

Resolve IEP/DSC Problems

Once you have reviewed your IEP Worksheet, you will be satisfied with the numbers or unfortunately you may find problems to resolve. You will be able to resolve a problem quickly by following these steps.

1. Be sure the Beginning and Ending Dates to process are correct on the processing screen.
2. Identify the Student, Provider and Date of Service in question.
3. Select the Student in the "Limit Pre-Updates to a Student or * for all" on the IEP/DSC Processing screen.
4. Select either the IEP Review Screen or Report. Information will be displayed for the student. Scroll to the appropriate date and provider.
5. Determine whether the problem is in the Medications, Nursing Procedures or Encounters section.
 - a. Medications –
 - i. Go to Entry Screens tab, Medications Daily.
 - ii. Select Medication History Screen – Filter for the appropriate date. You will be able to review that day's medication records and find the problem.
 - iii. You are allowed to change the Date, Result, and Provider (on far right) in the History Screen. You are not allowed to change Student, Dose # or Medication. You can, however, delete the entire entry and recreate by Creating the Daily Schedule for that day, Entering that day's results and Saving to History.
 - iv. Review the changes in the IEP Review Screen or Report.
 - b. Nursing Procedures -
 - i. Go to Entry Screens tab, Procedures Daily.
 - ii. Select Procedures History Screen – Filter for the appropriate date. You will be able to review that day's procedure records and find the problem.
 - iii. You are allowed to change the Date, Start/Stop Time, Result, and Provider (on far right) in the History Screen. You are not allowed to change Student, Appointment # or Procedures. You can, however, delete the entire entry and recreate by Creating the Daily Schedule for that day, Entering that day's results and Saving to History.
 - iv. Review the changes in the IEP Review Screen or Report.
 - c. Encounters (Activities) –
 - i. Select Activity Entry Screen – Filter for the appropriate date/student. You will be able to review the Activity records and find the problem.
 - ii. Correct the Date, Start/Stop Time, and turn on/off the 'Checkmark if IEP Related'.
 - iii. Exit the screen.
 - iv. Review the changes in the IEP Review Screen or Report.
6. Missing records are usually due to:
 - a. Primary Provider not selected for the school in Provider screen.
 - b. IEP not set up for the student.
 - c. The IEP Setup for the student does not have either Meds or Procedures checked.
 - d. Medication or Procedure setup not marked IEP Related in the Medications or Procedures setup screen.