



# Special Ed Service Log

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## Tool Search: Special Ed Service Log

The Service Log is used by staff to track when a special ed service was provided to eligible students with plans. Service Log records can only be created for students that have a locked plan with associated services.

Special Ed Services are set up using the [Services tool](#) in System Administration. Plans are created for students using the [Documents tool](#). Each state has different formats and requirements for Plans. State specific plan information is available in the [State Specific Information](#) area.

Service Log					
<a href="#">Export to Excel</a>					
Plan	Service	Date ↓	Provider	Position	Minutes served
		month/day...  			
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Counseling Services (09/16/2019 - 09/15/2020)	09/25/2019	Example Counseling Provider	Family and Child Counselor	30
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Behavioral Therapy (09/16/2019 - 09/15/2020)	09/20/2019	Example Behavior Provider	Behavioral Therapist	30
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Individualized Instruction (09/16/2019 - 09/15/2020)	09/20/2019	Example Instructional Provider	Special Education Teacher	90
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Mental Health Services (09/16/2019 - 09/15/2020)	09/20/2019	Example Mental Health Provider	Counseling Specialist	60
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Behavioral Therapy (09/16/2019 - 09/15/2020)	09/19/2019	Example Behavior Provider	Behavioral Therapist	30
Campus Default IEP (With PLAAFP) (09/16/2019 - 09/15/2020)	Individualized Instruction (09/16/2019 - 09/15/2020)	09/19/2019	Example Instructional Provider	Special Education Teacher	90
Campus Default IEP (With					

[New](#)


*Service Log List Screen*

See the [Special Ed Service Log Tool Rights](#) article for information about rights needed to use this tool.

Column Name	Description
<b>Plan</b>	The name, start, and end date of the plan associated with the service.
<b>Service</b>	The name, start, and end date of the service provided to the student.
<b>Date</b>	The date of the service.
<b>Provider</b>	The name of the service provider.

Column Name	Description
Position	The position of the service provider.
Minutes Served	The number of minutes the student received the specific service.

## Export to Excel

Click the **Export to Excel**  button to view and report all Service Log records created for the student. This includes all of the fields on the Service Log Detail as well as the Last Name, First Name, Middle Initial and Person ID of the student.

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	Student Name	Person ID	Plan	Service	Special ed setting	Date	Start time	End time	Minutes served	ICD10 Code Value	ICD10 Code Name	CPT Code Value	CPT Code Name
3	Student	123456789	GA IEP 2020 (01/22/2020 - 01/21/2021)	1 on 1 Paraprofessional (01/22/2020 - 01/21/2021)	General Education classroom for at least 80%	5/26/2022	12:00:00 PM	1:00:00 PM	60				
4	Student	123456789	GA IEP 2020 (01/22/2020 - 01/21/2021)	1 on 1 Paraprofessional (01/22/2020 - 01/21/2021)	General Education classroom for at least 80%	2/7/2022	12:00:00 PM	1:00:00 PM	60				
5	Student	123456789	GA IEP 2020 (01/22/2020 - 01/21/2021)	1 on 1 Paraprofessional (01/22/2020 - 01/21/2021)	General Education classroom for at least 80%	3/8/2021	12:00:00 PM	1:00:00 PM	60				

*Service Log Export Example*

## Service Log Detail

Click the **New**  button or an existing Service Log record to view the Service Log Detail.

Plan \*

GA IEP 2020 (01/22/2020 - 01/21/2021)

Service \*

1 on 1 Paraprofessional (01/22/2020 - 01/21/2021)

Special Ed Setting

General Education classroom for at least 80%

Date \*

month/day/year

Start Time \*

hour:minute AM

End Time \*

hour:minute AM

Minutes Served \*

ICD10 Code

CPT Code

Provider

Position

Location

Comments

*Service Log Detail*

Once the Service Log record is saved, the Plan, Service, and Date field cannot be modified. If any of these fields were selected in error, users must delete the erroneous record and re-enter

the correct information in a new Service Log Record.

Field Name	Description
<b>Plan</b> <i>Required</i>	The name, start, and end date of the plan associated with the service. Only locked plans with services for the student display in this dropdown.
<b>Service</b> <i>Required</i>	The name, start, and end date of the service provided to the student. Services available in the dropdown come from the plan. Special Ed Services are set up using the <a href="#">Services tool</a> in System Administration.
<b>Special Ed Setting</b>	The type of setting in which the student receives education. For example, the student could spend 80% in regular education environments and 20% in special education environments. This information comes from the plan and is read-only.
<b>Date</b> <i>Required</i>	The date of the service. This date must be within the date range of the service and plan. This date cannot be in the future.
<b>Start Time</b> <i>Required</i>	The time when the service was provided to the student.
<b>End Time</b> <i>Required</i>	The time when the student stopped receiving the service.
<b>Minutes Served</b> <i>Required</i>	<p>The number of minutes the student received the specific service.</p> <p>The minutes are automatically calculated if the Start and End Time are entered. Modifying the Minutes Served automatically changes the End Time. Entering a Start Time and Minutes Served automatically calculates the End Time field.</p>
<b>ICD10 Code</b>	<p>The system code used by a physician and health care providers to classify diagnoses, symptoms, and procedures for use in tracking medical services that are provided at school that are Medicare reimbursable, if a parent has given Consent for the District to seek the reimbursement.</p> <p>This field is hidden by default, but can display if necessary.</p>
<b>CPT Code</b>	<p>The code assigned to a task or service a healthcare providers offers for use in tracking medical services that are provided at school that are Medicare reimbursable, if a parent has given Consent for the District to seek the reimbursement. This code is often used for billing purposes.</p> <p>This field is hidden by default, but can display if necessary.</p>

Field Name	Description
<b>Provider</b>	The name of the service provider.
<b>Position</b>	The position of the service provider.
<b>Location</b>	The educational or special ed environment where the student received the specific service.
<b>Comments</b>	Any comments related to the service log record.