



ezEdMed

For School-Based Health Services

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How do I Assign/Unassign my Students? Creating “My” Caseload

Your administrator may give you the ability to assign yourself students. If they have not given you this access, you will not see the Assign Students link on your Main screen and will need to contact your administrator.

To assign students:

1. Click the **Main** tab in the top left-hand corner of the screen.
2. Click the **Assign Students** link on the left-side navigation bar. You will see a list of all students in your district database.

3. To assign yourself a student, simply click the box beside that child’s name.
 - If you want to narrow down the list of students, you may do a search at the top of the screen. Remember to clear your search and click search box to get all kids back.
 - The students’ date of birth is in parentheses to help you select the correct student.
 - If you would like to increase the number of students displayed at one time, change the **Max lines per page** at the bottom of the screen and click **Refresh**.

NOTE: *Students already assigned to you will not appear on this screen.*

4. After clicking each student you want assigned, click the **Update** button on the left of your screen directly above the list of student names.
5. To see your **STUDENTS**, click on My Students tab. From here you can see who is/isn’t Medicaid by font color. Green is and black isn’t. You can also **UNASSIGN** students here by unchecking the box and update.

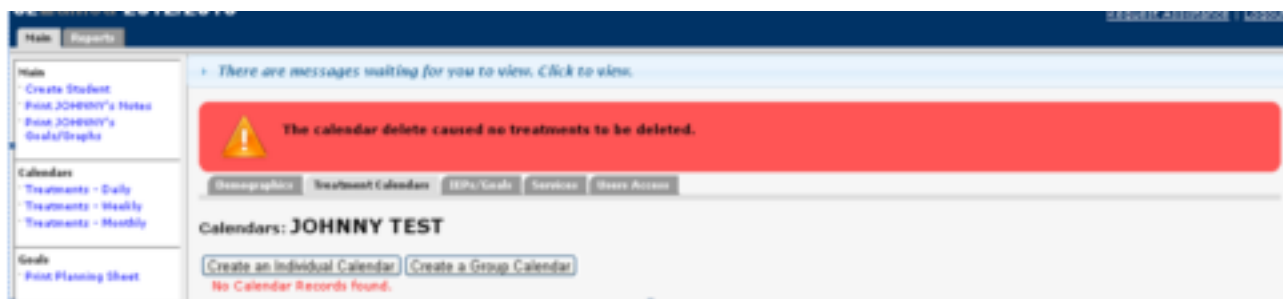


How do I Create a Treatment Calendar or Schedule?

After you determine the schedule for a student's services (which days of the week you will see the student, for how long and for what reason) you can enter this information and create a treatment calendar. The computer will then generate treatments for you. By doing this just **ONCE**, you will **SIGNIFICANTLY** reduce the amount of time you spend later when you enter treatment information for billing.

To create a treatment calendar:

1. Click the **Main** tab in the top left-hand corner of the screen.
2. Click on the student to whom you wish to create a calendar/schedule for.
 - If this is the first treatment calendar for the student, you will see the Treatment Calendars tab. If the student already has a treatment calendar (even if it was entered by another therapist), you will see the Service tab.
3. Click the **Treatment Calendars** tab at the top of the screen, if necessary.
4. Click the "Create individual calendar" button if the child is seen **individually** or click the "Create group calendar" button if the child is seen in a **group** setting. If group, you will have the option to add all kids within the group.



5. The **Billing Begin Date** and **Billing End Date** will default to school start and end dates. You may change them if you are a therapist that does not start with the traditional calendar. An example would be a preschool therapist.
 - **NOTE:** *If you began treating the child during the school year, make sure you change the Billing Begin Date to reflect the first date of service you plan to enter.*
 - **NOTE:** *In order to bill for treatments, the billing End Date cannot be past the end of the school year (7/31).*
6. Enter the expected **Duration** of each treatment or session, in minutes. These minutes when multiplied by how many times per week, cannot exceed IEP minutes. This excludes evaluation/consult time.

7. Choose a **Service Code** that describes the service you will be providing.
 - If group therapy, you have the option to choose all kids in the group
 - You also have the option to edit the group and the edit will adjust all children in the group.
8. Click on the day(s) of the week that you anticipate seeing the student for the particular service.
9. Select a **Frequency**. Weekly is the typical option.
10. Choose a **Diagnosis Code** for the individual as well as all kids in the group if applicable.
 - A code may be selected from the list of most commonly used codes found in the dropdown list under Diagnosis Code.
 - To enter a Diagnosis Code not found in the list, manually enter a valid ICD-9 code in the data entry box.
11. You may select a **secondary Diagnosis code**, if applicable-not required.
12. Click **Update**.
 - Treatments will automatically be generated on the Service tab from the Billing Begin Date (if it is in the past) to today. You are notified as to how many sessions have been created at the top of the tx calendar tab. Each time you log in to ezEdMed, new treatments will be generated as appropriate.

NOTE: *Each field must have a value and you must select at least one day of the week before clicking the Update button. You will not be able to enter treatments for this schedule until this is done.*
 - You can add another treatment calendar for this student if necessary. Simply click the appropriate button to get a new, blank calendar. A student that is seen in individual therapy one day and group therapy another would have two treatment calendars. Also, a student that has two different times two times a week would have two treatment calendars. For example, Mondays at 8:00AM and Wednesday s at 1:00. This child would have two tx calendars.

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There are messages waiting for you to view. [Click to view.](#)

The calendar update caused 20 treatments to be created with a start date of Jul 01, 2013.

Demographics Treatment Calendars **DEPs/Goals** Services Users Access

Calendars: **JOHNNY TEST**

Create an Individual Calendar Create a Group Calendar

Group Calendar - OK

Billing Begin Date: 7/1/13 Billing End Date: 5/22/14 Start Time: 8:00 am End Time: 8:30 am Minutes: 30

Group Size: 2 Service Code: 97530 - Group Therapy Frequency: Weekly Diagnosis Code: 315 2nd Diagnosis Code:

Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Students that are part of the group calendar:
DAKOTA ROBERTS, JOHNNY TEST

Update Delete Individual Calendar End Calendar for Individual End Calendar for Group

13. When you are finished adding treatment calendars for this student, click the **Main** tab in the top left-hand corner of the screen and proceed to the next student.

14. **Nursing tx calendar if no set schedule:**

- Nurse's can also create a "dummy" tx calendar that will "open" the door for documentation. This would be due to no set schedule and pulling kids when services are needed. You will follow steps 1-4 above and then complete as follows:

The screenshot shows the InforTender software interface. On the left is a sidebar with a 'Main' tab selected, containing links like 'Create Student', 'Assign Students', and 'Print JOHNNY's Goals/Graphs'. The main area has a message bar at the top and tabs for 'Demographics', 'Treatment Calendars', 'IEPs/Goals', 'Services', and 'Users Access'. The 'Treatment Calendars' tab is active, displaying 'Calendars: JOHNNY TEST'. It offers buttons to 'Create an Individual Calendar' or 'Create a Group Calendar'. Below, the 'Individual Calendar - OK' form is shown with various fields: 'Billing Begin Date' and 'Billing End Date' both set to 7/1/13; 'Start Time' and 'End Time' both set to 12:00 am; 'Minutes' set to 15; 'Group Size' set to 1; 'Service Code' set to 99199 - Individual Treatment; 'Frequency' set to Weekly; and 'Diagnosis Code' set to 299. There are also checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri) and buttons for 'Delete Individual Calendar' and 'Duplicate Calendar'.

IMPORTANT!

- Begin/end date will be the same date (of our choosing-does not matter in this scenario). Start/end time will be 12:00 am (you will change this each time you document). Minutes will be your session minutes (average amount of time spent with the child during the service). Any day of the week, weekly frequency, choose dx code and UPDATE.
- You will then go to MAIN and either create another tx calendar or choose the student you want to document for.
- If documenting, you will go to that student's APPOINTMENTS tab and start entering. You will **NOT** use the treatments daily option as stated in next section.
- If you have a schedule with a child(ren), you will follow steps 1-13 and ignore step 14.

NOTE:

Therapists have the ability to END a treatment calendar if the student (or themselves) is/are to be out for a specific period of time. Then when they return, they can duplicate previous treatment calendar. Editing can be done at this time to accommodate current service.



How do I use the Treatments Daily Calendar? My Documentation

- If you are a nurse and using “dummy” tx calendars as “no set schedule”, you will NOT use this step. You will document per child per their appointments tab.

1. From the Main screen, click the **Treatments – Daily** link on the left-side navigation bar.

- You will see the current day’s scheduled treatments. Entering Goals/Objectives will be discussed on page 12.

Documentation of Service

1. For each treatment that has been pre-populated, you will indicate the status of the treatment by clicking the **Y** (Yes service delivered) or **N** (No, student absent/unavailable and no service to be made-up) checkbox. If a service was provided, you will check the **Y** box. The **N** box will be checked when no service was provided as when the therapist/child is absent or there is a school-wide event and the child is unavailable.
2. You will then enter your note in the comments box to the far right. Your note or comment must meet Due Process requirements and contain stimulus activity and any additional information for response that might not be specified in data collection such as behavior issues or the reason a data element is outside the normal range.
3. When complete with one or all, you will click **UPDATE CHANGES** to save.

*Optional: Moving appointments to a later date for makeup time

If you know you are going to make up a missed session later in the week or the following week/month; you have the option to change the date of the original service to the future date and save. This will remove the “red flag” for today and “red flag” for you on the future date you have specified.

NOTE: makeup sessions are billable to Medicaid

1. On missed appointment in treatments daily, **DO NOT** check YES or NO. Just change the date to the date you anticipate to make the session up
2. In your comment box, type “make up session from xx/xx/xx and reason for missed session”
3. Click UPDATE.
4. Session is now future-dated and you will get a “red flag” when this date occurs.
5. If you cannot make the future-dated appointment, you have the option to move the date again and UPDATE. Do not change original missed date in comment.
6. You can verify the “move”, by clicking on “show treatments on day”. You will see a yellow circle and when you “hover” it states this is a future appointment. You will also see your comment detailing when and why the original date was missed.

There are messages waiting for you to view. Click to view.

Open Appointments (Day View):
This is a list of outstanding student treatments for the day.
Check off the treatments that you have provided and click the "Update Changes" button.
To change date, service code, or duration, click the student's name to open the student Appointments tab.

Y=Provided Service: N=Service NOT provided: D=Delete Appointment.

[Update Changes](#) [Switch Calendar View](#) [Hide Student's Goals View](#) [Print Day](#)

Select All [Y] [N] [D] [Show AR]

Monday Aug 5

Show Treatments on Day: Aug 05, 2013 (1 treatment)

Y	N	D	Name	Date	Service Code	Sex	Group Size	Start Time	End Time	Duration	New Billable	Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ROBERTS	08/05/2013	97530	M	2	8:30 am	9:30 am	30	<input type="checkbox"/>	SLP at PB on 8/1/13
<div>The treatment has the following item(s):<ul style="list-style-type: none">- The treatment is future-dated when writing a sentence.</div>												
<div>Effective: 01/01/2013 thru 04/08/2013 100 01/06/2014 0018/2013 100 02/17/2014 100 Effective: 01/01/2013 thru 04/08/2013 100 01/06/2014 0018/2013 100 02/17/2014 100 Effective: 01/01/2013 thru 04/08/2013 100 01/06/2014 0018/2013 100 02/17/2014 100</div>												



How to Document for Evaluations/Observations/Report Writing and ARC/Consults?

1. From the Main screen, click the child's name that an evaluation/observation/report/ARC/consult was performed.
2. Click on add Consult/ARC to add entry for consultation with parents/staff or ARC meetings. Enter and save as appropriate with correct date, minutes and time in/out.
NOTE: ARC/Consult is not Medicaid billable, but ezEdMed knows this.

There are messages waiting for you to view. Click to view.

Demographics Treatment Calendar HPI/Scale Services Users Access

Appointments 1 Status: No Status: Yes

Appointments: JOHNNY TEST

Save - Save any changes that have been made.

Add Treatment Add Consult/ARC Add Evaluation Add Reevaluation

There are 1 Treatments in the current selection:

Set All Provided as: [Y] [N] [Clear]

Delete	Provided	Status	Date	Mins	Group	Service	Diag.	Diag.	Start Time	End Time	Therapist
[Set All]	Status				Size	Code	Code	Code 2	(HH:MM)	(HH:MM)	
<input type="checkbox"/>	<input type="checkbox"/>	AREQ 2	08/01/2013	0	1	90807 - Co	315		8:00 am	8:30 am	Christie Coomes-Jones

Max items per page: 10 Refresh

3. Click Add Evaluation to add evaluation, assessment, observation, report writing or research time. This can be formal or informal. Enter and save as appropriate with correct date, minutes and time in/out. **NOTE:** evaluations are billable to Medicaid and have no cap as to the number of minutes billed.

There are messages waiting for you to view. Click to view.

Demographics Treatment Calendar HPI/Scale Services Users Access

Appointments 1 Status: No Status: Yes

Appointments: JOHNNY TEST

Save - Save any changes that have been made.

Add Treatment Add Consult/ARC Add Evaluation Add Reevaluation

There are 1 Treatments in the current selection:

Set All Provided as: [Y] [N] [Clear]

Delete	Provided	Status	Date	Mins	Group	Service	Diag.	Diag.	Start Time	End Time	Therapist
[Set All]	Status				Size	Code	Code	Code 2	(HH:MM)	(HH:MM)	
<input type="checkbox"/>	<input type="checkbox"/>	AREQ 2	08/01/2013	0	1	96150 - Ev	315		8:00 am	8:30 am	Christie Coomes-Jones

Max items per page: 10 Refresh

4. Do **NOT** delete open appointments on this screen if applicable. These are your "red flags" from your tx calendar/schedule.



How Do I Print My Notes/Service Logs?

You will want/need to print notes periodically for Annual Reviews, parent/staff consultations, end of year filing or if the child transitions or moves by clicking on the students name and **Print Notes** or **Print ALL Treatment Notes** on the left side under the Main tab.

You are acting as the user: Yicki Hanley, this affects the Main tab!

Search for students: You are working with Data from the School Year: 2009/2010

Find where: Last Name [v] Starts with [v] [Search] [Show Eligible]

Acting As User Selector: Hanley, Yicki [v] [Act as User]

* Only the users that you are have been assigned as able to act as OR supervising are shown.

☒ No Treatment Calendar ☐ Action Required ☐ Update File

There are 87 students in your Full Case Load selection: [Students in Green have Print Approval](#) [Next 30]

Name (L)	Student ID	Medicaid#	Birthdate	School
JACOB WARELL			06/20/2002	St. Paul's School
JOHN WARELL				

1. You will then enter the from/thru dates and **click PRINT TREATMENT NOTES**.

You are acting as the user: Yicki Hanley, this affects the Main tab!

Print Unprinted Treatment Notes:

Print out any entered treatment notes for treatments that have happened during the date range specified below and have not been printed yet.

Print all unprinted treatment notes from: 1/5/2010 thru: 7/31/2010

[Print Treatment Notes](#)

There are items in your print outbox. [Click to view.](#)

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2. Click the Outbox on the left side (green arrow). The browser will open a new window with a list of all items you have selected to print.

1 Item in Outbox

Generated Today

[Click to refresh](#)

Last refresh: 8/2/2010 11:56:15

BROTHERS_H Treatment Notes.pdf

All Treatment Notes recorded by Danielle Heinrichs for MATTHEW BROTHERS between Aug 02, 2009 and Sep 02, 2010. The report contains 2 notes.

Printed: 08/02/2010 at 11:55 am

[Download](#) [Remove from Outbox](#)

3. Click the **Download** link. You will see the download screen and can save or print.
4. When you have finished you can click the **Remove from Outbox** link. This will delete the selected item from your Outbox. You can reprint at any time.
5. Click on the ezEdMed browser window to continue working in ezEdMed.
6. To print for one child, you will click on that child's name from MAIN screen and link will appear that says Print John's Notes. You will then follow steps 1-4 above.



How Do I Make Corrections to Entries Already Saved?

You will have access to make corrections to all entries until the entry is submitted to Medicaid if applicable. If the child is not Medicaid/KCHIP or Passport eligible, you will always have this access.

1. Go to student in question and their status YES tab and change YES to blank and update. This will move the entry back to the open appointments tab as a “red flag”.

Update Changed - Save any changes that have been made.

There are 7 Treatments in the current selection:

Provided Status	Status	Date	Minutes	Group Size	Service Code	Diagnosis Code	Diagnosis Code 2	Start Time (HH:MM)	End Time (HH:MM)	Therapist	Edit
Yes	EOL	10/27/2011	30	4	92508	315.31		12:10 pm	12:40 pm	Heather Harris	Edit
No	EOL	10/21/2011	30	3	92508	315.31		12:10 pm	12:40 pm	Heather Harris	Edit
Yes	EOL	10/12/2011	30	4	92508	315.31		12:10 pm	12:40 pm	Heather Harris	Edit
Yes	EOL	09/29/2011	30	3	92508	315.31		12:10 pm	12:40 pm	Heather Harris	Edit
Yes	EOL	09/22/2011	30	3	92508	315.31		12:10 pm	12:40 pm	Heather Harris	Edit
Yes	EOL	09/15/2011	30	4	92508	315.31		12:10 pm	12:40 pm	Heather Harris	Edit
Yes	EOL	09/01/2011	30	3	92508	315.31		12:10 pm	12:40 pm	Heather Harris	Edit

2. Go to appointments tab-make correction (example below I changed group of 3 to group of 4)-set Provided Status back to YES and update.

Update Changed - Save any changes that have been made.

Add Treatment Add Evaluation Add Reevaluation

Add 5 Treatments Add 10 Treatments Add 15 Treatments Add 20 Treatments

There are 1 treatments in the current selection:

Set All Provided as: [Y] [N] [Clear]

Delete	Provided Status	Status	Date	Minutes	Group Size	Service Code	Diagnosis Code	Diagnosis Code 2	Start Time (HH:MM)	End Time (HH:MM)
<input type="checkbox"/>	Yes	AREQ	10/27/2011	30	4	92508 - Group Therapy	315.31		12:10 pm	12:40 pm

Max items per page: 10 Refresh

3. If the entry has been submitted to Medicaid, you will NOT have the ability to change the YES to blank. You will then contact KSBA with the student name, date of service and what needs correcting. We will then correct.



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For School-Based Health Services

Graphing of Goals/Objectives

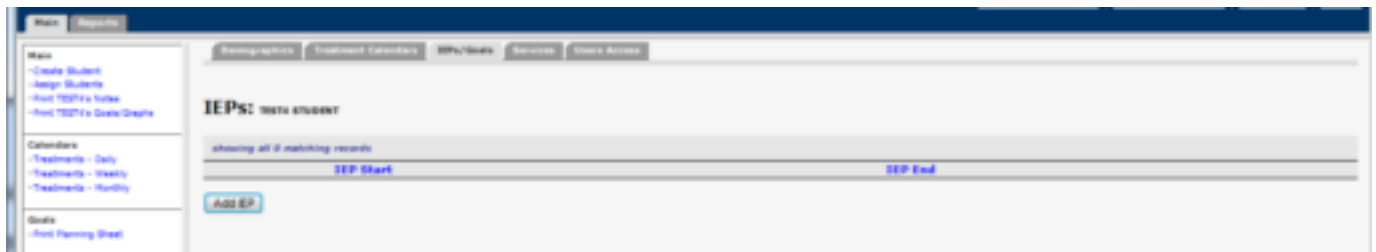
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Instructions for use of the graphing goals/objectives for monitoring student progress

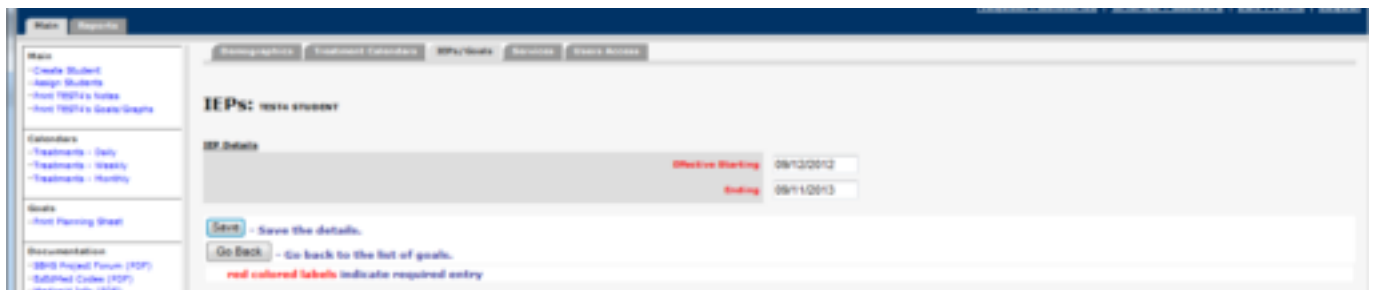
*Preliminaries to graphing:

- Provider has access to ezEdMed
- Student is in ezEdMed
- Student is assigned to provider's caseload
- Treatment calendar has been created

1. Click on the student's name from the MAIN tab that you want to enter an IEP/goals/objectives for and click on the IEPs/Goals tab at the top of the record. Click Add IEP button.



2. Enter IEP start/end dates, click SAVE. The default is set for current date, change dates if necessary. Only one therapist needs to enter IEP info. IEP info is then available to all therapists.



The screenshot shows the 'IEPs: next student' interface. On the left is a sidebar menu with options like 'Main', 'Calendar', 'Goals', and 'Documentation'. The main area displays a table of IEPs with columns for 'IEP Start (%)' and 'IEP End'. Below the table are buttons for 'Add IEP' and 'Delete Selected IEPs'. There are also tabs for 'Goals' and 'Data Point Graphs'.

3. To add goals/objectives, click on ADD GOAL button, type goal/obj or paste from IC in field and SAVE. You can enter as many goals as needed, but you must click SAVE and ADD ANOTHER. Add goals can also mean add objectives or add benchmarks.

This screenshot shows the 'Add Goal' form within the 'IEPs: next student' interface. The form includes fields for 'Scope of Practice', 'Speech/Language', 'Goal/Objective' (with a text area containing '1. Add goal here'), 'Effective Starting' date, and 'Ending' date. At the bottom, there are buttons for 'Save', 'Save and Add Another', and 'Go Back'. A note states: 'The Goal must be saved before Data Points can be added.' A red-colored label indicates required entry.

4. After you click SAVE for the goal/obj, a baseline data points can be entered immediately by clicking ADD DATA POINT, entering date, value and SAVE. This step would be used for data point entry for past service dates that you have already documented comments on within the treatments daily. Present and future data collection will be entered from treatments daily link.
5. From the treatments daily link for daily documentation (page 6), data measurements can be entered by goals/obj from this screen at the time of service and comment entry.

Open Appointments (Day View):

This is a list of outstanding student treatments for the day.
Check off the treatments that you have provided and click the 'Update Changes' button.
To change date, service code, or duration, click the student's name to open the student Appointments tab.

Y=Provided Service; N=Service NOT provided; D=Delete Appointment.

Update Changes Switch Calendar View Hide Student's Goals View [Print Day](#)

Select RN (Y) (N) (D) (Over RN)

Wednesday Sep 12 Show Treatments on Day: Sep 12, 2012 (6 treatments) ▼

Y	N	D	Name	Date	Service Code	Dx	Group Size	Start Time	End Time	Duration	Add Wks. over 3P	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABNER, ZACHARY	09/12/2012	92508 ▼	315	3 ▼	8:00 am	8:30 am	30	<input type="checkbox"/>	
Goal/Objective: 1. will produce r in initial position w/80% acc Effective: 05/01/2012 thru 04/30/2013 08/14/2012: 85 08/14/2012: 75 08/22/2012: 75 Measurements: <input type="text"/>												
Goal/Objective: 2. will produce s in medial at 80% acc Effective: 05/01/2012 thru 04/30/2013 08/14/2012: 80 08/22/2012: 80 08/22/2012: 80 Measurements: <input type="text"/>												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BROWN, BRADON	09/12/2012	92508 ▼	315.4	3 ▼	8:00 am	8:30 am	25	<input type="checkbox"/>	
Goal/Objective: 1. will produce r in initial position at 80% acc Effective: 05/01/2012 thru 04/30/2013 08/14/2012: 75 Measurements: <input type="text"/>												
Goal/Objective: 2. will produce s in initial position at 90% Effective: 05/01/2012 thru 04/30/2013 08/14/2012: 90 Measurements: <input type="text"/>												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RODRIGUEZ SILVA, BRUNO	09/12/2012	92508 ▼	307.9	3 ▼	8:00 am	8:30 am	30	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WILSON, KAYMON	09/12/2012	92508 ▼	315.2	3 ▼	9:00 am	9:30 am	30	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BROWN, NAJL	09/12/2012	92508 ▼	315.38	3 ▼	11:00 am	11:30 am	25	<input type="checkbox"/>	
Goal/Objective: 1. given post-words and student will name category they belong to at 80% acc Effective: 05/01/2012 thru 03/08/2013 Measurements: <input type="text"/>												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TUCKER, ELSABETH	09/12/2012	92508 ▼	315.38	4 ▼	3:00 pm	3:30 pm	25	<input type="checkbox"/>	
Goal/Objective: By March 2013, when utilizing a switch, Elisabeth will make requests and answer questions with two word phrases (i.e. I want, I see) 4/5 trials with 80% accuracy over 3 different sessions as monitored by staff Speech Language Pathologist (SLP) Effective: 03/20/2012 thru 03/18/2013 Measurements: <input type="text"/>												
Goal/Objective: By March 2013, when given imperatives, Elisabeth will follow 1-2 step directions with a variety of sample (positional, temporal, quantitative, etc.) 4/5 trials with 80% accuracy over 3 different sessions as monitored by staff SLP Effective: 03/20/2012 thru 03/18/2013 Measurements: <input type="text"/>												

6. When at least 3 data points have been entered, the graphic display can be viewed from the student's record IEPs/Goals tab – Data Point Graphs tab. Graphs can be **printed** from this view.



7. Therapists can also **print** all student's goals/graphs by clicking “print ALL goals and graphs” from the MAIN tab.

The screenshot shows the 'Main' tab of a software interface. On the left is a sidebar with a 'Main' section containing links: 'Create Student', 'Assign Students', 'Unprinted Treatment Notes', 'Print ALL Treatment Notes', and 'Print ALL Goals/Graphs'. Below this is a 'Calendar' section with 'Treatments - Daily', 'Treatments - Weekly', and 'Treatments - Monthly'. At the bottom is a 'Goals' section with 'Print Planning Sheet'. The main area has a message: 'There are messages waiting for you to view. Click to view.' Below this is a search section: 'Search for students: You are working with Data from the School Year: 2013/2014'. It includes a search bar with 'Find where' (set to 'First Name'), a 'starts with' dropdown, and 'Search' and 'Show Eligible' buttons. A status bar indicates 'No Treatment Calendar' and 'Action Required'. Below this, it says 'There are 2 students in Your Full Case Load selection:'. A table lists two students: 'DAKOTA ROBERTS' and 'JOHNNY TEST', with columns for Name, Medicaid#, Student ID, Birthdate, and School. At the bottom, there are controls for 'Max items per page: 20' and a 'Refresh' button, along with a 'Print using Custom Report' button.

*Therapists have the option to enter a specific date range and choose 1-4 goals/objectives per page. If more than 4, separate page will print. If no date range entered, all dates will populate on graphs.

The screenshot shows a dialog box titled 'Print your Caseload Goals:'. It contains the text: 'Only include goals that overlap the specified date range: [] to [] (optional)'. Below this is the instruction: 'Please select how many goals you would like to print per page.' There are three radio button options: '1 Goal per Page' (selected), '3 Goals per Page', and '4 Goals per Page'. Each option has a description: 'one goal per page with all the measured data points.', 'two goals per page with the measured data points that will fit on the page.', and 'four goals per page with the measured data points that will fit on the page.' respectively.

8. Once option is clicked, Graph printouts will go to print outbox under MAIN tab. If “pending”, wait a few seconds and try back.



Name: STUDENT TESTDate of Birth 01/01/01

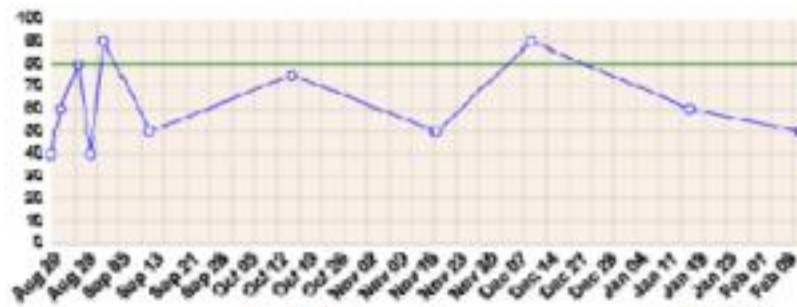
ID _____

Scope Speech/Language

Effective 04/30/2013 - 04/29/2014

Met not met

Goal R words in initial position w/80% over 3 consec sessions



Aug 20, 2013

40

Aug 22, 2013

60

Aug 26, 2013

80

Aug 29, 2013

40

Sep 01, 2013

90

Sep 12, 2013

50

Oct 15, 2013

75

Nov 18, 2013

50

Dec 10, 2013

90

Jan 16, 2014

60

Feb 11, 2014

50

Scope Speech/Language

Effective 04/30/2013 - 04/29/2014

Met not met

Goal Who questions with 80% accuracy over 3 sessions



Feb 04, 2014

60

Feb 06, 2014

100

Feb 12, 2014

80

Feb 14, 2014

70

Feb 17, 2014

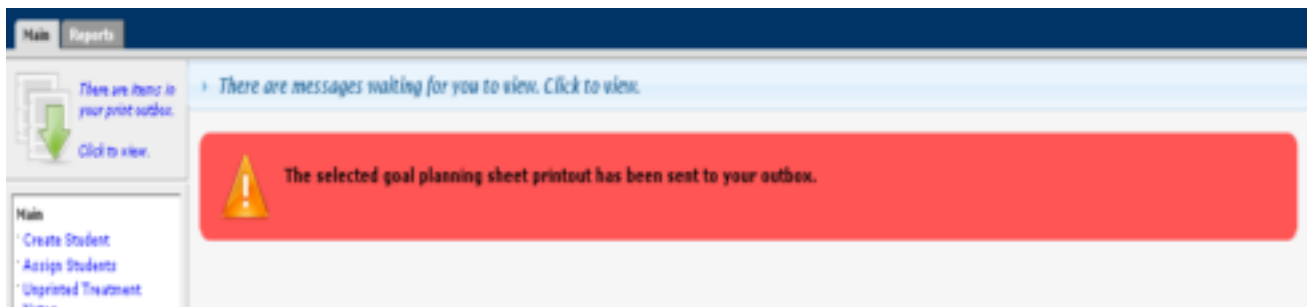
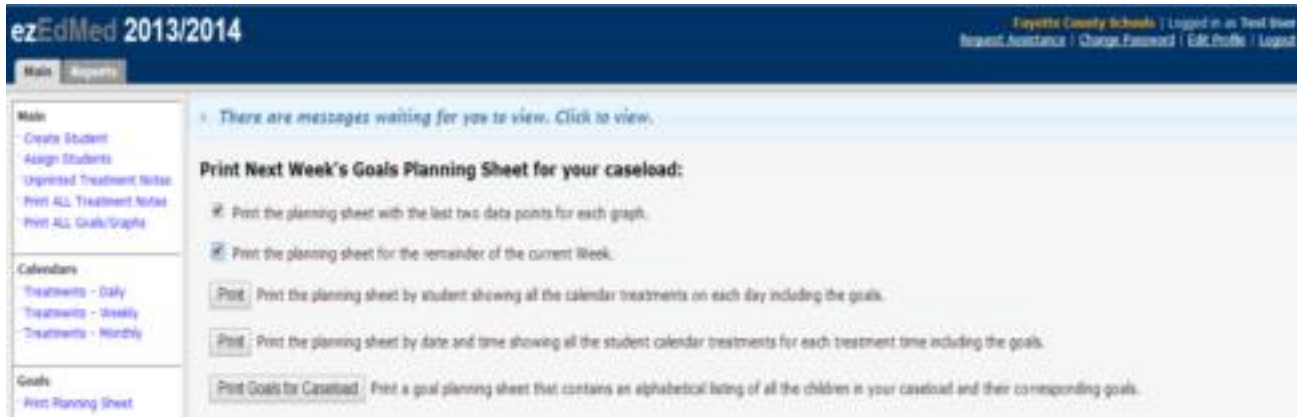
60

Feb 20, 2014

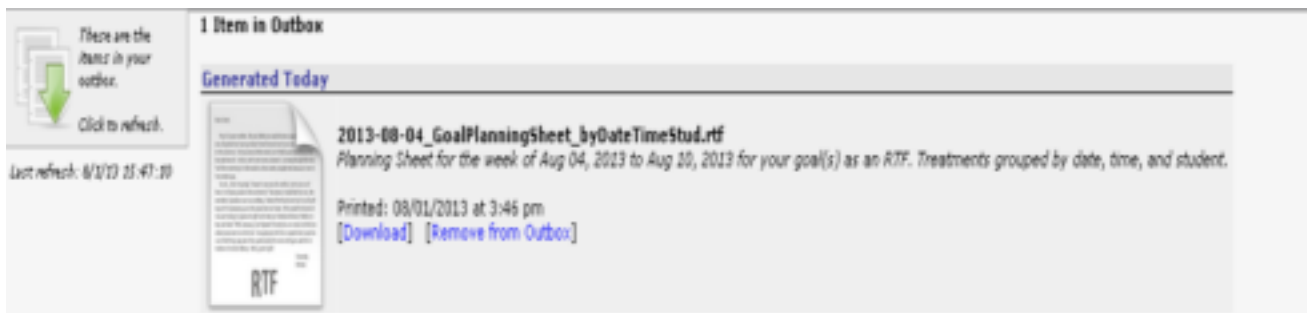
90

Print Planning Sheets

Therapists have the option to print planning sheets for current week or following week's goal/objectives by student, by student and date and time and/or by student as alpha listing. This option is under the MAIN tab under the header Goals.



Download planning sheet:



Downloaded file:

Thursday Feb 20, 2014 Goal Planning Sheet

Your County Schools

12:00 am - 12:00 am

TEST, STUDENT

R words in initial position w/80% over 3 consec sessions Last two data points: Feb 11, 2014 (50%), Jan 16, 2014 (60%)	
Who questions with 80% accuracy over 3 sessions Last two data points: Feb 20, 2014 (90%), Feb 17, 2014 (60%)	

JONES, AARON

Aaron will correctly produce misarticulated sounds in words with 80% accuracy over three trials Last data point: Feb 19, 2014 (100%)	
Aaron will correctly produce misarticulated sounds in words in phrases with 80% accuracy over three trials No data points to display	
Aaron will correctly use 2-5 word sentences with 80% accuracy over three trials No data points to display	

1:00 pm - 1:30 pm

KNIGHT, KERAH

1. Kerah will follow two step directions using concepts such as biggest, closest, top, bottom, all, first, last performed with real objects and then in paper tasks with 80% accuracy over 3 sessions as monitored by the SLP by using frequency counts Last two data points: Feb 12, 2014 (80%), Jan 29, 2014 (66%)	
2. In a categorization activity, Kerah will place picture items in the correct group and name the items (examples: growing things, cleaning items, sports items) with 80% accuracy over 3 sessions as monitored by the SLP by using frequency counts	

Notes:

- Goal/obj dates must be within the IEP start/end dates
- Measurement dates must be within the goal/obj dates
- IEP/Goals – Goals – Click on blue link to goal to view individual goal, graph and data. IEP/Goals – Data Point Graph – this tab views all goals, graphs and data together
- Data can only be entered for a current year IEP
- Goals can be copied/pasted from other document sources (Infinite Campus)
- Graphing will not show visual image until enough data points have been added to generate the graph
- IEP cannot be deleted if it has attached goals in progress
- IEP can be ended early by clicking on the IEP/Goals tab with the student's folder- blue link to the IEP's start date which has an END IEP EARLY button. This would only be used when ARC deems new IEP necessary prior to annual meeting or annual meeting occurs before end date (typical).