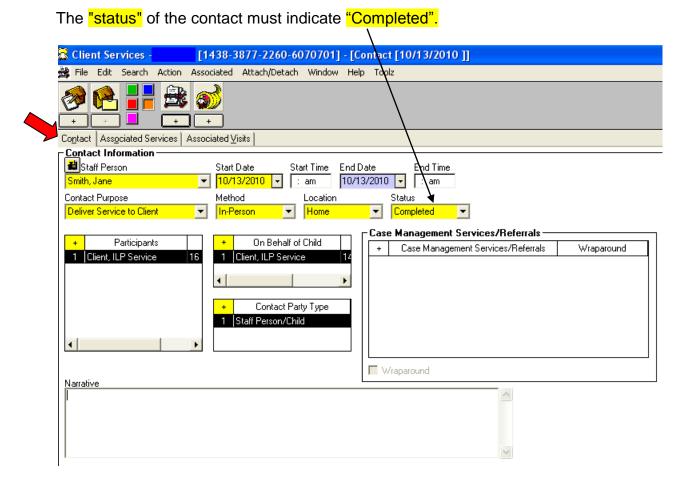
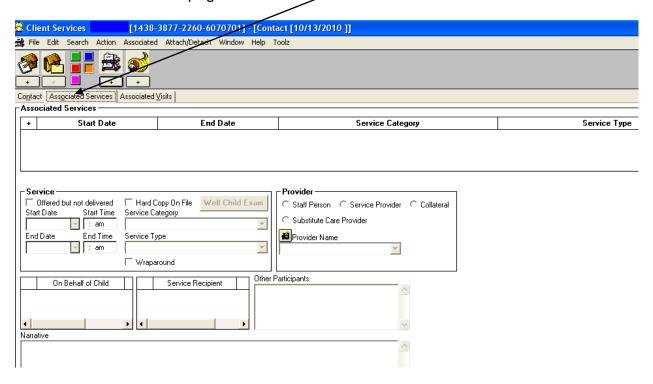
DOCUMENTING A DELIVERED ILP SERVICE IN THE CONTACT NOTEBOOK

In order to document a Delivered ILP Service in the Contact notebook, it is necessary to first document a Contact and completing all mandatory fields on the Contact tab.

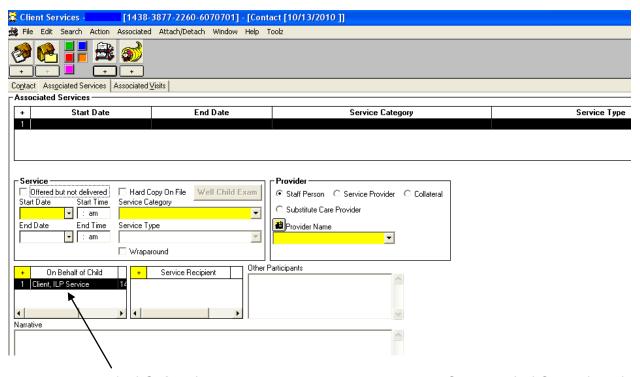


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You will then click on the **Associated Services tab**. Document all Delivered ILP Services on the Associated Services page.



Click on the '+' sign to create an Associated Services row. Mandatory fields will be indicated.

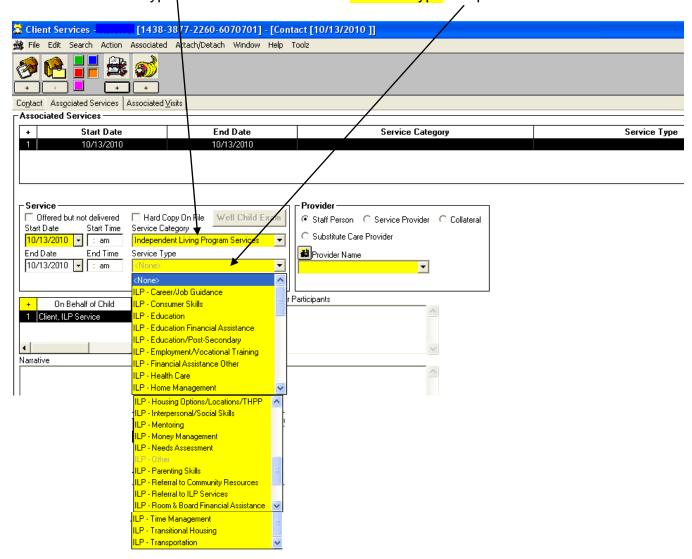


The "On Behalf of Child" field populates with the data in the "On Behalf of Child" field from the Contact page.

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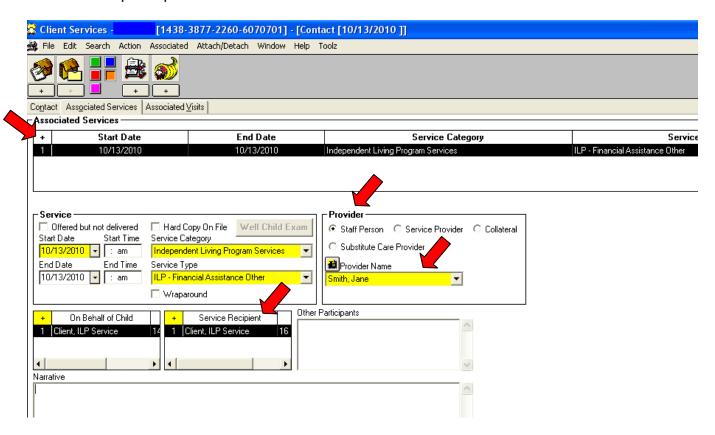
You are now ready to document the information about the ILP Delivered Service.

- Indicate the actual date the service was delivered.
- Select "Independent Living Program Services" from the Service Category drop-down.
- Indicate the type of ILP service from the "Service Type" drop-down.



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- Select the appropriate "Provider" type. The Provider can be one of the following:
 - Staff Person, Service Provider, Collateral Contact or Substitute Care Provider.
- Select the "Provider Name" from the Provider Name drop-down.
 - In this example, the Service Provider was Staff Person Jane Smith.
- Complete all other mandatory fields including the "Service Recipient".
 - Click on the '+' sign and select the appropriate recipient from the list of possible participants.



In order to add additional ILP services, you will again click on the '+' sign below "Associated Services" to create another row. Complete all mandatory fields.

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