Activity Assistant

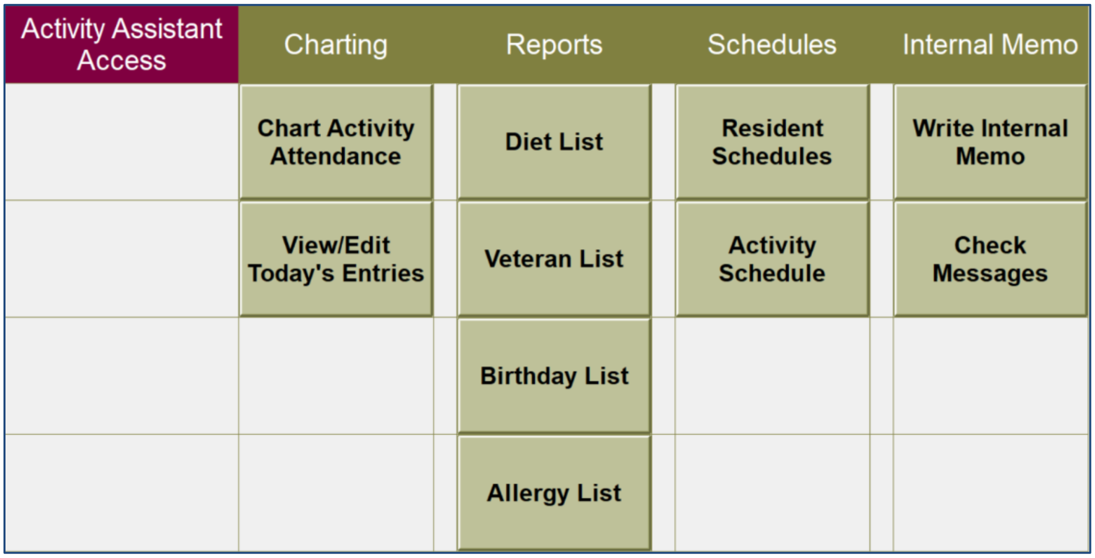
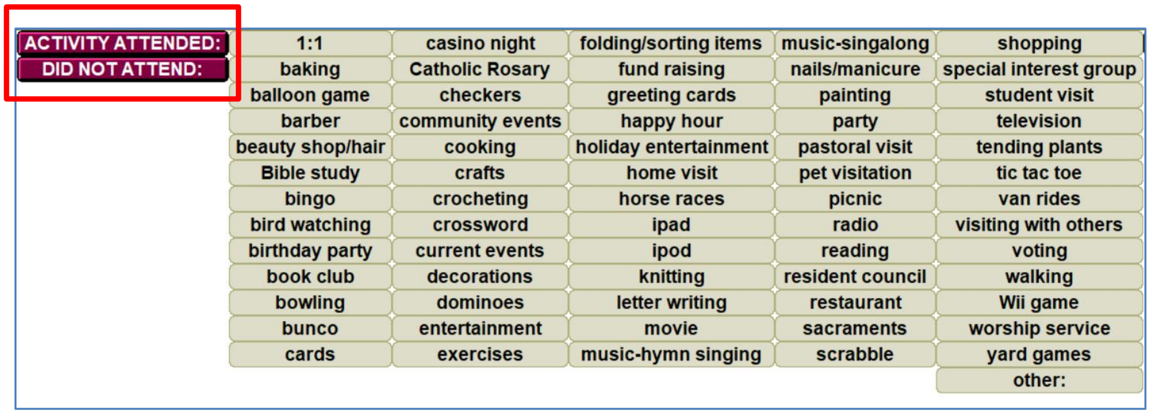


Chart Activity Attendance

1. From the Activity Assistant Access menu, click Chart Activity Attendance, select name(s) (hold down the CTRL key on the computer keyboard if needing to select more than one name). An activity note may be documented on several name(s) at one time if the selected name(s) all have the same activity, date, and participation level.
2. Document the attendance by first selecting ACTIVITY ATTENDED or DID NOT ATTEND. Then select the activity type. Utilize "Other" if there is no viable option available.
3. When the calendar pops up, click onto the date of the activity, and click OK (or just click OK if the activity is on today's date).
4. Select the participation level (active, passive, declined without reason, declined – not feeling well, declined, or unable to attend) and click OK.
5. When finished documenting on this screen, click the Sign button.



View/Edit Today's Entries

This screen should be utilized to review entries that were completed today as well as edit any incorrect entries that may have been made.

Discontinue an entry or multiple entries

(i.e., an entry was made for the incorrect activity type, participation level, or date; an entry was made on a resident's record and shouldn't have been)

1. From the Activity Assistant Access menu, click the **View/Edit Today's Entries**. A view screen will load displaying all entries that were entered in on today's date.
2. If an incorrect entry is noted, click onto the entry, or multiple entries. This will turn the entry/entries red and is referred to as 'tagging' the entry.
3. Click onto **Edit.**
4. Select **Discontinue, Discontinue All,** or **Discontinue Multiple Client Entries.**
5. Answer **Yes** to question "Are you sure you want to discontinue selected entries?"
6. Notice that the entry or entries will gray out (indicating they have been removed from the active record).
7. Click **Go** to see your changes.

Copy an entry or multiple entries to a different resident name

(i.e., an entry was made for the incorrect resident, or you want to copy an entry onto more resident names)

1. From the Activity Assistant Access menu, click the **View/Edit Today's Entries**. A view screen will load displaying all entries that were entered in on today's date.
2. Click onto the entry, or multiple entries. This will turn the entry/entries red and is referred to as 'tagging' the entry.
3. Click onto **Edit.**
4. Select **Copy One to Other Client(s)** or **Copy All to Other Client(s).**
5. Select client name(s) and click **OK.**
6. The entry/entries will be coped into the selected records.
7. Click **Go** to see your changes (as long as all resident names were selected when entering the view screen originally).

View/Print Reports

1. From the Activity Assistant Access menu, click the desired report button under the **Reports** column.
2. From the Name Selection screen, select the desired name(s) and click **OK**.
3. Select more than one resident by holding the **CTRL** key on the computer keyboard.
4. Choose the appropriate date range if prompted to do so.
5. The report preview appears.
6. Click the printer icon in the upper left corner to print.
7. Click **Close** to return to the Activities Access menu.

Diet List: Displays a list of all selected name(s) and their diet order, fluid requirements (i.e., moderately thick, fluid restriction), adaptive equipment used, etc.

Veteran List: Displays a list of all selected name(s) who have a note documented that they are a veteran. The branch and service will be listed as well.

Birthday List: Displays all selected name(s) with their birthdate and current age. The current default setup is that this report sorts in birth month order.

Birthday List

Name	Birthdate	Age
Susan B. Anthony	02/17/1937	84 Yrs
Lucille D Ball	03/21/1935	86 Yrs
Suzanne C Adams	03/26/1923	98 Yrs
Gretchin Bauer	06/25/1934	87 Yrs
Jerry N Ben	07/09/1932	89 Yrs
Henry G Black	07/11/1948	73 Yrs
Laura B Baker	07/19/1959	62 Yrs
Annie A Amy	10/10/1929	92 Yrs
Hannah D Andrews	11/01/1945	76 Yrs

Allergy List: Displays all selected name(s) and their environmental and food allergies.

Schedules

If your facility utilizes the resident scheduling in ECS, these buttons will allow the user to see the different schedules. The first button for **Resident Schedules** will display the entire facility schedule for today. This includes care conference meetings, out of facility appointments, beauty shop appointments, or scheduled therapy.

The **Activity Schedule** button will display the activities that are scheduled for today.

Both schedules default to today but can be adjusted as the user would like. Click the arrows to the right/left of Now to switch between the days, or click onto **Week, Month**, or **Year** to see a different view. Click **Now** to return to the default view (today).

Internal Memo

Write Internal Memo

1. From the Activity Assistant Access menu, click the **Write Internal Memo** button.
2. Once in the Internal Memo topic, the user will be presented with a pop-up that states, "This task has clients associated with it. Do you want to override your currently selected clients?" Always click **Yes**. (Messages written in this topic most likely will *not* have anything that belongs in their medical record, which is why a fake client is created to attach to this Internal Memo task so that all the messages written are on the fake client's record.)
3. Document the message to be sent.
4. Select a user group(s) to send the message to or click **pick user on Save** to select the person(s) from a user list once the entry is saved.

Check Messages

Click onto **Check Messages** button to open your inbox. Messages may be sorted into folders or tagged to assist in organizing. Messages may be sent when certain words are clicked onto within the system or may be sent manually if a user writes an internal memo following the steps described above. Double click onto a message to open/view it. Once completed, click onto **Exit** to return to your inbox. If done reviewing a message, highlight it and click onto the **Delete Message** button.

Inbox (27)

Subject	Client	From	Date/Time	Site
Nursing / Fall Note / All	Duck, Daisy	Waedekin, Jacquelyn M	01/05/2022 11:41:57	Site 1
Nursing / Fall Note / All	Duck, Daisy	Waedekin, Jacquelyn M	01/05/2022 11:41:54	Site 1
Nursing / LOA/Rm Change/DC/Transfer / All	Duck, Daisy	Waedekin, Jacquelyn M	01/05/2022 11:40:28	Site 1
Nursing / Incident Note / All	Duck, Daisy	Waedekin, Jacquelyn M	01/05/2022 11:40:26	Site 1
Nursing / Fall Note / All	Duck, Daisy	Waedekin, Jacquelyn M	01/05/2022 11:40:12	Site 1
Nursing / Incident Note / All	Duck, Daisy	Waedekin, Jacquelyn M	01/05/2022 11:40:11	Site 1
Nursing / Fall Note / All	Duck, Daisy	Waedekin, Jacquelyn M	01/05/2022 11:38:35	Site 1
Nursing / Fall Note / All	Baker, Laura B	Waedekin, Jacquelyn M	12/21/2021 15:47:57	Site 1