

Directions for Entering PCA - MA Activity Logs - in 2.0 SpEd Forms

****ONE LOG FOR EACH MONTH DATED FOR THE LAST DAY OF THE MONTH**

Before starting your monthly Activity Logs, please have the student’s case manager ask your district psychologist or district nurse to enter the PCA ICD-10 code if there isn’t one entered.

Students on the MA dashboard list are the students that a PCA has access to bill for.

≡

SpEd Forms

Search

Login: 119 minutes

SpEd dashboard

MA dashboard

Find/request student

Add new student

Filter & refine

Show students managed by me

Show MA eligible students

Hide inactive students

Show students in district

Select District

Show students in school

Select School

Show students where

I have MA access

MA dashboard

	Name	School	Service	Current log	Last log
⚙	bark bark	Hermantown Elementary	✖ No service selected	02/09/2023	
⚙	Dokie Okie	Hermantown Elementary	✖ No service selected	11/10/2022	
			Mental Health Eval (Telemedicine)	10/31/2022	
			Nursing Services Evaluation	11/10/2022	
			PCA Services	04/28/2023	

Click on the **student** that you want to bill for.

After you click on the student you want to bill for:

Make sure the PCA services are picked(not all providers have access to multiple services so this may not need to be changed.)

Click the **+ LOG**

SpEd Forms

Search

Login: 119 minutes

SpEd dashboard

MA dashboard

Find/request student

Add new student

Dokie Okie

Setup

Sharing/transfer

SpEd Forms

MA Forms

Activity logs

Dokie Okie > MA Forms > Activity logs

Providers: show all

PCA Services

Not finalized

Showing: All

Start date: 09/01/2021

End date: mm/dd/yyyy

Log date	Service	Billed	Finalized	Signed	Validated
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Search

+ Log

LOG DATE = Last day of the month that you are entering

TYPE OF SERVICES PROVIDED = PCA SERVICES

DOCUMENTATION METHOD = Time Study or Actual Time. Time study is normally the easiest for PCA billing.

CLICK – [+ ACTIVITY](#)

SpEd Forms

Login: 119 minutes

Exclusive rights: 59 minutes

SpEd dashboard

MA dashboard

Find/request student

Add new student

Dokie Okie

Setup

Sharing/transfer

SpEd Forms

MA Forms

Activity logs

Activity log

Search

Dokie Okie > MA Forms > Activity logs > Activity log

Save

Validate

Finalize

Print

Activity log setup

Log date

Type of service provided

Documentation Method

03/31/2023

PCA Services

Time Study

Enrolled District: 0700: Hermantown School District

Enrolled School: Hermantown Elementary

Autofill times in this log

Activities

Totals

+ Activity

It is a federal crime to provide false information on personal care service billings for Medical Assistance payment. Your signature verifies the time and services entered are accurate and that the services were performed as specified in the PCA care plan.

Providers

District providing this service

0700: Hermantown School District

Supervisor

Signature


DATE = First day that you are billing for, for the month that you are entering.

SETTING = 03: School

DESCRIPTION = Drop down –





Pick the 1st one: All activities and/or tasks identified in the current plan of care and times study were performed.

CLICK **+ TIME** – (Below the Description area)

ENTER the minutes from the time study. **CLICK**  - (Calculate button)

ICD-10 – Make sure there is one entered. If there is not, let the case manager know. Normally the nurse or psychologist will enter the ICD-10 codes.

INITIALS – type the initials of the PCAs that are working with the student and are on the supervision log.

DUPLICATE days, this is off to the RIGHT of the initials area  Mon  Tue  Wed  Thu  Fri

ENTER the # of school days for the month. **Duplicate** **CHECK** the days of the week **before clicking duplicate**.

After duplicating the days, go back and delete any dates that the student was absent, or school was not in session. Go back and adjust any of the minutes for dates if the student was only in school for ½ day.

Dokie Okie > MA Forms > Activity logs > Activity log

Service date

Setting

03/01/2023

03: School

Save

Validate

Finalize

Print

Delete

Description

All activities and/or tasks identified in the current plan of care and times study were performed

☐ Not billable

Start

End

Group size

Time

1

200

mins

Del

+ Time

ICD-10

1

F3481

Disruptive mood dysregulation disorder

☐ Exclude

Initials

tw

☐ Incomplete

View History

15

Duplicate

☒ Mon

☒ Tue

☒ Wed

☒ Thu

☒ Fri

Totals

+ Activity

DESIGNATED PERSON = Designated person who can verify the child named on this form received the PCA services identified in the Activities section (either Actual Time or Time Study) and for dates of service listed. The designated person may be the PCA supervisor, school nurse, IEP case manager, special education teacher or school social worker.

SUPERVISOR(If Applicable) = who is supervising the PCAs for this student more than likely the same person as the designated person. If the supervisor and designated person are the same, just fill in the designated person.

PROVIDERS = **ALL** PCAs that work with the student.

Only need to choose **SUPERVISOR(If Applicable) OR DESIGNATED PERSON**

Providers

District providing this service

0700: Hermantown School District

▼

Supervisor

Hagen, Dena

▼

Date of Supervision

mm/dd/yyyy

📅

Designated Person

Hagen, Dena

▼

Provider(s)

Warbalow, Tisha

▼

Signature ?

Days of Supervision

---Days---

▼

Signature ?

Signature(s) ?

CLICK - SAVE

Dokie Okie > MA Forms > Activity logs > Activity log

Save

Validate

Finalize

Print

Activity log setup

Log date

Type of service provided

Documentation Method

03/31/2023

PCA Services

Time Study

Enrolled District: 0700: Hermantown School District

Enrolled School: Hermantown Elementary

Autofill times in this log

Activities

Totals

+ Activity

CLICK - VALIDATE

Dokie Okie > MA Forms > Activity logs > Activity log

Save

Validate

Finalize

Print

Activity log setup

Log date

Type of service provided

Documentation Method

03/31/2023

PCA Services

Time Study

Enrolled District: 0700: Hermantown School District

Enrolled School: Hermantown Elementary

Autofill times in this log

CLICK - FINALIZE

Dokie Okie > MA Forms > Activity logs > Activity log

Save

Validate

Finalize

Print

Activity log setup

Log date

Type of service provided

Documentation Method

03/31/2023

PCA Services

Time Study

Enrolled District: 0700: Hermantown School District

Enrolled School: Hermantown Elementary

Autofill times in this log

Activities

Totals

+ Activity

CLICK - FINALIZE AGAIN

Finalize Form

Ready to finalize **PCA Services** for Dokie Okie. Please enter a comment below or click Finalize.

Enter comment

This form finalizes as a final copy.
☒ Include Page Numbers on Finalized Document

CancelFinalize

CLICK - PRINT

LOGS NEED TO BE PRINTED AND ALL STAFF LISTED ON LOG NEED TO SIGN - Designated Person OR Supervisor & ALL PCAs that worked with the student and should be listed on the logs.

SpEd Forms

Search

Login: 119 minutes
Exclusive rights: 59 minutes

SpEd dashboard

MA dashboard

Find/request student

Dokie Okie > MA Forms > Activity logs > Activity log

Print

Finalize

Reactivate

Print

Activity log setup

Log date

Type of service provided

Documentation Method

03/31/2023

PCA Services

Time Study

Enrolled District: 0700 Hermantown School District

Enrolled School: Hermantown Elementary

☐ Autofill times in this log

Create trip log

** A couple notes: **Yellow Errors** = Warning. A common one is there is a date of service that is being billed on a non-instructional day. Would need to delete that date. **Red Errors** = Need to FIX

****Billing Monthly & Sending the Billing to NLSEC Monthly works the best.** (If the billing for the entire school year is completed at the end of the school year there is not a guarantee that the billing will be completed as our biller does not work summers plus this will back up the billing)

Logs need to be printed, signed & dated by PCAs & Supervisor, and sent to Tamie Woodward - twoodward@nlsec.org