

OVERVIEW

Treeno Document Management Solution Individualized Education Plan



Treeno helps you to manage all your signed documentation supporting your students' Individualized Education Plans.

Treeno does not replace your documentation creation application, rather it is the secure storage location for all of the signed documentation which has been signed off by the student parents, guidance counselors, IEP coordinators and other school and district officials.

The Treeno Individualized Education Plan, Document Management Solution Securely Stores your Student Support File

Managing all the support documents for a student's individualized education (IEP) plan can be cumbersome. As an administrator, you are concerned with managing and securing your students IEP documentation. This can be daunting when after the files have been signed by all stakeholders, copies are made, distributed and then filed at both the school and district level. Paper in motion is at risk of being lost or misplaced, which can increase your risk of private student data being exposed. Not to mention these documents take up space. Your filing cabinets are full and the file room just can't hold one more cabinet. Employees are spending too much time filing paper and searching cabinets for documents. If this sounds familiar, it is time for the Treeno IEP Management solution that quickly and efficiently turns your paper documents into electronic files, which are then stored and are easily searchable from a single, secure information repository.

Discover the Power of Treeno IEP Management Solution

Treeno is an easy-to-use and extremely powerful document management system which enables organizations to capture, organize and share any type of digital or paper-based document within a secure, central repository. System deployment is effortless, document retrieval is instant, integration with existing applications is seamless and the Treeno system can scale to support as few or as many users as your organization requires.

Automate Folder Creation and Document Routing Sheets for a Simple and Automated Backfile Process

Treno EDM system can print a barcode, that when viewed by Treno, will automatically route a scanned document file to a specific, searchable folder. Treno has the ability to import a file to automatically create electronic folders for each student and the corresponding barcode routing sheets. Importing file data significantly reduces human error in coding files and drastically improves back file processing time.

Ensure Document Integrity and Security

Treno EDM stores all of your information in a highly secure repository and includes comprehensive audit trail capabilities such as task date/time stamp, task originator/description and related document activities such as who worked on/reviewed the document. Treno customers can virtually eliminate any possibility that documents stored in their system will be altered without detection, ensuring undisputed authenticity of records. Disaster recovery is also greatly improved, as items previously managed via fax, mail, and other paper means are now stored in the Treno repository. With Treno EDM, documents of all types can be backed up in a secure fashion and are protected from theft, accidental loss, or destruction.

Organizing your Student File Folder

The Treno document management solution allows you to organize your student file folder logically based on your district's organization structure. For example, the student file folder can be labeled by student number, student name and graduation year. Within the file folder your school may want to organize the documents within the folder into section by IEP plans, Goals and Objectives, Correspondence, Medication and Portfolio files, to name a few.

Compliance

Treno allows you to grant access to only authorized users. This can be useful as your student moves from grade to grade, and may have new or different people on his or her IEP team. System level audits and chain of custody reporting allows the school to address the strictest requirements of security.

ABOUT TRENO SOFTWARE

Established in 2002, Treno Software is a leader in the Enterprise Document Management (EDM) industry. Treno Software's mission is to provide their customers with operational workflow efficiencies and measureable return on investment (ROI) through the fast installation and implementation of their fully secure, highly reliable, and easy-to-use, web-based Enterprise Document Management (EDM) Software Solution.

To learn how Treno can help you— call **800.528.5005** or visit us on the web at **trenosoftware.com**.