Introduction to:
Registration & Projection
CoSers/Services

Registration & Projection CoSers/Services

- Overview
- Module/Report Assignment
- Registration Services Manager
  - Getting Started
  - Assigning CoSers
  - Reviewing Services History
  - Assigning Services
  - Creating Memos
- Return Student CoSer/Services Projection
  - Getting Started
  - Projecting CoSers & Services Together
  - Projecting Services (only)
  - Reviewing Projected CoSers & Services
  - Deleting Projected CoSers & Services
  - Miscellaneous Processes
- Reports

Registration & Projection CoSers/Services

Overview

The Registration Services Manager module allows Special Services staff to assign CoSers and/or Services to new incoming students during the registration process, before the students are enrolled and actually start school.

The Return Student CoSers/Services Projection module allows Special Services staff to assign CoSers and/or Services to returning students for the upcoming school year.

Registration & Projection CoSers/Services

Module Assignment

Administrative Modules

- o Special Education Options
  - - Registration Services Manager
  - - Return Student CoSers/Services Projection

Report Assignment

Administrator Reports

- o Special Education Options Category
  - Return Student Service Edit List

Registration & Projection CoSers/Services

Registration Services Manager – Getting Started

Double Click **Modules** > Double Click **Special Education Options** > Click
Registration Services Manager

Overview:
The Registration Services Manager Module
is to be used to register CoSers/Services for
new/incoming students during the registration
process, before the students are enrolled and
actually start school.

The Registration Services Manager Module
is not to be used for currently enrolled students
or students returning to the school.

If a student is currently enrolled in ClassMate and later needs CoSers
and/or Services assigned, you will use the **Student CoSer/Services
Manager module**. For more detailed instruction on this, please visit our
QRG for Student CoSer/Services Management

Registration & Projection CoSers/Services

Registration Services Manager – Assigning CoSers

1. Select the Location – the Location drop-down will default to your usernames location
2. Click Active to view Students who have NOT been projected. Click Inactive to view Students who HAVE been projected. Click Both to view students who have & have not been projected
3. Select a Student
4. Click the CoSers Tab
5. Click the **Green** Next Number button to generate the next available ID number
6. Enter the Begin Date
7. Enter the End Date (if Applicable)
8. The Responsible District will auto populate based off what is selected in the SL Student Registration Information Module in the Responsible/Funding District field for the student.
9. Select the Billing CoSer by click the Drop-down arrow and selecting the CoSer from the list. The list of available CoSers is based off the Program CoSers created in the CoSer Billing Information Module.
10. The Billing Location will Default to the Students default Location, if this location is NOT the Billing Location you can click the Drop-down arrow and select the correct Billing Location.

Registration & Projection CoSers/Services

Registration Services Manager – Assigning CoSers

11. FTP (Full Time Percentage) % field defaults to 50; adjust accordingly
12. Select the Session when the student is in the CoSer (ex: AM, FD, PM)
13. Include Billing select Yes or No depending upon your sites billing
14. Include in SIRS Reporting select Yes or No depending upon your site
15. Click "Save"

*Note: Repeat the above steps to assign additional CoSers to the student or to additional students.

Registration & Projection CoSers/Services

Registration Services Manager – Reviewing Services History

1. Select the Location – the Location drop-down will default to your usernames location
2. Click Active to view Students who have NOT been projected. Click Inactive to view Students who HAVE been projected. Click Both to view students who have & have not been projected
3. Select a Student
4. Click the Services History Tab
5. If the student had any previous services the services will appear. If the student was never enrolled at the school there would be no services to show and you would see No Services in the grid.

Registration & Projection CoSers/Services

Registration Services Manager – Assigning Services

1. Select the Location – the Location drop-down will default to your usernames location
2. Click Active to view Students who have NOT been projected. Click Inactive to view Students who HAVE been projected. Click Both to view students who have & have not been projected
3. Select a Student
4. Click the Services Tab
5. Click the **Green** Next Number button to generate the next available ID number
6. Select the Service type
7. Select the Service
8. The Program CoSer will auto populate
9. The District will auto populate based off what is selected in the SL Student Registration Information Module in the Responsible/Funding District field for the student.
10. Select a Site/Building from the drop-down list
11. Select the Ratio (ex: Daily, Weekly, Monthly)
12. Select a time Duration from the drop-down (ranges from 15-360 minutes)
13. Enter the number of times per week the service is provided in the Frequency field

Registration & Projection CoSers/Services

Registration Services Manager – Assigning Services

14. Enter a percentage number in the Aide % of Time field
15. Enter the Start Date for the service
16. Enter the End Date for the service
17. Assign a Staff Member using the Staff drop-down
18. Select a Staff Type using the drop-down
19. Click the checkbox to select one or all the following:
    - Prescription on File
    - Prescription Needed
    - Include on State Reporting
20. If Prescription on File is <u>checked</u>, enter a Prescription Date
21. Enter the Physician's name in the Under Direction Of field.
22. Then select a Provider type using the drop-down.
23. Click "Save" to save changes
24. View saved Service entry in the white display grid below

Registration & Projection CoSers/Services

Registration Services Manager – Assigning Services

Registration & Projection CoSers/Services

Registration Services Manager – Creating Memos

1. Select the Location – the Location drop-down will default to your usernames location
2. Click Active to view Students who have NOT been projected. Click Inactive to view Students who HAVE been projected. Click Both to view students who have & have not been projected
3. Select a Student
4. Click the Memos Tab
5. Type in a memo
6. Save

Note: This is a running memo, there are no individual entries, just one long entry that you can continue to update.

Registration & Projection CoSers/Services

Return Student CoSers/Services Projection – Getting Started

Double Click **Modules** > Double Click **Special Education Options** > Click
Return Student CoSers/Services Proj

Overview:
The Return Student CoSers/Services Projection
Module is to be project CoSers/Services for
returning students for the upcoming school year.

Registration & Projection CoSers/Services
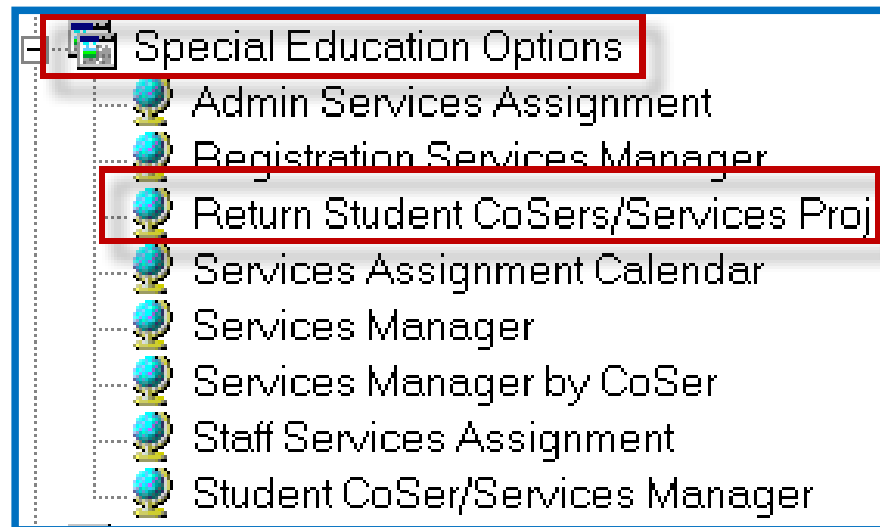
Return Student CoSers/Services Projection –
Projecting CoSers & Services together

1. Select the Location – the Location drop-down will default to your usernames location
2. Select a student who you wish to Project into the next school year
3. Select the CoSer History tab (1st tab, will default to this tab)
4. Enter the Start Date and the End Date for the CoSer(s) that are being Projected
5. Review the student's CoSer History
   a. Note – You will see the History of the Student's CoSer(s) from year to year, you will only need to choose the current CoSer(s), or at least 1 of each Coser (in other words, do not duplicate by selecting more than one of the same CoSer)
6. Verify the Calendar year is for the next school year (ex: 201415)
7. Determine the CoSer(s) that need to be projected into the next school year, before selecting the CoSer(s)

   a. If you wish to also **Project the Services** for the selected CoSer's for that student as well – click on the box that says "Click to Project all services for the selected CoSer Proram" PRIOR (before) selecting the CoSer(s)

8. Click the box to the left of the CoSerName column for each **CoSer you wish to Project**

   a. Again, remember you only need to select the current CoSer or only one of the same CoSer

   b. Example – if the student is only in one CoSer and has been for a few years, you only need to select the CoSer once although the same CoSer is listed multiple times (with different start/end dates)

9. Once you have selected the CoSer/Services to be Projected, you will receive a message saying Process has been completed. Click OK

Registration & Projection CoSers/Services

**Return Student CoSers/Services Projection –
Projecting CoSers & Services Together**

Registration & Projection CoSers/Services

**Return Student CoSers/Services Projection –
Projecting Services (only)**

1. Select the Location – the Location drop-down will default to your usernames location
2. Select a student who you wish to Project into the next school year
3. Select the Services History tab
4. Enter the Start Date and the End Date for the Services that are being Projected
5. Review the student's Service History
   a. Note – You will see the History of the Student's Service(s) from year to year, you will only need to choose the current Service(s), or at least 1 of each Service (in other words, do not duplicate by selecting more than one of the same Service)
6. Verify the Calendar year is for the next school year (ex: 201415)
7. Determine the Service(s) that need to be projected into the next school year
8. Click the box to the left of the Service column for each **Service that you with to Project**
   a. Again, remember you only need to select the current Service or only one of the same Service
   b. Example – if the student is only in one Service and has been for a few years, you only need to select that Service once although the same Service is listed multiple times (with different start/end dates)
9. Once you have selected the Services to be Projected, you will receive a message saying Process has been completed. Click OK

Registration & Projection CoSers/Services

Return Student CoSers/Services Projection – Projecting Services (only)

Registration & Projection CoSers/Services

Return Student CoSers/Services Projection – Reviewing Projected CoSers & Services

Overview

Now that you have Projected the CoSers and/or Services, you can now view the Projected CoSers under the Projected CoSers tab and the Projected Services under the Projected Services tab

1. On the Projected CoSers tab

2. On the Projected Services tab

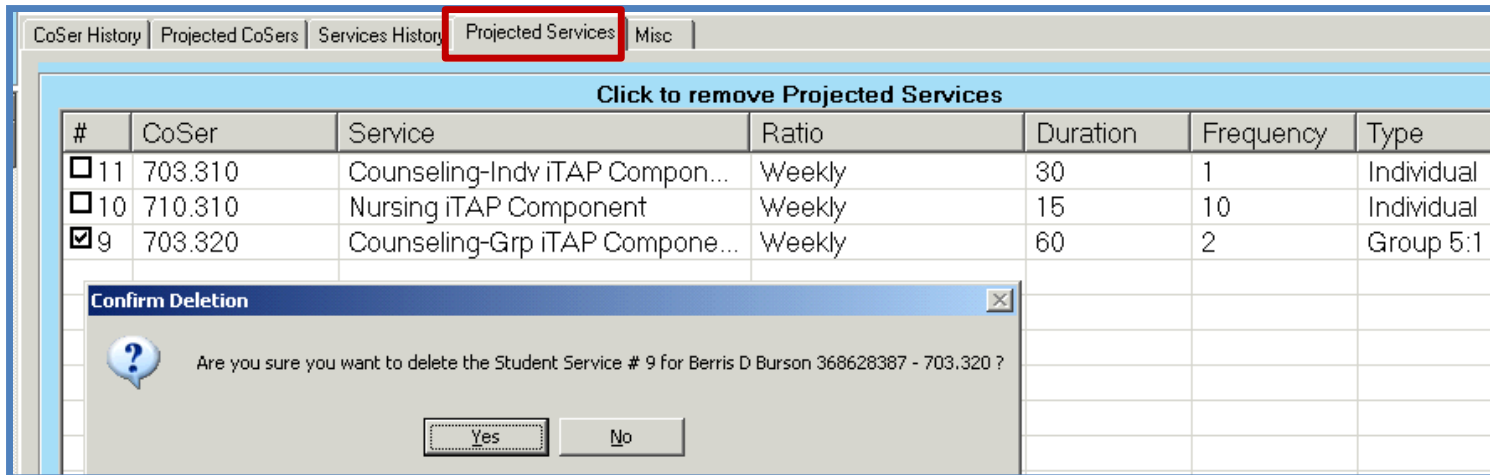# Registration & Projection CoSers/Services

Return Student CoSers/Services Projection – Editing Projected CoSers

Overview
If you need to make an edit/delete a CoSer after it has been projected you can do so using the Projected CoSers Tab.

1. Select the student
2. Click the Projected CoSers tab
3. Select the box next to the CoSer that needs to be removed
4. Click Yes to delete the CoSer

Registration & Projection CoSers/Services

Return Student CoSers/Services Projection – Editing Projected Services

Overview

If you need to edit/delete a Service after it has been projected you can do so using the Projected Services tab.

1. Select the student
2. Click the Projected Services tab
3. Select the box next to the Service that needs to be removed
4. Click Yes to delete the Service

Registration & Projection CoSers/Services

Return Student CoSers/Services Projection – Miscellaneous Processes

Overview:
The Miscellaneous (Misc) tab can be used to run processes that will purge data should you wish to have it purged; reset First or Last Day for Students should either date change throughout the year; Batch Project CoSer & Services for all students.
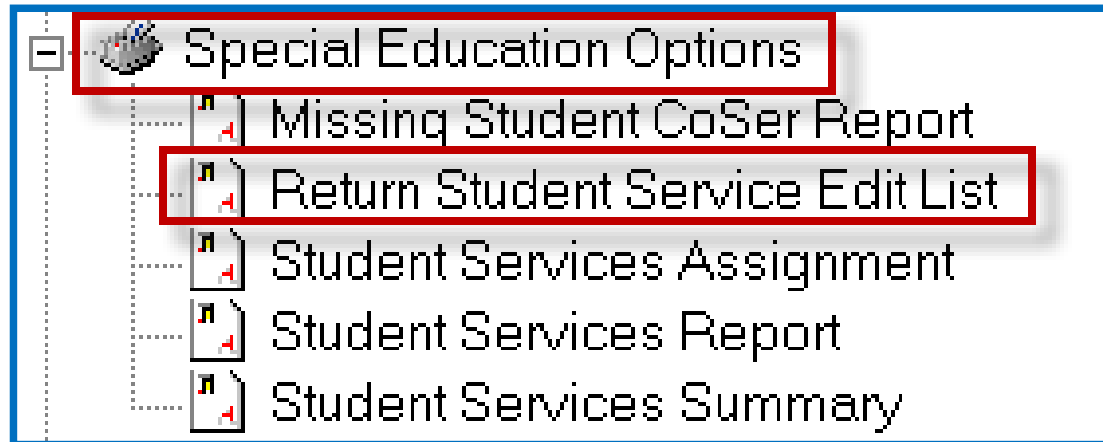
Registration & Projection CoSers/Services

Reports

Getting Started:

Reports > Special Education Options

- Report title: Return Student Service Edit List – This report will allow you to review the Return Student services that you have projected

Registration & Projection CoSers/Services

SAMPLE Return Student Service Edit List

Sample from earlier examples in QRG while Projecting students

ClassLink Career and Technical Center

| Printed at: | 06/02/2014 | 2:28:01PM | Return Student Service Edit List | | | | Page: | 1 |

Student	Service #	Service	Type	Start Date	End Date	Duration	Ratio	Frequency
Burson Carly								
	3	Counseling-Indv iTAP Compo	Individual	09/03/2014	06/26/2015	30	Weekl	2
	4	Counseling-Grp iTAP Compor	Group 5:1	09/03/2014	06/26/2015	60	Weekl	2