



General Tienet Terms/Icons

Top bar Icons:

House: Gets you to the Home page

Magnifying Glass: Search button

Text Bubble/Communication: Tienet email, announcements, calendar

Bar Graph/Reporting: Data on the student

Service Capture: Medicaid

Help: Help guides and supports

Home Page Icons/Student:

Pencil: Editing

Pages: Documents

File Folder: Student Profile

Calendar: Events

Save, Done Editing: Click when completed editing of document. Guided Action messages will pop up if sections need to be completed

Save, Continue Editing: Click to periodically save changes to the document

Cancel Editing: Click to exit the section. Will not save changes! You need to save using the Save, Done Editing or Save, Continue Editing.

Red Guided Action Messages: Appear when required fields are not completed or messages to assist you when completing documents.

Insert Statements: Click to access pre-entered statements that can be used to fill in text fields.

LookUp/ Non-Lookup: Lookup are staff that have access to Tienet that can be looked up and added to the document from Tienet database. Non-Lookup are staff that are not in the Tienet database and need to be typed in.

Caseload: Case Manager Caseload – A list of your students that appear **shaded** on your homepage; the Case Manager is the primary provider for this list of students.

Caseload: Standard Caseload – A list of your students that appear ‘unshaded’ on your homepage; Students on the standard caseload are typically shared by multiple staff, such as PT, OT, Speech – staff who may not be the Primary Provider but have responsibility for delivering programs and services.

Service Capture – TIENET feature for recording both Medicaid billable and non-Medicaid billable Case Management and clinical logs for students on your **Standard Caseload**.

Caseload: Groups – TIENET feature that gives you the option to create and display groupings of students on your caseload.

Fly Away – Sub-menu options that appear when cursor is hovered over a displayed menu option.

Profiles – Background information in the system, used as reference or to populate **Documents**. There are profiles that store PowerSchool student data (e.g. academic history, testing results, scheduling) state reporting data, staff, and locations (buildings).

Student Quick Search – Basic search parameters that allow end users to access students in TIENET. There are multiple search options available. See [Students](#) link on your homepage.

Documents – Electronic templates that can be printed as needed. Documents created in TIENET start in “draft” status, are then moved to “review” status, and are ultimately locked-down in “final” status when they meet compliance checks and TIENET **business rules**.

Sections – Flyaway options to navigate to specific sections of a document (similar to pages).

Field – A place for information. The blanks in “fill-in-the-blanks” are fields. Fields contain dates, places for text, checkboxes, drop-down menu choices, insert statements, etc. Fields may also display read-only data.

Business Rules – Rules that control workflow. “When *this* happens then *this* happens”. Used to direct the flow of special education procedures, and guide data entry. **Required** fields are shaded pink and will display yellow when the requirement is satisfied.

Talking Head -  . On Screen Guided Action Details.

Keyword Table – Choices that appear in a drop-down menus for **fields**.