

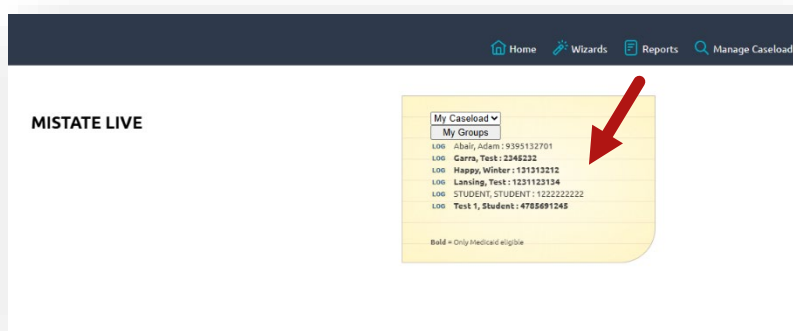
Managing Goals and Objectives in Relay

If you are required to add goals and objectives to your service logs in Relay you can manually enter them individually for each student. Connect with your supervisor to determine if this is a requirement for you. This can only be done for students on your caseload. Go back and set up your caseload before proceeding if needed.

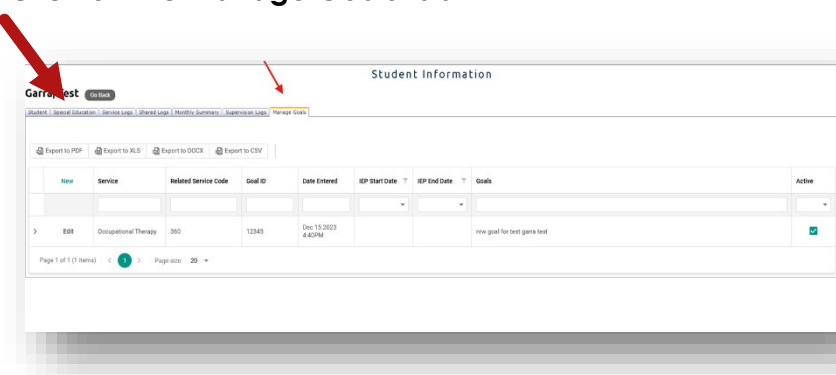
Step 1: Click on the student's name within your caseload tab on the homepage.

You'll be taken to a screen containing several tabs with the student's information.

Bolded students are Medicaid Eligible

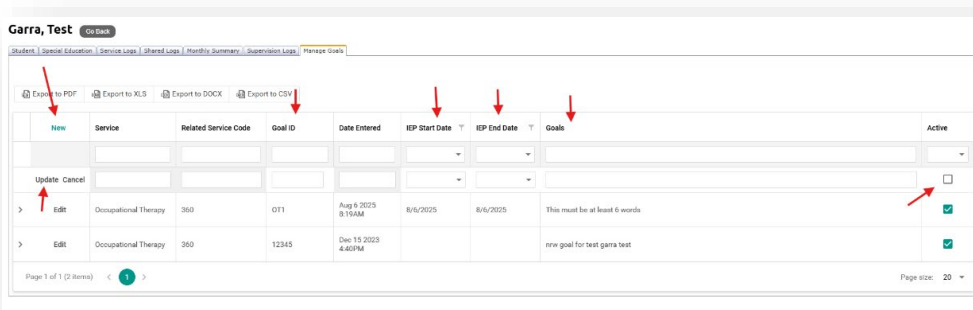


Step 2: Click on the Manage Goals tab



Step 3: Adding Goals

You'll notice a green **"New"** link at the top of the table. Simply click that to manually add goals for the student.



For each goal you will add in:
Goal ID- (keep it simple, ex. OT1)
IEP Start Date & IEP End Date

Goals- (Must be at least 6 words long)

Active- (Must be checked)

When you have your goal written, click **"Update"** to save.

Step 4: Adding Objectives

Click on the ">" next to the goal to add an objective.

Objectives will open and you'll be able to click on "**New**" to add the objective.

	New	Service	Related Service Code	Goal ID	Date Entered	IEP Start Date	IEP End Date	Goals
▼	Edit	Occupational Therapy	360	OT1	Aug 6 2025 8:19AM	8/6/2025	8/6/2025	This must be at least 6 words

	New	Objective ID	Objective	Active
No data to display				

	>	Edit	Service	Related Service Code	Goal ID	Date Entered	IEP Start Date	IEP End Date	Goals
			Occupational Therapy	360	12345	Dec 15 2023 4:40PM			nrv goal for test garra test

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Step 5: Writing Objectives

A pop up will display with space to create an **Objective ID** and write in the objective. Objectives must be at least 6 words long. Be sure to mark the objective as **Active** and click **Update** when done.

Edit Form

Objective ID:*

Objective:

Active: ☐

Update Cancel

No data to display

Step 6: Removing Goals or Objectives

If a goal or objective is no longer relevant to their plan of care you can remove it from the service logs by unchecking the Active box.

	New	Service	Related Service Code	Goal ID	Date Entered	IEP Start Date	IEP End Date	Goals	Active
▼	Edit	Occupational Therapy	360	OT1	Aug 6 2025 8:19AM	8/6/2025	8/6/2025	This must be at least 6 words	<input checked="" type="checkbox"/>

	New	Objective ID	Objective	Active
No data to display				

	>	Edit	Service	Related Service Code	Goal ID	Date Entered	IEP Start Date	IEP End Date	Goals	Active
			Occupational Therapy	360	12345	Dec 15 2023 4:40PM			nrv goal for test garra test	<input checked="" type="checkbox"/>

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