

## 401 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require IECP to keep an accurate record of time worked in order to calculate employee's pay and benefits.

Your timekeeping record should reflect the **exact number of authorized minutes** you worked each workday and where/with what child you worked during the pay period. **Overtime work must always be approved before it is performed.** If your time keeping records are not submitted, or not submitted properly, payroll may be delayed until the next pay period. Please recognize that the services that IECP provides are part Federally funded and being such altering, falsifying, tampering with time record, or recording time on another employee's time record is a Federal offense and may result in disciplinary action, up to and including termination of employment as well as possible criminal charges.

### NPAWorks

IECP uses a web based tracking system for recording and reporting time. Employees are required to follow the NPAWorks instruction manual for documenting their authorized service time as completed. The Instruction Manual follows this policy. It is requested that IECP Employees document their time on a daily basis, but expected that all services will be documented in NPAWorks no later than 5 days following the date the services are provided. NPAWorks schedules and appointments will be locked to prevent editing after the respective pay period's lock date.

### Welligent

For IECP staff who work in LAUSD, we are required to complete timekeeping and service records in the Welligent system. Employees are required to follow the Welligent Instruction manual for documenting their authorized service time as completed. The instruction manual follows this policy. It is requested that IECP Employees document their time on a daily basis, but expected that all services will be documented in Welligent no later than 5 days following the date the services are provided. Welligent schedules and appointments will be locked prevent editing after the respective pay period's lock date.

Ultimately it is each IECP employee's responsibility to:

1. Complete Daily Service Record, and/or Daily Welligent appointments, documenting the events and progress of each individual that is served by IECP.
2. It is requested that IECP employees lock your schedule after appointments have been entered for the week in NPAWorks.
3. After your last day of service to all IECP individuals for the month, but prior to the 10<sup>th</sup> of the month, you must "Submit" your labor time as completed in NPAWorks for all services outside of LAUSD. Once your time has been "locked" for the month, you will be locked from editing any time for that closed period. Be sure that your records are accurate prior to clicking the "Submit Time and Lock" button.
4. Print reports as required and as explained below by job title and services provided.

Any **signatures** that are required must be in **BLUE INK** on all documents. The Oxnard office must receive your original, completed and signed documents by the 10<sup>th</sup> day of the month for each preceding month. If not received by the 10<sup>th</sup> day of the month, your payroll may be delayed until the next pay period. This paperwork is considered a part of each employee's job responsibility. Failure to complete these documents accurately and precisely will be considered failure to complete one's job responsibilities. The importance of this cannot be stressed enough. If there are any questions, please contact the IECP Office immediately.

## Regional Center Program Staff:

### Play Facilitators, ABA Service Providers, and other Direct Service Providers

1. Provide Services as dictated by the schedule for the individuals you are working with.
2. Mark the services you provided as rendered and enter your service notes into both the "Activities" and "Results" fields.

3. Lock your schedule weekly and after your last session for the month, “Submit Time” and review “Service Logs” for correctness and completeness.
4. For each student that you work, print a Parent Verification Form as described in your Instruction manual and submit it to the Oxnard office no later than the 10<sup>th</sup> of the month.

### **Program Supervisors – All regional center programs (i.e. Social Play, ABA programs, etc)**

1. Provide Services in accordance with the amount of time authorized for the individuals you are working with.
2. Input your time into the NPAWorks schedule, mark the services you provided as rendered and enter your service notes into both the “Activities” and “Results” fields.
3. Carry your paper “Parent Verification Forms” and have them initialed each time you provide Supervision Services to a child under 18 years old.
4. At the end of month “Submit Time” in NPAWorks as described in your Instruction manual, print a “Time and Travel” Log, attach it to your paper Parent Verification Forms, and mail or deliver them so that they are received at the Oxnard office no later than the 10<sup>th</sup> of the month.

### **School District (OTHER THAN LAUSD) Staff:**

#### **Behavior Therapist Service Providers**

1. Provide Services as dictated by the schedule for the child(ren) you are working with.
2. Mark the services you provided as rendered and enter your service notes into both the “Activities” and “Results” fields.
3. After your last session for the month, “Submit Time” and print “Service Logs” for each student that you work with as described in your Instruction manual. Have service logs initialed by the parent or responsible party and mail or deliver them so that they are received at the Oxnard office no later than the 10<sup>th</sup> of the month.

#### **Program Supervisors and Assistant Program Supervisors**

1. Provide Services in accordance with the amount of time authorized for the child(ren) you are working with.
2. Input your time into the NPAWorks schedule, mark the services you provided as rendered and enter your service notes into both the Activities and Results fields.
3. Carry your paper “IECP Time Log” and have it initialed each time you provide Supervision/Consultation Services to a child, school, or district.
4. At the end of month “Submit Time” in NPAWorks as described in your Instruction manual, print a “Time and Travel” Log, attach it to your paper “IECP Time Logs”, and mail or deliver them so that they are received at the Oxnard office no later than the 10<sup>th</sup> of the month.

### **LAUSD Staff:**

#### **Behavior Therapist Service Providers (BII)**

1. Provide Services as dictated by the schedule for the student(s) you are working with.
2. Document your time in the Welligent system within 5 days of providing the service by marking the appointment as completed and enter your service notes into both the “Activities” and “Results” fields.
3. After your last session of the month Print your Monthly Service Report/Log (MSR) from Welligent as directed in the instruction manual. Sign your MSR in **BLUE INK** (your MSR requires no additional signature other than your own) and mail or deliver your MSR so that it is received at the Oxnard office no later than the 10<sup>th</sup> of the month.

## **Program Supervisors (BID)**

1. Provide Services in accordance with the amount of time authorized for the child(ren) you are working with.
2. Input your time into Welligent, mark the services you provided as complete and enter your service notes into both the “Activities” and “Results” fields.
3. After your last session of the month: Print your Monthly Service Report/Log (MSR) from Welligent as directed in the instruction manual. Sign your MSR in **BLUE INK** (your MSR requires no additional signature other than your own) and mail or deliver your MSR so that it is received at the Oxnard office no later than the 10<sup>th</sup> of the month.

**Any questions or concerns should immediately be directed to:  
IECP’s Coordinator of Business Services  
(805) 985-4808 x 119  
Or: [BusinessServices@iecp.us](mailto:BusinessServices@iecp.us)**

**Computer Requirements**

- Recommended: Windows 7 or higher**
- Minimum: Internet Explorer 8**
- Recommended: Most current version**
- \* Microsoft .NET Framework 4.0 or higher**

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**For HELP Contact CodeMetro at:**  
**877-796-9883**  
**support@codemetro.com**

**NPAWorks is designed for a high speed internet connection  
and is not recommended for dial up.**

**Enter the NPAWorks platform through MICROSOFT INTERNET EXPLORER**

**(Not Mozilla, AOL Web Browser, or any other Browser)**

**If you are unable to access NPA through Internet Explorer contact the office**

**STEP 1 LOGGING IN TO NPAWORKS**

The web address is: [iecp.codemetro.com](http://iecp.codemetro.com) (no www.)

**(This must be typed precisely)**

Once you arrive at this screen (for the first time) you will have one of the following options:

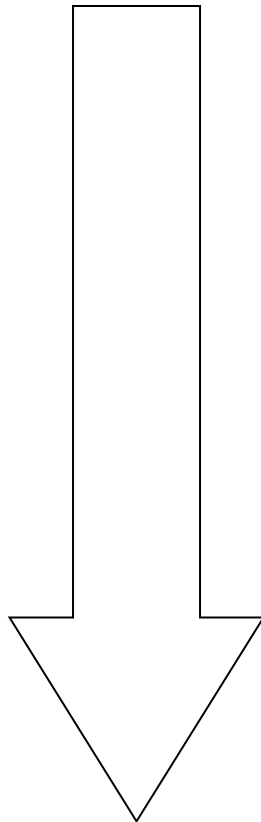
1. A button titled "RUN"
  - a. Upon Clicking this button your computer will "Gather the NPAWorks Requirements"
  - b. A window will pop up asking for your user name and password
    - i. User Name: FirstNameLastInitial (ex. charlesb for staff Charles Brown)
    - ii. Password: 123FirstInitialLastInitial (ex. 123cb)
2. The second option would appear if the computer you are using does not have Version 2.0 of the .Net Framework \*
  - a. The webpage window will include a short paragraph that will instruct you that your computer does not meet the requirements to run NPAWorks, it will instruct you that the latest version of the .Net Framework will need to be installed. Click on the RUN button. Depending on your computer this should begin the download of the .Net framework. If the computer does not begin the download you may go to Microsoft's Website and download the framework manually. <http://www.microsoft.com/en-us/download/details.aspx?id=17851>
  - b. The download and installation may take anywhere from 2-15 minutes depending on your internet connection and computer. Once the framework is installed the computer may need to be restarted. Restart if required, and then proceed with option 1 above. You will only have to install the Framework once on your computer.

After using a specific computer to log in to NPAWorks the first time you will follow only #1 above each additional time you login.

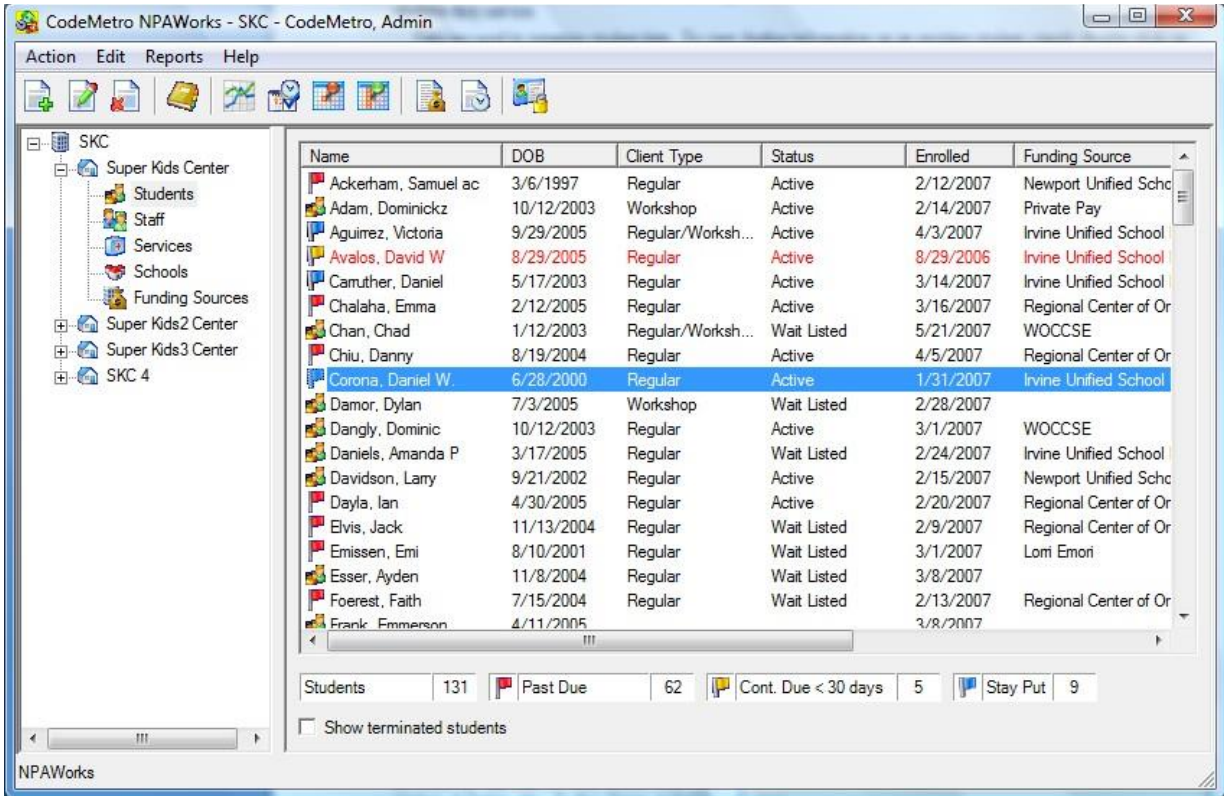
3. Click "DayLite Mobile"

- a. To use NPA from any browser or computer, even your mobile device
- b. Use the NPA DayLite instructions found on the company website for your documenting needs and discontinue using the current instructions

# Scroll Down



The front page of NPAPWorks will list any students who you have assigned appointments for. It should look like this:



The first time you long into NPAPWorks it is important to change your password.

To change your password click on the User Accounts Icon ...



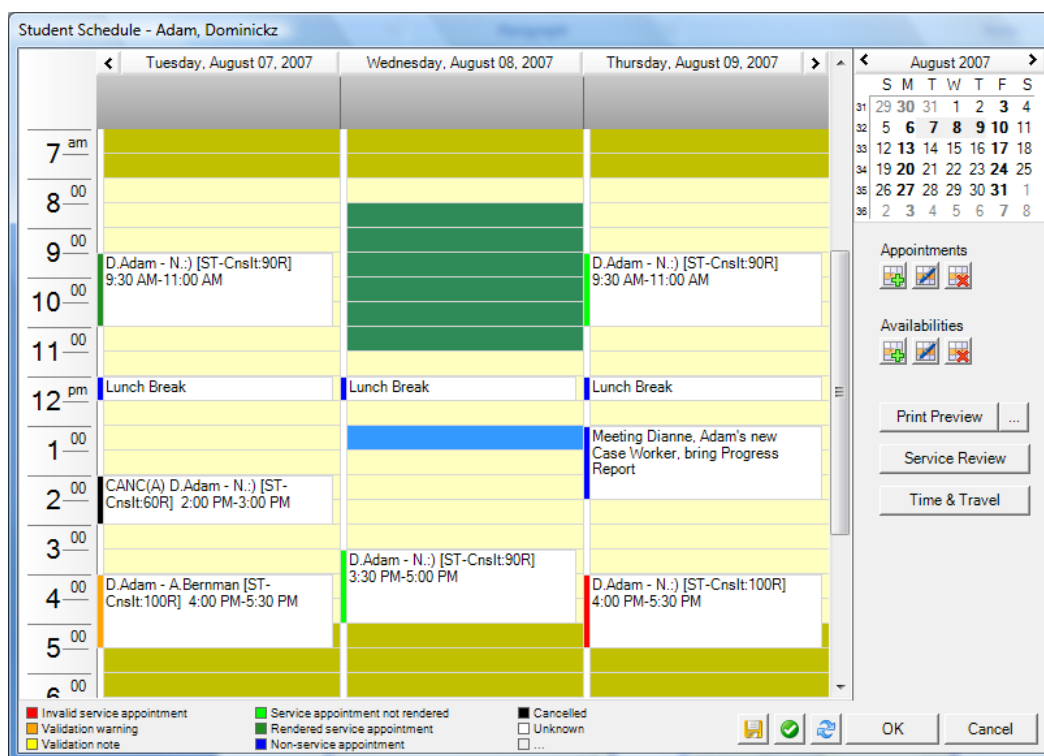
(\*\*#11 above), fill in the fields for the password change. Be sure to record your new password you will need it each time you log in. If you forget your password you can contact npaworkssupport@iecp.us to have your password reset.

## STEP 2 VIEW YOUR SCHEDULE

Click on the icon # 8 Below (Calendar with green thumb tack)



This will bring up your schedule, and should look something like this:



This sample schedule shows a variety of different types of appointments that are color coded with a legend at the bottom. Only appointments that have been scheduled for you will show and these should be colored light green. You can use the calendar at the top right corner of the schedule window to manipulate the view of the schedule. You can highlight and select by day, week or month. Feel free to play around with this function to find the view that best suits you as you are using NPAWorks.

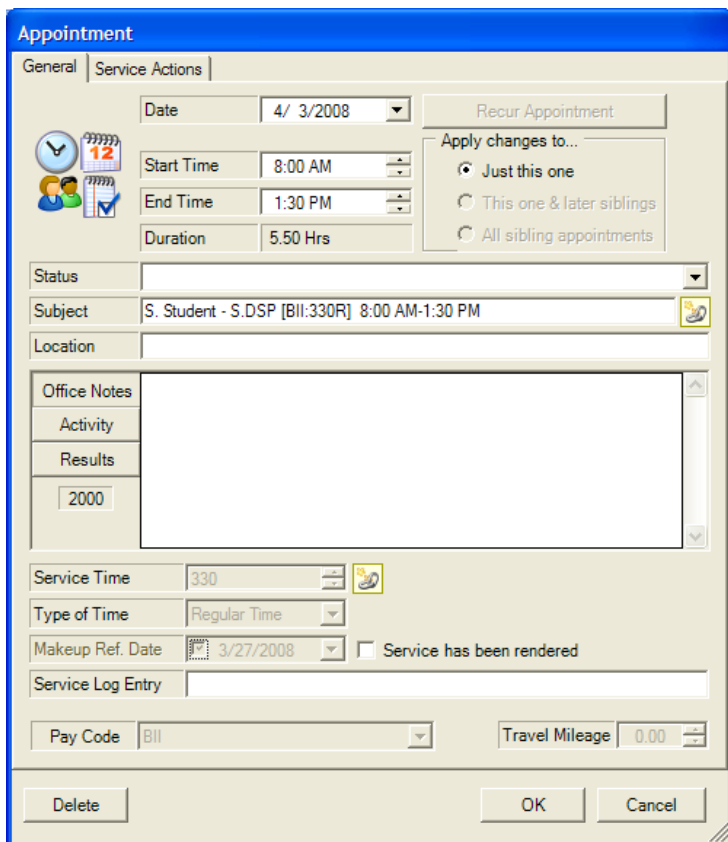
If at any time the appointment is shaded in Red, Orange or Yellow, this means there is a problem with that appointment. This problem could range from you're not having the appropriate credentials listed for the scheduled service, to the child not having a current contract. The scheduling coordinators from the office will do their best to ensure that this does not happen.

If an appointment is missing, incorrect or if you see any appointments with Red, Orange or Yellow, be sure to send an IMMEDIATE email to [npaworkssupport@iecp.us](mailto:npaworkssupport@iecp.us) and alert us to the problem.

**STEP 3 DOCUMENTING YOUR TIME AS “RENDERED”**

**FOR DIRECT SUPPORT PROVIDERS (Supervisors see addendum)**

Double click on the appointment you are documenting for, (it is best to double click on the color coded strip to the left of the appointment block). This will bring up the appointment window details, and should look something like this:



The start time and end time are scheduled according to the specific child you are working with. If the start and end time are accurate for what you completed leave them as is. If you were late, or left early you can change the times to reflect that.

**If the schedule is incorrect contact [npaworkssupport@iecp.us](mailto:npaworkssupport@iecp.us) ASAP so that we can correct it for you.**

The next field to enter is for “**Office Notes**”: This is an optional field. And can be used to enter break times, notes only meant for the IECP office or your supervisor, etc.

Next click on the “**Activity**” tab; here you will list in a few brief sentences the activities that were completed at the session. These sentences should be objective notes in relation to specific goals for the child. (Examples Below)

Click the “**Results**” tab and enter the results of the activities that were completed for that day. (Examples Below)

**Your Result should apply to the Activity you have listed.**

**If you have questions for what might be appropriate in these fields please speak with your supervisor.**



Some samples are below:

**EXAMPLES FOR SCHOOL CHILDREN**

**Activities-EXAMPLES**

Worked on staying on task during 30 minute math lesson  
Worked on raising hand to answer questions instead of calling out  
Worked on socialization with age appropriate peers during 30 min recess

**Results-EXAMPLES**

Was able to stay on task 20 mins out of 30 min lesson with 2-3 prompts  
Raised his hand instead of calling out 3 out of 5 attempts  
Socialized with 3 peers for 1 minute each with verbal prompts

**EXAMPLES FOR REGIONAL CENTER CHILDREN**

**Activities-EXAMPLES**

Worked on accepting invites from peers to play  
Worked on rejoining an activity after stopping activities for breaks  
Worked on joining new social activity

**Results-EXAMPLES**

Accepted three out of six invitations  
Child joined 2 out of 2 games after needed breaks with 3-4 prompts\  
Child did not participate in new activity of freeze tag

**DON'T FORGET**

After you have filled in the activity and results the last thing to do is to check the box that states "Service has been rendered"

**How your schedule can look. Notice how one appointment is light green**



# Clicking this box ensures you get paid

Duration: 3:45 PM-6:15 PM All sibling appointments

Status: ACTIVE

Subject: [REDACTED] [PF:150R] 3:45 PM-6:15 PM

Location: [REDACTED]

Allow overlapping client appointments  Allow overlapping staff appointments

Office Notes

Activity

Results

1000

Type of Time: Regular Time Service Time: 150

Service has been rendered. Indicates if this service has been rendered.

Service Log Entry

Pay Code: PF Travel Mileage: 0.00

Invalid appointment  Validation warning

# Click this box everytime you document when using NPA

Status: ACTIVE

Subject: [REDACTED] [PF:150R] 3:45 PM-6:15 PM

Location: [REDACTED]

Allow overlapping client appointments  Allow overlapping staff appointments

Office Notes

Activity

Results

1000

Type of Time: Regular Time Service Time: 150

Service has been rendered.

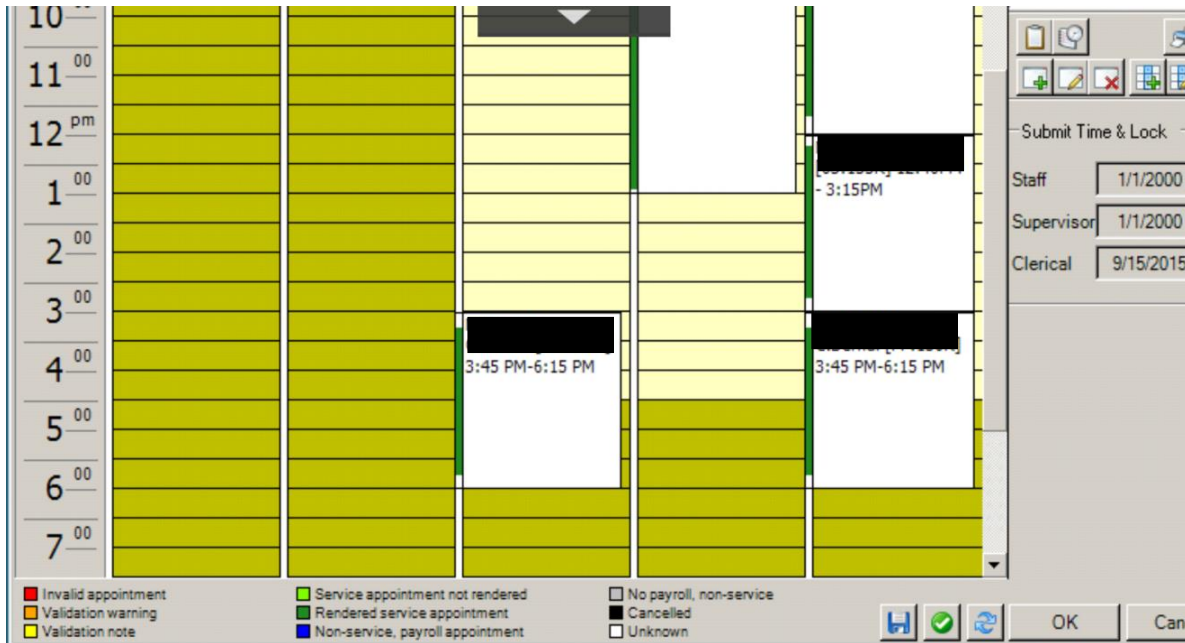
Service Log Entry

Pay Code: PF Travel Mileage: 0.00

Delete OK Cancel OK

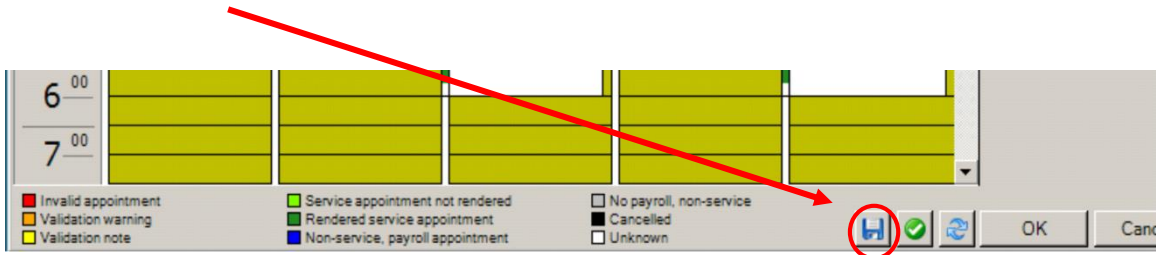
Invalid appointment  Validation warning  Validation note

Notice how it's dark green. This ensures you'll be paid for your time.



#### Step 4 Saving your work

After entering activity, results and marking service rendered, hit “OK” to return to your schedule window. If you are done for the day, hit ok again to save your work. If you have more work to do, be sure to hit the save button (Floppy disk icon) and then continue working. If you do NOT hit save **at this point** your work could be lost.

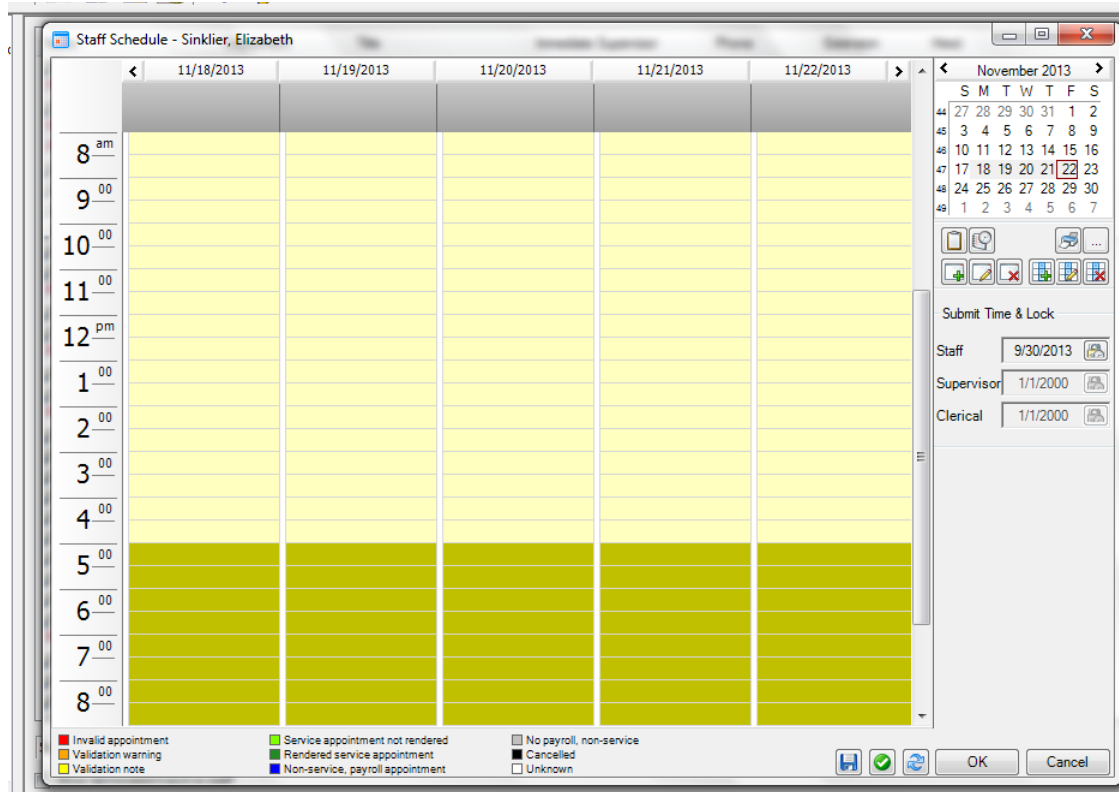


**After you are done with your daily documenting press “OK” That’s it!**  
**Be sure to lock your schedule each week as your finish your time and complete the end of the month instructions in Step 5.**

## Additional Info for Supervisors

As your schedule varies, IECP will not be scheduling appointments for you, though your instructions are similar, the difference will be that you need to input your own appointments. In order to do this you will need to take the following steps **PRIOR** to moving to step #3 above

**IN Step 2: Your Employee screen will look like:**



It will remain blank until you add appointments, you can schedule ahead of time. From here you can either double click on the day and time block in which you would like to schedule or you can click the Green Plus sign under Appointments at the right side of the window. This will "Add a new appointment".

Appointment

General | Service Actions

Clear Select

Student Service

Student  Birth Date

Contract

Service

Frequency  Auth. Minutes

Serv. Loc.  Comp. Time Bank

Service Time  0

Type of Time

Makeup Ref. Date  3/25/2008  Service has been rendered

Service Log Entry

Delete OK Cancel

Click on the service Actions tab, from this tab, click on the “Select” button. This will bring up the names of the children whom you are authorized to provide service for. Select the appropriate contract for the child you are documenting for. If there is more than one contract available for a particular child, take careful note to select the correct one, and if you have **any** questions or are unsure, contact [npaworkssupport@iecp.us](mailto:npaworkssupport@iecp.us).

Once you have selected the appropriate contract/student click on the General tab of the appointment window.

Appointment

General | Service Actions

Date  4/ 1/2008

Start Time  8:00 AM

End Time  8:30 AM

Duration  0.50 Hrs

Apply changes to...

Just this one

This one & later siblings

All sibling appointments

Status

Subject

Location

Office Notes

Activity

Results

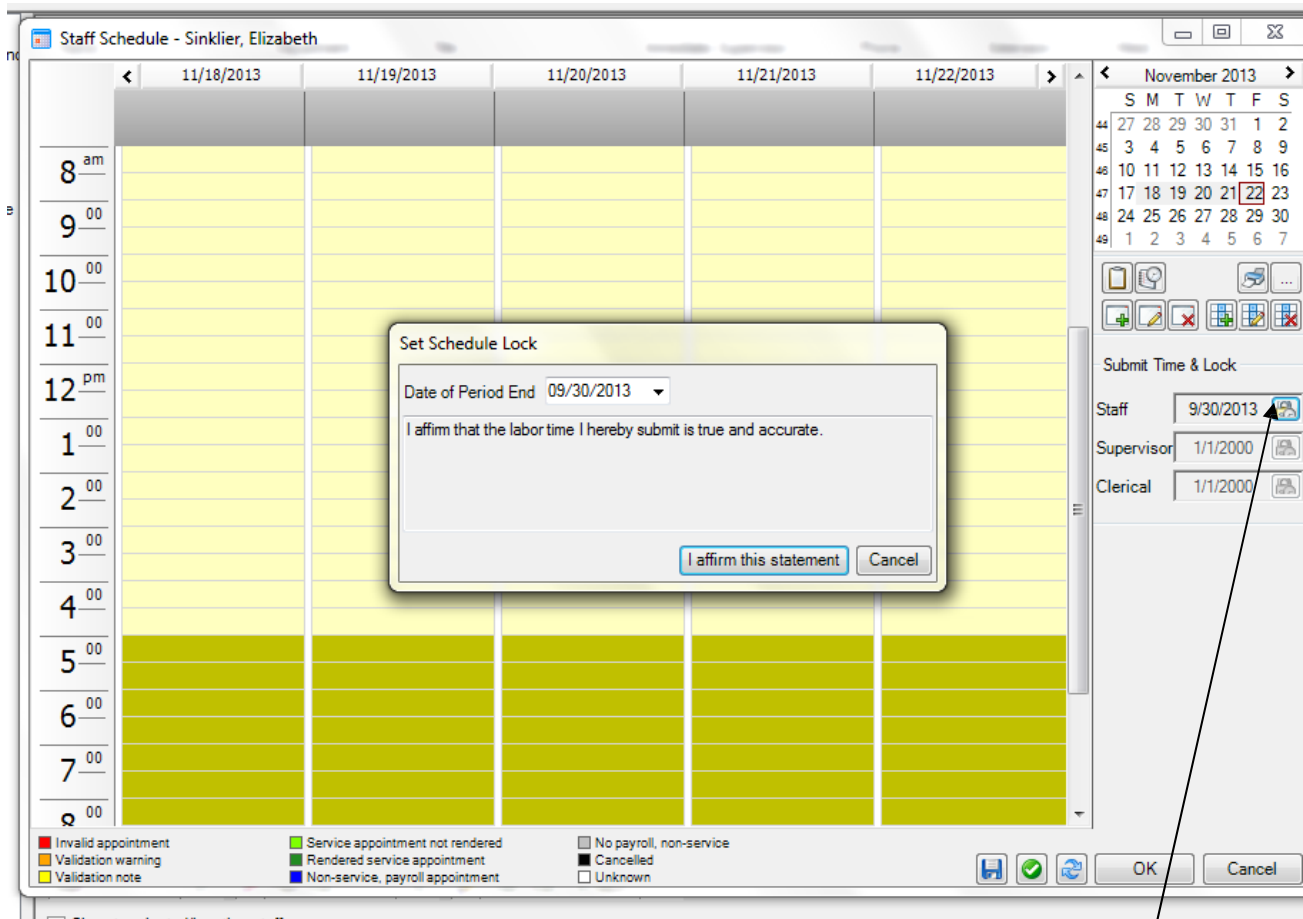
2000

Pay Code  SUP  Travel Mileage  0.00

Delete OK Cancel

On this screen you can change the date, and start and end times for your appointment. Be sure to select the appropriate pay code. **At this point you will continue with STEP #3 above**

## STEP 5 AT THE END OF EACH WEEK AND END OF THE MONTH



**After you have finished documenting for the each week:**  
Return to your schedule  
**(Icon #8 from pg 3)**

On the right of the screen is a Submit Time and Lock section with an option for “Staff” and a date.  
– Click on the icon next to this date.

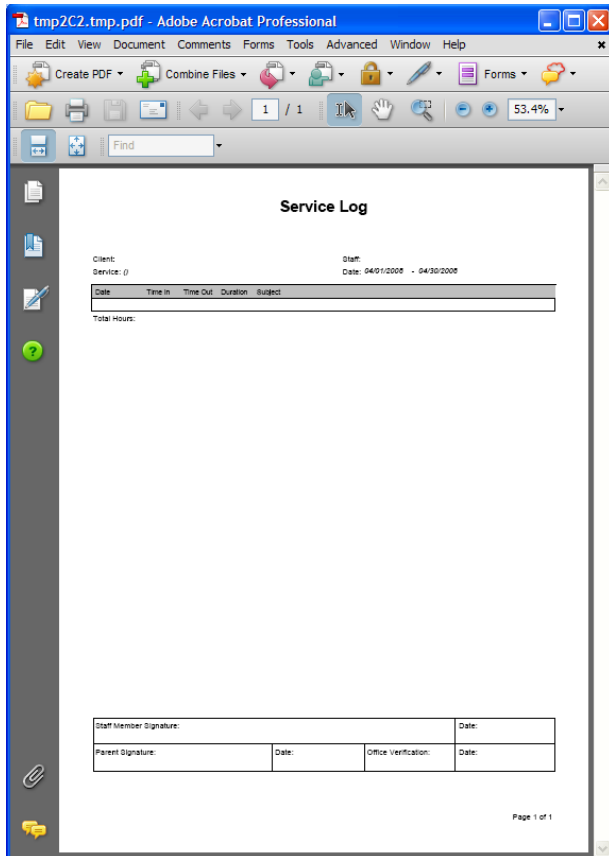
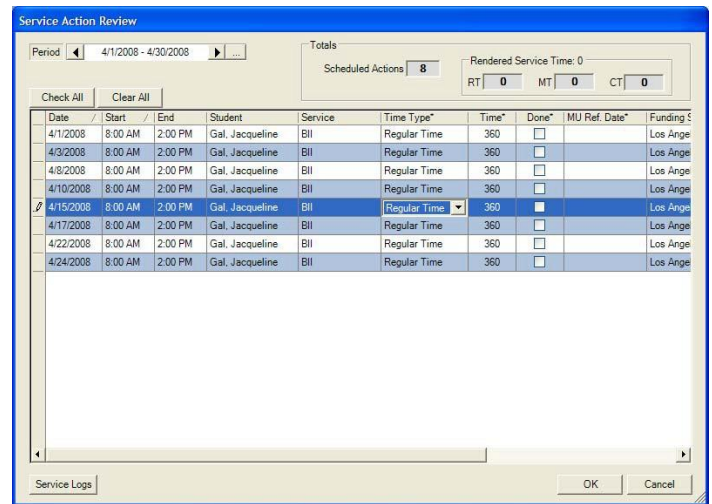
You will be asked to select the date and “affirm this statement”, once back to the main schedule screen, Click “OK” to save your work.

Complete these same steps at the end of the month to lock and submit your payroll time.

After successfully submitting your time click on “Service Review”

This will bring up a window of all of your scheduled appointments for the month:

In the bottom left corner of that window, there is a button called “Service Logs” – Click on it



This will bring up your Service Logs for the month.

You can print or review the service logs for accuracy and completeness from this screen.

### FOR SCHOOL DISTRICT CASES:

These are the sheets you will print for the month and get signed at the school where the services were provided.

### FOR REGIONAL CENTER CASES:

**IF THE INDIVIDUAL WHOM YOU PROVIDE SERVICES TO IS UNDER 18 YEARS OLD, YOU ARE REQUIRED TO SUBMIT A PARENT VERIFICATION FORM\* EACHMONTH.**

**IF THE INDIVIDUAL WHOM YOU PROVIDE SERVICES TO IS OVER 18 NO ADDITIONAL PAPERWORK IS REQUIRED**

**\*\*\* SEE “GENERATING THE PARENTAL VERIFICATION FORM” ATTACHMENT \*\*\***

**\*\*\*\* If you are an IECF employee, who works in LAUSD be sure to read the LAUSD/Welligent instruction manual as there are different requirements for you. \*\*\*\***

## IMPORTANT FOR ALL STAFF:

If you are working in NPAWORKS and things don't seem right, or it does not behave the way these instructions state, call CodeMetro at 1 - 877 - 796 – 9883 or email to [support@codemetro.com](mailto:support@codemetro.com).

If there is a problem with your schedule, be sure to send an [npaworkssupport@iecp.us](mailto:npaworkssupport@iecp.us) immediately!

It is EXTREMELY IMPORTANT that you do not wait until the last minute to contact IECF or CodeMetro. The last week of each month and the first week of each month are very busy times in the office. If you wait until the last minute to let us know there is a problem, we may not have a chance to resolve it prior to payroll which means your paycheck could be delayed.

Completing your time in NPAWorks is a part of your job duties.



## Step 1: Generating the Parent Verification Form (PVF)

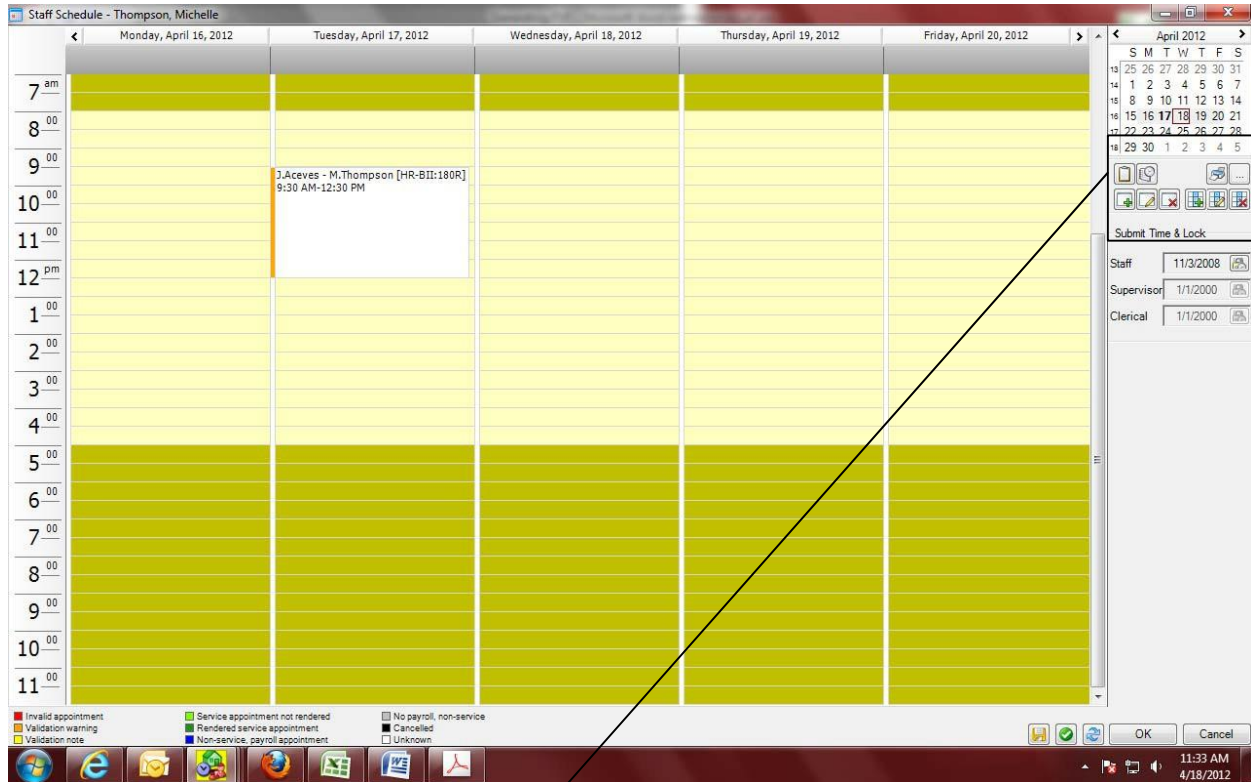
From the Main NPAWORKS Screen: Once your time is entered and Locked for the month.

Click on the icon # 6 below. (Calendar with green thumb tack)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.



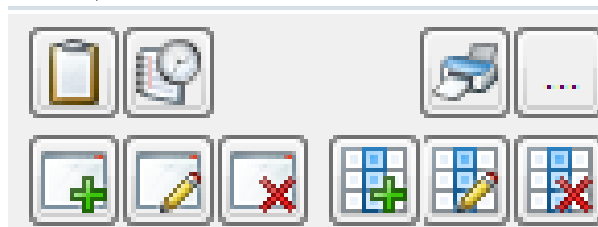
This will bring up your schedule and should look something like this:



## Step 2: Open Scheduled Services

Click on icon #1 (Clipboard)

- 1.
- 2.
- 3.
- 4.



This will bring up your “Service Action Review” Screen

Service Action Review

Period: March 2012

Service Time (5 Appointments)

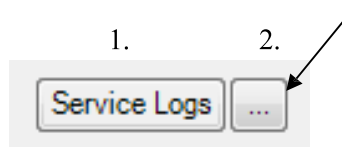
Subtotals: RT 525 MT 0 CT 0 Total Time 525

Date	Start	End	Staff	Service	Time Type	Time	Done	MU Ref. Date	Funds
3/1/2012	7:00 AM	7:45 AM	Greene, Daniel	ABA	Regular Time	45	<input type="checkbox"/>		North
3/1/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input type="checkbox"/>		North
3/2/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/2/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input checked="" type="checkbox"/>		North
3/5/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/5/2012	5:30 PM	6:45 PM	Ritchie, Kristina	ABA	Regular Time	75	<input type="checkbox"/>		North
3/6/2012	7:00 AM	7:45 AM	Greene, Daniel	ABA	Regular Time	45	<input type="checkbox"/>		North
3/6/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input type="checkbox"/>		North
3/7/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/7/2012	5:30 PM	5:00 PM	Ritchie, Kristina	ABA	Regular Time	30	<input type="checkbox"/>		North
3/8/2012	7:00 AM	7:45 AM	Greene, Daniel	ABA	Regular Time	45	<input type="checkbox"/>		North
3/8/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input type="checkbox"/>		North
3/9/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/9/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input checked="" type="checkbox"/>		North
3/12/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/12/2012	5:30 PM	6:45 PM	Ritchie, Kristina	ABA	Regular Time	75	<input type="checkbox"/>		North
3/13/2012	7:00 AM	7:45 AM	Greene, Daniel	ABA	Regular Time	45	<input type="checkbox"/>		North
3/13/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input type="checkbox"/>		North

Service Log icon highlighted

### Step 3: Setting up Parameters

On the bottom right of the screen click icon # 2 (Three dots)



Choose:

“Style: Parent Verification of Service”

Service Log Styles & Options

Style: Daily Service Log  
Provides a generic list of services that have been, or will be, provided. There will be one report for each combination of Client, Staff, funding source and service.

Include make-up reference dates  Show Client's ID with funding source (UIC#)

**Style: Parental Verification of Service**  
Provides a list of services that have been, or will be, provided and in the official format of the California Department of Developmental Services create separate reports as the Daily Service Log does, but in addition you can opt for separation by Service Code and Vendor ID.

Service Description Source:  Service Name  Appointment Subject  Other

Service Location Source:  Service authorization  Appointment location  Other

Credential Source:  Primary Credentials  All Employee Credentials  Other BA Degree

Funding Source(s): ALL  Format for DDS behavior

Service(s): ALL  Include funding source name

Include zero service time appointments  Separate by service code  Separate by vendor id

Mutual Options:  Include non-rendered appointments  Include cancellations per appointment status type's RDA reporting option

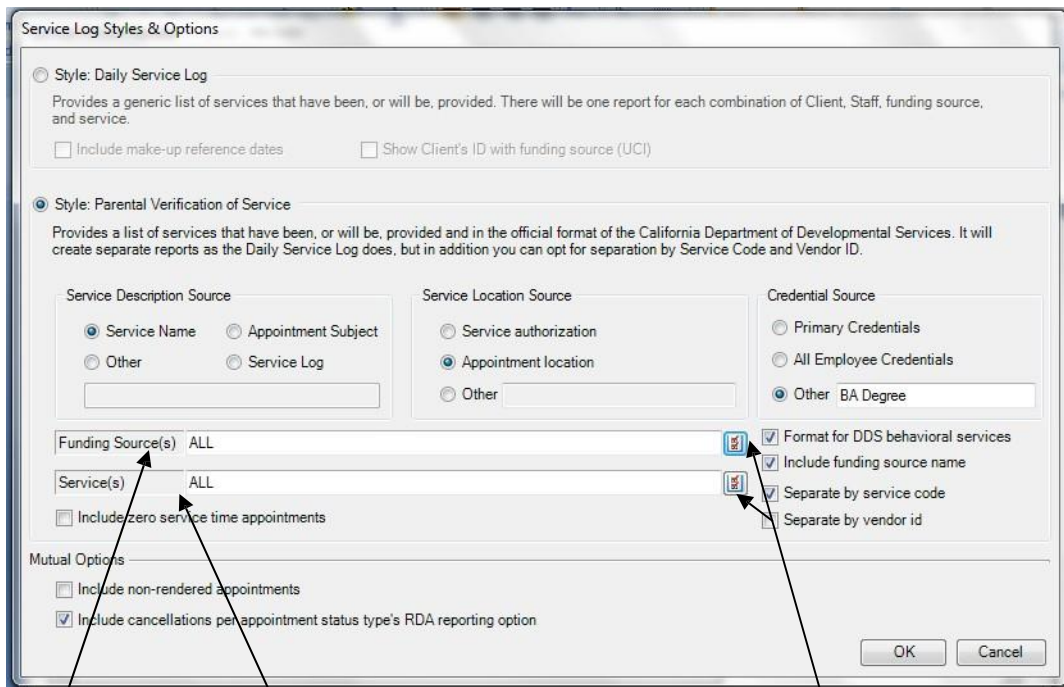
OK Cancel

**Source Parameters**

**Service Description Source:**  
Choose “Service Name”

**Service Location Source:**  
Choose: “Appointment Location”  
\*(see Helpful Hints)\*

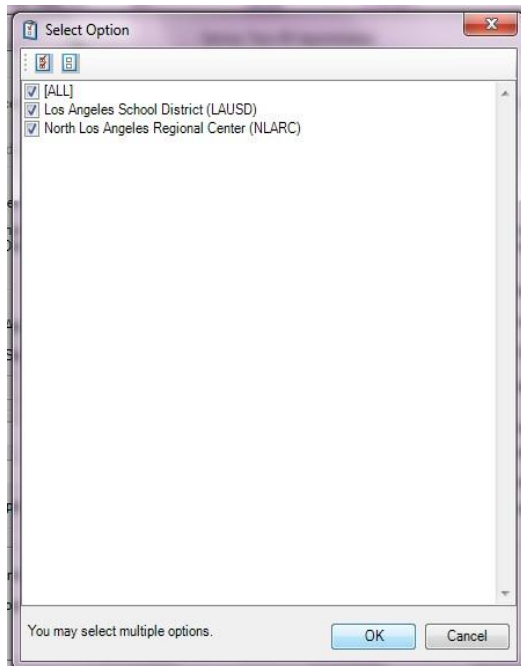
**Credential Source:**  
Choose: “Other”  
and type one of the following:  
“High School”; “BA Degree”; “MA Degree”  
“BCABA”; or “BCBA”  
As it applies to you



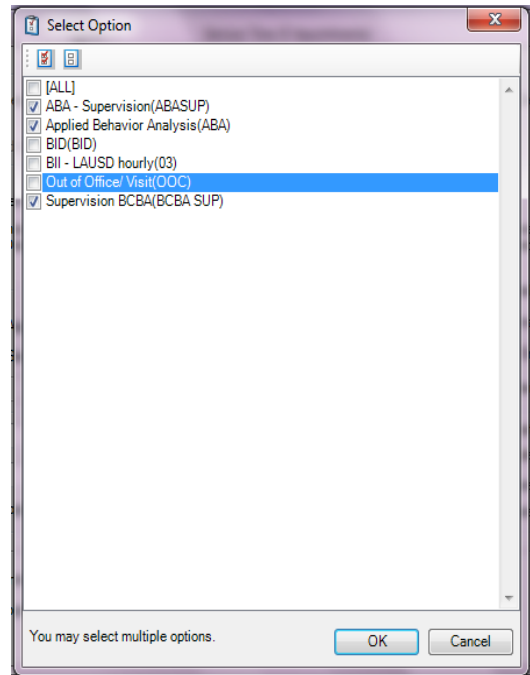
Next you need to specify which Regional Centers and Services you would like to print by editing the “Funding source” and “Services” tabs. To do this Click on the “Checklist Icon”

**This will bring up the following screens:**

Select the appropriate Funding sources



Select the appropriate Service Codes



Once you click “OK”, you will return the main screen.

**Service Log Styles & Options**

Style: Daily Service Log  
Provides a generic list of services that have been, or will be, provided. There will be one report for each combination of Client, Staff, funding source, and service.

Include make-up reference dates     Show Client's ID with funding source (UCI)

Style: Parental Verification of Service  
Provides a list of services that have been, or will be, provided and in the official format of the California Department of Developmental Services. It will create separate reports as the Daily Service Log does, but in addition you can opt for separation by Service Code and Vendor ID.

Service Description Source:  Service Name     Appointment Subject  
 Other     Service Log

Service Location Source:  Service authorization     Appointment location  
 Other

Credential Source:  Primary Credentials  
 All Employee Credentials  
 Other - BA Degree

Funding Source(s): ALL

Service(s): ALL

Include zero service time appointments

Format for DDS behavioral services  
 Include funding source name  
 Separate by service code  
 Separate by vendor id

OK    Cancel

**Check the Toggle Boxes for:**  
Format for DDS;  
Include Funding Source Name; and  
Separate by Service Code

**Click "OK"**

**Step 4: Generate Parent Verification Form**

Service Action Review

Period: March 2012

Service Time (5 Appointments)  
Subtotals: RT 525    MT 0    CT 0    Total Time 525

Include Non-Rendered

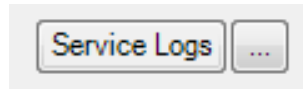
Check All    Clear All

Date	Start	End	Staff	Service	Time Type*	Time*	Done*	MU Ref. Date*	Fundit
3/1/2012	7:00 AM	7:45 AM	Greene, Daniel	ABA	Regular Time	45	<input type="checkbox"/>		North
3/1/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input type="checkbox"/>		North
3/2/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/2/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input checked="" type="checkbox"/>		North
3/5/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/5/2012	5:30 PM	6:45 PM	Ritchie, Kristina	ABA	Regular Time	75	<input type="checkbox"/>		North
3/6/2012	7:00 AM	7:45 AM	Greene, Daniel	ABA	Regular Time	45	<input type="checkbox"/>		North
3/6/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input type="checkbox"/>		North
3/7/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/7/2012	5:30 PM	6:00 PM	Ritchie, Kristina	ABA	Regular Time	30	<input type="checkbox"/>		North
3/8/2012	7:00 AM	7:45 AM	Greene, Daniel	ABA	Regular Time	45	<input type="checkbox"/>		North
3/8/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input type="checkbox"/>		North
3/9/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/9/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input checked="" type="checkbox"/>		North
3/12/2012	7:00 AM	7:45 AM	Lopez, Sophia	ABA	Regular Time	45	<input type="checkbox"/>		North
3/12/2012	5:30 PM	6:45 PM	Ritchie, Kristina	ABA	Regular Time	75	<input type="checkbox"/>		North
3/13/2012	7:00 AM	7:45 AM	Greene, Daniel	ABA	Regular Time	45	<input type="checkbox"/>		North
3/13/2012	5:00 PM	6:15 PM	Lopez, Sophia	ABA	Regular Time	75	<input type="checkbox"/>		North

Service Logs    OK    Cancel

Click icon #1 (Service Logs)

- 1.
- 2.



You have now produced the Parent Verification Form.

You may save, and/or print from this window.

State of California - Health and Human Services Agency  
PARENTAL VERIFICATION FOR RECEIPT OF BEHAVIORAL SERVICES  
DS 5862 (6/2011)

Department of Developmental Services  
North Los Angeles Regional Center  
Page 1 of 2

1. Consumer Name: [Redacted] (First) [Redacted] (Last) UCI #: [Redacted]

2. Vendor Name: IECP

3. Vendor #: PT0678 4. Vendor Phone #: \_\_\_\_\_

5. For Services Provided: Month: March Year: 2012

Date	Location of Service	Name & Credential of Person Providing Services	Description of Service Provided	Service Code	Start Time	End Time	Signature of Parent or Legal Guardian
03/02		[Redacted]	Applied Behavior Analysis	620	05:00 PM	06:15 PM	
03/09		[Redacted]	Applied Behavior Analysis	620	05:00 PM	06:15 PM	
03/14		[Redacted]	ABA - Supervision	620	03:30 PM	06:00 PM	
03/16		[Redacted]	Applied Behavior Analysis	620	05:00 PM	06:15 PM	
03/21		[Redacted]	ABA - Supervision	620	03:30 PM	06:00 PM	

Page 1

**You are required to Print this form, obtain a BLUE INK parent signature for each of the appointments, AND a BLUE INK parent signature on last page certifying the correctness and completeness of the form.**

**This original form is due in the Oxnard office by the 10<sup>th</sup> of the month.**

## HELPFUL HINTS

If you provide services somewhere other than the home (an afterschool program or other community activity for example) you will need to modify that from the appointment screen.

When you are marking your time as rendered, enter/modify the address where you are providing services into the “Location” field.

The screenshot shows the 'Appointment' form with the 'General' tab selected. The 'Location' field is empty, and an arrow points to it from the text above. The 'Service has been rendered' checkbox is also visible.

To **INCLUDE** the Last Appointment of the Month, prior to completing that appointment (so you can get your logs signed in a timely manner), check the box for “include non-rendered appointments”

The screenshot shows the 'Service Log Styles & Options' dialog box. The 'Include non-rendered appointments' checkbox under 'Mutual Options' is checked, and an arrow points to it from the text above.

Keep in mind this will include **ALL appointments** that have not been rendered so make sure your schedule/time is accurate prior to this step.