

IEP-at-a-Glance Document Tip Sheet

The purpose of the IEP-at-a-Glance Document is to provide users with a simplified version of information in the currently valid finalized IEP. The document includes the following:

- The begin and end dates of the IEP
- Special Education and Related and/or Other Services
- Supplemental Aids/Services/Accommodations/Modifications for Classroom Activities, District Tests and State Tests
- Statements for the Case Manager and General Education Teacher(s) to review and acknowledge
- Signature and date lines for the Case Manager and General Education Teacher(s)

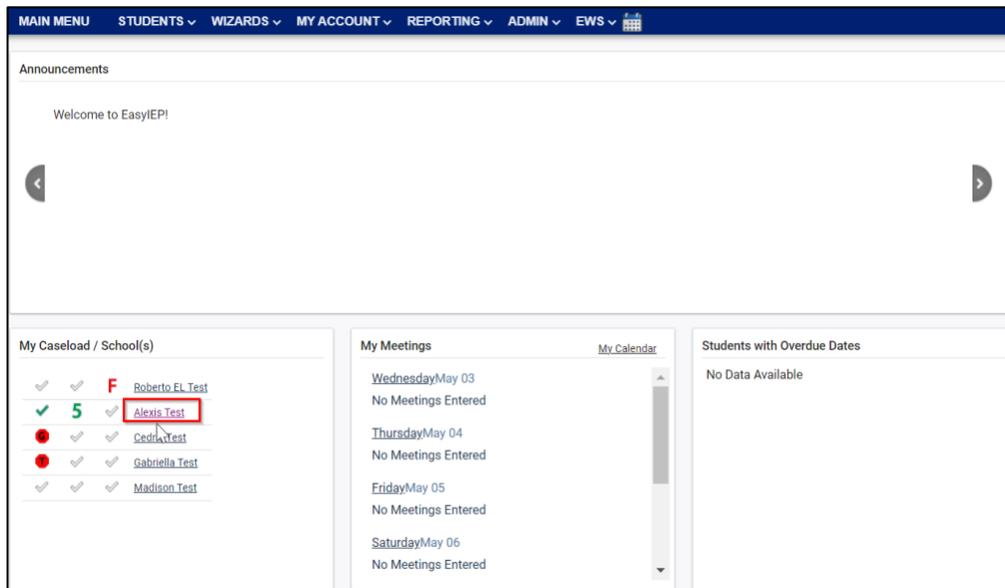
The IEP-at-a-Glance document will automatically be created when an IEP is finalized regardless of meeting purpose. It can be viewed on the Documents tab.

Document ID	Date Created	Created By	Document	Status
12187448	05/04/2023	[Redacted]	IEP at a Glance	Final
12187447	05/04/2023	[Redacted]	IEP Document	Final

The IEP-at-a-Glance document can also be created using the Documents tab for an IEP completed prior to this update to ECATS. NOTE: the IEP-at-a-Glance document is not available for creation through Wizards.

To access the document the user must:

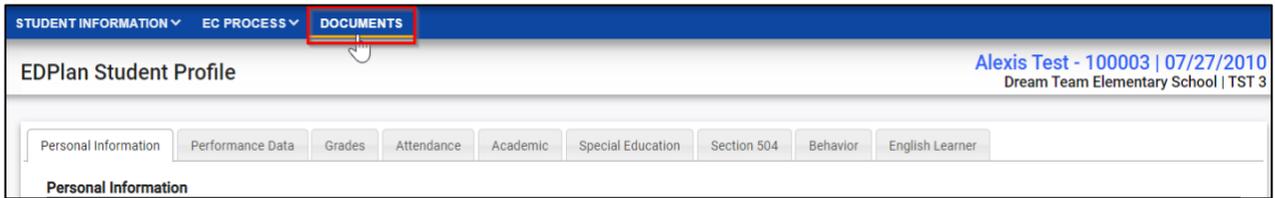
- Log into ECATS.
- Click on a student’s name to enter the student’s record.



The screenshot shows the ECATS user interface. At the top, there is a navigation bar with options: MAIN MENU, STUDENTS, WIZARDS, MY ACCOUNT, REPORTING, ADMIN, and EWS. Below the navigation bar, there is an 'Announcements' section with a 'Welcome to EasyIEPI' message. The main content area is divided into three columns: 'My Caseload / School(s)', 'My Meetings', and 'Students with Overdue Dates'. In the 'My Caseload / School(s)' column, a list of students is shown with checkboxes and status icons. 'Alexis Test' is highlighted with a red box. The 'My Meetings' column shows a calendar view for the week of May 03 to May 06, with 'No Meetings Entered' for each day. The 'Students with Overdue Dates' column shows 'No Data Available'.

Solutions that Matter

- Click on DOCUMENTS.



STUDENT INFORMATION ▾ EC PROCESS ▾ **DOCUMENTS**

EDPlan Student Profile Alexis Test - 100003 | 07/27/2010
Dream Team Elementary School | TST 3

Personal Information Performance Data Grades Attendance Academic Special Education Section 504 Behavior English Learner

Personal Information

- Select the General tab.

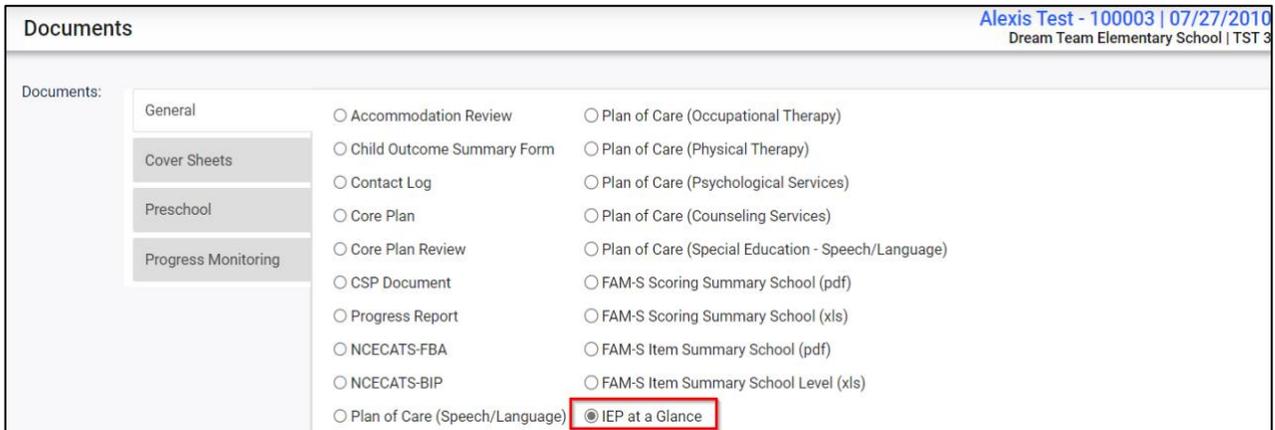


Documents Alexis Test - 100003 | 07/27/2010
Dream Team Elementary School | TST 3

Documents:

General	<input type="radio"/> Accommodation Review	<input type="radio"/> Plan of Care (Occupational Therapy)
<input type="radio"/> Cover Sheets	<input type="radio"/> Child Outcome Summary Form	<input type="radio"/> Plan of Care (Physical Therapy)
<input type="radio"/> Preschool	<input type="radio"/> Contact Log	<input type="radio"/> Plan of Care (Psychological Services)
<input type="radio"/> Progress Monitoring	<input type="radio"/> Core Plan	<input type="radio"/> Plan of Care (Counseling Services)
	<input type="radio"/> Core Plan Review	<input type="radio"/> Plan of Care (Special Education - Speech/Language)
	<input type="radio"/> CSP Document	<input type="radio"/> FAM-S Scoring Summary School (pdf)
	<input type="radio"/> Progress Report	<input type="radio"/> FAM-S Scoring Summary School (xls)
	<input type="radio"/> NCECATS-FBA	<input type="radio"/> FAM-S Item Summary School (pdf)
	<input type="radio"/> NCECATS-BIP	<input type="radio"/> FAM-S Item Summary School Level (xls)
	<input type="radio"/> Plan of Care (Speech/Language)	<input type="radio"/> IEP at a Glance

- Click the circle beside “IEP at a Glance.”



Documents Alexis Test - 100003 | 07/27/2010
Dream Team Elementary School | TST 3

Documents:

<input type="radio"/> General	<input type="radio"/> Accommodation Review	<input type="radio"/> Plan of Care (Occupational Therapy)
<input type="radio"/> Cover Sheets	<input type="radio"/> Child Outcome Summary Form	<input type="radio"/> Plan of Care (Physical Therapy)
<input type="radio"/> Preschool	<input type="radio"/> Contact Log	<input type="radio"/> Plan of Care (Psychological Services)
<input type="radio"/> Progress Monitoring	<input type="radio"/> Core Plan	<input type="radio"/> Plan of Care (Counseling Services)
	<input type="radio"/> Core Plan Review	<input type="radio"/> Plan of Care (Special Education - Speech/Language)
	<input type="radio"/> CSP Document	<input type="radio"/> FAM-S Scoring Summary School (pdf)
	<input type="radio"/> Progress Report	<input type="radio"/> FAM-S Scoring Summary School (xls)
	<input type="radio"/> NCECATS-FBA	<input type="radio"/> FAM-S Item Summary School (pdf)
	<input type="radio"/> NCECATS-BIP	<input type="radio"/> FAM-S Item Summary School Level (xls)
	<input type="radio"/> Plan of Care (Speech/Language)	<input checked="" type="radio"/> IEP at a Glance

- Click “CREATE DRAFT” or “CREATE FINAL DOCUMENT”.



CREATE DRAFT (WILL BE SAVED FOR 30 DAYS)

CREATE FINAL DOCUMENT (WILL BE SAVED)

- Select the IEP Event for which you would like to create the IEP-at-a-Glance document.
 - Note – if you do not see Annual Review or Addendum beside the dates of an event, it could mean dates have been imported or entered manually, and there is no finalized IEP for those dates (see Student History screen shot below).

Create Draft document Alexis Test - 100003 | 07/27/2010
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The following information is required before you can create this Draft Document

IEP at a Glance

Generate an IEP At a Glance for the following IEP:

11/11/2022 10/05/2023 Addendum

10/05/2022 10/05/2023

11/01/2021 10/31/2022 Annual Review

10/10/2020 10/09/2021 Annual Review

Student History Alexis Test (✓5) - 100003 | 07/27/2010
Dream Team Elementary School | TST 3

Status	Child Study Date	Referral Date	Consent Date	Proj Consent Date	Elig Date	Proj Elig Date	IEP Date	Proj IEP Date
SpecialEd					10/03/2022	10/03/2025	11/11/2022	10/05/2023
504 Status	504 Referral Date	504 Eligibility Date	Proj 504 Eligibility Date	Cur 504 Date	Proj 504 Date			
Eligible	11/04/2021	06/02/2022	06/02/2025	06/02/2022				

Event ID	Event Date*	Event Type	(transferred from)	Begin Date	End Date	User	Document	Date Created	
1743	11/11/2022	IEP		11/11/2022	10/05/2023	Special Ed Test	IEP Document (ID# 2357)	05/03/2023 10:16 (0 days)	DETAILS
1728	11/11/2022	Gifted Eligibility Determination		11/11/2022		Kristin Kennedy		03/21/2023 12:31 (43 days)	DETAILS
1539	10/11/2022	IEP Progress Monitoring Change		10/07/2022	10/05/2023	Corey Litwiller		10/11/2022 16:00 (204 days)	DETAILS
1662	12/06/2022	Progress Report (2022 - Reporting Period 2)				Bill DiPietro	Progress Report (ID# 2263)	12/06/2022 16:17 (148 days)	DETAILS
1538	10/05/2022	IEP		10/05/2022	10/05/2023	Corey Litwiller		10/11/2022 16:00 (204 days)	DETAILS

- Click “CREATE DRAFT” or “CREATE FINAL DOCUMENT”.

CREATE DRAFT DOCUMENT

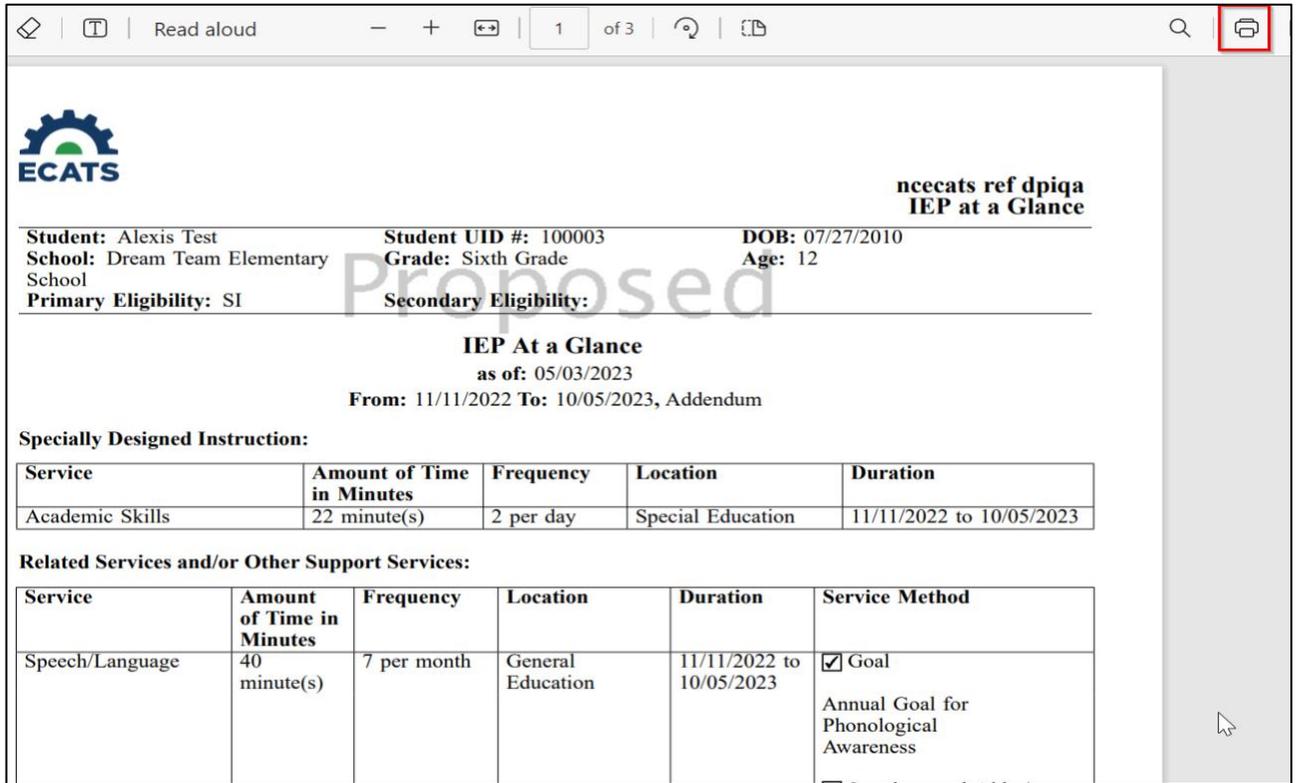
CREATE FINAL DOCUMENT

- Click view to display the document.

Download Draft Document Alexis Test - 100003 | 07/27/2010
Dream Team Elementary School | TST 3

IEP at a Glance: view

- Click the printer icon to print the document for this student. Remember – draft documents will have the word “Proposed” as a watermark.



IEP At a Glance
as of: 05/03/2023
From: 11/11/2022 To: 10/05/2023, Addendum

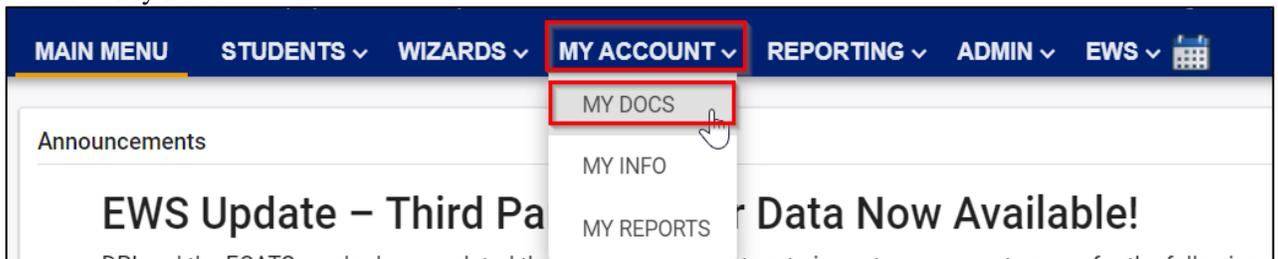
Specially Designed Instruction:

Service	Amount of Time in Minutes	Frequency	Location	Duration
Academic Skills	22 minute(s)	2 per day	Special Education	11/11/2022 to 10/05/2023

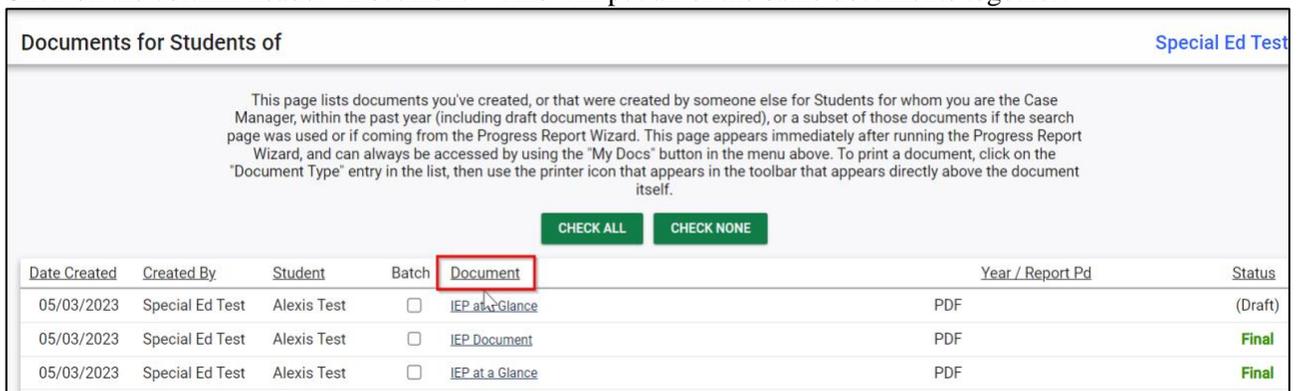
Related Services and/or Other Support Services:

Service	Amount of Time in Minutes	Frequency	Location	Duration	Service Method
Speech/Language	40 minute(s)	7 per month	General Education	11/11/2022 to 10/05/2023	<input checked="" type="checkbox"/> Goal Annual Goal for Phonological Awareness

Once the IEP-at-a-Glance document is created (either automatically with a finalized IEP or through the documents tab for an earlier IEP), you can batch print the documents for all students at one time. To do this, go to My Account > My Docs.



- Click on the column header "Document." This will put all of the same documents together.



Documents for Students of Special Ed Test

This page lists documents you've created, or that were created by someone else for Students for whom you are the Case Manager, within the past year (including draft documents that have not expired), or a subset of those documents if the search page was used or if coming from the Progress Report Wizard. This page appears immediately after running the Progress Report Wizard, and can always be accessed by using the "My Docs" button in the menu above. To print a document, click on the "Document Type" entry in the list, then use the printer icon that appears in the toolbar that appears directly above the document itself.

Date Created	Created By	Student	Batch	Document	Year / Report Pd	Status
05/03/2023	Special Ed Test	Alexis Test	<input type="checkbox"/>	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Alexis Test	<input type="checkbox"/>	IEP Document	PDF	Final
05/03/2023	Special Ed Test	Alexis Test	<input type="checkbox"/>	IEP at a Glance	PDF	Final

05/03/2023	Special Ed Test	Alexis Test	<input type="checkbox"/>	IEP Document	PDF	Final
05/03/2023	Special Ed Test	Alexis Test	<input type="checkbox"/>	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Alexis Test	<input type="checkbox"/>	IEP at a Glance	PDF	Final
05/03/2023	Special Ed Test	Lilly Test	<input type="checkbox"/>	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Nick Test	<input type="checkbox"/>	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Xavier Test	<input type="checkbox"/>	IEP at a Glance	PDF	(Draft)

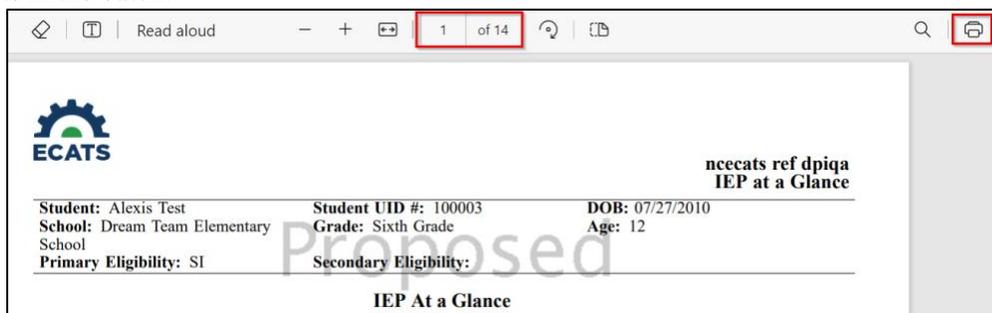
- Click the check box under Batch Print for each IEP-at-a-Glance document that you would like to print.

Date Created	Created By	Student	Batch	Document	Year / Report Pd	Status
05/03/2023	Special Ed Test	Alexis Test	<input type="checkbox"/>	IEP Document	PDF	Final
05/03/2023	Special Ed Test	Alexis Test	<input checked="" type="checkbox"/>	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Alexis Test	<input checked="" type="checkbox"/>	IEP at a Glance	PDF	Final
05/03/2023	Special Ed Test	Lilly Test	<input checked="" type="checkbox"/>	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Nick Test	<input checked="" type="checkbox"/>	IEP at a Glance	PDF	(Draft)
05/03/2023	Special Ed Test	Xavier Test	<input checked="" type="checkbox"/>	IEP at a Glance	PDF	(Draft)
08/08/2022	Special Ed Test	Alfie Test	<input type="checkbox"/>	Progress Report (2022-2023 - Reporting Period 1)	PDF 2022-2023 / Reporting Period 1	Final

- Click **VIEW DOCUMENT BATCH** at the bottom of the screen.



- This will open all the IEP-at-a-Glance documents you selected. You can see the number of pages across the top and scroll to view the document for each student. Click the printer icon to print all the documents in the batch.



300.323(d) When IEPs must be in effect.

(d) Accessibility of child’s IEP to teachers and others

Each public agency must ensure that—

- The child’s IEP is accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for its implementation; and
- Each teacher and provider described in paragraph (d)(1) of this section is informed of
 - His or her specific responsibilities related to implementing the child’s IEP; and
 - The specific accommodations, modifications, and supports that must be in provided for the child in accordance with the IEP.

For this reason, the IEP-at-a-Glance provides assurance statements along with signature lines as an option for documenting the IEP was accessible to teachers and others. Because EC Teachers and Related Service Providers have regular access to students they directly work with, they are not included on the IEP-at-a-Glance document.

Solutions that Matter

A PSU may determine the need for all service providers' signatures in addition to General Education Teachers, locally.

The first section is for the Case Manager of the student only:

Case Manager Section:

CASE MANAGER	
<input type="checkbox"/> I have reviewed the student's IEP and scheduled the services required.	
<input type="checkbox"/> I have provided a copy of the IEP-At-A-Glance to all the student's teachers.	
<input type="checkbox"/> I met with all the student's teachers to review the services and supports required to participate fully in general education.	
_____	_____
SIGNATURE OF CASE MANAGER	DATE

The second section is for General Education Teachers. There are multiple lines included so that Case Managers can gather all signatures on one document once the information has been reviewed with the General Education Teacher. Once the signatures have been gathered, the signature page can be shared with those involved for their personal documentation.

General Education Teacher(s) Section:

GENERAL EDUCATION TEACHER(S)	
<input type="checkbox"/> I have received a copy of the student's IEP-At-A-Glance.	
<input type="checkbox"/> I understand my role and responsibilities regarding the support this student requires to participate fully in general education.	
<input type="checkbox"/> I understand that I should request an IEP Team meeting if I believe the student's needs have changed and a review and revision to the IEP may be necessary.	
_____	_____
SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT	DATE
_____	_____
SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT	DATE
_____	_____
SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT	DATE
_____	_____
SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT	DATE
_____	_____
SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT	DATE
_____	_____
SIGNATURE OF GENERAL EDUCATION TEACHER / SUBJECT	DATE