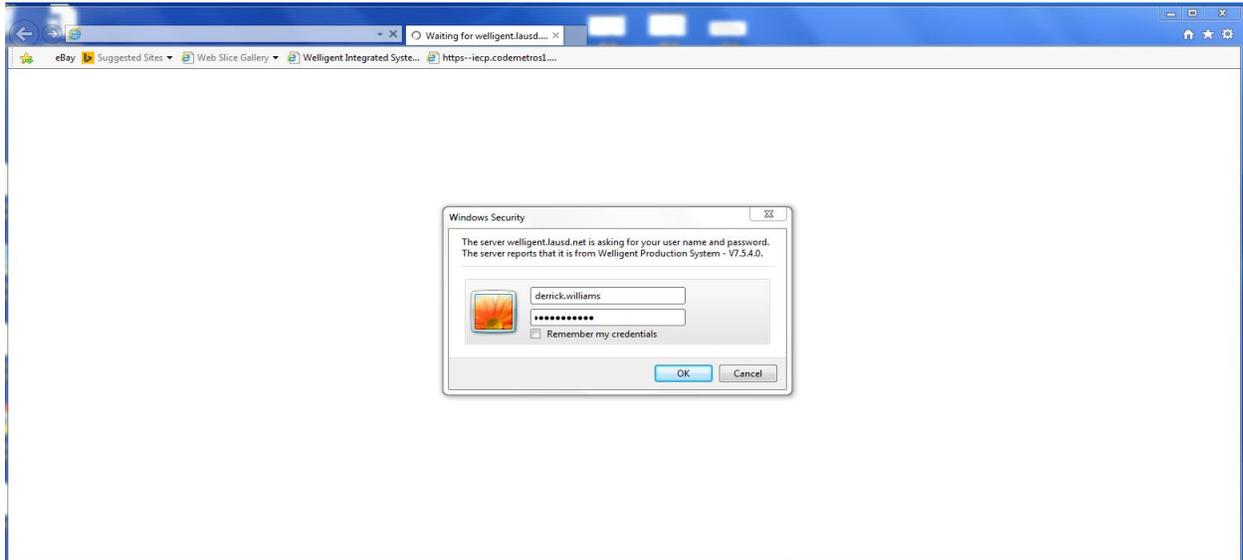
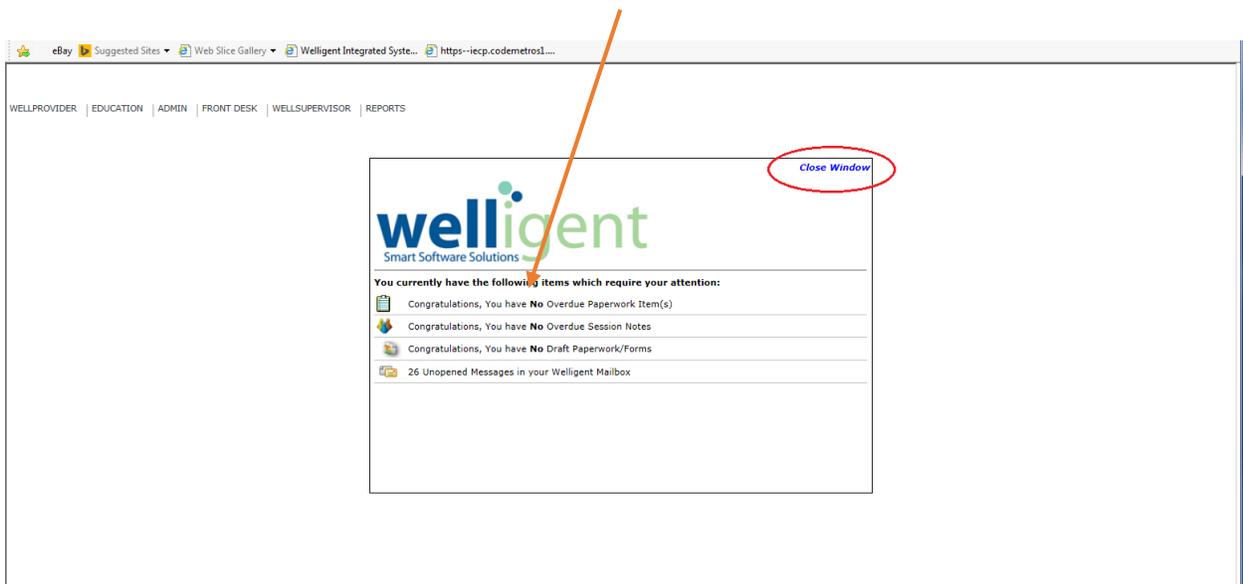


\*Use Internet Explorer if possible but other browsers are capable for completing most documentation tasks\*

Enter: *welligent.lausd.net* in the url  
(no “www.” needed)



Disregard any of these notifications  
(They're irrelevant for documentation)



# Highlight WELLPROVIDER

## Then click My Caseload

**Student Services**

WELLPROVIDER | EDUCATION | ADMIN | FRONT DESK | WELLSUPERVISOR | REPORTS

My Desktop | 1 - Student Search | 2 - Student Search | 3 - Student Search | 4 - Student Search | 5 - Student Search | Empty All

User: Derrick Williams | Version Info | Support

**Organization Message**

**Student enrollment in the ESY 2015 program available through Welligent**

Student enrollment in the ESY 2015 program will be available through Welligent beginning February 09, 2015. Student enrollment into Extended School Year (ESY) shall be conducted using the Welligent Management System, MEM-6445.0: 2015 Procedures for Extended School Year (ESY) Special Education Programs and Services, February 16, 2015 outlines procedures and instructions for SESAC Teachers (i.e. IEP Case Managers) and Designees to follow when conducting ESY enrollment activities. SESAC teachers must enroll for all students with an IEP indicating ESY in the Welligent System by March 20, 2015 in order for the enrollment to be continuity assignments. A job aide with step-by-step instructions and screenshots is available here.

Enrollment Guide-REVISED (03-01-2015)  
PDF Requirements

**My Announcements**

- Welligent Global Announcement - Enrollment in the ESY 2015 program is now available**  
Date Posted: Friday February 06 2015 at 01:54pm  
Read: Wednesday March 25, 2015 at 01:47pm  
[Click Here to Read the Full Text of this Announcement](#)  
Print Announcement
- Welligent Global Announcement - Revisions to Section K**  
Date Posted: Wednesday January 21 2015 at 09:02am  
Read: Wednesday March 25, 2015 at 01:47pm

**My Desktop**

Today at a Glance

**My Toolbox**

- My Recent Students
- Student Quick Search
- My Report Hotlist
- My Widgets
- Announcements

Find the student you wish to document for.

Click the multicolored icon that looks like a person next to their name

**Active Caseload for DERRICK WILLIAMS**

Print Refresh List

Caseload View:  Service List  Program List  Agency Case Manager  Detail  Alerts

Context\*:  Clinician  Supervisor (\*Only Applies to Service List and Program List Views)

Last Name:

Location:

**The name of the kid(s) you work with will be listed where this grey section is. Your list probably won't be as long. These symbols are for medication or health issues. Contact your supervisor if you have any concerns**

|   |             |             |     |     |   |             |  |
|---|-------------|-------------|-----|-----|---|-------------|--|
| (BII) Behav Intervention Impl, (Inclusive Ed. & Comm Partnership (Npa)) | 18-Oct-2015 | 10-Jun-2016 | 232 | 19  | 0 | 05-Nov-2015 |  |
| (BII) Behav Intervention Impl, (Inclusive Ed. & Comm Partnership (Npa)) | 20-Oct-2014 | 17-Oct-2015 | 3   | 273 | 4 | 16-Oct-2015 |  |
| (BID) Behav Intervention Dev, (Inclusive Ed. & Comm Partnership (Npa))  | 18-Aug-2015 | 15-Jan-2016 | 0   | 11  | 0 | 02-Nov-2015 |  |
| (BII) Behav Intervention Impl, (Inclusive Ed. & Comm Partnership (Npa)) | 18-Aug-2015 | 15-Jan-2016 | 56  | 95  | 1 | 04-Nov-2015 |  |
| (BID) Behav Intervention Dev, (Inclusive Ed. & Comm Partnership (Npa))  | 14-Oct-2015 | 31-Oct-2015 | 0   | 7   | 0 | 29-Oct-2015 |  |
| (BII) Behav Intervention Impl, (Inclusive Ed. & Comm Partnership (Npa)) | 14-Oct-2015 | 31-Oct-2015 | 0   | 22  | 0 | 30-Oct-2015 |  |
| (BID) Behav Intervention Dev, (Inclusive Ed. & Comm Partnership (Npa))  | 02-Nov-2015 | 03-Jun-2016 | 0   | 0   | 0 |             |  |
| (BII) Behav Intervention Impl, (Inclusive Ed. & Comm Partnership (Npa)) | 02-Nov-2015 | 03-Jun-2016 | 260 | 0   | 0 |             |  |
| (BID) Behav Intervention Dev, (Inclusive Ed. & Comm Partnership (Npa))  | 08-Jun-2015 | 06-May-2016 | 0   | 14  | 0 | 04-Nov-2015 |  |
| (BII) Behav Intervention Impl, (Inclusive Ed. & Comm Partnership (Npa)) | 18-Aug-2015 | 06-May-2016 | 212 | 98  | 1 | 30-Oct-2015 |  |
| (BID) Behav Intervention Dev, (Inclusive Ed. & Comm Partnership (Npa))  | 18-Aug-2015 | 08-Dec-2015 | 0   | 15  | 0 | 03-Nov-2015 |  |
| (BII) Behav Intervention Impl, (Inclusive Ed. & Comm Partnership (Npa)) | 18-Aug-2015 | 08-Dec-2015 | 40  | 101 | 1 | 06-Nov-2015 |  |
| (BID) Behav Intervention Dev,   | 18-Aug-     | 02-Feb-     |     |     |   | 02-Nov-     |  |

# Click events/referrals/notes

The screenshot shows the 'Student Services' interface for a student named ABC. The 'Events/Referrals/Notes' tab is highlighted with a red circle. The interface includes a 'Record Navigator' on the left, a 'Service Details' section with a table, and various form fields for service configuration.

| Type                        | Frequency    | Time                  |
|-----------------------------|--------------|-----------------------|
| Individual Direct Service   | 10 x/ Weekly | 1800 Minutes Per Week |
| Individual Indirect Service | x/           | Minutes Per           |
| Group Direct Service        | x/           | Minutes Per           |

Click the black plus (+)  
on the left side next to *Events*

The screenshot shows the 'Events/Referrals/Notes' tab selected. A red arrow points to the 'Events' item in the list, which has a black plus sign next to it. The list also includes 'Forms/Referrals', 'Case Notes', 'Messages', and 'Attached Documents', each with a green plus sign.

| Item               | Total Description  | Date        | New |
|--------------------|--|-------------|-----|
| Events             | 267 (Session Notes:153 Completed, 106 Pending, 8 Cancelled)                              | 04-Jun-2015 | +   |
| Forms/Referrals    | 0 Forms and Referrals for this individual  | --          | +   |
| Case Notes         | 0 Generalized case notes related to this individual's encounter.                         | --          | +   |
| Messages           | 0 Internal messages, reminders and alerts created in Welligent related to this encounter | --          | +   |
| Attached Documents | 0 Electronic files attached to this event as related/considered documentation.           | --          | +   |

Don't click any green plus signs

The most recently completed dates will appear on top. Scroll down to see pending (undocumented) dates

WELLPROVIDER | EDUCATION | ADMIN | FRONT DESK | WELLSUPERVISOR | REPORTS | User: Derrick Williams | Version Info | Support

My Caseload | 1 - [redacted] | 2 - [redacted] | 3 - Student Search | 4 - Student Search | 5 - Student Search | Empty All

Student: [redacted] School: [redacted]  
 Date of Birth: [redacted] Home Phone: [redacted]  
 Grade: [redacted]

Record Navigator (BII) Behav Intervention Impl. Save Print

Details | Background | Goals | Disposition | Addendums | Events/Referrals/Notes | IEP

Refresh Scheduler Recurrence Delete Incomplete Events

| Item   | Total      | Description  | Date                         | New        |        |
|--|------------|--|------------------------------|------------|--------|
| Events   | 221        | (Session Notes:135 Completed, 83 Pending, 3 Cancelled) | 04-Jun-2015                  | +          |        |
| Limit to uncompleted events <input type="checkbox"/> |            |  |                              |            |        |
| Status   | Provider   | Date Scheduled   | Duration                     | Details    | Signed |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Monday April 13, 2015 @12:30pm                         | 120 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Monday April 13, 2015 @08:00am                         | 240 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Friday April 10, 2015 @08:00am                         | 240 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Wednesday April 08, 2015 @12:30pm                      | 120 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Wednesday April 08, 2015 @08:00am                      | 240 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Friday March 27, 2015 @12:30pm                         | 120 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Friday March 27, 2015 @08:00am                         | 240 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Thursday March 26, 2015 @12:30pm                       | 120 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Thursday March 26, 2015 @08:00am                       | 240 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Wednesday March 25, 2015 @12:30pm                      | 120 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Wednesday March 25, 2015 @08:00am                      | 240 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed        | [redacted] | Tuesday March 24, 2015 @08:00am                        | 330 (Direct)<br>0 (Indirect) | Individual | No     |

The names of Bills on the team will appear here once the session has been saved successfully

Scroll Down

Find the date you wish to document. It should say pending completion with the kiddo's name

Student: [redacted] School: [redacted]  
 Date of Birth: [redacted] Home Phone: [redacted]  
 Grade: [redacted]

Record Navigator (BII) Behav Intervention Impl. Save Print

Details | Background | Goals | Disposition | Addendums | Events/Referrals/Notes | IEP

Refresh Scheduler Recurrence Delete Incomplete Events

|  |        |                                   |                      |            |    |
|--|--------|-----------------------------------|----------------------|------------|----|
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Friday April 10, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Tuesday April 14, 2015 @08:00am   | 330 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Wednesday April 15, 2015 @08:00am | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Wednesday April 15, 2015 @12:30pm | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Thursday April 16, 2015 @08:00am  | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Thursday April 16, 2015 @12:30pm  | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Friday April 17, 2015 @08:00am    | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Friday April 17, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Monday April 20, 2015 @08:00am    | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Monday April 20, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Tuesday April 21, 2015 @08:00am   | 330 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Wednesday April 22, 2015 @08:00am | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Wednesday April 22, 2015 @12:30pm | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Thursday April 23, 2015 @08:00am  | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Thursday April 23, 2015 @12:30pm  | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Friday April 24, 2015 @08:00am    | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Friday April 24, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Monday April 27, 2015 @08:00am    | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> Pending Completion | (Team) | Monday April 27, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |

The name of your kiddo will appear here with "Team" next to it since you're on the kiddo's team

\*Note that each date typically has two sessions. One session for the morning and another for the afternoon. Your break is included\*

|                                     |                    |        |                                   |                      |            |    |
|-------------------------------------|--------------------|--------|-----------------------------------|----------------------|------------|----|
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Friday April 10, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Tuesday April 14, 2015 @08:00am   | 330 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Wednesday April 15, 2015 @08:00am | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Wednesday April 15, 2015 @12:30pm | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Thursday April 16, 2015 @08:00am  | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Thursday April 16, 2015 @12:30pm  | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Friday April 17, 2015 @08:00am    | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Friday April 17, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Monday April 20, 2015 @08:00am    | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Monday April 20, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Tuesday April 21, 2015 @08:00am   | 330 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Wednesday April 22, 2015 @08:00am | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Wednesday April 22, 2015 @12:30pm | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Thursday April 23, 2015 @08:00am  | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Thursday April 23, 2015 @12:30pm  | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Friday April 24, 2015 @08:00am    | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Friday April 24, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Monday April 27, 2015 @08:00am    | 240 mins (Scheduled) | Individual | No |
| <input checked="" type="checkbox"/> | Pending Completion | (Team) | Monday April 27, 2015 @12:30pm    | 120 mins (Scheduled) | Individual | No |

Click the **red** check next to pending completion for the session you want to document. This will take you to next page.

The screenshot shows a software interface for session notes. The 'Status' dropdown menu is open, showing 'Pending Completion' with a red checkmark icon next to it. A red arrow points to this checkmark. The interface includes fields for Date of Service, Scheduled/Start Time, Appointment Duration, and other appointment details. There are also sections for Student Information, Service Details, and Additional Providers.

Click the **yellow** check next to pending completion to fill the default fields

Your name should appear as provider as well as the default time in and time out

Event Schedule

Date of Service : 20-MAR-2015

Scheduled/Start Time: 08:00AM

Appointment Duration: 180 (Minutes)

Other Time: (Minutes)

Time In: 08:00AM

Time Out: 11:00AM

Provider: Williams, Derrick

Alternate Provider:

Status: Completed

Makeup Time (Minutes):

Telephone?

Service Location (Billing Location): INCLUSIVE ED. & COMM PARTNERSHIP (NPA)

Place of Service:

Service Delivery Model: Direct

Additional Information

Student Information

Client ID

Alt ID:

Address:

City/State/Zip:

Home Phone:

Cell Phone:

Primary Language:

Date of Birth:

Age:

Service Details

Date of Birth:

Type of Service: (BII) Behav Intervention Impl.

Service Start Date: 05-Mar-2015

Ending Date: 20-May-2015

Axis I Diagnosis: ()

Ind. Frequency: 10x/Weekly for 1800(Minutes)

Service Delivery Model: Direct

Service Applies To: Regular

Click to Access the Notes Navigator

Additional Providers

| Additional Providers | Direct Minutes | Other Minutes |
|----------------------|----------------|---------------|
|                      |                |               |
|                      |                |               |
|                      |                |               |

Make sure *status* says completed.  
That ensures you get paid

Once the fields are appropriately filled out....

Click Enter notes

## Activities

This should be brief, goal/data based, objective information regarding what you worked on that day with the student. It should not include subjective statements such as "Had a good day"

Some examples:

- Worked on Social interactions during non-class time.
- Worked on off task behavior during academic time.

If you have questions about what to specifically enter please check with your supervisor.

Vital Statistics

| Vital Stat          | Measurement |
|---------------------|-------------|
| Axis I-II Diagnosis |             |

Session Objective/Notes

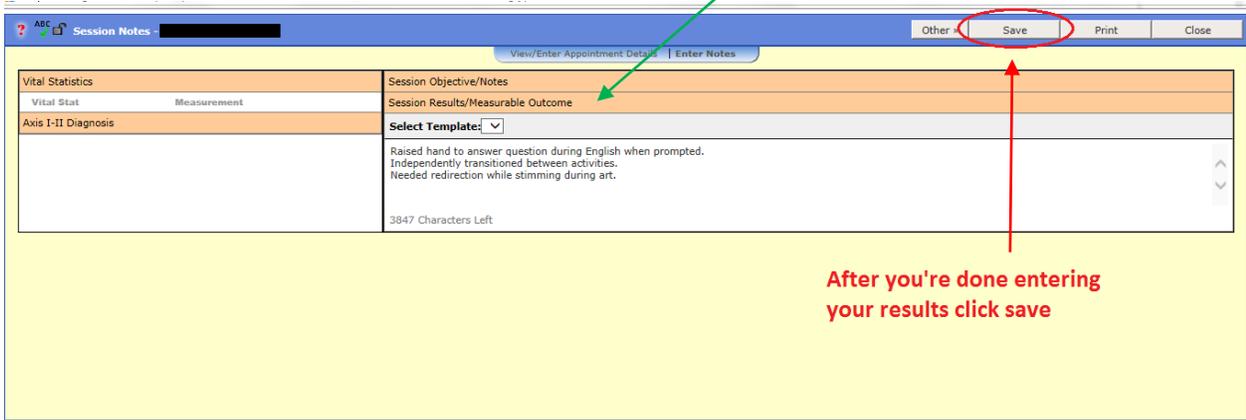
Select Template:

Worked on staying focused during academic activities when given prompts

3908 Characters Left

Session Results/Measurable Outcome

Click here to move on to "Results" section



After you're done entering your results click save

# Results

This should be brief information reflecting the outcome of the work you completed in the "Activity" section.

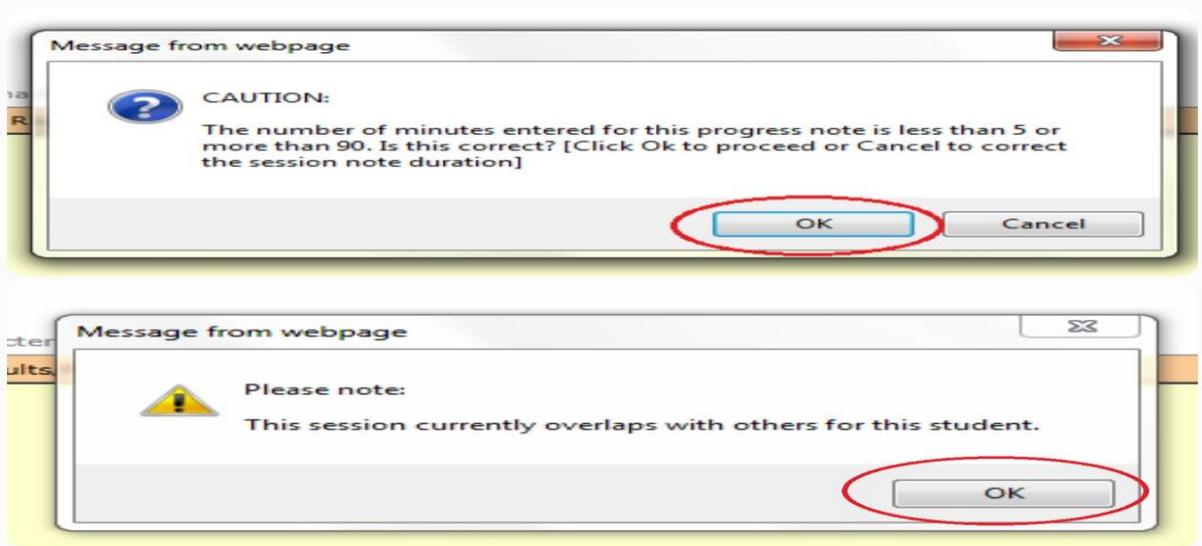
It should not include subjective statements such as "Had a good day"

Some examples:

- Student was able to initiate a social interaction with mild prompts.
- Student was able to maintain appropriate play with peer independently at lunch.

If you have questions about what to specifically enter for your student in this section, please check with your supervisor.

You'll be taken to another screen and given pop ups. Disregard them, there are usually two pop ups



Do not e-sign!!  
Do not verify!!  
Please press close

ABC Session Notes: [redacted] Other > Delete Save Print **Close**

\*\*\* Approval Not Required \*\*\*

View/Enter Appointment Details | Enter Notes | Approval/Signatures

Session Notes Successfully Updated at 05:02PM \*\*\* Signature Required \*\*\*

Most browsers will have this text once you save successfully. If you don't see it you can see it if saved correctly by following the next instructions

| Note Approval        |                       | Approval Review Comments   |
|----------------------|-----------------------|--|
| Supervisor Assigned  | Approval Not Required | 23-Apr-2015 05:56 pm - QA Approval Not Required.<br>23-Apr-2015 05:56 pm - Supervisor Approval Not Required. |
| Original Submit Date | N/A                   |  |
| Approval Status      | N/A                   |  |

Add Electronic Signatures

| Signature Type   |                    | Signature  |
|--|--------------------|--|
| <input checked="" type="radio"/> E-Signature <input type="radio"/> Digital Signature |                    | <b>Do not verify/sign or esign. Press close without clicking these options</b> |
| <input checked="" type="radio"/> Signee? <input type="radio"/> Other Welligent User? |                    |  |
| Logged in As   | [redacted]         |  |
| Signature Title  | [redacted]         |  |
| User Account   | DERRICK.WILLIAMS * |  |
| Password   | [redacted] *       |  |
| Notes  | [redacted]         |  |

~~Verify/Sign~~ ~~E-Sign~~

| Signatures Collected       |      |           |         |
|----------------------------|------|-----------|---------|
| Title                      | Date | Signed By | Delete? |
| No Signatures Collected... |      |           |         |

Your session is now saved!  
Close the window and continue  
documenting other appointments  
if you like

You can press refresh, then the black + next to events (left side) to see if your session saved properly. Remember the session that's closest to the current date will be on top. Your name will appear next to any session you documented correctly.

The screenshot shows a software interface for a student's record. At the top, there are fields for Student, School, Date of Birth, and Home Phone. Below this is a 'Record Navigator' on the left with various categories like Alerts, Appointments, and Assessments. The main area displays a table of events for a student named 'ABC (B11) Behav Intervention Impl.'. A 'Refresh' button is circled in red. The table lists events with columns for Status, Provider, Date Scheduled, Duration, Details, and Signed. The events are sorted by date, with the most recent at the top.

| Item   | Total Description  | Date                              | New                          |            |        |
|--|--|-----------------------------------|------------------------------|------------|--------|
| Events   | 98 (Session Notes:10 Completed, 88 Pending, 0 Cancelled) | 20-May-2015                       | +                            |            |        |
| Limit to uncompleted events                            | <input type="checkbox"/>                                 |                                   |                              |            |        |
| Status   | Provider   | Date Scheduled                    | Duration                     | Details    | Signed |
| <input checked="" type="checkbox"/> Completed          |  | Wednesday March 25, 2015 @08:00am | 190 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed          |  | Tuesday March 24, 2015 @08:00am   | 190 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed          |  | Monday March 23, 2015 @08:00am    | 190 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed          |  | Thursday March 12, 2015 @11:30am  | 210 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed          |  | Thursday March 12, 2015 @08:00am  | 190 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed          | Derrick Williams   | Monday March 09, 2015 @11:30am    | 180 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed          | Derrick Williams   | Monday March 09, 2015 @08:00am    | 180 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed          | Derrick Williams   | Friday March 06, 2015 @11:30am    | 140 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed          | Derrick Williams   | Friday March 06, 2015 @08:00am    | 180 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Completed          |  | Thursday March 05, 2015 @08:00am  | 180 (Direct)<br>0 (Indirect) | Individual | No     |
| <input checked="" type="checkbox"/> Pending Completion | (Team)   | Thursday March 05, 2015 @11:30am  | 180 mins (Scheduled)         | Individual | No     |
| <input checked="" type="checkbox"/> Pending Completion | (Team)   | Tuesday March 10, 2015 @08:00am   | 180 mins (Scheduled)         | Individual | No     |

At the end of each month you will need to submit a timesheet called a MSL (Monthly Service Log)

This is when Internet Explorer helps for printing.

Scroll down if you're ready to print

Click the bar chart

Student Services

WELLPROVIDER | EDUCATION | ADMIN | FRONT DESK | WELLSUPERVISOR | REPORTS

WellReports | 1 - Student Search | 2 - Student Search | 3 - Student Search | 4 - Student Search | 5 - Student Search | Empty All

User: Derrick Williams | Version Info | Support

Stock Reports

Search Criteria

Report Category: Therapy/Service Reports

Keyword:

Report ID:

Find Dashboards:

| Select | Report Name                                   | Report Description | Report ID | Category                |
|--------|---|--------------------|-----------|-------------------------|
|        | Caseload Monthly Notes                        |                    | 128       | Therapy/Service Reports |
|        | Division of Mental Health - Group Service Log |                    |           |                         |
|        | Division of Mental Health Group Report        |                    |           |                         |
|        | Monthly Service Report / Log                  |                    |           |                         |
|        | RSP Monthly Attendance Form                   |                    |           |                         |

Click the bar graph next to Monthly Service Report/Log

WellReports Desktop

My Report Hotlist

My Recent Reports

- Monthly Service Report / Log [By Provider] (14-Apr-2015 02:45pm)
- Monthly Service Report / Log (13-Apr-2015 11:19am)
- Caseload Monthly Notes (13-Oct-2014 10:18am)

My Report Tools

My Scheduled Reports

Report Inbox

Report Quick Search

- LAUSD Confidential  
> This report summarizes the student service results for the past 30 days for the provider logged into Welligent.  
> Each student will have one of the following messages depending on "Target Minutes" and "Actual Minutes":  
..... (1) No Target  
.....This message is for a student who had No Target Minutes for the past 30 days.

Select a report by clicking on the icon adjacent to the desired report.

Click the appropriate fields

WELLPROVIDER | EDUCATION | ADMIN | FRONT DESK | WELLSUPERVISOR | REPORTS

WellReports | 1 - Student Search | 2 - Student Search | 3 - Student Search | 4 - Student Search | 5 - Student Search | Empty All

User: Derrick Williams | Version Info | Support

Monthly Service Report / Log(379)

Therapy/Service Reports

Schedule Run Excel (+) Hot List Reset Close

Report Engine: PLSQL Procedure

Filter Value

Month March

Year 2013

Location INCLUSIVE ED. & COMM PARTNERSHIP (NPA)

Type of Service (BI) Behav Intervention Impl.

Click Run when finished

WellReports Desktop

My Report Hotlist

My Recent Reports

- Monthly Service Report / Log [By Provider] (14-Apr-2015 02:45pm)
- Monthly Service Report / Log (13-Apr-2015 11:19am)
- Caseload Monthly Notes (13-Oct-2014 10:18am)

My Report Tools

My Scheduled Reports

Report Inbox

Report Quick Search

