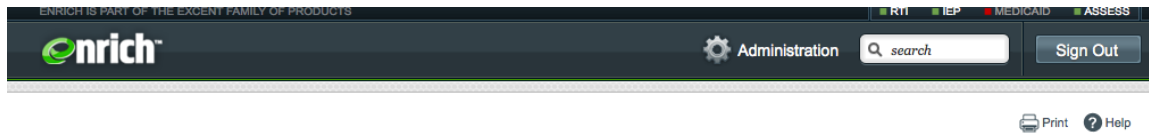


# Enrich Users Guide – Basic Info

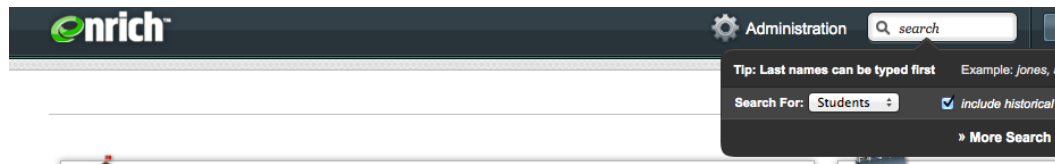
Program Link: <https://utepassbooces.excentcolorado.com/SignIn.aspx>

## Searching for Students – Past and Present

- Type the student’s first or last name in the search box.



- Can’t find the student? Use “More Search Options” and/or select “include historical data”.



## Internet Browsers

Enrich does not work with Internet Explorer – DO NOT USE IT!!! We recommend Safari, Google Chrome, or Firefox.

## Notice of Meeting - Required Participants

If you hold a meeting for any reason the following people MUST be invited:

### SPED Teacher/Provider

### Designee

### General Ed Teacher

### Parent/Guardian

If a SPED Teacher is acting as both the SPED Teacher and the Designee - list their name twice on the notice of meeting with the appropriate role:

Mrs. Smith, Special Education Teacher/Provider  
Mrs. Smith, Special Education Director or Designee

Complete an Excusal Form for any staff member that is invited but does not participate in the meeting. Excusal forms should be done prior to the meeting.

## View History

Once a document has been finalized and administratively approved you will not see it on the front "Programs" page (unless it’s the current/active IEP). Use "View History" to see past, approved documents.

### **Documents Must be Finalized/Approved Before Moving to the Next Step**

Most actions within Enrich require “Administrative Approval” before you can move on to the next step. Once items are finalized you will need to contact the IEP Reviewer to review your documents. Once approved you will be able to move forward. This includes Progress Monitoring - you will not be able to progress monitor until your IEP has been Approved. See “IEP Review Procedure” document.

### **Files Tab**

We use the “Files” tab to store scanned electronic documents and may include: IEP from previous school, Medicaid Consent Form, signature forms, etc.

### **Copy/Paste into Enrich**

Use Arial font, size 9 - Paste your items into Word or Note Pad, format and then paste into Enrich. If you must copy information from a website, first put the information into Notepad or Word before pasting it into Enrich. This will remove code, hyperlinks, etc.

You can also use the “attachment” feature within the IEP to upload documents.

### **Do NOT reuse Progress Monitoring Probes within the same IEP**

You must use a unique probe for each goal in the IEP. Progress monitoring will not work correctly if you reuse a probe within the same IEP. We found that data points are copied to all goals with the same probe.

### **Services in the IEP - Service #1 should be delivered by Case Manager**

For reporting purposes, the first service listed on the IEP should be delivered by the Case Manager.

### **Please DO NOT "End Special Education"**

If a student is staffed out, does not qualify, parents revoked consent or student has left the district, please inform your district office staff (Jamie for Woodland Park, Melissa for Manitou Springs and Kendal for Cripple Creek). Please do not use the "End Special Education" button. We will do that at the admin office once all paperwork has gone through the review process.

### **Adding General Ed Teachers to Meeting Participant Section of IEP:**

- ⇒ Open the IEP and under Participants select "Add Person"
- ⇒ Select "Add a Different Person"
- ⇒ Search by Name - nothing will auto populate as most general ed teachers are not in the system
- ⇒ Select "Not Found - Enter Contact Information" - Enter their First and Last Name, Title and School if you wish
- ⇒ **DO NOT** select a "Relationship to Student" - please leave blank
- ⇒ Select "Add"
- ⇒ The name will now appear under the Participants section of the IEP. From here you can add their Title (General Ed Teacher, etc).

### **Extended Evidence Outcomes**

Find links and additional information at [www.upboces.org](http://www.upboces.org), under Teacher/Staff Resources.

<http://www.cde.state.co.us/StandardsAndInstruction/ColoradoStandards.asp>

<http://www.cde.state.co.us/CoHealthPE/StateStandards.asp>

### **Extended School Year (ESY) – Completing IEP Amendment if marked TBD**

- ⇒ Have a phone call or meeting with parents or guardian since we are updating the IEP to make an ESY decision.
- ⇒ Complete an IEP Amendment from Add Actions - Save and Finalize
- ⇒ Open the active IEP by selecting "View Details"
- ⇒ Select "Amend" from the top of the IEP
- ⇒ Amend the ESY section of the IEP from TBD to either a Yes or No
- ⇒ **If your student qualifies for ESY, then you also need to check the box for the goals that they qualify for in ESY.**
- ⇒ **If your student qualifies, please note in the Service Delivery Section that: "Student will receive Extended School Year services to maintain their current skills on the identified goals"**
- ⇒ Save and Finalize the Amended IEP
- ⇒ Email the IEP Reviewer and ask that they review both your IEP Amendment and Amended IEP

### **Student Snapshot/IEP–at-a-Glance**

You can print a Student Snapshot from the student's current IEP, under the Print icon. Please distribute these quarterly to general ed teachers for students on your caseload.

### **Pre-K to K Transition – Correct Setting Code**

If the IEP is an Age 3-5 IEP it will not let you choose an Age 6-21 LRE code. Just reflect the changing services and/or environment in the service delivery section and in the LRE justification section when you amend the IEP. Explain in the statement that the student will be in a full day kindergarten setting for the next school year, beginning in August. In the grid, end date the services to the last day of school (5/22/15). Add new services for Kindergarten starting the first day of school (8/19/16) and ending when the IEP is due.

### **Using symbols within Enrich Text Box**

Enrich text boxes are actually HTML editors. What this means for you is that you cannot use < with text immediately after it because that is actually recognized as HTML code. What you should do there is instead of typing "<3" in the box, type "< 3" and it will be fine. The space will then allow the < to be shown on the page.