

Supervision Log Wizard

Staff that have been identified as Supervising Clinicians for Limited Licensed staff are required to review and approve their service logs. Fortunately, Relay makes it very easy to complete this task. Logs should be reviewed with the LL team member, ideally during monthly supervision meetings.

Step 1: Click on Wizards on the navigation bar.

You'll be taken to a screen containing different types of logging wizards

Select Supervision Log Wizard.

Step 2: Select the provider and student you wish to review.

This list contains providers and logs that require approval before the claims can be sent out for billing.

View Previously Entered Supervision Logs

Below you will find supervision logs that you still need to complete. When you are ready

Provider Name	Student Name	Birthdate

Enter Supervision Log

Enter Supervision Log

Enter Supervision Log

Enter Supervision Log

Enter Supervision Log

Enter Supervision Log

Enter Supervision Log

Enter Supervision Log

Enter Supervision Log

Claims from Limited Licensed Staff will not be sent to Medicaid if a supervising clinician has not approved them. You have up to a year to approve any outstanding logs.

Step 3: Check the service logs and add comments save and return to List.

Providers: [Redacted]

Student: [Redacted]

Service Log	Service Type	Discussion Problem	Service Date	Start Time	End Time	Group Size	Progress Report	Service Comments	Access Granted	Approved Notes	Status Date	Status
<input type="checkbox"/>	Group Psychotherapy (Student)	Autism	8/26/2025	12:02 PM	12:22 PM	6	Slight Progress	Pulled into classroom and introduced myself to students. We talked about what I will do in sessions and then had students fill out all about me worksheets.	Counseling			Pending
<input type="checkbox"/>	Group Psychotherapy (Student)	Autism	9/2/2025	12:02 PM	12:22 PM	6	Slight Progress	Pulled into classroom and gave students assessment over emotions to see capabilities. We went through and identified emotions on faces.	Counseling			Pending

Approved Date: 8/19/2025

Comments: I, as the supervising provider, have reviewed and approved this service log.

Save and Return to List Save and go to Next Student Save and Continue Skip Summary Return to List Corrections Required

For more information or support:

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