samegoal

Evaluation Service Logging

Students receiving special education services often need to be evaluated to help determine eligibility and placement. If an evaluation is billable, evaluators may log the evaluation in SameGoal in order for the log to be sent to the school's SHARS provider.

The **Evaluation Service Log** is meant to help document one-off, formal evaluations.

Logging an evaluation

Steps *To log an evaluation:*

1. Create an **Evaluation Service Log** for each billable evaluation you wish to log.
2. Enter the date and time of service.
3. Specify the type of service.
4. Provide details about the setting in which the evaluation was performed.
5. State whether the evaluation is being logged within 7 days of the encounter.
6. Give a reason for the evaluation (Review FIE or Initial FIE).
7. Provide notes from the session including a student observation.
8. Provider signs off on the service.
9. Complete the document once the evaluation has been logged.