

NARRATIVE LOG INSTRUCTIONS

1. Please complete the narrative log on the 3rd day of the time study week.
2. Please provide brief description of your activity for each 15-minute interval.
3. Descriptions should convey a complete thought and contain a subject and verb

PLEASE READ: Examples of good narrative descriptions:

- Student assessment new services or ongoing services – F1
- Student evaluation new services or ongoing services – F1
- Provided individual therapy - OT/PT/Speech/Counseling- F1
- Provided group therapy – F1
- Assist toileting, tube feeding, assist eating– F1
- Met with parent regarding related service progress - P
- Called parent regarding related services- P
- Call with student’s primary care - P
- Coordinated meeting with team and parents- P
- Student observation – need for additional/new services –F1
- Arrange/Collaborate with team on service needs/delivery - P
- Arrange/Collaborate with therapist on progress/service delivery- P
- Preparation for team meeting- P
- Met with supervisor to discuss student goals/progress- P
- Consult with teacher on student therapy progress/needs- P
- Consult with parent on grades - E
- IEP meeting discussing **health related** goals – F1
- IEP meeting discussing academics - E
- Filled out Medicaid application for family - D
- Provided info on Medicaid to family - B
- Lunch - Q
- Break - Q
- OT Assist Student on Bus – F1
- Paid time off/sick leave - Q

The purpose of the logs is to make sure you understand the activity codes. Narrative logs will be reviewed by the State Department of Health. If logs appear to be incomplete you may be asked to add additional detail. If it appears that the codes selected for the activities are incorrect you may be asked to complete the training program again.