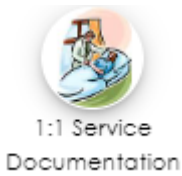


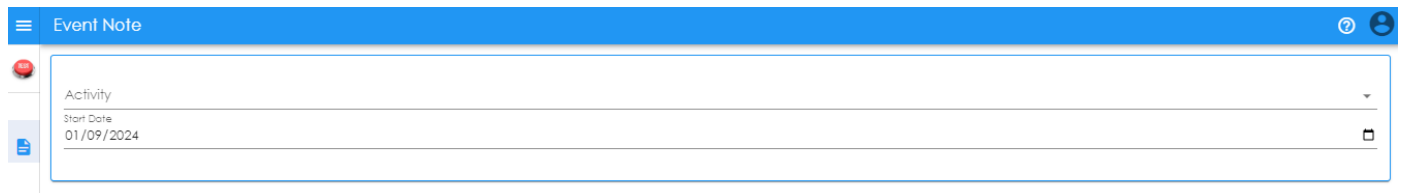
1:1 Service Documentation –Daycare SCL

Starting the note

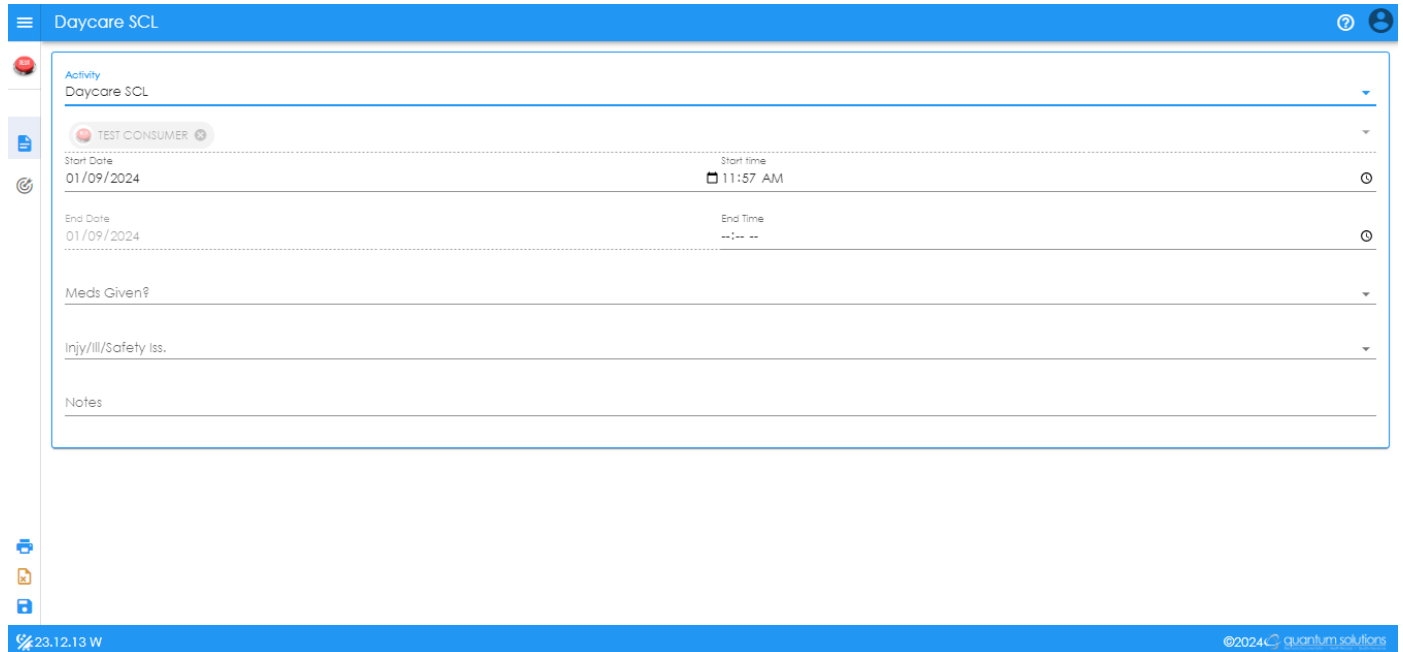
1. Enter the participant’s name in the client selector on the dashboard. Click on the 1:1 Service Documentation icon.



2. A blank note will appear. Select an Activity- Daycare SCL. You can either type to match the name of the activity or scroll through the list.



The screenshot shows a software interface for creating an event note. At the top, there is a blue header bar with a hamburger menu icon, the text 'Event Note', and a user profile icon. Below the header, there is a form with two input fields: 'Activity' and 'Start Date'. The 'Start Date' field is populated with '01/09/2024'. There are also icons for a calendar and a document on the left side of the form.

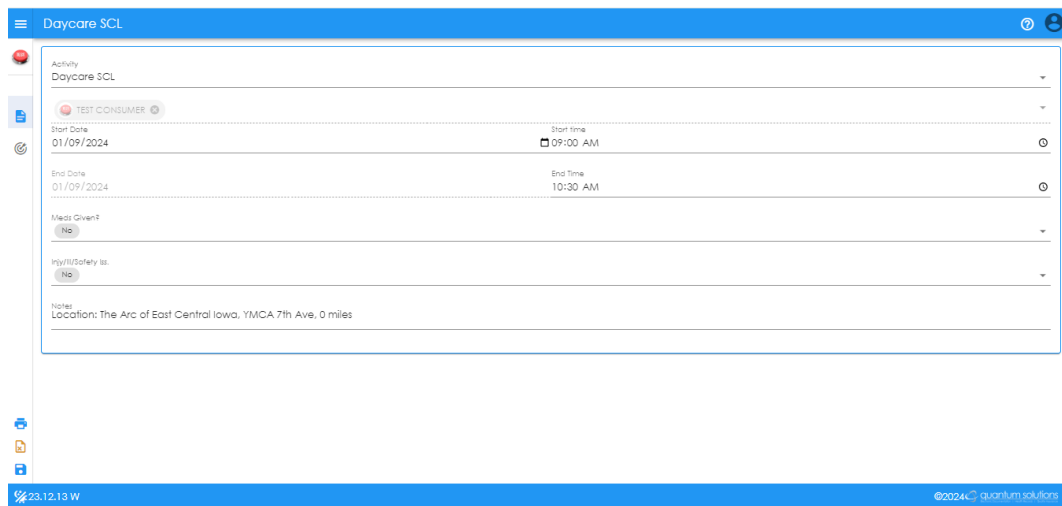


The screenshot shows a software interface for creating a Daycare SCL note. At the top, there is a blue header bar with a hamburger menu icon, the text 'Daycare SCL', and a user profile icon. Below the header, there is a form with several fields: 'Activity' (populated with 'Daycare SCL'), 'Start Date' (populated with '01/09/2024'), 'Start time' (populated with '11:57 AM'), 'End Date' (populated with '01/09/2024'), 'End Time' (populated with '--:-- --'), 'Meds Given?', 'Injy/Ill/Safety Iss.', and 'Notes'. There is also a 'TEST CONSUMER' button. The bottom of the screen shows a blue footer bar with the date '23.12.13 W' and the text '©2024 quantum solutions'.

3. 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.
 4. Start Date - Choose the service date. This can be typed or selected with the calendar option.
 5. Start time = Time the service started. AM/PM is required. This can be typed or selected with the clock option.
 6. End Time = Time the service ended. AM/PM is required. Type or select with clock.
 7. Meds Given? - Select Yes or No from the dropdown. If you select Yes, you will complete a separate Medication Log Note.
 8. Injy/Ill/Safety Iss – Click on one of two options in the dropdown menu.
 - Yes (complete and submit I.R. within 24 hours)
 - No
- NOTE: If you choose Yes, you must fill out an Incident Report within 24 hours and notify a supervisor.
9. Notes– Start typing Location: and list all locations visited during the session. Locations and number of miles are a requirement for all notes.

- 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.

Example of Location and Miles: – Location: The Arc of East Central Iowa, YMCA 7th Ave, 0 miles



The screenshot shows a software interface for 'Daycare SCL'. The form contains the following fields and values:

- Activity: Daycare SCL
- Consumer: TEST CONSUMER
- Start Date: 01/09/2024
- Start Time: 09:00 AM
- End Date: 01/09/2024
- End Time: 10:30 AM
- Meds Given?: No
- Injy/Ill/Safety Iss: No
- Notes: Location: The Arc of East Central Iowa, YMCA 7th Ave, 0 miles

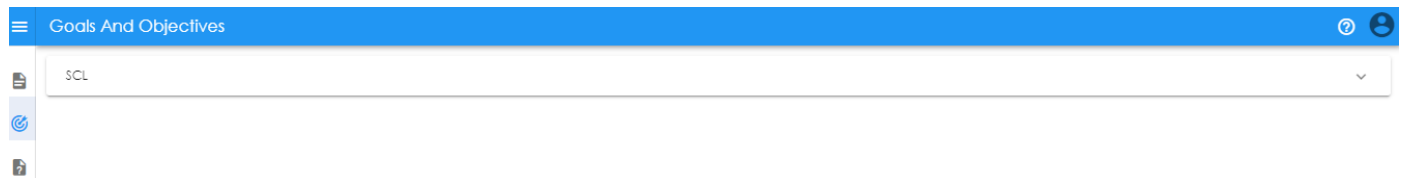
The interface includes a sidebar with navigation icons and a footer with the date '23.12.13 W' and copyright information '©2024 quantum solutions'.

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. An authorized support only requires one or two sentences of how you helped them with that support.

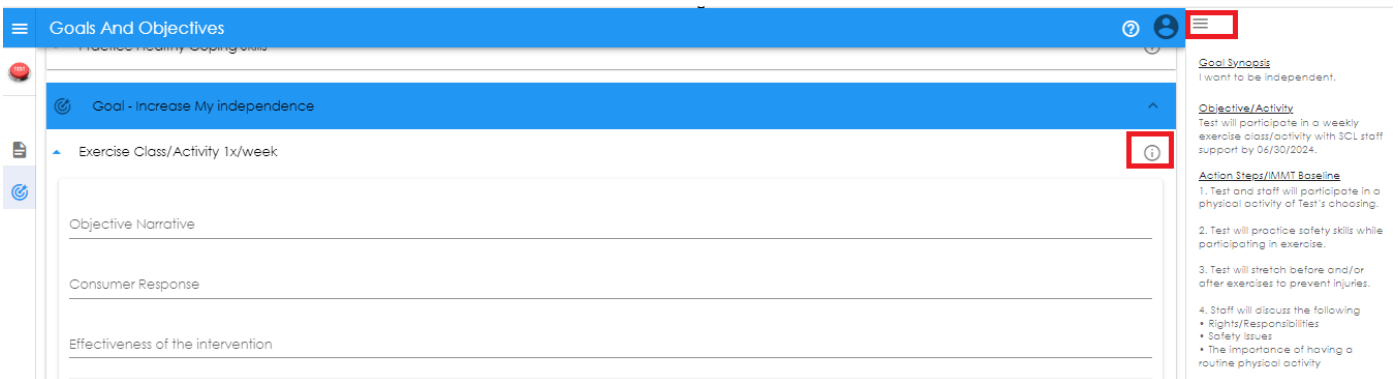
The Authorized Supports and Goal fields are hidden on first appearance. To open, click on the title name or the drop-down arrow to the far right. Click the heading and more dropdown boxes will appear.



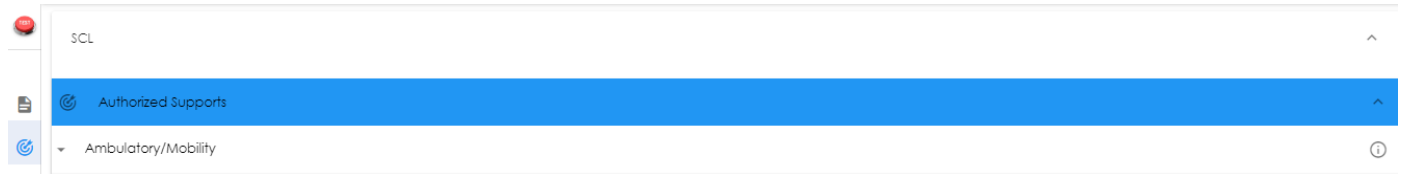
How to open the Goal Synopsis:

 = **Goal Synopsis**

The synopsis will contain all approved Authorized Supports and 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.

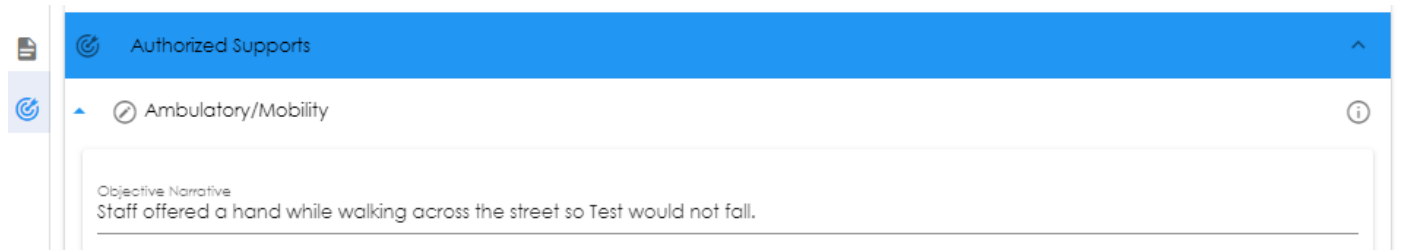


How to complete Authorized Supports documentation:



- I. Click on the Authorized Support, in this example it is Ambulatory/Mobility
Click on Objective Narrative and enter the documentation.

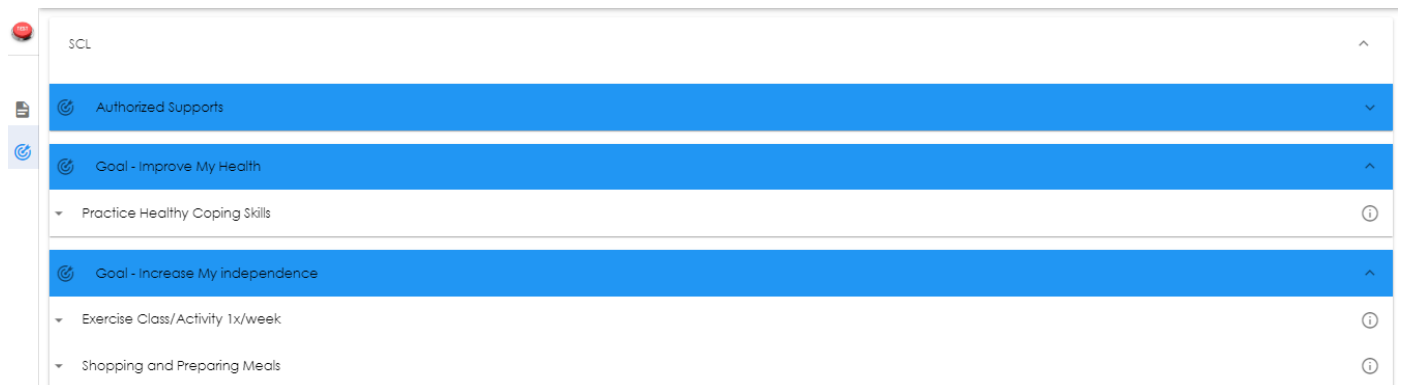
Example- Objective Narrative: Staff offered a hand while walking across the street so Test would not fall.



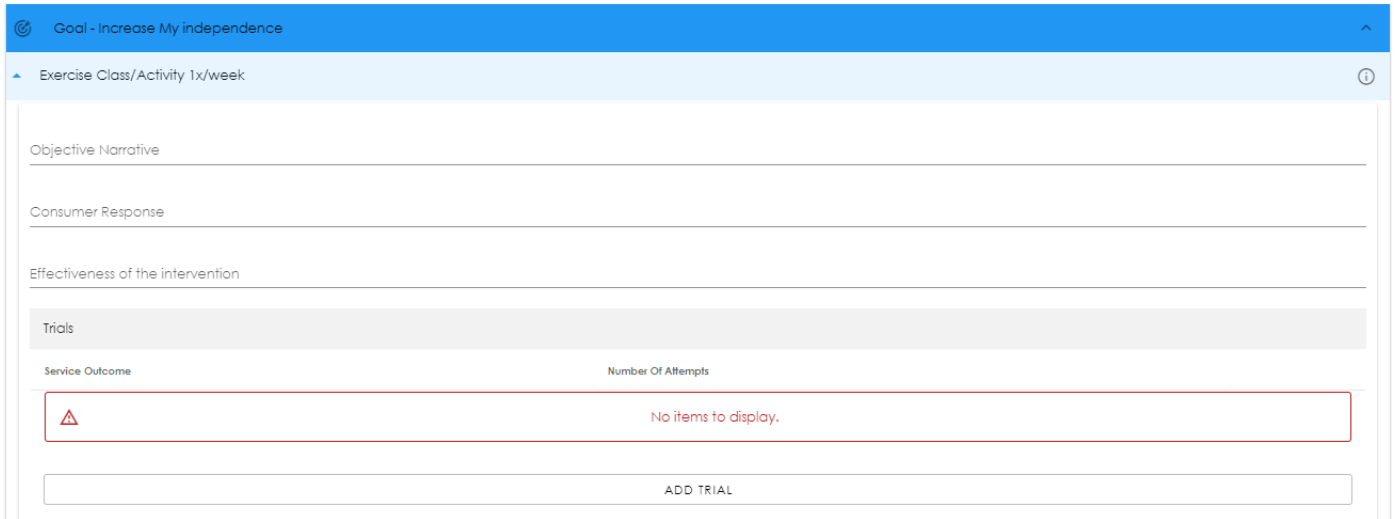
Repeat these steps until all Authorized Supports documentation is completed. If the same support was offered and documented for the goal, it is not necessary to repeat.

How to complete Goal documentation:

Review all the goal options and click on the correct subtitle. There are dropdown arrows immediately to the left of the title name. Click on the title line and more fields will appear. In this example, click on Exercise Class/Activity 1x/week.



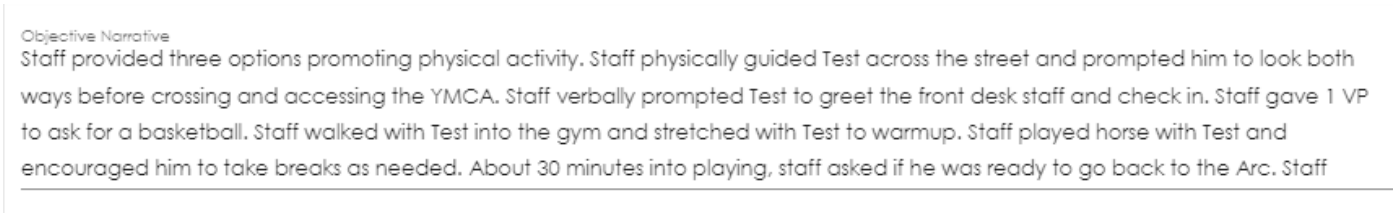
There are three new fields titled Objective Narrative, Consumer Narrative, and Effectiveness of the Intervention. You must enter a short narrative in each field before clicking on Add Trial to complete. You will repeat these steps for additional goals covered on shift, and you must complete all fields to save the note.



How to complete the Objective Narrative: (What you did during the service)

Example: Staff provided three options promoting physical activity. Staff physically guided Test across the street and prompted him to look both ways before crossing and accessing the YMCA. Staff verbally prompted Test to greet the front desk staff and check in. Staff gave 1 VP to ask for a basketball. Staff walked with Test into the gym and stretched with Test to warmup.

Staff played horse with Test and encouraged him to take breaks as needed. About 30 minutes into playing, Staff asked if he was ready to go back to the Arc. Staff provided safety reminders again leaving the YMCA and crossing the street. Staff praised Test for working on his goal and improving his stamina by playing basketball.



How to complete the Consumers Response: (How the participant responded)

Test said yeah when staff offered to play basketball. Test walked with staff to the YMCA and acknowledged when they needed to stop and look for cars before they crossed the street. Test greeted the receptionist and grabbed a basketball from the front desk. During warm up Test bent over and stretched his legs and gently twisted his back. Test said that felt good. Test started dribbling the ball but stopped every few minutes. He would sit down and drink some water when staff VP him to. Test would return to the gym floor and actively participate. Test told staff he was ready to go after the 30 minutes was up. Test smiled with staff told him he met the goal today.

Consumer Response

Test said yeah when staff offered to play basketball. Test walked with staff to the YMCA and acknowledged when they needed to stop and look for cars before they crossed the street. Test greeted the receptionist and grabbed a basketball from the front desk. During warm up Test bent over and stretched his legs and gently twisted his back. Test said that felt good. Test started dribbling the ball but stopped every few minutes. He would sit down and drink some water when staff VP him to. Test would return to the gym floor and

How to complete the Effectiveness of the Intervention: (How you felt the overall service went?)

Example: Test met his goal today by playing basketball with staff at the YMCA.

Effectiveness of the intervention

Test met his goal today by playing basketball with staff at the YMCA.

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

Trials	
Service Outcome	Number Of Attempts
Service Outcome	Number Of Attempts 1
<input type="button" value="ADD TRIAL"/>	

Service Outcome

- Objective Met
- Objective Not Met
- Declined

ADD

Trials	
Service Outcome	Number Of Attempts
Service Outcome Objective Met	Number Of Attempts 1
ADD TRIAL	

Completing the final save



= Finish- Notes will be marked as saved. Once you have reviewed and are ready to submit, click on the diskette icon. It is in the panel on the far left. Click once and the Web Dashboard screen will display. If you need to submit a separate medication log or incident report this would be the time to do so. The user can log out at this time. The log out button under the staff initials in the header-upper right-hand corner.