



## Updating Service Provider Details

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Version 2.0 • Updated February 23, 2008

Provider information must be entered to create accurate caseload reports. This job aid covers completing open tasks and updating service provider details.

After adding students to your caseload and designating yourself as Case Manager (where applicable) on your Encore Homepage, add yourself as the provider of services. (Updating service provider information differs from adding students to a caseload. For information on setting up a caseload, see the *Setting up Your Caseload and Assigning Yourself as Case Manager* job aid).

This Job Aid contains three sections:

- Section One: Completing 'Open' tasks when the IEP event is locked
- Section Two: Updating service provider details, adding yourself as the new provider for services and printing a report
- Section Three: Correcting tasks (IEP components and details)

## Section One – Completing Open Tasks

Provider information should be entered upon locking an event by completing blue tasks. If this has not been done use the 'open' link under Tasks to complete entering original provider details. Then use the IEP link to navigate to the component details section to complete current provider details. (See section two)

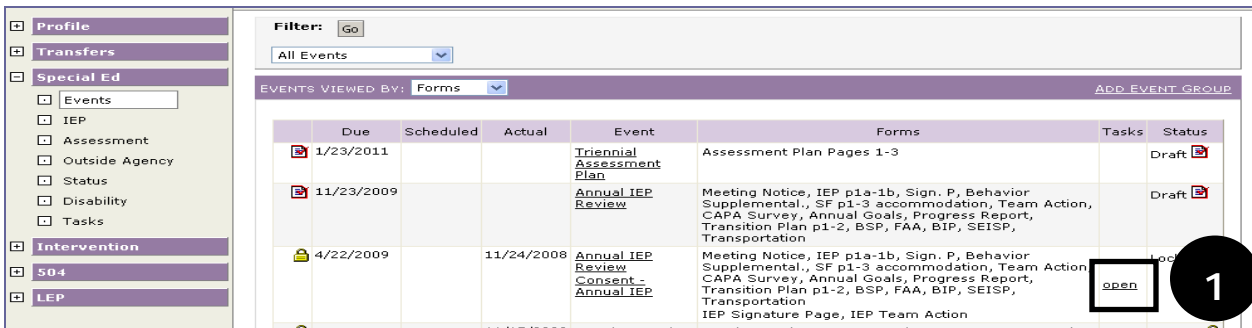
The biggest concern reported by providers is that sometimes students do not show up on reports after entering updated information.

Most of these issues can be corrected by following this section of the job aid.

Many errors can be prevented by creating and locking events in the correct order according to the *Event Map Handbook*. It is very important to follow the *Event Map Handbook* and complete all 'tasks' when locking events in Encore.

Follow the steps below to complete 'open' tasks.

- Log on to Encore and open the student's Events page.
- Verify tasks are complete on the current, most recently locked event.
- Complete the following steps if there are 'open' tasks.



The screenshot shows the Encore system interface. On the left is a navigation menu with categories like Profile, Transfers, Special Ed, and Intervention. The main area displays a table of events. The table has columns for Due, Scheduled, Actual, Event, Forms, Tasks, and Status. The most recent event (due 11/23/2009) has an 'open' link in the 'Tasks' column, which is highlighted with a red box and a circled '1'.

Due	Scheduled	Actual	Event	Forms	Tasks	Status
1/23/2011			Triennial Assessment Plan	Assessment Plan Pages 1-3		Draft
11/23/2009			Annual IEP Review	Meeting Notice, IEP p1a-1b, Sign. P, Behavior Supplemental, SF p1-3 accommodation, Team Action, CAPA Survey, Annual Goals, Progress Report, Transition Plan p1-2, BSP, FAA, BIP, SEISP, Transportation	<a href="#">open</a>	Draft
4/22/2009		11/24/2008	Annual IEP Review - Consent - Annual IEP	Meeting Notice, IEP p1a-1b, Sign. P, Behavior Supplemental, SF p1-3 accommodation, Team Action, CAPA Survey, Annual Goals, Progress Report, Transition Plan p1-2, BSP, FAA, BIP, SEISP, Transportation		Loc

1. Click on the 'open' link, to complete tasks in the current, most recently, locked event.

(Note: if you don't see the 'open' link, tasks are complete. Please proceed to Section Two.)

TASKS			
Actual	Event	Task	
2008	Annual IEP Review Consent - Annual IEP	<a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component</a> - The 'Provider Type #1' is a required field. <a href="#">IEP Component Detail</a> - The 'Provider' is a required field. <a href="#">IEP Component Detail</a> - The 'Provider' is a required field. <a href="#">IEP Component Detail</a> - The 'Provider' is a required field. <a href="#">IEP Component Detail</a> - The 'Provider' is a required field. <a href="#">IEP Component Detail</a> - The 'Provider' is a required field. <a href="#">IEP Component Detail</a> - The 'Provider' is a required field. <a href="#">IEP Component Detail</a> - The 'Provider' is a required field. <a href="#">IEP Component Detail</a> - The 'Provider' is a required field. <a href="#">IEP Component Detail</a> - The 'Provider' is a required field.	

2. The 'TASKS' screen appears.

In order to complete these, you will need the following information:

- The name of the school (from IEP Page 1.)
- Services and environments (from IEP Page 1.)
- Service provider names (from the Signature page).

Each service on IEP Page 1 has may have several tasks associated with it. Tasks are associated with each environment in which the service is provided.

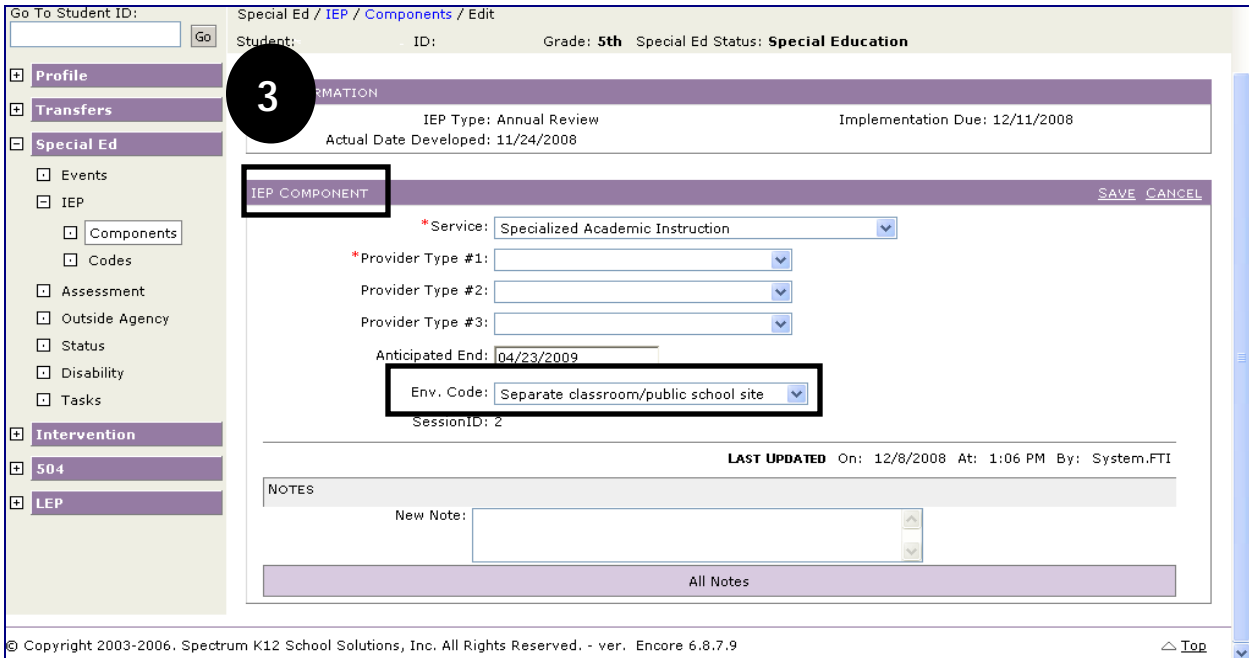
Complete tasks in order. When all tasks are complete, proceed to (Section Two) on the following page.

The next pages contain screen shots and descriptions of tasks to complete.

There are two types of tasks to complete:

3. IEP Component: The IEP Component describes the service, provider type and the environment in which the service is provided.  
IEP Components must be completed in order for the provider name to show on reports.

Make sure the correct Environment 'Env. Code' is filled in, matching IEP page 1.



Go To Student ID:  Go

Special Ed / IEP / Components / Edit

Student: ID: Grade: **5th** Special Ed Status: **Special Education**

**3**

IEP INFORMATION

IEP Type: Annual Review Implementation Due: 12/11/2008

Actual Date Developed: 11/24/2008

**IEP COMPONENT** SAVE CANCEL

\*Service: Specialized Academic Instruction

\*Provider Type #1: [empty]

Provider Type #2: [empty]

Provider Type #3: [empty]

Anticipated End: 04/23/2009

Env. Code: Separate classroom/public school site

SessionID: 2

LAST UPDATED On: 12/8/2008 At: 1:06 PM By: System.FTI

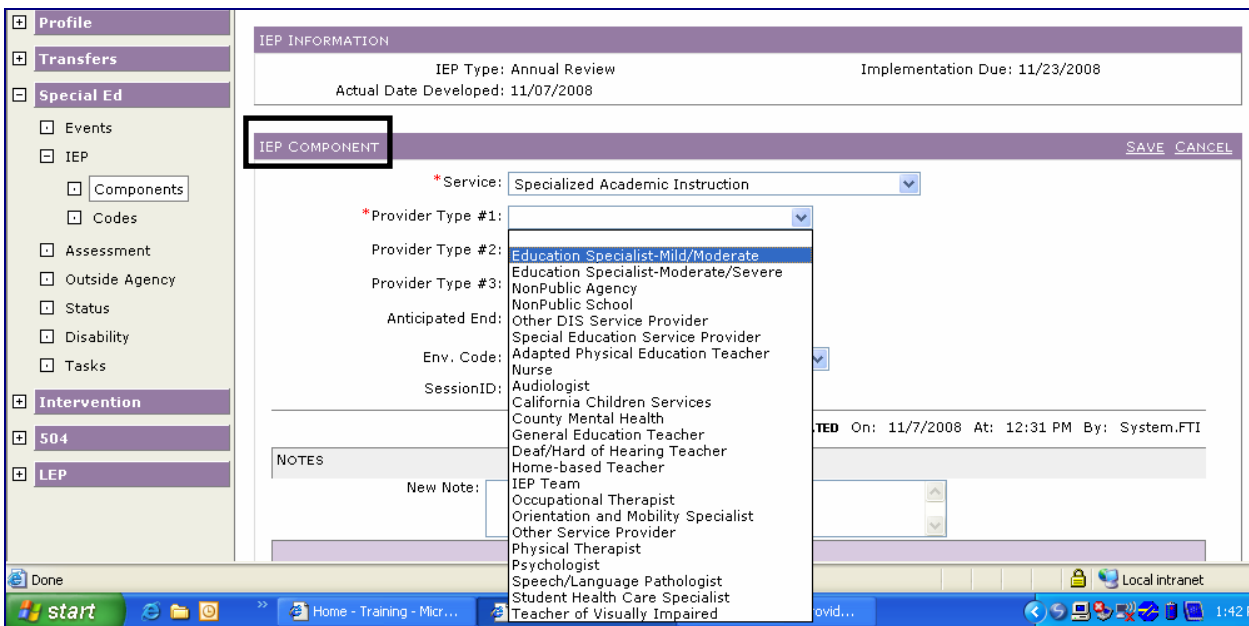
NOTES

New Note: [text area]

All Notes

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Select correct 'Provider Type', provider type should match service.



Profile

Transfers

Special Ed

Events

IEP

Components

Codes

Assessment

Outside Agency

Status

Disability

Tasks

Intervention

504

LEP

IEP INFORMATION

IEP Type: Annual Review Implementation Due: 11/23/2008

Actual Date Developed: 11/07/2008

**IEP COMPONENT** SAVE CANCEL

\*Service: Specialized Academic Instruction

\*Provider Type #1: [empty]

Provider Type #2: Education Specialist-Mild/Moderate

Provider Type #3: Education Specialist-Moderate/Severe

Anticipated End: [empty]

Env. Code: Separate classroom/public school site

SessionID: [empty]

NOTES

New Note: [text area]

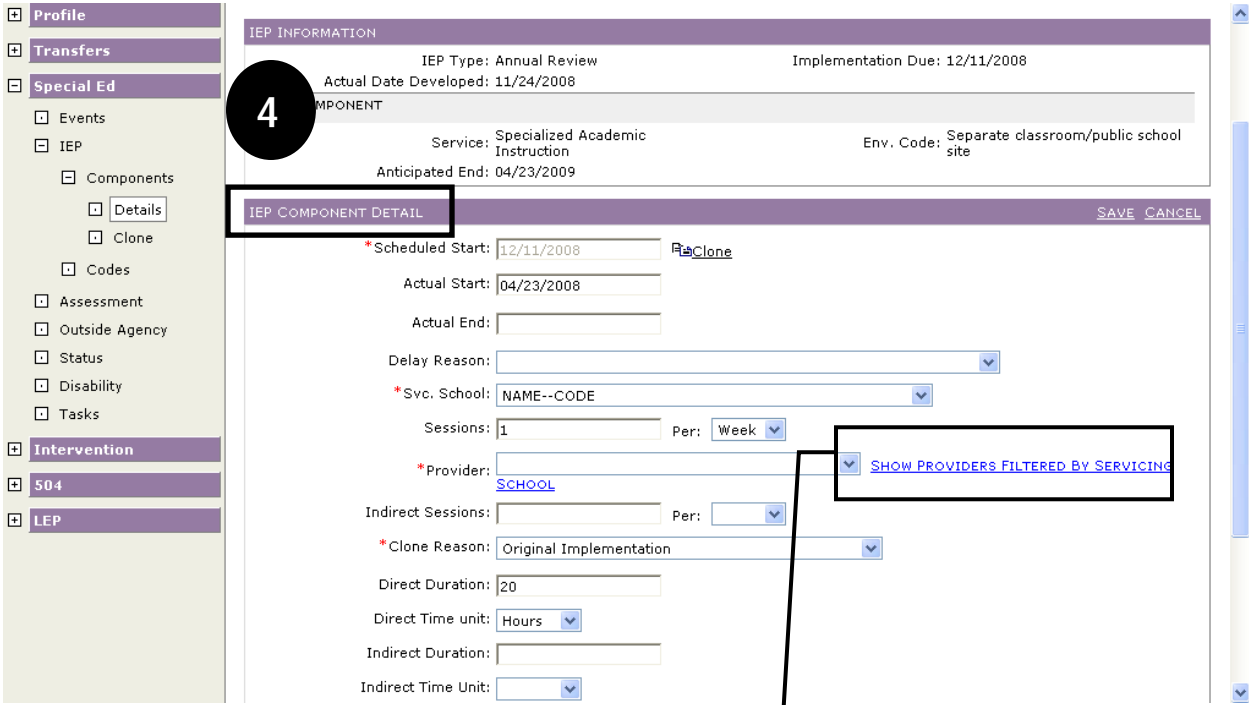
LAST UPDATED On: 11/7/2008 At: 12:31 PM By: System.FTI

Done

start Home - Training - Micr... Local intranet 1:42

4. IEP Component Detail The IEP Component Detail information comes from IEP page 1 and describes service dates, the service school, specific provider, service time and duration. 'Sessions' is always '1'.

Select student's 'Svs School' and original 'Provider' when the IEP was implemented.

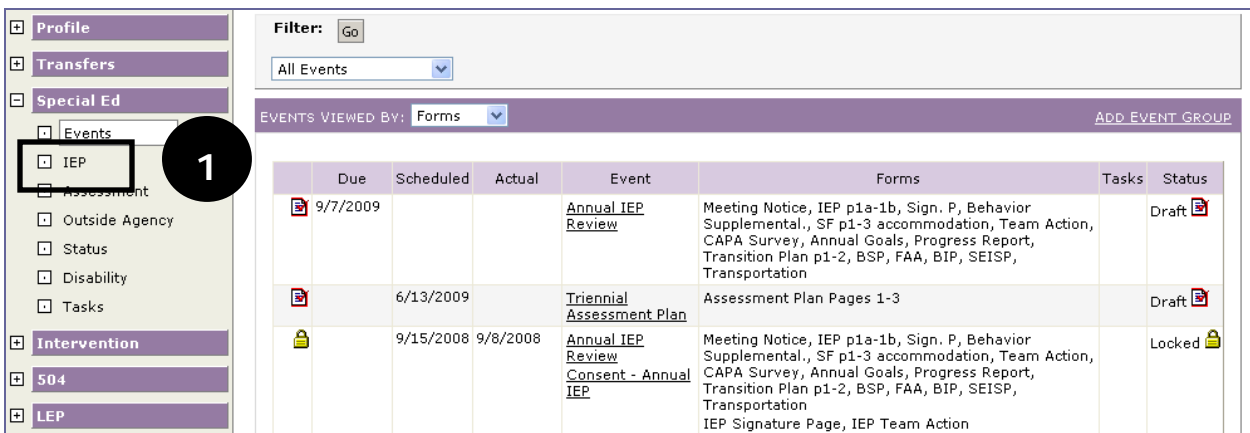


If the name does not show in Provider click on Show Provider Filtered By Service or Show All Providers. If the name is still not on the list call Encore Support.

## Section Two – Updating Provider Service Details

When you begin providing services for a student who was previously receiving services from another provider, you must assign yourself as the new provider. (At the beginning of a new school year, you may have to add yourself as the provider for your entire caseload when at a new site.) This process is similar to adding yourself as a provider when completing tasks after locking the IEP. However, you must 'clone' the service before adding your provider information to the student record. Cloning a service creates a historical record of the previous provider.

*Follow the steps below to update Service Provider IEP Component Details and add yourself as the new provider for services.*



The screenshot shows a web application interface for IEP management. On the left is a sidebar menu with categories: Profile, Transfers, Special Ed, Intervention, 504, and LEP. Under 'Special Ed', there is a sub-menu with 'Events', 'IEP', 'Assessment', 'Outside Agency', 'Status', 'Disability', and 'Tasks'. The 'IEP' link is highlighted with a black box and a circled '1'. The main content area shows a table of events with columns: Due, Scheduled, Actual, Event, Forms, Tasks, and Status. The table contains three rows of data.

Due	Scheduled	Actual	Event	Forms	Tasks	Status
9/7/2009			<a href="#">Annual IEP Review</a>	Meeting Notice, IEP p1a-1b, Sign. P, Behavior Supplemental., SF p1-3 accommodation, Team Action, CAPA Survey, Annual Goals, Progress Report, Transition Plan p1-2, BSP, FAA, BIP, SEISP, Transportation		Draft
	6/13/2009		<a href="#">Triennial Assessment Plan</a>	Assessment Plan Pages 1-3		Draft
	9/15/2008	9/8/2008	<a href="#">Annual IEP Review</a> <a href="#">Consent - Annual IEP</a>	Meeting Notice, IEP p1a-1b, Sign. P, Behavior Supplemental., SF p1-3 accommodation, Team Action, CAPA Survey, Annual Goals, Progress Report, Transition Plan p1-2, BSP, FAA, BIP, SEISP, Transportation IEP Signature Page, IEP Team Action		Locked

1. Click on the '[IEP](#)' link to open the IEP screen.

Type	LRE	Program	Actual Date Developed	Latest Date to Implement	Complete	Components	Codes	Clone	Delete
Annual Review	Specialized Academic Instruction		10/29/2008	11/19/2008	Complete	Components		Clone	Delete
Annual Review			2/10/2005	3/3/2005	Complete	Components		Clone	Delete
Initial IEP			2/3/2004	2/13/2004	Complete	Components	Codes	Clone	Delete

2. Identify the current, most recent event by the Actual Date Developed and click on Components.

Service	Env Code	Anticipated End	SessionID	Delivery Mode	Complete	Details	Delete	Clone
Language and Speech Related Services	Separate classroom/public school site	10/14/2008	1		Complete	Details	X	Clone
Specialized Academic Instruction	General ed classroom/public school site	10/14/2009	2		Complete	Details	X	Clone
Specialized Academic Instruction	Separate classroom/public school site	10/14/2008	1		Complete	Details	X	Clone
Student Learning Center	Separate classroom/public school site	1/30/2009	1		Complete	Details	X	Clone

3. Click on Details of your service.

(Note: Service lines should match IEP page 1. Depending on the services and environments selected, an identical service may appear more than once. Each service will have a different environment.)

IEP INFORMATION

IEP Type: Annual Review      Implementation Due: 11/19/2008  
Actual Date Developed: 10/29/2008

IEP COMPONENT

Service: Specialized Academic Instruction      Env. Code: Separate classroom/public school site  
Anticipated End: 10/29/2009

IEP COMPONENT DETAIL

Lat Start	Act Start	Act End	Session	per	Dir Duration	Provider	Complete	Delete
11/19/2008	10/29/2008		1	Week	25	Train40, Train	Complete	X

4. Click on Provider name.

The IEP Component Detail for the previous provider appears.

(Make a note of Sessions 'Per' and 'Direct Time Unit' in order to add this information in the next step.)

IEP INFORMATION

IEP Type: Annual Review      Implementation Due: 11/19/2008  
Actual Date Developed: 10/29/2008

IEP COMPONENT

Service: Specialized Academic Instruction      Env. Code: Separate classroom/public school site  
Anticipated End: 10/29/2009

IEP COMPONENT DETAIL

\* Scheduled Start: 11/19/2008 [Clone](#)

Actual Start:

Actual End:

Delay Reason:

\* Svc. School: School No. 3870--0031A

Sessions: 1      Per: Week

\* Provider: Train40, Train      [SHOW PROVIDERS FILTERED BY SERVICING SCHOOL](#)

Indirect Sessions:       Per:

\* Clone Reason: Original Implementation

Direct Duration: 25

Direct Time unit: Hours

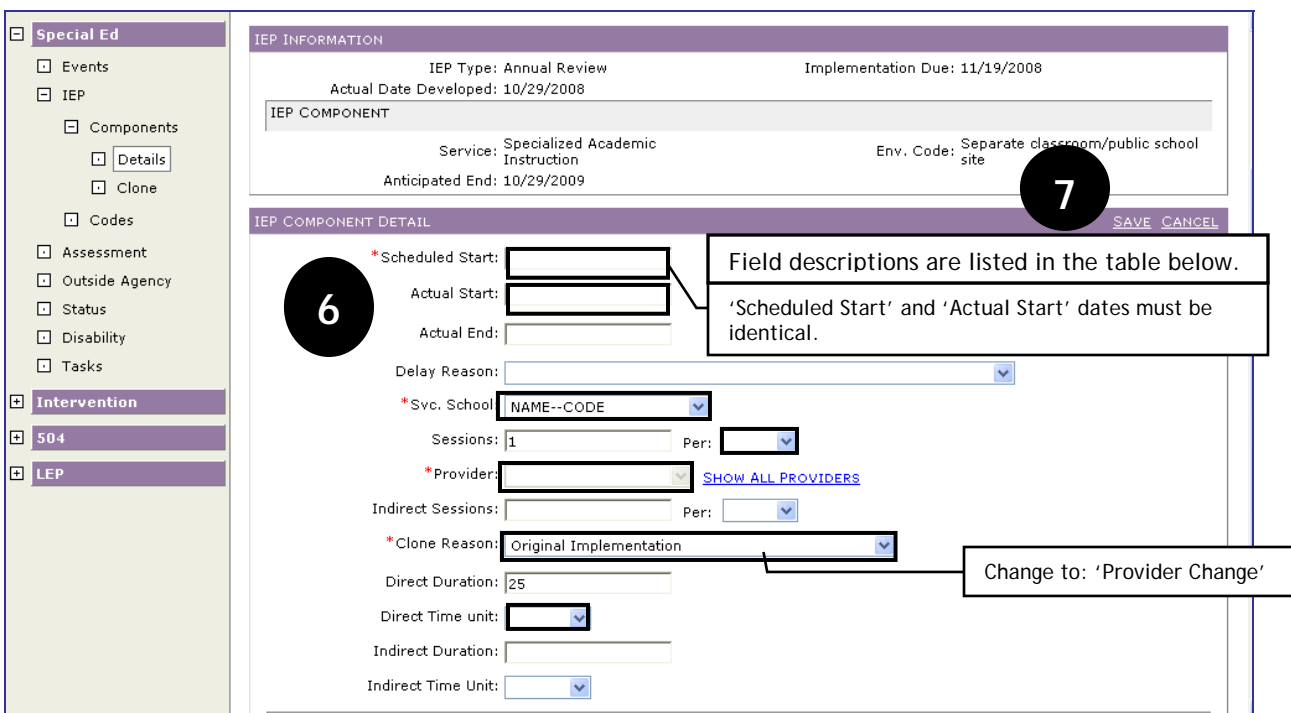
Indirect Duration:

Indirect Time Unit:

LAST UPDATED On: 11/3/2008 At: 1:42 PM By: 108520

5. Click on Clone

(IMPORTANT: clicking the 'Clone' link creates a historical record of providers.)



**6** \*Scheduled Start:   
 Actual Start:   
 Actual End:   
 Delay Reason:   
 \*Svc. School:   
 Sessions:  Per:   
 \*Provider:  [SHOW ALL PROVIDERS](#)  
 Indirect Sessions:  Per:   
 \*Clone Reason:   
 Direct Duration:   
 Direct Time unit:   
 Indirect Duration:   
 Indirect Time Unit:

**7** Env. Code: Separate classroom/public school site

Field descriptions are listed in the table below.  
 'Scheduled Start' and 'Actual Start' dates must be identical.

Change to: 'Provider Change'

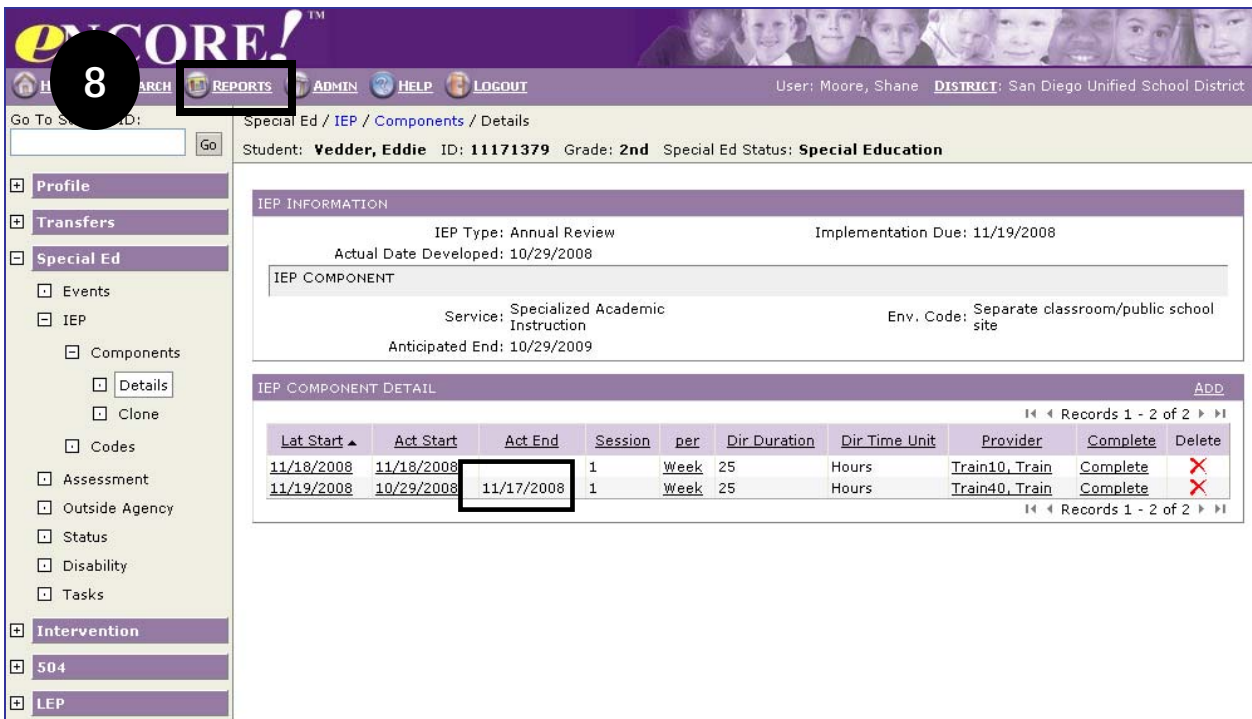
6. Complete the fields (boxes) outlined in bold. (For additional information, refer to the table below)

### Field Descriptions

1. Scheduled Start	Enter the date you begin providing services for the student. i.e. when the student started on your caseload. Dates must be identical. (The 'Actual start' date creates the end date for the previous provider.)
2. Actual Start	
3. Svc School	Select name of servicing school
4. Sessions:	'1' (keep sessions at '1')
5. Per:	Select Week, Month or Year (should match page 1.)
6. Provider	Select name of provider from list (If the name does not show in <u>Provider</u> , click on <u>Show Provider Filtered By Service</u> or <u>Show All Providers</u> . If the name is still not on the list call Encore Support.
7. Clone Reason	Select Provider Change
8. Direct Time Unit	Select Hour or Minutes (must match IEP page 1)
9. Indirect Sessions	Blank
10. Indirect Duration	Blank

7. After completing the fields (boxes) outlined in bold click on Save.

The 'IEP Component Detail' screen appears. In the example below, a new component appears and the previous assigned provider has an 'Actual (service) End' date.



Repeat steps 1 - 7 to add yourself as provider of service for each student on your caseload.

After adding yourself as provider to the students on your caseload, print an 'IEP Caseload Provider Report'. Compare the list of students to your 'Caseload' report from your homepage. Both lists should contain the same student names.

*Follow the steps below to print an IEP Case Load by Provider report.*

8. From the Encore links in the Encore toolbar, click on Reports.
9. Click on 'IEP', then IEP Case Load by Provider.
10. Enter the name of the school and your name from the provider list.
11. Click on Preview.  
If you serve students at more than one school, create a report for each school.
12. Print the report.

For detailed information on creating report - IEP Case Load by Provider see:  
[http://www.sandi.net/encore/readandlearn/jobaids/Encore\\_ReportJobAidIEPCaseload.pdf](http://www.sandi.net/encore/readandlearn/jobaids/Encore_ReportJobAidIEPCaseload.pdf)

## Section Three – Correcting Tasks - Components and Details

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The biggest concern reported by providers is that sometimes students do not show up on reports after entering updated information.

Q: "My students do not appear on reports."

A: Most of these issues can be corrected by following (Section One) of this job aid (Completing Open Tasks)

Many errors can be prevented by creating and locking events in the correct order according to the *Event Map Handbook*. It is very important to follow the *Event Map Handbook* and complete all 'tasks' when locking events in Encore.

A: Section Three looks at fixing tasks in following ways.

- Fixing Service IEP Components
- Fixing IEP Component Details
- Fixing 'No Records to Display'
- Removing 'Extra' Service Lines in the IEP Component

*Follow the steps below to update tasks (IEP components and details)*

### FIXING SERVICE IEP COMPONENTS

- Profile
- Transfers
- Special Ed
  - Events
  - IEP
    - Components
    - Codes
  - Assessment
  - Outside Agency
  - Status
  - Disability
  - Tasks
- Intervention
- 504
- LEP

IEP INFORMATION

IEP Type: Annual Review      Implementation Due: 11/23/2008  
Actual Date Developed: 11/07/2008

IEP COMPONENT ADD

Service ▲	Env Code	Anticipated End	SessionID	Delivery Mode	Complete	Details	Delete	Clone
<a href="#">Health Nursing Services</a>			1		Complete	<a href="#">Details</a>	<a href="#">X</a>	<a href="#">Clone</a>
<a href="#">Language and Speech Related Services</a>			1		Complete	<a href="#">Details</a>	<a href="#">X</a>	<a href="#">Clone</a>
<a href="#">Occupational Therapy (Duplicated)</a>			1		Complete	<a href="#">Details</a>	<a href="#">X</a>	<a href="#">Clone</a>
<a href="#">Specialized Academic Instruction</a>	General ed classroom/public school site	11/7/2009	1		Incomplete	<a href="#">Details</a>	<a href="#">X</a>	<a href="#">Clone</a>

Records 1 - 4 of 4

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1. Verify whether the service is 'Complete' or 'Incomplete'.
2. Click on the service that is 'Incomplete'.

Go To Student ID:  Go Special Ed / IEP / Components / Edit

Student: ID: Grade: **5th** Special Ed Status: **Special Education**

**Profile**

**Transfers**

**Special Ed**

- Events
- IEP
  - Components
  - Codes
- Assessment
- Outside Agency
- Status
- Disability
- Tasks

**Intervention**

**504**

**LEP**

**IEP INFORMATION**

IEP Type: Annual Review Implementation Due: 12/11/2008  
Actual Date Developed: 11/24/2008

**IEP COMPONENT** SAVE CANCEL

\*Service: Specialized Academic Instruction

\*Provider Type #1:

Provider Type #2:

Provider Type #3:

Anticipated End: 04/23/2009

Env. Code: Separate classroom/public school site

SessionID: 2

**3**

LAST UPDATED On: 12/8/2008 At: 1:06 PM By: System.FTI

**NOTES**

New Note:

All Notes

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3. Make sure the correct Environment 'Env. Code' is filled in; it should match IEP page 1

**Profile**

**Transfers**

**Special Ed**

- Events
- IEP
  - Components
  - Codes
- Assessment
- Outside Agency
- Status
- Disability
- Tasks

**Intervention**

**504**

**LEP**

**IEP INFORMATION**

IEP Type: Annual Review Implementation Due: 11/23/2008  
Actual Date Developed: 11/07/2008

**IEP COMPONENT** SAVE CANCEL

\*Service: Specialized Academic Instruction

\*Provider Type #1:

Provider Type #2: Education Specialist-Mild/Moderate

Provider Type #3: Education Specialist-Moderate/Severe

Anticipated End: NonPublic Agency

Env. Code: NonPublic School

SessionID: Other DIS Service Provider

Special Education Service Provider

Adapted Physical Education Teacher

Nurse

Audiologist

California Children Services

County Mental Health

General Education Teacher

Deaf/Hard of Hearing Teacher

Home-based Teacher

IEP Team

Occupational Therapist

Orientation and Mobility Specialist

Other Service Provider

Physical Therapist

Psychologist

Speech/Language Pathologist

Student Health Care Specialist

Teacher of Visually Impaired

**4**

**5**

LAST UPDATED On: 11/7/2008 At: 12:31 PM By: System.FTI

**NOTES**

New Note:

Done

start Home - Training - Micr... Local intranet 1:42

4. Select the Provider Type #1 for the professional who provides that service. (IMPORTANT: The Provider Type must match the service)

5. Click on the SAVE link.

FIXING IEP COMPONENT DETAILS

- Profile
- Transfers
- Special Ed
  - Events
  - IEP
    - Components
    - Codes
  - Assessment
  - Outside Agency
  - Status
  - Disability
  - Tasks
- Intervention
- 504
- LEP

IEP INFORMATION

IEP Type: Annual Review      Implementation Due: 11/23/2008  
Actual Date Developed: 11/07/2008

IEP COMPONENT ADD

Service	Env Code	Anticipated End	SessionID	Delivery Mode	Complete	Details	Delete	Clone
<a href="#">Health Nursing Services</a>			1			<a href="#">Details</a>	<a href="#">X</a>	<a href="#">Clone</a>
<a href="#">Language and Speech Related Services</a>			1			<a href="#">Details</a>	<a href="#">X</a>	<a href="#">Clone</a>
<a href="#">Occupational Therapy (Duplicated)</a>			1			<a href="#">Details</a>	<a href="#">X</a>	<a href="#">Clone</a>
<a href="#">Specialized Academic Instruction</a>	General ed classroom/public school site	11/7/2009	1		Complete	<a href="#">Details</a>	<a href="#">X</a>	<a href="#">Clone</a>

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1. Click on the service Details link for the service you are updating.

A summary of details appears.

IEP COMPONENT DETAIL Records 1

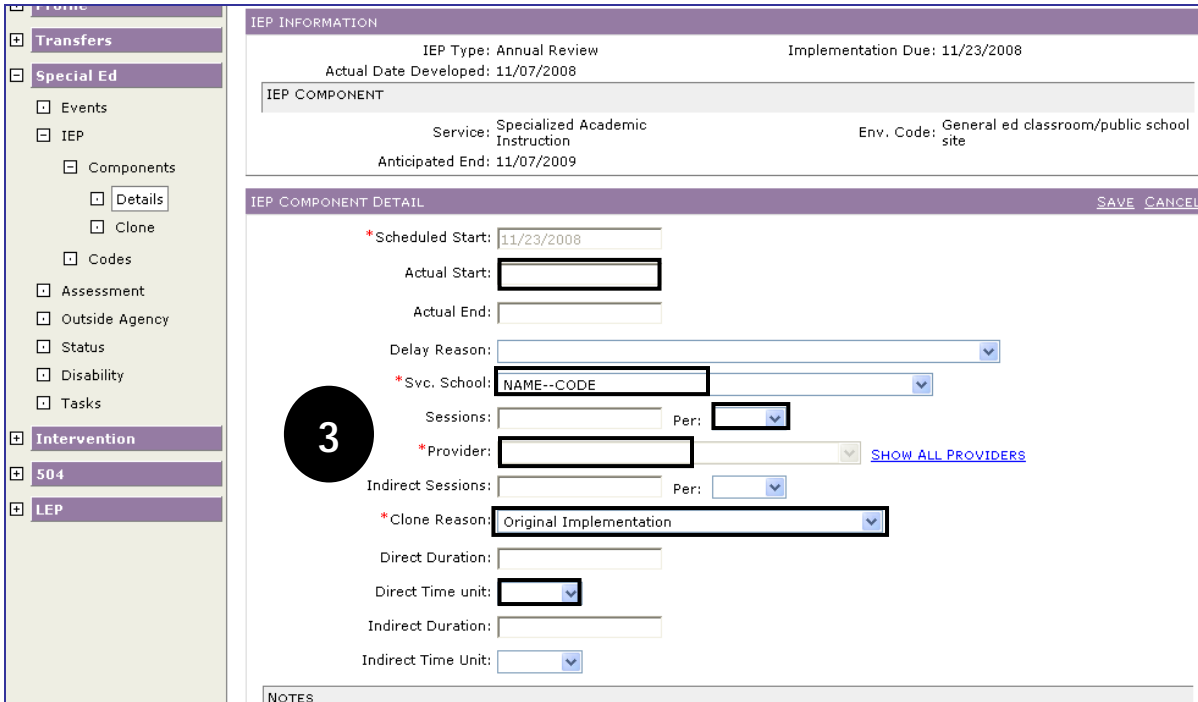
Lat Start	Act Start	Act End	Session	per	Dir Duration	Dir Time Unit	Provider	Complete
	4/16/2007		1	Week	30	Minutes		Incomplete

2. If a provider name is not showing or the component is incomplete, click on Incomplete.

The IEP COMPONENT DETAIL screen appears.

3. Enter original provider Svc. School and provider information and click on Save.

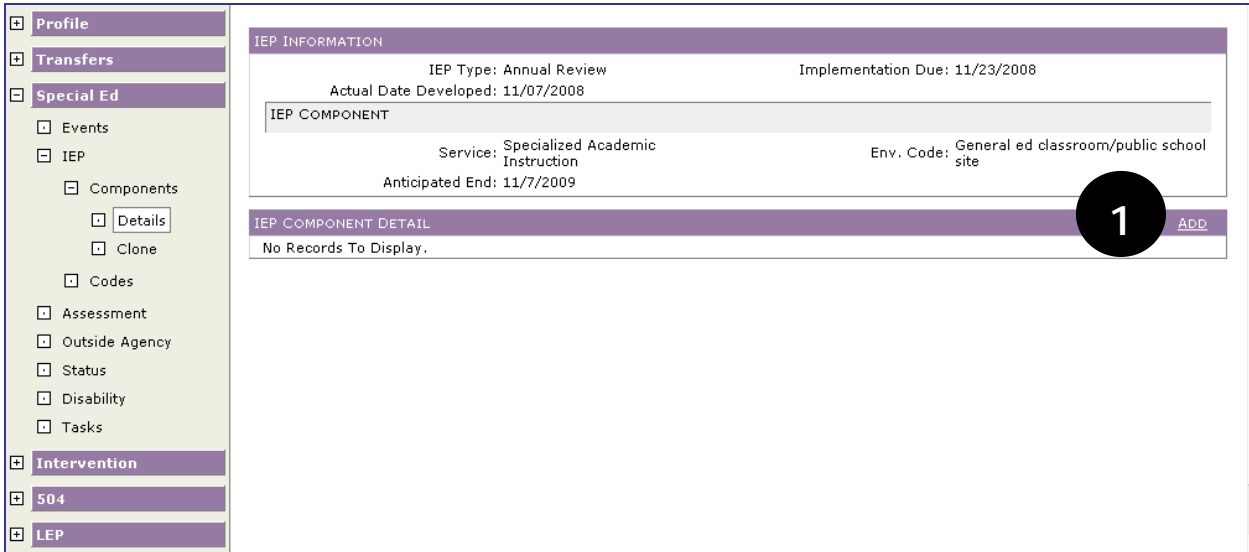
**Important:** Once the information about the service has been entered, it will appear in the reports. Once these steps have been corrected go back and follow Section Two to enter yourself as provider.



The screenshot displays the 'IEP COMPONENT DETAIL' screen. On the left is a navigation menu with categories like 'Transfers', 'Special Ed', 'Intervention', '504', and 'LEP'. The main content area is titled 'IEP INFORMATION' and shows details for an 'Annual Review' IEP, including the implementation due date (11/23/2008) and the actual date developed (11/07/2008). Below this is the 'IEP COMPONENT' section, which lists the service as 'Specialized Academic Instruction' and the environment as 'General ed classroom/public school site'. The 'IEP COMPONENT DETAIL' section contains a form with the following fields: '\* Scheduled Start' (11/23/2008), 'Actual Start', 'Actual End', 'Delay Reason' (dropdown), '\* Svc. School' (dropdown menu with 'NAME--CODE' selected, highlighted with a black box and a large black circle containing the number '3'), 'Sessions' and 'Per' (dropdown), '\* Provider' (dropdown menu with 'SHOW ALL PROVIDERS' link), 'Indirect Sessions' and 'Per' (dropdown), '\* Clone Reason' (dropdown menu with 'Original Implementation' selected), 'Direct Duration', 'Direct Time unit' (dropdown), 'Indirect Duration', and 'Indirect Time Unit' (dropdown). A 'NOTES' section is visible at the bottom.

## FIX 'NO RECORDS TO DISPLAY'

If 'No Records to Display' appears on the IEP Component or the IEP Component Detail you will need to add the component or component detail.



The screenshot shows a web interface for IEP management. On the left is a navigation menu with categories: Profile, Transfers, Special Ed (with sub-items: Events, IEP, Components, Codes, Assessment, Outside Agency, Status, Disability, Tasks), Intervention, 504, and LEP. The main content area is titled 'IEP INFORMATION' and contains the following data:

IEP Type: Annual Review	Implementation Due: 11/23/2008
Actual Date Developed: 11/07/2008	
IEP COMPONENT	
Service: Specialized Academic Instruction	Env. Code: General ed classroom/public school site
Anticipated End: 11/7/2009	

Below this is the 'IEP COMPONENT DETAIL' section, which displays 'No Records To Display.' To the right of this section is an 'ADD' button, which is circled with a large black circle containing the number '1'.

1. Click on ADD to create the component.
2. To complete IEP Components, go to pages 12, and 13.  
To complete IEP Component Details, go to page 14.

FIXING EXTRA SERVICE LINES IN 'IEP COMPONENT DETAIL'

- Profile
- Transfers
- Special Ed
  - Events
  - IEP
  - Assessment
  - Outside Agency
  - Status
  - Disability
  - Tasks
- Intervention
- 504
- LEP

IEP

Records 1 - 3 of 3

Type	LRE	Program	Actual Date Developed	Latest Date to Implement	Status	Components	Codes	Clone	Delete
Annual Review	Specialized Academic Instruction		10/29/2008	11/19/2008	In Progress	<a href="#">Components</a>	<a href="#">Codes</a>	<a href="#">Clone</a>	<a href="#">Delete</a>
Annual Review			2/10/2005	3/3/2005	Complete	<a href="#">Components</a>	<a href="#">Codes</a>	<a href="#">Clone</a>	<a href="#">Delete</a>
Initial IEP			2/3/2004	2/13/2004	Complete	<a href="#">Components</a>	<a href="#">Codes</a>	<a href="#">Clone</a>	<a href="#">Delete</a>

Records 1 - 3 of 3

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1. Click on the [Components](#) link to navigate to the IEP Components screen.

Go Student: ID: Grade: **1st** Special Ed Status: **Special Education**

**IEP INFORMATION**

IEP Type: Annual Review Implementation Due: 01/13/2009  
Actual Date Developed: 12/15/2008

**IEP COMPONENT**

Service	Env Code	Anticipated End	SessionID	Delivery Mode	Complete	Details	Delete	Clone
Language and Speech Related Services	Separate classroom/public school site	12/15/2009	1		Complete	Details	X	Clone
Occupational Therapy (Duplicated)	Separate classroom/public school site	12/15/2009	1		Complete	Details	X	Clone
Occupational Therapy (Duplicated)	Separate classroom/public school site	12/15/2009	5		Complete	Details	X	Clone
Occupational Therapy (Duplicated)	Separate classroom/public school site	12/15/2009	4		Complete	Details	X	Clone
Specialized Academic Instruction	Separate classroom/public school site	12/15/2009	3		Complete	Details	X	Clone
Specialized Academic Instruction	General ed classroom/public school site	12/15/2009	4		Complete	Details	X	Clone
Specialized Academic Instruction	Separate classroom/public school site	12/15/2009	2		Complete	Details	X	Clone
Specialized Academic Instruction	General ed classroom/public school site	12/15/2009	1		Complete	Details	X	Clone
Specialized Academic Instruction	Separate classroom/public school site	12/15/2009	5		Complete	Details	X	Clone
Specialized Academic Instruction	General ed classroom/public school site	12/15/2009	6		Complete	Details	X	Clone

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There are more service lines than there are on IEP page 1. In the screen shot above, 'Specialized Academic Instruction' has six entries which show multiple 'General ed classroom/public school site' and 'Separate classroom /public School site', environment codes.

2. Click on the red 'X' under 'Delete' to delete the extra service lines until they match IEP page 1.
3. When the IEP Components match the services on IEP page 1, verify the IEP Component and complete the IEP Component Details (see page 14).