

Caseload and Printing Issues

1. Where does the information come from for the Caseload report?

The Standard Caseload report is updated from the Student Profile after the IEP is finalized.

2. When I pull up a staff member and hit "Caseload", it appears empty, even though they have set up their case manager lists. Why can't I access their caseload in this way?

The reason you can't see their whole caseload is because they have set up their case manager list which is different than the standard case load in TIENet. They will need to set up their standard caseload to include students where they are not the assigned case manager. Think of the standard caseload as a favorites list.

3. When I try to print an assessment plan or the student profile forms, I get a message to change to landscape. It is already set at landscape, and I would rather print portrait if possible. Even if you switch it, you get the message and are unable to print through TIENET.

These 2 forms are landscape by default and it is typical that the printer settings are portrait. To change the layout from landscape to portrait or vice versa, click on file – page setup in the internet browser and change it to the layout you prefer and click ok. Then click on file – print in the internet browser to print the document.

4. I added students to my caseload. I am wondering why the 'last evaluation date' column remains blank.

The 'last evaluation date' is the 3 year evaluation date. This date is captured in TIENet when an IWAR is completed and finalized. The date will also appear on the caseload list if the date has been entered into the student's profile.

5. We have a student that was being served in Unit A and was in the process of an annual IEP. The student moved to Unit B and now our staff person (unit A) can't get into the IEP to complete. Is there a way to avoid this? What should we have done?

Unit A should have gotten the IEP to a point where it was ready for Unit B to complete it. Unit A should have also completed an exit form on the student before Unit B took them over in STARS. Both units need to work together when students move from one unit to another. In the meantime, DPI staff can intervene and add the student to Unit A's staff person's caseload to get the IEP ready for Unit B. Unit A will need to fill out the exit form and notify Unit B that the IEP has been completed and the record has been exited.