PARiConnect™ ai
REPORT WRITER™

GETTING READY TO USE AI REPORT WRITER:

BEST PRACTICES FOR FIRST-TIME USERS

Thank you for your interest in AI Report Writer.
To get the most out of your experience using AI to help generate reports, follow the instructions detailed here.

Before You Generate a Report

Organize Your Workflow

- Create a dedicated folder (e.g., Google Drive, OneDrive) for each client.
- Clearly label documents by section (e.g., "Reason for Referral – Oct 2025," "School Observation – Fall 2025").
- Use consistent naming conventions and include dates for easy tracking.

Prepare Your Documents Thoughtfully

- Ensure all documents are relevant, complete, legible, and accurate.
- **Important:** AI Report Writer does not correct or verify information. It analyzes only the content you upload. Any incomplete, inaccurate, or unclear information will affect the quality of the generated report.
- Upload only relevant, complete, and legible files.
- Use consistent labels for personally identifiable information (PII) across all files. For example, avoid variations of a student's name or other identifiers. Inconsistent labeling makes it harder for the system to properly recognize and secure information across documents.
- Do not upload copyrighted test materials (e.g., manuals, test items, protocols).
- Upload files in a supported format (PDF, DOC/DOCX, XLSX, JPEG, PNG), ensure files are fewer than 50 pages in length, and ensure the maximum file size is 100MB per upload.

Understand Section Requirements

- Understanding each section of the generated report will help you select the sections you want included.
- Most sections of the generated report require at least one uploaded file (e.g., parent intake form for Reason for Referral, observation notes for School Observation).
- The more comprehensive and complete your inputs, the more accurate and helpful the output will be.
- Some sections of the generated report will be automatically generated by incorporating uploaded files from other sections (e.g., Comprehensive Summary, IEP Goals and Recommendations).

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Maximize your Learning!

Follow along with our instructional YouTube video for the full experience.

How to Use AI Report Writer

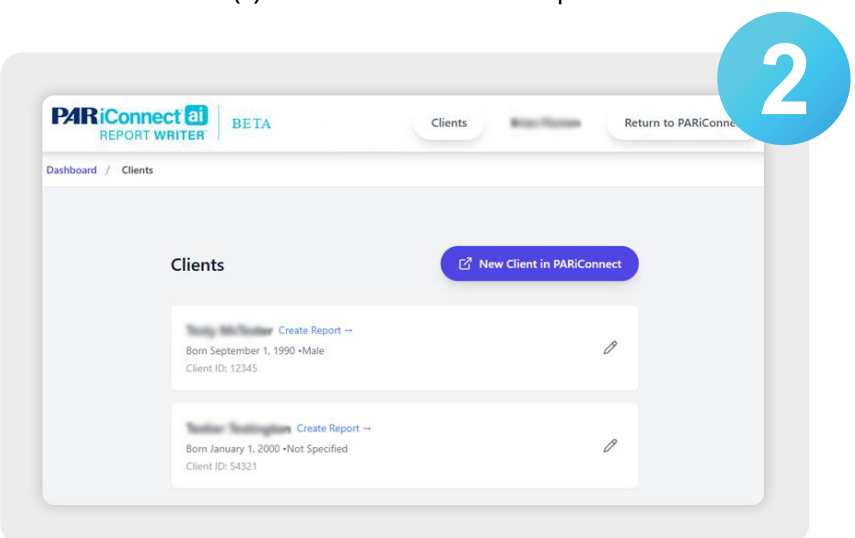
Generating a Report: Step-by-Step

1. Log In

- Log in to your PARiConnect account.
- If creating a new client, do this first within PARiConnect.
- Click the AI icon to open the AI Report Writer dashboard.

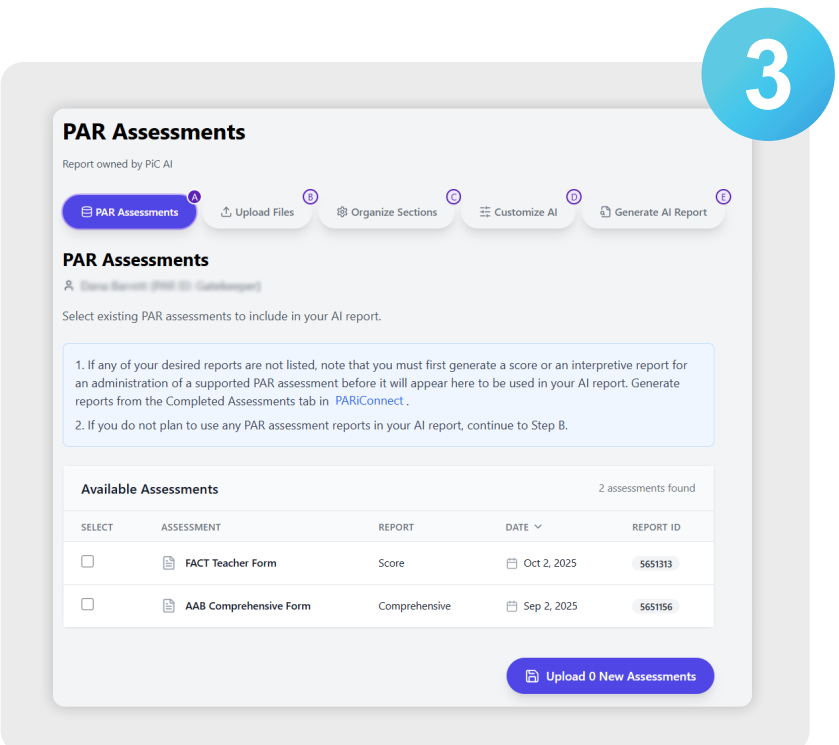
2. Select Client/Create New Report

- Choose “Create New Report” or select a client from your existing list.
- Select the report type: School-Based (Initial, Tri-Annual, Multidisciplinary) or Private Practice (custom report name).
- Add evaluation date(s) and then click “Create Report.”



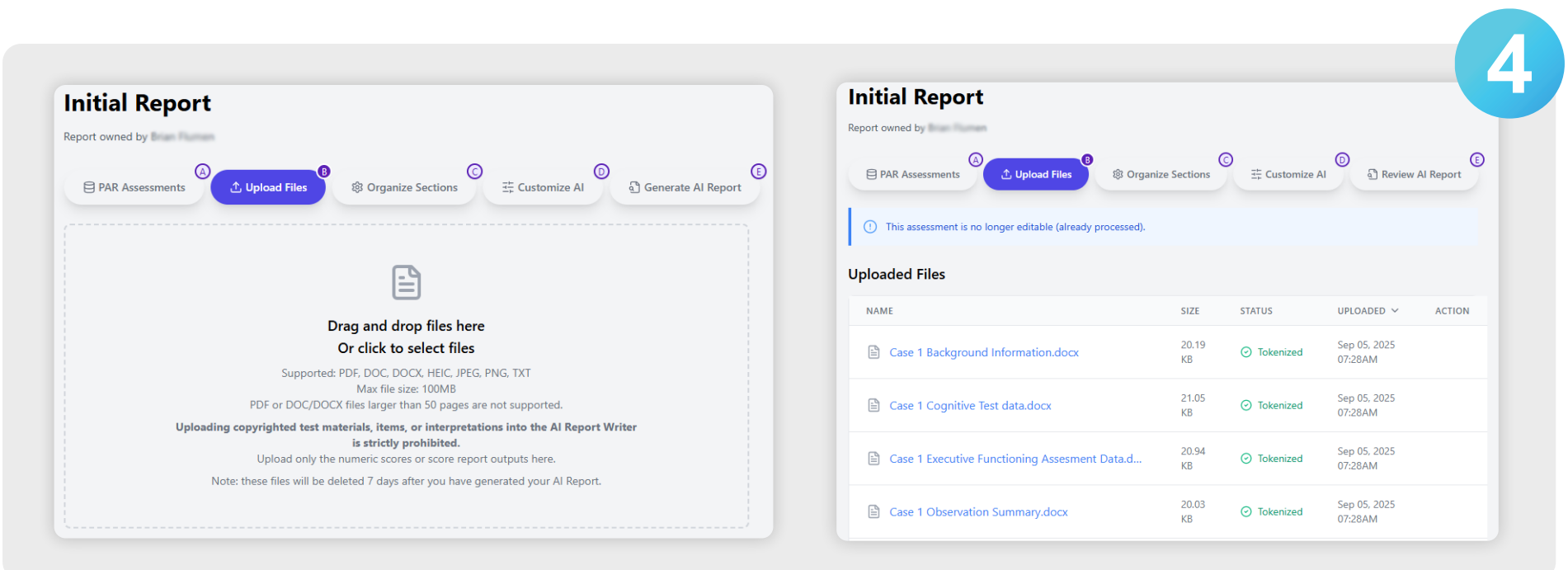
3. Add PAR Assessments

- PAR assessment reports must be generated in PARiConnect before they can be used by AI Report Writer.
- Scored PAR assessments for that client will appear automatically. Select which reports to include.
- Skip this step if you do not have PAR assessments to include.



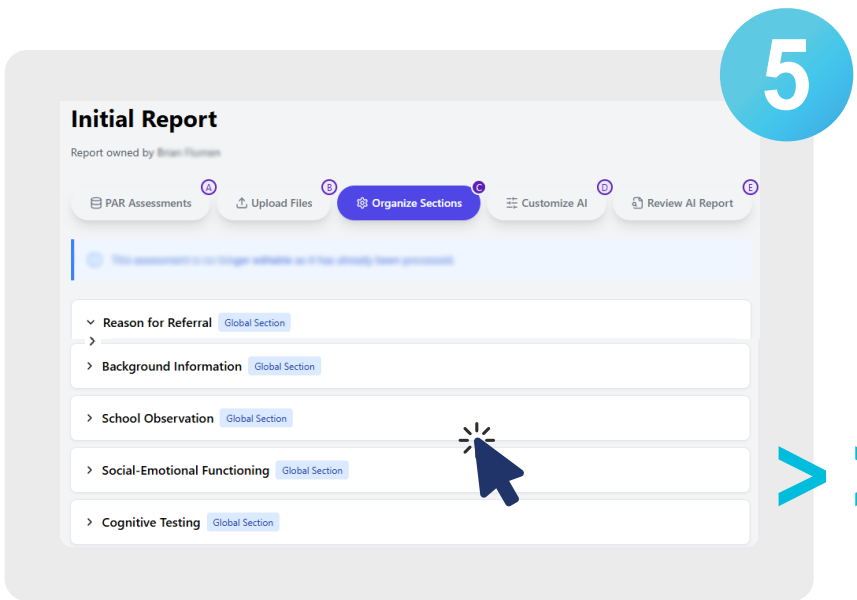
4. Upload Other Files

- Drag and drop additional files or click in the designated upload area to select files accessible to your device.
- Acceptable files include observation summaries, parent meeting notes, background information, and test scores from other assessments.
- Only upload test scores from assessments supported by AI Report Writer. Uploading unsupported tests may lead to inaccurate or incomplete reports. AI Report Writer does not verify or correct test data—it analyzes only what you upload.
- If uploading an image file, you'll be prompted to crop/confirm so that only intended content is used.



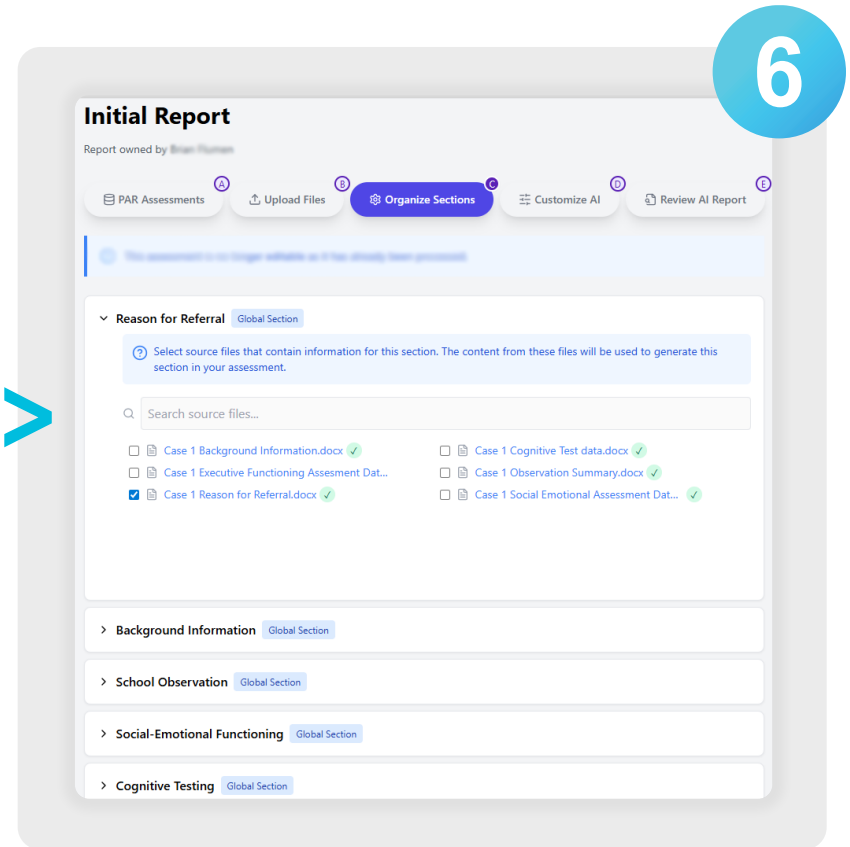
5. Organize Report Sections

- Choose from predefined sections (e.g., Reason for Referral, School Observation, Cognitive Testing, IDEA Eligibility, IEP Goals) or create custom ones.
- Drag and drop to rearrange sections in the order you want them to appear in the report.



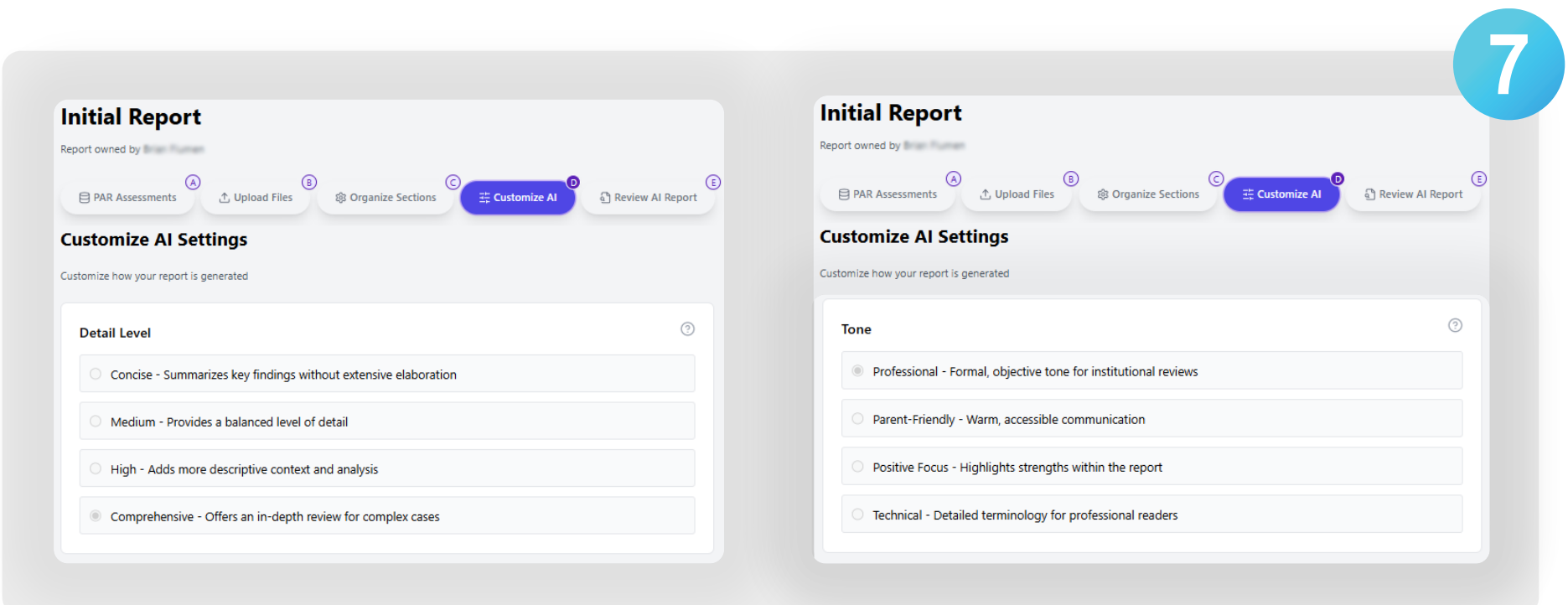
6. Assign Files to Sections

- Select relevant files for each section (The green circle with a checkmark shows that the file is selected in at least one section of the report).
- Multiple files can be assigned to one section.
- All files need to be assigned to at least one section.
- Double check that relevant files were selected for the appropriate sections.



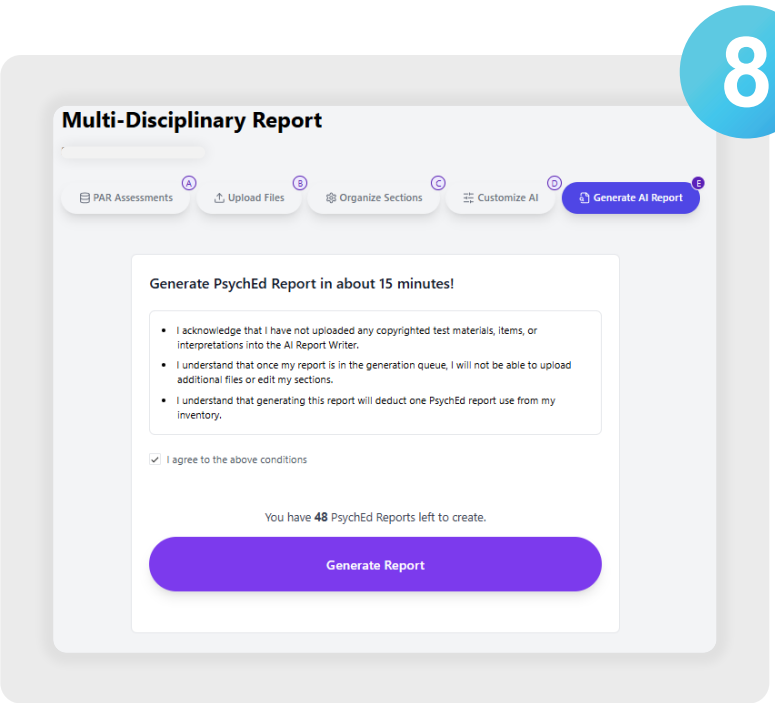
7. Customize AI Output

- Choose your preferred level of detail: Concise, Medium, High, or Comprehensive.
- Choose your preferred tone: Professional, Parent-Friendly, Positive Focus, or Technical.
- Save your preferences for this report to proceed.



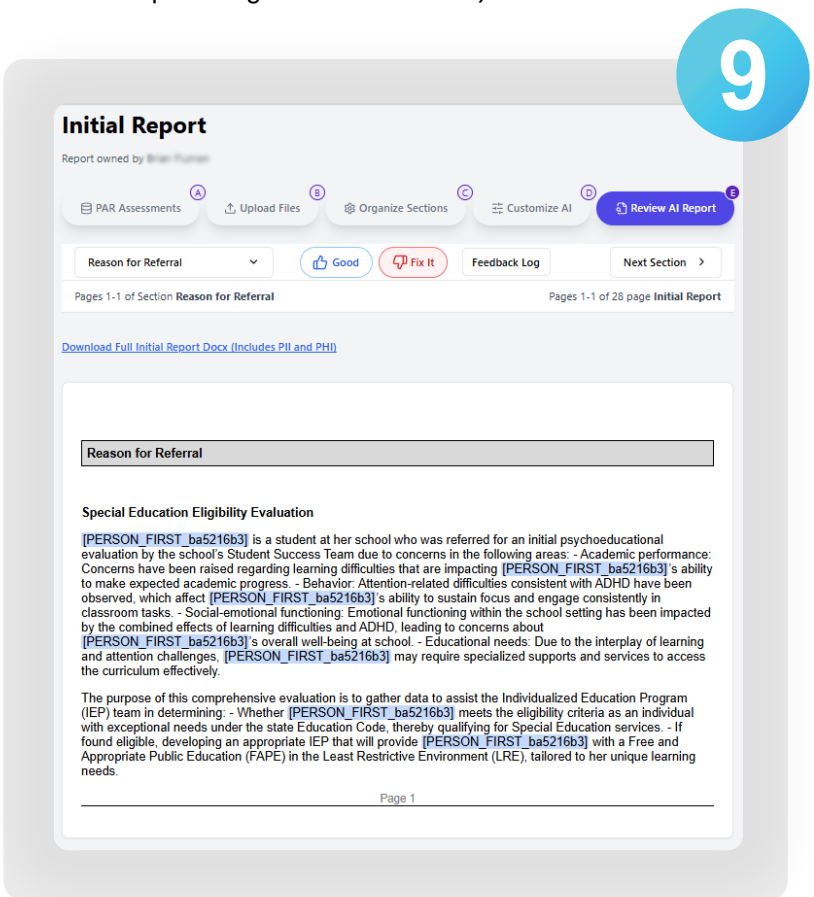
8. Generate the Report

- Confirm or acknowledge that:
  - No copyrighted materials were uploaded.
  - No edits/uploads can be made during report generation.
  - One report will be deducted from your inventory.
- Click “Generate Report.” Report generation typically takes 15–20 minutes.
- You’ll receive an email when your report is ready with a link to access your report.



9. Preview and Personalize

- Preview: You’ll first see a redacted version (no PII) to review. The final downloaded file includes full PII. (You can choose to provide feedback on AI Report Writer at this time by clicking the thumbs up/thumbs down button and providing some information.)



9. Review and Personalize (Cont.)

- Download the Word document.
- Review carefully, making the following changes as needed:
  - Remove/revise generic or inaccurate language. While guardrails have been built in, AI is known to hallucinate from time to time. Therefore, it is important to carefully review all content in the report.
  - Cross-check content against source documents. Handwritten notes or hard-to-read files may lead to missed content.
  - Add clinical nuance.
  - Validate IDEA eligibility criteria for accuracy.
  - Revise recommendations, goals, and interventions to fit your clinical and setting-specific recommendations.
  - Add your header, credentials, and signature.

Remember: AI provides a draft—your expertise ensures accuracy, appropriateness, and compliance.

ADDITIONAL RESOURCES

- AI Report Writer Checklist
- AI Report Writer Training Content
- AI Report Writer FAQs
- Tech Support

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