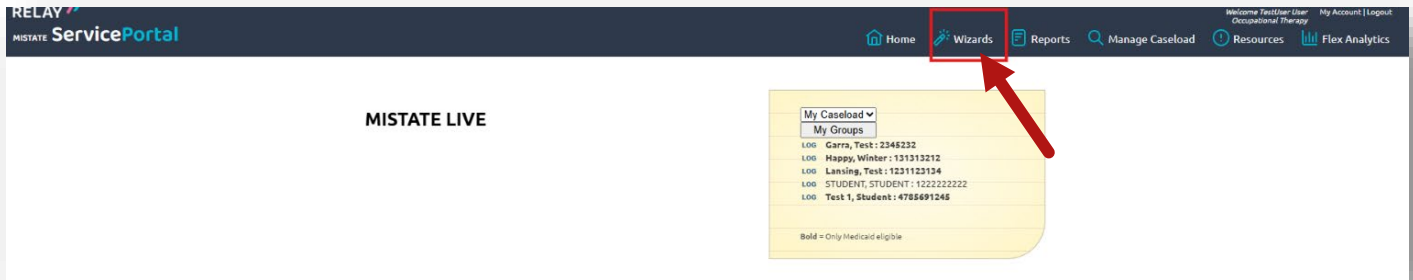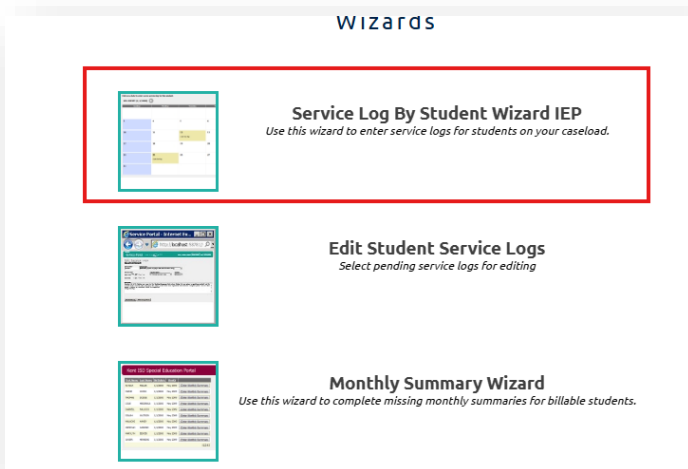# Service Entry in Relay Using Wizards

**Step 1: Click on the Wizards icon in the navigation bar on your homepage.**
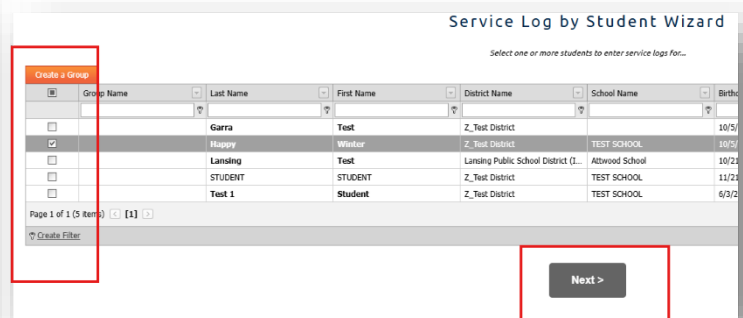


**Step 2: Select Service Log by Student Wizard IEP**



**Step 3: Select the Student**
Put a checkmark in the box next to their name and hit next



*Medicaid eligible students appear in bold.*

**Step 4: Select the Date**
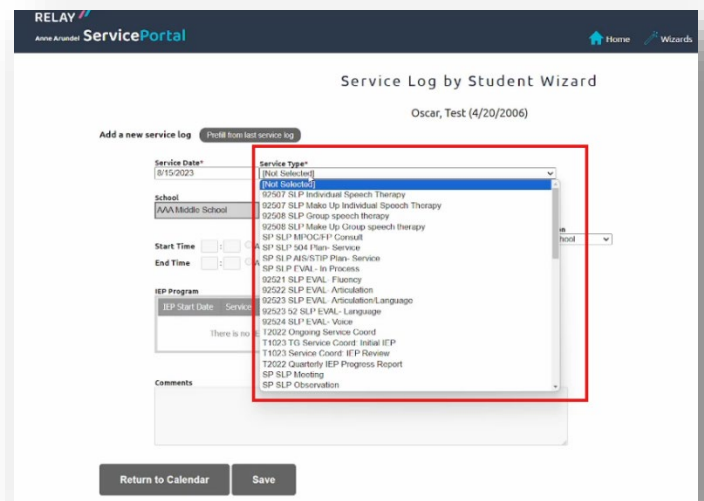Put a checkmark in the box next to the date the service was provided and hit next

**Step 5: Select Service Type**
It is important to select the service type at this step because the options available after this point will depend on the service type you've selected.

**Step 6: Add the Start and End Time**

**Step 7: Select the Appropriate Progress Report**

**Step 8: Indicate the Group Size**

## Step 9: Goals and Objectives

Select any goals and related objectives that apply.

**IEP Program**

| IEP Start Date | Service | Service Start Date | Service End Date | Service Frequency |
|---|---|---|---|---|
| There is no IEP information for this student for this service date | | | | |

**Goals And Objectives** ❓

| | | Related Service Code | Goal ID | IEP Start Date | IEP End Date | Goals |
|---|---|---|---|---|---|---|
| ⌄ | ☑ | 370 | 777 | 12/4/2023 12:00:00 AM | 12/21/2023 12:00:00 AM | qwe qwe qwe qwe qwe qwe qwe qwe qw eqwe qe |

| | # | Objective ID | Objective |
|---|---|---|---|
| ☑ | | 123 | qwe qwe qwe qwe qwe qwe qwe qw eqwe qwe qw eqw eqw eqw e |

**Comments***

## Step 10: Add Comments

The comments you include are the detailed progress notes for any direct, monitor or consult services. SOAP (Subjective, Objective, Assessment and Plan) notes are best practices. Minimally you must include the following:

*What was the activity?      *How did the student respond?      *Is this attached to the goal? *What will the student be working on next?

## Step 11: Select All Areas Covered and Assessed During the Session

**Goals And Objectives *** ❓

| | | Related Service Code | Goal ID | IEP Start Date | IEP End Date | Goals |
|---|---|---|---|---|---|---|
| ⌄ | ☑ | 37 | SY24G1 | 8/14/2023 12:00:00 AM | 8/13/2024 12:00:00 AM | SY 24 Goal 1 for demonstration purposes. |

| | # | Objective ID | Objective |
|---|---|---|---|
| ☑ | | SY24G101 | SY 24 Goal 1 Objective 1 for demonstration purposes. |

**Comments***
Enter a comment in this section to complete the log.

**Areas Covered/Assessed***
☐ Articulation
☐ Assistive Technology/Adaptive
☐ Augmentative Communication
☐ Aural Rehabilitation
☐ Expressive Language
☐ Expressive/Receptive Language
☐ Fluency
☐ Functional Communication
☐ Morphology/Syntax
☐ Oral Motor
☐ Phonemic Awareness
☐ Phonology
☐ Pragmatics
☐ Receptive Language
☐ Social Language
☐ Swallowing/Feeding
☐ Voice
☐ Other: See Comments
☐ Verbal Reasoning

## Step 12: Select Save

You'll now see the service logged on the student's calendar for that day.

**HINT:** Check out the provider tip sheets for an explanation of specific service types by provider and examples of detailed progress notes

**HINT:** Complete your service entry as soon as possible to ensure a complete and accurate picture.