Welligent ISP for Private School Students ONLY

March 11, 2019

PURPOSE

This job aid is designed to provide instructions on how to access the Welligent ISP for a parentally placed private school student. Private school students can be accessed on the future school list of Incoming IEP’s from other Locations in the Active IEPs module or under My IEP Summary.

WHO CAN PERFORM THIS TASK(S)?

This task can be performed by specific Active Welligent users who are assigned to the location that is participating in the IEP for a private school student. Only Welligent users who have a Manager access level can access the ISP record. Examples are Administrators, SDP/RSP Teachers, Office Assistants, SAA, etc.

This job aid was created using the Welligent Administrator role.

BEFORE YOU GET STARTED (OPTIONAL)

- Refer to Reference Guide# 6846.0: Serving Parentally-Placed Private School Students with Disabilities (Ages 5 through 21) including School of Residence (SOR) Responsibilities.
- View Parentally Placed Private School Policy and Procedures training course in MyPLN (keyword: private).

You will not be able to access or view the ISP Record until the following occurs:

- IEP for Private School Student must be in process and have pages 1 & 4 created and saved.
- Manager must have access to the student in order to access the ISP.
- ISP will be auto-created based on page 1 & 4 of the IEP. (Page 1 must document Private School enrollment.)

LOG IN

- Log in to Welligent at https://welligent.lausd.net/, using your single sign-on (SSO).

PROCEDURE

Step 1  To Access a Private school student who has an Active IEP, click on the Welligent menu button and select Active IEP. (Note: See job aid for Access to a Private School Student). For Initial or Review IEPs, access the student using My IEP Summary.

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Step 2  My IEP Summary defaults to the In Process IEPs. Click on the student’s name to access the IEP. If the IEP is Pending, click on Pending IEPs to display students with pending IEPs.

Step 3  Welligent opens to the Management screen for the In Process IEP. From the Record Navigator, Click the IEP Event Listing icon to view the IEPs and any ISPs for the student.
Step 4  The student’s IEP and any linked ISP records will display. To access the ISP, under Action click on the ISP name and date.

Step 5  When accessing the ISP, Welligent immediately opens to the Management tab. The Management tab displays the ISP Details, ISP Timeline and any attachments. Any auto-created ISP will have fields that are auto-populated and cannot be changed. (Note: The Consultant is assigned by the Private School Office.) The fields with the drop-down arrow can be changed. To attach documents pertaining to the ISP, click on the Add New button. (Note: Attach signed documents only.)
Step 6  To attach documents, click on the **Browse** button to locate the file to be uploaded. Complete the Brief Description field and enter Keywords. Click on the **Upload** button to upload the file. Click on the **Close** button. *(Note: See Attached Documents job aid for further assistance).*

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Step 7  Participant names must be added to the ISP to allow Welligent users access to the student. *(Note: At least one participant needs to be added in order to close and lock the ISP.)* Click on the **Participants** tab. Click on the **Add New** button.
Step 8  The **Add Participant** screen allows users to search for participants by name. To search for a participant, click **Select User** from the **Type of ISP Participant** drop down and enter the last name of the participant. Click **Search**. Select the user from the list displayed, then click on **Add Participant**. Click **OK** when the confirmation box displays. Click **Save** then **OK** for the next message box. Click **Close** to exit the screen. (Note: See Add and Inactivate Participants job aid for further assistance).

Step 9  The meeting details are entered under the **Meeting** tab. Select the Meeting tab and enter the required information. Click **Save** then **OK** when the confirmation box displays. (Note: The ISP Status will automatically change to **Pending** when the scheduled date is entered.)
**Step 10**  The **Follow-up** tab allows users to View or Add follow-up events and view Active Due Process Cases. Click **Add New** to add follow-up events. *(Note: The Due Process information is View Only.)*

**Step 11**  The **Add Follow-up Actions** screen allows the user to enter any follow-up documentation. Complete the required fields and click **Save** then **Close** to exit the screen.

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Step 12  The Documents pages can be found under the Documents tab. You must complete and save ISP Sections 1 – V. Click on Section 1. Enter the required information.

Step 13  Click on the Document icon on the top left of the page to Pin the Documents navigation page. Click on the pin icon to keep the documents list visible. Enter the required information. Click Save to save the information and check the page for error messages. Click Save/Close to exit the document.

Welligent Support

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Step 14  Section IV: Parent Decision and Signature has the option to enter an electronic signature. Click on the keyboard icon to access the electronic signature option.

Step 15  Use the mouse option for a PC Computer or use a stylus pen for a laptop computer and enter the parent signature. Click Verify/Sign to save the signature or click the Clear button to clear the screen and return to the Parent Decision document.
Step 16  The **Student Information** screen is a Read Only screen. The student and parent/guardian information will pre-populated with the student’s demographic information in Welligent.

Step 17  The **Print ISP** option is available in English and Spanish. To access the print option, you must click on the **Documents** tab. Select the **Print IEP** (English or Spanish) and a print option screen will display. Select the printer and any option on click on **Print**.
**Step 18** Once the student’s ISP is **Active**, you can complete the meeting page. Select the **Meeting Status** and change to **Completed**. Enter the **Date District Received Parent Signature** to lock the ISP. Click on the **Save** button to Activate the ISP. Follow the established Policy and Procedure and upload the necessary document pages to the ISP. (**Note:** You cannot enter completed in the meeting page unless the parent signed the ISP.)