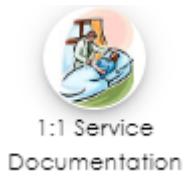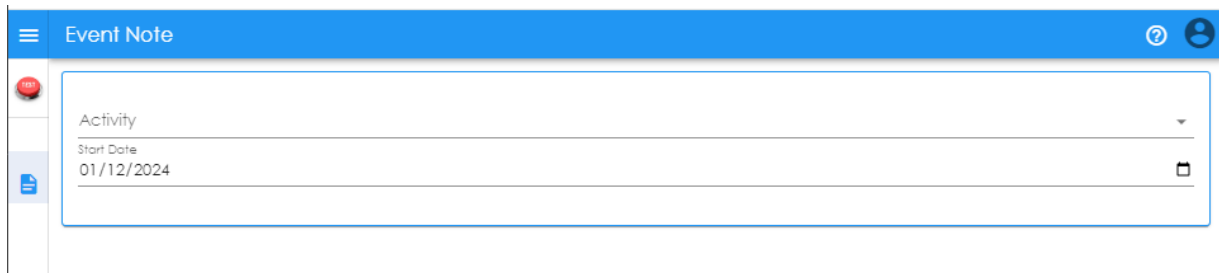# 1:1 Service Documentation –Respite Individual/Respite Ind Private Pay/Medical Daycare Children
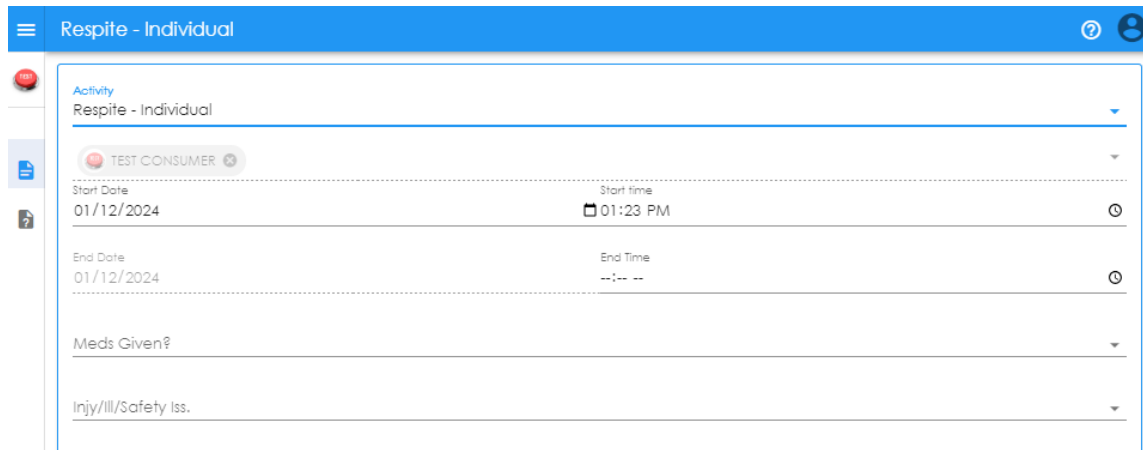
Starting the note

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

2. A blank note will appear. Select the Activity – Respite – Individual, Respite Individual – Private Pay, or Medical Daycare Children. You can either type to match the name of the activity or scroll through the list.

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 the Medication Log documentation on Page 2.
8. Injy/Ill/Safety Iss – Click on one of two options in the dropdown menu.
   - Yes-during service. Complete IR w/in 24 Hrs
   - Yes-prior to service. Complete Stand Alone IR w/in 24 Hrs
   - No

   NOTE: If you choose Yes, you must fill out an Incident Report within 24 hours and notify a supervisor.
9. Complete all required fields prior to saving. See How to Complete Service Narrative.

How to Complete the Service Narrative

 Service Narrative link- Click on the question mark icon and complete the rest of the checklist. It is titled Q and A Form. The icon location is in the side panel menu on the far-left side.

Click on the heading called **Service Documentation**. This will open three new fields- Locations, Miles, and Notes. All fields are required to be completed prior to submission.
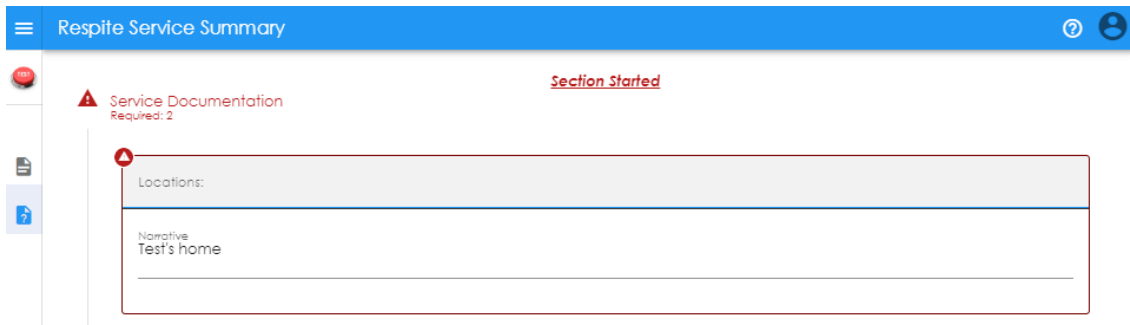
Service Documentation
Required: 3

Click on the heading labeled **Locations.** This will open a new field. Click on the word- Narrative - and list all locations visited during the session.

Tip: 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.

<p style="text-align:center">Example of Location: –Test's home</p>

Click on the heading labeled **Mileage: Please Enter Total Miles Driven with Individual.** This will open a new field. Click on the word- Narrative - and enter the number of miles driven 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.

<div align="center">

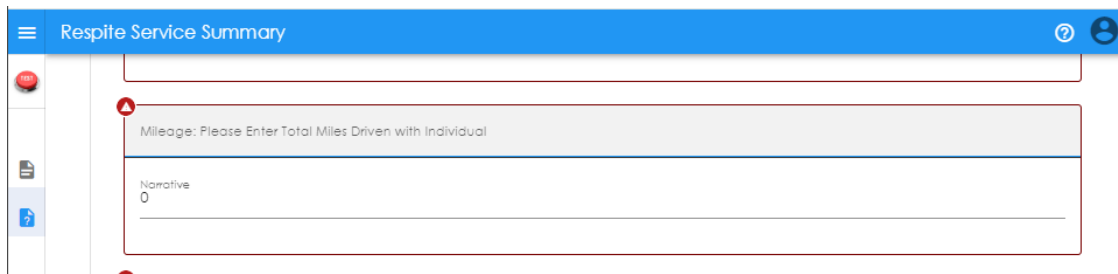**Example of Miles: –0**

</div>

Click on the heading labeled **Notes.** This will open a new field. Click on the word- Narrative – and type a paragraph containing a description of the activities for the day. For those with specialized medical or behavioral needs, please document relative information in this paragraph.   Make sure there is adequate documentation to support the length of service.

Example 1: Staff greeted Test and they decided for to do for the afternoon. Test wanted to make popcorn and watch movies. Staff prepared her snack and prompted her to watch what she wanted to watch on Netflix. Test selected her show and they sat to watch it. After the movie Test wanted to play a game. Staff offered a choice between Clue and Sorry. Test chose Sorry. They played until Test's parents arrived home.

Notes:

Narrative

Staff greeted Test and they decided for to do for the afternoon. Test wanted to make popcorn and watch movies. Staff prepared her snack and prompted her to watch what she wanted to watch on Netflix. Test selected her show and they sat to watch it. After the movie Test wanted to play a game. Staff offered a choice between Clue and Sorry. Test chose Sorry. They played until Test's parents arrived home.

Example 2: Staff arrived and relieved mom for the morning. Test used the bathroom. Staff helped with brief change. Test washed his hands. Staff and Test colored pictures and listened to music. When Test struggled to speak, staff gestured him to point or use signs. Test made a sign he was hungry. Staff provided options for breakfast. Test chose cereal and milk. Staff praised Test was using their communication skills. Staff prepared breakfast. Test ate and watched TV. Mom arrived home at the end of shift.

Notes:

Narrative

Staff arrived and relieved mom for the morning. Test used the bathroom. Staff helped with brief change. Test washed his hands. Staff and Test colored pictures and listened to music. When Test struggled to speak, staff gestured him to point or use signs. Test made a sign he was hungry. Staff provided options for breakfast. Test chose cereal and milk. Staff praised Test was using their communication skills. Staff prepared breakfast. Test ate and watched TV. Mom arrived home at the end of shift

How to submit your note

If you answered No to Meds Given and Injy/Ill/Safety Iss the note is complete. If you answered Yes to Meds Given or Injy/Ill/Safety Iss, you will complete the required questions under the heading Medication Log. There are separate instructions available for the Medication Log.

Click on the **Finish** button to save your documentation. At this point you will no longer be able to make changes to the note.

= 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 an 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.