

Introduction to: Registration & Projection CoSers/Services



Registration & Projection CoSers/Services



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- Registration Services Manager
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 - Projecting Services (only)
 - Reviewing Projected CoSers & Services
 - Deleting Projected CoSers & Services
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- 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

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

Report Assignment

Administrator Reports

- 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.

The screenshot shows the Registration Services Manager interface. The top toolbar contains icons for help, save, delete, and other actions. The main window is divided into several sections:

- Search:** A search bar with a dropdown menu (1) and radio buttons for Active, Inactive, and Both (2).
- Search Results:** A list of students with search criteria (Alpha, ID, SecureID). The student "Akian, Marisol : 999758374 4444" is selected (3).
- Student Details:** A form for the selected student, Marisol Akian (Student ID: 999758374, Secure ID: 4444). The form includes tabs for CoSers, Service History, Services, and Memo (4).
- Form Fields:** A green arrow icon (5), a dropdown menu (1), a Begin Date field (6) with value 10/08/2014, an End Date field (7) with value 10/17/2015, a Responsible District dropdown (8) with value Fallsburg Central School District, a COSER dropdown (9) with value 410.015 - 410.015 IDT (Intensive Day Treatment) Component, a Billing Location dropdown (10) with value RPEC-IDT SE 3002-4, an FTP % field (11) with value 100, a Session dropdown (12) with value FD, an Include in Billing radio button (13) with value Yes, and an Include in SIRS reporting radio button (14) with value No.
- Table:** A table with columns #, StartDate, EndDate, Funding, and COSER.



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.

ClassLink RPEC-HS-MS SE 3001-3

Active Inactive Both

Search
Alpha ID SecureID

ClassLink RPEC-HS-MS SE 3001-3

- Akian, Bemeo " : 999758640 4444
- Akian, DaMonique D: 923443329 4444
- Akian, Daniel : 282374155 4444
- Akian, Marisol : 999758374 4444**
- Akian, Princess : 258264733 4444

Student ID: 999758374 Marisol Akian
Secure ID: 4444

CoSers **Service History** Services Memo

#	Service	Ratio	Duration	StartDate	EndDate
1	No Services				



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 checked, 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

ClassLink RPEC 202, CAP, ITAP, Stars SE 3003-5 1

Active 2
 Inactive
 Both

Search

Alpha ID SecureID

ClassLink RPEC 202, CAP, ITAP, Stars SE 3003-5

- Cooper, Matthew : 263767462 4444
- Cooper, Sebastian : 106428849 4444
- Garfield, Peyton : 120730027 4444
- Heard, Courtney L: 572828780 4444
- Mottau, Edith : 784517266 4444
- Packers, Jordan : 598252288 4444
- Packers, Stephen E: 148853918 4444
- Reale, Tempy : 999758801 3**
- Reinhart, Kaitlyn : 837082306 4444
- Warke, Kyle : 925597217 4444

Student ID: 999758801 4
Tempy Reale

Secure ID:

CoSers
Service History
Services 5
Memo

Add Edit Delete 5
Service Type: 6

Service: 7

Option:

Program COSER: 8

District: 9

Location: 10

Ratio: 11

Duration: 12

Frequency: 13

Total Sessions Per Year: Aide %: 14

Aide FTE: FTE:

Staff FTE: Start Date: 15

End Date: 16

Staff: 17

Staff Type: 18

Prescription on File 19 Prescription Needed 19 Prescription Date: 20

Include on State Reporting 19 Active Inactive

Under Direction Of: 21

Provider: 22

#	Service	StartDate	EndDate	StudentID
1	Speech-Indv 12:1:3 Component	06/02/2014	01/01/1900	999758801 24



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.

ClassLink RPEC 202, CAP, ITAP, Stars SE 3003-5

Active Inactive Both

Search

Alpha

ID

SecureID

ClassLink RPEC 202, CAP, ITAP, Stars SE 3003-5

- Cooper, Matthew : 263767462 4444
- Cooper, Sebastian : 106428849 4444
- Garfield, Peyton : 120730027 4444
- Heard, Courtney L: 572828780 4444
- Moltau, Edith : 784517266 4444
- Packers, Jordan : 598252288 4444
- Packers, Stephen E: 148853918 4444
- Reale, Tempy : 999758801**
- Reinhart, Kaitlyn : 837082306 4444
- Warke, Kyle : 925597217 4444



Student ID: 999758801 Secure ID:

CoSers | Service History | Services | Memo

12:1:3--Speech-Indv 12:1:3 Component

06/03/2014 - did not receive parental sign-off until today



Registration & Projection CoSers/Services

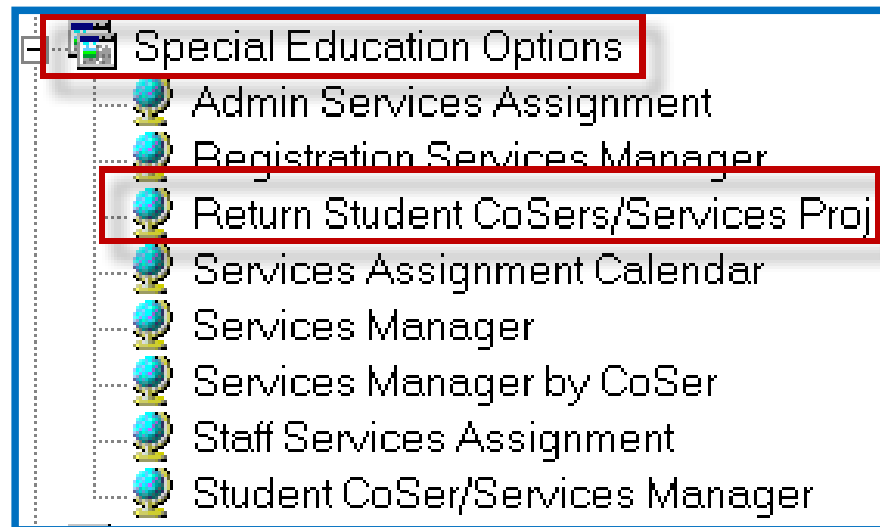


Return Student CoSers/Services Projection – Getting Started

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.



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

ClassLink RPEC 202, CAP, ITAP, Stars SE 3003-5

Start Date: 09/03/2014 End Date: 06/26/2015 Calendar: 201415
 Carly Burson 999758688

Red Font = Withdrawn
 Blue Font = Disabled/IEP
 Green Font = Disadvantaged

ClassLink RPEC 202, CAP, ITAP, Stars SE 3003-5

3 Akian, DaMonique D: 923443329 4444X44332
 5 Akian, Daniel : 282374155 4444X37415
 1 Akian, Marisol : 999758374 4444042809
 4 Akian, Olivia : 999758793 4444xxx879
 5 Akian, Princess : 258264733 4444X26473
 7 Burson, Analyce M: 999758643 4444699138
 3 Burson, Andrew : 999758684 4444XX021
 6 Burson, Berris D: 368628387 4444X62838
 5 Burson, Carly : 999758688 4444514526
 5 Burson, Daniel B: 00002793 4444X00279
 5 Burson, Daniel : 358605409 4444X60540

Click to Project all services for the selected CoSer Program.
 Click to project the Student CoSer. This information can be inserted in to the new school year after rollover.

#	CoSerName	StartDate	EndDate	StudentID	CoSer
1	206.300 iTAP 8:1:1 Component	09/09/2013	06/26/2014	999758688	206.300

ClassMate
 Process complete!
 OK



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 wish 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)

ClassLink RPEC 202, CAP, ITAP, Stars SE 3003-5

Search:

Alpha

ID

SecureID

Red Font = Withdrawn
Blue Font = Disabled/IEP
Green Font = Disadvantaged

Start Date: End Date: Calendar:

Berris D Burson 368628387

CoSer History | Projected CoSers | **Services History** | Projected Services | Misc

Click to select Services to be projected in to the new school year. This information can be inserted in to the new school year after rollover.

#	CoSer	Service	Ratio	Dura...	Fre...	Type	StartDate	EndDate	
<input checked="" type="checkbox"/>	7	703.310	Counseling-Indy iTAP Component	Weekly	30	1	Indi...	12/16/2013	12/17/2013
<input type="checkbox"/>	6	710.310	Nursing iTAP Component	Weekly	15	10	Indi...	09/09/2013	06/26/2014
<input type="checkbox"/>	5	703.320	Counseling-Grp iTAP Component	Weekly	60	2	Gr...	09/09/2013	06/26/2014
<input type="checkbox"/>	4	703.310	Counseling-Indy iTAP Component	Weekly	30	2	Indi...	09/09/2013	06/26/2014
<input type="checkbox"/>	3	710.310	Nursing iTAP Component	Weekly	15	10	Indi...	09/05/2012	06/20/2013
<input type="checkbox"/>	2	703.320	Counseling-Grp iTAP Component	Weekly	40	3	Gr...	09/05/2012	06/20/2013
<input type="checkbox"/>	1	703.310	Counseling-Indy iTAP Component	Weekly	30	2	Indi...	09/05/2012	06/20/2013

ClassLink RPEC 202, CAP, ITAP, Stars SE 3003-5

- 3 Akian, DaMonique D: 923443329 4444X44332
- 5 Akian, Daniel : 282374155 4444X37415
- 1 Akian, Marisol : 999758374 4444042809
- 4 Akian, Olivia : 999758793 4444xxx879
- 5 Akian, Princess : 258264733 4444X26473
- 7 Burson, Analyce M: 999758643 4444699138
- 3 Burson, Andrew : 999758684 4444XXX021
- 6 Burson, Berris D: 368628387 4444X628387
- 5 Burson, Carly : 999758688 4444514526



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

Start Date: 09/03/2014 End Date: 06/26/2015 Calendar: 201415
Carly Burson 999758688

CoSer History | **Projected CoSers** | Services History | Projected Services | Misc

Assign CoSer

Click to remove Projected CoSers

#	CoSerName	StartDate	EndDate	StudentID	CoSer
<input type="checkbox"/> 2	206.300 iTAP 8:1:1 Component	09/03/2014	06/26/2015	999758688	206.300

2. On the Projected Services tab

Start Date: 09/03/2014 End Date: 06/26/2015 Calendar: 201415
Carly Burson 999758688

CoSer History | Projected CoSers | Services History | **Projected Services** | Misc

Click to remove Projected Services

#	CoSer	Service	Ratio	Duration	Frequency	Type
<input type="checkbox"/> 4	703.320	Counseling-Grp iTAP Compone...	Weekly	60	2	Group 5:1
<input type="checkbox"/> 3	703.310	Counseling-Indy iTAP Compon...	Weekly	30	2	Individual



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

#	CoSerName	StartDate	EndDate	StudentID	CoSer
<input checked="" type="checkbox"/> 3	206.300 ITAP 8:1:1 Component	09/03/2014	06/26/2015	368628387	206.300

Confirm Deletion

Are you sure you want to delete the Student CoSer # 3 for Berris D Burson 368628387 - 206.300 ITAP 8:1:1 Component ?

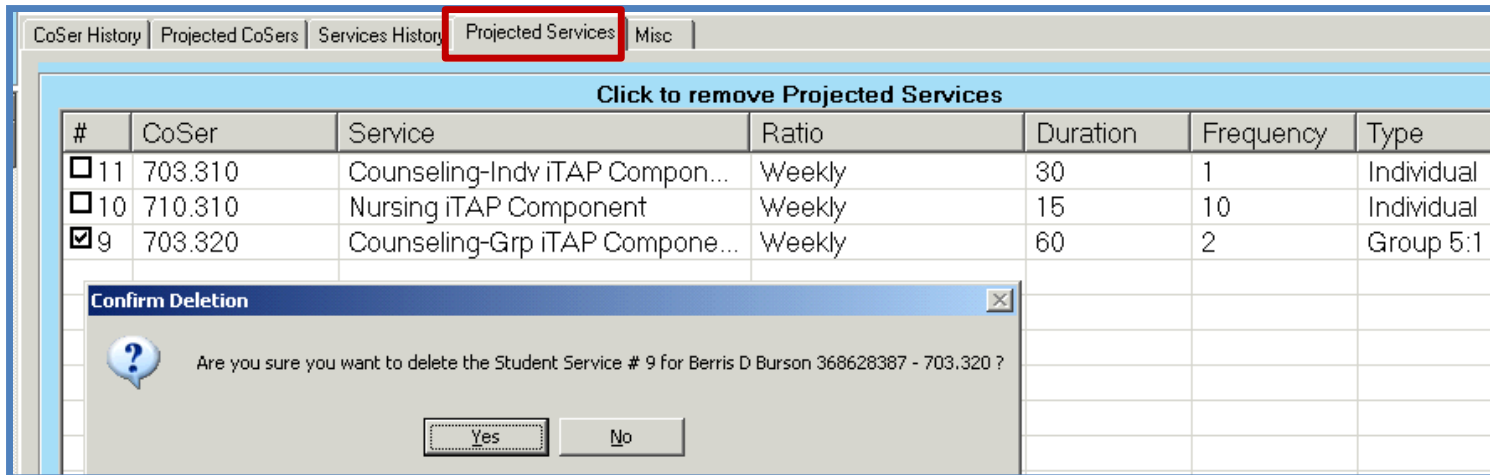


Return Student CoSers/Services Projection – Editing Projected Services

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



CoSer History | Projected CoSers | Services History | **Projected Services** | Misc

Click to remove Projected Services

#	CoSer	Service	Ratio	Duration	Frequency	Type	
<input type="checkbox"/>	11	703.310	Counseling-Indv iTAP Compon...	Weekly	30	1	Individual
<input type="checkbox"/>	10	710.310	Nursing iTAP Component	Weekly	15	10	Individual
<input checked="" type="checkbox"/>	9	703.320	Counseling-Grp iTAP Compone...	Weekly	60	2	Group 5:1

Confirm Deletion

Are you sure you want to delete the Student Service # 9 for Berris D Burson 368628387 - 703.320 ?

Yes No



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.

The screenshot shows a software interface with a navigation bar at the top containing tabs: CoSer History, Projected CoSers, Services History, Projected Services, and Misc. The 'Misc' tab is selected. Below the navigation bar, there are six numbered configuration options, each with a description and a control panel.

- 1. CoSer Purge:** To purge previous year Student CoSer Information after rollover, click #1 Purge CoSers Yes or All, then click SAVE. Control panel: Yes No All
- 2. Services Purge:** To purge previous year Student Services Information after rollover, click #1 Purge Student Services Yes or All, then click SAVE. Control panel: Yes No All
- 3. To Reset the First Day for Student CoSers and Services for the current school year, enter the new First Day, click Reset First Day Yes or All, and SAVE.** Control panel: Yes No All. Below the control panel is a text input field containing '01/01/1900'.
- 4. To Reset the Last Day for Student CoSers and Services for the current school year, enter the new Last Day, click Reset Last Day Yes or All, and SAVE.** Control panel: Yes No All. Below the control panel is a text input field containing '01/01/1900'.
- 5. Batch CoSer Projection:** Click Yes to Project All Student CoSers for selected location, or click All to Project Student CoSers for All locations, then click SAVE. Control panel: Yes No All
- 6. Batch Services Projection:** Click Yes to Project All Student Services for selected location, or click All to Project Student Services for All locations, then click SAVE. Control panel: Yes No All



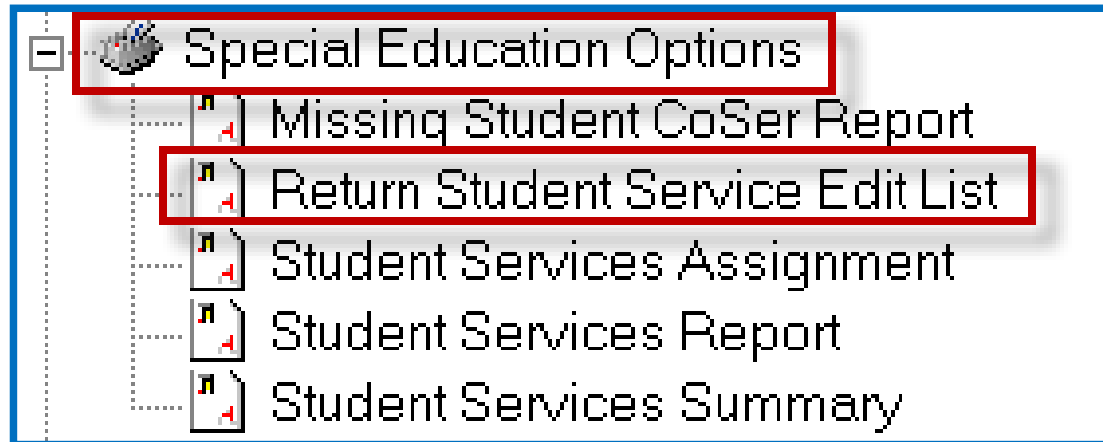
Registration & Projection CoSers/Services

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 2:28:01PMReturn Student Service Edit ListPage: 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



