

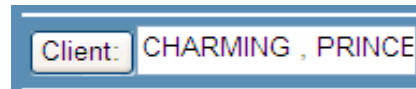
CREATING A PROGRESS REPORT USING AN EVALUATION REPORT

STEP 1 Enter your system via your personal logon information

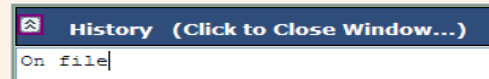
STEP 2 Select the report type you wish to use.



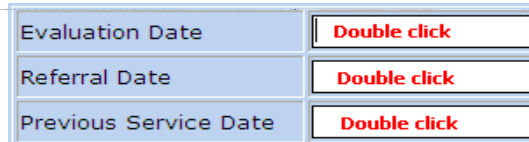
STEP 3 Name the file



STEP 4 Client Data Section: Enter the information onto the report THE WAY YOU WANT TO SEE IT ON THE PROGRESS REPORT. Complete all fields in the report with progress information EXCEPT the Status section of the Progress Tracker. You may enter 'On file' or 'NA' into fields that do not transfer to the progress report (history, medical test results).



STEP 5 Speech Services Section: Double click in the date fields. These do not transfer to subsequent reports. Add the referral source.



STEP 6 Assessment Data Section: Enter NA or On file in the Tests Administered section. Complete the Summary, Diagnosis, Limitations and Prognosis the way you want to see them on the Progress Report.

STEP 7 Assessment Data Section / Progress Tracker: Enter functions and comments the way you want them to appear on the Progress Report. The Status section should show the patient's functional status at the BEGINNING of the reporting period.

| Functions | Status | Comments |
|--|-----------------------------------|--|
| <input type="checkbox"/> Oral structures/functions | 2 | Treatment activities focused on improving tongue tip elevation and strength. |
| List progress report functions | Status at start of service period | Progress report comments |

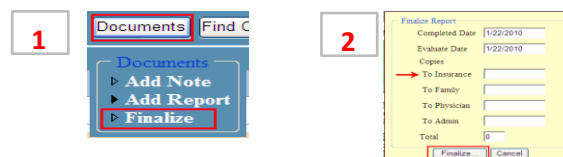
STEP 8 Treatment Plan Data Section: Enter all data the way you want to see it on the Progress Report.

STEP 9 Recommendations Section: Enter all data the way you want to see it on the Progress Report.

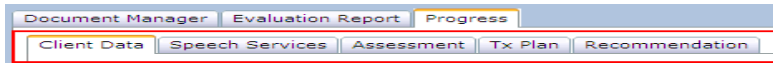
STEP 10 Save the record from the Quick Clicks box and complete the authorization box.



STEP 11 Finalize the record.



STEP 11 Review all Progress Report tabs for content and complete new information fields. (See STEP 12)



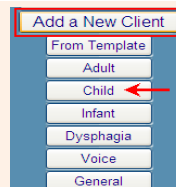
STEP 12 Assessment Data Section / Progress Tracker: Review functions and comments. Enter current status levels in the Now column of the Status section. Click once in the Difference column.

| Functions | Was | Difference | Now | Comments |
|--|-----|------------|--------------------------|---------------------------------|
| <input type="checkbox"/> Oral structures/functions | 2 | Click | Add current status level | Treatment activities focused on |

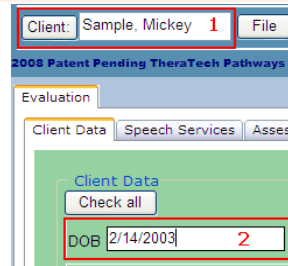
CREATING A PROGRESS REPORT QUICKLY

STEP 1 Enter your system via your personal logon information

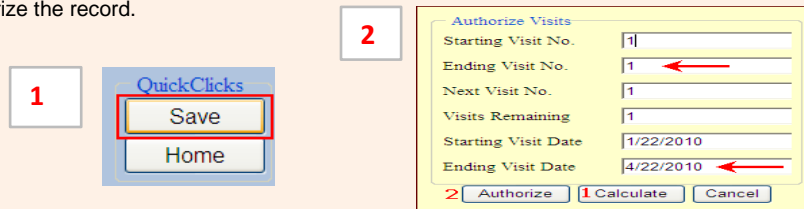
STEP 2 Select the report type you wish to use.



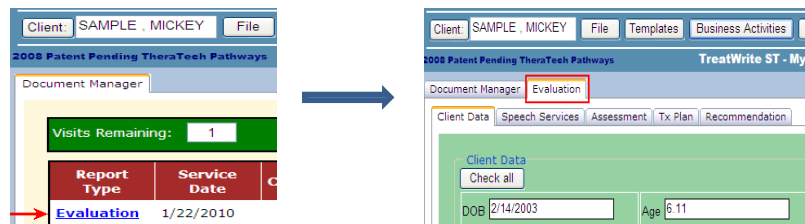
STEP 3 Name the file and enter a date of birth



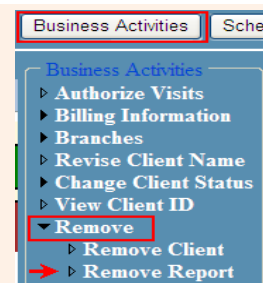
STEP 4 Save and authorize the record.



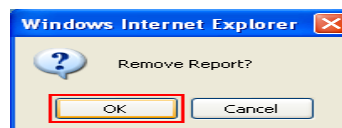
STEP 5 Click to open the Evaluation Report from the visible Document Manager



STEP 6 Remove the saved report: Business Activities/Remove/Remove Report



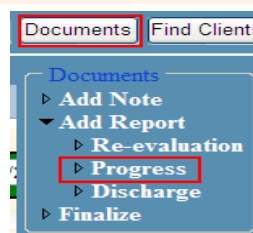
STEP 7 Select OK when you see the Windows prompt.



STEP 8 Close the Server Error message.



STEP 9 Open the Documents tab of the Toolbar and select Report/Progress



STEP 10 Complete the new Progress Report

