The Arc
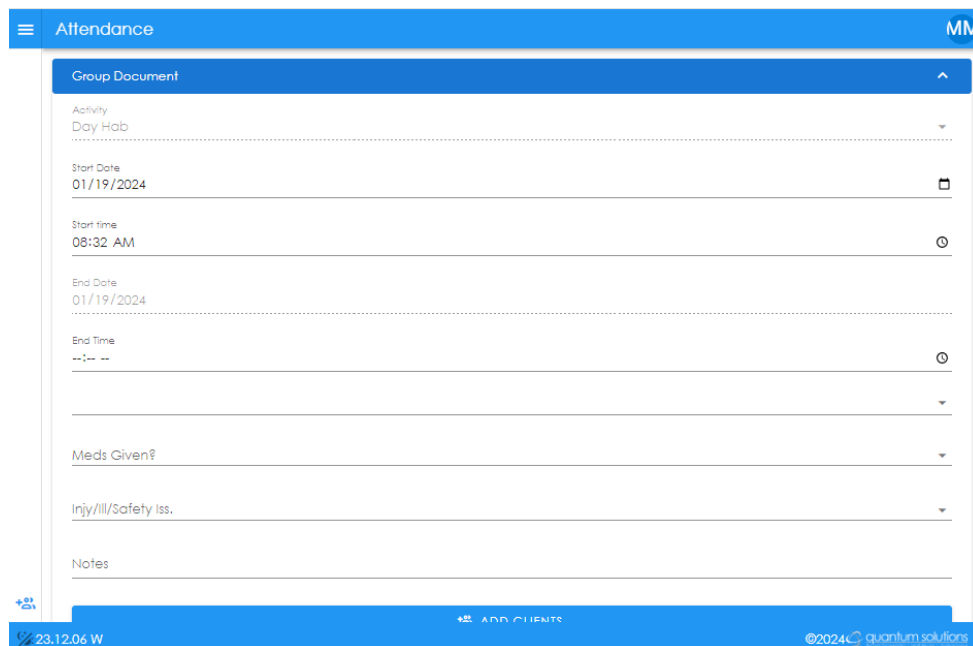East Central Iowa

Day Habilitation

Q: What is a Group note?

Day Hab Group

A: The group documentation home screen is used to complete the details of all participants in the group. The items we enter here will be copied out to all participant's notes when we create individual notes, so we don't have to key the same information for every participant in the group. The information on this screen applies to all participants in the group.

Starting the Group note

1. Click on the Day Hab Group icon and you will see a screen called Attendance.

2. The Activity/Start Date/Start Time fields will automatically populate. The Start Date and Time will default to the date and time the note was started.
3. Start Date - Choose the service date. This can be typed or selected with the calendar option.
   Tip: Double check this date is correct before moving on.
4. Start time = Time group service started. AM/PM is required. Type or select with clock. Example would be 8:00AM.
5. End Time = Time group service ended. AM/PM is required. Type or select with clock. Example would be 2:30PM.
6. Meds Given? – Choose 'No' from the dropdown.
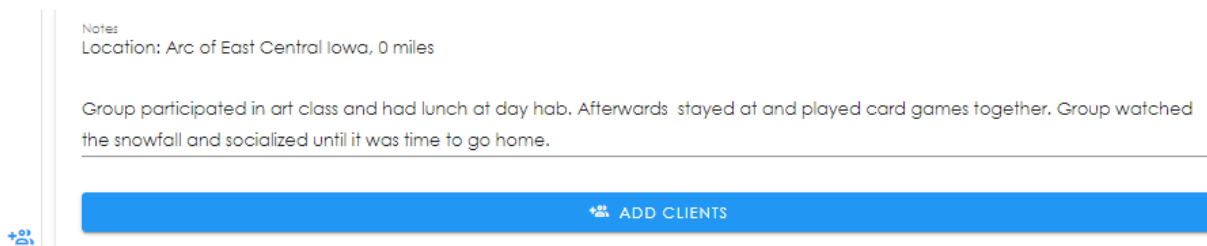7. Injy/Ill/Safety Iss – Answer 'No' from the dropdown.

8. Notes– Start typing Location: and list all locations visited during the session. Locations and number of miles are a requirement for all notes. **Tip:** Always include the Arc Dayhab as a location.

    a. Locations- Document the street name if there are multiple locations in the city. Example, if the location were Wal-Mart, you would need to indicate if it was Blairs Ferry Wal-Mart or 29th Ave Walmart. Include the city name when traveling outside of Cedar Rapids.

    b. Miles During Service Time- You will add the number of miles driven to and between activities. If the participant did not travel anywhere this number would be zero miles. **Tip:** If you only walked or rode the bus with the participant this number would still be zero miles.

        Example of Location and Miles: – Location: Arc of East Central Iowa, 0 miles

    c. Under the Location Line - you will document a paragraph about what the group did during the service.
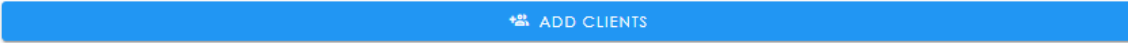
        Example of Paragraph:
        Group participated in art class and had lunch. Afterwards stayed and played card games together. Group watched the snowfall and socialized until it was time to go home.
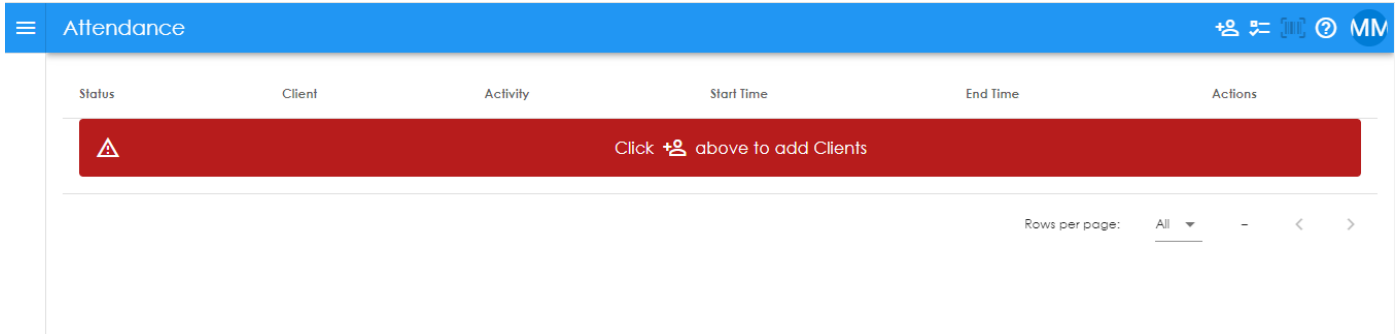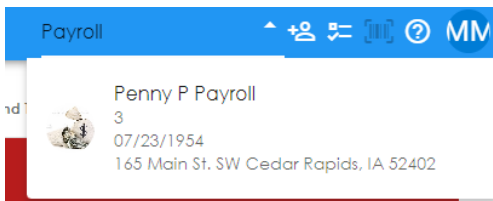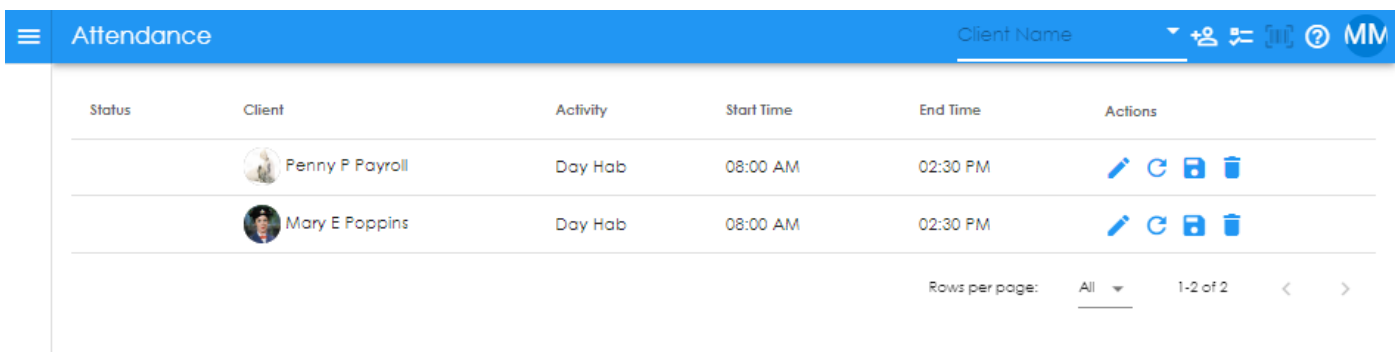

9. Click on the   **👥 ADD CLIENTS**   button. The following screen will appear.

 = **Add New Participant Name**. Click on the icon to add a new record. This icon is in the upper right-hand corner of the screen. In this example, we will add Penny Payroll and Mary Poppins. You would add names for everyone in your group that day. **Tip:** Add only the first or last name and search for that participant. Watch for similar names.

Edit the start and end time if necessary. You would start with participant 1- Penny Payroll.

   a.   Click on the Start Time and type or use clock. Click Save. Repeat this step for end time.
        Tip: You should match the participant check-in and out times for that day.

Edit start and end time for participant 2. Repeat the steps above. You would continue to change times for a longer participant list.

The next step is to edit the participant notes that were copied from the group note. Click on the pencil icon next to participant 1- Penny Payroll. This is the edit button.

The participant note will open on a new screen. There may be a brief loading message.

How to complete the participant note:

Update the Meds Given and Iny/Ill/Safety Iss question as needed.

Complete the participant note in the Notes section. Once the note is updated you can move onto the goal documentation. **Tip:** Leave the Locations and number of miles line as is, no change is required.

Instead of the note talking about the group, it should be specific to that participant and use their name. The paragraph should be modified to include any participant specific notes that relate to the individual participant. For those with specialized food or bathroom needs, please document relative information in this paragraph. If someone has behaviors, it is good to document this, and how you supported them. Make sure there is adequate documentation to support the length of service.

Example of participant note:

Location: The Arc of East Central Iowa, 0 miles

Penny arrived at day hab and ate her breakfast while waiting for peers to arrive. Penny participated in art class and painted a snowflake picture. During lunch at dayhab staff helped with warming up lunch in the microwave. After lunch Penny's group cancelled their afternoon plans and stayed at dayhab playing cards and watching the snowfall. Penny's group talked about what they like to do on snow days. Penny got her winter coat and lunch bag at the end of the day and waited for her ride to come.

Notes
Location: Arc of East Central Iowa, 0 miles

Penny arrived to day hab and ate her breakfast while waiting for peers to arrive. Penny participated in art class and painted a snowflake picture. During lunch at dayhab staff helped with warming up lunch in the microwave. After lunch Penny's group cancelled their afternoon plans and stayed at dayhab playing cards and watching the snowfall. Penny's group talked about what they like to do on snow days. Penny got her winter coat and lunch bag at the end of the day and waited for her ride to come.

Starting the Goals/Objectives

= Goals/Objectives

You will click on the icon on the far-left side to complete documentation. The main paragraph describing what you did during the service needs to be documented under a goal.

The Goal Documentation field is hidden on first appearance. To open, click on the title name or the drop-down arrow to the far right. Click the heading and more dropdown boxes will appear.

How to open the Goal Synopsis:

ⓘ = **Goal Synopsis**

The synopsis will contain all approved Goal Objectives + Action Steps. The action steps are the building blocks to explaining what staff did (the objective narrative) and the participant's response. Look for the encircled I and with one click the synopsis is on the far-right side of the screen. A tip would be to leave this open as you finish the goal documentation.
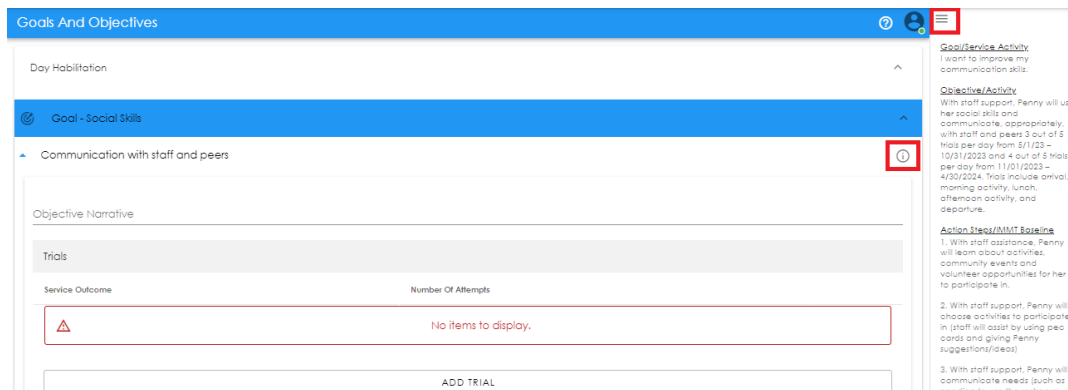
How to complete Goal documentation:

Click on the correct subtitle to force the fields open. In this example, click on Communication with staff and peers.

Under Objective Narrative you will type one paragraph using the action steps under Goal Synopsis. Only document on the action steps attempted during shift. Then click on Add Trial to complete.
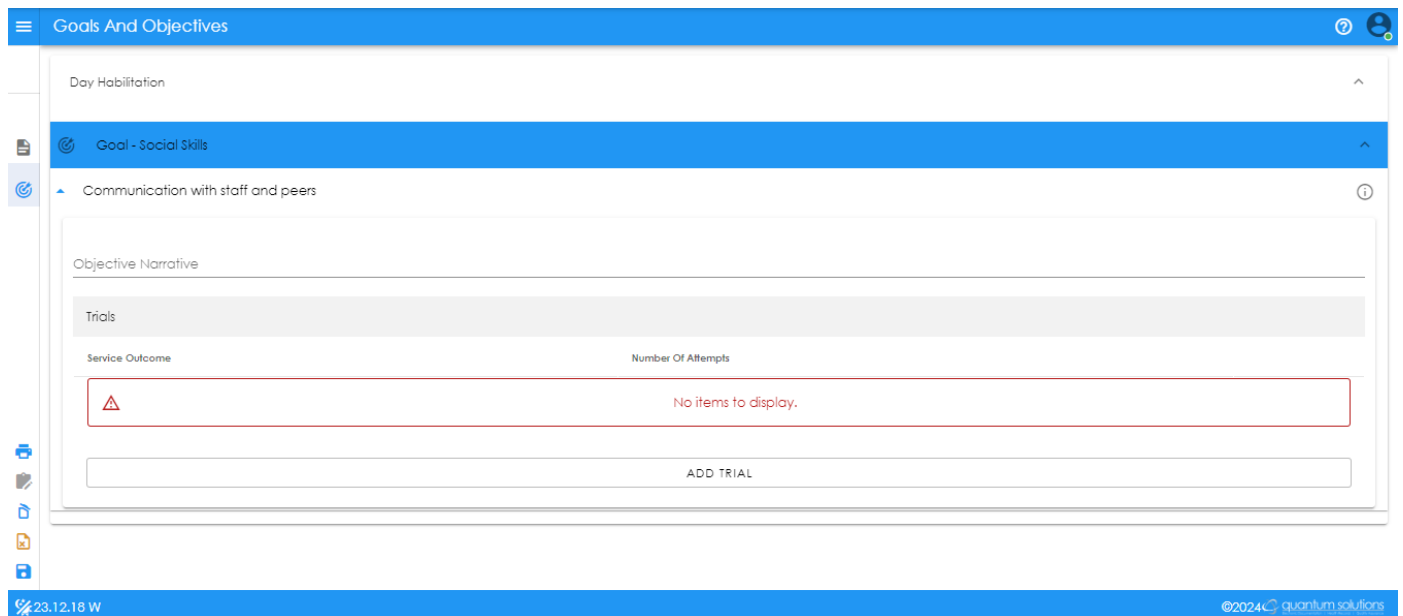
How to complete the Objective Narrative: (What you did during the service and the participant's response)

Example: Penny engaged with peers and her teacher during art class. She was interrupting others' conversation to chat about her boyfriend and what she likes to eat. Staff gave 3 VP to wait and listen to her peers, then talk about her interests. Staff also VP her to finish her painting as directed by the teacher. At lunch time, staff also talked with Penny about her goals and encouraged her to listen to her peers and to not interrupt. Penny said she would try. Following lunch, Penny agreed to play card games and again would interrupt conversations while playing. Staff gave 3 more VPs to wait and not interrupt. Penny smiled and said sorry. She would wait and pause during conversations each time before discussing what she likes to eat.

Objective Narrative
Penny engaged with peers and her teacher during art class. She was interrupting others conversation to chat about her boyfriend and what she likes to eat. Staff gave 3 VP to wait and listen to her peers, then talk about her interests. Staff also VP her to finish her painting as directed by the teacher. At lunch time, staff also visited with Penny about her goals and encouraged her to listen to her peers and to not interrupt. Penny said she would try. Following lunch, Penny agreed to play card games and again would interrupt conversations while playing. Staff gave 3 more VPs to wait and not interrupt. Penny smiled and said sorry. She would wait and pause during conversations each time before discussing what she likes to eat.

How to complete the Add Trial: (Explains the service outcome for your shift)

You will click on the field titled Add Trial and No Items to Display will disappear. There will now be a dropdown menu titled Service Outcome. Nothing needs to be changed in the Number of Attempts field. This will default to 1. Choose the best outcome for that session from the following options.

- Objective Met
- Objective Not Met

- Declined

How to Save the Participant Note
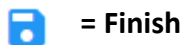
 = Finish

Click on the icon called Finish. Lower-left hand corner of screen. You will see a message prompting you to close the note.

Please click the Close button in the upper right hand corner.

CLOSE **= Go Back to the Attendance screen**

The Close button is in the upper right-hand corner. Your view should now be the list of participant names. There is now a blue checkmark under Status to indicate the note is saved. Click on the pencil icon in row 2 and repeat the prior steps. You will continue the same steps for all participants on the list until there are blue checkmarks on every row.


Error Messages: What to do?
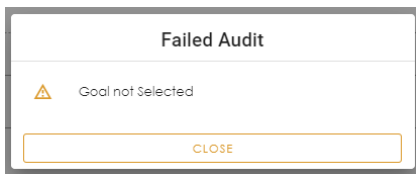
You will see Failed Audit – 'Goal not Selected' when you have not saved a goal for one or more participants. This will be clear once you have added all goals for participants.

How to delete a participant name:

Review all names prior to the final save. If there is one to remove, click on the trash can icon to the far right. Type Delete on the next window and click OK.



Completing the final save:

Once all the participant names have a blue check mark under Status this group note is ready to be marked finish. Click on the blue diskette icon in the left side panel to finish. There will be a confirmation message and <u>Finish</u> needs to be marked every time.

= **Status-** no further editing needed at this time.

= **Finish-** Notes can be marked finish or finish later at this time.

The final message will indicate that the group note has been saved successfully. Click OK to Close.
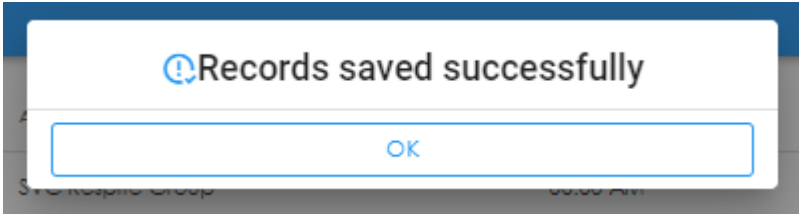
The Web Dashboard screen will display, and the user can log out at this time. Reminder all Incidents Reports and Medication Logs should be completed immediately after submitting notes. Directions on how to complete both are on the Arc employee portal.