

How to Input data into IIEP for Evaluations

Step 1: Choose the student from your caseload.

Step 2: Choose from the drop-down box “Special Education”. Click “continue”

Step 3: Choose “Evaluation Process”

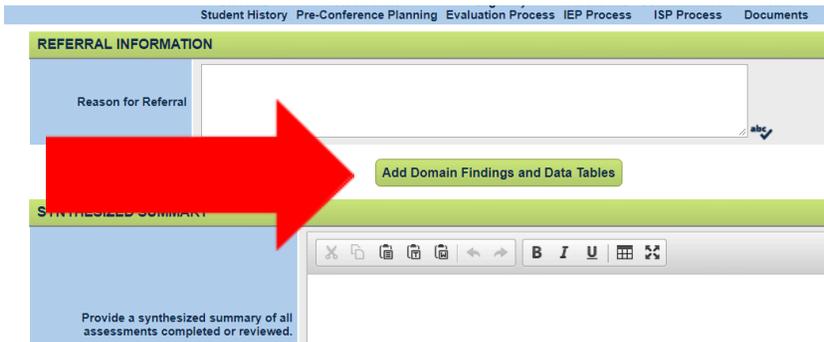
Step 4: Choose “Assessment Data”



Step 5: “Please select the date the evaluation began:” – **This will be completed by the School Psychologist if in conjunction with a full evaluation.**

Step 6: “Reason for Referral”- **This will be completed by the School Psychologist if in conjunction with a full evaluation.**

Step 7: Click on the “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 |
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| Custom Assessment Instrument | Assessment Domain Category |
|------------------------------|----------------------------|
| | Select Assessment Domain |

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

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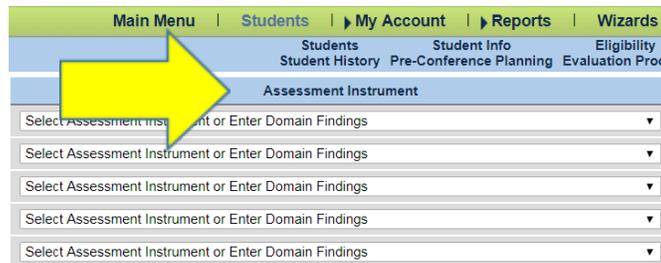
Or the screen has these buttons on the bottom



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

If completing an FBA select “Enter Findings for this Domain (No Assessment Instrument or Data Tables)”

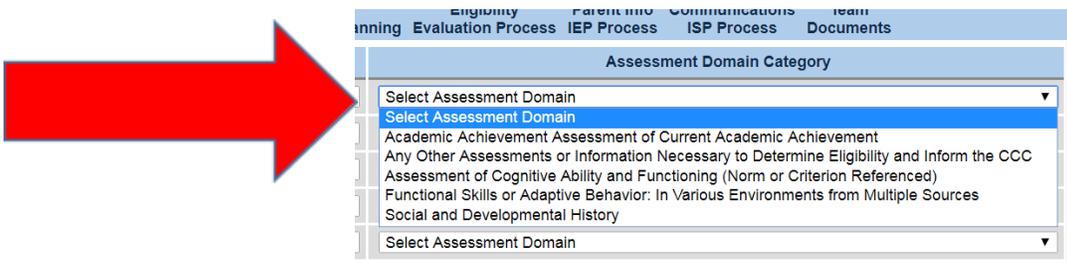


Step 2: Choose a drop-down box under “**Assessment Domain Category**”. You are going to choose what category your assessment goes under. **If you’re not sure ASK!**

Here is an example:

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

*If you are completing the FBA choose “Functional Performance/Adaptive Behavior: Functional Behavior Assessment (FBA)”



Step 3: Click “Save & Continue”

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

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Step 4: Choose the **subtests and composites** that you want to report. The options are listed on the screen.

Step 5: Choose the **types of scores** that you want to report. The most common type is: Standard Scores. For FBA you will select “No Score Type- Text Results”

If you're not sure ASK!

The screenshot shows the 'Evaluation Process' tab in the IIEP software. On the left, under 'Student Info', the 'Academic Achievement: Assessment of Progress and Interventions' section is active. A red arrow points to the 'Composite' list, which includes options like 'Phonological Processing', 'Nonsense Word Decoding', 'Reading Fluency Composite', 'Silent Reading Fluency', 'Word Recognition Fluency', 'Decoding Fluency', 'Reading Understanding Composite', 'Reading Vocabulary', 'Oral Language Composite', and 'Assessational'. On the right, under 'Team', the 'Score Type' section is visible. A yellow arrow points to the 'Save' button. Below the 'Save' button, there is a note: 'Details button will show once Subtest Composite and Score Types are selected'. The 'Score Type' options include 'Standard Score', 'T Score', 'Scaled Score', 'Raw Score', 'Confidence Level', 'Percentile', 'Descriptive Classification', and 'No Score Type - Text Results'. There are also input fields for 'Enter Custom Score Type'.

Step 5: Click on “**Save**”. After clicking on “**Save**”, the button will change to “**Details**”. Click on “**Details**”.

This is a close-up of the 'Score Type' selection area. The 'Standard Score' option is selected with a checked box. Other options include 'T Score', 'Scaled Score', 'Raw Score', 'Confidence Level', 'Percentile', 'Descriptive Classification', and 'No Score Type - Text Results'. Below these are two input fields labeled 'Enter Custom Score Type'. A yellow arrow points to the 'Details' button, which is now visible and active.

Step 6: Input your **narrative** (which may include scores) and the **scores** for the assessment. For the FBA insert the FBA Template from the Behavior Support Page.

The screenshot shows the 'Academic Achievement: Assessment of Progress and Interventions' section. On the left, there is a text area for the narrative with a blue sidebar that says 'Discuss the evaluation results and findings for this Assessment Domain:'. A red arrow points to the text area. Below the text area is a table for the 'Kaufman Test of Educational Achievement, 3rd Edition (KTEA-3)'. The table has columns for 'Del', 'Subtest/Composite', and 'Standard Score'. The row for 'Math Concepts & Applications' has an empty input field for the score. A yellow arrow points to this input field. At the bottom, there are three buttons: '<< Back', 'Save', and 'Save & Continue >>'.

Step 7: “Save & Continue”

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

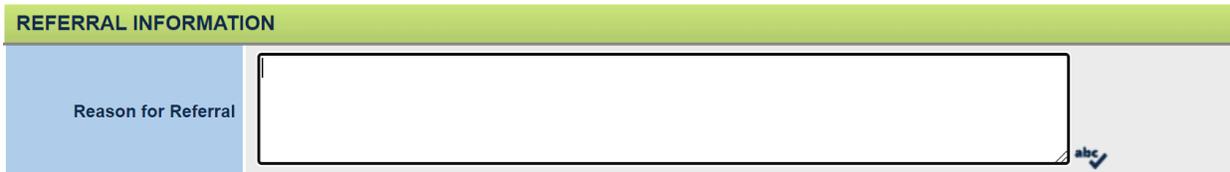
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Additional Steps for FBA Only

Once the FBA is completed

Step 1: In the “Referral Information” box. Below is an example of Referral Information.

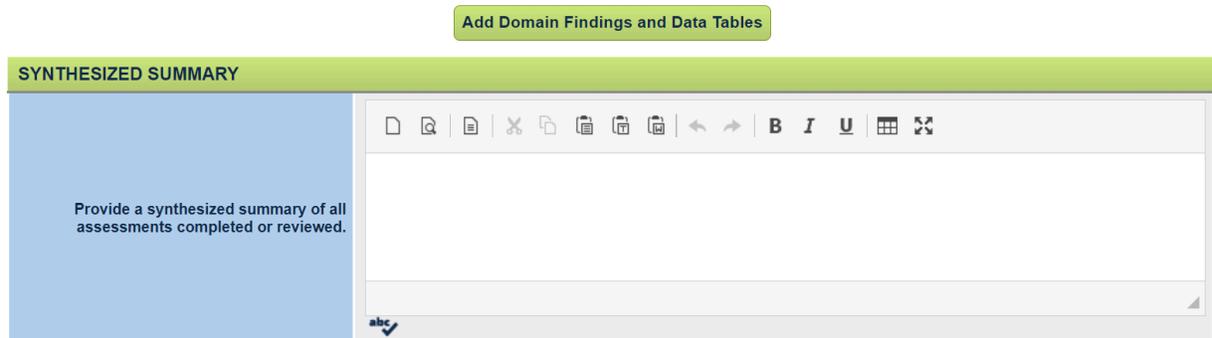
Example: STUDENT has been referred for an FBA/BIP due to an increase in behaviors this school year.



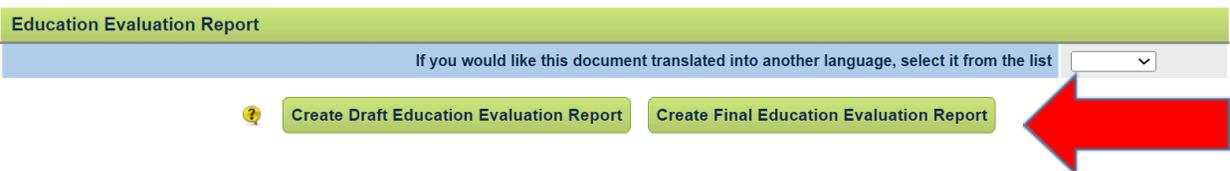
Step 2: In the “Synthesized Summary” box. Below is an example of a Synthesized Summary.

Example: STUDENT displays the behavior of TARGET BEHAVIOR 1, FREQUENCY, in SETTING during the school day. The intensity of this behavior varies from INTENSITY RATING and DURATION. Antecedents include _____.

You would repeat this for each target behavior identified.



Step 3: Finalize the report.



Step 4: Once the report is finalized you will use this information to complete the Behavior Intervention Plan in the IEP.

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