## WELLIGENT QUICK REFERENCE GUIDE Documentation of Medication

Step 1	Log into Welligent at <u>t</u> account.	<u>nttp</u>	s://welligent.l	ausd.i	<u>net</u> , u	ising your single sign-on (SSO)
		oar	Authentication Required https://welligent.lausd.net requ password.	res a username	e and	
			User Name: apolonia.tol Password:	entino		
				Log In	Cancel	

Step 2 Click Welligent or Toolbox (shortcuts). For a scheduled medication, click Welligent Daily Log. For PRN, click PRN Registry

Eile	Edit View Favorites Tools Help													
•										<b>Q</b> Student Se	earch 📃 Welliger	Reports	My Alerts	🕩 Log Out
ñ	Active IEPs Sample, Sample S 🗙									Education	🖵 Admin		×	Support
	Student: Sample S Sample (D Client ID: SAMPIESAM 🕇 🚫	OB: 07-Jul-2010) (Gra	ide:Kindergarten) (S	chool:Lausd Ce	ntral Office)		(	Daily Log Event Manager	Activ My I	ve IEPs EP Summary	Application Monitor Team Management			<b>↓</b>
•	Program Episode Details - Disea	ise Management Module	2					From Sections Mass Screening	Trar	slation Workload	User Maintenance			
۵	Program Status:	Active 💌 *		В	IHPs (Tx Plan)	Services	R Medications	My Caseload My Desktop						
A	ABC ವ್ Medication Details													
					De	atails Authorization	s Events	Manage Caseloads Management Hierarchy						2
•	Medication Authorization													- 1
\$ \$		Nan	ne				<u>Authoriza</u>							*
	Licensed Health Care Provider:	S	ample				Written	-1	400-2017		(MAN)	1004-0144		· •
ж	Parent/Guardian:	Ot	ther	~			Written	v 15-	UG-2017	m				

## Step 3 (a) Daily Log

Always verify the **Location (b)** Click Date and Time. It is highly recommended that the location specifies the school name. After changing the location name, click **Refresh List/Save** button for the change of location to take effect

SHHS /					Q Student Search	≡ Welligent	🛃 Reports	A My Alerts	🕒 Log Ou	it
🖌 Daily Log	g Sample, Sample S 🗙						Welcome back, A	polonia Tolentino!	📽 🛛 🛛 Supp	ort
Jally Lug								Refresh List/S	iave	₽
Location:	LAUSD CENTRAL OFFICE									<b>**</b>
Date Displayed:	21-AUG-2017	Incompleted Events:	mit to My Events							*
Actions	Student/Group Name	Encounter		Schoduled Tim	П	me In Tin	ne Out S	itatus		
☑ 🛦	Sample,Misis	Vitals Check:Weight		21-Aug-2017 08:0	Dam		Pe	ending Completion		~
	Sample,Sample	NPA : Initial IEP		21-Aug-2017 09:0	2am 09	02am	Pe	ending Completion	_	
🗹 🛦 🗸	Sample,Misis	Med:Estar(5 % test)		21540	am		Pe	ending Completion		۶

NOTE: Clicking the green check mark in the Daily Log does not meet the requirement for properly documenting administered medication.

## Step 4 Medication Details.

**Complete the following** (a) Time in/Time out (b) Verify Provider's name (c) Status (d) Provider E-Signature (SSO password) (e) Note Adverse reactions noted (f) Observed eight (8) rights box must be clicked before clicking save on a completed medication entry.

👋 🔐 Session Notes - MISIS SAMPLE 💈			Other »	Delete	Save	Print	Close
	*** Approval Not Required ***						
	*** Signature Required ***						
Event Schedule		Additional	I Information				
Date of Service:	21-AUG-2017 🛗 *	Service Detail	S				^
Scheduled/Start Time:	10:00am *	Type of Servic	ie:	Medio	cation Administration		
Appointment Duration:	5 (Minutes)	Storage Bin:	ame:	Estar Not S	pecified		
Other Time:	(Minutes)	Type of Medic	ation:				
Time In:	10:00am 🔘	Beginning Dat Ending Date:	te:	06-Jar 03-Jar	n-2017 n-2018		
Time Out:	10:05am	Strength:		5 96			
Provider:	Tolentino,Apolonia 🗸	Dose:		test	2		
Travel Time:	(Minutes)	Application:		Other	(Specify)		
Alternate Provider:	C,	Special Instru	cta ns				
Status:	Completed 💟 🗹	test					
Provider E-signature:	* User account password required upon completion	Medication Pe	afile				
Service Location (Billing Location):	LAUSD CENTRAL OFFICE	Received	Quantita	0	atity/Doco	Total Doc	
Place of Service:	V	Received	Quantity	Qual	inty/bose	Total Dose	
Activity:	Administer Estar(Strength:5 %; Dosage:test)	No records to	o display				
	7457 Characters Left						~
Medication Administered via Injection?							
Injection Location:							
Note Adverse Reactions Observed:	none						
Observed Six (6) Rights of Medications Administration? Right Student, Right Medication, Right Dose, Right Route, Right Time, Right Documentation							
	3996 Characters Left						

When documenting a **PRN medication**, click PRN Registry. Verify Location. Click the green plus to document

•	SHHS / MA	A				Q Student Search	≡ Welligent 🛛 🗠 Reports	5 A My Alerts	🕞 Log Out
	Registry						Welcome bac	k, Apolonia Tolentino!	🕫 🛛 🛛 Support
Location:	LAUSD CENT	TRAL OFFICE		PRN Registry Type:			,		• •
1	+	$\odot$	Sample, Sample	Disease Management Module	DMM: Kaiser - Type I Diabetic Protocol	15-Aug-2017	31-Jul-2018	NA	
2	+	10	Sample, Sample S	Medication	Albuterol (2 puffs)	21-Aug-2017	15-Aug-2018	15-Aug-2018	<b>*</b>
8	+	0	Sample, Sample	Disease Management Module	DMM: CHLA - Type I Diabetic Protocol	31-Jul-2017	20-Jul-2018	NA	*
1	+	0	Sample, Sample	Disease Management Module	DMM: CHLA - Type I Diabetic Protocol	31-Jul-2017	19-Jul-2018	NA	

Note: The new event in **PRN registry** defaults to current date and time. Therefore, if documenting after the fact, remember to verify the correct date and time the medication was actually administered.

## Follow step 4 above.

If an error occurs, the *Status* of the saved medication session note needs to be updated to

I	
Status-	NURSING/PSA ONLY: Deleted - Error
platus.	

How to change the Status of a signed medication session note, see below.

From the <i>Daily Log,</i> click on the <i>Scheduled Time</i>	Scheduled Time	Time In	Time Out	Status
	01-Mar-2024 06:00am	06:00am	06:05am	Completed
Click on the <b>Signatures</b> tab Signatures Collected Signatures. The the trash can icon Delete? to delete your signature.	e last column on the rig	ght <b>Delete</b>	e. Click on	
Click on the Medication Details tab to change the Stat	tus to Status:		NURSING/P	SA ONLY: Deleted - Error
Enter SSO password in the E-Signature field to lock the en	try Provider E-signature	2:		•••••

NOTE: The School Nurse needs to create a new medication event for the provider to document the correct entry.