# OK EDPlan™ Goal Progress Monitoring

## User Guide

July 2019

PUBLIC CONSULTING GROUP

# IEP Goal Progress Monitoring

## Table of Contents


..... 0

What is Goal Progress Monitoring? ..... 2

Setting Up Goals and Objectives for Progress Monitoring ..... 2

Goals ..... 2

Objectives ..... 6

Finalizing IEP Goal/Objective Progress Monitoring Setup ..... 7

For a **NEW** IEP: ..... 7

For an **EXISTING** IEP (one that has been finalized before setting up progress monitoring evaluation procedures): ..... 7

Connecting Goals to Services ..... 8

Entering Progress Monitoring Data ..... 11

Using the IEP Progress Monitoring Wizard ..... 11

Using the EasyTrac Service Logging Wizard ..... 15

Progress Monitoring and Progress Reports ..... 16

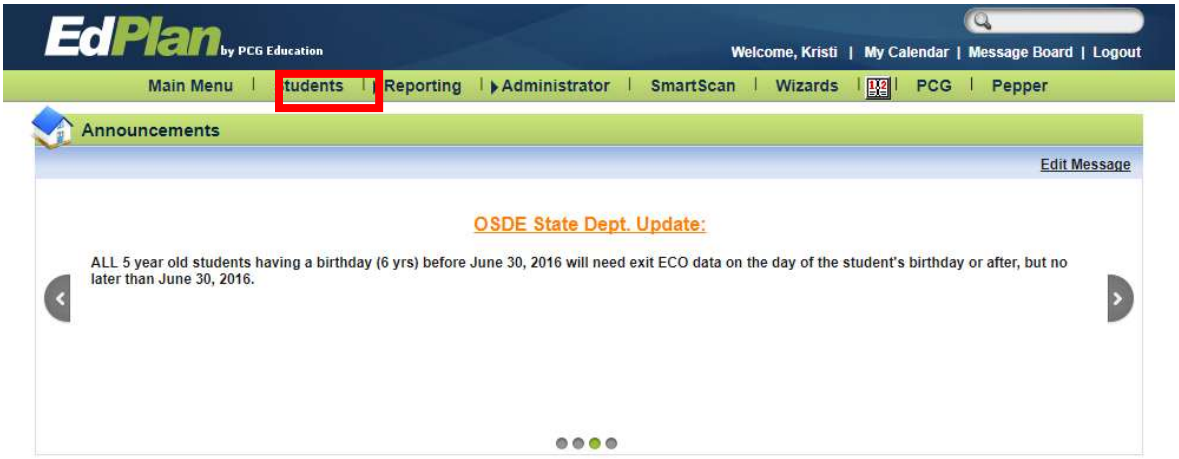
## What is Goal Progress Monitoring?

Consistent data collection allows teachers, service providers, and administrators to track a student's progress towards his/her IEP goals. Teachers can begin collecting IEP goal data immediately after finalizing the IEP. Data can be used to assist educators with trend analysis, identifying students who are meeting (or not meeting) their goals are objectives before the end date of the IEP. By quantitatively assessing and monitoring progress, parents, teachers, and educators can target instruction and proactively impact student achievement.

## Setting Up Goals and Objectives for Progress Monitoring

### Goals

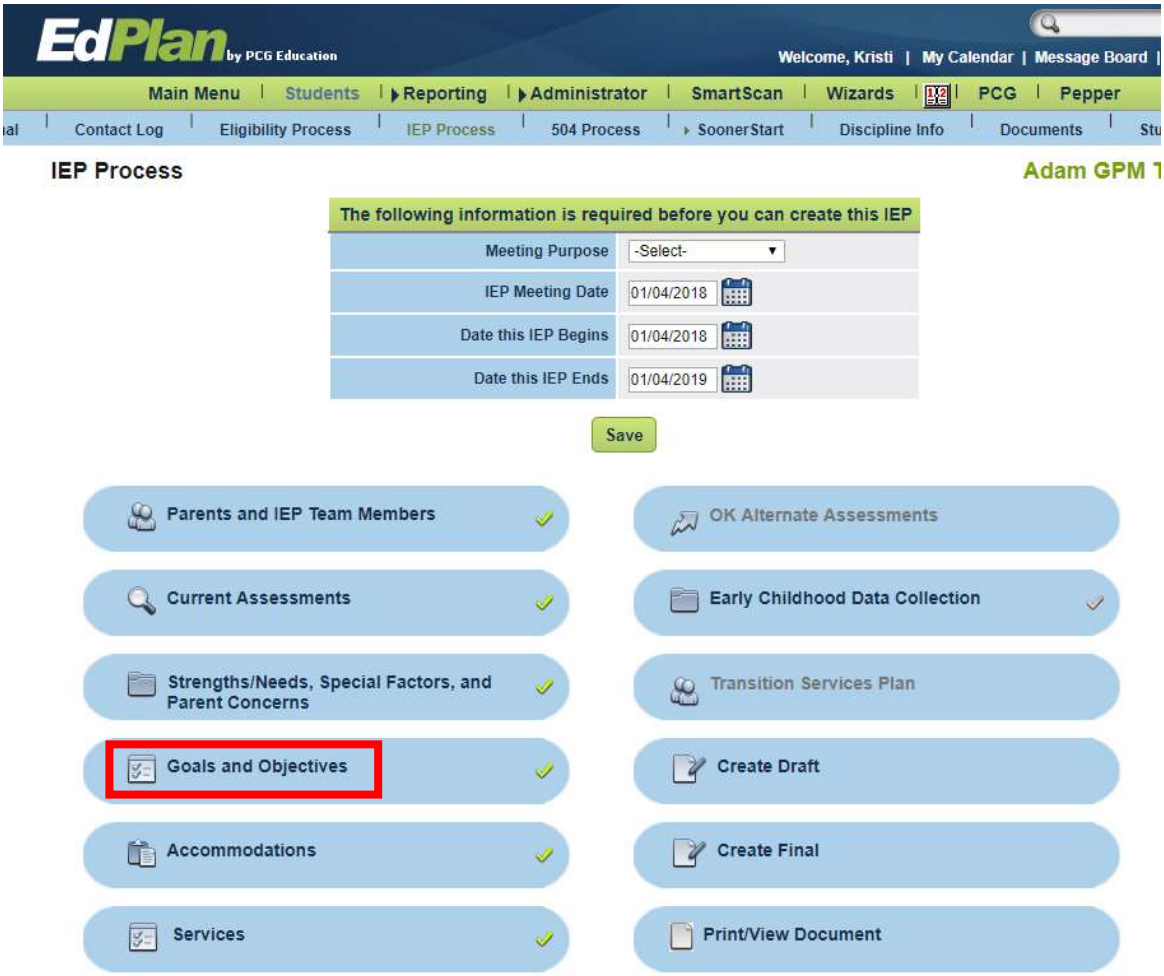
1. Log into EDPlan™ and select the Students tab.



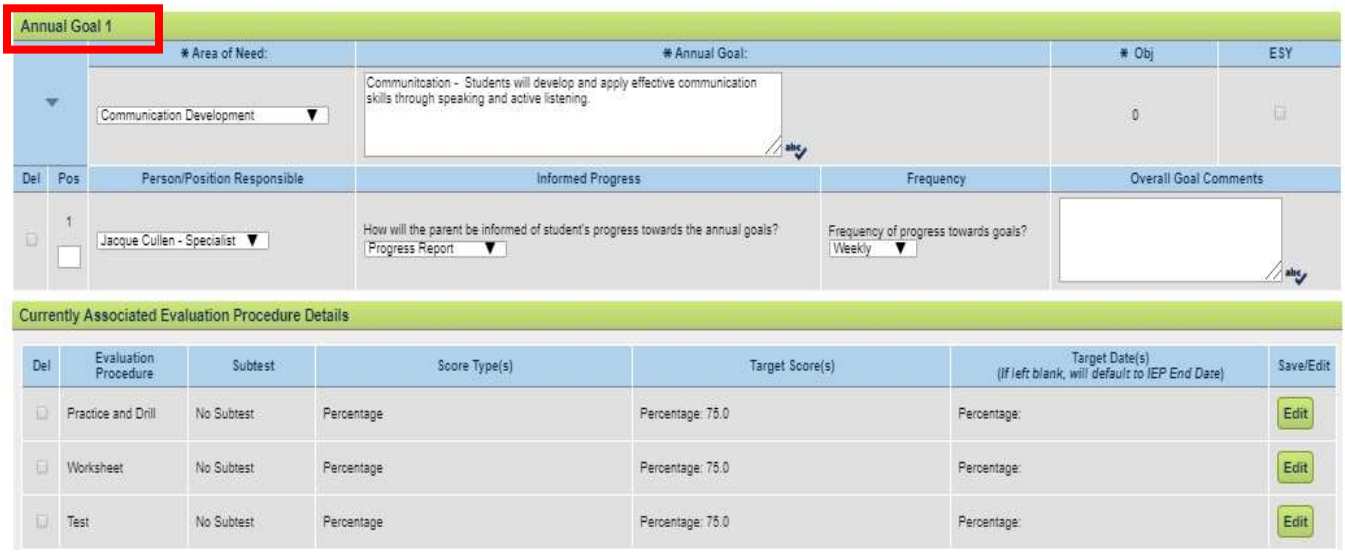

2. Click on the student for whom you wish to add goals and/or evaluation procedures for progress monitoring.

3. Click on the IEP Process.

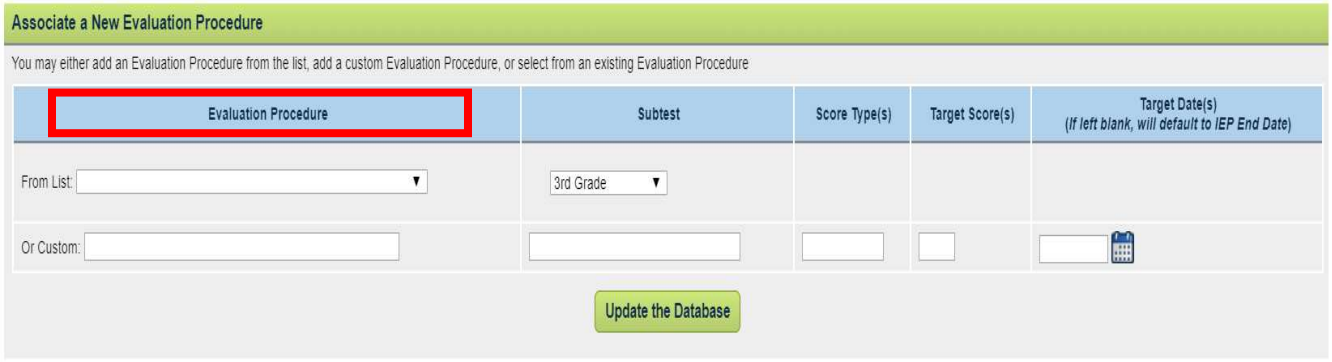
4. Click on ‘Goals and Objectives.’




5. Select the goal for which you would like to document progress. If there is no existing goal, you will need to follow the steps to add a goal to this IEP.



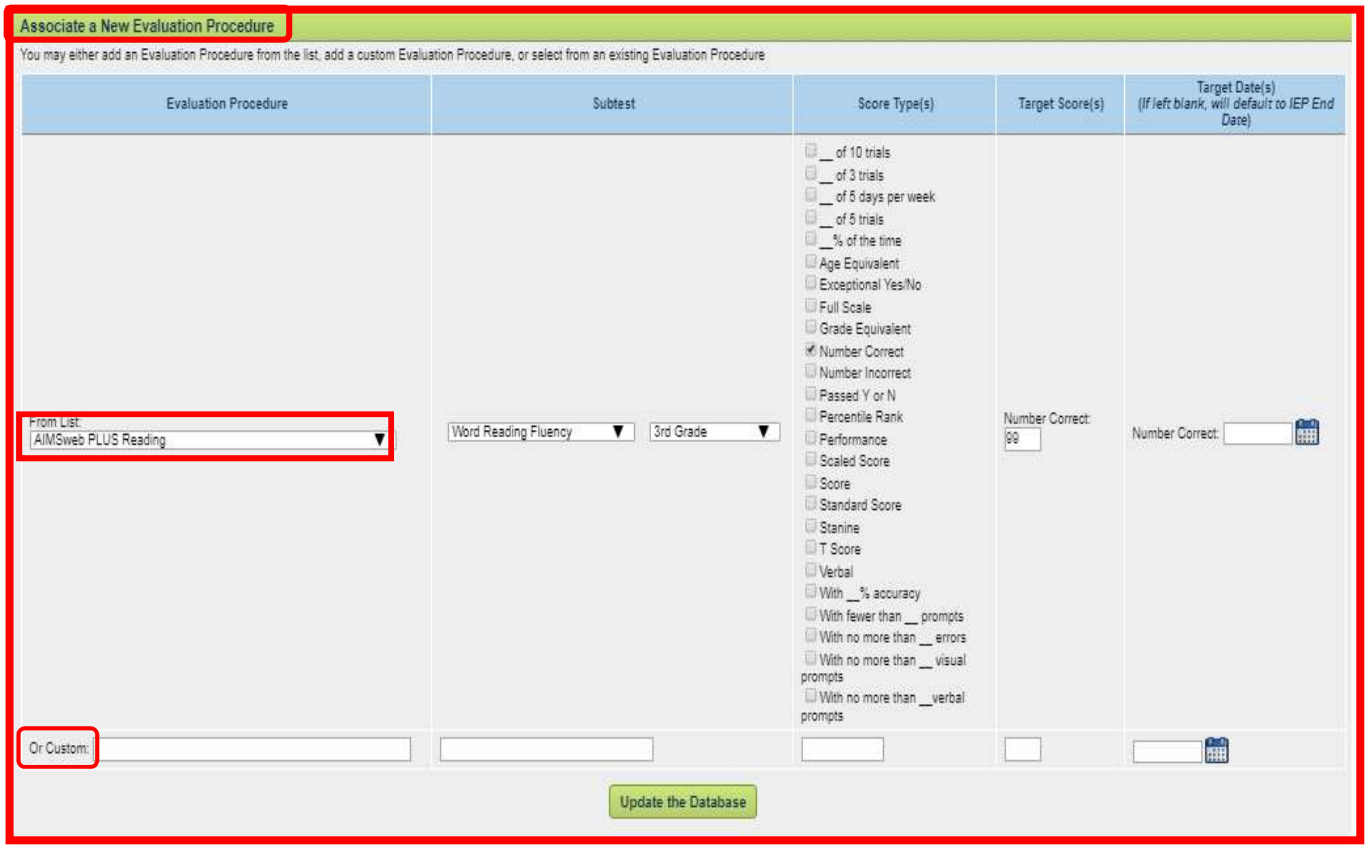

6. Below each goal/objective section, you will see a new section where you will set up evaluation procedures for goals for progress monitoring.




7. In the 'Associate a New Progress Monitoring Data Source' section, you will need to add any data sources that will be used to monitor progress towards this goal. You may choose a Progress Monitoring Data Source from the list, or you may enter a custom one.

   A data source is the method by which progress towards the goal is being measured, and is similar to the previous 'Evaluation Procedures' section on the Goals and Objectives. This could include a specific assessment, such as AIMSWEB, DIBELS, etc., or it can be more generic, such as 'Teacher Observation,' 'Work Samples,' etc.

8. Once you have selected a Progress Monitoring Data Source, you will see fields open to also add a subtest, score type, target score, and target date (if the target date is the IEP End Date, you can leave this field blank). More than one score type can be selected if needed.



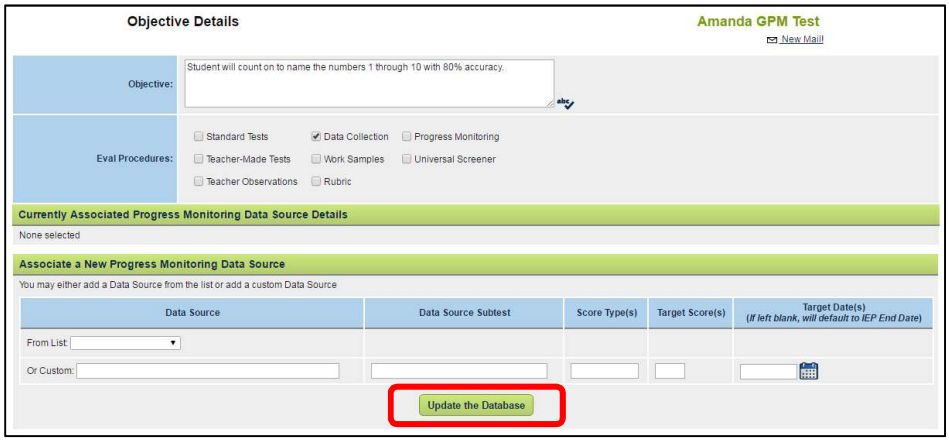

9. Then, click 'Update the Database'.
10. The Progress Monitoring Data Source will be added to the section called "Currently Associated Evaluation Procedure Details".

11. If you need to make a change at any time, you can click on the 'Edit' button that will appear to the right of the progress monitoring data source after it is added. This will open the fields to be modified.
12. If changes are made, remember to click 'Save'.

13. Follow the same process to add additional Progress Monitoring Data Sources if using more than one data source to measure this goal.

## Objectives

1. The process for setting up objectives for monitoring progress is the same as the process for setting up goals. You will select a data source, Data Source Subtest, Score Type(s), Target Score(s), and Target Date(s) (if different than the IEP end date). Click 'Update the Database' when you are finished.



## Finalizing IEP Goal/Objective Progress Monitoring Setup

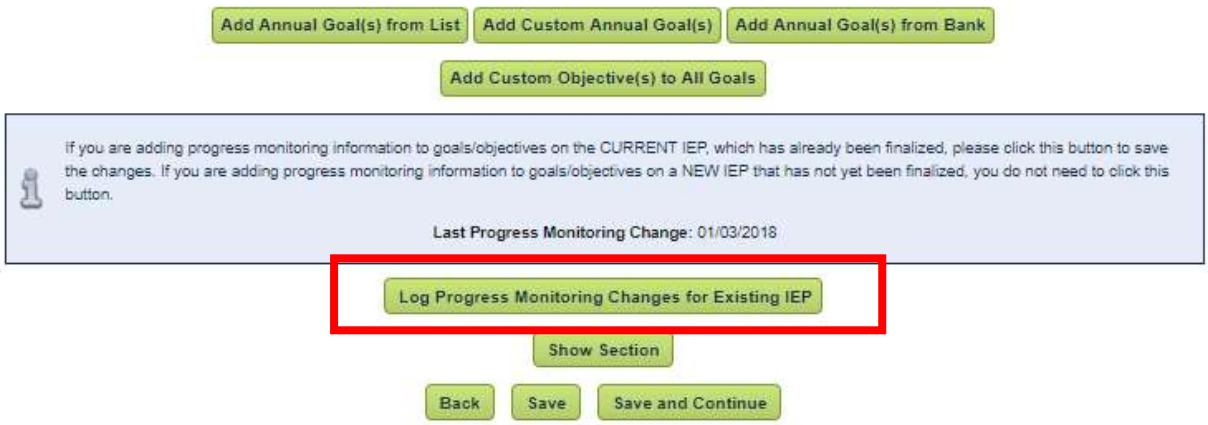
### For a NEW IEP:

1. Once completed the process for the current goal and its objectives, click 'Save and Continue' at the bottom of the page, and continue this process for each IEP goal. Once the IEP is Finalized, Progress for goals and objectives and be logged.

Please note: If you finalize the IEP and still do not see the goals and objectives populate in the Progress Monitoring Wizard, return to the Goals and Objectives page and click the 'Log Progress Monitoring Changes for Existing IEP' button at the bottom of the page.

### For an EXISTING IEP (one that has been finalized before setting up progress monitoring evaluation procedures):

2. **IMPORTANT NOTE** – if you are setting up goals for progress monitoring that are on a CURRENT FINAL IEP that is already in place, **you have one extra step to take**. Once you have set up all goals/objectives for progress monitoring, you will return to the main Annual Goals Page and select the button called "Log Progress Monitoring Changes for Existing IEP." This will save your progress monitoring changes to the current IEP.
    a. ***If you are writing goals for a NEW IEP, you can skip this step***



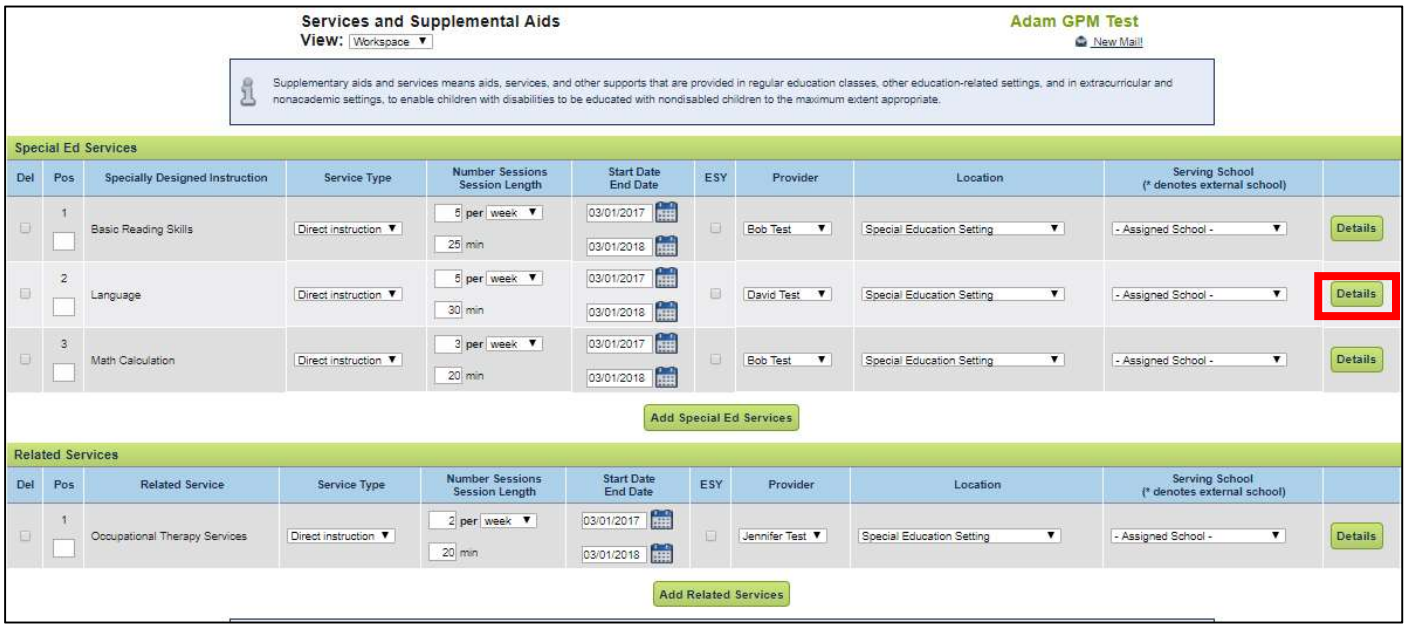

You are now ready to enter progress monitoring data for this student's goals and objectives.

## Connecting Goals to Services

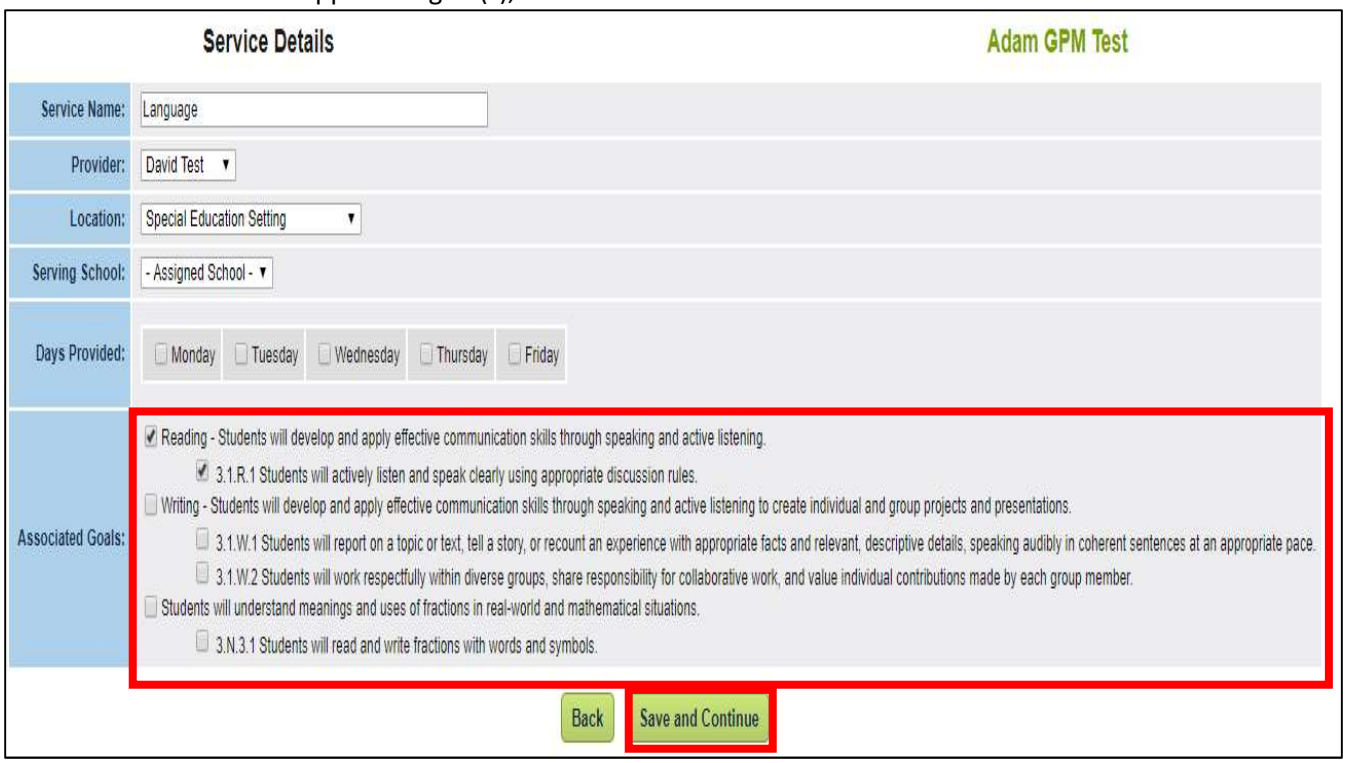
The system also allows an additional step for connecting goals to services. This step is necessary for goals to be progress monitored by a related service provider, such as Speech, OT, or PT, who will be using the EasyTrac logging wizard to document services. This step will ensure the appropriate goals display in EasyTrac for the provider(s) to log progress.

1. From the IEP Process page, select 'Services'.

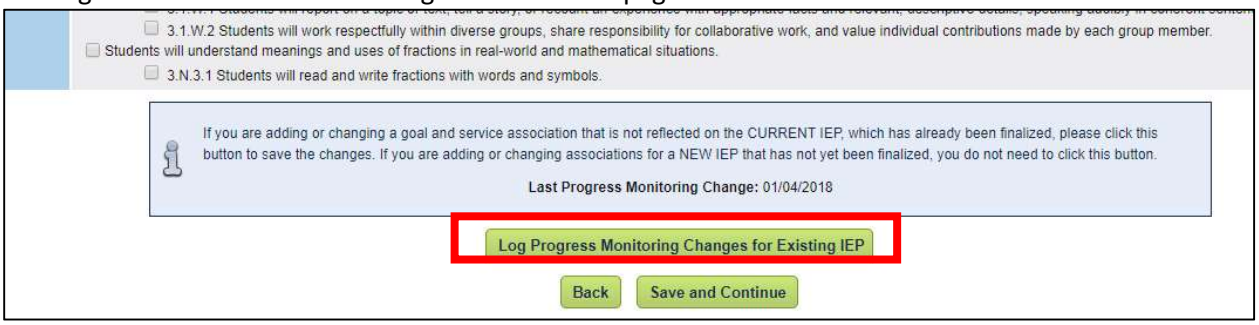
2. If you wish to connect a goal to a service, select the 'Details' button next to the service. (If no services have been added to the IEP yet, you will first need to add a service.)




3. On the details page will be a list of the goals currently on this IEP. Select each goal that will be addressed by a particular service. A service may be connected to more than one goal. Once you have checked all applicable goal(s), click 'Save and Continue.'



- Note: If making a change to which goal is selected for service on an existing IEP, a prompt will come up to Log the change for the existing IEP. Click that 'Log Progress Monitoring Changes for Existing IEP' button before returning to the Services page.

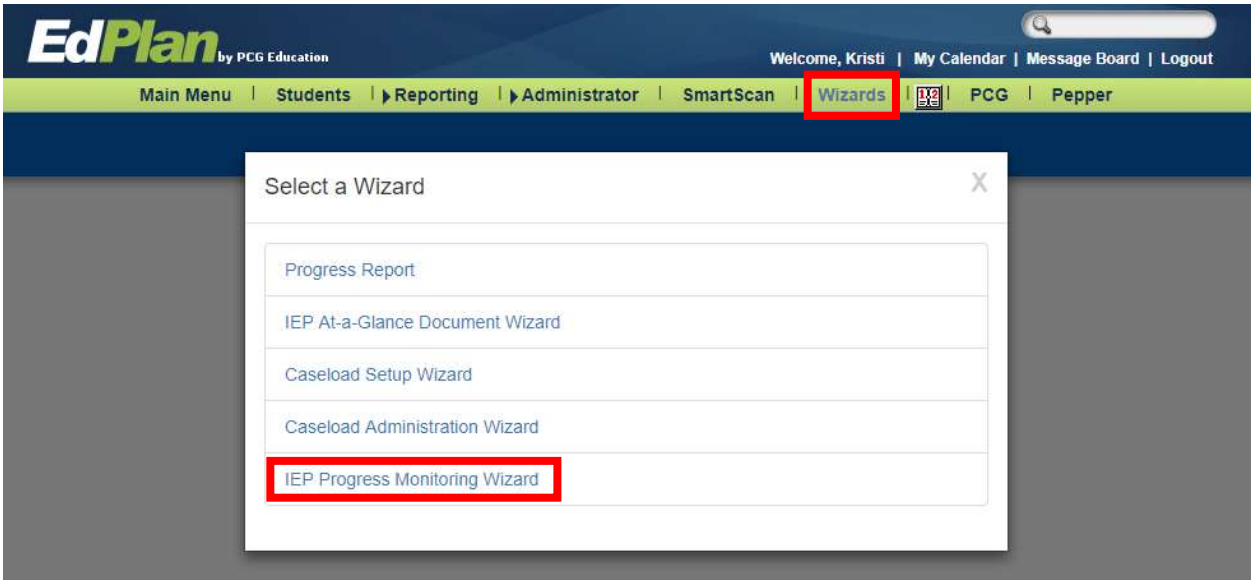



4. You will be returned to the Services and Supplemental Aids page. You can add goals to the rest of the Special Ed/Related Services as needed.
5. Click 'Save and Continue' button when finished

## Entering Progress Monitoring Data

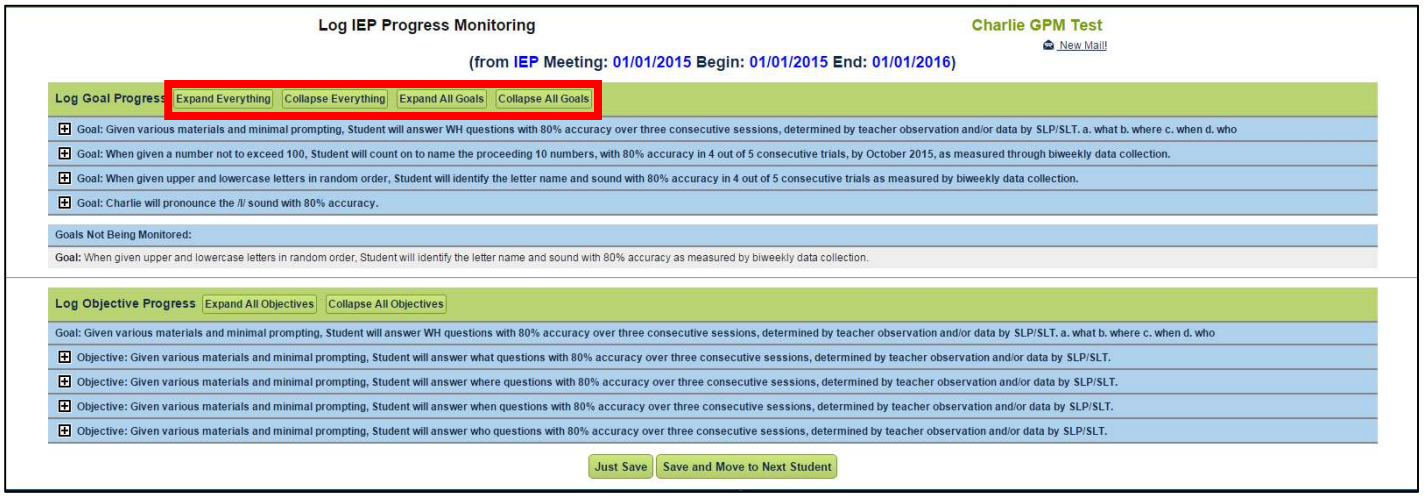
### Using the IEP Progress Monitoring Wizard

1. Navigate to the Wizards tab on the Main Menu, and select IEP Progress Monitoring Wizard.

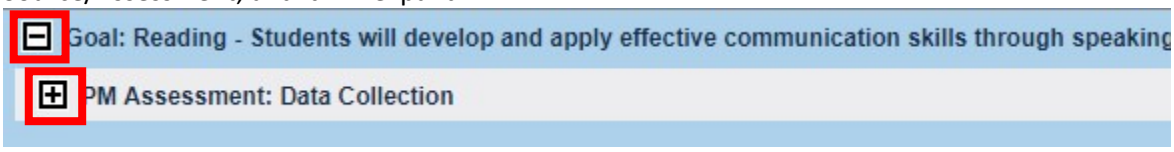



2. A list of all students on your caseload will display here. Select any student(s) for whom you wish to enter goal progress monitoring data. Then click 'Continue'.

3. You will be directed to the IEP Progress Monitoring Wizard for the first student you selected. You will see a list of that student's goals and objectives along with the following buttons:
    a. Expand Everything – this button will expand everything on the page
    b. Collapse Everything – this button will collapse all the expanded selections
    c. Expand All Goals – this button will expand all goals so the user can see which data sources are available. The user would still need to click on the data source to see the graph.
    d. Collapse All Goals – this button will collapse all goals.
    e. Expand All Objectives – this button will expand all objectives so the user can see which data sources are available. The user would still need to click on the data source to see the graph.
    f. Collapse All Objectives – this button will collapse all objectives.

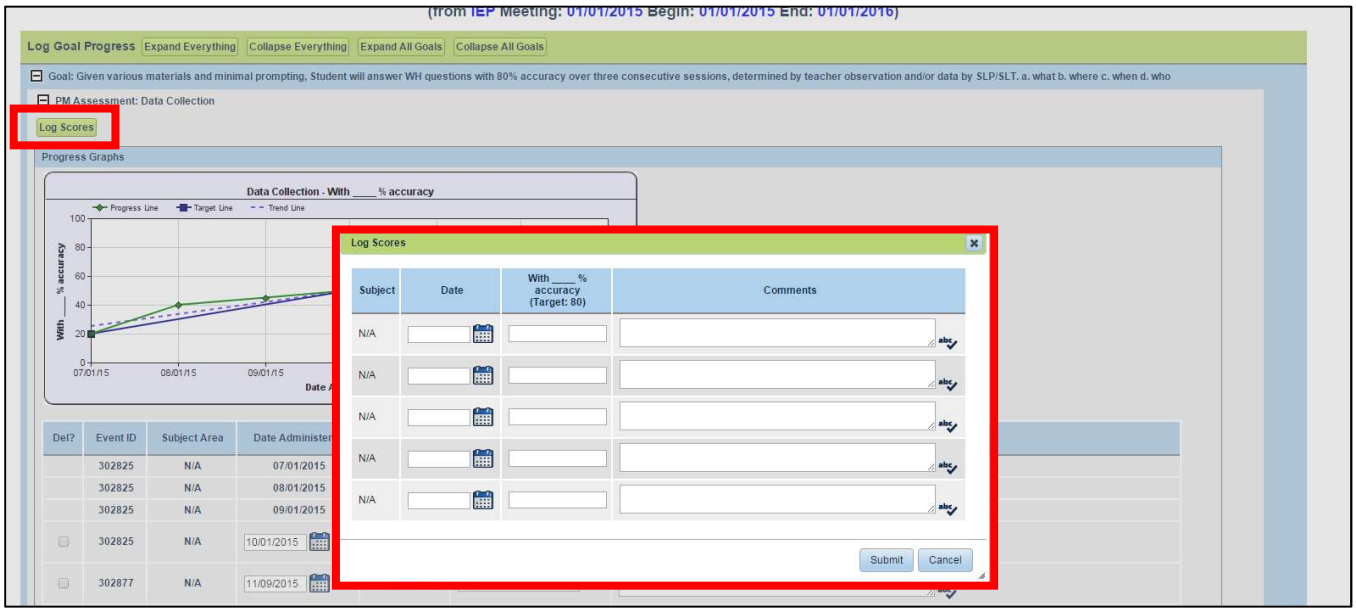



4. You may either choose one of the 'Expand' buttons to open up all of the graphs for logging/viewing, or you may individually select a particular goal/objective and data source by clicking on the + sign next to the goal.
5. The selected goal will expand, allowing you to select which Progress Monitoring Data Source/Assessment for which you have data to enter. Click the + sign next to the PM Data Source/Assessment, and it will expand.




6. Click on the 'Log Scores' button. Clicking 'Log Scores' will open a pop up window to enter the data. Enter up to 5 dates and scores at once. Enter each date, corresponding data point, and any comments for that data point. For dates when a student was absent or for some other reason does not have a data point to enter, check 'No Score' and the score field will not be required. It is best practice to provide in the comments box the reason there is not a score for this date.

7. Click 'submit' and the page will save the data and refresh. The page will automatically scroll the user back down to the graph he/she last entered data for.
8. If you need to enter more than 5 data points, you can click 'Log Scores' again and enter 5 more data points.



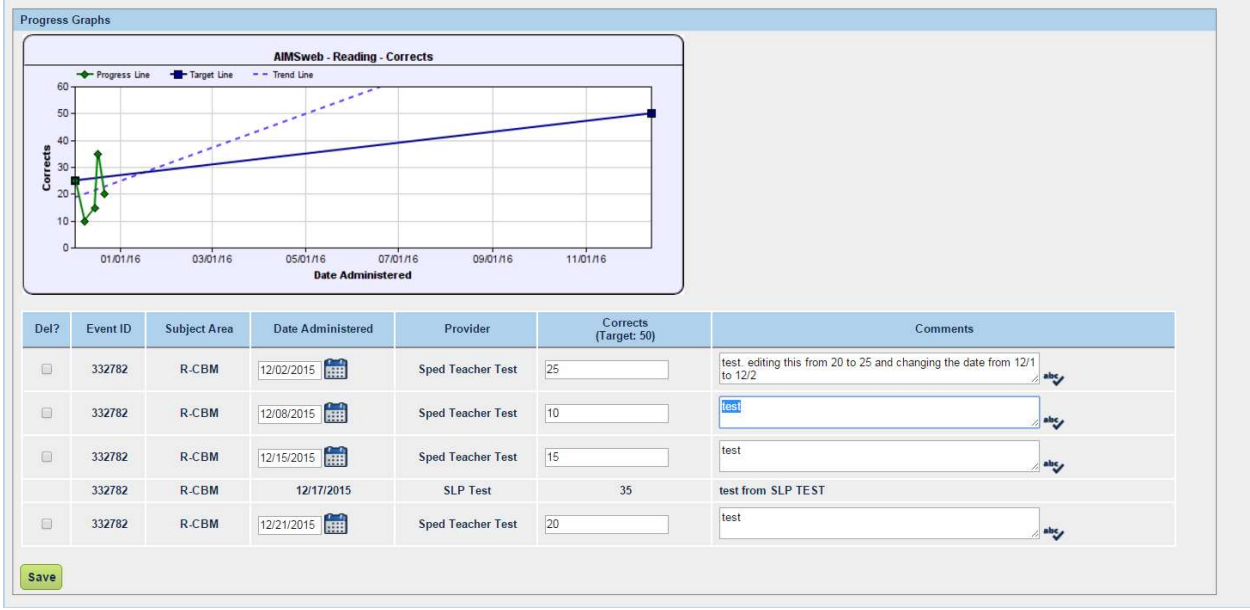

9. The graph shows 3 lines:
    a. Progress Line – Green solid line – connects each of the actual data points to display actual progress.
    b. Target Line – Blue solid line – begins with the first data point entered, and ends with the target score on the target date (which was entered on the Goals & Objectives page in the IEP Process)
    c. Trend Line – Blue dashed line – this is the Linear Regression Rate of Improvement (ROI). It re-calculates and updates every time you add a data point. The trend line indicates whether the student is on track to meet the goal by the target date.

10. Under the graph is a table that includes the details for each data point that is on the graph.
    a. 'Del?' Column – Checking the box in this column next to a specific data point will delete that particular data point, IF you entered it (you will not be able to edit or delete data

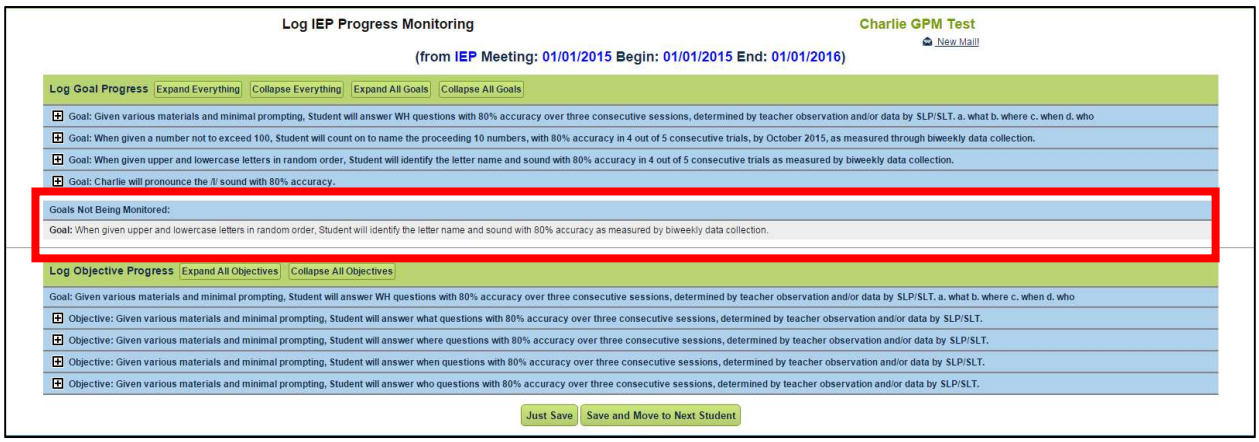
points other users entered). To do so, check the box and then click the 'Save' button at the bottom of the table.

b. Provider Column – Identifies the name of the person who provided the data for that entry.

c. The Date Administered, Score, and Comments fields is be editable only for data points that the user entered. If you wish to edit a data entry, make the necessary changes and then click the 'Save' button at the bottom of the data table.

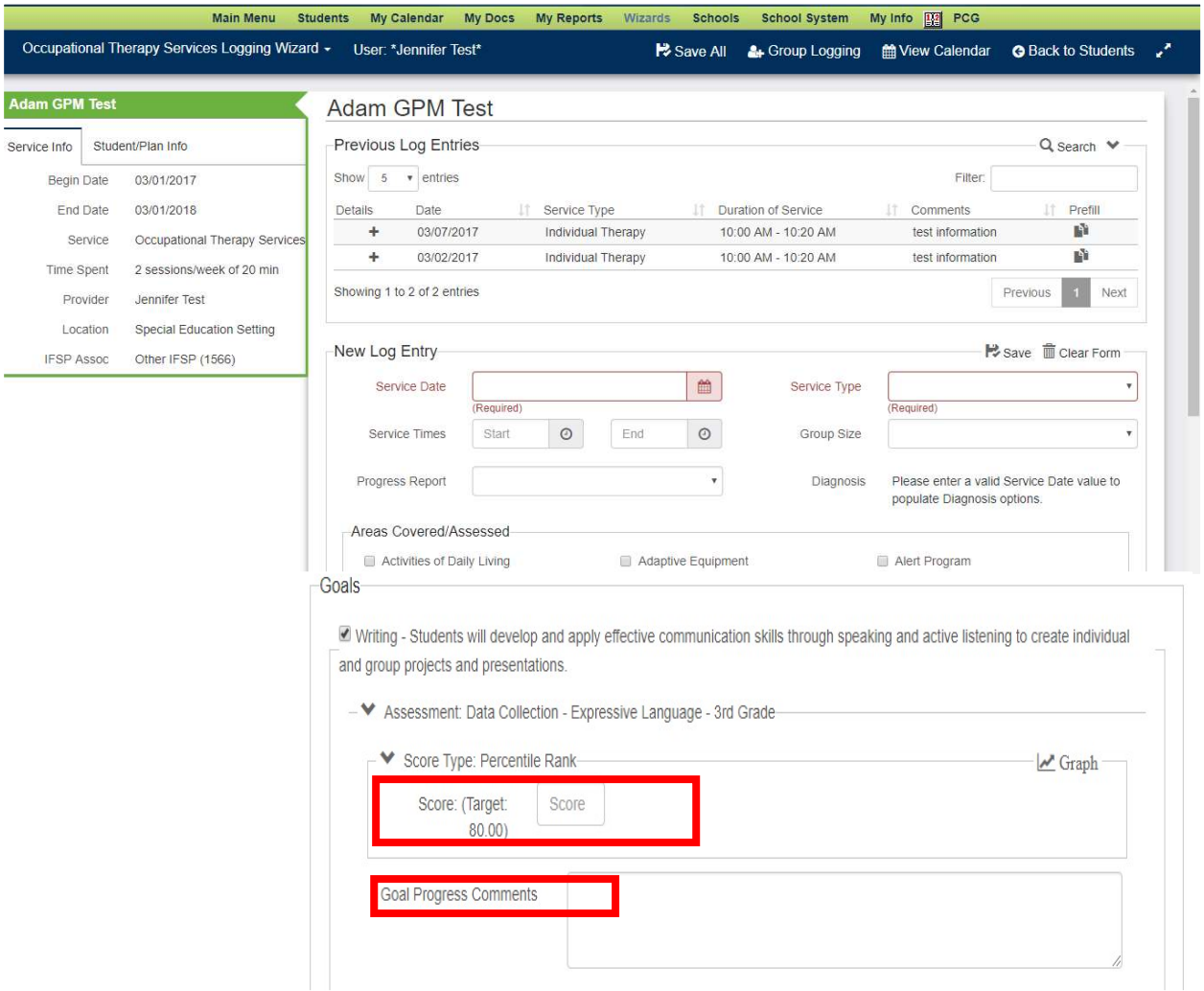



11. Repeat this process for any goal or objective on the page for this student. If at any time, you wish to move to the next student, simply select 'Save and Move to Next Student' at the bottom of the page. The 'Save and Move to Net Student' button saves all data on the page, and pulls up the the next student you selected.
12. The wizard will walk you through all students you selected until you have entered data for them all.
13. Goals/Objectives not being monitored are separated on the page so the user can easily identify goals or objectives that are not set up for progress monitoring.

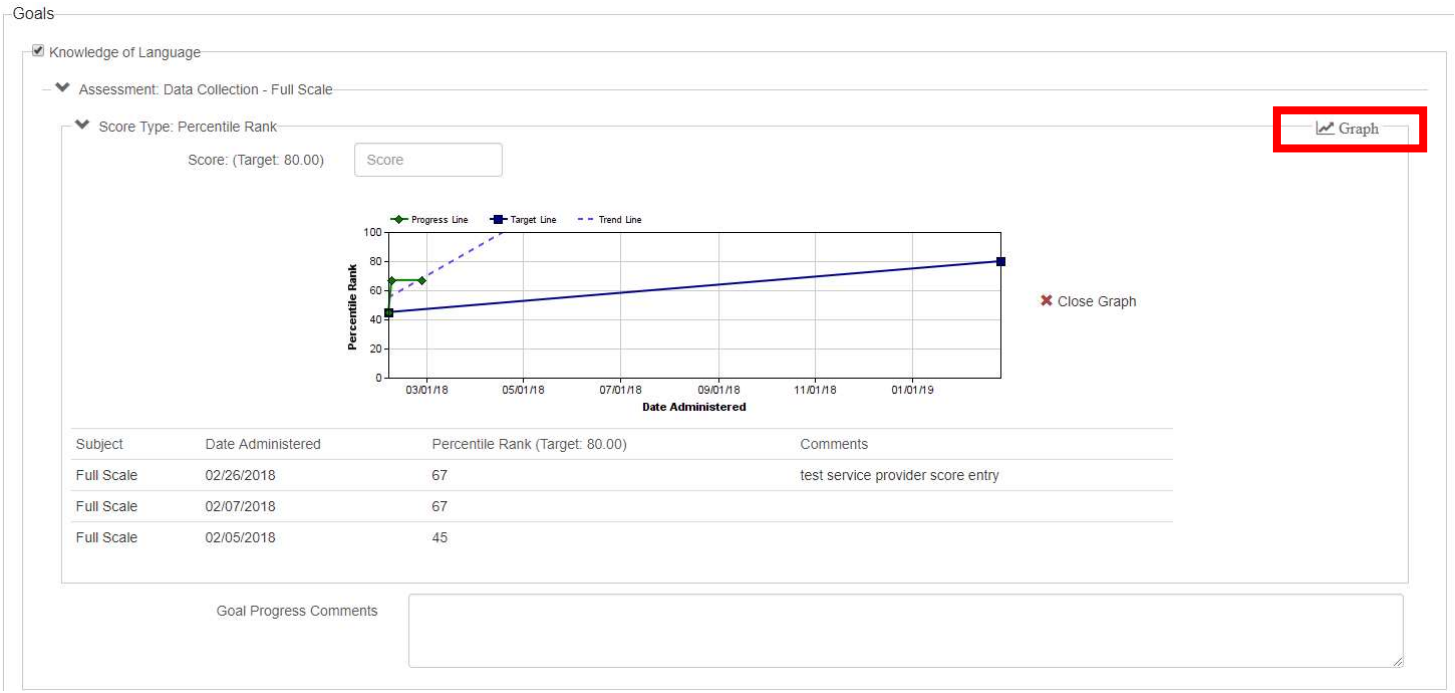


## Using the EasyTrac Service Logging Wizard

1. After goals have been associated with services, providers will see the following information when they select a goal in the Service Logging Wizard. This is where providers can log scores and comments for the related goal(s):




2. Providers may enter the score and any comments about the student's progress towards the goal. Clicking the 'Graph' button will open the current graph from the IEP Progress Monitoring Wizard, including the scores that have been entered in both the IEP Progress Monitoring Wizard and the EasyTrac Service Logging Wizard.




3. After completing the goal progress information and other required information for the Service Log entry, click 'Save Draft' or 'Save.'

## Progress Monitoring and Progress Reports

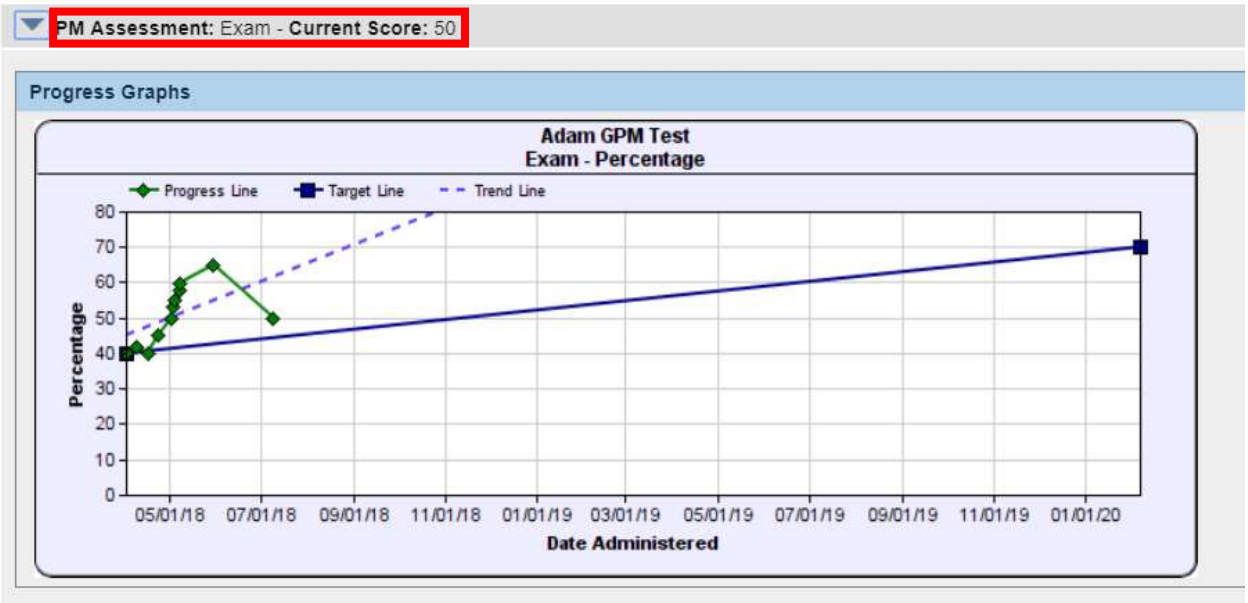
Graphs that have been generated through the IEP Progress Monitoring Wizard can be included in the student's progress report.

Navigate to Wizards, and select Progress Report Wizard.

Select the progress reporting period and the student(s) for whom you wish to report progress.

You will see the student's goal, as well as the progress monitoring assessments you selected on the goals page of the IEP process.

Clicking the arrow to the left of the progress monitoring assessment will display the graph associated with that progress monitoring assessment.




The most recent score logged will display in the Current Score field above the graph.

While the graphs display automatically in the Progress Report Wizard, you will need to indicate whether you want to include graphs in your progress report document.

Check the 'Include Progress Monitoring Graphs' checkbox to print the graphs on the progress report document.

Include Progress Monitoring Graphs
Create Cumulative Report
Just Update the Database
Update and Move to Next Student
Create Draft Progress Report and Move to Next Student
Create Final Progress Report and Move to Next Student

Solutions that Matter