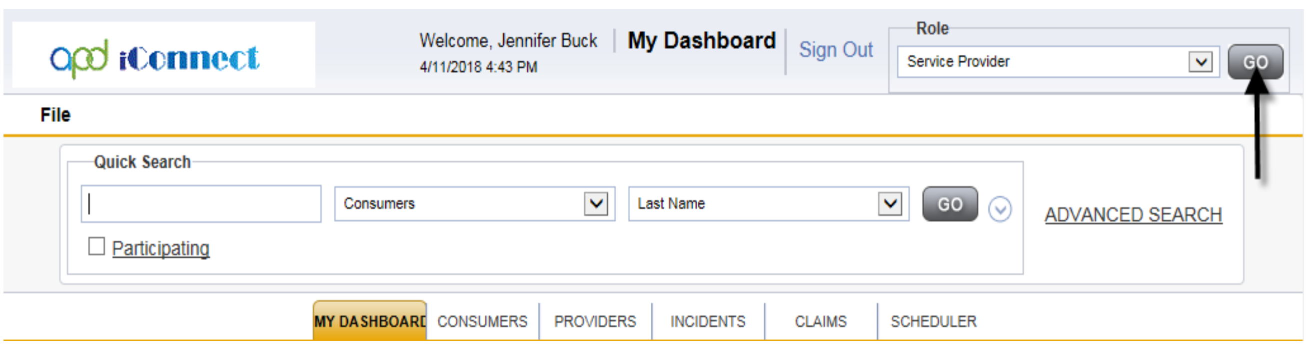
Adding a Service Log

Provider Documentation | Service Logs

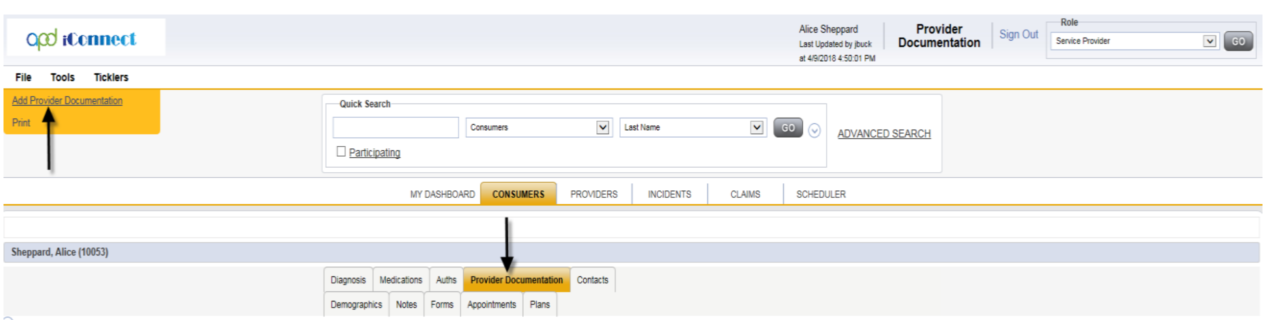
Service Providers will submit service logs directly into the consumer's APD iConnect record. Services requiring service logs per the handbook include:

- Personal Supports
- Respite
- Behavior Analysis
- Behavior Assistant
- Life Skills Development 1
- Life Skills Development 2
- Special Medical Home Care
- Personal Emergency Response Systems (these providers can submit a detailed invoice in lieu of service logs)

1. To begin, log into APD iConnect and set "Role" = Service Provider/Service Provider Worker. Click **Go.**

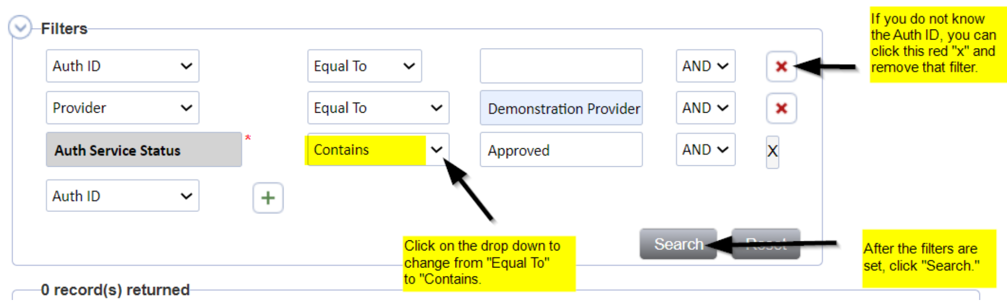


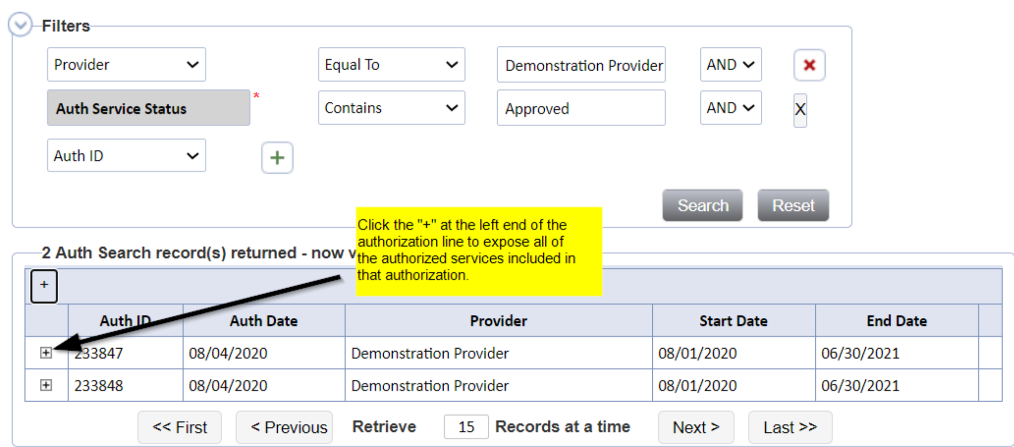
2. Navigate to the Consumers record and click the **Provider Documentation** tab > click **File** > **Add Provider Documentation.**

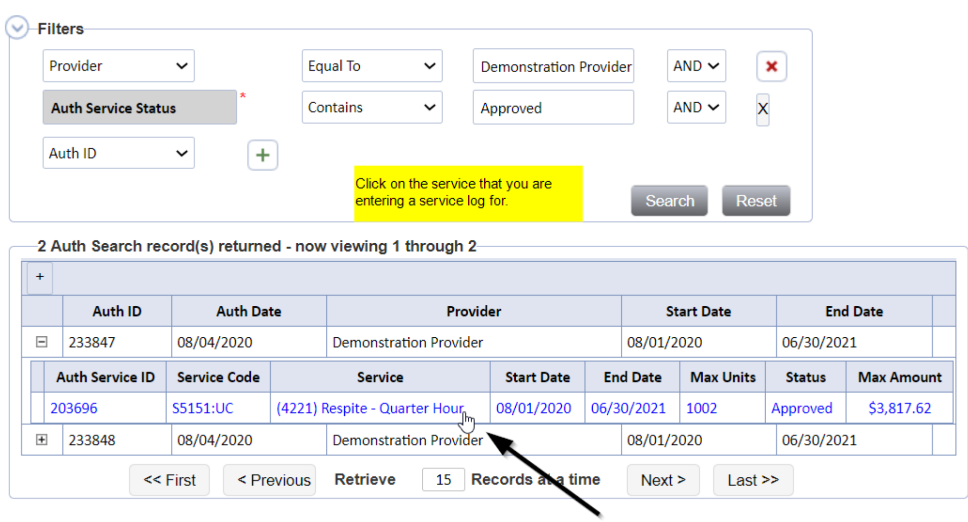


3. The Provider Documentation Details page is displayed. Update the following fields:

i. Start Date: Defaults to today and is editable
ii. Start Time: Enter if Unit type = 15 min or Hourly. Otherwise leave blank.
iii. End Date: Defaults to today and is editable
iv. End Time: Enter if Unit type = 15 min or hourly. Otherwise leave blank.
v. Click **Add**
vi. Click the Auth ID ellipsis to display a list of authorizations.

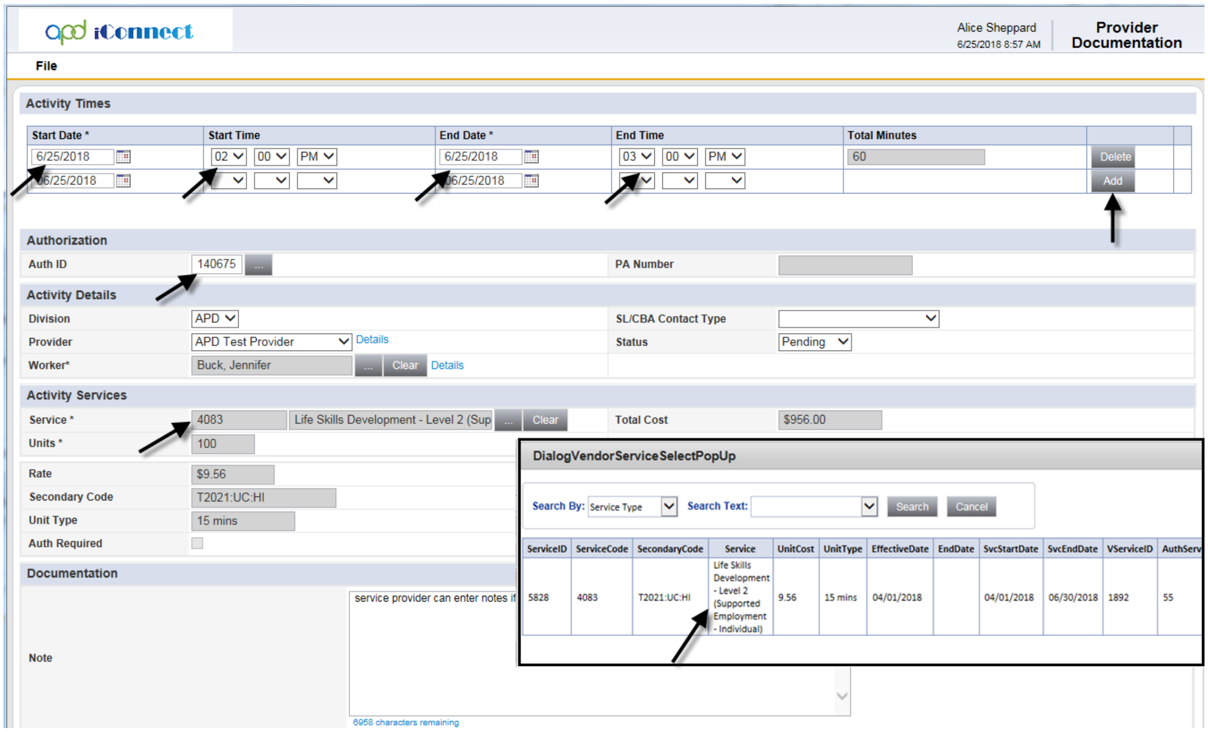






vii. Click the Authorization. The Authorization ID is populated on the Provider Documentation details page.

viii. If you clicked only the authorization in the step above, click the Service ellipsis to display a list of services for this authorization. Select the Service.



4. The Activity Services details are populated on the Provider Documentation details page.
5. Verify/update the number of Units as needed. Note the Total Cost value changes as the number of Units change.
6. In Notes field enter the service log information.
    a. Must meet handbook requirements
    b. This is the documentation Qlarant will be reviewing
7. When the documentation is complete change the status to Complete. This will make the record read-only and un-editable.
    a. Agencies may wish to have their staff leave the record in pending status until a supervisor reviews it. This is acceptable and the supervisor can change the status to Complete.
8. Click **File** > **Save and Close Provider Documentation.**