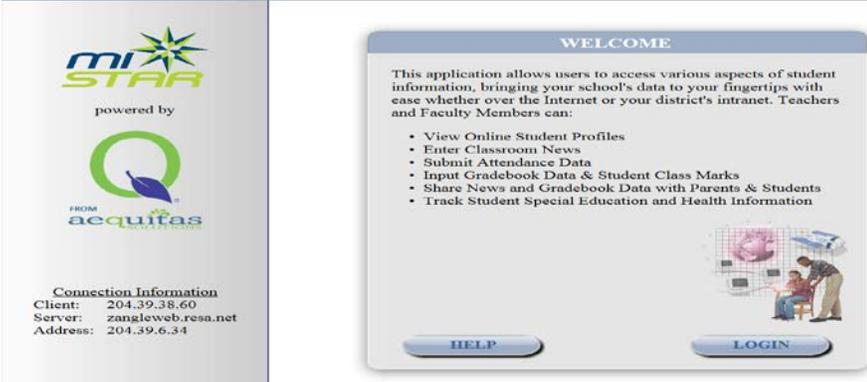


Recording Direct Services In MISTAR "Service Tracker" Quick Start Guide

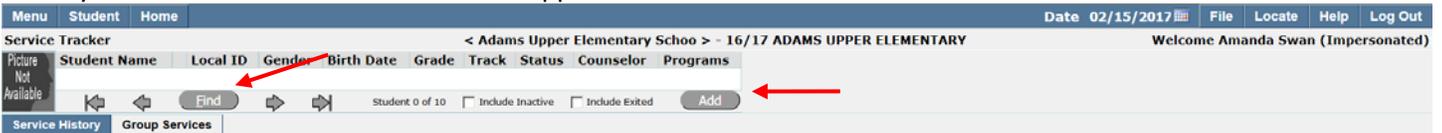
Log in to MISTAR using your Name (last name, first name), and Password.



Click **Menu, Programs** and Select **"Service Tracker"** from the list.



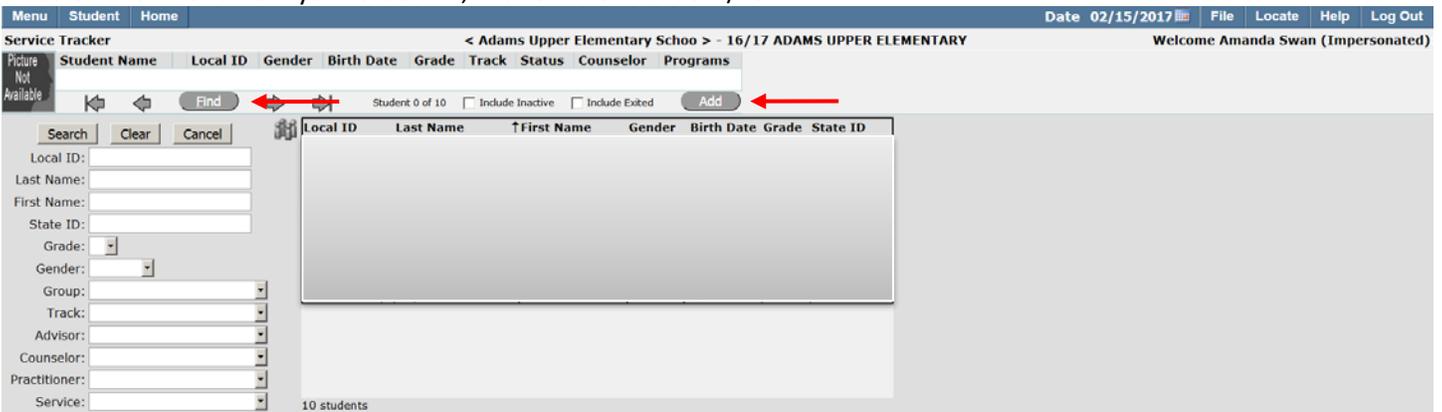
*The system defaults to the Service Tracker Application Screen.



Service Tracker

Please select a Student

The Find button takes you to your caseload. The Add button lets you find students not listed on your caseload. To select a student from your caseload, click on their Student/Local ID.



When you select a student, you will be taken to the Service History Screen. The screen lists the students demographic and active special education placement information. From this screen you can View, Add, Edit, Delete, Copy and Filter the student's Service information.

Service Tracker < Adams Upper Elementary School > - 16/17 ADAMS UPPER ELEMENTARY

Student Name Local ID Gender Birth Date Grade Track Status Counselor Programs

Service History

Dates	Type/Service	Location/Provider	Service Time
09/06/2016	Primary 140 Emotionally Impaired	Adams Elementary Swan, Amanda	21.12 Hours per Week
09/06/2016	Supporting 310-School Social Work	Adams Elementary Lyon, Wendy	0.00 Hours per Week

Service History

Monthly History

Click the + Service History button to view all the services you have saved for the student in the current school year (if any). Services with a Status of "Open" are not complete. Completed services will have a status of either "Ready to Bill" (which means you have completed the service, but RESA has not yet billed it), or "Billed" (which means the service was both completed and billed).

Recording a Service

To record a service for the student, click on the + Next to Service History and click the "Add" button.

Service History

Add Delete Copy Filter Filtered By Year: 2017, Practitioner: Swan, Amanda

No services available for selected filter.

Monthly History

Edit Service Screen

There are five basic steps to entering a service: 1) Enter the Service Date, 2) Select the student's Presenting Problem, 3) Select the Procedure Code, 4) Enter a Service Note, 5) Click on Submit.

Two additional steps may be required, depending upon the procedure code you select: 1) Treatment Response and 2) Service Start and End times.

Service Date

On the Record Service screen (shown below), go to the "Service Detail" section and start by entering your Service Date. You can either type the date in the following format: 01/31/2017, OR you can use the little blue calendar icon to pull up a calendar and select your date.

Service Date: 02/15/2017

School: < Adams Upper Elementary School > (0017)

Practitioner Type Code: < >

Presenting Problem: < >

Procedure Code: < >

TCM Code: < >

Treatment Response: < >

Frequency: < >

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Presenting Problem

When your date has been accepted, use the drop down box to select a Presenting Problem. Select the impairment or issue that your service involves. Note that this is NOT the student's 'primary disability', but rather the type of service YOU were providing. Generally, Speech Pathologists would be addressing 'Speech/Language' issues, Social Workers would be addressing 'Psych/Social/Behav/Emotional' issues and OTs, PTs and Nurses would be addressing 'Physical', 'Other Health', 'Autism' issues, etc. If more than one option might apply to your service, simply select what you consider to be the best one.

Presenting Problem:	<input type="text"/>
Procedure Code:	<input type="text"/>
TCM Code:	Autism
Treatment Response:	Deaf/Blindness
Frequency:	Early Childhood Developmental Delay
Notes:	Psych/Social/Behav/Emotional
	Hearing
	Other Developmental Delay
	Other Health
	Physical
	Severe Multiple
	Speech/Language
	Traumatic Brain Injury
	Vision

Procedure Code

Select the appropriate procedure code for the service provided from your drop-down list. When you select a procedure code, it dictates which of the other fields now require information. If a box for a particular item does not appear, it is not required.

Presenting Problem:	Psych/Social/Behav/Emotional
Procedure Code:	90832 - Psychotherapy (16-37 mins)
TCM Code:	<input type="text"/>
Treatment Response:	90832 - Psychotherapy (16-37 mins)
Frequency:	90832+90785 - Psychotherapy-Interact (16-37 mins)
Start Time:	90834 - Psychotherapy (38-52 mins)
End Time:	90834+90875 - Psychotherapy-Interact (38-52 mins)
Notes:	90846 - Family Psychotherapy w/o Student
	90847 - Family PsychoTherapy w/ Student
	90853 - Group Psychotherapy other than Family
	H0004 - Behavioral Health Counseling
	H0031 - Mental Health Eval NOT for MET/IEP
	H0031:HT - Mental Health Eval & MET

Treatment Response

If a treatment response is required for the procedure code you have selected, you must select the option that best describes the student's response for the service you are recording.

Presenting Problem:	Psych/Social/Behav/Emotional
Procedure Code:	90832 - Psychotherapy (16-37 mins)
TCM Code:	<input type="text"/>
Treatment Response:	<input type="text"/>
Frequency:	<input type="text"/>
Start Time:	1 - No Progress
End Time:	2 - Some Progress
Notes:	3 - Goal Achieved

Start and End Times

If you select a procedure code for which service start and end times are required, you must complete the boxes as shown below, tabbing from box to box.

Notes

Direct services require a note that would allow the reader to ‘recreate’ the service that you provided. SOAP – type notes are ideal. Nurses are asked to describe the type of direct nursing service that was provided (medication administration, trach care, etc.).

Procedure Code:

TCM Code:

Treatment Response:

Frequency:

Start Time:

End Time:

Notes:

Submit

The **Submit** button saves your service information, clears all information from the Service Detail section, and allows you to scroll down to the “Summary Detail” section to finish recording your service(s) for the month. Click the + Monthly History button. From here you can write a summary of your services for the month, and make your service “Ready to Bill”.

Service History

Filtered By Year: 2017, Practitioner: Swan, Amanda

Date	Procedure Code	Practitioner	Start	End	Status	Status Reason
01/31/2017	T2023 - Designated Case Management	Swan, Amanda			Open	

Monthly History

Edit Summary Screen

To complete the Summary section:

- 1) Select the month you are finishing up (select the month you wish to finish up by clicking on the row. The highlighted row is the “selected” month, you can move to the next step by clicking the Edit button or by double clicking on the selected/highlighted row.
- 2) Type a note in the Note field that describes the services you provided during the month.
- 3) Click on the “Submit” button to save your note (you are returned to the Service History Screen. From here you will need to select the month you wish to mark “Ready to Bill”.
- 4) Click on the “Ready to Bill” button
- 5) Click on the OK button when you get the pop-up box.

This completes the billing process!

Service History Group Services

- Service History

- Monthly History

Dates	Type/Service	Location/Provider	Service Time
09/06/2016	Primary 140-Emotionally Impaired	Adams Elementary Swan, Amanda	21.12 Hours per Week
09/06/2016	Supporting 310-School Social Work	Adams Elementary Lyon, Wendy	0.00 Hours per Week

Confirmation

This will mark all open services within the given month as "Ready To Bill".

Press OK to continue or Cancel to quit.

OK Cancel

Service History

Add Edit Delete Copy Filter

Date Procedure Code

01/31/2017 T2023 - Designated Case Management

Monthly History

Edit Ready To Bill Filter Filtered By Year: 2017, Practitioner: Swan, Amanda

Month	Practitioner	Signed	Status
January 2017	Swan, Amanda	02/15/2017	Open

Monthly Summary Details

Practitioner Signature: Amanda Swan
Practitioner Sign Date: 02/15/2017
Billing Status: Open
Monthly Progress Note: On 1/11/17, I reviewed the students psychology reports and updated the CA-60 file. On 1/18/17, I discussed some behavior concerns with the parent. On 1/31/17, I notified the parent of students progress with the behavior strategies.

Completing OPEN Services:

If you notice on the Service History screen that a student has a service with a status of "Open", you need to complete your monthly summary note and make the service status "Ready to Bill". To do this, click on the + **Monthly History** button.

Service History

Add Edit Delete Copy Filter Filtered By Year: 2017, Practitioner: Swan, Amanda

Date	Procedure Code	Practitioner	Start	End	Status	Status Reason
01/31/2017	T2023 - Designated Case Management	Swan, Amanda			Open	

+ Monthly History

Then, on the Monthly History screen, click on the Summary Date link for the month that had the Open service (in this case we would click on January 2017).

Service History

Add Edit Delete Copy Filter Filtered By Year: 2017, Practitioner: Swan, Amanda

Date	Procedure Code	Practitioner	Start	End	Status	Status Reason
01/31/2017	T2023 - Designated Case Management	Swan, Amanda			Open	

Monthly History

Edit Ready To Bill Filter Filtered By Year: 2017, Practitioner: Swan, Amanda

Month	Practitioner	Signed	Status
January 2017	Swan, Amanda		Open

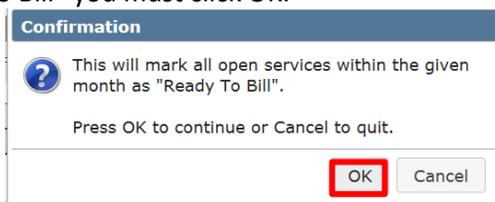
This takes us to the Edit Summary section where we can enter our note(s) in the Monthly Progress Note field and Submit/save the monthly note.

Service History						
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Filter"/> Filtered By Year: 2017, Practitioner: Swan, Amanda						
Date	Procedure Code	Practitioner	Start	End	Status	Status Reason
01/31/2017	T2023 - Designated Case Management	Swan, Amanda			Open	

Monthly History						
<input type="button" value="Edit"/> <input type="button" value="Ready To Bill"/> <input type="button" value="Filter"/> Filtered By Year: 2017, Practitioner: Swan, Amanda						

Month	Practitioner	Signed	Status	Monthly Summary Details		
January 2017	Swan, Amanda	02/15/2017	Open	Practitioner Signature: Amanda Swan Practitioner Sign Date: 02/15/2017 Billing Status: Open Monthly Progress Note: On 1/9/2017 - I mailed the invitations for the upcoming IEP meeting. The invitation was mailed to the team members and the parent. On 1/16/2017, I prepared for the upcoming meeting by reviewing the student's current IEP goals. On 1/17/2017, I spoke with the social worker regarding some behavior concerns. On 1/23/17, I convened the IEP meeting.		

The submit returns you to the Service History Screen, select the month you wish to wrap up and click "Ready to Bill". To mark a given months services "Ready to Bill" you must click OK.



Note to Limited Licensed Speech Pathologists/TSLI's, OT and PT Assistants, Limited Licensed Social Workers and Psychologists:

You have some additional steps that must be taken to complete the process. When you click on the 'Ready to Bill' button and click on OK, the following message will appear:

Supervisor Signature Required Warning:

Procedure Code:
Treatment Response:
Start Time:
Notes:



TCM Code:
Frequency:
End Time:

Click on the OK button, and then drop down the "Supervisor Type" box as shown below. Select Faculty from a drop down list of ALL faculty in your district OR select "Other", which will allow you to type your Supervisor's name and the date your services were reviewed/approved.

If you have Medicaid policy questions, or if you need assistance with recording services, please don't hesitate to contact the Medicaid Reimbursement Office at Wayne RESA:

Leanne Smith at 734-334-1464 – Email: smithle@resa.net
Tia Williams at 734-334-1397 – Email: williat@resa.net