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Hello BDA Team:

Below is a list of key phrases to use in your Time Sheet Notes and the reasons/ situations for utilizing the phrases.

List of Key Phrase to use in Time Sheet Notes:

Actual Date of Service- used when entering late hours, late notes, or any late session entries, this phrase should be followed by the date the service took place.

BDA Social- used when staff are in the limo for social skills events

BSP- Behavior Support Plan used for Cyber and Insurance cases ONLY, district cases please utilize BP (behavior plan) or BIP (behavior intervention plan)

CA Coach Checklist- used when a CA coach completes the checklist with their mentee after a training/ overlap session

Cancellation- used when a client cancels a session

Center Based Social Skills- used when staff members staff a Center Based Social Skills group

Client Training Development- used for video content creation

Direct Remote Consultation- used for Hangouts Meet sessions in the presence of a learner

FBA- used when a Functional Behavior Assessment is in progress or has been completed

Incident Report- used when an incident report has been completed (no restraint used)

Mileage- used when mileage is being billed

Movement Matters- used when a staff member staffs a Movement Matters outing

Remote Consultation Meeting- used for indirect Hangouts Meet sessions

Restraint- used when a restraint was implemented and a restraint report was completed

Salsa- used when a staff member staffs a Salsa Dance outing

Services on Behalf of the Learner- used for indirect work

Shadow Sessions- used when a staff member is shadowing another staff member in a school district

Sick Time- used when taking sick time (pto is entered as sick time as well)

Special Olympics- Used when a staff member staffs a Special Olympics event

Travel- used when travel is being billed

If you have any questions about billing or time sheet notes, please contact payroll@brettdassociates.com

Thank you,