Administrative Overview
Guide

ProgressBook®
SpecialServices

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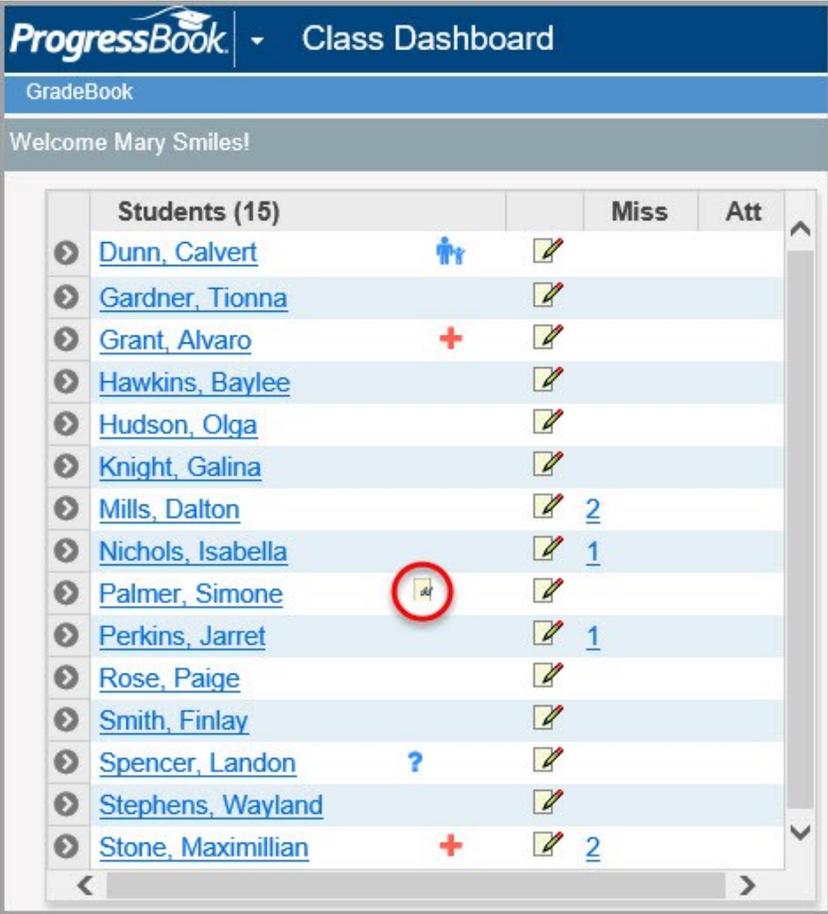
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Access & Navigation

There are three ways you can access SpecialServices: from GradeBook, from another ProgressBook application if you are already logged in, or via the CentralAdmin sign-in screen.

Access via GradeBook

On the **Class Dashboard**, in the row of the student's name, click   .

> *Note: This icon only displays for students with completed tasks in SpecialServices, and displays for 13 months after the last task was completed.*
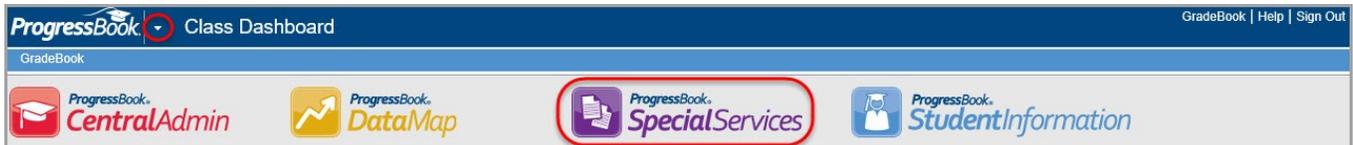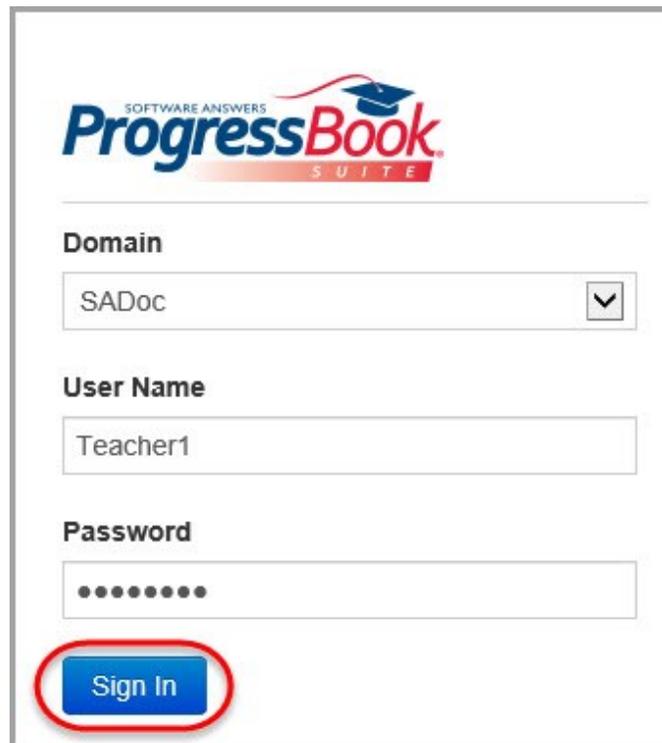
Access via Quick Launch

If you are already signed in to another ProgressBook application, you can access SpecialServices by clicking the application quick launch icon beside the ProgressBook logo in the banner. When you click SpecialServices, the application opens in a new window or tab, depending on your browser settings.
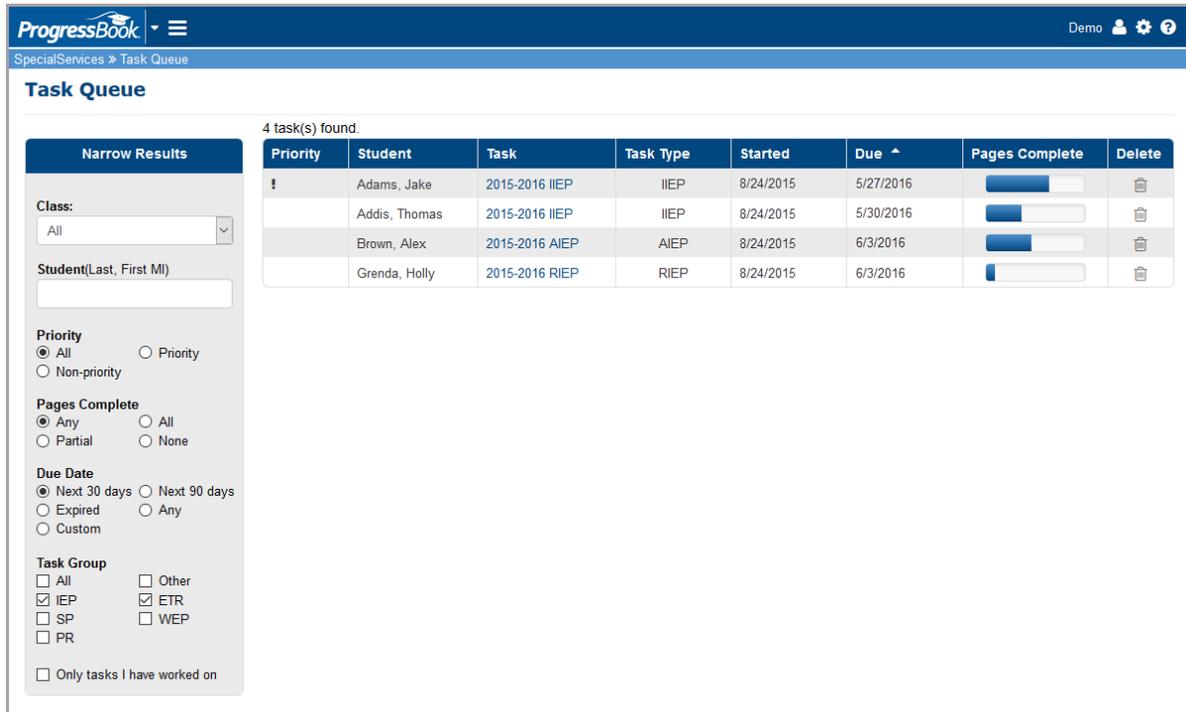

Access via CentralAdmin

If you access the application via a SpecialServices URL provided by your district, you are directed to the CentralAdmin login screen where you log in with your **Domain**, **User Name**, and **Password**.

(Access via CentralAdmin cont.)

The **Task Queue** screen displays as your default home screen.

Signing Out of SpecialServices

You should sign out of SpecialServices if you plan to leave your computer unattended for any length of time.

To sign out, click ▧ on the banner, then click **Sign Out**.


Caution: ProgressBook automatically signs you out after a certain amount of inactive time, which is set up by your system administrator, so be sure to save your form data frequently.

Special Education Process Flow

SpecialServices is designed to follow federal and state mandated time lines and procedures. To accommodate these requirements, SpecialServices uses tasks that correspond with special education events and contain required and additional forms to complete the task.

This illustration shows the special education process flow, the corresponding tasks provided by SpecialServices, and the forms associated with each task.
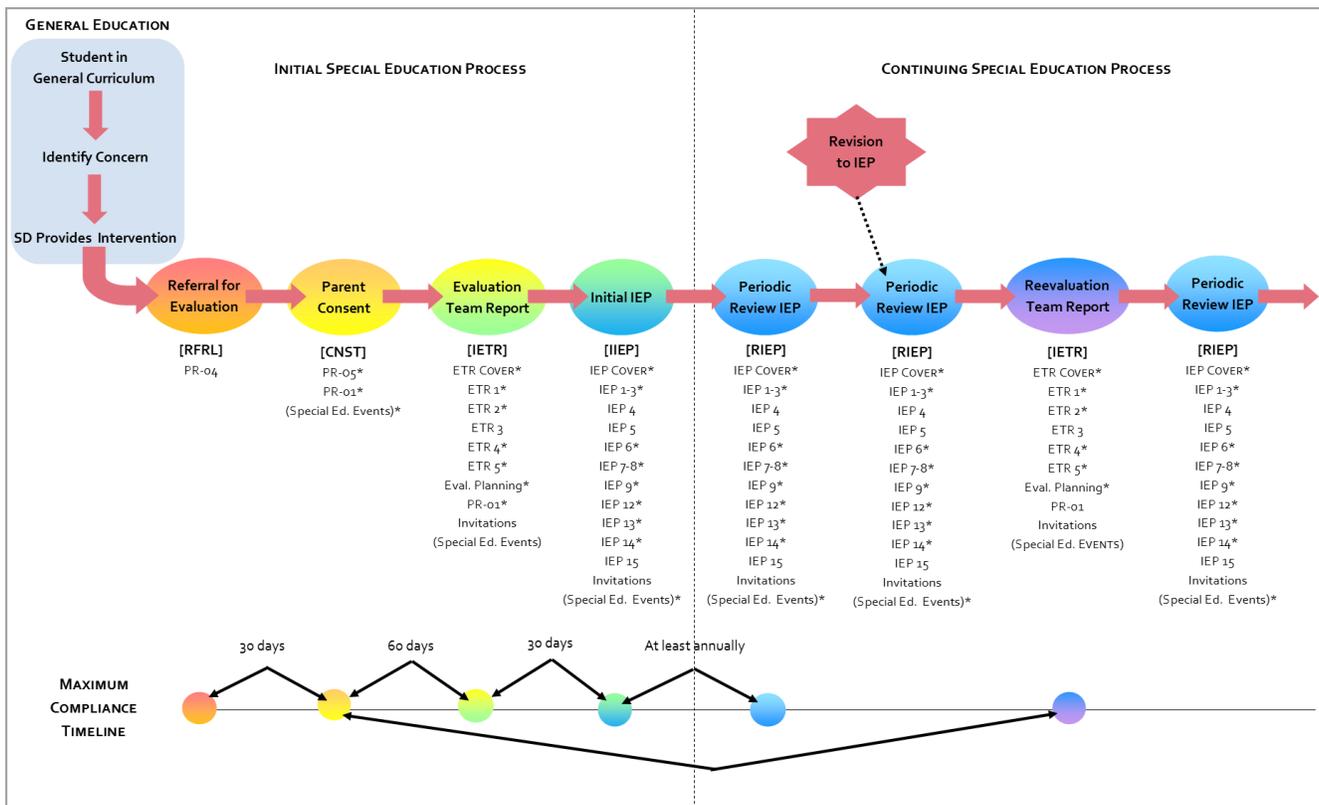
🗂 Admin Menu

The School Administrator and Master security roles let users access the five **Admin** submenu items from the main menu: **Assign Roles (GridView)**, **Assign Security Levels**, **Setup District Grade Levels**, **System Configuration**, and **Setup District Defaults**.
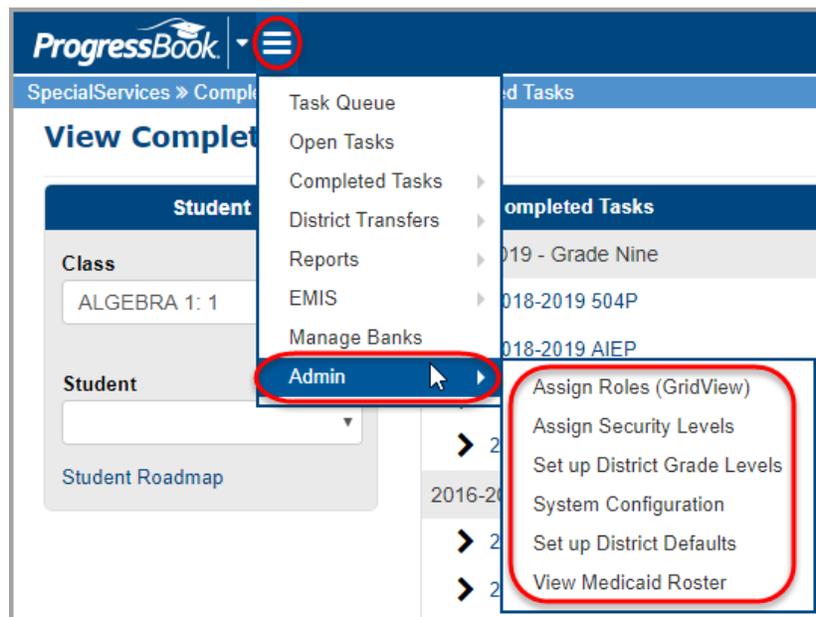
Security Levels

100 and **200**: These levels define the most restrictive access, generally assigned to general education teachers.

300: This level defines privileges that allow users to perform primary task maintenance functions, and is generally assigned to special education teachers and staff.

400: This level defines the least restrictive access, generally assigned to special education administrators.

450, 500, 600: These levels define special privileges that you can assign to users, such as Admin Form Unlock, Access EMIS, and District Transfer.

Assign Roles (GridView)

You must assign roles to define the activities to which a user has access in SpecialServices.

> *Note: In order to access SpecialServices, you must assign a role to each user. Users without a role assigned to them are unable to access any of the screens in the application.*

Assign Security Levels

All of the current security settings for every task are associated with the IIEP-Initial task type. The system does not currently recognize the privileges assigned to the other task types that appear in the **Type** drop-down list.

It is recommended that you only modify the existing roles to add the following privileges: **Delete, Delete Open Tasks**, and **Delete Finalized**.

Set up District Grade Levels

You may need to associate your district grade levels with the state grade levels to ensure the correct state grade levels are used for EMIS reporting. The district grade levels are imported into SpecialServices from StudentInformation during the nightly batch integration process.

Edit	Code		Description	Transition Yr	State Description	Delete
✎	Code	01	01	☐	Grade One	🗑
	Description:	01				
	Transition Yr:	☐				
	State Grade:	Grade One ▾				
	Save	Cancel				
✎	02		02	☐	Grade Two	🗑
✎	03		03	☐	Grade Three	🗑
✎	04		04	☐	Grade Four	🗑
✎	05		05	☐	Grade Five	🗑
✎	06		06	☐	Grade Six	🗑
✎	07		07	☐	Grade Seven	🗑
✎	08		08	☐	Grade Eight	🗑
✎	09		09	☐	Grade Nine	🗑
✎	10		10	☐	Grade Ten	🗑
✎	11		11	☐	Grade Eleven	🗑
✎	12		12	☐	Grade Twelve	🗑
✎	14		PS Pre-School	☐	Pre Kindergarten	🗑
✎	13		KG Kindergarten	☐	Kindergarten	🗑
✎	15		UG UnGraded	☐		🗑
✎	17		23 Adult Special Ed	☐		🗑
✎	18		30 Adult Ed - Graduate	☐		🗑
✎	19		31 Adult Ed - Not Graduate	☐		🗑
✎	16		GR Senior	☐		🗑
	Add New GradeLevel					

System Configuration

Here you can enable or disable **Copy Task Info**, **Banks**, and/or **Electronic Signatures**.

> **Note**: *All features are enabled by default.*

You can also select your file transfer size (max 20MB), as well as select the school year (defaults to the current school year).

	Description
☑	Enable Copy Task Info
☑	Enable Banks
☑	Enable Electronic Signatures
20 MB ▾	Max Attachment Size (MB)
2018-2019 ▾	Default School Year

Save

Set up District Defaults

You can create default progress code text that appears on IEP Progress Reports and Individual Service Plan Progress Reports. The default information you choose to display serves as a legend or key to aid teachers in selecting the progress codes required by your district.
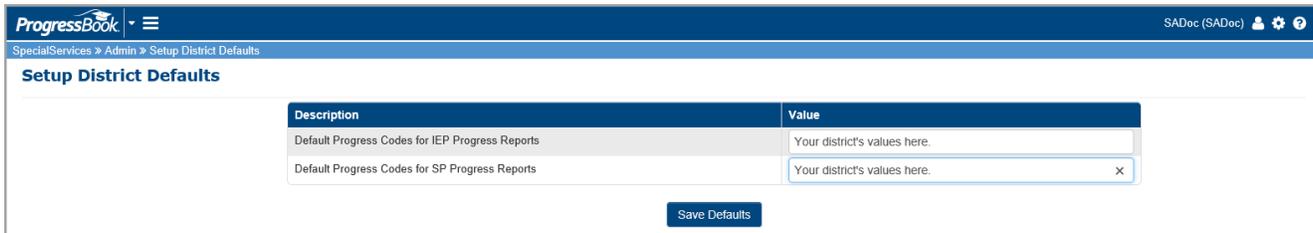
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SpecialServices » Admin » Setup District Defaults		
Setup District Defaults		

Description	Value
Default Progress Codes for IEP Progress Reports	Your district's values here.
Default Progress Codes for SP Progress Reports	Your district's values here. ✕

Save Defaults

View Medicaid Roster

For each building in your district, you can download and save a .csv file of the Medicaid Roster, which is used when collecting and reporting Medicaid eligibility information.
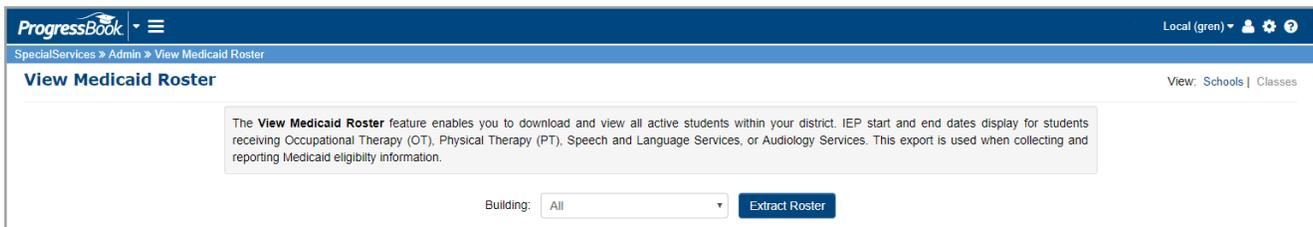
ProgressBook ▾ ☰		Local (gren) ▾ 👤 ⚙ ❓
SpecialServices » Admin » View Medicaid Roster		
View Medicaid Roster		View: Schools	Classes

The **View Medicaid Roster** feature enables you to download and view all active students within your district. IEP start and end dates display for students receiving Occupational Therapy (OT), Physical Therapy (PT), Speech and Language Services, or Audiology Services. This export is used when collecting and reporting Medicaid eligibility information.

Building: All ▾   Extract Roster