

CNA Charting (for Nurses)

Assign CNA Charting

Daily Items do not have to be assigned

With the CNA Access module, the following items are automatically assigned to the CNA:

- **ADLs** - All ADLs are required to be completed every shift daily.
- **Meal/Snack Intake** - Required to be completed daily (Breakfast, Lunch, Dinner, AM snack, PM snack).
- **Voiding** - Required to be completed every shift daily.
- **Stool Output** - Required to be completed every shift daily.
- **Height** - Required within three days of admission and annually. If transitioning to the CNA module, this setting may have to be adjusted, otherwise all residents will trigger for requiring a height.
- **Personal Property Inventory** - Required within three days of admission.
- **Vital Signs** - Required on the day of admission or a fall. Any other frequency (daily, weekly, monthly) would need to be assigned.

Assign "Extra" Items to be completed by the CNAs

Depending on the resident's needs, they may need "extra" care documented by the CNAs. These "extra" items can be assigned by any designated staff member (typically a nurse, nurse manager, admissions staff, or MDS Coordinator). Once these items are assigned, they will be easily identifiable by the CNAs via their Assignment Sheet and Charting screen.

Example #1: Assign a monthly weight

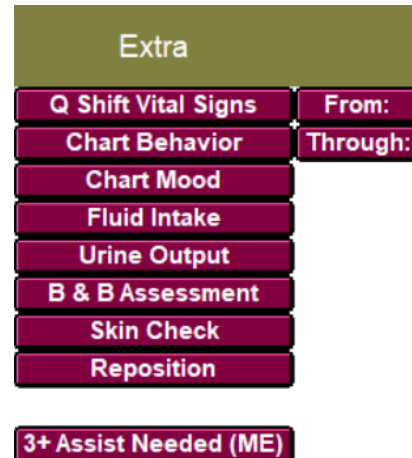
1. From an Access screen, click onto the **Edit CNA Assignments** button, and select desired name.
2. Click the shift you want the weight to be taken.
3. Click the day of the month you want the weight to be taken every month.
4. A calendar will appear automatically for you to choose the **From** date when you would like the weight to start. Choose the start date on the calendar and click **OK**.

Example #2: Assign a scheduled toileting program

1. From an Access screen, click onto the **Edit CNA Assignments** button, and select desired name.
2. Click the time(s) you want the aide to take the resident to the bathroom. There are options for patient-centered times as well as specific times. You may use any combination of time words (e.g., Upon Rising, After Lunch, 1500, and At Bedtime).
3. Click the **From** button located just below the scheduling toileting times. A calendar will pop up for you to choose the From date as to when you'd like scheduled toileting to start. Click **OK** once the start date has been selected.
4. If you know when you would like the scheduled toileting program to end, choose the **Through** word as well. Choose the end date on the calendar and click **OK**. If this should remain ongoing, do not use the Through button.

Example #3: Add an "extra" Item to a resident

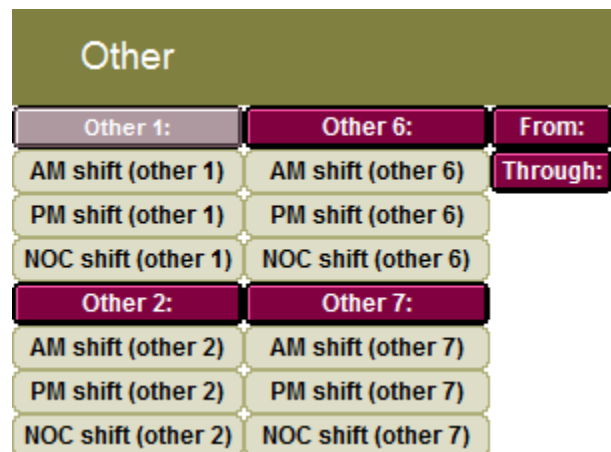
1. From an Access screen, click onto the **Edit CNA Assignments** button, and select desired name.
2. Click all the additional items that you would like to assign to the resident (ex - behavior monitoring, fluid intakes, Q shift vital sign). These items will be assigned for every shift, every day, for the date range selected.
 - a. Every item that you assign to the CNAs will need a **From** date in the entry. Some items may also include a **Through** date, but this is optional. When using a Through date, please note that the date chosen for the end date will not require documentation on that date.



Example #4: Assign an "Other"

Many times, there are very specific items that you would like to assign for a resident. There are ten options for "Other" items that can be assigned.

1. From an Access screen, click onto the **Edit CNA Assignments** button, and select desired name.
 - a. Note: If the "Other" heading word is a burgundy color, it is available for use. The "Other" heading will turn a light purple color when there is something already assigned to that heading.
2. A box will pop up for you to type in what you would like the aide to do (e.g., Apply TED hose upon rising, Place hearing aides on medication cart before bed).
3. Click the **shift(s)** this task needs to be completed on.
4. Click the **From** Word to the right of the Other boxes. Select the start date and click **OK**.
5. If you know when you would like the "Other" to end, choose the **Through** word. Select the end date on the calendar and click **OK**. If you would like to remain ongoing, do not include a Through date.



Remove "Extra" Items to be completed by the CNAs

Extra items may need to be periodically removed from the CNA assignment. For example, a resident is now continent and no longer needs to be on a toileting schedule. Any item that no longer needs to be completed by CNAs can be discontinued.

1. From an Access screen, click onto the **Edit CNA Assignments** button, select the desired resident, and click **OK**.
2. Scroll through the entries in the lower half of the screen (defined review) and click onto the item(s) that are no longer needed. The item(s) will turn red.
3. Click **Edit**.

4. Select **Discontinue** if removing one entry or **Discontinue All** if removing more than one entry.
5. A message will prompt asking if you are sure. Click **Yes**.
6. The entry(s) will turn a light gray color. Click **Go** to refresh the defined review screen.

Audit CNA Charting

Review CNA Documentation

1. From the Nurse Access screen, click the **CNA Review** button.
2. Choose the resident(s) you would like to review documentation on. Multiple name(s) can be selected by holding down the **Ctrl** key on your keyboard or clicking the **Multi** button. Click **OK**.
3. A list of tasks will appear for past 1-day review, AM shift review, PM shift review, and NOC shift review tasks.
4. Select which task you are interested in viewing and click **Load**.
5. Click **Exit** or select a different task to view when finished, by clicking the **Tasks** button and loading a new task. Anything regarding CNA documentation would start with a "CNA" in the list of tasks.

View CNA Reports

1. From the Nurse Access screen, click the **Reports** button.
2. Choose the resident(s) you would like to review documentation on. Multiple name(s) can be selected by holding down the **Ctrl** key on your keyboard or clicking the **Multi** button. Click **OK**.
3. A list of reports will appear. Select the desired report(s) (all CNA specific ones begin with "CNA"). Multiple reports can be selected by holding the **Ctrl** key on your keyboard.
4. Set date and time parameters, if requested to do so.
5. Click **OK**.
6. Once the report(s) has loaded, use the toolbar at the top of the report to navigate to different pages, print, or save to PDF, etc.
7. Click **Exit** or select a different report(s) to view when finished, by clicking the **Control** button and loading a new report(s).

View CNA Incompletion Reports

1. From the Nurse Access screen, click the **Reports** button.
2. Choose the resident(s) you would like to review documentation on. Multiple name(s) can be selected by holding down the **Ctrl** key on your keyboard or clicking the **Multi** button. Click **OK**.
3. A list of reports will appear. Click onto the **Tasks** button. Select from CNA AM/PM/Night Access Incompletion or Incompletion (12Hr). Highlight the appropriate task and click **Load**. Click **OK** to load the reports.
4. Once the reports are loaded, note that any cell that has an "X" in it indicates that the charting was left incomplete in that topic on that resident.
5. Click **Exit** once completed viewing the reports.

Follow up on Stop & Watch reported by CNAs

Early detection and reporting of changes observed in a resident may lead to a decrease in re-hospitalizations. The nursing staff are alerted to these reported changes to observe the resident more closely and trend changes.

- As the nursing assistant often has the most contact with the resident, they are most likely the caregiver to notice any subtle changes. Nursing assistants may document these subtle changes via the Stop & Watch tool on their screen.
- The nurse then receives an alarm generated from the documentation regarding the observed change. Dependent on your facility's setup, you may not see an alarm, but rather will only see the entry displayed on your Nursing To Do list. The alarm will show when the entry was made and what change was noticed.
- An entry is automatically generated on the Nursing To Do List and the nurse has now been assigned to follow up on this observed change every shift for the next three days. This entry will automatically drop off the nursing to do list once the three days has passed.

| Entries | | | | | | | Time | Dec 14 |
|--|-------------------|---------------|----------|---------------|-------------|--------------|-----------|--------|
| Hancock, John | 02/17/1930 | 87 Yrs | M | Site 1 | None | 117-2 | | |
| STOP AND WATCH: 08/29/2017 02:33PM Seems different than usual | | | | | | | am | |