



## EIHub Service Logging Fields

### Entering Evaluation and Assessment Service Logs

**Provider\*:** This is the name of the provider completing the evaluation/assessment. Personnel entering the service log will need to select the name of the provider.

**Per Service:** Auto populated field that only allows one date of service per authorization.

**Child\*:** This is the name of the child being evaluated/assessed. Personnel should verify the child’s name is correct. (If there is an error with the child’s information, contact the System Point of Entry to correct in the case management module.)

**Cluster\*:** Verify the cluster is correct based on the child’s primary home address. (If there is an error with the child’s cluster, contact the SPOE to correct in the case management module.)

**Authorization\*:** This will auto populate with the authorization information entered or migrated into the case management module.

**Date\*:** This is the date the evaluation/assessment activity was conducted.

**Start Time\*:** This is the time the evaluation/assessment activity began. Time can be entered by typing in or using the time slider bar.

**End Time\*:** This is the time the evaluation/assessment activity ended. Time can be entered by typing in or using the time slider bar.

**Service Authorization\*:** This will auto populate with the authorization number from information entered or migrated into the case management module.

**Visit Code\*:** Select the visit code most appropriate for the activity completed. Please refer to the document “IN First Steps Allowable Visit Codes” found in the resources section of the service logging module for definitions of all visit codes.

**Location Type\*:** This is where the child was located when receiving the service. Personnel will select Home, Child Care, Community Setting, Office/Clinic, or Other. If the location “Other” is selected this requires a description of the location in the “Other Location” field.

**Location Code\*:** This is where the provider was located during the visit. Personnel will select Off-site (Away from the office/clinic) or On-site (In the office/clinic). For virtual visits, personnel will select Off-site.

**Procedure\*:** Select the most appropriate procedure type from the list for the evaluation/assessment activity completed.

**Current Procedural Terminology Code\*:** This is the treatment code(s) identified by the provider. Once a CPT code is selected, personnel must identify the number of units (one unit equals 15 minutes) for each CPT.



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Weekdays 8 a.m. – 5 p.m. ET

**Diagnosis\*:** This is the code identified by the child’s physician. At this time the only diagnosis codes available to select in service logging are those entered in case management. (To add a diagnosis code to the child’s record, contact the SPOE to add in the case management module.

**Files:** This is where the supporting documentation of the evaluation/assessment activity, documentation from the parent/caregiver confirming the completion of the activity or other documents shared with the family during the activity can be attached and uploaded.

**Session Participants:** Select all who participated in the activity excluding the individual(s) providing the evaluation/assessment.

**Comments:** Enter any additional comments not captured in the uploaded files.

\*Required Field

#### NOTES:

Files are not required to be uploaded as part of the service logging module for evaluation/assessment activities provided prior to March 8, 2021.

Session participants are not required to be selected for evaluation/assessment activities provided prior to March 8, 2021.

If multiple authorizations exist for a provider in an individual child’s record, and personnel are unsure of the correct authorization to select, the PAM system is available as read only to those with existing accounts in order to look up the authorization details.

For assistance, please contact the EIHub Helpdesk at 877-522-1065 or [INFirstSteps@pcgus.com](mailto:INFirstSteps@pcgus.com). Helpdesk hours of operation: Monday – Friday 8 a.m. – 5 p.m. ET