

# Service Capture *EO* Documentation of Service Code

## Tip Sheet

**Reason for the Update:** The state requires district to report the Early On service code during the delivery of services.

### MiPSE Profile:

- Service Capture

### Section(s): Documenting *EO* Service Code in Service Capture

- Complete a service record for student and save.
- Upon saving your record, *Early On* Service Code comes into the record
- Click Edit
- The new drop down contains the same menu as the IFSP for services.
- Select appropriate service
- Mark record as complete
- Save

The screenshot displays the 'Service Record' form in the 'Special Programs' system. The form includes the following fields and options:

- Student Plan Type:** Non-billable Documentation [all]
- Student:** Sample41, Betsy
- Staff:** Love, Julie
- Service Date Time:** 10/5/2020, 11:00 AM
- Duration Minutes:** 60
- Progress Report:** Moderate Progress
- Provider Notes:** Documentation of delivery of a home visit.
- Early On Service Code:** A dropdown menu is open, showing a list of service categories. The selected option is 'Special Instruction: Home Visit'. Other options include: (none), Assistive Technology, Audiology, Family Training: Group, Health Services, Medical Services, Nursing Services, Nutrition Services, Occupational Therapy, Other Early Intervention Services, Physical Therapy, Psychological Services, Service Coordination, Signed Language and Cued Language, Social Work Services, Speech Language Pathology, Vision Services, Transportation, and Sign Language & Cued Language Services.
- Other Specify:** Three dropdown menus with the text '(If Other Specify):' followed by input fields. The first one contains 'Home Visit'.
- Has this service been completed?:**