How do I create an MA activity log?

1. Navigate to the student MA Form menu (this is the yellow tab labeled "MA Forms").
2. On the educator menu, click the "Students" button
3. On your student list, click on the "Work on this record" button
4. Hover over the "Work on this record" button, there will be a popup menu displayed and you can select the "MA" option to go directly to the student MA Form menu.
5. Click the "Activity Logs" link.
6. On the activity log menu, click the "New Activity Log" button. You are then taken to a new IEP/IFSP services activity log sheet.
7. Enter the "Log Date:" This will be the last school day of the month you are billing.
8. Select the "Type of Service provided"
9. Click on the "Add Activity" button
10. Change the "Date of Service" to the actual date the service was provided and fill in the time spent, the number of children that were in the group, and type in a description or choose one from the descriptions drop down list.

HINT: You can create custom options in the description drop down list. To do this, select the "---Edit---" link in the drop down. You may have to allow popups for this site. Enter your description in both the "Value saved" and "Value displayed" columns. Then click the "Save and close window" button. These options will only be available to you.

HINT: You can duplicate any number of activity lines by typing in a number in the "Duplicate for (number of days)" box and clicking on the "Duplicate" button (if this box is left blank only one log will be duplicated). You can delete activity lines or go in and tweak dates, etc. at any time before they are billed by clicking on the "Delete" button next to the claim line you want to delete.

11. Select your name and title for the "Service Provider:" at the bottom of the log.
12. Please only "Sign" the log at the bottom if supervision is required. Example, a COTA needs the supervision of an OT. Please contact your billing coordinator for more information.
13. Click on "Save" when you are finished. The log will show up on the activity logs menu.

IMPORTANT: Use the "Finalize" button at the top of the page to render the log as finalized or completed **by the 10th of each month for the previous month**. If you need to make changes to the finalized log, click the "Reactivate log" button to reactivate it. Changes can only be made if the claims have not been billed.

*ICD-10-CM Codes – For dates of service on or after Oct. 1. 2015, federal law requires schools to report ICD-10-CM codes for IEP health-related services billed to MHCP. Schools must submit an ICD-10-CM code for each specific service provided to a student. Sped Forms will support this via an additional tab/resources within the MA Forms menu.

Sped Coop   7/22/15