Personal Care Assistant Daily Encounter Log Sheet: of:										: <u></u>	
Student Information											
LEA N	lame:							T-	Date:		
Student Name:		:			DOB:		PA Secure	e ID#:			
Di	agnosis	:									
Prov	ider	Inform	ation								
PCA:						Signature:					
PCA:						Signature:					
PCA:						Signature:					
PCA:						Signature:					
Time In	Time Out	Minutes		Descriptio	n of activi	ty, location, a	and outcome		Treatment Key	Progress Indicator Key	PCA Initials
	Total										
Mi	inutes:										
				Service Type			Progress	Indicator Key			
			D- Direct Ses	ssion		RG-	Maintaining Regressing Progressing	MS- Masterii IN- Inconsist	ng ent		
Supervisor Name: Signature: Date:											



Personal Care Assistant Daily Encounter Log

Treatment Key:

1	Direct	Assisting the student to use equipment.
2	Direct	Assisting the student to use and maintain augmentative communication devices.
3	Direct	Assisting the student to ambulate, position and transfer.
4	Direct	Range of motion and other exercises.
5	Direct	Activities of daily living such as eating, grooming, bathing, toileting, etc.
6	Direct	Monitoring the incidence and prevalence of designated health problems or medical conditions, e.g. seizure
		precautions or extreme lethargy.
7	Direct	Hands-on assistance, cueing, or supervision of medical/mental health related services provided by the PCA
		under the direct (on-site) supervision of the professional nurse. Activities may include catheterizations,
		suctioning, oxygen admin, and tube feedings.
8	Direct	Observing and intervening to redirect inappropriate behavior.
9	Direct	Assisting, monitoring, and guiding the student to pay attention, participate in activities, and complete tasks.
10	Direct	Accompanying students on school buses or other vehicles per the IEP. A PCA's presence is necessary because
		of a student's physical disability or mental health disability.
11	Direct	Other Direct Service