

## **HOW TO COMPLETE A PROGRESS REPORT IN FRONTLINE IEP DIRECT**

The Measurable Annual Goals section is where users enter information regarding a student's progress towards successful completion of the goals and benchmarks/objectives listed on the IEP. A document must first be finalized before users can enter progress information and comments.

1. Using the **Document Details** screen, click  associated with the **Measurable Annual Goals** section. The **Edit Information** pop-up displays.
2. Click **Yes, Progress Information Only**. The **Edit Progress Information** screen displays.
3. Select the desired goal and corresponding benchmarks/objectives:
  - Select the appropriate **Curriculum Area** from the drop down menu located on the top left, immediately below the title banner. Only those goals entered on the student's document that are associated with the selected Curriculum Area display.
  - If the **Edit Progress Information** screen does not default to the desired goal, the user can also click **Next** to cycle through each goal until the desired goal is displayed.
4. Once the desired goal and benchmark/objective is displayed, select a value from the drop down menu that corresponds to the appropriate progress reporting period month for each goal, benchmark and/or objective.
  - For full definitions of the available progress information options, click **Legend** (see below).

### Goal Progress Mark Legend

**A** - Achieved - The student has achieved the goal.

**PG** - Progressing Gradually - The student is making less than anticipated progress but may still achieve the goal.

**NA** - Not Achieved - The student has not achieved the goal.

**PS** - Progressing Satisfactorily - The student is making satisfactory progress and is expected to achieve the goal.

**PI** - Progressing Inconsistently - The student is making inconsistent progress and may not achieve goal.

### Objective/Benchmark Progress Mark Legend

A - Achieved - The student has achieved the objective/benchmark.

NA - Not Achieved - The student has not achieved the objective/benchmark.

NI - Not Introduced - The objective/benchmark has not yet been introduced.

SC - See Comments

5. You MUST enter **Comments** for EVERY annual goal and EVERY benchmark or objective. Click  in the **Comment** column associated with the item. A pop-up displays.
6. Enter comments into the text field that corresponds to the appropriate progress reporting period.
  - **Comments MUST include: (see sample reports for each discipline)**
    - Date (1/15/20)**
    - Specific data related to each goal, objective/benchmark reported as # out of # occasions/trials (not only percentages).**
    - Prompt level (independently, minimal, moderate, maximum, etc)**
    - Type of prompt (verbal, visual, physical, model etc)**
    - Context of activities in which data was collected (structured, during play, etc)**
    - Materials/Activities used (books, games, puzzles, etc)**
    - Any relevant behavioral information which may be affecting progress (avoidance, refusal, redirection to attend, absences)**
  - **After EACH comment SIGN with the following: All About Kids, Name, discipline, license/Medicaid number/NPI Number (if applicable). \*\*For those disciplines that require a co-signature (for CFY/COTA), please allow adequate time for their review.**
  - Always use the spell-check feature  to correct any errors to ensure the most professional document possible.
7. Click **Submit** to save data entered and close the pop-up window. The button appears yellow  to indicate comments are present.
8. If progress information or comments must be entered for multiple goals, benchmarks or objectives, repeat previous steps as needed.

**\*\*\*\*Please note: Comments are only editable for 15-30 days following the first date of entry (each district sets their own timeframe). It is important to thoroughly check your work before saving, as well as to make any corrections/updates needed in a timely manner to prevent your comments from being locked out.**

9. Click **Save and Return**. Once saved the districts will now be able to view your progress marking and comments. **Please be sure to edit your work before saving!!**
  
10. **You have completed progress notes in Frontline IEP Direct! But you're not done YET!**
  
11. Please see additional document for **HOW TO SUBMIT PROGRESS REPORTS TO ALL ABOUT KIDS!**