Prescribed Services in an IEP vs Documented Services in EasyTrac
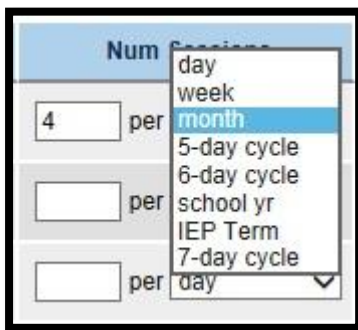
1. To identify the prescribed frequency and duration of a student's services, select Related Services from the student sub menu in the students' EasyTrac profile.
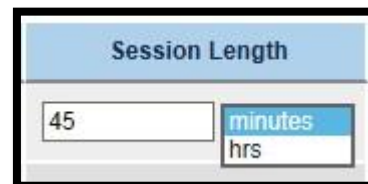

- Identify the **Number of Sessions** and **Session Length** for each applicable service and Update the Database.

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/documented in EasyTrac and how many are prescribed/Time Spent in the IEP.

Monthly Service Log   **Jonathan Test (Occupational Therapy)**

Aug, 2016 ∨

Time Spent: 4 sessions/month of 45 minutes

Doctor Authorization: 05/05/2016..04/30/2017
Parental Consent to bill for Medicaid Services: 05/01/2016..(unknown)
IEP Date: 05/01/2016..04/30/2017

Services Provided August 2016

Del	Date	Start Time	End Time	Service Type	Group Size	Progress Report	Comments	Areas Covered/Assessed
	8/1/2016	9:00 AM	9:45 AM	Direct	Indiv.	Maintaining	Enter details of the service provided here	Mobility: Fine,Neuromuscular Development: Upper Extremity,Therapeutic Exercise: Muscle Strengthening
	8/8/2016	9:00 AM	9:45 AM	Direct	Indiv.	Maintaining	Enter new details of the service provided here	Mobility: Fine,Neuromuscular Development: Upper Extremity,Therapeutic Exercise: Muscle Strengthening
	8/15/2016			Student Absent				
	8/16/2016	9:00 AM	9:45 AM	Direct	Indiv.	Maintaining	Information on the actual session goes here	Mobility: Fine,Neuromuscular Development: Upper Extremity,Therapeutic Exercise: Muscle Strengthening
	8/22/2016	9:00 AM	9:45 AM	Direct	Indiv.	Inconsistent	Information on the actual session goes here	Mobility: Fine,Neuromuscular Development: Upper Extremity,Therapeutic Exercise: Muscle Strengthening