

1. Entering Specific Nursing License Type

ALL Nurses who are designated as Related Service Providers **MUST** be identified as either a Registered Nurse (RN) or Licensed Practical Nurse (LPN) for billing purposes. In order to accommodate this requirement:

- Search for the User, click their name to go to the “Edit User Information for ____” screen.
- Scroll down to the “Service Certifications” table.
- Click the “View” button to the right of either “EI-Nursing” or “Nursing” (whichever is appropriate for this user’s situation).

PLEASE NOTE: this will also need to be completed for any Nursing Evaluation Related Services that may pertain to this user.

Nursing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manage Supervisors	View
Nursing Evaluation	<input type="checkbox"/>			View
Occupational Therapy	<input type="checkbox"/>			View
Occupational Therapy Evaluation	<input type="checkbox"/>			View

- If there are no Certifications on record, press the “Add Certification” button. If a valid cert exists, simply choose the option that pertains to this user in the “Certification Type” drop-down box (see below).

View Certifications for Art Rooney, Jr (Nursing)

No Certifications

- Enter the Nurse’s license number in the “Certified By” field and select either “Registered Nurse” or “Licensed Practical Nurse” from the “Certification Type” drop down box, as well as the Begin AND End Date of that license, then press the “Add Certification” button to save your update.

PLEASE NOTE: a certification is NOT valid unless BOTH the “Begin Date” and “End Date” fields are populated.

Add Certification for Art Rooney, Jr (Nursing)

Certified By:

Certification Type: Please Select One (Nurses ONLY) ▼

Begin Date

End Date

2. New Doctor Authorization History Record

As you know, the Doctor Authorization record within EasyTrac did not have a history function, which would allow you to enter new dates while retaining previous dates that authorized previous services in previous IEPs. You had to create a *separate* Related Service record in order to capture an updated/backdated (ie., new or old) Doctor Authorization date range in order to meet compliance requirements during the billing process.

We have recently implemented a system enhancement that adds a history function to the Doctor Authorization feature of the Student Record, thus, eliminating the need for the above work-around.

Going forward, EasyTrac will maintain a history list for multiple doctor authorizations for each of your students' Related Services.

a. First, please familiarize yourself with the new Related Services Details display, below:

Related Services Details for Jerome Bettis (Nursing)

Service Name: Nursing

SubArea: ?

Provider: ?

Dates Service Provided: Start Date: ? End Date: ?

Days Provided: Monday Tuesday Wednesday Thursday Friday

Doctor Authorization: Start Date: ? End Date: ?

Group Size: ?

Location: ?

?

There are no logs for this service
(There are 7.00 hour(s) in a school day at TS)

- **NEW FIELD** – “Days Provided” - Non required field – Check the box or boxes that correspond to the days of the week that this student will receive this particular service.
- **NEW BUTTON** – “Update Doctor Authorization” – when clicked, this will display the History table for this Related Service.
- Doctor Authorization Start Date and End Date fields – These fields will display any CURRENT Doctor Authorization. If the “End Date” is in the past (ie – current date is greater than End Date), that specific Doctor Authorization WILL NOT DISPLAY on this screen.

b. TO ENTER A NEW DOCTOR AUTHORIZATION, click the “Update Doctor Authorization” button

 **Related Services Details for Jerome Bettis (Nursing)**

Service Name: Nursing

SubArea: ?

Provider: ?

Dates Service Provided: Start Date: ?  End Date: ? 

Days Provided: Monday Tuesday Wednesday Thursday Friday

Doctor Authorization: Start Date: ? End Date: ?

 **Update Doctor Authorization**

Group Size: -unspecified- ?

Location: ?

Update the Database ?

There are no logs for this service
(There are 7.00 hour(s) in a school day at TS)

- In the example below, please notice that any PREVIOUS Doctor Authorizations will display in the “Existing Doctor Authorization Records” table.
- Enter the new Doctor Authorization “Start Date” and “End Date” in the appropriate fields and click “Add Doctor Authorization”.

 **Doctor Authorization for Jerome Bettis (Nursing)**

Existing Doctor Authorization Records

Del	Start Date	End Date
<input type="checkbox"/>	09/01/2011	09/01/2012



Add a New Doctor Authorization Record

Start Date: ? 09/01/2012  End Date: ? 09/01/2013 

Add Doctor Authorization

Update the Database

- Once the “Add Doctor Authorization” button is clicked, the new Doctor Authorization will display in the History table below.

 **Doctor Authorization for Jerome Bettis (Nursing)**

Existing Doctor Authorization Records

Del	Start Date	End Date
<input type="checkbox"/>	09/01/2011	09/01/2012
<input type="checkbox"/>	09/01/2012	09/01/2013

Add a New Doctor Authorization Record

Start Date: ? 

End Date: ? 

Add Doctor Authorization

Update the Database

- Since the Doctor Authorization Date Range that was just entered is a CURRENT DocAuth, it will also display on the Related Services Detail Screen, below:

 **Related Services Details for Jerome Bettis (Nursing)**

Service Name: Nursing

SubArea: ?

Provider: ?

Dates Service Provided: **Start Date:** ?  **End Date:** ? 

Days Provided: Monday Tuesday Wednesday Thursday Friday

Doctor Authorization: **Start Date:** ? 09/01/2012 **End Date:** ? 09/01/2013

Update Doctor Authorization

Group Size: -unspecified- ?

Location: ?

Update the Database ?

There are no logs for this service
(There are 7.00 hour(s) in a school day at TS)

3. Updating One Time Parental Consent

Parental Consent is REQUIRED for Medicaid claiming. Services will not be submitted for reimbursement without this field being populated.

- Click on the ‘Students’ tab at the top of the *Main Menu* screen
- Search for the student
- Click on a student’s name
- Scroll to the bottom of the page to *Parental Consent to bill for Medicaid Services*.

- Enter the *Signature Date* and press the “Update the Database” button, this will take you to the CONFIRMATION PAGE where you will designate the type of consent given.

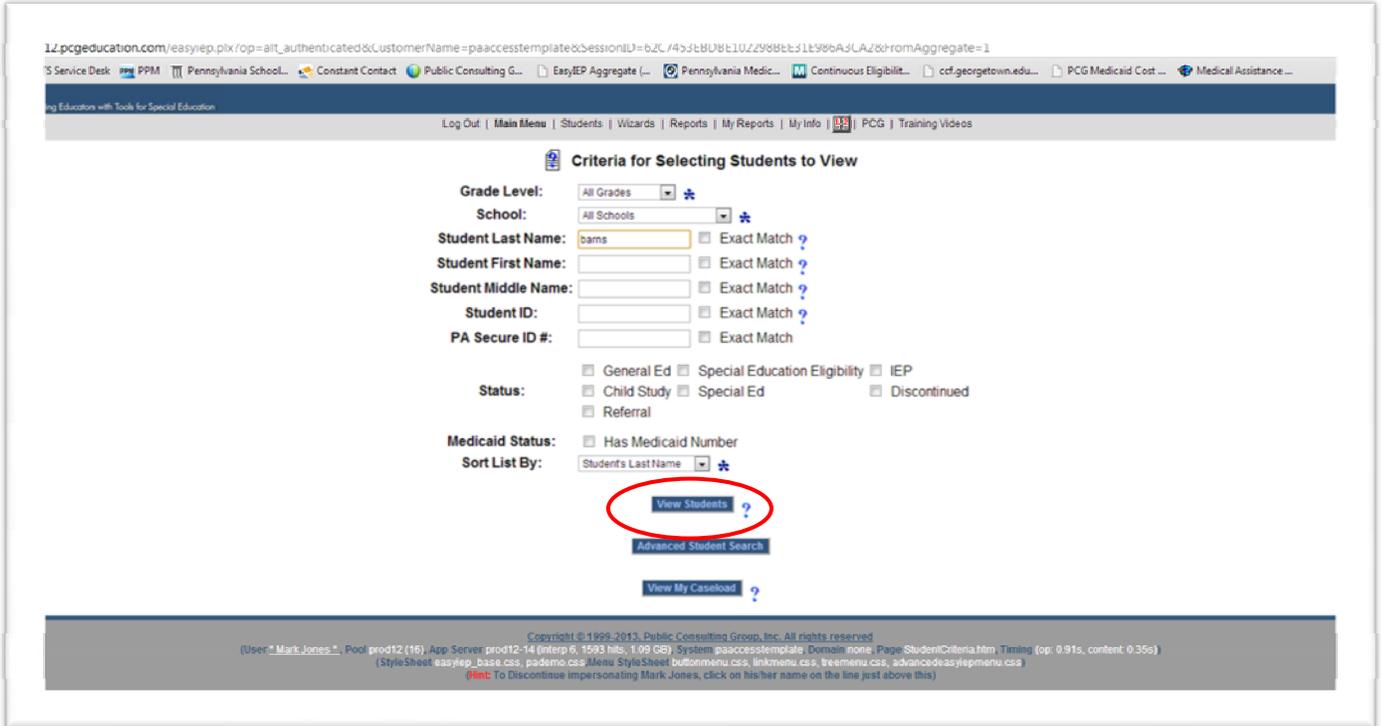
- Please ensure that you check the checkbox to the left of “Medicaid Consent Signature Date”
- Select the appropriate “Yes One Time” or “No One Time” from the “Consent” drop down box
- For “Yes One Time” ONLY the “Medicaid Consent Begin Date” field needs to be populated.
- For “No One Time”, no date fields are required
- Click the “Update the Database” button

PLEASE NOTE: *If a parent rescinds their consent for Medicaid billing at any time, you must update the “Parental Consent to bill for Medicaid Services” with the date the parent refused to give consent; this will prevent Medicaid billing from occurring for services after that date. Once “No One Time” is selected on the confirmation screen, the date fields will not display, the Signature Date will be recorded (on the History table) as the date that the parent rescinded their consent.*

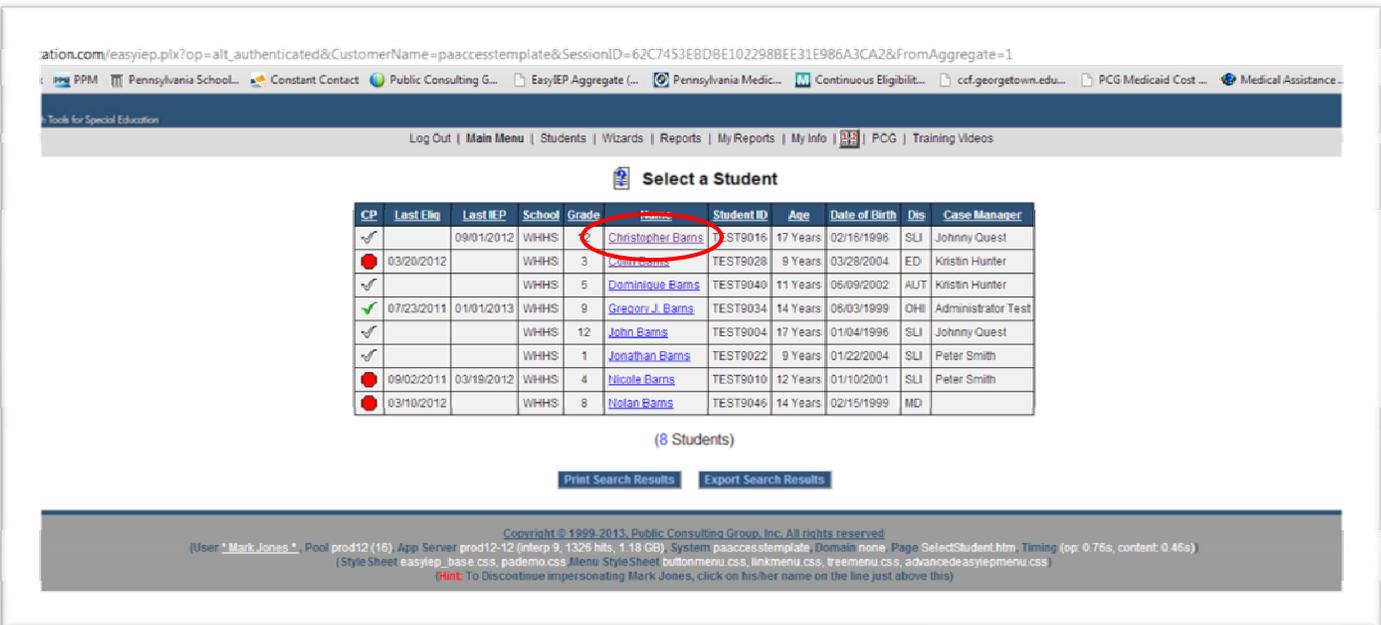
4. Edit Service Log Comments

Service Logs will now have a feature to edit the Comments Section.

- To view a log requiring the edit of a comment section, first Search for the student:



- Click on their name to view the students Personal Information Page:



- Click “Related Services” from the menu options:

com/easyiep.plx?op=alt_authenticated&CustomerName=paaccesstemplate&SessionID=62C7453EBDBE1022988EE31E986A3CA2&FromAggregate=1

Special Education

Log Out | Main Menu | Students | Personal | **Related Services** | Documents

Personal Information for Christopher Barns View: Workspace

Name:	Christopher Barns
Gender:	Male
Race:	Asian
Date of Birth:	02/16/1996 (Age: 17 Years)
Grade:	12th Grade
Student ID:	TEST9016
PA Secure ID #	
Medicaid Number:	
School:	William Hardy Academy
Prim. Language:	PORTUGUESE
Language of Instruction:	ENGLISH
Resident/Responsible District	Ambridge Area School District
Medicaid Parental Consent Signature Date:	09/01/2012
Medicaid Parental Consent Begin Date:	09/01/2012
Medicaid Parental Consent End Date:	06/30/2013
Length of School Day:	300.00 minute(s) (Std)

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 (User: Mark Jones, Pool: prod12 (16) App Server: prod12-11 (Interp: 9, 1945 hits, 1.29 GB), System: paaccesstemplate.Domain: Special Education, Page: VStudentInfo.htm, Timing: (op: 2.29s, content: 0.20s)
 (StyleSheet: easyiep_base.css, pademo.css, Menu: StyleSheet: button/menu.css, link/menu.css, tree/menu.css, advanced/easyiepmenu.css)
 (Hint: To Discontinue impersonating Mark Jones, click on his/her name on the line just above this)

- Choose “Details” box next to the service area where the log is located:

education.com/easyiep.plx?op=alt_authenticated&CustomerName=paaccesstemplate&SessionID=62C7453EBDBE1022988EE31E986A3CA2&FromAggregate=1

Log Out | Main Menu | Students | Personal | Related Services | Documents

Related Services for Christopher Barns View: Workspace

Related Service	Amount of Service	Coeseit	ESY	Pct	?	?
Speech/Language/Hearing	2 sessions/month of 60 minutes			1.84	Details	—
Occupational Therapy	2 sessions/week of 30 minutes			4.00	Details	—
Psychological Evaluation	2 sessions/day of 30 minutes			20.00	Details	—
Nursing	2 sessions/day of 30 minutes			0.00	Details	—
Teachers of the Hearing Impaired	2 sessions/week of 30 minutes			4.00	Details	—
Special Transportation				2.00	Details	—
Social Work				2.00	Details	—
Psychology				2.00	Details	—
Psychology				2.00	Details	—
Psychiatric				2.00	Details	—
Physician				2.00	Details	—
Physical Therapy				2.00	Details	—
Personal Care Assistant				0.00	Details	—
Orientation and Mobility				2.00	Details	—

- Indicate the date range of the log to be edited and then click “View Service Log”

View Related Services Details for Christopher Barns (Occupational Therapy)

Service Name: Occupational Therapy
 SubArea:
 Provider:
 Begin Date:
 End Date:
 Group Size:
 Location

View Service Log → On or After: 01/01/2013 Before: 07/09/2013 5 logs exist from 12/04/2012 to 05/07/2013
 (There are 300.00 minute(s) in a school day at WHHS)

- Logs that are pending approval or are already approved within the time frame indicated will appear. Select the “Details” button on the right side of the log which needs to be edited:

Service Log for Christopher Barns (01/01/2013..07/09/2013)

Service: Occupational Therapy
 Begin/End Date: (unknown). (unknown)
 Frequency: 2 sessions/week of 30 minutes

Request Removal	Log ID	Date	Type	Provider	Duration of Service	Start Time	End Time	Group Size	Progress Report	Comments	Areas Covered/Assessed	
<input type="checkbox"/>	2039	03/13/2013	Direct	Mark Jones	0:33	01:00 PM	01:33 PM	Group (2-4)	Maintaining	comments on session	Fine Motor: Finger Isolation Fine Motor: One-Handed Strategies	Details
<input type="checkbox"/>	2040	03/20/2013	Direct	Mark Jones	0:33	01:00 PM	01:33 PM	Group (2-4)	Inconsistent	comments on session	Fine Motor: Finger Isolation Fine Motor: One-Handed Strategies	Details
<input type="checkbox"/>	2120	05/02/2013	Direct	Mark Jones	0:30	09:00 AM	09:30 AM	Indiv.	Maintaining	Test	Functional Academics: Adaptive Handwriting / Writing Accommodate Functional Academics: Adaptive Handwriting / Writing Implement Functional Academics: Adaptive Handwriting / Writing Surface Functional Academics: Handwriting Control / Coordination	Details

= Log Pending Approval

Update the Database

- Edit the comments section to correct any information. Then select “Update Service Log”:

Service Log Details for Christopher Barns (Log # 2120)

Service: Occupational Therapy
 Begin/End Date: (unknown).(unknown)
 Frequency: 2 sessions/week of 30 minutes

Service Log ID	2120
Date	05/02/2013
Date/Time Signed	07/09/2013 14:13:00
Type	Direct
Provider	Mark Jones
Duration of Service	Start Time End Time 09:00 AM - 09:30 AM
Group Size	Indiv.
Progress Report	Maintaining
Comments	Information Update
Areas Covered/Assessed	Functional Academics: Adaptive Handwriting / Writing Accommodations Functional Academics: Adaptive Handwriting / Writing Implement Functional Academics: Adaptive Handwriting / Writing Surface Functional Academics: Handwriting Control / Coordination

Update Service Log

- You will not be redirected from this page once you click “Update Service Log”. You can check the information has updated by going back to the “Related Services” page and following the steps again.

PLEASE NOTE:

- ACCESS Coordinators can only use this feature if they are On Behalf Of the provider.
- ONLY the Related Service Provider whose name is on the log or someone acting On Behalf Of that provider can use this feature. Related Service Providers cannot alter logs of other providers.
- This function CANNOT be accessed from the Logging Wizard for either provider type.
- If a log requires other data to be edited (ie. Date, Type, Duration of Service, etc.), the log would need to be requested for deletion and reentered with the correct information.