



EASYTRAC™

Tracking and Documenting Services Provided to Students

End User Manual



Experience Results™

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WHO IS PUBLIC CONSULTING GROUP (PCG)

Public Consulting Group, Inc. (PCG) is a management consulting firm committed to providing the highest level of service and quality products to state and local government clients and assisting them in endeavors to enhance revenue, reduce costs, increase operational performance, improve efficiency and streamline technology. Established in 1986, PCG focuses on targeted lines of business and on building lasting client relationships in the areas of education, government finance and health and human services.

PCG'S EDUCATION SERVICES PRACTICE AREA (ESPA)

PCG's Education Services Practice Area (ESPA) has achieved numerous successes working with School Districts, State Departments of Education and Medicaid Agencies across the nation since 1992. Working with school districts ranging in size from 200 students to 435,000 students, PCG offers full service consulting integrated with innovative and scalable technology solutions to address the changing needs of the K-12 education community. Our expertise spans across various education administrative functions and our objective is to provide districts with the resources they need to accomplish their goals utilizing one vendor.

EasyTRAC™ GENERAL INFORMATION

Security

All EasyTRAC™ information is confidential. The server uses Secure Socket Layer (SSL) technology to encrypt all information as it flows across the Internet. This is the same technology that online merchants and banks use to protect your credit card number and other sensitive information.

Please adhere to the following procedures to ensure security:

- **Do not give your account name or password to anyone.**
- **Do not write your password down where it can be seen by others.**
- **Do not save documents or reports to an unsecured computer.**
- **Always log off of EasyTrac™ and close your browser when you are finished.**

Note: EasyTRAC™ will automatically log you out of the system after a period of inactivity.

Navigation

EasyTRAC™ is menu bar driven with tabs along the top on the screen that are used to navigate through the system. Clicking different tabs takes the user to different parts of the database.












Saving Changes



After a change is made, it is very important to click the ‘Update the Database’ button at the bottom of each screen to save the changes. ‘Update the Database’ is equivalent to *Save*. **Any information entered will be lost if Users forget to click ‘Update the Database’.**



Important Symbols in EasyTRAC™

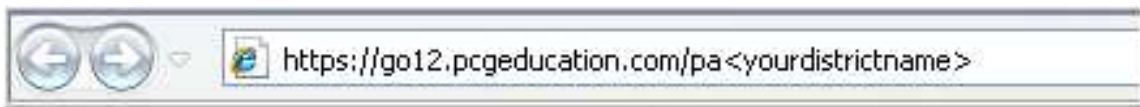
Below is a list of icons and a description of functionality for each that appears on many system pages:

	<i>Help</i> - This link shows general help information. See the End User Manual for updated, specific information.
	<i>Drop down menu</i> - Only one selection can be made. Click once on the gray box and select an option.
	<i>Check box</i> - More than one selection can be made. To add or remove a check, click once on the box.
	<i>Spell Check icon</i> – Click on the icon to launch the spell check function for a specific text box.
	<i>Calendar icon</i> – To add a date, click on the calendar and scroll through the screens to find the appropriate date.
	<i>White Check Mark</i> —Special Education eligibility date was not entered for student
	<i>Green Check Mark</i> —Nothing (IEP nor Special Education eligibility) is overdue or coming due
	<i>Red Stop Sign</i> —IEP is overdue
	<i>Yellow Yield Sign</i> —IEP is coming due

	<i>Yellow Yield Sign with a "T"—Tri-Annual/Bi-Annual Eligibility Review is coming due</i>
	<i>Red Stop Sign with a "T"—Tri-Annual/Bi-Annual Eligibility Review is overdue</i>

Logging Into The System

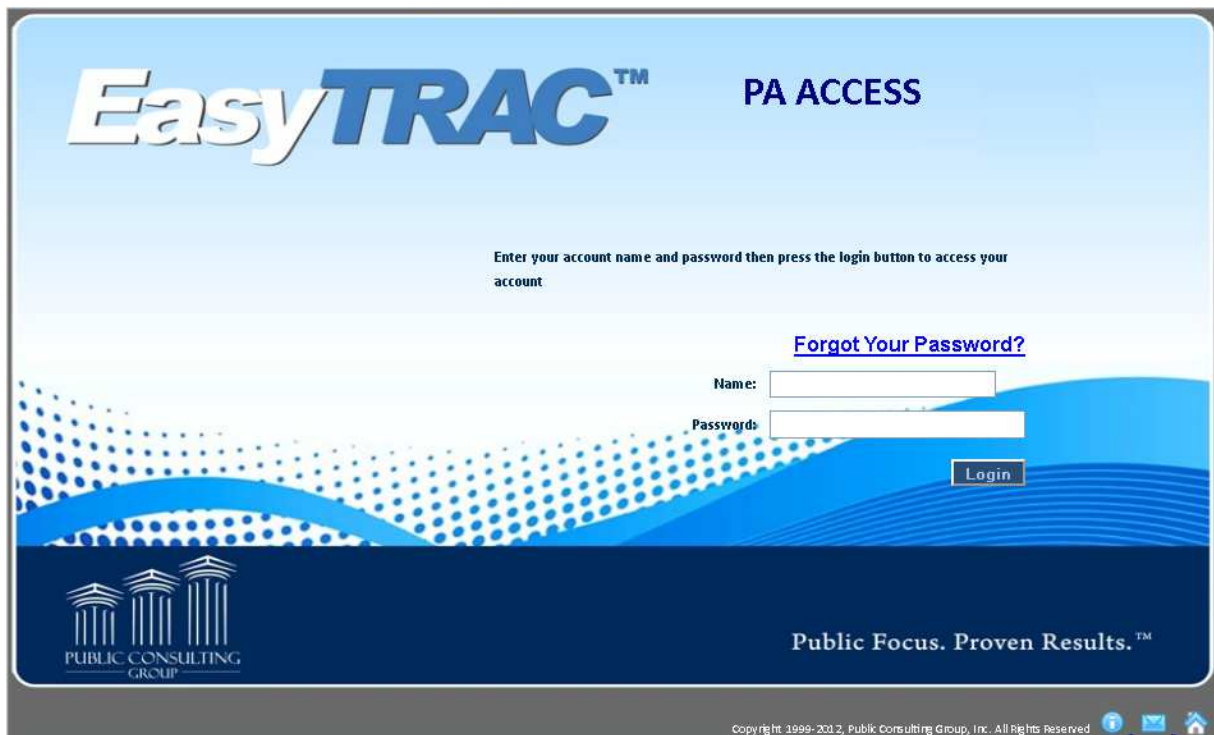
1. Open a web browser and enter your district's URL in the address bar. We recommend that you save this to your favorites or add a short-cut link to your desktop. You will login to the EasyIEP™ site; EasyTRAC™ is a component of the EasyIEP™ system.



My URL is: <https://go12.pcgeducation.com/pa>_____

2. Enter your username -- (First initial <NO space> Last Name).
3. Enter your password.
4. Click the 'Login' button.

Note: Your username is not case sensitive. Your password is _____.

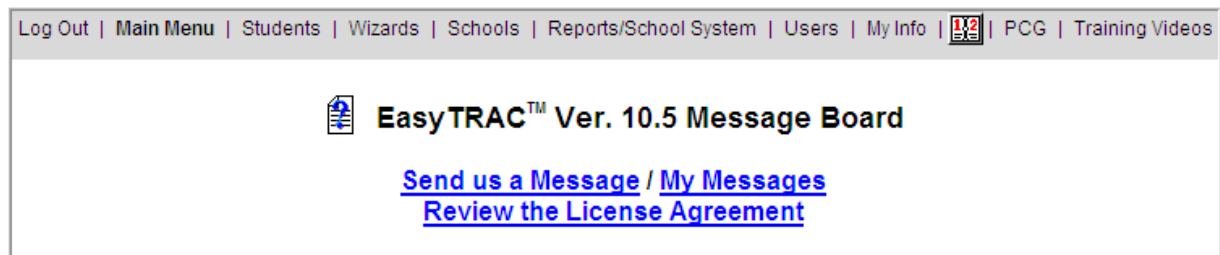


Note: This is a web-based system. You can gain access using your name and password through any Internet service provider on any computer with Internet access.

MAIN MENU TAB

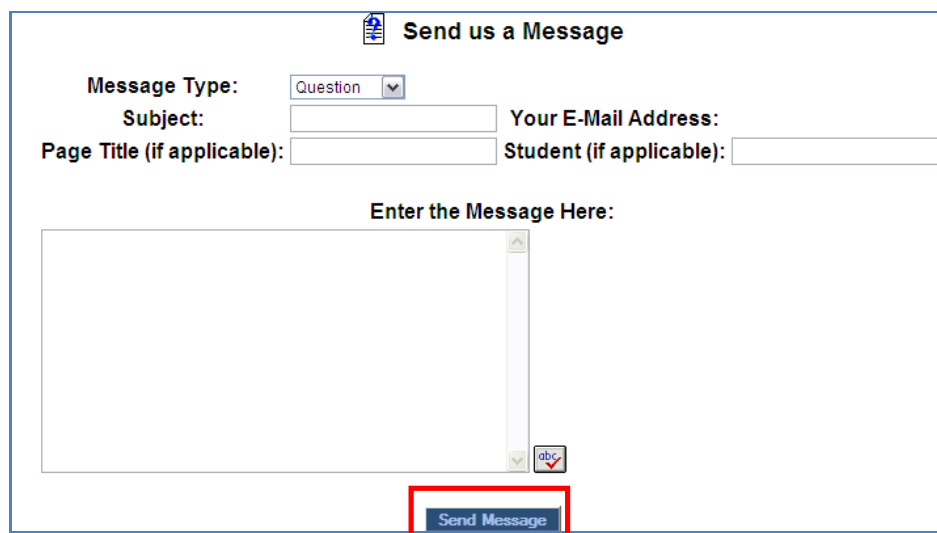
Message Board

To inform Public Consulting Group of any issue, we suggest that users *send us a message* via one of the following links on the EasyTRAC™ “Main Menu” page:



To send a Question, Bug Report, Comment or Suggestion:

1. Select which type of message you would like to send by selecting it from the *Message Type* drop down list
2. Type the subject of your message in the *Subject* box. Be as specific as possible.
3. Enter your email address in the *Your e-mail address* box so PCG can respond to you. Your e-mail address will automatically populate if your email is entered under the ‘My Info’ tab.
4. Add your message to the text box.
5. Click once on the “Send Message” button.

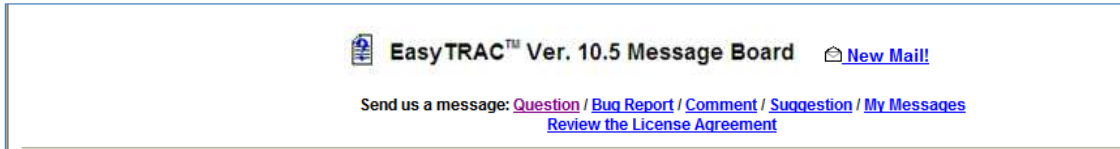


Question, Comment, Suggestion: Use these links for all questions, comments, student transfer requests or suggestions. Messages will be handled as they are submitted.

Bug Report: Use this link when a feature or function of EasyTRAC™ is not working correctly.

Once PCG responds to your message, you will receive an e-mail informing you that you have a new message in EasyTRAC™. All messages and message responses are sent internally within the system in

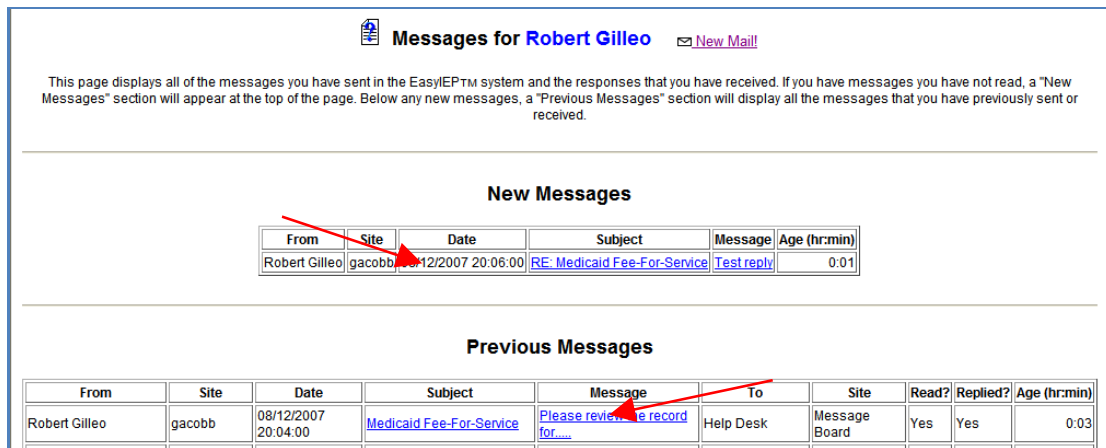
order to keep sensitive information secure. Once you have received a reply, the [‘New Mail’](#) link will appear on your “Main Menu” next to the *Message Board* message options.



To access your new message, you can do one of the following:

1. Click on [‘New Mail’](#)
2. Click on the [‘My Messages’](#) Link

Choosing either of these links will direct users to the following screen, which displays *New Messages*, as well as stores a user’s *Previous Messages*.



Once you have read all new messages, you will no longer see the [‘New Mail’](#) icon on your “Main Menu” screen.

Message of the Day

Below the *Message Board* you will find the *Message of the Day*. This message is edited by your school’s administrators and will alert you of any important information. Please check this message often to stay informed with school-wide changes or updates.

Uploaded Files

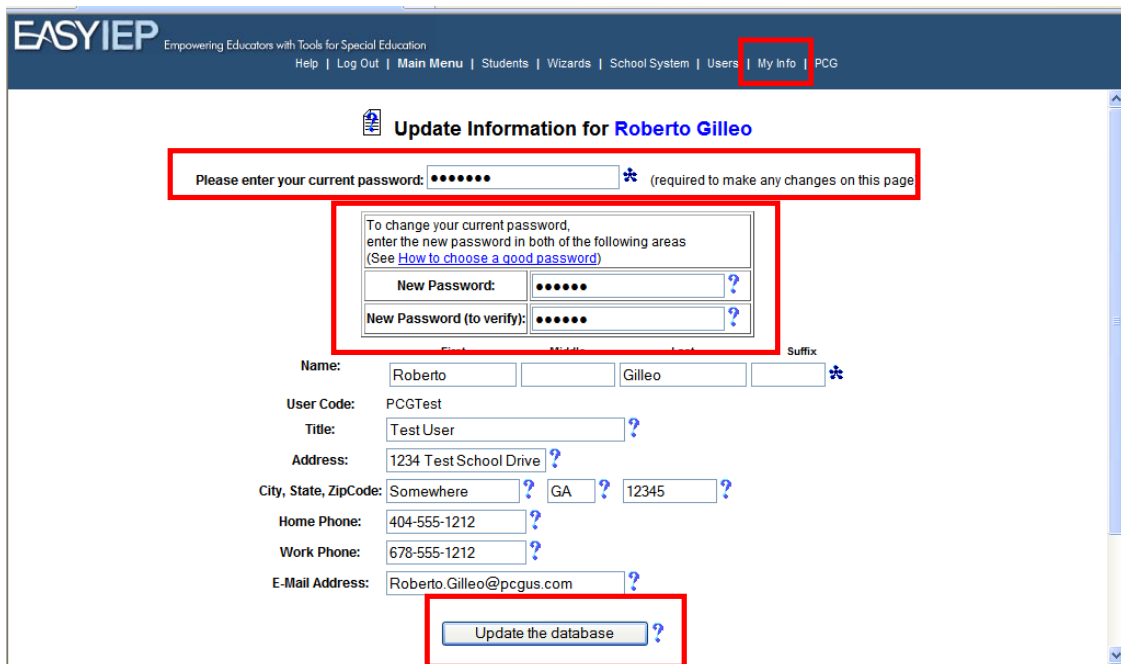
At the bottom of the *Main Menu* page you will see various files that have been made available to you for viewing or downloading. Instead of sending e-mail attachments to everyone in your district, administrators or PCG staff will often upload the necessary file to the main page of EasyTrac™. To view a file, click on the name of the file (denoted by a [blue](#) hyperlink). The file will open and you will have the option of saving it to your computer. When you are finished viewing the file, click on the *Main Menu* tab at the top of your screen. Do not close your browser as you are still logged in to EasyTrac™.

Changing Passwords

The first time you login to EasyTrac™ you should change your password to something only you know. Please click on the [How to choose a good password](#) hyperlink if you need help.

To change your password:

1. Click on the 'My Info' tab from the *Main Menu*.
2. Enter your current password.
3. Type your new password in both the password and password verification boxes.
4. Click the "Update the Database" button.



The screenshot shows the 'Update Information for Roberto Gilleo' page in the EasyTrac system. The page has a dark blue header with the 'EASYIEP' logo and navigation links. The main content area is white and contains a form. At the top of the form, there is a red box around the 'Please enter your current password:' field. Below this is another red box around the 'New Password:' and 'New Password (to verify):' fields. At the bottom of the form, there is a red box around the 'Update the database' button. The form also includes fields for Name, User Code, Title, Address, City, State, ZipCode, Home Phone, Work Phone, and E-Mail Address.

After updating the database, a confirmation box will open. By clicking 'OK' in the confirmation box, you will have successfully changed your password. The next time you log into EasyTrac™, use your new password. District ACCESS Administrators will have the ability to change your password should you forget it and/or you are unable to log in. The 'My Info' tab is also the place where your contact information is stored. Make sure your e-mail address and phone number are correct.

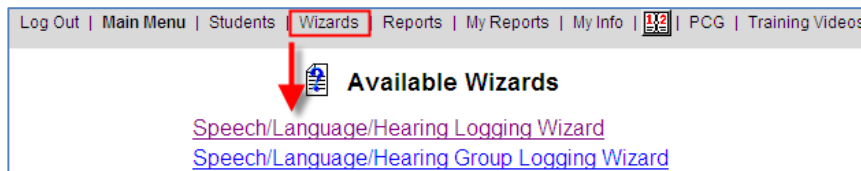
DOCUMENTING SERVICES

Using the Logging Wizard

To begin documenting your services, you will need to have all of your students added to your caseload. Once the students are added to your caseload, you will use the Service Logging Wizard for your students. Please see the “Managing Caseloads” section for more details.


How to Document a Service Using the Logging Wizard

1. Login to EasyTRAC™
2. Click on the ‘Wizards’ tab
3. Click the Logging Wizard for the service that you provide



4. Check the boxes for the students for whom you wish to document services, click ‘Continue.’ The students listed under **Med: No** are NOT CURRENTLY eligible for MA services. The students listed under **Med: Yes** ARE CURRENTLY eligible for MA services.

Note: If there is a student not showing up in the logging wizard that is on the user’s caseload, this means that the corresponding related service has not been added yet for that student.

 **Speech/Language/Hearing 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: No

Select Saved Group:

<input checked="" type="checkbox"/> Felicity Heathman	<input checked="" type="checkbox"/> Mark Steffan	<input checked="" type="checkbox"/> Justin Timberlake
<input checked="" type="checkbox"/> Lonnie Iris	<input checked="" type="checkbox"/> Tony Sullivan	<input checked="" type="checkbox"/> Rumor Willis
<input checked="" type="checkbox"/> Robbie Johnson	<input checked="" type="checkbox"/> Tina Thompson	

(8 available students)

Med: Yes

Select Saved Group:

<input checked="" type="checkbox"/> Jessica Alba (Med)	<input checked="" type="checkbox"/> Justin Beiber (Med)	<input checked="" type="checkbox"/> Suri Carlson (Med)
<input checked="" type="checkbox"/> Jennifer Apple (Med)		

(4 available students)

5. Verify that you are logging a service for the correct student.

Note: the student's name is listed in **Bold-Blue** letters on the top of your Internet window.

Note: Verify the month the service is being logged for corresponds to the month in the drop down box at the top of the logging page, adjacent to the student's name.

Monthly Service Log for **Suri Carlson (Speech/Language/Hearing) (Student 1 of 1)** Sep, 2012

Services Provided September 2012								
Del	Date	Start Time	End Time	Service Type	Group Size	Status	Comments	Areas Covered/Assessed
	9/19/2012	10:00 AM	10:15 AM	Direct	Indiv.	Progressing	Suri is doing well with sound articulation, she is progressing towards her IEP goals. Worked on Oral motor skills by practicing voice pitch in various situations (inside and outside speaking).	Articulation: Oral Motor, Articulation: Sound Production, Voice: Pitch
	9/24/2012	10:00 AM	10:30 AM	Direct	Indiv.	Progressing	Description of service....	Articulation: Oral Motor, Articulation: Sound Production
	9/27/2012	12:00 PM	12:30 PM	Direct	Indiv.	Progressing	Suri is progressing with her sound articulation. She is producing her /s/ at 75%.	Articulation: Sound Production

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

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.

Confirm newly entered logs, then proceed to next student
Confirm newly entered logs, then allow me to enter more logs for this student

Prefill from Last Log Clear All Data

Date of Service: * Service Type: *

Start Time: End Time:

Service Times: am pm am pm * Group Size: *

Progress Report: N/A * Description of Service:

Note: When a log is highlighted in teal, this means that the log still needs to be confirmed. If the user needs to delete the log, click the trashcan next to the newly added log. The log will need to be re-entered.

6. Complete the data fields for the service you provided, and click "Add to Table" to add the service documentation to the above table

Direct

<input type="checkbox"/> Augmentative Communication: Programming Device	<input type="checkbox"/> Feeding / Swallowing: Advancement of Diet	<input type="checkbox"/> Receptive and Expressive Communication feedback through Listening Technology in the Hearing Impaired Services
<input type="checkbox"/> Augmentative Communication: Symbol Discrimination	<input type="checkbox"/> Feeding / Swallowing: Compensatory Techniques	<input type="checkbox"/> Voice: Duration
<input type="checkbox"/> Augmentative Communication: Symbol Identification	<input type="checkbox"/> Feeding / Swallowing: Diet Modification	<input type="checkbox"/> Voice: Loudness
<input type="checkbox"/> Augmentative Communication: Transfer	<input type="checkbox"/> Feeding / Swallowing: Oral Motor	<input type="checkbox"/> Voice: Pitch
<input type="checkbox"/> Aural Rehabilitation: Auditory Discrimination	<input type="checkbox"/> Fluency: Establish Fluency at Different Levels	<input type="checkbox"/> Voice: Quality
<input type="checkbox"/> Aural Rehabilitation: Compensation Techniques	<input type="checkbox"/> Fluency: Strategies / Techniques	<input type="checkbox"/> Voice: Resonance

Add to Table [back to top](#)

7. You may document additional services and click ‘Add to table’ prior to confirming and saving the services
8. Review the teal-shaded services in the *Services Provided* table. If any of the services are incorrect, you may press the trashcan icon to remove the service from the table. If all of the information is correct, you may select either:

‘Confirm newly entered logs, then proceed to next student’ which will save the service(s) and allow you to document services for the next student

OR

‘Confirm newly entered logs, then allow me to enter more logs for this student’ which will save the service(s) and allow you to enter additional services for the same student

If the second option is selected, you will be brought back to the previous screen where you can enter a new service.

Notice the ‘Prefill’ button. Clicking on this button will prefill the typical service information that may not change from one service to the next, such as ‘Service Type’, ‘Duration of Service’, ‘Group Size’, ‘Diagnosis Code’, ‘Description of Service’ and ‘Areas Covered/Assessed’, thus reducing your time spent documenting services.

Monthly Service Log for Suri Cruise (Speech/Language/Hearing) (Student 1 of 3) Jun, 2012 ▾

Time Spent: 30 minutes/week
Location: In the Regular Education Classroom

Services Provided June 2012

Del	Date	Start Time	End Time	Service Type	Group Size	Status	Comments	Areas Covered/Assessed
-	Logs Previously Entered by Me (saved)							
-	Logs Previously Entered by Someone Else (saved)							
-	Newly Entered Logs (not yet saved)							

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.

Skip this student, proceed to next student

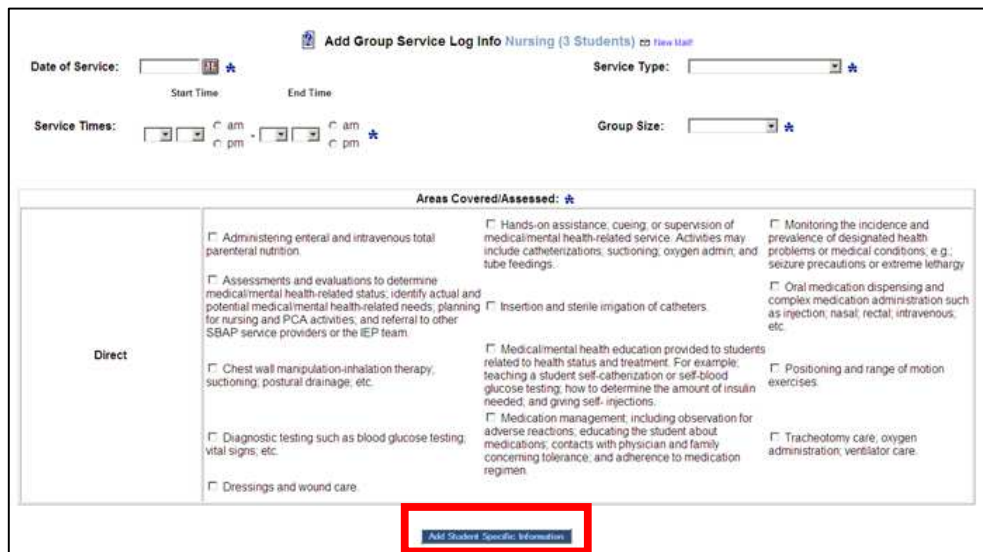
Prefill from Last Log
Clear All Data

Documenting Group Services

1. Click on the “Wizards” tab on the top of your Internet window
2. Click the ‘Group Logging Wizard’ for the service that you provide
3. Check the boxes for the students for whom you wish to document services, then click ‘Continue’

Note: You should only check off students that were in the same group session on the same day at the same time.

4. Complete the data fields that apply to the entire group for the service you provided, then click ‘Add Student Specific Information’ to add the data that applies to each specific student



Add Group Service Log Info Nursing (3 Students) [New User](#)

Date of Service: [Date Picker] * Service Type: [Dropdown] *

Start Time: [Time Picker] End Time: [Time Picker]

Service Times: [Dropdown] [Dropdown] am/pm [Dropdown] [Dropdown] am/pm * Group Size: [Dropdown] *

Areas Covered/Assessed: *			
Direct	<input type="checkbox"/> Administering enteral and intravenous total parenteral nutrition.	<input type="checkbox"/> Hands-on assistance, cueing, or supervision of medical/mental health-related service. Activities may include catheterizations, suctioning, oxygen admin, and tube feedings.	<input type="checkbox"/> Monitoring the incidence and prevalence of designated health problems or medical conditions, e.g., seizure precautions or extreme lethargy.
	<input type="checkbox"/> Assessments and evaluations to determine medical/mental health-related status, identify actual and potential medical/mental health-related needs, planning for nursing and PCA activities, and referral to other SBAP service providers or the IEP team.	<input type="checkbox"/> Insertion and sterile irrigation of catheters.	<input type="checkbox"/> Oral medication dispensing and complex medication administration such as injection, nasal, rectal, intravenous, etc.
	<input type="checkbox"/> Chest wall manipulation-inhalation therapy, suctioning, postural drainage, etc.	<input type="checkbox"/> Medication management, including observation for adverse reactions, educating the student about medications, contacts with physician and family concerning tolerance, and adherence to medication regimen.	<input type="checkbox"/> Positioning and range of motion exercises.
	<input type="checkbox"/> Diagnostic testing such as blood glucose testing, vital signs, etc.		<input type="checkbox"/> Tracheotomy care, oxygen administration, ventilator care.
	<input type="checkbox"/> Dressings and wound care.		

[Add Student Specific Information](#)

5. On this page, select the specific “Progress Report”, “Description of Service” and select the appropriate “Areas Covered/Assessed” for each student, then click ‘Update the Database’
6. Review the services for each student and at the bottom of the page, you have four options:
‘No, edit these log entries’
‘Yes, log these services’
‘Yes, log these services, then allow me to log another group service’ OR
‘No, I wish to abort this entry’

Electronic Signatures

Electronic signatures for completed logs are accepted effective 7/1/2012 for all services rendered after 7/1/2012.

DPW will accept SBAP provider logs that are signed with an electronic signature provided the electronic signature meets the following requirements:

- Identifies the individual signing the document by his/her name and title;
- Ensures that the document cannot be altered after the signature has been affixed by limiting access to the code or key sequence;
- Provides an audit trail that validates the signer’s identity.

Upon request from DPW, schools must be able to provide a hard copy of the log showing either verification of the provider’s PIN/password or an actual signature. A handwritten original is not required.

Schools that use electronic signatures must have written policies and procedures in effect regarding use of electronic signatures. Electronically transmitted signatures must be electronically encrypted or transmitted by other technological means designed to protect and prevent access, alteration, manipulation or use by

any unauthorized person. In addition to complying with security policies and procedures, providers who use computer keys or electronic signatures should sign a statement assuring that they alone will have access to and use the key or computer password. The policies, procedures, and statements of exclusive use must be maintained and available at the school's location.

Paper Logs

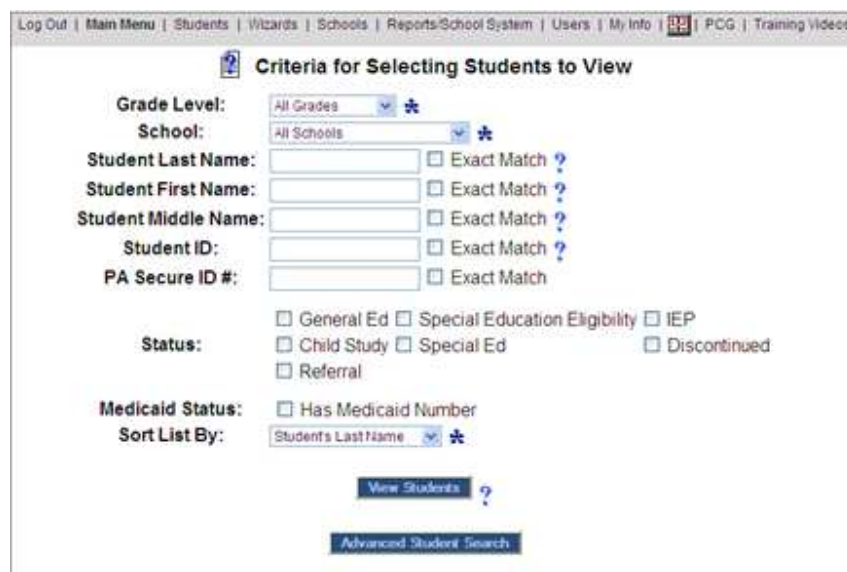
Effective July 1, 2012, providers who bill ACCESS will no longer be permitted to submit paper claims.

Paper logs that match the EasyTRAC™ logging wizards have been created for end users if requested. Each item on the paper log is mandatory. While paper logs can be completed by an end user, all finalized logs must be entered in EasyTRAC™ by that end user or the Access Coordinator/Supervisor.

All paper logs can be found on the main menu page of EasyTRAC™ and in the document library of the PA SBAP website: <http://www.publicconsultinggroup.com/client/paaccess/documents.html>.

Printing the Service Log History

1. Search for the student by clicking on the 'Students' tab from the *Main Menu*



2. Search for the student
3. Click on a student's name; this brings you to the *Personal Information* page
4. Click on the 'Related Services' tab at the top of the screen
5. On the *Related Services Page* click on the 'Details' button for the service history you want to view

Log Out | Main Menu | Students | Personal | Parents | Team | Special Education Eligibility | Related Services | Documents

Related Services for Rumor Willis View: Workspace

Del ?	Pos	New Pos ?	Related Service	Num Sessions	Session Length	Consult ?	ESY ?	Pct	Dis ?
<input type="checkbox"/>	1	<input type="text"/>	Speech/Language/Hearing	2 per week	1 hr	<input type="checkbox"/>	<input type="checkbox"/>	6.67	<input type="checkbox"/>
<input type="checkbox"/>	2	<input type="text"/>	Personal Care Assistant	1 per day	8 hr	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	3	<input type="text"/>	Special Transportation	per day	minutes	<input type="checkbox"/>	<input type="checkbox"/>	0.00	<input type="checkbox"/>
Percent - Special Ed Services:								0.00	
Percent - Related Services:								6.67	
Total Percent in Special Education:								7	

6. Scroll to the bottom of the *Related Services Details* page.
7. Fill in the fields next to the ‘On or After’ or ‘On or Before’ dates in the text box
8. Click the ‘View Service Log’ button

Log Out | Main Menu | Students | Personal | Parents | Team | Special Education Eligibility | Related Services | Documents

Related Services Details for Rumor Willis (Speech/Language/Hearing)

Service Name: Speech/Language/Hearing
SubArea:
Provider:

Dates Service Provided: **Begin:** **End:**
Doctor Authorization: **Begin:** 08/01/2012 **End:** 08/01/2013
Group Size:
Location:

On or After: Before: (2 logs exist from 08/28/2012 to 08/29/2012)
 (There are 6.00 hour(s) in a school day at MCS)

Note: *You may only view a service log for a 90 day range. (i.e. If you would like to see a service log for your entire year, you would pull up three service logs, one for each quarter.*

9. After clicking on the ‘View Service Log’ button, the following will appear

Service Log for Rumor Willis (07/01/2012..02/19/2013)


Service: Speech/Language/Hearing
 Begin/End Date: (unknown).(unknown)
 Frequency:

Request Removal	Log ID	Date	Type	Provider	Duration of Service	Start Time	End Time	Group Size	Progress Report	Description of Service	Areas Covered/Assessed
<input type="checkbox"/>	22	07/19/2012	Direct	Jennifer Aniston	0:30	02:00 PM	02:30 PM	Group (2 or more)	Maintaining	Description of service...	Phonological Awareness
<input type="checkbox"/>	189	10/24/2012	Direct	Henrietta Jackman	0:45	02:00 PM	02:45 PM	Indiv.	Regressing	Rumor is regressing in loudness of voice	Voice: Loudness Voice: Pitch

10. Select *File* from your browser tool bar
11. Select *Print Preview*
12. Select *Landscape* for the print orientation
13. Select a print size that is appropriate for you (tests have found the shrink to 80% option works best for printing)
14. Click the *Print* icon

Requesting That a Service Log Be Removed


1. Follow the instructions listed in the *To View the Services Log History* section to view your service log for a student.
2. Click the box under 'Request Removal' for the log you wish to have removed
3. Click 'Update the Database'

 **Service Log for Orlando Bloom (07/15/2007..08/16/2007)**

Service: Speech/Language/Hearing
Begin/End Date: (unknown)..(unknown)
Frequency:

Request Removal	Log ID	Date	Type	Provider	Duration	Group Size	Progress	Comments	Areas Covered/Assessed	
<input type="checkbox"/>	450	07/17/2007	Individual Therapy	Adam Clinician	0:25	1	Maintaining	worked on the "th" sound - 8 out of 10	<ul style="list-style-type: none"> Articulation Phonological Development Pragmatic Language 	Details
<input type="checkbox"/>	451	07/20/2007	Individual Therapy	Adam Clinician	0:30	1	Maintaining	comment	<ul style="list-style-type: none"> Articulation Language Therapy Phonological Development Teacher Consultation 	Details
<input type="checkbox"/>	460	07/26/2007	Individual Therapy	Sample Clinician	0:22	1	Maintaining	xxx	<ul style="list-style-type: none"> Articulation Pragmatic Language Teacher Consultation 	Details

4. After clicking 'Update the Database,' the following will appear
5. In the drop-down box marked "Are you sure you wish to request removal of this service log?" choose 'Yes' to have the log deleted
6. Type your reasons for deleting the log in the text box and click on 'Request Log Removal'

 **Request Service Log Removal for Orlando Bloom**

Service: Speech/Language/Hearing
Begin/End Date: (unknown)..(unknown)
Frequency:

Please confirm that you want to request that the following service log entries be removed.

Date	Type	Provider	Duration	Group Size	Status	Comments	Areas Covered/Assessed
07/17/2007	Individual Therapy	Adam Clinician	0:25	1	Maintaining	worked on the "th" sound - 8 out of 10	<ul style="list-style-type: none"> Articulation Phonological Development Pragmatic Language

Are you sure you wish to request removal of this service log? ▼

Why does this log need to be removed? ▼

NOTE: This page only submits a request that a log be removed. The log will not immediately be removed from the system. To make corrections this service must be re-logged after the existing log is removed

7. After a log has been requested to be removed, viewing the log will display a red X in the 'Request Removal' column, instead of the checkbox. This will remain until the log has been deleted.

DOCUMENTS TAB

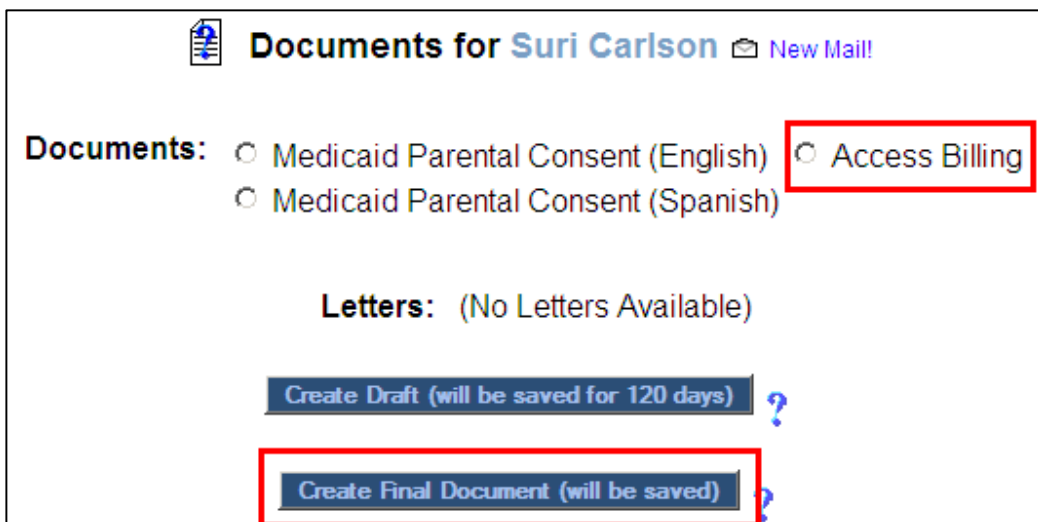
Users have the ability to create a document that displays all services logs entered, whether approved or not yet approved. This document can be used for any service provider that needs supervisor sign off.

Completing the Access Billing document

Users have the ability to create a document that displays all services logs entered, whether approved or not yet approved. This document can be used for any service provider that needs supervisor sign off.

Printing the Access Billing document for supervisor signature

1. Click the 'Students' tab from the *Main Menu*
2. Search for the student
3. Click the student's name
4. Click on the Documents tab at the top of the *Personal Information for _____* screen
5. Click the radio button to the left of **Access Billing**



6. The user can complete this document in both a draft format and a final format. The draft will display a "Proposed" watermark on the top of the page.

Note: *This printed document can be used when a supervisor signature is REQUIRED (COTA, PCA and certain Audiologist & Speech/Language/Hearing service logs)*

Student Name: Suri Carlson Student ID: 2304980 Date of Birth: 07/26/2012 School Address: 100 Test St Test, PA 55555	PA SecureID: 4569871 Grade: 7th Grade School Phone: (555) 555-1212
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Service Provider Thomas Brady	School Building Sample School (SAMPLE)
Student Disability Developmental Delay (3-5 in EI Program)	Service Specialty Personal Care Assistant

Professional Service Log				Progress Indicator					Service Time/Type			
Date	Dir	Coll	Activities/Procedures	Prog	Main	Mast	Inc	Reg	TimeIn - TimeOut	H:M	Ind	Grp
12/13/2012	X		• Accompanying students on school buses or other vehicles. A PCA's presence is necessary because of a student's physical disability or mental health disability.		X				03:15 PM - 03:25 PM	0:10	X	
Apprvd												

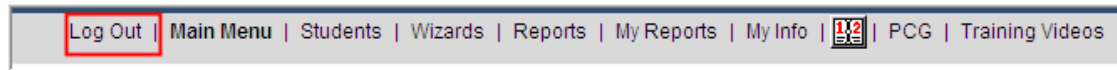
Comments: Assist to school bus and help up the steps due to physical needs.

SIGNATURES

Provider Signature: _____	Title: _____	Date: _____
Supervisors Signature:* _____	Title: _____	Date: _____

*Supervisory signature is required when services are provided by paraprofessionals

LOGGING OUT of EasyTRAC™



To log out of EasyTRAC™

1. Click the “Log Out” tab at the left of the menu bar
2. After you log out, close your browser:
 - a) Click on *File* in the upper left hand corner of your screen and then choose *Exit*.
 - b) Mac users - Click the in the upper left hand corner of your screen.
 - c) PC users – Click the ‘X’ in the upper right hand corner of your screen.

Note:

- * *You can log out from any part of the system*
- * *You do not have to go back to the Main Menu*
- * *You must log out of EasyTRAC™ and close your browser if you:*
 - *Step away from your computer*
 - *Finish using the system*
 - *Leave for the day*

**** Always Log Out and Exit the Browser ****

** If you do not Log Out and close your browser, anyone can access information in EasyTRAC™ or record information under your login name.



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