

INSTRUCTIONS FOR NJ SCHOOL-BASED HEALTH SERVICES (SBHS)

SERVICE LOGS

While the State strongly recommends services be logged by the Service Provider in EDPlan, copies of service logs may be used when this is not an option. Service Providers can use these forms to document Health-Related Services within the current scope of the NJ SBHS Program, which includes both health-related direct services and health-related evaluations. While completing logs, both service providers and the LEA must ensure that documentation complies with all program requirements:

- Services must be recorded on the correct health-related service form, including the specific health services rendered during each session.
- Ensure logs are accurate and fully completed prior to submission to the District Coordinator.
- Provide entirely finished and legitimate logs for submission.
- The LEA is responsible for reviewing and maintaining all service logs.
- Submitted logs must be signed by the Service Provider prior to entering the provided services data into EDPlan.
- While completing a log "Under the Direction of", a supervising SEMI-qualified practitioner must sign when services are provided.

**More information can be found in the NJ SBHS Handbook.*

Student Information:

Service providers are required to fill out all student and district information. It is essential that Service Providers input accurate information for the student.

Session Information:

Service Providers are required to fill out all Session information. Providers are limited to document 10 entries per log (If logs are entered daily, that is only 2 weeks of logging before giving to a District Coordinator).

Service Date:	Enter the Date the service was rendered. (MM/DD/YYYY)
Duration:	Enter the number of hours/minutes the service was delivered.

Session Description:

Service Providers are required to fill out all session description categories. The categories are Size, Progress, and Location. Service providers must select one of the choices listed in the log. For example, if you were logging for the “Location” category, you are obligated to choose one of the three choices (In District, Out of District, and Out of District at a New Jersey Approved Private School for Students with Disabilities (NJ APSSD) for that category. A session description with a selection other than one listed below will be considered as an invalid session log. Providers are limited to document 10 entries per log.

Size:	Enter = Individual or Group
Progress:	Enter = Progressed or Maintained or Regressed
Location:	Enter = In District or Out of District or Out of District at an NJ APSSD

Direct Medical & Non-Billable Services:

Service Providers are required to fill out at least one service per session. If the student received multiple direct medical services, you would choose one or more services. For direct medical services that share two or more procedure codes, please document the duration as time spent on each distinct service as separate entries on the form, as they must be entered as separate logs in EDPlan. The options that appear under the name of the service with the procedure code represents the “Areas Covered and Assessed” that map to that procedure code and are the options that can be selected in the EDPlan service log.

If a direct medical service was not provided, you would select a choice from non-billable services. Providers are limited to document 10 entries per log.

Direct Medical Services:	Check applicable service type(s) and Enter the appropriate service in each individual session.
Non-Billable Services:	If the session did not occur, Enter the appropriate non-billable service in an individual session.

Comments Section:

The comments section is placed in the service log to give providers the option to add relevant notes for each service rendered. All notes must be entered in the same session number for each service rendered. Comments are strongly encouraged for audit purposes.

Service Provider Information:

Service Providers are required to sign their logs. If they are providing the health-related service under the direction of a qualified practitioner, the supervisor must sign the log as well. District Coordinators should not enter logs on behalf of a provider that have not been signed by that rendering provider.

Additional Instructions:

While entering data for an individual session, please make sure to provide accurate information for the same session number across each section.

Procedure Code Information:

The State's implementation of including procedure codes when logging direct services and health-related evaluation services is an enhanced technique to strengthen service documentation. This update will aid in the effort to make forms of documentation more accessible in the course of time. Service providers will now log services that align directly with a national procedure code. This procedure code number will be next to the service type so providers can conveniently and accurately conduct their logging.