

Inactivating Events and Deleting Documents

If a user makes a mistake in entering an event in IndianaIEP or creates/uploads a document that needs to be removed, the permission to inactivate/remove these events/documents is being granted to the designated district administrators. Each corporation must have an internal policy on how they are going to track the reason for the actions.

Below are the steps on how to perform these actions in the system along with important definitions.

- Definitions:
 - Events and documents associated with those events are inactivated and can be reactivated. For example:
 - Notification of CC Meeting is associated with a Notification event
 - IEP is associated with an IEP event
 - Documents not associated with events are deleted – permanently removed from the system
 - These documents cannot be retrieved
 - Examples are any uploaded documents and documents created on the “Additional IEP Documents” link
- Permission will be granted to IIEP District contacts (those that were submitted to IndianaIEP@pcgus.com)
 - Those who receive these permissions may in turn grant permissions to other users
 - Use care when determining who is given these permissions
 - Permissions are tied to an individual user profile; not tied to a user type
 - Suggest keeping the number of district users to a minimum
 - Notify your users who has this permission and the process for requesting these actions
- Once permissions are granted, the user will have access to inactivate events for dates prior to receiving permissions

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How to Grant Permission to Inactivate an Event or Delete a Document

- Access the user profile
- Click **Users** in gray menu bar
- Type in user's last name
- Click user's name in search results list
- Place a checkmark in the boxes next to the following lines:
 - Can Edit & Delete Events
 - Can Edit & Delete Documents

Log Out | Main Menu | Students | My Docs | My Reports | Wizards | Schools | School System | **Users** | Super User | PCG

User Code: Soc. Sec Number:

Date of Birth: Gender:

Account Type:

Password: (See [How to choose a good password](#))

Password (again):

Title:

Address:

City, State, ZipCode:

Home Phone:

Work Phone:

E-Mail Address:

Allow Continuous Login

User Type:

<input type="checkbox"/> Messages	<input type="checkbox"/> Documents	<input type="checkbox"/> User Types	<input type="checkbox"/> Custom Help
<input type="checkbox"/> History	<input type="checkbox"/> Custom Data	<input type="checkbox"/> Reports	<input type="checkbox"/> User Type Assign
<input type="checkbox"/> Local Config	<input type="checkbox"/> Config Menus	<input type="checkbox"/> View Scheduled Tasks	<input type="checkbox"/> Impersonate Users

Advanced Access:

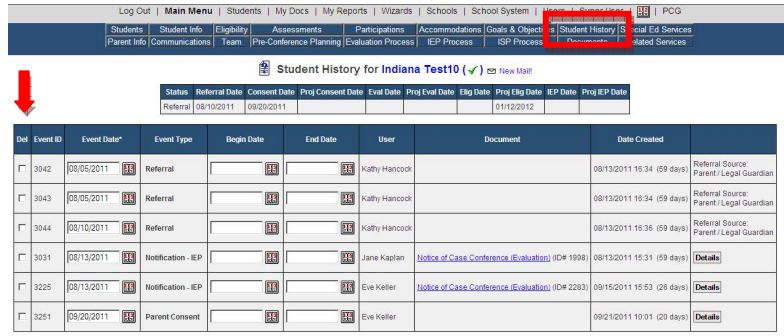
Can Edit & Delete Events

Can Edit & Delete Documents

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How to Inactivate Events

- Access the Student History Page Tab



Student History for Indiana Test10 (✓) [New Mail](#)

Status	Referral Date	Consent Date	Prqj Consent Date	Eval Date	Prqj Eval Date	Elig Date	Prqj Elig Date	IEP Date	Prqj IEP Date
Referral	08/10/2011	09/20/2011						01/12/2012	

Del	Event ID	Event Date*	Event Type	Begin Date	End Date	User	Document	Date Created	
<input type="checkbox"/>	3042	08/05/2011	Referral			Kathy Hancock		08/13/2011 16:34 (59 days)	Referral Source: Parent / Legal Guardian
<input type="checkbox"/>	3043	08/05/2011	Referral			Kathy Hancock		08/13/2011 16:34 (59 days)	Referral Source: Parent / Legal Guardian
<input type="checkbox"/>	3044	08/10/2011	Referral			Kathy Hancock		08/13/2011 16:36 (59 days)	Referral Source: Parent / Legal Guardian
<input type="checkbox"/>	3031	08/13/2011	Notification - IEP			Jane Kaplan	Notice of Case Conference (Evaluation) (IC# 1908)	08/13/2011 15:31 (59 days)	Details
<input type="checkbox"/>	3225	08/13/2011	Notification - IEP			Eve Keller	Notice of Case Conference (Evaluation) (IC# 2263)	08/15/2011 15:53 (26 days)	Details
<input type="checkbox"/>	3251	09/20/2011	Parent Consent			Eve Keller		09/21/2011 10:01 (20 days)	Details

- Using the Delete column, place a check mark in the box for the item you wish to deactivate.
- Scroll to the bottom of the page, click Update the Database

Reminder: Inactivating an event will also inactivate any document associated with that event.

When an event is inactive, it is listed at the bottom of this page under Inactive Events. See below.

* NOTE: Items in this table are sorted in chronological order by Event date. Except that child events (e.g. Report Card) are listed below the parent event. Event Date is the Meeting Date for IEPs and Eligibilities.

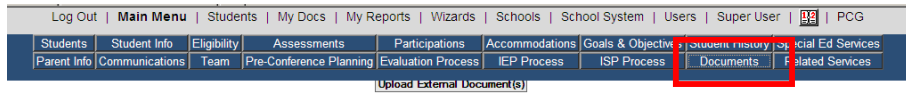
Reactivate	Event ID	Event Date	Event Type	Begin Date	End Date	User	Document	Date Created	Date Inactivated	
<input type="checkbox"/>	57	12/09/2010	Referral			Jane Kaplan		06/23/2011 09:17	07/15/2011 16:46	Referral Source: Parent / Legal Guardian
<input type="checkbox"/>	2434	04/19/2011	Referral			Bridget McLaughlin		07/15/2011 16:30	07/15/2011 16:46	Referral Source: School / Public Agency
<input type="checkbox"/>	2435	04/28/2011	Parent Consent			Bridget McLaughlin		07/15/2011 16:30	07/15/2011 16:46	Details
<input type="checkbox"/>	2436	05/09/2011	Eligibility Determination	05/09/2011	05/09/2014	Bridget McLaughlin		07/15/2011 16:30	07/15/2011 16:46	Details
<input type="checkbox"/>	2437	05/09/2011	IEP	05/09/2011	05/09/2012	Bridget McLaughlin		07/15/2011 16:30	07/15/2011 16:46	Details
<input type="checkbox"/>	58	05/23/2011	Referral Discontinuation			Jane Kaplan	Notice of Evaluation Refusal (UD# 41)	05/23/2011 09:17	07/15/2011 16:46	Details

- Placing a check mark in the Reactivate column and clicking update the Database will reactivate the event to the student's file.

Inactivating Events and Deleting Documents

How to Delete Documents

- Deleted documents cannot be reactivated
- To delete documents, access the Documents tab



Documents created for Indiana Test10

Del	Doc ID	Date Generated	Document	Status
E	2283	09/15/2011	Notice of Case Conference (Evaluation)	PDF <input type="checkbox"/>
F	2277	09/15/2011	Notice of Initial Evaluation	PDF <input type="checkbox"/>
E	1998	08/13/2011	Notice of Case Conference (Evaluation)	PDF <input type="checkbox"/>

- To delete a document, place a checkmark in box under the Delete column
- Click Update the Database

If an E appears in this column, the document is tied to an event and cannot be deleted from the Documents tab. To delete these documents, go to the Student History page and inactivate the event.

Reminder: Deleted documents are permanently deleted and cannot be retrieved at a later date.