Special Education Cooperative Setup

This guide is meant for special education cooperative directors to provide an overview of how the LINK Portal and other Indiana Department of Education (IDOE) systems are configured.

Networks, Local Educational Agency (LEA) Ids, and Schools

- Every special education cooperative has a "network" Education Organization ID assigned. This is a ten-digit number (e.g. 2000000161). Other names for networks are cooperative or aggregate sites.
- Some special education cooperatives are also "Interlocals". These entities are responsible for reporting staff data and have traditionally been assigned a 4-digit corp ID. They will be set up with a second Education Organization and have an ID in the form of 10CORP0000. A few of these also have a school Id configured in the form of 10CORPSCHL. The school ID is used to report data in Data Exchange.

Cooperatives can go to inview.doe.in.gov to see what information IDOE has published for them. INview will display the name of the network, the member corporations, and the official phone and fax number of the cooperative. If any of this information is incorrect, please email schoolaccountability@doe.in.gov.

LINK Portal Configuration

Organization Leaders for Networks/Interlocals

- If your special education cooperative has its own Google or Microsoft 365 domain, IDOE will set up your organization leader as the first LINK account. Please send IDOE the information outlined in the Education Organization Registration Process for new cooperatives or send changes to the organization's leader to link@doe.in.gov.
- If your special education cooperative's LINK logins use one of your member LEAs Google/Microsoft login credentials, then IDOE will set up the organization leader for the special education cooperative to be the same as the superintendent of that LEA. New superintendents may email link@doe.in.gov.
- Interlocals will have a second Education Organization setup for them.

LINK Security Coordinators

Every Education Organization may have up to two Security Coordinators set within LINK. Security Coordinators are set by the organization's leaders and are responsible for overseeing the setting of roles for the organization. If a member LEA is providing the Google/Microsoft accounts, they may choose to have staff at that LEA serve as the security coordinators for LINK. Please work with the superintendent to understand who is responsible for setting roles for your organization. Instructions for organization leaders on how to set these are online at in.gov/doe/it/link-initiative/.

Year by Year setup of roles

Security Coordinators will need to ensure IDOE receives new roles for each school year. Most LEAs have a student information system (SIS) with the roles set within that can sync with Data Exchange/LINK when the new school year is set up. Cooperative networks will need to add the roles manually via the LINK Security Portal each school year. To help bridge the gap between school years, IDOE recognizes both the prior school year roles and the new school year roles up until **September 1**. The prior year roles do not need to be removed and the emphasis should be on adding the new school year roles. This applies to all roles such as Special Education Director, Student Support Plans, Data Viewer, etc.

EdPlan System (IEP/ILP)

EdPlan is a third-party system that uses the LINK Portal authentication to access the Individual Education Programs (IEPs) for students with disabilities and Individualized Learning Plans (ILPs) for English learners. Brand new charter schools as well as special education cooperatives should email IndianaIEP@pcgus.com to request EdPlan system site configuration. New cooperative directors may also email IndianaIEP@pcgus.com to request to be configured as the "aggregate district admin user" of the EdPlan system. New cooperative directors will also need their LINK security coordinators to provide the LINK role, as outlined below.

LINK Role: Student Support Plans

LINK Security Coordinators will provide the role of "Student Support Plans" at either the network or by the Security Coordinator for a single LEA. ONLY a single organization can provide the Student Support Plans role. It is the responsibility of the cooperative to communicate with the schools how roles will be assigned.

- Cooperatives should provide the "Student Support Plans" role to anyone who is employed by that cooperative OR to any person who requires access to more than one LEA within the cooperative.
- LEAs should provide the "Student Support Plans" role to their staff at the corporation level– if they have a student information system that can send these data, this is where the role should be set.
- Interlocals do not typically use the "Student Support Plans" role.

Access to EdPlan for new users via the cooperative is a three-step process.

- Step 1: "Student Support Plans" is assigned by the Security Coordinator in the LINK Security Portal
- Step 2: The local EdPlan administrator logs into EdPlan and sets up the account according to the EdPlan instructions, making sure there is only a single account in the aggregate with that email address and assigning the appropriate LEA(s).
- Step 3: The educator logs into the LINK Portal and clicks on the EdPlan tile

LINK Login Guide (EdPlan)

A "LINK Login Guide (EdPlan)" is available for special education staff that covers common LINK login issues/errors. This is posted online at in.gov/doe/it/link-initiative/

I-CHAMP System

The Indiana Complaint Hearing and Mediation Process (I-CHAMP) system (ichamp.doe.in.gov/) does not currently use the LINK Portal for login access. However, it utilizes some important information from the LINK System to designate who the key contacts are for both cooperatives and LEAs. It is essential that the special education director and superintendent key contacts are reviewed by security coordinators and updated based on any necessary changes within the cooperative, as well as the LEA.

LINK Roles: Special Education Director

Link Security Coordinators will provide the role of "Special Education Director." This role is considered a "key contact" and should be provided to the primary person at each educational organization as follow:

- Cooperatives: Assign "Special Education Director" to the cooperative director who should be informed of any/all complaints, hearings, or mediations. IDOE will pass this contact information to the I-Champ system for all member LEAs within the cooperative. This role is set by the Security Coordinator in the LINK Security Portal.
- LEAs: The Security Coordinators for each LEA will assign "Special Education Director" to the special education director at each LEA. Since most LEAs have an Ed-fi student information system (SIS), this role is typically set within the local SIS. All LEAs are encouraged to provide a primary "Special Education Director" contact, regardless of whether this is the person's formal job title at the LEA.

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LINK Roles: Superintendent
The role of Superintendent is also a key contact provided to the I-CHAMP system. Unless you are an interlocal that has a school ID, this role is typically assigned by traditional public schools and charter schools.

EdData Reports

IDOE's Office of Special Education (OSE) has released the 2022 Results Driven Accountability (RDA) Determinations for public/charter schools through the LINK Portal via the IDOE's new EdData platform. View this information for details about the RDA determination process.

In addition to making the Special Education RDA report available to superintendents and special education directors via the EdData platform, LEA Administrators and those with the Data Viewer permission will also have access to the report via the EdData tile.

As a reminder, each organization should only have one designated Superintendent (for public and charter schools) and Special Education Director in the LINK Portal. Additional staff needing access should be designated as LEA Administrator or Data Viewer.

While the report is primarily intended for public and charter schools, special education cooperatives, charter authorizers, charter companies, etc, may provide **Data Viewer** access at the network for their organization in order for that person to view data for each of that networks' member LEAs.

The EdData platform is available for all authenticated users and will contain some publicly available reports as well as future reports, like RDA, that require secure authorization. Assigning "Data Viewer" permissions at the network level may provide access to additional reports.

If you have questions regarding security roles or the LINK Portal, please email link@doe.in.gov. All data questions regarding the Special Education RDA report should be directed to osedata@doe.in.gov. All general questions/feedback should be directed to osemonitoring@doe.in.gov.

What has been assigned to me in LINK?

You can see what LINK roles have been assigned to you by logging into LINK (link.doe.in.gov) and then clicking on the My Account area. This will also tell you which Education Organizations have provided you roles.

In summary, if you are a Special Education Director at a special education cooperative, you should see the following:

- Student Support Plans assign to the network ID (e.g. 2000000161)
- Special Education Director assigned to the network ID (eg. 2000000161)
- Special Education Director assigned to the Interlocal ID, if applicable (eg. 1014400000)
- Data Viewer assigned to the network ID (e.g. 2000000161)

If you are a Special Education Director of an LEA, you should see the following:

- Student Support Plans assign to the LEA ID (e.g. 10CORP00000)
- Special Education Director assigned to the LEA ID (eg. 10CORP0000)

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- Data Viewer assigned to the LEA ID (e.g. 10CORP0000)

Please note that Interlocals that have school IDs will have additional, LINK Roles for the state reporting of students/staff for systems such as Data Exchange, etc. These roles will be assigned to the Interlocal ID. If this applies to you, the role of Data Viewer should not be assigned as it will conflict with Data Exchange roles.

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