ECATS Training Video Suite

Service Documentation – These videos cover information related to the use of the Service Documentation module. Topics and demonstrations range from the Plan of Care Document to Service Documentation, Service Log Approval, Administrator functions and reporting.

Student Information & Overview for Service Documentation	This video will demonstrate how to navigate the Main Menu, search for students, view a student's history, set up a Service Documentation Caseload and set up Wizards.
Service Documentation Logging Wizard	This video will demonstrate the Service Documentation Logging Wizard.
Plan of Care (POC) Document	This video will demonstrate how to create and complete a Plan of Care for students on your caseload. Once a Plan of Care is completed for the first time on a student, by you or another provider of the same discipline, you will be able to follow these same steps to make updates in the workspace or sign your own copy of a Plan created by another provider within the same discipline.
Service Log Approval Process	This video will demonstrate the Service Log Approval Process including how to set up a user to require service log approval, review how supervisors approve logs, and how supervisees can resubmit rejected logs.
Service Documentation Clinician Reports	This video will demonstrate how to access and create Service Documentation Reports for Clinicians. Users can create many kinds of reports by hovering over the "Reporting" tab and selecting "Standard Reports". We'll highlight the main reports you may want to run often.
Administrator Functions Overview	This video will demonstrate Administrator Functions for Service Documentation by looking at the system from an administrator perspective. These video segments will be for users with Administrator-level permissions in the ECATS system.

[Administrator Functions: User Setup and Clinician Certifications](#)	This video will demonstrate the User Setup and Clinician Certifications processes and can be used by Administrator-level users in the ECATS system to set up other users in the system for the Service Documentation Module. We will cover providing users with the ability to access the Logging Wizards, setting up a user as needing supervision, entering certifications, as well as flagging a user as Do Not Bill.
[Administrator Reports](#)	This video will demonstrate how to run Service Documentation Administrator Reports. This video focuses on two areas, the first is Administrator level reports for reviewing service documentation and Plans of Care. The second half will focus on Fee for Service Program Management Reports for pulling data such as Medicaid Parent Consents, Doctor Authorizations, Total Services logged, and Average Time from Service to log.