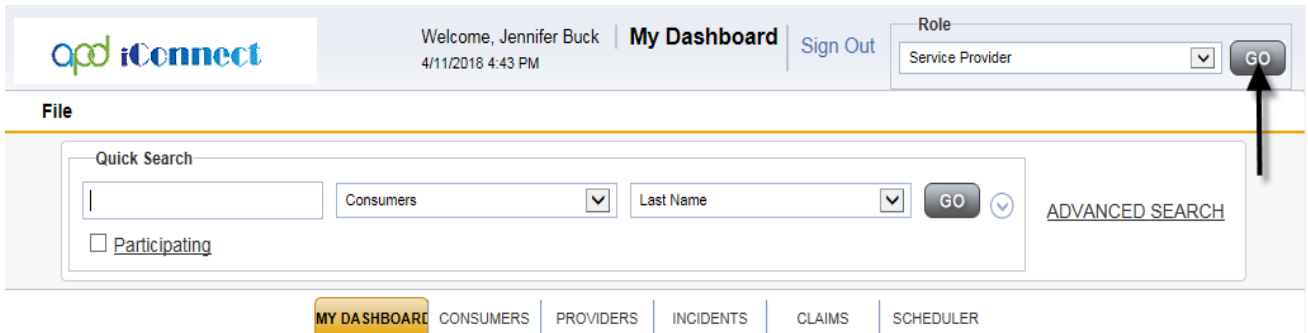


## Provider Documentation | Service Logs

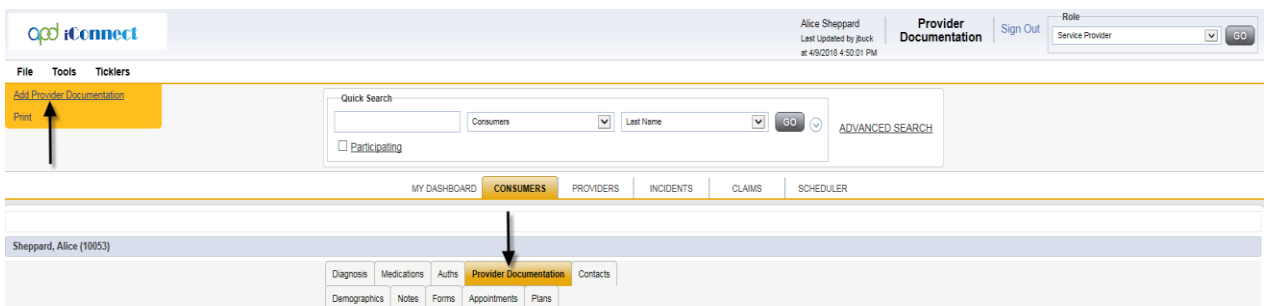
Service Providers will submit service logs directly into the consumer’s APD iConnect record. Services requiring service logs per the handbook include:

- 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**.



**NOTE: You must create a new record for each day. There can be only one date on a Provider Documentation record.**

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**
    - i. If you have **multiple times within the same day** (morning shift and evening shift for example), you can add more rows in the Activity Times section
    - ii. Remember, each day must be entered as a separate Provider Documentation record.

File						
Activity Times						
Start Date *	Start Time	End Date *	End Time	Total Minutes		
10/7/2020	07:00 AM	10/7/2020	08:30 AM	90	Delete	
10/7/2020	05:00 PM	10/7/2020	07:00 PM	120	Delete	
10/13/2020		10/13/2020			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	✖
<b>Auth Service Status</b> *	Contains	Approved	AND	✖
Auth ID				

0 record(s) returned

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."

## Adding a Service Log

**Filters**

Provider  Equal To  Demonstration Provider AND

**Auth Service Status** \*  Contains  Approved AND

Auth ID  +

Search Reset

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

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

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 >>

**Filters**

Provider  Equal To  Demonstration Provider AND

**Auth Service Status** \*  Contains  Approved AND

Auth ID  +

Search Reset

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

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

Auth ID	Auth Date	Provider	Start Date	End Date																
233847	08/04/2020	Demonstration Provider	08/01/2020	06/30/2021																
<table border="1"> <thead> <tr> <th>Auth Service ID</th> <th>Service Code</th> <th>Service</th> <th>Start Date</th> <th>End Date</th> <th>Max Units</th> <th>Status</th> <th>Max Amount</th> </tr> </thead> <tbody> <tr> <td>203696</td> <td>S5151:UC</td> <td>(4221) Respite - Quarter Hour</td> <td>08/01/2020</td> <td>06/30/2021</td> <td>1002</td> <td>Approved</td> <td>\$3,817.62</td> </tr> </tbody> </table>					Auth Service ID	Service Code	Service	Start Date	End Date	Max Units	Status	Max Amount	203696	S5151:UC	(4221) Respite - Quarter Hour	08/01/2020	06/30/2021	1002	Approved	\$3,817.62
Auth Service ID	Service Code	Service	Start Date	End Date	Max Units	Status	Max Amount													
203696	S5151:UC	(4221) Respite - Quarter Hour	08/01/2020	06/30/2021	1002	Approved	\$3,817.62													
233848	08/04/2020	Demonstration Provider	08/01/2020	06/30/2021																

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

- 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 iConnect. The 'Activity Times' section has two rows with fields for Start Date, Start Time, End Date, End Time, and Total Minutes. The 'Authorization' section includes fields for Auth ID (140675) and PA Number. The 'Activity Details' section shows Division (APD), Provider (APD Test Provider), and Worker (Buck, Jennifer). The 'Activity Services' section shows Service (4083 - Life Skills Development - Level 2 (Sup)), Units (100), Rate (\$9.56), and Secondary Code (T2021:UC:HI). A 'DialogVendorServiceSelectPopUp' window is open, displaying a table of services. The table has columns: ServiceID, ServiceCode, SecondaryCode, Service, UnitCost, UnitType, EffectiveDate, EndDate, SvcStartDate, SvcEndDate, VServiceID, and AuthServ. The 'Service' column contains the text 'Life Skills Development - Level 2 (Supported Employment - Individual)'. The 'Add' button in the 'Activity Times' section is highlighted with an arrow.

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. If you provide the service at ***multiple times in the same day*** (morning shift and evening shift for example) you can differentiate your service log activities in the same note field.
  - b. Remember, each day must be entered as a separate Provider Documentation record.

The screenshot shows the 'Documentation' section. On the left, there is a 'Provider Documentation' dropdown menu with 'Service Log' selected. To the right is a 'Note' field with a character count of 49884 remaining. Two yellow sticky notes are present: 'Morning Shift: List your AM service log activities here' and 'Evening Shift: List your PM service log activities here'.

- c. Must meet handbook requirements
  - d. 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.

## Adding a Service Log

- 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**.