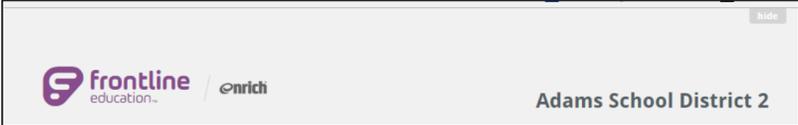


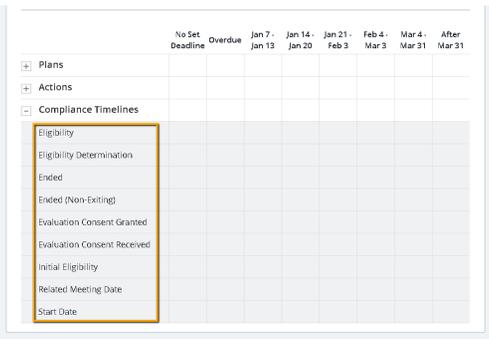
January 2018 Agenda

Mtg Date	Item(s) to be discussed	By Whom
1/9/2018	Introductions	All
1/9/2018	<p>Review of recent changes in process, addition of Angela, increased transparency in decision making - is everyone clear and comfortable with process?</p> <p>Summary of work in Progress and Planned Configuration Changes between December 22 and January 5 (does that date window work for all?) to include</p> <ul style="list-style-type: none"> - IEP document updates (IEP Amendment Date; Student last Name, First and Middle reordered;) - Snapshot document updates to add Service Delivery statement, name order - Parent Association file removed already. - Interim plan document corrected already (was missing SF text) 	Amy Rea, Angela
1/9/2017	<p>Training needs:</p> <ul style="list-style-type: none"> - Sys admin guide/handbook - Perhaps quarterly/release alignment - Short videos with accompanying job aide <p>Training Topics:</p> <ul style="list-style-type: none"> - BOY to dos - EOY to dos - State reporting - Ad Hoc Reports - Groups - Text assist & guidelines - Sys admin role: permissions, roles, users (Guided sequence) - Notification trigger setup and use - Dashboard and understanding of where graphics pull data from (buckets/statuses) <p>Perhaps levels of training based on role Concern about maintenance over time as product changes</p> <p>Would also like to a BOCES specific Enrich group where they look at the challenges of using Enrich for multi-district entities, especially impact on reporting and user security/best practices for FERPA. (Nathan Roskop, SC BOCES)</p> <p>Also it would be great to have a clearly defined process for feature requests submissions by districts. (Nathan Roskop)</p> <p>Request for ad hoc assessment import functionality to allow association of data to Enrich assessment fields</p>	Amy, Angela, group

	<p>From Nathan at SC BOCES: "I would like to see an Enrich SQL Professional Learning community and opportunity" - Amy will follow up with Greg. Also follow up on case/ticket access for users/primary contacts</p> <p>Joel- ask him whether there is a way to include case Add details for training to cases. What and how to self-resolve.</p> <p>Sys admin training</p>	
1/9/2018	Amy to follow up with Alisha on guided sequence and pending items. There is a need to remove unnecessary pending items and this is heavy load on both users and Frontline.	
1/9/2018	Change request for transfer date change functionality in UI and end date change functionality for previous plans.	CESUG group
1/9/2018	<p>Upcoming Product Changes: Header message The message will appear in the form of a header announcement on the login screen (see images below). If there are no "active" notifications then the user will not see anything. Current functionality does not allow for us to control the messages by permission groups, so all users will get it. If we feel this is a big need we can consider this for future enhancement.</p> <p>New notification:</p>  <p>Once a user has read the notifications:</p>  <p>User can opt to hide their notifications:</p>  <p>Amy will follow up with Susan to see what this message will look like exactly (release info?) - what other information might be there? User controls and messages that may be appropriate for all if all will see it.</p>	Amy Rea
1/9/2018	Communication Log Notification sharing (CCSD)	Group

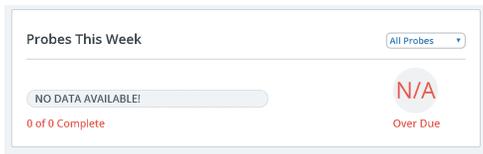
1/9/2018	<p>Accommodations changes Heidi hopes this will be pushed to CDE Sandbox today to review Request ability to multi-select in dropdowns Should we revisit the report for accommodations to see whether we can have a report for assessment participation? Check District 49 outbound file (Lamar & datateam) for accommodation "yes" participation.</p>	Heidi Derr, Amy Rea
1/9/2018	<p>Discuss previously identified Enrich changes to be completed by May: Amy will get timelines/Yes/No responses from Susan to discuss in February.</p> <ol style="list-style-type: none"> 1. Need to remove Student Parent Association as this is no longer required or collected by CDE DONE 2. Add a deactivate button that would remove users from any selection list within the system. Staff that have left the district should not populate on available provider lists. Product request (would need CDE formal request) → Amy will check with Susan based upon previous conversation. 3. Need to have the ability to modify school(s) assignments with checkboxes versus a drop-down menu in the User Profile Product request (would need CDE formal request) 4. View history needs to list Meeting & Purpose Possible product request (would need CDE formal request) → Amy will check with Susan based upon previous conversation. 5. The Timeline Ribbon Dates need to accurately reflect Next Eligibility Determination date Amy can chat with small group to see if a config change/recommendation can fix this. 6. Enrich Reports has two options to choose from when pulling due dates. One indicates (from compliance) and the 2nd is (from active IEP). Can the (from compliance) be removed because this is triggered from the timeline ribbon which is always incorrect? Product request (would need CDE formal request) to add "Next Due By" dates as Ad Hoc Report variables (and clarify those variables that are Compliance Check Due By dates. 7. The Next Evaluation and Next Eligibility Due By Dates do not automatically adjust to 3 years from the most recent finalized evaluation/eligibility actions. Product request to have "Next Due By" fields update upon finalization of new ED when that occurs (Check with group) 8. Would like to have "Service Delivery Statement" print on the Student Snapshot Amy can do. DONE 9. Reactivation changes: 1) Students who are unenrolled with "52" and then re-enrolls, and code changes to 51/53 2) Need a comments box when re-activating Product request (would need CDE formal request) 10. Need to correct CDE Audit Report for Oct/Nov 2018 11. When entering a manual "Adopted" Program Transfer IEP, the verbiage for the Transfer Date still reads as "Date that the transferred student enrolled in your district." This needs to read something similar to "Date the district became responsible for providing Special Education services...or the date the district received the IEP from the previous district". We can come up with the verbiage maybe tomorrow before the meeting for this one? Product request (would need CDE formal request) → come up with verbiage that is appropriate. 12. When an amendment is completed, the IEP is printed with "IEP Amendment Date" and it prints the date the physical amendment was finalized in Enrich. Whereas the CDE model form indicates this should print "Amendment to IEP Dated". Done: The date the amendment is finalized will still be printed however the wording has been clarified. 13. Need to get CDE Sandbox cleaned up so it can be useful for testing (not specific to May version release but definitely needed) Amy will follow up to add some "realistic" student data and create model configuration (Structure, Guided Sequence, etc.) 14. Need to take measures to guarantee that new districts to Enrich receive the proper configurations not specific to May version release but definitely needed) This will be resolved by a CDE Sandbox configuration check (small group and Amy/Heidi) as new districts receive this configuration when implementing. 	Dawn Kane, Amy Rea

1/9/2018	<p>Review newly Added Items to Change/Configuration Spreadsheet</p> <ol style="list-style-type: none"> 1. Would like to have the translated documents that are currently downloaded to Microsoft Word compatible for Chromebooks (Eric, BVSD) 2. Consent for Reevaluation cannot be obtained when an IEP Review or Program Transfer is in process. The SPED process does not prevent consent from being obtained in advance so the software shouldn't prevent this from being done. 3. Can the outcome from the Determination of Eligibility print on the physical document (Julie Thompson, AD50) 4. I would like to request that we have the option to print comments on the PWN. I have providers that enter important information and we lose that information in the print out. (Shawna Mtn BOCES) 5. If a teacher clicks the Progress Report link from the Programs tab, they must then click "Edit Progress Reports" or the changes won't be saved. Is there a way to eliminate the first screen and automatically take providers to the Edit page? 6. We started having problems with the "Progress Report warning label advising the user that there Progress Report is due on a specific date, when in actuality it has already been completed. This warning appears randomly on progress reports that have already been completed. Amy sent us a lengthy fix for this a couple years ago. Last week, I put in a ticket on this issue as it is becoming more and more of a problem. Friday, Amy emailed back that this has been sent to the new development team and will be fixed. 7. Need to apply the following formatting changes to Transfer Plans as well: Last Name/Suffix, First_Middle, IEP Amendment Finalized on Date 8. "We currently have the ability to select plan sections that "copy forward" when a new IEP is created. There is a section called "Special Factors" that has many items within (i.e. Does the student have communication needs?; Does the student have a Behavioral Intervention Plan; etc.). CDE would like the ability to break up the "Special Factors" section configuration within the Administration --> Plans & Actions --> IEP to allow for certain Special Factors to be copy-forward-able and others not. Currently it is an all or none option. Very low priority- but is it possible to have the ability to copy the Communication Plan when generating an IEP Review or Reevaluation IEP? These rarely change from year to year and it's taking staff a significant amount of time to copy and paste the information from year to year. 	Dawn Kane, Amy Rea
1/9/2018	<p>CDE Updates:</p> <ol style="list-style-type: none"> 1. CESUG would like to consider using the "Consent for Supplemental Evaluation" form that BVSD has added to their instance to allow for additional evaluations to be done after initial consent has been received. This allows for additional evaluations to be done without impacting the initial date of consent needed for state reporting. 2. Team Member Excusal - "After this form is received, enter the name of the individual who signed IEP Team Member Excusal" - can this be reworded to "After this form is received, enter the name of the parent/guardian who signed IEP Team Member Excusal"? This is being completed incorrectly by teachers. 3. Has the ESY Small Group met to discuss how ESY Services are to be documented in the IEP? Small group to look at service provider button; need to re-establish <p>David (St Vrain); Jennifer (Weld 4); Eric Warneke (Boulder); Amy and Angela also please</p>	Heidi Derr, CDE
1/9/2018	<p>Update on review the various dashboards. What is working & what is not (SUB Group Update)</p> <p>Revisit filtering for active/inactive plans/services.</p> <p>Group assignment - show grade levels</p>	Dan & Kelly P.



This is confusing for users. Compliance Check info needs to be more user friendly.

Similar to Prob space - "Progress Reporting Due"



Easier way to remove team members in batch/bulk (already have for removing/changing providers) (keep in mind for EOY and BOY training)

Any issues/suggestions for Teacher or Admin dashboard - please send via CESUG email for small group to include in their discussions.

Small group on Dashboards: Nathan Roskop (SC BOCES), Dan (APS), Kelly (St. Vrain), Alisha (CCSD), Angela, Amy, small group?

1/9/2018	<p>Medicaid - Personal Care services Service Delivery Statement satisfies</p> <p>Button or indication of students who have one-on-one paras (Nathan Roskop) - but needs to be approved/checked.</p>	Rebecca DCSD
1/9/2018	<p>Link to contact list for Colorado Facility Schools https://www.cde.state.co.us/facilityschools</p>	Dede Landry
1/9/2018	<p>Typo on Transfer download confirmation email → make ZD case</p>	
1/9/2018	<p>Search by DOB - request</p>	
1/9/2018	<p>Toll Free Support number for Colorado (855)774-7414 ; seienrichsupport@frontlineed.com</p>	Amy Rea