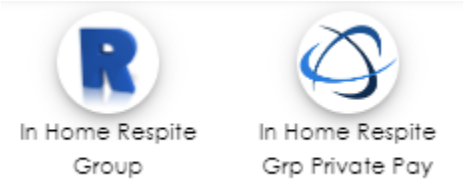
The Arc
East Central Iowa

In-Home Respite Group/Respite Group Private Pay

Q: What is a Respite Group note?



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 correct Respite 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.
4. Start time = Time group service started. AM/PM is required. This can be typed or selected with the clock option.
5. End Time = Time group service ended. AM/PM is required. Type or select with clock.
6. Meds Given? – Choose 'No' from the dropdown.
7. Injy/Ill/Safety Iss – Answer 'No' from the dropdown.

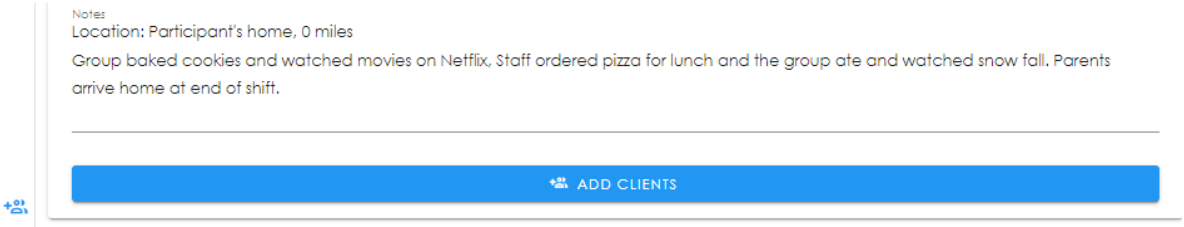
8. Notes– Start typing Location: and list all locations visited during the session. Locations and number of miles are a requirement for all notes.

   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.

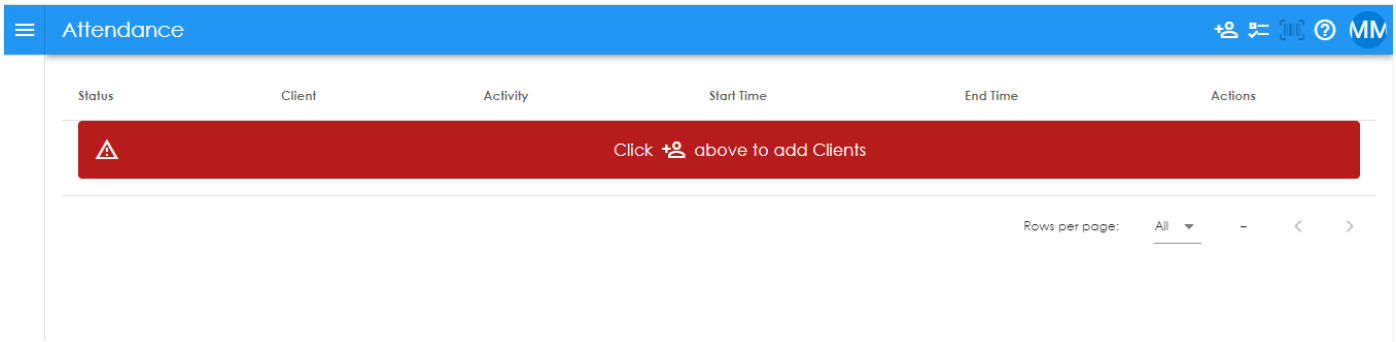
      Example of Location and Miles: – Location: Participant's home, 0 miles

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

      Example of Paragraph:
      Group baked cookies and watched movies on Netflix, Staff ordered pizza for lunch and the group ate and watched snow fall. Parents arrive home at the end of the shift.



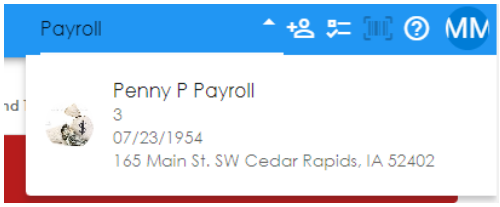
9. Click on the ADD CLIENTS button. The following screen will appear.



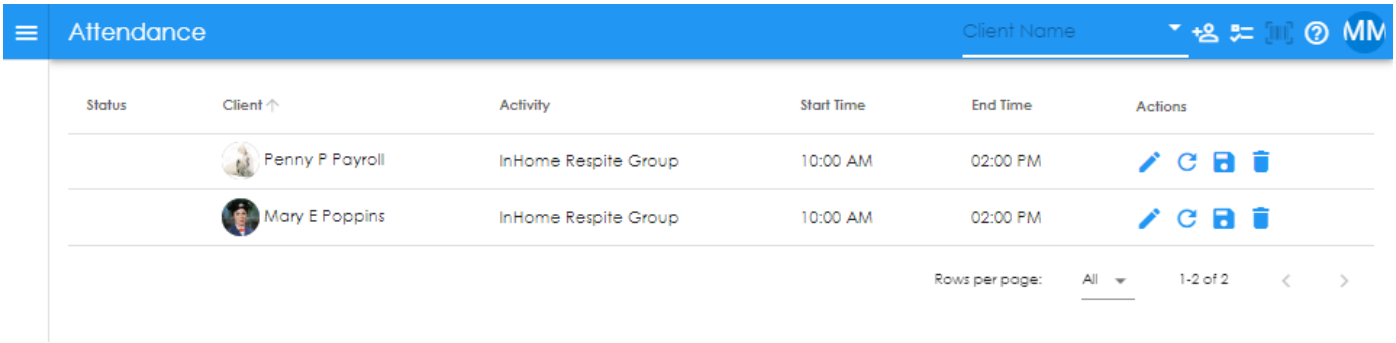
The Arc
East Central Iowa

= **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. We will add Penny Payroll and Mary Poppins.

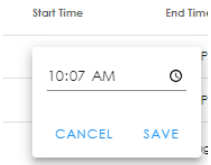
Tip: Add only the first or last name and search for that participant. Watch for similar names.



1. Continue adding names. If a participant has a different funding source than what is listed, stop before adding that name.



2. 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.



3. Edit start and end time for participant 2. Repeat the steps above. You would continue to change times for a longer participant list.
4. 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.
5. The participant note will open on a new screen. There may be a brief loading message.

The Arc
East Central Iowa

6. Update the Meds Given and Iny/Ill/Safety Iss question as needed.
7. 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.

    a. 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 snacks, it is good to document this, but it does not need to be specific unless there are specific nutritional restrictions we are to follow. Make sure there is adequate documentation to support the length of service.

Example of participant respite note:

Location: Participant's home, 0 miles

Staff greeted Penny and went over plans for the morning. Penny said she was ready to bake cookies. Staff provided verbal and physical guidance on measuring and mixing the ingredients. Staff handled putting the cookies in the hot oven per mom's request. While the cookies were baking Penny watched a movie on Netflix. At

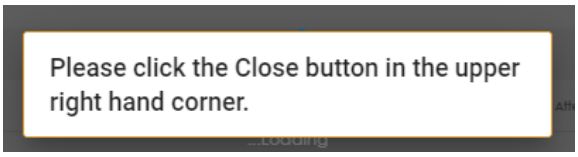
lunchtime Penny said she wanted to order pizza. Staff called and pizza was delivered. Penny ate a slice for lunch. Penny and her friend talked about the snowstorm outside and how pretty it was. Parents relieved staff at the end of shift.

Notes
Location: Participant's home, 0 miles

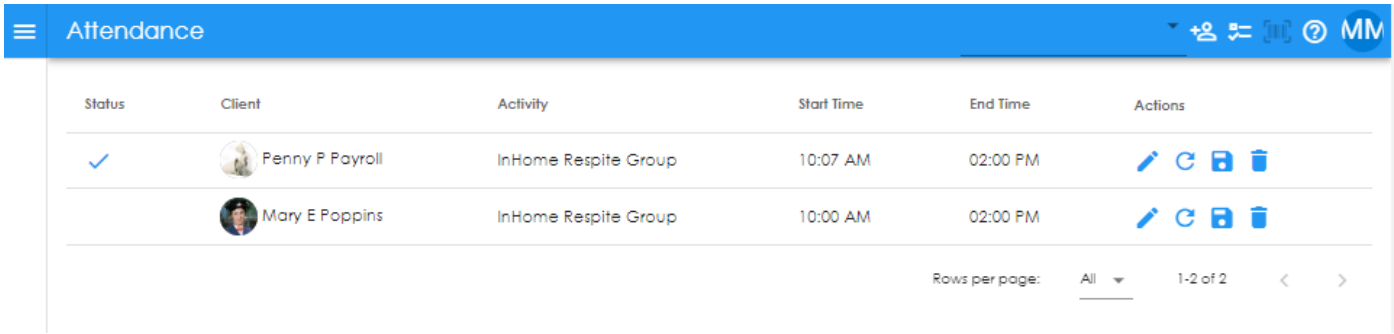
Staff greeted Penny and went over plans for the morning. Penny said she was ready to bake cookies. Staff provided verbal and physical guidance on measuring and mixing the ingredients. Staff handled putting the cookies in the hot oven per mom's request. While the cookies were baking Penny watched a movie on Netflix. At lunchtime Penny said she wanted to order pizza. Staff called and pizza was delivered. Penny ate a slice for lunch. Penny and her friend talked about the snowstorm outside and how pretty it was. Parents relieved staff at the end of shift.

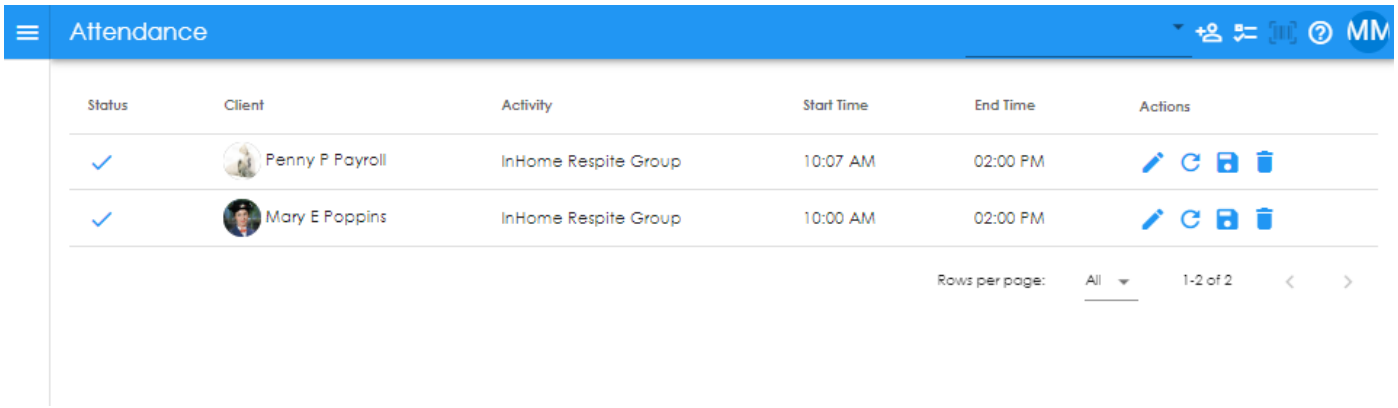
b. Click on the icon called Finish. Lower-left hand corner of screen.

c. You will see a message prompting you to close the note.



d. 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.



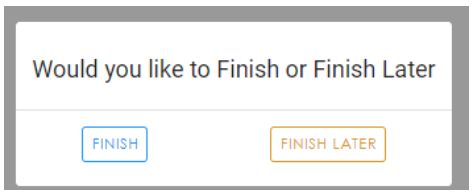


Completing the final save

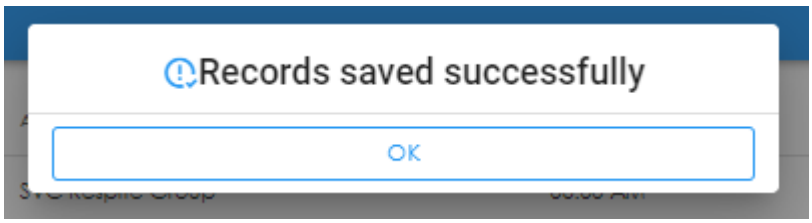
Once all the participant names have a blue check mark under Status this group note is ready to be marked finish. Click on the blue diskette icon in the left side panel to finish. There will be a confirmation message and the Finish option needs to be marked every time.

✓ **= 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.