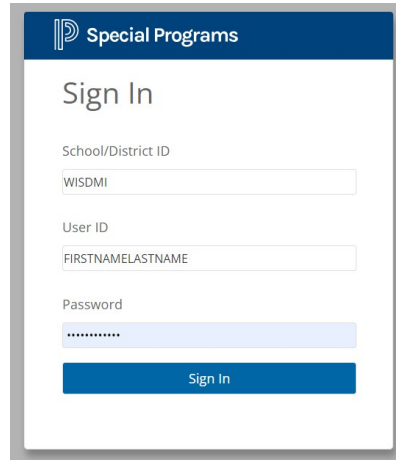


PARA/TA: Instructions for Logging Personal Care Services in PSSP

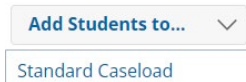
All logged services are due the 15th of the following month (eg. September logs are due October 15th).

- Log into PSSP <https://mi.specialprograms.powerschool.com/>



- Add Students to your Caseload:**

- On the PSSP Homepage, scroll down to **“My Students”**, click the **Edit** link.
- Then click **“Add Students” to...** click **Standard Caseload**



- Search by last name and first name only. Once the student pops up, check the box and click add.

Add Students Marked Below to Standard Caseload

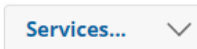
- Enter the personal care services a month at a time:**

- Click on **Service Capture** (the last icon on the top blue toolbar) and then **Service Calendar**



Service Calendar

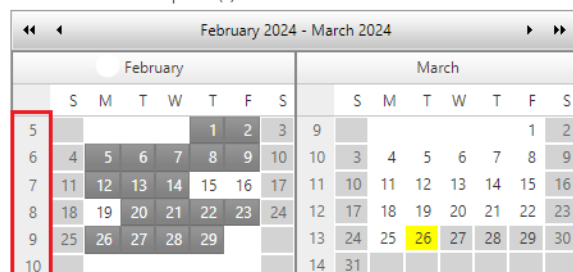
- Select the **student’s name** from the column on the left.
- Then click on the **Services** drop down and select **Record Past Services**. A calendar will appear.



Record Past Services

- On the calendar for the correct month, click on all numbers in the far left column (see screenshot below – the red rectangle). This highlights all dates for the weeks. *****Next, check your monthly log sheet and click on the calendar dates for absences and no school days so you do not log those, and click Okay.** You can also select individual calendar days to do a week at a time.

Record Past Services: 1 profile(s) selected for individual service



| February | | | | | | | March | | | | | | | | |
|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|----|----|
| | S | M | T | W | T | F | S | | S | M | T | W | T | F | S |
| 5 | | | | | 1 | 2 | 3 | 9 | | | | | | 1 | 2 |
| 6 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 7 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 11 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 8 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 12 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 9 | 25 | 26 | 27 | 28 | 29 | | | 13 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 10 | | | | | | | | 14 | 31 | | | | | | |

(continued from previous page)

- **Service Record** opens with the dates you selected. Select the **approximate time** personal care services begin; then click **Repeat Same Time**.

02/01/2024: 9:00 AM Repeat Same Time...
02/02/2024: 9:00 AM
02/05/2024: 9:00 AM
02/06/2024: 9:00 AM

- Scroll down to the Service Record and - **For Service:** click Personal Care Services **For Service Type:** click Personal Care Services [T1020]
- Under **Areas Covered/Assessed** - select **Other**. To the right: **(If other, specify):** Type in Personal Care Services. **Another Option:** select 1 personal care service the student receives.
- Always click on the box titled **Has this service been completed?** This releases your service records to be billed. Then click **Continue**.

Service Record

Student AAASample,Josephine **Service** * Personal Care Services
Staff Isap,Anisa **Service Type** * Personal Care Service [T1020]
Service Date Time **Duration Minutes** **Progress Report** **Group Size** 1
Provider Notes

Areas Covered/Assessed:

| | | |
|--------|---------------------|------------------------|
| Other | (If Other Specify): | Personal Care Services |
| (none) | (If Other Specify): | |
| (none) | (If Other Specify): | |

Has this service been completed?

- Because you pre-selected several days to log: at the top left above **Service Record** is a box with Student name. (see example below). Click dropdown arrow. Each date you selected will appear.

Record Services:

Select Record: SAMPLE, JOHN DOE (SAMPLE81010) - 12/04/2017 # Records Saved: 0 of 5
Complete the SAMPLE, JOHN DOE (SAMPLE81010) - 12/05/2017
SAMPLE, JOHN DOE (SAMPLE81010) - 12/06/2017
SAMPLE, JOHN DOE (SAMPLE81010) - 12/07/2017
SAMPLE, JOHN DOE (SAMPLE81010) - 12/08/2017

- Click one date at a time. Then click **Save** at the bottom.

These red warnings will pop up. You may ignore them.

- **Warning: You must have a valid prescription for this type of service.**
- **Warning: Once this record is submitted for billing, it cannot be edited or deleted.**

IMPORTANT: If you exit before saving all of your dates in the dropdown, you will lose the 'unsaved' ones and have to re-do those dates. Once all records are saved, **Log Out**.

Logging a Personal Care Service

Service Record

Student Sample, A

Service

Staff Sample, B

Service Type

Service Date Time



Select the approximate time you began personal care.

Group Size

Duration Minutes

Progress Report

Duration Minutes, Progress Report and Provider Notes can be left blank.



Provider Notes

Areas Covered/Assessed:

(If Other Specify):

Areas covered: select one service you provided OR choose "Other" and then write "Personal Care Services" in the field to the right labeled "(If Other Specify):"

(If Other Specify):

(If Other Specify):

Has this service been completed?

Check this box when you are done.

Lastly, click save.

A warning will pop up. It means you can edit any service records you have created if it has not been submitted for billing. If it has already been submitted, and you need to change/correct something, reach out to the ISD Medicaid Department for assistance.

Random Moment Time Studies – a guideline for [Personal Care Providers](#)

- If selected, you will be notified by email from miaop@pcgus.com.
- If you are **not** working with a student at the time of your moment or you are **not** at work, the time study still needs to be completed; takes approximately 5-10 min.

You will be prompted to answer 5 questions. Do not include student names. Provide truthful and detailed responses.

It's important that the person who reviews and assigns a code to your answers understands your activity. Being descriptive helps avoid follow-up questions.

1. Were you working during your sampled moment?" If yes, then answer ...
2. Who was with you?
3. What were you doing?
4. Why are you doing this activity?
5. Does the student have an IEP in place for the services you are performing? Yes. Pick IEP, 504, Plan of Care **or** Other.

Question: *Who was with you?*

| TOO VAGUE | DESCRIPTIVE |
|-----------|---------------------------------------|
| A student | A student who is physically impaired |
| A teacher | A spec. ed. classroom teacher |
| A parent | A parent of a student who is autistic |

Question: *What were you doing?*

| TOO VAGUE | DESCRIPTIVE |
|---|---|
| Helped student with lunch | I was assisting a student with feeding who is unable to feed himself |
| Took student to the bathroom | Assisting student with toileting as student cannot walk or stand on his own |
| Helping student with assignment | Assisting a student with a task to prevent an emotional/behavior meltdown |
| In class with student taking notes and keeping student on track | In class with emotionally impaired student monitoring behavior |
| Accompanying student to a different class | Student has mobility issues, so I assisted him walking to class |
| With student during class time | Keeping student with behavior issues focused on task |
| Supervising student in gym, during bus loading.... etc. | Assisting a student who is physically impaired in gym, during bus loading ... et cetera |
| Sitting with student in a circle | Monitoring student's behavior and prompting to pay attention during classroom activity |

Question: *Why were you doing this activity?* Explain **why** the student needs your assistance, for example:

- *Because the student cannot perform this task alone.*
- *Because chronic behavior issues are impacting progress toward his/her goals.*
- *Because the student requires visual aides to participate in classroom activities.*
- *Because the student has poor motor skills and it disrupts her ability to participate in classroom activities.*

Vague is saying: Student indicated they needed to use the bathroom. **Detailed is saying:** Student needs assistance with toileting due to her impairment. She has trouble walking and standing on her own.