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Nova Scotia Student Information System



Nova Scotia Public Education System

# Year End Process in TIENET

User Guide

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## 1 OVERVIEW

In **TIENET** (as well as **PowerSchool**), the current year ends in July and the new year begins in August. There are certain processes that need to be done by the end of a school year to complete the current school year and to prepare for the next. The processes are as follows.

## 2 STUDENT PROFILE INFORMATION

**Diagnosis/Disorders Information** – needs to be as accurate and up-to-date as possible. Once the school year is completed in June, the **NS DEECD** can use this information to gather data around students and their needs. As per the reminder in TIENET, **Student's confidential record contains diagnostic information to support the following diagnose(s)/disorder(s) as diagnosed by an appropriate professional:** recorded diagnosis(es) and disorders must be dated and have documentation to support the diagnosis. This supporting documentation can be attached as **Confidential Information** in TIENET. (See TIENET userguide **Student Diagnosis Information and Services Data in TIENET** for more detailed information.)

Diagnosis/Disorders Information	
Student's confidential record contains diagnostic information to support the following diagnose(s)/disorder(s) as diagnosed by an appropriate professional:	
Diagnosis	Date of Diagnosis
<input type="checkbox"/> Attention Deficit Hyperactivity Disorder	
<input type="checkbox"/> Autism Spectrum Disorder (ASD), including Autism, Aspergers Disorder, and PDDNOS*	
<input type="checkbox"/> Intellectual Disabilities	
<input type="checkbox"/> Learning Disabilities	
<input type="checkbox"/> Mental Health Disorder	
<input checked="" type="checkbox"/> Physical Disabilities/Health Impairments	4/1/2008
<input type="checkbox"/> Sensory Impairments/Vision-Hearing	
<input type="checkbox"/> Speech Impairments/Communication Disorders	
<input checked="" type="checkbox"/> Other Diagnosis(es): Cerebral Palsy	3/2/2008
<input type="checkbox"/> Other Diagnosis(es):	
<input type="checkbox"/> Other Diagnosis(es):	
<input type="checkbox"/> Other Diagnosis(es):	
<input type="checkbox"/> Other Diagnosis(es):	

\* Pervasive Developmental Disorder Not Otherwise Specified

**Services Data** – should also be as current and as up to date as possible, and complete by the end of the current school year. **All services** (with accompanying information), outside of regular classroom programming should be listed for the student as **Services Data Management** entries. This includes items like support from **APSEA, Assistive Tech, Autism, Behaviour, EAL, External Agency, HomeBound Tutoring, Learning Centre, Nursing, Resource, School Psych, Speech Language, Student Support, Education Assistant/Teacher Assistant Support** and any **Other** (services not included on the list). **In most RCEs, specialists manage their own data and schools have access to the most recent entries.**

**All Services Data entries set to “Receiving Service, Parent/Guardian Advised/Consented” will automatically Discontinue during the year-end process. If the service status is set to “Referred/Waiting for Service” it will remain in that status in the upcoming school year, until changed by the service provider. See your TIENET Lead for more information about which services automatically discontinue.**

This Services Data information will automatically populate and complete the Direct and Indirect Services report that the EECD requires at the end of the school year from each RCE/CSAP. To make this data accurate, it is important to remember that if a student has received direct support for a service at **anytime** throughout the school year, then keep the **Service Type** listed as **Direct** regardless if the service has also been indirect. As a reminder, the EECD's definitions of direct and indirect support are noted within **Services Type** as...

**Direct service** - professional working face to face with student

**Indirect service** - professional consultation, not face to face with student

(Also see TIENET user guide **Student Diagnosis Information and Services Data in TIENET** for more detailed information.)

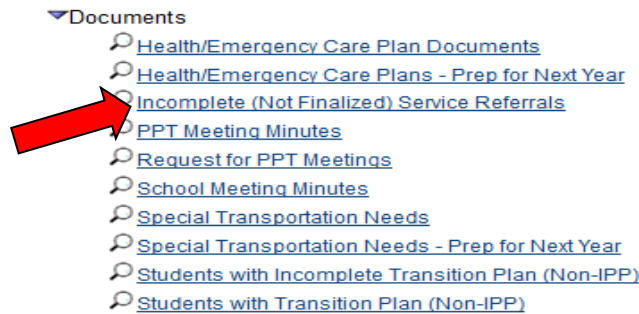
Services Data Management	
Service Name	Autism Specialist Services
Service Type	Direct <input type="button" value="v"/> Direct service - professional working face to face with student Indirect service - professional consultation, not face to face with student
Service Referral Date	04/01/2013 <input type="button" value="calendar"/>
Service Status	(none) <input type="button" value="v"/>
Status Effective Date	04/04/2013 <input type="button" value="calendar"/>
Status of Report/Recommendations	Filed in TIENET <input type="button" value="v"/>
Service Notes	TIENET Testing

## Student Documents

**Completing Documents (Adaptations, IPPs, Transition Plans (for students not on an IPP), etc.)** – as per EECD policies, these plans must be completed, reviewed and updated throughout the school year with dates indicating when the review takes place as well as comments for updates on progress and review results.

**Status of Documents** – many student documents will be auto-finalised during the year end process (except for Referral for Services, IPP High School Work Placement Record, SchoolsPlus documents, any documents created for the upcoming school year, etc.). Upon completion of the current school year, documents will be archived, always available for viewing in subsequent years.

**Finalizing Referral for Services Documents - Referral for Services** documents are not automatically finalized at the end of the year by the TIENET system (upon automatic finalization, service data would be created that may be inaccurate or not intended for a particular student such as a **Referral for Service** document was created but all fields are blank). Please complete the following steps for finalizing or deleting (if blank) a **Referral for Services** document:



1. At the top of the TIENET homepage click **Reporting**.
2. Select **Standard Reports**.
3. Under **Documents**, click **Incomplete (Not Finalized) Service Referrals**.
4. A list will be generated of students who have **Referral for Services** still documents in **Draft**.
5. Take one of the following actions:
  - **Finalize** the document if it is complete (this will create new **Service Data**).
  - **Delete** the document if it is blank.

**Documents for Next Year** – the upcoming school year is now available in TIENET and there are some documents that can be created now for next year. Some schools may want to start **IPPs**, **Special Transportation Needs Plans**, **Transition Plans**, **Health/Emergency Care Plans**, **Personal Care Plans**, **Student Meeting Minutes**, or attach **Additional Programming Info** or **Confidential Info** for the next school year. To create something for next year, choose the correct document from the TIENET drop-down menu, then a **Setup** box or **Advanced** will appear for those documents that can be created for next year (see below). Choose the correct year from the drop-down list **For Year:** and add a **Comment** to label the plan and click **New**.

The screenshot shows a dialog box titled 'New Health/Emergency Care Plan Form Setup'. It contains the following fields and options:

- Document:** Draft: Health/Emergency Care Plan Form
- For Year:** 2020-21 (dropdown menu)
- Comment:** 2019-20, 2018-19, 2017-18 (dropdown menu)
- Include which sections?:** ☒ Health/Emergency Care Plan Form
- Additional Setup Options:** ☐ Copy information from another (previous) document
- Buttons:** New, Cancel

In some documents, there is also the option to copy some parts of an existing document to the new one for next year – click **Copy information from another (previous) document** if desired and the screen below will appear. Click on the **Document to copy from**, then **Accept**.

Copy Information From Other Document

Document to copy to

Health/Emergency Care Plan Form (Draft) for

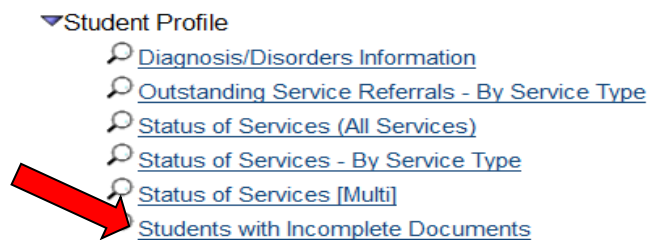
Document to copy from

Document Type	Year/Status	Creation Date	Last Modification Date
<input checked="" type="radio"/> Health/Emergency Care Plan Form	2019-20 DRAFT	03/21/2019 Thu, 01:06 PM	03/21/2019 Thu, 01:19 PM

Accept

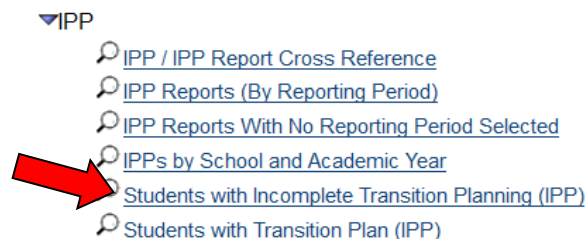
Cancel

**Cleaning Up Data** – blank student documents or extra documents need to be completed or deleted. TIENET **Students with Incomplete Documents** report in **Reporting, Standard, Student Profile** can help determine if these exist and/or which these are. (IPPs are incomplete when Principal signature box is not checked on signatures page and Adaptations are incomplete when the “Actual Date of Review” section is empty).



**TIENET Reporting (Standard)** – other TIENET Standard Reports may help with the year-end processes. By hovering your mouse over the report link, a description of the report and what it lists is given.

The **IPP** section of Standard reports gives information on student IPPs in many different ways. The report called **Students with Incomplete Transition Planning (IPP)** may help.



**TIENET Reports (Advanced)** – for TIENET Leads, School Admin, EECD, and RCE/CSAP staff to use following the year-end processes to provide certain specific information from TIENET about the school year as a whole either provincially, regionally or by school.

