



SAEC 2024 SEAS DSC TOP

PRESENTED BY SEAS EDUCATION **OVERVIEW**



OVERVIEW OF DSCTOP

- Access to DSCtop
- Security and logging into DSCtop
- Navigating DSCtop

MANAGING THE CASELOAD

- Development of Individual Caseload
- Viewing Caseload Screen
- Development of groups in Caseload

DOCUMENTING SERVICES

- Selecting an individual for service documentation
- Selecting a group for service documentation

THERAPY NOTES

- Recording therapy notes on-line
- The buttons available in therapy notes
- The selection of goals for individual students
- Documenting therapy notes for groups including building and utilizing templates

CONFIRMING SERVICES

- The process for confirming services for an individual and group
- The process for checking for unconfirmed sessions
- Explanation for "locked claims" and "supervisor confirmation"

REPORTS

- Navigation to the report menu
- Reports for providers/therapists
- Exporting and printing therapy notes
- Exporting and printing provider records
- Exporting and printing a caseload

ADMINISTRATION

This section includes:

- Interaction with IEP system (which may or may not be SEAS)
- Responsibilities for Administrators in a district that bills Medicaid
 - Updating schools
 - View student goals
 - View/update Contacts
 - View/update student eligibility
 - Updating provider records
 - Updating student records
- Prescriptions
- Parental consent
- All reports available to administration and their use
 - Manipulation, exportation, and printing of reports
 - Present and review productivity reports
 - Present and review revenue analysis reports

NOTE: DSCtop is compatible with Chrome, Firefox, and Safari. We do not recommend using Internet Explorer or Edge.