

## Access Billing

### EasyTrac

As a Personal Care Assistant (PCA), you must complete EasyTrac logging if your student qualifies for Medical Assistance. The ACCESS Coordinator will notify you if your student meets the qualifications for ACCESS billing.

You must do the following:

Click on Staff Resources

Go to the Dover Area School District Website: [www.doversd.org](http://www.doversd.org)



# STAFF RESOURCES

## Links

Click here to go to the Easy-Trac website to begin logging

- |  |   |
|--|---|
| <a href="#">Act 48</a>                 | <a href="#">FS Direct</a>                     |
| <a href="#">AESOP</a>                  | <a href="#">Incident (formally IT Direct)</a> |
| <a href="#">Easy Trac-Access</a>       | <a href="#">Library (Destiny)</a>             |
| <a href="#">Employee Email</a>         | <a href="#">SAS: Standards Aligned System</a> |
| <a href="#">Employee Portal (CSIU)</a> | <a href="#">STAR: Renaissance Place</a>       |
| <a href="#">Edmentum Product Login</a> | <a href="#">Maintanance Direct</a>            |
| <a href="#">IEP Writer</a>             | <a href="#">School Messanger</a>              |

This will take you to the EasyTrac Website:

**EdPlan** by PCG Education

**DOVER AREA SD**

**Trac**™

**This system will be unavailable between 8:00PM Friday 6/09/2017 and 10:00AM Saturday 6/10/2017 EDT for upgrade to Version 12.6**

Name

Password

[Forgot Your Password?](#)

Student Success Planning - PCG Education is a leading national provider of data solutions that promote student success. We combine K-12 consulting expertise with innovative technology and research-based methodology to help educators make informed decisions that lead to improved student outcomes.

[Download Adobe Reader](#)

**Services include:**

- Response to Intervention (RTI) Management
- Special Education Management
- Student Behavior Management
- Student Support Plans

[SIF Version 2.0 Compliant](#)

- You will be provided your login information by the ACCESS Coordinator if you do not already have it.

- If you have forgotten your user name or password, or if your password is not working, contact the ACCESS Coordinator

- Passwords will be required to be changed. You will be prompted to do this when it is time.

Once logged in, you will have this as your home screen:

**EasyTrac**™

Welcome, Christina | [Message Board](#) | [Logout](#)

[Main Menu](#) | [Students](#) | [Wizards](#) | [Schools](#) | [Reports/School System](#) | [Users](#) | [My Info](#) | [My Calendar](#) | [PCG](#) | [Training Videos](#)

**Message of the Day**

**Click here to start logging**

**Questions??**

Please use the EasyTrac Message Board or contact SBAP Support at [SBAPsupport@pcgus.com](mailto:SBAPsupport@pcgus.com) or 1-866-912-2976 for assistance.

**My Messages**

New Messages [Send Message](#) [View All Messages](#)

You Have No New Messages

**My Meetings**

Upcoming Meetings	My Calendar
<b>Wednesday</b> No Meetings Entered	<b>June 07</b>
<b>Thursday</b> No Meetings Entered	<b>June 08</b>
<b>Friday</b> No Meetings Entered	<b>June 09</b>
<b>Saturday</b> No Meetings Entered	<b>June 10</b>
<b>Sunday</b> No Meetings Entered	<b>June 11</b>
<b>Monday</b> No Meetings Entered	<b>June 12</b>
<b>Tuesday</b> No Meetings Entered	<b>June 13</b>

Click here to access your student and begin your logs

## Available Wizards

[Personal Care Assistant Logging Wizard](#)

[Caseload Setup Wizard](#)

### Personal Care Assistant Logging Wizard

(Select Students)

This wizard will guide you through logging service delivery time for your Students. Please select the Students for whom you would like to log service delivery time.

Med: Yes

Click the student who you are logging

(2 available Students)

Then hit the continue button

Your monthly Service Log will come up. Fill out all areas, including progress log.

### Monthly Service Log

Time Spent: 1 sessions/day of 7 hr  
 Group Size: Indiv. Location: in the Regular Education Classroom  
 Medical Authorization: 02/05/2017..10/04/2017

Services Provided June 2017

Del	Date	Start Time	End Time	Service Type	Group Size	Progress Report	Comments	Areas Covered/Assessed
-----	------	------------	----------	--------------	------------	-----------------	----------	------------------------

- = Logs Previously Entered by Me (signed)
- = Logs Previously Entered by Someone Else (signed)
- = Newly Entered Logs (not yet signed)

**NOTE:** Newly Entered Logs in this table are not added to the database until you confirm the new logs. To add new logs to this table, fill in the data fields below and press "Add to table". To delete any logs you've mistakenly entered, click on the garbage can icon in the 'Del' column.

Date of Service:  \*

Service Type:  \*

Service Times:    am  pm -    am  pm \*

Group Size:  \*

Progress Report :  \*

Daily Progress Note:

#### Areas Covered/Assessed: \*

Direct

- Accompanying the student on school bus or other vehicle per the IEP. A PCAs presence is necessary because of a students physical disability or mental health disability.
- Activities of daily living such as eating; grooming; bathing; toileting; etc.
- Assisting the student to ambulate; position; and transfer.
- Assisting the student to use and maintain augmentative communication devices.
- Assisting the student to use equipment.
- Assisting; monitoring; and guiding the student to pay attention; participate in activities; and complete tasks.
- Hands-on assistance; cueing; or supervision of medical/mental health-related services provided by the PCA under the direct (on-site) supervision of the professional nurse. Activities may include catheterizations; suctioning; oxygen admin; and tube feedings.
- Monitoring the incidence and prevalence of designated health problems or medical conditions; e.g.; seizure precautions or extreme lethargy.
- Observing and intervening to redirect inappropriate behavior.
- Other Direct Service
- Range of motion and other exercises.

For the “Service Type” only click  
“Direct”

If your student is absent, then you do  
not need to complete any logging for  
that day.

Service Type: ✓ \*

- Direct
- Direct Session: Make-Up Session
- Student Absent
- Student Not Available
- Provider Absent
- Provider Not Available

Group Size:

### Other Logging Reminders

- All comments in logs need to be professional and objective.
- No other names are to be included in the Daily Progress Note, including the names of teachers, other students in the classroom and the Personal Care Assistant.
- All logs need to be authentic, and representative of the day and student you are logging for. These should not be copied from other students and/or the previous days/weeks.
- If you take a break, or go to the bathroom, the time for your logs need to stop, and then restart upon your return.

For example: if I am working with Student A starting at 8 am, but stop to go to the bathroom at 9:28 am, my log needs to go from 8 am to 9:28 am and then restart upon my return from the bathroom at 9:33 am.

- Logging for students ONLY occur when you are giving direct service to that student.
- Logging needs to occur for all students that you give direct services to throughout the day.
- All PCA's need to keep their own personal notebook to record the student's day and activities. This log needs to remain confidential and in the student's file upon the conclusion of each day. It may not go home with you.
- If a student that you work with is not on your roster – notify the ACCESS Coordinator immediately!

Logs that do not meet these requirements will be denied and you will need to redo the log for that day. **Logs need to be updated and completed by noon on Monday for the prior week.** Logs will be monitored for accuracy and timely completion. Failure to complete all logging requirements to proper specifications within the allotted time frame may result in disciplinary action.

If you have questions about EasyTrac please feel free to consult the User Manual under Staff Resources, or reference the training videos available upon login to EasyTrac, or contact the district ACCESS coordinator.

## Random Moment Time Studies

You may be randomly selected to participate in a time study by answering six questions describing what you were doing during your assigned “moment” on a specific work day, at a specific time. You should be able to complete the required information in less than five minutes.

The questions you’ll be asked are:

1. Were you working during your sampled moment? (If the answer is “no” the survey ends)
2. Who was with you?
3. What were you doing?
4. Why were you doing this activity?
5. Is this activity regarding a Special Education student?
6. Is the service you provided part of the child’s IEP?

If selected, you will receive an email from PCG five days in advance of the date/time of your sample moment. After this initial email, the Random Moment Time Study will continue using the timeline below. Please do not delete these emails. As mentioned, you will need the information in these emails to complete the time study process. You can delete the emails once you’ve submitted your completed time study responses.

Since all notification and documentation will be done electronically, **it is very important that staff members check school email weekly**. This ensures that you are aware that you have been selected to participate in the time study, and can later describe your activity during your sample moment. Failure to complete the Momentary Time Study may result in disciplinary action.

The purpose of the time study is to record normal, routine activities performed by PA school staff (employees and contracted) personnel involved in SBAP. This will allow for a determination of how much time participating LEAs spend supporting and delivering SBAP reimbursable services. To collect a statistically valid random sample, it is essential that time study participants complete their sample moments in a timely manner and in sufficient detail.

### **Timeline for Individuals Selected as an RMTS Participant:**

1. Advance notice - You will receive an email from [RMTSsupport@pcgus.com](mailto:RMTSsupport@pcgus.com) five days, and again, one day prior to the date of your “moment.” These email notifications will contain the URL (Website address), user name, and password needed to electronically document your sample moment.
2. Day of the “moment” - Please note, you should NOT log in to the Web-based system during the sample moment; rather, conduct your normal business during the sample moment.
3. After “living the moment” - You will receive a reminder email one hour after your moment has occurred. You should log in to the Website provided in the email to enter brief answers to six questions.
4. Day after the “moment” – If you complete and submit your responses within the first 24 hours after your “moment” you will not receive any reminder emails. If you have not submitted your response with your documented sample moment within the first 24 hours after your “moment,” you will receive a reminder email, which is copied to the RMTS District Coordinator as well, from [RMTSsupport@pcgus.com](mailto:RMTSsupport@pcgus.com)
5. Three days after the “moment” -- Three days (72 hours) after the assigned moment, you will receive another reminder email, IF you have not responded.
6. Notifications to the RMTS Coordinator – the person whose name(s) was provided on the RMTS Roster (on the District Contact tab) – this person indicated that they wanted to be copied on reminder emails that go to any of the LEA staff on the Roster, so they will receive a copy of the reminder emails sent to their participants (as described in #4 and #5 above).
7. Expiration of the “moment” – you have five days from the time of the “moment” to respond – after that, you will no longer be able to participate in the time study for that moment.

The sooner you respond following the “moment,” the easier it will be to answer the questions, and you will lessen the risk of forgetting to respond. Again, the process will take about five to ten minutes. Once you have completed the time study documentation you will be able to print a copy for your records. It is a good idea to print and retain a copy in case you receive a follow-up call asking for clarification or additional information about one of your system entries.

Complete the survey associated with any sample moment within 24 to 72 hours following the sample moment. The system will not allow you to fill out the documentation prior to the date/time designated in the sample moment notification. If you have any further questions, contact your district RMTS Coordinator, or submit them to [RMTSsupport@pcgus.com](mailto:RMTSsupport@pcgus.com).