Going Paperless

CKCIE

CENTRAL KANSAS COOPERATIVE IN EDUCATION

Contents

Cheat Sheet Steps

Steps:

1) Scan *Signed IEP Documents to Computer
*Separate/bundle the formal IEP documents into one file. Bundle any extra documents(Voc Rehab Release, CKCIE Release, etc.) and scan those as a separate file

2) Rename Scanned Files using the correct file naming structure
*See examples below

3) Upload Renamed file(s) to WebKIDSS
*Upload Formal IEP Documents as one file and then upload extra supporting documents as a second file

4) Attach Uploaded Files to the Correct IEP Year
*If it is a re-eval, it will go on the current IEP year

5) Enter Comments that include the acronyms for all included documents
*The file is an IEP but included documents would be Notice of Meeting, Prior Written Notice, Parent Notification Form, etc

6) Complete the Student Record Submission Form
*Linked on WebKIDSS
*Only mark the documents included in the uploaded file(s)

Cheat Sheet File Naming Structure

*ONLY USE DASHES IN FILE NAMES
IEP EX: 10-10-2023 IEP FL(STUDENT FIRST/LAST INITIALS)
RNN EX: 09-22-2023 RNN FL

The file name will include the MAIN purpose of the document.

File Naming Structure

Scan/Upload as 1 File

Frequently Used Formal Documents:
Amendment w/out or w/Meeting - AMEND
Conference Summary Form - CSF
IEP - IEP
IEP Signature Page - IEPS
Medicaid Physician Form - MPF
Notice of Meeting - NOM
Parent Notification Form - PNF
Prior Written Notice - PWN
Excusal Form - EF

Additional Formal Documents:
Consent to Invite Non School Members - CNM
Eval/Eligibility - EVAL
Eval/Reeval Extension Form - EEF
Behavior Intervention Plan - BIP
Manifestation Determination Review Form - MDR
Prior Written Notice Eval/Reeval Consent - PWNE
Reeval Not Needed - RNN
Revocation of Consent Form - RCF
Revocation Prior Written Notice - RPWN
Summary of Performance - SOP

Scan/Upload as 2nd File

Extra Supporting Documents:
Ready Willing & Able Letter - RWA
Consent to Communicate Electronically - CCE
Pre-Ets/Vocational Rehab Release - PreEts/Voc Rehab Req
Others- Name accordingly

Cheat Sheet File Upload

Image File Format: ● PDF ○ GIF ○ JPEG ○ PNG ○ TIFF ○ SIG

Comment (optional): IEP NOM PWM RNN

Pathname of image file to upload. Use Browse button to select:

12-16-2022 IEP KM.pdf

12/16/2022-Ca ∨ Select detail record this image file is related to.

Upload File

Cancel

Drag and Drop your renamed file here

OR

Click to select the file

Cheat Sheet File Upload

Enter the acronyms for additional documents in the comments section

Cheat Sheet File Upload

Link the file to the IEP record it belongs to

*If your meeting date changed and the paperwork has a date that is different from the one on this drop down, you must change it on the paperwork before uploading, it cannot be changed afterwards

Submission Form

Student Record Submission 23-24

Student Information

First Name *

Middle Initial

Last Name *

Submission Form

KIDSS ID

Aux ID

Submitted By *

Your email *

Type of Record *

Date of IEP Record *

Coordinator *

Type of Record *

List your the meetings main purpose but make sure to to include all supporting documents for any other actions happening with the same meeting. IE Annual IEP with Re-Eval not needed

1. Annual IEP

2. Amendment without Meeting

3. Amendment with Meeting

4. Initial Evaluation

5. Reevaluation

6. Reevaluation Not Needed

7. Other IEP Meetings

8. Manifestation

9. Revocation(all)

10. Revocation(partial)

11. Legal Changes

Submission Form

Legal Changes

Description (optional)

What legal change is being submitted? *

Short answer text

Official Documentation of Change *

Please upload a copy of the official court order or documentation of the change. Please note, applications are not official until signed by the court or legal system and the change will not be made until those documents have be received.

⬆ Add file   ◢ View folder

Alerts
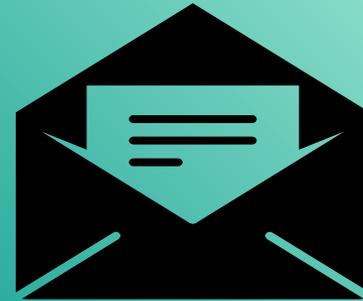
You will receive an email alert for:

- confirmation of what you submitted
- notice of missing required items
- completion status

The Need for Paperless

- Meet Timely and Accurate Data required by the state
- Ease of access to the most up to date documents
- Transferring documents
- Less paper consumption

Trial group of Gifted students resulted in 600+ records and being able to minimize 4 filing cabinets worth of paper
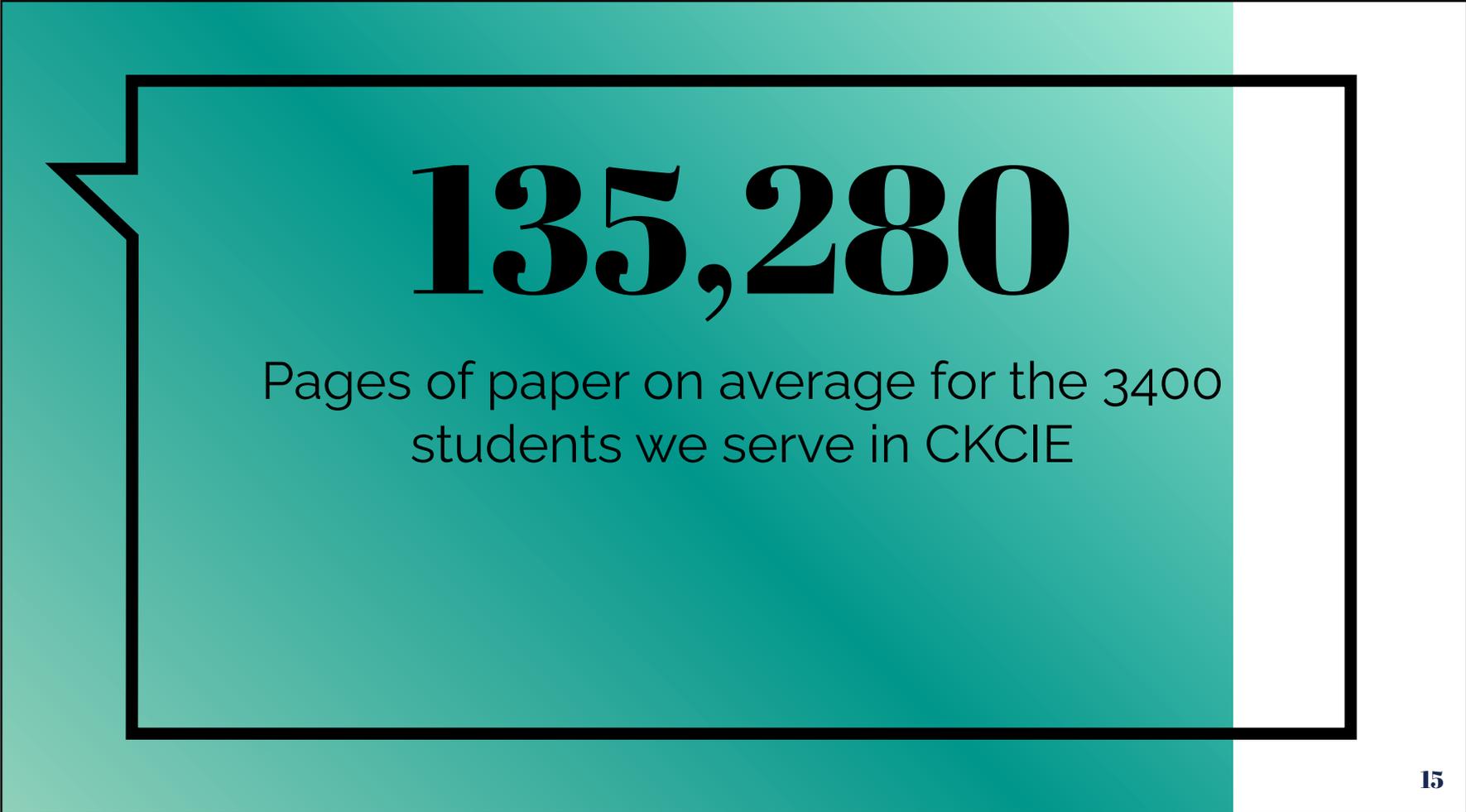
135,280

Pages of paper on average for the 3400 students we serve in CKCIE

Going paperless refers to the process of not turning in physical copies of documents and moving towards gaining signatures electronically

What this looks like

Hold Meeting/Get Documents Signed

Conduct as usual with the option to do electronic signatures instead of on paper

Upload Signed Documents to WebKIDSS

Instead of sending the paper copy into the Records Room, you will upload to "Images/Filed IEP Documents" section of WebKIDSS

Fill out Submission Form to alert Records Room

Complete the Google form that alerts Records room about which documents were uploaded for the IEP record for them to finish and complete on their end

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Electronic Signature FYI

Signing in the meeting

Make sure to click "Save" on each person's signature BEFORE the next person signs

Utilize Print to PDF feature on computer instead of scanning in documents

Parent Portal

- All staff must sign before sending to the parent portal
- Parents must "draw" their signature before hitting save/accept/submit
- Signed PARENT documents will upload to images/filed documents automatically *you will need to check to make sure the signatures were obtained before submitting the form

Print to PDF

Print to PDF

22

Save using the correct naming structure

Print to PDF

Renaming Files

After scanning in paper files

OR

if the file name doesn't match the naming structure
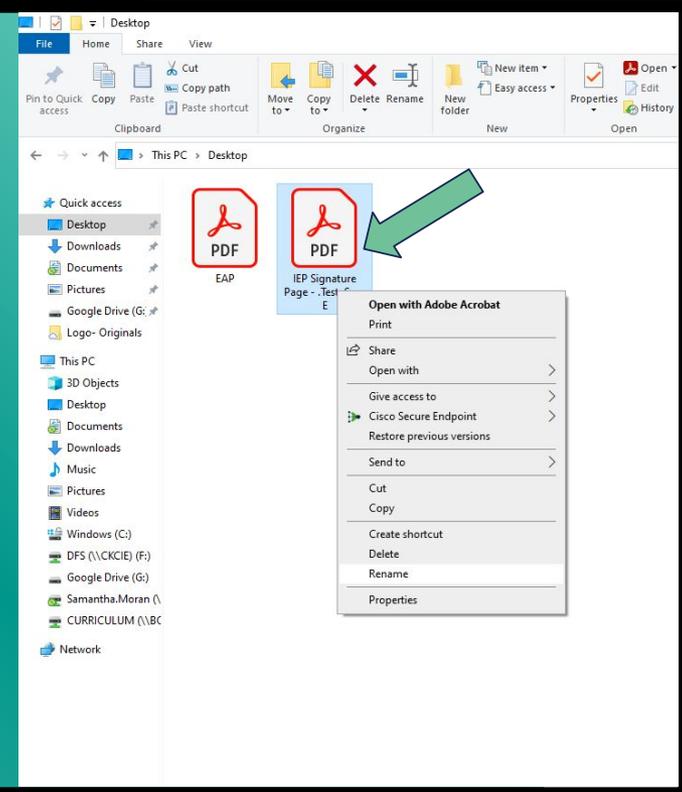
Renaming Files

Type in the correct naming structure
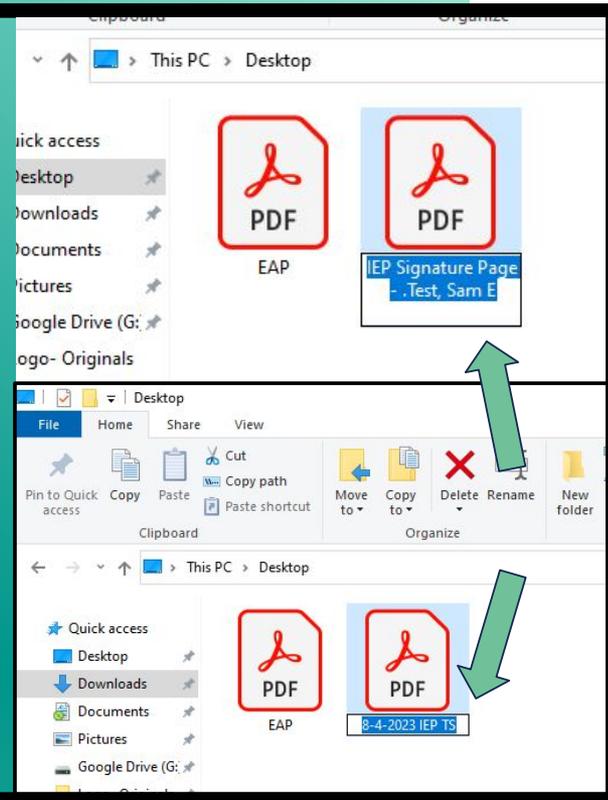
Questions

- **Do we still need to fill out the compliance sheets and upload with IEP?**
  - This is a practice that is entirely up to your special education Coordinator. I would refer to them with this question. It IS possible to submit this digitally and it exists in the document library.
- **Can we submit our electronic signatures with the file button instead of saving as a PDF and then uploading?**
  - You bet. If you conduct your IEP and obtain digital signatures from the parent(s) filing those will be just fine. That is what we are aiming for! 😀
- **How do we get parents who don't have email or computers to make a parent portal account?**
  - Esh, thats a good one. Sometimes you simply cannot, in such cases which are getting to be more rare you are able to use mail or home visits to get these signatures. I know its not ideal and certainly not modern but it is necessary at times. In many cases a phone may be used to obtain signatures. It's not polished but it will work in a pinch. I once completed an entire IEP using my antiquated Galaxy S10. Not efficient but it worked.
- **Where is the Google form located?**
  - The Google forms reviewed today are linked into the main menu of Webkidss. You will see the links immediately under the daily greeting picture and parent rights links.
- **Do you submit it to coordinator first to look over before you complete the submission form for records room?**
  - A fine question. Again this is a practice that is entirely initiative of your Coordinators determination. Please refer to your location Coordinator for that answer.
- **Do we need to keep paper copies at our offices still? In the past we did a copy for parents, one for school, and then one to send to CKCIE.**
  - If there are records held in Webkidss in the images/ filed documents there is no reason to continue the practice to keep a local file. You may still do so if you choose but I believe you will soon find it unnecessary and unused.

Questions

- **Are we going to eventually get tablets or iPads and pens to be able to utilize during IEP meetings?**
  - Webkidss and the way that it gathers signatures supports a variety of tools like this. The tools you would have access to largely depend upon your host district and their tech choices and infrastructure. The Cooperative has purchased "mouse pens" that will be helpful to you in gathering signatures. They have a bit of a learning curve but I have learned to love mine. We plan to get these in the hands of teachers soon. Every location will have access to a mouse pen. We hope you had an opportunity to use the demos at the staff development today!
- **Who works in records room?**
  - Becky Welch 785-309-5135
  - Kathy Duncan 785-309-5142
  - Dynelle Ceja 785-309-5149
- **What permission form do parents need to sign to use digital signatures?**
  - There is a permission to communicate electronically that can be found in the Forms area.
- **If parents signed the paper copy for electronic communication, do we need to get another form signed? How long are the electronic communication forms valid?**
  - No, you do not need to obtain another Consent to Communicate Electronically unless they move away from the cooperative area and return OR if they depart special education eligibility and then become eligible again.
- **Do we still send paper copies with parents? Only our records submissions to records will be electronic? Is that correct?**
  - Another fantastic question. It depends upon the desire of the parent. If they wish to have a hard copy, this request should be honored. If they would have an electronic copy sent to them, CAN DO. Email away, you can do that directly from the system.