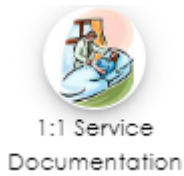


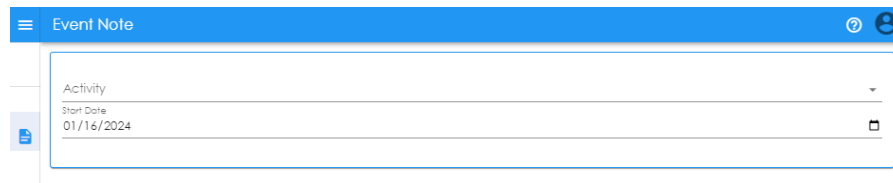
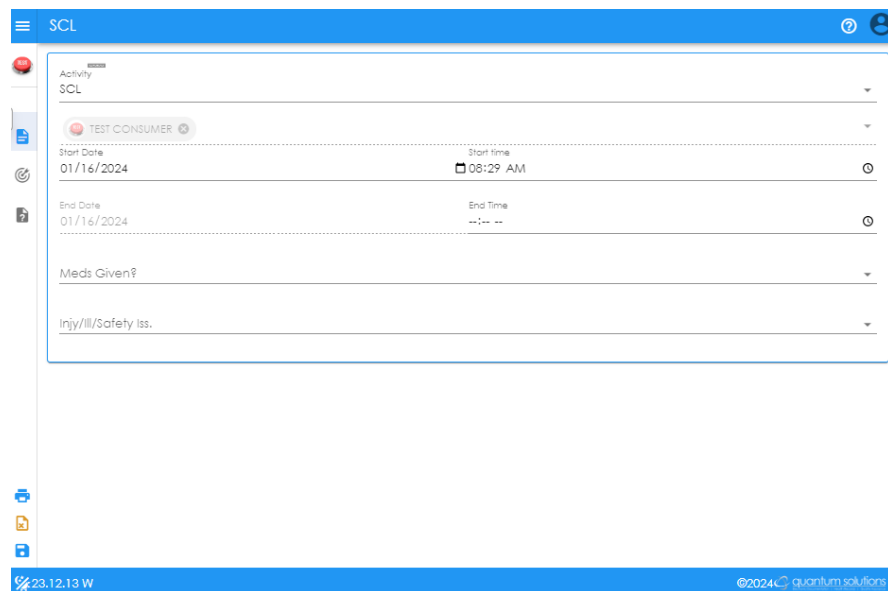
1:1 Service Documentation -SCL/Habilitation

Starting the note

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



2. A blank note will appear. Select an Activity- either SCL or Habilitation. You can either type to match the name of the activity or scroll through the list. If you are unsure which activity to use, contact the participant's SSC.

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.
8. Injy/Ill/Safety Iss – Click on one of two options in the dropdown menu.
 - Yes (complete and submit I.R. within 24 hours)
 - No

NOTE: If you choose Yes, you must fill out an Incident Report within 24 hours and notify a supervisor.

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.

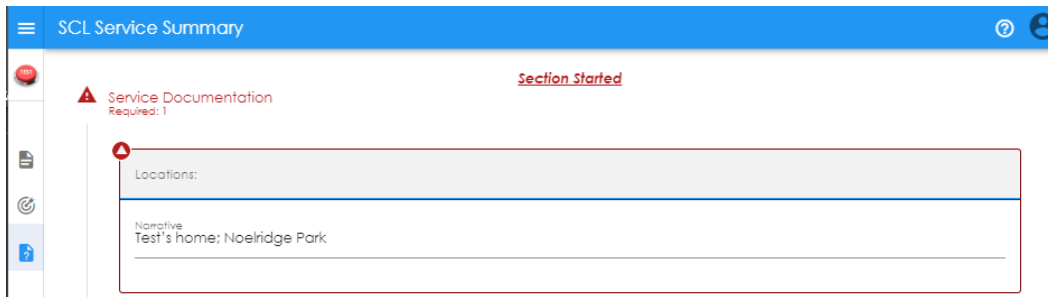
Click on the heading called **Service Documentation**. This will open two new fields- Locations and Miles. All fields are required to be completed prior to submission.



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.

Example of Location: –Test’s home; Noelridge Park



SCL Service Summary

Service Documentation
Required: 1

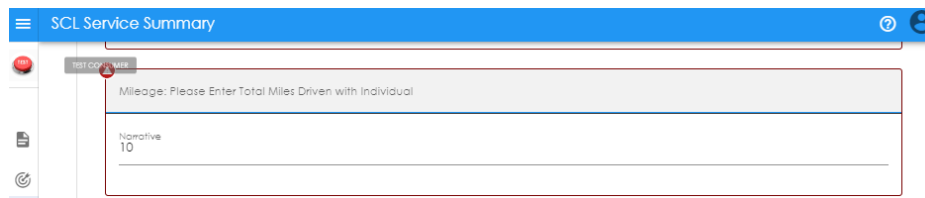
Section Started

Locations:

Narrative
Test's home; Noelridge Park

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.

Example of Miles: -10



SCL Service Summary

Mileage: Please Enter Total Miles Driven with Individual

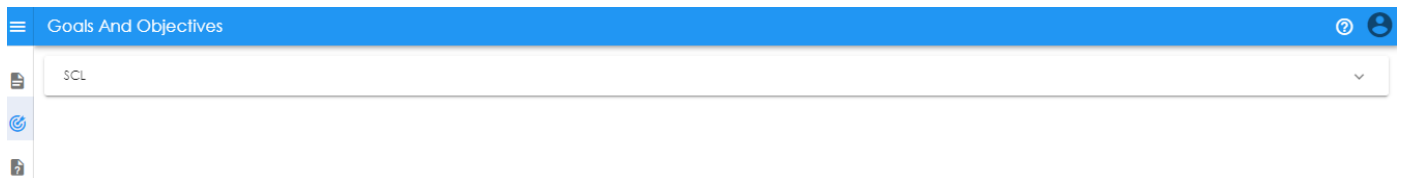
Narrative
10

Starting the Goals/Objectives

 = **Goals/Objectives**

You will click on the icon on the far-left side to complete documentation. The main paragraph describing what you did during the service needs to be documented under a goal. An authorized support only requires one or two sentences of how you helped them with that support.

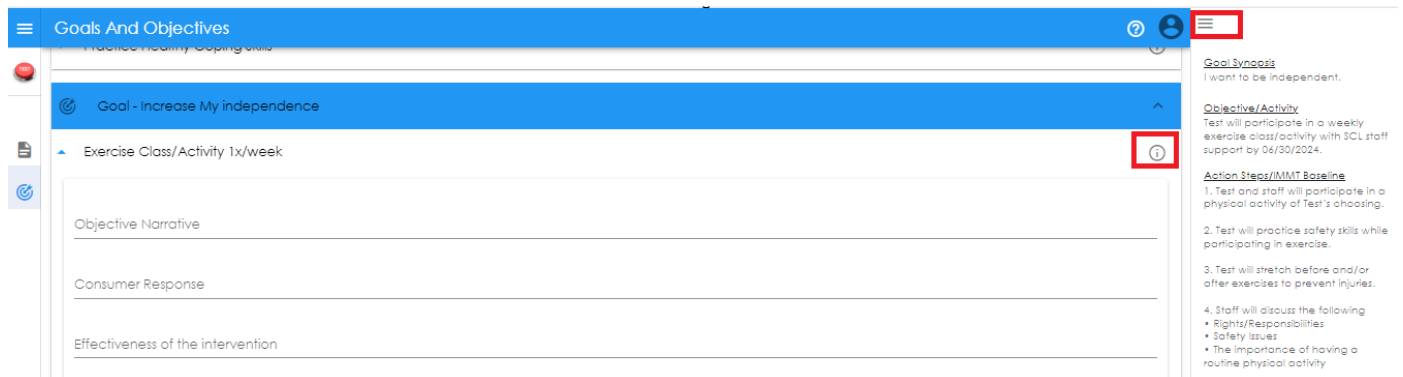
The Authorized Supports and Goal fields are hidden on first appearance. To open, click on the title name or the drop-down arrow to the far right. Click the heading and more dropdown boxes will appear.



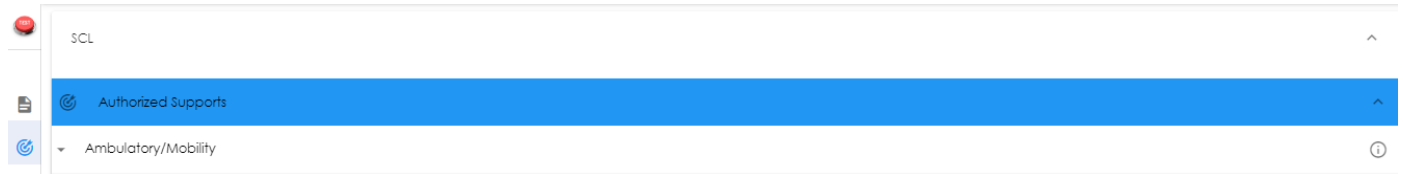
How to open the Goal Synopsis:

 = **Goal Synopsis**

The synopsis will contain all approved Authorized Supports and Goal Objectives + Action Steps. The action steps are the building blocks to explaining what staff did (the objective narrative) and the participant's response. Look for the circled I and with one click the synopsis is on the far-right side of the screen. A tip would be to leave this open as you finish the goal documentation.



How to complete Authorized Supports documentation:



- I. Click on the Authorized Support, in this example it is Ambulatory/Mobility
Click on Objective Narrative and enter the documentation.

Example- Objective Narrative: Staff offered a hand while walking across the street so Test would not fall.



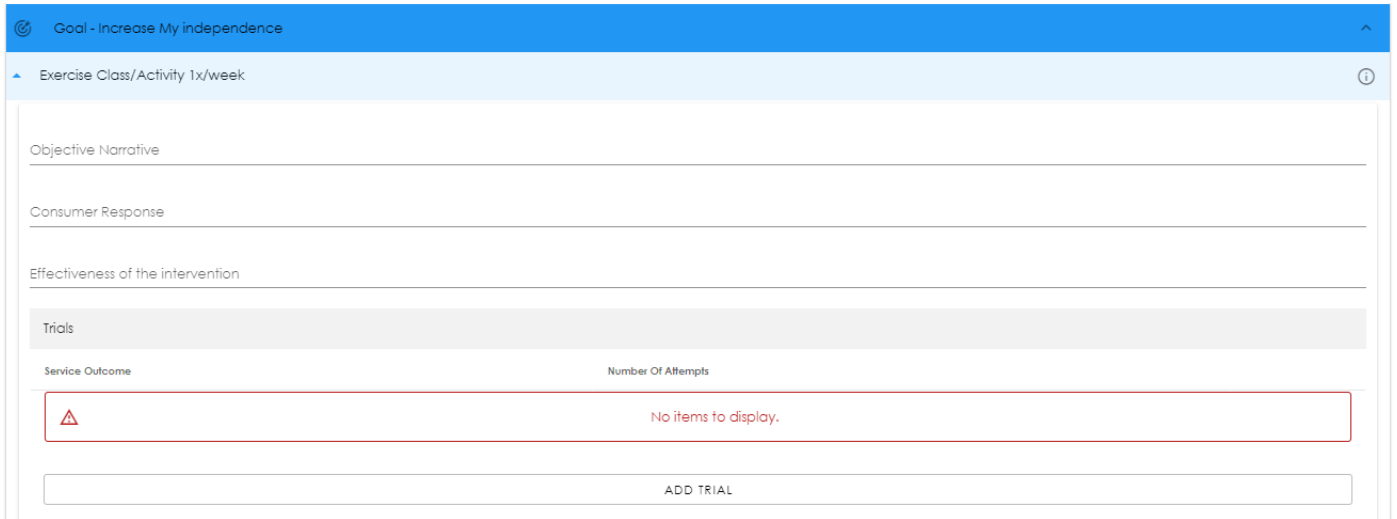
Repeat these steps until all Authorized Supports documentation is completed. If the same support was offered and documented for the goal, it is not necessary to repeat.

How to complete Goal documentation:

Review all the goal options and click on the correct subtitle. There are dropdown arrows immediately to the left of the title name. Click on the title line and more fields will appear. In this example, click on Exercise Class/Activity 1x/week.



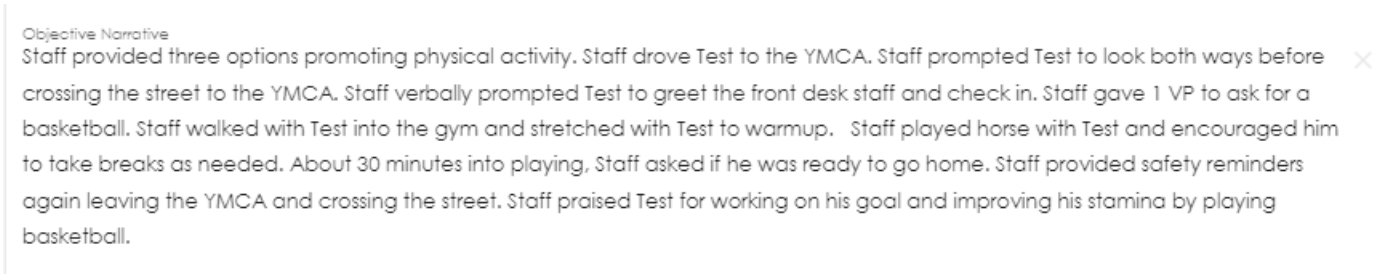
There are three new fields titled Objective Narrative, Consumer Narrative, and Effectiveness of the Intervention. You must enter a short narrative in each field before clicking on Add Trial to complete. You will repeat these steps for additional goals covered on shift, and you must complete all fields to save the note.



How to complete the Objective Narrative: (What you did during the service)

Example: Staff provided three options promoting physical activity. Staff drove Test to the YMCA. Staff prompted Test to look both ways before crossing the street to the YMCA. Staff verbally prompted Test to greet the front desk staff and check in. Staff gave 1 VP to ask for a basketball. Staff walked with Test into the gym and stretched with Test to warmup.

Staff played horse with Test and encouraged him to take breaks as needed. About 30 minutes into playing, Staff asked if he was ready to go home. Staff provided safety reminders again leaving the YMCA and crossing the street. Staff praised Test for working on his goal and improving his stamina by playing basketball.



How to complete the Consumers Response: (How the participant responded)

Test said yeah when staff offered to play basketball. Test walked with staff to the YMCA and acknowledged when they needed to stop and look for cars before they crossed the street. Test greeted the receptionist and grabbed a basketball from the front desk. During warm up Test bent over and stretched his legs and gently twisted his back. Test said that felt good. Test started dribbling the ball but stopped every few minutes. He would sit down and drink some water with VP. Test would return to the gym floor and actively participate. Test told staff he was ready to go after the 30 minutes was up. Test smiled with staff told him he met the goal today.

Consumers response

Test said yeah when staff offered to play basketball. Test walked with staff to the YMCA and acknowledged when they needed to stop and look for cars before they crossed the street. Test greeted the receptionist and grabbed a basketball from the front desk. During warm up Test bent over and stretched his legs and gently twisted his back. Test said that felt good. Test started dribbling the ball but stopped every few minutes. He would sit down and drink some water with VP. Test would return to the gym floor and actively participate. Test told staff he was ready to go after the 30 minutes was up. Test smiled with staff told him he met the goal today.

How to complete the Effectiveness of the Intervention: (How you felt the overall service went?)

Example: Test met his goal today by playing basketball with staff at the YMCA.

Effectiveness of the intervention

Test met his goal today by playing basketball with staff at the YMCA.

How to complete the Add Trial: (Explains the service outcome for your shift)

You will click on the field titled Add Trial and No Items to Display will disappear. There will now be a dropdown menu titled Service Outcome. Nothing needs to be changed in the Number of Attempts field. This will default to 1. Choose the best outcome for that session from the following options.

- Objective Met
- Objective Not Met
- Declined

Trials	
Service Outcome	Number Of Attempts
Service Outcome	Number Of Attempts 1
ADD TRIAL	

Service Outcome

- Objective Met
- Objective Not Met
- Declined

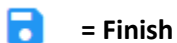
3 W

Trials	
Service Outcome	Number Of Attempts
Service Outcome Objective Met	Number Of Attempts 1
ADD TRIAL	

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.



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.