Billable Log Quick Reference Guide

Use this sheet to help in addition to the KBAs sent to you by Pearson.

Common Fields for all Log Types

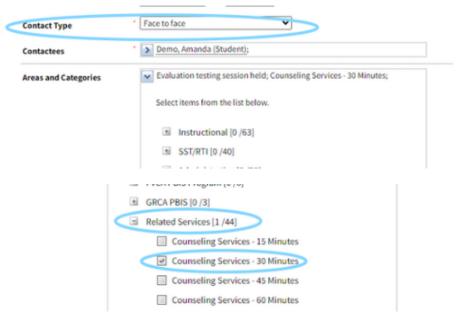
No matter what type of session you are logging you should always have a few fields the same.

About	Demo, Amanda (<mandy) [enrolled];<="" th=""></mandy)>
System	* Student •
**System is always	"Student"
Location	* MyCA;
**Location is the Co	onnections Academy School the student is enrolled at: example - "ARCA"
Contact Date	* 1/16/2025 III 10:33 AM

**Contact Date is the date and time of your session, meeting or evaluation you are logging.

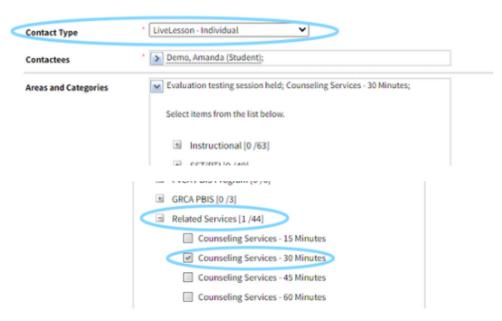
Direct Service Log - Therapy Session Held

In Person Session



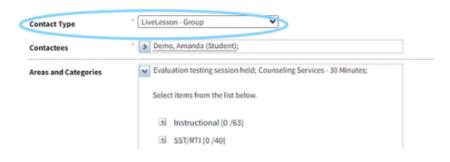
*Select the correct therapy type and minutes for the session you are logging**

Virtual Individual Session



*Select the correct therapy type and minutes for the session you are logging**

Virtual Group Session

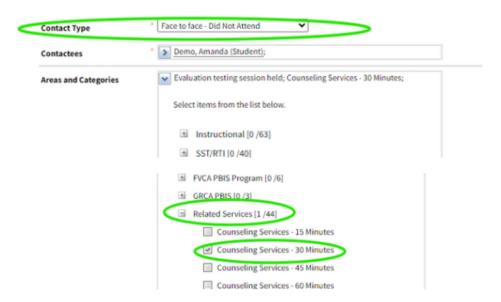




*Select the correct therapy type and minutes for the session you are logging**

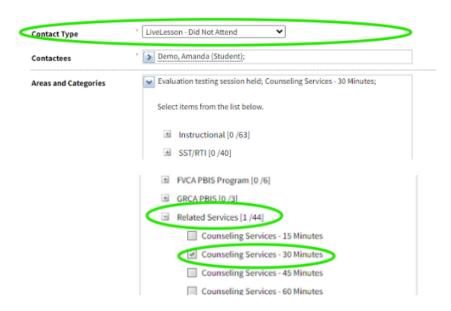
Direct Service - Therapy Session - No Show

In Person Session



Select the correct therapy type and minutes for the session you are logging

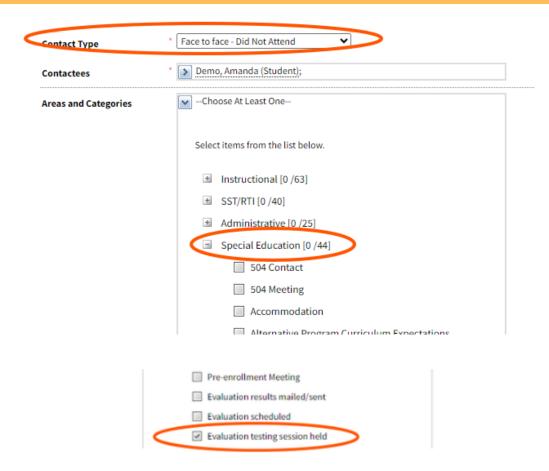
Virtual Session



Evaluations

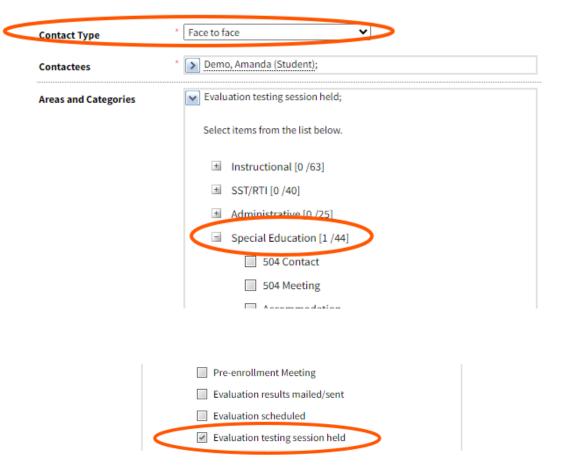
Logs should be created for evaluation sessions and for when the results/documentations are turned in. The log date for evaluation documentation complete should match the date for evaluation on the invoice.

In Person Evaluation Student No Show



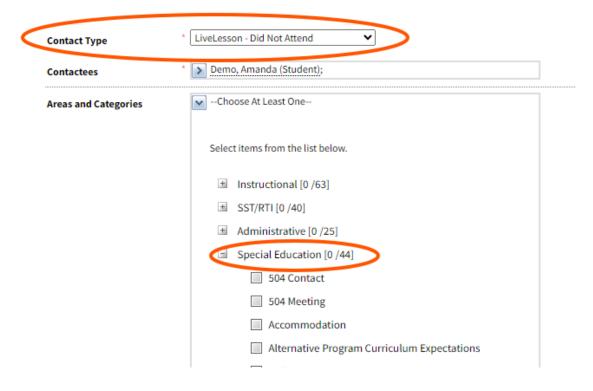
If the therapist logging did not conduct the evaluation, please include the name of the therapist that conducted the evaluation in the comments

In Person Evaluation Held



***If the therapist logging did not conduct the evaluation, please include the name of the therapist that conducted the evaluation in the comments**

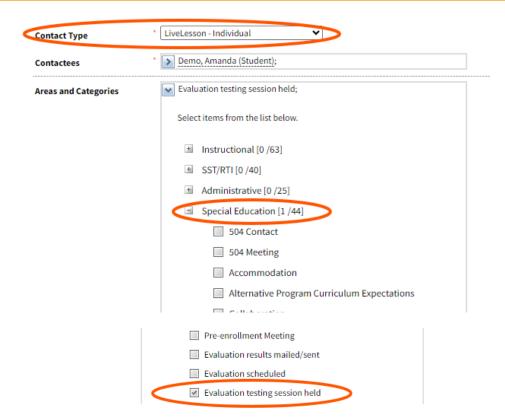
Virtual Evaluation Student No Show





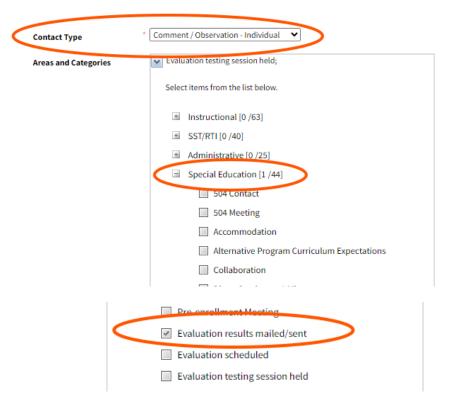
If the therapist logging did not conduct the evaluation, please include the name of the therapist that conducted the evaluation in the comments

Virtual Evaluation Held



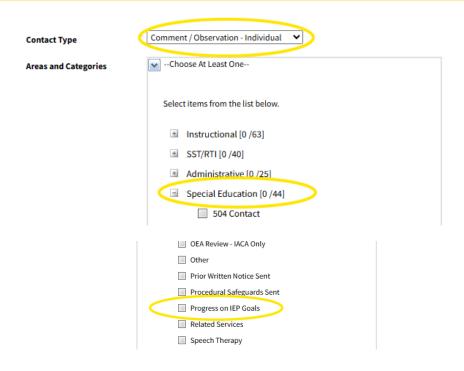
If the therapist logging did not conduct the evaluation, please include the name of the therapist that conducted the evaluation in the comments

Evaluation Documents Completed (Sent or Uploaded)

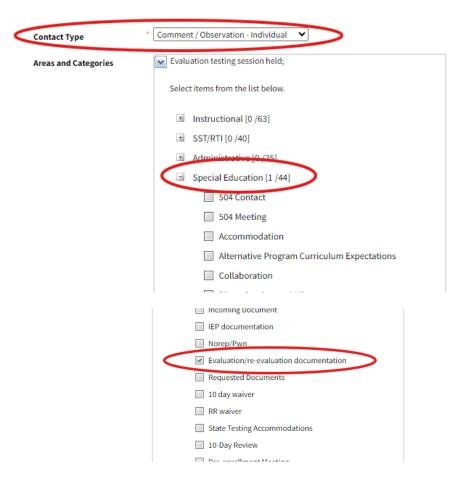


If the therapist logging did not conduct the evaluation, please include the name of the therapist that conducted the evaluation in the comments

Progress Notes



Records Review



How can I check my logs?

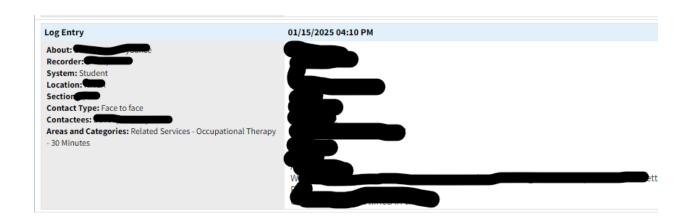
If you have already completed a log and want to check it below are what the log should look like if logged correctly.

The 3 areas you should be checking is the date/time, Contact Type and Areas and Categories

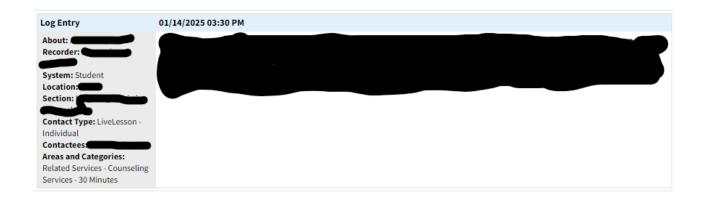


Direct Service Log - Therapy Session Held

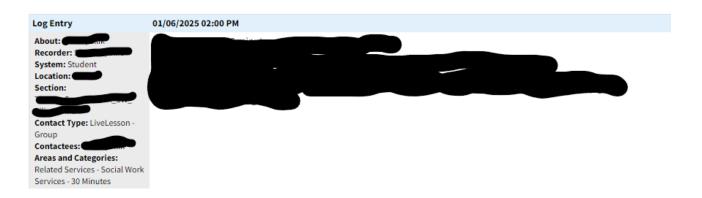
In Person Session



Virtual Individual Session

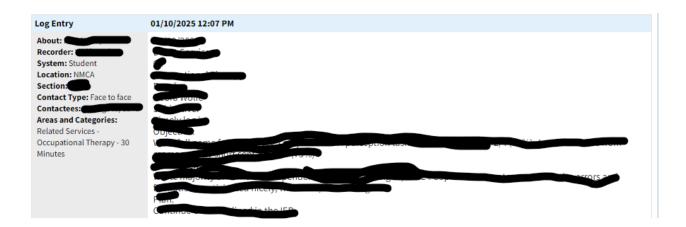


Virtual Group Session

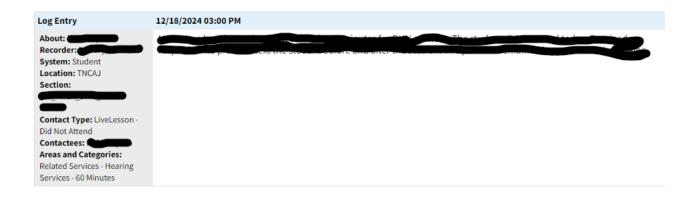


Direct Service - Therapy Session - No Show

In Person Session

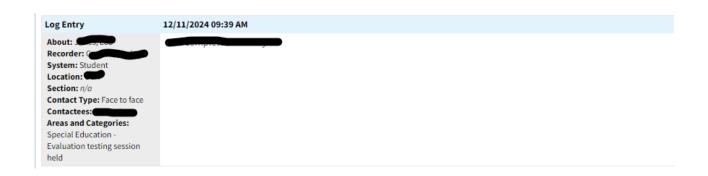


Virtual Session



Evaluations

In Person Evaluation Held



In Person Evaluation No Show



Virtual Evaluation Held



Virtual Evaluation No Show



Evaluation Documents Completed (Sent or Uploaded)



Progress Notes



Records Review

