

Service Provider Records Report

This report allows Administrators to review utilization of Lumea™ by their providers in regard to “posting” sessions.

- 1) Select  **Service Provider Records Report**
- 2) Select “School Year” and “Month” (defaults to current year and month)

School Year: ▼

Month: ▼

- 3) Select 

- 4) Review Results

Format: Posted/Unposted/Submitted						
<input type="checkbox"/> All sessions posted	<input type="checkbox"/> Some sessions posted	<input type="checkbox"/> Some sessions submitted				
<input type="checkbox"/> No sessions posted	<input type="checkbox"/> No sessions scheduled					
Service Provider	Service Provider Type	9/01/2010	9/02/2010	9/03/2010	9/04/2010	
Martin, Deborah	Ed Tech	0/0/1	0/0/1		0/0/1	
Littlefield, Chris	Occupational Therapist	1/1/0		1/1/0	0/1/0	
Nix, Rebecca	Speech Language Pathologist	0/1/0	1/1/0		0/1/0	
Perkins, Mary	Physical Therapist	1/1/0	1/0/0	0/1/0	1/0/0	

- A Green cell indicates all sessions have been posted for that Service Provider on that day
- A yellow cell indicates some sessions have yet to be posted by that Service Provider on that day
- A red cell indicates no sessions have been posted by that Service Provider on that day
- A blue cell indicates some session have been submitted by a provider who requires professional oversight
- The numbers in the cells are displayed in a “Posted/Unposted/Submitted” format. (i.e. “3/2/0” indicates a total of five sessions with three being posted, two unposted and none submitted)
- Blank cells indicate no sessions scheduled on that day

OPTIONAL: Select  to export the report to Excel for further manipulation and/or printing.