EasySteps App – Online, Offline & Web-Direct

Three Ways to Access EasySteps:
Video: Online, Offline, WebDirect
https://youtu.be/nhgiuQ8NtM0

You can log into your EasySteps account three ways: 1) EasySteps Web-Direct, 2) EasySteps Online, and 3) EasySteps Offline. Each has its benefits, and it is good to know all three ways.

1) EasySteps Web-Direct (online from any device)
This version of Easy Steps does not require setup. Just go to www.myeasystepsla.com and log in with your user name and password.

With an internet connection, you can access your EasySteps account from any device at any time. While the Easy Steps app is optimized for an iPad or iPhone, you can also access Web-Direct from your desktop or laptop at www.myeasystepsla.com. Web-direct is a great place for data entry, but does not have the full capabilities of the iPad or iPhone (i.e. unable to capture signatures, print, and send in-app emails).
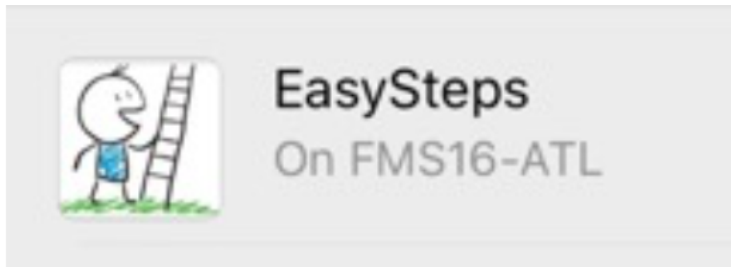
2) EasySteps App Online (iPhone and iPad only)
Video: Get the EasySteps Online App (1 minute)
https://youtu.be/4CoaPoI_s9Q

1. Go to App store on your iPhone/iPad and "Get" Filemaker Go 18 App (or Filemaker Go 17 if needed).
2. Open the Filemaker Go 18 App and close the getting started instructions.
3. Click on "Hosts" on the bottom of the page.
4. Add (+) a new Host: www.myeasystepsla.com and "save."
5. You should now see the EasySteps App. Enter your account name and password.
6. Congratulations! You are now working on the EasySteps Online app!

The online version of EasySteps requires an internet signal, and there is no need to sync while you are working online. Your online icon will look like the picture below with "FMS16-ATL" which indicates you are working on our Atlanta server.

3) EasySteps App Offline (iPhone and iPad only)
Video: Get the EasySteps Offline App (2 minutes)
https://youtu.be/bo_C2aYRycAk

Most prefer to do the majority of their work on the offline app. Working offline is faster because it does not require internet AND the offline app does not use your data. To work offline, you will need to add the EasySteps Offline app to your device. (This will take 10-15 minutes, depending on your internet connection. See the setup instructions below). When you work offline, you will not need an internet signal, except during syncs. Syncing sends all your work to the EasySteps Server, which is backed up every night. Your offline icon will look like the picture below.
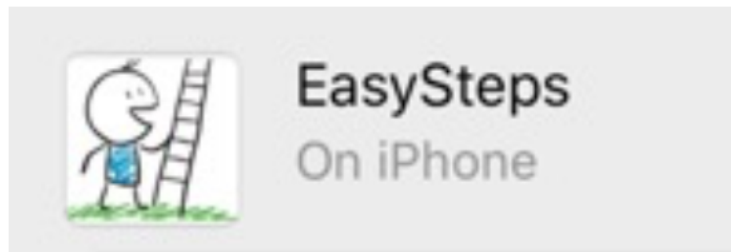
Important Information about the SYNC:
1. ***You can only sync ONE device.*** Attempting to sync two devices will cause items to be deleted.
2. Syncing requires an internet connection, and only works only on iPad and iPhone. Depending on your internet connection and the amount of data syncing, a sync may last up to 30 minutes.
3. *The Offline "Sync" app will only display notes created within the last 2-3 months. Your complete files are available on WebDirect and the Online app.*
4. **Syncs need to be successful or with warnings (you can ignore sync warnings).**
5. **If a Sync "Times Out" (or screen falls asleep):** Please optimize your device so your screen does not time out. When your screen falls asleep, the sync does not complete. *If you let your device go to sleep during a sync, it usually completes most of the data updates, but it is NOT a full and complete sync.* Consequently, the next sync has to do a deep (long) scan of the previous sync which causes your sync to take longer. Timed-out syncs create a vicious cycle of longer and longer syncs. Please optimize your device so your screen does not time out.

6. If a sync is interrupted, don't worry. The sync will never "lose" anything. It will finish the next time you sync.
7. **Sync Conflicts:** A sync conflict occurs when changes to the same record have been made online and offline. You do NOT need to report the conflict. EasySteps is automatically notified and will resolve the conflict for you. Often, we can resolve it immediately, but occasionally it may take until the end of the workday. Once we resolve your conflict, your next sync will complete normally.
8. What happens after a sync? Syncing saves all your information in our cloud server and sends your information for billing. You will also receive information from supervisors/assistants AND from EasySteps (billing information, etc.).
9. How often should I sync? The end of your work day (when you have an internet connection) is recommended.
10. Supervisors: A supervisor will not see an assistant's information until the assistant does a sync. The supervisor then needs to sync AFTER the assistant to see the latest changes.
11. Bottom line… everyone should sync regularly!

Version Updates: EasySteps will prompt you when an update is available. Just accept the update when you are ready. Wait until you have free time; it doesn't have to be done immediately. Sync normally until you have extra time and a good internet signal. When you update, the first part of the process is downloading the new app. After the update is complete, you will have an empty app, and will need to sync again to put your files in the new program. The process will take a few minutes.

How to Setup your Offline EasySteps App:
(use ONE device only!)

Video: Get the EasySteps Offline App (2 minutes)
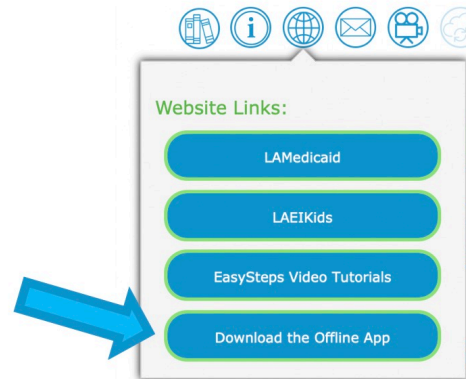https://youtu.be/bo_C2aYRycAk
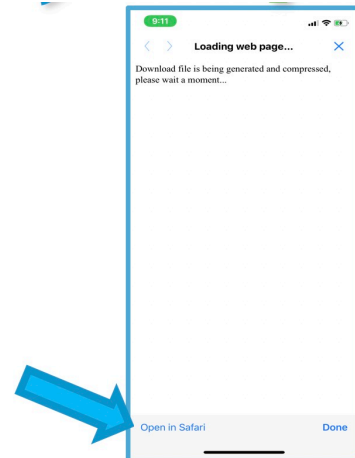
1) Be sure to optimize your device first.
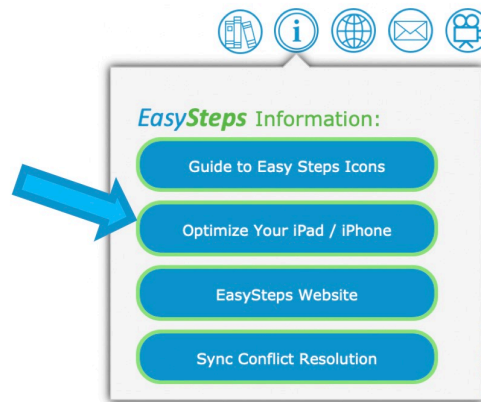
2) From your ONLINE EasySteps HomeScreen, click the weblink icon.
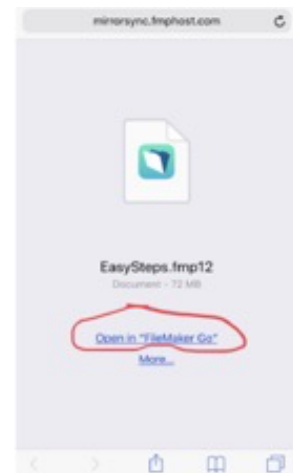
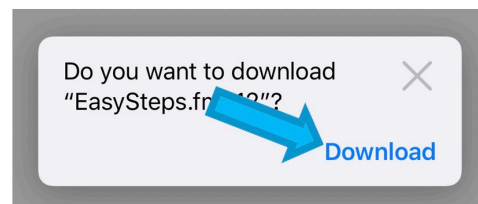3) Click the "Download the Offline App" button.
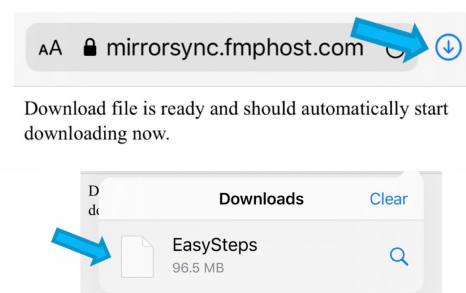
4) Choose "Open in Safari."

5) After a few minutes, the offline app may automatically download on your device and you can open it. If so, Click Open in Filemaker Go & log into your EasySteps Offline App. Skip to the last step. If not, Skip to next step.
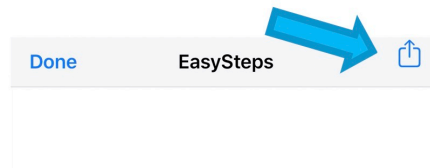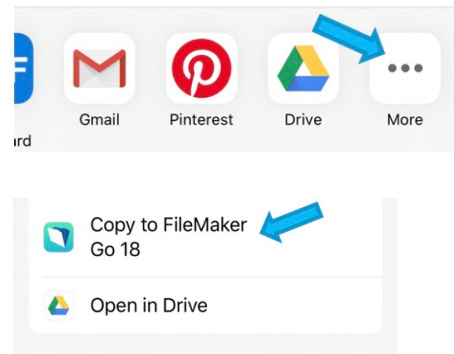
6) OR…. Your device may ask you to confirm the download.

7) Click the Down Arrow & Select EasySteps.

8) Next, Click the Up arrow to Upload.

Done   EasySteps

9) Choose "More" & Copy to Filemaker Go. *If prompted, choose "REPLACE."*

Gmail   Pinterest   Drive   More

Copy to FileMaker Go 18

Open in Drive

10) Enter your Account Name & Password.

Sign in to "EasySteps.fmp12"

Cancel   **Opening File**

Account Name

Password
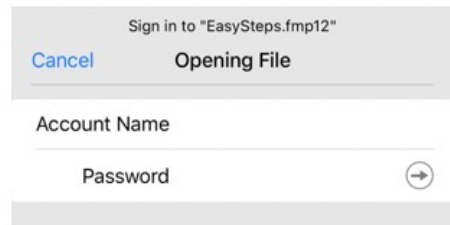
11) Click the Cloud to sync your data.

EasySteps

Documentation and Billing Made EASY for Early Intervention Therapists

Customize Your *EasySteps* App

EasySteps attempts to eliminate as much redundancy as possible. All the information you enter into your EasySteps Profile will be used throughout your app, including patient charts, reports, and billing. Be sure to enter as much information as possible in your profile.

HomeScreen > Profile

EasySteps ☰

Supervisor Name, LOTR

Provider Details

Personalization

Specific Activities

EasySteps Billing

Payment Information

Provider Details

- Enter all your name with your credentials as you would like it to appear on your notes.
- You can also enter a password that will be used for ALL emails sent to FSCs. If you choose to encrypt emails with a password, be sure to notify the FSC of the password. Otherwise, they will not be able to open the attached notes.
- We also recommend that you enter a "Password Hint" in case you forget your password. Without a hint, we cannot help you recover your password.

Personalization

- Enter your name or company name as you would like it to appear on EasySteps handouts.
- Upload a picture of your logo if you would like the logo to appear on your handouts.
- Add your signature with credentials for EasySteps One-Click Signature!
- If you have cash-pay or private-pay clients, you can enter standard rate and invoice information here.
- Did you know EasySteps is used in several school systems? Choose your school system here to customize your school notes.

Specific Activities

Video: Master List of Specific Activities (20 seconds)
https://youtu.be/JrtJCzoXB5Y

- EasySteps created a master list of the most commonly used skilled interventions for you! You can use these activities OR customize with your own! This list is your "Master List" that will be available to you in every patient chart.

EasySteps Billing

- Sign up for EasySteps One-Click Billing here!
- Covansys Billing takes approximately one week to obtain approval for EasySteps to manage your Covansys claims.
- If you are currently billing Medicaid with paper claims, it will take approximately 18 business days to get approved with Medicaid for electronic claim submission.

- If you are currently billing electronically with a clearinghouse other than Trizetto (EasySteps' clearinghouse), it will take approximately 18 business days to get approved with Medicaid for electronic claim submission.
- If you are currently billing electronically with Trizetto, you can be switched to EasySteps billing within one week.
- If you have an account with Trizetto or any other clearinghouse, it is your responsibility to cancel your personal account. We recommend you make sure you aren't locked into a contract before signing up for EasySteps One-Click Billing.
- When you are ready to start the process, enter all information in the billing section. Please make sure you have entered the CORRECT numbers that you have linked to your Medicaid NPI number. We will use the information you provide to set up your electronic billing account (inaccurate information will delay your billing sign-up process).
- EasySteps generates all the needed forms for you to make this process EASY!

Payment Information
- Enter your payment information for your EasySteps Subscription. All major credit cards and bank debit cards are accepted. Update your payment information here if your card expires or you have a new credit/debit card.

Create a Master List of Specific Activities in your *EasySteps* app!

Video: Master List of Specific Activities (20 seconds)
https://youtu.be/JrtJCzoXB5Y

Did you know the most common mistake practitioners make is NOT documenting their skilled interventions? *EasySteps* created a super easy solution that helps you document your skilled interventions and improve the quality of your clinical documentation with just a few clicks.

We've already started a list for you, but you can easily customize your Master List of Specific Activities (see video below). Examples of specific activities for each domain are listed below. The Master List will be available to you every time you create a daily contact note. You can also create a client specific list that will be available to you with only that client (add those client-specific activities when you create a daily contact note). Change and modify the list anytime you'd like (new changes do not affect previously written notes).

Home Screen > Profile > Specific Activities

Master List of Specific Activities

Adaptive
- Feeding activities to improve chewing, tongue movements and swallowing
- Scooping with Spoon
- Feeding with utensil
- Rotary Chewing
- Chewing exercises with 'P' Chew Tube
- Z-Vibe for Chewing
- Lip Closure
- Suction with straw
- Tongue lateralization
- Modeling for feeding
- Oral Motor: Stretches to lips
- Oral Motor: Stretches to cheeks
- Oral Motor: Stim with Ice
- Oral Motor: Stim with flavor
- Drinking from an open cup
- Accepting new textures in food
- Food chaining activities
- Dressing/Toileting skills: put on and take off clothes/shoes
- Parent/Caregiver education and coaching

Personal-Social/Play
- Animal figurine toys (for symbolic & imaginative play, learn sounds, actions
- Turn-taking activities with adult/peers
- Animal figurines (imaginative play, imitation)
- Baby dolls & people figurines (imaginative play, vocabulary development)
- Playdoh (sensory & imaginative play, vocabulary)
- Mirroring for play activities
- Transition one task to another
- Sensory Play
- Parallel play with adult
- Peek-A-Boo
- Parent/Caregiver education and coaching

Language
- Nursery Rhymes and Songs (targets imitation of gestures, sounds, and words)
- Labeled actions and objects in playtime
- Nursery rhymes/songs with finger play
- Withholding: give item one at a time when child attempts a word or sign. (work on requesting, signing help, more, please, etc.)
- Verbal Routine: Repetition of words/phrases we say a lot. Goal is that child will imitate phrase (ex: 'ready, set, go', 'here you go', 'see you later!'
- Book Reading: point to pictures, label items, attn to task
- Simple signs
- Parallel Talk
- Self-talk
- Expansion
- Sabotage
- Expectant Pause

- Verbal imitation of simple speech sounds, gestures/words
- Modeling: Doing a gesture or sign or saying a sound or word with goal of the child to imitate
- Mr. Potato Head - Name body parts
- Blow & Pop Bubbles to facilitate visual tracking, isolated finger movements, hand-eye coordination, promote lip pursing
- Bubble: motivation, requesting
- Follow simple verbal/gestural directions
- Oral Motor: Stretches to lips
- Oral Motor: Stretches to cheeks
- Oral Motor: Stim with Ice
- Label/Identify family members and familiar people
- Parent/Caregiver education and coaching

Gross Motor
- Passive/Active/Active-assist Range of Motion exercises
- Functional positioning
- Stretches to head/neck to decrease/prevent torticollis
- Weight-bearing activities
- Rolling (left/right and back/tummy)
- Tummy time with weight bearing through BUEs
- Trunk control activities
- Supported sitting/standing
- Sit to stand activities
- Outside play
- Walking up/down steps
- Playground skills
- Jump with both feet leaving the ground at the same time
- Step up and down step stool / over transitions
- Walk over thresholds
- Static standing balance
- Gait training with assistance (i.e. hold hands, push toy)
- Cruise at solid object
- Activities to promote independent sitting
- Activities to promote independent walking
- Transition between various functional positions
- Exercises to promote independent head control
- Crawl on all fours with physical or verbal cues
- Parent/Caregiver education and coaching

Fine Motor
- Passive/Active/Active-assist Range of Motion exercises
- Fine motor activities to encourage purposeful midline play and purposeful grasp/release of toys
- Activities to promote active reaching and grasping
- Stack Blocks to improve fine motor skills
- Blow & Pop Bubbles to facilitate visual tracking, isolated finger movements, hand-eye coordination
- Pincher grasp of small items to improve FM skills

- Weight Bearing through UEs
- Hold quadruped to reach and play with alternating UE
- Perceptual-motor activities
- Purposeful grasp and release of objects
- Midline play activities (i.e. clapping hands to sing song games)
- Turning pages of cardboard book
- Color with crayons/chalk to promote proper grasp for prewriting skills
- Imitating pre-writing strokes
- Parent/Caregiver education and coaching

Cognitive
- Visual tracking activities (i.e. track face, toy, light)
- Bubbles to facilitate visual tracking
- Activities to stimulate vision/oculomotor skills
- Play activities to promote attention to task
- Sort colors
- Name colors
- Cause and effect toys/activities
- Puzzles
- Sort items by size (i.e. big and little)
- Shape sorter (for problem solving, fine motor, attn to tasks)
- Parent/Caregiver education and coaching

Archiving Charts

Did you know all EarlySteps client records must be maintained for 5 years after the child is no longer provided services in EarlySteps?

With EasySteps, you can archive client charts after they are are discharged from your services. You can easily access archived charts when needed (see video below)!

Archive Charts (30 seconds)
https://youtu.be/_DQ13wDo6v4

EasySteps One-Click Billing

EasySteps One-Click Billing is a true Game-Changer! It does more than just allow you to submit electronic claims. We actually manage the entire claim process for you to provide a complete billing service. Once you set up a patient's billing information in the chart, claims can be sent immediately after creating a contact note or at a later time with just one click. Once you create a claim, we take care of the rest! We submit claims daily and check their status with the clearinghouse to ensure the claim is accepted with no problem. Billing with EasySteps is super EASY and fast so you can be completely done with billing with just One-Click!

The Medicaid One-Click Claim Process:

- You create a Daily Contact Note and approve the claim for billing with just One-Click to Create a Claim (claims are created using information from the patient's chart and the daily note)
- EasySteps submits the claim electronically later that day to Louisiana Medicaid
- Electronic Claims are typically paid within 1-2 weeks
- Louisiana Medicaid deposits the money into your bank account
- EasySteps reconciles each claim and LA Medicaid Remittance so you can see at-a-glance all paid claims in your EasySteps app.
- Any claims that do not process correctly or are not paid within the proper timeframe are automatically updated and resubmitted
- EasySteps maintains a "Claim Watchlist" so nothing goes unpaid
- You can watch a claim process in your Billing Reports ~ EasySteps will keep you informed every step of the way!

Medicaid Billing Overview Video
https://youtu.be/8cV9cjKXEEM

How to Sign Up for EasySteps One-Click LA Medicaid Billing (2 minutes)
https://youtu.be/i5vhFALLAQQ

How to Use EasySteps One-Click Medicaid Billing (20 seconds)
https://youtu.be/ElwTBpAyRE8

Quick Claims (30 seconds)
https://youtu.be/C4s1UGzzaaI

LA Medicaid Eligibility (2 minutes)
https://youtu.be/rnKPueIc6zg

The Covansys (Part C) One-Click Claim Process:

- You create a Daily Contact Note and approve the claim for billing with just One-Click to Create a Claim (claims created using information from the patient's chart and the daily note)
- EasySteps looks for an authorization and submits the claim as soon as an authorization becomes available (EasySteps finds the authorization for you).
- Once the claim is submitted, EasySteps double-checks each claim to ensure it is "Fully Adjudicated" and you can watch the "Paid Claims" report to see when each claim has been fully adjudicated.
- For claims without an authorization after an appropriate timeframe, EasySteps sends a friendly reminder email to the FSC listed in the patient's chart.

- Your account is checked regularly to ensure every possible Part C claim is Fully Adjudicated by the upcoming Check Run Date.
- Electronic Part C Claims are paid on the next Check Run date
- Louisiana EarlySteps deposits the money into your bank account
- EasySteps reconciles each claim so you can see at-a-glance all paid claims in your EasySteps app.
- Any claims that do not process correctly or are not paid within the proper timeframe are automatically updated and resubmitted
- EasySteps maintains a "Claim Watchlist" so nothing goes unpaid
- You can watch a claim process in your Billing Reports ~ EasySteps will keep you informed every step of the way!

EasySteps One-Click Billing Covansys (Part C) Overview

EasySteps One-Click Covansys Billing Overview (7 minutes)
https://youtu.be/xexnfME1WS4

How to Use EasySteps One-Click Covansys Billing (30 seconds)
https://youtu.be/usPgdXTkLj0

Quick Claims (30 seconds)
https://youtu.be/C4s1UGzzaaI

Optimize Your Device

Print Instructions

iPhone/iPad Display

When syncing your *EasySteps* off-line app, Make sure your device does not "fall asleep." Timing out disrupts your sync. Change your display settings to keep your device screen turned on longer to prevent your device from timing out.

Settings > Display & Brightness > Auto-Lock > 10 Minutes+ or Never
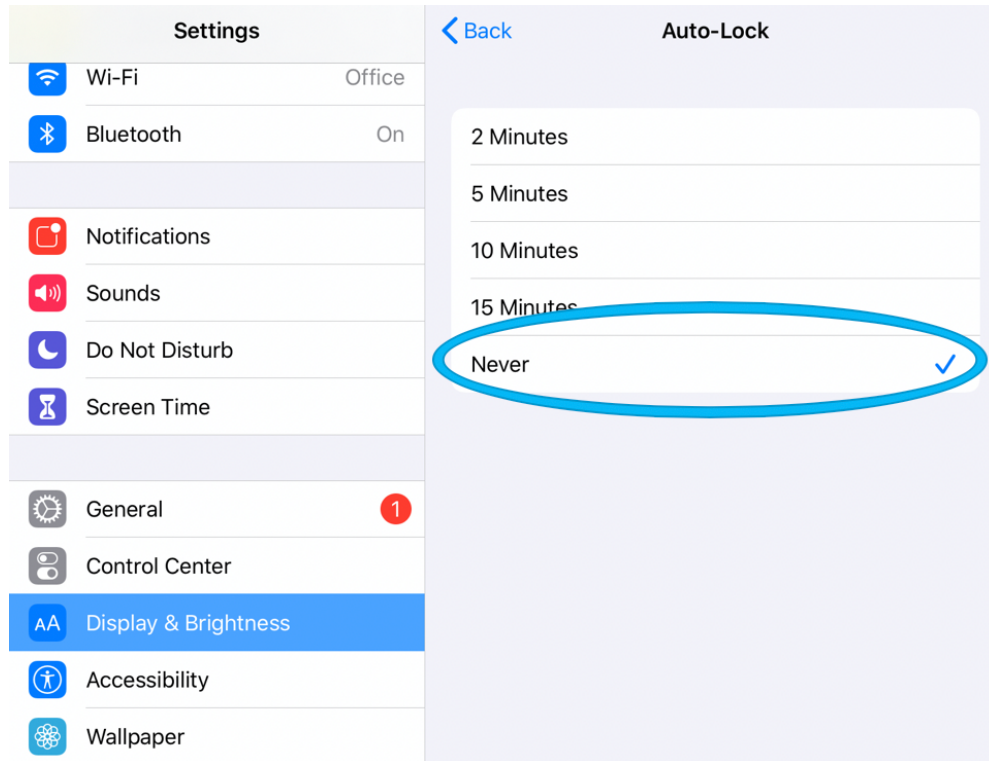
Email Settings

All emails from your *EasySteps* app will send through the email account you set up on your iPad/iPhone. If you do not have an email account, emails will not send. Also, when you are working offline without an internet connection, emails will stay in your outbox and send later when you re-establish internet connection.

Settings > Passwords & Accounts > Add Account > enter your email account info
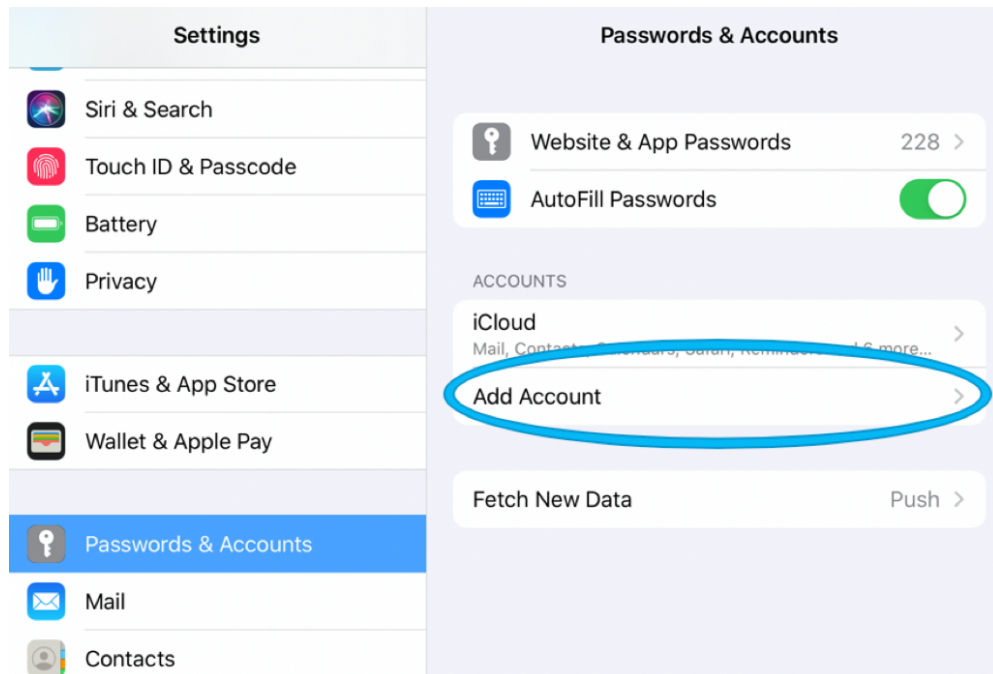
Enable Dictation

If you don't see the small microphone icon on your keyboard, this will solve your problem.

Settings > General > Keyboards > turn on "Enable Dictation"

Settings

- Airplane Mode
- Wi-Fi — Office
- Bluetooth — On
- Notifications
- Sounds
- Do Not Disturb
- Screen Time
- General — 1
- Control Center
- Display & Brightness
- Accessibility
- Wallpaper
- Siri & Search
- Touch ID & Passcode
- Battery

‹ General Keyboards

Keyboards

Text Replacement

ALL KEYBOARDS

- Auto-Capitalization
- Auto-Correction
- Enable Caps Lock
- Shortcuts
- Smart Punctuation
- Split Keyboard
- Enable Key Flicks
- "." Shortcut

Double tapping the space bar will insert a period fol a space.

DICTATION

Enable Dictation

About Ask Siri, Dictation and Privacy...

Allow Pop-Ups
Settings > Safari > Block Pop-Ups > Turn Off
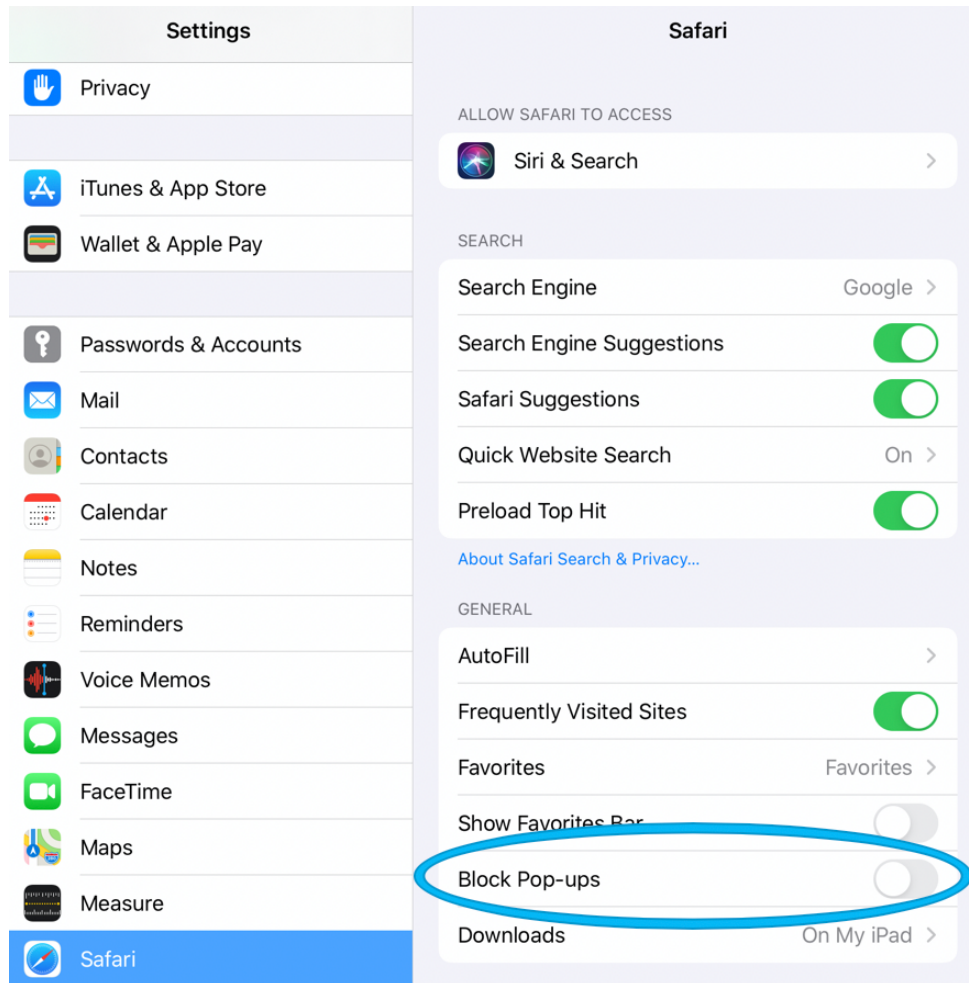
Update your Device Regularly
Keeping your device updated will eliminate many problems with all apps!

Settings > General > Software Update > Install Update & turn on "Automatic Updates"

Settings

Notifications

Sounds

Do Not Disturb

Screen Time

General   **1**

Control Center

Display & Brightness

Accessibility

Wallpaper

Siri & Search

iPadOS 13.3
Apple Inc.
Downloaded

iPadOS 13.3 introduces improvements, bug fixes and provides additional parental controls for Screen Time.

For information on the security content of Apple software updates, please visit this website:
https://support.apple.com/kb/HT201222

Learn More   ›

Install Now

Automatic Updates   On ›

iPad will try to install this update later tonight.