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1 Service Documentation

1.1 Service Documentation Wizard Setup

To log services for students, select the appropriate logging wizard from the "Wizards" tab.

CTSEDS	STUDENTS RECENT STUDENTS	TOOLS 🗸	MY ACCOUNT V ADMIN V REPORTING
	WIZARDS PROGRESS TRACK		
	TOOLS / WIZARDS		
Select a Wizard -		6	
			Select a Wizard X
			Progress Report
			Audiology (Hearing Services) Logging Wizard
			Language/Communication Group Logging Wizard
			Language/Communication Individual Logging Wizard
			Caseload Setup Wizard

Figure 1: Selecting the Appropriate Wizard

On the next screen the user will see a listing of the students on their caseload with services available for logging. Select a student to document for by clicking the check mark next to the student's name. The check mark will turn green when the student is selected. The gray information icons can be used to view applicable service information for the student.

Language/Communication Individual						
~	Dent, Stu	0		~	Dent5, Stu	θ

Figure 2: Caseload View

The user can filter their caseload to help identify which students the user wants to document for (i.e. by school).



				4 Launch	嶜 Groups	▼ Filters
Students Filters		Х				
Student	Billable Students		θ			
Current School	Kathleen E. Goodwin Elementary School	~				
	Clear Filters Apply Fi	lters	J			



Groups can be created within the Logging Wizards for easy selection of the same students. To set up a group, select more than one student after applying any sorts or filtering. The user will see another button appear next to the Filter button called "Groups". Click the button, then click "Create Group from Selected students". Name the group, then click Save to save the group of students. Groups can also be overwritten with new students, or deleted by clicking the Groups button. Once the user pre-built groups, the user can easily use the "Groups" button to easily select that group of students again and log services for that group together.

Once the user has selected the student(s) to document for, click the "Launch Wizard" button located at the bottom of the screen.

		4 Launch	嶜 Groups	▼ Filters	🛗 View Calendar	* *
_	Thursday					
	♣ Create Group	From Selecte	d Students		🗸 Check All	
🖌 De	ntwo, Stu	0				
			-			
					Launch Wizar	ď



1.2 Service Documentation Logging Wizard

Service/Plan info about the students selected for documentation can be located next to their name on the left hand of the screen in the green navigation bar.



Dent4, Stu			Dent4, Stu		
Service Info	Stude	nt/Plan Info	Service Info	Stude	nt/Plan Info
Begin	Date	04/01/2022	Primar	y Dis.	DD
End	Date	03/31/2023	Current S	chool	Tracey Magnet School (APSEP)
Se	rvice	Counseling Group	(Grade	5
Time Spent		1 sessions/3C of 30 min	D.O.B		10/01/2010
Location Se		Separate Setting/Program	Student R	ecord	Dent4, Stu

Figure 5: Student Service/Plan Information available in Wizard

Any previously logged sessions on this student by the user or another clinician will appear above the logging wizard in the Previous Log Entries section. Additionally, the user can filter for specific sessions and expand a session using the plus button to see additional information in this section.

Dent4, Stu	Dent4, Stu							
Previous Log Entries								
Show 5 🗸 ent	tries							Filter:
Details	Date		<i>↓</i> 7 Servi	се Туре		↓↑ Duration of Service	Areas Addressed and Student's Response the Service	to ⊥↑ Prefill
+	06/02/2022		Grou	p Psychotherapy (Pending)		9:00 AM - 10:00 AM	Testing comments for delivery.	A second seco
+	05/20/2022		Grou	p Psychotherapy (Pending)		09:00 AM - 10:00 AM	Testing comments for delivery.	₽
Showing 1 to 2 of 2	? entries							Previous 1 Next Print
-New Log Entry								Rear Form
	Service Date	(Required)			#	Service Type	Group Psychotherapy	~
	Service Times	9:00 AM	0	10:00 AM	0	Group Size	2	~
	Progress Status				~	Location		~
Areas Addressed	and Student's Response	to the Service					(Required)	
(Required)								***
								Save Draft Save

Figure 6: Previously Logged Entries in Wizard

Enter required information into the logging wizard. Date, service type, duration of service and location are required fields. Additional fields will appear in red with a required notation depending on the service type selected.

New Log Entry				🍽 Save 🗎 Clear Form
Service Date	06/01/2022	m	Service Type	×
				(Required)
Duration of Service	Hours	Minutes	Group Size	~
Progress Status		~	Location	~
Areas Covered/Assessed				
 Manipulative activities 		 Negative practice 		Modeled drill/unmodeled drill
 Worksheet activities 		 Language poster boards and picture 	es	 Augmentative device practice/use
 Language kits/programs 		 Teacher made materials 		Classroom observation/consultation
 Carryover activities 		 Listening tasks/discussion 		

Figure 7: New Log Entries in Wizard



Enter service note information into the "Areas Addressed and Student's Responses to Service" section of the logging wizard. Spell check is available for the user to use under the comments text box.

Areas Addressed and Student's Response to the Service	
	*5
	Save Draft Save



Once the user is done entering service information for a student, click the "Save" button below the "Areas Addressed and Student's Responses to Service" box, or the user can continue to log for additional students on this screen if the user selected more than one student to document on. Once the user is done logging all services, click the "Save All" button at the bottom of the screen.

A confirmation message will display asking the user to confirm the information entered. The user has the option to delete the note, edit the note, confirm the note and return to the top of the logging wizard, confirm the log and enter more logs for the student the user is working on, or confirm the logs and return to the student selection page.

Confirm Log Entry						
Dent, Stu						
Log ID	13	Provider	Gwendolin Bryant			
Service Date	06/09/2022	Service Type	Student Not Present			
Duration of Service	00 mins	Group Size	1 (Individual)			
Location	Other					
Areas Addressed and Stud	ent's Response to the Service					
Delete Edit		Confirm log(s), then return to the to	op of the logging wizard			
		Confirm log(s), then enter more log	s for this Student			
		Confirm log(s), then return to the S	tudent selection page			

Figure 9: Edit, Confirm or Log Additional Services Screen in Wizard



1.3 Service Documentation: Group Logging in Wizard

To document services using the Group Logging Wizard, click on the "Group Logging" button located at the top of the logging wizard.



Figure 10: Group Logging in Wizard

A different pop up window will guide the user through a documentation screen where the user will enter service information that pertains to all students in the group session. Areas covered/assessed selections on this screen should be applicable to the entire group. When the user is finished, click the "Apply" button. The information the user entered pertaining to all students will be prepopulated in the logging wizard for the students selected. This information can be edited or changed at any time.

Select Group Fields		Х
Service Date		m
Service Type		~
Duration of Service	Hours	Minutes
Group Size		~
Location		~
Areas Covered/Assessed		
 Manipulative activities 	Negative practice	Modeled drill/unmodeled drill
 Worksheet activities 	 Language poster boards and pictures 	 Augmentative device practice/use
 Language kits/programs 	 Teacher made materials 	Classroom observation/consultation
Carryover activities	Listening tasks/discussion	
		Cancel Apply

Figure 11: Group Logging Set up in Wizard

Next, enter individual information for each student in the group session, including service notes in the "Areas Addressed and Student's Responses to Service" box. When the user is done, click the "Save All" button located either at the very bottom of the screen, or in the blue menu bar.