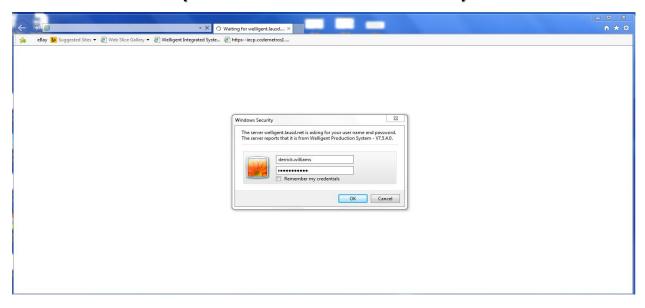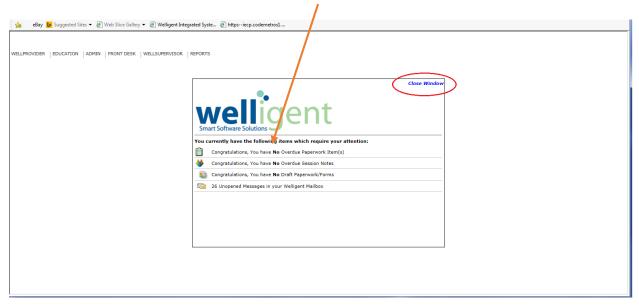*Use Internet Explorer if possible but other browsers are capable for completing most documentation tasks*

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

Find the student you wish to document for.

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

Click events/referrals/notes

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

Don't click any green plus signs

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

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

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

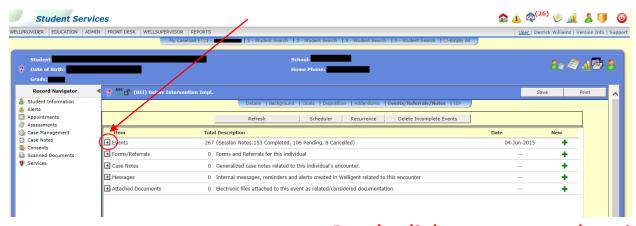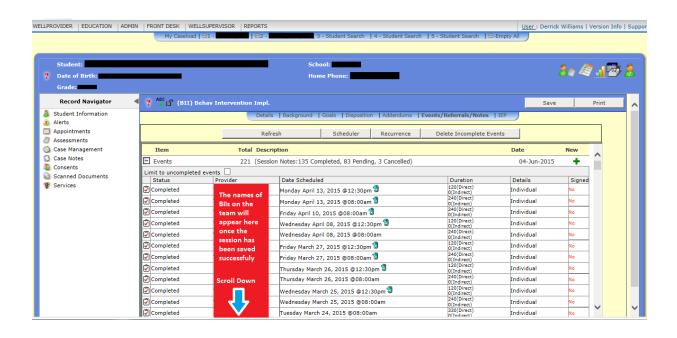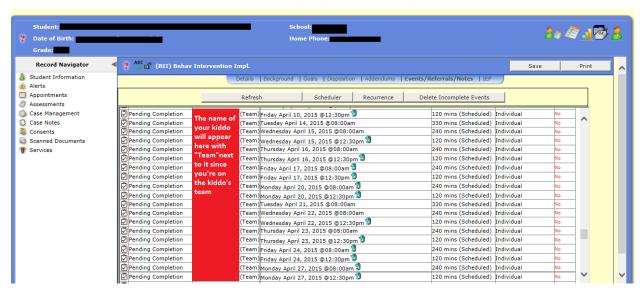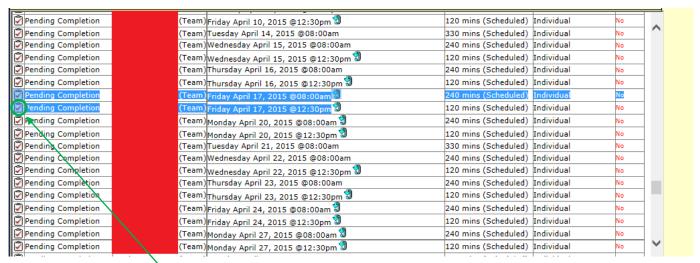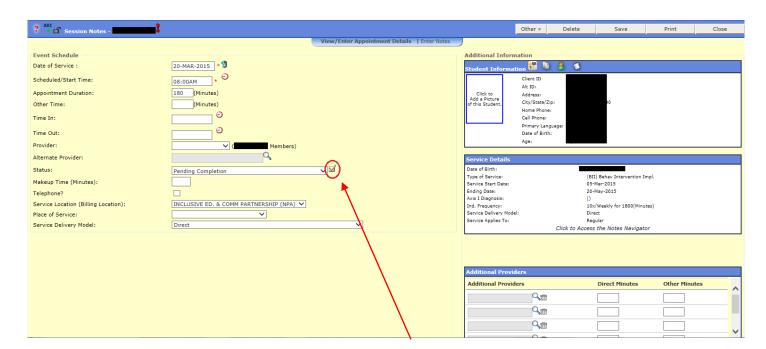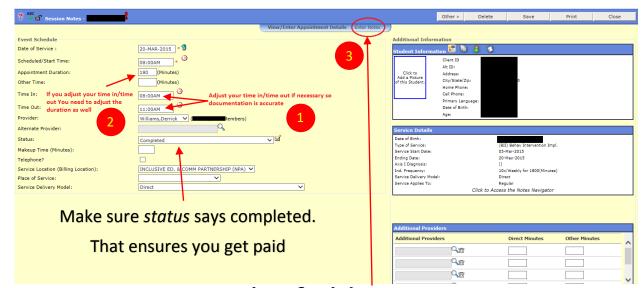|					
☑ Pending Completion		(Team) Friday April 10, 2015 @12:30pm	120 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Tuesday April 14, 2015 @08:00am	330 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Wednesday April 15, 2015 @08:00am	240 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Wednesday April 15, 2015 @12:30pm	120 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Thursday April 16, 2015 @08:00am	240 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Thursday April 16, 2015 @12:30pm	120 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Friday April 17, 2015 @08:00am	240 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Friday April 17, 2015 @12:30pm	120 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Monday April 20, 2015 @08:00am	240 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Monday April 20, 2015 @12:30pm	120 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Tuesday April 21, 2015 @08:00am	330 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Wednesday April 22, 2015 @08:00am	240 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Wednesday April 22, 2015 @12:30pm	120 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Thursday April 23, 2015 @08:00am	240 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Thursday April 23, 2015 @12:30pm	120 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Friday April 24, 2015 @08:00am	240 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Friday April 24, 2015 @12:30pm	120 mins (Scheduled)	Individual	No
☑ Pending Completion		(Team) Monday April 27, 2015 @08:00am	240 mins (Scheduled)	Individual	No
☑ 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.

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

Make sure *status* says completed.

That ensures you get paid

Once the fields are appropriately filled out....

Click Enter notes

Activities

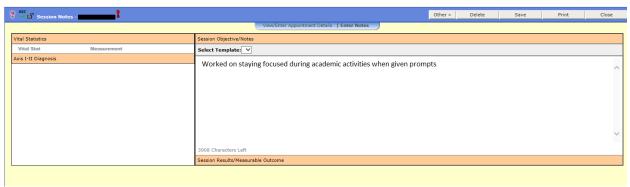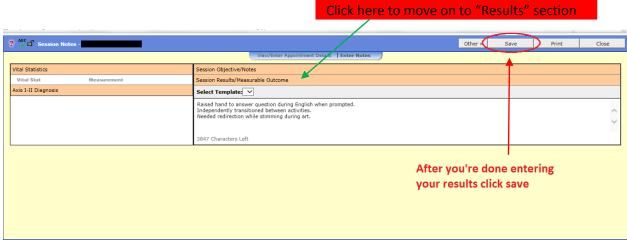This should be brief, goal/data based, objective information regarding what you worked on that day with the student. It should not include subjective statements such as "Had a good day"

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.

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

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

Do not verify/sign or esign. Press close without clicking these options

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.

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

User : Derrick Williams | Version Info | Support

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

Stock Reports

Search

Search Criteria

Report Category: Therapy/Service Reports
Keyword:
Report ID:
Find Dashboards: ☐

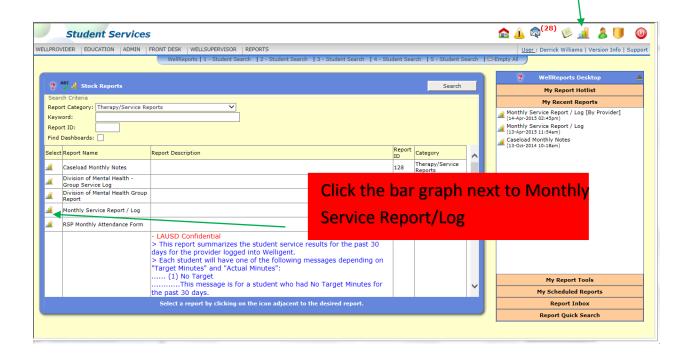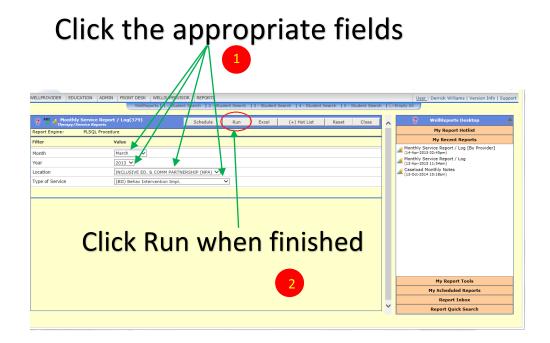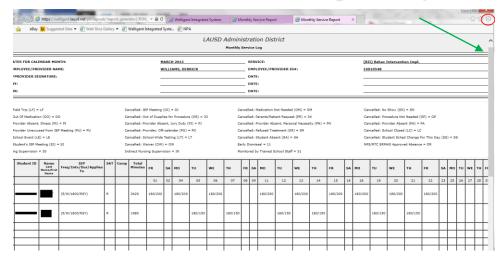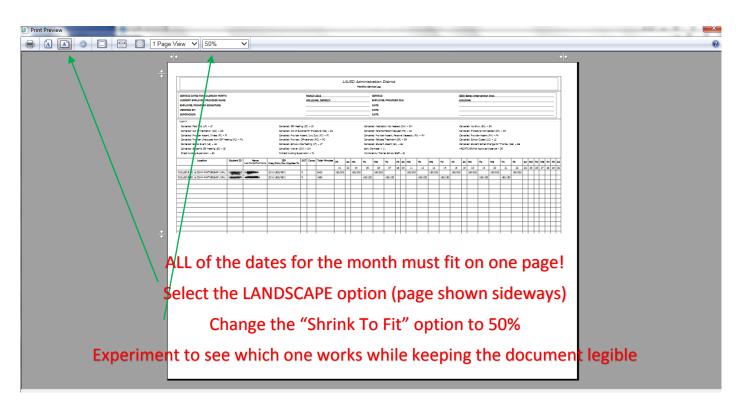| Select	Report Name	Report Description	Report ID	Category
	Caseload Monthly Notes		128	Therapy/Service Reports
	Division of Mental Health - Group Service Log			
	Division of Mental Health Group Report			
	Monthly Service Report / Log			
	RSP Monthly Attendance Form			

- 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.

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 11:54am)
Caseload Monthly Notes (13-Oct-2014 10:18am)

My Report Tools

My Scheduled Reports

Report Inbox

Report Quick Search

Click the bar graph next to Monthly Service Report/Log

Click the appropriate fields

1

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

User : Derrick Williams | Version Info | Support

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

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	(BII) Behav Intervention Impl.

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 11:54am)
Caseload Monthly Notes (13-Oct-2014 10:18am)

My Report Tools

My Scheduled Reports

Report Inbox

Report Quick Search

Click Run when finished

2

By default, the page is too big to print as is. Click "tools"

Click on the arrow next to the "Print" and choose "Page Setup"

ALL of the dates for the month must fit on one page!

Select the LANDSCAPE option (page shown sideways)

Change the "Shrink To Fit" option to 50%

Experiment to see which one works while keeping the document legible

If you don't have Internet Explorer go into your print settings and use a similar method to adjust the page

Once all dates show up on document, press PRINT

If it looks accurate, sign and date in BLUE INK and mail it to the Oxnard office.

You're done for the month!!