TN PULSE: Administration Manual

Tennessee Plans for Learning Success and Excellence Platform

Tennessee Department of Education | August 2024

TN Department of
Education

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TN PULSE Overview and Logistics

The Tennessee Plans for Learning Success and Excellence**,** or **TN PULSE,** is the newly designed statewide data management system that offers a comprehensive platform to develop and house student learning plans. TN PULSE replaces the previously used EasyIEP or **EdPlan** portal with expanded functionality to serve as the system of record for the Individual Education Program (IEP), Individual Learning Plans for Students with Characteristics of Dyslexia (ILP-Ds), and Individual Learning Plans for English learners (ILPs), as well as Section 504 plans.

Please Note: This manual uses the term Case Manager several times when speaking about school-based individuals assigned to students with different types of plans. However, please keep in mind that ESL Specialists and 504 Chairpersons have similar roles as Case Managers, and that term should also refer to those titles.

TN PULSE Log-in Steps

1.   Open a web browser and use the below URL for Single-Sign-On.

https://tnpulse.pcgeducation.com/easyiep.plx?op=openid_connect_login&OpenID_Set=1

2.   The user will be redirected to the Tennessee Department of Education (department) login when clicking the link. Enter your email address and click **Next** to enter your password or **Pick an Account** if multiple accounts are available.
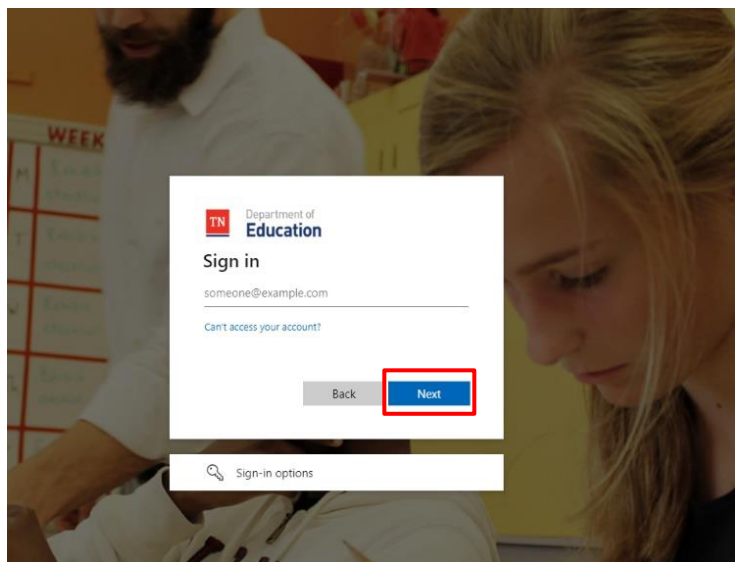
3.   The user will be logged in under their specific district when the password is entered.

*Please Note: The **username** is not case-sensitive, but the password is case-sensitive and must have at least eight characters. Please do not leave your password for others to see or select **Yes** in the box that asks, "Do you want the browser to remember this password?"*
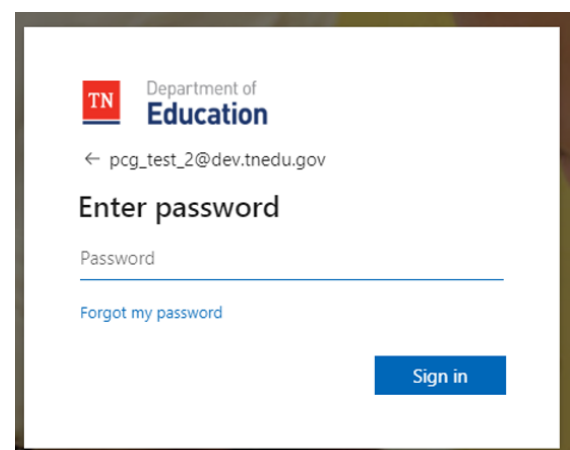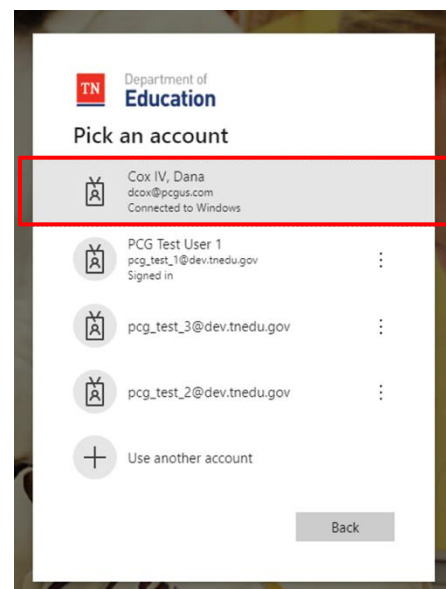
Electronic End-User Agreement

Upon initial login to TN PULSE, users must acknowledge that they have read and understood the PCG End-User Agreement policy by clicking **Agree** on the initial log-in page. If users do not acknowledge and click **Do Not Agree**, they are automatically logged out of TN PULSE.

Main Menu Bar

The **Main Menu** bar is the primary menu for navigating TN PULSE. From here, users can search for students, navigate wizards that simplify more complicated tasks through small tasks, search for previously generated documents and reports, and other admin/school system-related functions.

Dashboard

The **TN PULSE Dashboard** contains widgets that display a subset of information on students' individual learning plans within the platform for the respective district. The dashboard widgets change depending on the user's role within the district and their associated permissions. Examples of widgets are below. The information button on each widget defines the data that is displayed.
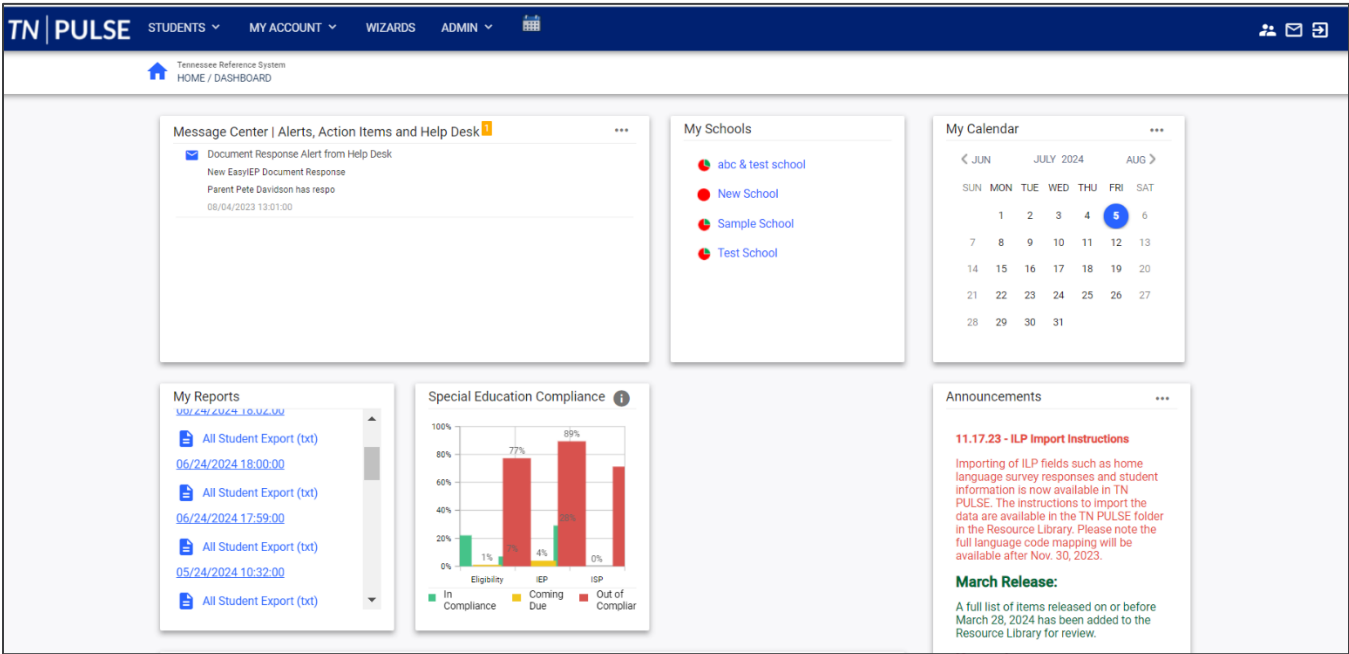
Message Center

The **Message Center** widget lists current messages, alerts, and action items for users to view upon sign-in. These messages may include alerts regarding overdue ILPs, compliance alerts, and other announcements pertinent to students assigned to the user's caseload.
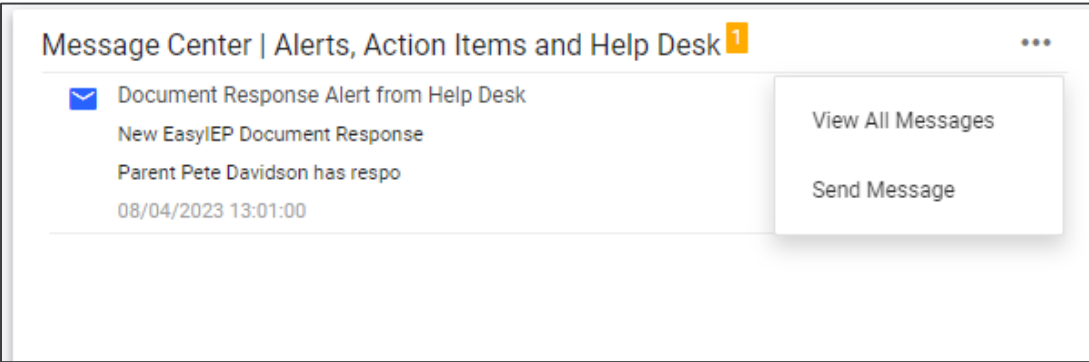
My Schools

The **My Schools** widget will list the school (s) associated with a specific users' account.
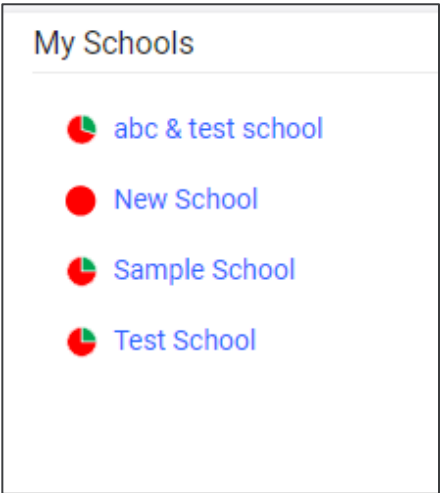
My Calendar

The **My Calendar** widget displays the calendar for the current month, week, and day. To view appointments or add a new appointment, click on a date and choose **New Appointment**. A new window will appear.
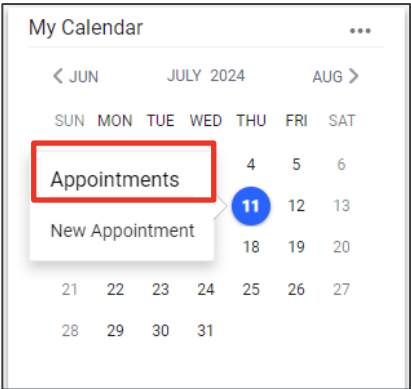
Enter details about the new appointment, including the category, colored label, start and end time, etc. Click **Save** when you are finished, and the new appointment will now be displayed on the calendar.

To edit the calendar, click the **three dots** in the upper right-hand corner and select **Edit My Calendar**.
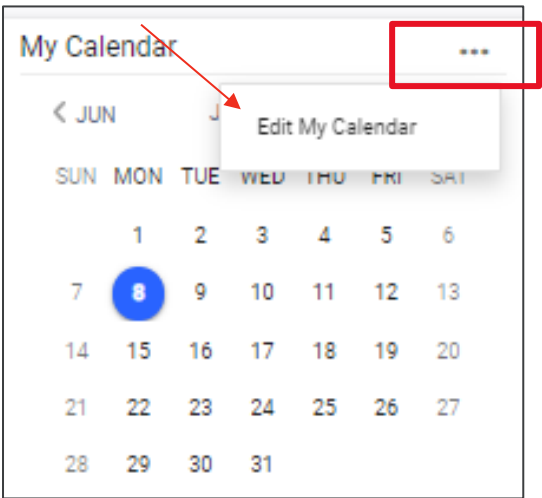
To create a calendar event or schedule services, click on a day and select the **Event Type**. Enter the necessary details and click **Save** to create your event or series.

*Please Note: Click the **calendar** icon on the **Main Menu** bar to access the school system calendar. This will display the schoolwide calendar, including events, teacher workdays, holidays, and other important dates. A **Calendar Legend** is provided at the bottom right of the calendar for reference.*

Calendar Legend:
- ☐ = Current Date
- 🟥 = Holiday
- 🟨 = Teacher Inservice
- 🟩 = Snow Day
- ☐ = Summer

- ☐ = * School Day
- 🟦 = Teacher Workday
- 🟧 = * Abbreviated School Day
- ⬜ = * Weekend

* = Services Provided
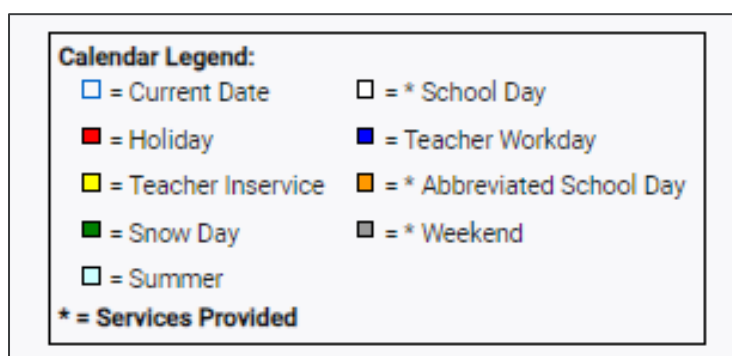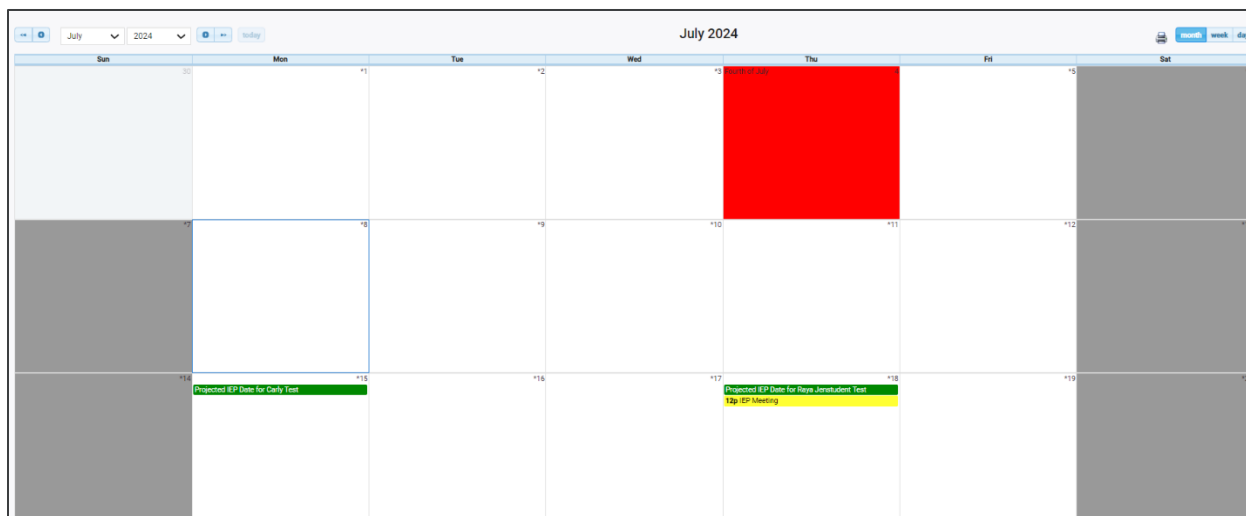
The five icons in the corner offer the functionalities listed below:

My Calendar	🖨 ≡ ↕ ⚙ 🗒

🖨	Print calendar

≡	Filter calendar entries by color, service, or school
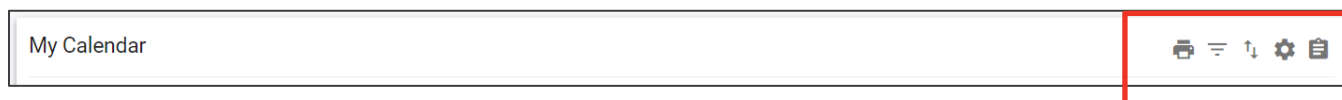
↕	Import/Export calendar

⚙	Edit preferences and settings

🗒	View all services in a separate window

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District Calendar

To update the district calendar with instructional school days, breaks, and holidays, select the **calendar icon** in the blue menu.
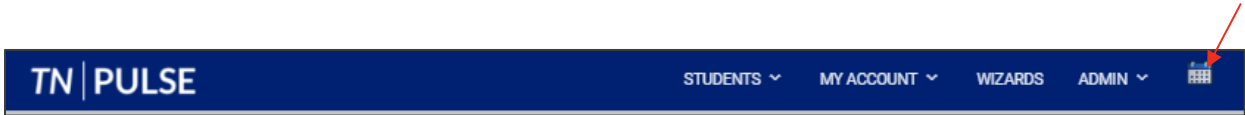
Click on a square in the calendar to open include a new holiday or event.
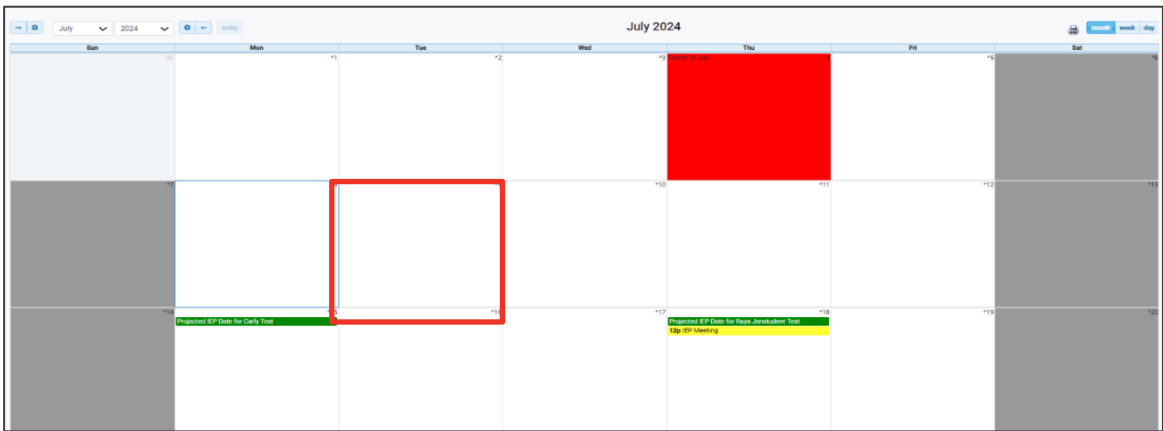
In the first section, School System, select a **Day Type** in the dropdown. This can include a school day, holiday, teacher in-service day, etc. Add a label. To change the **Day Type** and **Label** for multiple days at once, enter a date range in the format mm/dd/yyyy - mm/dd/yyyy. You can also enter multiple date ranges separated by a comma. If you use this feature, the day that you selected in the calendar (9/5/2024) will only be included if the date occurs in one of the date ranges you enter. ***Please Note:*** *if you add any calendar entries below (where it says "New Calendar Entries:"), they will only be added to the date 9/5/2024, not to dates in the date ranges you enter here.*

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Please Note: *Calendar Entries are simply labels that are displayed for a particular day. They have nothing to do with the "day type" and have no effect on whether a day is considered a "working day", "extended school year day" or "administrative working day".*

Once complete, select **Update the Database.**

Progress Report and ADM Periods

To add or edit a progress report or ADM period, select the **calendar icon.**

Once on the calendar page, scroll down and click **Edit School Years.**
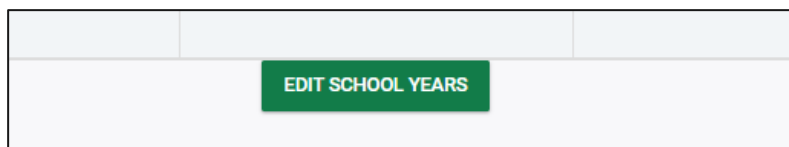
A table will appear. Find the current school year in the left-hand column. On the right side, find the row for Report Periods (Progress Report Periods) or ADM Reporting Periods for the current school year. **Click Edit.**

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Include the **Reporting Period Name**. Add the **Begin Date, End Date** and/or **Due Date** for the reporting period. If this reporting period correlates to **ESY**, click the box. Once complete, select **Update the Database.** To add another reporting period, click **Add Another Reporting Period**. *Please Note: If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.*

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	Due Date	ESY	Cal Days	Sch Days
☐	1	Reporting Period 1	08/01/2023	10/06/2023		☐	67	48
☐	2	Reporting Period 2	10/09/2023	01/01/2024		☐	85	48
☐	3	Reporting Period 3	01/02/2024	03/11/2024		☐	70	48
☐	4	Reporting Period 4	03/12/2024	06/30/2024		☐	111	65

NOTE: If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

UPDATE THE DATABASE

AUTO-FILL BEGIN AND END DATES

ADD ANOTHER REPORTING PERIOD

Click **Auto-Fill Begin and End Dates** for a new window to display. Add the begin date of Period 1 and number of days included per period. The system will auto-fill the begin and end dates based on the answers submitted. Click **Update the Database.**

Number of Reporting Periods:	1
Begin Date of Period 1:	
Number of Days per Period:	
Use School (working) Days:	☐

UPDATE THE DATABASE

My Reports

The **My Reports** widget lists all reports a user has created recently, including draft documents that have not expired.
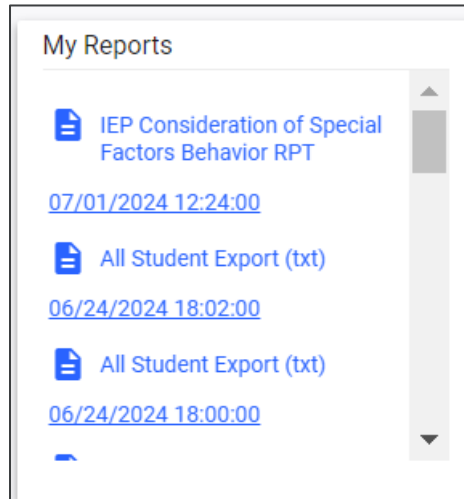
Special Education Compliance

The **Special Education Compliance** widget displays three bars for each section: **Eligibility**, **IEP,** and **Individual Service Plan (ISP)**. One bar represents the total percentage of students in the state who are compliant, while one bar represents the percentage of students with a due date coming within the next 30 days. The last bar represents the total percentage of students past the due date for an event in the given section. The events populating this widget will be **Initial and Annual IEPs** and **Initial and Re-Evaluation Eligibilities**.
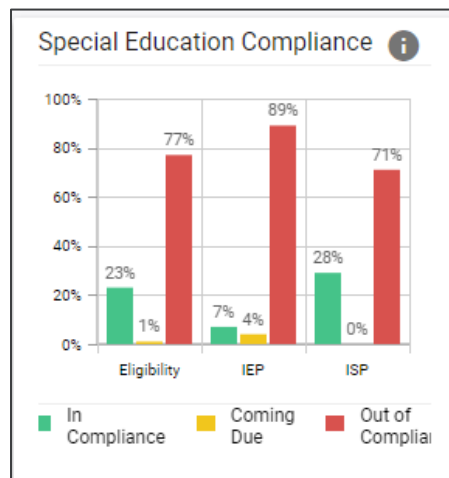
Clicking any bar will open the **Compliance Data Drill-Down** page, which displays a breakdown of students by district in each compliance status. Users can navigate to the district site from that page by clicking the district name.
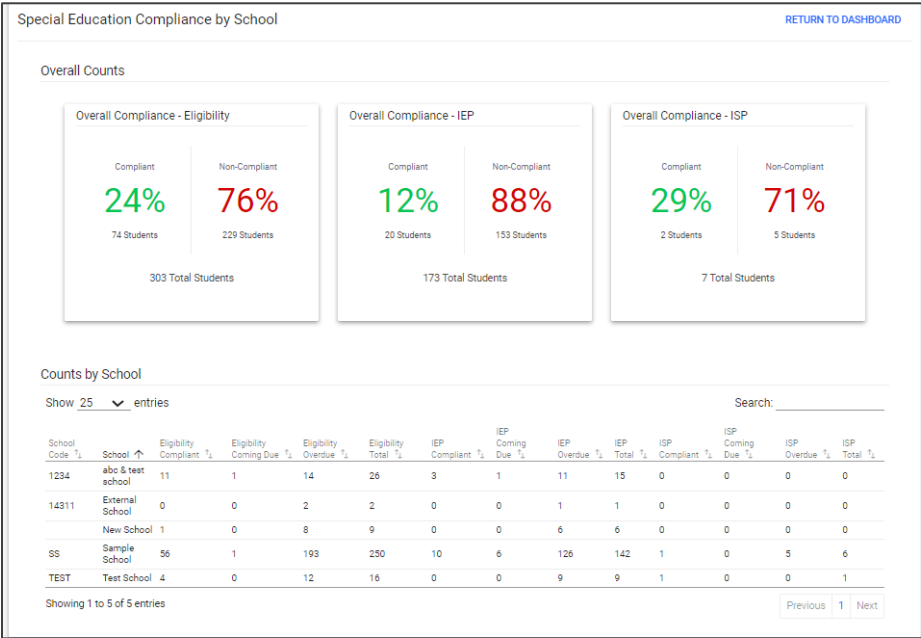
Announcements

The **Announcements** widget displays current announcements from the state department, school district, or PCG teammates. It is important to frequently check the announcements to see most current updates on policy, technology, and school district information.

Students By Special Education Disability

The **Students by Special Education Disability** widget displays all State of Tennessee-defined disability categories with statewide totals for students who currently have final eligibility in place according to their **Primary Disability**. The disabilities used in this widget will auto-populate from the eligibility event. The total number of students is displayed. above the bar for each category.

Please Note: if no students are in the category, the category will not be displayed in the widget. (For example, in the screenshot below, there are no students on this caseload with Other Health Impairment (OHI), so that does not display in the widget when it appears.

Announcements

11.17.23 - ILP Import Instructions

Importing of ILP fields such as home language survey responses and student information is now available in TN PULSE. The instructions to import the data are available in the TN PULSE folder in the Resource Library. Please note the full language code mapping will be available after Nov. 30, 2023.

March Release:

A full list of items released on or before March 28, 2024 has been added to the Resource Library for review.

Known Issues:

Please refer to this list prior to submitting a help ticket to the message board.

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Students by Special Education Disability - Federal (25 Total Students)
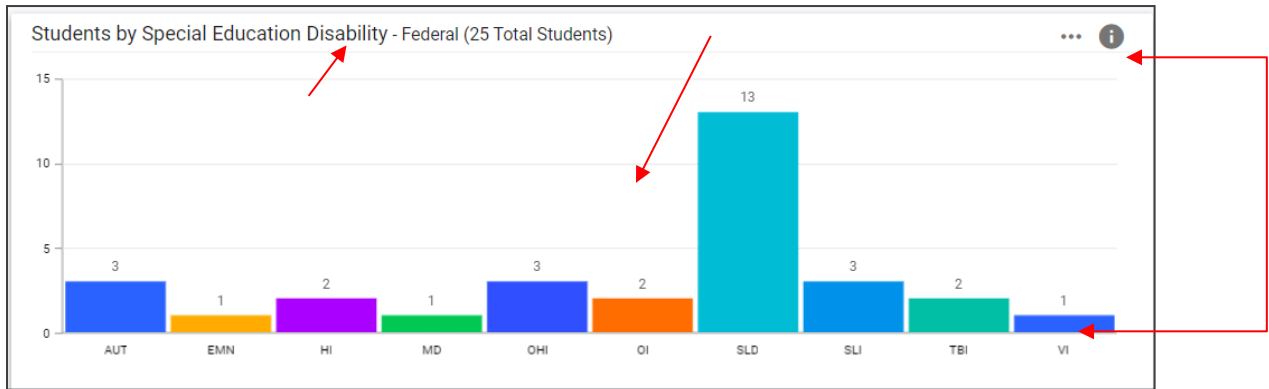
Note: Selecting the three dots in the top corner allows users to switch between a state view or a Federal view.

The widget header displays the total number of students in all categories. Clicking any bar opens the **TN Disability Breakdown by District**, which shows a breakdown of students by district in each disability category. Users can navigate to a district site from that page by clicking the district name.

Students by Special Education Disability by School

RETURN TO DASHBOARD

Federal   TN

Show 25 entries   Search: _____

School Code	School	AUT	EMN	HI	MD	OHI	OI	SLD	SLI	TBI	VI	Total
1234	abc & test school	0	0	0	0	1	1	8	2	2	1	15
14311	External School	0	0	0	0	0	0	1	0	0	0	1
	New School	1	1	1	0	2	0	1	0	0	0	6
TEST	Test School	2	0	1	1	0	1	3	1	0	0	9

Showing 1 to 4 of 4 entries   Previous 1 Next

Clicking the **info** or icon will open a window containing additional details on the data within the widget.

Students by Special Education Disability - Federal (25 Total Students)
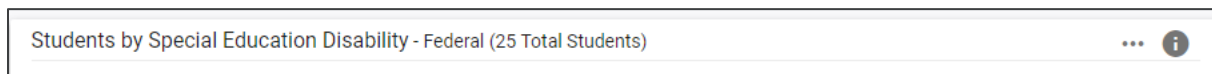
Students by Special Education Disability ✕

The counts included in each of the individual primary disability categories, along with the total count of students, includes students who are currently Eligible within the system for each of the disability categories recognized by the Federal government. Students who are out of compliance for their IEP and/or their Eligibility Determination are included in these counts. Only students who are currently inactive or have a 'Non-Eligibility Determination' as their most recent event type are excluded from these counts.

The following are the definitions of the abbreviations included in the chart:

AUT – Autism	EMN – Emotional Disturbance
OI – Orthopedic Impairments	TBI – Traumatic Brain Injury
DB – Deaf-blindness	HI – Hearing Impairments
SLD – Specific Learning Disabilities	VI – Visual Impairments
DD – Developmental Delay	ID – Intellectual Disability
SLI – Speech or Language Impairments	OHI – Other Health Impaired
MD - Multiple Disabilities	

Students with eligibility for both state and federal disability categories will receive ULN funding based on special education and related services TISA Rule 0520-12-05-.04(4)(a).

SLD by Deficit Area

The **SLD by Deficit Area** counts included in each of the individual deficit area categories includes students who are currently Eligible within the system for SLD in Tennessee. The counts shown are not unique; students may have multiple deficit areas. Students who are out of compliance for their IEP and/or their Eligibility Determination are included in these counts. Only students who are currently inactive or have a 'Non-Eligibility Determination' as their most recent event type are excluded from these counts.
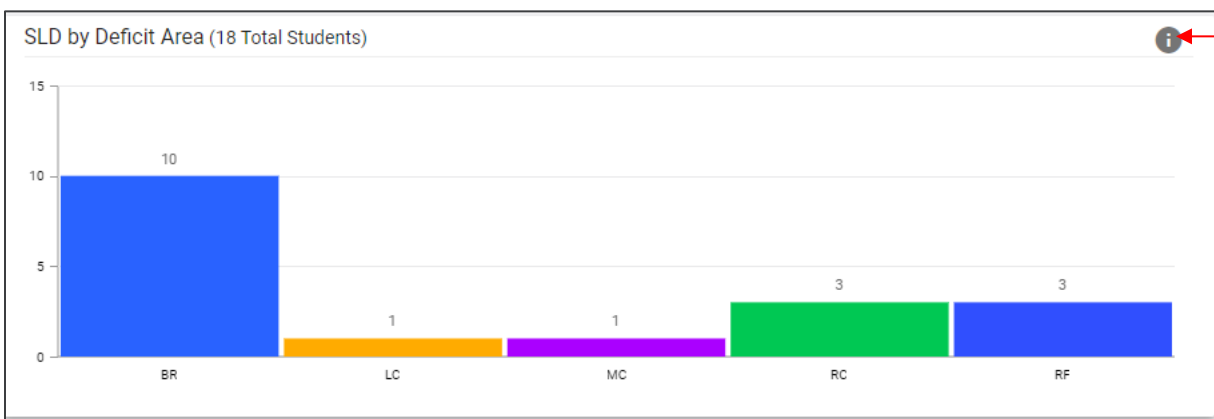

SLD by Deficit Area (18 Total Students)

Clicking the **info** or ℹ️ icon will open a window containing additional details on the data within the widget.

School Aged Placement

The **School Age Placement** widget displays students throughout the state organized by **School Age Placement**. The numerical increments on the Y axis of the widget will dynamically update based on the number of students in each bar. Students are categorized based on the placement where they spend most of their day, and it is auto populated from the student's current active **IEP Event** and the **Placement** field on the **Services** page. The total count of students in all placement categories will be displayed as the last bar in the graph.

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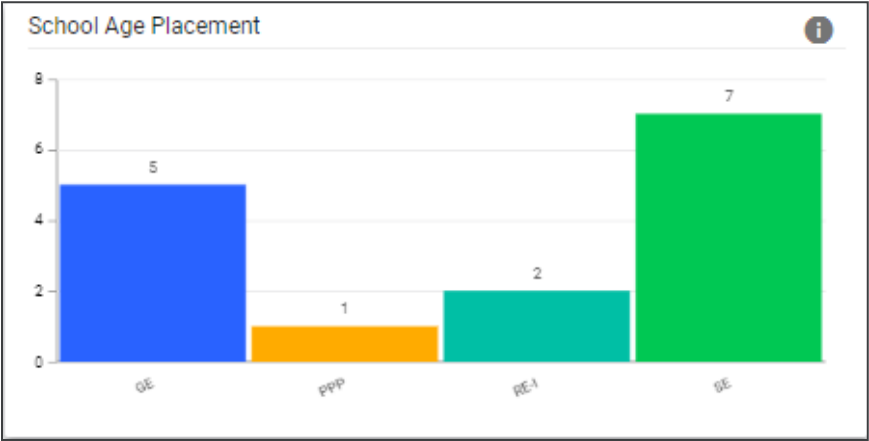
Clicking any bar will open the **Placement Data Drill-Down** page, which displays the breakdown of students by district for each placement. Users can navigate to the district site from that page by clicking the district name.

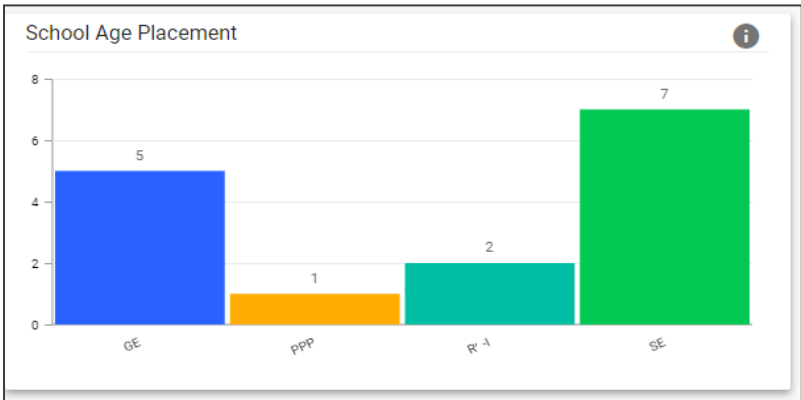| School Age Placement by School						RETURN TO DASHBOARD

Show 25 ⌄ entries   Search: _____

School Code	School	GE	PPP	RE-I	SE	Total
1234	abc & test school	3	0	0	3	6
14311	External School	0	0	0	1	1
	New School	2	0	2	0	4
TEST	Test School	0	1	0	3	4

Showing 1 to 4 of 4 entries   Previous 1 Next

School Aged Placement

The **School Age Placement** widget displays the total number of students throughout the state, categorized into bars by **School Age Placement.** The total number of students in each category will be shown to the right of each bar. The numerical increments across the X-axis of the widget will dynamically update depending on the number of students in each category.

Clicking any bar will open the **School Age Placement Data Drill-Down** page, which displays a breakdown of students by district in each environment.

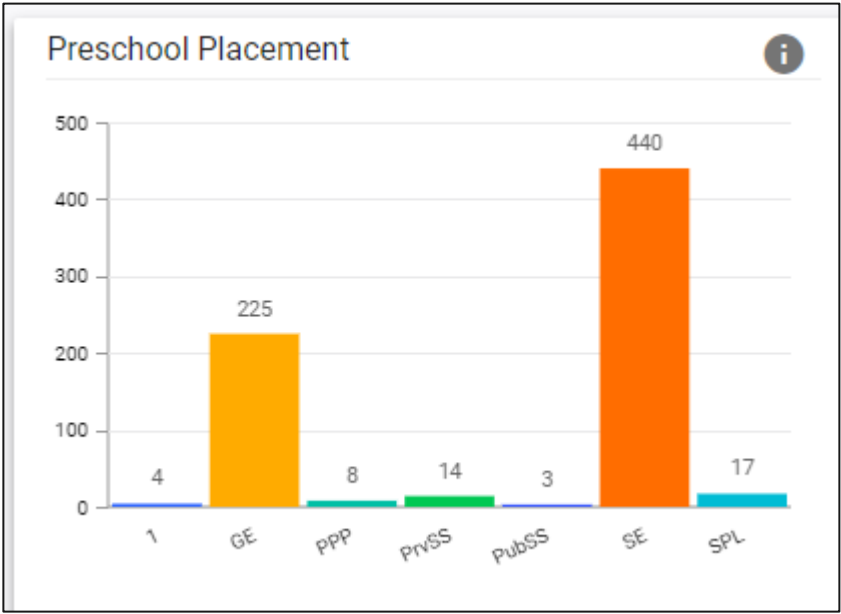| School Age Placement by School						RETURN TO DASHBOARD

Show 25 ⌄ entries   Search: _____

School Code	School	GE	PPP	RE-I	SE	Total
1234	abc & test school	3	0	0	3	6
14311	External School	0	0	0	1	1
	New School	2	0	2	0	4
TEST	Test School	0	1	0	3	4

Showing 1 to 4 of 4 entries   Previous 1 Next

Preschool Placement

The **Preschool Placement** widget displays students throughout the state organized by **Preschool Placement**. Numerical increments on the Y axis of the widget will dynamically update based on the number of students in each category. Students (ages 3 through 5 not in K) are categorized based on the placement where they spend the majority of their day and are auto populated from the student's current, active **IEP Event** and the **Placement** field on the **Services** page. The total number of students in all placement categories will be displayed in the widget's last bar. The A1 and B1 environments, the A2 and B2 environments, the C1, C2, and C3 environments, and the D1 and D2 environments will be combined into a single bar.

Clicking any bar will open the **Placement Data Drill-Down** page, displaying a breakdown of students by district in each environment.
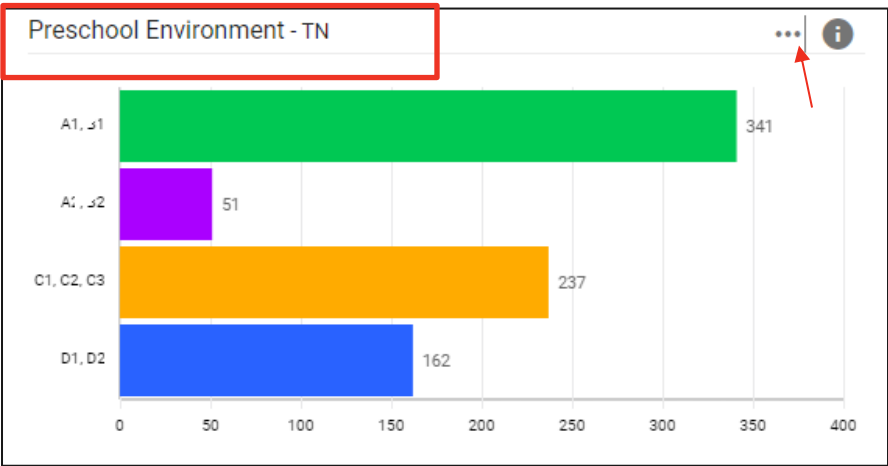
Preschool Environment

The **Preschool Placement** widget displays students throughout the state organized by **Preschool Placement.** Numerical increments on the Y axis of the widget will dynamically update based on the number of students in each category. Students (ages 3 through 5 not in K) are categorized based on the placement where they spend majority of their day and is auto populated from the student's current, active **IEP Event** and the **Placement** field on the **Services** page. The total count of students in all placement categories will display as the last bar in the widget. The A1 and B1 environments, the A2 and B2 environments, the C1, C2, and C3 environments, and the D1 and D2 environments will be combined into a single bar.

Please Note: Selecting the three dots in the top corner allows users to switch between a state view and a Federal view.

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Clicking any bar will open the **Placement Data Drill-Down** page displaying a breakdown of students by district in each environment.

Section 504

This panel will hold all the widgets related to **Section 504 plans**. The panel will display or hide based on the user's permission group. By default, it will display three bars for each section - **504 Accommodation Plan** and **Eligibility:** one bar with the total percent of students in the state who comply, one bar with total percent who have the due date coming in the next 30 days, and one for total percent who are past the due date for the event in the given section. Clicking the **Information** button will display more information regarding the color codes for 504 compliance.
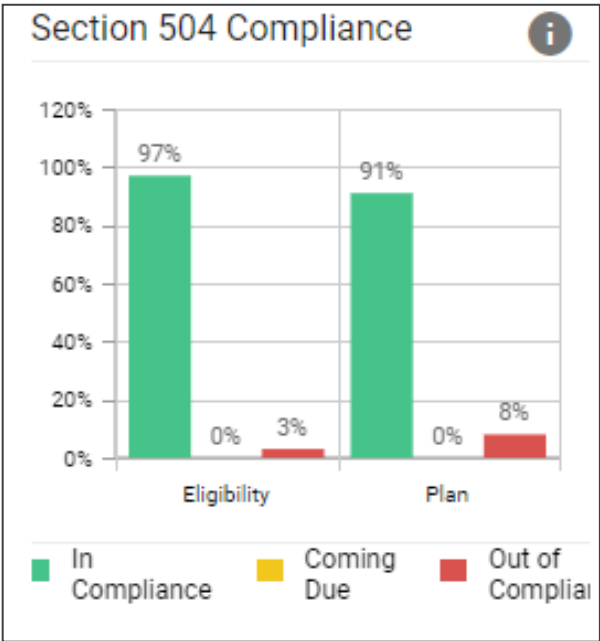
Clicking any bar will open the **504 Compliance by District** page, which displays a breakdown of students by district in each compliance status. Users can navigate to a district site from that page by clicking the district name.
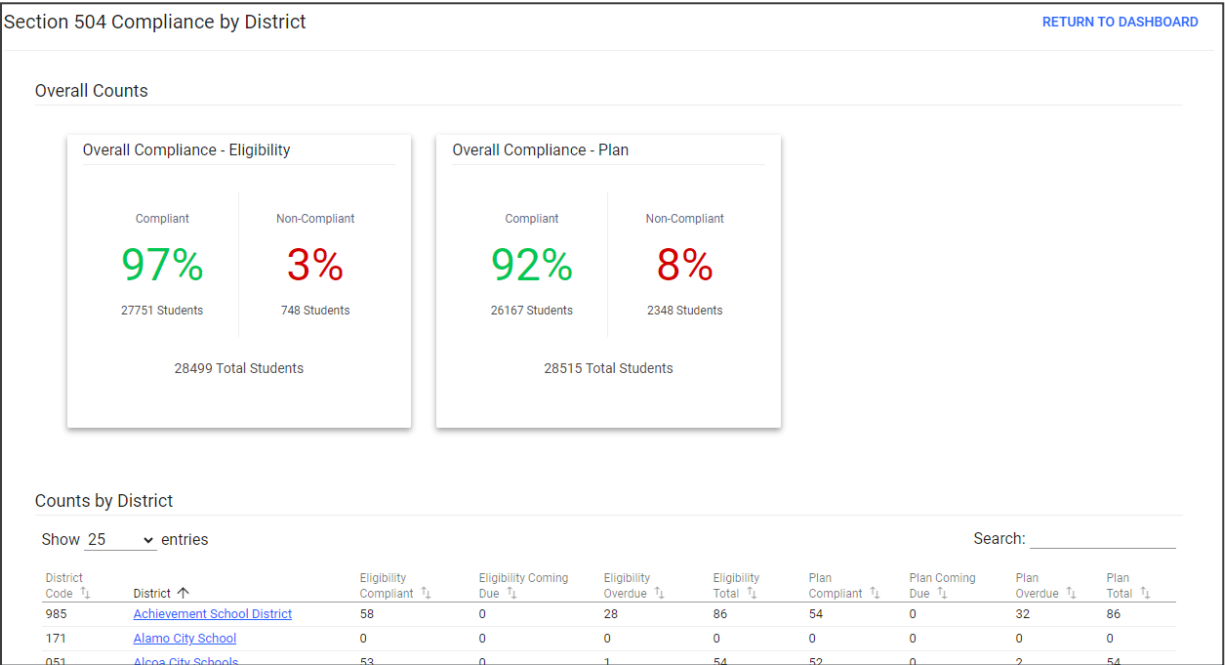
ILP Count

The **ILP Count** widget, which appears or hides based on the user's permissions, is a tool for managing ILP plans. It displays students across the state, organized by their **ILP Plan Type**. The numerical increments on the Y axis of the widget dynamically update based on the total number of students in each type. Students are categorized based on the type of ILP plan indicated on the student's current, active **ILP Event**.
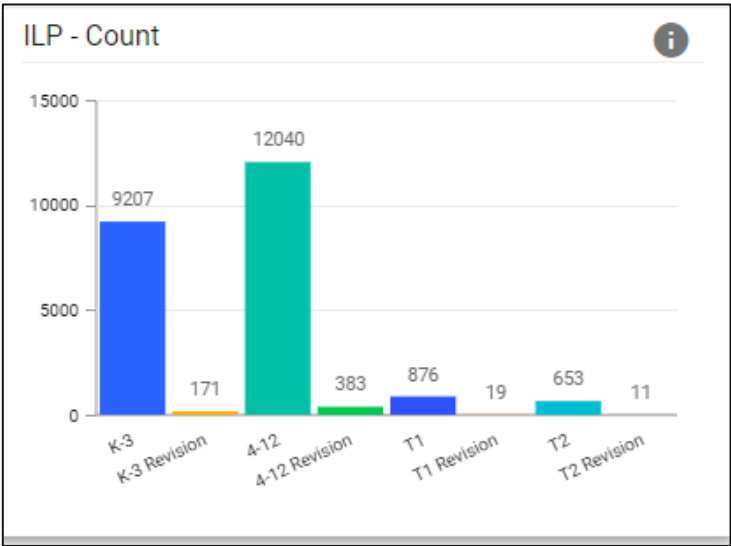
Clicking any bar will open the **ILP Counts** page, which displays a breakdown of students by district in each plan type.

ILP - Count by School				RETURN TO DASHBOARD

Show 25 ∨ entries   Search: _____

School Code ⇅	School ↑	T1 ⇅	Total ⇅
TEST	Test School	2	2

Showing 1 to 1 of 1 entries   Previous | 1 | Next

ILP-D Count

The **ILP-D** widget contains all the data related to students in the school district with an ILP-D. The panel will appear or hide based on the user's permissions and displays students across the state organized by **ILP-D Plan Type** for kindergarten through 3rd grade students or those in 4th through 12th grades.
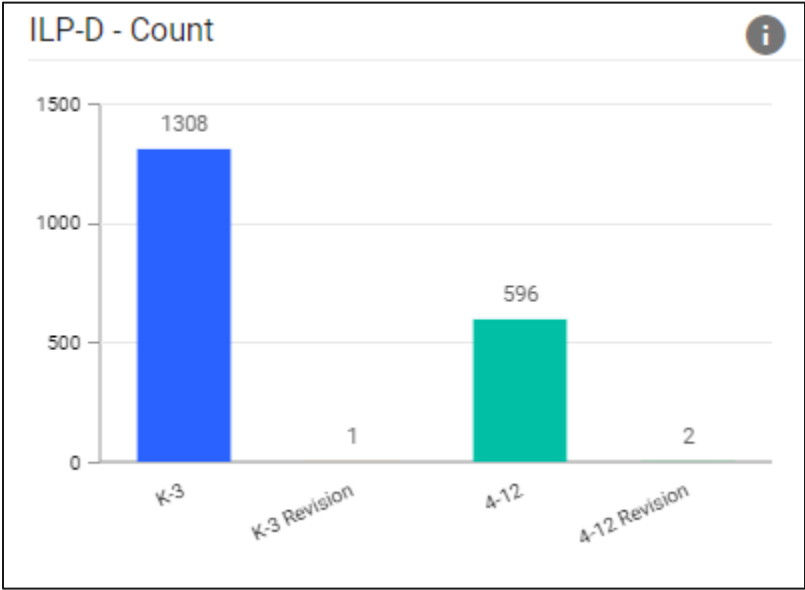
The numerical increments on the Y axis of the widget will dynamically update based on the total number of students in each bar. Students are categorized based on the Deficit Area indicated in the ILP-D and auto-populates from the student's current, active **ILP-D Event**. Each student with an ILP-D is monitored and is screened three times per year through the universal reading screener process. Students exit an ILP-D with consistent performance on the universal reading screener that exceeds the qualifying criteria for an ILP-D or when a parent refuses services through an ILP-D. Reference the Dyslexia Resource Guide for more information.

Numerical increments on the Y axis of the widget will dynamically update based on the total number of students in each category. Students are categorized based on the **ILP-D Plan Type** and auto-populate from

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the student's current, active **ILP-D Event**. Clicking any bar will open the **ILP-D Deficit Areas** page, which displays a breakdown of students by district in each grade group.
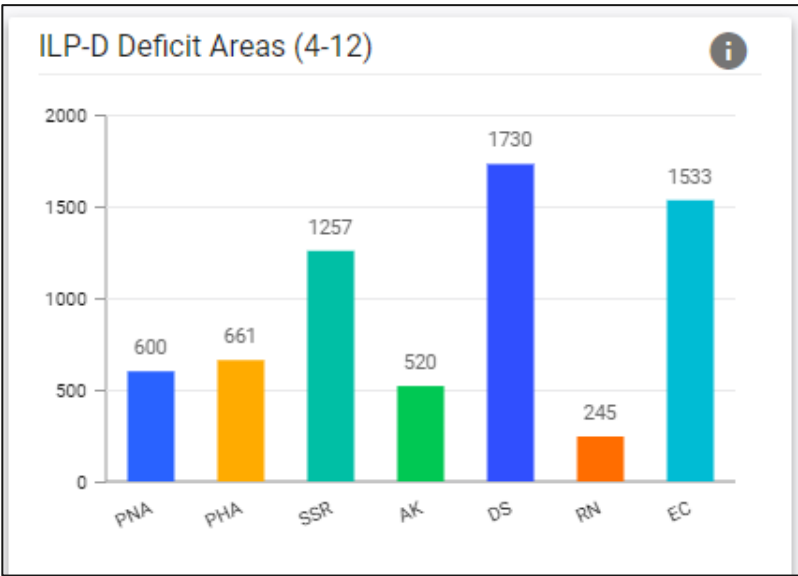
Resource Library

At the bottom of the **Main Menu** page, various documents are available to users in the **Resource Library** widget for viewing or downloading. To view a document, select the name indicated by a blue hyperlink. When opened, documents can be saved to an individual computer.


The documents and reports are divided into folders in the **Resource Library** widget. All memos and procedural documents from the department, along with documents and manuals related to the use of TN PULSE, will be included in the Resource Library. Districts may upload documents for their specific district in the **District Documents** folder. More folders will be available if the district has purchased additional applications from PCG. Documents commonly uploaded to this widget include TN PULSE User Manuals, district-specific forms, Behavior Intervention Plan forms, Functional Behavior Assessment forms, etc.

Click the **three dots** in the corner of the widget. Select **Upload File(s)** to locate the file on the computer or network.
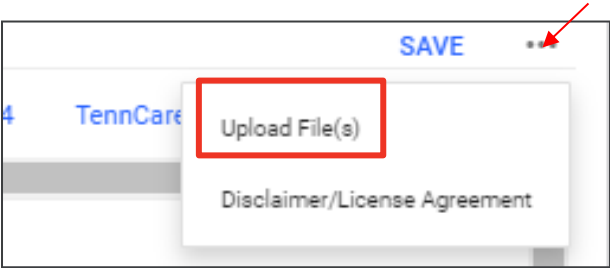
After the file is located, click the **Upload File(s)** button at the bottom of the screen.
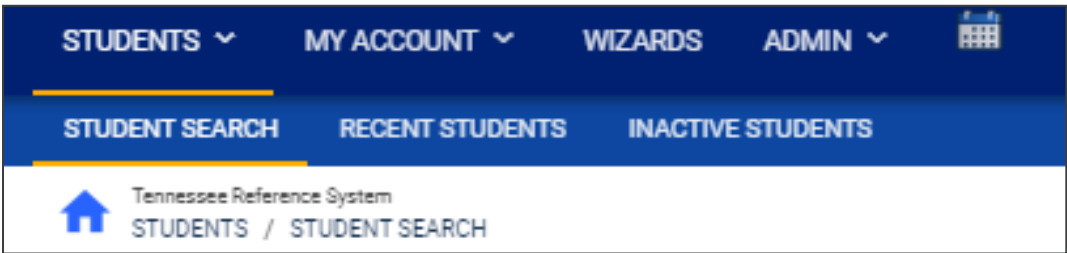
Students

The **Students Menu** allows users to search for recent and inactive students.
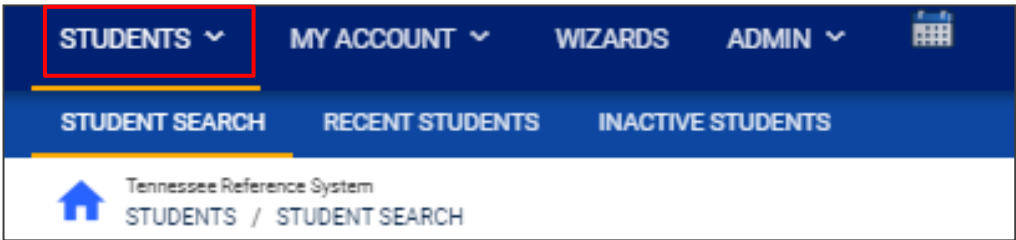
Student Search

All students enrolled in the district's SIS package (e.g., PowerSchool, Skyward, etc.) and imported into TN PULSE are included. Depending on the search criteria, a certain number of students appear on the screen. Narrow the search by entering the first three or more letters of the child's last name and selecting the check box for the appropriate **Domain**. The student search screen will appear differently based on each user's permissions. Some users are only able to view their caseload.

1. From the **Main Menu**, select **Students**, then click **Student Search**.

2. Enter search criteria, such as **Student's Last Name**. Select a **Grade Level**, **Domains**, **Additional Programs**, and/or **School** to narrow the search. If the search results provide a list too large for one page, enter an alphabetical range in the last name field (e.g., "a...m"). This allows the user to see a portion of the students simultaneously.

Click **View Students** or select the **View My Caseload** button to display an individualized user's caseload. Clicking **Advanced Search** will display a window providing more options to filter students. The student's record or a list of students who meet the selected criteria will appear.

*Please Note: To narrow the search further, click **Advanced Search** to filter by **Disabilities**, **Related Services**, **Additional Programs**, etc.*

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Status

- [ ] General Ed
- [ ] Evaluation
- [ ] IEP
- [ ] Section 504 Eligible
- [ ] LEP Identification

- [ ] Child Study
- [ ] Eligibility
- [ ] ISP
- [ ] Section 504 Plan
- [ ] LEP Plan

- [ ] Referral
- [ ] Special Ed
- [ ] Section 504 Referral
- [ ] LEP Referral

Additional Programs

- [ ] English Second Language (ESL)
- [ ] Parentally Placed Private School
- [ ] Early Childhood Placement

Compliance Status

	Compliant	Warning	Overdue
Initial Consent for Eligibility Evaluation Received	✔	⚠	®
Parent Consent	✔	⚠	℗
Eligibility Determination	✔	⚠	ⓣ
IEP	✔	⚠	●
ISP	✔	⚠	●
Transfer		⚠	●
Section 504 Parent Consent	5	⚠	®
Section 504 Eligibility	5	⚠	⑤⑦
Section 504 Plan	5	⚠	⑤
ILP-D Eligibility	D	⚠	ⓓ
ILP-D	D	D	D

4.   Select the student's name to open the student's record.

Please note: Each student record displays a column for first, middle, and last names. Users can sort by a student's first or last name. The student's personal information page appears once a user clicks on a student's name.

Domain Indicators

Search results or caseloads will display symbols indicating a student's current domain status. The **Domain Indicator** will indicate students supported by one or more of the five individual education or learning plans (IEP, ISP, ILP, ILP-D, Section 504)**.** The domain symbol indicators and descriptions are listed below.

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Symbol	Description
IEP	Students with an Individualized Education Plan (IEP)
ISP	Students with an Individualized Service Plan (ISP)
504	Students with a Section 504 Plan
ILP-D	Students with an Individual Learning Plan-Dyslexia (ILP-D)
ILP	Students with an Individual Learning Plan (ILP)

Recent Students

The **Recent Students** section will list students a user has recently searched for via **Student Search**.

Inactive Students

For users with the appropriate access and permissions to search for inactive students, click the **Inactive Students** tab from the **Students Menu**. This search allows users to search by **Last Name**, **Date of Birth**, **Student or State ID Number**, **Exit Reason**, and **Dates Exited**. Select the checkbox next to **Exact Match** to search for the exact wording. Click **View Inactive Students** to view a list of inactive students who meet the criteria provided.

Student ID	State Code	Name	Date of Birth	School	Date Exited	Reason for Exiting
TESTSTUDENT218	TestStudent218	Abel 504 Test	03/26/2008		01/24/2019	Moved, Known to be Continuing
TESTSTUDENT436	TestStudent436	Ace 504 Test	03/26/2008	KACS	12/22/2020	Reached Maximum Age
96344	96347	Adam 504 Test	10/13/2004		01/09/2017	Moved, Known to be Continuing
ADELETEST	USIADELETEST	Adele Test	03/18/2006	PRIV	05/04/2014	Moved, Known to be Continuing
TESTSTUDENT155	TestStudent155	Adeline 504 Test	03/26/2003	TCLC	05/19/2021	Moved, Known to be Continuing

Select a student by clicking on the student's name to be directed to his/her Student Information and **Documents** page.

After a student is selected, the user will see the chart below. Each tab will display read-only information regarding a student's demographic information and other details about specific learning plans the students may have. Click each **tab** to review the information.
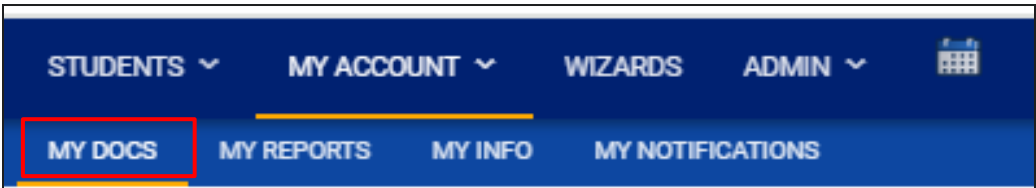
My Account

The **My Account** menu allows users to review documents, reports, account information, and notifications.
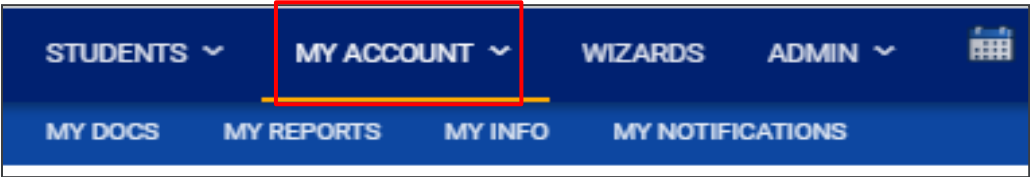
My Docs

The **My Docs** tab displays the documents of the Case Manager's students. This tab allows Case Managers to view and print all documents for students on their caseload.

This page lists all documents the Case Manager has created or created by someone else for Students within the past year, including draft documents that have yet to expire or a subset of those documents if the search page was used or if coming from the **Progress Report Wizard**. This page appears immediately after running the **Progress Report Wizard** and can always be accessed using the **My Docs** tab in the menu above.

| Date Created	Created By	Student	Batch	Document	Year / Report Pd	Status
07/12/2024	Dana Huskins	Damion Test	☐	ILP 4-12	PDF	☐
07/12/2024	Dana Huskins	Damion Test	☐	ILP 4-12 (translated to Spanish)	PDF	☐
07/12/2024	Dana Huskins	Damion Test	☐	ILP Annual Parent Notification Letter	PDF	☐
07/12/2024	Dana Huskins	Damion Test	☐	ILP Annual Parent Notification Letter (translated to Spanish)	PDF	☐
07/12/2024	Joann Runion	Penelope Test	☐	ILP T1-T2 Document: T1 Plan	PDF	(Draft)
07/11/2024	Christian Kissinger	John FFS Test	☐	ILP K-3	PDF	☐
07/11/2024	Dana Huskins	Rebecca Test	☐	ILP 4-12	PDF	(Draft)

To print a document, click on the **Document** in the list, then use the **printer** icon in the toolbar directly above the document itself. To print documents in a batch, use the checkboxes to select individual documents or click **Check All** to select all documents listed. Then, use the 🖶 icon in the toolbar.

Date Created	Created By	Student	Batch	Document		Year / Report Pd	Status
07/12/2024	Dana Huskins	Damion Test	☑	ILP 4-12		PDF	☐
07/12/2024	Dana Huskins	Damion Test	☑	ILP 4-12 (translated to Spanish)		PDF	☐
07/12/2024	Dana Huskins	Damion Test	☑	ILP Annual Parent Notification Letter		PDF	☐
07/12/2024	Dana Huskins	Damion Test	☑	ILP Annual Parent Notification Letter (translated to Spanish)		PDF	☐

My Reports

The **My Reports** tab lists all the reports an ILP Team member has created for the student or those previously created by someone else within the past year, including draft documents that have not expired.
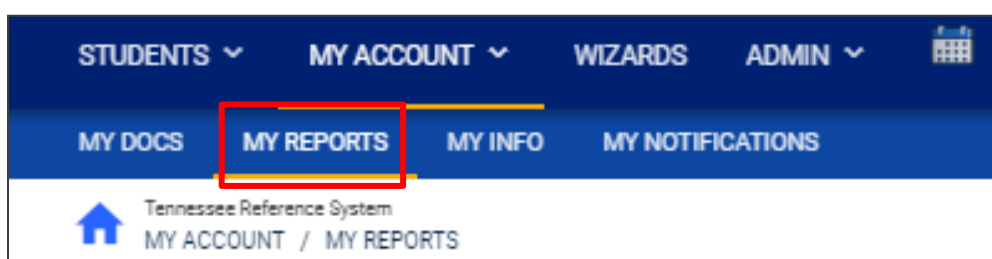
Report	Date Created	Created By	Report Level			
			System	School Areas	School	User
IEP Consideration of Special Factors Behavior RPT	07/01/2024 12:24:00	Jennifer Training Test	Yes			
All Student Export (txt)	06/24/2024 18:02:00	Akshaya Kuppuswamy	Yes			
All Student Export (txt)	06/24/2024 18:00:00	Akshaya Kuppuswamy	Yes			
All Student Export (txt)	06/24/2024 17:59:00	Akshaya Kuppuswamy	Yes			
All Student Export (txt)	05/24/2024 10:32:00	Jennifer Training Test	Yes			
All Student Export (txt)	05/24/2024 10:31:00	Jennifer Training Test	Yes			
TN-OptionsReportExport_All Options	05/24/2024 00:28:00	Sachin Medavarapu	Yes			
TN-EIS-Combined-Extract	04/26/2024 12:40:00	Nagoor Taneru	Yes			

My Info

The **My Info** tab allows users to view and edit their demographic information. Click **My Account** from the **Main Menu** bar, then select **My Info**.

© Tennessee Department of Education
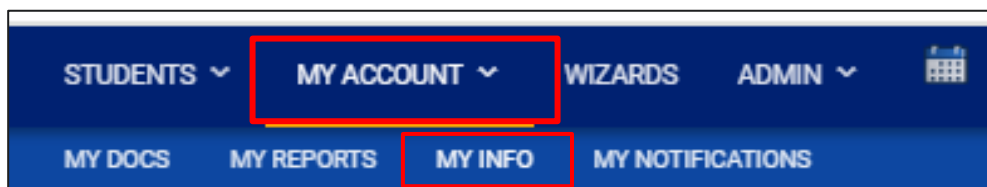
To set a new password, enter the current password, then click **Set My Forgotten Password Question.** Users can edit their email, password**,** address, etc., and click **Save.**

My Notifications

The **My Notifications** tab shows all notifications related to students, including alerts, weekly reminders, and overdue compliance alerts. If you have unread messages, a **New Messages** section will be at the top of the page. Below any new messages, a **Previous Messages** section will display all messages you have previously sent or received. To mark messages as read, click on each checkbox individually or select **Check All** and then click on **Mark Messages As Read**.

Wizards

The **Wizards Menu** will guide users to a list of wizards, which are simplified, step-by-step controls intended to help users navigate through complex tasks within TN PULSE. The specific list of wizards available may vary based on the user's permissions. Some examples are provided below, and additional user guides will offer more information about how the wizard functionality works.

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Admin

The **Admin Menu** allows the admin to view, edit, and manage areas of TN PULSE from an administrator viewpoint, including student transfers, managing school information across the district, reporting, managing users, compliance monitoring, etc.
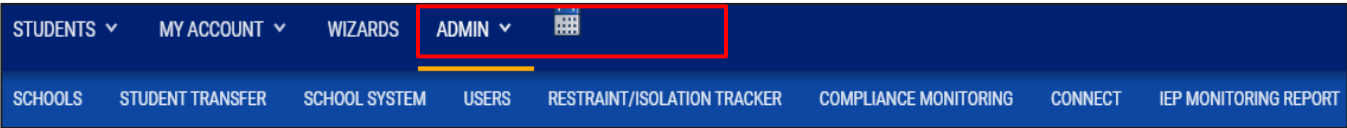
Schools

The **Schools** tab allows users to view individual school information for schools within the district.

Admins can view school information by clicking on an individual school name or the **pencil** icon under **Details**. This will open a new window. Click **View School Changes** to enter the criteria for school changes entered in the system, such as student transfers.

Clicking on **External Schools** displays a sample list of the external school systems in the district site. This is a complete list of all systems in Tennessee. If an external system is missing from the site, please submit a

request to the Message Board to have it added. Clicking on the name of the external school system displays more information.

Student Transfers

In TN PULSE, staff members have the ability to start and approve transfers directly with one another across districts. Requesting two levels of approval ensures the accuracy of the data, as it requires both districts to confirm that a student has a record in their district and that the correct student's information is being transferred. By placing the responsibility to transfer students at the district level rather than the state level, transfers can occur more promptly, especially during high-volume transfer periods such as the beginning of the school year.

If users encounter issues with the district-initiated transfer process, district staff can still request student transfers through the **Message Board.** The previous school district must first deactivate the student. Please contact the previous school district to request the student's deactivation. Next, submit a request to the **Message Board** to transfer student demographics, documents, and workspace information. Each transfer request message can include **a maximum of five student records**. For districts with a large percentage of their student population moving to another district (e.g., city versus county schools), please send a message to the **ZenDesk Message Board** and request instructions on how your district can handle a mass transfer.

- **Active** student records cannot be transferred. Please ensure the previous district inactivates the student record before posting a transfer request.
- To request a transfer, include the **student's name, date of birth, and previous school district**.
- When a student is transferred to a new district, a new IEP is finalized to create an option of service in the new district. Users must first update the providers and service dates selected on the **Services** page. The IEP goals and objectives, dates, and details must also be updated before a current IEP can be finalized.
- When transferring a student between district sites, the intention is to leave the data as-is in the original site. In contrast, any new data added by the student's former district is included. The transfer process will not modify any existing data in the original site (e.g., new dates for services, etc.) if that data was included

in the student's record before the first transfer. Workspace, documents, and events are transferred while historical data remains unmodified.

Required Field for Transfers

All TN PULSE administrator users have permission to request and approve transfers. The below fields are required to initiate a transfer request.
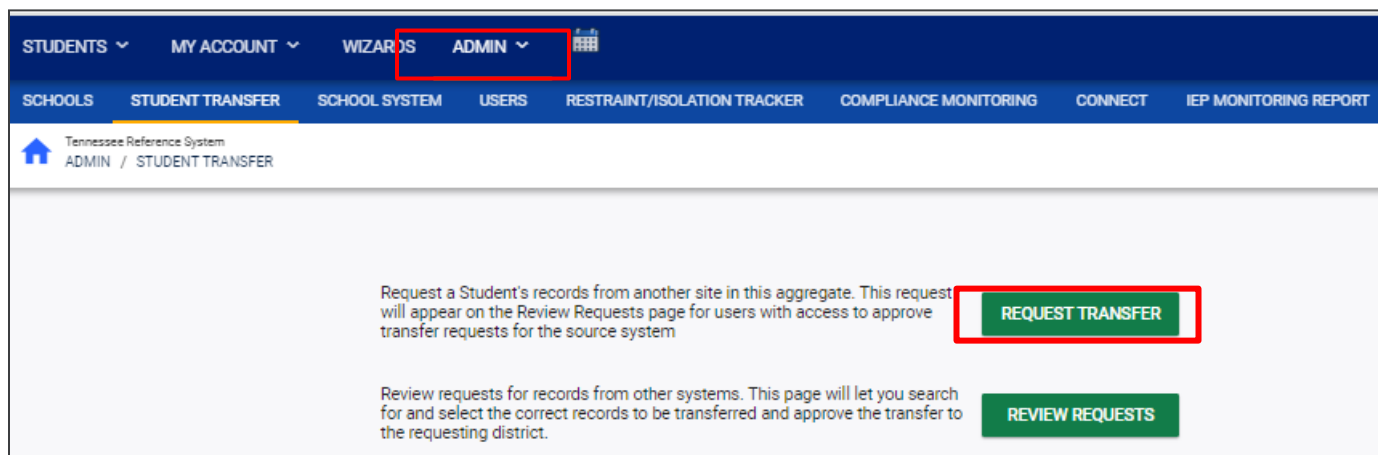
REQUIRED FIELDS FOR STUDENT TRANSFER REQUEST
- ▶ Student First Name
- ▶ Student Last Name
- ▶ Student State ID
- ▶ Student Date of Birth

Steps to Complete the Admin Transfer Process

District A: Initiating a Transfer

To initiate a student transfer, the receiving school district will request a student's records from the student's current school district by selecting **Admin** and clicking **Request Transfer.**

Please note: *The user must complete all required fields for the student(s) whose records are being requested. Admin users can submit up to five students per request, either from the same or different school districts.*

Districts may also use the **Notes** field to include relevant notes with the transfer request.

Enter the student's information and click **Request Student Transfer(s)**. The user will be prompted to find and select the existing student file from their current district to include the transferred record.

Users also have the option only to transfer the student's records while keeping the student active in the source system. Check the box if this option is preferred. This will load a student search page with the requested student's information auto populated. Click **View Notes** to see any relevant notes available for the transfer request.

Click **Select Existing Destination Student** to request an existing record from the student's current district to add to the transfer record. Select which data should be transferred from the previous district by checking the appropriate boxes. The student's personal information will always be transferred. Click **Check All** if all existing student records should be transferred.

A new Student will be created in Tennessee Reference System:

SELECT EXISTING DESTINATION STUDENT

Please Indicate Which Data Should be Transferred:

NOTE: Personal Information will always be transferred

CHECK ALL   **CHECK NONE**   **RESET**

☑ Parents	☐ Transportation Services	☐ Limited English Proficiency Services
☑ Documents	☐ Nursing Services	☐ Invoices
☐ Assessments	☐ Transition Plan	☐ Immunizations
☐ Narratives	☐ Transition Services	☐ Early Intervention Disabilities
☐ Discipline	☐ Custom Data	☐ Early Intervention Services
☐ Participations	☐ Evaluation Components	☐ Nursing Diagnoses
☐ Accommodations	☐ Contacts	☐ Incidents
☐ Goals and Objectives	☐ Section 504 Disabilities	☐ Daily Attendance
☐ Special Ed Services	☐ Section 504 Participations	☐ Threat Assessment
☐ Related Services	☐ Section 504 Accommodations	☐ Service Authorization
☐ Supplemental Aids	☐ Section 504 Life Activities	☐ Courses and Grades
☐ Medications	☐ Section 504 Services	

Select which type of **event(s)** will be transferred from the previous school district. Users have the option only to transfer the student's records and keep the student active in the source system. Check the box to see if this option is preferred. Once complete, select **Schedule Student Transfer** to formally schedule the transfer.

Please select the types of events to be transferred

Transfer	Event Type
☑	Non-Grouped Events
☑	Special Ed Events
☑	Section 504 Events
☑	Medicaid Events
☑	Health Services Events
☑	Limited English Proficiency Events
☑	Provision of Services Parental Consent Events

☐ Just transfer Student's records Student will remain active in Tennessee Reference System.

**SCHEDULE STUDENT TRANSFER**

CANCEL TRANSFER REQUEST

Transfer Request Types

Transfer Request Types in TN PULSE are grouped into the following three categories:

- ▶ **Students Requested to Transfer from the Current District**
  - This section lists transfer details for students requested by another school district from the current district.
  - The sending district administrator will use this section to review requests from receiving districts.
- ▶ **Students with a Pending Request for Transfer to the Current District**
  - This section lists transfer details for students requested by the current school district from other districts.
- ▶ **Students with an Approved Request for Transfer to the Current District**
  - This section lists transfer details for students requested by the current school district from other districts that have approval from the other districts for transfer.
  - After sending the district approval, the receiving district administrator will use this section to complete the student transfer.

Approving a Transfer Request

Select Review Requests **to review and approve pending transfers from requesting districts.**
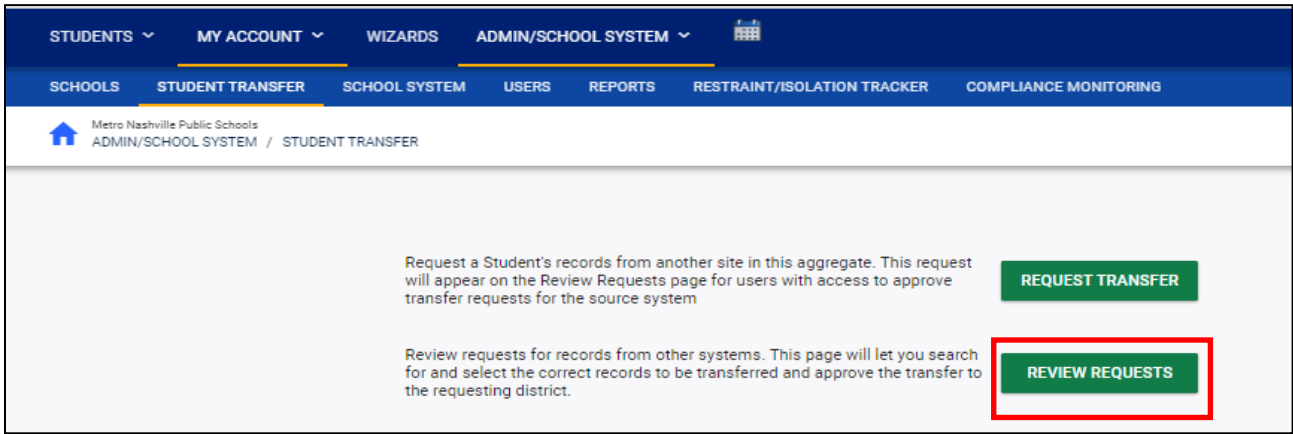
In the scenario shown below, the district administrator in District B, or the sending district, will select **Details** next to the student information under the first section. *Students with pending requests to transfer to (district chosen) will also be shown.*

This will display student information for the requested transfer. Select **Find Student to Transfer**.

This will load the student search page with the transfer student's information auto populated. The user can select the student whose name matches the criteria.

Next, the user will see a page displaying all student Transfer Request Details for review. Once complete, select **Approve Transfer Request**. If the student is still active in District B, they must select the **Reason for exiting** and confirm the **Transfer** and **Exit Dates**.

Transfer Request Details

Destination District:	TN 504 Testing Site	Requested Transfer Date:	06/06/2023	Date of Request:	06/06/2023 (0:11 Ago)
Contact Phone:	901-200-1234	Contact Fax:	901-200-1235	Contact E-Mail:	
Name:	Banks Test				
Student ID:		State ID Number:	E7TT06SA80	Date of Birth:	01/31/2014

VIEW NOTES

Student Selected for Transfer

Name:	Banks EG Test				
Student ID:	60708	State ID Number:	E7TT06SA80	Date of Birth:	01/31/2014

CLEAR SELECTED STUDENT

This Student will have to be made inactive in TN ezUI IEP Testing Site.
Please fill in the following exiting information for this Student:

Transfer Date:	06/06/2023
Date Exited:	06/06/2023
Reason for Exiting:	

APPROVE TRANSFER REQUEST

NOTE: To deny a transfer request, please give a reason via the "View Notes" button.

Out-Of-State Student Transfer Process

When a student transfers from out-of-state and there is evidence the student has a disability (e.g., the LEA receives a recent copy of the **IEP** or **Eligibility Report**), the current school district must provide services comparable to those described in the previous school district's IEP. If the school district does **not** receive a recent copy of the out-of-state IEP or Eligibility Report, the LEA is not obligated to provide comparable services.

The student is actively enrolled in TN PULSE and should continue to receive comparable IEP services if provided until an updated **Eligibility Determination** is completed. The information below is intended to guide local education agencies (LEAs) regarding required procedures to determine Tennessee eligibility for students with disabilities who transfer from another state.

1) When a student transfers to an LEA in Tennessee from another state, the team will need to **request and review** transferring records in a timely manner (e.g., meet within ten school days of enrollment) and provide comparable services based on the most recent IEP from the date of enrollment until which time the Tennessee IEP is finalized. IEP teams are recommended to document all attempts to obtain student records in the **TN-PULSE** contacts' section.

2) If an out-of-state transfer student's records, including the most recent psychological or speech and language report(s) and IEP, are complete and sufficient, and the team agrees no additional assessment is necessary for determining Tennessee eligibility, the IEP team will complete an **eligibility report**. The **referral date** will be entered as the date the school district was made aware that the student previously received special education services, and the **consent** date will auto-populate within the TN PULSE system to reflect the referral date. The team should upload all out-of-state records, including the appropriate Tennessee assessment documentation forms, to the student's **TN PULSE document tab.** The IEP team should discuss the current IEP, determine if any changes need to be made based on current levels of academic achievement and functional performance, and create a new IEP, either adopting the current IEP or developing/implementing a new IEP. A **Prior Written Notice (PWN)** must be written to document the team's decisions.

3) If the school district receives an out-of-state transfer of student's records but are found to be **not complete or insufficient** for determining Tennessee eligibility, the IEP team will conduct a **Reevaluation Summary Review (RSR)** to determine which assessments are necessary to determine eligibility. The referral date will be entered as the date the school district was made aware that the student previously received special education services, and the consent date will be entered as the date the parent/legal guardian signed consent for additional assessment via the RSR. The IEP team should consider the need to provide comparable services from the enrollment date and document all decisions, including the outcome of the RSR meeting, via a **Prior Written Notice.**

4) When assessments are complete, the IEP team will reconvene to review evaluation results and determine eligibility according to Tennessee state disability definitions and standards. At this time, an eligibility report will be completed and signed to reflect the eligibility or non-eligibility. If the student is found eligible, an IEP will be created within **30 calendar days** to reflect the eligibility date and data collected from the reevaluation/assessment.

5) If an **out-of-state transfer student's record** cannot be obtained after reasonable attempts to retrieve them, the IEP team will consider the information provided by the parent as a request for an **initial evaluation.** The team will obtain initial consent via the **Initial Consent Form** and complete the evaluation and eligibility determination within **60 calendar days**. If the student is found to be eligible, the IEP team will reconvene to finalize the IEP within **30 calendar days** from the eligibility determination date.
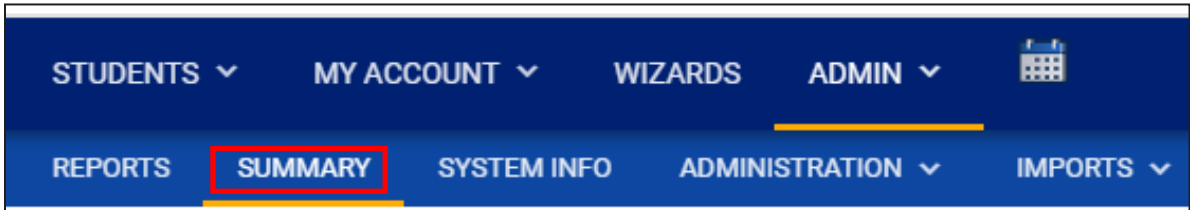
School System

From the **Main Menu**, select **School System** to open to **TN PULSE Reporting**.
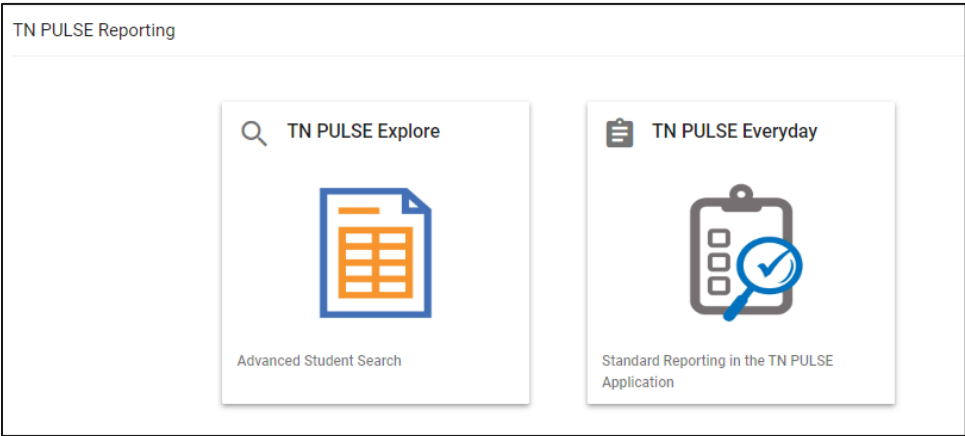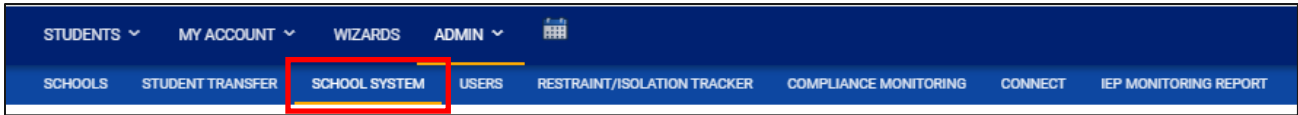
Summary

From the **Main Menu**, select **Admin.** Click **School System**, and then select **Summary.**

The **Summary** section lets users view a simple summary of the number of schools, students, teachers, and users at their assigned school. Click the hyperlinks below the numbers in the box to view other summary information.

System Info

From the **Main Menu**, select **Admin.** Click **School System**, and then select **System Info.** The **TN PULSE Help Desk enters the School System** information. Please get in touch with the message board and request the changes for school system information if a change is needed.
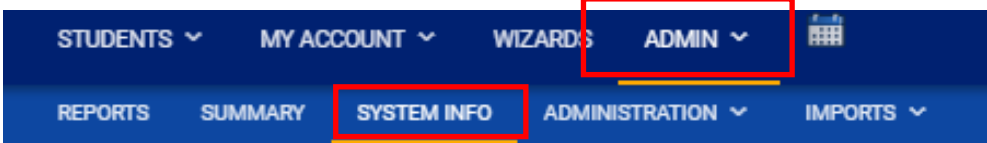
Administration
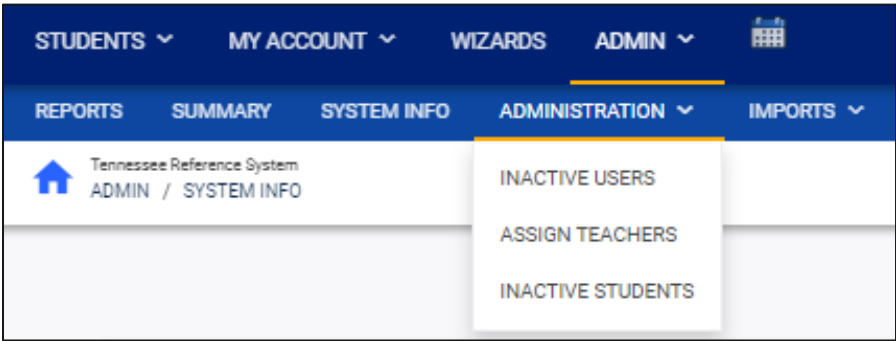
New Users

There should be no need to create a new user account in Pulse except for contract providers. If a new user account is needed, an SSO account must be created to login to TN Pulse. **Please contact DT.Support@tn.gov to request a SSO login** and include the user's name and district issued email address. The user will receive an email from IT Security with a link to login. If the user does not have an account in the system, the user must try to log in to trigger an error message. Once log-in is attempted again, this will create a user account in Pulse.

Administrators can change edit information for a user (ie permission group, district issued email address, school areas, etc.) by clicking **Admin** then **Users**. Search for the user's name in the fields provided.

A list will appear. Click the name of the user to navigate to an individual's user page.

Add the district email in the **e-mail address field**. Change the permission group by clicking the dropdown next to **User Type.**

For contract providers, district administrations can add a **New User account** with the account type of **'LOCAL.'** To do so, please use the following link to login:

https://tnpulse.pcgeducation.com/tndistrictnameIEP

Ex: //tnpulse.pcgeducation.com/tnmeigsiep

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To request a SSO login, contact DT.Support@tn.gov and **request a SSO login for TN Pulse**. Please include the user's name and district issued email address.

Inactive Users

From the **Main Menu**, select **Admin.** Click **School System**, and then choose **Inactive Users** under the **Administration** drop-down.
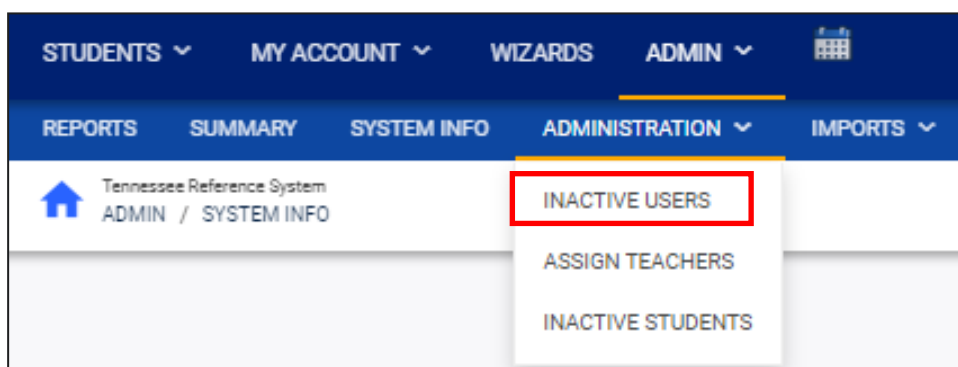
This section allows the admin to review users in TN PULSE and inactivate users who no longer provide special education services in the district. Search by **User Last Name** or **User Code**. Click **View Inactive Users.** A list of users will appear. Click on the name of the user to inactivate.

Assign Teachers

From the **Main Menu**, select **Admin.** Click **School System**, then click the **Administration** tab to select **Assign Teachers**.
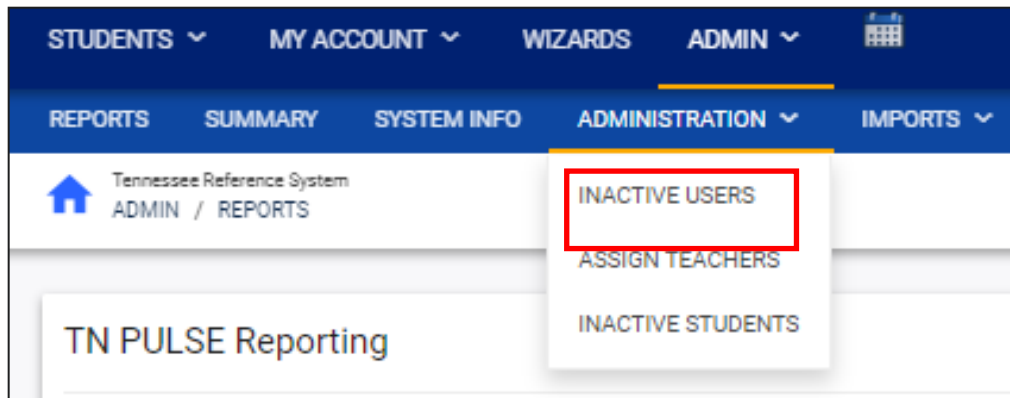
The **Assign Teachers** page allows users to assign a case manager to students on individual student records, saving time from going to each student's **Team/Parents** page. It is recommended to wait until all students have a current school and grade level event before assigning a case manager.

Search by grade level, additional programs, schools, etc. Select the checkbox next to **Case Manager to see only students on your caseload**. Select **View Students.**

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A list of students will appear. Use the **dropdown** menus provided to change the **Case Manager.** Select **Update the Database.**

Student	School	Grade	Case Manager
Bonnie Test	SS	03	Emma Train Little ⌄
Carly Test	SS	04	Emma Train Little ⌄
Frankie Test	SS	09	Emma Train Little ⌄
LaTrese Test	SS	K	Emma Train Little ⌄
Penelope Test	SS	02	Emma Train Little ⌄
Rebecca Test	SS	K	Emma Train Little ⌄
Tanner Test	SS	09	Emma Train Little ⌄
Teddy Test	SS	02	Emma Train Little ⌄
Anna Jenstudent Test	SS	09	Wendy K Little ⌄
Brittany Thanksgiving Test	SS	01	Emma Gonsalves ⌄
Cora Test	SS	03	Samantha Training Little ⌄
Damion Test	SS	09	Donovan Training Test ⌄
John FFS Test	SS	02	Donovan Training Test ⌄
Micah Reeval Test	TEST	05	Wendy K Little ⌄
Raya Jenstudent Test	SS	09	Samantha Training Little ⌄

Note: Students with no School assigned will not appear in this list. You will have to assign a School to them first.

UPDATE THE DATABASE

Inactive Students

From the **Main Menu**, select **Admin.** Click **School System**, select the **Administration** tab, and then **Inactive Students**.
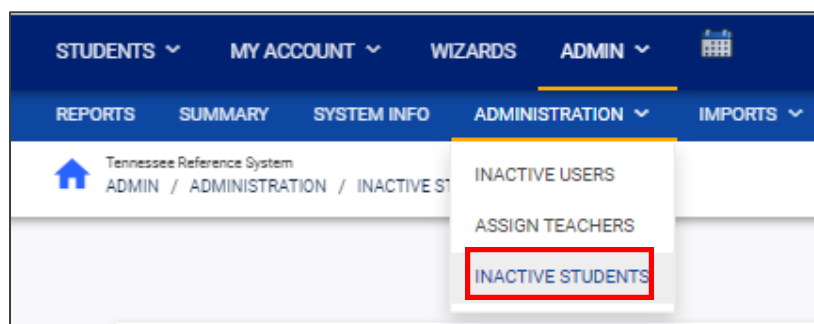
This section allows the admin to review and deactivate students who are no longer enrolled with the district. Search by a **Student's Last Name** or **State ID Number**. Click **View Inactive Students.** A list of students will appear.
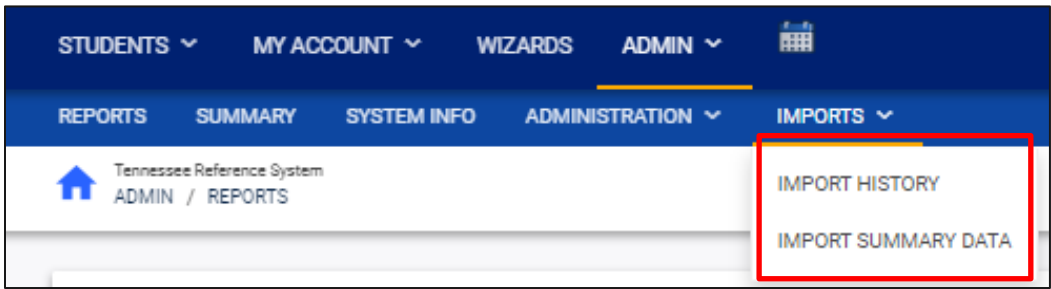

To deactivate a student, enter and click on the student's name or State ID Number, then click Exit Info. Enter the student's exit information and click **Update the Database**.

Imports

The **Imports** section allows users to view **Import History** and **Import Summary Data.**

Import History will display a list of imports previously updated within the PULSE system for the date that is selected. Once the date is selected, click **Submit** to see results. The columns will show the **Start Date** and time of the import started and the **End Date** and time the import ended. The **Import File Name** will display. To view the details of the import, select **Output File** and a txt. file of the import details will generate. This file will include an import summary, including any errors or warnings.

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Import Summary Data will list all imports processed by the standard import system within the past 30 days. The columns will show information such as Import Date/Time, Import Type, #Record, #Records Added, #Records Updated, #Errors, #Warings. The **Import File** name can be clicked by selecting the blue hyperlink. The **Import Summary** is available for download by clicking the blue hyperlink. The import summary will display the summary details of the import selected.

Below is a listing of all imports processed by the standard import system within the past 30 days. The details will show the statistics for that import, as were reported in the import transaction email that was sent out.

Import Date/Time	Import Type	# Records	# Records Added	# Records Updated	# Errors	# Warnings	Import File	Import Summary
07/17/2024 0:10 AM	Assessments	21352	9	21300	51	8	Assessments-WIDAScreener-15.txt	Download
07/17/2024 0:10 AM	Parents	1633	238	889	506	1	Parents Import-15.txt	Download
07/17/2024 0:10 AM	GroupStudents	116549	115382	0	1167	0	GroupStudents-14.txt	Download

Users (Permission Groups)

1) From the **Main Menu**, select **Admin.** Click **School System**, then enter a user's name or choose a **Permission Group** to view a list of users within that Group.

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2) Click on the user's name to view the user's details.

Del	IM	CP	Name	School(s)	Students	Title	User Type	E-mail Address	Last Login
☐	✗	○	Will Test	SS	3, 1		Permission Group 6		06/05/2024 10:45:00

(1 Users)

INACTIVATE SELECTED USERS

ADD NEW USER

Approving Restraint and Isolation Requests

1) From the **Main Menu** page, select **Admin/School System**, then **Restraint and Isolation Tracker**.

STUDENTS ∨   MY ACCOUNT ∨   WIZARDS   ADMIN ∨

SCHOOLS   STUDENT TRANSFER   SCHOOL SYSTEM   USERS   RESTRAINT/ISOLATION TRACKER   COMPLIANCE MONITORING   CONNECT   IEP MONITORING REPORT

2) Filter by **Incident Type**, Incident Status, Incident School, and **Date Range** to pull up the list of incidents. To pull up the list of drafts, select **Draft** from the **Incident Type** dropdown and choose **Update Incident Table**.

Incident Type: Restraints ∨

Incident Status: Draft ∨

Incident School: Sample School ∨

Date Range   From: _____ 📅

                                  To: _____ 📅

UPDATE INCIDENT TABLE

3) A list of results will be displayed. Select **Details** to review and approve the incident request.

Del	Incident Type	Incident Date	Created By	School	Student	Status	Details / Approve
☐	Restraint	05/15/2018	Jennifer Test Test	Sample School	Jenny Test Test	Draft	DETAILS
☐	Restraint	12/21/2022	Wendy Kleinman	Sample School	Aaron Test	Final	DETAILS
☐	Restraint	12/21/2022	Wendy Kleinman	Sample School	Wyatt Test	Final	DETAILS
☐	Restraint	05/08/2023	Micah S Denton	Sample School	Abbie Ffs Test	Draft	DETAILS

Connect

From the **Main Menu** page, select **Admin**, then **Connect**.

STUDENTS ⌄	MY ACCOUNT ⌄	WIZARDS	ADMIN ⌄				
SCHOOLS	STUDENT TRANSFER	SCHOOL SYSTEM	USERS	RESTRAINT/ISOLATION TRACKER	COMPLIANCE MONITORING	CONNECT	IEP MONITORING REPORT

This will open to any **TN PULSE Connect Pending Actions Results**.

TN PULSE Connect Pending Actions Results   SHOW ALERT FREQUENCIES   SEARCH AGAIN

Error (0)   New (0)   Outstanding (0)   Complete (0)

Show 25 ⌄ entries   Search: _____

Error(s) ⇅	ID ⇅	School ⇅	Grade ⇅	Student Name ⇅	Parent Name(s) ⇅	Item (Event ID) ⇅	Event / Action Date ↑	Description ⇅	Delete ⇅
No data available in table									

Showing 0 to 0 of 0 entries   Previous   Next

How to Use the Caseload Administration Wizard

1) From the **Main Menu**, select the **Wizards** tab.

2) Click **Caseload Administration Wizard**.
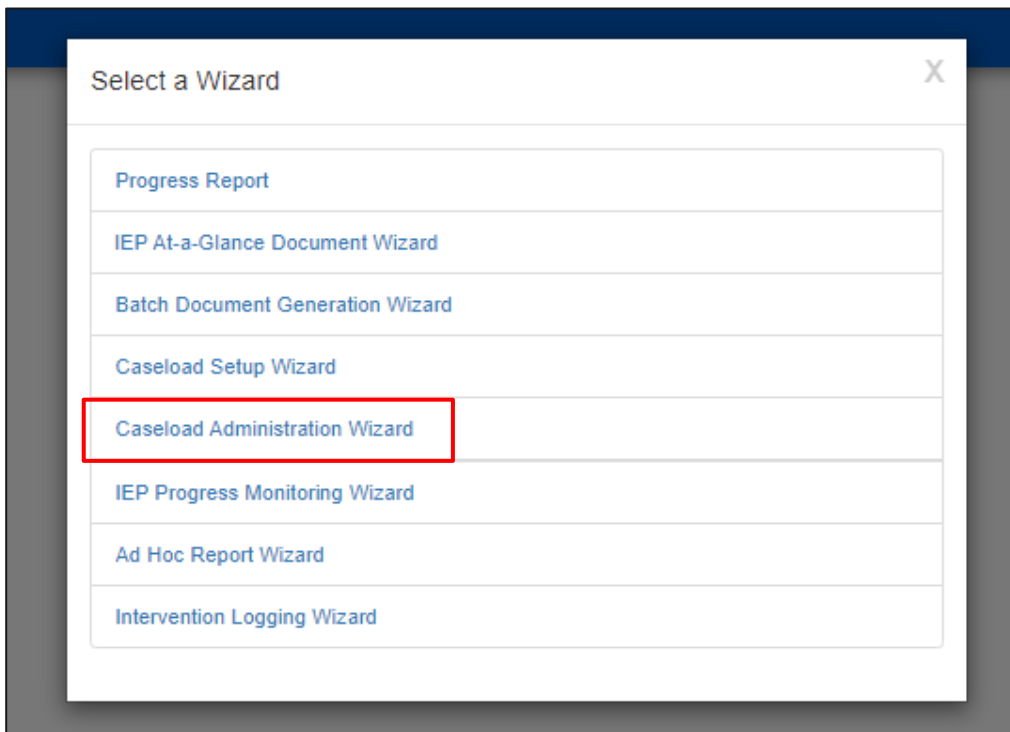
3) Search for the user by **School**, **User Type**, **Last Name**, **Title**, and/or **User Code**, or manually entering the name. Click **View User(s)**.

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4) Click the name to select the user and enter the user's **Caseload Domain** from the dropdown menu.

- The Current Caseload page appears.
- Use the **Check All** and **Check None** buttons as needed.

Case Manager		Team Member		Student	School	Grade	Date Of Birth	Current Case Manager
CHECK ALL	CHECK NONE	CHECK ALL	CHECK NONE					
☑		☐		Bonnie Test	SS	03	11/22/2014	Emma Train Little
☑		☐		Carly Test	SS	04	07/02/2015	Emma Train Little
☐		☑		Flower JenStudent Test	SS	09	12/02/2010	Emma Gonsalves
☑		☐		Frankie Test	SS	09	03/30/2008	Emma Train Little
☑		☐		LaTrese Test	SS	K	03/28/2016	Emma Train Little
☐		☑		Mark October 6 Test	SS	P4	07/28/2014	Samantha Training Little
☐		☑		Minne Jenstudent Test	SS	09	03/01/2014	Samantha d Test
☑		☐		Penelope Test	SS	02	11/16/2010	Emma Train Little
☑		☐		Rebecca Test	SS	K	04/03/2008	Emma Train Little
☐		☑		Samantha October 6 Test	SS	01	10/02/2016	Samantha Training Little
☑		☐		Tanner Test	SS	09	03/07/2016	Emma Train Little
☑		☐		Teddy Test	SS	02	05/09/2016	Emma Train Little

5) Click **Add More Students to Caseload** to search for additional students to include in a user's caseload.
6) Select **Update the Database** to save information.
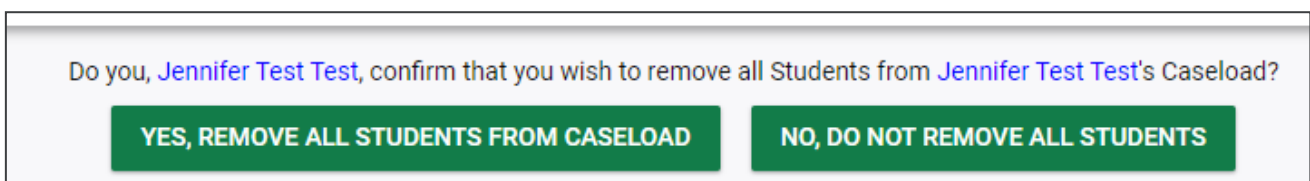7) To remove students from a user's caseload, select **Remove All Students from Caseload**.

8) A confirmation page will appear, asking users to confirm the removal. Select **Yes, Remove All Students from Caseload,** or **No, Do Not Remove All Students**.
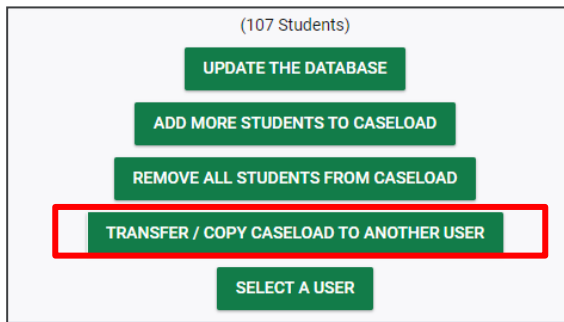
9) Select **Transfer/Copy Caseload to Another User** to transfer or copy a caseload.

To copy a caseload, select **Copy** from the first dropdown menu and then choose the user from the second dropdown menu.

10) To transfer a caseload, select **Transfer** from the first dropdown menu, and then choose the user of the second dropdown menu.

Note: When **Transfer** is selected, the dropdown menu will display only users with access to all schools associated with students on the source user's caseload.

11) Click **Review Students and Continue**.

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