

Daycare Respite Group

Q: What is a Daycare Group note?

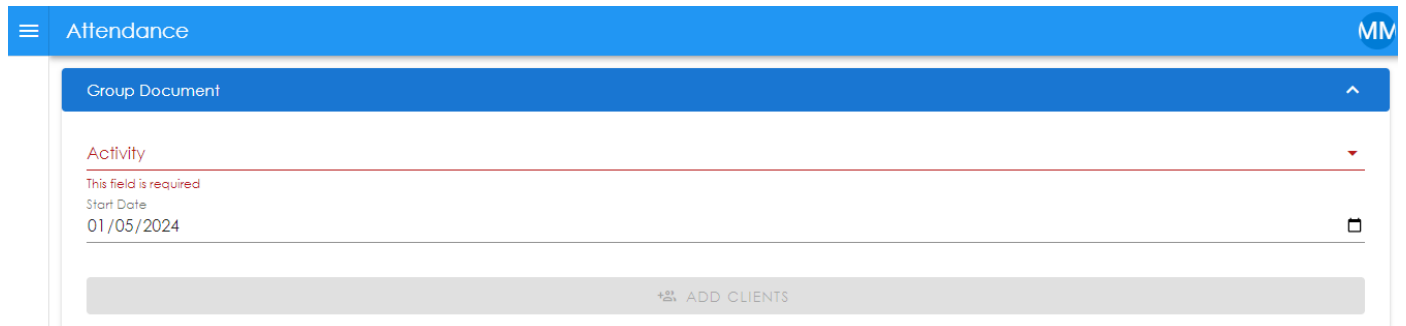


Daycare Group

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 Daycare Group icon and you will see a screen called Attendance.



2. Select an Activity. You can either type to match the name of the activity or scroll through the list.

☰ Attendance
MM

Group Document
^

Activity
Daycare Private Pay ▼

Start Date
01/05/2024 📅

Start time
12:20 PM 🕒

End Date
01/05/2024

End Time
--:-- 🕒

Meds Given? ▼

Injy/III/Safety Iss. ▼

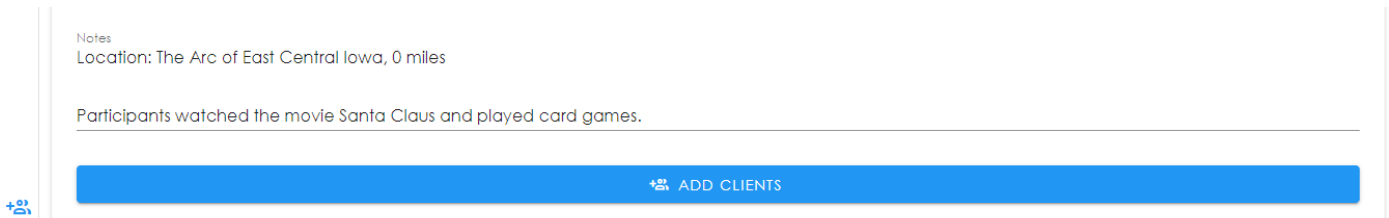
🕒 23.12.06 W
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3. The Activity/Start Date/Start Time fields will automatically populate. The Start Date and Time will default to the date and time the note was started.
4. Start Date - Choose the service date. This can be typed or selected with the calendar option.
5. Start time = Time group service started. AM/PM is required. Type or select with clock. Example would be 3:00PM.
6. End Time = Time group service ended. AM/PM is required. Type or select with clock. Example would be 6:00PM.
7. Meds Given? – Choose ‘No’ from the dropdown.
8. Injy/III/Safety Iss – Answer ‘No’ from the dropdown.
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, Cedar Rapids, 0 miles

- c. Under the Location Line - you will document a paragraph of detailed information about what the group did during the service.

Example of Paragraph: Participants watched the movie Santa Claus and played card games.

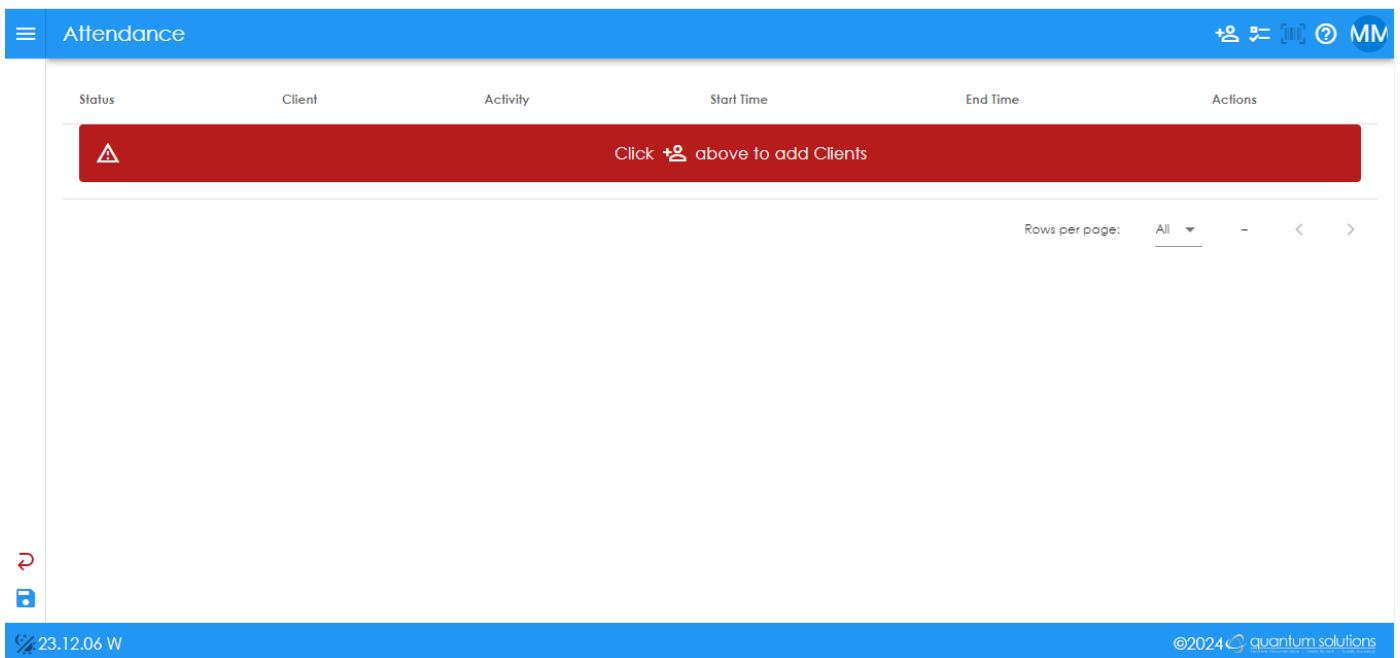


Notes
Location: The Arc of East Central Iowa, 0 miles

Participants watched the movie Santa Claus and played card games.

+ ADD CLIENTS

10. Click on the  button. The following screen will appear.



Attendance

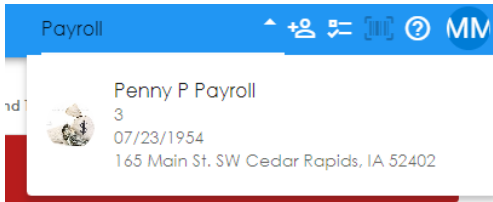
Status	Client	Activity	Start Time	End Time	Actions
Click + above to add Clients					

Rows per page: All

23.12.06 W ©2024 quantum solutions

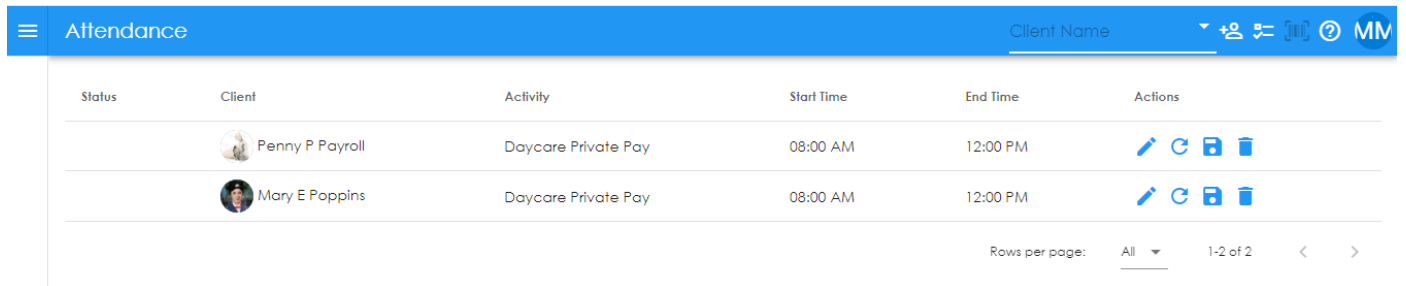
 = Add New Participant Name

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. If a participant has a different funding source than what is listed, stop before adding that name. **Tip:** Add only the first or last name and search for that participant. Watch for similar names.



Payroll

Penny P Payroll
3
07/23/1954
165 Main St. SW Cedar Rapids, IA 52402

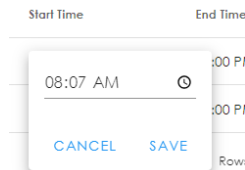


Status	Client	Activity	Start Time	End Time	Actions
	Penny P Payroll	Daycare Private Pay	08:00 AM	12:00 PM	
	Mary E Poppins	Daycare Private Pay	08:00 AM	12:00 PM	

Rows per page: All 1-2 of 2

Edit the start and end time for participant 1- Penny Payroll.

- 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.



Start Time End Time

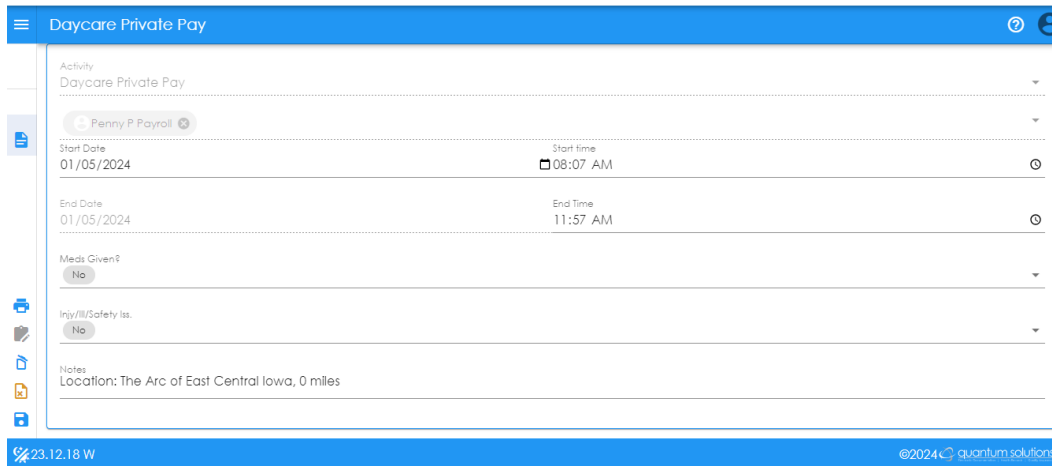
08:07 AM 12:00 PM

CANCEL SAVE

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.



Daycare Private Pay

Activity
Daycare Private Pay

Penny P Payroll

Start Date: 01/05/2024 Start Time: 08:07 AM

End Date: 01/05/2024 End Time: 11:57 AM

Meds Given: No

Inj/III/Safety Iss.: No

Notes
Location: The Arc of East Central Iowa, 0 miles

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How to complete the participant note:

Update the Meds Given and Inj/III/Safety Iss question as needed.

Complete the participant note in the Notes section. This starts with the word Location. Instead of the note talking about the group, it should be specific to that participant and use their name. **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. **Tip:** When writing about meals/snacks there is no need to be detailed unless there are specific nutritional restrictions to be followed.

Example of participant respite note:

Location: The Arc of East Central Iowa, 0 miles


Penny arrived at daycare and used the restroom right away. She washed her hands with 1 VP. Staff suggested morning activities and Penny picked a movie to watch from several options. Penny watched “The Santa Clause”. Later Penny joined a group playing Go Fish cards. Staff encouraged Penny to stay seated and engaged. Penny left with her mom at the end of day.

Notes

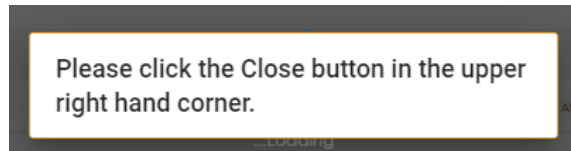
Location: The Arc of East Central Iowa, 0 miles


Penny arrived to daycare and used the restroom right away. She washed her hands with 1 VP. Staff suggested morning activities and Penny picked a movie to watch from several options. Penny watched The Santa Clause. Later Penny joined a group playing Go Fish cards. Staff encouraged Penny to stay seated and engaged. Penny left with her mom at end of day.

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.



 = 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. If the participants all shared the same activity, skip the next section, and move onto the final save.

Status	Client	Activity	Start Time	End Time	Actions
✓	 Penny P Payroll	Daycare Private Pay	08:07 AM	11:57 AM	   
	 Mary E Poppins	Daycare Private Pay	08:45 AM	11:55 AM	   

Rows per page: All 1-2 of 2

How to add multiple activities for Group note:



Back- will move to the prior screen.

If you have one or more participants with a different funding source or activity, you will use the red reverse arrow in the bottom left-hand corner of the screen.

You will land back on the group note and pick a different activity and complete a new group note. Repeat the same steps under [Starting the Group note-Page 1](#).

Click on Add Clients assign the new name – Test Consumer- and click on the pencil to edit. Personalize the note as previously done for participants 1 and 2.

Attendance
MM

Group Document

Activity

This field is required

Start Date

Status	Client	Activity	Start Time	End Time	Actions
✓	Penny P Payroll	Daycare Private Pay	08:07 AM	11:57 AM	
✓	Mary E Poppins	Daycare Private Pay	08:45 AM	11:55 AM	
✓	TEST CONSUMER	Daycare Grp Private Pay-Full Day	08:07 AM	11:49 AM	

Rows per page: All 1-3 of 3

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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.

Status	Client	Activity	Start Time	End Time	Actions
✓	Penny P Payroll	Day Hab	08:33 AM	02:30 PM	
✓	Mary E Poppins	Day Hab	08:00 AM	02:30 PM	
⚠	Snuggle m Bear	Day Hab	08:00 AM	02:30 PM	

Rows per page: All

Are you sure you want to delete this item?

Type Delete

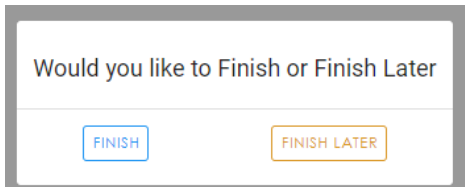
Delete

CANCEL OK

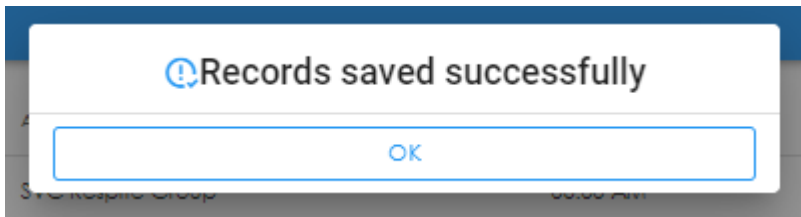
Completing the final save

- ✓ = **Status**- no further editing needed at this time.
- 📁 = **Finish**- Notes can be marked finish or finish later at this time.

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 Finish needs to be marked every 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.

SVC Respite Group

Q: What is an SVC Group note?

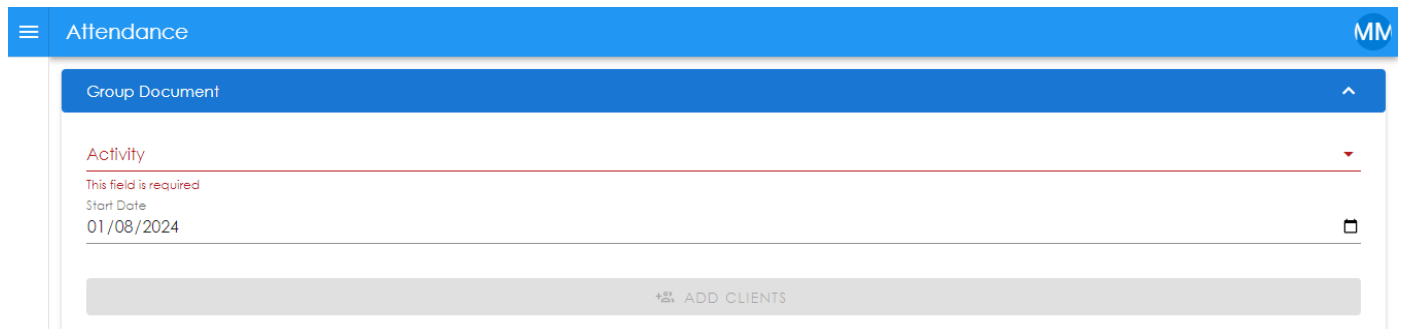


SVC Group

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 SVC Group icon and you will see a screen called Attendance.



The screenshot shows a mobile application interface for 'Attendance'. At the top is a blue header with a hamburger menu icon on the left, the word 'Attendance' in the center, and a 'MM' icon on the right. Below the header is a 'Group Document' section with a blue bar and an upward arrow. Underneath, there is a form with a red 'Activity' label and a dropdown arrow. Below that, a red error message reads 'This field is required'. The 'Start Date' is set to '01/08/2024' with a calendar icon. At the bottom of the form is a grey button with a plus icon and the text 'ADD CLIENTS'.

2. Select an Activity. You can either type to match the name of the activity or scroll through the list.

☰ Attendance
MM

Group Document
^

Activity
SVC Private Pay Group v

Start Date
01/08/2024 📅

Start time
11:54 AM 🕒

End Date
01/08/2024

End Time
--:-- 🕒

Meds Given? v

Injy/III/Safety Iss. v

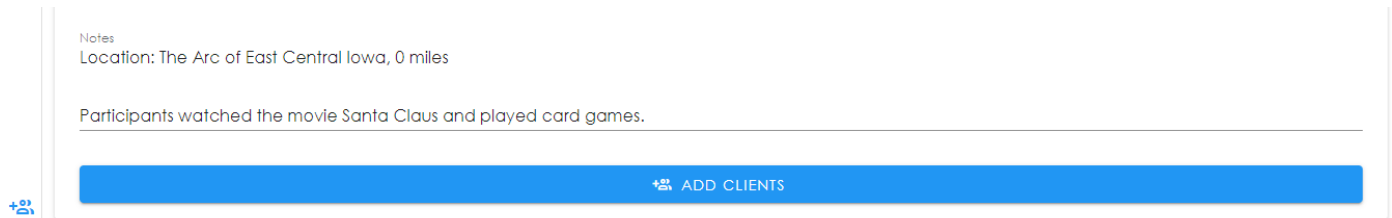
23.12.06 W
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3. The Activity/Start Date/Start Time fields will automatically populate. The Start Date and Time will default to the date and time the note was started.
4. Start Date - Choose the service date. This can be typed or selected with the calendar option.
5. Start time = Time group service started. AM/PM is required. Type or select with clock. Example would be 3:00PM.
6. End Time = Time group service ended. AM/PM is required. Type or select with clock. Example would be 8:00PM.
7. Meds Given? – Choose ‘No’ from the dropdown.
8. Injy/III/Safety Iss – Answer ‘No’ from the dropdown.
9. Notes– Start typing Location: and list all locations visited during the session. Locations and number of miles are a requirement for all notes.
 - d. 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.
 - e. 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, Cedar Rapids, 0 miles

- f. Under the Location Line - you will document a paragraph of detailed information about what the group did during the service.


Example of Paragraph: Participants watched the movie Santa Claus and played card games.

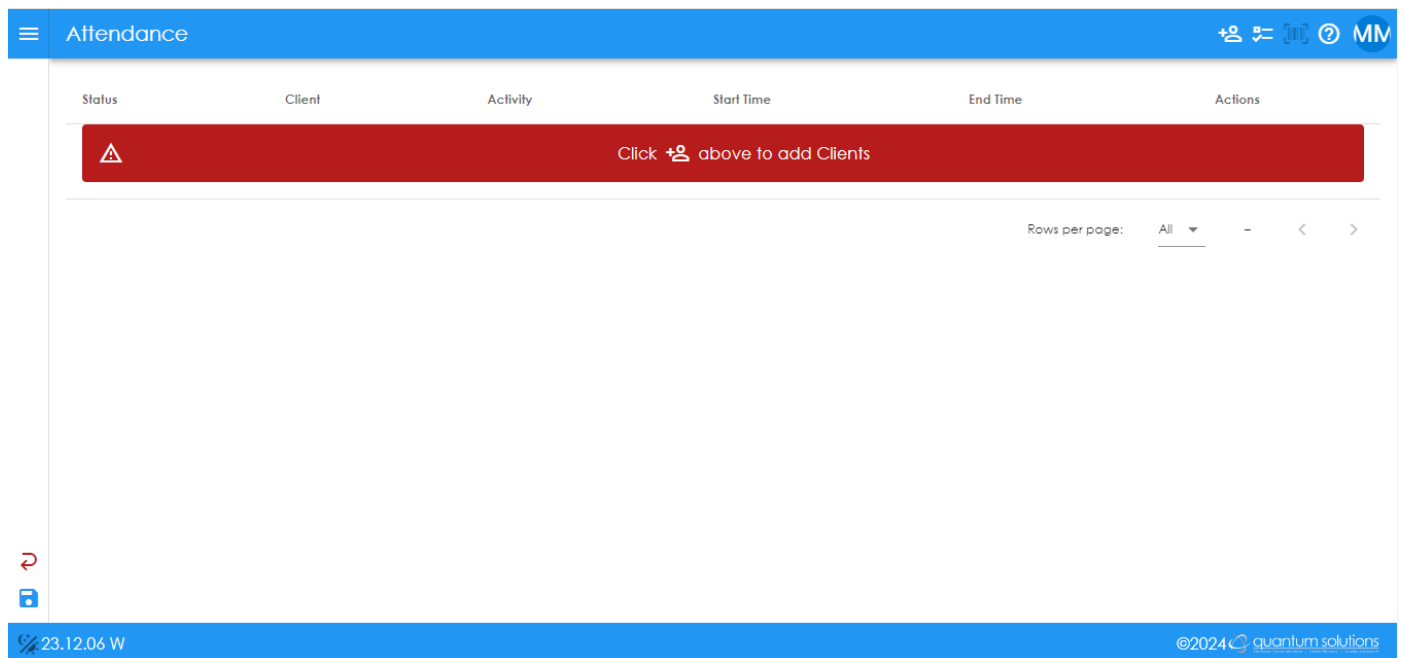


Notes
Location: The Arc of East Central Iowa, 0 miles

Participants watched the movie Santa Claus and played card games.

+ ADD CLIENTS

10. Click on the  button. The following screen will appear.



Attendance

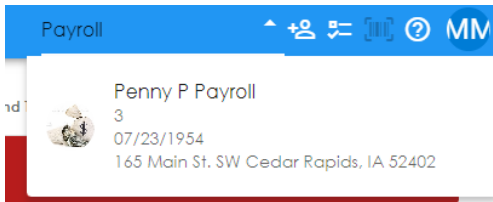
Status	Client	Activity	Start Time	End Time	Actions
Click + above to add Clients					











Rows per page: All

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 = 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. If a participant has a different funding source than what is listed, stop before adding that name. **Tip:** Add only the first or last name and search for that participant. Watch for similar names.

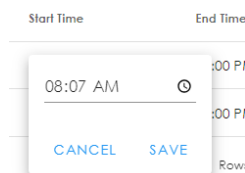


Attendance						
Status	Client	Activity	Start Time	End Time	Actions	
	 Penny P Payroll	SVC Private Pay Group	08:30 AM	11:00 AM	   	
	 Mary E Poppins	SVC Private Pay Group	08:30 AM	11:00 AM	   	

Rows per page: All 1-2 of 2

Edit the start and end time for participant 1- Penny Payroll.

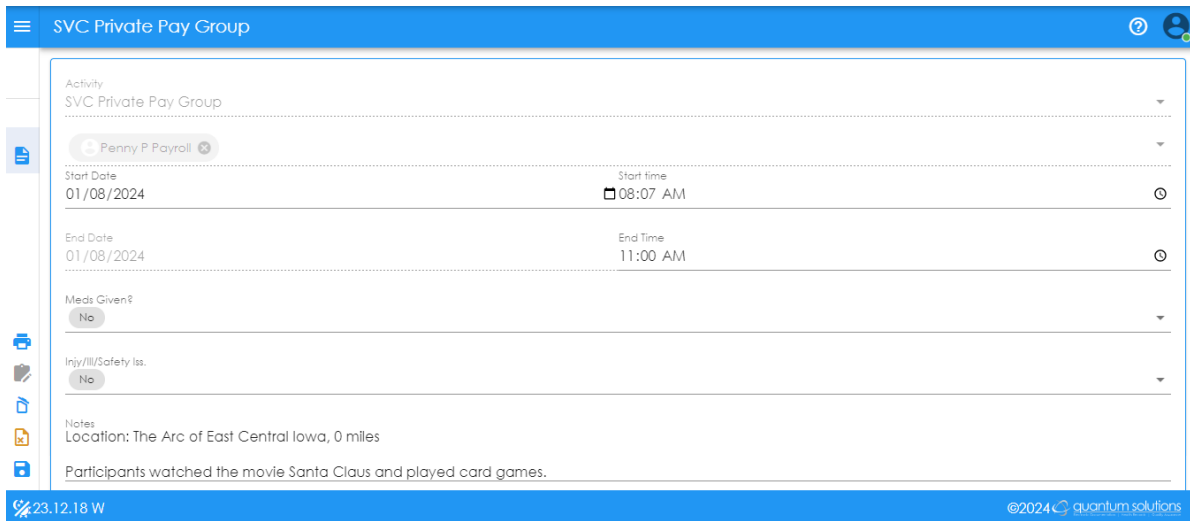
- b. Click on the Start Time and type or use clock. Click Save. Repeat this step for end time. **Tip:** You should match the participant check-in and out times for that day.



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.



The screenshot shows a software interface for 'SVC Private Pay Group'. The main content area displays the following information:

- Activity: SVC Private Pay Group
- Penny P Payroll
- Start Date: 01/08/2024, Start time: 08:07 AM
- End Date: 01/08/2024, End Time: 11:00 AM
- Meds Given?: No
- Inj/III/Safety Iss.: No
- Notes: Location: The Arc of East Central Iowa, 0 miles. Participants watched the movie Santa Claus and played card games.

The interface includes a sidebar with icons for various functions and a footer with the version '23.12.18 W' and copyright '©2024 quantum solutions'.

How to complete the participant note:

Update the Meds Given and Inj/III/Safety Iss question as needed.

Complete the participant note in the Notes section. This starts with the word Location. Instead of the note talking about the group, it should be specific to that participant and use their name. **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. **Tip:** When writing about meals/snacks there is no need to be detailed unless there are specific nutritional restrictions to be followed.

Example of participant respite note:

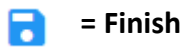
Location: The Arc of East Central Iowa, 0 miles

Penny arrived at The Arc and used the restroom right away. She washed her hands with 1 VP. Staff suggested morning activities and Penny picked a movie to watch from several options. Penny watched “The Santa Clause”. Later Penny joined a group playing Go Fish cards. Staff encouraged Penny to stay seated and engaged. Penny left with her mom at the end of day.

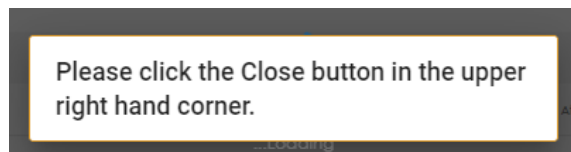
Notes
Location: The Arc of East Central Iowa, 0 miles

Penny arrived to daycare and used the restroom right away. She washed her hands with 1 VP. Staff suggested morning activities and Penny picked a movie to watch from several options. Penny watched The Santa Clause. Later Penny joined a group playing Go Fish cards. Staff encouraged Penny to stay seated and engaged. Penny left with her mom at end of day.

How to Save the Participant Note:



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



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. If the participants all shared the same activity, skip the next section, and move onto the final save.

Status	Client	Activity	Start Time	End Time	Actions
✓	Penny P Payroll	SVC Private Pay Group	08:07 AM	11:00 AM	
	Mary E Poppins	SVC Private Pay Group	08:27 AM	11:05 AM	

Rows per page: All 1-2 of 2 < >

How to add multiple activities for Group note.

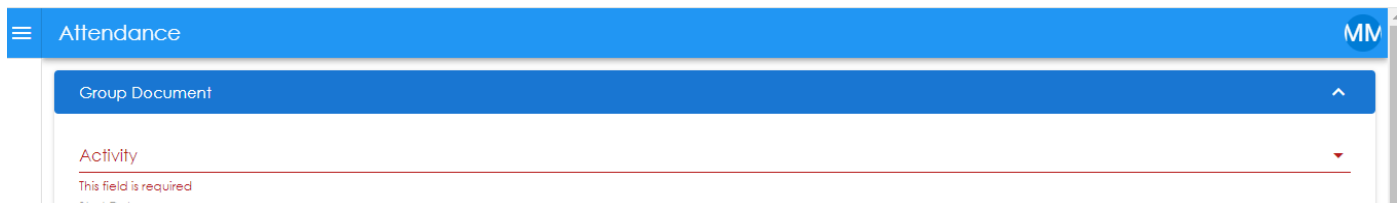
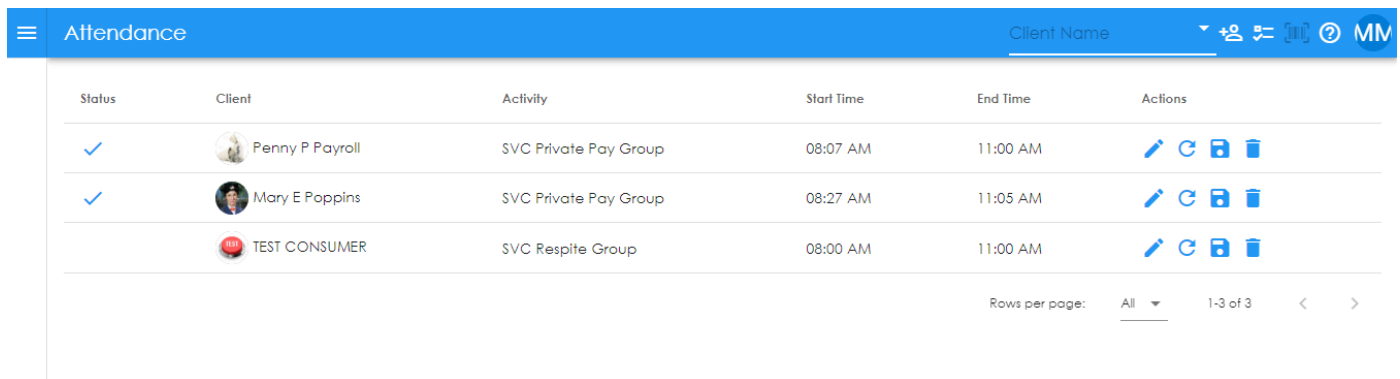


Back- will move to the prior screen.

If you have one or more participants with a different funding source or activity, you will use the red reverse arrow in the bottom left-hand corner of the screen.

You will land back on the group note and pick a different activity and complete a new group note. Repeat the same steps under [Starting the Group note-Page 1.](#)

Click on Add Clients assign the new name – Test Consumer- and click on the pencil to edit. Personalize the note as previously done for participants 1 and 2.



















Status	Client	Activity	Start Time	End Time	Actions
✓	Penny P Payroll	SVC Private Pay Group	08:07 AM	11:00 AM	
✓	Mary E Poppins	SVC Private Pay Group	08:27 AM	11:05 AM	
	TEST CONSUMER	SVC Respite Group	08:00 AM	11:00 AM	

Rows per page: All 1-3 of 3

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.

Attendance					
Status	Client	Activity	Start Time	End Time	Actions
✓	 Penny P Payroll	Day Hab	08:33 AM	02:30 PM	   
✓	 Mary E Poppins	Day Hab	08:00 AM	02:30 PM	   
⚠	 Snuggle m Bear	Day Hab	08:00 AM	02:30 PM	   


Rows per page: All ▾

Are you sure you want to delete this item?

Type Delete
Delete

CANCEL
OK

Completing the final save

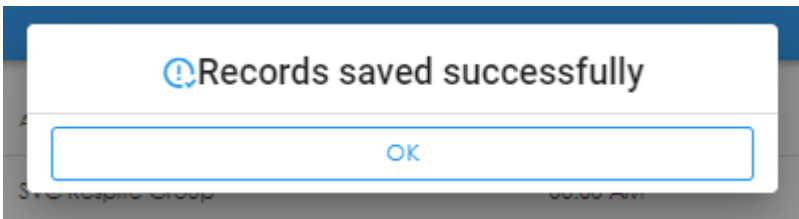
- ✓ = **Status**- no further editing needed at this time.
-  = **Finish**- Notes can be marked finish or finish later at this time.

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 Finish needs to be marked every time.

Would you like to Finish or Finish Later

FINISH
FINISH LATER

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.