

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.**

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Sheppard, Alice (10053)		
	Diagnosis Medications Auths Provider Documentation Contacts Demographics Notes Forms Appointments Plans	

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

opd iConnect

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- 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.

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- 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.

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Note															
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- 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.