



Service
Documentation
Guide
2009-2010



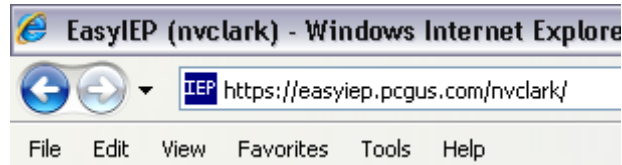
CLARK COUNTY SCHOOL DISTRICT

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How to Log into the EASYIEP System

1. Open the webpage.
 - a. Type in <https://easyiep.pcgus.com/nvclark> in the address line.

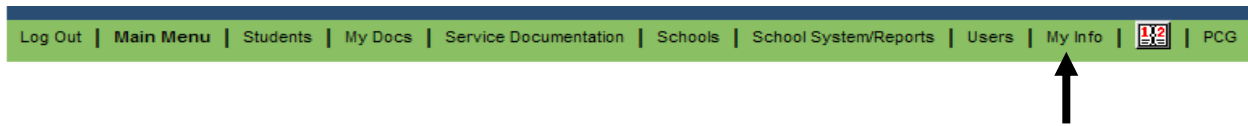


- b. Select Easy Trac from the SEMS homepage <https://sems.ccsd.net>.
2. Type in your Name and Password. Click Login.
 - a. Name = First Name (Space) Last Name – [Not Case Sensitive]
 - b. Password = [Case Sensitive]

Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

How to Change a Password

1. Click the My Info link.



2. Complete the fields below. Click the Update the Database button.

A screenshot of the 'Update Information for Susie Speech' form. The form has a title bar with a user icon and the text 'Update Information for Susie Speech'. Below the title bar, there is a section for the current password: 'Please enter your current password: [text box] * (required to make any changes on this page)'. Below this is a box containing instructions: 'To change your current password, enter the new password in both of the following areas (See [How to choose a good password](#))'. Below the instructions are two text boxes: 'New Password:' and 'New Password (to verify):'. Below these are fields for Name (First, Middle, Last, Suffix), User Code, Title, Address, City, State, ZipCode, Home Phone, Work Phone, and E-Mail Address. At the bottom right is a button labeled 'Update the database'. Arrows point to the password fields and the 'Update the database' button.

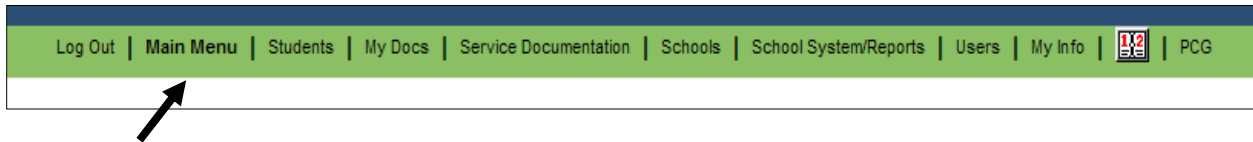
PASSWORD CREATION TIPS

- Six or more characters long.
- Combination of lower- and upper-case characters, numbers, and punctuation marks
- Take a phrase and try to squeeze it into eight characters, as if you wanted to put it on a vanity license plate.
- Some people pick several small words, separated by punctuation marks
- Put a punctuation mark in the middle of a word, e.g., ``vege%tarian".

3. Return to the Main Menu or Log Out.

Main Menu

1. Click on the Main Menu tab for any of the following:



- a. Any posted System updates, notices, or messages posted.

The EasyIEP™ server will be offline from Friday 4/3/2009 at 8pm EDT through Saturday 4/4/2009 to be upgraded to Version 8.7

- b. Any posted District updates, notices, or messages.

Welcome Clark County School District Staff!

Message Center

3/19/2009	Questions/Comments? - Please contact the Special Education Managements System (SEMS) Department - semsemail@interact.ccsd.net or 799-0295
3/1/2009	If you have not already done so, please go to "My Info" and change your password

- c. Any documents, manuals, or system guides to view and/or download.

Files Available On-Line for Viewing/Printing:

[Parental Consent Training Document](#)

[Nevada Medicaid Consent Brochure](#)

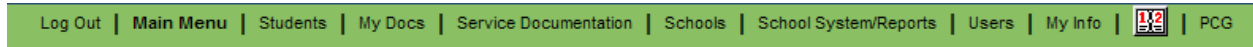
[Parental Consent FAQs](#)

[Service Logging Training Video](#)

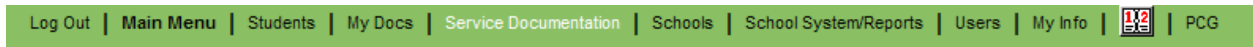
[Entering Goals and Objectives](#)

How to Setup Your Student Caseload

1. Click on the Service Documentation tab at the top of the page.



2. Click on the Caseload Setup Wizard.



Available Wizards

[Progress Report Wizard](#)

[Speech and Language Services Logging Wizard](#)

[Speech and Language Services Group Logging Wizard](#)



[Caseload Setup Wizard](#)

3. Click on Add More Students to Caseload.



Add More Students to Caseload

4. Search for Students by providing criteria such as Last Name or Student ID. Click View Students.

Caseload Setup Wizard - Search for Students to Add to Caseload of Susie Speech

Grade Level:

All Grades

School:

All Schools

Student Last Name:

☐ Exact Match

Student First Name:

☐ Exact Match

Student Middle Name:

☐ Exact Match

Student ID:

☐ Exact Match

Status:

☐ GeneralEd
 ☐ ChildStudy

☐ Referred
 ☐ SpecialEd

Additional Program(s):

Sort List By:

Student's Last Name

View Students

GUIDE FOR STUDENT LOGGING IN EASYIEP

5. Select the student(s) to add to your caseload based on your role. Multiple students can be selected.

Caseload Setup Wizard - Current Caseload for [Susie Speech](#)

Teacher of Record		Team Member		Student	School	Grade	DOB	Current Teacher of Record
<input type="button" value="Check All"/>	<input type="button" value="Check None"/>	<input type="button" value="Check All"/>	<input type="button" value="Check None"/>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Test Student A	TEST		01/01/2000	
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Test Student	TEST	3	01/01/1998	
<input type="checkbox"/>	<input checked="" type="checkbox"/>			James Test	TEST	K-AllDay	09/09/2002	Cathleen Furtado
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Samantha Test	TEST	1	09/30/2000	Cathleen Furtado
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Terron Test	TEST	14	09/28/1986	Cathleen Furtado

(5 Students)

6. Scroll to the bottom and click the appropriate button to save your selection(s).

7. You are returned to the Setup Wizard with the student(s) added to your Caseload.

Caseload Setup Wizard - Current Caseload for [Susie Speech](#)

Teacher of Record		Team Member		Student	School	Grade	DOB	Current Teacher of Record
<input type="button" value="Check All"/>	<input type="button" value="Check None"/>	<input type="button" value="Check All"/>	<input type="button" value="Check None"/>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>			Test Student A	TEST		01/01/2000	

How to Log Services for a Single Student

1. Click on the Service Documentation tab at the top of the page.



2. Click on the Services Logging Wizard OR Group Logging Wizard.



Available Wizards

[Progress Report Wizard](#)

[Speech and Language Services Logging Wizard](#)

[Speech and Language Services Group Logging Wizard](#)

[Caseload Setup Wizard](#)




3. Click the Services Logging Wizard.

- a. Begin by clicking Check None.
- b. Then check the student's box.
- c. Then click Continue.

The screenshot shows the 'Speech and Language Services Logging Wizard (Select Students)' window. It contains the following elements:

- Buttons: Check All, Check None
- Checkboxes: ☒ Test Student A, ☐ James Test, ☐ Terron Test, ☐ Test Student, ☐ Samantha Test
- Buttons: Save Group As ->, <- Delete Group
- Text: (5 available students)
- Button: Continue

4. Complete all the required boxes  with data, drop down lists, or check marks.

The screenshot shows the 'Add New Service Log Entry for Test Student A (Speech and Language Services) (Student 1 of 1)' window. It contains the following elements:

- Calendar: March, 2009
- Date of Service: *
- Service Type: *
- Duration of Service: Hours Minutes *
- Group Size: *
- Progress Report: N/A *
- Comments: *
- Areas Covered/Assessed: *
- Checkboxes: ☐ Activities of Daily Living, ☐ Eating/Feeding/swallowing, ☐ Phonology Therapy, ☐ Apraxia Therapy, ☐ Equipment Maintenance/Repair/Programming, ☐ Progress Assessment

Update the database

GUIDE FOR STUDENT LOGGING IN EASYIEP

5. Click Update the Database
6. Review the Service Log and confirm that all the data is accurate.
7. Click one of the buttons at the bottom to save this log, save and log another service date, correct the information, or start over with a new log.

Confirm Service Log Entry for Test Student A (Speech and Language Services)

Do you, **Susie Speech**, confirm that the following information is correct?

Service:	Speech and Language Services
Service Provided by:	Susie Speech
Student's Name:	Test Student A
Date of Service:	01/01/2009
Service Type:	Direct Student Services
Duration of Service:	45 mins
Group Size:	1
Progress Report:	Clear progress toward goal(s)
Comments:	Test Student worked on the "s" sound in
Areas Covered/Assessed:	Phonology Therapy

Yes, log this service

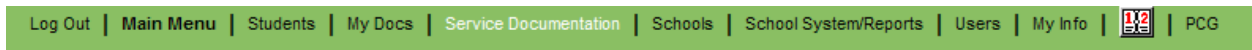
Yes, log this service, then allow me to log another instance for this student/service

No, allow me to correct this information
(Please use this button to make corrections)

No, I wish to abort this entry

How to Log Services for a Group of Students

1. To log multiple students or a group of students, click the Services Group Logging Wizard.



Available Wizards

[Progress Report Wizard](#)

[Speech and Language Services Logging Wizard](#)

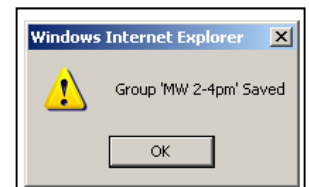
[Speech and Language Services Group Logging Wizard](#)

[Caseload Setup Wizard](#)



2. Select students. If this selection will be used again, create a group.
 - i. Name the group, such as MW 2-4pm.


- ii. Click Save Group As. A confirmation box will appear. Click OK.






- iii. Next time you log services, an option of selecting your saved group appears. Select the group and the students will be checked.


3. Click Continue.


GUIDE FOR STUDENT LOGGING IN EASYIEP


4. Complete all the required boxes  with data, drop down lists, or check marks.
 - a. Click the Calendar icon to enter the date


 **Add Group Service Log Info Speech and Language Services (MW 2-4pm Group, 5 Students)**

Date of Service:  


Duration of Service: Hours : Minutes 

Service Type: 


Group Size: 

Areas Covered/Assessed: 

<input type="checkbox"/> Activities of Daily Living	<input type="checkbox"/> Eating/feeding/swallowing	<input type="checkbox"/> Phonology Therapy
<input type="checkbox"/> Apraxia Therapy	<input type="checkbox"/> Equipment Maintenance/Repair/Programming	<input type="checkbox"/> Progress Assessment
<input type="checkbox"/> Articulation Therapy	<input type="checkbox"/> Fluency/Stuttering Therapy	<input type="checkbox"/> Progress Report
<input type="checkbox"/> Assessment/Evaluation	<input type="checkbox"/> IEP Meeting	<input type="checkbox"/> Reevaluation/IEP Meeting
<input type="checkbox"/> Assistive Technology Service	<input type="checkbox"/> Language Therapy (Receptive/Expressive)	<input type="checkbox"/> Speech/Language Consultation
<input type="checkbox"/> Augmentative Communication	<input type="checkbox"/> Observation of student	<input type="checkbox"/> Therapy - Other (See Additional Progress Notes)
<input type="checkbox"/> Contact with Other(s)	<input type="checkbox"/> Oral Motor Skills Training	<input type="checkbox"/> Total Communication Skills Training
<input type="checkbox"/> Contact with Parent(s)/Guardian(s)	<input type="checkbox"/> Other (See Notes)	<input type="checkbox"/> Voice Therapy
<input type="checkbox"/> Contact with Parent(s)/Guardian(s)/Student Representative(s)	<input type="checkbox"/> Parent/Family Training with Student Present	<input type="checkbox"/> Treatment of Swallowing Dysfunction/Oral function for Feeding
<input type="checkbox"/> Contact with School Staff	<input type="checkbox"/> Parent/Family Training without Student Present	<input type="checkbox"/> Evaluation of oral and pharyngeal swallowing function


 Add Student Specific Information




5. Click Add Student Specific Information.
6. Add data to each student's log within the group and complete all of the required fields.
7. Continue scrolling down the page until you have entered all of the students' data.


 **Add Service Log Info for each Student in the Group MW 2-4pm (Speech and Language Services)**

Date:	Duration:	Group Size:
03/19/2009	45 mins	2-6

Individual Student Information

 **Test Student A (Speech and Language Services)**

Service Type:	Direct Student Services 
Progress Report:	N/A 
Comments:	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> 

Areas Covered/Assessed: 

<input type="checkbox"/> Activities of Daily Living	<input type="checkbox"/> Eating/feeding/swallowing	<input checked="" type="checkbox"/> Phonology Therapy
<input type="checkbox"/> Apraxia Therapy	<input type="checkbox"/> Equipment Maintenance/Repair/Programming	<input type="checkbox"/> Progress Assessment

8. Click Update the Database at the bottom of the page. Update the database

GUIDE FOR STUDENT LOGGING IN EASYIEP

9. Review the Service Log Entries for correct data and accuracy.

Confirm Group Service Log Entries	
Do you, Susie Speech , confirm that the following information is correct?	
Student:	Test Student A
Service:	Speech and Language Services
Service Provided by:	Susie Speech
Date of Service:	03/19/2009
Service Type:	Direct Student Services
Duration of Service:	45 mins
Group Size:	2-6
Progress Report:	Not Applicable
Comments:	Student worked on.../
Areas Covered/Assessed:	Phonology Therapy Language Therapy (Receptive/Expressive)

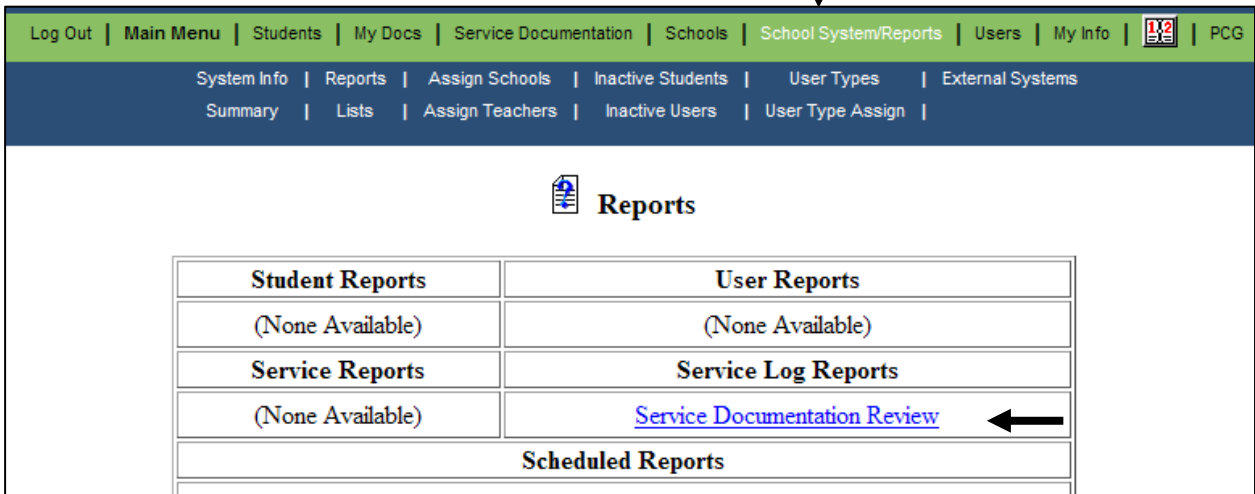
Student:	Test Student
Service:	Speech and Language Services
Service Provided by:	Susie Speech
Date of Service:	03/19/2009
Service Type:	Direct Student Services
Duration of Service:	45 mins
Group Size:	2-6

10. Click one of the buttons at the bottom.

No, edit these log entries
Yes, log these services
Yes, log these services, then allow me to log another group service
No, I wish to abort this entry

How to Create a Report

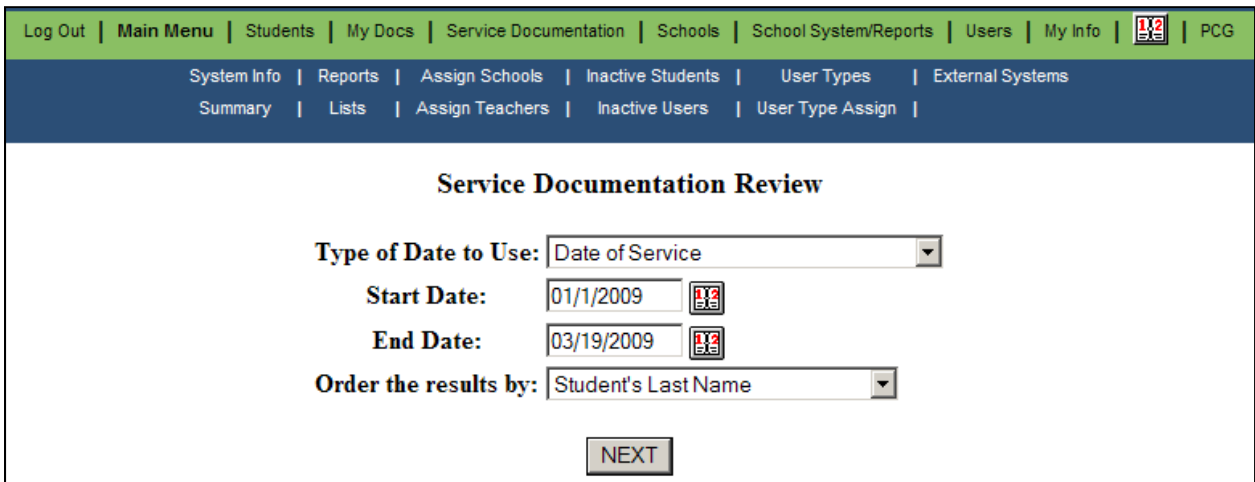
1. Select School System/Report.
2. Select Service Documentation Review.



The screenshot shows the EASYIEP interface. The top navigation bar includes links: Log Out, Main Menu, Students, My Docs, Service Documentation, Schools, School System/Reports, Users, My Info, and PCG. Below this is a secondary navigation bar with links: System Info, Reports, Assign Schools, Inactive Students, User Types, External Systems, Summary, Lists, Assign Teachers, Inactive Users, and User Type Assign. The main content area is titled 'Reports' and contains a table with the following sections:

Student Reports	User Reports
(None Available)	(None Available)
Service Reports	Service Log Reports
(None Available)	Service Documentation Review
Scheduled Reports	

3. Select the criteria to view the logs.



The screenshot shows the 'Service Documentation Review' page. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Service Documentation Review' and contains the following form fields:

Type of Date to Use: [Date of Service]

Start Date: [01/1/2009]

End Date: [03/19/2009]

Order the results by: [Student's Last Name]

[NEXT]

GUIDE FOR STUDENT LOGGING IN EASYIEP

4. Select the Student to view

Services Logged By Susie Speech

Services Provided From 12/22/2008 to 03/24/2009

Click on a Student to see the services logged for that student

Student Name	Number of Services Logged
Test Student A	2
Test Student	1
Terron Test	1
Samantha Test	1
James Test	1

5. Click on the "View" button to see the details of the specific service

Service for Test Student A

1

Delete	Student Name	School	Type of Service	Related Service	Date of Service	Group Size	Progress	Duration of Service	Start Time	End Time	Date and Time Entered into EasyIEP	Provider	Comments	Areas Assessed
<input type="checkbox"/>	Request Deletion	Test Student A	Test School	Direct Student Services	Speech and Language Services	01/01/2009	1	Clear progress toward goal(s)	0:45			Mar 19 2009 3:21PM	Susie Speech	Test Student worked on the "s" sound in

Update the database


[Back](#)

How to Delete a Service Log

1. Follow steps listed above for "How to Create a Report"
2. After viewing an individual services, request that the service be deleted by clicking on the "Delete" button on the left side

Service for Test Student A														
1														
Delete	Student Name	School	Type of Service	Related Service	Date of Service	Group Size	Progress	Duration of Service	Start Time	End Time	Date and Time Entered into EasyIEP	Provider	Comments	Areas Assessed
<input type="checkbox"/>	Request Deletion	Test Student A	Test School	Direct Student Services	Speech and Language Services	01/01/2009	1	Clear progress toward goal(s)	0:45			Mar 19 2009 3:21PM	Susie Speech	Test Student worked on the "s" sound in
<input type="button" value="Update the database"/>														
Back														

3. Click "Update the Database" – this will bring you to a confirmation screen to verify that you would like the service to be deleted.

 Service Log Entries deleted for Test Student A							
Service: Speech and Language Services							
Begin/End Date: (unknown) .. (unknown)							
Frequency: 2 sessions/wk of 45 min							
Please confirm that you want the following service log entries to be deleted.							
Date	Type	Provider	Duration	Group Size	Status	Comments	Areas Covered/Assessed
01/01/2009	Direct Student Services	Susie Speech	0:45	1	Clear progress toward goal(s)	Test Student worked on the "s" sound in	Phonology Therapy
<input type="button" value="Yes, delete these entries"/>							
<input type="button" value="No, do not delete these entries"/>							

4. Click "Yes, delete these entries" – this will delete the service entirely.
5. You are now able to go back in and enter the service with the correct information if necessary.