This quick reference guide takes you through creating a Nonpublic Services Plan through the Nonpublic Services Plan Process.

After searching for a student through the student's page (See figure 1), click on the Student's name and you'll be taken to the Students workspace in EdPlan[™].

EcPlan by PCG Education									Q				
by PCG Education										Welcome, Avery Message Board Logout			
Main Menu Students				Wizards ▶Reports ▶Admin/District Info ▶My Accou					nt 🕨	EdPlan Modu	iles 🛗		
Select a Student													
C.	Del <u>CP</u> <u>Last Elig</u>					Last IEP School Grade Name Student ID Age			<u>Age</u>	<u>Dis</u>	Case Manager		
E	08/01/2013			08/01/2013	AES	4	<u>Anna Adams</u>	BPST0510	12 Years	LD	<u>Michael Test</u>		
	(1 Students)												
Delete Selected Students													
no assigned school 💌 < Add new student to									ent to				

Figure 1

After clicking on a student's name in EdPlan, you'll see a light blue students menu appear (see Figure 2). This menu is where you will access the different modules in EdPlan. The students menu on your EdPlan site may be different from Figure 2.

EdPlan by PCG Education			Message Board Logout		
Main Menu	Students PReports	Admin/District Info	My Info	Super User	
► Personal Info → Eligibil	ty Info 🔹 🕨 Special Ed	▶ Early On → Admin	Team	Documents	History

Figure 2

Look for the Special Ed Dropdown and click on the Nonpublic Services Plan link. Keep in mind the menus on your site may be different from what you see in this quick reference guide (see Figure 3).

EdPlan _{by PCG Education}		Welcome, Stephanie	Q Message Board Logout
Main Menu Stude	nts	o My Info Super User	
► Personal Info ► Eligibility Info	▼ Special Ed → Early On → Adm	in Team Documents	History
		√ ×	Alex Test

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NON PUBLIC SERVICE PLAN QUICK REFERENCE GUIDE

Figure 3

Figure 4 shows the Nonpublic Services Plan Process Navigation page.

• A \times or \checkmark symbol may appear next to each link on this page.

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- If you see a \mathbf{X} , that indicates there are one or more errors outstanding on that page.
- If you see a ✓, that indicates there are no errors on that page (this only means that the minimum requirements have been completed. Information from other Team Members may still be missing).
- If you see a \checkmark , the page has not yet been visited or no one has yet invoked the error checks.

EdPlan by PCG Education		Welcome, Stephanie Message Board Logout
Main Me	nu Students Reports Admin/District In	Info My Info Super User
► Personal Info → El	gibility Info → Special Ed → Early On → Adn	dmin Team Documents History
Nonpublic Services Plan Pro	CEESS Image: Student, Parent & Meeting Information Information Goals and Objectives/Benchmarks Image: Services/Transportation/Other Considerations Image: Notice for Provision of Services Image: Create Draft Document	Alex Test ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
	Create Final Document	4

Figure 4

Next, let's view the Student, Parent & Meeting Information page. See Figure 5 below.



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NON PUBLIC SERVICE PLAN QUICK REFERENCE GUIDE

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Student, Parent & Meeting Information Alex Test										
		Show Section	Just Save	Save & Continue >>						
Student Information								St	udent De	emogra
	Last:	Firs	st:			Middle:		in	formatio	n is edi [.]
* Student's Name:	Test	Alex	x							
* Date of Birth:					Grade:		ly Intervention	VI	a the Pers	sonal Ir
* Nonpublic School:	-			* Resident I)istrict:	This School S	System	na	age.	
* District in which Nonpublic School is Located:					UIC:					
arent Information:										
	ent/Guar dian	Relationship		Student Lives Here		Incl	lude on HSP Tear	11	Include on Document?	
Parent Information: Delete Pare	nt/Guar dian	Relationship Both Parents		Student Lives Here			lude on IISP Tear	11		
Delete Pare	nt/Guardian					Include		n	Document?	
Delete Pare	nt/Guardian	Both Parents		Student Lives Here Student Lives Here	:	Include	e on IEP Team	n	Document?	
Delete Pare		Both Parents	E	Student Lives Here Student Lives Here		Include	e on IEP Team	n	Document?	
Delete Pare	Meeting h	Both Parents	E	Student Lives Here Student Lives Here		Include	e on IEP Team	n	Document?	
Delete Pare	Meeting I	Both Parents V Both Parents V Au	C ddÆdit Parent	Student Lives Here Student Lives Here		Include	e on IEP Team	n	Document?	
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Figure 5

Figure 6 below shows three buttons that appear at the top and bottom of each page in the Nonpublic Services Plan Process.

- Show Section, when clicked, will display that section of the IEP in a pdf format.
- Just Save will save the data on the page.

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• Save and Continue will save the data and check for any errors. If there are errors they will display on the top of the page. See Figure 7 for an example of the error check message.

Show Section	Just Save	Save & Continue >>							
Figure 6									

Each page within the Nonpublic Services Process has a set of error checks to ensure completion of a compliant Nonpublic Services Plan. Figure 7 shows an example of how the error messages will appear in the Nonpublic Services Plan Process.



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At any time a provider can create a draft document of the Nonpublic Services Plan. They simply would need to visit the Create Draft Document page in the Nonpublic Services Plan Process, and click on Create Draft (see Figure 8).

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ECATION by PCG Educa	ation				We	lcome, Stephanie	Message Boar	d Logout
M	ain Menu Stude	ents) Reports	Admin/Dist	rict Info	My Info	Super User		
Personal Info	► Eligibility Info	▶ Special Ed	▶ Early On	▶ Admin	Team	Documents	History	
Create Draft Document							Alex	Test
		Disp	lay NSP Errors					
		c	reate Draft					
	/		Figure 8					

Providers will only be able to create a Final Nonpublic Services Plan once all sections of the Nonpublic Services Plan Process have a green check indicating all compliance checking errors have been resolved.



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