

Meet and Greet Day Habilitation

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



Meet and Greet
Day Hab

2. Click the “Meet and Greet Day Hab” image. This will populate a new note.
3. Select the Start Date of the Meet and Greet. The default date is set to today. You can type or use the calendar option.
4. Choose Yes or No for Training Complete
5. Enter the first and last name of the person who trained you + their relationship to the participant.

Example- Test Supervisor- Day Hab Supervisor

☰ Meet and Greet Day Hab
🔍 👤

Activity
Meet and Greet Day Hab

TEST CONSUMER

Start Date
01/26/2024

Training Complete
Yes

Trained By
Test Supervisor- Day Hab Supervisor



Q and A Form- The icon location is in the side panel menu on the far-left side.

How to complete the Training Checklist

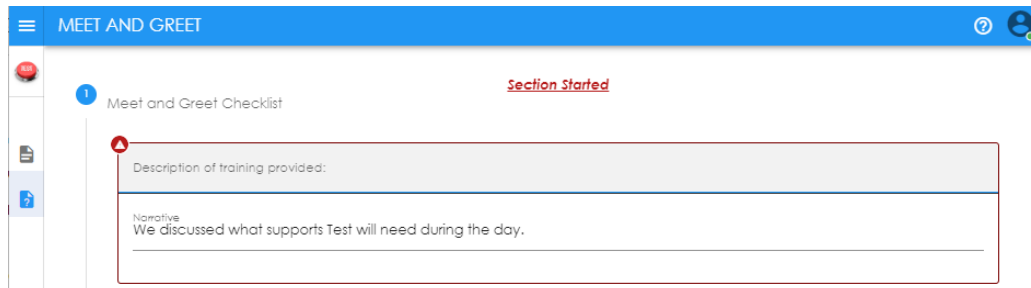
To finish your note, the next step is completing the training checklist. Click on the question mark icon and a new page will open.

Click on the heading called **Meet and Greet Checklist**. This will open a new field. Click on the word- Narrative - and record a short description of the meeting.



Meet and Greet Checklist
Required: 1

Example- We discussed what supports Test will need during the day.



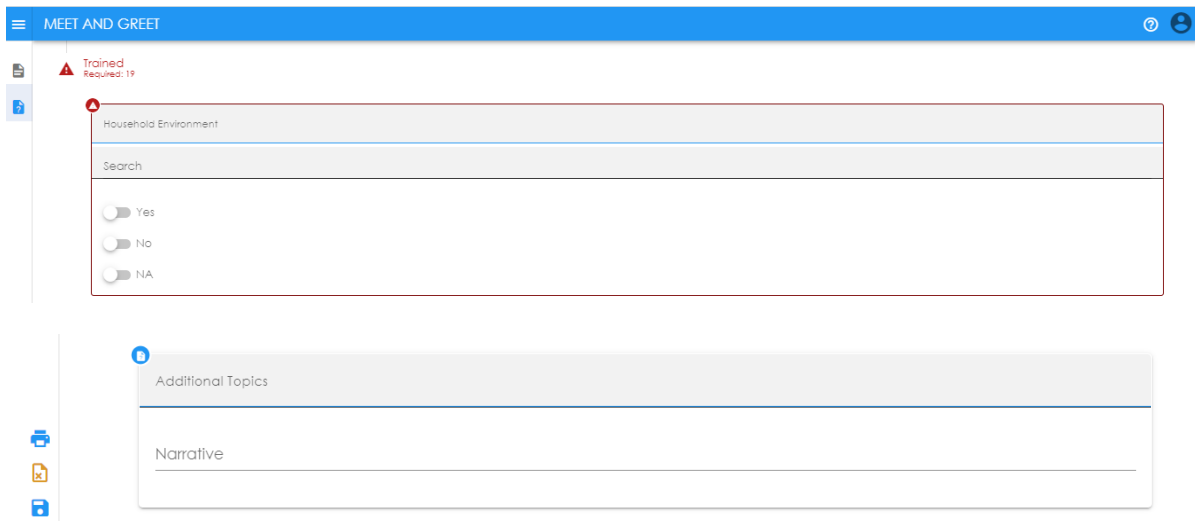
Click on the heading labeled **Trained**.



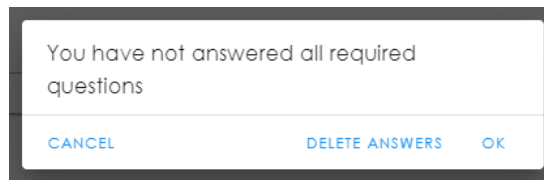
Trained
Required: 19

Turn the dial on for each training item (Yes or No) according to if you trained on the item or not. If it does not apply, turn the dial to N/A. An example of N/A would be if Test did not have seizures.

If you wish to add Additional Topics, you can type additional information in the last section as shown below.



Click **Finish**. The documentation will be saved and automatically closed. If you missed one or more questions, you would see a message prompting you to re-review the note.



Click OK and then return to the note and locate what was missed, re-submit the note.