AMERICAN DATA

Treatment Plans

QIDP/QDDP Access Screen

QIDP/QDDP	Charting	Reports	Other
Main Menu	Comp. Functional Assmt	Comp. Functional Assessment	Goal Target Dates (Calendar)
	Additional Assessments	Face Sheet	View Chart
	Treatment Plan/IPP	Treatment Plan	Schedules
	Behavior Plan	Treatment Review	Write Internal Memo
	Edit Hab Aide Flow Sheets	Treatment Review (Details)	
		Behavior Program Review	
		Other Reports	

Add in New Treatment Plan

Click the **Treatment Plan/IPP** button, select a name, and click **OK**. This will load the Treatment Plan Write screen. Any Treatment Plans that are already in use by that name will display with a gray color indicating that the particular number is currently in use.

To chart a new goal, click onto an available number under GOAL TITLE. Specify the GOAL TITLE name (e.g. Money Management, Tying Shoes, Brushing Teeth, or Job Skills). Select which Objective the goal is currently on (A, B, C, etc.) and click ^ Continue with Goal. Enter in the LONG TERM GOAL, PROCEDURE, UPLOAD PICTURE (if applicable), LIFE AREA, RESPONSIBLE STAFF, FREQUENCY, START DATE, and TARGET DATE. Once all items are documented, click **Sign** to save documentation and return to the prior Access screen.

Add in New Behavior Plan

Click the **Behavior Plan** button, select a name, and click **OK**. This will load the Behavior Plan Write screen. Any Behavior Plans that are already in use by that name will display with a gray color indicating that the particular number is currently in use.

To chart a new goal, click onto an available number under TARGETED BEHAVIOR. Specify the TARGETED BEHAVIOR name (e.g. Kicking, Yelling, or Inappropriate Sayings). Select which Objective the goal is currently on (A, B, C, etc.) and click ^ Continue with Goal. Enter in the DESCRIPTION OF BEHAVIOR, LONG TERM GOAL, PROCEDURE, UPLOAD PICTURE (if applicable), RESPONSIBLE STAFF, FREQUENCY, START DATE, and TARGET DATE. Once all items are documented, click **Sign** to save documentation and return to the prior Access screen.

Editing Existing Treatment Plans

Click onto the **Treatment Plan** or **Behavior Plan** button.

Click **Full** in the lower portion of the screen (defined review), to see all of the current plans on the record for that name.

- 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

(e.g., change the staff members responsible, adjust the frequency, edit part of the goal/objective)

1. Follow steps for viewing Treatment/Behavior Plans.
2. Click the entry to turn it red. This is called 'tagging' the entry.
3. Click **Edit**. A menu will appear.
4. Select **Discontinue and Copy**. A box will pop up: *Are you sure you want to DC selected entry?* Click **Yes**.
5. A Write screen will load with a copy of the entry. Make the appropriate changes to the copied entry.
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.

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. Follow steps for viewing Treatment/Behavior Plans.
2. Click the entry to turn it red. This is called 'tagging' the entry.
3. Click **Edit**. A menu will appear.
4. Select **Discontinue and Append**. A box will pop up: *Are you sure you want to DC selected entry?* Click **Yes**.
5. A Write screen will load. Scroll to the right to locate the Objective Status portion of the screen.
6. Click the appropriate word (achieved, revise, or discontinue) to complete the evaluation.
7. Click **Next** to save your entry and return to the view screen.
8. The entry will appear grey to show the edit is complete.
9. Click the entry again to turn it red.
10. Click **Copy**. Backspace off the Objective letter and click onto ^Update Objective. Select the new objective letter that the goal should now be on. Make any other necessary changes to the goal, such as Start Date or Target Date.
11. Once all changes are completed, click **Next** to save your entry and return to the view screen.
12. Click **Go** to refresh the screen and see the changes.
13. Click **Exit** when finished to return to the Access menu.

Example 3: Remove a goal that is no longer going to be current

(e.g., an objective has been met or is being discontinued)

1. Follow steps for viewing Treatment/Behavior Plans.
2. Click the entry to turn it red. This is called 'tagging' the entry.
3. Click **Edit**. A menu will appear.

4. Select **Discontinue and Append**. A box will pop up: *Are you sure you want to DC selected entry?* Click **Yes**.
5. A Write screen will load. Scroll to the right to locate the Objective Status portion of the screen.
6. Click the appropriate word (achieved, discontinue) to complete the evaluation.
7. Click **Next** to save your entry and return to the view screen.
8. The entry will appear grey to show the edit is complete.
9. Click **Go** to refresh the screen and see the changes.
10. 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	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

Treatment Plan Reports

1. Select a report underneath the Reports column to view the Treatment Plan or a Review of the Treatment Plan charting. Once a report button has been selected, select a start/end date or a time period and click **OK**.
2. The report preview will appear. Click the printer icon in the upper left corner of the preview to send the report to your printer, verify your printer selection and click **OK**.
3. Click **Exit** to return to the Access screen.

Goal Target Dates (Calendar)

This will generate a calendar report of all upcoming target dates for all goals on the selected name(s).

1. From the Care Planning Access menu, select the resident(s) name, and click **Goal Target Dates (Calendar).**
2. The calendar will load for the current month. If another date range is desired, click **Control**, edit the Start Date and End Date and click **OK**.
3. If a printed copy is desired, click the **Print** button, select the print options and click **OK**. Then select the printer, and click **OK**.
4. Click **Close** to return to the Access screen.