

WELLIGENT Support Section
INSTRUCTIONS FOR RSP TRACKER V.7

(213) 241-4174 – Welligent Support
M-F 7:00am –5:00pm
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LOG ON TO WELLIGENT:

- Open Internet Explorer.
- ❖ Enter the address <https://welligent.lausd.net>.
- Type your user name and password (single sign on).

WELLIGENT HOME PAGE:



View Caseload (SESAC): Click **WELLPROVIDER**
Click **Daily/Weekly Services Data Entry**
Check the box for **My Events** then click **Search**

Hint: To print your caseload with time and frequency, right click on a **Student's Name** then left click **Print**

Set-up Student Records

❶ STUDENT SEARCH	<ul style="list-style-type: none"> • Click Student Search • Type student's name or ID no. and click Search • Click Edit icon to the left of Student's Name
❷ RECORD NAVIGATOR	<ul style="list-style-type: none"> • Click Services • Type student's name or ID no. and click Search • Click Edit icon to the left of Service Record to view or edit.
VIEW/IDENTIFY THE STATUS OF SERVICE RECORD	<ul style="list-style-type: none"> • All Active Service Records must be attached to an Active IEP, <u>see step 3.</u> • For students <u>without a Service Record</u>, and those students <u>with Inactive Service Record</u>, a new service record <u>must</u> be created, <u>see step 4.</u>
❸ VIEW ACTIVE SERVICE RECORD (Inactivate or Modify)	<ul style="list-style-type: none"> • Click IEP tab. If IEP is linked to Active IEP go to (a). If IEP is linked to Inactive IEP go to (b). a. ACTIVE IEP (you will need to modify it to match IEP.) Click Details tab and verify the following: <ol style="list-style-type: none"> 1. Individual Direct Service – Input weekly or monthly frequency from IEP 2. Setting – see back for descriptions 3. Performance Area – Select one from drop down menu 4. Make sure you are the primary provider, if not then click ... next to the primary provider field, click radio button on the left of your name and then click select. • Click Save , and OK b. INACTIVE IEP (you will need to inactivate this record and create a new one.) <ul style="list-style-type: none"> • Change Service Status to Inactive • Click Save then OK • Click Services to close record <p>Hint: Follow step 2 until all service records that are attached to inactive IEPs are inactive then go to step 5 to create a new service record(s)</p>
❹ CREATE NEW STUDENT SERVICE RECORDS	<ul style="list-style-type: none"> • Click Services from Record Navigator • Click New • Click radio button to select RSP. • Complete only the 3 fields listed below: <ol style="list-style-type: none"> 1. Individual Direct Service – Input weekly or monthly frequency from IEP 2. Setting – see back for descriptions 3. Performance Area – Select one from drop down menu • Click Save , and OK • Click Services to close record. <p>Hint: Repeat step 5 for each performance area as identified on IEP ** Anytime you lock an IEP for a student, INACTIVATE old service record(s) and CREATE new one(s).</p>

INSTRUCTIONS FOR RSP TRACKER


Inputting Time (Daily or Weekly Activity)

❶ WELLPROVIDER

- Click **Daily/Weekly Services Data Entry**
- Pick range of dates if desired in **Show Dates of Service Between** (Hint: **My Events** check box will only show your caseload.)
- Click **Search** (Clicking search acts as a refresh button)
- Input **Minutes** or **Cancel Code**
- Click **Save**

Hint: If the school is closed, off track or student is not scheduled, leave those days blank.

Print Monthly Service Logs

- Click WellReports Manager icon 
- Click **Service Reports**
- Click on the **Icon** on the left of **RSP Monthly Attendance Form**
- Input **Service Month, Service Year, Service Location**, and Type of Service select **RSP**, Click **View Report**
- *Use Legal size paper and click on landscape, you may need to click on preferences to find these options.

Marking the IEP for RSP Students:

- ❶ Section F (page 4) – Check box for Related Services and select RSP code.
- ❷ Section G (page 5) - Type Performance Area, select RSP code for Related Service, choose RSP area, and check RSP Teacher box. Each RSP area selected needs to indicate time, frequency and Pullout minutes from General Ed.
- ❸ Section M (page 8) - Check Resource Spec Srv box and select Gen Ed/RSP (GE) for the Program.
- ❹ 2nd page of ITP – Under Current Instructional Program Support check Related Service box.

Note: The minutes from the goal pages should show up on the new page 12. These minutes are then used to compare with the minutes from the service logs generated by the tracker to show we are in compliance with outcome 13 of the Modified Consent Decree.

Setting/Service Delivery Models:

Co-planning (P): A process by which two teachers plan and analyze their instructional efforts.

Outside (O): Delivering service outside of the general Education classroom.

Direct Instruction (D): Delivering service to a small group within a general education classroom.

Co-teaching (T): Two or more teachers delivering instruction in a general ed classroom.

CANCEL CODES:

LF: Field Trip

SN: No Show

PA: Provider Absent*

PI: Provider Absent, Illness

PJ: Provider Absent, Jury Duty

PN: Provider Absent, Personal Necessity

* Service time needs to be made up.

OI: IEP Meeting*

LC: School Closed

SA: Student Absent

SS: Student Schedule Change for this day

LE: School Event

LT: School-Wide Testing

Print Individual Student Log:

Follow step one on reverse side of instructions to find the student.

Click **RSP** under Student Services

Click **View/Edit** then click **Print**

Click **File** then select **Print**.