

*A cloud-based alternative helping educators deploy simple yet powerful digital IEP solutions*

## Key Features:

### IEP-Digital File Cabinet

- ✓ Secure digital file cabinet storage of all IEP records and transcripts
- ✓ User-specific access control to sensitive IEP documents
- ✓ Saves files in an protected neutral format
- ✓ Saves appended pages to existing documents
- ✓ Easily stores records (from email, fax, mail, etc.) to file cabinets
- ✓ Smart Docs feature creates automatic reminder tasks for further action

### IEP- Custom Electronic Workflows

- ✓ Allows administrators to manage IEPs from receipt of request to transition
- ✓ Workflow can be routed to appropriate staff for assessment, committee approval, Goal setting, evaluations, documenting progress, medical billing and notifying others etc.
- ✓ System tracks elapsed time and has RED/Yellow/Green tagging of tasks for easier prioritization

### IEP- Dashboard

- ✓ Fingertip oversight of all areas of individual progress and workflows
- ✓ Provides insight into goal status, progress reports, annual reviews, and more
- ✓ Custom queries and reports make it easy to identify compliance and non-compliances
- ✓ Makes it easy for Audits
- ✓ Exported data can be used for submitting to State and Federal agencies for funds

### IEP -Communications Management

- ✓ Facilitates communication with parents, staff and third parties
- ✓ Reusable document templates for all manner of internal and external records, notes, and correspondence
- ✓ System provides a mechanism for checking status of requests
- ✓ All communications are chronologically time stamped for ease of auditing
- ✓ External parties can digitally interact with the staff for providing updates and even providing documents that get automatically attached to workflow
- ✓ Automatic notifications can be made to subscribing parties