

Instructions for OAAS Service Logs for Long Term – Personal Care Services (LT-PCS) and Community Choices Waiver (CCW) Personal Assistance Services (PAS)

Service Logs must be used to document services provided to OAAS participants receiving Long Term-Personal Care Services (LT-PCS) or Community Choices Waiver (CCW) Personal Assistance Services (PAS). Each Direct Service Worker (DSW) must complete his/her own Service Log for the participant being served. If providing Shared PAS, each participant must have his/her own Service Log reflecting services provided by a single DSW.

When an error is made, **only the individual who made the entry is allowed to correct the error.** Corrections must be made by drawing a single line through the incorrect entry, writing “error” above the entry, initialing the correction, and placing the correct information on the form.

This form can be printed two-sided or printed as a carbon copy.

PAGE 1 OF THE SERVICE LOG

Items 1-7 may be completed by the provider. This information may even be typed onto the form.

PROVIDER'S NAME: <input type="text"/>	DIRECT SERVICE WORKER'S NAME (PRINT): <input type="text"/>						
PARTICIPANT'S NAME: <input type="text"/>	PARTICIPANT'S DOB: <input type="text"/>						
Week Of: 11/12/17 Through: 11/18/17							
Day Of Week:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date→	<input type="text"/>	11/13/17	11/14/17	11/15/17	11/16/17	11/17/17	<input type="text"/>

- 1) Enter the name of the provider.
- 2) Print the name of the Direct Service Worker (DSW).
- 3) Enter the participant's name.
- 4) Enter the participant's date of birth.
- 5) Enter the beginning date of the prior authorization week (Example: 11/12/17).
- 6) Enter the ending date of the prior authorization week (Example: 11/18/17).
- 7) Enter the date for each day of the week on which services are scheduled to be performed. (Example: If services are scheduled to be delivered Monday through Friday, begin by placing the correct date of the prior authorization week on Monday, 11/13. Continue filling in the dates as applicable for the remainder of the week.)

The prior authorization week begins on Sunday at 12:00 a.m. (midnight) and ends on the following Saturday at 11:59 p.m.

NOTE: The DSW will be utilizing the Electronic Visit Verification (EVV) system to record the actual beginning and end times of service delivery, as well as the location at check in/out.

Items in 8 MUST be completed EACH DAY by hand by the Direct Service Worker (DSW).

Day Of Week:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date→		11/13/17	11/14/17	11/15/17	11/16/17	11/17/17	
Tasks:	Indicate Tasks Completed Each Day by Signing with Worker's Initials.						
Eating				FL	FL		
Bathing			FL				
Dressing			FL				
Grooming			FL				
Transferring			FL		FL		
Ambulation					FL		
Toileting					FL		
Light Housekeeping				FL			
Food Preparation & Storage				FL			
Shopping							
Laundry				FL			
Medication Reminders			FL	FL	FL		
Assist To Scheduled Medical Appointments					FL		
Assist To Arrange Medical Transportation							
Accompany To Medical Appointments			FL				

Additional possible tasks under PAS:

Protective Supervision			FL	FL	FL		
Supervision/Assistance with Health Tasks			FL				
Escort for Assistance with Community Tasks							
Extension of Therapy Services							

8) The DSW **must** enter his/her **signed initials** next to each task **actually performed**. A signed initial in the appropriate block will indicate that the task was completed on that day. Only those tasks that were performed that day should be indicated with signed initials. If the task was **NOT** performed for that particular day, the box should be left blank.

NOTE: All entries must be completed on the Service Log by the DSW on the day that he/she performs the task(s).

Items 9 and 10 are to be completed **ONLY AFTER** the form has been fully completed for the given week.

PARTICIPANT/ RESPONSIBLE REPRESENTATIVE/LEGAL REPRESENTATIVE'S SIGNATURE : _____ 9 DATE: _____

DIRECT SERVICE WORKER'S SIGNATURE: _____ 10 DATE: _____

- 9) The signature of the participant or the participant's Responsible Representative or the participant's legal representative and the date of that signature must appear on this line. This signature should be obtained at the end of the prior authorized week.
- 10) The DSW must also sign and date the form at the end of the prior authorized week. **The DSW should NOT complete this section until the work for that prior authorized week has been completed.**

PAGE 2 OF THE SERVICE LOG - PROGRESS NOTES

This page of the Service Log is to be used to document progress notes, as applicable.

This page may be duplicated as needed and may be printed as a carbon copy.

Items 11-16 are to be completed the same way as described in the Instructions for items 1-6 for Page 1 of the Service Log.

PROVIDER'S NAME: [REDACTED] 11

DIRECT SERVICE WORKER'S NAME (PRINT): 12

PARTICIPANT'S NAME: [REDACTED] 13 PARTICIPANT'S DOB: [REDACTED] 14

WEEK OF: [REDACTED] 15 THROUGH: [REDACTED] 16

Items 17 and 18 MUST be completed by the DSW when applicable and must be HANDWRITTEN.

DATE: 17	PROGRESS NOTES: 18 - Observed changes in physical and mental condition (if applicable) - Documentation of any SIGNIFICANT DEVIATION from what is in the Plan of Care (POC) - Important information for the next worker or caregiver
11/13/17	Ms.Xxxx called and declined all services today since her sister was visiting from Houston.
11/14/17	Got to Ms. Xxxx's home early today because she has a doctor's appointment. Brought her to Dr. Smith at 123 Sunshine Lane; Baton Rouge, LA. I did not assist with eating or cooking today because Ms. Xxxx was told not eat before her doctor's appointment. Also, I did not do any laundry because I brought Ms. Xxxx to the doctor.
11/15/17	Ms. Xxxx declined assistance with bathing and dressing today. She chose to stay in her pajamas. She stated that she was not feeling well and chose to stay in bed. I washed her laundry because I didn't wash yesterday (Tuesday).
11/16/17	Ms. Xxxx was still not feeling well but wanted to get out of bed. She was weak so I had to help her up to go to the bathroom and walk her to her chair in the next room. Called the doctor's office to make an appointment.
11/17/17	Did not provider services. Ms. Xxxx went to the hospital late Thursday night.

17) Write the date of the applicable progress note.

18) Use this area to write documentation of: (a) observed changes in physical and mental condition (e.g. – Participant more irritable or confused, needed more or less assistance than usual, etc.); (b) anything significantly different from what is in the POC (e.g. – flexing schedule to meet participant’s needs, providing services in a different setting, etc.); (c) any important information for the next worker or caregiver (e.g.- noticed sore starting to form on foot and need to monitor, etc.)

Items 19 and 20 are to be completed on EACH page of narrative notes (if applicable) AFTER the form has been fully completed for the given week.

PARTICIPANT/RESPONSIBLE REPRESENTATIVE/LEGAL REPRESENTATIVE'S INITIALS: [REDACTED] 19 DATE: [REDACTED] 19

DIRECT SERVICE WORKER'S INITIALS: [REDACTED] 20 DATE: [REDACTED] 20

- 19) The participant, the participant's Responsible Representative, or the participant's Legal Representative (same person who signed on page 1 of the service log) must sign his/her initials and date **EACH** page of the Progress Notes.
- 20) The DSW must also sign his/her initials and date **EACH** page of the progress notes at the end of the prior authorized week.

Items 21 and 22 are to indicate the total number of pages for a given prior authorized week's documentation. This is important since page 2 of the service log may be duplicated as needed.

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Example: Page 1 of 5, Page 2 of 5, Page 3 of 5, etc.