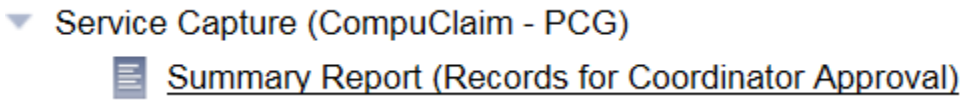
TIENET Tips for.....

Approving Service Records for Supervised/Under Direction of Staff & Entering Events

Help Document

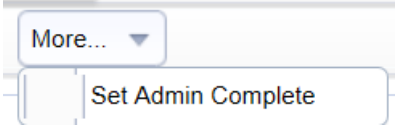
One of the responsibilities of a supervising staff member is to approve the service records for the supervised staff. The supervising staff member must review and approve service records before they can be sent to Medicaid.

1. On the home page select the report to the right called *Summary Report (Records for Coordinator Approval).* Once opened, the report will display any completed service records that require approval.



NOTE: If the supervising staff member and the supervised staff member do not work in the same districts then the supervising staff member will need to select the supervised staff member's school district on the home page before selecting the *Summary Report (Records for Coordinator Approval)* in order to see records to approve.

2. Select *More…* > *Set Admin Complete*



3. Review the records listed.

4. There are two options to approve service records:
   - **Apply 'Set Admin Complete' to Service Records Checked Below…** - select this option if you have individually selected records for approval. Records without a check mark will not be approved.
   - **Apply 'Set Admin Complete' to All Service Records in Report…** - select this option if you have reviewed all records and they can all be approved.

   Select the green bar for either of these options to approve the records.

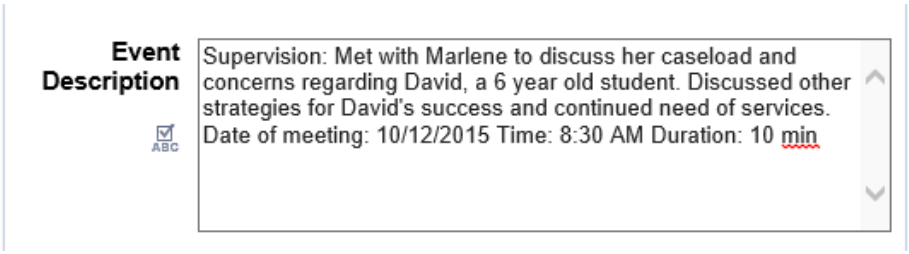
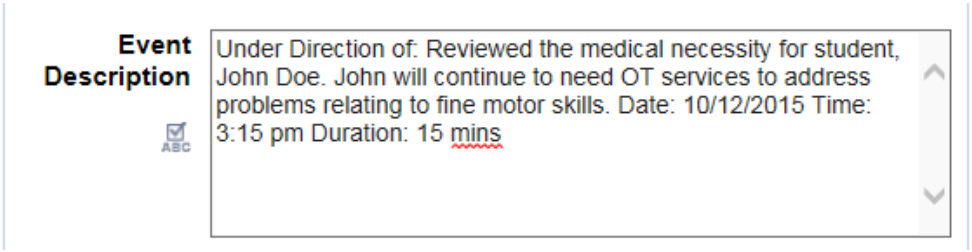
   Once records are approved they will no longer display on the report.

Using Events for
Supervision & Under the Direction of

It is also the responsibility of a supervising staff member to document the activities that are expected to occur as part of the supervision of or under the direction of requirements set forth by MDHHS and your professional guidelines, health code, and/or administrative rules. This task is best done by creating an Event under the person that is under your direction or supervision.

1) Go to Search and select Staff
2) Enter the name of staff who is under your direction or being supervised – click Search
3) Click on the Folder icon next to the staff member's name
4) Click on the Events tab
5) Click on Add New Event
6) In the Event Description box begin by typing the word "Supervision:" or "Under the Direction of:"
7) Add the details of the supervision or under direction of activity that was completed
8) Do not forget to note the date and time of the activity
9) Click Accept to save

Supervision Example:



Under Direction of Example: