

## **DOCUMENTATION LOG TIPS FOR PROVIDERS**

### **Rules for ALL documentation logs**

- Do not use pencil
- Do not use white-out
- Complete all header information
- Sign AND Date the log
- For para log(s) ensure supervisor printed name is complete and accurate
- Do not document services on days school is closed and days that don't exist (such as 11/31/11 or 2/30/12)

### **Case Management Assurance Form**

- Initial any changes to the to and from dates of service
- Initial any changes to the hours provided

### **Developmental and Assistive Therapy Documentation Log (DAT)**

- One log is required for each service and each provider
- IEP Activity must match IEP EXACTLY
- Initial any changes to the minutes or group size in the IEP Services section
- Initial any changes to the information in the calendar (including crossing out or writing over information)
- Calendar boxes must include either an X or time. Check marks, slashes etc...do not count as services

### **Personal Care Documentation Log**

- Only one log is completed per student
- Calendar boxes must include time, no X's
- Initial any changes to the information in the calendar (including crossing out or writing over information)
- One of the 1-9 service type boxes must be marked

### **Related Services Documentation Log**

- Each date service is provided must include mm/dd/yyyy
- Concise service description is required for each date of service (no arrows, ditto marks etc...)
- The group size and time provided must be listed for each date of service
- Multi page logs must be signed and dated on each page
- Initial any changes to the services section (including crossing out or writing over information)