

**Prince George's County  
Public Schools**

**Medicaid Billing  
Service Portal Handbook**

**2014-2015 SY**

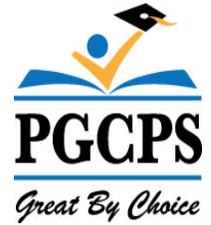
powered by 

**[www.Meduclaim.com/Serviceportal](http://www.Meduclaim.com/Serviceportal)**

Prince George's County Public Schools  
Medicaid Recovery Office  
14201 School Lane, Temp # C05-451  
Upper Marlboro, MD 20772  
301- 952-6349 Phone • 301-780-5925 Fax  
<http://www1.pgcps.org/medicaid>

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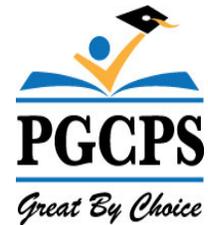


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## Log-In Procedures

The Service Portal can be reached from any internet browser by visiting the following website:  
**[www.meduclaim.com/serviceportal](http://www.meduclaim.com/serviceportal)**

**Client ID:** MD

**Email:** (Your PGCPS E-mail address)

**Password:** Password must be at least 7 characters long, have at least one uppercase letter, at least one lowercase letter, and at least one number.

**NOTE:** Client ID and password are case sensitive.

(Training videos are available under the Training & Forms tab at <http://www1.pgcps.org/medicaid/>)

## Resetting Password

**Service Portal**

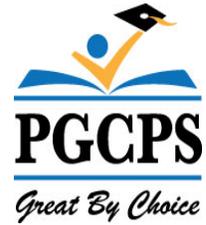
Client ID  
E-mail address  
Password

Remember my Client ID and Username on this computer

Login [Click here if you forgot your password](#)

To reset your Service Portal password, please follow these instructions:

- From the Service Portal logon screen, click "[Click here if you forgot your password](#)"
- Enter **Client ID: MD** and your **E-mail Address**. Click **Continue** to start the password recovery process. You will receive confirmation that a "**New random password has been created and sent to your e-mail**". Please add [notification@meduclaim.com](mailto:notification@meduclaim.com) to your "Safe Senders" list within your email application to help avoid this notification being tagged as SPAM.
- Access your email application. Look for the "**CompuClaim Service Portal Login Information**" email and open. Your temporary password will be inside.
- Go back to the Service Portal window and click "**Return to Login Page**".
- Enter your **Client ID, Email Address, and New** temporary password. Click **Login**.
- You will be prompted to create a new password that must be different from your old password; at least 7 characters long; have at least one uppercase letter; at least one lowercase letter; and at least one number. You may not re-use any previous password for 180 days.
- Click **Continue** to confirm new password change.

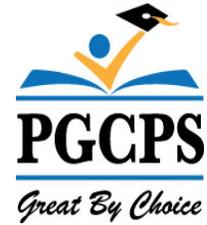


## Navigating the Site

The top right corner of the Services Portal displays the **Navigational Links** that are available continuously throughout the system.



- **My Account** – Change Password – Password must be at least 7 characters long, have at least one uppercase letter, at least one lowercase letter, and at least one number.
- **Logout** – Ends your session
- **Home** – Returns to Home page
- **Wizards** – Logging service tool
  - **Service Log by Student Wizard** – Used for entering service logs for students on your caseload. Select one student, multiple or all students
  - **Edit Student Service Logs** – Select pending service logs for editing.
  - **Supervision Log Wizard** – Used by Providers to supervise clinicians and view students' Service Logs
  - **Validate MD Online Service Logs** – Validate service logs imported from Maryland Online IEP. This function is primarily used by the health related providers
- **Reports** – Logging Summary, Detailed Student Report and Monthly Student Logs can be saved and/or printed
- **Manage Caseload** - Providers can easily add/remove students from their caseload
- **Help** – Answers to common questions by users



## My Caseload

You can create your own caseload of the students you are serving. This will allow easy and convenient access to your students when you are ready to create or update their service logs. Your caseload is always visible from your homepage within the Service Portal.

**Creating your caseload** – The electronic billing system allows case managers to see ALL students with an active I.E.P. **The students receiving Medicaid will appear in bold font.** This is done to help case managers differentiate their students to create your Medicaid caseload.

Services Portal powered by CompuClaim

Welcome Angela Davis My Account | Logout  
Home | Wizards | Reports | Manage Caseload | Help

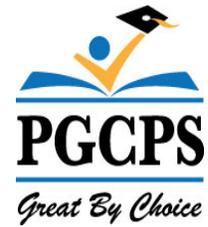
### Announcements

Hello and welcome to the Prince George's County Public Schools Service Portal

My Caseload ▾

- Adams, John : 0002221122
- ANDERSON, CAMERON : 5206105937**
- COLES, JYSUAN : 5206105934
- Diego, Diego : 10280:864104
- SaMple, JoJo : 66241:8641
- SaMple, Jose : 3638742925

**Bold** = Only Medicaid eligible



From **My Caseload**, click on the student's name to view detailed information regarding the student, which is organized under tabbed headings:

**Services Portal** powered by **Student Information**

**Adams, John S** [Go Back](#)

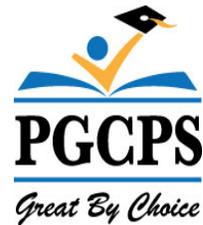
[Student](#) | [Special Education](#) | [Service Logs](#) | [Monthly Summary](#) | [Supervision Logs](#)

<b>District</b>	Prince George's County
<b>School</b>	Accokeek Academy
<b>First Name</b>	John
<b>Middle Initial</b>	S
<b>Last Name</b>	Adams
<b>Birthdate</b>	1/4/2010
<b>Gender</b>	Male
<b>Ethnicity</b>	
<b>Grade</b>	
<b>Street Address</b>	12 School Lane
<b>City</b>	Largo
<b>Zip</b>	20772
<b>Phone</b>	2404444556
<b>Resident District</b>	
<b>Parent Name</b>	

- **Student** – Student's demographic info
- **Special Education** – IEP information
- **Service Logs** – At-a-glance view of all Service Logs created for the student.
- **Monthly Summary** – Not used
- **Supervision Logs** – If sessions are supervised, the completed Supervisory Logs will appear here.



## Managing a Caseload



Services Portal powered by CompuClaim

Welcome Micie Mause My Account | Logout  
Home | Wizards | Reports | Manage Caseload | Help

### Manage Caseload

District: [All] School: [All] Results Per Page: 10 Search Number of students listed = 304

Last Name: [Enter student's last name here] First Name: [Enter student's first name here] State's Student ID: [Enter State assigned student's ID]  Only show students on my caseload

	District	State Student ID	Last Name	First Name	Middle Initial	Birthdate	Gender	School	Grade	Active
Add	Hosobol Area School District	0010000018	ALLEN	CHASE	S	1/1/2004	Male	Hosobol Elementary		True
Add	Transylvania	0010000175	AMMAN	Jessica	L	1/1/2000	Female			True
Add	Bosobol Area School District	0010000175	AMMAN	Jessica	L	1/1/2000	Female	Bosobol High		True
Remove	Transylvania	0010000068	Anderson	DOUGLAS	R	1/1/2000	Male			True
Add	Transylvania	0010000288	Ankin	JULIUS	L	1/1/2000	Male			True
Remove	Transylvania	0010000112	Badovinat	Lauren		1/1/2000	Female			False
Add	Transylvania	0010000269	BAILEY	MAGGIE	M	1/1/2000	Female			True
Add	Transylvania	0010000279	BAILEY	Troy	M	1/1/2000	Male			True
Add	Transylvania	0010000031	BAIRD	Andrew	J	1/1/2000	Male			True
Add	Transylvania	0010000278	BARDWELL	ASMIRA	M	1/1/2000	Female			True

12345678910...

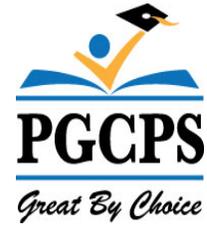
Export to Excel

#### To Add Students to your caseload:

- Make sure the *"Only show students on my caseload"* box is **NOT** checked.
- To view students in a particular school – Use drop down feature in District. Select *"Prince George's County"*. This opens the school drop down box. You may select a specific school and students will appear.
- Search for the student(s) you need to add by typing the first few letters of the student's last name in the search box and click on *"Search"*. For best results, keep the search as broad as possible in order to capture more students in the search.
- When you locate the student, click on *"Add"* next to the student's name. This button will now change to *"Remove"* and that student is now on your caseload. **DO NOT click on "Remove" again.** This will remove the student.
- Click on *"Home"* in the toolbar when finished and you will see your updated caseload.

#### To Remove Students that should not be on your caseload:

- Click on *"Only show students on my caseload"*.
- Click on *"Remove"* next to any student you need to delete from your caseload. (This will not delete the student from the system...only from your caseload.)



## Service Log by Student Wizard (Case Managers Only)

**Services Portal** powered by CompuClaim

### Service Log by Student Wizard

Select one or more students to enter service logs for...

[Select All](#) | [Select None](#) | [Select Billable](#) | [Inverse Selection](#)

Adams, John : 0002221122     
  COLES, JYSUAN : 5206105934     
  SaMple, JoJo : 66241:8641     
  SaMple, Jose : 3638742925  
 ANDERSON, CAMERON : 5206105937     
  Diego, Diego : 10280:864104

1. **Select one or more students or check all to enter service logs.** By selecting **All** you can scroll through your entire caseload in the logging calendar by clicking on the arrow next to the student's name. Then click **NEXT**.
2. Select the **day** of the service you want to log. The blue highlighted fields are weekend dates and therefore are unavailable.

**Services Portal** powered by CompuClaim

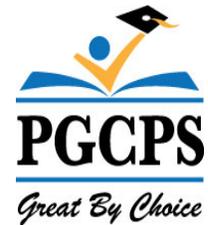
Welcome Angela Davis | My Account | Logout  
Home | Wizards | Reports | Manage Caseload | Help

### Service Log by Student Wizard

Click on a date to enter a new service log for this student. Use the arrows next to the student name to go to a different student. Use the arrows next to the month and year to change the calendar month.

**Adams, John (1/4/2010)** ◀ July 2014 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9 1 service log	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



**Services Portal** powered by CompuClaim

## Service Log by Student Wizard

### ANDERSON, CAMERON (7/6/2000)

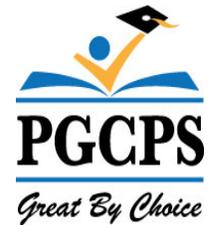
**Prior service logs for current month**  
You have no prior service logs for this student for the given month.

**What type of log would you like to enter?**

- Service Log
- Non-Billable Entry
- Student absent
- Student not available
- Provider absent
- Provider not available

3. Select type of **log** (Service Log, non-billable, student absent, etc.)

- **Service Logs** - Use service log for all Initial/Annual IEPs and on-going coordination.
- **Non-Billable** – Maintain logs of all daily activities that you provide that are not considered billable services. This feature will allow you to use the comments box to describe the activity you are providing.
- **Student Absent, Provider Absent, Student Not Available, Provider Not Available-** If you want to maintain these records you cannot comment on the selection. If you need to comment use Non-Billable for these selections and you may maintain a description of the activity.



**Services Portal** powered by CompuClaim

### Service Log by Student Wizard

**ANDERSON, CAMERON (7/6/2000)**

Prior service logs for current month  
You have no prior service logs for this student for the given month.

Add a new service log

Service Date\*  Service Type\*

Start Time  :   AM  PM      Progress Report       Location

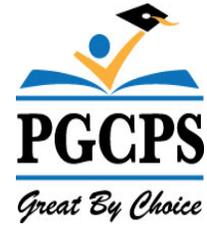
End Time  :   AM  PM

Comments

- Select service type** – Choose the type of service provided to the student, i.e. Ongoing Service Coordination, Periodic IEP Review, Initial IEP.
- Select progress** – Choose the progress type that best reflects the progress made by the student.
- Select location** – Choose whether services were provided at home or school.
- Enter progress notes** – The comments sections should reflect the goals and objectives from the student’s IEP and show the student’s progress towards the goal. A minimum number of characters are required in comments section.

For example: *“Although John is making some progress, he still needs to improve his attentiveness to tasks. Please continue to work with him at home.”*

- Upon saving, you arrive at the calendar where you can continue to enter service logs.



## Edit Service Log

- Select “Wizards” from menu bar
- Select “Edit Student Service Logs”

**Services Portal** powered by CompuClaim

Welcome Angela Davis | My Account | Logout  
Home | Wizards | Reports | Manage Caseload | Help

### Edit Service Logs

Rows Per Page: 25 | Service Start Date: | Service End Date: | Date Entered Start Date: | Date Entered End Date: |

District: [All] | Student Last Name: | Student First Name: | Log Deleted: [No] | Search: | Export to Excel:

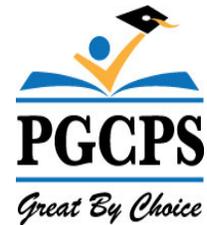
Rows Returned: 9

	Provider	Student	Student Age	Date Entered	Date Deleted	Status	Service Date	Service	Service Type	Start Time	End Time	Progress Report	Comments	Areas Covered
	Davis, Angela	BIRD, JADYN	9	6/25/2014 10:17:27 AM		Pending	6/10/2014	Case Management	Periodic IEP Review				The parent did not attend the IEP meeting. The parent has received a copy of the IEP and has been notified of the meeting outcome.	Parent was notified of the outcome of the meeting and sent copy of IEP and PWN
	Davis, Angela	BIRD, JADYN	9	7/2/2014 9:08:04 AM		Pending	6/10/2014	Case Management	On-going Service Coordination			(S) Some progress has been made	The parent attended the IEP meeting and had agreed to the proposal changes.	Academics for Reading Goals, Social/Behavioral Goals
	Davis, Angela	BIRD, JADYN	8	7/7/2014 9:30:58 AM		Pending	1/10/2014	Case Management	Periodic IEP Review				The parent did not attend the IEP Meeting. The parent has received a copy of the IEP and has been notified of the meeting outcome.	PWN Meeting Notice and Sign in Sheet submitted
	Davis, Angela	BIRD, JADYN	8	7/9/2014 1:34:14 PM		Pending	1/10/2014	Case Management	Periodic IEP Review				The parent did not attend the meeting. The parent has received a copy of the IEP and has been notified of the meeting outcome.	PWN Meeting Notice and Sign in Sheet submitted, Parent was notified of the outcome of the meeting and sent copy of IEP and PWN
	Davis, Angela	Mackenzie, Mackenzie	6	7/9/2014 1:49:09 PM		Pending	6/10/2014	Case Management	On-going Service Coordination			(S) Some progress has been made	Quarterly progress report was sent home with student.	Academics for Math Goals, Academics for Reading Goals
	Davis, Angela	Adams, John	4	7/2/2014 9:06:20 AM		Pending	6/2/2014	Case Management	On-going Service Coordination			(S) Some progress has been made	Although John has made some progress he still needs to improve attentiveness to tasks. Please continue to work with him at home.	Academics for Math Goals
	Davis, Angela	Adams, John	4	7/7/2014 9:28:17 AM		Pending	6/2/2014	Case Management	On-going Service Coordination			(S) Some progress has been made	Although John is making some progress he still needs to improve his attentiveness to task. Please continue to work with him at home.	Academics for Math Goals
	Davis, Angela	Adams, John	4	7/9/2014 1:26:07 PM		Pending	6/2/2014	Case Management	On-going Service Coordination			(S) Some progress has been made	Although John is making some progress, he still needs to improve his attentiveness to task. Please continue to work with him at home.	Academics for Math Goals
	Davis, Angela	Adams, John	4	7/16/2014 2:45:29 PM		Pending	7/9/2014	Case Management	On-going Service Coordination			(S) Some progress has been made	Although John is making some progress in math, he still needs to improve his attentiveness to task. Please continue to work with him at home.	Academics for Math Goals, Social/Behavioral Goals

This functionality will only list the services with a pending status that have not yet been billed.

You may click search and all services that are pending will automatically appear or you may use features to select a specific student or date of service following these tips below.

- Make selection from “**Rows Per Page**” You may select from 25 to 500 rows per page
  - Enter “**Service Start Date**” and/or “**Service End Date**” (The calendar will drop down)
- or
- Enter “**Service Entered Start Date**” and/or “**Service Entered End Date**” (The calendar will drop down)
- or
- Enter “**Student Name**”



- Select **“Search”**
- Select **“Edit”** button on left
- Make the change
- Select **“Save Service Log”**. If you don’t, the change will not be saved.

You can only make changes if the status is listed as **“Pending”**. Selecting edit will allow you to make any necessary changes to the service. Once you have made changes select save service log (Otherwise changes will NOT be saved). You will be taken back to screen. If you do not want to save your edits click on **“Return to Log Review”** to select the next service. You can also delete entries from here.

## Deleting a Service Log

Service Logs can be deleted if they have not yet been billed; and can be deleted at either the Edit Service Logs (see above) or the Service Log Calendar.

1. Locate Service Log on the calendar
2. If there is a trash can before the Service Log, it can be deleted  Status will display as pending. Click the trash can icon to remove the service entry.

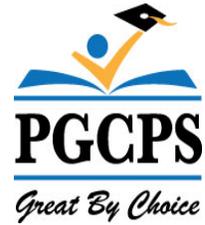
**Services Portal** powered by 

### Service Log by Student Wizard

#### Adams, John (1/4/2010)

**Prior service logs for current month**

	Log Type	Service Date	Status	Service Type	Start Time	End Time	Duration	Group Size	Prog
	Service Log	6/2/2014	Pending	On-going Service Coordination			0		(S) Sol has be
	Service Log	6/2/2014	Pending	On-going Service Coordination			0		(S) Sol has be
	Service Log	6/2/2014	Pending	On-going Service Coordination			0		(S) Sol has be



## Validate MD Online Service Logs (Health Related Provider only)

Services that have been entered by staff in Maryland Online IEP (MDIEP) are imported into the service portal. These services must be validated by providers.

- Provider will go into Wizards and select “Validate MD Online Service Logs”
- Service logs will automatically appear.
- You may search by student name or provider name.
- Providers will ONLY see their own students.

**Services Portal** powered by 
Welcome Sue Speech | My Account | Logout  
Home | Wizards | Reports | Manage Caseload | Help

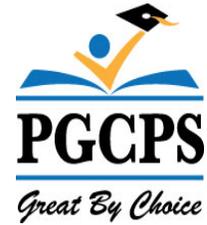
### Validate MD Online Service Logs

Patient First Name
Patient Last Name
Provider First Name
Provider Last Name
Search

Rows Returned: 237

Provider	Student	Student Age	Date Entered	Date Deleted	Status	Service Date	Service	Service Type	Start Time	End Time	Group Size	Progress Report	Comments	Areas Covered
<span style="border: 1px solid #ccc; padding: 2px;">Validate</span>	Speech, Sue	ARCHER, Guillermo	8	1/6/2014 11:26:32 AM		Imported	9/3/2013		10:30 AM	11:00 AM			Student listened to the story "The Bus for Us." He liked making predictions based on visual clues about the vehicle that would appear next instead of the school bus. His responses to what and where questions were usually single words but he would imitate longer sentences 3-4 words modeled by the therapist on request. Several times during the session when he made spontaneous comments they were difficult to understand and appeared to be jargon.	
<span style="border: 1px solid #ccc; padding: 2px;">Validate</span>	Speech, Sue	ARCHER, Guillermo	8	1/6/2014 11:26:32 AM		Imported	9/3/2013		1:10 PM	1:40 PM			Student enjoyed listening to the story "The Wheels on the Bus." He spontaneously used the present progressive verb to describe illustrations in the book i.e. driving, beeping, etc. His production of individual words, phrases, and even long 6 word sentences was good. Student speech was intelligible; he clearly articulated the beginning, middle, and ending sounds.	
<span style="border: 1px solid #ccc; padding: 2px;">Validate</span>	Speech, Sue	ARCHER, Guillermo	8	1/6/2014 11:26:32 AM		Imported	9/3/2013		1:30 PM	2:00 PM			Student's OT called to office to alert me that he had not brought in his walker from home. In addition, he did not have his casts on. Filled him with school posterior walker and walked with him from clect to motor with contact guard A and physical assistance for turning. Student's own walker has swivel wheels for turning. This walker had to be lifted and turned. Practice with hand over hand, verbal prompts, Min A all given at	

Provider clicks on “Validate” button to validate services



### Completing the validation process

- The following is imported from MDIEP - Date, start and end time, comments which are progress notes.
- Provider must select in “*Service Types*” from the drop down box. Your available options are Evaluation, Individual or Group Therapy service or non-billable.
- Once reviewed, the provider will click on “*Save Service Log*”. This will take you back to the continue validating services screen. As each service is validated, they will be placed in review logs with a pending status which will indicate to the Medicaid Office staff that the service is ready for billing.
- If provider the does not want to complete the validation, click on the “Return to Log Review”.

**Services Portal** powered by Welcome Sue Speech | My Account | Logout  
Home | Wizards | Reports | Manage Caseload | Help

### Validate MD Online Service Logs

**BROOKLYN BEATTIE-MABION**

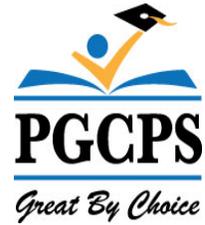
Service Dates\*  Service Types\*

Start Time  :   AM  PM      Progress Report       Location

End Time  :   AM  PM

**Comments**

Student initially did not participate in the warm-up activity; imitating actions using various body parts while listening to the song "What a Miracle." After several minutes he eventually joined in by first watching his peer model the action and then completing it himself. He enjoyed listening to the story "The Babies on the Bus" and pointed to and then labeled babies on several pages. Student had difficulty answering who and what-doing questions without prompting but could provide the correct response when he was provided two verbal or visual choices to select from.



## Supervision Log Wizard

### Supervisor Providers role for supervising OTA's, PT Assistants and SLP Assistants

Click on Wizards

The Supervision Log approval process has been updated to increase compliance and documentation. The updates also add functionality for the supervisors to view previously supervised logs. Here is a quick summary of the changes.

#### 1. Select Supervision Log

Services Portal powered by CompuClaim

### Supervision Log Wizard

[View Previously Entered Supervision Logs](#)

Below you will find supervision logs that you still need to complete. When you are ready, click the *Enter Supervision Log* button next to the log you wish to complete.

Provider Name	Student Name	Birthdate	
Speech2 Speech2	NICOLE Aguillon	1/1/2000	<input type="button" value="Enter Supervision Log"/>

Services will be shown that were logged by the provider(s) for whom the supervising clinician provides supervision. These services will be listed by the name of the provider.

The provider can select “*Enter Supervision Log*” and can view previously entered supervision logs from this screen.

To view all service logs select **Enter Supervision Log**

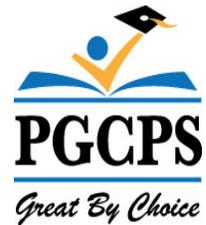
- Each service is approved by selecting service and checking the box.  The supervisor chooses a provider and student. On the next screen (on right) the supervisor can then choose one or more services to approve simultaneously.

Provider: **Speech1 Speech1**  
Student: **CAYDEN ARCHER (11/11/2004)**

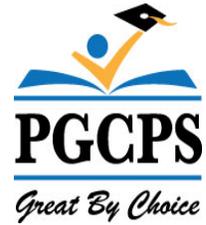
Service Logs	Service Type	Presenting Problem	Service Date	Duration	Group Size	Progress Report	Comments
<input type="checkbox"/>	(PSP) Annual Speech Language Assessment	Other Health Impairment	7/9/2012	0			
<input type="checkbox"/>	(IEP) Speech Therapy Ind. Service	Other Health Impairment	8/7/2012	75			Brandon was here!
<input type="checkbox"/>	(IEP) Speech Therapy Ind. Service	Other Health Impairment	8/9/2012	75			Brandon was here! Brandon Bah
<input type="checkbox"/>	(IEP) Speech Therapy Ind. Service	Other Health Impairment	8/14/2012	75			
<input type="checkbox"/>	(IEP) Speech Therapy Ind. Service	Other Health Impairment	8/16/2012	75			
<input checked="" type="checkbox"/>	(IEP) Speech Therapy Ind. Service	Other Health Impairment	11/13/2012	30			Cayden met these goals : ashakjsh ;kjhask
<input checked="" type="checkbox"/>	(IEP) Speech Therapy Ind. Service	Other Health Impairment	11/15/2012	30			Paper log on file at DO
<input type="checkbox"/>	(IEP) Speech Therapy Ind. Service	Other Health Impairment	12/11/2012	30			Cayden met goals: as/khalksh askdja lkjaf
<input type="checkbox"/>	(IEP) Speech Therapy Ind. Service	Other Health Impairment	12/13/2012	30			Paper log on file at DO
<input type="checkbox"/>	(IFSP) Speech Therapy Ind. Service	Other Health Impairment	1/7/2013	45			Cayden did a great job today. Spontaneous three 2-word phrases.

Approved Date\*  
10/18/2013

Comments\*  
This service has been approved | I



2. Click on “*Enter Supervision Log*”. This will allow you to view all logging that OTAs, PTAs or CF-SLPs have completed.
3. Click on each student as you need to view each individual log one at a time. You may select multiple service logs or you can select only the service log you wish to review. If necessary, notify your OTAs, PTAs or CF-SLPs of any changes needed prior to approving the service for billing.
4. To approve services for billing you will need to add a comment in the “*Comments*” field. There is a minimum requirement of at least 6-7 words. Example of wording: “*I have viewed the services logged by, name of Provider Assistant, and services are appropriately being provided based on the Student’s IEP*”.
5. The date that you are reviewing services will pre-populate automatically. This will serve as the actual date that you have reviewed the service logs.
6. There are several choices once you have completed your comments:
  - Save and return
  - Skip summary and sign off another time
  - Save and go to the next summary
  - Return to the list
7. Once you comment and the service has been accepted, it will be eligible for submission. Services will not be exported until the Supervision Provider “sign off”.



8. You will always be able to view the previously entered service logs. You can enter the provider name, student name or service date to pull up previously reviewed services or just select search.

You can review your services and if you decide that the service needs additional information you can delete that service. This will allow you to notify the provider that a change needs to be made to the service log.

**Services Portal** powered by *Welcome Speech1 Speech1* [My Account](#) | [Logout](#)  
[Home](#) | [Wizards](#) | [Reports](#) | [Manage Caseload](#) | [Help](#)

### Supervision Log Wizard

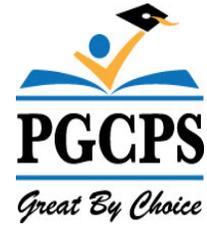
[Add New Supervision Logs](#)

Below you will find supervision logs that you have already completed. Please check the supervision logs you wish to delete then click (Delete Supervision Logs).

Provider Last Name	Provider First Name	Student Last Name	Student First Name	Service Date

This student has no service logs

[Delete Supervision Logs](#)



## Reports

**Users** – Providers have the ability to generate reports using the “*Logging Summary Report*” or “*Detailed Student Report*”. These reporting tools allow providers to maintain a copy of the services and activities they provide. Reports can be downloaded and printed to bring to meetings to share with staff.

**Services Portal** powered by Welcome Sue Speech | My Account | Logout  
Home | Wizards | Reports | Manage Caseload | Help

### Logging Summary For Sue Speech

Month: Dates of Service    Start Date    End Date    Student selection  
All    7/1/2013    6/30/2014    [All]

Select Date range from pulldown or enter the date range, make the Student selection and then click 'Run Report'.

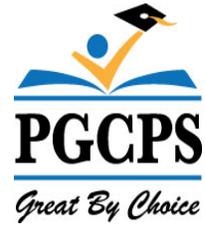
Rows Returned: 58

Student Name DOB

Type	Service Date	Service	Service Type Desc	Duration	Group Size	Progress Report	Areas Covered	Comments
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

## Logging Summary Report

- Providers can select Month, Start, and End Date range
- **Select student name-** You can select one or all students. This will show you a summary of services that were provided for your students.
- **Select Run Report -** This summary can be saved as a PDF or excel spreadsheet and will allow you to print out report.



## Detailed Student Report

- Providers can select month and year

**Services Portal** powered by CompuClaim

### Detailed Report For Students of Mickie Mouse

**Month:Dates of Service**    **Start Date**    **End Date**    **Student selection**  
 [September 2013]    [9/1/2013]    [9/30/2013]    [All]

Select Date range from pulldown or enter the date range, make the Student selection and then click 'Search'.

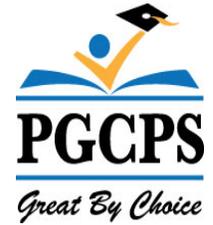
Rows Returned:

Page 1 of 3 Pdf

#### Detailed Report for Students of Mickie Mouse for services received from 9/1/2013 to 9/30/2013

Service Date	Service	Service Type	Start Time	End Time	Dura- tion	Group Size	Loc Code	Presenting Problem	Progress Report
ADRIANSE, ASHLEIGH T010000063									
09/02/13	Student absent								
<b>Comments:</b>									
<b>Areas Covered:</b>									
09/03/13	Provider not available								
<b>Comments:</b>									
<b>Areas Covered:</b>									
09/04/13	Speech & Language w/ CCC	Treatment of speech, language, voice, communication - Ind		00:30	30		03	Physical Problem	Maintained
Service Log									
<b>Comments:</b>									
<b>Areas Covered:</b> Articulation									
<b>Covered:</b>									

- Select start date and end date range.
- Student selection – Select one or all
- Run Report – This summary allows you to save and print detailed summaries of all service logs, non-billable, student absence, provider absence, student not available, and provider not available. Report can be saved in multiple formats. Report can be printed as a Progress Report with provider signature and date.



**If you have issues accessing the system, please contact the  
Medicaid Service Portal Help Desk:**

**301-952-6390**