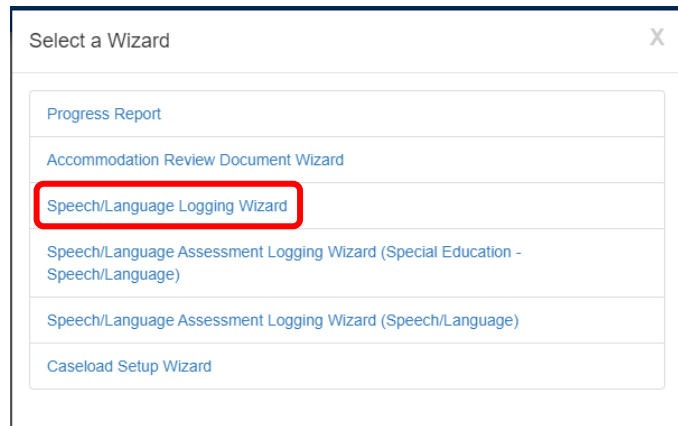


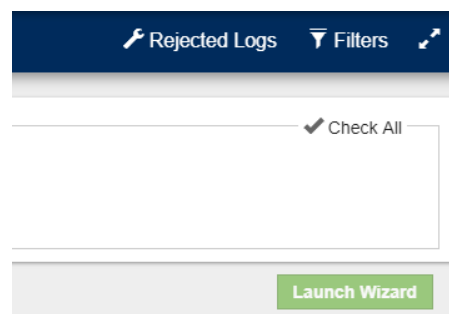
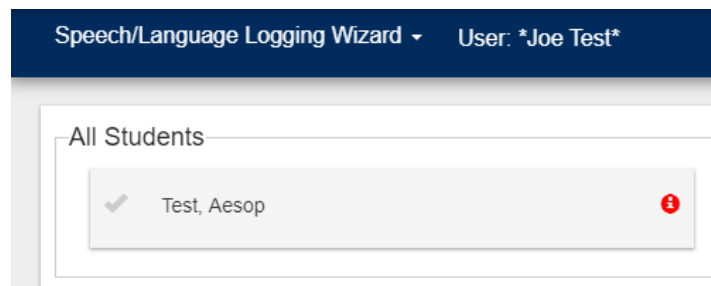
Service Log Resubmission

How providers can address service logs that were rejected by a supervisor

1. To edit and resubmit any logs, access the logging wizard that you used to initially submit the service log.



2. For related service providers (OT, PT, psych/counseling, nursing, etc.), when you are on the student selection screen, if any student(s) on your caseload have rejected logs, you will see a red "i" symbol on their name tile. Additionally, a "Rejected Logs" button with a wrench icon will appear in the upper right-hand side of the logging wizard. If selected, a filter will be applied to show only students with rejected logs.



- For all providers, after selecting a student/service, locate the rejected logs within the “Previous Log Entries” table. You can use the “Search” option to locate the logs. Additionally, you can scroll through the pages (using the Next button if needed) and any rejected logs will appear with a red “+” under the Details column, will have “(Rejected)” appended to the Service Type name, and will have a paper/pencil icon within the “Prefill/Resubmit” column.

Previous Rejected Log Entries


Show entries

Details	Date	Service Type	Duration of Service
+	09/10/2020	Treatment - Phonological Development (Rejected)	30 mins
+	09/10/2020	Evaluation - Speech Fluency (Rejected)	30 mins

- Clicking the paper/pencil icon under the “Prefill/Resubmit” column will open the Resubmit Log Entry screen. The rejection reason will appear at the top and the previously-entered service log information is displayed in an editable format. Once you make your edit/correction, you can then click “Save” and confirm the log entry.

Resubmit Log Entry


Rejection Reason
Reason for rejection shows here.

Service Date: 

Service Type:

Duration of Service:

Group Size:

Progress Report: 

Location:

Areas Covered/Assessed

Areas Covered/Assessed

☐ Articulation
☐ Auditory Processing (Discrimination & Memory)
☐ Auditory Training

☐ Augmentative and Alternative Communication
☐ Disorder of Speech Flow
☐ Language Therapy; Receptive and Expre

☐ Oral Motor Dysfunction; Swallowing
☒ Phonological Development
☐ Pragmatic Language

☐ Resonance Pattern
☐ Rhythm/Fluency
☐ Sound Production

☐ Vocal Quality
☐ Voice Therapy

Service Delivery Options

☐ Supervision of Graduate Student/Intern
☐ Co-Treatment

- The resubmitted log will update to “(Pending)” status in the Previous Log Entries table and is sent back to the supervisor for review where he/she can either approve or reject.

Previous Log Entries

Show entries

Details	Date	Service Type	Duration of Service
+	09/10/2020	Treatment - Phonological Development (Pending)	30 mins