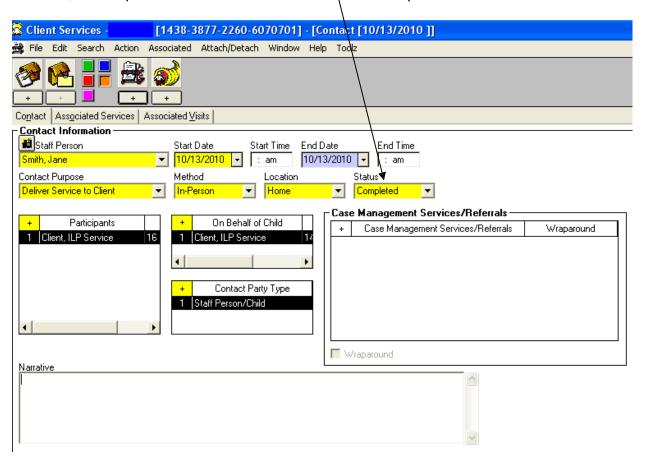
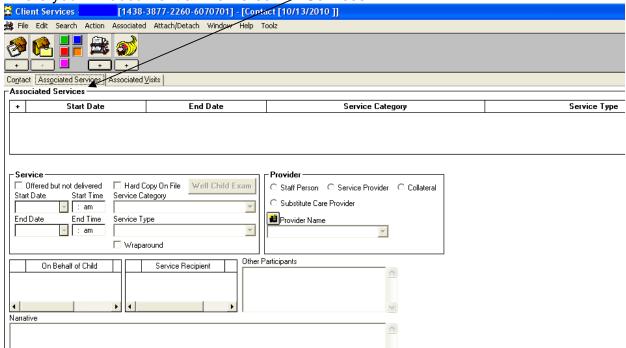
DOCUMENTING A DELIVERED ILP SERVICE IN THE CONTACT NOTEBOOK

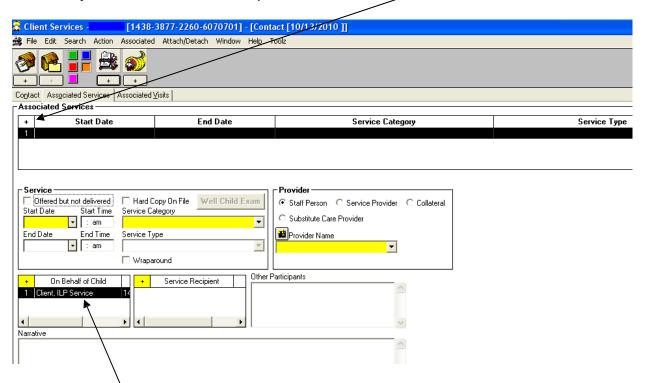
In order to document a Delivered ILP Service in the Contact notebook, it is necessary to first document a Contact by completing all mandatory fields on the Contact page. In addition, it is required the Status of the contact be "Completed".



You will then click on the Associated Services tab. The Associated Services page is where you will document all Delivered ILP Services.

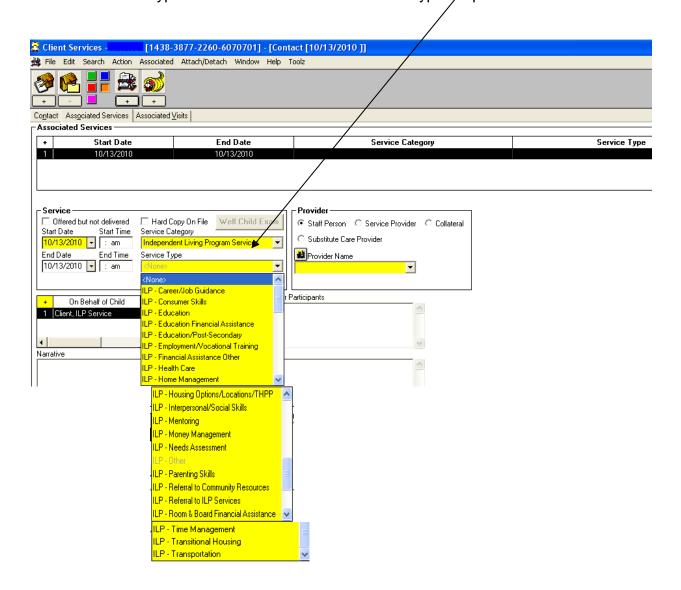


Click on the '+' sign to create an Associated Services row and you will see the mandatory fields that must be completed to document an Associated Service.



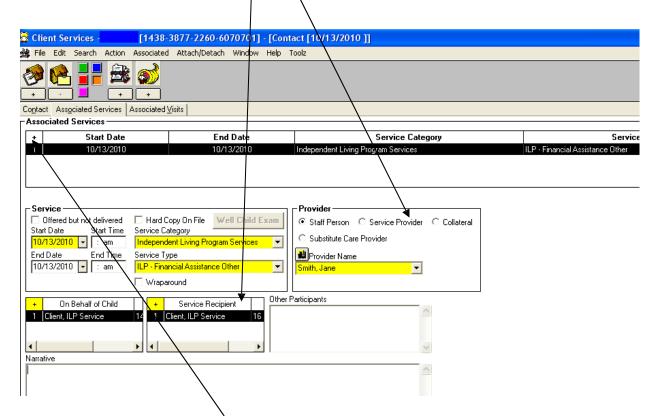
The On Behalf of Child field populates with the data in the On Behalf of Child field from the Contact page. You are now ready to document the information about the ILP Delivered Service.

You must indicate the actual date the service was delivered. It is necessary to select "Independent Living Program Services" from the Service Category drop-down. You then indicate the type of ILP service from the Service Type drop-down.



NOTE: To be credited on NYTD, the Delivered Service must be an ILP Service.

You then must indicate the Provider of the service. The Provider can be one of the following provider types: Staff Person, Service Provider, Collateral Contact or Substitute Care Provider. Select the appropriate provider type and then select the provider from the Provider Name drop-down. In this example, the Service Provider was Staff Person Jane Smith. The remaining mandatory field is the Service Recipient. Click on the '+' sign and select the appropriate recipient from the list of possible participants that will be presented to you.



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