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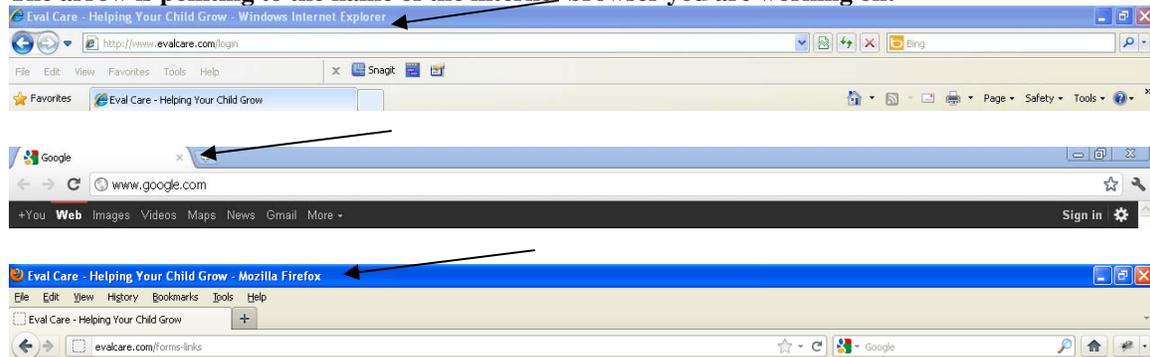


## Getting Started

### **Reaching the Evalcare website:**

In order to log onto the Evalcare website you must open up an internet page. This means opening up the “internet browser” that you use, for example: Internet Explorer, Google Chrome, and Mozilla Firefox. Make note to yourself which one you use, you will be able to know by looking either at the icon on your screen which you “click” on or by looking at the top left hand corner of your internet page which opened.

### **The arrow is pointing to the name of the internet browser you are working on:**



Once you have opened an internet page, you want to type [www.evalcare.com](http://www.evalcare.com) in the search bar which is located at the top of your page. \*It is crucial that you always include the “www.” before Evalcare.com. If you do not include the ‘Ws’ you will still make it to the Evalcare site, HOWEVER your log-in will not bring you to your home page, instead you will receive a message telling you that you cannot connect to the internet.

### **When you have made it to the Evalcare site you will see this opening page:**



At this point you must check which “internet browser” you are using: Internet Explorer, Google Chrome, or Mozilla Firefox (explained above). If you are using Mozilla Firefox that is perfect, it is the most compatible browser for our site (and you can continue to the



## Getting Started

“Log-in” section). However if you see that you are running off of another “internet browser” such as Internet Explorer, or Google Chrome, you will need to download Mozilla Firefox at this time.

### **Downloading Mozilla Firefox:**

If you don't have Mozilla Firefox as your internet browser, you will need to download it in order to be compatible with our internet based program Evalcare.com.

There is a link on the Evalcare website that will bring you to the download page for Mozilla Firefox. This link is located on the menu bar under the tab “forms and links”.

### **Forms and Links tab on Evalcare.com:**



### **After clicking once on that tab this screen will appear:**



Click on the link that says Download Firefox. This will then bring you to the Firefox download page which has step by step directions on how to complete the FREE download. This download does not compromise your computer or give you any virus; it is merely another way of connecting to the internet.



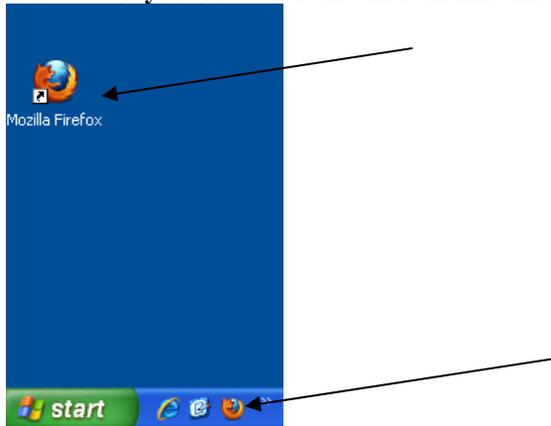
## Getting Started

When the download is complete two things will happen 1. A new internet page will open up, this time running on the newly downloaded browser-Mozilla Firefox. 2. You will now have an icon on your home screen for Mozilla Firefox-this is the icon you want to click on whenever you are launching the internet in order to go to our website. You will still have your previous internet browser as well; this download will not remove the other programs such as Internet Explorer or Google Chrome.

**Your internet page should now have Mozilla Firefox in the upper left hand corner:**



**The icon on your home screen will look like this:**



You have now successfully downloaded Firefox and you are ready to login to Evalcare.com.



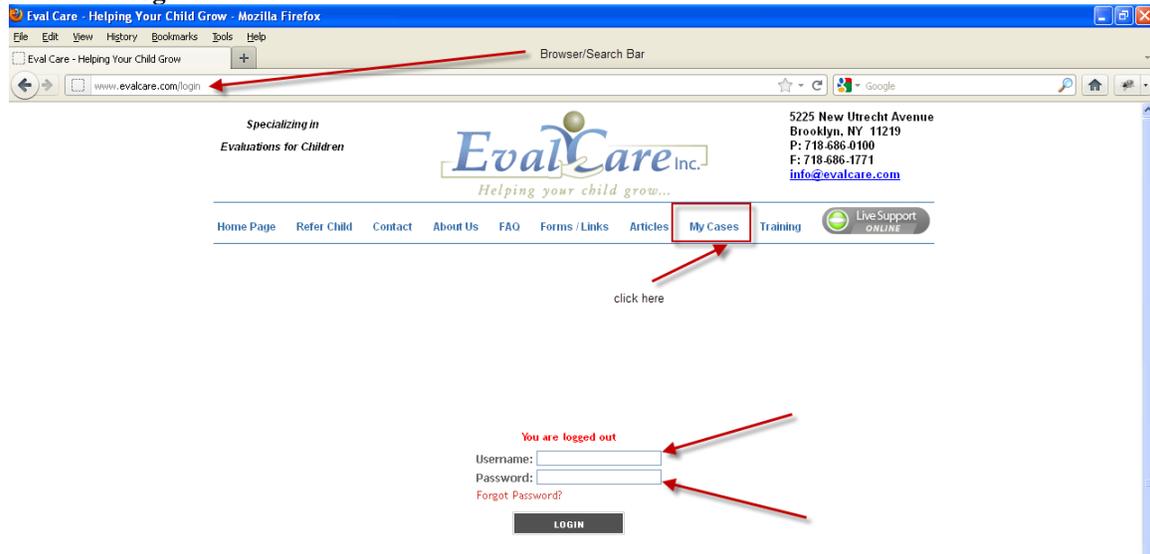
## Getting Started

### **Logging into Evalcare:**

To login into Evalcare you would go to your browser bar-the search bar at the top of your screen-and type [www.evalcare.com](http://www.evalcare.com). This will then bring you to the Evalcare website's homepage. \*be sure to always include the www before Evalcare.com

The next step is to go to the "my cases" tab on the Evalcare home page. This will bring you to the login screen.

### **This is the login screen:**



By this point you should have received you username and password. If for any reason you have not please contact Evalcare.



## Getting Started

When you have logged into Evalcare successfully your homepage with your cases will appear.

This is your home page and you are now logged in to Evalcare. This page will be ever changing depending on the status of your cases, the work load you have, ect. However the basics will always be there, what will change are the cases themselves.

**A page which looks similar to this will appear:**

Specializing in  
Evaluations for Children

5225 New Utrecht Avenue  
Brooklyn, NY 11219  
P: 718-686-0100  
F: 718-686-1771  
[info@evalcare.com](mailto:info@evalcare.com)

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[Home Page](#)
[Refer Child](#)
[Contact](#)
[About Us](#)
[FAQ](#)
[Forms / Links](#)
[Articles](#)
[My Cases](#)
[Training](#)

Live Support  
ONLINE

---

Menu
Messages
Welcome [Redacted]
(Logout)

Welcome [Redacted]

Open Cases
Old Cases
My New Messages

Showing 1 to 10 of 10 entries Search:

Status	Student	DOB	Phone1	Site	Type	Language	Date Assigned	Report Due	Action
	[Redacted]	02/06/09	718-256-2444	Private Playgroup	Speech	Yiddish	12/06/11	12/20/11	
	[Redacted]	12/19/08	718-382-5296	Private Playgroup	Speech	English	11/30/11	12/12/11	
§ PAST DUE	[Redacted]	12/30/08	718-858-8867	Satmar Boys WB-2 590 Bedford	Speech	Yiddish	11/17/11	11/21/11	
PAST DUE	[Redacted]	11/23/08	718-387-1293	Satmar Girls 720 Wythe	Speech	Yiddish	11/17/11	11/29/11	
§ PAST DUE	[Redacted]	01/17/09	718-218-7581	Satmar Boys 762 Wythe (CUTA)	Speech	Yiddish	11/17/11	11/29/11	
PAST DUE	[Redacted]	01/06/09	718-387-8748	Tzhelem Yeshiva	Speech	Yiddish	11/14/11	11/28/11	
§ PAST DUE	[Redacted]	10/28/07	718-388-2926	Vishnitz WB-Girls	Speech	English	11/09/11	11/23/11	
§ PAST DUE	[Redacted]	10/03/08	718-837-2601	Yeled V'yalda BP	Speech	Hebrew	11/08/11	11/21/11	
§ PAST DUE	[Redacted]	01/20/09		Prospect Park	Speech	Hebrew	11/08/11	11/21/11	
§ PAST DUE	[Redacted]	10/16/08	347-713-1690	Yeled V'yalda Farragut	Speech	Hebrew	11/07/11	11/21/11	



## Getting Started

### **What Do the Icons Mean?:**

Each icon on Evalcare.com has a specific purpose and you will learn them quickly. However for your convenience if you place your mouse arrow over the icon it will tell you its name.

**There are certain icons and tool bars that will appear on every page this is a list of what they look like, and what their purposes are:**

**This tool bar is what first appears on the Evalcare.com webpage-it has multiple different functions:**



- Homepage** brings you back to Evalcare's websites home page
- Refer a child** here you have the ability to refer a child for evaluations, however we strongly recommend that for our staff you do so one you have logged into Evalcare. This is so that we have your contact information connected to the case.
- Contact** gives you basic information about our location and phone numbers
- About us** Evalcare's mission statement and purpose
- FAQ** frequently asked questions
- Forms/Links** offers the Firefox download and other commonly needed links.
- Articles** having to do with Evalcare
- My cases** where you would login with your username and password
- Join us** becoming a part of the Evalcare team, videos, forms etc.



During normal business hours this button will allow you live chat support. If however it is not between 9-5, you may type you question and a representative will answer in a timely manner next morning.



## Getting Started

**This is the second constant tool bar- it will also appear on every page:**



### **Menu**

This button when scrolled over with your mouse has a drop down with the word cases. If you were to click on “cases” it would open into your full list of cases both old and new.

### **Messages**

When you click on messages your entire history of messages will appear both your inbox and outbox.



By clicking on home you will be taken back into you homepage, where your list of current open cases are displayed.



This button allows you to compose a new message to evaluators or a case manager.



My profile allows you to update or change any of your contact information, username and passwords.

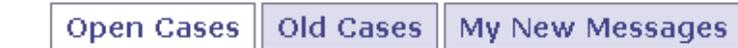


Refer a child allows you to send Evalcare a referral for a child to be evaluated with your name and contact information attached to the child’s case.



## Getting Started

These three tabs are the first that you will see when you login to your homepage:



**Open Cases** This is your homepage and it lists all the children currently assigned to you for evaluations.

The first column is explained below: (subsequent columns are self explanatory)

**RUSH!** The rush symbol will appear when a case has been designated a rush by the case manager. This means it is extremely time sensitive and urgent, not only should you get in to see the child early, but the report must be submitted in a timely fashion as well.

**PAST DUE** When you miss the 15 day deadline of report submission this symbol will appear. At this point your report is late.

**s** This “s” signifies that you have submitted your report, and the case manager has accepted it.

**s PAST DUE RUSH!** All three symbols or no symbols may appear at once if all or none are connected and relevant to the case.

**\*To enter into a child’s case you would click on his/her name**



**Old Cases** This tab simply lists all of your previous cases along with their reports, iep pages, and any other information connected to their cases. You would enter the case the same way, by clicking on the child’s name.



**My New Messages** This tab lists all of your new messages. To view a complete list of your messages you would go to the message tab on the red tool bar.



## Getting Started

### **My Profile and Personal Information:**

To change or update your personal information you can click on the “my profile” button. Here you are able to change your password and username as well.

**This is what you profile page will look like:**

### **My Profile**

First Name	<input type="text"/>	User group	Therapist
Last name	<input type="text"/>	Username	<input type="text"/>
Abbreviation	<input type="text"/>	Password	<input type="text"/>
Email	<input type="text" value=" @aol.com"/>		
Phone	<input type="text"/>		
Mobile	<input type="text"/>		

SAVE

CANCEL



## Going into a Case

### Going to a Case:

The best way to access a case is to right click on the child's name and select "open in new tab" from the drop down that will appear. This is true for any new page that you are opening on Evalcare.com.

**The arrow is pointing to the drop down which will appear when you "right click":**



If you were to click on the child's name with out opening the page in a new tab, the page would just open up in a smaller more condensed page.

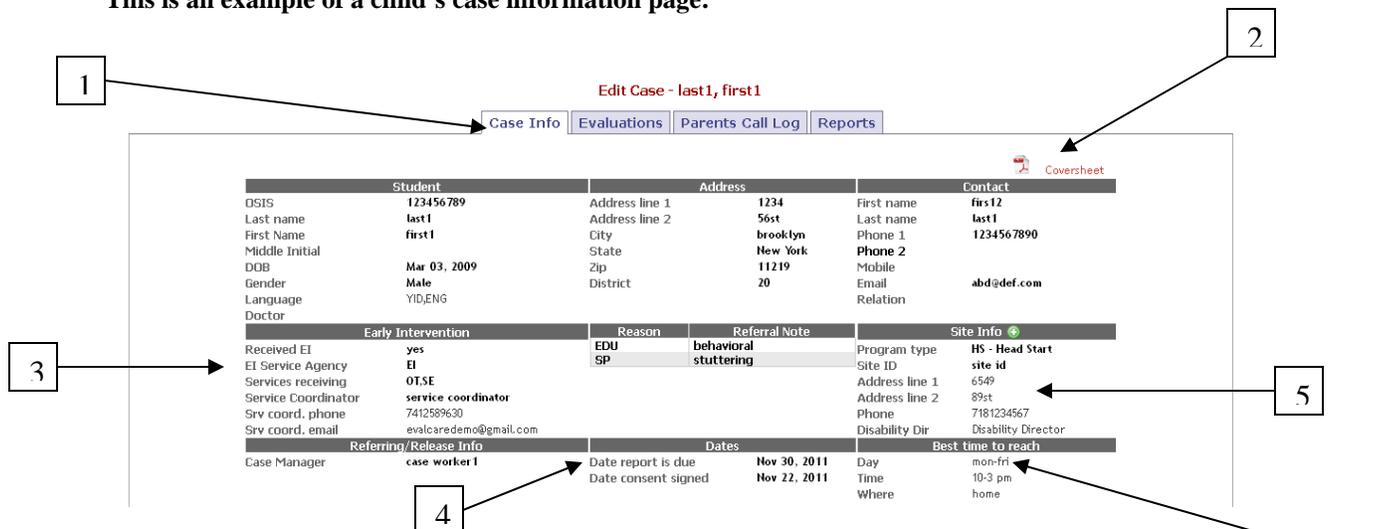
**\*be sure that when you open a case in a new tab that you do not exit out of that tab with out saving!**

## Going into a Case

### **Case Information:**

The case information is the page containing all information regarding the child's case which you have entered. This is the opening page of the child's file; it will appear once you have clicked into his/her case with your mouse.

This is an example of a child's case information page:



Edit Case - last1, first1

Case Info Evaluations Parents Call Log Reports

Student		Address		Contact	
OSIS	123456789	Address line 1	1234	First name	first1
Last name	last1	Address line 2	56st	Last name	last1
First Name	first1	City	brooklyn	Phone 1	1234567890
Middle Initial		State	New York	Phone 2	
DOB	Mar 03, 2009	Zip	11219	Mobile	
Gender	Male	District	20	Email	abd@def.com
Language	YID,ENG			Relation	
Doctor					

 Coversheet

Early Intervention		Reason	Referral Note	Site Info	
Received EI	yes	EDU	behavioral	Program type	HS - Head Start
EI Service Agency	EI	SP	stuttering	Site ID	site id
Service receiving	OT,SE			Address line 1	6549
Service Coordinator	service coordinator			Address line 2	89st
Srv coord. phone	7412589630			Phone	7181234567
Srv coord. email	evalcaredemo@gmail.com			Disability Dir	Disability Director

Referring/Release Info		Dates		Best time to reach	
Case Manager	case worker 1	Date report is due	Nov 30, 2011	Day	mon-fri
		Date consent signed	Nov 22, 2011	Time	10-3 pm
				Where	home

1. This arrow is pointing at the tab you are currently viewing-which is the case info.
2. Here is where you would click for a printable version of the case information
3. This area shows whether the child being evaluated is receiving EI services and also gives you the contact information for the service coordinator if applicable.
4. Date report is due.
5. Shows child's school and location, to go down to a school for an evaluation- please notify the school in advance.
6. Best time to reach parent- please try to call within that time frame given whenever possible.

## Going into a Case

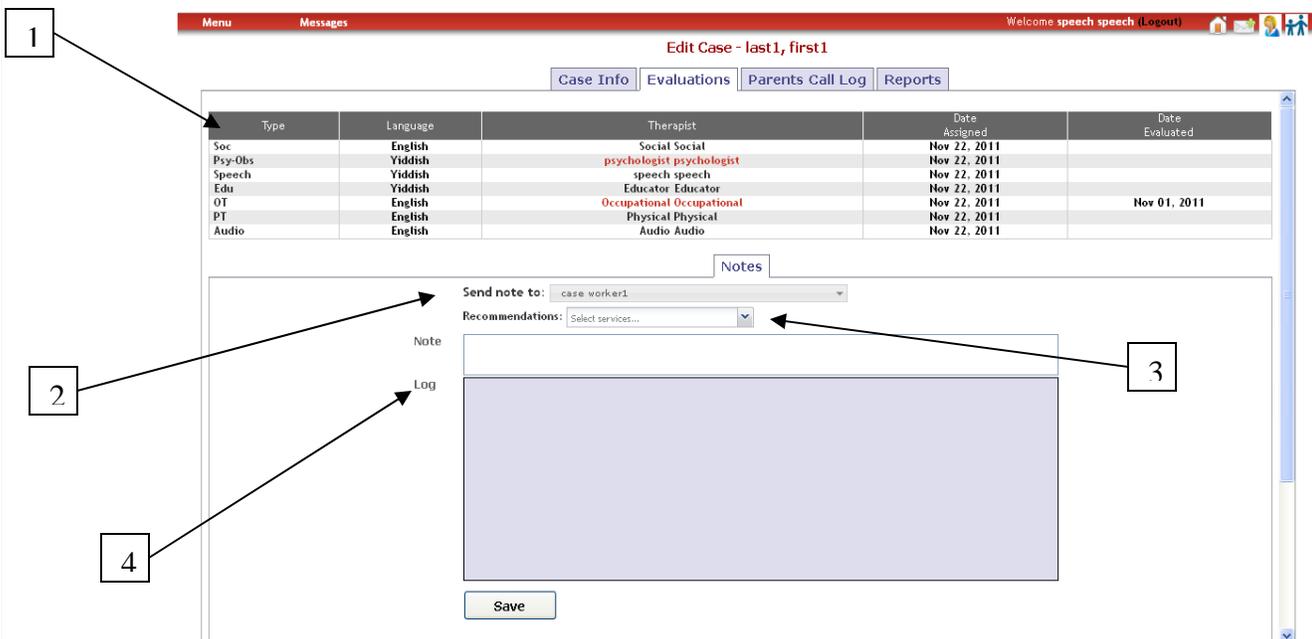
### Evaluations and Notes:

The evaluations tab serves a few purposes, it is where you would:

1. See which other evaluators are assigned to the child's case –all evaluators will be submitting their evaluations along with you on Evalcare.com. Therefore you can view the reports which have already been submitted. The evaluators who have submitted their evaluations will appear in **red** while the ones who have not are in black. When the report has already been submitted you are able to view it by clicking on their name.
2. You can send notes to the other evaluators assigned to the case, and/or to the case manager of the child. The case manager will always receive what you have sent to another evaluator.
3. If you are recommending another evaluation you can select the one being recommended on the drop down.
4. The notes which you send will appear in the “log” and the messages you receive will appear in “new messages”.

Simply to send a not select the recipient, whether or not a recommendation is connected to the case, and type you message in the “note” box. When you are ready to send the note you will click “save” located below.

### Diagram explained by number:



The screenshot shows the 'Edit Case' interface for 'last1, first1'. At the top, there is a navigation bar with 'Menu', 'Messages', and 'Welcome speech speech (Logout)'. Below this is a sub-header 'Edit Case - last1, first1' with tabs for 'Case Info', 'Evaluations', 'Parents Call Log', and 'Reports'. The 'Evaluations' tab is active, displaying a table of assigned evaluators.

Type	Language	Therapist	Date Assigned	Date Evaluated
Soc	English	Social Social	Nov 22, 2011	
Psy-Obs	Yiddish	psychologist psychologist	Nov 22, 2011	
Speech	Yiddish	speech speech	Nov 22, 2011	
Edu	Yiddish	Educator Educator	Nov 22, 2011	
OT	English	Occupational Occupational	Nov 22, 2011	Nov 01, 2011
PT	English	Physical Physical	Nov 22, 2011	
Audio	English	Audio Audio	Nov 22, 2011	

Below the table is the 'Notes' section. It includes a 'Send note to:' dropdown menu (pointed to by callout 1), a 'Recommendations:' dropdown menu (pointed to by callout 3), a 'Note' text area (pointed to by callout 2), and a 'Log' button (pointed to by callout 4). A 'Save' button is located at the bottom of the notes section.

## Going into a Case

### **Parent Call Log:**

The parent call log is an essential part of your evaluations submission process. There are two points at which you are required to enter information in this log.

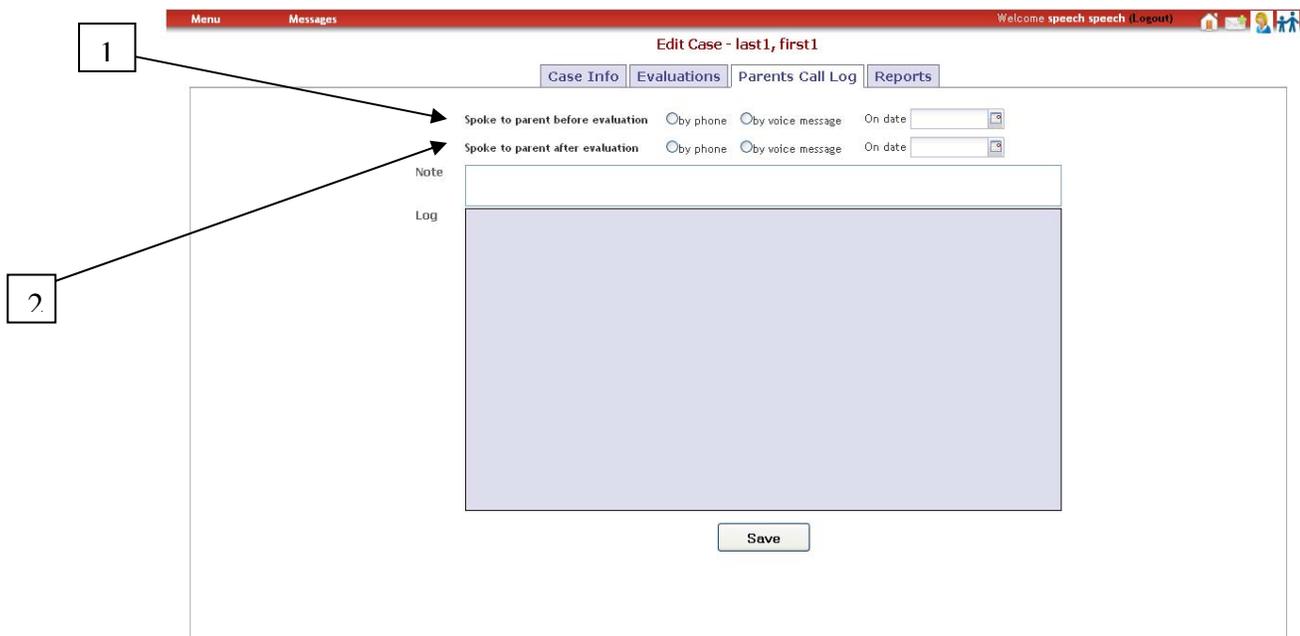
1. When you have scheduled the evaluation with the parent.
2. After you have completed the evaluation and have written your report, you are required to call the parent and inform them of their child's results.

This log is viewable to both the case manager as well as the parent; we therefore ask that you write your notes accordingly.

Evaluators must log a brief message of what they spoke about or what they said on the message.

Evaluators are also responsible to log the correct date on which the conversation took place.

Parent call log diagram shown below:



The screenshot shows a web interface for editing a case. At the top, there is a navigation bar with 'Menu' and 'Messages'. Below that, the page title is 'Edit Case - last1, first1' and the user is logged in as 'Welcome speech speech (Logout)'. There are four tabs: 'Case Info', 'Evaluations', 'Parents Call Log', and 'Reports'. The 'Parents Call Log' tab is active. The form contains two main sections:

- Spoke to parent before evaluation:** Includes radio buttons for 'by phone' and 'by voice message', and a date picker.
- Spoke to parent after evaluation:** Includes radio buttons for 'by phone' and 'by voice message', and a date picker.
- Note:** A text input field for notes.
- Log:** A large text area for logging the conversation.
- Save:** A button at the bottom of the form.

Two callout boxes are present: box '1' points to the 'Spoke to parent before evaluation' section, and box '2' points to the 'Spoke to parent after evaluation' section.

**\*Please note:**

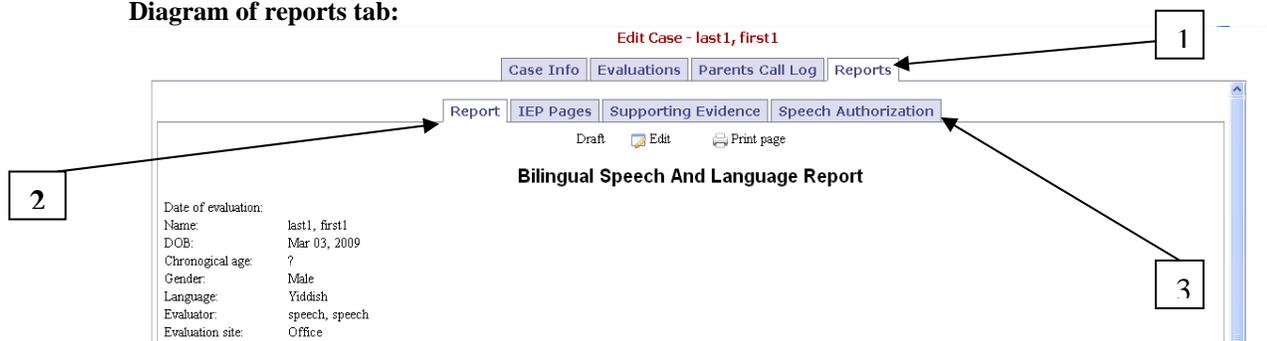
**In order for evaluators to receive payment for the evaluation, a date must be entered in the “after evaluation” slot.**

## Everything to do with Reports

### Writing a Report:

The reports tab is the last tab on a case. When selected, by clicking with your mouse, 3/4 subcategories will appear. (The 4<sup>th</sup> category, speech authorization is only relevant to speech evaluators)

### Diagram of reports tab:



1. This is the 4<sup>th</sup> tab-reports- it is where, when clicked the subcategories will appear. This tab is where the full report, iep pages, and supporting evidence are filled out.
2. This is the subcategory tab where the actual report is written. This is what is explained in this section of the manual.
3. 4<sup>th</sup> subcategory tab- speech authorization, only relevant to speech evaluators.

Once in the subcategory **Report** under the **Reports** tab, you will have a screen like this appear (see below diagram). In order to type a report, you must click on the **edit** button (shown below with red arrow).





## Everything to do with Reports

### **Writing a Report:**

Once in edit mode an entirely new screen will appear. This is the screen you will be working in while writing your report. There are numerous tools you can utilize; all located in the section below the heading. These tools are labeled much like in Microsoft word.

### **Tool bar in Edit mode:**



By clicking on this  icon you will be able to enter into a screen with a larger view of the report, the screen will open in a new window. Once you are done typing you **MUST** press again on the icon and it will put the information you typed back in the report  
\*(**Remember** our system saves all data entered every 30 seconds so you don't lose any information imported in you close with out saving **BUT** if you use this tool it **won't** save data in the new window automatically, so every few minutes press on the icon so the data goes back into our system and you don't lose any information)

**\*To copy and paste use the Ctrl+C (copy) and Ctrl+V (paste).**



### Everything to do with Reports

#### **Writing a Report:**

There are 2 spaces that must be filled out in the child's report header. The first is the date of evaluation. The second is the evaluation site. All other information will appear in the header automatically. \*The chronological age will register once you have placed the date of evaluation; this makes sure that no miscalculations in age are made.

**Child header on report- left hand side of the report page while in Edit mode must fill out 2 spaces:**

Date of evaluation:	<input type="text"/>
Name:	██████████, ██████████
DOB:	Jul 16, 2008
Chronological age:	?
Gender:	Male
Language:	Hebrew
Evaluator:	██████████
Evaluation site:	<input type="text" value="Office"/>

#### **Submitting a Report:**

When you have finished writing your report you would check off,  Insert Signature on the report, then save it by clicking on the  Save icon which also submits the report to Evalcare, or if you are not ready to submit the report to us, you would click  Save Draft which saves your work but does not submit the report to Evalcare.

**Order of icons as they appear:**



Once you have submitted a report you will see an S on your status column on your home page, when the case manager reviews it and accepts the report, the report will leave you're my Cases on the home page and be placed in the Old Cases tab.



## Everything to do with Reports

### **Creating a Template:**

To create a template you would type up the basic report, and go to this section of the tool bar in the edit document phase. (Diagram shown below)

Report Title: **Bilingual Speech And Language Report**

Template:    
Save as:

Insert Signature

In this section you would name the template in the save as box, and then simply click save template. (Exemplified below)

Save as:

To then use a template which you have previously created you would enter the child's report and select the template of your choice from the template drop down list. (Exemplified below)

Template:



## Everything to do with IEPs and Supporting Evidence

### **IEP and Supporting Evidence Pages:**

For each evaluator your login is set up as the type of evaluator you are. This means that for example if you are a speech therapist, your iep pages will be a page 1 and a page 3, your supporting evidence will be a 2a and you will have a tab in the subcategories of Reports that says speech authorization.

The iep pages and supporting evidence work in the same manner:

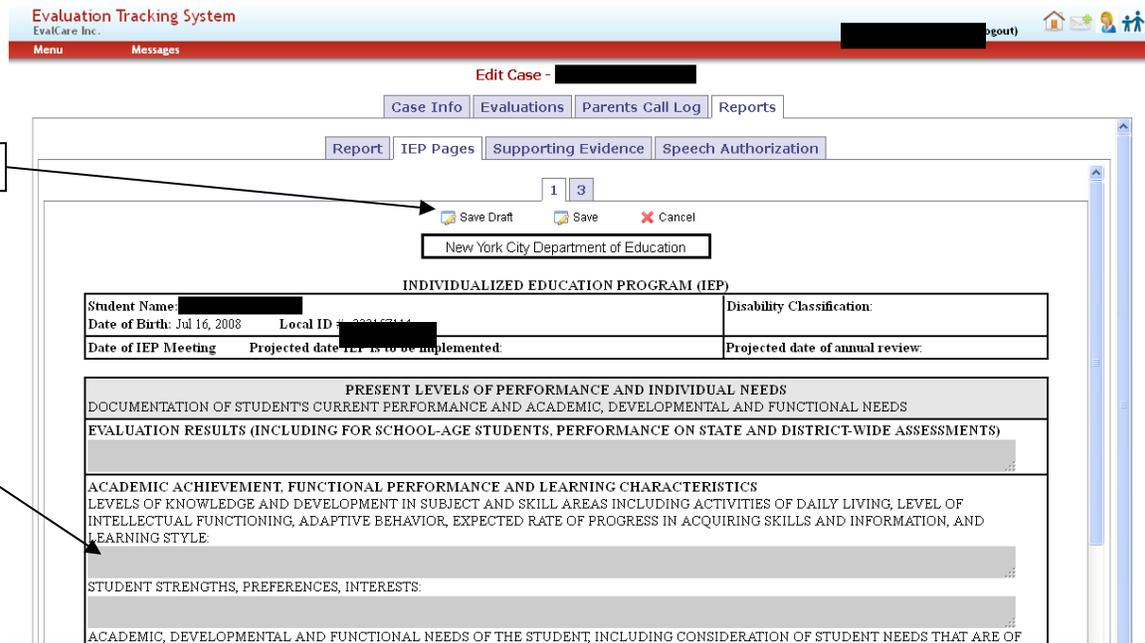
When you are on the page you would like to type the information into, the page will not allow you to just place your cursor, click, and type.

Instead: you must click **edit** just as you would to write your report. Once you have done so, your screen will go from this:

The screenshot shows the 'Evaluation Tracking System' interface. At the top, there is a navigation bar with 'Menu' and 'Messages'. Below that, a red bar contains 'Edit Case' and a dropdown menu. The main content area has several tabs: 'Case Info', 'Evaluations', 'Parents Call Log', and 'Reports'. Under 'Reports', there are sub-tabs: 'Report', 'IEP Pages', 'Supporting Evidence', and 'Speech Authorization'. The 'Supporting Evidence' sub-tab is active, showing a 'Print Report' button and page numbers '1' and '3'. An arrow points to the 'Edit' button. Below the navigation, there is a text box containing 'New York City Department of Education'. The main form is titled 'INDIVIDUALIZED EDUCATION PROGRAM (IEP)' and contains several sections: 'Student Name', 'Date of Birth: Jul 16, 2008', 'Local ID #', 'Disability Classification', 'Date of IEP Meeting', 'Projected date IEP is to be implemented', and 'Projected date of annual review'. Below this is a section for 'PRESENT LEVELS OF PERFORMANCE AND INDIVIDUAL NEEDS' with sub-sections for 'DOCUMENTATION OF STUDENT'S CURRENT PERFORMANCE AND ACADEMIC, DEVELOPMENTAL AND FUNCTIONAL NEEDS', 'EVALUATION RESULTS (INCLUDING FOR SCHOOL-AGE STUDENTS, PERFORMANCE ON STATE AND DISTRICT-WIDE ASSESSMENTS)', 'ACADEMIC ACHIEVEMENT, FUNCTIONAL PERFORMANCE AND LEARNING CHARACTERISTICS', 'LEVELS OF KNOWLEDGE AND DEVELOPMENT IN SUBJECT AND SKILL AREAS INCLUDING ACTIVITIES OF DAILY LIVING, LEVEL OF INTELLECTUAL FUNCTIONING, ADAPTIVE BEHAVIOR, EXPECTED RATE OF PROGRESS IN ACQUIRING SKILLS AND INFORMATION, AND LEARNING STYLE', 'STUDENT STRENGTHS, PREFERENCES, INTERESTS', and 'ACADEMIC, DEVELOPMENTAL AND FUNCTIONAL NEEDS OF THE STUDENT, INCLUDING CONSIDERATION OF STUDENT NEEDS THAT ARE OF CONCERN TO THE PARENT'.

## Everything to do with IEPs and Supporting Evidence

And switch to this:



The screenshot shows the 'Evaluation Tracking System' interface. At the top, there is a navigation bar with 'Menu' and 'Messages'. Below that, the 'Edit Case' section is active, showing tabs for 'Case Info', 'Evaluations', 'Parents Call Log', and 'Reports'. The 'Supporting Evidence' tab is selected, and the 'New York City Department of Education' is chosen. The form contains several sections: 'INDIVIDUALIZED EDUCATION PROGRAM (IEP)' with fields for Student Name, Date of Birth, Local ID, Disability Classification, Date of IEP Meeting, Projected date IEP is to be implemented, and Projected date of annual review. Below this is a section for 'PRESENT LEVELS OF PERFORMANCE AND INDIVIDUAL NEEDS' with sub-sections for 'DOCUMENTATION OF STUDENT'S CURRENT PERFORMANCE AND ACADEMIC, DEVELOPMENTAL AND FUNCTIONAL NEEDS', 'EVALUATION RESULTS (INCLUDING FOR SCHOOL-AGE STUDENTS, PERFORMANCE ON STATE AND DISTRICT-WIDE ASSESSMENTS)', 'ACADEMIC ACHIEVEMENT, FUNCTIONAL PERFORMANCE AND LEARNING CHARACTERISTICS', 'LEVELS OF KNOWLEDGE AND DEVELOPMENT IN SUBJECT AND SKILL AREAS INCLUDING ACTIVITIES OF DAILY LIVING, LEVEL OF INTELLECTUAL FUNCTIONING, ADAPTIVE BEHAVIOR, EXPECTED RATE OF PROGRESS IN ACQUIRING SKILLS AND INFORMATION, AND LEARNING STYLE', and 'STUDENT STRENGTHS, PREFERENCES, INTERESTS:'. A final section is labeled 'ACADEMIC, DEVELOPMENTAL AND FUNCTIONAL NEEDS OF THE STUDENT, INCLUDING CONSIDERATION OF STUDENT NEEDS THAT ARE OF'. Annotations 1 and 2 point to the greyed-out text areas and the 'Save Draft', 'Save', and 'Cancel' buttons respectively.

The changes as you can see are in two areas:

1. Grey fields will appear showing you where you are able to type the child's
2. The place where you had previously clicked on the edit button will now have 3 new options-  Save Draft  Save  Cancel these options work in the same way as the report, meaning when the pages are complete and you are ready to submit the IEP or supporting evidence you would click save. If you need to continue working on it at a later time you would click save draft.

## Speech Authorization

### Speech Authorization submission:

This function is solely for speech evaluators; any other evaluator will not even see this as a tab.

To submit a speech authorization-you would:

1. Click edit
2. Check off the box by license
3. Click save, which submits the speech authorization to Evalcare.

What your page will look like-steps numbered by arrows:

Case Info
Evaluations
Parents Call Log
Reports

Report
IEP Pages
Supporting Evidence
Speech Authorization

Speech

Attachment A  
(Revised 9/99)

District \_\_\_\_\_

High School \_\_\_\_\_

Contract Agency EvalCare Inc.

Independent Provider \_\_\_\_\_

**SPEECH AUTHORIZATION**

I recommend that Speech Therapy be provided for

**First Name**

**Last Name**

**Date of Birth**

**School**

In accordance with the frequency and duration as indicated on the individualized Education Program (IEP).

Date \_\_\_\_\_  NYS Licensed Speech Pathologist  
NYS License # \_\_\_\_\_

**CAP DATA**

**ENTERED IN CAP**  
/ / **BY** \_\_\_\_\_





### **Billing and Invoice**

#### **Billing/Invoice Updates:**

All evaluations done starting January 1<sup>st</sup> 2012, evaluators will no longer have to submit invoices to get paid. Evaluators will need to make sure that the date of evaluation and date spoken to parent are entered into the Evalcare system. By doing so, you will (hopefully) receive payment before the 20<sup>th</sup> of the next month.

**\*Please Note: If information is entered after the 15<sup>th</sup> of the month you may not be paid until the next payroll.**



### **Help Desk**

**Help Desk:**

To contact Evalcare with any problems, questions or comments, please reach out to us by either:

1. Clicking on the live chat button on Evalcare.com
2. Calling Evalcare and asking to speak with Malka at ext 125
3. Emailing Malka Morgenstern at [mmorgenstern@evalcare.com](mailto:mmorgenstern@evalcare.com)