



PCS Documentation Checklist and Tips

Actionable Steps for Effective PCS Documentation

- Document the Medical Necessity: Clearly state the medical necessity for each service in the student's IEP.
- Ensure Service Specificity: Document the specifics of the service provided, aligning with the needs in the IEP.
- Differentiate between PCS, Accommodations and Modifications: Ensure that each student receiving SHARS related PCS meets the eligibility criteria as defined by SHARS guidelines.
- Maintain Detailed Service Logs: Keep detailed logs of each service provided, including all required elements for SHARS claiming.
- Regularly Document Service Delivery: Document promptly within 7 days of service provision.
- Conduct Regular Audits: Implement regular audits to ensure adherence to guidelines.
- Train and Retrain Staff: Regularly train staff on PCS documentation requirements.
- Use Technology Effectively: Leverage documentation software tailored for SHARS.

Tips for Ensuring Compliance and Maximizing Funding

- Be Proactive About Compliance: Stay updated with SHARS policies and guidelines.
- Focus on Quality of Documentation: Ensure documentation is clear and understandable.
- Engage with Auditors Proactively: Provide organized documentation during audits.
- Align Documentation and Service Delivery: Ensure services provided align with the documentation.
- Document Continuously: Make documentation a part of the routine.
- Foster a Culture of Accuracy: Encourage a workplace culture where accuracy is valued.