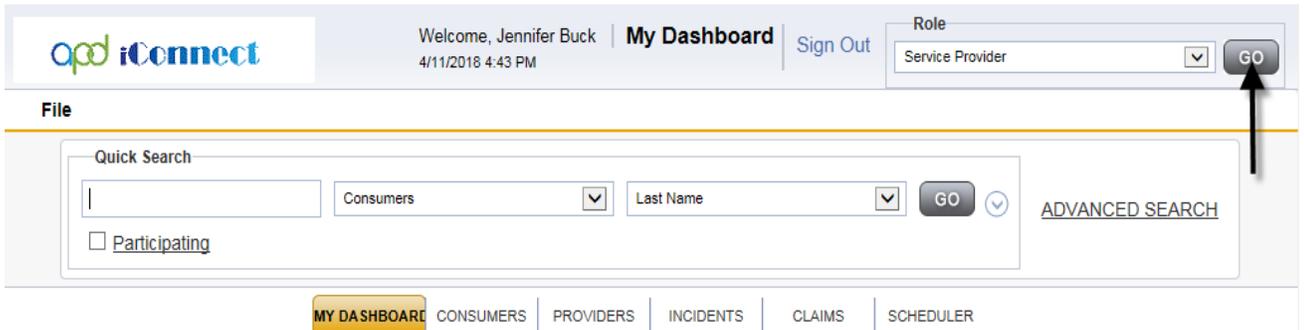


Provider Documentation | Service Logs

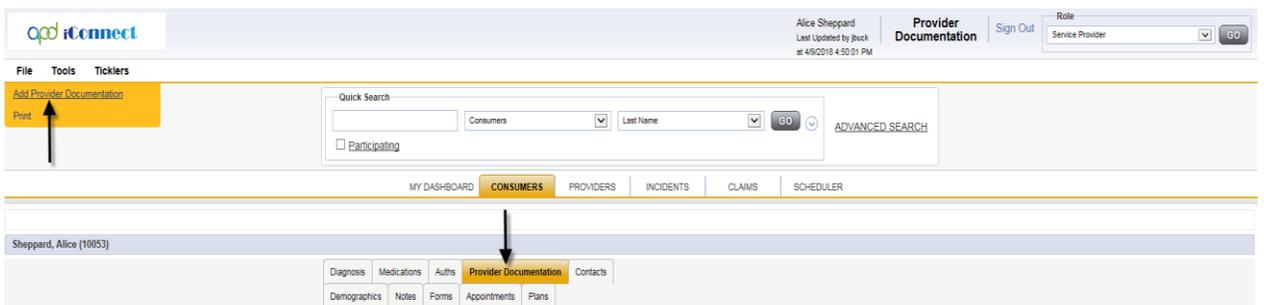
Service Providers will submit service logs directly into the consumer’s APD iConnect record. Services requiring service logs per the handbook include:

- 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:

Adding a Service Log

- 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.

Filters

Auth ID Equal To AND

Provider Equal To Demonstration Provider AND

Auth Service Status * Contains Approved AND

Auth ID +

Search

0 record(s) returned

Annotations:
 - If you do not know the Auth ID, you can click this red "X" and remove that filter.
 - Click on the drop down to change from "Equal To" to "Contains."
 - After the filters are set, click "Search."

Filters

Provider Equal To Demonstration Provider AND

Auth Service Status * Contains Approved AND

Auth ID +

Search

2 Auth Search record(s) returned - now viewing 1 through 2

Auth ID	Auth Date	Provider	Start Date	End Date
233847	08/04/2020	Demonstration Provider	08/01/2020	06/30/2021
233848	08/04/2020	Demonstration Provider	08/01/2020	06/30/2021

<< First < Previous Retrieve 15 Records at a time Next > Last >>

Annotation: Click the "+" at the left end of the authorization line to expose all of the authorized services included in that authorization.

Filters

Provider Equal To Demonstration Provider AND

Auth Service Status * Contains Approved AND

Auth ID +

Search

2 Auth Search record(s) returned - now viewing 1 through 2

Auth ID	Auth Date	Provider	Start Date	End Date
233847	08/04/2020	Demonstration Provider	08/01/2020	06/30/2021
203696	55151:UC	(4221) Respite - Quarter Hour	08/01/2020	06/30/2021
233848	08/04/2020	Demonstration Provider	08/01/2020	06/30/2021

<< First < Previous Retrieve 15 Records at a time Next > Last >>

Annotation: Click on the service that you are entering a service log for.

- 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.

The screenshot shows the 'Provider Documentation' page in the APD iConnect system. The page is divided into several sections:

- Activity Times:** A table with columns for Start Date, Start Time, End Date, End Time, and Total Minutes. There are two rows of data. Arrows point to the date and time fields.
- Authorization:** Fields for Auth ID (140675) and PA Number.
- Activity Details:** Fields for Division (APD), Provider (APD Test Provider), Worker (Buck, Jennifer), and Status (Pending).
- Activity Services:** Fields for Service (4083), Units (100), Rate (\$9.56), and Secondary Code (T2021:UC:HI).
- Documentation:** A text area for notes with a character count of 9055 remaining.

A 'DialogVendorServiceSelectPopUp' window is open, displaying a table of services. An arrow points to the selected service:

ServiceID	ServiceCode	SecondaryCode	Service	UnitCost	UnitType	EffectiveDate	EndDate	SvcStartDate	SvcEndDate	VServiceID	AuthServ
5828	4083	T2021:UC:HI	Life Skills Development - Level 2 (Supported Employment - Individual)	9.56	15 mins	04/01/2018		04/01/2018	06/30/2018	1892	55

- 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.**