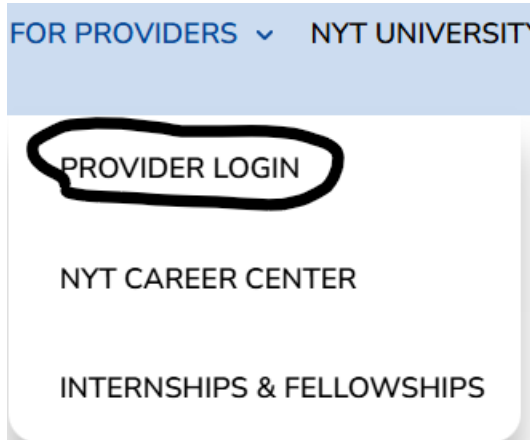
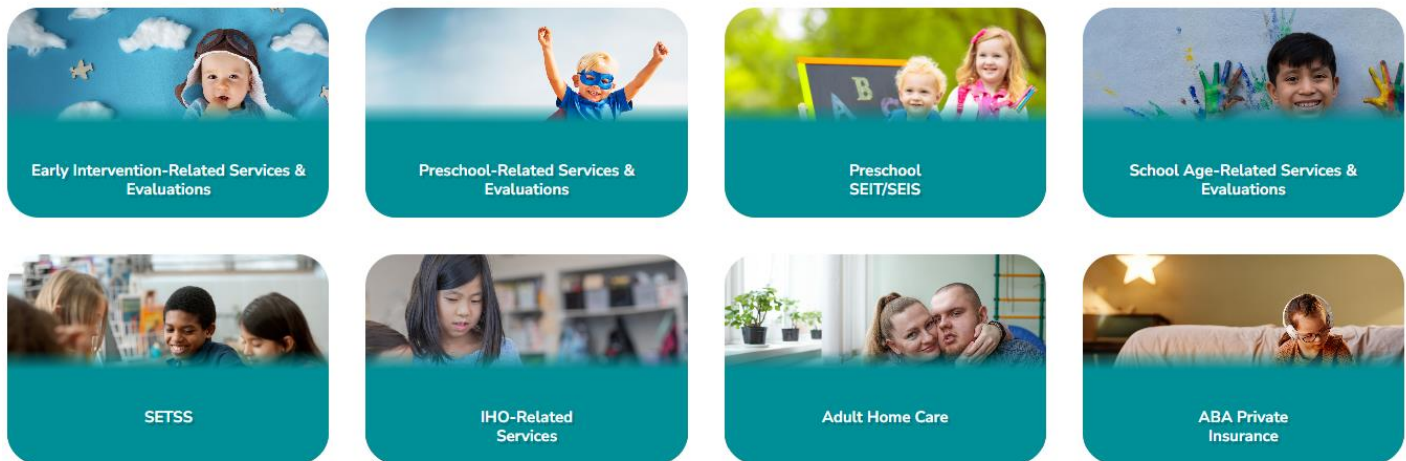


HOW TO EI PROGRESS REPORTS

1. Login to the website



2. Click on the department



3. Click on document submissions




4. Click EI PROGRESS REPORTS

Document Submissions



5. You will get this box. Enter your Therapist ID and click Run Look up. **your caseload will come up, click the child and choose OK. If you do not know your Therapist ID... here is a hint - its the numbers in your password** Complete all other fields. Click the Document type box to show choices. You can add multiple document types if needed. Complete all the fields. Click ATTACH FILES to add your file(s).

6.




Early Intervention Progress or Discharge Report Upload

Enter Therapist ID, click look up at bottom of page, your caseload will come up, click the child and choose OK. If you do not know your Therapist ID... here is a hint - its the numbers in your password.

Therapist ID *


Child First Name *

Child Last Name *

Date of Birth * 

Service Type *

Document Type *

Date Submitted * 

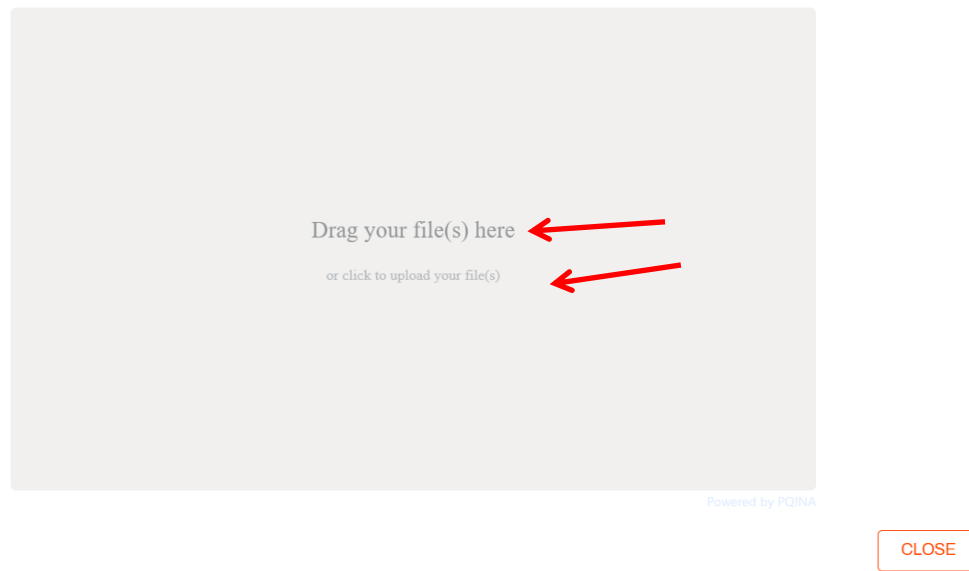
Child ID *

Email Address

SECURED BY
VISION

*Attachment Required

7. You can drag and drop your files or click upload your files here to choose your files.



8. The files will appear above the submit button. Click Submit

