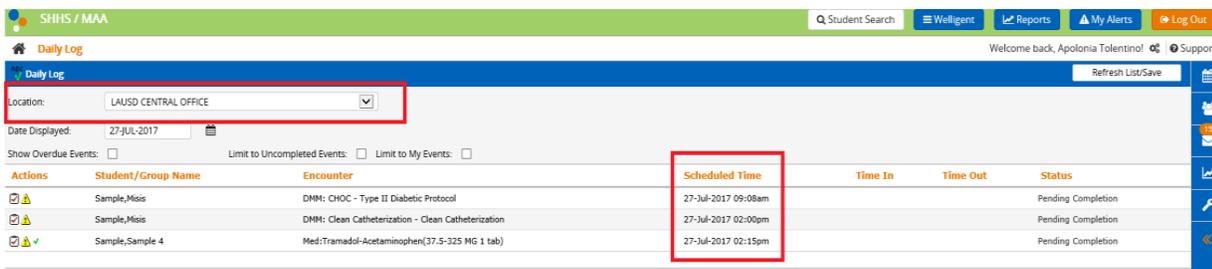


QUICK REFERENCE GUIDE FOR DOCUMENTATION OF PROVIDED SERVICES
School Nurses (RN)
Licensed Vocational Nurses (LVN)
Health Care Assistants (HCA)
Special Education Assistants

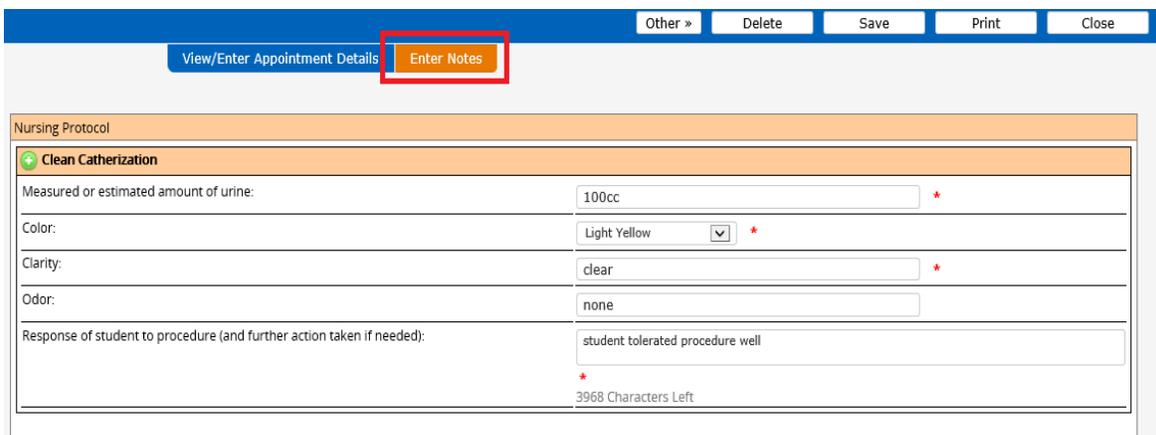


Click Welligent 
 Under **Wellprovider**, click on **Daily Log**;



If assigned to multiple schools, select the appropriate school location and then click Refresh List/Save
 Find the Student's Name and Service in the Daily Log and verify the Encounter type
 Click on the scheduled Date and Time to access the Session Notes page
 The screen View/Enter Appointment Details appears

Click **Enter Notes** tab to document the details of the protocol including the outcome



Enter appropriate notes by following the documentation prompts. There is a specific set of documentation prompts for every protocol/service. DO not leave anything blank. Use **none** or **Not Applicable**, if appropriate. To document a continuous protocol or service the **Canned Phrases** feature in Session Notes may be used.

Click **View/Enter Appointment Details**

- (1) **Time In** - the time the protocol started. Clicking the clock icon fill the box with the current time
- (2) **Time Out** is the time when the protocol finished
- (3) **Provider's** name box is prefilled with the Provider of the protocol.
- (4) Select **Status**, select from the drop-down menu. Completed is only selected when the provider performed the protocol or service for the student. For a list of other service statuses and their meaning, see a separate handout
 If the service documentation cannot be completed at the scheduled time, leave the Status to **"Pending Completion"** until all information are completed
- (5) **Provider E-Signature**: enter Single Sign-On (SSO) password
- (6) **Encounter Type**, double check the name of procedure. This box should display the name of the procedure.
- (7) **Place of Service**, *click* on the **drop down menu** to choose appropriate option where service was provided. **DO NOT** click **Save** until after completing the **Enter Notes** section
- (8) Click **Save**. Remember that clicking **Save** will collect your e-signature if the SSO password was entered in the E-Signature box in the **Appointment/Details** screen

- (9) The E-Signature screen will still appear automatically after clicking **Save**. Providers will then be able to verify that signature was collected (see **Signatures Collected** box) and if the Signature Title is correct. If Signature Title is different on the screen, contact your Local District Caseload Manager.

The SSO password **does not** need to be re-entered.

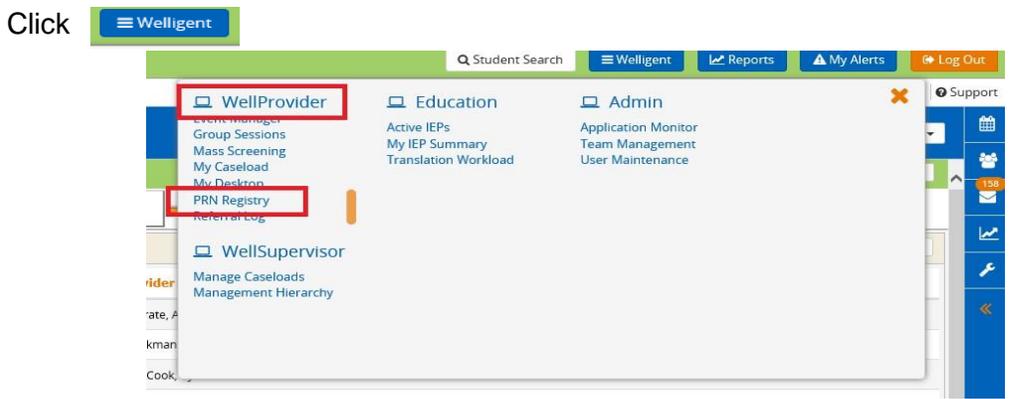
- (10) **Click Close**.

DO NOT USE “Cancelled: Provider Absent”

“Cancelled: No Show” may only be used if attempts to summon and contact the parents have been done.

Enter password for E-Signature

DOCUMENT A PRN PROTOCOL/SERVICE



Click **Wellprovider**. Click **PRN Registry**

Edit	New	Alert	Name	Type	Details	Start	End	Expires
	+	!!!	Sample, Missis	Disease Management Module	DMM: CHOC - Type I Diabetic Protocol	18-Jul-2017	10-Jul-2018	NA
	+	!!!	Sample, Missis	Disease Management Module	DMM: Clean Self-Catheterization with Assistance	18-Jul-2017	10-Jul-2018	NA
	+	!!!	Sample, Missis	Medication	Albuterol (2 puffs)	13-Oct-2015		13-Oct-2016
	+	!!!	Sample, Missis	Disease Management Module	DMM: Dysreflexia: Emergency Care	18-Jul-2017	10-Jul-2018	NA
	+	!!!	Sample, Missis	Disease Management Module	DMM: Anaphylaxis	19-Jul-2017	17-Jul-2018	NA
	+	!!!	Sample, Sample	Disease Management Module	DMM: Clean Catheterization	18-May-2016	18-May-2017	NA

Click green plus sign under the **New** column. The session note opens to the **Appointment Details**.

- (1) Verify the Date of Service. The **Date of Service** prefills to current date.
Complete the following:
- (2) **Scheduled/Start Time**. Pre fills to current time. Make sure to change it to reflect the **actual time** the **Service** was provided
- (3) **Appointment Duration** defaults to 20 minutes. Enter appropriate amount of time for the duration of the procedure
- (4) Complete **Time In** (start of the procedure) and/or **Time Out** (student left the health office) field/s
- (5) The **Provider box** is prefilled with the name of the provider signed in to Welligent
Follow steps 6-10 above

For the following DMM Services (Protocol), hourly scheduling is a MUST to document provider’s observations. See a separate handout.

- DMM: Gastrostomy Feeding: Slow Drip Method or Pump
- DMM: Oral/Nasal Suctioning (MUST be scheduled hourly to appear in the Daily Log in addition to being listed in the PRN registry)
- DMM: Oxygen Therapy (with frequency continuous or PRN, must have hourly schedule)
- DMM: Tracheostomy Suctioning (MUST be scheduled hourly to appear in the Daily Log in addition to being listed in the PRN registry)

NOTE: If there is an error on the documentation after saving the note and submitting the E-signature, the Status of the Session Note needs to be changed to **Nursing/PSA only Deleted - Error**

How to unlock the Session Note:

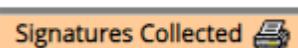
From the **Daily Log**, click **Date/Time** to reopen the Completed Session Note



Click **Sign/View Signatures**



Look for the **Signatures Collected**



Click the **Delete (trash can icon) Button** on the right side
welligent.lausd.net says



Are you sure you want to delete this signature?

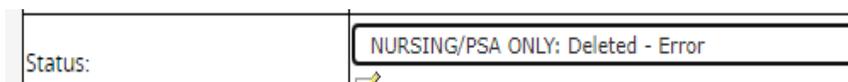


Click **OK**

Click on the **View/Appointment Details Tab**



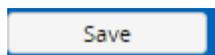
Select the **NURSING/PSA ONLY: Deleted - Error**



Enter SSO password in the Provider E-Signature

Provider E-signature:

Click Save



The Session Note is now marked as an error. The provider needs to ask the school nurse to create a new Session Note for the same date and time.