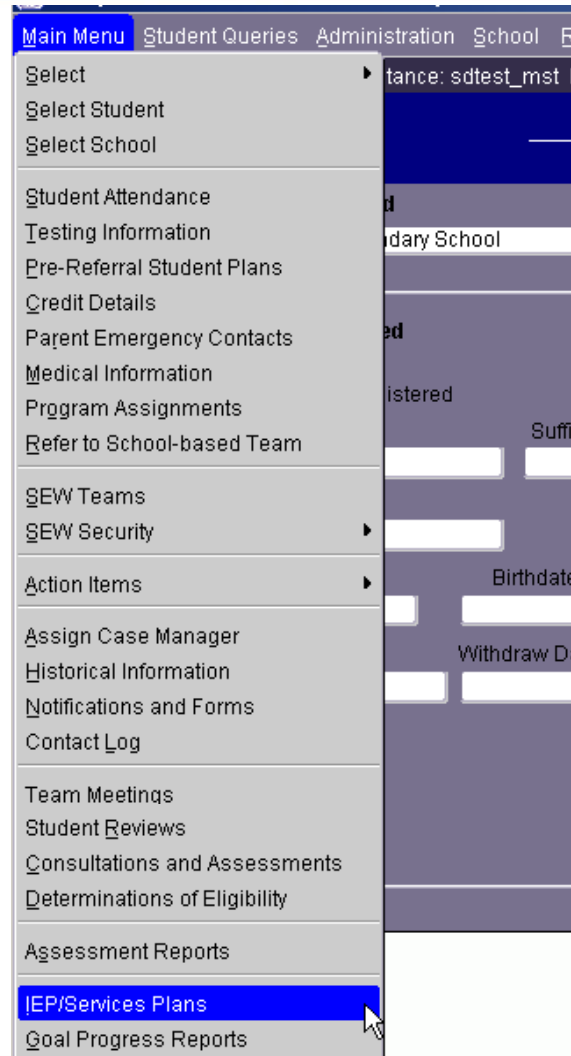
Preparing the IEP

# BCeSIS *Navigating to the IEP*

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From the Special Education Start Screen:

- Go to Main Menu > IEP/Service Plans



1. Create a new IEP
2. Amend any changes to an existing IEP
3. View details of an existing IEP
4. Create a service plan

### Caution Adding & Amending

There is no delete! Only amend most recent IEP.

BC - IEP / Services Plans

GAS Golden Alternate School Homeroom No Homeroom Grade GR **Alert**

Pupil Number Usual Last Name Suffix Preferred First Name Middle Name Age Gender Birth Date

Ministry Designation Case Manager

**IEP/Service Plan Summary**

| Number | Date | Next Review Date | Ministry Category | Type |
|--------|------|------------------|-------------------|------|
|        |      |                  |                   |      |
|        |      |                  |                   |      |
|        |      |                  |                   |      |
|        |      |                  |                   |      |
|        |      |                  |                   |      |
|        |      |                  |                   |      |
|        |      |                  |                   |      |
|        |      |                  |                   |      |
|        |      |                  |                   |      |

4 Add Service Plan 1 Add IEP 2 Amend 3 View Details

# BCeSIS

## Basic Info

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The screenshot shows the 'Basic Info' tab of the BCeSIS system. The form includes the following fields and sections:

- Ministry Designation:** A callout box labeled 'Ministry Designation pulled from Eligibility' points to the empty 'Ministry Designation' field.
- Case Manager:** A callout box labeled 'Case Manager assigned' points to the 'Case Manager' field containing 'Levine, David'.
- IEP Dates:** A callout box labeled 'IEP Dates' points to the 'IEP Date' and 'IEP Review Date' fields, which contain '28-SEP-2007' and '28-SEP-2008' respectively.
- Navigation:** A callout box labeled 'Navigate forward or back by tab' points to the left and right arrow buttons at the bottom of the form.

Other visible fields include: SSS (Selkirk Secondary School), Homeroom (No Homeroom), Grade (09), Pupil Number, Usual Last Name, Suffix, Preferred First Name, Middle Name, Age, Gender, Birth Date, IEP # (1), IEP Type, Intended Career/Development Program, Case Manager (Levine, David), Determination of Eligibility Date, Determination of Eligibility, Ministry Category, Status (OPEN), Finalized By, Date Finalized, and buttons for Historical Info, Finalize, and Spell.

Pulls from eSIS  
demographics

The screenshot shows a software interface for entering parent/guardian information. The 'Parents/Guardian' tab is active. The form contains the following fields and values:

|                   |                          |
|-------------------|--------------------------|
| Relationship Type | Father                   |
| Name              | [Redacted]               |
| Address           | [Redacted]               |
| Home Phone        | [Redacted]               |
| Work Phone        | [Redacted]               |
| E-mail            | [Redacted]               |
| First Language    | English                  |
| Print Name Only   | <input type="checkbox"/> |

Buttons: Select, Delete

Footer: Finalized By [Redacted], Date Finalized [Redacted], Historical Info, Finalize, Spell, [Printer icon], [Mouse icon], [Document icon], [Monitor icon]

Participant names can be typed in here

Teacher Select

Parent Select

The screenshot shows the 'Participants' tab in the BCeSIS software. It features a table with two columns: 'Participant Name' and 'Position / Relationship'. The table contains five rows of data. Below the table are 'Add' and 'Del' buttons. At the bottom of the window, there are fields for 'Finalized By' and 'Date Finalized', along with buttons for 'Historical Info', 'Finalize', 'Spell', and several icons.

| Participant Name | ? | P | Position / Relationship     |
|------------------|---|---|-----------------------------|
| Levine, David    | ? | P | Case Manager                |
| Pew, Jeff        | ? | P | Counsellor                  |
| Heppner, Wayne   | ? | P | Learning Assistance Teacher |
| Abbott Graham    | ? | P | Father                      |
|                  | ? | P |                             |

Finalized By:   
Date Finalized:

Historical Info Finalize Spell

1. Enter Surname

2. Click, Requery

The screenshot shows a window titled "Select Teacher" with the following elements:

- Name:** A text input field containing "Bancks".
- Only this school:** A dropdown menu.
- Staff with this role:** A dropdown menu.
- Requery:** A button to refresh the search results.
- Table:** A table with columns: Initials, Staff Name, Staff Role, and School Name.
- Select:** A button at the bottom center.

| Initials | Staff Name      | Staff Role | School Name               |
|----------|-----------------|------------|---------------------------|
| JEB      | Bancks, Jerry   | Teacher    | Selkirk Secondary School  |
| JBA      | Bancks, Jerry   | Teacher    | McKim Middle School (4-7) |
| MBA      | Bancks, Marilyn | Teacher    | Selkirk Secondary School  |
|          |                 |            |                           |
|          |                 |            |                           |
|          |                 |            |                           |
|          |                 |            |                           |
|          |                 |            |                           |

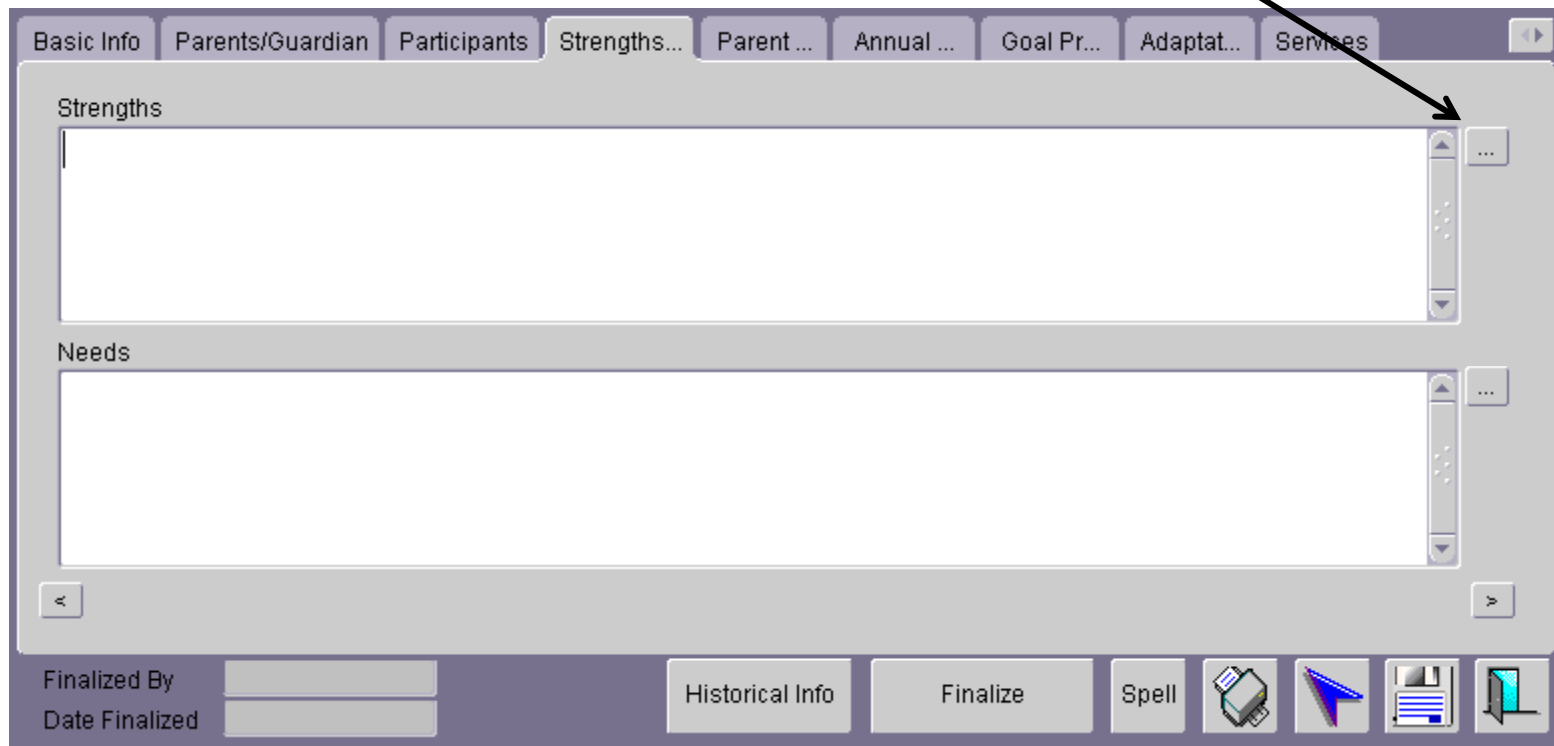
3. Highlight correct staff member

4. Click, Select

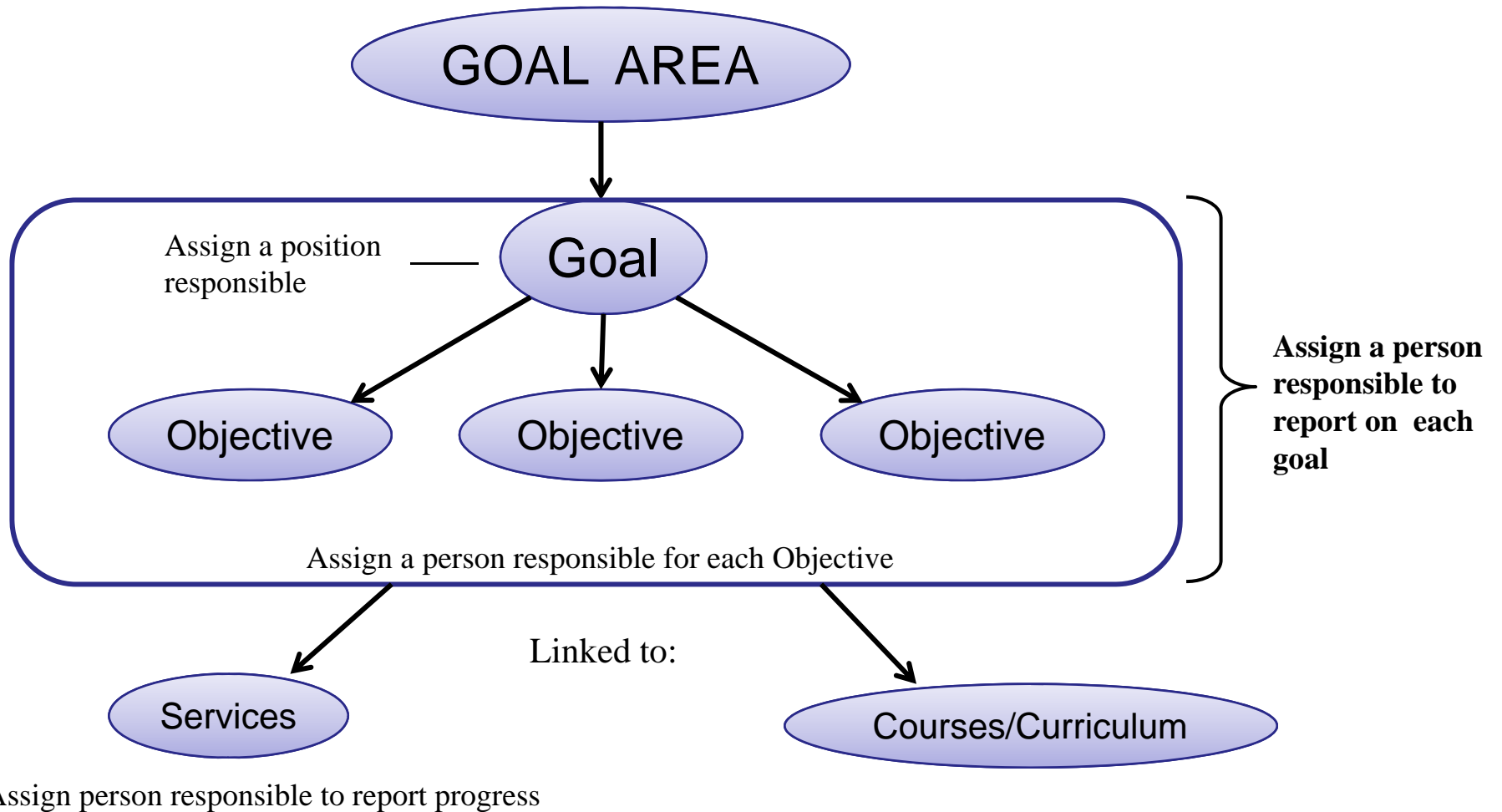
# BCeSIS *Strengths/Needs*

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Use button to open editor window for text entry



The screenshot shows a software interface for entering parent input. At the top, there is a navigation bar with several tabs: "Basic Info", "Parents/Guardian", "Participants", "Strengths...", "Parent ..." (which is currently selected), "Annual ...", "Goal Pr...", "Adaptat...", and "Services". Below the navigation bar is a large, empty text area for entering the parent's input. To the right of this text area is a small button with three dots. At the bottom of the interface, there are several fields and buttons. On the left, there are two input fields labeled "Finalized By" and "Date Finalized". In the center, there are three buttons: "Historical Info", "Finalize", and "Spell". On the right, there are several icons: a printer, a mouse cursor, a document with lines, and a computer monitor.



Basic Info Parents/Guardian Participants Strengths... Parent ... Annual ... Goal Pr... Adaptat... Services

Goal Areas: Academic/Cognitive ?  
Behavioural ? Add Del

Goals/Objectives for selected goal area: Current Level of Performance  Transition Goal  Discontinued Goal

Goal # Goal Statement ...  
A1 This is academic goal number 1. FS  
Method of Reporting Progress  
Do Not Use This Field ...  
Current level of performance for Goal #1 is described here  
Position Responsible  
Case Manager Add Del

1 Short-term objectives for the above goal

| #    | Status      | Objective Description                                | Person Responsible |
|------|-------------|--|--------------------|
| A1.1 | In progress | This is the first measureable objective for goal #1. | Heppner, Wayne ?   |

2 View/Edit Progress Reports Add Del

Finalized By  
Date Finalized

Historical Info Finalize Spell

### Entering Objectives:

1. Assign Status
2. Select View/Edit

**Short-term Objectives Details**

Objective

| Number | Status      | Person Responsible | Position | Summary of Progress |
|--------|-------------|--------------------|----------|---------------------|
| A1.1   | In progress | Hepner, Wayne      | Teacher  |                     |

Expected Short-term Objective description and expected progress:

This is the first measureable objective for goal #1.


Strategies/Materials

Describe/list strategies and materials here.

Method of Evaluation

This is the method of evaluating objective #1.

Assistive Technology Provided



Select Objectives

| Equipment/AT Description | Provider | Objectives                                 |
|--------------------------|----------|--|
| AlphaSmart               | SET-BC   | This is the first measurable objective for |
| Large Print Books        | PRCVI    | Measurable objective number 2.             |
|                          |          |  |
|                          |          |  |
|                          |          |  |
|                          |          |  |
|                          |          |  |
|                          |          |  |
|                          |          |  |
|                          |          |  |

Finalized By: \_\_\_\_\_  
Date Finalized: \_\_\_\_\_

Historical Info   Finalize   Spell   [Printer Icon]   [Mouse Icon]   [Save Icon]   [Help Icon]

# BCeSIS

## Goal Progress Reports

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Must be assigned using Select Teacher screen

Basic Info Parents/Guardian Participants Strengths... Parent ... Annual ... Goal Pr... Adaptat... Services

Please enter the name of the person responsible for preparing the goal's reports. Staff members selected using the search tool will be able to enter the reports directly into eSIS.

| Goal # | Skills/Behavior Goal              | Position Responsible | Reporting Frequency | Assigned to:  | On-line access                        |
|--------|-----------------------------------|----------------------|---------------------|---------------|---------------------------------------|
| A1     | This is academic goal number 1.   | Case Manager         | Regular S...        | Levine, David | ? <input checked="" type="checkbox"/> |
| A2     | This is goal number 2 under       | Case Manager         | Regular S...        | Levine, David | ? <input checked="" type="checkbox"/> |
| B1     | This is behavioral goal number 1. | Counsellor           | Regular S...        | Pew, Jeff     | ? <input checked="" type="checkbox"/> |
|        |                                   |                      |                     |               | ? <input type="checkbox"/>            |
|        |                                   |                      |                     |               | ? <input type="checkbox"/>            |
|        |                                   |                      |                     |               | ? <input type="checkbox"/>            |
|        |                                   |                      |                     |               | ? <input type="checkbox"/>            |
|        |                                   |                      |                     |               | ? <input type="checkbox"/>            |

Finalized By:   
Date Finalized:

Historical Info Finalize Spell    

Select Categories

Select Adaptations

The screenshot displays the 'Adaptations' tab within the BCeSIS software. At the top, a series of tabs includes 'Basic Info', 'Parents/Guardian', 'Participants', 'Strengths...', 'Parent ...', 'Annual ...', 'Goal Pr...', 'Adaptat...', and 'Services'. The 'Adaptat...' tab is currently active. Below the tabs, the interface is divided into two main sections: 'Adaptation Categories' and 'Adaptations'. The 'Adaptation Categories' section contains a list with 'Presentation or Subject', 'Environment', 'Testing', and 'Assignments', followed by an empty input field and a 'Select' button. The 'Adaptations' section contains a list with 'Duplicate classroom notes', 'Multi-sensory presentation', 'Provide model of finished product', and 'Use alternative text', followed by two empty input fields and a 'Select' button. Below these sections is a text area labeled 'Other Adaptations' with a placeholder text: 'Other adaptations are a category unto itself and not tied to the ones above. Any adaptations listed here will come up all together.' At the bottom of the window, there are fields for 'Finalized By' and 'Date Finalized', and a row of buttons including 'Historical Info', 'Finalize', 'Spell', and several icons for printing, navigation, and help.

The screenshot displays the 'Services' tab in the BCeSIS application. At the top, there are navigation tabs: Basic Info, Parents/Guardian, Participants, Strength..., Parent..., Annual..., Goal Pr..., Assisti..., Adaptat..., and Services. The 'Services' tab is active, showing a table with columns: Service, Refused By, Position Responsible, Location, and Frequency. The table contains three rows: 'Learning Assistance' (Refused By: ?, Position Responsible: Learning Assistance Teach..., Location: Learning Assistance, Frequency: Daily), 'Counselling' (Refused By: ?, Position Responsible: Counsellor, Location: Other, Frequency: As Scheduled), and an empty row. Below the table are buttons for 'View Service reports', 'Add', and 'Del'. A scroll bar is visible below these buttons, with an arrow pointing to it from a box labeled 'Scroll bar'. Below the services table is a section titled 'Goals related to the service selected above:' containing a table with columns: Goal #, Position Responsible, and Skills/Behavior Goal Description. It lists two goals: A1 (Case Manager, 'This is academic goal number 1.') and A2 (Case Manager, 'This is goal number 2 under Academic/Cognitive.'). A 'Select' button is located at the bottom right of this section, with an arrow pointing to it from a box labeled 'Select goals to apply to services'. At the bottom of the interface, there are fields for 'Finalized By' and 'Date Finalized', and buttons for 'Historical Info', 'Finalize', and 'Spn'. A toolbar with icons for printing, navigation, and help is also visible.

| Service             | Refused By | Position Responsible         | Location            | Frequency    |
|---------------------|------------|------------------------------|---------------------|--------------|
| Learning Assistance | ?          | Learning Assistance Teach... | Learning Assistance | Daily        |
| Counselling         | ?          | Counsellor                   | Other               | As Scheduled |
|                     | ?          |                              |                     |              |

| Goal # | Position Responsible | Skills/Behavior Goal Description                |
|--------|----------------------|---|
| A1     | Case Manager         | This is academic goal number 1.                 |
| A2     | Case Manager         | This is goal number 2 under Academic/Cognitive. |
|        |                      |   |

Scroll bar

Select goals to apply to services

The screenshot displays the BCeSIS Provincial Exams software interface. At the top, there are several tabs: Parents/Guardian, Participants, Strength..., Parent ..., Annual ..., Goal Pr..., Adaptat..., Services, and Provinc... The main area contains a table with the following columns: Type, Exam, Participation Code, and Adaptations. The table has several rows, with the first three rows populated with data. A scroll bar is visible on the right side of the table, and a box labeled "Scroll bar" with an arrow points to it. Below the table, there are buttons for "Add" and "Del". At the bottom of the interface, there are fields for "Finalized By" and "Date Finalized", and buttons for "Historical Info", "Finalize", "Spell", and several icons.

| Type     | Exam                         | Participation Code                        | Adaptations          |
|----------|------------------------------|---|----------------------|
| Province | Principles of Mathematics 10 | ? Student will take test with adaptations | Allow additional tim |
| Province | English 10                   | ? Student is excluded from the test       |                      |
| Province | Science 10                   | ? Student will take test with adaptations | Allow additional tim |
|          |                              | ?   |                      |
|          |                              | ?   |                      |
|          |                              | ?   |                      |
|          |                              | ?   |                      |
|          |                              | ?   |                      |
|          |                              | ?   |                      |

Strengt... Parent ... Annual ... Goal Pr... Adaptat... Services Provinc... **Conside...** Program... Enclosu...





**Acknowledgements**

- The parent(s)/guardian was offered the opportunity to be consulted about the preparation of the IEP
- 
- 

**Other Considerations**

- The student's parent(s) declined to participate
- The student was offered the opportunity to be consulted about the preparation of the IEP
- A program consultation offer was made
- Other

Finalized By   
Date Finalized

Historical Info Finalize Spell    

The screenshot displays the BCeSIS Programs/Courses interface. At the top, there are several tabs: Strengt..., Parent..., Annual..., Goal Pr..., Adaptat..., Services, Provinc..., Consid..., Program..., and Enclosu... The main area is divided into three sections:

- Program/Course Table:** A table with columns for Program/Course, Type, and Notes. It lists three entries: ENGLISH LANGUAGE ARTS 9 (Adapted), MATHEMATICS 9 (Modified), and SCIENCE 9 (Modified). Each row has a 'Select' button to its right.
- Adaptations Section:** A section titled 'Adaptations' with a text area containing 'Partial participation', 'Allow additional time for assignments', and 'Other Adaptation'. There is a 'Select' button to the right.
- Goals Table:** A table with columns for Goal #, Position Responsible, and Skills/Behavior Goal Description. It lists two entries: A2 (Case Manager) and B1 (Counsellor). Each row has a 'Select' button to its right.

At the bottom, there are fields for 'Finalized By' and 'Date Finalized', and buttons for 'Historical Info', 'Finalize', 'Spell', and several icons (printer, mouse, floppy disk, window).

Use Select button to choose: courses, adaptations, goals.

Strengt... Parent ... Annual ... Goal Pr... Adaptat... Services Provinc... Conside... Program... Enclosu...

**Please confirm that the following enclosures have been sent (mandatory items are shown in bold):**

Parent's Guide to Individual Education Planning

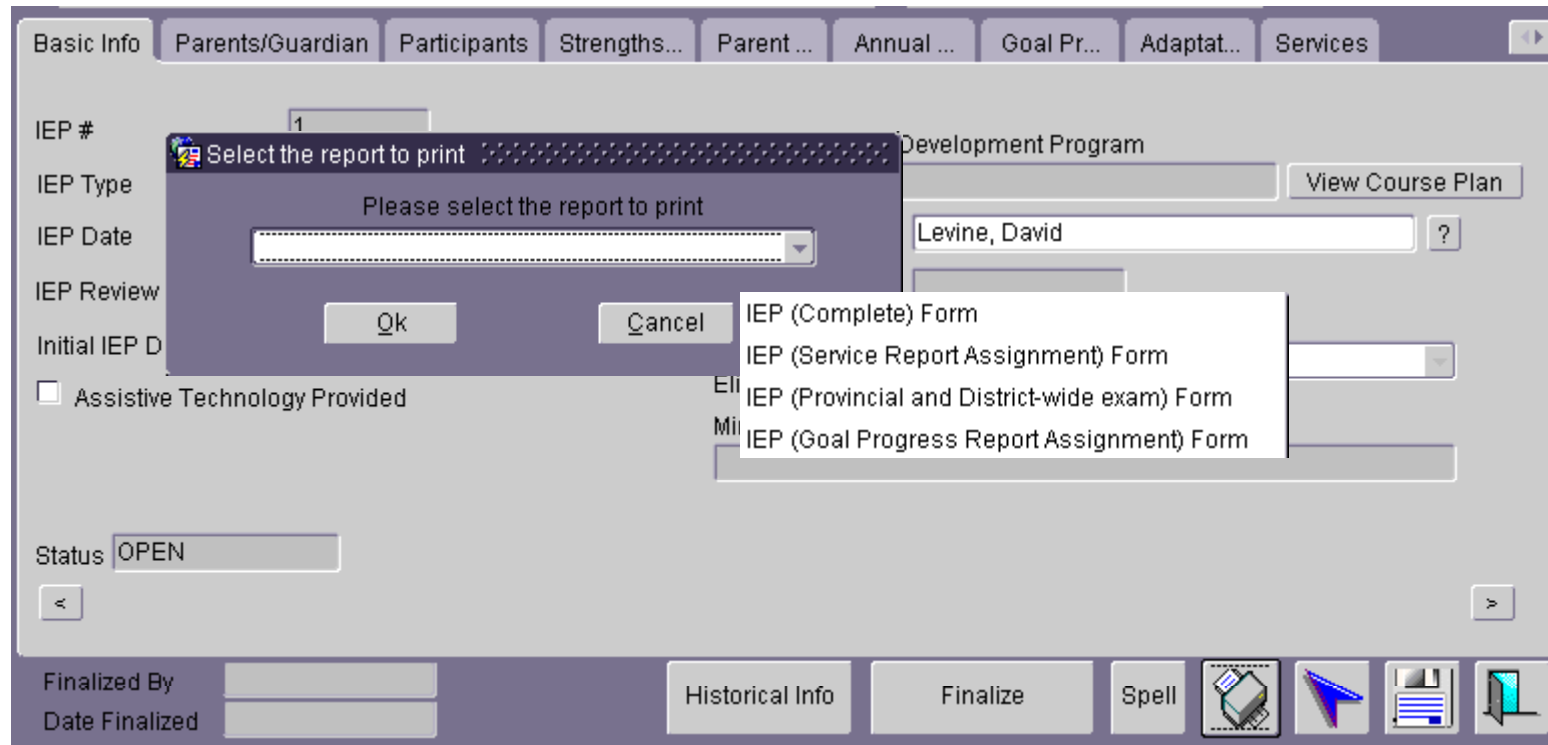
Other

Finalized By

Date Finalized

Historical Info Finalize Spell

Use this field to capture any other relevant information



### Some Key Points:

- Tabs are in order of data entry
- Staff identified for data entry or reporting purposes must be selected from the “Select Teacher” screen
  - Case Manager
  - IEP Goal Reports
  - Service Reports
- Save as you go
- Finalize only after you have made certain the IEP is accurate and complete
- Changes are amended to the previous IEP
- Reports print with a “Draft” watermark until Finalized

Progress reporting will be a topic at a later training session