IEPPLUS
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OVERVIEW

Plus 360 Notifications provides the ability to keep IEPPLUS users informed about important events, such as student status changes, new enrollments, disciplinary events, meeting changes, etc. It provides a central view to alerts and messages applicable to a user’s assigned students and the ability to manage a caseload of one or more students. There are five steps required to configure IEPPLUS for PLUS 360 notifications. This guide provides the details to setup and configure IEPPLUS for this feature.

1. Enable notifications system option.
2. Configure notifications settings.
3. Run utility to assign staff caseload.
4. Update user security permissions.
5. Create required Alternate Codes.

ENABLE SYSTEM OPTION

Notifications functionality is enabled through an application option. Navigate to Options > Set System Options > Administration. Click the checkbox illustrated below and save the changes. See also Appendix C for required changes to Application Options table.

CONFIGURE NOTIFICATIONS SETTINGS

Notification settings can be entered only after enabling the PLUS 360 functionality in System Options. Once enabled, navigate to Options > Set Notification Options. The Notification Options screen will display with three tabs, providing access to System, Group and User level information. The levels available will depend on the user’s security permissions. System and Group level options will display only with administrator level permissions.

SYSTEM LEVEL SETTINGS
System level settings include an on/off switch, global run time, availability options and student filters. Each of these options is described below.

1. Enable All Notifications

The ‘Enable All Notifications’ checkbox is an on/off switch for the notifications engine. It determines at a system level, whether or not notifications will be generated and sent to users.

2. Run Time

Run time determines at a system level when the notifications will be generated and sent to the applicable users. This only applies to the Digest email and the Scheduled Based type rules.

3. Availability

This setting determines whether a particular notification rule will be mandatory, optional or disabled at the system level.

- Optional

When this option is set, the notification is optional at the Group and User level. This means the Group level setting is changeable to any of the three options (mandatory, optional or disabled). When a notification/rule is optional at BOTH the system and group levels, the individual users will have the ability to subscribe (or unsubscribe) to that notification at their discretion.
• **Mandatory**

When this option is set, the notification is mandatory at the Group and User level. No further modification to the rule can be done at the Group level. Users are automatically subscribed and will not have the ability to unsubscribe from mandatory notifications.

• **Disabled**

When this option is set, the notification is disabled for the Group and User. No further modification to the rule can be done at the Group level and individual users will NOT be able to subscribe to those particular notifications.

4. **Values**

• **Day Checkpoints**

This option provides the ability to set values used in calculations (i.e., Day Checkpoints). These values will determine the time frame (number of days) from a checkpoint date, such as a form expiration date, on which a notification is sent. For example, if the checkpoint values entered are 5, 10, 30 then a notification will be sent three times: 30 days, 10 days and 5 days before a form is due to expire. The settings preferred will depend on the specific notification; please refer to the Rule Definitions section herein for more detailed information, as needed to configure these settings.

• **Historical days to search**

Indicate a numeric value in this field. The value will be stored as a positive number. The rule will use this value to select records and will then use those records against the checkpoint value to determine if a message should be generated to the user.

For example, the ‘Student’s Referral Requires a Consent Date’ rule, Historical days to search value is set to 365. The rule will select all referral with a missing consent date where the referral date is within 365 days as of ‘todays’ date. Those selected records will then be checked against the checkpoint value. Any referral less than 365 days from today will be ignored.

The ‘Student’s Form is Not Finalized’ rule, Historical days to search value is set to 365. The rule will select all forms where the form start date is within 365 days as of ‘todays’ date. Any form start date less than 365 days from today will be ignored.

5. **Student Filters**

Student filters provide a way to define the students included in the notifications. *The user options will supersede the system options for student filters.* There are two options.

• **All Accessible**

This option allows the users to see notifications for all students to which they have visibility as determined by applicable group or user security.

• **Use Caseload**
This option allows the users to see notifications only for the students included in their caseload.

6. eSchoolPLUS Audiences

This section is visible only if the district has eSchoolPLUS notifications activated. An IEPPLUS database Application Option must exist set to On. It is used to identify intended notifications recipients for cross-application notifications. It will identify eSchoolPLUS users that may need to receive IEPPLUS notifications based on their Role (e.g. if a student has a disciplinary event in IEPPLUS and the intended audience is ‘Counselors’, the notification will go to the Counselor identified in eSchoolPLUS for that student). Please refer to Appendix G for a description of each Audience and Appendix H for cross-application notifications setup requirements.

GROUP LEVEL SETTINGS

Users can be assigned to groups as part of the security features of IEPPLUS. Security groups determine which students a user can access and functions a user can perform (e.g., view, add, edit). Groups are maintained and users assigned to the groups in the Security section of IEPPLUS: Security > Manage Groups (or Manage Users). These groups will display in the Group Setup tab and will allow notification settings at a group level. To access the group level options, navigate to Options > Set Notification Options, then click the Group Setup tab.

1. Group (Drop Down List)

‘Group’ is a drop down list, allowing selection of a security group. First, select a group from the list and then enter settings pertaining to that group. Save the settings before moving on to the next group.

2. Enable All Group Notifications

‘Enable All Group Notifications’ is a checkbox used to set notifications on (or off) for a selected group. If the checkbox remains unchecked, then all notifications for the group will be turned off.

3. Availability Options
The group level settings are similar to the system level settings and provide a way to disable a particular rule, make it optional or mandatory for a given security group. The Availability options offered at the Group level depend upon the selections made at the System level. If the system level availability is set to mandatory or disabled, it is not changeable at the Group level. A notification/rule can be changed at the Group level only if that rule is Optional at the System level.

- **Optional**

  When a notification is optional at the Group level, all users in the group will have the ability to subscribe (or unsubscribe) to that particular notification at their discretion.

- **Mandatory**

  When a notification is mandatory at the Group level, the users in that group are automatically subscribed and will not have the ability to unsubscribe from that notification.

- **Disabled**

  When a notification is disabled at the Group level, the users in the selected group will **not** be able to subscribe to that notification.

### USER SUBSCRIPTIONS

Subscription options provide a way for the individual users to subscribe to notifications, and choose how the notifications will be delivered (notifications viewer, individual email, digest email or instant pop-up message). Users without administrative rights will see only the User Subscriptions tab upon navigating to Notifications Options. The following details pertain to the user level (personal) notifications settings.

#### 1. Email Address

This option allows a user to define the email address to which notifications will be sent. Email address is required if the email or digest subscription option is selected. The email address textbox will display only if the user has a staff record associated to their user ID. If a user does not have an associated staff record, the following message will display **[Please associate this user with a staff member to receive emails]** and the user will not be able to enter an email address. See next section on Email Configuration for details on resolving this issue.
2. Subscription Options

Users can subscribe/unsubscribe and select a delivery method by selecting the appropriate radio button.

- **Off**

  This option means the user is NOT subscribed to the rule. If a notification is disabled through either system or group level notifications options, the user will not be able to change this setting.

- **On**

  This option means the user is subscribed to the rule and will receive notifications in the PLUS 360 Notifications Viewer. If a notification is mandated through either system or group level notifications options, the user will not be able to unsubscribe (i.e., change the setting for that notification to off).

- **On With Email**

  This option means the user is subscribed to the rule and will receive notifications in the PLUS 360 Notifications Viewer, as well as the email address specified on this screen.

- **On With Digest**

  This option means the user is subscribed to the rule and will receive notifications in the PLUS 360 Notifications Viewer, as well as a digest email at the specified email address. The digest is a daily email containing all notifications set with this option. The digest email is generated one time per day, at the time defined on the System Setup screen, 'Run Time' field.

  At the time the digest email is generated, the program will include all messages that are contained in the Viewer that have not been previously included in the digest email. When a message has been included in the daily digest, the message is marked as being sent and will not be included in any future digest emails. If a user deletes a message in the viewer prior to the digest email being generated, it will not be included in the digest email.

  Below is an example of a digest email:
3. High Priority

This option will display the notification as an instant pop-up message, providing immediate notification to the users when something has changed involving one of their students. Click the provided checkbox to enable (or disable) instant alert messages.

4. Student Filter

Student filters provide a way to define the students included in a user’s notifications. The user options will supersede the system options for student filters. There are two options.

- All Accessible

  This option allows the users to see notifications for all students to which they have visibility as determined by applicable group or user security.

- Use Caseload

  This option allows the users to see notifications only for the students included in their caseload.

EMAIL CONFIGURATION

Requirements to enable user email address entry and delivery of notifications via email include, creating an appropriate Communications Alternate Code and linking the user to a Staff record. The latter step is only required if the user is not already linked. When the user’s ID is not linked to a staff record, the user will not be able to maintain email address in User Subscriptions (refer to User Subscription section herein for more details). The following information provides the details of these requirements.

1. Communications Alternate Code Setup

To setup the required Communications Alternate Code, navigate to Maintenance > Manage Code Tables, select Communications from the drop down list and add the record illustrated below (with Alternate Code Type = ‘Notification Code’ and Description = ‘NOTIFY’).
2. Linking to a Staff Record

If necessary, first create a staff record for the user (Maintenance > Manage Staff > New). Enter First Name, Last Name, Staff ID and Position; click update, and then save the record.

Next, associate the user with the staff record. Navigate to Security > Manage Users. Search for and select the user ID, then click Edit. Search for and select staff name by clicking on the name. Then save the changes.
The notifications email address can be maintained now in User Subscriptions. Once the address is entered by the user, it will display in the User Subscriptions tab and the Communications tab of the Staff record. Email address can be maintained in either place but it is a best practice for the user to maintain this information in User Subscriptions.

![User Subscriptions and Communications Tab](image)

**CASELOAD MANAGEMENT**

The Caseload Management feature allows users to create a group of students and receive notifications based on their caseload. There are two ways to implement this feature, a utility application that will mass assign caseload or caseload administration by user. The following sections describe this functionality.

**CASELOAD ADMINISTRATION**

The Caseload Administration functionality provides the ability to filter students by Service Date, Grade, Student Status, Location or Staff. Navigation to this screen is as follows: Security > Manage Users > Add or Edit > Caseload Administration.

![Caseload Administration Screen](image)

The screen is divided into three sections: Filter By, Accessible Students and Current Caseload. Select a filter by clicking the checkbox, and then selecting from a drop down list. Then enter search criteria (minimum two characters) in the search box. Click on the student name to add it to the Current Caseload. To delete a student from the caseload, click the X to the right of the student name.
*Note: The students available in the search window are limited to those which are accessible based on the user's security profile (Security > Manage User or Group > Student Access).

**MASS ASSIGNMENT OF CASELOAD**

The 'SPIUtils.exe' application located in the IEPPLUS 'Win32' folder can be configured to mass assign caseload based on staff assignments in Course, Placement, Service, Meeting Attendees and Associated Staff records. Refer to the screenshot below.

![SPIUtils application screen](image)

Click the checkboxes to select the functions and records to be included. Enter a date used to select the student’s current placement, services, courses and other records containing staff assignment information. Then click the 'Set Access' button to run the utility.

*Note: This application normally runs as a scheduled task and is configured by SunGard when notifications are implemented for a district. The file 'SetStudentAccess.bat' contains the settings used when the scheduled task runs. The caseload functionality is applied by adding 'Caseloads=Yes' and (optionally) 'IncludeCaseloadFuture=Yes' to the batch file. When a user deselects a student from their caseload, a record of the change is retained in IEPPLUS and the utility will not assign the student back to that user’s caseload unless the user loses access and is subsequently re-assigned to the student.

**SECURITY**

Users with Administrator permissions will have visibility to all the Notifications Options screens (System Setup, Group Setup and User Subscriptions will be visible). Non-administrators will only have the User Subscriptions page.
CREATE ALTERNATE CODES

PLUS 360 notifications require specific Alternate Codes in various Code Tables. This section describes how to add/edit or lookup Alternate Codes. For the state-specific Alternate Codes required, please refer to Appendix B at the end of this document.

1. Navigate to Maintenance > Manage Code Tables.

2. Select the name of the table from the drop down list (e.g., 'Important Dates').

3. To add a code: choose ‘New’ from the top menu.

4. Enter the Code in the yellow box, and then click on Update and save the record.

5. To add or edit an Alternate Code, first click ‘Show Alternate Codes’ at the top of the page. Then click Edit on the applicable Code record to open the record for changes.
6. Once the record is open, click the appropriate link to add a new Alt Code or Edit an existing one. Clicking delete will remove an existing Alternate Code.

7. When finished with the changes, click the Save icon. Repeat these steps for each of the required Alternate Codes listed in Appendix B.
APPENDICES

A. RULE DEFINITIONS

See ‘PLUS360 Notifications User Guide’.

B. FORM NAMES AND ALTERNATE CODES

See ‘PLUS360 Notifications User Guide’.

C. APPLICATION OPTIONS TABLE

‘Notifications’ must be enabled in the IEPPLUS database. Typically, this is done by SunGard at the time of implementation.

D. USER LEVEL CASELOAD MANAGEMENT

See ‘PLUS360 Notifications User Guide’.

E. RUNNING REPORTS

See ‘PLUS360 Notifications User Guide’.

F. NOTIFICATIONS VIEWER

See ‘PLUS360 Notifications User Guide’.

G. ESCHOOLPLUS AUDIENCES

This following table describes the eSchoolPLUS Audiences used in system level setup for cross application notifications (where available). See section on ‘System Level Settings’ for more information.

<table>
<thead>
<tr>
<th>Audience</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Advisor</td>
<td>Activities setup in eSchoolPLUS (Football, Band, Chess Club, etc.) can have one or more advisors assigned. Any student in the activity will have the assigned staff as Activity Advisors. Notifications involving that student will route to the assigned advisors.</td>
</tr>
<tr>
<td>Counselor</td>
<td>This is the staff member assigned to the student in the Counselor field on the Demographic page.</td>
</tr>
<tr>
<td>Course Teacher</td>
<td>These are the teachers assigned to the student’s courses.</td>
</tr>
<tr>
<td>Disciplinarian</td>
<td>This is the staff member assigned to the student in the Disciplinarian field on the Academic page.</td>
</tr>
</tbody>
</table>
Homeroom Teacher | In eSchoolPLUS, a student is assigned to a homeroom (either primary or secondary or both) and staff is also assigned to a homeroom. If the homerooms match, that staff member will receive notifications relating to that student.

Student Competency Teacher | This is the teacher responsible for ‘grading’ a student’s competency. In eSchoolPLUS, the ‘competencies’ are assigned at a student level. Notifications for that student will route to the responsible teacher.

Success Plan Goal Manager | This is the staff member responsible for updating the student’s goal progress in the success plan (as defined in the user’s security profile).

Success Plan Interventionist | This is the staff member responsible for updating the student’s intervention progress in success plan.

Success Plan Manager | This is the staff member responsible for administering the student’s success plan.

eSchoolPLUS User with proper security | This is a user with security that permits viewing the IEP checkbox on the student’s Personal page. Users who can see this field for the student in question will get the notification.

H. SETUP FOR CROSS APPLICATION NOTIFICATIONS

Cross-application notifications will require Staff to be included in the IEPPLUS Staff table (Maintenance > Manage Staff). The staff record must have an Identification record with a description of eSchoolPLUS Login and the users’ eSchoolPLUS login name identified in the data field. Setup needed to enable this identification type is indicated in the table below. Navigate to Maintenance > Manage Code Tables to create the necessary setup information.

<table>
<thead>
<tr>
<th>Code Table</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification</td>
<td>Staff</td>
<td>eSchoolPLUS Login</td>
</tr>
</tbody>
</table>

The screenshot below illustrates the necessary Identification record.
There is a PLUS 360 Data Integration rule that (when activated) will download all eSchoolPLUS staff into the IEPPLUS Staff table and add the user’s eSchoolPLUS Login rather than manually adding each staff record into IEPPLUS. The table below describes the integration rules and configuration for notifications data exchange.

<table>
<thead>
<tr>
<th>Rule Name</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification - Staff Rule</td>
<td>Data Exchange - Notify (eSP Only)</td>
<td>This rule will download eSchoolPLUS staff information, including Social Security Numbers, into the IEPPLUS staff table, only where the eSchoolPLUS login ID field is filled in. This rule is set to 'Down' direction when turned on.</td>
</tr>
<tr>
<td>Notification - Staff Rule without SSN</td>
<td>Data Exchange - Notify (eSP Only)</td>
<td>This rule will download eSchoolPLUS staff information, without Social Security Numbers, into the IEPPLUS staff table, only where the eSchoolPLUS login ID field is filled in. This rule is set to 'Down' direction when turned on.</td>
</tr>
<tr>
<td>Notification - System Audience Rule #1</td>
<td>Data Exchange - Notify (eSP Only)</td>
<td>This rule will upload IEPPLUS system setup notification audience information into the eSP MSG_IEP_AUDIENCE table. This rule is set to 'Up' direction when turned on.</td>
</tr>
<tr>
<td>Notification - System Audience Rule #2a</td>
<td>Data Exchange - Notify (eSP Only)</td>
<td>This rule will remove all audience information, for a specific rule, from the eSP MSG_IEP_AUDIENCE table, if none exist in the IEPPLUS system setup notification screen. This rule is set to 'Up' direction when turned on.</td>
</tr>
<tr>
<td>Notification - System Audience Rule #2b</td>
<td>Data Exchange - Notify (eSP Only)</td>
<td>This rule will remove specific audience information, for a specific rule, from the eSP MSG_IEP_AUDIENCE table, if it does not exist in the IEPPLUS system setup notification screen. This rule is set to 'Up' direction when turned on.</td>
</tr>
<tr>
<td>Notification - System Availability Rule</td>
<td>Data Exchange - Notify (eSP Only)</td>
<td>This rule will upload IEPPLUS system setup notification availability information into the eSP notification district setup screen. This rule is set to 'Up' direction when turned on.</td>
</tr>
<tr>
<td>Notification - User Subscription Rule #1</td>
<td>Data Exchange - User (eSP Only)</td>
<td>This rule will download eSP user notification subscription information into the IEPPLUS user subscription screen for users linked between the two systems. This rule is set to 'Down' direction when turned on.*</td>
</tr>
<tr>
<td>Notification - User Subscription Rule #2</td>
<td>Data Exchange - User (eSP Only)</td>
<td>This rule will remove eSP user notification subscription information if IEPPLUS user subscription exists for users linked between the two systems.* It assumes that the 'Notification - User Subscription Rule #1' rule has already been run to copy the subscription information into IEPPLUS first. This rule is set to 'Up' direction when turned on.</td>
</tr>
</tbody>
</table>

* Notes:
‘Linking’ provides the ability to receive notifications from eSchoolPLUS in the IEPPLUS viewer, allowing the user to manage all notifications regardless of their source in IEPPLUS. Users can invoke this option via a button in the Notifications viewer.

'ManualNotificationsDataExchange.bat' is the bat file (located in the IEPPLUS Win32 folder) used to manually run notifications data integration. However, it is typically a scheduled task configured by SunGard at the time of implementation.
### DOCUMENT REVISION HISTORY

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/08/2015</td>
<td>New rule: Notification - Staff Rule without SSN</td>
</tr>
<tr>
<td>04/21/2014</td>
<td>Added reference to the new field called 'Valid Data Window' in System Setup, values column.</td>
</tr>
<tr>
<td>03/17/2014</td>
<td>Added security screen image to show the administrative check box.</td>
</tr>
<tr>
<td>05/09/2013</td>
<td>Added the reference of Meeting Attendees to the Mass Assignment of Caseload section.</td>
</tr>
<tr>
<td>05/07/2013</td>
<td>Removed incorrect reference of Enrollment and Meeting from Mass Assignment of Caseload section.</td>
</tr>
<tr>
<td>04/02/2013</td>
<td>Clarified the eSchoolPLUS Audience requiring an Application Option database setting.</td>
</tr>
<tr>
<td>03/22/2013</td>
<td>System Notifications Options updated to include eSchoolPLUS Audience information.</td>
</tr>
<tr>
<td>03/19/2013</td>
<td>Clarified the Digest Email functionality. Added a digest email screen shot example.</td>
</tr>
<tr>
<td>02/04/2013</td>
<td>Student Filters and Appendix A (Trigger and Schedule) definitions corrected.</td>
</tr>
<tr>
<td>11/30/2012</td>
<td>Initial document creation.</td>
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</table>