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

🖵 WellProvider	😐 Education	Admin	×	Suppo	ort
Daily Log	Active IEPs	Application Monitor		<b>A</b> (1	Û
Group Sessions	My IEP Summary Translation Workload	User Maintenance			2
My Caseload My Desktop					20
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Manage Caseloads					e
Management Hierarchy					
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Click Welligent

Under Wellprovider, click on Daily Log;

SHHS / N	MAA				Q Student Search	≡Welligent	Reports	A My Alerts	🕞 Log Out
A Daily Log						We	lcome back, Apol	onia Tolentino!	📽 🛛 🛛 Support
Daily Log								Refresh List/Sa	we 🛗
Location:	LAUSD CENTRAL OFFICE								*
Date Displayed:	27-jUL-2017								150
Show Overdue Ever	nts: Limit to	Uncompleted Events: 🗌 Limit to	My Events:						
Actions	Student/Group Name	Encounter		Scheduled Time	Time In	Time Out	Status		L.
21	Sample, Misis	DMM: CHOC - Type II Diab	etic Protocol	27-Jul-2017 09:08am			Pending C	completion	۶
21	Sample, Misis	DMM: Clean Catheterizatio	n - Clean Catheterization	27-Jul-2017 02:00pm			Pending C	ompletion	
🛛 📤 🗸	Sample,Sample 4	Med:Tramadol-Acetaminop	hen(37.5-325 MG 1 tab)	27-Jul-2017 02:15pm			Pending C	ompletion	

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

	Other »	Delete	Save	Print	Close
View/Enter Appointment Details Enter Notes					
Nursing Protocol					
Clean Catherization					
Measured or estimated amount of urine:	100cc			*	
Color:	Light Yellow	× *			
Clarity:	clear			*	
Odor:	none				
Response of student to procedure (and further action taken if needed):	student tolerated proce	dure well			
	*				
	3968 Characters Left				

*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. <u>DO NOT</u> click Save until after completing the Enter Notes section
- (8) Click **Save.** Remember that clicking <u>Save</u> 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.

Separate Note Segurate         Approve Note Segurate         Segurat	iote Approval		View/Enter Appointment Details Session Notes Success	Enter Notes Approval/Signatures Approval/Signatures Aulty Updated at 03:55PM. e Required ***								
Organization     NA     28 JA 207 03.55 pm - 0.4 Approval httm Required.       Approval Status     NA     24 JA 207 03.55 pm - Supervisor Approval httm Required.       Approval Status     NA     24 JA 207 03.55 pm - Supervisor Approval httm Required.       Approval Status     NA     24 JA 207 03.55 pm - Supervisor Approval httm Required.       Approval Status     NA     Supervisor Approval httm Required.       Approval Status     Signature Topical Signature     Signature Topical Signature       Signature Topical Signature     Signature Topical Signature     Signature Topical Signature       Under Account     8 Signature Topical Signature     Signature Topical Signature       Notes:     Signature Topical Signature     Vector/Signature       Topical Signature     Signature Topical Signature     Vector/Signature       Signature Topical Signature     Signature Topical Signature     Vector/Signature       Notes:     Vector/Signature     Vector/Signature       Topical Signature     Signature Topical Signature     Vector/Signature       Vector/Signature     Signature Topical Signature     Vector/Signature	Supervisor Assigned	Supervisor Assigned Approval Not Required Approval Review Comments										
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(10) Click Close.

DMM - Services March 2024

# 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 ewelliger	nt	Q Student Search	≡ Welligent	Reports	A My Alerts	🕀 Log Out				
rider rate, A kman Cook	WellProvider Group Sessions Mass Screening Wy Caseload Wy Caseload We Deskron PRN Registry Caseloads Wanage Caseloads Management Hierarchy	Education Active IEPs My IEP Summary Translation Workload	Application Monitor Team Management User Maintenance		×	Support				

#### Click Wellprovider. Click PRN Registry

•	SHHS / MA	A					Q Student S	arch 🛛 🗏 Wellige	nt 🛃 Reports	▲ My Alerts 🛛 😣 Log Or
*	PRN Registry	Sample, Misi	s <b>x</b>						Welcome back, A	polonia Tolentino! 📽 🛛 🛛 Supp
And PRI	l Registry									Refresh List
Location	LAUSD CENT	TRAL OFFICE		PRN Registry Type:	•					
Edit	New	Alert	Name	Туре		Details		Start	End	Expires
8	+	11	Sample, Misis	Disease Management Module		DMM: CHOC - Type I Diabetic Protocol		18-Jul-2017	10-Jul-2018	NA
1	+	11	Sample, Misis	Disease Management Module		DMM: Clean Self-Catheterization with Assistance		18-Jul-2017	10-Jul-2018	NA
1	+	11	Sample, Misis	Medication		Albuterol (2 puffs)		13-Oct-2015		13-Oct-2016
1	+	11	Sample, Misis	Disease Management Module		DMM: Dysreflexia: Emergency Care		18-Jul-2017	10-Jul-2018	NA
8	+	11	Sample, Misis	Disease Management Module		DMM: Anaphylaxis		19-Jul-2017	17-Jul-2018	NA
1	$\odot$	: 🛇	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

strostomy Feeding: Bolus Method	01-Mar-2024 08:00am	08:00am	08:30am	Completed
Click Sign/View Signatures Approval/Sign	natures			
Look for the Signatures Collected Signature	s Collected 🚑			
Click the <b>Delete (trash can icon) Button</b> on t welligent.lausd.net says	he right side Delete	?		
Are you sure you want to delete this signature?				
Сал	cel Click <b>OK</b>			
Click on the View/Appointment Details Tab	View/Enter Appoir	itment Deta	ails	
Select the NURSING/PSA ONLY: Deleted - Error		g/PSA ONLY: D	eleted - Error	
Enter SSO password in the Provider E-Signature:	ure			
Click Save 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.