LEA MEDI-CAL SPEECH LOGS (BUD-W012)

Sacramento City Unified School District

1. SCOPE:

1.1. This procedure outlines the process followed by the
Medi-Cal Reimbursement Unit to request and create
monthly Speech Logs.

2. RESPONSIBILITY:

2.1. Supervisor of Medi-Cal

3. APPROVAL AUTHORITY:

Approved signature on file

3.1. Director of Budget Services

4. DEFINITIONS:

5. WORK INSTRUCTION:

5.1. Monthly – Speech caseload file is created from the SEIS system. This file contains all the
students receiving Speech services, what school they attend, and who provides the therapy.

5.1.1. The electronic file is saved in a monthly directory on the H: drive.
5.1.2. Run the MS ACCESS program, which creates the Speech Logs.
5.1.3. Make any necessary report changes, i.e. days of the month.
5.1.4. Save monthly ACCESS report in PDF format on T Drive.
5.1.5. Email PDF Logs to each individual Speech Therapist using district email.
5.1.6. When completed Log is returned, move to returned folder on T Drive

6. ASSOCIATED DOCUMENTS:

6.1. Attachment 1: Sample Speech Log

7. RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
File retention noted in 5.1.1.	T: drive	One year	Discard as desired	Network storage

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/12/04	A	Initial release
7/19/06	B	Location change
03/14/11	C	Updated Procedure

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