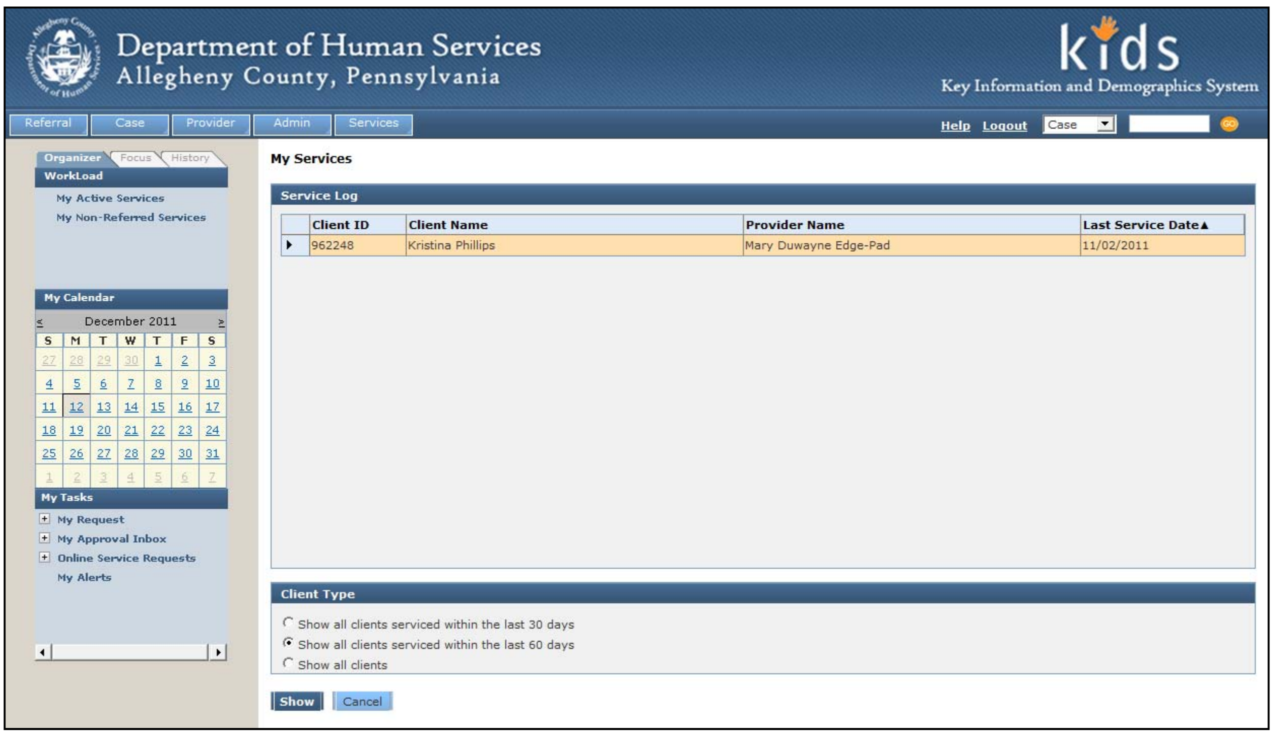
Non-Referred Provider Service Log – Job Aid

Non-Referred Service providers use the Service Log screen to record hours/units of service they have provided for each client. This information documented on this screen will become the invoice in which the Provider is paid from.

Tips

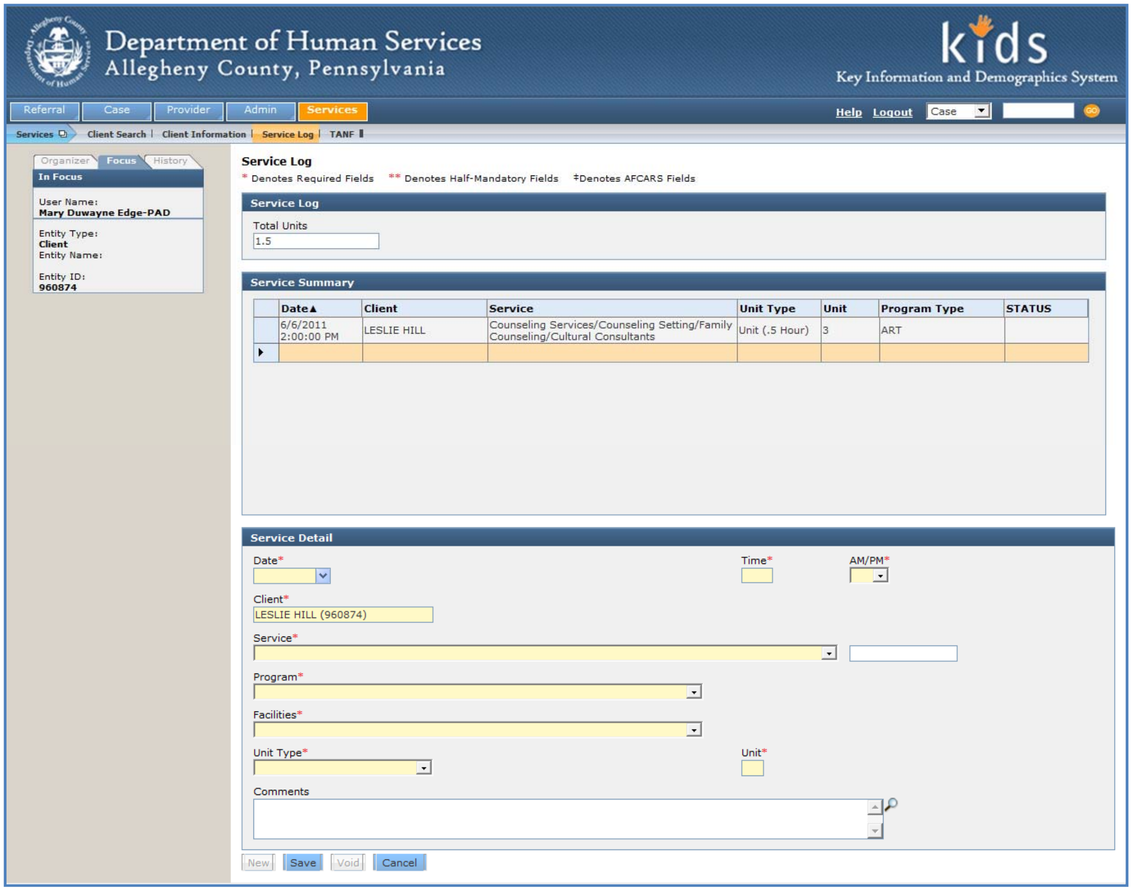
It is recommended that providers update KIDS with the same frequency they update their current spreadsheets. The time period for completing the Service Log screen is at the discretion of the provider. It can be completed daily, weekly or monthly. The reporting period used must be maintained for the entire month of reporting, for all clients associated to the provider. Providers should not mix reporting times in a given month. Changing between reporting time periods is to be done at the beginning of a month.

Access the Service Log screen



1. Navigate to the *My Services* screen
   a. **Organizer tab > My Non-Referred Services**
2. Highlight the client of interest in the *Service Log* grid.
3. Click the **[Show]** button to bring the client in focus and display the *Service Log* screen.
4. Click the **[New]** button to document a *Service Log* entry.

Complete the Service Log screen



1. The *Total Units* field in the *Service Log* section displays the total number of units documented.
2. The *Service Summary* grid lists the Service Log entries that have been made.
3. Complete the fields in the *Service Detail* section.
    i. *TIP: The screen is completed in a "waterfall" order. Fields are dependent on each other and are to be completed in a left to right, top to bottom order. Once a field is completed it will activate the corresponding options for the following field.*
    a. Enter the *Date* of the service.
    b. Enter the *Time* the service started.
    c. Select *AM* or *PM*.
    d. The name of the client in focus is displayed in the *Client* field.
    e. Select the *Service*.
        i. *TIP: The Service drop list will display only services you are contracted to provide. This information is documented in MPER as a Contracted Service.*
    f. Select the *Program*.
        i. *TIP: The Program information is documented on the Allocation Statement in MPER and is maintained by DHS.*
    g. Select the *Facility*.
    h. Select the *Unit Type*.
        i. *TIP: The Unit Type is documented on the Allocation Statement in MPER and is maintained by DHS.*
    i. Enter the number of units of *Service* the client received.
    j. Enter narrative *Comments*.
4. Click the **[Save]** button to save your entries.
5. A Service Log entry can be voided by clicking the **[Void]** button.

For more information…

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS).
To access the Self Service Tool go to http://servicedesk.alleghenycounty.us.
This Job Aid and additional user materials are located on the DHS Amazon site at http://dhswbt.s3.amazonaws.com/KIDSJobAids/index.html.