



Documenting Related Services in SEDS EasyIEP

A Tutorial for Related Service Providers

OSSE Division of Data, Assessment, and Research

OSSE Division of K-12 Systems and Supports

OSSE Division of Teaching and Learning



Agenda |

- I. Creating a Service Log
- II. Generating a Service Tracker
- III. How to Get Access to SEDS



Creating a Service Log



Logging Related Service Provision in SEDS

Q: When is a service log required?

A: Related service providers (RSPs) must create a **separate service log** for each student for:

- Each session when a service was **delivered** to a student
- Each session when a service was **scheduled to occur, but was missed**
- Each **makeup session** where a service was delivered to a student

Q: What is the deadline to create each service log?

A: RSPs must create service logs in SEDS **within five business days** of the delivered (or missed) service date.

PLEASE NOTE: **Incorrect logs** may affect service trackers, monitoring and compliance, Medicaid billing, nonpublic payments, the Related Services Management Report, etc.



Service Logs vs. Service Trackers

Q: What is the difference between a service log and a service tracker?

Service Log:

- Data entry tool in SEDS
- Captures details about a specific service session
- Must be created within five business days of the delivered (or missed) service session

Service Tracker:

- PDF document
- Sometimes referred to as a “service ticket”
- Combines information from multiple service logs all into one document
- Provider can designate what date range of service logs are shown (e.g., show all service logs for month of November)
- Provider can print off and physically sign this document*
- Must be generated in SEDS **at least once a month***

**Service tracker signature and frequency requirements discussed on later slide*



Tools in SEDS to Document Services

RSPs will use the “**Wizards**” section of SEDS to document service provision through service logs, service trackers, and progress reports.

LOGS: Create **service log** using logging wizard (within **five business days** of each session).

TRACKERS: Generate **service tracker** (LEA determines how often this is done, e.g., weekly or monthly).

PROGRESS REPORTS: Complete **progress report** (at end of progress reporting period).

Wizards | School System | My Calendar | | My

Available Wizards [New Mail!](#)

- [Progress Report Wizard](#)
- [Service Tracker Wizard](#)
- [Behavioral Support Services Logging Wizard](#)
- [Behavioral Support Services Group Logging Wizard](#)
- [Speech-Language Pathology Logging Wizard](#)
- [Speech-Language Pathology Group Logging Wizard](#)
- [Caseload Setup Wizard](#)
- [Caseload Administration Wizard](#)



Service Logging Wizard

Related service providers (RSPs) should have a specific service **Logging Wizard** for each service delivery area they are authorized to provide.

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: 'Wizards' (highlighted with a red box), 'School System | My Calendar | My' (with a calendar icon). Below the navigation bar, the main content area is titled 'Available Wizards' with a 'New Mail!' notification icon. A list of wizards is displayed, with a red box highlighting the following items:

- [Progress Report Wizard](#)
- [Service Tracker Wizard](#)
- [Behavioral Support Services Logging Wizard](#)
- [Behavioral Support Services Group Logging Wizard](#)
- [Physical Therapy Logging Wizard](#)
- [Physical Therapy Group Logging Wizard](#)
- [Speech-Language Pathology Logging Wizard](#)
- [Speech-Language Pathology Group Logging Wizard](#)
- [Caseload Setup Wizard](#)

NOTE: If you do not see the logging wizard listed for your area please ask the LEA Special Education POC or other administrator to **update your SEDS user profile** to show you are certified to provide services in this area.



Students Listed in Your Logging Wizard

All students for whom you deliver services should show up on this page. If a student is missing, perform these troubleshooting steps:

1. Ensure this service is prescribed on the student's **current finalized IEP**.
2. Ensure this student has been placed on your **caseload**.
3. Ensure your **own SEDS user profile** has the box checked for the **school campus** where this student attends school (see section on how to get access to SEDS for more details).

Speech-Language Pathology Logging Wizard

This wizard will guide you through logging service delivery time for your Students. Please select the Students for whom you would like to log service delivery time.

Adele Adult1221

* Speech-Language Pathology (11/20/2014 - 11/11/2015, Location: General Education)

(1 available Students)



Creating a Delivered Service Log

Within five business days of delivering a service session, the related service provider must create a service log in SEDS to capture the service session details.

The screenshot shows the SEDS service log creation form with the following fields and annotations:

- Date of Service:** 04/12/2017 (with a calendar icon and asterisk)
- Service Type:** A dropdown menu with "Direct Service" selected (with an asterisk). A red arrow points to this selection with the text: "Choose 'Direct Service' and 'Delivered' as the status when service delivery occurs."
- Service Delivery:** A dropdown menu with "Delivered" selected (with an asterisk). A red arrow points to this selection with the same text.
- Duration of Service:** Hours: [] Minutes: 30 (with an asterisk)
- Group Size:** 2-3 (with an asterisk)
- Progress Report:** Maintaining (with an asterisk)
- Comments:** A text area with the instruction: "Type notes here about the session, for easy reference later. These notes will appear on the Service Tracker and in the Related Services Management Report (RSMR) in Qlik." (with an asterisk)
- Other fields:** "This is a make-up Service." (checkbox), "Service Type:" (dropdown), "Group Size:" (dropdown), and "Progress Report:" (dropdown).

Individual service logs are still required for each participant in a group session.



Creating a Missed Service Log: Student Absent

When a service is **scheduled, but is missed**, the RSP must create a service log to reflect the missed session. In this example, the **student was absent, but the provider was available and ready**.

NOTE: Never put zero minutes. Always log the minutes that were scheduled to happen.

Date of Service:	04/13/2017  *	Service Type:	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Direct Service</div><div style="background-color: #f0f0f0; padding: 2px;">Consultation</div><div style="background-color: #0070c0; color: white; padding: 2px;">Student Absent</div><div style="background-color: #f0f0f0; padding: 2px;">Student Unavailable</div><div style="background-color: #f0f0f0; padding: 2px;">School Closure</div><div style="background-color: #f0f0f0; padding: 2px;">Provider Unavailable</div></div> *
<input type="checkbox"/> This is a make-up Service.	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #0070c0; color: white; padding: 2px;">Attempted</div><div style="background-color: #f0f0f0; padding: 2px;">Delivered</div><div style="background-color: #f0f0f0; padding: 2px;">Not Attempted</div></div>		
Service Delivery:			
Duration of Service:	Hours: <input type="text"/> Minutes: <input style="background-color: yellow;" type="text" value="30"/> *	Group Size:	<div style="border: 1px solid black; padding: 2px;">2-3  *</div>
Progress Report:	<div style="border: 1px solid black; padding: 2px;">Not applicable  *</div>		
Comments:	<div style="border: 1px solid black; padding: 5px;"><p>Type notes here about why the session was missed for documentation purposes. These comments will show up on the service tracker and the Related Services Management Report (RSMR).</p><div style="text-align: right;"> *</div></div>		

“Attempted” is provider was available and student was absent or unavailable.

Never put zero minutes for a missed service log.

Select group size that would have occurred if service was delivered as planned.



Creating a Missed Service Log: Provider Absent

In this example, the **student was available**, but the **provider was absent**.

Never put zero minutes. Always log the minutes that were scheduled to happen.

Date of Service:	04/13/2017  *	Service Type:	Direct Service Consultation Student Absent Student Unavailable School Closure Provider Unavailable *
<input type="checkbox"/> This is a make-up Service.	Attempted Delivered Not Attempted	“Not Attempted” is when provider was absent or unavailable.	
Service Delivery	Hours Minutes : 30 *	Group Size:	2-3 ▼ *
Duration of Service:	Progress Report :	Never put zero minutes for a missed service log.	
Progress Report :	Not applicable ▼ *	Select group size that would have occurred if service was delivered as planned.	
Comments:	Type notes here about why the session was missed for documentation purposes. These comments will show up on the service tracker and the Related Services Management Report (RSMR). 		



Creating a Makeup Service Log

When a makeup session occurs, the provider must create a service log to document this makeup session.

Date of Service:	04/18/2017 *	Service Type:	Direct Service *
<input checked="" type="checkbox"/> This is a make-up Service.		Makeup sessions are considered "Direct Service"	
Date Service was Originally Due:	04/13/2017 *	Service Delivery:	Delivered
Duration of Service:	Hours: <input type="text"/> Minutes: <input type="text" value="30"/> *	Group Size:	2-3 *
Progress Report :	Progressing *		
Very important to include makeup session info in comments box.	Comments:	Choose the group size to reflect what happened in the makeup session.	
	<p>PLEASE NOTE: The Service Tracker will NOT show the checked box above that says "This is a make-up Service" so it is important to type comments in this box about how this is a makeup service and what missed session this session is making up for. These notes will appear on the Service Tracker and in the Qlik RSMR report. Also include a few notes about how the session went and if the student is progressing.</p>		



Confirming a Service Log Entry

Do you, **New Trainer1270**, confirm that the following information is correct?



NOTE: Once a service log is saved, the provider has one more chance to verify that its contents are correct, prior to final submission. If an incorrect log is submitted, the provider must ask the LEA SE POC to delete the incorrect log as soon as possible, and then create the correct log to replace it.

Service:	Speech-Language Pathology
Service Provided by:	New Trainer1270
Student's Name:	Adele Adult1221
Date of Service:	04/12/2016
Service Type:	Student Absent
Date Service was Originally Due:	
Service Delivery:	Attempted
Duration of Service:	30 mins
Group Size:	1
Progress Report :	Not applicable
Comments:	Type notes here about why the session was missed for documentation purposes. These comments will show up on the service tracker and the Related Services Management Report (RSMR).
Areas Covered/Assessed:	Speech/ Language Service/ Treatment

Yes, Log this Service

Yes, Log this Service, then Allow me to Log Another Instance for this Student/Service

No, Allow me to Correct this Information

(Please use this button to make corrections)

No, I Wish to Abort this Entry





Review/Delete a Service Log

SEDS users can use the **“Smart Logbook”** to:

- Review all service logs created for a student.
- Request for a **incorrect service log** to be deleted.

NOTE: If you make this request, you will need to **notify the LEA Special Education POC that this request is pending in their account.**

The screenshot shows the 'Smart Logbook' interface. At the top, there is a navigation bar with links for 'Wizards', 'My Calendar', 'My Info', and 'Smart Logbook'. The 'Smart Logbook' link is highlighted with a red box. Below the navigation bar, the title 'SmartLogbook' is displayed. A description states: 'SmartLogbook allows you to view the logs from a single Student or all the Students for which you have logged services. Select search criteria below.' A section titled 'Select a Date Range to View' contains several radio button options: 'Use Date of Service (date service was provided) for selection date range' (selected), 'Use Date Service was entered into system for selection date range', 'Today', 'Last Week', 'Yesterday', 'This Month (November)', 'This Week', and 'Select Month: October 2017'. Below these options, there is a 'Date Range' section with 'Begin' and 'End' input fields, each accompanied by a calendar icon. A green button labeled 'Search for date range' is positioned at the bottom of the form.



Generating a Service Tracker



Generating a Service Tracker

School System | My Calendar | | My Info |

Available Wizards

[New Mail!](#)

- [Progress Report Wizard](#)
- [Service Tracker Wizard](#)**
- [Behavioral Support Services Logging Wizard](#)
- [Behavioral Support Services Group Logging Wizard](#)

Service providers should have access to the **“Service Tracker Wizard”** in SEDS.

To save time, trackers can be generated for multiple students in one batch.

Service Tracker Wizard

This wizard will guide you through generating the specified document for your Students.

Students where you are a Case Manager (0)

[Check All](#) [Check None](#)

(No items available)

Students where you are on a Team (113)

[Check All](#) [Check None](#)

<input checked="" type="checkbox"/> Adele Adult1221	<input checked="" type="checkbox"/> Chad Changes1132	<input checked="" type="checkbox"/> Chad Changes1167
<input type="checkbox"/> Adele Adult1222	<input type="checkbox"/> Chad Changes1133	<input type="checkbox"/> Chad Changes1168
<input type="checkbox"/> Chad Changes11	<input checked="" type="checkbox"/> Chad Changes1134	<input type="checkbox"/> Chad Changes1169

Specify the service period, date range, and area of service delivery for each student.

[Skip this Student](#)

Service Period:	School Year
Date Range:	From <input type="text" value="10/01/2017"/> to <input type="text" value="10/31/2017"/>
Area:	Speech-Language Pathology

[Create Draft and Move to Next Student](#)

[Create Final and Move to Next Student](#)

[Just Update the Database](#)

[Update and Move to Next Student](#)



Sample Service Tracker Document

This tracker shows two delivered service logs and one missed service log. These are the only logs that exist for this student for the date range selected when generating the service tracker.

LEA/School Information

LEA of Enrollment: Docs Demo
School/Site: Academy 810
School Address: 810 1st Street NE, Washington, DC 22222

Case Manager:
School Phone:

Service Date Range: 05/16/2016 to 07/29/2016
Provider Name: New Trainer1270

IEP Start Date: 11/20/2014
IEP End Date: 11/19/2015
Service Code: Speech-Language Pathology
Report Date: 04/04/2017

Date of Service	Service Type	Duration	Group Size	Area Covered	Response	ESY Service?	Provider Initials
06/15/2016	Direct Service	60	1	Speech/ Language Service/ Treatment	Inconsistent	No	
Progress Notes: I worked with Adele for one hour during her first week of ESY. She is doing okay in some areas, but really struggling in other areas.							
06/22/2016	Direct Service	60	2-3	Speech/ Language Service/ Treatment	Maintaining	No	
Progress Notes: I met with Adele during her 2nd week of ESY. She is at the same level she was at last week, but hasn't made any notable progress with her /z/ and /s/ sounds.							
07/18/2016	Student Absent	60	1	Speech/ Language Service/ Treatment	Not applicable	No	
Progress Notes: Adele went to the beach with her friends and skipped out on ESY, so I was not able to provide her weekly speech service.							

By signing and dating this service tracker report, I agree that all documented direct services are complete and accurate.

Provider Signature: _____ Credentials: _____ Date: _____

Supervisor Signature: _____ Date: _____



Service Tracker Requirements

Frequency: Service trackers must be generated **at least once a month** for each student for each related service area.

- LEAs can require more frequent service tracker generation, so ask your LEA Special Education POC about this requirement.

Signature: OSSE does **not** require a physical signature (generating a PDF service tracker constitutes the “electronic signature” of the provider).

- **Exception:** Interns and assistants must have trackers signed by fully licensed supervisor, then uploaded into SEDS.
- LEAs can choose to require a physical signature by all providers.

TIP: Completed trackers will show up in a student’s document tab.

Documents created for Adele Adult1221 (School Year: 2017-2018)

Doc ID	Date Generated	Document	Batch	Received
44364	11/14/2017	Speech-Language Pathology - Service Tracker	PDF	<input type="checkbox"/>
44159	10/17/2017	New Eligibility Determination	PDF	<input type="checkbox"/> (Draft)
44117	10/12/2017	Speech-Language Pathology - Service Tracker	PDF	<input type="checkbox"/>
44116	10/12/2017	Physical Therapy - Service Tracker	PDF	<input type="checkbox"/>
43921	09/26/2017	Speech-Language Pathology - Service Tracker	PDF	<input type="checkbox"/>
43920	09/26/2017	Speech-Language Pathology - Service Tracker	PDF	<input type="checkbox"/>



How to Get Access to SEDS

Part I: Access for LEA staff

Part II: Access for Nonpublic staff



SEDS Access for LEA Service Provider

Steps for SEDS access for related service providers (RSPs) who work at the LEA:

1. RSP should contact the LEA Special Education Point of Contact (LEA SE POC) to request access.
 2. LEA SE POC will create a SEDS account using RSP's name and LEA email address.
 3. LEA SE POC determines level of access within SEDS and can assist in setting up caseload (or can delegate this to the special education coordinator (SEC)).
 4. LEA SE POC provides SEDS training to the RSP to ensure RSP can correctly log services and follow LEA policies and procedures for using SEDS.
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SEDS Access for Nonpublic Service Provider

SEDS access for nonpublic staff requires OSSE, the nonpublic, and LEAs to work together. Key players include:

- 1. Nonpublic SEDS Point of Contact (NP SEDS POC):** Each nonpublic campus has a designated POC who is responsible for:
 - Coordinating SEDS access for nonpublic staff
 - Training nonpublic staff on how to use SEDS
 - 2. LEA Special Education Point of Contact (LEA SE POC):** Each LEA has a designated POC who oversees SEDS access for any user who serves students from that LEA.
 - 3. OSSE Help Desk Staff:** Only the NP SEDS POC and the LEA SE POC can communicate with the OSSE Help Desk by using the OSSE Support Tool.
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STEP 1: Get a SEDS Aggregate Account

Case Scenario: Nonpublic program hires a new related service provider (RSP) who needs access to Student A and Student B, who are enrolled at two different LEAs in DC.

STEP 1: RSP needs a **SEDS aggregate account**, which allows RSP to access multiple LEAs' SEDS sites via one common login page.

- LEAs should **NEVER** create a SEDS account for a nonpublic staff.
- OSSE is responsible for creating nonpublic **SEDS aggregate accounts**.
- **Nonpublic SEDS POC** makes request in **OSSE Support Tool (OST)**, and includes list of LEAs with students whom the RSP serves.

EasyIEP™ Ver. 12.6
for
OSSE Aggregate

Name:

Password:

You can log into these systems:

Customer Name	School System Name
dcacademyhopepcs	Academy of Hope Adult PCS
dcapapcs	Achievement Preparatory Academy PCS



Step 2: Get Access to Student Files

STEP 2: RSP now has a SEDS aggregate account, which includes access to LEAs' SEDS sites, but still cannot see her students in SEDS. **Each LEA SE POC** must update the RSP's user profile to include access to students who attend that nonpublic.

- **ONLY** the **LEA SE POC** for each LEA can grant access to student files for nonpublic staff. This is done by modifying the user profile to include **access to the nonpublic school campus**.
- **NP SEDS POCs** are responsible for **reaching out to each LEA SE POC** to make this request on behalf of nonpublic staff.

Check All Check None Reset

Schools:

- Acadia Healthcare Millcreek of Arkansas (Fordyce, AR)
- Accotink Academy Therapeutic Day School (Springfield, VA)
- Chelsea School (Hyattsville MD)
- Childrens Guild - Prince George's (Chillum, MD)
- Devereux Georgia Treatment Network (Kennesaw, GA)
- E L Haynes PCS – Middle School
- E.L. Haynes PCS – Elementary School
- EL Haynes PCS High
- Episcopal Center for Children (DC)



Troubleshooting Nonpublic SEDS Access

Scenario: Nonpublic RSP still cannot see her students in SEDS, nor log services, even though she has a SEDS account. **The LEA SE POC and NP SEDS POC should work together** through these steps to troubleshoot.

Step 1: LEA SE POC asks registrar to double check Student Information System (SIS) to ensure the nonpublic is listed as the **student's attending school campus**.

Step 2: LEA SE POC updates the RSP's user profile to ensure the **nonpublic campus box** is checked under "Schools."

Step 3: LEA SE POC confirms and/or updates the **RSP's user type** (e.g., speech pathologist).

Step 4: LEA SE POC selects the appropriate **"Can Provide"** designations.

Step 5: LEA SE POC **checks current IEPs** to ensure the correct related services are prescribed.

Step 5: Nonpublic SEDS POC, SEC, or LEA SE POC assigns students to the **RSP's caseload**.

Related Services	
Services:	Can Provide
Audiology	<input type="checkbox"/>
Behavioral Support Services	<input checked="" type="checkbox"/>
Occupational Therapy	<input type="checkbox"/>
Orientation and Mobility	<input type="checkbox"/>



Thank you!

Questions about SEDS EasyIEP:

Contact your LEA Special Education Point of Contact (LEA SE POC) or Nonpublic SEDS Point of Contact (NP SEDS POC)

- **NOTE:** If you are the LEA SE POC or NP SEDS POC, please contact OSSE using the OSSE Support Tool

TOTE and transportation questions:

DOT.data@dc.gov or TOTE Hotline (202) 576-5520

Questions about nonpublic responsibilities and compliance:

Dr. Edgar Stewart, Edgar.Stewart@dc.gov

Special education policy questions:

OSSE.DSEpolicy@dc.gov