samegoal

Instructional Service Logging

Providers are able to log instructional services directly in SameGoal.

Steps *Log instructional services:*

1. Ensure the instructional services the student will be receiving are documented in Section 7a of their IEP.
    - This acts as their prescription for service.
2. Complete the IEP.
3. Create an **IEP Instructional Service Log** for each special education instruction the student will receive.
    - All related services, goals, and objectives will be pulled from the completed IEP automatically.
4. Enter in the **Provider**.
5. Check all instructional services and goals that are addressed.
    - Optionally, delete goals and services that are not relevant.
6. Add a log for each service.
    - **Speech Therapy Log:** Used for speech therapy as it is the only potentially billable special education instruction. This section includes all information needed to bill SHARS for reimbursement.
        - Enter the date and time of service.
        - Specify what the primary activity was.
        - Enter the setting and location of the service.
        - Provide any notes from the session.
        - Provide a student observation.
        - State which goal/objective was addressed and summarize any progress.
        - Provider signs off on the service.
    - **Basic Log:** Used for all other special education instruction.
        - Enter the date and time of service.
        - Enter the setting and location of the service.
        - Provide any notes from the session.

        - State which goal/objective was addressed and summarize any progress.
7. Document progress as needed.
8. Leave the document open while service continues and complete the document once services have concluded.