

Comparable Services Plan (Hawaii) [.2223 - .2235]

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[Editor Home](#) | [General IEP Information](#) | [Editor Types](#) | [Padlock Icon](#) | [Template Banks](#) | [Editors](#)

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.

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			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Education Plan	IN PROGRESS	System Administrator 1/25/22 1:01 PM	>
Enrollment Information	IN PROGRESS	System Administrator 1/25/22 1:04 PM	>
Student Information	IN PROGRESS	System Administrator 1/25/22 1:06 PM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 1/25/22 1:08 PM	>
Conference Announcement	IN PROGRESS	System Administrator 1/25/22 1:09 PM	>
Conference Notification	IN PROGRESS	System Administrator 1/25/22 1:11 PM	>
Conference Actual	IN PROGRESS	System Administrator 1/25/22 1:13 PM	>
Comparable Services	NOT STARTED		>
Prior Written Notice	IN PROGRESS	System Administrator 1/25/22 1:19 PM	>

Editor Home

Header	Description
Name	The name of the editor.
Status	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> • 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 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. • 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
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Button	Description
Save	<p>Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> • Save captures progress and navigates the user to the Editor Home or to the List 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	<p>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 do not change when the refresh button is clicked. The user must Save after clicking Refresh to capture changes.</p> <p>A side panel displays listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.</p>
Cancel	<p>Navigates the user to the Editor Home screen or to the List Screen for List editors.</p>
Status <i>i.e. Complete, Not Needed, etc.</i>	<p>Changes the status of the editor.</p> <ul style="list-style-type: none"> • 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 must 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	<p>Prints the entire plan.</p>
Editors	<p>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.</p>
Previous	<p>Navigates the user to the previous editor.</p>

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 list of all records within that editor. Clicking an existing record or the New button opens 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 List 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  displays next to their name. When the icon is clicked, a side panel displays with the available library of predetermined text for that field. [Template Banks](#) are managed in System Administration.

Editors

[Education Plan](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Conference Announcement](#) | [Conference Notification](#) | [Conference Actual](#) | [Comparable Services](#) | [Prior Written Notice](#)

The following section lists each editor and describes each field on the editor.

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 NOT STARTED
Editor 1 of 9

Plan Type
Transfer

Enrollment Start Date ⓘ

Initial IEP Due Date ⓘ

In consultation with the parent(s)/legal guardian(s), the Department of Education agrees to provide comparable services until:

- An initial evaluation has been completed.
- An IEP has been developed, adopted, and implemented.
- Student has been deemed NOT eligible.

For ages 14+:

- Regular Diploma
- Certificate of Completion

For Agency Use Only:

Recent/final evaluation was provided a copy of the procedural safeguards in his/her native language or other mode of communication. Data is forward to parent/legal guardian.

Education Plan Editor

▶ [Click here to expand...](#)

[^ Back to Top](#)

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 IN PROGRESS
Editor 2 of 9

Click Refresh to retrieve a new copy of data from a selected Enrollment record. Upon refresh, Eligibility Category will be copied from the latest, locked Evaluation. Information entered into this editor will modify the student's current Enrollment record when the plan is locked.

Eligibility Category

ASD: Autism Spectrum Disorder ▼

Special Ed Status*

1: Receiving Services ▼

District

30: Leeward ▼

Complex Area

931: Campbell-Kapolei ▼

Grade

11

School Name

Campbell High School

School Phone

808-555-0081

School Year

21-22

Transferring School or Program

Enrollment Information Editor

▶ [Click here to expand...](#)

[^ Back to Top](#)

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 [REDACTED]	First Name Justin Ryan	Middle Name R	Suffix
Age 17	Birthdate [REDACTED]	Gender M	
Language at Home A: English	First Language A: English	Most Used Language A: English	
Address [REDACTED] HI 96706	Student Number [REDACTED]	State ID [REDACTED]	

Case Manager Information

Name	Title
Phone	

Student Information Editor

▶ [Click here to expand...](#)

[^ Back to Top](#)

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 also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Parent/Guardian Information IN PROGRESS
Editor 4 of 9

When a Plan is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian check box marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

Rod - Father

Print Sequence

Delete

Address HI 96706

Home Phone Work Phone Cell Phone

E-mail

Interpreter Required

Rose - Mother

Print Sequence

Delete

Address HI 96706

Home Phone Work Phone Cell Phone

E-mail

Interpreter Required

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

^ [Back to Top](#)

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...](#)

^ [Back to Top](#)

Conference Actual

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

▶ [Click here to expand...](#)

[^ Back to Top](#)

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...](#)

[^ Back to Top](#)

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...](#)

[^ Back to Top](#)

Previous Versions

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