



# Pennsylvania School-Based ACCESS Program (SBAP) EasyTrac™ “On behalf of” Permission Agreement

Whereas, the \_\_\_\_\_ School District (hereinafter referred to as “School District”), located in \_\_\_\_\_, Pennsylvania, utilizes the EasyTrac™ system as its service documentation tool; and

Whereas, Public Consulting Group (PCG) is responsible for creating EasyTrac™ user accounts for ACCESS Coordinators; and

Whereas, the School District has chosen to hold the ACCESS Coordinator responsible for logging services into EasyTrac™ on behalf of service providers; and

Whereas, PCG offers the “On behalf of” permission feature that allows designated school district staff to access EasyTrac™ to enter service documentation on behalf of the actual service providers;

Therefore, it is hereby agreed as follows:

1. PCG will provide School District with the “On behalf of” permission for staff, as determined by the School District.
2. School District will use its best efforts to ensure that users with this permission will not abuse this access and will only use it to log services on behalf of services providers.
3. School District acknowledges that services entered into EasyTrac™ by the ACCESS Coordinator must actually have been performed by the service provider on whose behalf of the services are being entered.
4. School District will retain paper service documentation signed and dated by the service provider on file to support any services logged through the use of the “on behalf of” permission and will make the documentation available in the event of an audit.

*“On behalf of” permission:* By providing a user in EasyTrac™ with this permission, the user can log in with their individual login and password and then click on the name of a service provider in the system to enter service documentation on behalf of that service provider. All actions performed when using this permission are recorded as the designated school district staff user acting on behalf of the service provider.

*Password Security:* The security and protection of individual passwords is a prime responsibility of the individual owner of the password. Therefore, if something is logged into EasyTrac™, the presumption will be that the owner of the password logged it.

Please list the users for which access is being granted:


\_\_\_\_\_  
Signature of District Administrator

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



<http://www.publicconsultinggroup.com/client/paaccess/>

(866) 912-2976 [SBAPsupport@pcgus.com](mailto:SBAPsupport@pcgus.com)

Public Consulting Group  
Attn: Don Seidel  
2040 Linglestown Road  
Suite 201  
Harrisburg, PA 17110