

AL Activities

AL Activities Access Screen

Activities Access	Charting	Chart Review	Reports	Schedules	Internal Memo	
Main Menu	Progress Notes	Notes	Notes	Birthday List	Activities - Schedule	Write Internal Memo
Activity Assistant Access	Activity Assessment	Risk Review	Attendance (Events)	Allergy List	Activities - View	
	Activity Attendance	View Chart	Individual Attendance (Graph)	Diet List	Care Conference	
	DC Arrangements / Summary		Individual Attendance Logs	Veteran List	Resident	
	Service Plans			More Reports		

If you happen to close the Access screen, click the Easy icon  to re-load the screen.

Access Screen Options

Charting

Progress Notes - This button will take you to the Activity Progress Notes area. Document any Progress Note information about the client. When finished, click the Sign button to save the data and return to the Access screen.

Activity Assessment - This button will take you to the Activity Assessment documenting screen. Here, you can enter the Activity Assessment information. When finished, click the Sign button to save the data and return to the Access screen.

Activity Attendance - This button will take you to the Activity Attendance area to document the different activities the client(s) attended or did not attend. You can also document the participation level of the client who performed the activity. When finished, click the Sign button to save the data and return to the Access screen.

DC Arrangements/Summary - This button can be used to document a resident's discharge summary and/or any of their discharge arrangements to be aware of. There are a couple reports including: Discharge - Plan of Care and Discharge Summary, which can be viewed from this screen as well.

Service Plans -

Chart Review

Notes - Allows the user to select a date range and view all activity notes completed in the specified date range. The date/time/initials of who completed the entry will all display to the left of each entry. To view discontinued entries, click Control and place a check mark in D/C'd Entries, click OK and Go.

Risk Review - Allows the user to select a date range and view all activity "risk" notes completed within the specified date range. This includes residents who have declined in their activity participation level and/or have been unable to attend activities for any reason.

View Chart - This button will open a View screen. From here, you can select a section and topic to view information for specified residents.

Reports

Notes - This button will generate a viewing screen of the Attendance Notes for the client(s). The first screen to appear is a control screen that will allow you to select a date range to view the data, if desired. If not, click OK to close the screen. Click the Go button to have the system search for the data. When finished, click the Exit button to close the viewing screen.

Attendance (Events) -

Individual Attendance (Graph) - Displays a graph with the total number of attended activities from the past three months. It displays an individual graph for each selected name.

Individual Attendance Logs - Displays all activities attended vs. not attended, the resident's participation level, as well as an overall percentage of activities attended.

Birthday List -

Allergy List -

Diet List -

Veteran List -

More Reports - Displays all reports available within the system that the user has rights to. The user may select any report to view and click OK.

Schedules

Activities - Schedule -

Activities - View -

Care Conference -

Resident -

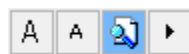
Internal Memo

Write Internal Memo - This button will take you to an area where you can document a message to send to the staff (users) in the system. When documenting messages, you will always use the client Internal Message. After you have documented the message, click the Sign button. This will present a user selection screen. Select the user(s) to whom you would like to send the message. The screen will close and return you to the Access screen.

Viewing Documentation

From the Access screen, click **View Chart**. The View Chart button allows the user to review selected information. Select the desired name(s) and click **OK**. Once inside the View Screen, click either **Topic** or **Task**, and select the desired Section/Topic or load the desired Task. Then click **Go**. To narrow the dates for review, click onto **Date From** and/or **Date To** and click **Go**. The View screen may be printed by clicking on the **Print** button located under the **More...** option. Click **Exit** to return to the Nurse Access screen.

- Adjust the font size by clicking **More...** and clicking on the big or little "A."
- Search for words within the view screen by clicking **More...** and onto the magnifying glass symbol. Type in the text to be searched and click **OK**. This feature will search both words that were clicked on within a topic as well as free text.
 - Click the arrow to the right of the search feature to have it bring you to the next found word.



Topic

Clicking onto **Topic** allows the user to navigate through the Sections and Topics that they have access to. Users may even select a specific word within a topic to narrow their search down further. For example, if a user wants to view any "Observed Falls," they would click Topic > Nursing > Double click into Fall Note > click onto the "observed fall" word and click **OK** and then **Go**.

Task

Clicking onto **Task** allows the user to load a pre-determined task item. Once a task is highlighted, click **Load**, and **Go**. Examples of Tasks include: Blood Pressures, Diagnoses, Fall Lis Past 31 Days, Infections - Unresolved, Medication Review (Psychotropics), Pain Review, and Vital Signs.

Control button

The Control button within the View screen gives the user more options as to how they would like to view the information. Some more popular options within here are listed below:

- **Filter tab**
 - **D/C'd Entries** - Displays all discontinued entries.
 - **Users** - Use this to narrow down the charting being viewed based on the user(s) who entered it in. This is a great tool for auditing specific user(s) charting.
 - **Free Text** - Allows the user to search within the charting on the view screen for a specific free typed word. If wanting to search through all of the fall notes for a specific caregiver's name, simply enter the name in the Free Text box, click OK and Go.
- **Look tab**
 - **Separator** - For ease of viewing, the user may choose to add lines/spaces between entries or topics.
 - **Order** - Allows the user to determine the order in which the entries display on the screen.
 - **Show Name of Initials** - Displays the full name and title of the person who entered/discontinued each entry.
 - **Free Text Highlighter** - Used frequently in troubleshooting as it will turn all free text on the view screen blue.
 - **Show Topic Name** - Displays the topic that the entry was documented in.

Editing Documentation

1. Follow steps above for viewing information.
2. Click the entry that needs to be edited. The entry will turn red. This is called 'tagging' the entry.
3. Click the **Edit** button.
4. Click the desired editing feature. Refer to the table below for editing features.
5. When using Append, DC and Explain or DC and Copy, make the desired change and then click the **Next** button.
6. Click **Go** to see the changes.

Editing Feature	Function	Example
Append / Append All	Information is permanently attached to the entry; further editing will not be able to be done to the entry except to discontinue	Cosigning a student's documentation
New	A new, separate entry made in the same topic area	Not typically used when editing department notes. Can be used to see where an entry was charted
Copy	An exact copy of the entry is made	An entry was accidentally discontinued and needs to be made active again
Copy One (All) to Other Resident[s]	An exact copy of the entry is made and placed in another resident's chart	An entry was accidentally made in the wrong resident's chart. Use ALL if more than one entry was selected
Discontinue and Append	Entry is discontinued and user is taken to a Write screen to document additional notes	An error was made in documenting the entry and the user would like to explain why the entry is being discontinued
Discontinue and New	Entry is discontinued, a new entry is made in its place	Not typically used when editing department notes
Discontinue and Copy	Entry is discontinued, copy of entry is displayed allowing user to make changes to the original entry	User forgot to use a button word when documenting and would like to 'insert' the word into the entry
Discontinue	Entry is discontinued	Not typically used when editing department notes
Discontinue All	All highlighted entries are discontinued for one resident	Not typically used when editing department notes
Discontinue Multiple Resident Entries	All highlighted entries are discontinued for multiple residents	Not typically used when editing department notes
Skip	Allows user to skip a highlighted entry	Highlighted an entry that does not need editing