



Service Portal Guide for Natomas Unified School District **Service Providers**



Service Portal Guide for Service Providers



The screenshot shows the 'Service Portal' login interface. It has a dark teal header with the text 'Service Portal'. Below the header are three input fields: 'Client ID' with the value 'Oakland', 'E-mail address' with the value 'admin', and 'Password' with a masked password '.....'. There is a checkbox labeled 'Remember my Client ID and Username on this computer' which is checked. At the bottom, there is a 'Login' button and a link that says 'Click here if you forgot your password'.



To login:

www.meduclaim.com/serviceportal

Client ID: Natomas

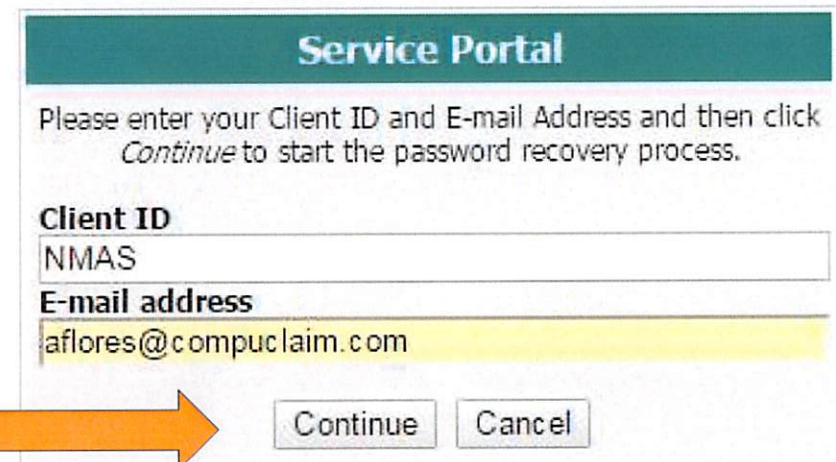
Enter email address and password assigned – click on login

Forgot your password?

Click here if you forgot your password

- Enter your Client ID: Natomas
- Enter the email address we have on file for you
- Select continue

You will receive confirmation that a “**new random password** has been created and sent to your e-mail”.



The screenshot shows the 'Service Portal' password recovery interface. It has a dark teal header with the text 'Service Portal'. Below the header is a message: 'Please enter your Client ID and E-mail Address and then click Continue to start the password recovery process.' There are two input fields: 'Client ID' with the value 'NMAS' and 'E-mail address' with the value 'aflores@compuclaim.com'. The 'E-mail address' field is highlighted in yellow. At the bottom, there are two buttons: 'Continue' and 'Cancel'. An orange arrow points to the 'Continue' button.

Resetting Password

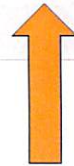
Service Portal

For security reasons, you must change your password. Please enter your old password and your new password twice in the fields below. Your new password must be different than your old password. New password must be at least 7 characters long, have at least one uppercase letter, at least one lowercase letter, and at least one number. You may not re-use any previous password for 180 days.

Current Password

New Password

Verify Password



- Look for the “**CompuClaim Service Portal Login Information**” email
- Your temporary password will be inside
- Go back to the Service Portal window and select “**Return to Login Page**”
- Enter your **Client ID, Email Address,** and **new temporary** password. Click “**Login**”

You will be prompted to create a new password that must be different from your previous password. It must be at least 7 characters long, have at least one uppercase letter, at least one lowercase letter, and at least one number. You may not re-use a previous password for **180 days**.

Click “**Continue**” to confirm new password change. If successful, you will be have access to the Service Portal.

Navigating the Site

The top right corner of the Service Portal displays the Navigational Links that are available continuously throughout the system

Oakland
Services Portal powered by CompuClaim

Welcome System Admin My Account | Logout
Home | Wizards | Reports | Student Search | Help | Administration

Announcements

Welcome back to the Service Portal!

My Caseload ▾

For those providers supervising assistants be sure to review and approve logs in the supervision wizard.

If you need assistance or have any questions, please email Pam Katz at pkatz@compuclaim.com or call 401-623-8468 or 800-964-5219.

My account: To change password
Log out: Ends session
Home: Returns you to home page.
This is the screen you are now viewing.

Wizards: This is how you will log eligible services.

- **Service Log by Student Wizard** – Where services are entered for students on your caseload. Users may select one student, multiple or all students. You must choose at least one student.
- **Edit Student Service Logs** – You can edit all service logs as long as status is pending. You can change service documentation, add or delete comments or change time. You can also delete services if needed.
- **Supervision Log** – Use this wizard if you need to complete supervision logs. Supervisors have been assigned to supervise providers and are required to view and approve students' service logs before they can be submitted for reimbursement.

Reports: Live Reports can be saved or printed

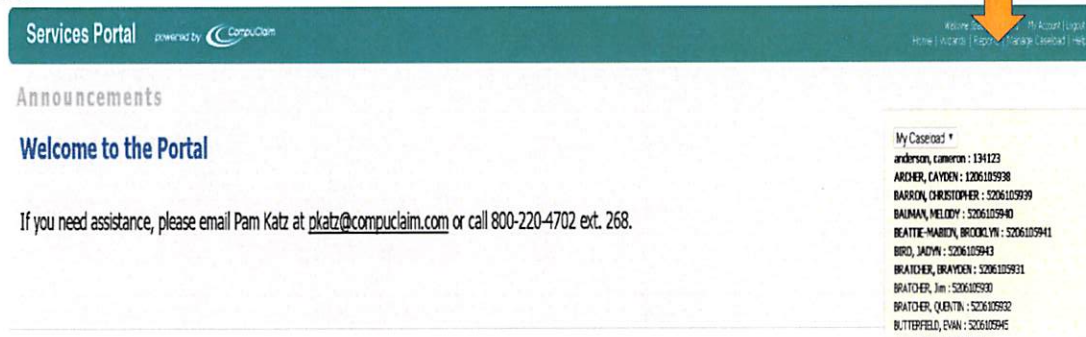
- **Logging Summary**
- **Detailed Student Report**
- **Monthly Student Log.**

Manage Caseload: Providers can easily add/remove students to and from their caseload.

Help : Answers to common questions by users

Manage Caseload

Click the “Manage Caseload” link to view available students in district to add to your caseload. These students will reflect the students you provide services to based on their IEP/IFSP requirements. This includes students who are recommended for assessments and/or are currently receiving “medically necessary,” health related services.



Services Portal powered by CompuClaim

Home | Wizard | Reports | Manage Caseload | Help

My Account | Logout

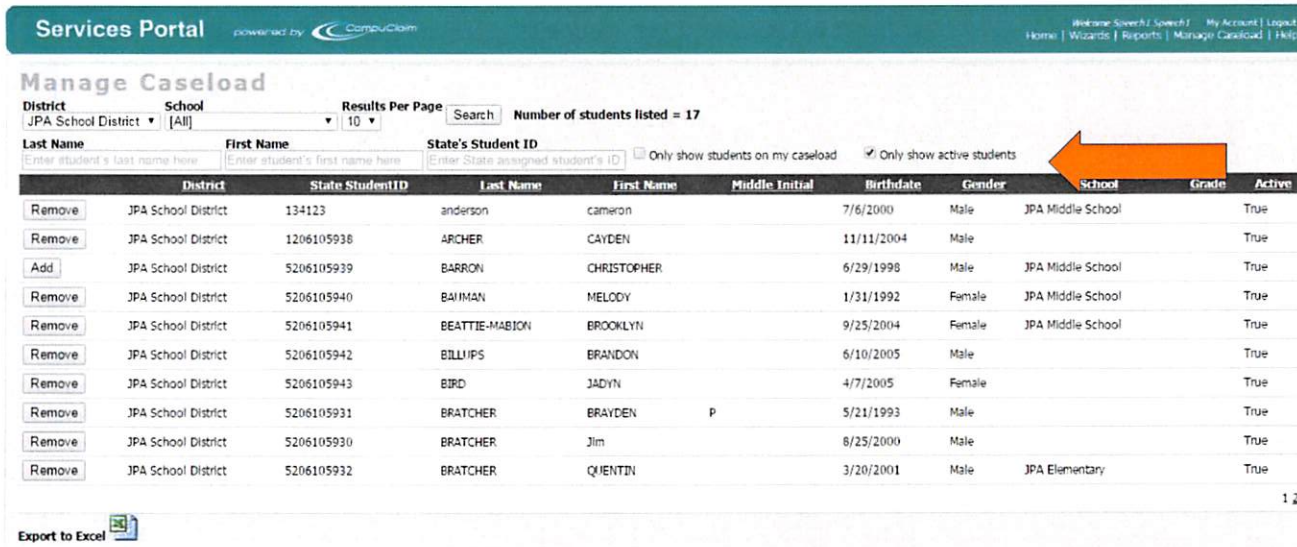
Announcements

Welcome to the Portal

If you need assistance, please email Pam Katz at pkatz@compucclaim.com or call 800-220-4702 ext. 268.

My Caseload *

- anderson, cameron : 134123
- ARCHER, CAYDEN : 1206105938
- BARRON, CHRISTOPHER : 5206105939
- BAJMAN, MELODY : 5206105940
- BEATTIE-MABION, BROOKLYN : 5206105941
- BIRD, JADYN : 5206105943
- BRATCHER, BRAYDEN : 5206105931
- BRATCHER, Jim : 5206105930
- BRATCHER, QUENTIN : 5206105932
- BUTTERFIELD, EVAN : 5206105945
- CARL, ERICA : 5206105946



Services Portal powered by CompuClaim

Welcome Speech | Speech | My Account | Logout

Home | Wizard | Reports | Manage Caseload | Help

Manage Caseload

District: JPA School District | School: [All] | Results Per Page: 10 | Search | Number of students listed = 17

Last Name: [Enter student's last name here] | First Name: [Enter student's first name here] | State's Student ID: [Enter State assigned student's ID] | Only show students on my caseload | Only show active students

	District	State Student ID	Last Name	First Name	Middle Initial	Birthdate	Gender	School	Grade	Active
Remove	JPA School District	134123	anderson	cameron		7/6/2000	Male	JPA Middle School		True
Remove	JPA School District	1206105938	ARCHER	CAYDEN		11/11/2004	Male			True
Add	JPA School District	5206105939	BARRON	CHRISTOPHER		6/29/1998	Male	JPA Middle School		True
Remove	JPA School District	5206105940	BAJMAN	MELODY		1/31/1992	Female	JPA Middle School		True
Remove	JPA School District	5206105941	BEATTIE-MABION	BROOKLYN		9/25/2004	Female	JPA Middle School		True
Remove	JPA School District	5206105942	BILLIIPS	BRANDON		6/10/2005	Male			True
Remove	JPA School District	5206105943	BIRD	JADYN		4/7/2005	Female			True
Remove	JPA School District	5206105931	BRATCHER	BRAYDEN	P	5/21/1993	Male			True
Remove	JPA School District	5206105930	BRATCHER	Jim		8/25/2000	Male			True
Remove	JPA School District	5206105932	BRATCHER	QUENTIN		3/20/2001	Male	JPA Elementary		True

Export to Excel

You will notice the ‘Only show active students’ button is selected by default. This will allow you to only search for students currently active within the district. If you unselect this button, you will be able to find students who may have left district and are no longer active.

Manage Caseload cont'd.

mpuClaim

per Page Search Number of students listed = 51

State's Student ID Enter State assigned student's ID Only show students on my caseload Only show active students

IID	Last Name	First Name	Middle Initial	Birthdate	Gender	School
	BRATCHER	Jim		8/25/2000	Male	
	BRATCHER	QUENTIN		3/20/2001	Male	JPA Elementary
	BUNTING	CARSON		2/4/2004	Male	
	BUTTERFIELD	EVAN		2/12/2007	Male	

Only Show My Caseload – Use this to easily remove students no longer receiving services.

To Add Students to your caseload:

- Make sure the “Only show students on my caseload” box is **not** checked.
- Some districts import students by school. If you are searching for a student at a particular school, use the **district** dropdown. This will open the **school** dropdown. Select the school and hit search. Now, only students who attend that specific school will appear on the list.
- If your district has not imported students by school, you can select your district from the district drop down and hit search. Now, all the students in your school district will appear on the list.
- Type the first few letters of the student’s last name in the search box and click on “Search”. For best results, keep the search as broad as possible in order to capture more students in the results.
- When you locate the correct student, click on “Add” next to the student’s name. This button will now display as remove and that student is now on your caseload. **DO NOT click on remove again.** This will remove the student.
- Click on “Home” in the toolbar when finished and you will see your updated caseload.

Services Portal powered by CompuClaim

Manage Caseload

District [All] School [All] Results Per Page 10 Search N

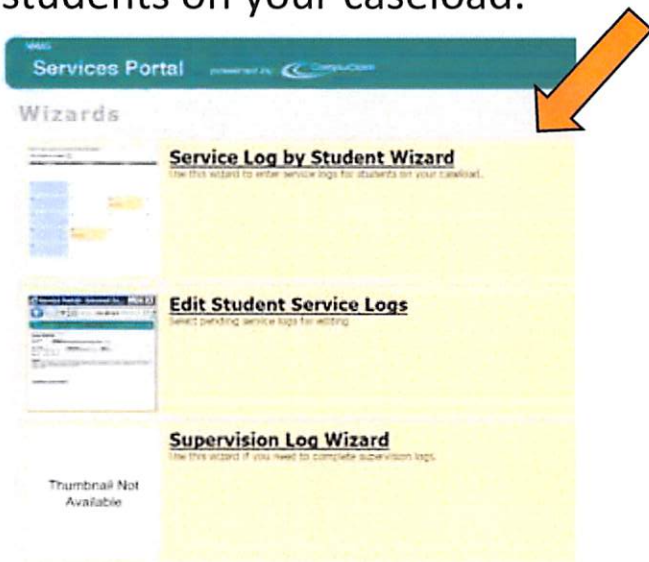
Last Name First Name State's Student ID

	District	State Student ID	Last Name
Add	JPA School District	5206105930	BRATCHER
Remove	JPA School District	5206105932	BRATCHER
Add	JPA School District	5206105944	BUNTING
Remove	JPA School District	5206105945	BUTTERFIELD
Remove	Napa COE SELPA	10280864117	Caleb
Remove	JPA School District	5206105946	CARL
Add	JPA School District	5206105936	CLINE
Remove	JPA School District	5206105933	COBURN
Add	JPA School District	5206105934	COLES
Add	JPA School District	5206105935	COLHOIR

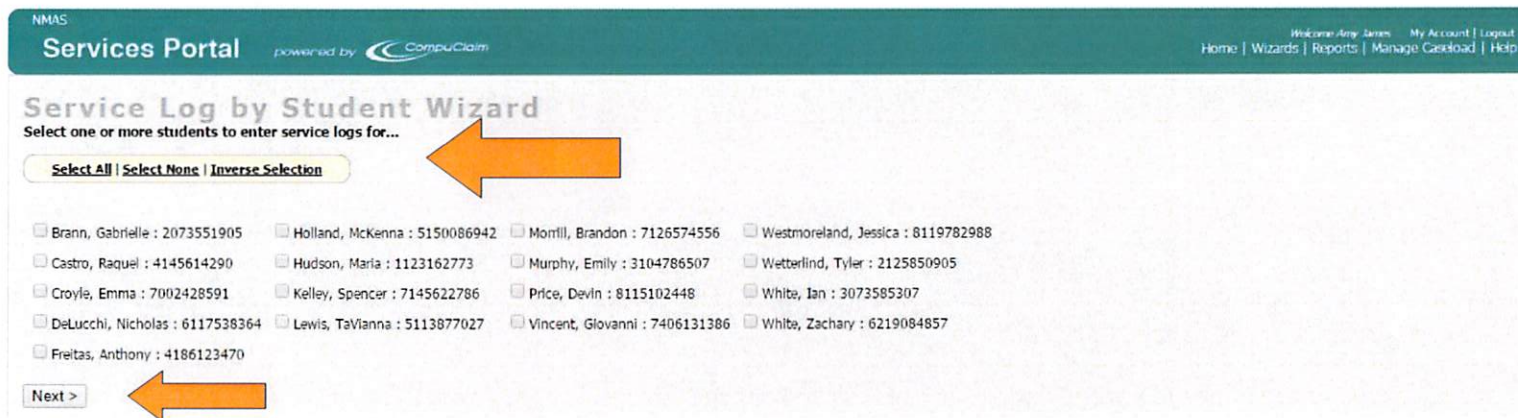
To Remove Students that shouldn't be on your caseload or who you no longer see: Click on “Only show students on my caseload”. Click on “Remove” next to any student you need to delete from your caseload. **(This will not delete the student from the system, only from your caseload.)**

Wizard: Service Log by Student Wizard

- Select Service Log by Student Wizard – Use this wizard to enter service logs for students on your caseload.



- Select one or more students, or check all to enter service logs. By selecting all you can scroll through your entire caseload in the logging calendar. Click “NEXT “



Wizard: Service Log by Student Wizard cont'd.

Services Portal powered by Welcome: Speech / Speech / My Account | Logout Home | Wizards | Reports | Manage Calendar | Help

Service Log by Student Wizard

Click on a date to enter a new service log for this student. Use the arrows next to the student name to go to a different student. Use the arrows next to the month and year to change the calendar month.


ARCHER, CAYDEN (11/11/2004) Group Service March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 ✓	19	20 ✓	21
22	23	24	25	26	27	28
29	30	31				

- You can enter **Group Services** by selecting multiple students and selecting the Group Service button and the date(s) you wish to enter these services for.
- You can also use the **multi-day** function, by selecting multiple check boxes on the calendar. This function allows you to enter for multiple days easily.

Blue highlighted fields are weekend dates and are unavailable to select. The calendar will automatically bring you to the current month, but you can navigate to prior months by using the arrows next to the month to scroll. Once you've selected the day(s) you want to enter services for, select **NEXT**




Wizard: Service Log by Student Wizard cont'd.

Services Portal powered by 

Service Log by Student Wizard


ARCHER, CAYDEN (11/11/2004)

Prior service logs for current month

	Log Type	Service Date	Status	Service Type	Duration	Group Size	Progress Report
	Service Log	3/4/2015	Pending	(IEP) Speech Therapy Ind. Service	30		
	Service Log	3/2/2015	Pending	(IEP) Speech Therapy Ind. Service	30		

What type of log would you like to enter?

- Service Log
- Non-Billable Entry
- Student absent
- Student not available
- Provider absent
- Provider not available



Select type of log

- **Service Logs** - Use service log for all assessment logs and all individual and/or group therapy sessions that are provided. These would be all billable services.
- **Non-Billable** – Maintain logs of all daily activities that you provide that are not considered billable services. This feature will allow you to use the comments box to describe the activity you are providing.
- **Student Absent, Provider Absent, Student Not Available, Provider Not Available**- If you want to maintain these records you cannot comment on the selection. If you need to comment use Non-Billable for these selections and you may maintain a description of the activity.

Wizard: Service Log by Student Wizard cont'd.

If you are entering **Group Services**, select your students, then select **'NEXT'**

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Service Log by Student Wizard

Select one or more students to enter service logs for...

Select All | Select None | Inverse Selection

ARCHER, CAYDEN : 1206105938 BAUMAN, MELODY : 5206105940 BUTTERFIELD, EVAN : 5206105945 CARL, ERICA : 5206105946
 ARCHER, CAYDEN : 1206105938 BIRD, JADYN : 5206105943 Caleb, Caleb : 10280:864117 COBURN, TRENTON : 5206105933
 BARRON, CHRISTOPHER : 5206105939 BRATCHER, QUENTIN : 5206105932

Next >

Make sure that you select the **'Group Service'** button. You can tell that you've selected multiple students, because there is an arrow next to the student's name to scroll through.

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Service Log by Student Wizard

Click on a date to enter a new service log for this student. Use the arrows next to the student name to go to a different student.

ARCHER, CAYDEN (11/11/2004) Group Service

Reports



You have the ability to generate 3 different reports:

- ***Logging Summary***
- ***Detailed Student Report***
- ***Monthly Student Log.***

These reporting tools allow you to maintain a copy of the services and activities you've provided. Reports can be downloaded and printed to bring to meetings with staff or parents. These reports can be printed and used as a progress report to send home to parents and can be signed by the provider.

Reports

Logging Summary

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Logging Summary For Speech3 Speech

Export to PDF Export to XLS

Month: Dates of Service Start Date End Date Student selection
March 2015 3/1/2015 3/31/2015 [All]

Select Date range from pulldown or enter the date range, make the Student selection and then click 'Run Report'.
Run Report

Rows Returned: 4

Student Name DOB


Type	Service Date	Service	Service Type Desc	Duration	Group Size	Progress Report	Areas Covered	LC	Comments
Student Name DOB: ARCHER, CAYDEN 2004-11-11									
Service Log	3/4/2015	Speech & Language w/ CCC	(IEP) Speech Therapy Ind. Service	35			Producing Sound	89	Comments should include observations, description.
Service Log	3/3/2015	Speech & Language w/ CCC	(IEP) Speech Therapy Group Service	30			Articulation	89	Student will be able to produce age appropriate sounds in EM positions in 1-3 syllable words with 70% accuracy in a structured setting.
Service Log	3/2/2015	Speech & Language w/ CCC	(IEP) Speech Therapy Ind. Service	30			Producing Sound	89	Comments should include observations, description.
Student Name DOB: CARL, ERICA 1999-06-04									
Service Log	3/2/2015	Speech & Language w/ CCC	(IEP) Speech Therapy Ind. Service	30			Articulation exercises	89	Student used appropriate volume during therapy. Articulation sounded generally appropriate. Student followed simple directions about 80% of time.

Select the button to the left to save to a PDF or an excel spreadsheet.

- You can select month
- You can enter a Start and End Date range
- Select student name- You can select one or all students. This will show you a summary of services that were provided for your students.
- Select Run Report - This summary can be saved as a PDF or excel spreadsheet and will allow you to print out report.

Reports

Detailed Student Report

Services Portal powered by 

Detailed Report For Students of Speech3 Speech3

Month:Dates of Service Start Date End Date Student selection
All 3/1/2014 2/28/2015 [All]

Select Date range from pulldown or enter the date range, make the Student selection and then click 'Search'.
Run Report

Rows Returned:

Page 1 of 1 Pdf

Detailed Report for Students of Speech3 Speech3 for services received from 3/1/2014 to 2/28/2015

Service Date	Service	Service Type	Start Time	End Time	Dura- tion	Group Size	Loc Code	Presenting Problem	Progress Report
anderson, cameron									
04/08/14	Speech & Language w/ CCC	(IEP) Annual Speech Language Assessment		00:00	0		89		
Service Log									
Comments:									
Areas Covered:									
04/09/14	Speech & Language w/ CCC	(IEP) Speech Therapy Ind. Service	00:30	30			89		
Service Log									
Comments:									
Areas Covered:									


- You can select month and year
- You can enter a start date and end date range
- Student selection – select one or all
- Run Report – This summary allows you view a detailed summary of all service logs, non-billable entries, student absences, provider absences, student not available, and provider not available.

Select PDF or excel from the dropdown and click the disc icon to the left to download.

Reports

Monthly Student Log

- You can select month and year
- Run Report
- This report includes your entire caseload by the month and year you've selected. You can print this out prior to providing services and use to make notes, etc.

Services Portal powered by 

Monthly Student Log of Speech3 Speech3

Month: March 2015

Rows Returned: Page 1 of 1 PDF

March 2015 Service Log

Provider: Speech3 Speech3, Speech & Language w/ CCC (Sign in blue ink): _____ Date: _____

Supervisor's title: _____ Signature: _____ Date: _____

Check I for Individual or G for Group Absent = "Ab" Provider Absent = "PA"
 Student enters program = "E" Student leaves program = "L"
 Track by minutes and only for the number of services on IEP or IFSP / Indicate C for Consult

Student Name (Last, First)	M.F. DOB	Student Code	I	G	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31
ARCHER CAYDEN	M1111.04	1206105938																								
ARCHER CAYDEN	M1111.04	1206105938																								
BARRON CHRISTOPHER	M10629.98	5206105939																								
BAUMAN MELODY	F0131.92	5206105940																								
BIRD JADYN	F0407.05	5206105943																								
BRATCHER QUENTIN	M0320.01	5206105932																								
BUTTERFIELD EVAN																										

Select PDF or excel from the dropdown and click the disc icon to the left to download.

