How to Input data into IIEP for Evaluations
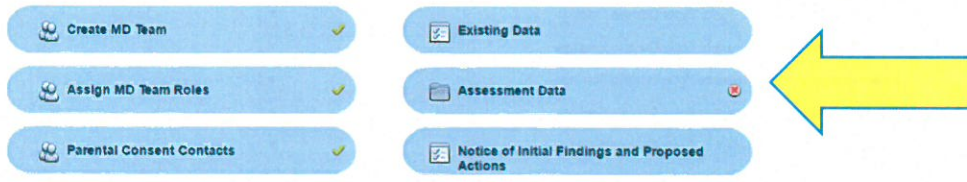
*Steps #1-4 have **NOT** changed*

Step 1: Choose the student from your caseload.

Step 2: *Reason for Access:* choose from the drop-down box "evaluation". Click "continue"

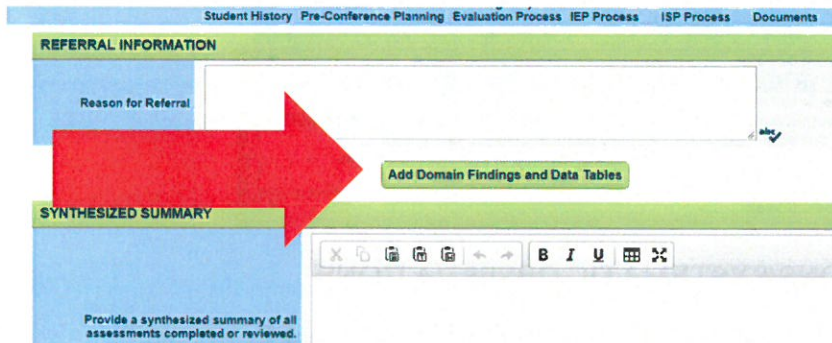**Step 3**: Choose "Evaluation Process"

Step 4: Choose "Assessment Data"

THIS PAGE HAS CHANGED!!!!

- "Please select the date the evaluation began:" – **This will be completed by the School Psychologist**
- "Reason for Referral" – **This will be completed by the School Psychologist**

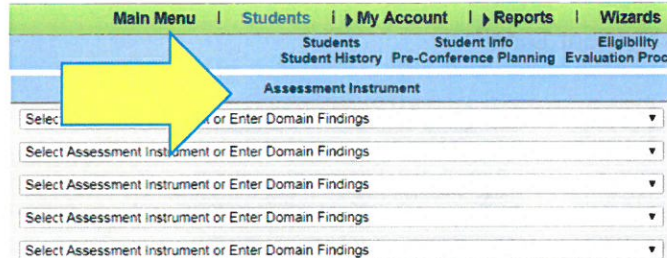**Step 5**: Click on "Add Domain Findings and Data Tables".

It will take you to this screen

ASSESSMENT/EVALUATIONS

Step 1: Choose a drop-down box under "Assessment Instrument". You are going to choose the name of the assessment that you actually administered. Two examples are: KTEA-3 and WJ-IV
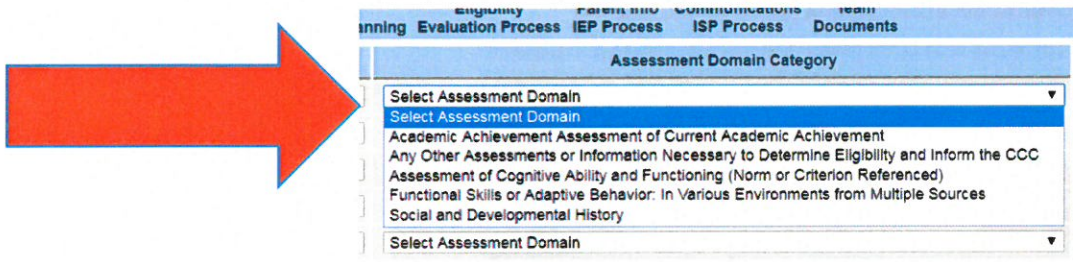

Step 2: Choose a drop-down box under "Assessment Domain Category". You are going to choose what category your assessment goes under. **If you're not sure ASK!**
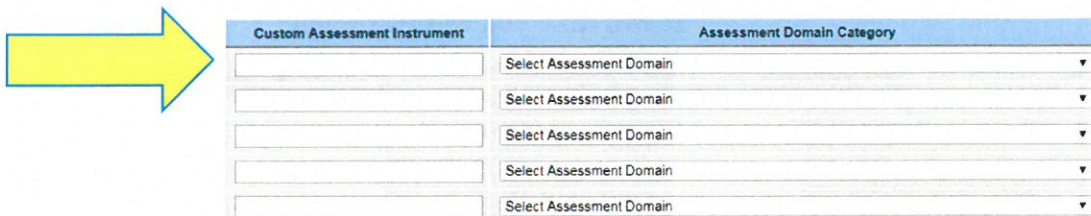
Here is an example:

*If you administered an academic test then you would choose: "Academic Achievement Assessment of Current Academic Skills"

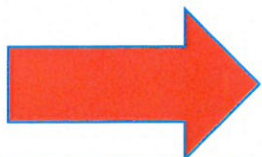## CLASSROOM OBSERVATIONS/SYSTEMATIC OBSERVATIONS

Step 1: Put in type of observation under the "Custom Assessment Instrument"

Step 2: Select "Academic Achievement: Observation of academic progress and behaviors in areas of difficulty"

Make sure you continue to "Save" so that you don't lose your work.

Custom Assessment Instrument	Assessment Domain Category
	Select Assessment Domain ▼
	Select Assessment Domain
	Academic Achievement: Assessment of Progress and Interventions
	Academic Achievement: Observations of Academic Progress and Behaviors in Areas of Difficulty
	Any Other Assessments or Information Necessary to Determine Eligibility and Inform the CCC
	Available Educationally Relevant Medical Information
	Communication: Assessment of Articulation, Fluency, and Voice
	Communication: Observation of Student's Speech by an SLP
	Communication: Student's Receptive, Expressive, Pragmatic, and Social Communication
	Motor and Sensory: Statement from a Physician if an Organic Cause Suspected
	Social and Developmental History

<< Back   Save & Add More   Save & Continue >>

Step 6: Click "Save & Continue"

Step 7: Choose the subtests and composites that you want to report. The options are listed on the screen.

Step 8: Choose the types of scores that you want to report. The most common type is: Standard Scores. **If you're not sure ASK!**

Step 9: Click on "Save". After clicking on "Save", the button will change to "Details". Click on "Details".

☑ Standard Score
☐ T Score
☐ Scaled Score
☐ Raw Score
☐ Confidence Level
☐ Percentile
☐ Descriptive Classification
☐ No Score Type - Text Results

Enter Custom Score Type

Enter Custom Score Type

Details

3

Make sure you continue to "Save" so that you don't lose your work.

Step 10: Input your <mark>narrative</mark> (which may include scores) and the <mark>scores</mark> for the assessment.

Step 11: "Save & Continue"

Step 12: For observations the screen will look like this:

*You will put the type of observation in the box that says "<mark>Enter Custom Subtest/Composite</mark>"

*Check the box that says "<mark>No score type – Text Results</mark>"

*Click on "Save", then "Details"

*Type in your narrative

<mark>**Make sure you continue to "Save" so that you don't lose your work.**</mark>