

Recording Eval/Re-eval Services

Eval and Re-eval Services are documented on the student's related service screen in EasyIEP in the EasyTRAC section of the student account. The service is not listed in the IEP, so it will need to be temporarily added to the student's related service screen for the services to be entered during the evaluation cycle.

1 - Select the student in EasyIEP and click on their name.

2 - Once you are on the student's information screen, locate the EasyTRAC tab on the blue toolbar at the top of the screen.

3 - Click on the EasyTRAC tab and select Related Services.

4 - Once you are on the Related Services tab, look for the Eval/Re-eval service for your specialty. If it is there, you can click on the Log button and begin to record services. If it is not there, you will need to add the service.

- To add the Eval/Re-eval service, scroll to the bottom of the page.
- Click the Add Related Service button.
- In the first drop down box, scroll until you find the Eval/Re-eval service for your specialty and click on it. Do not add time or location to the services as the service is not ongoing or part of the IEP. Update the database and the service will now appear with the Log button on the Related Services page.

5 - Once the service is on the Related Service screen, you can use either the wizard or the student specific related service screen to record services. The services should be recorded for the date they are rendered and the daily note/comment box should specify what happened. If a test was performed, the test should be listed. If an observation was performed, the location and description of what was observed should be listed. If a report was written, the type of report and information entered should be specified.

6 - After the evaluation cycle is completed, the last entry made is the outcome entry. This entry indicates what the recommendation is for the student. For example, they could be receiving an IEP with services recommended or they could be found to not need services. The outcome selected is specific to the service that the student was evaluated for by the provider recording the services. There may be other providers who evaluated the student and who will have different outcomes. The date used for the outcome is as follows:

- For an initial evaluation, the outcome date is the IEP Meeting Date on the finalized IEP.
- For a re-evaluation, the outcome date is the last face to face/direct service date that the provider was with the student. This date may be before the report or any follow-up meetings, but it must be the date of the last direct service.

7 - Once all services are recorded and the outcome is entered, go to the documents page and select the ACCESS tab. On the ACCESS tab, create the final ACCESS Eval/Re-eval Assessment Log or if you are a psychologist create the Psychological Assessment Log. The date span should be the first day of the month the services began and the last day of the month for the IEP outcome date for initial evals or last date of the month for the last date that services were entered for the re-evaluation. The span will allow for all services in the evaluation cycle to be included on the assessment log.

8 - The final step in the process is to return to the Related Service page and check the box to remove the eval/re-eval service from the related service screen. Once this is completed, the evaluation process is done for this cycle.