

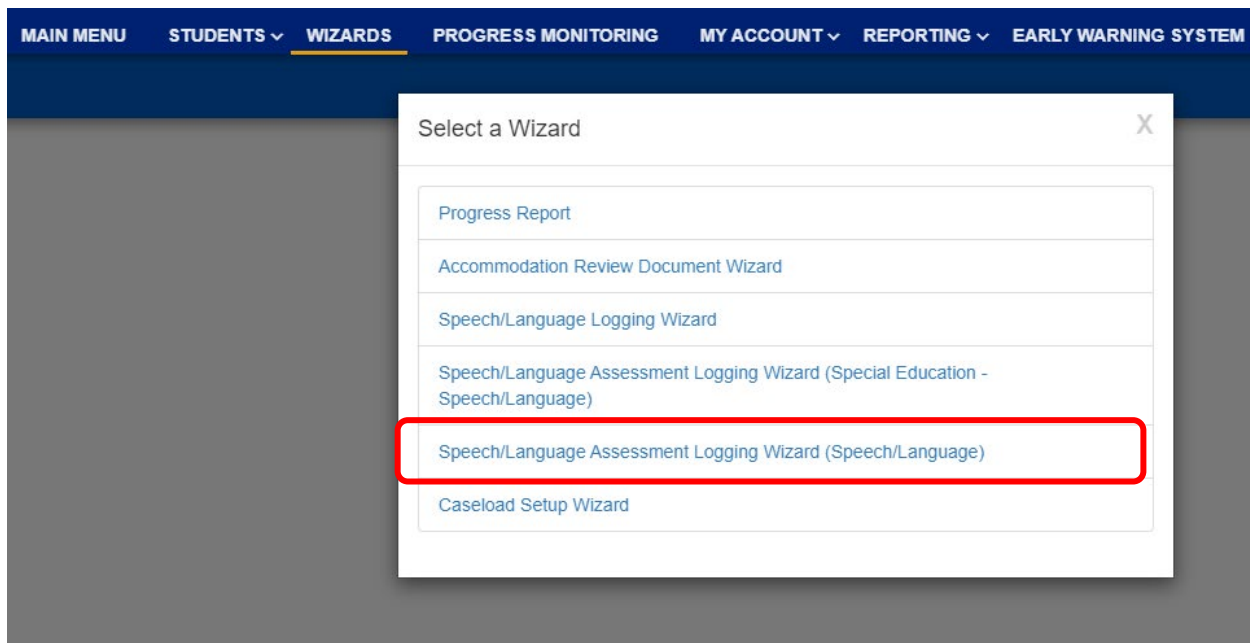
Guide to Document Initial Assessments/Evaluations for Related Services

Typically, when documenting services, you would need to add a student to your caseload and ensure the specific service is already present on his/her account. However, when documenting initial assessments/evaluations, you have the option to use the Assessment Logging Wizard. The benefits of using this wizard are:

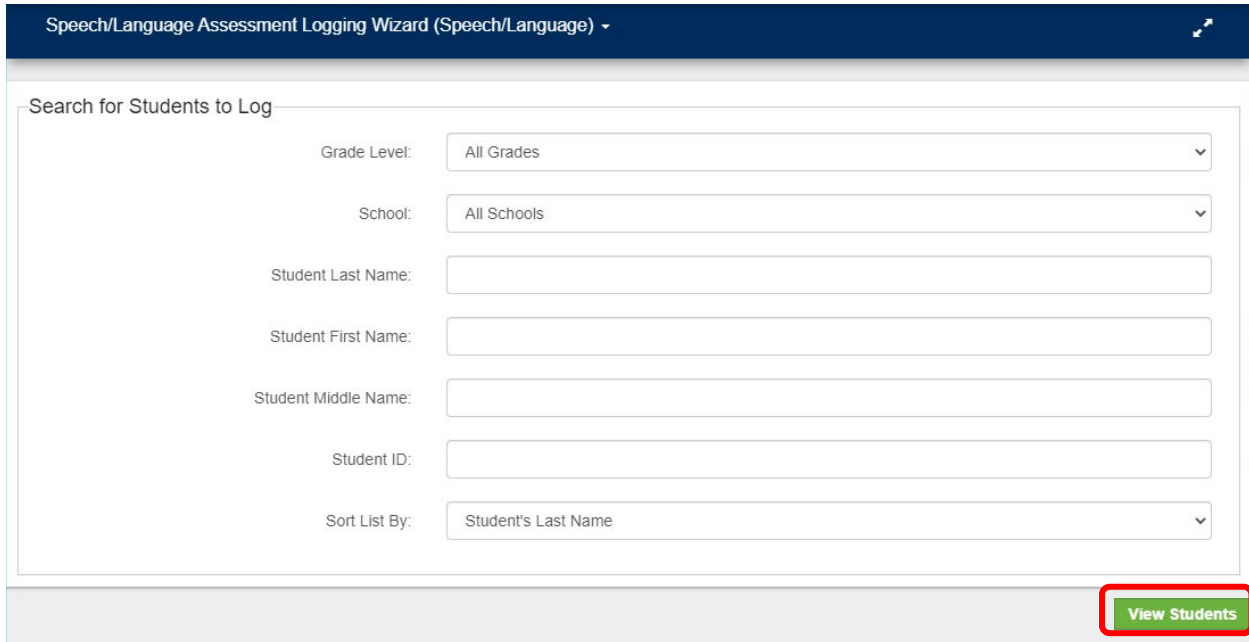
1. You do not need to add a student to your caseload before logging the assessment/evaluation. The logging wizard provides a search screen so you can find the student and then document as needed.
2. After documenting the assessment/evaluation, the wizard enables the user to remove the service (e.g., speech, psych/counseling, OT, PT, etc.) from the student's account if it's not certain as to whether the student will continue to receive services going forward.

The example below is for a Speech/Language Pathologist, **but these steps are the same for any related service provider.**

1. From the Wizards tab, click on the appropriate assessment logging wizard. Pictured below is the "Speech/Language Assessment Logging Wizard (Speech/Language)."



2. Search for the student for whom you wish to document an assessment/evaluation and click “View Students.”



Speech/Language Assessment Logging Wizard (Speech/Language) -

Search for Students to Log

Grade Level: All Grades

School: All Schools

Student Last Name:

Student First Name:

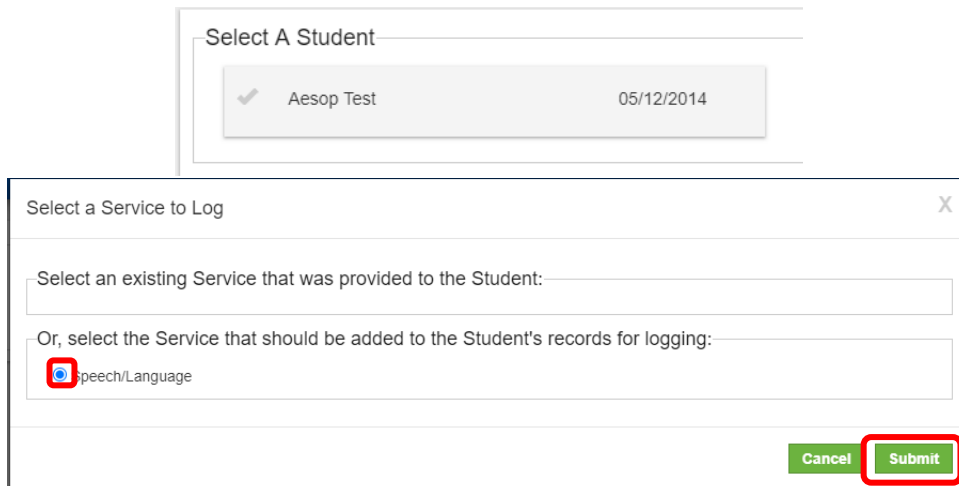
Student Middle Name:

Student ID:

Sort List By: Student's Last Name

View Students

3. Click on the student's name, select your related service, and click “Submit.” Please note that if the student does not already have the service on his/her account it will appear in the “select the service that should be added to the Student's record for logging” section. If the student already has the service on his/her account, then it will appear in the “select an existing Service that was provided to the Student” section.



Select A Student

✓ Aesop Test 05/12/2014

Select a Service to Log

Select an existing Service that was provided to the Student:


Or, select the Service that should be added to the Student's records for logging:

☒ Speech/Language


Cancel **Submit**


4. Document your assessment/evaluation log as you would any other service log and click “Save.”


New Log Entry Save Clear Form


Service Date: 09/03/2020 

Duration of Service: 0 30

Progress Report: 

Service Type: Evaluation - Speech Fluency 

Group Size: 1 

Location: 

Areas Covered/Assessed

Areas Covered/Assessed


<input type="checkbox"/> Articulation	<input type="checkbox"/> Auditory Processing (Discrimination & Memory)	<input type="checkbox"/> Auditory Training
<input type="checkbox"/> Augmentative and Alternative Communication	<input type="checkbox"/> Disorder of Speech Flow	<input type="checkbox"/> Language Therapy; Receptive and Expressive Language
<input type="checkbox"/> Oral Motor Dysfunction; Swallowing	<input checked="" type="checkbox"/> Phonological Development	<input type="checkbox"/> Pragmatic Language
<input type="checkbox"/> Resonance Pattern	<input type="checkbox"/> Rhythm/Fluency	<input type="checkbox"/> Sound Production
<input type="checkbox"/> Vocal Quality	<input type="checkbox"/> Voice Therapy	

Service Delivery Options

<input type="checkbox"/> Supervision of Graduate Student/Intern	<input type="checkbox"/> Co-Treatment
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Comments

Comments on your evaluation go here



5. You will see the Confirm Log Entry screen and, if the service has been added to the student's account for the first time through this assessment wizard process, you will see an option that must be selected which says, "Remove the service from the Student records after confirming or deleting the log." You will not be able to click the "Confirm" button until you check this box. If the student already had the service on his/her account, this checkbox would not appear, and the service will remain on the student's account.

Confirm Log Entry

Test, Aesop

Provider	Joe Test	Service Date	09/03/2020
Service Type	Evaluation - Speech Fluency	Duration of Service	30 mins
Group Size	1		

Areas Covered/Assessed

- Phonological Development

Comments

Comments on your evaluation go here.

☒ Remove the service from the Student records after confirming or deleting the log

Delete

Edit

Confirm

6. Click "Confirm" to save your log.