**How to access Power-IEP**

* [www.poweriep.com](http://www.poweriep.com)
* Click login tab at top right hand corner
* Enter login ID and password
* Click Log in
* When logged in; click poweriep drop down at top left hand corner of page
* On drop down menu Click Enter IEP

**How to add students to caseload**

* After you have logged into powerIEP and have entered IEP, Click Add Student to Caseload at top left corner of blue screen
* Search for student’s last name
* Click Add to My List, at end of student’s information (you can add multiple students at one time)
* Go back to Caseload by clicking, Return to Caseload, under POWERIEP logo
* Name should appear on your list in alphabetical order

**How to read a student’s current IEP**

* When logged into PowerIEP and looking at caseload, click on the student’s last name
* The IEP date that is highlighted and checked is the most current IEP
* If an IEP date is above the one highlighted a meeting has been scheduled or an amendment has been made.

**What needs to be done for an Annual Review IEP meeting?**

* First login to PowerIEP and click on student’s last name
* Click on the top IEP with the date for the upcoming meeting
* On left side of screen click on Present Levels of Education Performance- Form G
* Scroll Down to **STUDENT'S PRESENT LEVEL OF FUNCTIONAL PERFORMANCE** (a summary/update of OT/PT information needs to be placed in this box) Hit Save when completed.
  + Example: PT: Joe can kick a ball, jump, climb, and use playground equipment. OT: Joe seems to prefer his right hand, but will occasionally switch hands. He requires some assistance to cut simple shapes. He is able to trace his name using all uppercase letters with fair skills and copies his name with poor skills but has all strokes for each letter. He is able to button with verbal cues on a dressing vest. He colors with fair-poor skills and multiple deviations from the line.
* Then click on Goals and Objectives- Form I on left side of screen
* Click Create a New Goal, underneath students name and information
  + Fill-in goal Type (OT, PT); Click Academic for Goal Area; Click Progress Report under Method of Parent Notification; Click Other and type OT or PT under Title of Goal Implementers
  + Copy and Paste paragraph typed on Form G into first rectangle box labeled: Present Level of Academic Achievement and Functional Performance related to the goal
  + Under State Standard Addressed type appropriate code of goal (OT : 19a1; 19aECa; 31a1b- PT: 19aECa; 19bECc; 19a1;19a2)
  + Under Goal Statement Box: This is your long term goal (Ex: Joe will increase fine motor and visual motor activities to increase success during his school day.)
* Click Add an Objective/Benchmark to add short term goals
  + In first rectangle box type OT1/PT1
  + Next rectangle type goal (ex: Joe will write 26/26 UC letters with good formation and size)
  + Fill in Criteria for Mastery (Ex: ¾ or 75% or up to 5 min)
  + Evaluation Procedure: check Observation box
  + Schedule for Determining Progress: Click drop down box, choose Quarterly
  + When all goals are input click save; if a goal page is not completed correctly there will be a red ! in front of Goal name.
* Click on Educational Services & Placement - Form K-2 at left side of screen
  + You need to add your minutes of service
  + If a page has not yet been created click: Create a New Services & Placement Page underneath student information
  + A box will pop up click OK
  + Under Related Service drop down boxes about half way down page, choose discipline (PT or OT)
  + Click drop down arrow for Group/Individual; choose whether you will see the student individually, in a group, or on consult
  + Type in the location you will be seeing them (School Name)
  + Type minutes you will see student per week (ex:30mpw or 5mpw)
  + Last Add provider ( OT/COTA or PT/PTA)
  + Leave all other areas blank
  + Click Save

**What needs to be done for a Domains Meeting?**

* First login to PowerIEP and click on student’s last name
* Click on the top IEP with the date for the upcoming meeting
* On left side of screen click on Present Levels of Education Performance- Form G
* Scroll Down to **STUDENT'S PRESENT LEVEL OF FUNCTIONAL PERFORMANCE** (a summary of any OT/PT observation or request for assistance needs to be placed in this box) Hit Save when completed.

**What needs to be done for a Re-evaluation Meeting?**

* First login to PowerIEP and click on student’s last name
* Click on the top IEP with the date for the upcoming meeting
* On left side of screen click on Present Levels of Education Performance- Form G
* Scroll Down to **STUDENT'S PRESENT LEVEL OF FUNCTIONAL PERFORMANCE** (a summary of how the student performed on OT/PT evaluation needs to be placed in this box) Hit Save when completed.
  + Example: OT: Joe was able to stack 3 blocks, string 1 hole on a lacing strip. He was able to button one button and was unable to unbutton. He drew a circle but was unable to copy a cross or square. He held a marker with a full fisted grasp. He was unable to snip with scissors and held scissors with both hands. He was unable to connect two dots with a line or color between two lines after demonstration.
* Then click on Goals and Objectives- Form I on left side of screen
* Click Create a New Goal, underneath students name and information
  + Fill-in goal Type (OT, PT); Click Academic for Goal Area; Click Progress Report under Method of Parent Notification; Click Other and type OT or PT under Title of Goal Implementers
  + Copy and Paste paragraph typed on Form G into first rectangle box labeled: Present Level of Academic Achievement and Functional Performance related to the goal
  + Under State Standard Addressed type appropriate code of goal (OT : 19a1; 19aECa; 31a1b- PT: 19aECa; 19bECc; 19a1;19a2)
  + Under Goal Statement Box: This is your long term goal (Ex: Joe will increase fine motor and visual motor activities to increase success during his school day.)
* Click Add an Objective/Benchmark to add short term goals
  + In first rectangle box type OT1/PT1
  + Next rectangle type goal (ex: Joe will write 26/26 UC letters with good formation and size)
  + Fill in Criteria for Mastery (Ex: ¾ or 75% or up to 5 min)
  + Evaluation Procedure: check Observation box
  + Schedule for Determining Progress: Click drop down box, choose Quarterly
  + When all goals are input click save; if a goal page is not completed correctly there will be a red ! in front of Goal name.
* Click on Educational Services & Placement - Form K-2 at left side of screen
  + You need to add your minutes of service
  + If a page has not yet been created click: Create a New Services & Placement Page underneath student information
  + A box will pop up click OK
  + Under Related Service drop down boxes about half way down page, choose discipline (PT or OT)
  + Click drop down arrow for Group/Individual; choose whether you will see the student individually, in a group, or on consult
  + Type in the location you will be seeing them (School Name)
  + Type minutes you will see student per week (ex:30mpw or 5mpw)
  + Last Add provider ( OT/COTA or PT/PTA)
  + Leave all other areas blank
  + Click Save
* Under Evaluations heading on left side of screen: click Doc of Evaluation Results- Form F-1
  + Scroll down to box with heading: Motor Abilities (Fine and gross motor coordination difficulties, functional mobility, or strength and endurance issues affecting educational performance)—input specific scores from evaluations given and copy and paste the summary typed on Present Levels page
    - **Example:** Joe was able to stack 3 blocks, string 1 hole on a lacing strip. He was able to button one button and was unable to unbutton. He drew a circle but was unable to copy a cross or square. He held a marker with a full fisted grasp. He was unable to snip with scissors and held scissors with both hands. He was unable to connect two dots with a line or color between two lines after demonstration.

Peabody results are as follow:

Grasping: 14 months age equiv. and <1st percentile

VMI: 34 months age equivalency, and 5th percentile

Overall Fine motor Quotient: 51; < 1st percentile.

* Click Save