Helpful Tips in Filling Out Monthly Log Sheets

- Put your initials in the box versus an x. If a TA is absent, another TA will fill in. This distinguishes who did what.
- For absences and no school, draw a line extending the entire column length so there is no confusion.
- All Tas/Paras who provided personal care during any given month for a student will sign and date the log sheet.
- Always have the Teacher or Supervisor sign and date the log sheet.
- **All School Districts:** Log sheets are kept in student's file or given to Special Ed department (ask what your district prefers)
- **WISD:** Turn log sheets in to the Medicaid Department at the TLC Building (You can email them to Anisa Isap aisap@washtenawisd.org or send physical copies through interoffice mail.)
- All logged services are due the 15th of the following month (eg. September due October 15th)

Personal Care Services Log for the Month of: SEPTEMBER 2019   **Washtenaw ! S D**

Student (Print Full Name): Sam Smith   DOB: 4-11-09   Location: High Point – WISD

| SEPTEMBER		2nd	3rd	4th	5th	6th	9th	10th	11th	12th	13th	16th	17th	18th	19th	20th	23rd	24th	25th	26th	27th	30th			
Personal Care Services	P.Care Needed (X)	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Eating/Feeding	X		LS	LS	LS		LS	PK	PK	PK	LS	N	LS	LS	LS	LS	PK	PK		A		PK	PK			
Meal Preparation	X		LS	LS	LS		LS	PK	PK	PK	LS	D	LS	LS	LS	LS	PK	PK		B		PK	PK			
Bathing																				S						
Dressing																				E						
Grooming												S														
Personal Hygiene	X		LS	LS	LS		LS	PK	PK	PK	LS	C	LS	LS	LS	LS	PK	PK		n		PK	PK			
Skin Care												H								T						
Assist. w/Self-Administered Meds												O														
Health related functions through hands-on assistance, supervision and cueing												O														
Intervention for Seizure Disorder	X		LS	LS	LS		LS	PK	PK	PK	LS		LS	LS	LS	LS	PK	PK				PK	PK			
Medical Equipment Maintenance																										
Redirection and Intervention for Behavior																										
Respiratory Assistance																										
Ambulation																										
Mobility																										
Muscle Strengthening	X		LS	LS	LS		LS	PK	PK	PK	LS		LS	LS	LS	LS	PK	PK				PK	PK			
Positioning																										
Transferring																										
Toileting																										
Maintaining continence																										

We/I attest that the services documented above with initials were provided on the date indicated. Return form to your Spec.Ed. Office at the end of each month.

PARA/TA (Print Name)	Initials	PARA/TA Signature	Date
Lucy Stanton	LS	Lucy Stanton	8-14-19
Penelope Kruger	PK	Penny Kruger	8/14/19
PARA/TA (Print Name)	Initials	PARA/TA Signature	Date
Case Manager/Supervisor (Print Name) Sarah Kennedy	SK	Case Manager/Supervisor Signature Sarah Kennedy	8/20/19

PARA or TA: Instructions for Logging Personal Care Services in PSSP

All logged services are due the 15th of the following month (eg. September logs are due October 15th).

- To add Students to your caseload: **PSSP Homepage**, scroll down to "My Students", click the Edit link, then click

  My Students (4) ✏ Edit 🖨 📇 "**Add Students**" to… click Standard Caseload, search for student by last name,
  ↑ first name **only**. Once student pops up, check the box to add them.

- To enter your personal care services, scroll down to your caseload and click **Service Calendar icon** 🗓 to the left of Student name. Student name is highlighted in left column. If using Mac, check the box by their name.

- To the right of their name, click tab titled **Service** and click **Record Past Services**. Calendar will appear.

- To log a month at a time, click on all numbers in the far left column (see screenshot below – the red diamond). This highlights all calendar dates. Next, check your monthly log sheet and click on the calendar dates for absences and no school days so you do not log those, and click **Okay**. You can also select individual calendar days to do a week at a time.
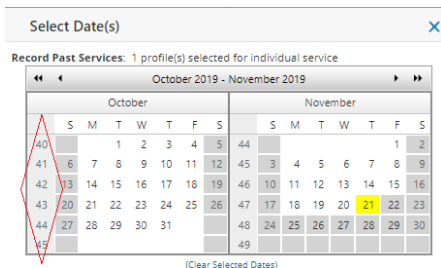
- **Service Record** opens with the dates you selected.

  Recommendation: *Log 1 week **or** 1 month of services at a time; should take approximately 5-10 minutes*

- Select the **approximate time** personal care services begin; then click **Repeat Same Time.**

- Scroll down to the **Service Record.**

- 2 pink fields on the right **- For Service**: click Personal Care Services

- **For Service Type:** click Personal Care Services [T1020]

- Under **Areas Covered/Assessed** - select **Other.** To the right: **(If other, specify):** Type in Personal Care Services. Another Option: select 1 personal care service the student receives.

- Always click on the box titled **Has this service been completed?** This releases your service records to be billed. Then click **Continue.**

- **Duration Minutes**, **Progress Report** and **Provider Notes** do not need to be filled in.

- Because you pre-selected several days to log … at the top left above **Service Record** is a box with Student name.

  (see example below). Click dropdown arrow. Each date you selected will appear.
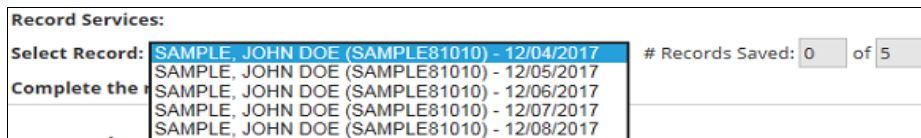
- Click one date at a time. Then scroll down and click **Save** (left corner).

  These red warnings will pop up. You may ignore them.

  • Warning: You must have a valid prescription for this type of service.

  • Warning: Once this record is submitted for billing, it cannot be edited or deleted.

- *IMPORTANT:* If you exit before saving all of your dates in the dropdown, you will lose the 'unsaved' ones and have to re-do those dates. Once all records are saved, **Log Out.**

Logging a Personal Care Service

Service Record

Student   Sample, A

Staff   Sample, B

Service Date Time   11/15/2022   📅   11:30   🕐   Select the approximate time you began personal care.

Duration Minutes   ▢

Progress Report   ▢ ⌄   Duration Minutes, Progress Report and Provider Notes can be left blank.

Provider Notes   ▢

Service   Personal Care Services ⌄

Service Type   Personal Care Services [T1020]

Group Size   1

Areas Covered/Assessed:

Eating/Feeding ⌄   (If Other Specify): ▢   Areas covered: select one service you provided OR choose "Other" and then write "Personal Care Services" in the field to the right labeled "(If Other Specify):"

(none) ⌄   (If Other Specify): ▢

(none) ⌄   (If Other Specify): ▢

Has this service been completed?   ☑   Check this box when you are done.

Lastly, click save.

[Save]   [Cancel]   A warning will pop up. It means you can edit any service records you have created if it has not been submitted for billing. If it has already been submitted, and you need to change/correct something, reach out to the ISD Medicaid Department for assistance.

Random Moment Time Studies – a guideline for [Personal Care Providers](#)

- If selected, you will be notified by email from [miaop@pcgus.com.](mailto:miaop@pcgus.com)
- If you are **not** working with a student at the time of your moment or you are **not** at work, the time study still needs to be completed; takes approximately 5-10 min.

You will be prompted to answer 5 questions. Do not include student names. Provide truthful and detailed responses.
It's important that the person who reviews and assigns a code to your answers understands your activity. Being descriptive helps avoid follow-up questions.

1. Were you working during your sampled moment?" If yes, then answer …
2. Who was with you?
3. What were you doing?
4. Why are you doing this activity?
5. Does the student have an IEP in place for the services you are performing? Yes. Pick IEP, 504, Plan of Care **or** Other.

Question: Who was with you?

TOO VAGUE	DESCRIPTIVE
A student	A student who is physically impaired
A teacher	A spec. ed. classroom teacher
A parent	A parent of a student who is autistic

Question: What were you doing?

TOO VAGUE	DESCRIPTIVE
Helped student with lunch	I was assisting a student with feeding who is unable to feed himself
Took student to the bathroom	Assisting student with toileting as student cannot walk or stand on his own
Helping student with assignment	Assisting a student with a task to prevent an emotional/behavior meltdown
In class with student taking notes and keeping student on track	In class with emotionally impaired student monitoring behavior
Accompanying student to a different class	Student has mobility issues, so I assisted him walking to class
With student during class time	Keeping student with behavior issues focused on task
Supervising student in gym, during bus loading…. etc.	Assisting a student who is physically impaired in gym, during bus loading … et cetera
Sitting with student in a circle	Monitoring student's behavior and prompting to pay attention during classroom activity

Question: Why were you doing this activity?   Explain **why** the student needs your assistance, for example:

- *Because the student cannot perform this task alone.*
- *Because chronic behavior issues are impacting progress toward his/her goals.*
- *Because the student requires visual aides to participate in classroom activities.*
- *Because the student has poor motor skills and it disrupts her ability to participate in classroom activities.*

Vague is saying: Student indicated they needed to use the bathroom. **Detailed is saying:** Student needs assistance with toileting due to her impairment. She has trouble walking and standing on her own.