



## ACHIEVEMENT IN MONTANA

### *Training Activity*

#### **Creating Outside Support Staff for Special Education Students**

##### **PURPOSE OF THIS ACTIVITY**

The purpose of this activity is to allow the user the flexibility of entering generic support staff to be used in support of the Individualized Education Program (IEP). This option allows an IEP team to move forward through the referral, evaluation and IEP process without the assignment of specific staff names to a student's team. By allowing the entry of a generic support team member, for example Regular Education Teacher, any of the student's regular education teachers involved in the special education process can sign the final IEP document.

The number of generic support staff entered into the district's AIM system will differ based on the needs of the student's special education team. This exercise will provide a basic understanding for setting up these staff members.



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#### LOCATING THE CENSUS MODULE

As you know the AIM system has three main screens, the Toolbar, the Navigation Tools, and the Main Window.

The Navigation tool (Index), provides access to:

- Student information,
- Census information,
- Ad Hoc Reporting,
- System Administration, and
- MT State Reporting.

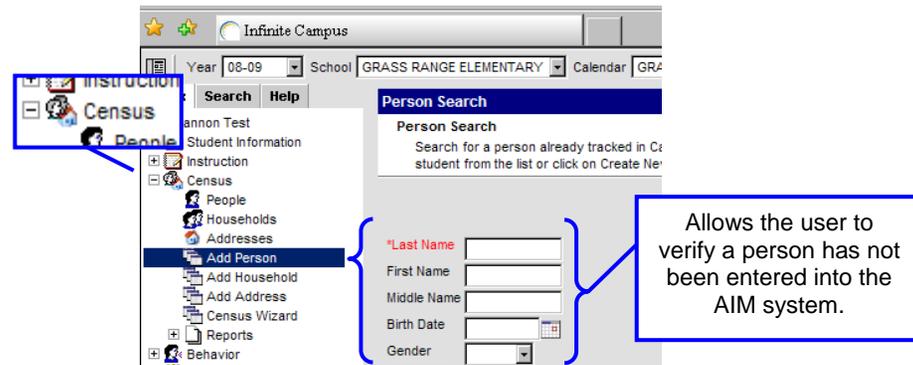
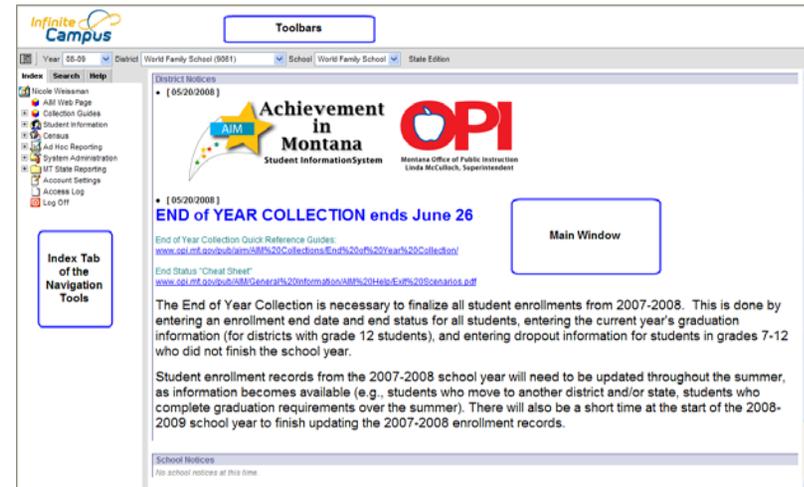
The focus of this session is to access, enter and utilize the Census tool for the creation of generic support staff for use in a student's IEP (Individualized Education Program).

To use the Census tool, select the + (plus sign) next to Census from the Navigation tool (Index tab).

From the drop down list of options available, select Add Person. This will open the Person Search window, allowing the user to verify the name to be entered is new to the system.



**Ensure the toolbar at the top of the screen includes the appropriate year, school and calendar.**





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### CREATING A SUPPORT STAFF RECORD

Enter the name of the new staff support member as identified in the Person Search window. When using this window, the Last name is the only required field, however additional information will assist in limiting the results returned from the AIM system.

Once entered, select the search button. A window will appear to indicate of the name entered has been entered previously into the AIM system.

If the person entered, is new to the system, a record must be created. Select the Create New Person at the bottom of the screen.

### ENTERING STAFF DATA

When entering generic staff names, only enter the required field information (Last Name, First Name, and Gender). Then select Save at the bottom of the screen.



**To ensure generic names populate properly in the IEP, enter the beginning of the title in the Last Name field, and the last word of the title in the First Name field.**



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Once saved, double-click the name of the new staff member to complete the record.

The new staff member record will include several tabs;

- Demographics
- Identities
- Households
- Relationships
- Enrollments
- District Employment
- District Assignments
- Credentials

For this member we will be focusing on the Demographics, District Employment and District Assignment tabs only.

The Demographics tab should include only the member's Last Name, First Name, Gender and Person GUID. No additional information is required for this tab because the member entered will be a generic title only.

Once verified, select the District Employment tab.



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The District Employment tab is used to identify when the new member will be service special education students within the district.

Enter the Start Date the new member will begin services. Then select, Save, directly below the District Employment tab label to complete the entry.

Once the information has been saved, select the District Assignments tab.

The District Assignment tab is different in that it does not provide a fill in the blank option. This tab will identify which schools within the district, your member will be working.

Select, New Assignment located directly below the District Employment label.

The screenshot shows the 'Special Education, Teacher' form with the 'District Employment' tab selected. The form includes a 'Save' button and a 'Staff Information' section with the following fields: Start Date (08/20/2008), End Date, Teaching Start Year, Teaching Years Modifier, License Number, FTE Percent (0), Seniority, and Education.

The screenshot shows the 'Special Education, Teacher' form with the 'District Assignments' tab selected. A callout box highlights the 'New Assignment' button. Below the button is an 'Employment Assignments' table with a 'Name' column.



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Select the school the new member will be working in, enter the date they will begin providing services, and the type of services to be provided. Complete as follows:

- Select the school from the available dropdown list. (This is way it is important to select the appropriate year, school and calendar from the toolbar at the top of the screen).
- Enter the date the new member will begin working at that school. Enter in mm/dd/yyyy format.
- Check all boxes that apply to this member. For all generic members that will be serving special education students, ensure the Special Education box is selected.
- Select Save, directly below the District Employment tab label to complete the entry.

Repeat this process for all schools this member will be assigned. (In the example the new member will be assigned to 3 schools within the district).



***If the special education box is not selected, the member will not be available for selection as a team member for addition into the students IEP.***

GRASS RANGE ELEMENTARY | Calendar: GRASS RANGE ELEMENTARY 08-09

### Special Education, Teacher

Gender: F

Demographics | Identities | Households | Relationships | Enrollments

District Employment | **District Assignments** | Credentials

Save X Delete New Assignment

#### Employment Assignments

Name

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#### Employment Assignment Information

\*School: GRASS RANGE ELEMENTARY | Department: [ ]

Start Date: 08/20/2008 | End Date: [ ] | Title: [ ]

Type: [ ] | FTE of Assignment: [ ] | Assignment Code: [ ]

Teacher <input checked="" type="checkbox"/>	Special Ed <input checked="" type="checkbox"/>	Program <input type="checkbox"/>	Behavior Admin <input type="checkbox"/>	Health <input type="checkbox"/>
Advisor <input checked="" type="checkbox"/>	Supervisor <input type="checkbox"/>	Counselor <input type="checkbox"/>	Foodservice <input type="checkbox"/>	Exclude Behavior Referral <input type="checkbox"/>

GRASS RANGE ELEMENTARY | Calendar: GRASS RANGE ELEMENTARY 08-09

### Special Education, Teacher

Gender: F

Demographics | Identities | Households | Relationships | Enrollments

District Employment | **District Assignments** | Credentials

New Assignment

#### Employment Assignments

Name

- GRASS RANGE ELEMENTARY (08/20/2008-)
- GRASS RANGE HIGH SCHOOL (08/20/2008-)
- GRASS RANGE JUNIOR HIGH (08/20/2008-)



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Once all assignments have been entered into the record, the record will be complete.

To leave the record simply select the user's name located in the Navigation Tool (Index) and the main window will return.

#### STILL HAVE QUESTIONS

For additional assistance with this activity, contact the session trainer or call the OPI AIM support center at 1-877-4AIMMT1 (1-877-424-6681).

The screenshot shows the AIM Web Page interface. A blue box highlights the top navigation bar containing 'Index', 'Search', and 'Help' buttons, along with the user's name 'Nicole Weissman' and the page title 'AIM Web Page'. A callout box labeled 'Index Tab of the Navigation Tools' points to the 'Index' button. Another blue box labeled 'Main Window' highlights the main content area, which displays a 'District Notices' section with a heading 'END of YEAR COLLECTION ends June 26' and a 'School Notices' section at the bottom.



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##### **ACTIVITY:**

Generic support staff members can be any anyone associated with an IEP. Create a generic support staff record for each of the following titles. (Entry for support staff will follow the following format: Last Name, First Name)

Special Education, Teacher

Regular Education, Teacher

Administrator or, Designee

Speech/Language, Pathologist

School, Psychologist

Part C Service, Coordinator

Other, Specialist (i.e., OT, PT, etc.)

Outside, Agencies (i.e., child welfare, probation, etc.)