

## Overview

The Service Log is a tool for the service provider to log and report services administered to an individual student or group of students. You can log a service, an assessment, or an activity leading to the completion of a goal. Individual progress can be represented in a list and/or a graph. The Service Log in SIRAS is not intended for Medi-Cal billing, as it may not possess all of the required elements for billing. The Service Log is a tool for providers to document assessments or services.

Service Logs can be accessed in two places. To access a Service Log for a specific student, go to the Student Info menu > Data Collection and Progress > Service Log. To access all of the logs for students on your caseload (or for a found set for an admin user), go to the Reporting menu > Service Log.

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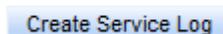
## Service Logs



To develop a Service Log, first select a student from the Choose Student menu in the upper left corner under the SIRAS Systems logo. Then, access the Service Log located under the Student Info menu. You can toggle to another student's Service Log by clicking on **Choose Student**.



To create a new Service Log, click on **Create Service Log** and a new log will be generated for the student.



1. **Service Provider:** auto enters the user's name
2. **Provider Role:** auto assigns the role of the user
3. **Type of Service:** This will determine how the service will be logged.
  - Service Delivered (default) - will show and require progress (accuracy & consistency) for the log
  - Service Delivered w/out progress rpt. - this will **NOT** show or require the progress components, just the Notes component which is optional.
  - *all other options:* will NOT show or require the progress components, just the Notes component which is optional.

4. **Services.** The service, type of service and the date/time are entered here. Today's date will be auto-entered as the service date. The service, type, and time will be auto entered based on the last log that was entered for the student. The user should review the auto-entered data and edit/revise to reflect the current service being documented.

Service Provider Steve Ormbrek  
 Provider Role  No provider roles assigned  
 Service Specialized Academic Instruction - 330  
 Type of Service Please select one...  
 Service Date Wed 11/30/2016  
 Start Time 12 : 00 PM  
 End Time 1 : 00 PM  
 Duration 1 hour

5. **Session Delivery.** The service delivery model (Individual, Group, Consult or Absent) is indicated here. The services, including frequency, duration, and location from the current IEP will appear for the user's reference. If 'Absent' is selected, the subsequent section with IEP services will be hidden.

Student **Mouse, Mickey**  
 Session Delivery  Individual  Group  Consult  Absent

|      | Service  | Provider                  | Location   | Frequency  | Duration | Start Date | End Date   | ESY | Notes |
|------|--|---------------------------|--|------------|----------|------------|------------|-----|-------|
| Pri. | Specialized Academic Instruction (Resource Specialist) - 330 | District of Service - 100 | Separate class in public integrated facility - 520 | Daily - 10 | 45       | 11/14/2015 | 11/13/2016 |     |       |
| 2    | Specialized Academic Instruction (Resource Specialist) - 330 | District of Service - 100 | General classroom/public day school - 510          | Daily - 10 | 45       | 11/14/2015 | 11/13/2016 |     |       |

Under the services, the goals associated with the services will appear. *The goals will only appear if the goal has been associated with a service in the Goal Developer/ Edit Goal Text tab.* Select the 'Area of Need' to display the goal and the entire goal will appear in the log.

- Goal 1: Academic- Reading** By 11/13/2016, given a written/verbal prompt, Jon will orally compare and contrast a fictional portrayal of a time, place, or character to a historical account of the same period with a rating of "above average" or better in \_1\_ of \_3\_ as measured by work samples & observation record.
- Goal 2: Transition - Employment

6. **Progress.** Accuracy, Consistency and comments are logged here.

Progress Percent 0 100 Previous: 10%  
 Accuracy  Previous: 10%  
 Consistency  Previous: 1 trial  
 Progress Comment   
 Notes   
 Validate and Save Cancel

**Progress Percent** - This is an optional feature. Slide the progress bar to the percentage achieved for that session. This will generate a graph of progress. Progress entered on the last Service Log is auto-entered.

**Accuracy** – This is a required field. Describe what the student can do, the precision or the student’s performance for the session.

**Consistency** – This is a required field. Describe the period of time or the number of trials in which the accuracy was demonstrated for the session.

The Accuracy and Consistency in the student’s last Service Log entry appear to the right, as a reference for the user.

**Progress Comment** - This is a required field. Select a comment from the menu or type a general comment about the student’s performance for the session.

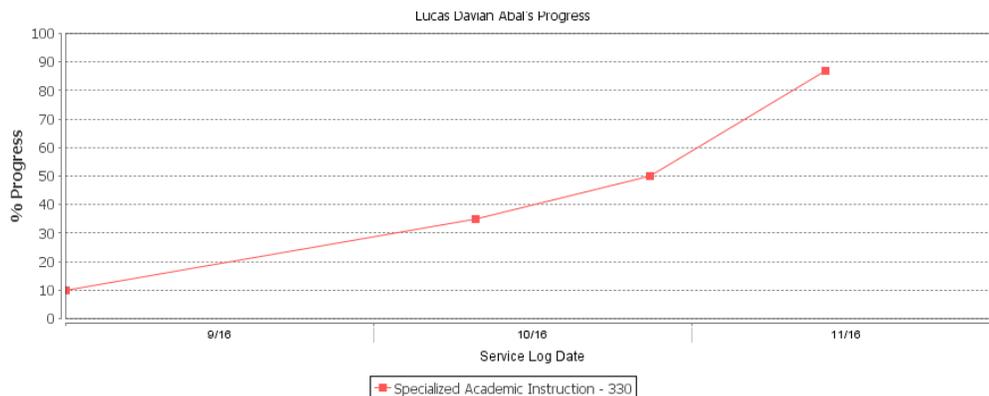
**Notes** – This is an optional field. Provide details of the student’s performance or interactions, such as observations during the session. Notes are always optional.

Once you have completed a Service Log, click **Validate and Save** to confirm that the accuracy, consistency and comments are recorded. If you do not want to save your entries, click **Cancel** to return to the main Service Log page for that student.

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## Progress Report Tools

A graph of the student’s service data marked from the progress percent slider is generated by clicking on **Generate Progress Graph**. Data from one Service Log will generate only one dot on the graph. As subsequent services are logged, the data will populate the graph with more data points.



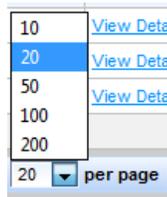
To search for multiple Service Logs in a specific date range or by provider for Admin users, click on **Search Service Logs**. This will search your existing found set of students. Narrow your search by date ranges or by provider name for Admin users.



SIRAS will search your list of students or the found set of students that resulted from a search. For a larger group of students, be sure to reset your search to find Service Logs for all students you have access to or use the dropdown menu to determine the scope of your search. Click **Reset** to cancel the search.



To view more than 20 services at a time, select a larger figure from the dropdown located in the lower right corner.

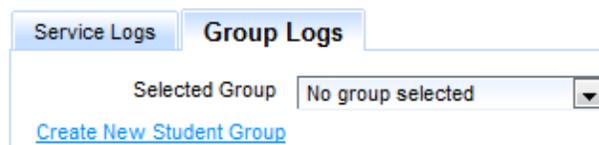


The Service Log report can be printed using the print icon.

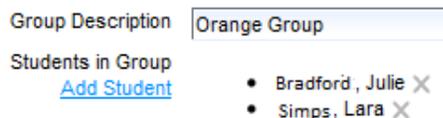


## Group Logs

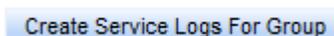
If you have already created a Student Group, select that group from the dropdown menu.



Students served in a group setting can be documented as a group. Click on **Create New Student Group** to develop a group of students so they can be logged at once saving the provider time. Select the student by clicking on the student's name, then click the 'Add Student' link. When done adding all the students for the group, create a name for the group and type it in the 'Group Description' field. That name will be then added to the **Selected Group** dropdown menu choices. To create a group log for an IEP service, all students in the group must have the same service on their IEP. If not, the a group log can be created for the students citing a Non-IEP service.



To generate a series of logs, click on **Create Service Logs For Group** to generate a series of logs.



There will be multiple students within the same Service Log. The service being provided, type of service and time/date will be the same for all the students. Session Delivery will default to 'Group.' If the student is absent, mark 'Absent' and the validations will be ignored.