Utah Data Plan

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Classic Path: Student Information > Special Ed > General > Documents > Plans

Search Terms: Documents

The Special Education Data Plan in Campus is used to capture student special education plan information and match the required documentation provided by the state of Utah. This document describes each editor, a description of each field on the editor, and any special considerations and instructions for using the editor and fields.

Editor Home | General Plan Information | Editor Types | Padlock Icon | Template Banks | Editors

The current format of this document is the **UT Data Plan**. Plan formats are selected in Plan Types.

Editor Home

The Editor Home lists the editors available on the student's Individual Education Plan. Available editors include:

Education Plan | Enrollment Information | Student Information | Parent/Guardian Information | Special Ed Services | Related Services | Other Services

Image 1: Editor Home for the Utah Data Plan

Header	Description
Name	The name of the editor.
Status	The state of the editor. Statuses can be: • **In Progress:** indicates a user has entered and saved data in that editor. • **Not Started:** is the default status for all editors. • **Complete:** indicates a user has clicked the **Complete** button on the editor. This does not lock the editor from further editing, but indicates the user considers the editor to be finished. • **Not Needed:** indicates a user has clicked the **Not Needed** button on the editor. This is usually done for editors that do not apply to the student.
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the **Complete** button for that editor.

General Plan Information

The following table lists the buttons available for the editors:

Button	Description

Button	Description
Save	Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor. • **Save** captures progress and navigates the user to the Editor Home or to the Master Screen for List editors. See the Editor Types section for additional information. • **Save & Stay** captures progress and keeps the user on the current editor. This save button is the default save option and usually found within the detail screen of List editors, such as Goals and Objectives. • **Save & Next** captures progress and navigates the user to the next editor. • **Save & New** captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the Editor Types section for additional information.
Refresh	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted people records. Manually entered fields will not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes. A side panel displays listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or to the Master Screen for List editors.
Status *i.e. Complete, Not Needed, etc.*	Changes the status of the editor. • **Complete** indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user will have to click **In Progress.** • **Not Needed** indicates the editor does not apply to the student's plan. This makes the editor read only. However, this does not lock the editor from further editing. To further edit after an editor is marked Not Needed, click the **In Progress** button. • **In Progress** only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.
Print	Prints the entire plan.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click **Close** to collapse the side panel.
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

Editor Types

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor display. List editors display a master list of all records within that editor. Clicking an existing record or the New button will open the detail view for an individual record. An example list editor is the Special Ed Services editor.

Padlock Icon

Only one user at a time can actively work on an editor. A person with a padlock icon 🔒 displays in the Editors side pane, Editor Home, and Master Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read only for all other users. The name of the person working on the editor displays in the header.
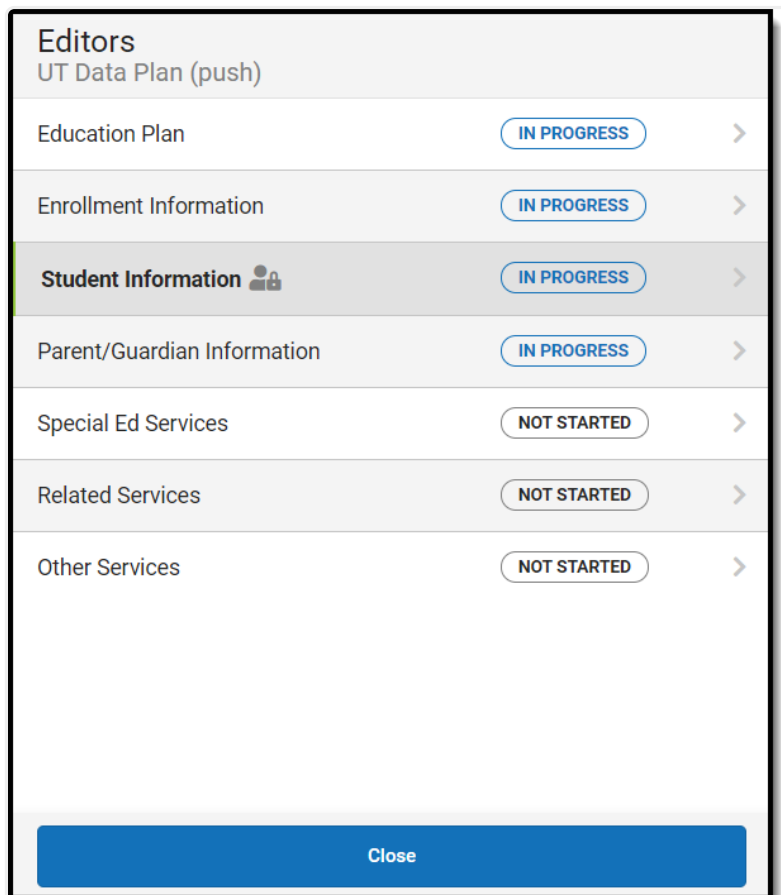
Image 2: Padlock Icon on the Editors Side-panel

Once the editing user navigates away from an editor, that editor becomes available to work on.

Template Banks

Certain fields within several editors have a paper icon next to their name. When the icon is clicked,

a side panel displays with the available library of predetermined text for that field. See the Template Banks documentation for additional information.

Editors

The following section lists each editor and describes each field on the editor. Available editors include:

Education Plan | Enrollment Information | Student Information | Parent/Guardian Information | Special Ed Services | Related Services | Other Services

Education Plan

The Education Plan editor includes the various dates associated with the plan, why the IEP meeting was held, and how student progress is reported.

> This editor must be saved before entering data into other editors.
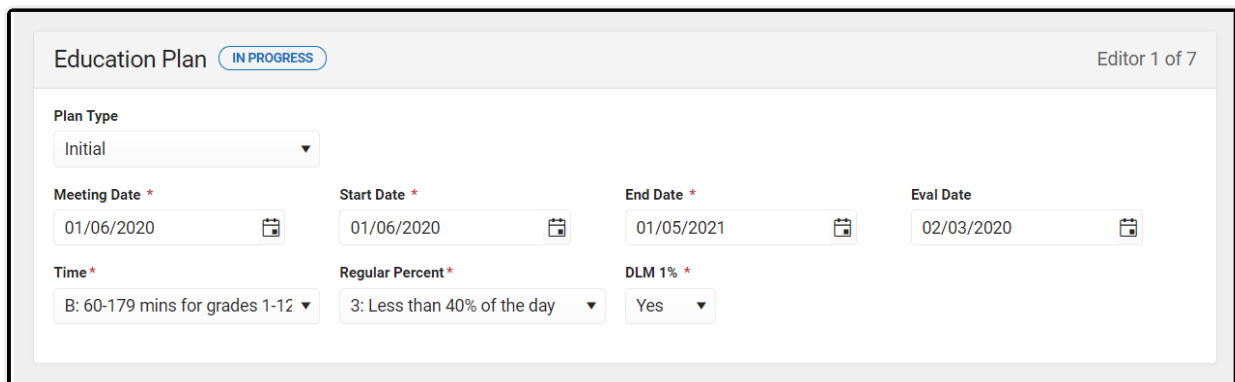
Image 3: Education Plan Editor

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Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment. See the Enrollments tool documentation for additional information.

> The **Refresh** button retrieves a fresh copy of data from the student's Enrollment record. See the General Plan Information section or the Enrollments tool documentation for additional information.

Image 4: Enrollment Information Editor

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Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Plan Information section for additional information. This editor is read-only except the Home Primary Language and/or Address fields.

Image 5: Student Information Editor

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Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographics information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the Plan.

The **Refresh** button retrieves a new copy of parent/guardians' data. This will also return any accidentally deleted people. Manually entered fields will not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Image 6: Parent/Guardian Information Editor

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Special Ed Services

The Special Ed Services editor indicates services, both inside and outside the general education setting, that were considered for the student and why those services were rejected.

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Related Services

The Related Services editor lists developmental, corrective, or other supportive services required to assist the student.

> Only active Services with a Type of *Related* can be included in this editor.

▶ Click here to expand...

Other Services

The Other Services editor lists other supportive services required to assist the student.

Only active Services with a Type of *Other* can be included in this editor.

▶ Click here to expand...

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