

Habilitation Plans

In ECS, we utilize the term Habilitation Plans, however some facilities may call this the problem list, goals, or the program. The verbiage used at facility will be adjusted within the database so that it matches what you are used to seeing.

Main Habilitation Access screen

This screen is divided into five sections: Program, Program Monitoring, Charting, Maintenance Plans, and Reports.

Habilitation Access	Program	Program Monitoring	Charting	Maintenance Plans	Reports
QIDP Menu	ADL	ADL Monitoring	Review Plan Charting (Today)	Maintenance Plan	Hab Plan
	Cognitive	Cognitive Monitoring	CNA Chart Review	Maintenance Monitor	Program Monitoring/ Charting
	Communication	Communication Monitoring			Program Review
	Behavior / Mood	Behavior / Mood Monitoring			
	Health / Safety	Health / Safety Monitoring			
	Leisure	Leisure Monitoring			
	Physical / Mobility	Physical/Mobility Monitor			
	View/Edit Plans				

Part 1: Program

Click onto a button within the program column to load the Write screen and develop the programs needed for the resident. Once the name selection screen loads, select name(s) needing to document on. Work from left to right in the screen clicking onto the relevant words and free typing additional information where necessary. Once completed, click onto **Sign** to save documentation, and be brought back to the Access screen.

Click onto Clear if wanting to start over completely. Click **More...** to access additional charting features, such as spell checker (*Spelling* button) or on-screen keyboard (*Keyboard* button).

If wanting to document on another resident within the list, utilize the arrow to the left/right of the resident name or click the downward arrow to access the dropdown list and select a new name.

Options available for developing the program include the goal, program type, objective (A-D), current level of performance, incentives, materials, training procedure, uploaded document/picture (if needed), frequency, start date, and target date.

In the **Conduct & Document** column, the shift(s) assigned will determine how the programs appear on the Hab Aide/CNA access screens and assignment sheets. If AM x1 is selected, the AM shift Hab Aide/CNA access screen will light up that program as required and will only require it to be charted as one time before it marks itself as completed. If a shift is selected, a day of the week must also be selected, or the program will not assign correctly.

Conduct & Document		
FREQUENCY:		
Hab Aide/CNA Shift(s)	Days/week	
AM x 1	1 x / wk.	Sunday
AM x 2	2 x / wk.	Monday
PM x 1	3 x / wk.	Tuesday
PM x 2	4 x / wk.	Wednesday
NOC	5 x / wk.	Thursday
If no tracking by Hab Aide/CNA	6x/wk.	Friday
Other:	every day -	Saturday

If the program does not need to be monitored by a Hab Aide/CNA, then the **Other** option may be selected. Although most programs it does not matter which day the documentation is ran on, this system will require that a day be selected. So, if a program is typically run three times a week, selecting Monday, Wednesday, Friday may be the most beneficial to help spread out the documentation. Or determining which days work best in the resident's schedule for assigning works as well.

Note: if there is already a program of that type written on that resident, the title will be shaded with a purple/gray color. This is to alert the user that a program may already exist that addresses the issue and should instead be updated rather than a new one written.

Programs Available

The topics available may vary based on your facility's program types. However, each charting topic will work in the same manner as described above.

Program
PROGRAM:
Brushing Teeth
Dressing
Bathing
Hand Washing/Rinsing
Face Washing
Eating
Laundry / Hamper

ADL has program options for: brushing teeth, dressing, bathing, hand washing/rinsing, face washing, eating, and laundry/hamper.

Behavior/Mood has program options for: social story, emotions, and behavior. This program is available to the behaviorist as well in case they manage these types of plans.

Cognitive has program options for: choice, yes/no, identify colors, identify pictures, identify rooms, money recognition, money management, and spelling.

Communication has program options for: words, talking switch, call bell, indicate personal care, and address & phone number.

Health/Safety has program options for: driving safety, and oral desensitization.

Leisure has program options for: massager, leisure item, and activity choice.

Physical/Mobility has program options for: head up, helmet removal, leg stretch, open hands, rolling, standing, standing/walking device, tracking, walking, and wrist.

Medication Management has one program option for Self-Med. This program is assigned solely to the nursing to do list and will not appear on the Hab Aide/CNA assignments.

View/Edit Plans

This screen will load all current habilitation programs on the selected resident(s). Each resident displays in this screen separated by what is referred to as a "header bar." This screen is utilized to review programs and ensure they are correct as well as adjust if mistakes are noted or to complete reviews and updates to the programs as needed.

- The View screen may be printed by clicking on the **Print** button located under the **More...** option.
- 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.



Example 1: Changing a part of an existing plan without a review

(e.g., mistake was made, change the shift(s) responsible, adjust the frequency, edit part of the goal/objective)

1. Click the entry to turn it red. This is called 'tagging' the entry.
2. Click **Edit**. A menu will appear.
3. Select **Discontinue and Copy**. A box will pop up: *Are you sure you want to DC selected entry?* Click **Yes**.
4. A Write screen will load with a copy of the entry. Make the appropriate changes to the copied entry.
5. Click **Next** to save your entry and return to the view screen.
6. The entry will appear grey to show the edit is complete.
7. Click **Go** to refresh the screen and see the changes.
8. Click **Exit** when finished to return to the Access menu.

Example 2: Updating the Objective after a review

(e.g., an objective has been reviewed and the resident's objective needs to now be changed from A to B)

1. Click the entry to turn it red. This is called 'tagging' the entry.
2. Click **Edit**. A menu will appear.

3. Select **Discontinue and Append**. A box will pop up: *Are you sure you want to DC selected entry?* Click **Yes**.
4. A Write screen will load. Click onto the ^ **Review** button to be brought to the portion of the screen with the review words.
5. Click the appropriate words (Summary of Progress, Objective Status, Program Recommendations, etc.) to complete the evaluation.
6. Click **Next** to save your entry and return to the view screen.
7. The entry will appear grey to show the edit is complete.
8. Click the entry again to turn it red.
9. Click **Copy**. Scroll up within the middle screen until you locate the OBJECTIVE word. Backspace off the Objective and the current letter that the objective is on. Select the new objective letter from the top portion of the screen that the goal should now be on. Make any other necessary changes to the goal, such as updating of the Start Date or Target Date.
10. Once all changes are completed, click **Next** to save your entry and return to the view screen.
11. Click **Go** to refresh the screen and see the changes.
12. Click **Exit** when finished to return to the Access menu.

Example 3: Remove a goal that is no longer going to be an active program (e.g., an objective has been met)

1. Click the entry to turn it red. This is called 'tagging' the entry.
2. Click **Edit**. A menu will appear.
3. Select **Discontinue and Append**. A box will pop up: *Are you sure you want to DC selected entry?* Click **Yes**.
4. A Write screen will load. Click onto the ^ **Review** button to be brought to the portion of the screen with the review words.
5. Click the appropriate words (Summary of Progress, Objective Status, Program Recommendations, etc.) to complete the evaluation.
6. Click **Next** to save your entry and return to the view screen.
7. The entry will appear grey to show the edit is complete.
8. Click **Go** to refresh the screen and see the changes.
9. Click **Exit** when finished to return to the Access menu.

All editing features are displayed below in the table in more detail

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	Adding additional information onto the habilitation program that was not in the initial entry

New	A new, separate entry made in the same topic area	If a program type is highlighted and the user would like to add an additional program within that same topic
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 habilitation plans
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	Removes a habilitation plan, but does not allow for the user to give a reason as to why
Discontinue All	All highlighted entries are discontinued for one resident	Removes all selected habilitation plans, but does not allow for the user to give a reason as to why
Discontinue Multiple Resident Entries	All highlighted entries are discontinued for multiple residents	Not typically used when editing habilitation plans
Skip	Allows user to skip a highlighted entry	Highlighted an entry that does not need editing

Part 2: Program Monitoring

These are the topics that are utilized when a user needs to conduct or document the outcome of running a program. Typically, these topics are utilized by the Hab Aide/CNA and because of this, they have their own access to these buttons. However, if a QIDP or behaviorist was interested in seeing the options that are available to those who complete the tracking or need to enter in some tracking that they themselves completed, then these topics may be utilized. There is one topic to match each of the corresponding available programs.

Part 3: Charting

Review Plan Charting (Today)

A View screen will load which displays only the program monitoring charting completed today. This is a quick access screen for a user to utilize to monitor documentation being entered in as it is occurring. Each resident displays in this screen separated by what is referred to as a "header bar."

Hab Aide/CNA Chart Review

This button will present the user with a list of tasks that can be selected to view all Hab Aide/CNA documentation. Select a task and click **Load** or hold down the **Ctrl** key on your keyboard to select multiple tasks prior to clicking onto **Load**.

Task types available include ADLs, All Charting, BM Output, Food Intake, Intakes and Outputs, Mood/Behavior, Wts/Vitals, past 1 day chart review, No BM in 3 days, and shift reviews (AM, PM, and NOC).

Part 4: Maintenance Plans

Maintenance Plan

Click into the Maintenance Plan topic to document any plans that are specific to items that are maintain a skill of the resident. These are not habilitation plans that are monitored in the same manner and as such are not assigned to Hab Aide/CNA shifts, but rather are made available for users to document on as needed. Programs available in this maintenance plan topic include eating, name stamp, clothing choice, dressing, leisure choice, yes/no, brush teeth, hand washing, washing self, toileting, switch activation, self-medication, and other. Each different program should be documented within a separate entry.

Maintenance Monitor

This topic is utilized when a user needs to conduct or document the maintenance program tracking. Typically, this topic is utilized by the Hab Aide/CNA and because of this, they have their own access to this button. However, if a QIDP or behaviorist was interested in seeing the options that are available to those who complete the tracking or need to enter in some tracking that they themselves completed, then this topic may be accessed from here.

Part 5: Reports

Hab Plan

This button will present the user with a screen of all Hab Aide plan reports. There is an option to view all the programs in one report as well as the option to view the hab plan that is seen on the Hab Aide/CNA access screen. Select a report from the list and click **Load**. Or hold down the **Ctrl** key to select multiple reports before clicking onto **Load**. Once the report has loaded, click onto the save or print icon if needed.

Name: *Depp, Johnny*

COMMUNICATION HABILITATION PLAN

Frequency of Review: Monthly review by QIDP and during semi-annual and annual IPPs.

Exclusion Statement: Training will be conducted as scheduled with the exception of: client illness, hospitalization, home visits, or other as specified by the trainer on the data sheet and reviewed by the QIDP.

Person(s) Responsible for Program Development:

COMMUNICATION PLAN GOAL: To increase communication skills.

PROGRAM: Words

OBJECTIVE: A. Given 5 verbal prompts, Johnny will participate in communication and social interaction with peers for at least 15 minutes between 3-4pm. At least 12 trials per month for 1 month with 50% success.

CURRENT LEVEL OF PERFORMANCE: is currently able to communicate with peers and achieved a 15 % success

INCENTIVES: increase ability to communicate.

TRAINING PROCEDURE: Weekly trials for this goal should be run between 3-4pm "snack time" and after day programming when Johnny can discuss events that occurred during the day. This goal may also be run on weekends. Remind Johnny that he will have time to enjoy his CDs and DVDs after working on this goal to participate in peer interaction and conversation. If Johnny would like to discuss one of his CDs or DVDs that can be used as a potential topic of conversation. Praise Johnny for his good efforts to work at this goal.

TRAINING SCHEDULE: once on PM shift, three times per week - Wednesday Saturday Sunday

START DATE: 08/01/2021

TARGET DATE: 08/31/2021

Program Monitoring/Charting

This button will present the user with a screen of all Hab plan monitoring reports. There is an option to view all the program charting in one report by selecting the "All Programs" option. Select a report from the list and click **Load**. Or hold down the **Ctrl** key to select multiple reports before clicking onto **Load**. Once the report has loaded, click onto the save or print icon if needed.

BEHAVIOR / MOOD - HABILITATION DOCUMENTATION				
08/01/2021 - 01/18/2022				
Name: <i>Depp, Johnny</i>		Room:	Birthdate: <i>05/08/1956</i>	Age: <i>65 Yrs</i> Sex: <i>M</i>
MRN: <i>2014-134</i>	Admit Date: <i>08/06/2018</i>	Physician: <i>Dr. Hugh O'Connor</i>		Code Status:
08/06/2021	SHIFT:	AM (Residential)		
	MOOD/BEHAVIOR			
	PROGRAM:	Emotions		
	BEHAVIOR MANAGED	Able to manage behavior		
	SUCCESSFUL:	yes		
		(Waedekin, Jacquelyn M Clinical Trainer)		
08/13/2021	SHIFT:	AM (Residential)		
	MOOD/BEHAVIOR			
	PROGRAM:	Emotions		
	BEHAVIOR MANAGED	Not able to manage behavior 5		
	SUCCESSFUL:	no		
		(Ceaser, Heather D Clinical Project Manager)		
08/13/2021	SHIFT:	PM (Residential)		
	MOOD/BEHAVIOR			
	PROGRAM:	Emotions		
	BEHAVIOR MANAGED	Able to manage behavior		
	SUCCESSFUL:	yes		
		(Ceaser, Heather D Clinical Project Manager)		

Program Review

This report can be used for reviews of the program, whether these are completed monthly, quarterly, or for a custom time frame. The report displays the program as well as supporting documentation totaling the number of successful/unsuccessful runs as well as total number of trials ran. Select a report from the list and click **Load**. Or hold down the **Ctrl** key to select multiple reports before clicking onto **Load**. Once the report has loaded, click onto the save or print icon if needed.

BEHAVIOR PROGRAM REVIEW: 01/01/2022 - 01/31/2022				
Name: <i>Duck, Daffy F</i>		Room:	Birthdate: <i>01/07/1985</i>	Age: <i>37 Yrs</i>
MRN: <i>2014-161</i>	Admit Date: <i>07/13/2021</i>	Physician: <i>Dr. Susan Thomas</i>		Code Status:
PROGRAM DETAILS				
BEHAVIOR / MOOD PLAN GOAL: To decrease occurrence of negative behaviors.				
PROGRAM: Behavior				
OBJECTIVE: A. Resident will verbally lash out to staff assisting in ADL cares less than 10 times each month.				
BEHAVIOR / MOOD PLAN GOAL: To increase ability to express him/herself,				
PROGRAM: Social Story				
OBJECTIVE: B. Resident will tell social stories to help express his feelings at least 3x a week with 5 or less VPs.				
Social Stories	Successful	Unsuccessful	Total Trials	
	1	4	5	
Percent	20%	80%		
Behavior	Residential	Day Program	Total Times	
	5		5	
Percent	100%	%		