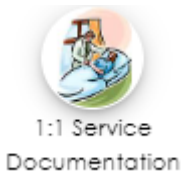


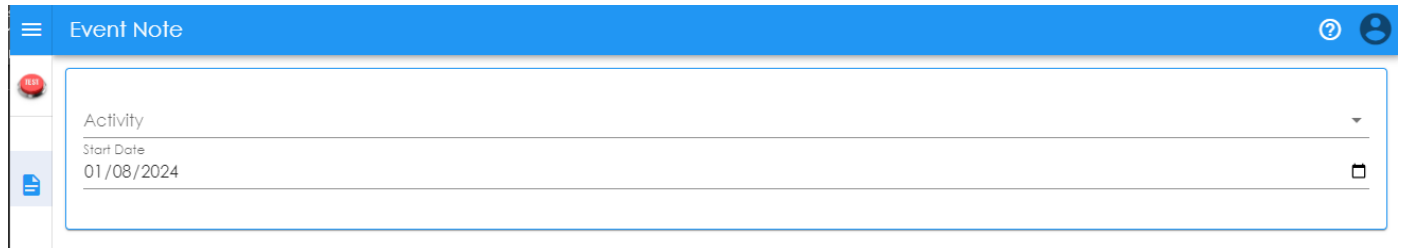
## 1:1 Service Documentation –Daycare Respite

### Starting the note

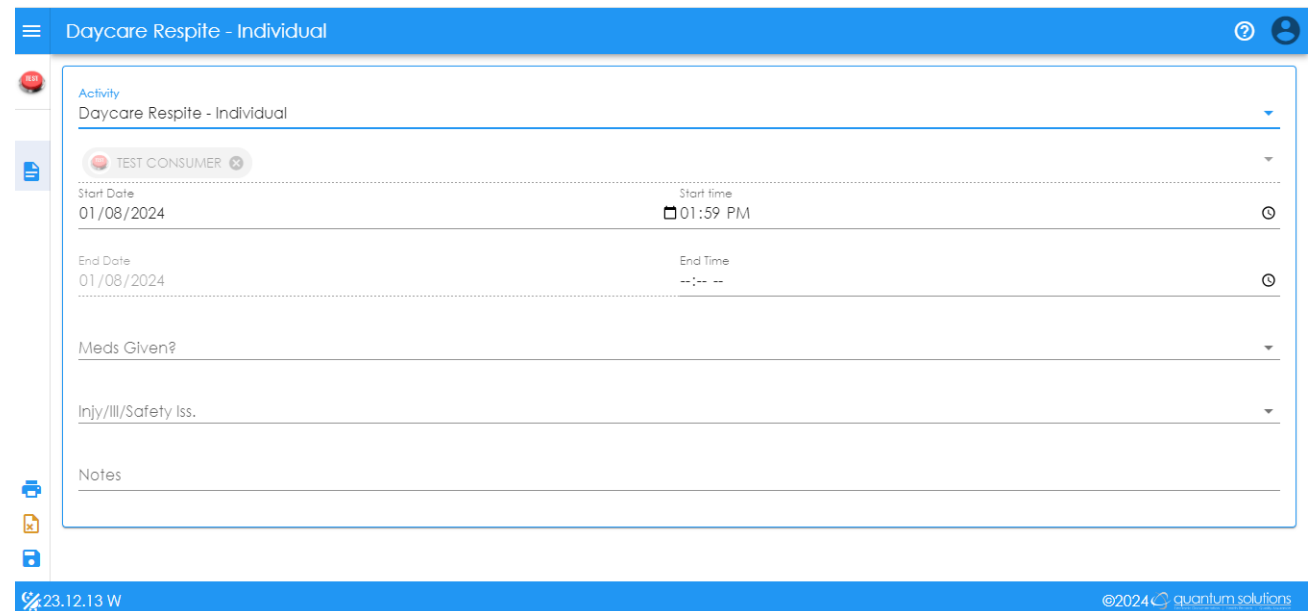
1. Enter a participant name in the client selector on the dashboard.



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



The screenshot shows the 'Event Note' form. It has a blue header with a menu icon, the title 'Event Note', and user icons. The form contains several input fields: 'Activity' with a dropdown arrow, 'Start Date' with the value '01/08/2024' and a calendar icon, and a large empty text area for notes.



The screenshot shows the 'Daycare Respite - Individual' form. It has a blue header with a menu icon, the title 'Daycare Respite - Individual', and user icons. The form contains several input fields: 'Activity' with a dropdown arrow and the value 'Daycare Respite - Individual', a red 'TEST CONSUMER' button, 'Start Date' with the value '01/08/2024' and a calendar icon, 'Start Time' with the value '01:59 PM' and a clock icon, 'End Date' with the value '01/08/2024' and a calendar icon, 'End Time' with the value '--:-- --' and a clock icon, 'Meds Given?' with a dropdown arrow, 'Injy./Ill/Safety Iss.' with a dropdown arrow, and 'Notes' with a large empty text area. At the bottom, there is a status 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 group service started. AM/PM is required. This can be typed or selected with the clock option.
6. End Time = Time group 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 three options in the dropdown menu.
  - Yes - Prior to Service
  - Yes - During Service
  - No

NOTE: If you choose Yes-Prior to Service or Yes-During Service, you must fill out an Incident Report within 24 hours and notify your 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 29<sup>th</sup> 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, 0 miles**

- c. Below Location, type a paragraph containing a description of the activities for the day. 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: Test arrived to daycare. He used the bathroom with 1 VP and a second prompt to wash hands. Staff sat with Test and colored pictures until the next staff took over.**

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

Test arrived to daycare. He used the bathroom with 1 VP and a second prompt to wash hands. Staff sat with Test and colored pictures until the next staff took over.

---

☰ Daycare Respite - Individual
? 👤

TEST  
Activity  
Daycare Respite - Individual

TEST CONSUMER

Start Date 01/08/2024	Start time 🕒 07:00 AM
End Date 01/08/2024	End Time 09:30 AM

Meds Given?  
No


Inj./Ill./Safety Iss.  
No

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

Test arrived to daycare. He used the bathroom with 1 VP and a second prompt to wash hands. Staff sat with Test and colored pictures until the next staff took over.

🕒 23.12.13 W
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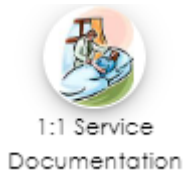
### Completing the final save

 = **Finish**- Notes will be marked as saved. 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.

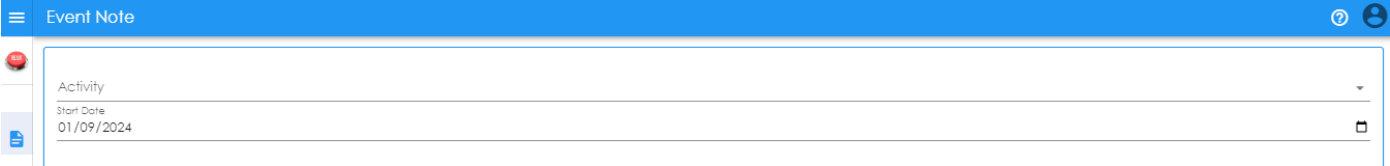
## 1:1 Service Documentation –SVC Respite

### Starting the note

1. Enter a participant name in the client selector on the dashboard.



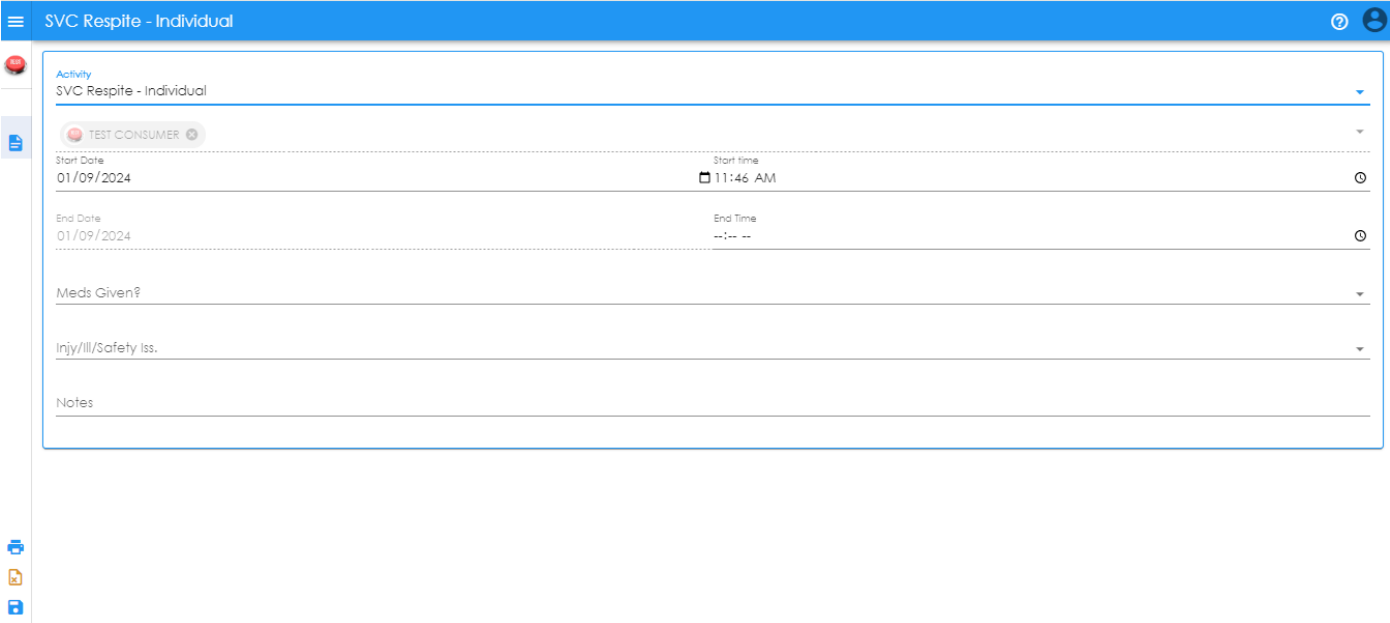
2. Select an Activity. You can either type to match the name of the activity or scroll through the list.



Event Note

Activity

Start Date  
01/09/2024



SVC Respite - Individual

Activity  
SVC Respite - Individual

TEST CONSUMER

Start Date 01/09/2024	Start Time 11:46 AM
End Date 01/09/2024	End Time --:-- --

Meds Given?

Injy/Ill/Safety Iss.

Notes

23.12.13 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. This can be typed or selected with the clock option.
6. End Time = Time group 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/III/Safety Iss – Click on one of three options in the dropdown menu.

- Yes - Prior to Service
- Yes - During Service
- No

NOTE: If you choose Yes-Prior to Service or Yes-During Service, you must fill out an Incident Report within 24 hours and notify your 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.

- 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 29<sup>th</sup> 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, 0 miles**

- f. Below Location, type a paragraph containing a description of the activities for the day. 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: Test arrived to The Arc. Test used the bathroom with 1 VP and a second prompt to wash hands. Staff encouraged Test to help with baking the morning snack in the kitchen. Test stayed in the kitchen and helped with mixing the muffin mix. Test left with mom before lunch time.**

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

Test arrived to The Arc. Test used the bathroom with 1 VP and a second prompt to wash hands. Staff encouraged Test to help with baking the morning snack in the kitchen. Test stayed in the kitchen and helped with mixing the muffin mix. Test left with mom before lunch time.

☰ SVC Respite - Individual
? 👤

Activity  
SVC Respite - Individual

---

TEST CONSUMER

---

Start Date	Start time
01/09/2024	📅 07:55 AM

---

End Date	End Time
01/09/2024	11:30 AM

---

Meds Given?

No

---

Inj./Ill/Safety Iss.

No


---

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

Test arrived to The Arc. Test used the bathroom with 1 VP and a second prompt to wash hands. Staff encouraged Test to help with baking the morning snack in the kitchen. Test stayed in the kitchen and helped with mixing the muffin mix. Test left with mom before lunch time.

📄 23.12.13 W
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### Completing the final save

 = **Finish**- Notes will be marked as saved. 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.