Student's name:		**Provider's Name:**	
Student's date of birth:	**PA Secure ID**	**Provider's Title:**	
School:	**Date:**	**Provider's Signature:**	
Diagnosis/symptom(s):		☐ **Early Intervention** ☐ **School Age**	

Service	Treatment			Refer to the keys below for an explanation of the treatment codes and progress indicators		
Date	**Start Time**	**End Time**	**Treatment Key (see Pg 2)**	Service Type	Progress Indicator Key	Description of Service (daily notes on activity, location, and outcome)

Service Type:

D = Direct	**PA** = Provider Absent
PNA = Provider Not Available	**DM** = Direct Session: Make-up Session
SA = Student Absent	**SNA** = Student Not Available

Progress Indicator Type

Mn = Maintaining	**Pr** = Progressing	**In** = Inconsistent
Rg = Regressing	**Ms** = Mastering	

Teacher/Supervisor's Name: _____   Teacher/Supervisor's Signature*: _____   Date: _____

*I attest that the services documented above were provided on the date indicated, to the student named, in accordance with the student's IEP.

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	Cueing, redirecting or monitoring to ensure the individual performs ADL tasks due to a cognitive impairment which prevents the individual from knowing when or how to carry out the task.
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 the student on school bus or other vehicle 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

Notes:

- The Treatment Key should not be considered an all-inclusive list. Providers may use "Other Direct Service" but must provide a clear description of the service in their comments.

- All Direct Services must be face-to-face with the student in order to be compensable through the School-Based ACCESS Program.

- PCA Services must be provided on a one-to-one basis in order to be compensable through the School-Based ACCESS Program.