

TN Pulse- Special Education Quick Reference Guide

Logging In

1. Open your web browser (Internet Explorer, Firefox, Chrome, etc.). Type the following web address for Single-Sign-On
https://tnpulse.pcgeducation.com/ea/syiep.plx?op=openid_connect_login&OpenID_Set=1
2. When clicking the link, the user will be redirected to the TN Department of Education login. Enter your email address and click **Next** to enter your password or **Pick an Account** if there are multiple accounts available.
3. Enter your password.
 - Please change your password on your first login.
 - Remember that passwords are case sensitive!
4. Click **Sign In**

Main Menu & Message Center

- The Message Center can be used by your district and Public Consulting Group to post messages and add information regarding updates or scheduled site maintenance.
- The Resource Library at the bottom of the page has school district and PCG reference materials that you can download.
- Due to HIPAA requirements, please use the Zen Desk when *needing* to exchange confidential information. **DO NOT use email to send us student level information.**

Searching for a Student

1. From the Main Menu, click the **Students** tab.
2. Either search for a specific student by entering their Last Name, Student ID or other information and click **View My Caseload**.
 - The student's name will not appear on your caseload unless you have been added as IEP Team Member for that student. To add yourself to a student's IEP Team, follow the **Team/Parents Tab** instructions below.
3. Choose the specific student by clicking on their blue hyperlink name. *From here the menu tab will change!*

STUDENT INFO TAB

Team/Parents

1. After selecting a student, click the **Student Info** tab dropdown in the light blue student menu. Click **Team/Parents**.

2. In the **Team** section, select the domain (special education, section 504, ILP or ILP-D) and use the dropdown menu to select the **Case Manager**
3. Select **IEP Team** to add more individuals to the student's IEP team

Restraint and Isolation

1. Choose **Restraint or Isolation** from the table. Click save. A message will display asking if you would like to proceed with your decision. Click **yes** or **no**.
2. To create a new incident, complete the table; including *incident type, incident school, time and date range*. Click **Continue**
3. Complete the required information about the restraint or isolation
4. Select a **Certification Type** for each staff member involved with the restraint or isolation incident.
5. Add **Antecedents and Student Demeanor** by writing a narrative in the text box.
6. Review the incident, make edits if needed, create a draft and final document.

Preschool

The Preschool and EC Transition (TEIDS) information is found on the Additional Pages tab. From the main menu bar, select **Student Info** then **Preschool**

1. Select the **Transition** page on the Early Childhood tab. Enter the Developmental Information. Select **Save and Continue** button.
2. On the Early Childhood Outcomes page, the top section, TEIS ECO Data is entrance data and the bottom section, LEA ECO Data is exit data.
3. Document progress for LEA ECO Exit Reasons 1, 2, and 3 in appropriate text boxes.
4. Click **Save**
5. On the Early Childhood tab select the **Preschool LRE** page.
6. Select **Enter ED Environment Data**.
7. Is the child attending a regular Preschool program?
8. If yes, select the number of LEA hours and parent-provided hours the child receives per week
9. Select the Location of Services (school).
10. Enter the name of parent provided regular preschool program. Determine where the child receives the majority of special education and/or related services.
11. Select **Save and Continue**

ELIGIBILITY PROCESS

Fill out the following tabs to complete the Eligibility Process for the specific student. Answer the questions to begin the correct eligibility process. If **No** is selected in the dropdown, there are no further questions. Click **Save** then **Start Initial Eligibility** to begin the eligibility process.

Referral and Request for Initial Consent

1. Verify student information
2. Add the **referral date, person referring the student,** and the **suspected primary disability.**
*Note: If the **Date of Referral** for the **Referral Event** was selected on the previous pop-up window, that date will automatically populate below. The parent names, primary language, and contact number will auto-populate with data from the Team page. The Primary Language of the student will pull from the Personal Info page.*
3. Select **Confirm Event**
4. Create the draft or final **Consent Letter** by adding **Reasons for** and **Areas/Procedures for Assessment** fields and click **Create Draft Consent Letter** or **Create Final Consent Letter.**
5. Select how parent will sign the consent form. Click **Create Final**

Timeline Extension

1. The section is only needed for submitting a request for an extension. Click the **Timeline Extension** tile in the Eligibility section under the **Special Education** tab.
2. After completing all required fields, the assessment/certifying specialist will upload a signed copy of the Parent Agreement via the Upload(ed) Signed Copy of Parent Agreement section at the bottom of page. Click **Create Draft.**

Eligibility Determination

1. Click on the **Eligibility Determination** tile in the Eligibility section under the **Special Education Menu.**
2. Click **Yes** or **No** indicating if the student had a lack of instruction in reading or math.
3. Provide any educationally relevant medical findings that may impact the student's educational experience in the text box provided. Include the vision and hearing screening results along with the appropriate dates. Click **Save.**
4. The **Eligibility Meeting and Team** section's purpose is to **Create Draft and Create Final** pages, allowing you to note the date of the meeting as well as attendees. Enter the meeting date and select the document options by checking the boxes next to the desired option(s). Select

Create Draft Eligibility Report or **Create Final Eligibility Report.**

IEP PROCESS

Fill out the following tabs to complete the IEP Process for the specific student. Navigate through the individual tiles by clicking the green arrow in the page bar, or selecting the ??

IEP Overview

1. Select the **Meeting Purpose** from the dropdown menu within the IEP Information section
2. Select the **IEP Meeting Date.** *Note: The IEP Begin Date and IEP End Date will autofill after the IEP Meeting Date has been selected*
3. Select **Case Manager** from the dropdown menu within the IEP Team section
4. Select **IEP Team** to search for other team members who need to be included on the students' IEP team
5. Create Additional Documents (**Invitation to Meeting** or **Prior Written Notice**). *Note: Dates will populate after creating a final version of the document*

Current Information and Special Factors

1. Enter details regarding a students' current performance, parent concerns, and adverse impacts of the disability of a student.
2. Include current and relevant medical information to be considered in a student's educational programming. If applicable, upload students; **Medical Information Documentation**
3. Select **yes** or **no** for questions 1 – 8 under **Consideration of Special Factors for IEP Development**
 - a. If you select 'Yes' you may be asked to answer sub-questions.

Postsecondary Transition Plan

1. This page is for students that will be 14 during the current IEP period, optional for younger students if appropriate.
2. Add Assessment under **Postsecondary Transition Assessments**
3. Add **Measurable Postsecondary Goals**
4. Add **Course of Study**
5. Select the Start and End date, and add descriptions for the **Transition Service for Current IEP**
6. Select **yes** or **no** for the IEP Meeting Attendance

PLAAFP and MAG

1. Select the **Areas of Need** from the list provided.
2. Add assessments, present levels, and goals for each area of need selected.

Goal Progress Monitoring

To set up and log goals, select the PLAAFP and MAG tile on the IEP Process page.

1. Select **Add Goal** under the **Area of Need** section. Add the Goal Statement, Anticipated Start Date, and Complete By Date. Once completed, the Progress Measurement Method is where you will add the goals and objectives for progress monitoring.
2. In the 'Progress Measurement Method' section, you will need to add any data sources that will be used to progress monitor this goal. You may choose a Progress Monitoring Data Source from the dropdown menu.
3. add the score type from the dropdown menu, target score, and target date
4. If you have short-term objectives, select the 'Add Objectives and Benchmarks' button below the Progress Measurement Methods Section.
5. The annual goal will populate to use as reference. From there, type the objective in the text box provided. Add the start date. The Complete By date will auto-fill from the date selected when completing the goal.
6. Under the 'Special Education Services' or 'Related Services' tab, select 'Add Special Education Services' to enter the details for a specific service
7. Once services are added, select the link icon to the right of the designated service. This button allows users to associate goals and objectives with the selected service

Statewide Assessment

Select **yes** or **no** if the student will be taking the general education assessment

1. If **yes**, click **save** and move forward in the IEP process
2. If **no**, complete the Alternate Assessment Eligibility Determination Worksheet
3. Documentation will print on the IEP Document

Supplementary Aids, Services, and LRE

1. Add **Assistive Technology** if applicable
2. Add **Program Modifications**
3. Select the appropriate button to add Special Education Services, Related Services, and Transportation to the IEP
4. Update **Service Dates**
5. Pick the appropriate **Service Type** from the dropdown menu. Choose the **Number of Sessions, Session Length, Start and End Date, Provider, and Location**.
6. Fill in text for LRE. The LRE will calculate automatically.

Extended School Year

1. Indicate the IEP Team's determination of student eligibility for Extended School Year
2. If ESY services are required, complete the questions provided

Create Draft and Create Final

1. IEP Dates will automatically populate
2. Select the appropriate IEP Team Members
3. Fill out any necessary remaining information.
4. Click **Display All IEP Errors**
5. Select **Create Draft**
 - A Draft document with no system errors must be completed before Final document can be created.
 - All Drafts will print with a **Proposed** watermark on each page except for the signature page. Drafts are saved in TN Pulse for 30 days.
6. Once an error free draft is created, a final can be created through the **Create Final** link. Final documents remain in the system permanently. Contact district administrators for deletion request

WIZARDS

IEP Goal Progress Monitoring Wizard

1. To log progress for the goals previously set-up in the IEP process, select **Wizards** in the main menu
2. Click **IEP Progress Monitoring Wizard**
3. Choose **Check All** to select all students or check the boxes next to the appropriate student(s). Select **Continue**.
4. Select **Log Scores** to begin adding data points for the designated goal.
5. If notes are necessary, please include them in the **Comments** section next to the score box. These comments can be included on the IEP Goal Progress Monitoring Document.
6. Click **Submit** when complete.

Logging Out

**Always Log Out and Exit the Browser **

1. Click the **Log Out** tab on the menu bar.
2. After you log out, close your browser.
 - Click on **File** in the upper left hand corner of your screen and then choose *Exit*.
 - Mac users - Click the in upper left hand corner of screen.
 - PC users - Click 'X' in upper right hand corner of screen.

Note: If you do not log out and close your browser, anyone can access information in TN Pulse or record information under your log-in name.