

Service Provider Log

View, edit and create Service Log records for the selected students.

Menu Location

To access the Service Provider Log:

Select **Special Education > Entry > Service Provider Log**.

Setup Option

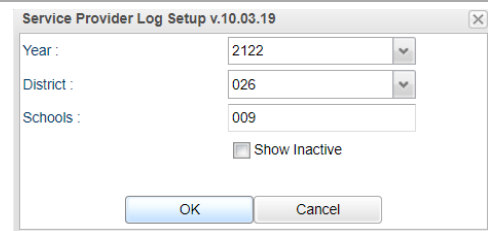
Year - Defaults to the current year. A prior year may be accessed by clicking in the field and making the appropriate selection from the drop-down list.

District - Default value is based on the user's security settings. It will be limited to the user's district only.

School - Default value is based on the user's security settings. If the user is assigned to a school, the school default value will be the user's school site code. If the user is itinerant there will be a drop-down to select the school you are working with.

Show Inactive - Select to view inactive students.

OK - Click to continue or **Cancel** - Click to cancel.

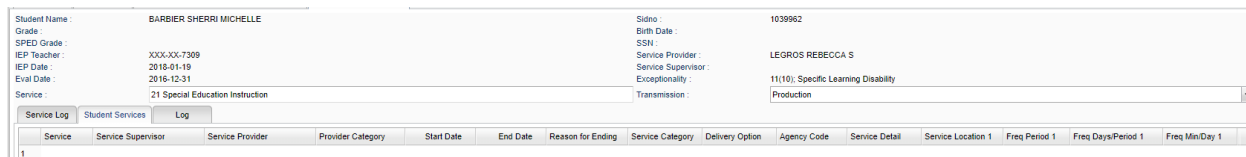


Main

Click the Find button at the bottom to find the student you will need. You will find either a SPED student or a non-SPED student. If the student has active services open, you will find they identified with IEP as the Service Document. If the student is non-SPED you will find either Health Plan, 504, or Other to identify with the student.

There are multiple parts to the Service Provider Log. Each part will be addressed below.

Top Headings – SPED student



Student Name - Student's full name

Grade - Student's grade level

SPED Grade - Student's Special Education grade level

IEP Teacher - IEP teacher

IEP Date - IEP date

Eval Date - Student's evaluation date

Service - Special Education service provided

Sidno - Student's sidno

Birth Date - Student's date of birth from the Student Master record

SSN - Students social security number

Service Provider - Service provider

Service Supervisor - Service supervisor

Exceptionality - Student's exceptionality code

Transmission - Select Off, Testing or Production

Top Headings – Non SPED student

Student Name :	ACEVEDO DARRYL STEVEN	Sidno :	0099907
Grade :	06	Birth Date :	2008-09-27
SPED Grade :		SSN :	XXX-XX-4343
IEP Teacher :		Service Provider :	
IEP Date :		Service Supervisor :	
Eval Date :		Exceptionality :	
Service :		Transmission :	Testing

Only a few items will be available from the Student Master.

Service Log Tab Column Headings

Service	Log Start Date	Start DOW	Log End Date	End DOW	Service Status	Location	Note
1							

Provider Name	Supervisor Name	Create Who	Create Date	Change Who	Change Date	D

Service - Service code and description.

Log Start Date – Date and Time the Log Started

Start DOW – The Day of the Week the Log Started

Log End Date – Date and Time the Log Ended

End DOW – The Day of the Week the Log Ended

Service Status – Status of the Service

Location - Location (64 characters)

Note – Log Notes

Provider Name - Service provider's name

Supervisor Name - Service supervisor's name

Create Who - The user that created the record

Create Date - The date the user created the record

Change Who - The user that changed the record

Change Date - The date the user changed record

D - Delete this record only

When you click in the blank space below **Service**, the **Service Log Editor Dialog** box appears. Some of the information has already been entered for you. Edit and add any information necessary.

Service Log Editor Dialog

Service Document : IEP

Service : 1 Speech/Language Pathology Services

Provider : AARON BEVERLY M

Supervisor Name :

DX Code : F809

CPT Code : 92507

Log Start Date : 05/13/2021 10:19

Log End Date : 05/13/2021 10:45

Service Type : P Present

Setting Type : I Individual

School Site : 009

Location : rm 201

Percentage Achieved :

Short Term Objective # :

Note :

Remember Settings

Save Close

Service Log Editor Dialog

Service Document : Health Plan

Service :

Provider :

Supervisor Name :

DX Code :

CPT Code :

Log Start Date : 04/19/2021 08:30

Log End Date : 04/19/2021 09:00

Service Type : P Present

Setting Type : I Individual

School Site : 009

Location :

Percentage Achieved :

Short Term Objective # :

Note :

Remember Settings

Save Close

Note: Only districts who use the **Medicaid Module** (LA Professional Billing) will see **DX Code** and **CPT Code**.

Edit the **Service**. The **Provider** should be present from the user logged in.

Edit the **Log Start Date** and **Log End Date**.

Select the **Service Type**

Select the **Setting Type**

Enter the **Location**

Enter the **Percentage Achieved**

Enter the **Short Term Objective #**

Enter any **Notes**

You may want to check off **Remember Settings** if most of the information stays the same if you see the student on a regular basis. The information can be edited if needed.

You can click on Remember Settings for the next time you enter the services on the same student.

Click **Save** when complete.

A screenshot of a form interface showing two buttons: 'Save' and 'Close'.

Student Services Tab Column Headings

Service Log		Student Services		Log					
D	Service	Service Supervisor	Service Provider	Provider Category	Start Date	End Date	Reason for Ending	Service Category	

Delivery Option	Agency Code	Service Detail	Service Location 1	Freq Period 1	Freq Days/Period 1	Freq Min/Day 1
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Service - Service provided

Service Supervisor - Supervisor of the staff member providing the service

Service Provider - Staff member providing the service

Provider Category - Provider category code

Start Date - Service start date

End Date - Service end date

Reason for Ending - Reason for ending

Service Category - Service category code

Delivery Option - Delivery option

Agency Code - Agency code

Service Detail - Service detail

Service Location 1 - Service location – Community, Regular Class, Special Class

Freq Period 1 – Frequency – Weekly, Monthly, Yearly

Freq Days/Period 1 – Frequency – Days/Period of support received (not reported to the state)

Freq Min/Day 1 – Frequency – Min/Day of support received (not reported to the state)

Note: The Service Location, Freq Period, Days/Period, Min/Day are repeated 2 through 5, if needed

Date Created - Date created

Last Modified - Last modified

User Login - User login

Recnum - Record number (Edgegear JCampus use only)

Service Provider Log Tab

Student Name :	ARDON MIKE LUKE	Sidno :	9009979
Grade :		Birth Date :	
SPED Grade :		SSN :	
IEP Teacher :	XXX-XX-0263	Service Provider :	XXX-XX-2982
IEP Date :	2017-05-17	Service Supervisor :	
Eval Date :	2018-12-04	Exceptionality :	28: Speech or Language Impairment
Service :	1 SpeechLanguage Pathology Services	Transmission :	Production

Service Log Student Services Log

Please enter Password

Please enter the password to view Students Log information

Password :

OK Cancel

This tab gives the user the ability to enter notes about a student service session that can only be seen by users who have access to the student and security to the **Log** tab through **User Management**.

Bottom

Help	Print	Prev	Next	Setup	Find	Mass
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HELP - Click to view written instructions and/or videos.

Print - This will allow the user to print the report all services for the selected student.

Prev - Select to go to the previous student in the list.

Next - Select to go to the next student in the list.

Setup - Click to go back to the Setup box.

Find - Select to access a list of students in alphabetical order.

Mass - Select to post multiple log records based on the students and services selected.

Usually ideal for Group Sessions.