

Personal Care Service Provider Log

Student's name:		Provider's Name:	
Student's date of birth:	PA Secure ID:	Provider's Title:	
School:	Date:	Provider's Signature:	
Disability/symptom(s):		<input type="checkbox"/> Early Intervention <input type="checkbox"/> School Age	

Service	Treatment			Refer to the keys below for an explanation of the treatment codes and progress indicators		
Date	Start Time	End Time	Treatment Key (see Pg 2)	Service Type	Progress Indicator Key	Description of Service

Service Type:

In-Person:	
D = Direct – In-person Session	DM = Direct – In-person Make-up Session
Session Did Not Occur:	
PA = Provider Absent	PNA = Provider Not Available
SA = Student Absent	SNA = Student Not Available
Telehealth (non-reimbursable):	
10 = Direct – Telehealth Session (student at home)	02 = Direct – Telehealth Session (student somewhere other than home)
10M = Direct – Telehealth Make-up Session (student at home)	02M = Direct – Telehealth Make-up Session (student somewhere other than home)

Progress Indicator Type:

Mn = Maintaining	Pr = Progressing	In = Inconsistent
Rg = Regressing	Ms = Mastering	

**I attest that the services documented above were provided on the date indicated, to the student named, in accordance with the student's IEP.*

Teacher/Supervisor's Name: _____

Teacher/Supervisor's Signature*: _____

Date: _____

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Treatment Key:

1	Assist the student to use equipment that is necessary due to student's disability.
2	Assist the student to use and maintain augmentative communication devices.
3	Assist a student to ambulate, position, and transfer.
4	Assist with or carry out range of motion and other exercises.
5	Assist with Activities of Daily Living (ADL), such as feeding, grooming, bathing, toileting, etc.
6	Monitor the incidence and prevalence of designated health problems or medical conditions, e.g., seizure activity or extreme lethargy.
7	Cue, redirect or monitor to ensure the individual performs ADL tasks because a cognitive impairment prevents an individual from knowing when or how to carry out the task. For example, an individual may not be able to dress without instruction on how to do so or may need reminders of what to do and when
8	Observing and intervening to redirect inappropriate behavior, per the IEP
9	Cuing the student to pay attention, participate in activities, and complete tasks. Personal Care Services are not to be used to help students with educational activities.
10	Accompany student on school bus or other vehicle per the IEP.
11	Assist student to get on or off school bus or other vehicle upon arrival or departure from school, per the IEP

Notes:

- All Direct Services must be provided in person with the student in order to be compensable through the School-Based ACCESS Program.
- PCA Services must be provided on a one-to-one basis in order to be compensable through the School-Based ACCESS Program.
- **Personal Care Services are not to be used to help students with educational activities.**