

MIPSE: Evidence of Supervision & Under the Direction of Evidence/Medicaid Supervision Log

It is the responsibility of a supervising staff member to document activities that are set forth by LARA administrative rules for licensure and/or Medicaid billing. Best practice is to document supervision meetings and activities on a **monthly** basis. Follow the steps below to access and utilize this new feature.

- 1) Search and locate supervisee (***the person you are supervising***) by clicking **SEARCH** then **STAFF**



- 2) Click on staff member's Document icon

- 3) Under **Create New Document** select **Medicaid Supervision Log** and then **Go** to generate the supervision/under direction of document

Create New Document:

- 4) **Label/Comment:** "*Jane Doe Supervision 20XX-XX SY*", Click **New**



- 5) Complete required fields

- 6) To add an additional date, click the **add row** icon under Meeting Date

- 7) When complete, click **Save, Done Editing**

- 8) Each month of the school year, add at least one new supervision activity

- 9) Finalize your document by the end of the school year

- 10) Click on **Set Document** and **Status from Draft to Final**

- 11) Print, sign, and upload by the last day of school

Supervision Documentation for Targeted Case Manager/SE Classroom Teacher
 School Year: 2023-24
 District: Kent Intermediate School District

| Meeting Date | Duration | Type of Supervision | Service Competency | Relevant Student | Notes (Include Activity Observed, Comments, Feedback, ...) |
|----------------------|------------|---------------------|---------------------------------|------------------|---|
| 11/06/2023, 11:00 AM | 25 minutes | Individual Meeting | District Process and Procedures | | Met with Diane to discuss procedures surrounding special ed |