

How to electronically document services you provide for students

1 Log into your account at one of these websites:

<https://co1.ezedmed.infohandler.com>

(Districts beginning with letters A-De & Westminster Public Schools)

<https://co2.ezedmed.infohandler.com>

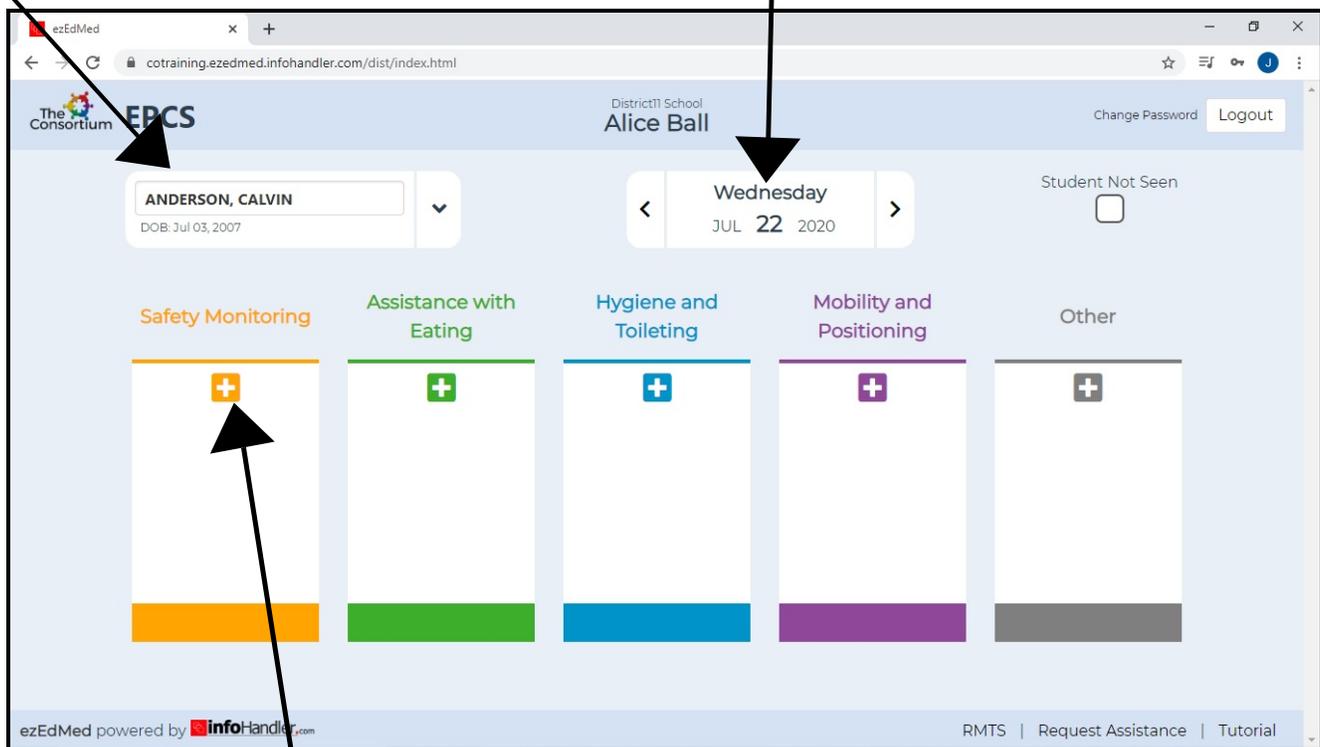
(Districts beginning with letters Di-Z)

The personal care service categories you can document under are:

- Safety Monitoring
- Assistance with Eating
- Hygiene and Toileting
- Mobility and Positioning
- Other - Assistance with Medical Equipment
- Other - Hand over Hand Assistance
- Other - Redirection / Cueing

2 Search for a student by their first or last name. Date of birth is given to help distinguish between students with similar names.

3 Make sure you're documenting on the correct day. You can change the date with the arrow keys or by clicking the date itself.



4 Document the minutes you spent providing a service by clicking the plus symbol in a given column. You can enter the minutes by using the calculator or, if you have a keyboard, you can type in the minutes and press enter.

Keys to Documenting Personal Care Services

* The Group Button

If you are providing safety monitoring for multiple students at the same time, check the “Group” box in the calculator when recording those minutes.

* Licensed Therapist

If your student is working with a licensed therapist (speech language pathologist, occupational therapist, physical therapist, etc.) don’t document those minutes even if you are there to provide safety monitoring. The therapist is already documenting that time.

* Don't Count Minutes Twice

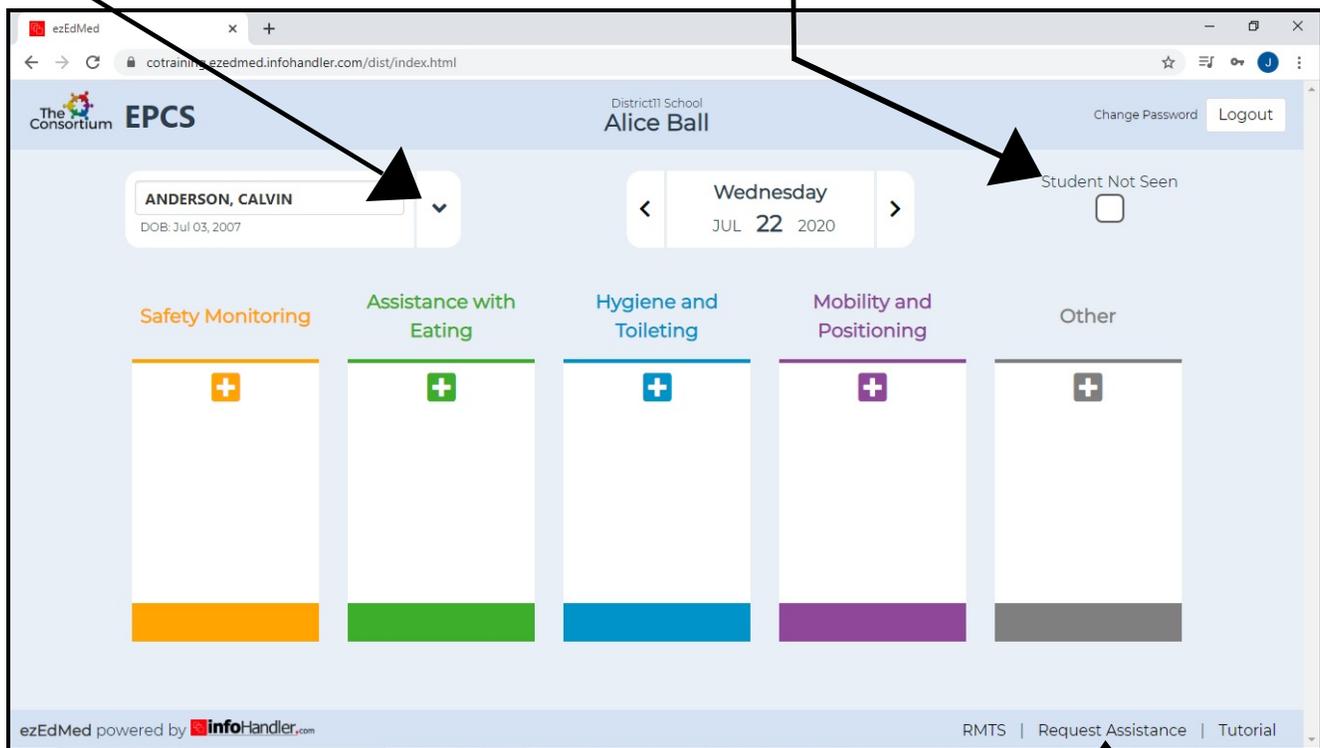
You can't count the same time as multiple services. If you are assisting a student with eating for 15 minutes, you can't also document those 15 minutes as safety monitoring.

5

Clicking the Recent Students button will show a list of every student you've documented a service for in the past 60 days. Use this after you start documenting instead of searching for your students each day.

6

While you aren't required to use this button, it's a useful tool to organize your documentation. If a student was absent, or you didn't work with them, you can check this box. When you look at the calendar, any day you click the “Student Not Seen” button will show up with a star next to it.



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If you ever have questions about documenting, you can call our team at The Consortium, or you can reach out to your Medicaid Coordinator whose contact information is listed within the Request Assistance link.

Contact The Consortium for assistance:

 (303) 217-8460

 info@coconsortium.org