

	Event	To Do
Step 1:	New IEP (meaning new student or first time using new timeline for Time Study, etc.)	Prior to IEP meeting, print new Time Study and have PCA start new 2 week Time Study (Student's Main Menu- scroll down to Shared Files)
		Decisions made during IEP meeting will dictate if student is receiving a billable service for PCA: ADLs or Level 1 Behaviors
		Parent MUST sign that they received the Procedural Safeguards
Step 2:	While finalizing IEP, PWN	Check if student is eligible for MA on the MA Forms tab for that student; then MA billing Set Up
		Contact Sandy: If you are starting a new Time Study for a new student
		On IEP, clearly explain need for PCA within Child Specific Paraprofessional Support section of service grid page and duties of PCA in Program Modifications section (use drop downs as appropriate- individualize for student needs)
		Complete Care Plan (Student's Main Menu- scroll down to Form Letters: then 'Add Form Letter' then select PCA Care Plan) Finalize when done
Step 3:	When Time Study is done	Print off PCA Log (Student's Main Menu- scroll down to Shared Files); add task/minutes and total minutes from Time Study to the sections on the log.
		Do first PCA eval based on details of Care Plan within 14 days of start of service (document on Care Plan).
		If Special Trans, print off Trip Log (Student's Main Menu- scroll down to Shared Files)
Step 4:	Monthly Logs	Identify 1st 90 day and 2nd 90 day PCA eval dates; document on Care Plan when completed. PCA evals are required for each PCA.
		At end of month, after signing logs, send PCA and trip logs to Sandy for entry into Sped Forms monthly OR enter PCA activity log and Trip Log into SpEd Forms
Step 5:	Annual IEP Meeting	Process is similar to first time: Have Parent indicate receipt of Procedural Safeguards; Review/Update Care Plan; New Time Study; PCA evals are every 120 days; Document on Care Plan when completed