

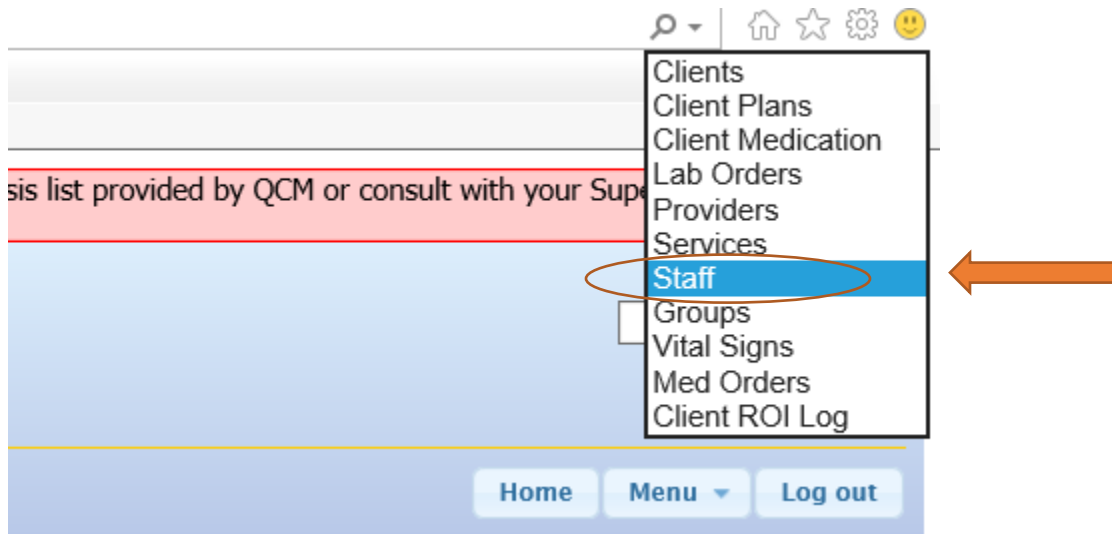


Santa Barbara County Department of Behavioral Wellness

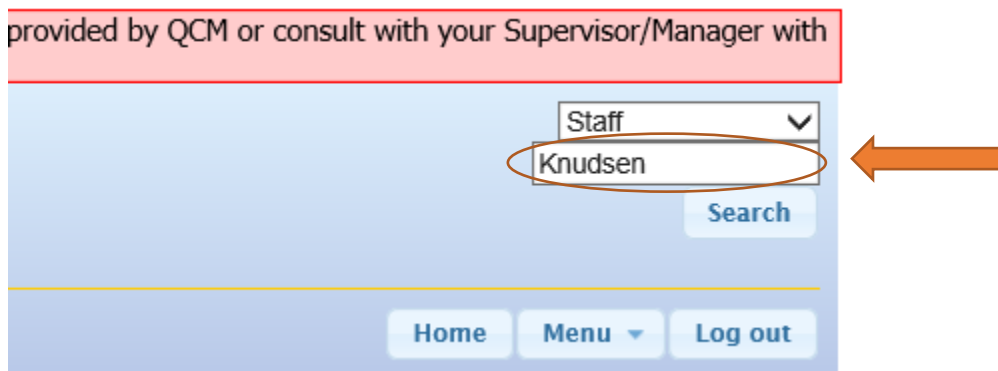
How-To

How to see draft and pending services in Clinician's Gateway:

1. On the top right corner in Clinician's Gateway, click the drop down and select "Staff"

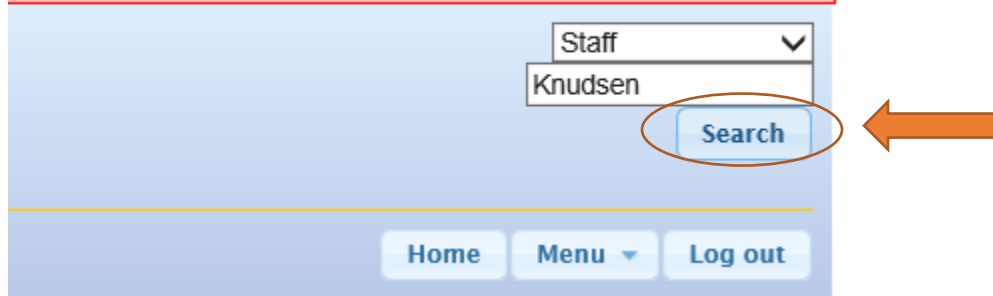


2. Type in staff's last name



3. Click on "Search" on the top right corner

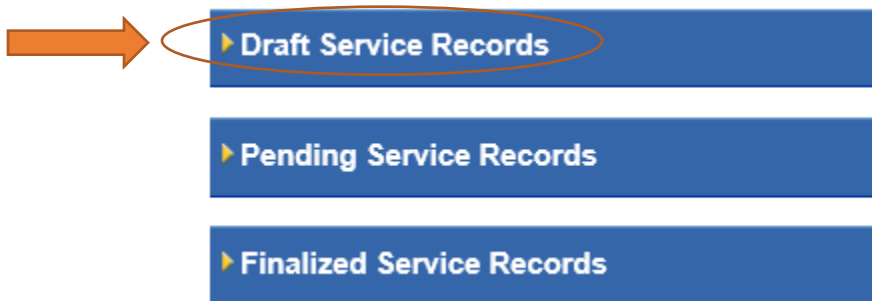
provided by QCM or consult with your Supervisor/Manager with



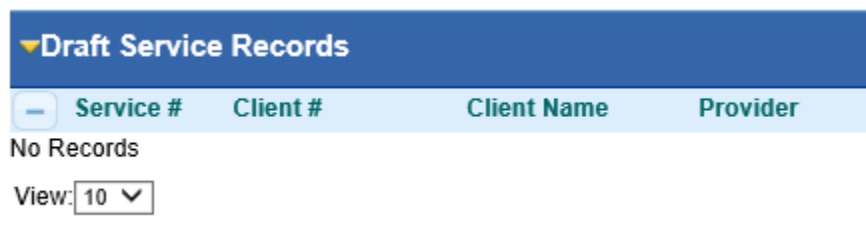
4. Scroll down to the staff's information. Click on the staff's number



5. Scroll down to "Draft Service Records" and/or "Pending Service Records" click on the gold arrow



6. If there are Draft and/or Pending Services you will see the services listed below



Updated: 10/8/20