

NEOnet SSEM Meeting January 11, 2006

Introductions

We liked to welcome everyone to our first NEOnet SSEM Meeting. These meetings will serve as a forum for User and Admin feedback on the software application.

Future Meetings

Set up how many meetings, time, and date. April, sometime after the next release

State SSEM Advisory Committee Meeting

The first SSEM Advisory State Committee Meeting was held on November 10, 2005. These meetings will be held quarterly down at LACA. Representing NEOnet on this committee is myself and Ed Roshong, Curriculum Director, at Woodridge Local Schools. The next meeting is scheduled for February 23, 2006. At this meeting the SSEM software developer from Software Answers will be demonstrating the March release enhancements.

Windows 2003 Web Server

The SSEM Applications was upgraded to Windows 2003 Web Server at the end of November 2005. We have been informed that this will solve most of our PDF View problems with saving. The new server will do a better job of cleaning up server resources. It will make sure that any unused items in memory will be closed.

Contact Information

There many ways to contact the NEOnet staff when a user/admin are having problems with the software or receive an error.

1. When in the SSEM application, the user only needs to click on the Progressbook school house located in the upper left hand corner and email will be sent to an email distribution group at NEOnet. This distribution email groups goes out to 7 people in the NEOnet office
2. The user/admin can also email us individually or at ssem@neonetda.org,
3. In an emergency, the user/admin should call NEOnet at 330-926-3900 and press 0 for the helpdesk and someone will direct your call.

How to report issues/server errors

When someone reports that they have received an error and nothing else other than "fix it!" this gives us very little information to solve the problem. In the handout is an example of the information we need to accurately access the issues reported.

ODE Contact

There have been some questions about the content of the forms. I received this information from my software support.

NOTICE: All changes and modifications to ODE's model procedures have been reviewed and approved by ODE through Rochelle Rensch, our direct contact assigned to us by Mike Armstrong, Director of ODE's Office for Exceptional Children. ODE also has a copy of our current forms for them to reference should any issues arise. **If you have any questions or concerns regarding ODE compliance, please contact me (not ODE) at marrali@neonetda.org. I will forward all issues to LACA, my software support.**

Tips and Tricks

Attached is the Tips and Tricks that was sent out at the end of November 2005. I want to go over a couple of things that I think are important to the user. See Handout

9. Cut/Paste Functionality

The Cut/Paste functionality as been restored with the December Release. We had this functionality with last year's software version. When the software was completely overhauled in the summer to the latest version 3.0, that functionality was lost and resulted in dancing text.

10. Auto-Creation of Progress Reports

A Progress Report is automatically created when a Goals and Objectives page is created. It is important that the user open up the Progress Report and hit the save button otherwise the report will be empty when in print merge or the finalize tool.

Security Setting for Special Education – see handout

New Application Enhancements November 2005

Finalization Process

The finalization process has been rewritten based on the feedback from the November SSEM user group meeting at LACA and provides workflow functionality. All of you received the documentation in November update. I would to go over the process now and answer any questions regarding this enhancement.

When the students IEP is completely finished and updated, the forms are finalized into an IEP Packet. In order to use the EMIS module, the finalization process must be done the correct way.

See Handout on the Finalization Process and demonstrate

Hot fix January 2006

The hot fix for Special Education which includes corrections to the textboxes on the goals and objective page and progress report as well as some issues that occur with create from existing were installed over the weekend. A ProgressBook update also included the addition of three new grade levels. UN, 23, & IN (Infants).

Tentative March Release 2005

EMIS Output File – need to set up a date with districts who are interested in using this part of the SSEM application. Will have a separate training and set up some policies and procedures to help the remaining districts.

Return to IEP page from SpellCheck screen

Reorder Form Types

Modify Order of Forms within the IEP Type – suggestions on order from the group

Form view when Deleting forms

Accommodations Report for Assessment Types

Upgrade to Active PDF 4.0 which will allow better copy/paste.

Optional Forms

A list of all the current SSEM Optional Forms developed by NEOnet are loaded in the NEOnet demo database. The user must select Form Group: SSEM Supplemental Form and Form Type: Optional Forms. I would encourage all districts to look at all the forms and choose the ones you would like to use in your district.

Supplemental Forms

The Supplemental Forms were developed by LACA and their SSEM User Group. These forms are broken down into four groups:

- IAT – Intervention Assistance Team
- EP – Evaluation Planning – (no forms are loaded yet)
- ETR – Evaluation Team Reports
- ST - Supplemental Tools

Please note that the EP –Evaluation Planning is not yet available. All of these forms have been loaded on the NEOnet demo database. If your district is interested in using these forms please email me.