

Lōkahi

Student Well-Being and Mental Health Service Log Application

Help guide

Student Not Found

1. Check the spelling of the name
2. Look the student up in eCSSS
 - a. Check the Demographics Tab
 - i. SIS Exit date if it is current student maybe gone
 - ii. Check School student may have enrolled in a different school

Student Profile Welcome, [User] | Logout

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin

Student Name: LOCKER_ZZ, SHAWN Student ID: 9990620977 Gender: M Grade: 09 School: Farrington High (106) Select Profile View: Page 1

Add to Student List

Demographics Status Contact Team Concerns Supports Measures Progress Charts Conferences Referral Program Incidents Restraints

Student Information

Last Name	First Name	MI	Name Suffix	Student ID
LOCKER_ZZ	SHAWN			9990620977
Federal Race	Federal Ethnicity	Date of Birth	Gender	
Native Hawaiian or Other Pacific Islander	Not Hispanic/Latino	08/01/2009	M	
DOE Race	Primary			
K - Samoan	X			

Residential Address

Residential Address: 1234 Aloha St

Apartment:

City: Honolulu State: HI

Zip Code: 96814 Country: United States

Enrollment Information

School: Farrington High (106) District: Honolulu (10) Complex: Farrington

Track/Combo School:

SIS Exit Code: 099 : Transfer to another Hawaii Public School

Grade: 09 SIS Start Date: 07/01/2023 SIS Exit Date: 06/30/2023

Previous School: Kalakaua Middle (118) Student Enrollment Status:

Mail Address

Mail Address: 1234 Aloha St

Country: United States

- b. Check the Referral Tab
 - i. Active IEP had the projected End date past
 - ii. Is there a draft IEP

Student Profile Welcome, [User] | Logout

Home | Student Profile | Service Log | School Profile | User Profile | Reports | Charts | Service Management | Admin

Student Name: HUMPHREYS_ZZ, ETHAN J Student ID: 9990499194 Gender: F Grade: 09 School: Farrington High (106) Select Profile View: Page 1

Add to Student List

Demographics Status Contact Team Concerns Supports Measures Progress Charts Conferences **Referral** Program Incidents Restraints

Received Date	Referral Action Due Date	Active Plans	Draft Plans	Inactive Plans	Actions
01/11/2022	01/26/2022	IEP			Open Referral

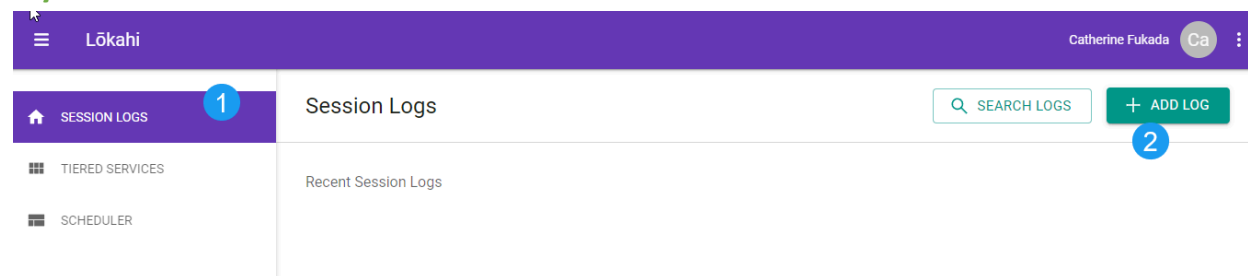
3. In Lokahi use the Filter Button and check the box for All students (Incl Inactive)

Student Type

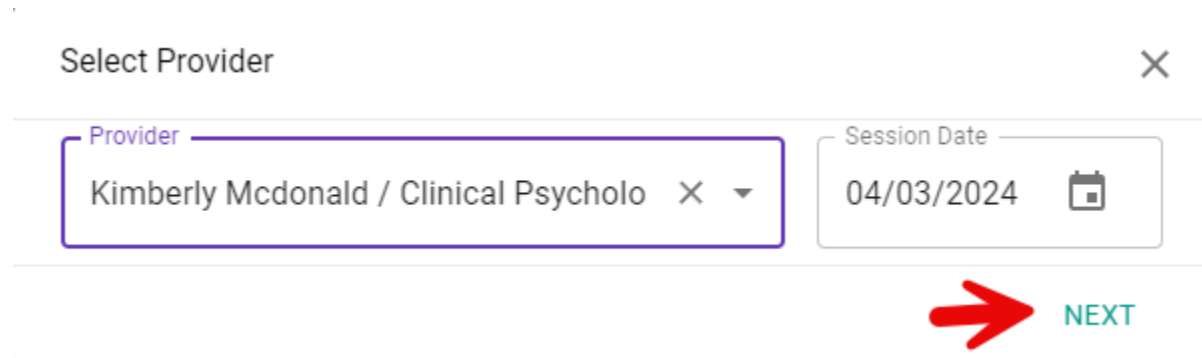
All Students (Incl Inactive) ☐

4. In Lokahi use the Schedule to see if you can pull up the student then add yourself as the provider
5. Email Catherine.Fukada@k12.hi.us when everything else fails.

My Service List

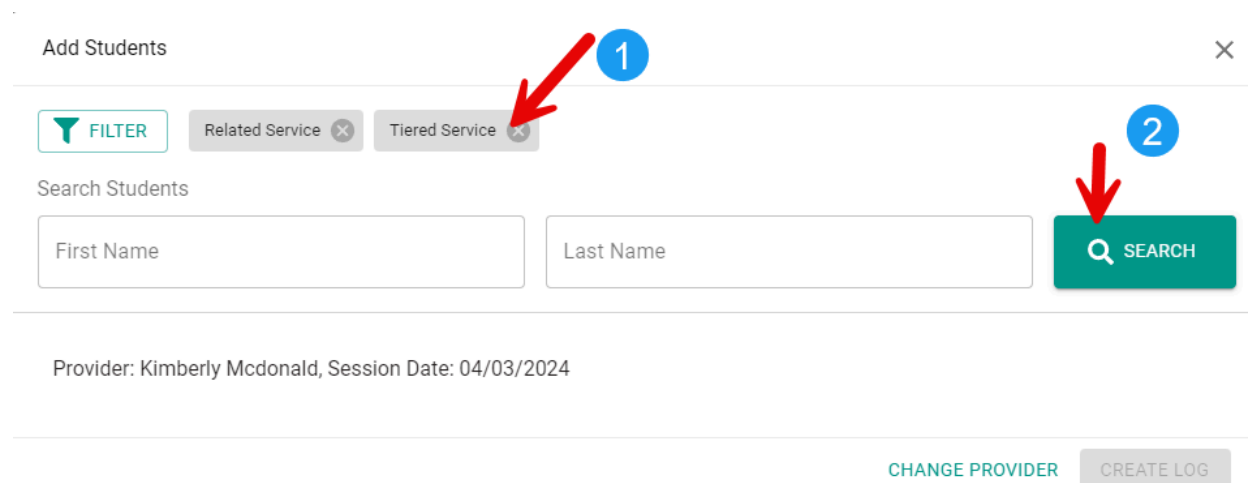


1. Make sure you are in session logs
2. Click Add Log



Make sure the Session Date is correct and click next.

Related Service Students



1. To get the students who are Section 504 and IDEA only you need to click on the x next to Tiered Services
2. Click Green Search Button (NOTE you may not have to do this as the list will appear)



FILTER

Related Service

Search Students

First Name

Last Name

SEARCH

Provider: Kimberly McDonald, Session Date: 04/03/2024



[Redacted]

Wahiawa Middle



IEP: Counseling

05/12/2023 - 05/08/2024



[Redacted]

Wahiawa Middle



IEP: Counseling

05/09/2023 - 05/09/2024

< 1 >

CHANGE PROVIDER

CREATE LOG

NOTE the service and Start End date of the service will display. The list will only show Active IEP Services that you are a provider listed on the service.

Tiered Service Students

For **Tiered**, student list you need to clear out the related Service and the students who have a tiered plan will show up.



FILTER

Tiered Service

Search Students

First Name

Last Name

SEARCH

Results: 24 for Provider: [Redacted] Session Date: 04/03/2024

IDEA, 504 & Tiered Students

For both Services: Just click Search and all the student will show up.



FILTER

Related Service ✕

Tiered Service ✕



Search Students

First Name

Last Name

SEARCH

Results: 38 for Provider: [Redacted] Session Date: 04/03/2024

Scheduler in Lokahi

1. Click on Scheduler
2. Click on Add by Student input student name or ID#
3. Click Retrieve Students
4. Click on the Arrow in the IEP Service When it says Inactive that mean a new IEP was created and that IEP is inactive so you want to make sure your name is in the Active Service

ADD BY PROVIDER		ADD BY STUDENT	
Student Name		RETRIEVE STUDENT	
IEP: Counseling 02/26/2024 - 02/15/2025	ESY: No 270 mins per Quarter		▼
IEP: Counseling 03/13/2023 - 03/03/2024	ESY: No Inactive 270 mins per Quarter		▼
IEP: Counseling 07/25/2022 - 04/05/2023	ESY: No Inactive 270 mins per Quarter		▼

Type in your name and Select it and then Click Add Provider and now you are on the new IEP Service.

ADD BY PROVIDER		ADD BY STUDENT	
Student Name		RETRIEVE STUDENT	
Provider Name/Credentials			
ADD PROVIDER			
No providers associated with this service			

Logs in eCSSS – where to find.

Logs go into eCSSS Production immediately when saved. These logs are view only so if you see an error you need to make the change on the original document in Lokahi

Supports Tab

Demographics | Status | Contact | Team | Concerns | **Supports** | Measures | Progress Charts | Conferences | Referral | Program | Incidents | Restraints

Support Type

- ☒ Walk-in Counseling
 - ☐ Programs
 - ☐ Interventions
 - ☐ Other Supports
- ☒ Services
 - ☐ Service Plans
 - ☒ SBBH Supports
 - ☐ Court/Due Process Hearing Testimony
 - ☐ Curriculum
 - ☒ Supplemental Docs
 - ☒ Natural Disaster

Display Supports:
Current Supports

Actions

Summary

Services Node

1. Click on the Services + sign
2. Click on the IEP or 504 + sign
3. Click on the Counseling Service it should be highlighted and Provider name shows
4. In the Actions, box click on the Open SBBH Service to see all logs entered for this IEP.

Demographics | Status | Contact | Team | Concerns | **Supports** | Measures | Progress Charts | Conferences | Referral | Program | Incidents | Restraints

Support Type

- ☐ Walk-in Counseling
- ☐ Programs
- ☐ Interventions
- ☐ Other Supports
- ☒ Services
 - Service Type
 - ☒ IEP
 - Service Name
 - ☒ Counseling
 - Projected Start Date: 11/01/2023
 - Projected End Date: 10/31/2024
 - ESY: Inactive
 - Provider Name/Position: Behavioral Health Specialist
 - ☐ Special Education
 - 11/01/2023 10/31/2024
 - ☒ Counseling
 - 11/07/2022 11/02/2023 X
 - ☐ Special Education
 - 11/07/2022 11/02/2023 X

Display Supports:
Current Supports

Actions

- > Open IEP
- > Open SBBH Service

Summary

ESY: No
Location: General Ed./SPED
Frequency: 270 mins per Quarter

All logs that were created for the IEP Service Counseling will display and you click on and open them up to see the details.

SBBH Session Log

Student Name	Student ID	Birth Date	Gender	Grade	School

Service Information

Service
IEP: Counseling

Projected Start Date: 11/01/2023 Projected End Date: 10/31/2024 Frequency: 270 mins per Quarter

Filter Logs			
Provider (all)	Sesssion Date Start	Sesssion Date End	Filter

Session Date	Start Time	Session Mins	Provider	Absent
03/15/2024	7:30AM	45		
03/15/2024	11:50AM	30		
03/14/2024	9:45AM	15		
03/13/2024	11:50AM	30		
03/11/2024	11:50AM	30		
03/08/2024	11:50AM	30		
03/07/2024	9:45AM	15		
03/06/2024	11:50AM	30		
03/05/2024	11:50AM	30		
02/16/2024	1:55PM	15		
02/15/2024	11:50AM	30		
02/14/2024	11:50AM	30		
02/13/2024	9:45AM	30		
02/05/2024	11:50AM	30		
01/31/2024	9:30AM	30		
01/23/2024	1:00PM	30		
Results - 41				
Open				

Tiered Service

1. Click on the SBBH Supports + Sign
2. Click on the Tiered Service + Sign
3. Click to high the Tier Plan
4. In the Actions box Click Open SBBH Tiered Service to Reveal the plan
5. In the Actions box Click on Open Session log to reveal the Log for the Tiered Plan

Demographics	Status	Contact	Team	Concerns	Supports	Measures	Progress Charts	Conferences	Referral	Program	Incidents	Restraints
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Support Type

- Walk-in Counseling
- Programs
- Interventions
- Other Supports
- Services
- SBBH Supports** ①
 - Support Type
 - Tiered Service** ②

Tier	Primary Provider	Start Date	Projected End Date	End Date
Tier: 3	Behavioral Health Specialist	09/05/2023	06/06/2024	③
Tier: 3	Behavioral Health Specialist	01/17/2023	05/31/2023	
 - Court/Due Process Hearing Testimony
 - Curriculum
 - Supplemental Docs
 - Natural Disaster

Display Supports:
Current Supports

Actions

- Open SBBH Tiered Service
- Open Session Logs

Summary

Tiered Service Plan

SBBH Tiered Service

Student Name	Student ID	Birth Date	Gender	Grade	School

Tiered Service	
Provider Behavioral Health Specialist	Start Date 09/05/2023
Alternate Provider	End Date 06/06/2024
Tier 3	Frequency 45 mins per Year

Targets	
Target	Practice Element

Notes

GOAL: Self Referred/Serious car accident during summer with peers, feelings about being a senior-future plans, fears

INTERVENTION: Check in process thoughts and feelings, naming supports

RESULT: T was able to articulate difficult feelings and struggles, name solution focused strategies.

PLAN: Continued checkins as needed

E-mail Audit Log Close

Session Logs

SBBH Session Log

Student Name	Student ID	Birth Date	Gender	Grade	School

Service Information		
Service		
Tier: 3		
Projected Start Date	Projected End Date	Frequency
09/05/2023	06/06/2024	45 mins per Year

Filter Logs			
Provider (all)	Session Date Start	Session Date End	Filter

Session Date	Start Time	Session Mins	Provider	Absent
03/05/2024	10:45AM	30		
01/19/2024	12:30PM	15		
10/03/2023	12:30PM	45		
09/05/2023	10:15AM	45		

Results - 4

Open

Non-Caseload

1. Click on SBBH Supports + Sign
2. Click on Non-caseload to highlight
3. Click Open Session Logs

Demographics	Status	Contact	Team	Concerns	Supports	Measures	Progress Charts	Conferences	Referral	Program	Incidents	Restraints
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Support Type ☒ Walk-in Counseling ☐ Programs ☐ Interventions ☐ Other Supports ☒ Services ☐ Service Plans ☒ SBBH Supports 1 Support Type ☒ Non-caseload 2 ☒ Tiered Service ☐ Court/Due Process Hearing Testimony ☐ Curriculum ☒ Supplemental Docs ☒ Natural Disaster	Display Supports: Current Supports Actions Open Session Logs Summary
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Session Logs- This is a running list no time constraints on this so all Logs will show.

SBBH Session Log

Student Name	Student ID	Birth Date	Gender	Grade	School

Service Information
Service
Non-caseload

Filter Logs			
Provider	Sesssion Date Start	Sesssion Date End	Filter
(all)			Filter

Session Date	Start Time	Session Mins	Provider	Absent
04/01/2024	11:25AM	50		
03/28/2024	9:15AM	30		
03/28/2024	11:25AM	50		
03/14/2024	11:25AM	50		
03/11/2024	11:25AM	50		
03/07/2024	11:25AM	50		
03/04/2024	11:25AM	30		
02/15/2024	11:45AM	30		
02/08/2024	11:45AM	30		
01/29/2024	10:30AM	60		
12/18/2023	10:30AM	30		

Results - 11