

## **WELCOME TO TEIDS:**

**<https://www.teids.org/teids>**

1. Login to the website with user name and password that was given to you and submit.
2. You will be asked to change your password. Follow the instructions given.
3. You will be redirected back to the login screen. Login with user name and new password.
4. You will now be on your home page.
5. Select the child you wish to work with from the drop down menu on your home screen.
6. It will take you to the screen with the child's most current information (most likely the IFSP screen).
7. Select at the top of your screen the service log screen.

Below is an example of what that screen looks like and instructions are at the bottom of this document on how to fill this out.

**REMEMBER TO SAVE YOUR WORK BEFORE YOU LEAVE THE SCREEN.**

# Tennessee Early Intervention Data System



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**Child ID:** 00000      **Child Name/DOB:** Johnny Smith      **Child Status:** Active      **Phase:** IFSP

Select an IFSP to Add Service Log (if it is not current IFSP):

(Note: If the current IFSP is pending and your service is in the current IFSP, you will not be able to enter service log. In this case, please contact service coordinator to finalize the IFSP)

**Add Service Log:** (Warning: (1) TEIDS is best suited for **Internet Explorer** version 5 and above. (2) After you choose service from Service dropdown list below, please wait until you see data for Provider and Planned Period before entering other information, especially when you are on a slower internet condition.)

*Service	Provider	Planned Period		Planned Setting	Freq/Week (hours, or miles)
Speech/Language (Individual)	Jane Doe SLP	11/029/2006	11/29/2007	Home	1

  

Session# <small>(Will be generated automatically)</small>	*Actual or Missed Service Date <small>(MM/DD/YYYY)</small>	*Present or Absent?	*Start Time <small>(HH:MM)</small>	*End Time <small>(HH:MM)</small>	*Actual Setting	*Service Note (< 4000 characters)
	04/13/2007	<input checked="" type="checkbox"/> Service Delivered <input type="checkbox"/> Absence Due to Family and Child <input type="checkbox"/> Absence Due to Service Provider <input type="checkbox"/> No Show	13:00	14:00	Home	Child participated in several speech language activities.



(Save Service) - Click Once Only!

**Service Log:**

IFSP	Service Name	Provider (Entering Note)	Service Date	Start Time	End Time	Actual Setting	Reason No Service	Service Note
INITIAL-11/29/2006	Speech/Language		04/12/2007	09:15	10:15	Community-based		Child was present for speech therapy today. He is having difficulty naming the object/item he wants.
INITIAL-11/29/2006	Speech/Language		04/10/2007	10:00	10:55	Community-based		Child was present for speech therapy today. He was very distracted and would not attend to direct questions or requests - w/o max. cueing and modeling.
INITIAL-11/29/2006	Speech/Language		04/05/2007	09:20	10:20	Community-based		I put the wrong time for service on entry 4/5/2007
INITIAL-11/29/2006	Speech/Language		04/05/2007	09:20	10:00	Community-based		Child was present for speech therapy today. He was acting very lethargic today. He would attend to task for only brief moment.
INITIAL-11/29/2006	Speech/Language		04/03/2007	11:00	12:00	Community-based		Child was present for speech therapy today. He is getting confused and is saying "I want please" instead of asking for the item. So we are not using "please" in our phrases at this time, until he starts naming objects without modeling it.
INITIAL-11/29/2006	Speech/Language		03/29/2007	10:00	11:00	Community-based		Child was present today for speech therapy. He is trying hard to imitate every word that is asked of him. He continues to have some difficulty following 2 step commands that are unrelated. His drooling is improving. He is using words more than grunts or gestures to make his wants and needs known.

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1. Select the appropriate IFSP based on the date of service.
2. Select the discipline in the drop down menu to left of screen that is about to be entered.
3. Type in date of session mm/dd/yyyy.
4. Select radio button that properly reflects the session.
5. Start time and end time is in military time. (Example: 09:00 = 9:00 a.m., 13:00 = 1:00 p.m.)
6. Choose the setting for the session.
7. Enter session notes. Remember that this information will be viewed by the state and by other professionals authorized to use this system. Please use good professional judgment when writing your notes.
8. Click arrow to save. Remember to save your work each time.
9. You may sort this by service name and highlight the sessions you wish to print for your records/billings and then choose print selection in your print window.
10. For questions or help with TEIDS, contact the TEIS Data Manager in your service area.