

Changing An Incorrect Eligibility Designation

A designation can be changed/corrected provided it does not have either the Complete or Finalized status.

1. Navigate to the Additional Forms >Create/View screen shown below:

(SS Basic screen > Main Menu > Determinations of Eligibility > Eligibility Details > Additional Forms > Create/View)

Ministry Designation: Physical Disability or Chronic Health Impairment

Case Manager: []

Dates Info: Section 1, Section 2, Section 3, Section 4, Section 5, Other Factors

Category Description: Physical Disability / Chronic Health Impairment

Date Prepared: 11-JAN-2008

Comments: []

Finalized Date: 11-JAN-2008

Finalized By: DLEVINE6

Buttons: Reopen, Spell, [Printer], [Mouse], [Save], [Exit]

Click Reopen.

If the button displays Complete  you are okay. Then exit.

2. Return to the Determination Designation tab.

Ministry Designation: Physical Disability or Chronic Health Impairment

Case Manager: []

Basic Info, Parents, Participants, Assessments, Notes and Comments, Determination_Desi..., Additional Forms, Audit Results

In consideration of the reported information, the team finds the student meets does not meet the district criteria for Student Services

Determination Date: 10-JAN-2008

Re-evaluation Date: 10-JAN-2011

Ministry Designation: Physical Disability or Chronic Health Impairment

Request Review

Date Finalized: 11-JAN-2008

Finalized By: DLEVINE6

Buttons: Re-Open, Historical Info, Spell, [Printer], [Mouse], [Save], [Exit]

Reopen if it has already been Finalized.

- Return to the Determination Designation tab again.
Correct the designation. As you can see, I have changed this from Chronic Health to Learning Disability.

Ministry Designation: Physical Disability or Chronic Health Impairment

Case Manager: [Empty]

Basic Info | Parents | Participants | Assessments | Notes and Comments | **Determination ,Desi...** | Additional Forms | Audit Results

In consideration of the reported information, the team finds the student meets does not meet the district criteria for Student Services

Determination Date: 10-JAN-2008 + Re-evaluation Date: 10-JAN-2011 +

Ministry Designation: Learning Disability [Request Review]

Date Finalized: [Empty] Finalized By: [Empty] Finalize Historical Info Spell [Printer] [Mouse] [List] [Window]

- You will now have to go through the above process of going to Additional Forms > Create/View, Complete. Then Finalize, and your designation will be changed. Remember to exit back to the Start Screen and then re-enter the Designation screen in order to refresh the changes.

Ministry Designation: Learning Disability

Case Manager: [Empty]

Basic Info | Parents | Participants | Assessments | Notes and Comments | **Determination ,Desi...** | Additional Forms | Audit Results

In consideration of the reported information, the team finds the student meets does not meet the district criteria for Student Services

Determination Date: 10-JAN-2008 + Re-evaluation Date: 10-JAN-2011 +

Ministry Designation: Learning Disability [Request Review]

Date Finalized: 11-JAN-2008 Finalized By: DLEVINE6 Re-Open Historical Info Spell [Printer] [Mouse] [List] [Window]