

## **How To Search For A Child Who Might Exist On MICIS**

1. Go to the Child Search screen
2. Click on the Statewide SUI Search radio button
3. Make sure the ISD, District, and School fields do not contain specific values. [All] or [Select] are appropriate.
4. Enter the values in the last name, first name, birth date, and Gender fields. If you do not know one of these values, for example the birth date, then change your search to a Partial Info Search. With the partial search, you will not get a closeness score.
5. Enter any of the five fields on the next line that you have:
  - a. Birth City
  - b. Date of First DTP immunization
  - c. Birth Order
  - d. Social Security Number
  - e. Middle Initial
6. Click on the Search button (or just press the Enter key)
7. Examine the results.
8. If no records are on file, then you can enter the child as desired, by pressing the NEW button.
9. If records are present, examine each record to determine if this is truly the same child. If so, then use that record for entry. You may need to review the information in “How to Gain Entry Access to a Child Attending Another District”.
10. If you find what you wanted to know but don't want to do any entry, make sure you are using MICIS in a professional manner.

## **How To Enter A New Student**

1. Search to make sure this child is not already in the MICIS database. See “How To Search For A Child Who Exists On MICIS”. Determine that the student is NOT in the MICIS database.
2. Click on the NEW button on the Child Search screen.
3. Note that whatever fields you did entry for in the Search screen carry over to this screen.
4. Enter the data in the required fields, those with RED screen field names.
  - a. Last Name
  - b. First Name
  - c. Birth Date
  - d. Gender
  - e. Resident ISD and District and Resident Begin Date.
  - f. Primary Attending ISD and District and Attending Begin Date.
5. Enter any other information you have.
6. Click the SAVE button

7. Note that you now have access to all the screen buttons and drop down data entry screens. The next process you will probably do is to enter a new referral. See “How To Enter A New Referral”.
8. Note that a MI-CIS ID# has been assigned. Note that there is a Last Modified message that shows a few seconds ago, done by YOU!
9. Go to another screen, and see the top part. Note that the Attending Primary District has been assigned.

### **How To Enter A New Referral**

1. Enter a new student record if one does not exist. See “How To Enter A New Student”.
2. Note that if you do not keep track of referrals, then you can enter a new student at the time an IEP is done. Instead of doing this “Enter a New Referral” task, go to the “Enter a New IEP” task.
3. Click on the Special Ed entry screen button.
  - a. If you choose an entry screen on the Recent Child list or from the Child search screen, make sure to click on the radio button next to the record you want to examine.
4. Designate the Contact Person. Usually this is you. Find your name in the drop down list.
5. For STATUS, choose “Referral in Process”. Enter the Begin Date as the Referral Date.
6. There is a blue band labeled “Referral”. Click on the Arrow at the left of the bar. Enter the Referral Source, if available. This is a free text field.
7. Enter the Referral Agency, if available. This is the agency associated with the Referral Source. If you enter this, then you have to put the Referral Date back in.
8. There is another section labeled “Additional Dates”. Open it up. If you have the Consent to Evaluate date, then enter it in the Consent Eval date field. This is the date that the parent signs the consent form.
9. Calculate the 30 Day timeline date, according to YOUR school schedule and enter it in the 30-Day Due date field.
10. Be aware of the Time Extension expansion tab. Use this to record your reason for extending the 30 Day timeline date, and to put in the new Extension date. You will use this later; but don’t expect to be late!.
11. You can enter Grade, Primary Setting and School type if you know it.
12. Click the SAVE button.

### **How To Enter A New IEP Plan Record**

1. Click on the Plans entry screen button or the Plans item in the drop down list.
2. For a new IEP, the screen should say No Plans Defined. Otherwise it will list all the previously entered IEPs and IFSPs.
3. Click on the NEW button on the PLAN screen.

4. Choose whether this is for Special Ed (IEP) or for Early On (IFSP). The screen defaults to IEP.
5. Choose the plan type from the drop down list.
  - a. The first IEP is the “Initial Eligibility IEP”. It triggers both a 12 month (Next IEP) and a 36 month (Next Eval IEP) repeat cycle.
  - b. The Review/Revise has no evaluation and only triggers a 12 month repeat cycle.
  - c. The Reevaluation and Additional/Change IEPs both trigger a 12 month AND a 36 month cycle.
6. Enter the date the IEP was held
7. Click to indicate if the child was found Eligible or Ineligible. Eligible changes or keeps an ACTIVE status. Ineligible changes a Referral Status to Ineligible and an ACTIVE status to Inactive.
8. For the INITIAL IEP, you can enter a primary disability on this screen. Due to a slight bug, you should not CHANGE or ADD disabilities here after the Initial IEP. Instead, use the Disabilities screen from the dropdown list.
9. Enter any free-text comments about the IEP.
10. Click the SAVE button.
11. If this is the first IEP, then note that the screen jumps to the Programs / Services screen, where you can enter the programs and services that are listed on the IEP.
  - a. Only one program or service can be Primary
  - b. Click a radio button to indicate Program or Service, and this changes the drop down list. Choose an item from the drop down
  - c. Enter the begin date. Leave the end date blank
  - d. Choose the setting code, if desired. This does not have an impact currently.
  - e. Indicate the Hours Per Week. The Hours Per Week for PROGRAMS carries forward to the FTE calculation on the Special Ed screen and in the Worksheet B report.
  - f. By selecting a program or service, the dropdown Personnel list will populate with providers assigned to this student’s district and having the appropriate credentials.
  - g. Enter any comments desired.
  - h. Click the SAVE button.
  - i. You can add as many programs or services as needed. Click the Cancel button to return to the Plans List screen.
12. If this is not the first IEP, and there are existing open programs or services, the Continuation screen will appear.
  - a. In the first section, you can keep the End Date on the old programs and services, or change it to a more accurate date. The default date is one day prior to the current IEP date.
  - b. In the second section, you can indicate whether a similar service is to start up with this IEP. Change the Provider or Hours per week, as indicated by the IEP.
  - c. Click Save

- d. You can Add as many other programs and services as desired, by going to the Programs and Services screen.
13. If you are not familiar with them, check out the following screens to see the entries made:
  - a. Programs / Services
  - b. ISD / District / School History
  - c. Status History
  - d. Disabilities
14. Also view the change to the Special Ed screen, especially the Hours and FTE section, if you entered a Program with positive hours per week.
  - a. On the Special Ed screen, make sure the Grade, Primary Setting, and School Type dropdowns are filled in.

Reports that contain the student’s record at this point.\*\*

15. Active Student Services
16. Next IEP Due List.

## **How To Enter A New Program Or Service Record**

1. Click on the Prg/Serv entry screen button or the Programs/Service item in the drop down list.
2. Click on the NEW button on the Programs and Services screen.
3. Choose whether this is a Special Education Program or Service. This will affect the program / service codes you can see. The screen defaults to Early On, so you will have to change it.
4. Use the code drop down to choose the program or service. Do this BEFORE you attempt to choose a provider. It is better NOT to use the arrow keys to scroll through this list, because every time you move to a new item, the default list of potential personnel changes. So, just click on the drop down arrow and pick the one you want. If you do not make a choice here, then the Personnel list below will be empty.
5. Check the PRIMARY box if this is going to be the Primary Program or Service. If you check this box on another program or service, the check mark here will be blanked out. The way you know which record is primary is to look for the service with an “\*” in the description. on the Programs / Services screen list.
6. Enter the Begin date. This will probably be the date of the IEP.
7. Leave the Ending date blank.
8. Enter the setting, if you know it. This is an optional field. . Note the settings shown in the list are age and eligibility specific.
9. Enter the hours per week that this program or service will be provided in the hrs/week field. For programs and for some service 270, this value is used in the FTE calculation on the Special Ed screen.
10. Select the ‘Provided in’ ISD/District/School. The list of selections will be the primary attending and any secondary attending. Usually there is just one selection.

11. Use the Personnel Name drop down list to choose a provider. The list you can see includes only the personnel with an assignment that matches the program or service selected and that is for a district that YOU have entry permissions for. If the provider you want is NOT in the list, then
  - a. Click on the Personnel Quick Search button next to the drop down list. Use the four fields on the pop up screen to identify who you are looking for, then click the Search button. Click the radio button next to the person, then click on the Select button and the name will be entered into the Programs / Services screen.
12. Enter any free text comments desired.
13. Click the SAVE button.
14. You can add additional records or click the Cancel button to go back where you came from.

Reports that contain the student's record\*\*

15. Active Services list, provided the IEP entry is completed.

## **How To Enter A New Provider**

1. Choose the Administration item on the MICIS main menu.
2. Choose the Local MI-CIS Codes on the MICIS menu
3. Choose the Personnel item in the right hand column, in blue letters.
4. Do a search for the provider, using last name and first name. The provider may be on the system but is not assigned to one of your districts. If you find the provider, you can go to the Assignment screen and add your district. See the section below on adding Assignments.
5. Click on the New button on the Personnel Search screen.
6. Enter the required fields
  - a. Name
  - b. Other stuff
7. Enter any other fields that you have data for.
8. Click the Save button.
9. Now you have to do a new search to find the just-entered record. Take the ISD and District out of the search fields.
10. Once you find the record, then click on the radio button at the left hand side.
11. Click on the Assignments button.
12. Click on the NEW button for as many assignments as are necessary. Assignments are the programs or positions or districts that the provider is assigned to.
13. Enter the stuff you need to for assignments.
14. Click the SAVE button for each new record.
15. Click on the Employment button.
16. Click on the NEW button for as many employment records as are necessary. Employment is certification, hire date, and termination date. Enter a new one when the provider moves elsewhere.
17. Enter the stuff you need to.

18. Click the SAVE button for each new record.

Reports that contain the student’s record\*\*

- 19. Personnel Inventory
- 20. Personnel Detail list.

### **How to Gain Entry Access to a Child Attending Another District (Pending Primary function)**

1. Find the student in the MICIS database. See “How To Search For A Child Who Exists On MICIS”
2. Since the child is Primary Attending a different district, you will have an ACCESS RESTRICTED message, and there should be a contact name in blue letters. Click on the blue name to get a phone number and e-mail for the person in the other district. You can email the contact person by clicking on the small envelope next to the person’s email address. You can optionally make a contact to let them know the student is now in your district.
3. Click on the Pending Primary button on the Child Search screen. Read the directions to understand the process and to acknowledge you want to move ahead. A screen of information needs to be filled out and saved. Enter the ISD, District and School where the child will be attending, and the Resident Begin Date. This does three things
  - a. You are empowered to do data entry on the child record as a Pending Primary district. The former district remains as the Primary Attending District.
  - b. MICIS opens up a Special Ed screen where you can do entries for the services you be offering, and leaves the former district with its own Special Ed page to work on.
  - c. MICIS sends an e-mail to the former district telling them what has happened and asking them to confirm that the child has left their district.
4. The former district may or may not do anything. In either case, there is a thirty day clock ticking, if the child is still active in the former district. If they are not MICIS users, they will likely do nothing, and their record will automatically close and the child will be exited from their district after 30 days. If they are MICIS users, they should make the appropriate updates to the record and exit the child on their own. Whichever way the child is exited, you become the Primary Attending District and the former district becomes a former attending district.
5. If the child was already exited by the former district then there is no thirty day clock ticking. You will immediately become the primary attending district for the child.

## **HOW to Re-Enroll an Inactive Child Who Exited Your District Earlier**

1. This is not the same as Pending Primary, where the child is active in another district. This is a child who is not active in another district.
2. Choose the ISD / District / School screen option from the "Go To" drop-down list of screens.
3. If the child is inactive, there only be BLACK Primary Attending type options; there will not be a BLUE option.
4. At the top right side of the screen is a button "Set Primary". Press the button, and do the entry, then save the screen.

## **How to EXIT an Existing Active Child from Special Education**

1. The easiest way is to enter an EXIT IEP, and click on the INELIGIBLE button. The screens will guide you to enter an EXIT REASON and date, and to end all programs and services.
2. The second way is through the Special Education entry screen
  - a. Change the STATUS field to EXIT and change the STATUS DATE field to the exit date.
  - b. Choose the Exit Reason from the drop down list
3. Click the SAVE button. The child's programs and services records will automatically be ended as well.

Reports that contain the student's record\*\*

4. Closed Services List
5. Exited child list, under construction

\*\* ON the matter of reports that contain the student record, the One Child Detail can always be examined to see what data has been entered on the student. The current version has an Early On emphasis. The Special Ed version is under construction.