

Collecting Data During Distance Learning

We want to remind districts of EDPlan's ability to assist IEP teams in documenting the progress students are making towards their goals and objectives while participating in the distance learning model due to COVID-19.

By setting up a new reporting period and using the Goal Progress Monitoring tool in EDPlan, IEP teams have the progress monitoring data necessary to not only measure student progress towards their annual goals and objectives, but also support team decisions regarding extended school year services and compensatory services. The following two steps can help IEP teams isolate the distance learning data from the typical school year data.

1. Progress Reporting Period for Distance Learning:

A separate progress reporting period can be added to the district calendar so the team can isolate the distance learning time period. EDPlan Administrators will add a progress reporting period to the district calendar in EDPlan and title the reporting period as: "Distance Learning" and use a begin date "4/6/2020" and end date as the last day of distance learning for your district.

Once completed, the IEP team will document progress using the 'Distance Learning' progress reporting period.

(See **OK EDPlan Administrator Manual 2018 page 44** on how to set up reporting periods)

2. Goal Progress Monitoring (GPM) Tool:

EDPlan's Goal Progress Monitoring tool helps teams manage the consistent data collection that demonstrates the progress towards the IEP goals. As the providers document the progress towards the goals, the GPM tool creates graphs indicating student performance, progress and trend analysis. Teams identify goals that will or will not be met by the end of the IEP year. These illustrated graphs and data are instrumental in helping the IEP teams in analyzing student performance during the school year and especially during distance learning to assist in determining the need for compensatory or extended school year services.

Providers continue to add progress data for student(s) using the 'IEP Progress Monitoring Wizard' or the 'Therapy Services Logging Wizard'.

Option 1 to see progress for a caseload:

Once the Case Manager/Teacher of Record (TOR) is ready to evaluate the progress of their caseload during the distance learning period, the IEP Case Manager/Teacher of Record clicks on 'Reporting' > 'Reports' > under the general tab, click on 'Progress Monitoring Graph Report > click the box next to the name of the student(s) you want to include or leave blank to print all (25 student maximum per report) > click the box to include data points and comments for the student(s) > Enter 4/6/2020 as the Comment Start Date and use the last day of distance learning as the Comment End date > check the box to include a page break between students > click the green 'Generate Report'.

Once the report is ready, the report creator will receive and email indicating the report is completed and is located on EDPlan's main page under 'Reporting' > 'Reports'.

Option 2 to see progress for one student:

If the Case Manager/TOR is ready to evaluate the progress of one student, the Case Manager/TOR clicks on the student's name > 'Documents' > 'Progress Monitoring Graph Document' > click the 'Create a Draft' or 'Create a



Final' button >Select the IEP for the graphs the team wants to display> click the box at the bottom that says "check here to include the data points details an comments beneath each graph" > add the start date as 4/6/2020 and the end date as the last day of distance learning > click 'Create a Draft' or 'Create a Final' button > click "view" to see and print the student's progress monitoring graph document.

(See **Goal Progress Monitoring Guide** for guidance on using the GPM tool)