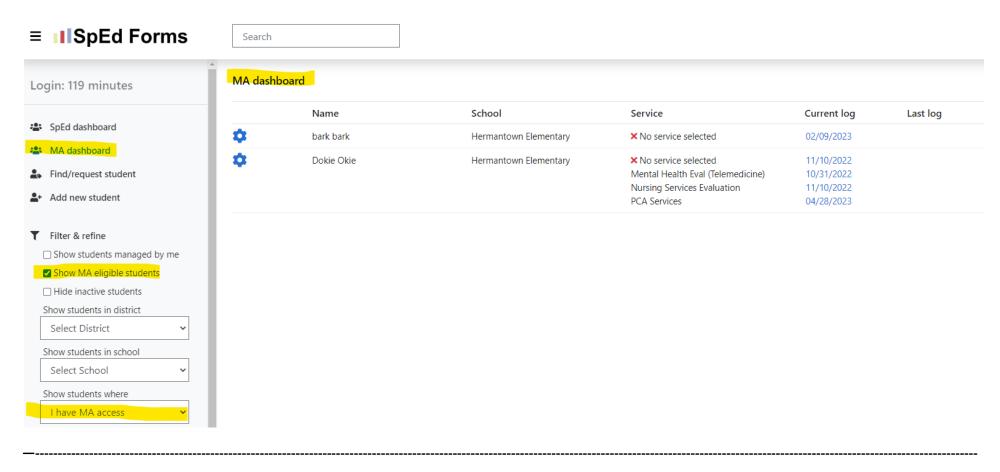
# Directions for Entering PCA - MA Activity Logs - in 2.0 SpEd Forms

\*\*\*\*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.

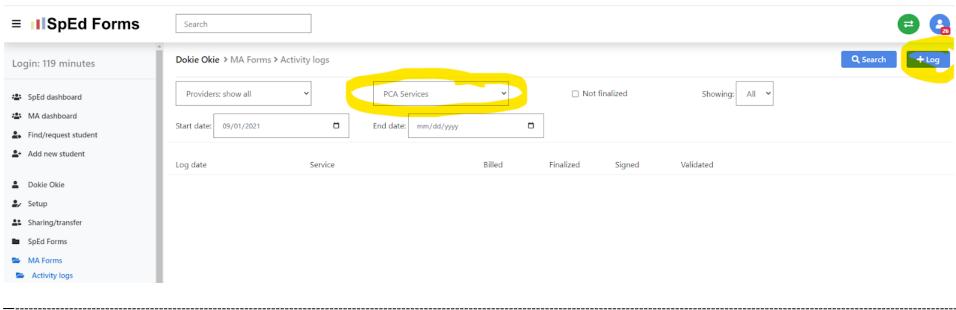


Click on the student that you want to bill for.

# 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.)



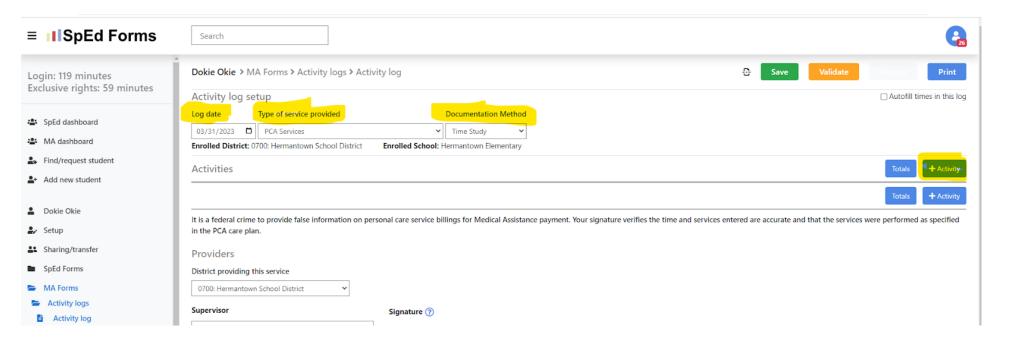


**LOG DATE** = Last day of the month that you are entering

TYPE OF SERVICES PROVIDED = PCA SERVICES

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

CLICK – + ACTIVITY



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

**SETTING** = 03: School

**DESCRIPTION** = Drop down –

Pick the 1<sup>st</sup> 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)

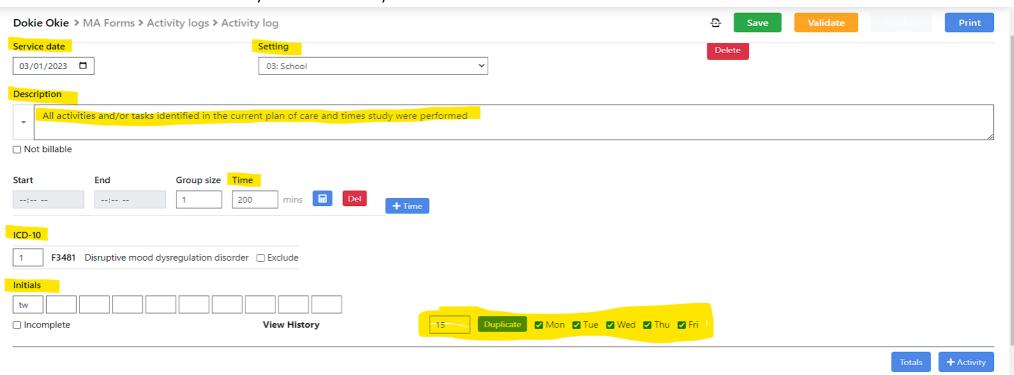
ICD-10 – Make sure there is one entered. If there is not, let the case manager know. Normally the nurse or psychologist will enter the ICD-10 codes.

**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. 17 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.

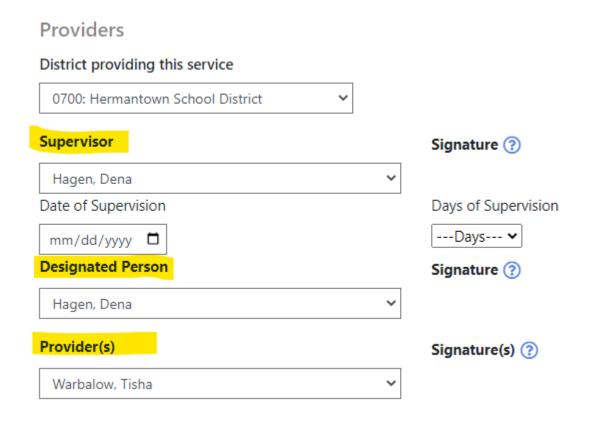


**DESIGNATED PERSON** = Designated person who can verify the child named on this form received the PCA services identified in the Activities section (either Actual Time or Time Study) and for dates of service listed. The designated person may be the PCA supervisor, school nurse, IEP case manager, special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

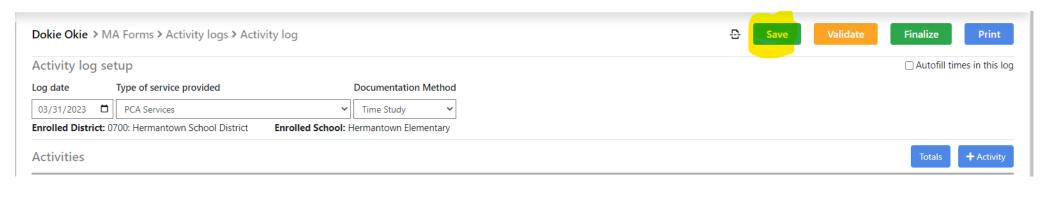
**SUPERVISOR(If Applicable)** = who is supervising the PCAs for this student more than likely the same person as the designated person. If the supervisor and designated person are the same, just fill in the designated person.

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

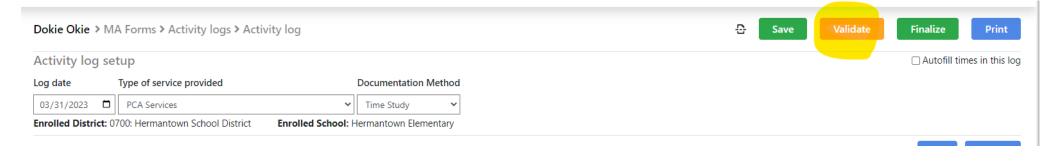
Only need to choose SUPERVISOR(If Applicable) OR DESIGNATED PERSON



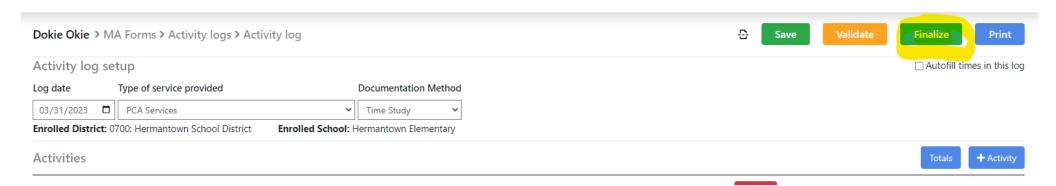
#### **CLICK - SAVE**



### **CLICK - VALIDATE**



#### **CLICK - FINALIZE**

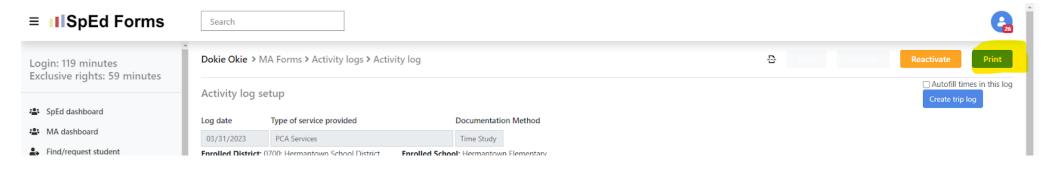


## **CLICK - FINALIZE AGAIN**



## **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.



- \*\* 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