TRAINING GUIDE:
USING IEP DIRECT/FRONTLINE

- For many districts providers will enter information (progress reports, PLEPS as well as goals) directly into IEP Direct
- You will use IEP Direct/Frontline to complete quarterly progress reports as well as to complete annual reviews
- Contact your Supervisor for current username/password

TO ACCESS IEP DIRECT/FRONTLINE: https://iepdirect.wnyric.org

- Once you log into the site click on the "my students" tab on the upper left
- Now make sure you select the school year for which you are entering information- upper left
- Next click on a box next to the child's name (blue box= draft IEP, black box=finalized document, yellow box= meeting notice)

(1) QUARTERLY REPORTS: If you are entering quarterly progress updates you will select the black box.

- ☑ Be sure to comment on progress toward each goal/objective and select a progress code
- ☑ It is the provider's responsibility to print the progress report and share/review with the family each quarter

- Once you open the IEP document, scroll down to the "measurable annual goals" tab and click on the pencil box to the right. This will allow you to select the goal/objective that you wish to comment on
- Under the "edit progress" section on this screen you will find a drop down menu that will allow you to select goal domains (speech and language, motor, etc.)
- Once you have located the goal/objective you want to comment on select the column that corresponds to the appropriate month/quarter and select the appropriate code (use the legend- upper left- if necessary)
- Next, click on the pencil icon to the right of the code to add comments regarding progress). Be sure to save your progress updates (click "save")

TO PRINT: select the "letters and reports tab" from the top of page. Select "progress report" from list and click on "process" on upper right of this screen. The next screen will allow you to print the document (PDF format).

(2) <u>ANNUAL REVIEW</u>: If you are entering PLEPS for an annual review you will select the blue box.

- Open the draft plan for the child (blue box).
- Be sure the correct year is selected
- If you are entering PLEPS you will be inputting information for the next school year

PLEPS: All four areas need to be commented on. If you are the only provider you will need to complete information for all sections. If you are working with other team members coordinate which sections will be completed by each person.
- ☑ Academic Achievement, Function Learning Performance and Characteristics
- ☑ Social Development
- ☑ Physical
- ☑ Management

- Next to each section you will find a pencil icon (right side of screen). Select this icon to add comments to each section
- You will also select the pencil icon to add comments to both the strengths and the needs sections
- Be sure to select "save" to save your work after completing each section
- Repeat this for each of the sections you will be commenting on

- Be sure to include the following for each area you are commenting on:
  - ☑ Present level of Performance and Individual Needs
  - ☑ Progress towards goals
  - ☑ Strengths and needs
  - ☑ Parental concerns must be indicated for each section
  - ☑ Regression to be documented here
  - ☑ No recommendations for services or levels of services to be indicated

GOALS: You will also need to enter goals for the upcoming school year. Many districts have different requests as to how they would like this information entered so please check your supervisor before you begin. How you enter information will also depend on if the child is remaining in preschool or transitioning to school-age.
- To add goals you will scroll down to the "measurable annual goals" section.
- Select the pencil icon (right side) and add goals.
- Each section offers a spell check tool

<u>TO PRINT</u>: select the "letters and reports tab" from the top of page. Select "IEP Draft" from list and click on "process" on upper right of this screen. The next screen will allow you to print the document (PDF format).