

MA BILLING PCA CHECKLIST

Event	To Do
Step 1: Time Study- 2 weeks before IEP Meeting	<p>Located in Student's Main Menu- scroll down to Form Letters; add form letter; Time Study 2018; modify as needed to address appropriate need areas for student. Be sure to include start/end times. Complete for 10 school days.</p> <p>When completed; add up each area total and divide by 10 to get average amount of time spent on each activity. This information will be used on the monthly logs.</p> <p>Send copy of Time Study to Sandy. Put original with MA documents in Students cum folder- special ed section.</p>
Step 2: IEP and Care Plan	<p>Parent MUST either sign consent (one time only) or initial that they received/were offered the Procedural Safeguards. Consent is under MA tab- Parental Consent. Send original consent to Sandy. Nothing is sent to Sandy if parent only needs to initial receiving Procedural Safeguards.</p> <p>Clearly explain need for PCA within Child Specific Paraprofessional Support and identify duties in Program Modifications. Address Special Transportation if appropriate as well.</p> <p>Complete Care Plan (Student's Main Menu- scroll down to Form Letters: then 'Add Form Letter' then select PCA Care Plan) Finalize when done. Keep available for tracking PCA evals.</p>
Step 3: Tasks after IEP meeting	<p>Complete PCA logs monthly (Student's Main Menu- scroll down to Shared Files); add task/minutes and total minutes from Time Study to the sections on the log. Be sure to complete back side prior to sending to MA Local Contact at end of the month. It will be returned to you for filing with other MA documents.</p> <p>PCA evals based on each para's length of time working with student. Track on back of Care Plan.</p> <p>If Special Trans, print off Trip Log (Student's Main Menu- scroll down to Shared Files) Complete monthly. Send to MA Local Contact for data entry- it will be returned to you.</p>
Step 4: Next IEP Meeting	<p>Process is similar to first time: Complete new Time Study prior to meeting; Have parent initial receipt of Procedural Safeguards; review/update Care Plan; PCA evals; monthly logs; Trip logs if eligible. MA documentation can be shredded in 5 years.</p>