

Access Ministry Checklist From Migrated Eligibility

In order to complete the Ministry checklist for eligibility determination when working with migrated Eligibilities please follow the procedure below.

- Student Eligibility must first be Re-opened
- From the Student Services Start Screen query a student
- Navigate to the Determinations of Eligibility
- Select Eligibility Details
- Select the Determination Designation tab
- You will have to "toggle" the Ministry Designation. To do this, click on the Ministry Designation field to access the list.

The screenshot shows a web application interface with a tabbed menu at the top: Basic Info, Parents, Participants, Assessments, Notes and Comments, Determination, Desi..., Additional Forms, and Audit Results. Below the tabs, there is a section for determining if a student meets district criteria, with radio buttons for 'meets' (selected) and 'does not meet'. Below this are two date fields: 'Determination Date' set to '01-SEP-2006' and 'Re-evaluation Date' set to '01-SEP-2009'. The 'Ministry Designation' dropdown menu is open, showing a list of categories: Deaf/Blind, Gifted, Intensive Behaviour Interventn/Serious Mental Ill, Learning Disability, Mild Intellectual Disability, Moderate Behaviour Support/Mental Illness, Moderate to Profound Intellectual Disability, and Physical Disability or Chronic Health Impairment. The 'Physical Disability or Chronic Health Impairment' option is highlighted in blue. A red arrow points to the dropdown arrow, and a callout box says 'Click on the upside down triangle to access the designation list.' A 'Request Review' button is visible to the right of the dropdown.

- Click on any other designation.

This screenshot shows the same web application interface as the previous one, but with the 'Ministry Designation' dropdown menu closed and 'Gifted' selected. A red arrow points to the 'Gifted' text in the dropdown, and a callout box says 'Different designation'. The 'Request Review' button is still visible to the right.

- Then go back into the designation list and select the correct designation.

Ministry Designation
Physical Disability or Chronic Health Impairment

Request Review

Return correct designation and Save.

Finalized Date: _____
Finalized By: _____

Finalize Historical Info

Spell [Printer Icon] [Mouse Icon] [List Icon] [Screen Icon]

- Following a Save, go to the Additional Forms tab and click on the Create/View button to access the Ministry checklist screen.

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

Included	Document Type	Document Number	Status	
<input checked="" type="checkbox"/>	Physical Disability / Chronic He		?	Create / View
<input type="checkbox"/>			?	Create / View

Designation is present and Create/View button is active, allowing access to the Ministry checklist.

- To complete the process:

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

Category Description: Physical Disability / Chronic Health Impairment

Date Prepared: 24-JUN-2008

Comments: _____

Check off the applicable areas through each of the Section tabs. When done, click Complete.

Finalized Date: _____
Finalized By: _____

Complete Spell [Printer Icon] [Mouse Icon] [List Icon] [Screen Icon]

To print a copy of the checklist click the printer icon from within this screen.