

EIHub Service Logging
Allowable Visit Codes within Service Logging

Please use this document as reference for all visit codes available in the service logging module. It is imperative all personnel use the codes as defined. To enter a visit code, you must first start a log in the service logging module of EIHub (www.hub.prod.ineihub.com).

Service Coordination Codes:	1. Weather/Public Emergency	1. Timeline/session missed due to inclement weather with hazardous driving conditions or a public emergency issued at the local or state level
	2. Family Reason	2. Timeline/session missed, the family had a scheduling conflict, illness, or additional unforeseen circumstance
	3. Provider Reason	3. Timeline/session missed, the provider had a scheduling conflict, illness, additional unforeseen circumstance
	4. Staffing Capacity	4. Timeline/session missed, there were not enough staff within an agency to meet the timeline expectation or the current provider case load restricts availability
	5. Physician Reason	5. Timeline missed, the physician signature was not received on the IFSP by the SPOE before the 30 th day
	6. No Show	6. Session missed, parent/or other individual is not present at the planned location and time including not being logged in to virtual platform within 15 minutes, or session has been declined upon the arrival of the direct service provider

	<ul style="list-style-type: none"> 7. Service Coordination 8. Scheduled 9. Contact Log 	<ul style="list-style-type: none"> 7. Any meeting held between servicecoordinator and family 8. Any session or activity added to the servicelogging system calendar 9. Any attempt to contact a family as it relatesto services
<p>Direct Service Provider Codes:</p>	<ul style="list-style-type: none"> 1. Weather/Public Emergency 2. Family Reason 3. Provider Reason 4. Staffing Capacity 5. Physician Reason 	<ul style="list-style-type: none"> 1. Timeline/session missed due to Inclement weather with hazardous driving conditions ora public emergency issued at the local or state level 2. Timeline/session missed, the family had ascheduling conflict, illness, or additional unforeseen circumstance 3. Timeline/session missed, the provider had ascheduling conflict, Illness, additional unforeseen circumstance 4. Timeline/session missed, there were not enough staff within an agency to meet the timeline expectation or the current providercase load restricts availability 5. Timeline missed, the physician signature wasnot received on the IFSP by the SPOE on orbefore the 30th day

	<p>6. No Show</p> <p>8. Scheduled</p> <p>9. Contact Log</p> <p>10. Service Provided</p> <p>11. Make Up Session Provided</p> <p>12. Supervisory Note</p> <p>13. Co-Treatment</p> <p>14. Documentation</p>	<p>6. Session missed, parent/or other individual is not present at the planned location and time including not being logged in to virtual platform within 15 minutes, or session has been declined upon the arrival of the direct service provider</p> <p>8. Any session or activity added to the servicelogging system calendar</p> <p>9. Any attempt to contact a family as it relatesto services</p> <p>10. Any authorized IFSP service provided by a direct service provider to a family</p> <p>11. Any early intervention session that replaces a missed session, which is missed for any reason</p> <p>12. Any early intervention session with a familythat is attended by supervisor *Only a supervisor enters this note</p> <p>13. Any session provided simultaneously by directservice providers of two different disciplines *Must be documented as a strategy in theIFSP</p> <p>14. Any session that has extended past the allowable number of units authorized in theIFSP</p>
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<p>Evaluation/Assessment Provider Codes:</p>	<ol style="list-style-type: none"> 1. Weather/Public Emergency 2. Family Reason 3. Provider Reason 4. Staffing Capacity 5. Physician Reason 6. No Show 8. Scheduled 9. Contact Log 	<ol style="list-style-type: none"> 1. Timeline/session missed due to inclement weather with hazardous driving conditions or a public emergency issued at the local or state level 2. Timeline/session missed, the family had a scheduling conflict, illness, or additional unforeseen circumstance 3. Timeline/session missed, the provider had a scheduling conflict, illness, additional unforeseen circumstance 4. Timeline/session missed, there were not enough staff within an agency to meet the timeline expectation or the current provider case load restricts availability 5. Timeline missed, the physician signature was not received on the IFSP by the SPOE before the 30th day 6. Session missed, parent/or other individual is not present at the planned location and time including not being logged in to virtual platform within 15 minutes, or session has been declined upon the arrival of the direct service provider 8. Any session or activity added to the service logging system calendar 9. Any attempt to contact a family as it relates to services
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	<p>17. Initial Evaluation</p> <p>18. Annual Evaluation</p> <p>19. Add-On Assessment</p> <p>20. IFSP Service Review</p>	<p>17. First evaluation completed within 45 days of referral to the program using the state identified assessment tool</p> <p>18. Evaluation completed annually (prior to IFSP expiration date) to determine if a child remains eligible for early intervention services</p> <p>19. An assessment used to determine if additional services or supports are needing to be added to a child’s IFSP (Ex: Vision, Nutrition)</p> <p>20. Any review of documentation to support addition or change to services authorized in the IFSP</p>
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For assistance, please contact the EIHub Helpdesk at 877-522-1065 or INFirstSteps@pcgus.com.
Helpdesk hours of operation: Monday – Friday 8 a.m. – 5 p.m. ET