

# Staff Assignments

Staff Assignments shows staff directly assigned to the student to manage, or assist in managing, the student's program.

- Upon entering the Staff Assignments panel, choose the appropriate program from the program filter.
- Service Providers and Goal Providers are automatically add to the Staff Assignment panel when a packet contain those providers is locked.
- To add a new assignment, click + Staff Assignments

IEP

New Kid OntheBlock: Staff Assignments

ID# NewKid1

IEP

Filter by keyword

+ Staff Assignment View History

Case Manager / Additional Staff Assignments

Name	Assignment type	Start date	End date	Actions
Phil Hill	Case Manager	07/15/2020		<a href="#">Edit</a> <a href="#">Delete</a>

Service Providers

Name	Service Type	Start date	End date	Actions
Tracy Edwards	Resource	06/18/2020	06/17/2021	<a href="#">+</a> <a href="#">Delete</a> <a href="#">Edit</a>
Ima Counselor	Psychological Services	06/18/2020	06/17/2021	<a href="#">+</a> <a href="#">Delete</a> <a href="#">Edit</a>
Jason Howerton	Speech/Language Therapy	06/18/2020	06/17/2021	<a href="#">+</a> <a href="#">Delete</a> <a href="#">Edit</a>

Goal Providers

Name	Assignment type	Actions
Marissa Ximenez	Goals	<a href="#">Expand</a>
Muriel Stacy	Goals	<a href="#">Expand</a>
Tracy Edwards	Goals	<a href="#">Expand</a>

- Use the search fields to filter and search for the staff member. A user may also add themselves as staff by clicking on the +Me button. Assignment type can be Case Manager or Additional Staff.

IEP

New Kid OntheBlock: New Staff Assignment

ID# NewKid1

Program  
IEP

\* Start date  
07/15/2020

End date  
mm/dd/yyyy

+ Me + Search

Assignment type  
Case Manager

Watch list

Comments

Cancel Create Staff assignment

Demographics  
Contacts  
Enrollments  
**Staff Assignments**  
Notes  
Additional Documents  
Program Summaries  
Extra Student Field Instances

- Enter search criteria, if desired
- Click Search

First Name

Last Name

Staff Id

Title  
Select a title...

School Group

Favorite(s)

School  
Select a school...

Cancel Search

Name	Staff ID	School	Favorite(s)	Titles
No results				

- If you desire, check Favorite(s) to designate staff as a favorite to speed future searches
- Click Select next to the staff you want to assign to the student

First Name	Last Name				
<input type="text"/>	<input type="text"/>				
Staff Id	Title				
<input type="text"/>	<input type="text" value="Select a title..."/>				
School Group	Favorite(s)				
<input type="text" value="Select a school group..."/>	<input type="checkbox"/>				
School					
<input type="text" value="Select a school..."/>					
<input type="button" value="Cancel"/> <input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; border-radius: 5px; padding: 2px 10px;" type="button" value="Search"/>					
Name	Staff ID	School	Favorite(s)	Titles	
Brian, Derek			<input type="checkbox"/>	Elementary School Teacher	<input type="button" value="Select"/>
Clements, Liz			<input type="checkbox"/>	High School Teacher	<input type="button" value="Select"/>
Counselor, Ima			<input type="checkbox"/>	Counselor	<input type="button" value="Select"/>

- To complete the assignment, click Create Staff Assignment

The new assignment includes a start and end date if specified. If not specified, the assignment will only display a start date. Start and end dates determine how long staff are assigned to the student. Once the end date has passed, the staff no longer displays on the Staff Assignments current tab and can be seen on the View History tab.

**IEP**

New Kid OntheBlock: Staff Assignments  
ID# NewKid1

IEP

Filter by keyword

+ Staff Assignment
View History

**Case Manager / Additional Staff Assignments**

Name	Assignment type	Start date	End date	Actions
Phil Hill	Case Manager	07/15/2020		<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Edit</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Delete</a>

**Service Providers**

Name	Service Type	Start date	End date	Actions
Tracy Edwards	Resource	06/18/2020	06/17/2021	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">+</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Delete</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Edit</a>
Ima Counselor	Psychological Services	06/18/2020	06/17/2021	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">+</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Delete</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Edit</a>
Jason Howerton	Speech/Language Therapy	06/18/2020	06/17/2021	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">+</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Delete</a> <a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Edit</a>

**Goal Providers**

Name	Assignment type	Actions
Marissa Ximenez	Goals	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Expand</a>
Muriel Stacy	Goals	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Expand</a>
Tracy Edwards	Goals	<a href="#" style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 5px; color: #0070C0;">Expand</a>

Staff appearing in the “Service Providers” section cannot be added manually to this screen. The staff appearing in this section are automatically added when a packet is locked and goes to Current Plan. The staff shown on this screen are added in the packet within the Service Wizard.

Staff appearing in the “Goal Providers” section cannot be added manually to this screen. The staff appearing in this section are automatically added when a packet is locked and goes to Current Plan. The staff shown on this screen are added in the packet within the Goal Wizard. Click the Expand button to view goals assigned to that staff.

Service Providers				
Name	Service Type	Start date	End date	Actions
Tracy Edwards	Resource	06/18/2020	06/17/2021	<a href="#">+</a> <a href="#">Delete</a> <a href="#">Edit</a>
Ima Counselor	Psychological Services	06/18/2020	06/17/2021	<a href="#">+</a> <a href="#">Delete</a> <a href="#">Edit</a>
Jason Howerton	Speech/Language Therapy	06/18/2020	06/17/2021	<a href="#">+</a> <a href="#">Delete</a> <a href="#">Edit</a>

  

Goal Providers				
Name	Assignment type	Actions		
Marissa Ximenez	Goals	<a href="#">Expand</a>		

  

Goals Assigned To Marissa Ximenez				
Area of Need	Goal Text	Start Date	End Date	Actions
English Language Arts and Reading	In 36 instructional weeks given a summary sheets New will draw conclusions from the information presented by an author and evaluate how well the author's purpose was achieved in 3 our of 5 attempts.	06/18/2020	06/17/2021	<a href="#">+</a> <a href="#">Delete</a> <a href="#">Edit</a>