

Special points of interest:

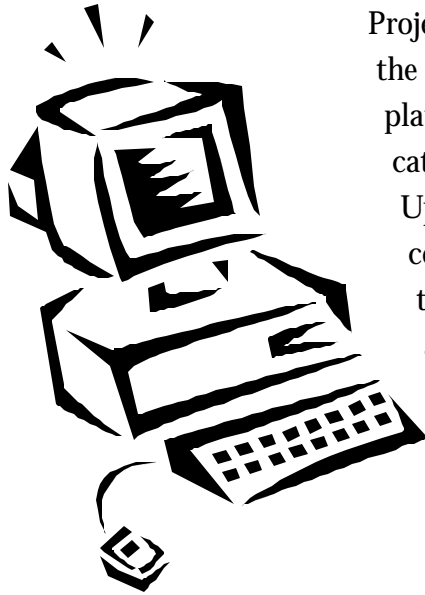
- Questions and Answers with Bryan Ashenfelter
- NJ Smart...We are Ready
- "Palm Pilot" enhances Project Special™ v4.30
- Upcoming User's Group Meeting

Computer Consulting Group  
329 Carter Road  
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# COMPUTER CONSULTING GROUP SPECIAL NEWS

## Project Special™ v4.30



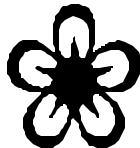
Project Special™ has gone through a major facelift with the release of version 4.30. CCG uses the Filemaker Pro platform to develop the best special education application for Windows® and Mac OS® environments. Up to two-hundred and fifty users can log into the central database with the best security available on the market today. Some of the major enhancements added include: Federal Census reports, NJ state format for goals and objectives/progress reporting, Palm® and Pocket PC® support to store pupil database information and Handspring PDA support for scanning goals and objectives using the built in bar codes.

Many of our districts have selected the Universal Serial Bus (USB) license keys for their new computer systems. The original parallel keys will work with newer computer systems; however, the USB keys can be unplugged and plugged in while the computer is powered on.

### Gretchen Standen Joins CCG

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We are pleased to welcome Gretchen Standen as our newest employee. She is currently pursuing a degree in education and dance, while gaining preliminary course work at Mercer County Community College. Gretchen will be serving as our Administrative Assistant. She looks forward to



assisting you soon and wishes warm thoughts for a bright and pleasant spring!

Save our trees...



Use E-Mail

By providing us with your e-mail address you can help us reduce the amount of paper used. Newsletters and updates can be sent to you through the wonderful world of cyberspace!

Addresses can be sent to:  
**newsletter@compnet.org**

## “Palm Pilot®” & Pocket PC

Project Special™ supports Hot Ssync® with a “palm” version of Project Special™. Team members can use a palm pilot device to conveniently access student information on the “go”. Scanning capability is also available using the Handspring PDA.

**Save time and space with these efficient devices!**



Contact  
Bryan or Len  
# (609) 333-9900



for more information about these features.

## Don't Get Left Behind...

ATTENTION: Child Study Teams, Secretaries,  
Data Managers, Directors and Administrators

WARNING: Fast Scanning with the **OpScan®4U scanner...**  
**36 sheets per minute!!**

Many Districts throughout the state are using Project Special™ scan sheets to quickly input student goals and objectives, evaluation criteria, instructional materials, strategies, techniques, and teachers' responsibilities. Other capabilities include: grade reporting, attendance and standardized tests.

### WHY?

Because they *save time (and frustration)*, they're accurate and cost effective, and make life easier for everyone on your team!

### ARE YOU EQUIPPED?

Buy your **OpScan®4U scanner** from CCG and get your multi-use scanner TODAY with *full* installation.

SEE WHAT THE

**OpScan®4U scanner**

CAN DO FOR YOU!

Call today #609-333-9900



" 25% of the Pilot schools chosen use CCG software, Project Special™ as their database."  
JOIN WITH US,  
WE ARE READY!!

## NJ Smart

### (Standards Measurement and Resource for Teaching)

Computer Consulting Group, the only special education software vendor represented, participated in a workshop at the NJ DOE in Trenton on March 3, 2003. The NJ SMART Reference Guide v1.3 was distributed to all participants. The State of NJ is developing and will maintain a database of student information for all students in New Jersey. This database will be hosted by the NJ DOE and will be accessible by district personnel, DOE staff and parents. About 80 data elements will be stored and maintained by the state's school districts. School districts will upload periodic updates. One of the benefits of this new system is that the DOE will generate the ASSA, Fall Survey, Annual Plan, End of Year, and Limited English Proficiency (LEP) reports. There will be an audit facility to correct mistakes on-line or in batch. Twelve districts were selected, three (25%) use Project Special™, to pilot this project. Implementation statewide will be September, 2005 according to Jun Choi, the Executive Director of this project. Governor McGreevey and the Commissioner of Education, Dr. William L. Librera, will jointly announce this project which will also store assessment results, preschool information, and more. The data elements are divided into: Name, Background Information, Family Information, Enrollment, Program Participation, Assessment, and Health Conditions. A new State ID (SID) will be generated by the NJ SMART system and will serve as the key to each student's record.

## WHAT DID I DO WRONG???



**Q:** *How can I find classified students that are receiving the related service of OT or PT since they're in the same drop down?*

**A:** Sure, let me explain how “**Finds**” “work in File-Maker. There are three Logical Operators you should be familiar with, “**And**”, “**Or**”, and “**Omit**”.

First the “**And**”, I want students in grade 01 that are Males. Click on **Search** and select 01 from the grade drop down list and click in the radio button for Males. To finish, click on **Continue** on the left below the spiral notebook. Since these selections are on the same request they “**And**” (together to determine the found set.)

Next the “**Or**”, I want students in grade 01 or grade 04. (I selected grades 01 and 04 on purpose) since you can not use a range, you need to use two separate requests. Click on **Search** and select 01 from the drop down list and then click on the word **Requests** at the top of the screen. Under **Requests** select **Add New Request**. You will know you're on the second request- the spiral notebook on the side will say 2 for the second request. As a side note, you can have multiple requests. Select 04 from the grade drop down list. To finish click on **Continue** on the left below the spiral notebook. Since these selections are both on different requests, together they determine the found set.

The last is “**Omit**”; I want Male Students in grade 01 only. To do this, click on **Search** and select 01 from the grade drop down list and then click on the word **Requests** at the top of the screen. Under **Requests** select **Add New Request**. Click on the radio button **Female** and then click on the **Omit** check box on the left below the spiral notebook. To

finish click on **Continue** on the left below the spiral notebook. Since these selections are both on different requests they would normally be “**Or**” (together to determine the found set) but the Omit overrides the “**Or**” operation. One more thing to remember about “**Omit**” is if you omit multiple selections you need a separate request for each omit.

So to answer your question, you would use the “**Or**” example. Go to the Related Services layout and click on **Search**. Next select **OT** from the Related Services drop down list and then click on the word **Requests** at the top of the screen. Under Request select **Add New Request**. You can now select **PT** from the Related Services drop down list. To finish click on **Continue** on the left below the spiral notebook.

**Q:** *How do I find out if there are blank records in my Database?*

**A:** Click on **Search**, click on last name and the equal sign and then two quotes with no space. It should look like this “=””. Then click on **Continue** on the left below the spiral notebook.



**Q:** *The director of pupil services asked me to run a list of students with their “**First Classified Date**”. I typed 09/18/02...11/07/02 in the first classified field, but I didn't “**FIND**” any students, or all the students weren't found.*

**A:** You must type dates using four (4) digit years. Your find should be typed:  
09/18/2002...11/07/2002

### Looking Ahead:

#### 2003 ANNUAL USER'S GROUP MEETING

- New Feature Presentation
- Future Announcements
- Breakfast and lunch provided
- Date, time, and location forthcoming in the mail...
- Contact Gretchen #609-333-9900 with questions and topic requests



## Computer Consulting Group

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CCG is a Registered  
Professional  
Development Provider

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### About our Company

Computer Consulting Group (CCG) is a full service company providing local personalized support. We offer networking, network training, software training, and are authorized resellers of Microsoft®, FileMaker, Corel®, and Borland® software. CCG offers follow-up toll free telephone support on all our installations, training classes, and User's Group Meetings. Project Special™ is fully supported to keep up with reports mandated by the New Jersey State Department of Education.

Let CCG be the answer to your computing needs.



**CCG Wants YOU!!!**

### Meet our Staff:

#### **Len Epstein**, President

With over 28 years in the computer industry and 22 years in the educational software field, Len has led the way with innovative solutions for NJ schools. Graduated from The College of New Jersey with a BA, he has written software, run workshops, trained thousands of users, and done what it takes to man the helm of the best educational software provider in New Jersey.

#### **Bryan Ashenfelter**, Engineering Technologist

MCSE / MCDBA / CCNA, troubleshoots hardware and software, designs and configures computer networks. Bryan has a BS in Electronics Engineering Technology from DeVry Institute of Technology along with a number of Microsoft certifications.

#### **Gretchen Standen**, Administrative Assistant

Degree in progress; provides secretarial work, marketing, scheduling & updates. She will be working on an updated Project Special™ manual.

#### **Sherry Deutsch**, Office Manager

Runs the office and keeps us all on task and on time. Holds a BA from VCU in Elementary Ed. and an Int'l Montessori Certificate.