# Comparable Services Plan (Hawaii) [.2219 and previous]

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> You are viewing a previous version of this article. See Comparable Services Plan (Hawaii) for the most current information.

Classic View: Student Information > Special Ed > General > Documents

Search Terms: Special Ed Documents

The Comparable Service Plan is used to capture student special education plan information and match the required documentation provided by the state of Hawaii. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions.

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

> Plan formats are selected in Plan Types. The current print formats is **HI Comparable Services 2022**.

# Editor Home

The Editor Home lists the editors available on the student's Comparable Services Plan.

*Editor Home*

| Header | Description |
|---|---|
| **Name** | The name of the editor. |
| **Status** | The state of the editor. Statuses can be:<br>• **In Progress:** indicates a user has entered and saved data in that editor.<br>• **Not Started:** is the default status for all editors.<br>• **Complete:** indicates a user has clicked the **Complete** button on the editor and the editor is read only. This does not lock the editor from further editing, but indicates the user considers the editor to be finished.<br>• **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 IEP 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.<br>• **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.<br>• **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.<br>• **Save & Next** captures progress and navigates the user to the next editor.<br>• **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.<br><br>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**<br>*i.e. Complete, Not Needed, etc.* | Changes the status of the editor.<br>• **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.**<br>• **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.<br>• **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. |

| Button | Description |
|--------|-------------|
| **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 **Goals and Objectives** 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. 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 article 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 | Conference Announcement | Conference Notification | Conference Actual | Comparable Services | Prior Written Notice

## 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.

*Education Plan Editor*

▶ Click here to expand...

# Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read only.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Evaluation Information section for additional information.



*Enrollment Information Editor*

▶ Click here to expand...

# 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 IEP Information section for additional information.



| Student Information IN PROGRESS | | | Editor 3 of 9 |
|---|---|---|---|

When a Plan is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

| Last Name | First Name | Middle Name | Suffix |
|---|---|---|---|
| | Justin Ryan | R | |
| **Age** | **Birthdate** | **Gender** | |
| 17 | | M | |
| **Language at Home** | **First Language** | **Most Used Language** | |
| A: English | A: English | A: English | |
| **Address** | | **Student Number** | **State ID** |
| HI 96706 | | | |

**Case Manager Information**

| Name | | Title | |
|---|---|---|---|
| **Phone** | | | |

*Student Information Editor*

▶ Click here to expand...

# 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 IEP.
>
> 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.

*Parent/Guardian Information Editor*

▸ Click here to expand...

# Conference Announcement

The Conference Announcement editor is used to document planned meetings of the IEP team.

> This editor is not optional and must be completed.

▸ Click here to expand...

# Conference Notification

The Conference Notification editor is used to document when notifications were sent out informing the team of meetings.

▸ Click here to expand...

# Conference Actual

The Conference Actual editor is used to document meetings that took place.

▶ Click here to expand...

# Comparable Services

The Comparable Services editor is used to document the services to be provided to the student to meet their needs.

▶ Click here to expand...

# Prior Written Notice

The Prior Written Notice editor provides a space for descriptions and explanations related to proposed or refused actions for a student.

▶ Click here to expand...