

NATIONAL YOUTH IN TRANSITION DATABASE (NYTD) INFORMATION ATTACHMENT II

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.

The **"status"** of the contact must indicate **"Completed"**.

The screenshot shows the 'Client Services' window for contact [1438-3877-2260-6070701] on 10/13/2010. The 'Contact' tab is active, and the 'Status' dropdown menu is set to 'Completed'. A red arrow points to the 'Contact' tab, and a black arrow points to the 'Status' dropdown menu.

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

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

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

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

File Edit Search Action Associated Attach/Detach Window Help Tools

Associated Services

+	Start Date	End Date	Service Category	Service Type

Service

Offered but not delivered Hard Copy On File

Start Date Start Time Service Category

End Date End Time Service Type

Wraparound

Provider

Staff Person Service Provider Collateral

Substitute Care Provider

Provider Name

On Behalf of Child Service Recipient Other Participants

Narrative

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

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

File Edit Search Action Associated Attach/Detach Window Help Tools

Associated Services

+	Start Date	End Date	Service Category	Service Type
1				

Service

Offered but not delivered Hard Copy On File

Start Date Start Time Service Category

End Date End Time Service Type

Wraparound

Provider

Staff Person Service Provider Collateral

Substitute Care Provider

Provider Name

On Behalf of Child Service Recipient Other Participants

1 Client, ILP Service

Narrative

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.

The screenshot shows the 'Client Services' application window for contact [10/13/2010]. The 'Associated Services' table contains one entry:

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

The 'Service' form below the table has the following fields:

- Offered but not delivered
- Hard Copy On File
- Well Child Exam
- Start Date: 10/13/2010
- Start Time: : am
- Service Category: Independent Living Program Services
- End Date: 10/13/2010
- End Time: : am
- Service Type: (Open dropdown menu showing options like ILP - Career/Job Guidance, ILP - Consumer Skills, etc.)

The 'Provider' section includes:

- Staff Person
- Service Provider
- Collateral
- Substitute Care Provider
- Provider Name: (Open dropdown menu)

The 'Participants' section is currently empty.

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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.

The screenshot shows the 'Client Services' application window for contact [1438-3877-2260-6070701] on 10/13/2010. The 'Associated Services' table contains one entry:

	Start Date	End Date	Service Category	Service
+	10/13/2010	10/13/2010	Independent Living Program Services	ILP - Financial Assistance Other

Below the table are two detail forms:

- Service Form:** Includes checkboxes for 'Offered but not delivered', 'Hard Copy On File', and 'Wraparound'. It has fields for Start Date (10/13/2010), Start Time (: am), End Date (10/13/2010), End Time (: am), Service Category (Independent Living Program Services), and Service Type (ILP - Financial Assistance Other). A 'Well Child Exam' button is also present.
- Provider Form:** Includes radio buttons for 'Staff Person' (selected), 'Service Provider', 'Collateral', and 'Substitute Care Provider'. It has a 'Provider Name' dropdown menu showing 'Smith, Jane'.

At the bottom, there are two small tables:

+	On Behalf of Child	+	Service Recipient
1	Client, ILP Service	14	1 Client, ILP Service

Other fields include 'Other Participants' and 'Narrative'.

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.