WHO CAN MAKE DOCUMENTATION LOG CHANGES?

The following documents indicate who can complete/change information on the documentation logs.

Color of Cell	Who Can Make Changes.
	Medicaid Clerk, Case Manager, Provider--Can enter information into the cell before the log is signed and can modify information after the log is signed.
	Provider NOTE--changes must be initialed by the provider.
	Medicaid Clerk, Case Manager, Provider--Can enter information into the cell before the log is signed. Only the provider can modify information after the log is signed. NOTE--changes must be initialed by the provider.

In addition--While it is acceptable to make changes as indicated above, all changes must be reasonable. For example--The Medicaid clerk has the ability to modify the student information on the documentation logs. This does not mean that the Medicaid clerk can change the student's name on the log from Jimmy Smith to Bobby Brown (unless the student's name has actually changed from Jimmy Smith to Bobby Brown). Another example--If a documentation log states "Math" and the IEP service states "Reading", the Medicaid clerk could not change the service on the documentation log to match the IEP as Math and Reading are two different services.

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