

Personal Care Assistant Services Weekly Log Instructions

Sheet ___ of ___ 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

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 more than one provider assists the same student, the providers may share a log but each provider must enter separate notes in the Daily Notes Section.
Supervisor Name (required) Print the name of the supervisor who is authorized to oversee the PCA and can attest that the services were provided one-on-one to the student.

Daily Notes Section

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

Blank lines in Daily Notes Section The daily note must **summarize** the student's activities as they relate to the activities indicated in the student's schedule. However, any change in time or activity not indicated in the student's schedule should be described **in detail**.

For example, if a PCA typically assists a student from 2:30 p.m. to 3 p.m. weekdays, but the time performing the activity is shortened on a particular weekday from 2:30 p.m. to 2:45 p.m. due to a change in the school's schedule (such as a field trip or inclement weather), this activity **and** time change must be explained in detail.

If additional space is needed to record a detailed daily summary, continue entering text in the next block.

Notes: Educational activities, such as helping a student complete a math problem, are not claimable. Do not enter educational activities on the log.

Claimable services must be provided one-to-one with a student. If the PCA monitors or assists more than one student at the same time, the service time is *not claimable*.

PCA Signature The PCA must sign on this line after entering the daily notes.

Total Daily Time Enter the total daily time spent with the student, including indirect time (if applicable) that relates to the services that were provided to the student. Examples of indirect services time:

- arranging a student's classroom, desk, and assignments to accommodate the student's needs prior to the student's arrival in class
- working with a nurse, speech therapist, or other therapist to coordinate a student's treatment plan

Supervisor's Signature (required) The supervisor must sign the log weekly.
Date The supervisor must date the log weekly.