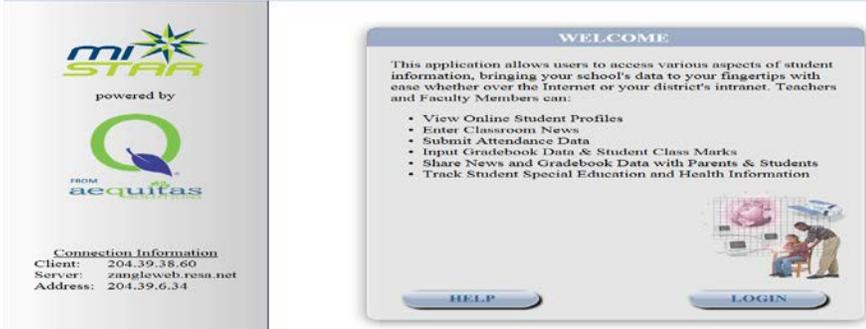


Recording Personal Care Services in MISTAR "Service Tracker" Quick Start Guide

Before entering your Personal Care services into Service Tracker, please verify with your Special Education Office or Teacher which students qualify for Personal Care reporting. These students must have an IEP that indicates the need for Personal Care services, and must have a Personal Care Authorization form on file.

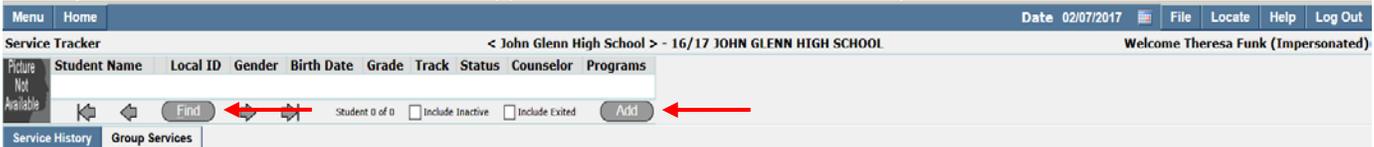
Log in to MISTAR using your Name (last name, first name), and Password.



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



*The system defaults to the Service Tracker Application Screen. To locate students you will need to click the **Add** student button.



Service Tracker

You are taken to the Add Student to Caseload screen. The screen displays a list of Special Education Students in your assigned track. You can select a student by placing your cursor on that student's row. When the row is selected/highlighted you can double click on the row or click the Add button (located at the bottom of the screen). Once you have created a temporary caseload, you can locate the students on your caseload by clicking the Find button.



Note: You can narrow your search by entering student specific information in one or more search fields.

You are taken to the Record Service Record screen.

Record Service Record

Practitioner: [Redacted]
Student Name: [Redacted]
Attending District: [Redacted]
Service Date: 02/07/2017 [Calendar Icon] [Attendance Icon]
School: < John Glenn High School > (1950)
Practitioner Type Code: 125-Personal Care Aide [Dropdown]
Presenting Problem: [Dropdown]
Procedure Code: T1020 - Personal Care Service [Dropdown]
TCM Code: [Dropdown]
Treatment Response: [Dropdown]
Frequency: [Dropdown]
Notes: [Text Area]

There are 4 steps to entering a service: 1) Enter the Service Date, 2) Select the student's Presenting Problem, 3) Enter the personal care Note and 4) Click the Submit button.

1) Service Date

On the Record Service Record screen (shown above), start by entering your first Service Date. You can either type the date in the following format: 01/09/2017, OR you can use the little blue calendar icon to pull up a calendar and select your date. Next to the calendar icon is the Attendance icon.

2) Presenting Problem

When your date has been accepted, the rest of the fields on the screen will fill in, EXCEPT for the "Presenting Problem" field. Use the drop down box to select the student's medical issue.

Edit Service Record

Practitioner: [Redacted]
Attending District: [Redacted]
Service Date: 01/09/2017 [Calendar Icon] [Attendance Icon]
School: [Redacted]
Practitioner Type Code: 125-Personal Care Aide [Dropdown]
Presenting Problem: Psych/Social/Behav/Emotional [Dropdown]
Procedure Code: [Dropdown]
TCM Code: [Dropdown]
Treatment Response: [Dropdown]
Frequency: [Dropdown]
Notes: [Text Area]

- Autism
- Deaf/Blindness
- Early Childhood Developmental Delay
- Psych/Social/Behav/Emotional**
- Hearing
- Other Developmental Delay
- Other Health
- Physical
- Severe Multiple
- Speech/Language
- Traumatic Brain Injury
- Vision

3) The Personal Care Note

The daily note is not a Medicaid requirement, but it is a system requirement so you can choose to enter a note or you can include say See Summary note. Good notes identify the provided personal care service.

Cancel Reset **Submit** Updates Pending

Edit Service Record

Practitioner: [Redacted]
Attending District: [Redacted]
Service Date: 01/09/2017 [Calendar Icon] [Attendance Icon]
School: [Redacted]
Practitioner Type Code: 125-Personal Care Aide [Dropdown]
Presenting Problem: Psych/Social/Behav/Emotional [Dropdown]
Procedure Code: T1020 - Personal Care Service [Dropdown]
TCM Code: [Dropdown]
Treatment Response: 0 - Evals/case Mgt [Dropdown]
Frequency: [Dropdown]
Notes: Redirection and intervention for behavior [Text Area]

4) The Submit button

The submit button saves your “pending updates” and creates Service History records.

Placements:

Dates	Type/Service	Location/Provider	Service Time
09/06/2016	Primary 194-K-12 Lvl Resource Prg	John Glenn High School Studt, Renee	5.28 Hours per Week
09/06/2016	Supporting 310-School Social Work	John Glenn High School Hayes, Kelly	0.00 Hours per Week

Service History Filter: Filtered By Year: 2017, Practitioner: Funk, Theresa

Date	Procedure Code	Practitioner	Start	End	Status	Status Reason
01/09/2017	T1020 - Personal Care Service	Funk, Theresa			Open	

Note: If you have additional service dates to enter for the student, click on the **Copy** button. This will copy everything except for Service Date. To enter the next service, fill in the next service date and submit the changes. Continue using the copy button to record the student’s eligible services.

Recording the Monthly Progress Note

Month	Practitioner	Signed	Status
January 2017	Funk, Theresa		Open

Monthly Summary Details:
 Practitioner Signature: Theresa Funk
 Practitioner Sign Date:
 Billing Status: Open
 Monthly Progress Note:

1) Click on the row of the month you wish to finish up. When the month is selected (highlighted) you can either double click on the row or click the Edit button. This opens the Edit Summary Screen

Practitioner: _____
 Monthly Progress Date: January 2017
 Monthly Progress Note: During the month of January 2017, the student receive redirection and intervention for behavior personal care services.

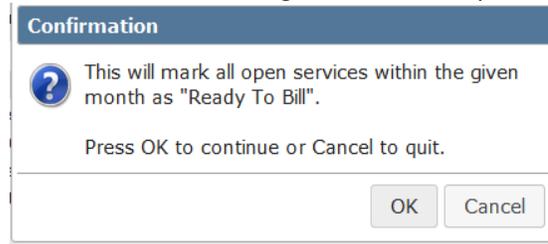
Practitioner Signature: Theresa Funk Date Signed: 02/07/2017
 Billing Status: Open

Service Date	Procedure Code	Notes
01/23/2017	T1020 - Personal Care Service	Redirection and intervention for behavior
01/20/2017	T1020 - Personal Care Service	Redirection and intervention for behavior
01/19/2017	T1020 - Personal Care Service	Redirection and intervention for behavior
01/16/2017	T1020 - Personal Care Service	Redirection and intervention for behavior
01/11/2017	T1020 - Personal Care Service	Redirection and intervention for behavior
01/10/2017	T1020 - Personal Care Service	Redirection and intervention for behavior
01/09/2017	T1020 - Personal Care Service	Redirection and intervention for behavior

2) Type a note in the Monthly Progress Note field and click outside of the field to allow the system recognize the update.
 3) To finish the pending updates, click on the “Submit” button. This returns you to the Monthly History screen.

Marking Services Ready to Bill

- 1) Select the month you wish to finish up and click the Ready to Bill button.
- 2) A pop message asks if you want to mark all services for a given month Ready to Bill. You will need to click OK to proceed.



The completed process returns you to the Service History screen. Services are considered complete when they are identified as "Ready to Bill"

Service History

Add Edit Delete Copy Filter Filtered By Year: 2017, Practitioner: Funk, Theresa

Date	Procedure Code	Practitioner	Start	End	Status	Status Reason
01/23/2017	T1020 - Personal Care Service	Funk, Theresa			Ready To Bill	
01/20/2017	T1020 - Personal Care Service	Funk, Theresa			Ready To Bill	
01/19/2017	T1020 - Personal Care Service	Funk, Theresa			Ready To Bill	
01/16/2017	T1020 - Personal Care Service	Funk, Theresa			Ready To Bill	
01/11/2017	T1020 - Personal Care Service	Funk, Theresa			Ready To Bill	
01/10/2017	T1020 - Personal Care Service	Funk, Theresa			Ready To Bill	
01/09/2017	T1020 - Personal Care Service	Funk, Theresa			Ready To Bill	

Monthly History

Edit Ready To Bill Filter Filtered By Year: 2017, Practitioner: Funk, Theresa

Month	Practitioner	Signed	Status
January 2017	Funk, Theresa	02/07/2017	Ready To Bill

SCREEN DESCRIPTIONS:

Service Tracker: For teachers, this screen lists their caseload. For Aides, this screen will list all students that have services that are "Open" or "Ready to Bill". When all of a student's services have been Billed, the student's name will disappear from this screen, and you will have to use the "Find Student" button to locate their services.

Service History: This screen lists all the services you have saved for the student. You can also get to the Monthly Summary from this screen (using the Monthly Summary button on the right side of the screen).

Record Service: This screen includes the "Service Detail" section, which is the data entry screen for your services. It also includes a "Summary Detail" section, where your Monthly Progress (Summary) note is entered and services are made "ready to bill".

"OPEN" SERVICES:

On the Service History screen, if you see that a student has services with a status of "Open", you need to complete their Monthly Summary and make the services "Ready to Bill". To do this: 1) From the Service History Screen, click on the "Monthly History" button, 2) Click on the name of the Month you need to finish, 3) Type a summary note, 4) Click on the "Save" button, 5) Click on the "Ready to Bill" button, 6) Click on OK.

TO DELETE SERVICES:

You may delete any service that has not been "billed" you will need to click on the student's ID number, then select the service date that you want to delete, then in the Service Detail portion of the record, click on the "delete" button. You will be asked to confirm that you want to delete this service.