

## 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".

**Client Services - [1438-3877-2260-6070701] - [Contact [10/13/2010 ]]**

File Edit Search Action Associated Attach/Detach Window Help Tools

Contact Associated Services Associated Visits

**Contact Information**

Staff Person: Smith, Jane Start Date: 10/13/2010 Start Time: : am End Date: 10/13/2010 End Time: : am

Contact Purpose: Deliver Service to Client Method: In-Person Location: Home Status: Completed

Participants		
+		
1	Client, ILP Service	16

On Behalf of Child		
+		
1	Client, ILP Service	14

Contact Party Type		
+		
1	Staff Person/Child	

**Case Management Services/Referrals**

Case Management Services/Referrals		Wraparound
+		

Wraparound

Narrative

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.

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Contact Associated Services Associated Visits

	Start Date	End Date	Service Category	Service Type
1	10/13/2010	10/13/2010		

**Service**

Offered but not delivered  Hard Copy On File  Well Child Exam

Start Date: 10/13/2010 Start Time: : am

End Date: 10/13/2010 End Time: : am

Service Category: Independent Living Program Service

Service Type: <None>

- <None>
- ILP - Career/Job Guidance
- ILP - Consumer Skills
- ILP - Education
- ILP - Education Financial Assistance
- ILP - Education/Post-Secondary
- ILP - Employment/Vocational Training
- ILP - Financial Assistance Other
- ILP - Health Care
- ILP - Home Management
- ILP - Housing Options/Locations/THPP
- ILP - Interpersonal/Social Skills
- ILP - Mentoring
- ILP - Money Management
- ILP - Needs Assessment
- ILP - Other
- ILP - Parenting Skills
- ILP - Referral to Community Resources
- ILP - Referral to ILP Services
- ILP - Room & Board Financial Assistance
- ILP - Time Management
- ILP - Transitional Housing
- ILP - Transportation

**Provider**

Staff Person  Service Provider  Collateral

Substitute Care Provider

Provider Name: [ ]

Participants

Narrative

**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.

The screenshot shows a software application window titled "Client Services - [1438-3877-2260-6070701] - [Contact [10/13/2010]]". The interface includes a menu bar (File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, Tools), a toolbar with icons for file operations, and a tabbed interface with "Contact", "Associated Services", and "Associated Visits". The "Associated Services" tab is active, showing a table with columns for Start Date, End Date, Service Category, and Service. Below the table are sections for "Service" (with fields for Start Date, End Date, Service Category, Service Type, and checkboxes for "Offered but not delivered", "Hard Copy On File", and "Wraparound") and "Provider" (with radio buttons for "Staff Person", "Service Provider", "Collateral", and "Substitute Care Provider", and a "Provider Name" dropdown). At the bottom, there are sections for "On Behalf of Child" and "Service Recipient" with a table listing participants, and an "Other Participants" field. A "Narrative" field is also present at the bottom.

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.