

How to Input data into IIEP for Evaluations

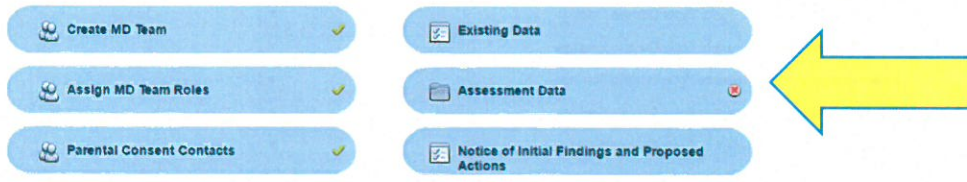
Steps #1-4 have NOT changed

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”

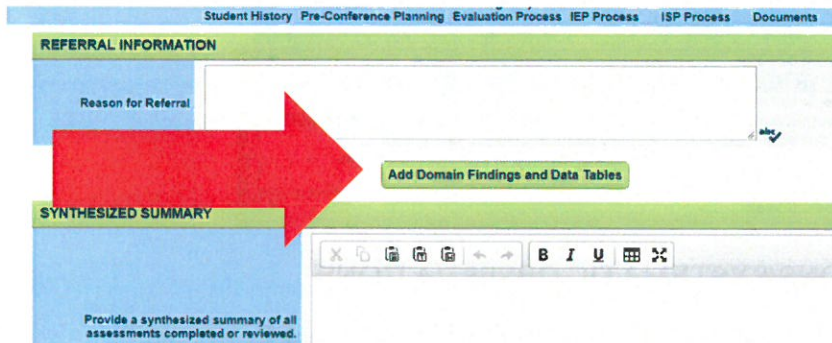
Step 4: Choose “Assessment Data”



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**”.



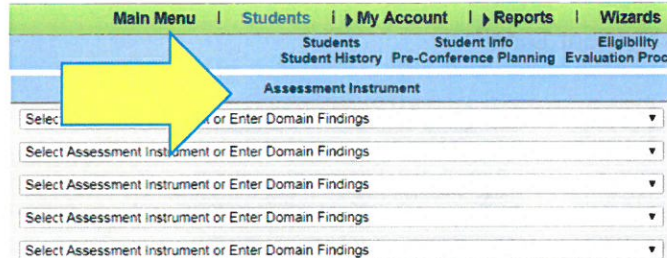
It will take you to this screen

Assessment Instrument	Assessment Domain Category
Select Assessment Instrument or Enter Domain Findings	Select Assessment Domain
Select Assessment Instrument or Enter Domain Findings	Select Assessment Domain
Select Assessment Instrument or Enter Domain Findings	Select Assessment Domain
Select Assessment Instrument or Enter Domain Findings	Select Assessment Domain
Select Assessment Instrument or Enter Domain Findings	Select Assessment Domain

Custom Assessment Instrument	Assessment Domain Category
	Select Assessment Domain
	Select Assessment Domain
	Select Assessment Domain
	Select Assessment Domain
	Select Assessment Domain

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

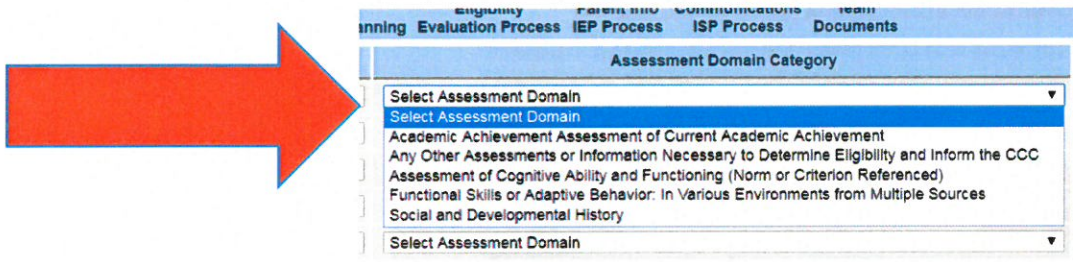


The screenshot shows a navigation menu with options: Main Menu, Students, My Account, Reports, and Wizards. Below the menu, there are sub-menus for Students (Student History, Student Info, Pre-Conference Planning, Eligibility Evaluation Process) and Assessment Instrument. The Assessment Instrument section contains five dropdown menus, each with the text "Select Assessment Instrument or Enter Domain Findings". A yellow arrow points to the first dropdown menu.

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:

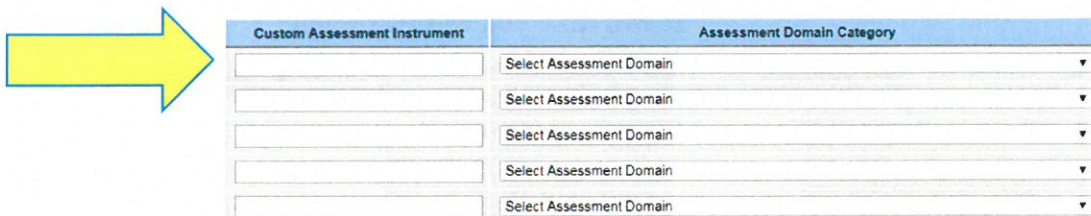
*If you administered an academic test then you would choose: “Academic Achievement Assessment of Current Academic Skills”



The screenshot shows a dropdown menu titled "Assessment Domain Category". The menu is open, showing several options: "Select Assessment Domain", "Academic Achievement Assessment of Current Academic Achievement", "Any Other Assessments or Information Necessary to Determine Eligibility and Inform the CCC", "Assessment of Cognitive Ability and Functioning (Norm or Criterion Referenced)", "Functional Skills or Adaptive Behavior: In Various Environments from Multiple Sources", "Social and Developmental History", and "Select Assessment Domain". A red arrow points to the dropdown menu.

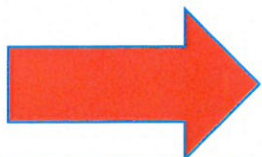
CLASSROOM OBSERVATIONS/SYSTEMATIC OBSERVATIONS

Step 1: Put in type of observation under the “**Custom Assessment Instrument**”



The screenshot shows a table with two columns: "Custom Assessment Instrument" and "Assessment Domain Category". There are five rows in the table. The first row has a yellow arrow pointing to the "Custom Assessment Instrument" cell. The "Assessment Domain Category" column contains five dropdown menus, each with the text "Select Assessment Domain".

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

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!**

Students	Student Info	Eligibility	Parent Info	Communications	Team
Student History	Pre-Conference Planning	Evaluation Process	IEP Process	IEP Process	Documents
Composite					
<input type="checkbox"/> Phonological Processing					
<input type="checkbox"/> Nonsense Word Decoding					
<input type="checkbox"/> Reading Fluency Composite					
<input type="checkbox"/> Standard Score <input type="checkbox"/> T Score <input type="checkbox"/> Scaled Score <input type="checkbox"/> Raw Score <input type="checkbox"/> Confidence Level <input type="checkbox"/> Percentile <input type="checkbox"/> Descriptive Classification <input type="checkbox"/> No Score Type - Text Results <input type="text" value="Enter Custom Score Type"/>					
<input type="checkbox"/> Silent Reading Fluency					
<input type="checkbox"/> Word Recognition Fluency					
<input type="checkbox"/> Decoding Fluency					
<input type="checkbox"/> Reading Understanding Composite					
<input type="checkbox"/> Reading Vocabulary					
<input type="checkbox"/> Oral Language Composite					
<input type="checkbox"/> ...					

Details button will show once subtest composite and score types are checked

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
-
-

Make sure you continue to “Save” so that you don’t lose your work.

Step 10: Input your **narrative** (which may include scores) and the **scores** 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 “**Enter Custom Subtest/Composite**”

*Check the box that says “**No score type – Text Results**”

*Click on “Save”, then “Details”

*Type in your narrative

Make sure you continue to “Save” so that you don’t lose your work.