

E-Com[®] Online User's Manual



V7.2

Washington State's Special Education Forms and Data Management System

Website: <http://ecomforspecialled.com/>



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Chapter 1: Overview of System

Overview: What is E-Com?

E-Com is a multi-user relational database. Multi-user means that staff across a network can gather all of a student's forms in one location for easier review and auditing of student history. Though E-Com does not eliminate the requirement of printed forms stored in permanent student records, it does greatly simplify the process of creating and managing the forms. E-Com helps special education staff quickly create, store, and print special education forms, thereby helping to eliminate inconsistencies and promote compliance.

The purpose of the E-Com system is to allow special education teachers, psychologists, and other professionals to:

- Better collaborate in a team environment and provide improved student support.
- Create, store, and print special education forms required by the State of Washington for special education students.
- Organize and store student, parent, school, and staff information related to students.
- Promote compliance with state and federal requirements.

This manual will provide E-Com users with instructions on using the E-Com Online system.

Chapter 2: E-Com User Log-in Procedures

E-Com Log-in Procedure

E-Com Online is hosted by your district. Contact your district's E-Com system administrator to obtain the URL for accessing E-Com.

Enter the user name and password assigned to you by the system administrator and click OK.

Sign in to open "ECOM_NG".

Sign In

Students List

Upon opening E-Com, users will go directly to their list of active students (shown below).

 Student List 2 Students Found								 My Students	 Find Student	 Log Out
 Active	 Student Name	 Age	 Condition	 Next IEP Date	 Next Eval Date	 Case Manager	 Serving School			
 	Jones, Sally	12	EBD	4/16/19	4/30/19	Becky Brown	Lewis2 Test			
 	Smitson, Alan	15	DD	4/30/19	4/23/21	Julie Frase	Cedar Elementary			

“My Students” Button

Clicking this button will show list of students (active and inactive) who are assigned to you, based on role. This list of students may be sorted using the column header sort buttons. The default sort order is

in descending order by Next Eval Date, so students with the closest next evaluation date will appear at the top.

“Find Students” Button

Clicking this button will show a pop-up field which will allow you to find a student by any criteria (Name, School, Age, etc.)

Chapter 3: Student Screen

Screen Overview

The E-Com Online Student screen is simplified from the desktop version of E-Com, which shows:

- Student identifying information such as address, age, area of service needs, etc.
- School information such as home, serving, and other non-district schools.
- Forms and batch management – Creating, accessing, emailing and printing
- Parent information.

The screenshot shows the E-Com Online Student screen for Alan Smitson. The top navigation bar includes the E-Com logo, the student's name and ID (Alan Smitson, 27), and buttons for 'My Students', 'Find Student', and 'Log Out'. The main content area is divided into three sections: 'Student Information', 'Batches', and 'Areas of Service'. The 'Student Information' section on the left includes fields for Grade (12), Age (15), Condition (Developmental Delay), School Name (Cedar Elementary), Parent Information (Mary Johnson, Peter Johnson), and Active Programs (504, Special Education). The 'Batches' section in the center displays a table of batches with columns for Batch, Batch Name, Date, Init, and Locked. The 'Areas of Service' section on the right is currently empty. The bottom section, 'Eval/IEP/Meeting Dates', shows the current and next evaluation, IEP, and meeting dates.

Batch	Batch Name	Date	Init	Locked
1010	Initial Eval	4/24/2018	DES	☐
1008	IEP w/ Transition (Goal/Obj)	4/13/2018	DES	☐
1004	Manifestation (SpEd)	7/6/2018	DES	☐
1006	IEP (Goal/Obj)	5/1/2018	mw	☐
1008	IEP w/ Transition (Goal/Obj)	9/20/2018	J	☐

	Current	Next
Eval Date:	4/24/2018	4/23/2021
IEP Date:	5/1/2018	4/30/2019
Meeting Date:		

There are two tabs available on the Student screen:

1) Batches

- The [Batch List](#) displays all batches that have been added for a particular student. Clicking on a batch number will show the list of forms within that batch.

2) Student's List of Areas of Service

Batch and Forms Listings Overview

Forms can be added either as a batch or as individual forms. **Batches** are groups of individual forms pre-defined by your E-Com system administrators. **Individual forms** can be added at any time, either on their own or directly to an existing batch. Grouping forms into batches allows for faster navigation and better organization of commonly used forms. Typical batches in E-Com include *Initial Evaluation*, *Re-evaluation*, *IEP*, etc.

Using a Batch

From within the [Batch Listing](#) section you can easily add, print, email, or delete a batch.

Clicking the blue printer icon will show two options:

- Email the forms the in batch
- Save all forms as a PDF.

Note: If the batch contains a form 90 with an external document attached, you will need to open and print the document separately. A warning page to this effect will appear in the printout.

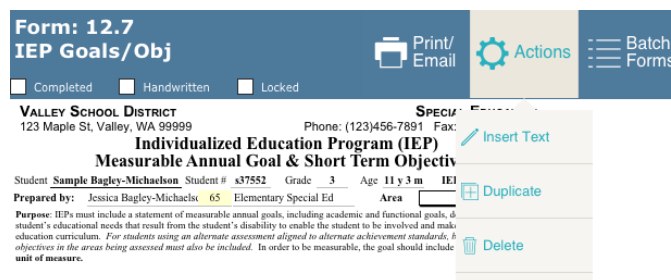
To delete a batch click on the trash icon (the **Delete** button).

You can only delete batches that you created. Admin staff may be able to delete other batches for you, if needed.

Duplicating a Batch

Users can save time by duplicating an entire batch. You can duplicate a batch to the same or to a different student. For example, you may duplicate the student's previous IEP batch as a template for this year.

Navigate to a form within the batch you want to duplicate. Click on the **Duplicate** button from the Form Navigation bar.



Form: 12.7
IEP Goals/Obj

☐ Completed ☐ Handwritten ☐ Locked

VALLEY SCHOOL DISTRICT
123 Maple St, Valley, WA 99999
Phone: (123)456-7891 Fax: (123)456-7892

Individualized Education Program (IEP)
Measurable Annual Goal & Short Term Objectives

Student Sample Bagley-Michaelson Student # s37552 Grade 3 Age 11 y 3 m IEI 65
Prepared by: Jessica Bagley-Michaelson 65 Elementary Special Ed Area

Purpose: IEPs must include a statement of measurable annual goals, including academic and functional goals, if student's educational needs that result from the student's disability to enable the student to be involved and make education curriculum. For students using an alternate assessment aligned to alternate achievement standards, objectives in the areas being assessed must also be included. In order to be measurable, the goal should include unit of measure.

Actions: [Insert Text](#) [Duplicate](#) [Delete](#)

A dialog will appear; select Batch to duplicate the entire batch to which the form belongs. This will open the Batch Duplication Setup Screen shown below.

Batch Duplication Setup Screen

Cancel

Duplicating From: Alan Smitson

Batch: 1010 - Initial Eval

Forms Count: 15

* inactive forms in ECOM cannot be duplicated. Please create a current form instead of duplicating the old form.

Forms in Batch

75M	Parent Consent
74.1M	Meeting Invite
28.1M	Individual Eval
28.1M	Individual Eval
19.1M	Rqst Medical Info

1. Duplicating To: Select the student you want to create the duplicate batch for by either clicking the **Same Student** button to duplicate to current student or by clicking the **Select Student** to select another student.

Same Student

OR

Other Student

Alan Smitson

Select Other Student

Verification

Name:

Grade:

Birthdate:

Using a Form

From within the [Forms Listing](#) section, you can easily add, email, print, or access individual forms.

Adding a Form

Once within the list of forms in a batch, click on the **Add** button below the [Forms listings](#). This generates a pop-up menu within the Forms listing area. Search for a specific form or scroll through the forms to select the desired form to add.

Select New Form

Search Forms

+ 1 - Consent for Mutual Exchange of Information M

+ 2.1 - Evaluation Team Plan Worksheet

+ 4.11 - Evaluation Report SMF

+ 4.21 - Eval Supplement - SLD SMF

+ 4.42 - Eval Supplement - RTI (SMF)

+ 4.51 - Evaluation Report

Accessing an Individual Form

Click on the form number, form name, or black triangle to access the desired form.

Upon viewing the form, click the **Tab** key to navigate between fields on a form.

Notice how the majority of the fields at the top of each form are already completed. Data available from the **Student Entry Screen** will be populated directly to the form when the form is added.

Form Navigation Bar

There is a **Form Navigation Bar** on each form. It contains creation/modification date information as well as action buttons. On multi-page forms, there is a rolling header with most of the same action buttons. Staff can use the forms portal (pink and white striped area) to easily navigate between the student's forms.

The screenshot shows a dark blue navigation bar. On the left, it says 'Form: 06.2' and 'Prior Written Notice'. Below this are three checkboxes: 'Completed' (checked), 'Handwritten' (unchecked), and 'Locked' (unchecked). To the right of the checkboxes are several icons and labels: a printer icon for 'Print/Email', a gear icon for 'Actions', a list icon for 'Batch Forms', an information icon for 'Form Info', a person icon for 'Student', and another person icon for 'Staff'.

The buttons are defined as follows:

- 1) **Print/Email** – Options to print, email, or save form as a PDF.
- 2) **Actions** – Options to Insert Text, Duplicate, Delete, Refresh, Save, Enter More
 - a. **Insert Text** - Allows users to insert pre-defined text. See “*Using the Text Library*”.
 - b. **Duplicate** - Duplicate forms or batches to a current or different student.
 - c. **Delete** - Deletes the form being viewed.
 - d. **Refresh** - Updates the form with the current student data.
 - e. **Print Form** - Prints the form being viewed.
 - f. **Create PDF** - Generates a PDF document of the form to a location you specify.
 - g. **Email PDF** - **Emails** the form as a PDF.
 - h. **Enter More** - Allows users to enter more data than fits on any existing field by adding a text section to the bottom of the form.
 - i. **Save** - When spending a considerable time on a form, users can force a save. This helps prevent data loss in the event of a power failure or network disruption.
Note: Data is automatically saved when you close a form, go to another screen, or exit E-Com. This feature simply provides extra protection.
- 3) **Batch Forms** – Lists all the forms in the current selected Batch.
- 4) **Form Info** – Shows additional information on the current form (Creation/Modification Dates and Times, Staff Initials, Form Dates, and database information).
- 5) **Student** - Navigates to the Student Screen for the *student last viewed*. This **may not be the same student** whose form you are viewing and/or selecting the button from.
- 6) **Staff** – Navigates to the Staff screen

The checkboxes are defined as follows:

- A. **Completed** - Check when the form is finished. This lets other members of the IEP or Eval team know that you are finished with this form.
- B. **Handwritten** - A check here indicates the form was printed blank and handwritten instead of being completed in E-Com. This functionality is not often used.
- C. **Locked** - Once locked, a form cannot be edited by anyone except admins.

Duplicating a Form

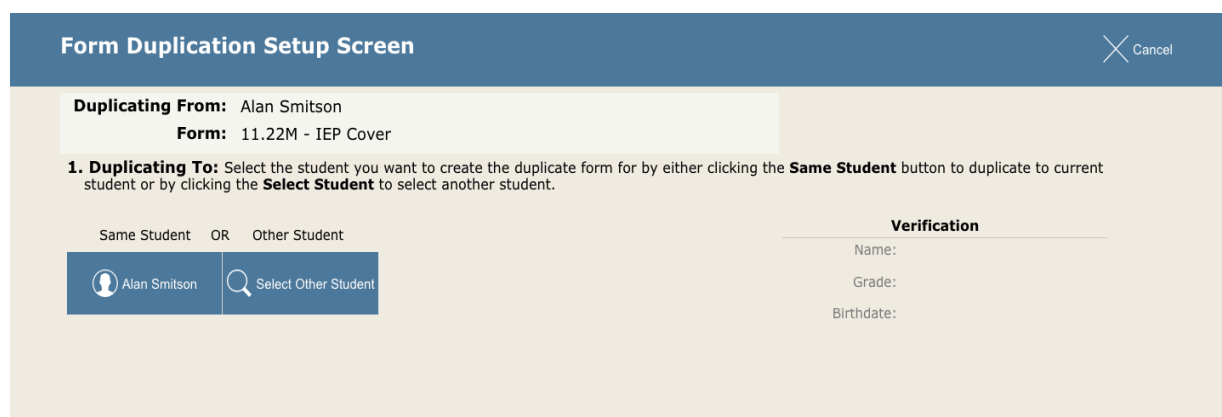
Users can save time by duplicating forms for any given student; for example, by creating a duplicate of a goal form from last year's IEP in this year's IEP.

From within an individual form, click on the **Duplicate** button on the Form Navigation bar. A dialog will appear; select Form to duplicate the form you are currently viewing. This will open the **Form Duplication Screen** shown below.

This screen displays the form being duplicated. Select either "Same Student" or "Select Student" to duplicate the form.

Note: A warning will appear if a user attempts to duplicate an inactive form. **Inactive forms will not be duplicated.**

If you choose the "Select Student" button, you will get a pop-up where you can enter a student name, in full or in part, to find the correct record.



The screenshot shows the 'Form Duplication Setup Screen' with a blue header bar containing the title and a 'Cancel' button. Below the header, the 'Duplicating From' section shows 'Alan Smitson' and 'Form: 11.22M - IEP Cover'. A numbered instruction '1. Duplicating To:' explains the options. Below this, there are two buttons: 'Same Student' (with a person icon and 'Alan Smitson') and 'Select Other Student' (with a magnifying glass icon). To the right, a 'Verification' section has input fields for 'Name:', 'Grade:', and 'Birthdate:'.

Form Duplication Setup Screen Cancel

Duplicating From: Alan Smitson
Form: 11.22M - IEP Cover

1. Duplicating To: Select the student you want to create the duplicate form for by either clicking the **Same Student** button to duplicate to current student or by clicking the **Select Student** to select another student.

Same Student OR Other Student

 Alan Smitson  Select Other Student

Verification

Name:
Grade:
Birthdate:

Using the Text Library

E-Com is built with a table of pre-defined blocks of text called **Text Libraries**. They make it easier to enter frequently needed text blocks into any field on any form.

All forms have an '**Insert Text**' button on the **Form Navigation Bar** that can be used to copy any block of text from the library into your form. Other specialized libraries are also available via specific form buttons, including: 'Set Goal,' 'Insert Test,' and 'Standards.'

All **Text Library** entries can be edited by your E-Com system administrators and new library entries can easily be added.