Prescribed Services in an IEP vs Documented Services in EasyTrac

1. To identify the prescribed frequency and duration of a student’s services, select Related Services from the student sub menu in the students’ EasyTrac profile.

- Identify the Number of Sessions and Session Length for each applicable service and Update the Database.

   Number of Sessions Dropdown:

   Session Length:

- Once entered, providers will then be able to see the identified Number of Sessions and Session Length under “Time Spent” on their applicable service log Logging Wizard.

Please Note: Providers are also able to see the applicable Doctor Authorization, Parental Consent, and IEP Dates for the service. If the Parental Consent is a One Time Consent, the end date field will not appear.
2. As service logs are entered, the provider will be able to see how many services have been provided/documentated in EasyTrac and how many are prescribed/Time Spent in the IEP.