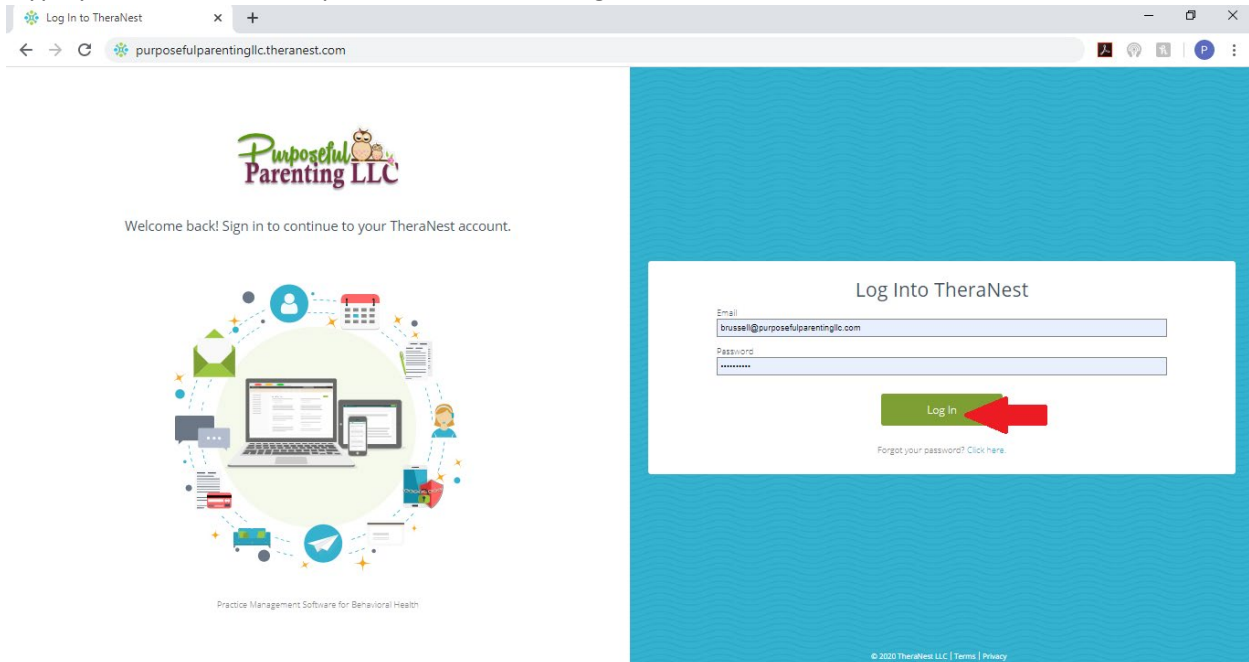
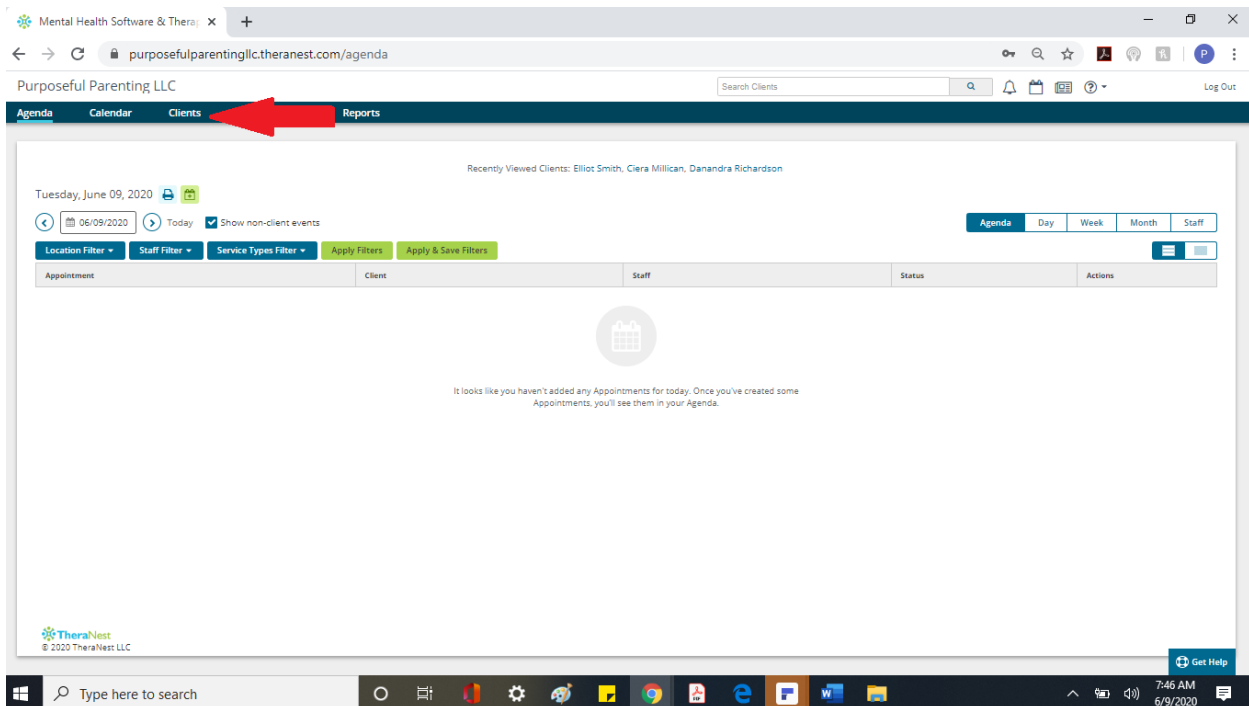


# Completing a Professional Consultation Form

1. Go to: <https://purposefulparentingllc.theranest.com/>
2. Type your user name and password, then click log in.



3. Click "Clients"



# Completing a Professional Consultation Form

## 4. Click "Notes"

The screenshot shows the 'My Clients' page in the Purposeful Parenting LLC system. The page displays a table of clients with columns for Client Name, Date Added, Assigned Staff, Next Appointment, Total Kept Appointments, and Actions. A red arrow points to the 'Notes' button in the Actions column of the first client row.

Client Name	Date Added	Assigned Staff	Next Appointment	Total Kept Appoint...	Actions
(DCS-Example) Jane Doe	05/16/2020		-	-	Notes (highlighted with red arrow) Archive
	05/16/2020		-	-	Notes Appointments Archive
	05/16/2020		-	-	Notes Appointments Archive
	05/16/2020		-	-	Notes Appointments Archive

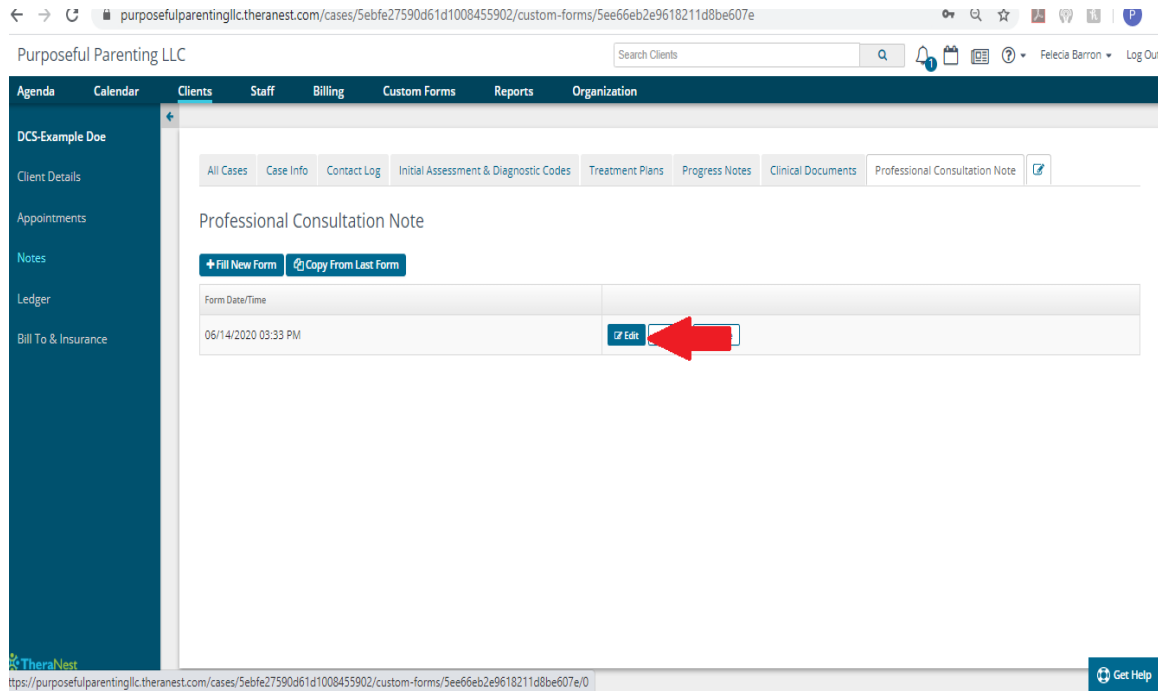
## 5. Click "Professional Consultation Note":

The screenshot shows the 'Progress Notes' page for a client in the Purposeful Parenting LLC system. The page displays a list of notes with columns for Summary, Staff Signature Status, and Actions. A red arrow points to the 'Professional Consultation Note' button in the top right corner.

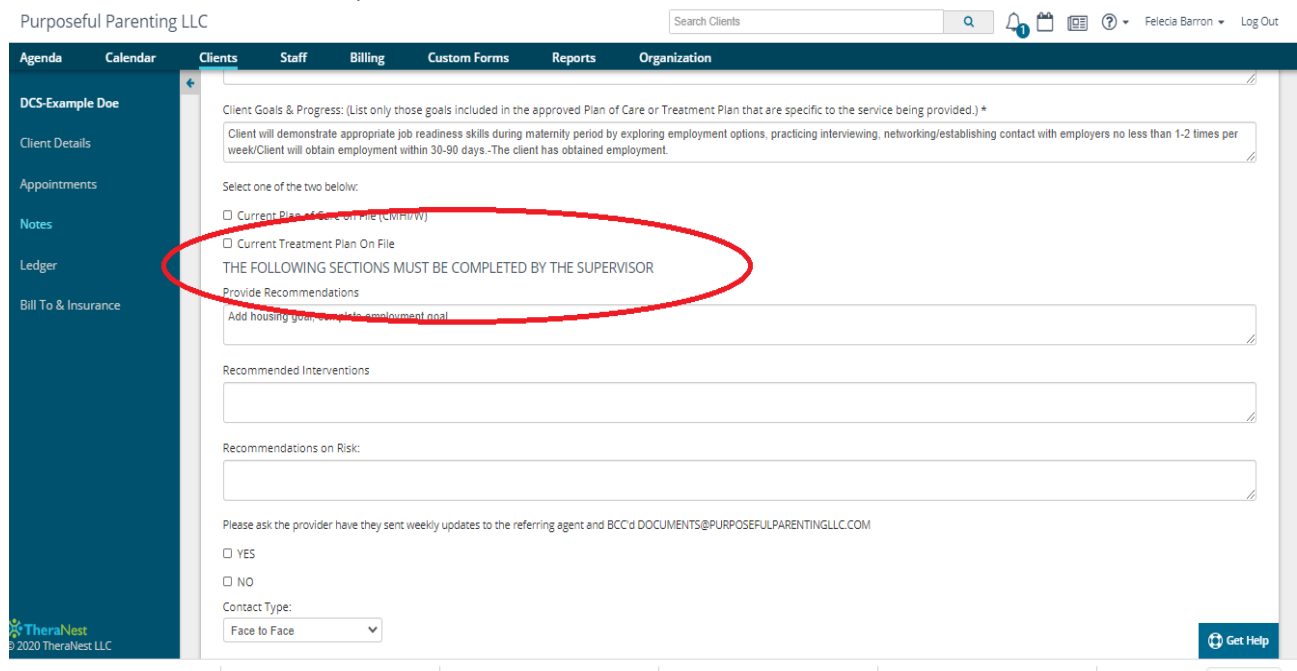
Summary	Staff Signature Status	Actions
Service Date: 06/14/2020 10:47 AM, 60 minutes. Session Focus: *Where did service take place? *What goal was worked on? *What billable service was provided according to the service standard and the service plan ob...	Not Signed	Details Print Delete
Service Date: 05/29/2020 10:47 AM, 60 minutes. Session Focus: *Where did service take place? *What goal was worked on? *What billable service was provided according to the service standard and the service plan ob...	Not Signed	Details Print Delete
Service Date: 04/01/2020 10:47 AM, 60 minutes. Session Focus: Client met with provider at Marion County Public Library on East Washington to work on Goal #1 and family reunification by working to meet her housing...	Not Signed	Details Print Delete
Service Date: 03/01/2020 09:57 AM, 63 minutes. Session Focus: Client met with provider via Tele-health to work on goal #3. During the session this writer engaged provided Individual Parent Education Services. Th...	Not Signed	Details Print Delete

# Completing a Professional Consultation Form

## 6. Click "Edit"

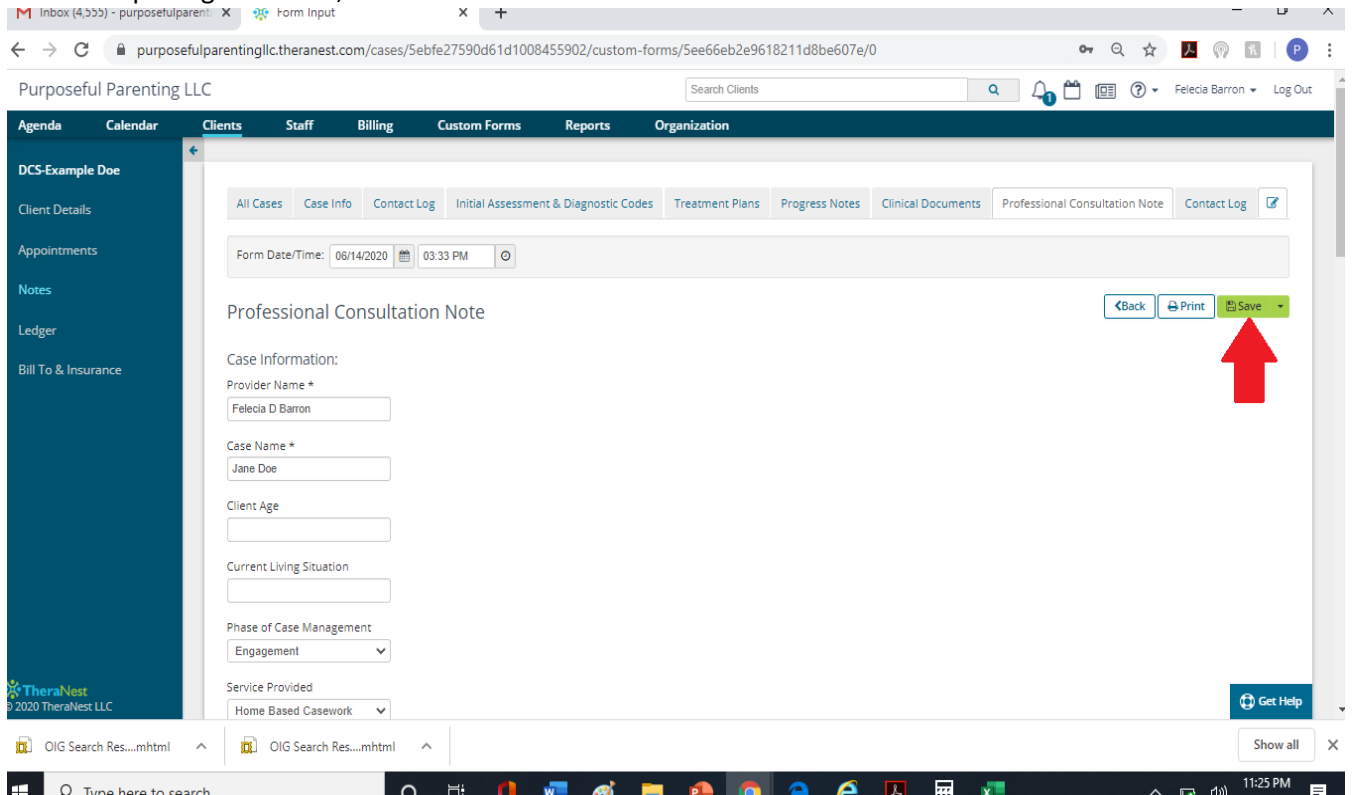


## 7. This form should be completed up to the field that says "THE FOLLOWING SECTIONS MUST BE COMPLETED BY THE SUPERVISOR" Prior to supervision.



# Completing a Professional Consultation Form

8. After completing each field, click "Save"



Complete the steps listed above or:

1. Print the professional consultation form.
2. Complete it and sign where needed on your portion.
3. Have the professional consultation worker complete and sign on their portion.
4. Upload the completed and signed PDF in Clinical Documents in TheraNest.