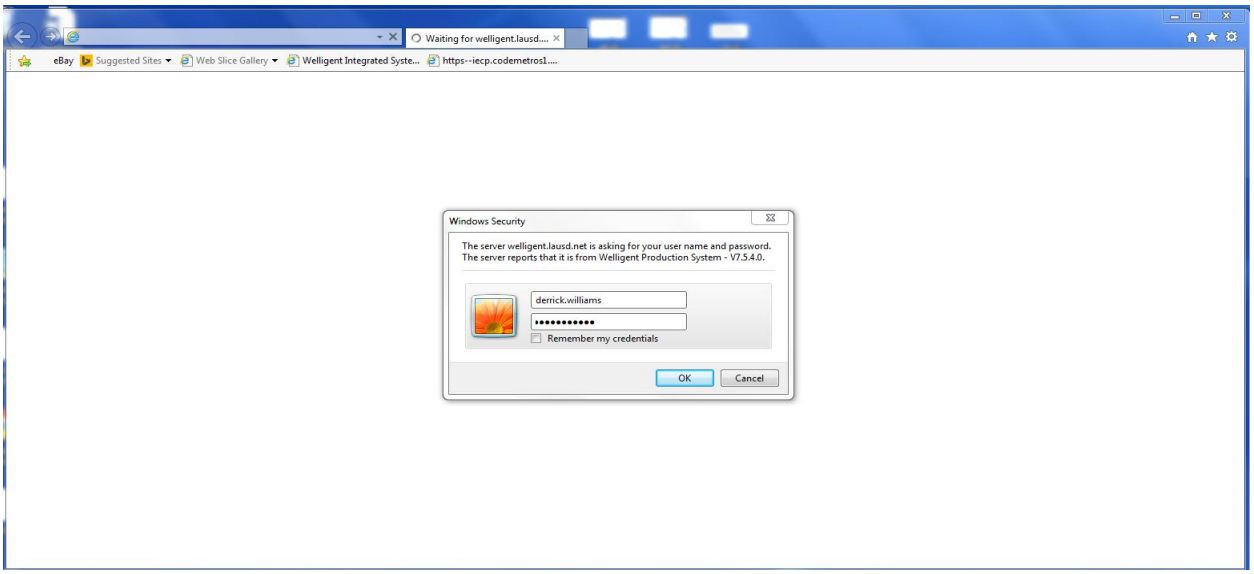
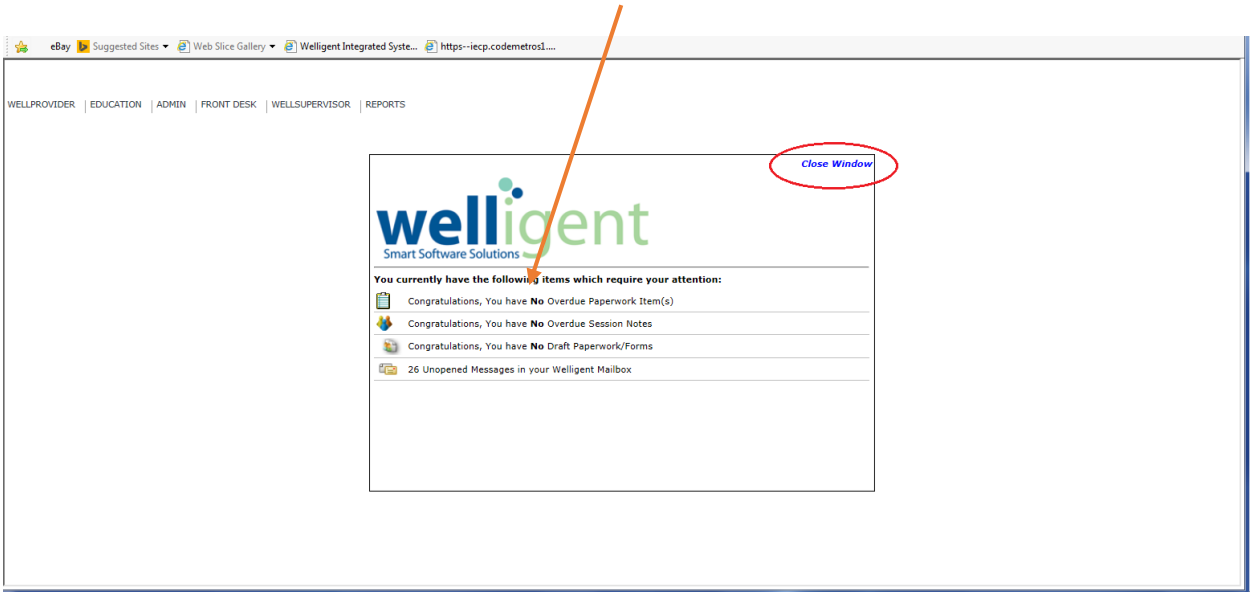
Use Internet Explorer if possible but other browsers are capable for completing most documentation tasks

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

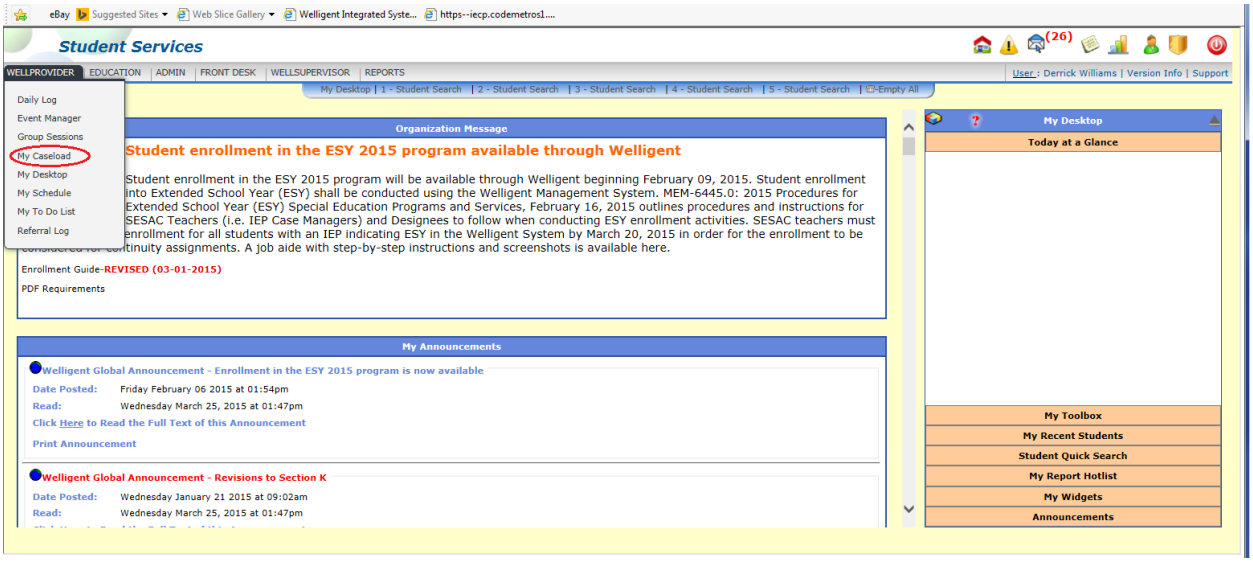


Disregard any of these notifications
(They’re irrelevant for documentation)



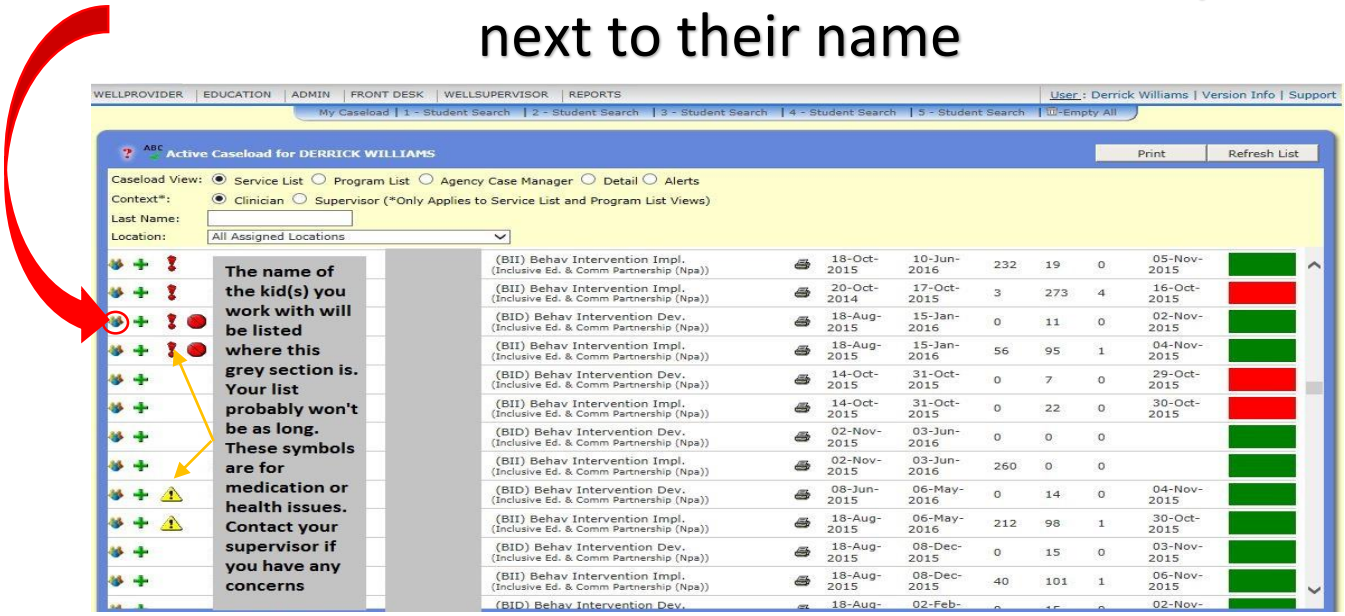
Highlight WELLPROVIDER

Then click My Caseload

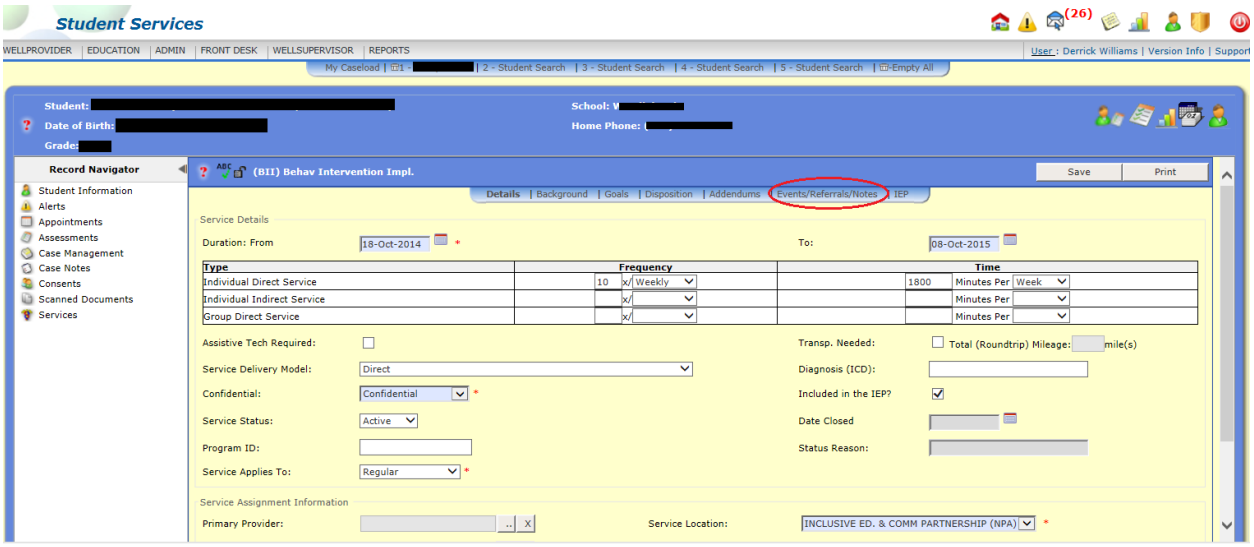


Find the student you wish to document for.

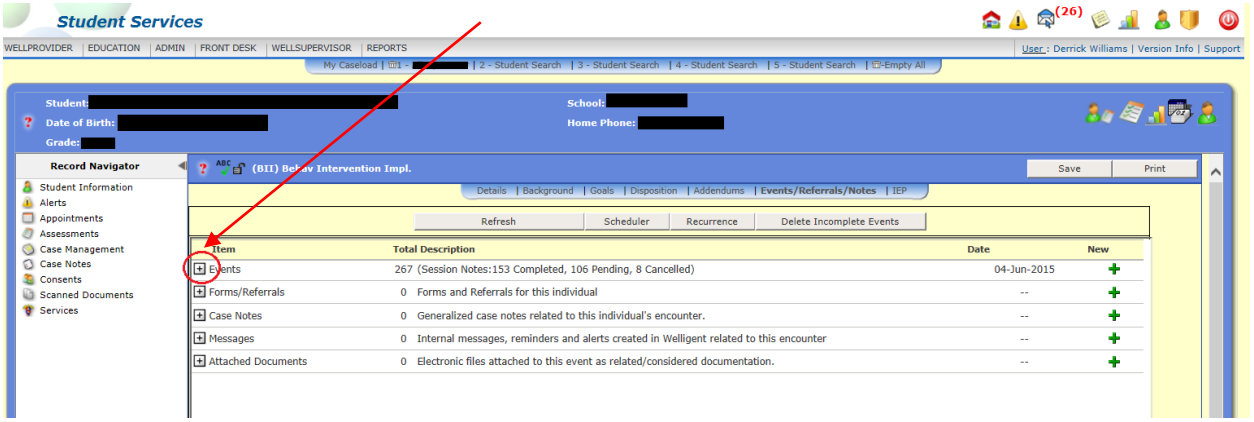
Click the multicolored icon that looks like a person next to their name



Click events/referrals/notes

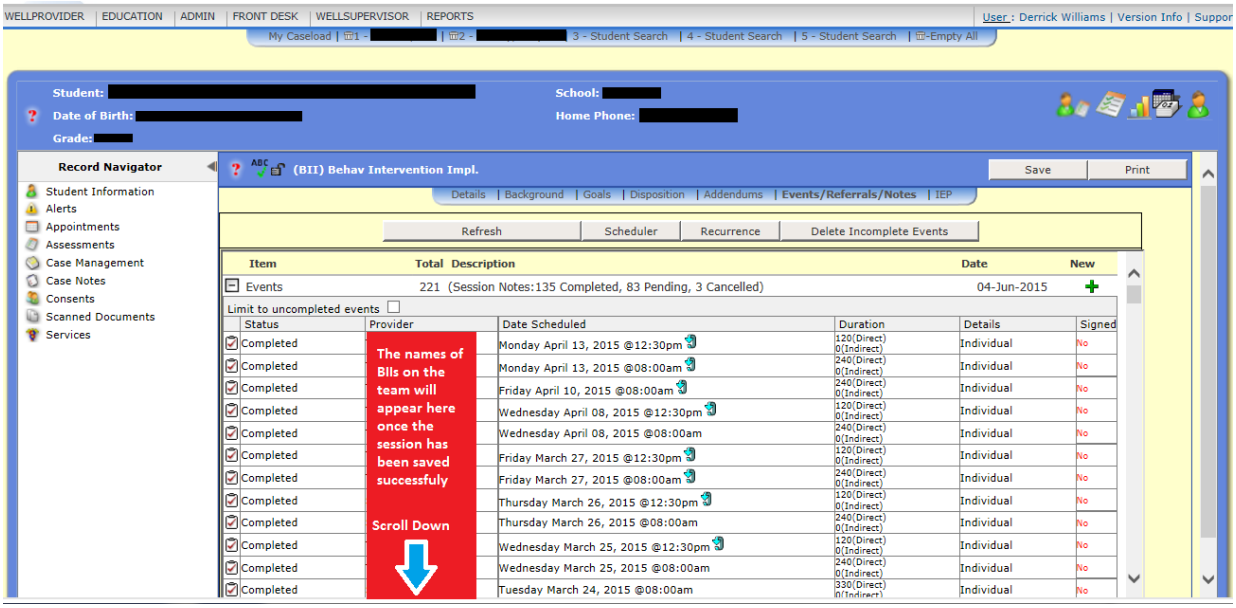


Click the black plus (+)
on the left side next to *Events*

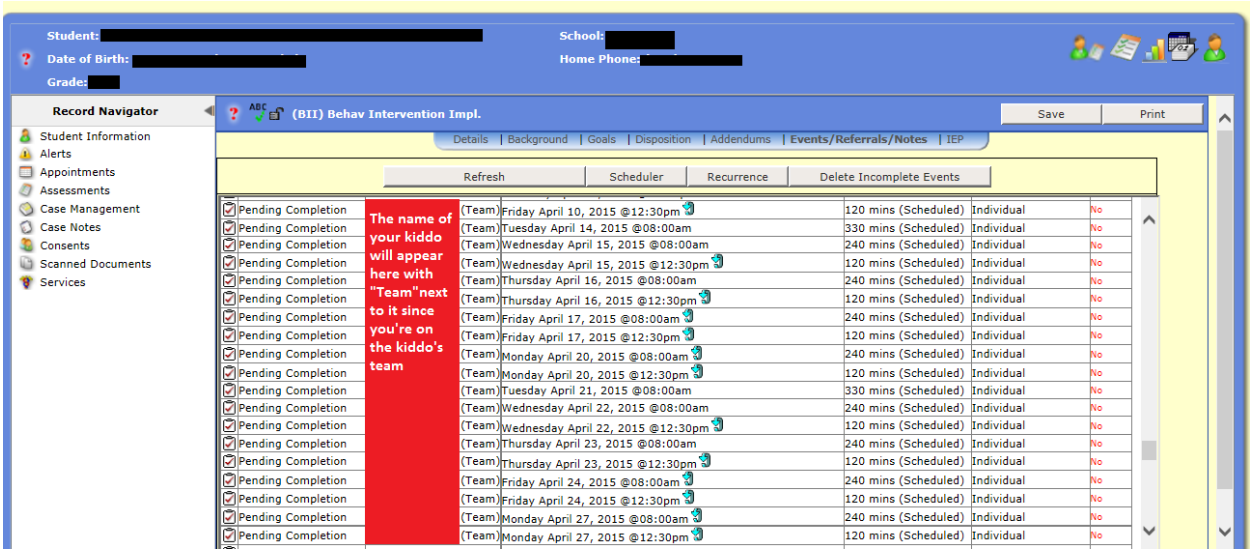


Don’t click any green plus signs

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

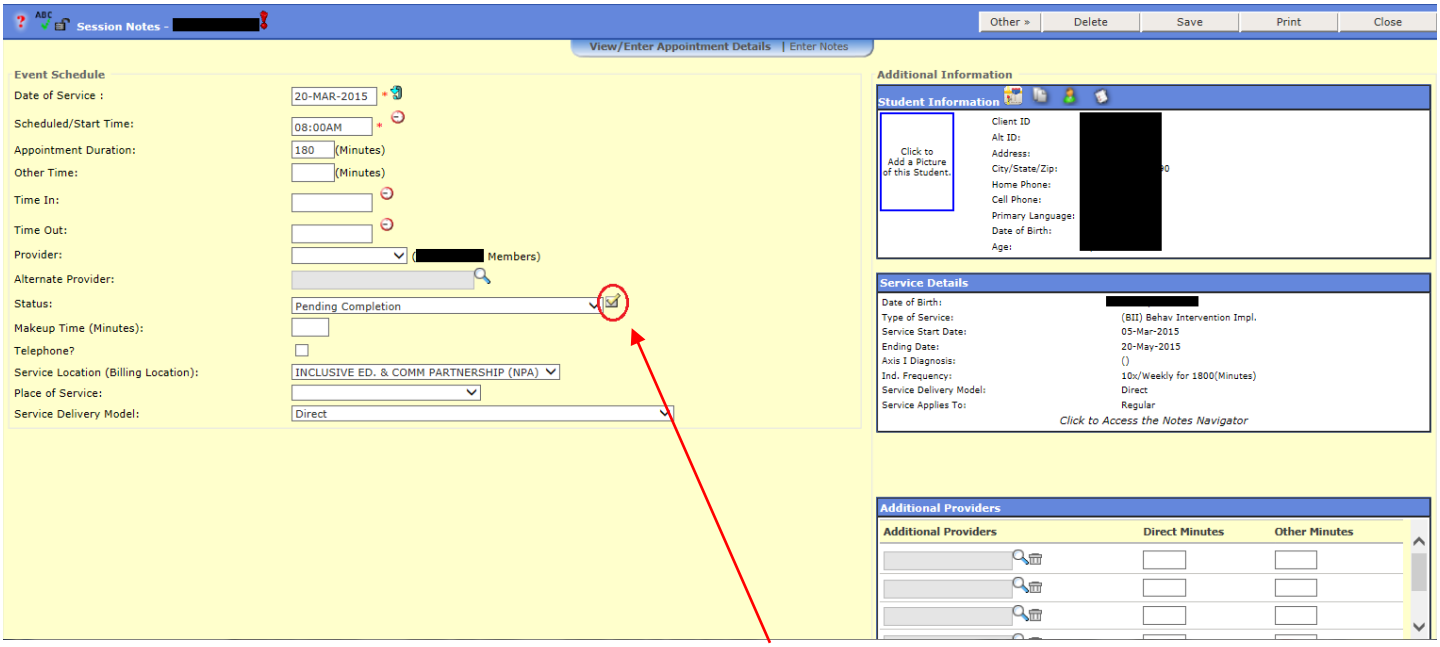


Note that each date typically has two sessions. One session for the morning and another for the afternoon. Your break is included

Pending Completion	[redacted]	(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

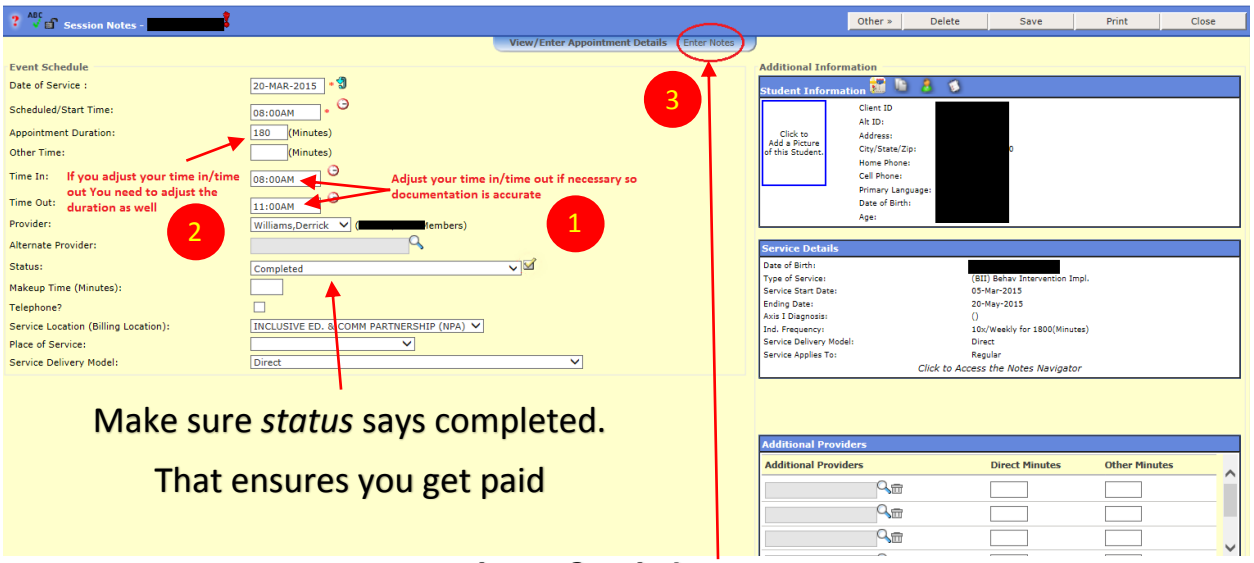
Click the red check next to pending completion for the session you want to document.

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



Once the fields are appropriately filled out....

Click Enter notes

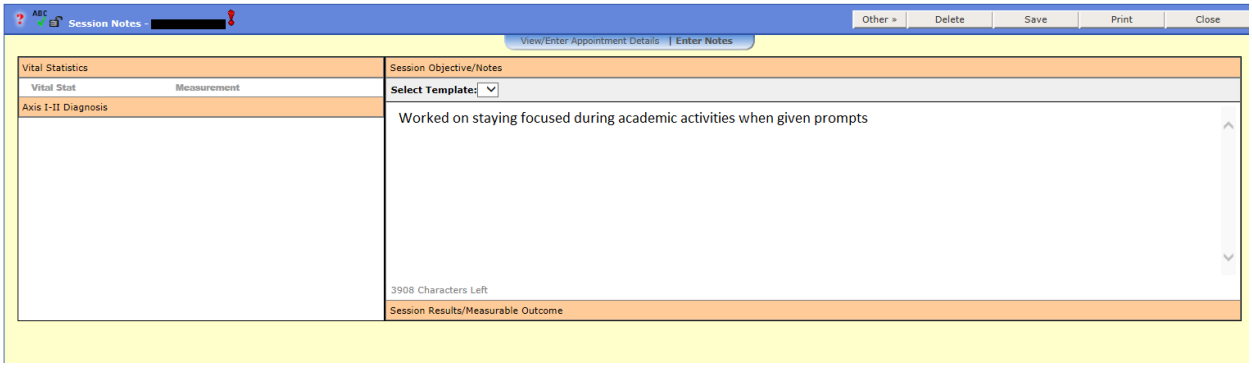
<u>Activities</u>

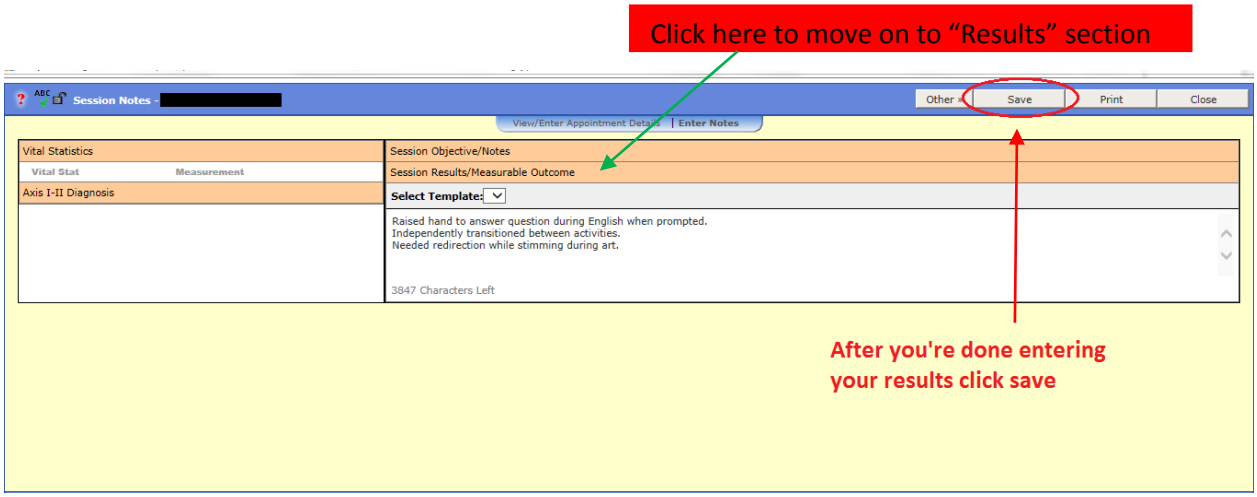
This should be brief, goal/data based, objective information regarding what you worked on that day with the student. It should not include subjective statements such as "Had a good day"

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.





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”

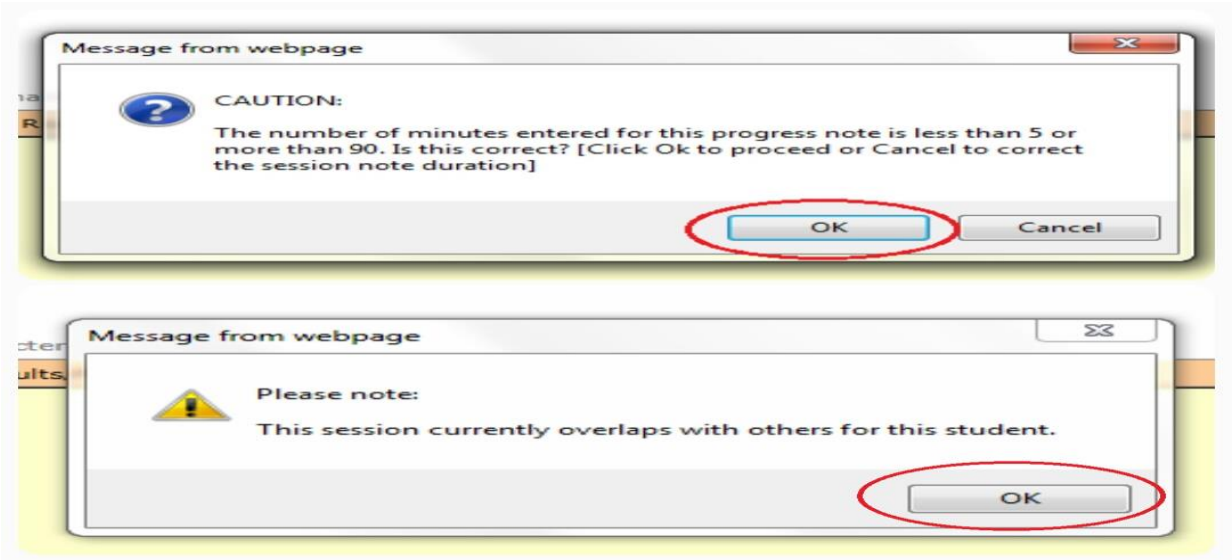
Some examples:

- 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.

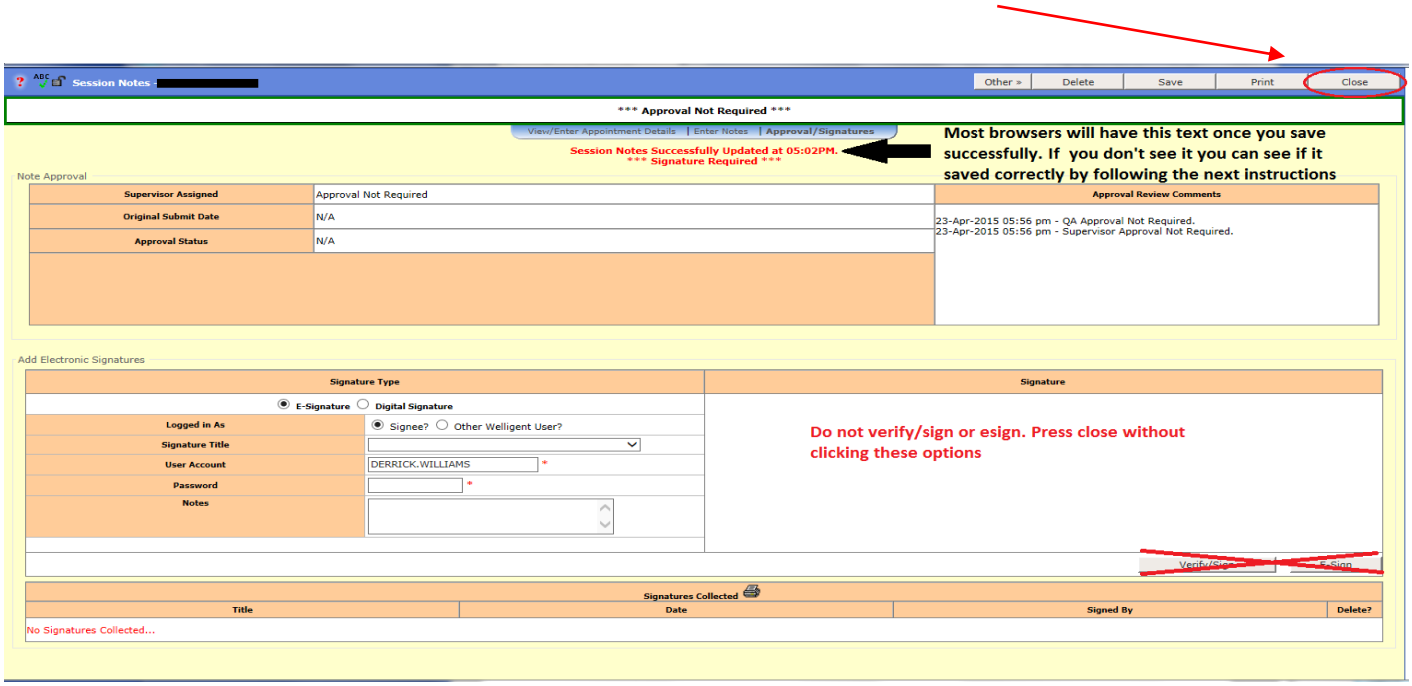
You’ll be taken to another screen and given pop ups. Disregard them, there are usually two pop ups



Do not e-sign!!

Do not verify!!

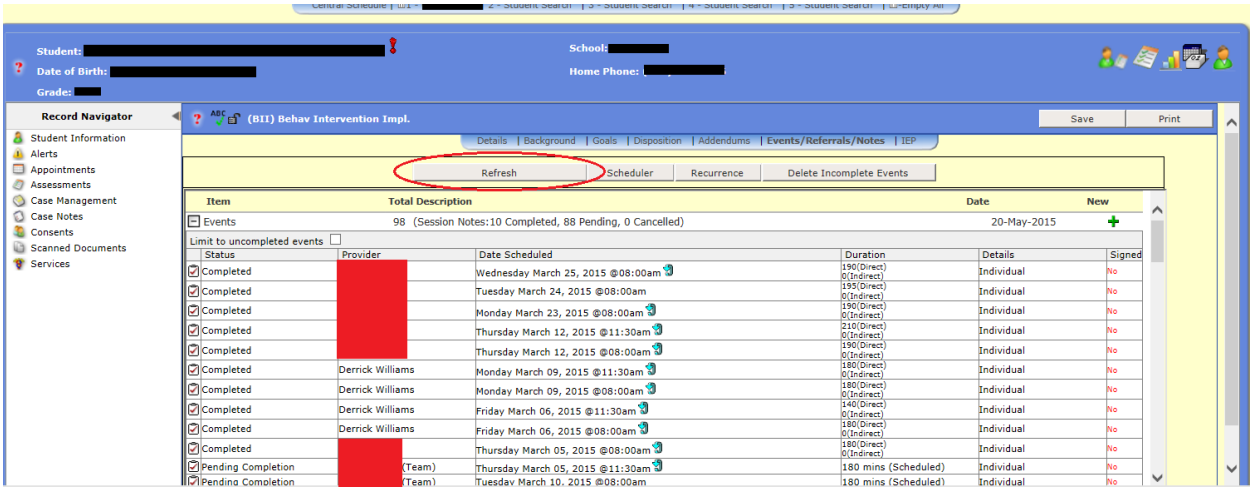
Please press close



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.

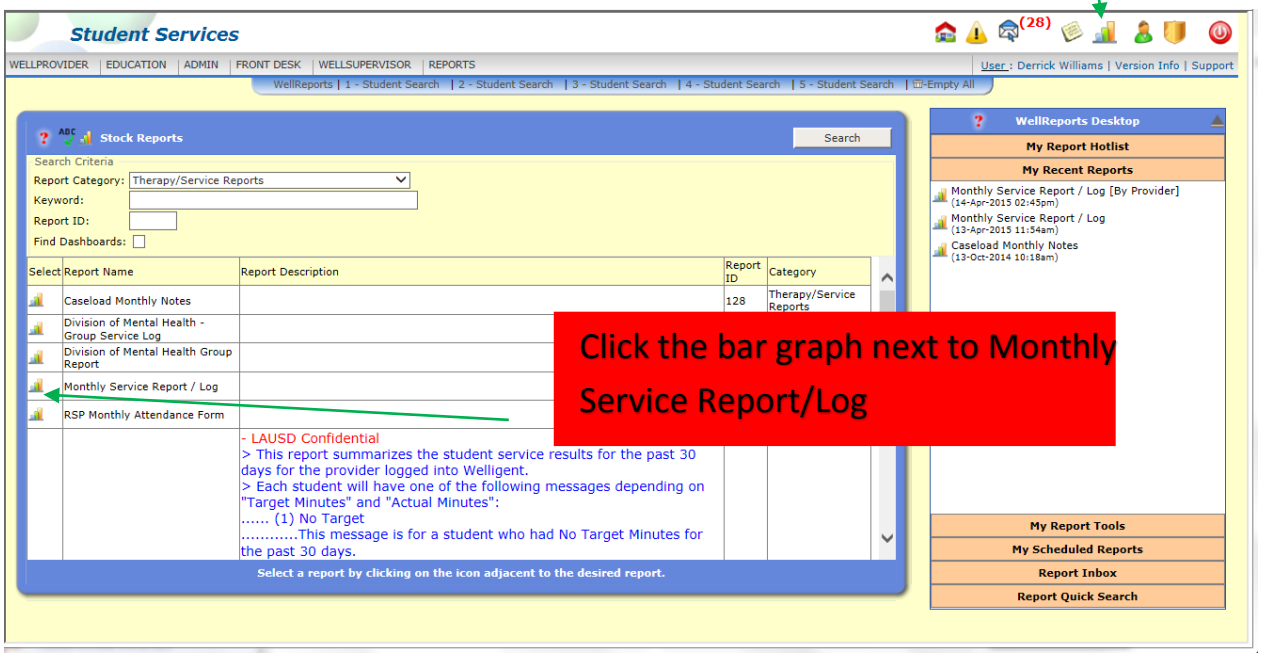


At the end of each month you will need to submit a timesheet called a MSL (Monthly Service Log)

This is when Internet Explorer helps for printing.

Scroll down if you're ready to print

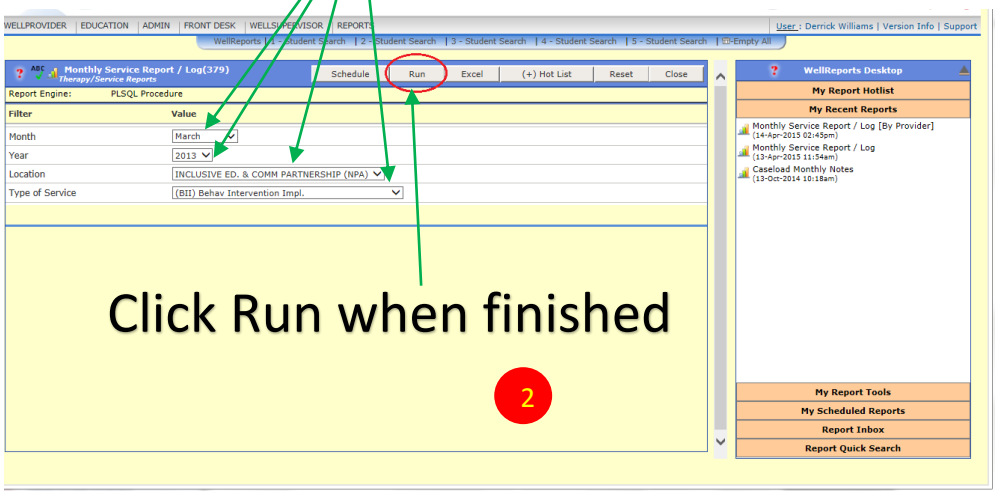
Click the bar chart



Click the bar graph next to Monthly Service Report/Log

Click the appropriate fields

1

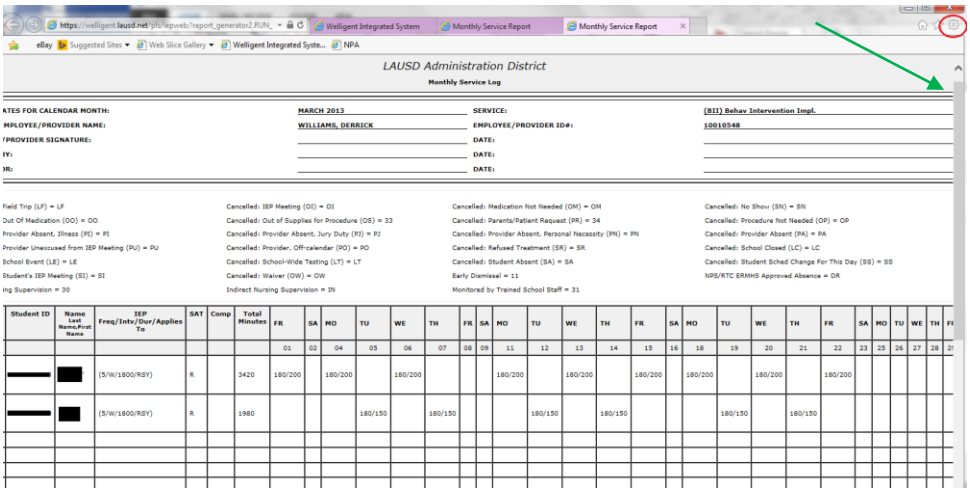


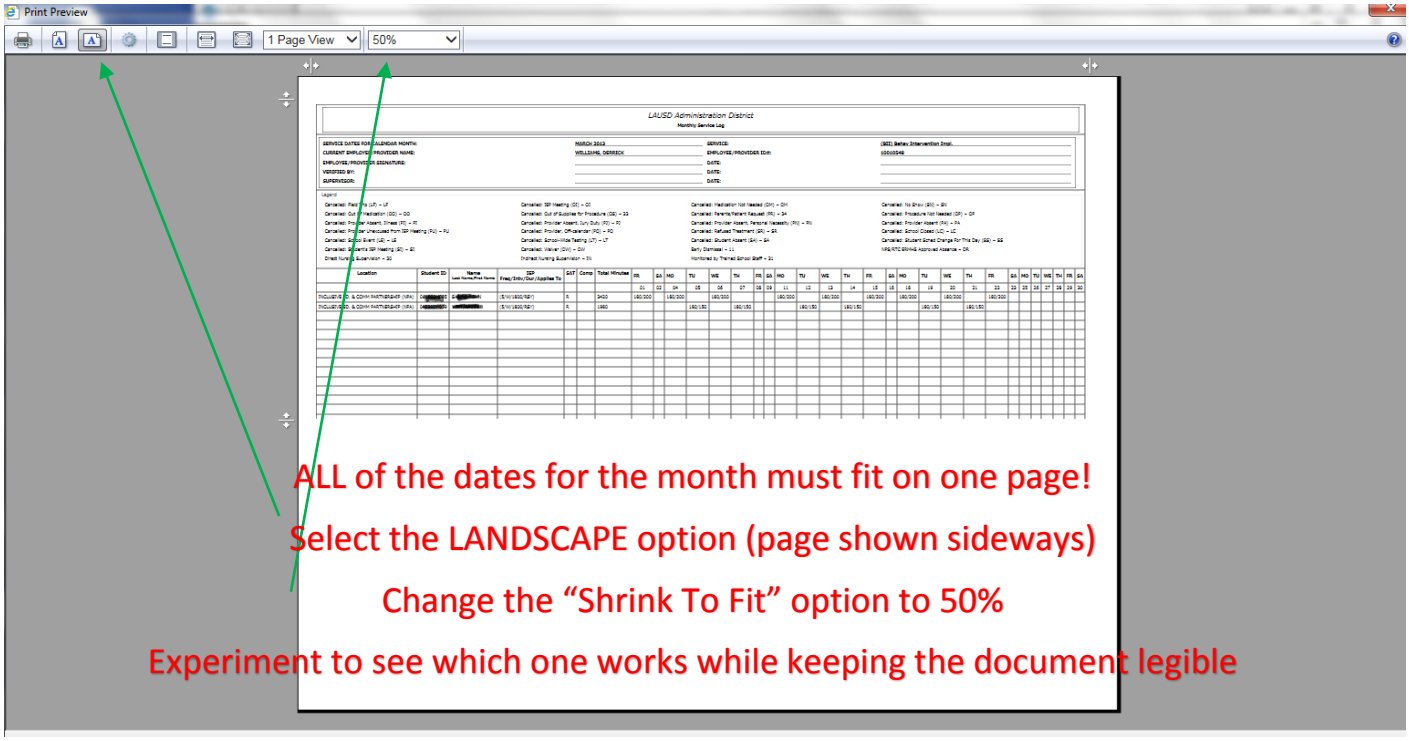
Click Run when finished

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”





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!!