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

Firefox and Edge tend to have glitches with Welligent and ARE NOT recommended

Click the link or enter: welligent.lausd.net in the url (no “www.” needed)

Disregard these notifications (They’re irrelevant for documentation)
Click **Welligent**

Then select “My Caseload”

Find the student you wish to document for.
Click the pencil icon on the same row as their name

The name of the student(s) you work with will be listed where this grey section is. If you worked with a student and his/her name isn’t listed you’ll need to contact [WelligentSupport@iecp.us](mailto:WelligentSupport@iecp.us) so you can be added to the team.

Your list probably won’t be this long. These symbols are for medication or heath issues. Contact your supervisor if you have any concerns,

Don’t click any green plus signs
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

The names of the BIIs on the team will appear in this grey section once the session has been saved.
Find the date you wish to document. It should say pending completion with the kiddo’s name. You might have to scroll down a lot to find the current date.

*There is only one session note per day*

Click the red check next to “Pending Completion” for the day 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” and the default time in and time out will be entered.

1. Make sure status says completed. That ensures you get paid :) 

2. Enter your lunch break. It must match the total minutes you write when you sign/out at the school’s office.

3. Adjust your time in/time out if necessary so hours are accurate.

Once the fields are appropriately filled out....

Click Enter notes.
If your student did not come to school, mark the status as “student absent” for that day. Then save and close the window.

Activities

This should be brief, goal/data based, objective information that should reference a specific goal and state a setting. It should NOT include subjective statements such as “Worked on bad attitude”.

Some examples:

• BII facilitated social interactions during non-class time.
• BII worked on off task behavior during academic activities in the classroom.

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

Click here to go to the “Results” section

BII facilitated peer interaction at recess. BII supported student to follow teacher’s instructions in the classroom.

Keep in Mind

The Objectives/Notes should:

Use a goal from the child’s IEP

Try to cover more than one goal in a day if you have two appointments for the same day

Attempt to cover all the goals during the week

Have settings that say: “at recess,” “during circle time,” “in math class,” “art class,” etc.
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 3 prompts.
  • Student was able to work on Math independently for 15 minutes.

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

Student demonstrated the ability to engage with his peers for 5 minutes at a time, in 3/5 opportunities. Student followed all Teacher’s directives with maximum BII support (4-5 prompts per directive).

Keep in Mind

The results section can include measurements such as:
  4/5 or 80% (percentage of correct responses)
  For 10 minutes (duration)
  Within 45 seconds (latency)
  Number of prompts provided

After you’re done entering your results click save
You’ll be taken to another screen and given pop ups. There are usually two pop ups, disregard them.

If you see “*** Signature Required ***” Your session is saved!
Close the window and continue documenting other appointments if you like.

No signature is required
Do not e-sign or verify!!
Please press close.
You can press refresh, then the black + next to events (on the left side like you did before) 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. 

Keep in mind it’s in chronological order

<table>
<thead>
<tr>
<th>Details</th>
<th>Background</th>
<th>Goals</th>
<th>Disposition</th>
<th>Addendums</th>
<th>Events/Referrals/Notes</th>
<th>IEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh</td>
<td>Scheduler</td>
<td>Recurrence</td>
<td>Delete Incomplete Events</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Cancelled: No Show (SN)**
- **Completed**
- **Completed**
- **Completed**
- **Completed**
- **Completed**
- **Completed**
- **Completed**
- **Completed**
- **Completed**

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

This is when Internet Explorer helps for printing.

Scroll down if you’re ready to print!
Click Reports

Click the check next to Monthly Service Report/Log

Select the appropriate fields

1. Click Run when finished
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.

2323 Roosevelt Blvd #6
Oxnard, CA 93035
You’re done for the month!!