

Supervision/Under the Direction of: Approving Service Records

As part of “Supervision” or “Under the Direction of” responsibilities, fully licensed staff supervising limited licensed staff must approve the service records of staff they are working with. This step allows service records meeting all Medicaid requirements to be billed.

1. On the home page, select the report called *Summary Report (for Coordinator Approval) – upd*. 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 district, the supervising staff member will need to select the supervised staff member’s school district on the home page before selecting the report to see records to approve.

2. Select *More... > Apply Bulk Operation*



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

Apply to Service Records Checked Below

Apply to All Service Records in Report

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