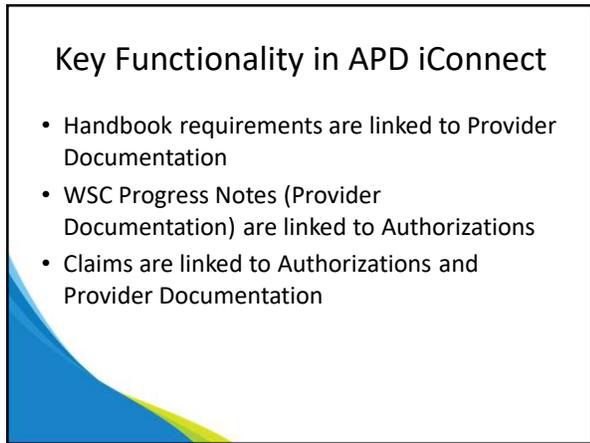
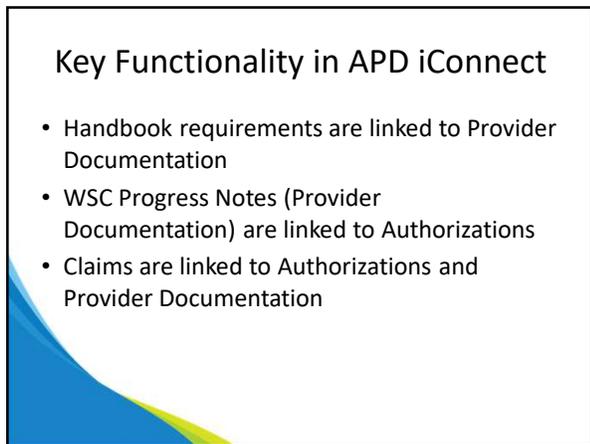


1



2



3

Confidentiality Reminder



- ONLY the WSC, APD, and Qlarant can see WSC Progress Notes on the Provider Documentation tab
- Other notes on the Notes tab can be seen by the providers

4

Adding a WSC Provider Documentation Record

- Navigate to the Provider Documentation tab of the consumer's record and select File > Add Provider Documentation



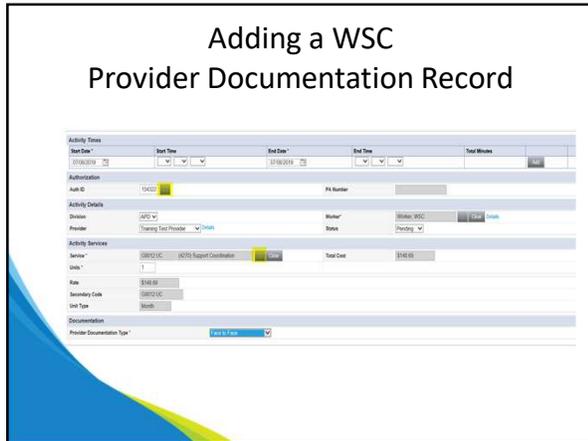
5

Adding a WSC Provider Documentation Record

- On the new screen, update the following fields:
 - Start date/End date = date of WSC contact
 - Auth ID = use the search ellipsis to find the authorization associated with this consumer
 - This will auto-populate the Provider field
 - Service = use the search ellipsis to find the WSC service
 - Units = 1
 - Provider Documentation Type = "Face to Face" or "Other Billable Activity"

6

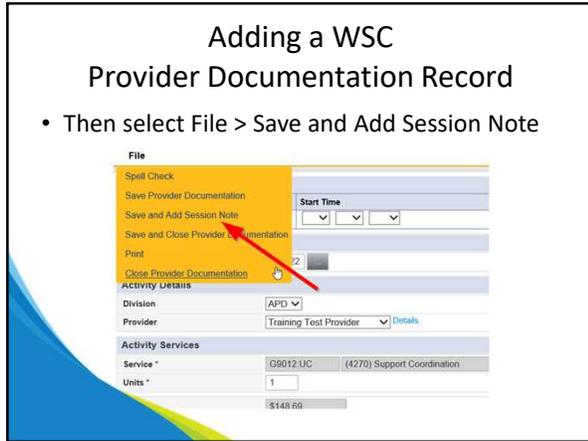
Adding a WSC Provider Documentation Record



7

Adding a WSC Provider Documentation Record

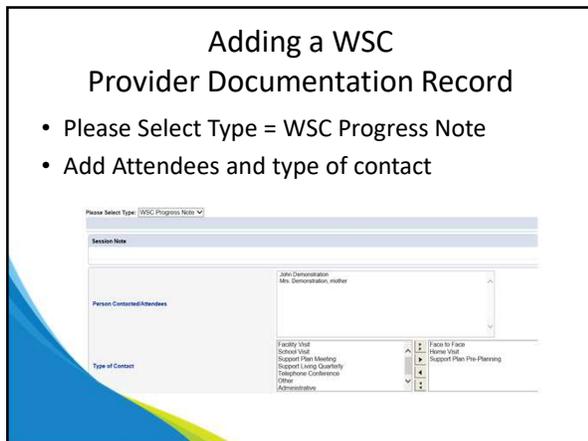
- Then select File > Save and Add Session Note



8

Adding a WSC Provider Documentation Record

- Please Select Type = WSC Progress Note
- Add Attendees and type of contact



9

Adding a WSC Provider Documentation Record

- Fill in remaining fields as appropriate, then File > Save and Close Session Note

10

Additional Contacts

- Since WSC is a monthly service, and the authorization is tied to Provider Documentation, there can be only one Provider Documentation record associated with the Auth ID each month.
- All other contacts will use the service code "0000" without an Auth ID.

11

Additional Contacts

- From the Provider Documentation tab, select File > Add Provider Documentation
- Update the following fields:
 - Start Date: Defaults to today and is editable
 - Start Time: Enter start time of contact
 - End Date: Defaults to today and is editable
 - End Time: Enter time the contact ended
 - Click **Add**
 - Leave the Auth ID field blank

12

Additional Contacts

- Continue updating the following fields:
 - Division: APD
 - Provider: WSC Solo/Agency Provider
 - Service: Click the Service ellipsis to display a list of services. Select the Service Code 0000 = Non-Billable Progress Note Documentation
 - Units: Input “1”
 - Provider Documentation Type: Select as appropriate

13

Additional Contacts

- Select File > Save and Add Session Note

14

Additional Contacts

Please Select Type: WSC Progress Note

Session Note

Person Contacted/Attendees: Mrs. Demontation

Type of Contact:

- Facility Visit
- School Visit
- Support Plan Meeting
- Support Plan Pre-Planning
- Support Living Quarterly
- Other
- Administrative

 Telephone Conference

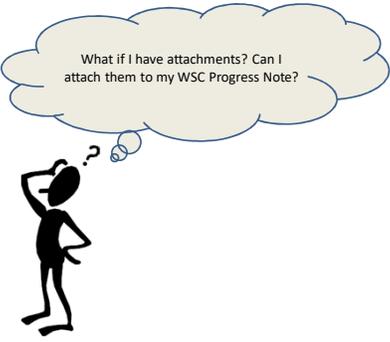
15

Additional Contacts

- Fill in remaining fields as appropriate, then File > Save and Close Session Note



16



17

The Notes Tab

- The functionality to attach documents directly to the WSC Progress Note in Provider Documentation does not exist
- All attachments associated with a WSC Progress Note/Contact will have to be uploaded and attached to a note on the Notes tab

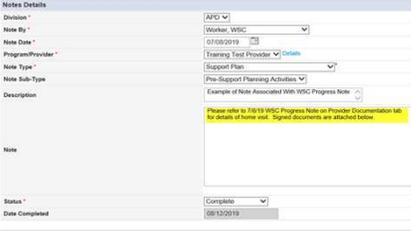
18

The Notes Tab

- WSCs do NOT have to duplicate notes in BOTH WSC Progress Notes and on the Notes tab
 - If the attachments are associated with a WSC Progress Note, it is acceptable to simply refer to the WSC Progress Note in the note field.
 - Use the Add Attachment link to upload attachments to this note.

19

The Notes Tab



20

Qlarant Reviews

- APD and Qlarant have been coordinating how APD iConnect will impact Qlarant reviews
- Qlarant reviewers received their initial training in July 2019
 - Where to find information in consumer records
 - Specific information regarding SSRR reviews

21

Qlarant Reviews

- “WSC Case Notes/Progress Notes” include
 - WSC Progress Notes in Provider Documentation
 - Notes on Notes tab with any requisite attachments with signatures

22

Resources & Reference Material

- FAQs
- eLearning Videos
- Training Manual
- “Cheat Sheets”



23

23



24

24
