

## Adding Disability Information (IEP/IFSP)

1) On the Services tab – highlight the child you wish to edit.

**TIP:** To change children that are included on Participants list, click on "Change List"

ChildPlus.net

Services Status Center Entry Express Reports Enter Report #

Search (Ctrl + F) Add Family Leonora Bonham

Participants (146) Change List

Barron, Alex	2/25/11
Bashaw, Cordelia N	5/25/11
son	3/19/11
	8/26/11
ifer	1/12/11
ilagro	1/11/11
ssa	11/25/10
i.	6/21/08
lark A.	9/11/10
Blaylock, Nathan	3/18/11
Blue, John J.	3/04/11
Boettcher, Brenda	12/16/10
<b>Bonham, Leonora</b>	<b>4/01/11</b>

Leonora Bonham Female DOB: 4/01/11 4y 5m CPID: 224131

Application Enrollment Family Services Health Immunizations Disability Education Attendance PIR

Family Members

Family Information	FamilyID	76752
Mark Bonham Primary Adult Male DOB 5/09/83 CPID 224124	More	
Leonora Bonham 4y 5m Child Female DOB 4/01/11 CPID 224131	More	

Add an Adult Add a Child

General Information

Adult or Child <sup>PIR</sup>	Child	ChildPlus ID	224131
First Name	Leonora	Birthday	4/1/11
Last Name	Bonham	Gender	Female
		Race <sup>PIR</sup>	Unspecified
		Hispanic <sup>PIR</sup>	Yes

2) Click on the Disability tab

The screenshot shows the ChildPlus.net web application interface. At the top, there is a navigation bar with tabs for Services, Status Center, Entry Express, Reports, and a search field for 'Enter Report #'. Below this is a search bar with 'Leonora Bonham' entered. A list of participants is visible on the left, with 'Bonham, Leonora' selected. The main content area displays the profile for Leonora Bonham, including her name, gender (Female), date of birth (4/01/11), age (4y 5m), and CPID (224131). A horizontal menu below the profile includes tabs for Application, Enrollment, Family Services, Health, Immunizations, Disability, and Education. The 'Disability' tab is active. Underneath, there are sub-tabs for Concerns, Diagnosis, IEP/IFSP, and Additional Info. A checkbox labeled 'An area of concern has been identified' is present. Below this, there are several form fields: 'Date Identified' with a calendar icon, 'Status' with a dropdown arrow, 'Status Date' with a calendar icon, 'Referred To' with a dropdown arrow, and 'Date Referred' with a calendar icon.

ChildPlus.net

Services Status Center Entry Express Reports Enter Report #

Search (Ctrl + F) Add Fam Leonora Bonham

Participants (146) Change List

Barron, Alex	2/25/11
Bashaw, Cordelia M	5/25/11
Beltran, Johnson	3/19/11
Bernal, Janell	8/26/11
Billings, Jennifer	1/12/11
Billingsley, Milagro	1/11/11
Birdwell, Karissa	11/25/10
Birt, Korey M.	6/21/08
Blanchard, Mark A.	9/11/10
Blaylock, Nathan	3/18/11
Blue, John J.	3/04/11
Boettcher, Brendan	12/16/10
<b>Bonham, Leonora</b>	<b>4/01/11</b>

Leonora Bonham  
Female DOB: 4/01/11 4y 5m CPID: 224131

Application Enrollment Family Services Health Immunizations **Disability** Education

Concerns Diagnosis IEP/IFSP Additional Info

An area of concern has been identified

Date Identified [Calendar Icon]

Status [Dropdown Arrow]

Status Date [Calendar Icon]

Referred To [Dropdown Arrow]

Date Referred [Calendar Icon]

3) Select the Diagnosis tab and then click on the Add Diagnosis link.

ChildPlus.net

Services Status Center Entry Express Reports Enter Report # Commun

Search (Ctrl + F) Add Fam Leonora Bonham x +

Participants (146) Change List

Barron, Alex	2/25/11
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Beltran, Johnson	3/19/11
Bernal, Janell	8/26/11
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Blue, John J.	3/04/11
Boettcher, Brendan	12/16/10
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Leonora Bonham Female DOB: 4/01/11 4y 5m CPID: 224131 Save

Application Enrollment Family Services Health Immunizations Disability Education A

Concerns **Diagnosis** IEP/IFSP Additional Info

### Diagnoses

Diagnosis	Date	Primary
No diagnosis records have been entered for this individual.		

**Add Diagnosis** Delet

This is the primary diagnosis for this individual <sup>PIR</sup>

Diagnosis Date

Diagnosis <sup>PIR</sup>

4) Select the Diagnosis type (that most closely corresponds to the “Eligibility Category” on the IEP/IFSP) from the dropdown list. *Note that the most common diagnoses are Speech/Language Impairment and Non-Categorical/Developmental Delay (DD is used when a child doesn’t have an overarching medical diagnosis but qualifies for services in more than one of the following areas: Speech/Language, Social Emotional, Fine/Gross Motor, or Adaptive.)*

5) Add the Diagnosis Date (use the start date of the IEP/IFSP).

ChildPlus.net

Services Status Center Entry Express Reports Enter Report #

Search (Ctrl + F) Add Fam Leonora Bonham x +

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Bernal, Janell 8/26/11  
Billings, Jennifer 1/12/11  
Billingsley, Milagro 1/11/11  
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Blanchard, Mark A. 9/11/10  
Blaylock, Nathan 3/18/11  
Blue, John J. 3/04/11  
Boettcher, Brendan 12/16/10  
Bonham, Leonora 4/01/11

Leonora Bonham Female DOB: 4/01/11 4y 5m CPID: 224131 Save

Application Enrollment Family Services Health Immunizations Disability Education

Concerns Diagnosis IEP/IFSP Additional Info

Diagnoses

Diagnosis	Date	Primary
		Yes

Add Diagnosis Delete

This is the primary diagnosis for this individual PEP

Diagnosis Date

Diagnosis PEP

Specific Condition

Condition Resolved

Disability Notes

Autism  
Emotional disturbance  
Health Impairment  
Intellectual disabilities  
Non-categorical/developmental delay  
Speech or language impairment

- 6) You can add additional diagnosis information if there is more than one IEP/IFSP or more than one “Eligibility Category” by following steps 4 and 5, again.
- 7) Mark the diagnosis as the Primary Diagnosis. The Primary Diagnosis is the first on listed on the report or IEP/IFSP. (If there is more than one diagnosis, mark one of them as the Primary Diagnosis by highlighting it and placing a check in the “This is the primary diagnosis for this individual” checkbox.)

ChildPlus.net

Services Status Center Entry Express Reports Enter Report # Commu

Search (Ctrl + F) Add Fam Leonora Bonham x +

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**Leonora Bonham** Female DOB: 4/01/11 4y 5m CPID: 224131 Save

Application Enrollment Family Services Health Immunizations **Disability** Education

Concerns **Diagnosis** IEP/IFSP Additional Info

Diagnoses

Diagnosis	Date	Primary
Non-categorical/developmental delay	9/30/2015	Yes

This is the primary diagnosis for this individual <sup>PIR</sup> Add Diagnosis Delete D

Diagnosis Date: 9/30/15

Diagnosis <sup>PIR</sup>: Non-categorical/developmental delay

Specific Condition:

8) Once your diagnosis information is entered, select the IEP/IFSP tab and click on Add IEP/IFSP.

ChildPlus.net

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Leonora Bonham Female DOB: 4/01/11 4y 5m CPID: 224131

Application Enrollment **Family Services** Health Immunizations Disability Education

Concerns Diagnosis **IEP/IFSP** Additional Info

**IEPs/IFSPs**

Plan Type	Date	Name	Valid Until
No IEP/IFSP records have been entered for this individual.			

**Add IEP/IFSP** Delete

IEP/IFSP Name  Which diagnoses is this IEP/IFSP associa

9) Give the IEP/IFSP a name – i.e. IEP 1 or Speech1.

10) Add the Date (Start Date) and Valid Until (End date) of the IEP/IFSP. The “Valid Until” date is **always** one year or less.

The screenshot shows the ChildPlus.net interface for a child named Leonora Bonham. The 'IEP/IFSP' tab is active. A table lists existing IEPs/IFSPs:

Plan Type	Date	Name	Valid Until
IEP	9/30/15	IEP 1	9/29/16

The form fields are:

- IEP/IFSP Name: IEP 1
- Plan Type: IEP
- Date: 9/30/15
- Valid Until: 9/29/16

A checkbox is checked:  IEP/IFSP Eligibility determined and/or signed by LEA or Part C agency

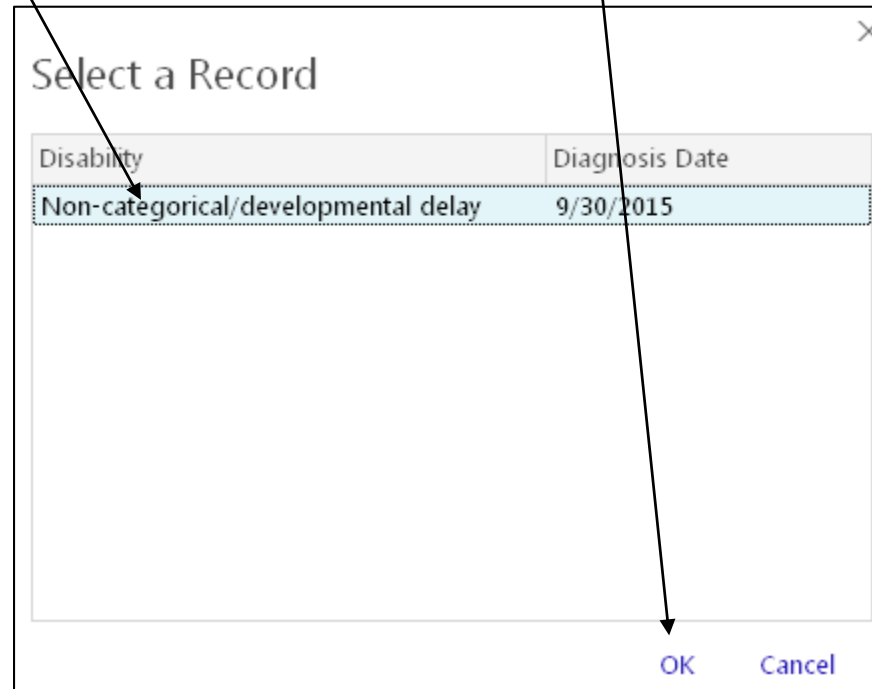
Buttons: Include Diagnosis, Remove Diagnosis

Callout boxes:

- Place a check in the "IEP/IFSP Determined and/or Signed by LEA or Part C Agency" checkbox
- Select the Plan Type (IEP/IFSP). IEP is for children 3 and over; IFSP is for children under age 3

11) **\*\*\*Important Step!** Click on Include Diagnosis. (Generally there will only be one diagnosis or disability but there can be more if the child has multiple IEP/IFSPs).

12) In the pop-up, highlight the primary diagnosis associated with the IEP and click on OK. (Without this step the IEP/IFSP will not be considered valid for reporting purposes).



13) If there is additional IEP/IFSP information, add another IEP/IFSP by repeating steps 8 through 12.



14) When done – click on *Save* at the top of the screen.

ChildPlus.net

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Leonora Bonham Female DOB: 4/01/11 4y 5m CPID: 224131

Application Enrollment Family Services Health Immunizations Disability Education

Concerns Diagnosis IEP/IFSP Additional Info

### IEPs/IFSPs

Plan Type	Date	Name	Valid Until
IEP	9/30/15	IEP 1	9/29/16

Add IEP/IFSP Delete IEP/IFS

IEP/IFSP Name: IEP 1

Plan Type: IEP

Date: 9/30/15

Valid Until: 9/29/16

Which diagnoses is this IEP/IFSP associated with?

Diagnosis	Date
Non-categorical/developmental delay	9/30/2015

Include Diagnosis Remove Diagnosis

IEP/IFSP Eligibility determined and/or signed by LEA or Part C agency