Fee for Service Questions:

1. I have a question concerning the EZ-IEP service log. How does one define "service?" Does it only involve direct student service? It is related more to working with students in a "therapeutic" matter?" Or does it include tasks like test administration, FBA observations/planning, exc?

   Service, for the purposes that we have with Fee for Service, will be defined as: any direct therapeutic service delivery for any professional. The focus is on DRECT SERVICES; for all service providers. If you are currently entering in service minutes for assessments related to initial, three year assessments which are conducted on students; please feel free to continue, but this will not be the expectation at this time.

   > *Within the system there are ways to track and monitor student contact in relation to evaluations/assessments; this will be important information to document and will provide additional proof if parents are interested in the specific dates/times staff members had any type or the kid of contact.*

   In relation to FBA/BIP observations or time within an annual review reporting; these will NOT be collected within the Fee for Service tab; as these are observations and will not fit the assessments/service delivery.

2. Do we document phone calls/conversations here too?

   No, you will not record phone conversations within this tab; these will be entered under the communication tab within the Easy IEP system.

3. My whole caseload does not show up even though my user status is correct.
   a. I am trying to work on the service logging wizard in Easy IEP. I am listed as the case manager for my students (all of them) but they are not showing up on my wizard. When I click on the speech and language services logging wizard, only two students are listed. I am definitely the case manager for my students as they only receive speech and language.
   b. I was attempting to set up my service log in EasyIEP the other day and am having difficulties. Were any of you able to create your logging wizard that works? I was able to create a "psychological services logging wizard", but when I click on it, it tells me that I have no caseload. I swear I followed the directions!

   Please make sure you are on the selected student's team first.

   What staff (nurses, speech and psych's and some social workers) would have to do for all the kids is go into each of the individual students. When the BLUE tool bar appears; select the Related Service Tab. Click this tab. Related services will appear for this student, as well as an option to additional related services (Add Related Services). From the drop down menu, select the service you would like to provide:

   Examples:
   School Psych's - Counseling Services
   Speech Therapist - Speech/Language Services
   Social Workers - Social Work services or counseling services

   DO NOT enter number sessions, session length or location; leave these areas BLANK

Update the Database.

Go to Wizards and either of the logging options and the student will appear on the logging wizard caseload.

-Reason for this is the Service logging case load is generated from the related service portion and not from the program portion of the IEP. This is critical for speech and language students who are primary or secondary eligible for services and are being provided services as a program. Staff need to enter speech and language as a related service in order to have the system pull the students and make them present on the case load for logging wizard purposes.

4. Do you also want us to log contact time for non-IEP students? I have 4 students I see for direct counseling who are General Ed (not as an RtI Tiered service) and about 8 who I RtI case manage for Student Support Services for primarily academics who are also reg ed.

   It is not the expectation to document service delivery/student contact for non-IEP students as not all Districts within the County enter General Education students into Easy IEP system. Document service delivery for all IEP students <you are not expected at this time to document service delivery for students for initial or three year assessments>

   If the student is currently in the RtI process. The answer would be no at this time to document within the Easy IEP system. Please keep track on own personal records, as the information is important; however some of the services provided through RtI may not fall within the specific certifications staff members are able to provide (example: social worker assisting with Tier 2 academic interventions or school psych working with students on academics).

5. All my kids are coming up with their previous school, even if the IEP dates are correct for this school year.

   Under personal information for each student; you, case manager or coordinator will have to go to current school of attendance and change to the current school. For example: the system in Yorkville did not automatically update based upon the grade of students; this will have to be completed individually.

   If students are showing up on case load under logging wizard and you are no longer working with the student, please have yourself removed from the TEAM; this will refine the your case study and will reflect only the students you are working with.

6. So many of my kids are in there two and three times, How do i check that I'm guessing the right one when I am making a group?

   This is the tricky thing. The students are listed several times because the fee for service is tied directly to Medicaid reimbursement, which can be backed logged up to 18 months. So the reason why you have the same student listed three or four times is because the previous IEP within the 18 month limit is presented, if there were any changes to the IEP within that time frame and a new one is finalized, any extended school year and then the current one (or a combination of any of them).

   When you click or select the student; at the top of the page there are begin and end dates of the IEP. Double check to make sure the service delivery date falls within the range that is provided. This would be the IEP you will start to document everything from this time forward.

If you have entered the related service under the BLUE tab and did not enter in any of the session minutes or dates; no date will appear at the top of the paper.

7. If I see an error in my typing or whatever when I am confirming the entry, can I correct it without starting the entry over completely? It took me 10 minutes to fully log a 5 kid group.... i didn't correct my mistake.

You are unable to make changes at this time to any of the things you have entered into the system and finalized. The only option, is to delete the enter entry log and then re-create. In order to delete you need to go to Smart Log Book located in the green tool bar. Select the dates or the range of dates the services were logged. Select the student you would like to delete. Then click the request removal. Then enter in the necessary information as to why the request will be deleted. Sorry only option at this time.

8. Can I include the time it takes to log the group into the number of minutes of service? example: 30 minute group of 5 ED kids plus 10 minutes to log that groups progress equals 40 minutes of service?

Unfortunately, you are unable to count the entering of information into the logging wizard as service delivery minutes. Although we would like to generate all minutes possible, this does not count towards the service delivery for students.

9. My kids are not in my Service Wizard case load, but are in my IEP caseload as a whole.

1. Log into Easy IEP
2. In the Green Tool Bar: go to the **User Tab**
    a. Type in your last name and select yourself – this will bring you to the Edit User Information Page
    b. Scroll down to **Service Certifications**
        i. A consistent blue and Grey box will appear with the headings of **Related Services** and Section 504 Services.
        ii. Under the **Related Services**; please select the services you are able to provide
    c. Scroll down and Update the data base
3. Case managers will have to add you to the Team so the students will show up on your case load.

or

Please make sure you are on the selected student’s team first.

What staff (nurses, speech and psych's and some social workers) would have to do for all the kids is go into each of the individual students. When the BLUE tool bar appear; select the Related Service Tab. Click this tab. Related services will appear for this student, as well as an option to additional related services (Add Related Services). From the drop down menu, select the service you would like to provide:

Examples:
School psych’s - Counseling Services
Speech Therapist - Speech/Language Services
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DO NOT enter number sessions, session length or location; leave these areas BLANK

Update the Database.

Go to Wizards and either of the logging options and the student will appear on the logging wizard caseload.

10. I don't how how to put a group in. when I do the SW group log in and try to enter size as 2-7, it answers that I can't enter more than 1. How do I enter 3 students that I have together in a group?

    Under either of the logging options (Individual and group); this is what we can do to get you to enter the information that you are requesting.

    Select the students that you are wanting to have within the group.

    Under Service Type: select the Group Therapy

    Then group size can reflect the number of students that you have (2-7 or larger); this will not produce the error message stating the maximum group size is 1

11. What exactly is the difference between the , progressing, maintained, regressed, etc.? Is it just a judgment call?

    Depends upon the activity. It is a judgment call, but it will be a comparison to where the student started when first working on various skills compared to where he or she ended up. If you use some measurements of curriculum tracking; formal or informal assessments; number of trials, these items can be utilized to gage student progress. I would also recommend pre/post tests or some other objective measurements to help support the progress made or not. It is critical if a student is making progress and a change in environment/medication occurs, adjusting the performance levels, that this be documented within the comment section as well.

12. We are currently working with a group of students on a regular basis. Is there any way in the system to have these students grouped together or do we have to individually check the boxes next to their name each occasion?

    Under either of the logging options; you can select the students who create a group that meets regularly, once the students are selected, near the bottom of the page there is an option to Save Group As and a blank text box to name the group. Create a name for this group and save. When you are working with this group in the future you can go to the drop down box located to the right of Check All or Check None entitled select saved group; then select the desired group from the options you created, the system will automatically select only the students in the group.

13. Generating reports:
    There are two options to generate reports, based upon various User Levels within the system.

    <u>Option 1: (use for itinerant user level) – go to the following and click</u>
    - Green Tool Bar
    - Smart Logbook
    -select any of the options (by month will be ideal and this will be tailored to each student)
    -View Logs
    -Create PDF Report of this data
    -report will be generated
    -To view report:
    -Green tool bar

-Go to School System or Reports or Smart Logbook
-If School System is option; Next select Reports
-Scroll to the bottom of page and wait for report to appear (you might have to refresh page until appears)
-click blue link
-review report with the information

Option 2: - go to the following and click
-Green tool bar
-Go to School System or Reports
-If School System is option; Next select Reports
-Select Smart Logbook Details Report
-Refresh page until the desired report appears at the bottom of the page
-Click blue link and view report (should be in a PDF file)

14. Some of my students are missing goals and some are missing just objectives in the Service Logging Wizard. I have checked in their IEP's and the goals/objectives are entered, but they are not showing up in the Logging Wizard.

    1. Green Tool Bar; Go to Wizards
    2. Report Card Wizard
    3. Select student who the goals are not appearing for
    4. Scroll down to the bottom of the page and just update
    5. Or update and move onto the next student <if multiple students are necessary>

    Double check, the goals should appear within the logging wizard now

With the reporting period being conducted, we are expecting that this problem will decrease for majority of the students; but may appear for newly identified students or some three year students.

If the goals and objectives are not present still; within the comment section of the service delivery; please write in the goal items that were discussed and worked upon; this will appear on the reports which are created; goals and objectives are not a required field within the service delivery logging wizard.

15. Are you able to save logged data to a flashkey?

    You can save reports into a PDF file and then can save the file to a specific location on your computer or flashkey. You can also create reports through the system which will stay for 10 days, but all the information will remain in the system.

16. Who's our potential audience?

    Reason for Fee for service is for potential Medicaid funding

    Another is for documentation of services provided. If parents want us to prove the services, the dates, the minutes, the items discussed; we can generate reports to provide this, it will build accountability. Plus the data within this system can be reviewed to better assist over all quarterly goal updates.

17. What are you looking for us to put into the logging wizard? (ex. This is like doing our notes twice in one day- who is it for?, especially for those of us without access to a computer hooked up to the internet in between students, so the time between passing periods cannot be used to enter data in a quiet setting and it has to be done at the end of the day and cuts into planning time and collaborating with colleagues.)

    The various items which are listed in the system. Service delivery and student contact; contact time related to minutes within the IEP, ~~initial evaluations or 3 year evaluations~~ <unless you have started this and would like to continue, but not the expectation>; these are the items we are looking to document.

18. It would be helpful if we are going to the clinical version of therapy to schedule students for 25 min. individual sessions in a speech/language therapy room, with 5 minutes between students to enter data on a computer with internet service.

    Minutes should be determined as a team to fit and address the student's needs. If the student needs 25 minutes reflect this in the IEP; but don't use the service delivery time for students to document; this will be a learning experience for all staff members.

19. ~~How are initial evaluations documented? I have a student in the ez iep system and completed the initial evaluation of eligibility, but this same student does not show up in the log wizard.~~

    ~~Select the student. Look within the blue tool bar for the related service tab. Click it. Add your related service from the drop down menu options. Do NOT enter minutes or dates.~~

    ~~Update the system and then the student should appear within the logging wizard.~~

    ~~Within the logging wizard there is an option to highlight that the service delivery was related to initial or re-evaluation.~~

20. What if you have an annual review? Is there a spot to document that for a student?

    We are not going to document time within an annual review as the service delivery minutes. It is important to note that if you are unable to meet the scheduled session with students there is an option within the logging wizard to document therapist absent, therapist unavailable; this will assist with documentation.

21. What if the scheduled student is absent?

    There are options to state if the student was absent or student was unavailable; the only information necessary is the date and then the service type; no other information is necessary. This will increase documentation.

22. Do you have to record what objectives you worked on?

    No, this is just an option and will assist in documenting progression towards overall goals; it is not required, but if the objective is touched upon, it would be beneficial <Best Practice> because there will be an association to the activity.

23. What if you don't work on any of the student's objectives in the group? (e.g., the focus was a different student's objectives)

    You can document within the comment box the objective or area worked upon.

24. Which wizard do I use to log info? I entered a group under the Speech & Language logging wizard but not sure if I did it right (at the "Save Group As" button I entered a name & saved.) I then entered the group data individually in that same wizard. Do I need to repeat this for the Group wizard too? It was a group lesson that was being logged. Please advise when to use Group & when to use individual & what is the purpose of the Save Group As button at the bottom of both wizards.

    Either one is fine to use. The difference between the two is this. With the group logging wizard some of the information will automatically transfer over to all the students within the group; then each student will come up individually to allow for individual progress towards the items within the group. Some of the info that carries over is: the date, contact minutes, service type and group size.

    The individual would be acceptable as well, however the information does not carry over to each of the students and you will be required to enter in all the information over and over again.

    The 'Save as a Group' option would be if you are seeing the same three students (group of students) over an extended time. Instead of clicking only the students who create the group each time, this option automatically saves the various students and they will appear in the drop down feature next to check all or check none.

25. What if I see a student three non-consecutive times in the same day for 10 minutes each visit? Should I log one service for 30 minutes or three separate services for 10 minutes each?

    You may either log one service for 30 minutes or log three services for 10 minutes each as long as they occurred in the same day. If you log one service for 30 minutes, you may want to document in the comments textbox that this was three 10 minute sessions.

26. What if I consult with another staff member about a student who is IEP'ed; can these minutes count towards the Fee for Service? Additionally, I co-teach and provide additional support within the classroom, should I document all these minutes even though it will appear that I am providing more minutes than written within the IEP?

    The only time consult should be documented within the Fee for Service Logging Wizard is if the service is stated consult on page 5 of the IEP the Services, Supplemental aides and Services, and Placement page within the IEP process. The box that states consult needs to be checked in order to document the service delivery. Additionally, Speech Therapists who are providing speech/language sessions utilizing the 3:1 service delivery model and have this written within the IEP; should document the consultation time with staff members within the fee for service logging wizard.

    The time consulting with other staff members <u>should not</u> be documented within the FEE for Service tab for any other reason at this time.

    Co-teaching within a classroom should be documented within the logging wizard if the time within the classroom is directly related to some item within the student's IEP. Do not log time because you are in the classroom co-teaching. Please check in with building coordinator for additional information and clarification.

27.