

Personal Care Assistant Daily Encounter Log Instructions

Sheet ___ of ___ If using multiple sheets, please number every sheet as well as the total number of sheets. For example: Sheet 1 of 2 and Sheet 2 of 2.

Student Information Section

LEA Name School District, Intermediate Unit, Approved Private School, or Charter School.

Date Enter the month, day and year on which the PCA service was provided.

Student Name Print the student's full name on every sheet.

Date of Birth Print the student's date of birth.

Diagnosis Print the student's medical or mental-health diagnosis.

PCA Information Section

PCA Name Print the PCA's full name. If multiple PCAs assist the same student, every PCA's full name must be listed.

PCA Signature Each PCA must sign on their corresponding signature line in the Provider Information Section at the end of each day

Description of Activity, Location, and Outcome Section

Time In Enter the actual time the service activity begins.

Time Out Enter the actual time the service activity ends.

Minutes Calculate the duration of the service time. Time Out minus Time In.

Description of Activity Describe the service activity in detail, where the activity was provided to the student due to the student's medical/mental health condition/diagnosis, and the outcome.

Example: Monitored John's medical condition during gym class by observing him for signs of seizure activity. John participated in the volleyball game with his peers; no seizure activity was observed. *Note: In the event John has a seizure or displays signs of seizure activity, describe in detail the event, interventions, care provided, and outcome.*

Service activities not to be documented in the log:

- Educational activities, such as helping a student complete a math problem
- Services not detailed in the IEP
- Group services, such as monitoring or assisting more than one student at the same time

PCA Initials Each service activity must be initialed by the attending PCA.

Supervisor Name Print the name of the supervisor who is authorized to oversee the PCA. The supervisor should be able to attest that the services claimed to MA were provided to the student on the encounter date, and the service was provided one-on-one with the student as detailed in the IEP.

Signature The supervisor must sign and date the daily log.