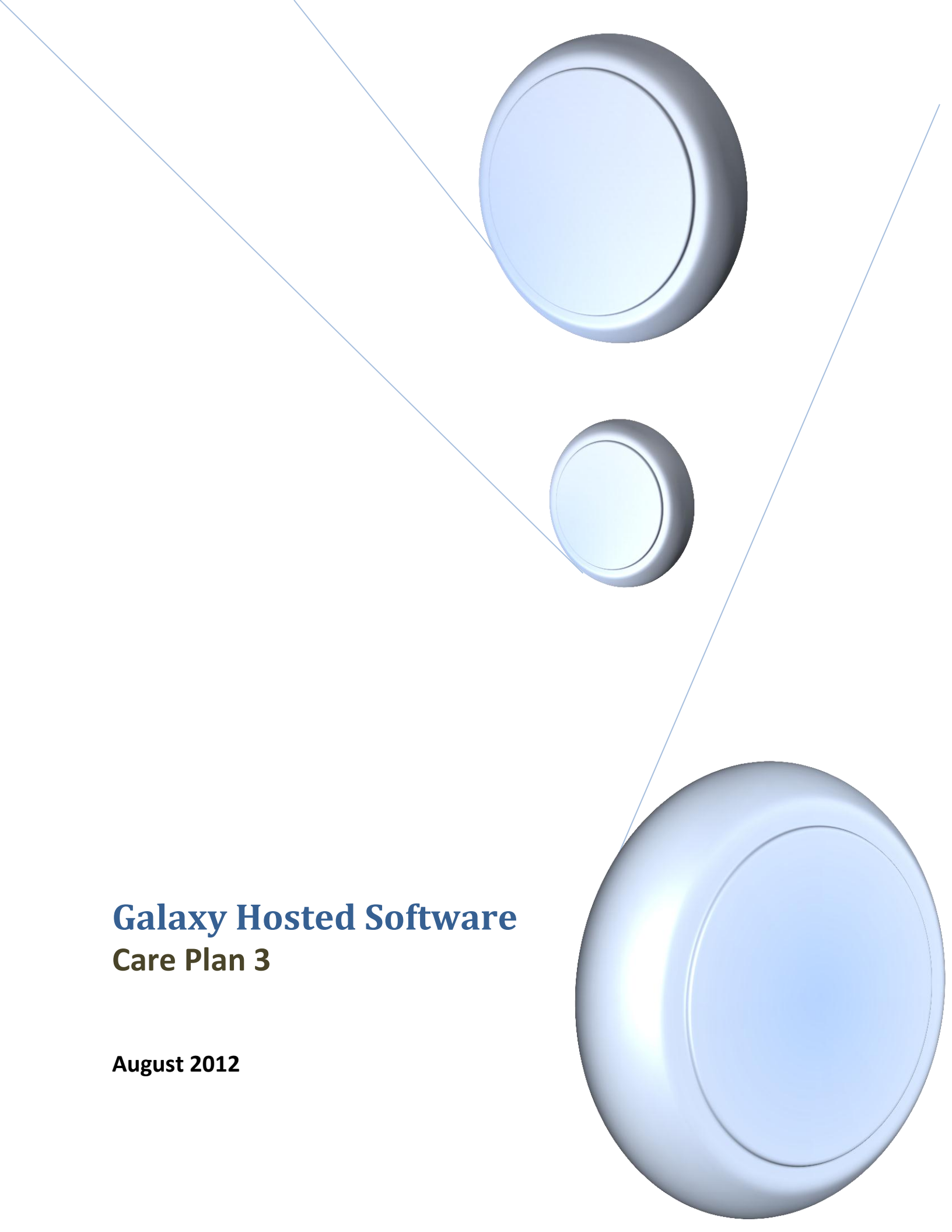
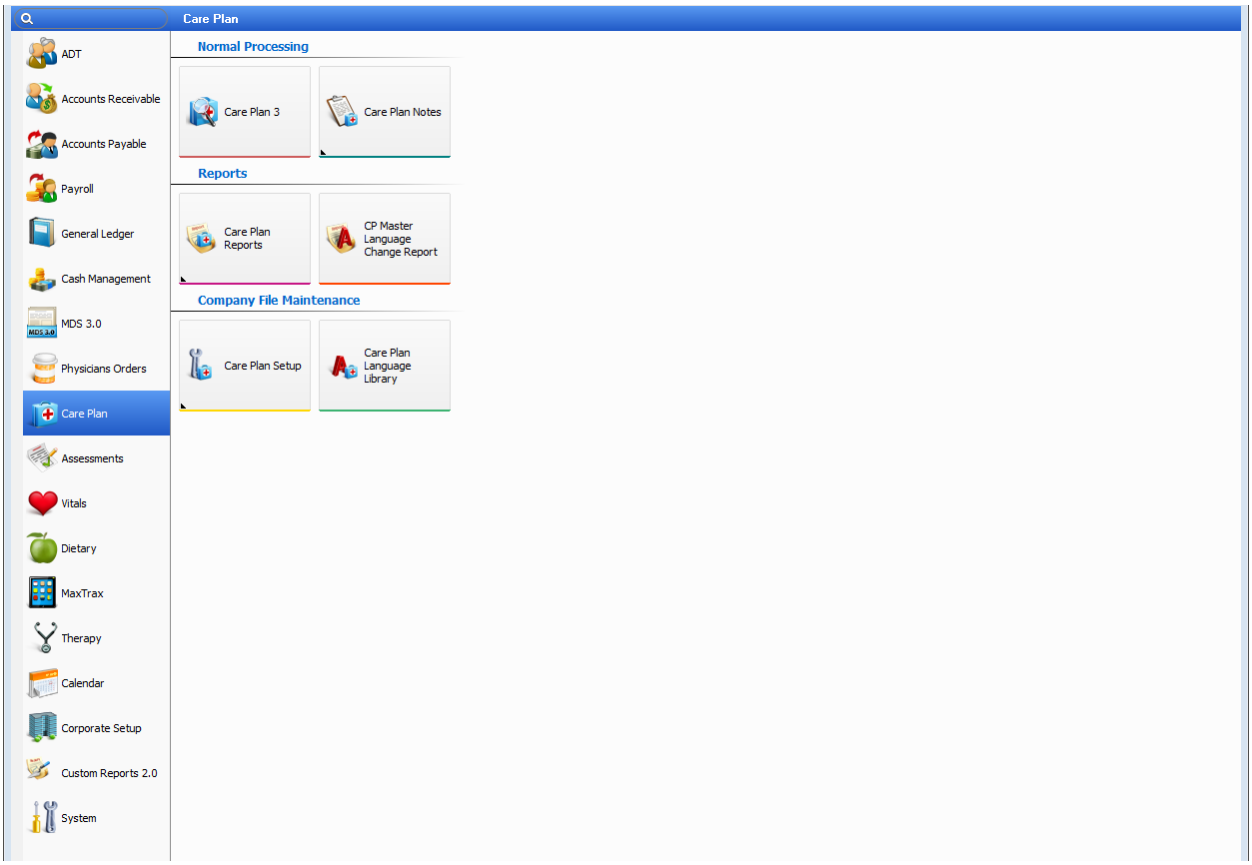


Galaxy Hosted Software

Care Plan 3

August 2012

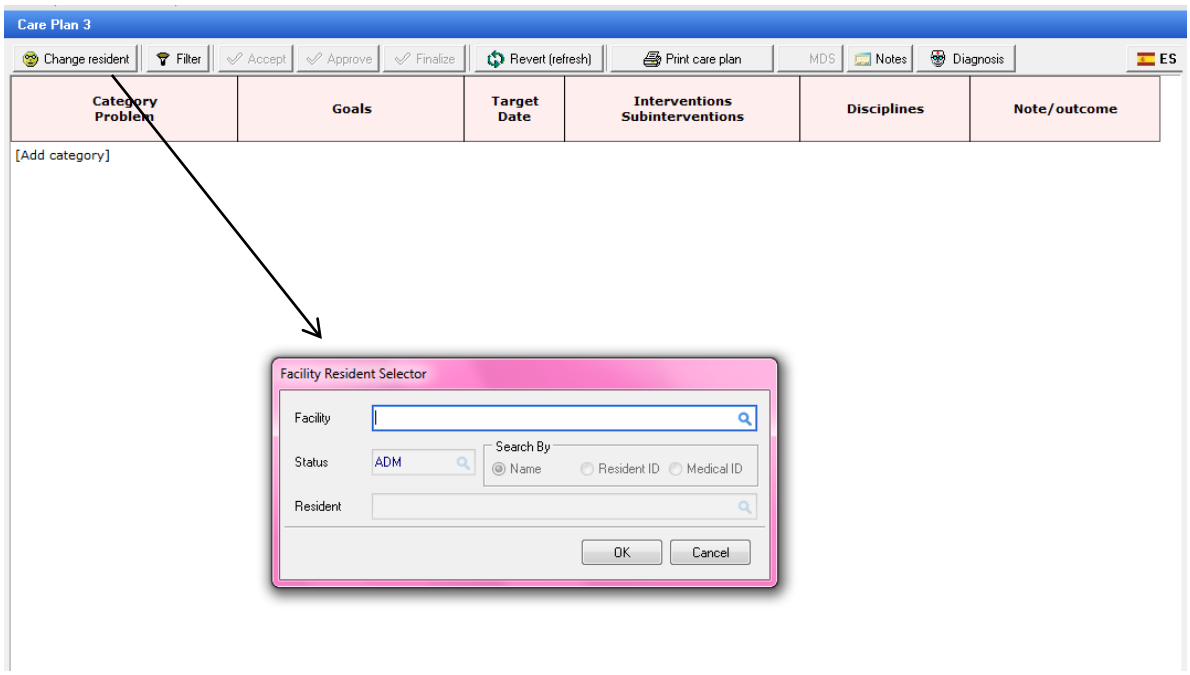


Care Plan is divided into 3 separate areas

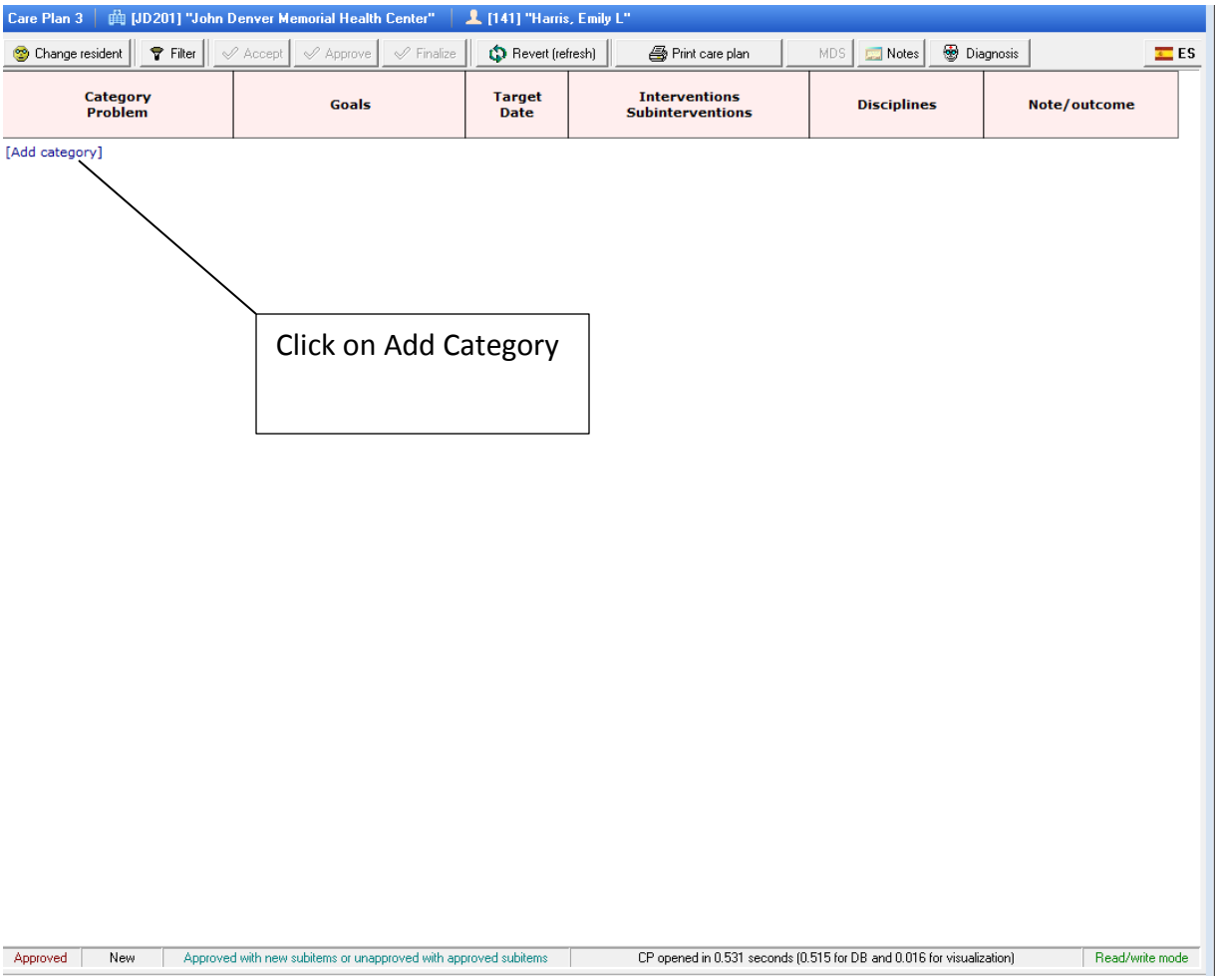
Normal Processing

Reports

Company File Maintenance

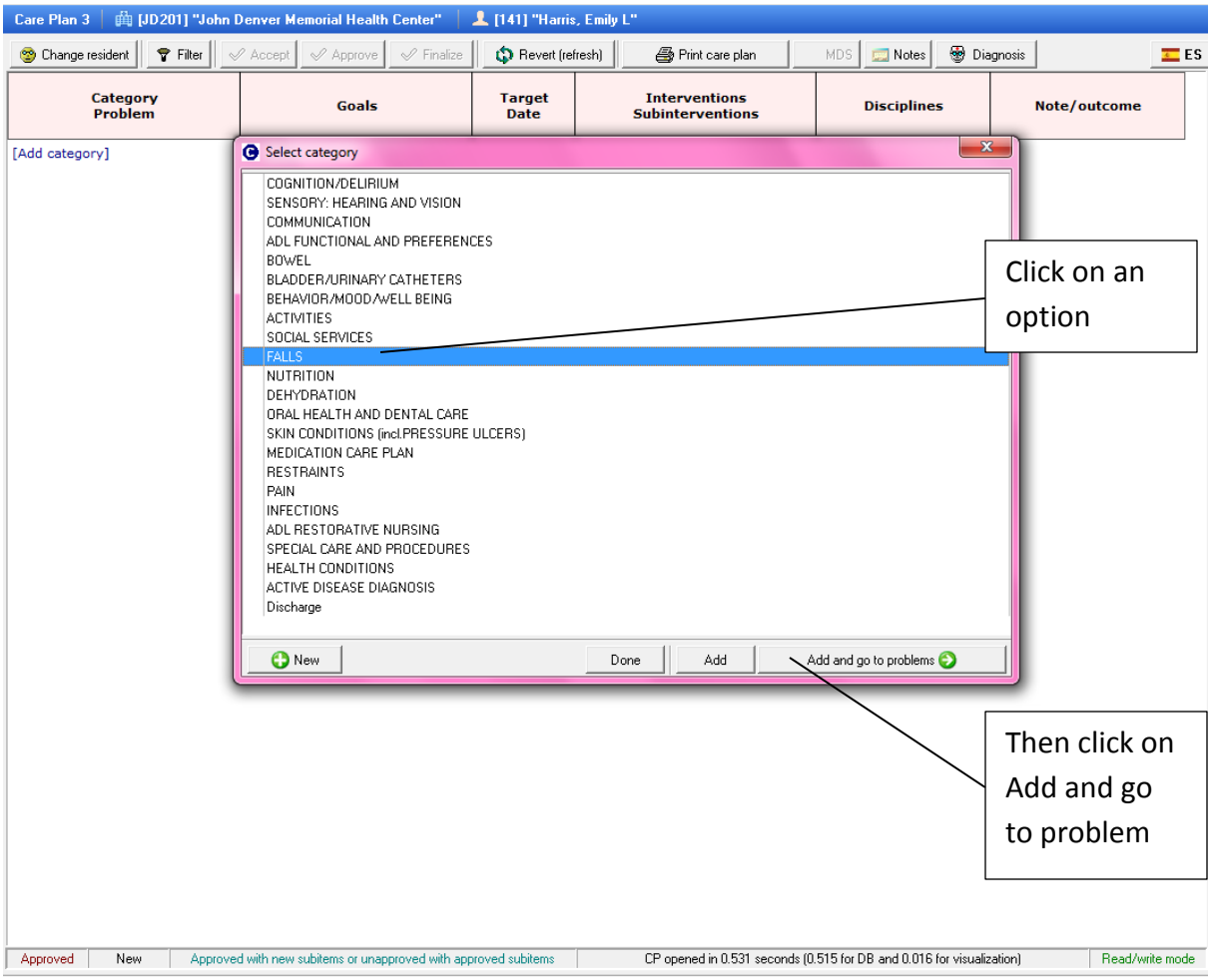


Click on Change Resident box to pick which Resident you would like to work on



By clicking on the Add category this lets us start picking Categories for our Resident's Care Plan

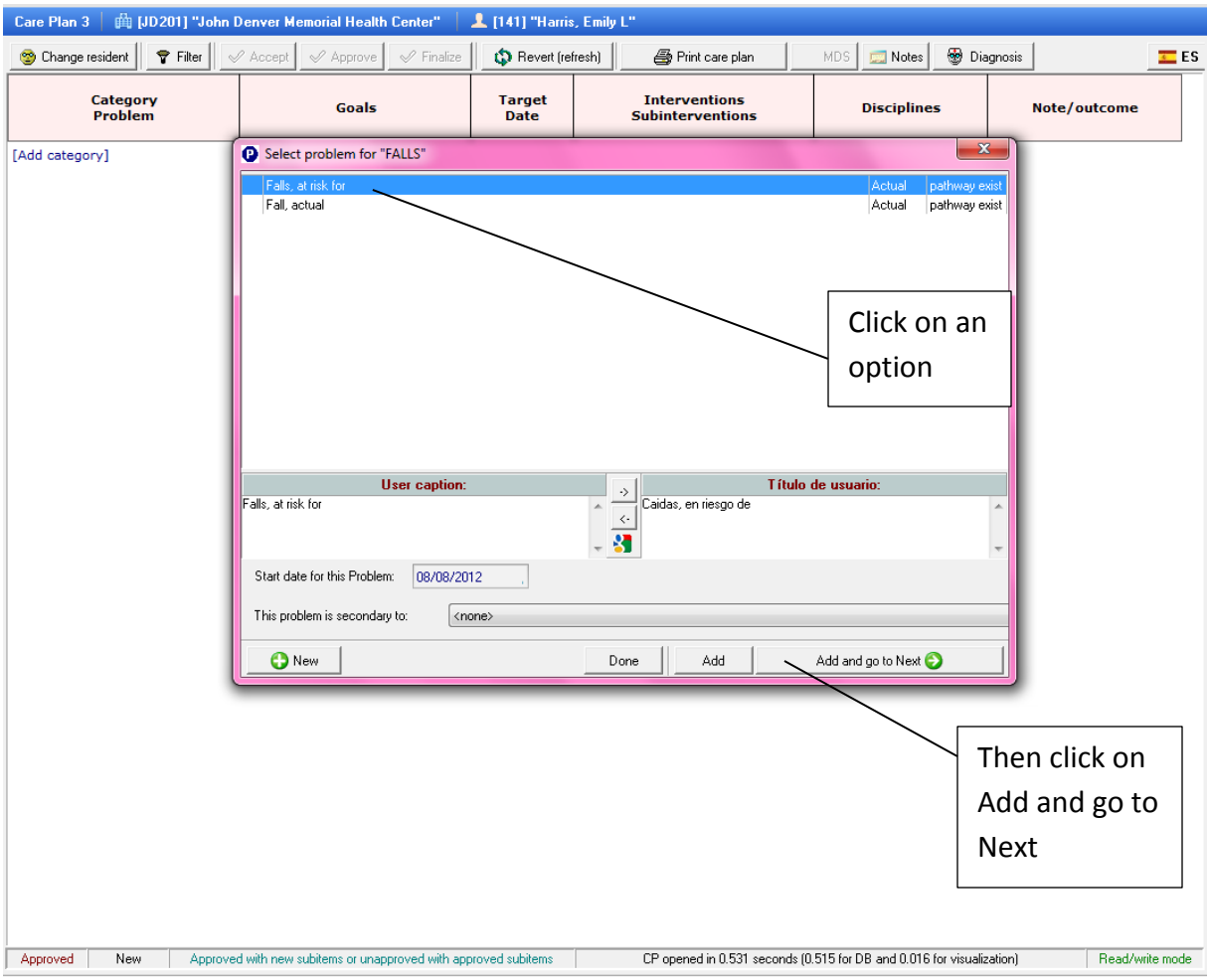
A pathway will put in at least one goal and one intervention for each Category selected



Once we click on the Add category it automatically gives us a box full of choices so that we can pick which Category reflects the resident that we are working on

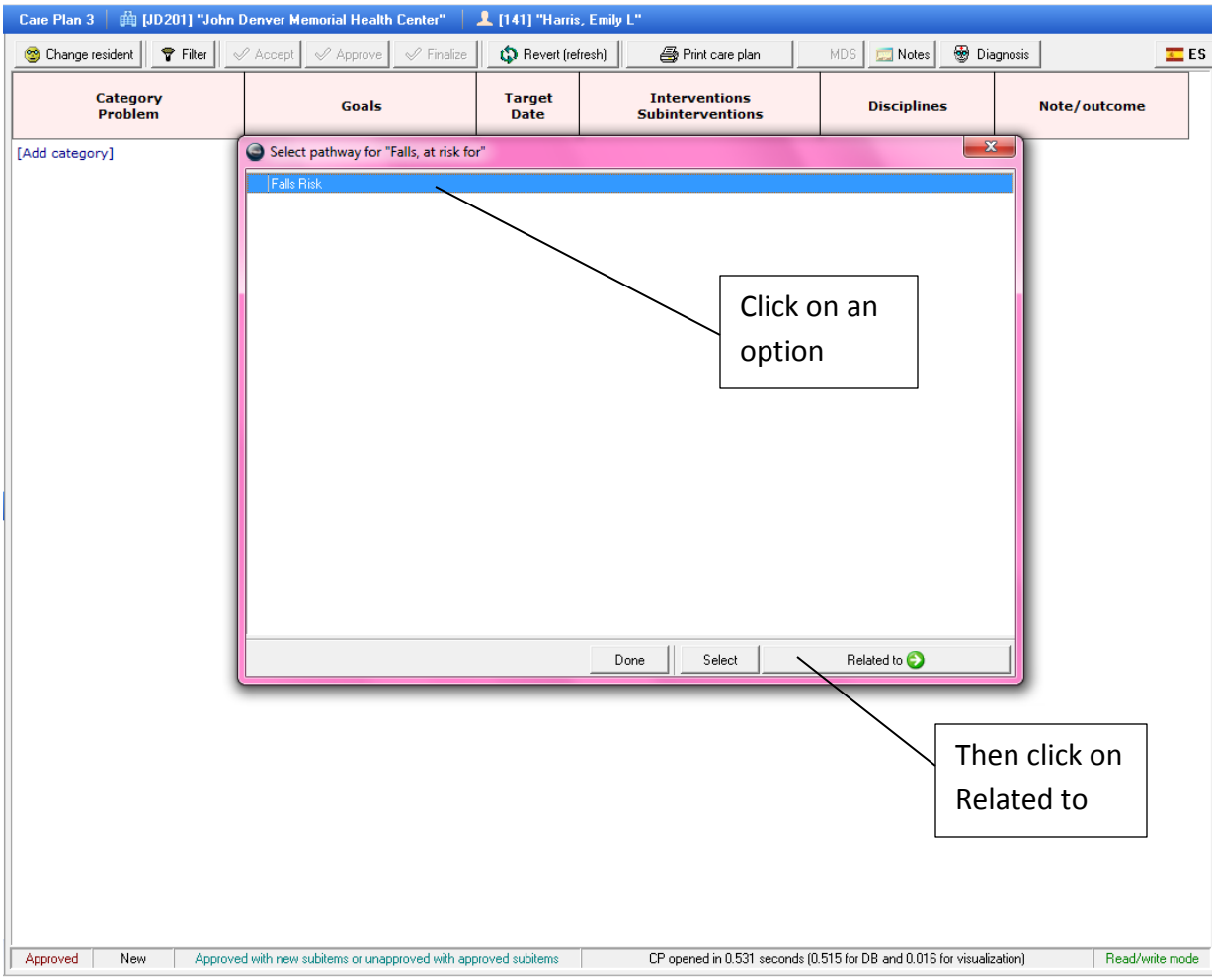
When you use any Category it will mark the one selected with a Green circle with a white check mark inside it. This allows users to see what has already been used so they don't try using it again.

To select an area we will click on it and click on Add and go to problems



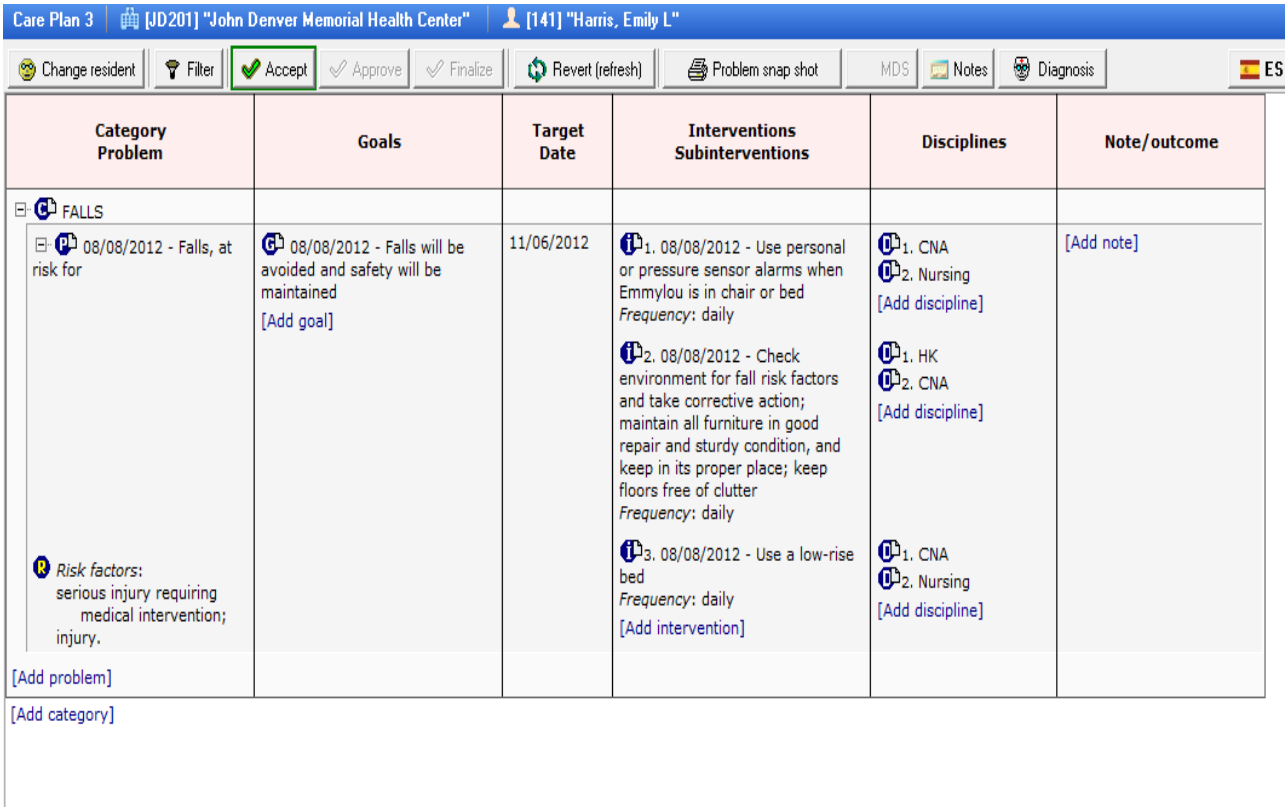
This takes us to the next step in getting this Category/ Problem to our Care Plan

Here we will choose which problem we are having for the Category we previously selected and once we are done we will click on the Add and go to Next button

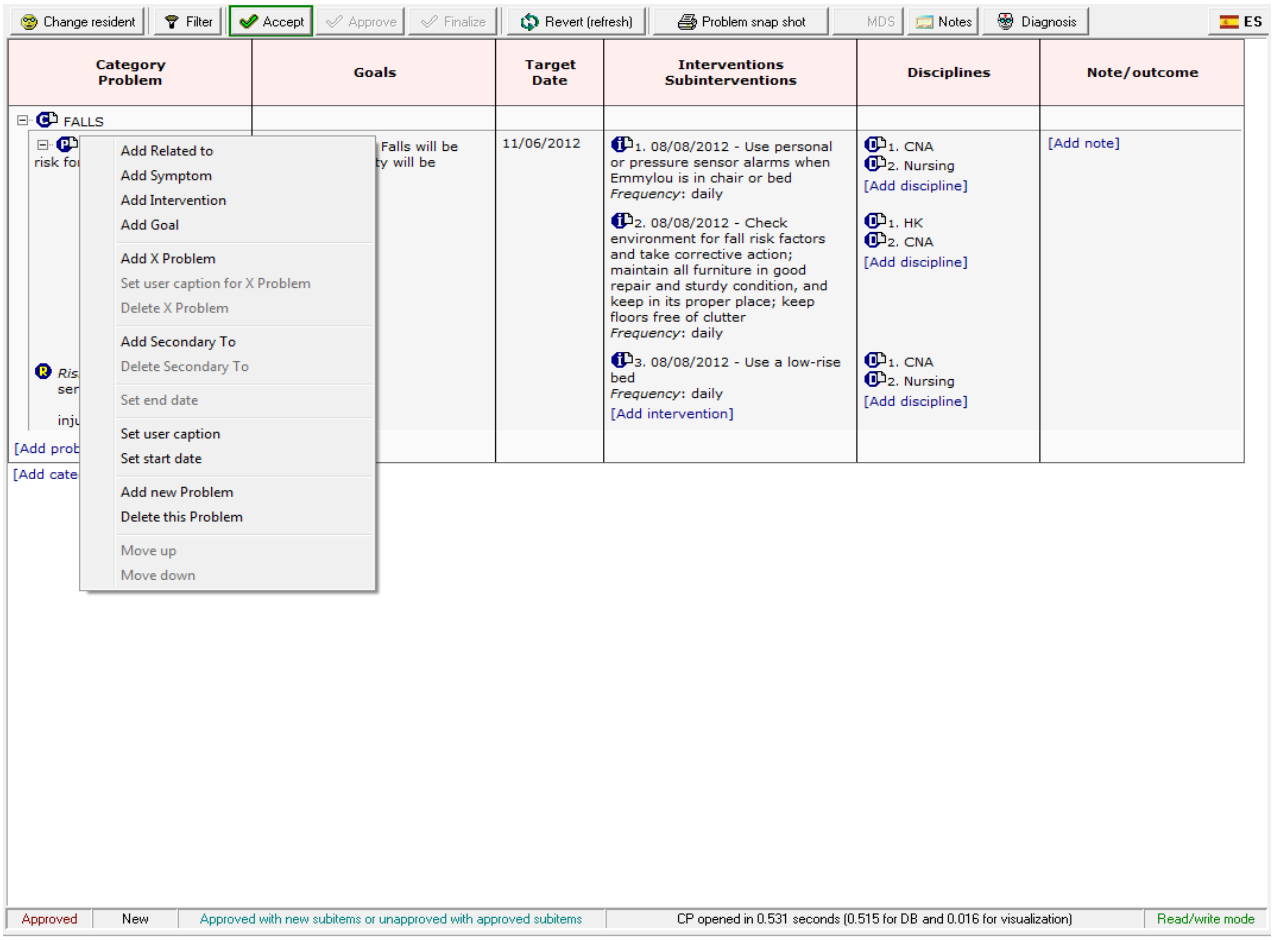


The next step is selecting a Pathway for our Category/Problem

Once done click on the Related to button

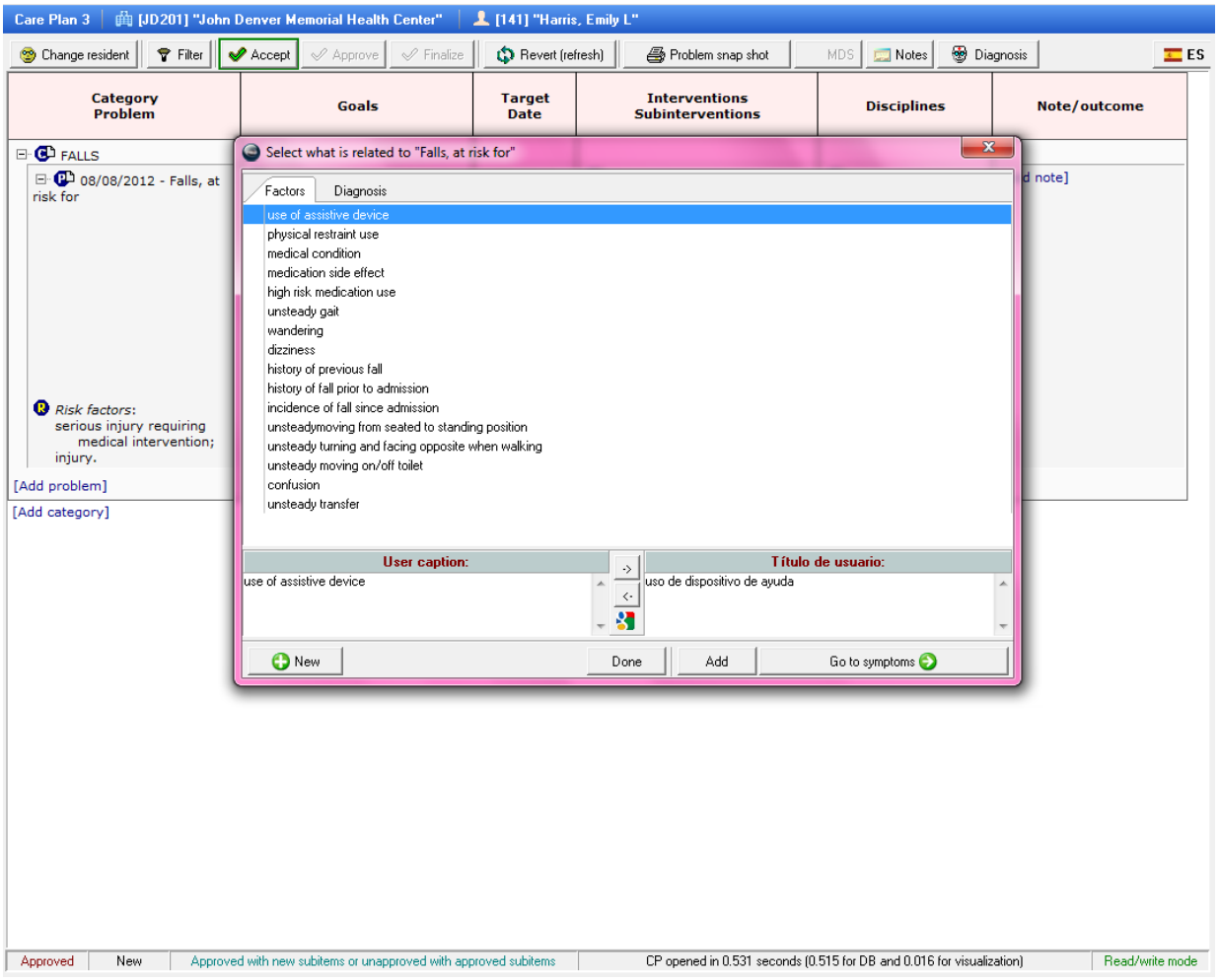


Now we are back to the main screen where it shows us the category and Problem that we have selected for our resident and also shows us all the options we have for this Problem



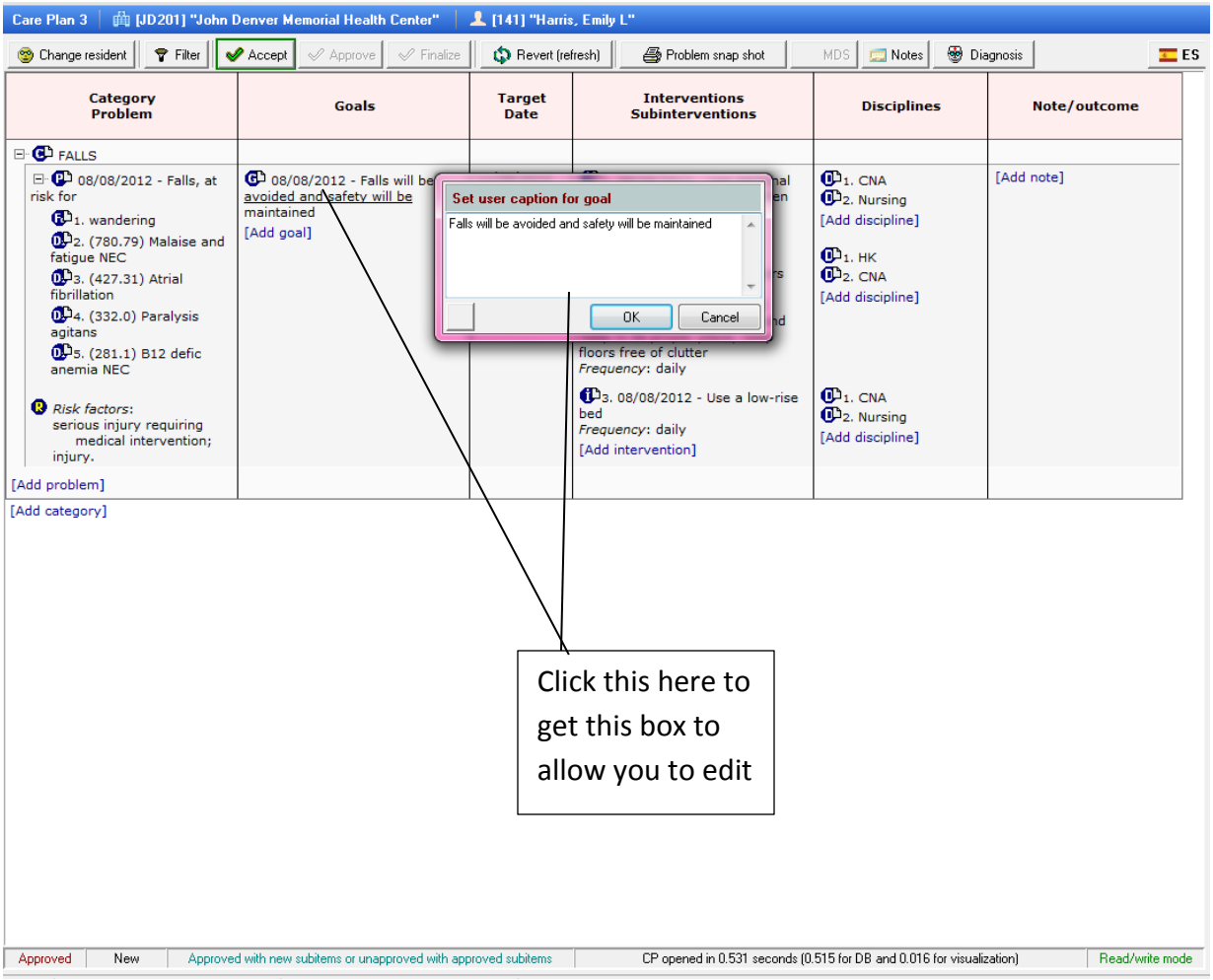
By clicking on the letter symbol in any area we can pull up a list that allows us more options to use.

Here we will select on Add related to



This has given us options to pick on any Factors that might be related to our Problem.

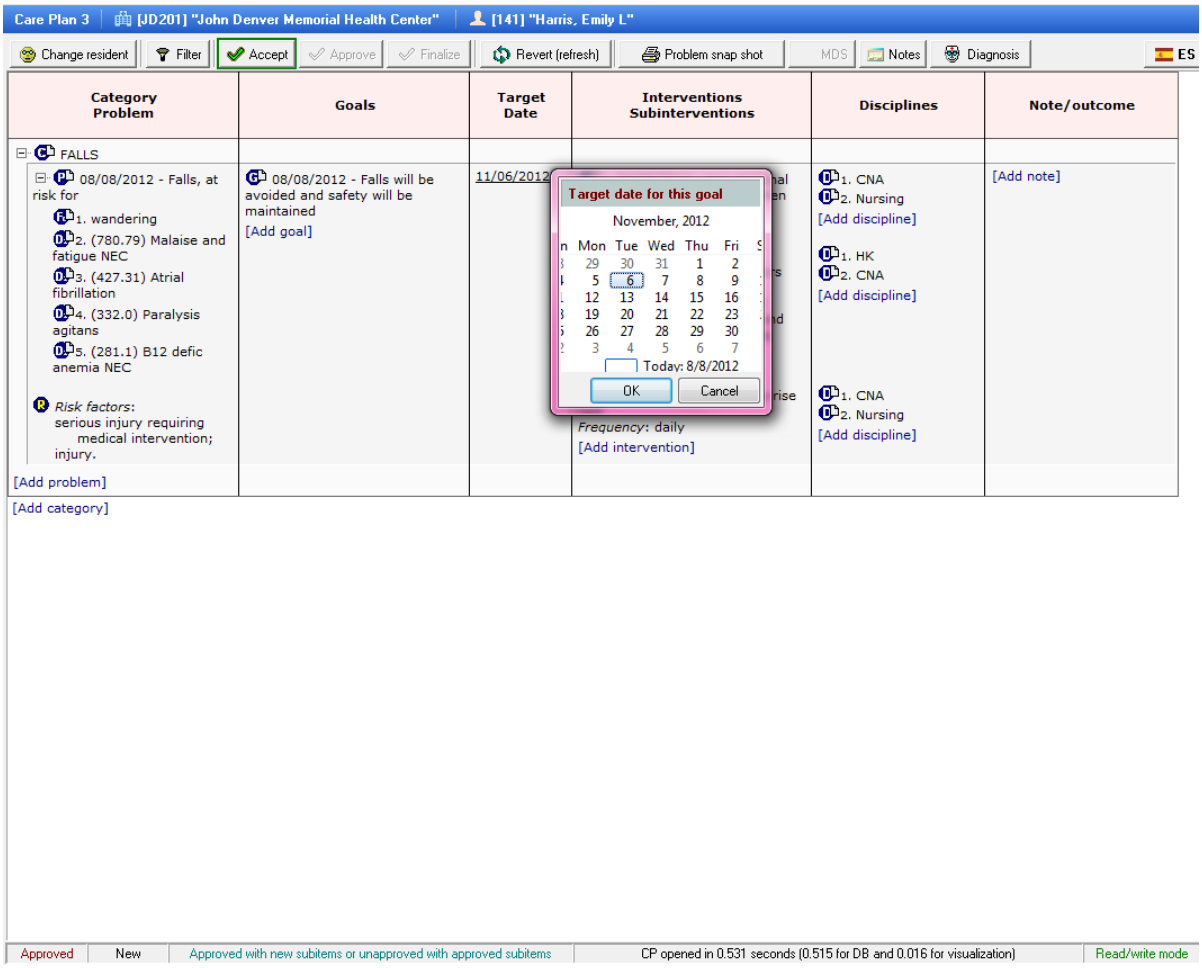
We also have the ability to click on the Diagnosis tab and select anything here that might be related to our Problem as well



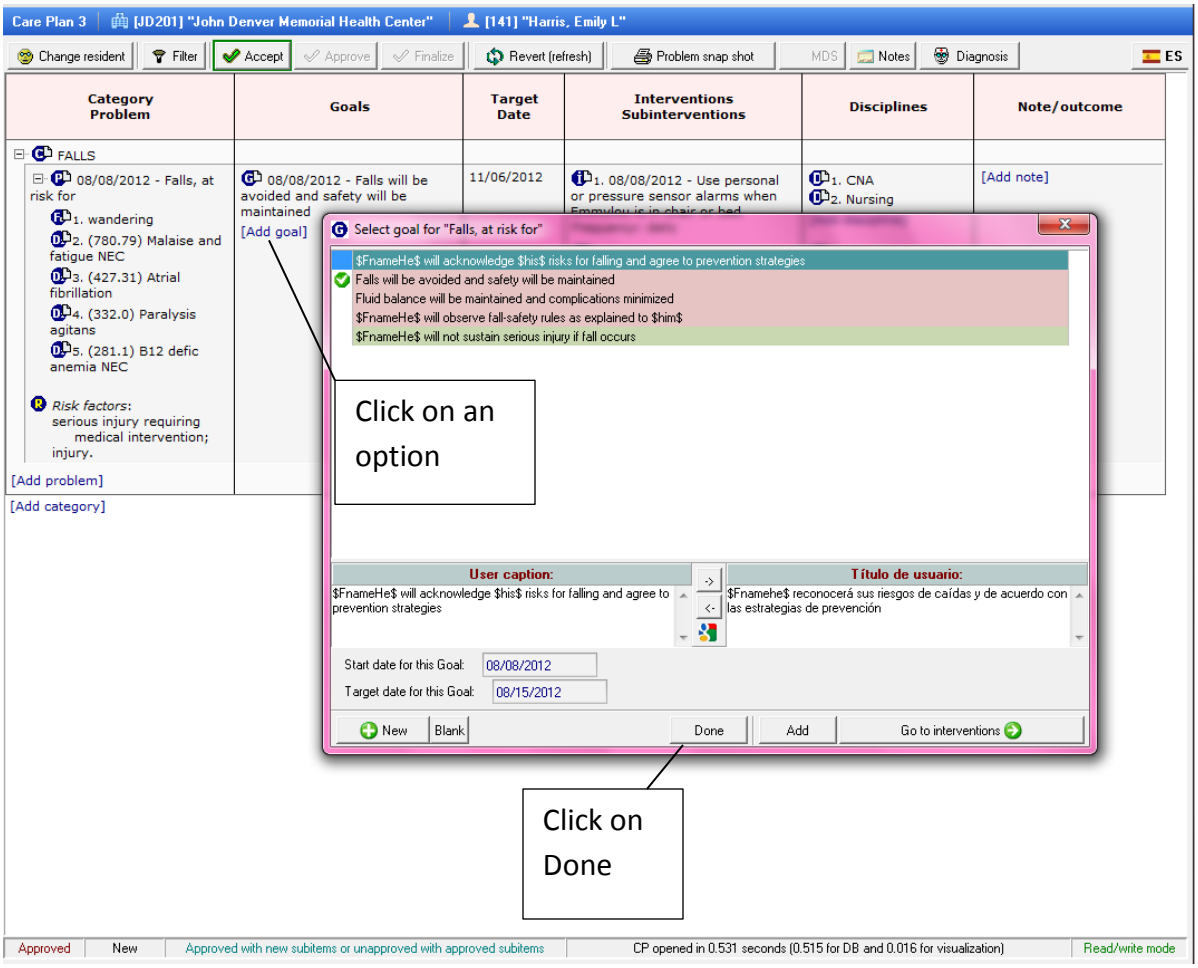
By clicking on any wording in any area it opens up this box that allows us to edit what is written under each area

We now have room for up to 100 words in each box

This allows us to customize our language to our liking



If we would like to change any date on the Care Plan we can do so by clicking on the date and the calendar will automatically pop up for us to choose a different date to have in the Care Plan

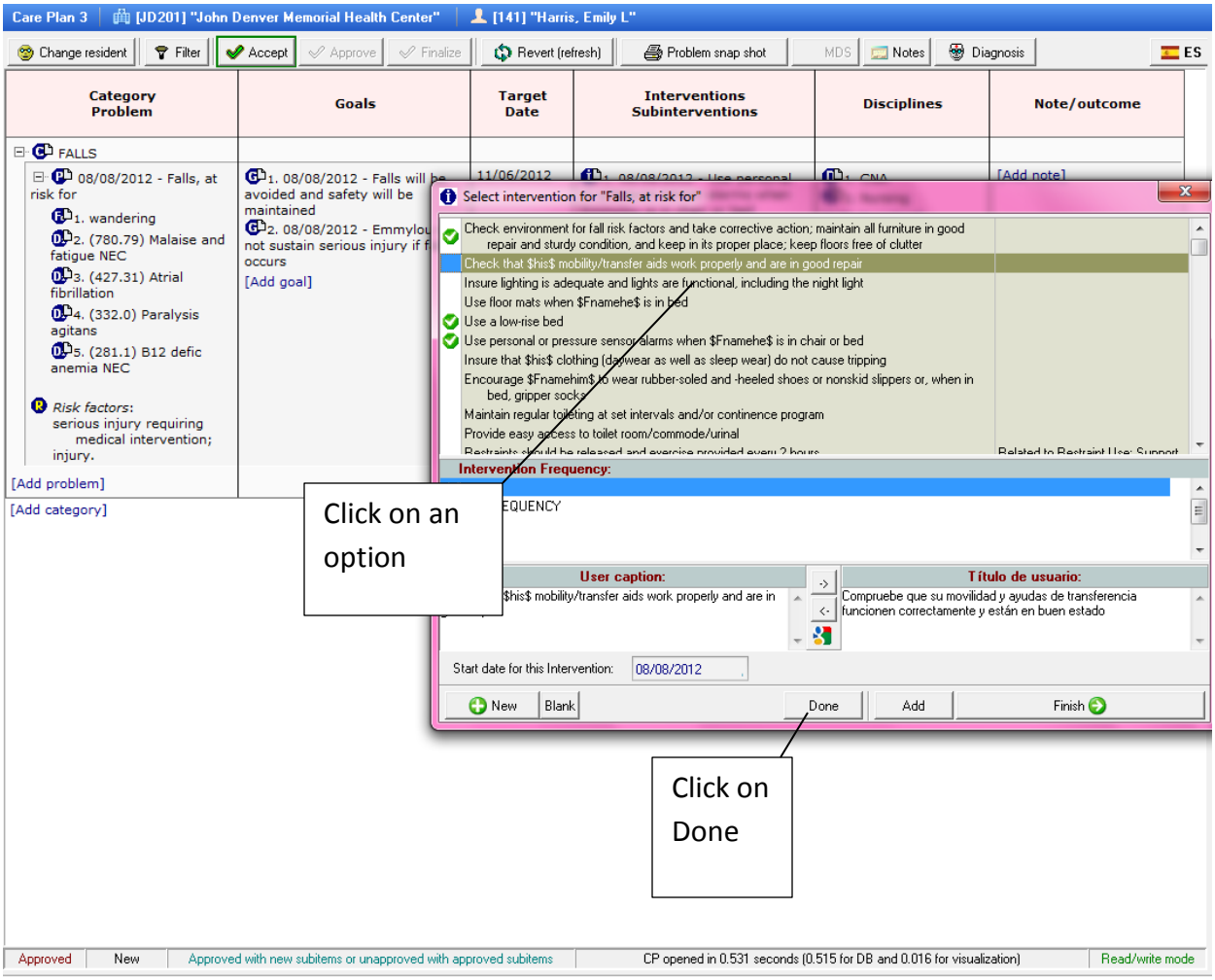


Any Problem can have multiple Goals. To add new Goals click on the Add goal

This pulls up all the options for that Goal so you can select the option that you want to add. Click done when finished.

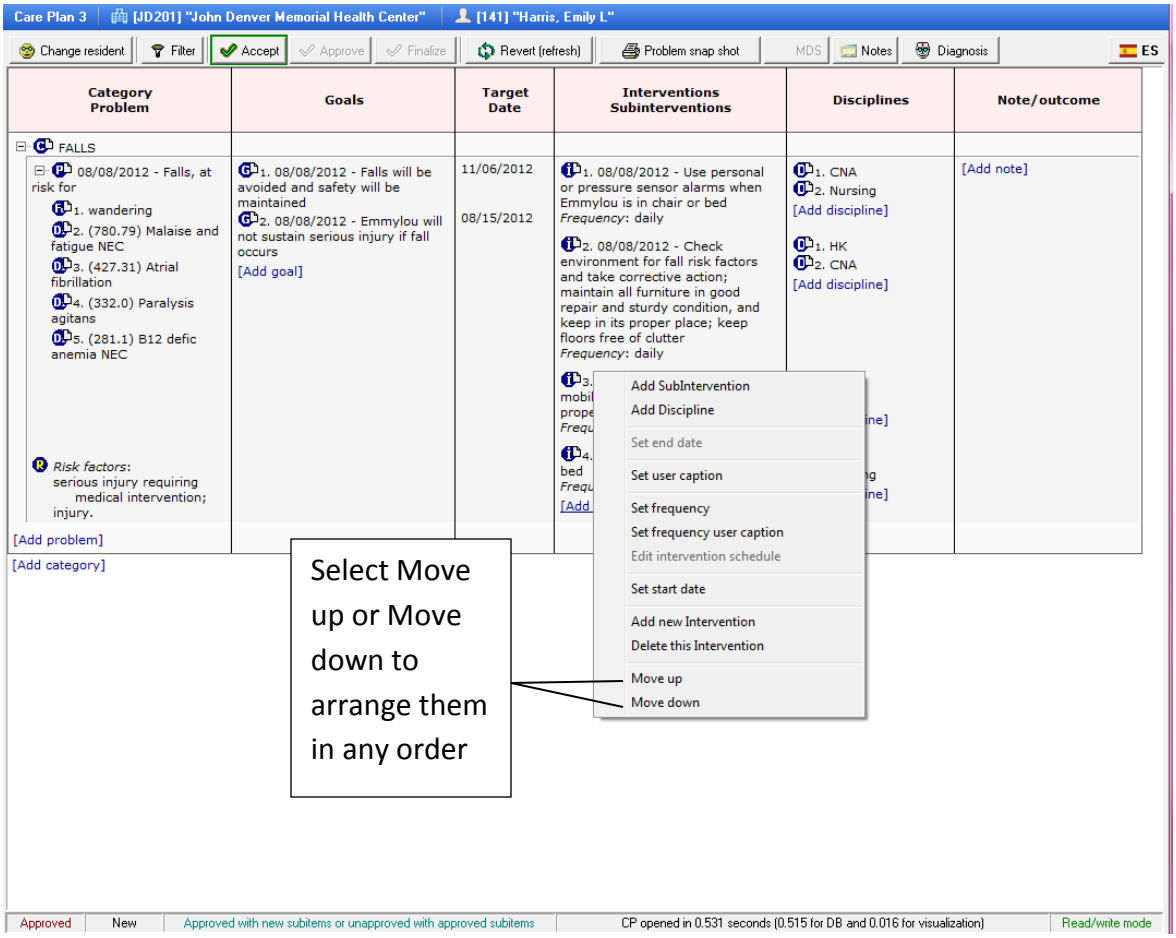
Goals are color coordinated to separate the different areas

Please note that each Category, Problem, Goals, Interventions Subinterventions each have their own list of choices to pick from and each one will vary depending on which type of Category you are working on

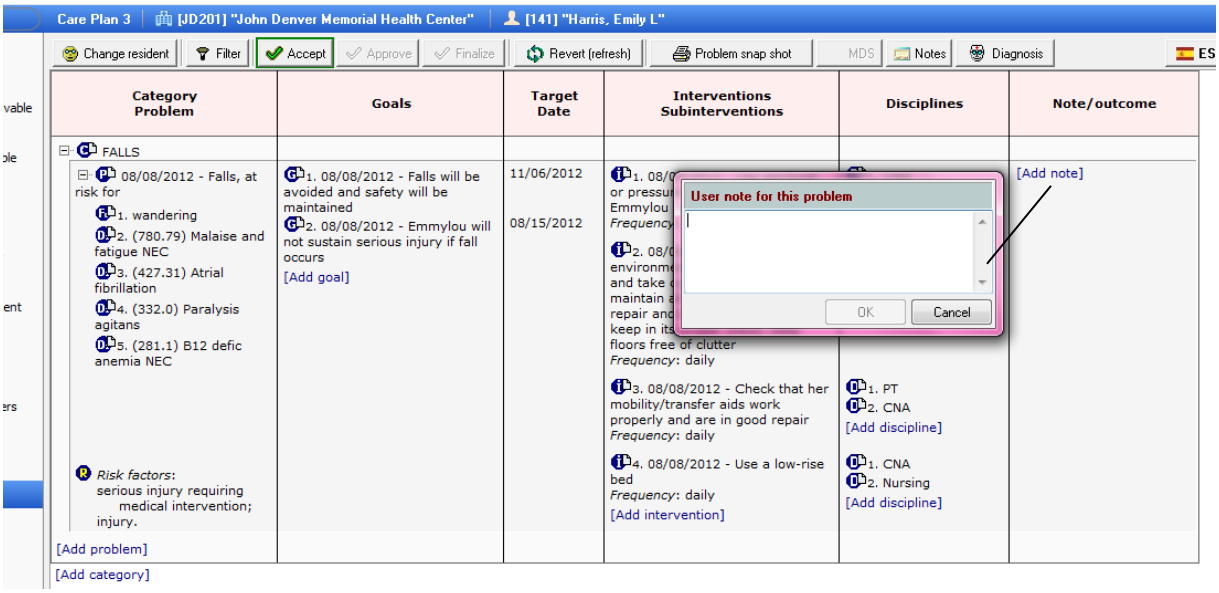


Any Problem can have multiple Interventions. To add new Interventions click on the Add intervention

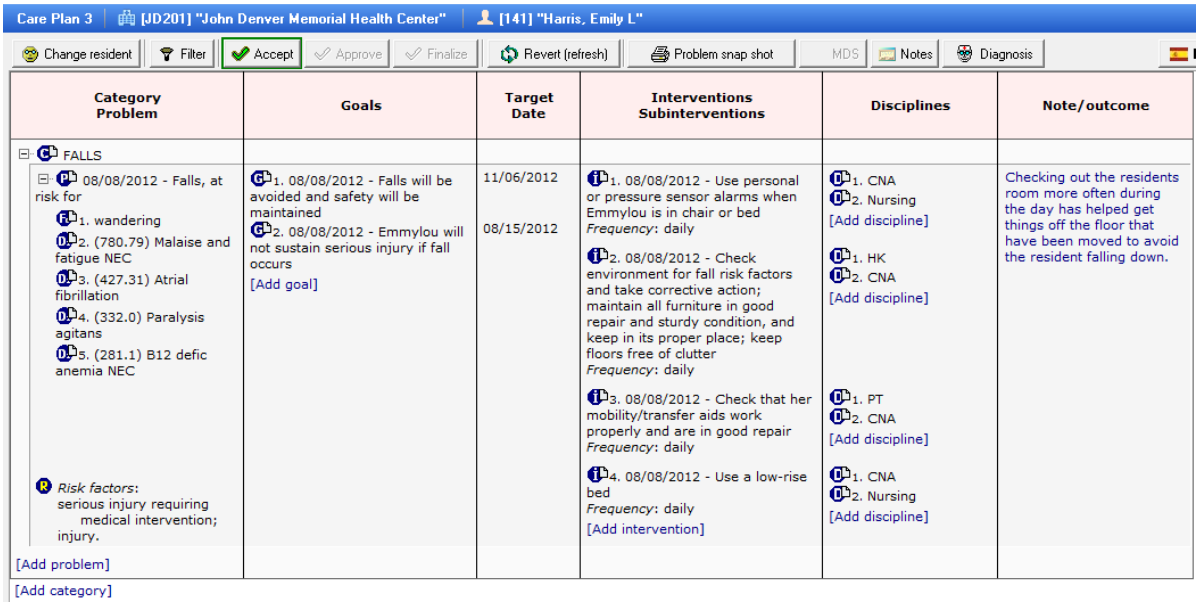
This pulls up all the options for that interventions so you can select the option that you want to add. Click done when finished.

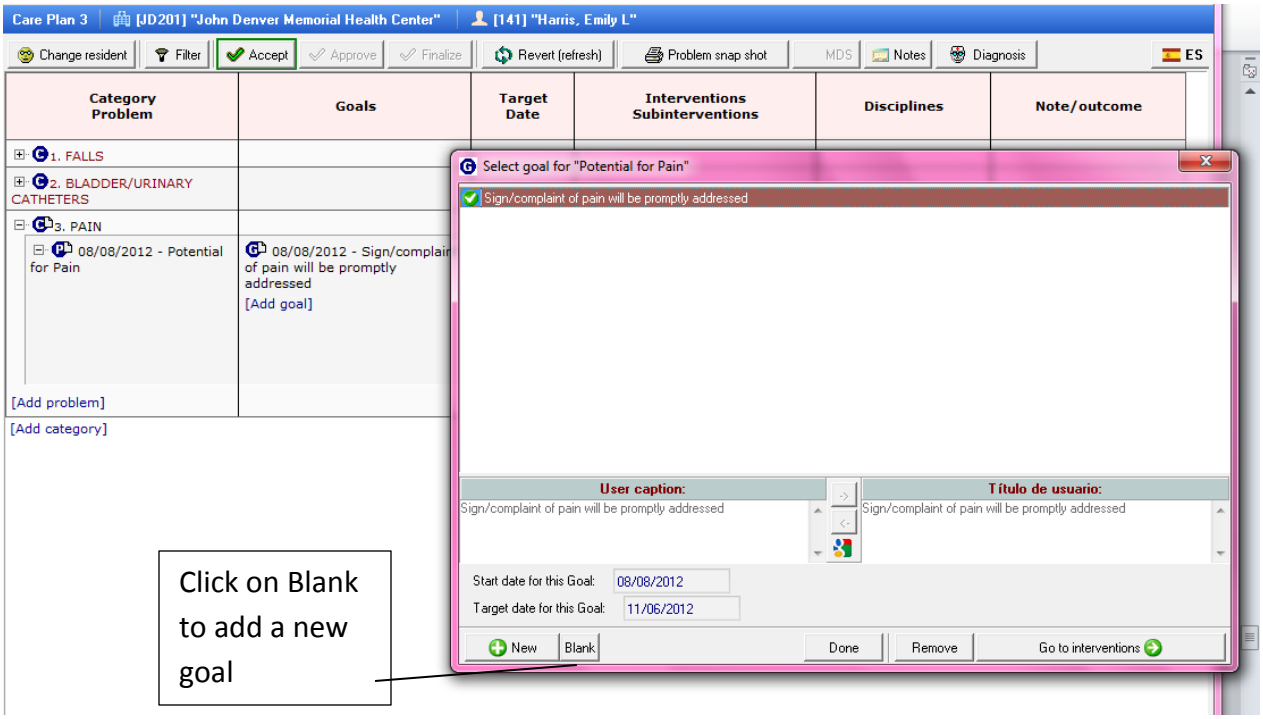


By clicking on the letter symbol in any area we can pull up a list that allows us more options to use. This also allows us to arrange the items in a new order.

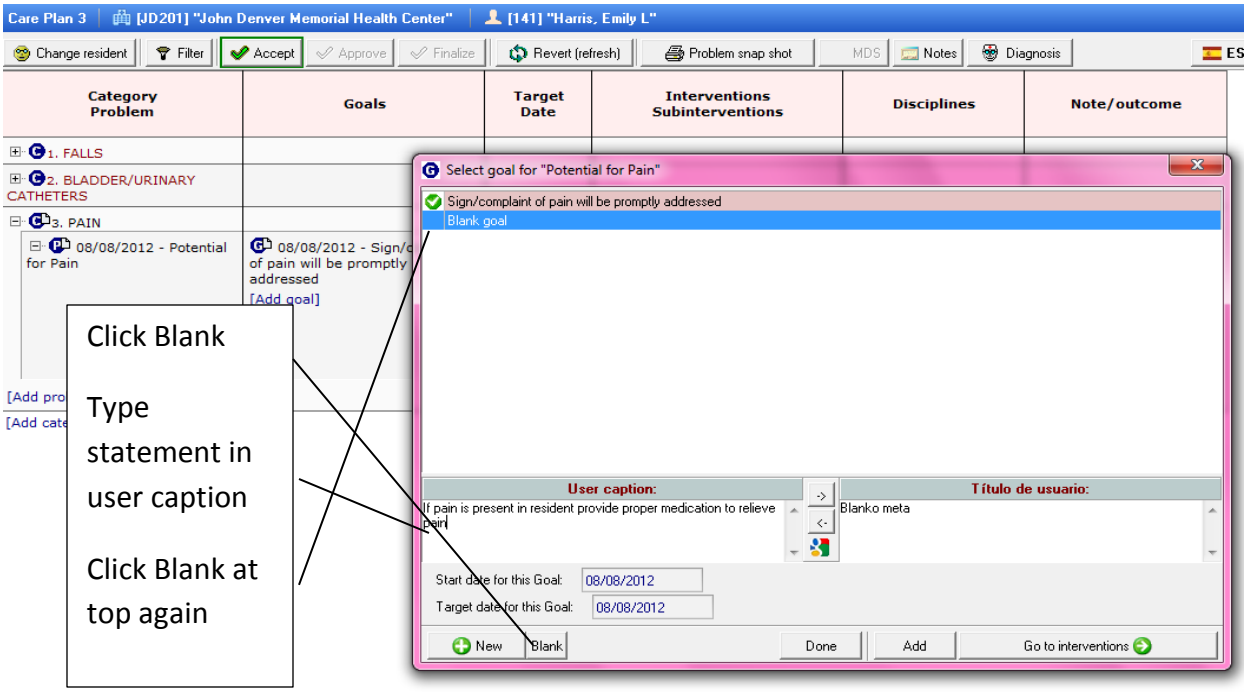


To add a note simply click on add note and type in any notes or outcomes that you would like to document

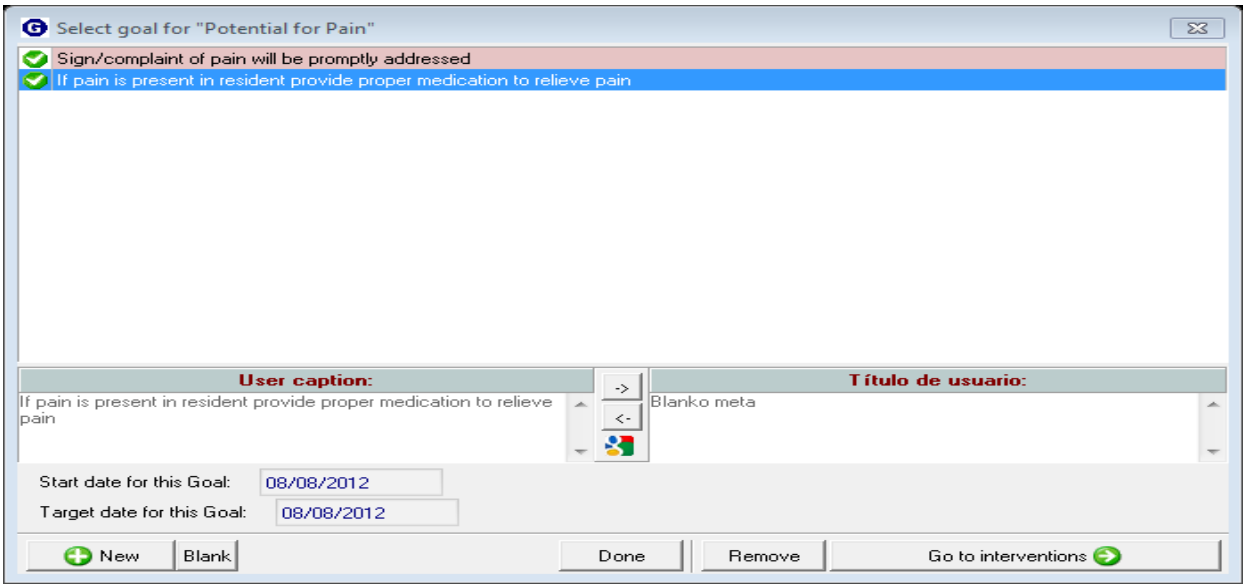




If you want to add another goal or intervention and what you would like to use is not here to select from you are able to add a Blank item.

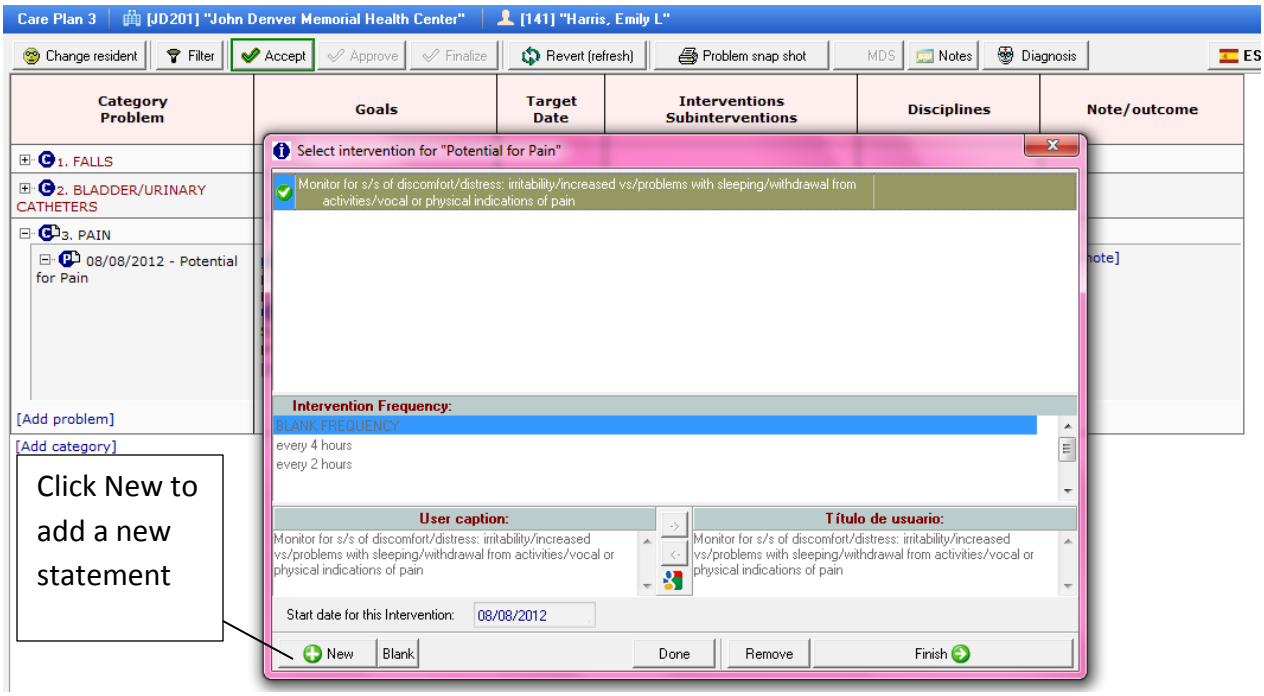


I have clicked on Blank which puts a blank item on the list here. I then write what I want in the User caption box. When done click on the blank goal at the top to add in your statement

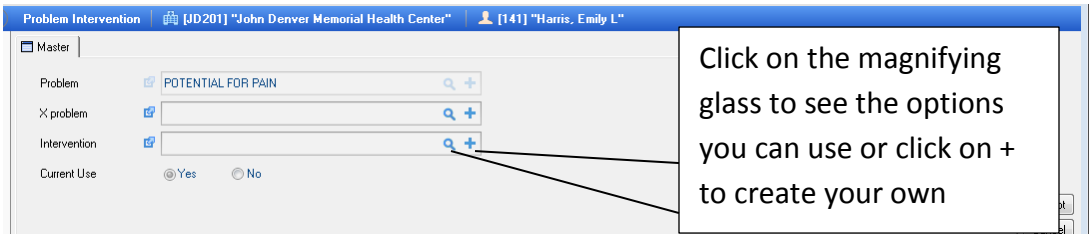


Here is our new statement to the list to use.

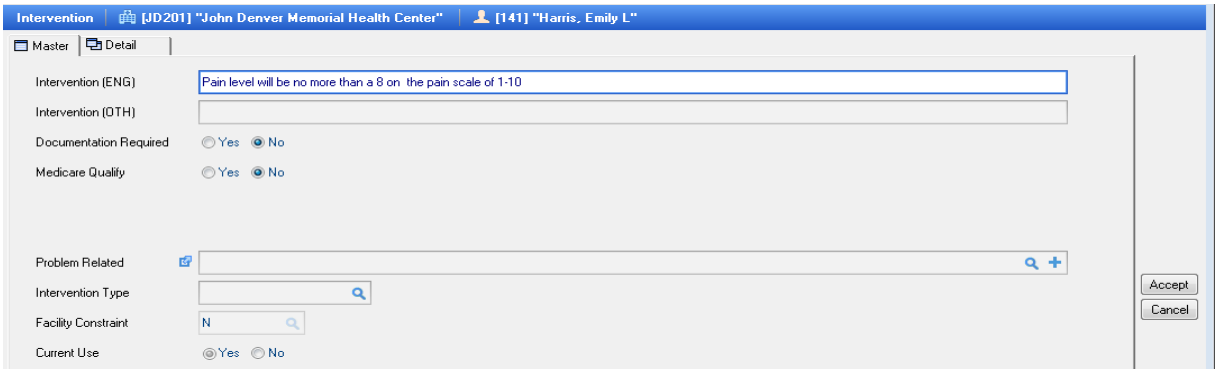
Please note that using Blank and creating your own statement will only be a onetime usage. You will not be able to pick it again from the list.



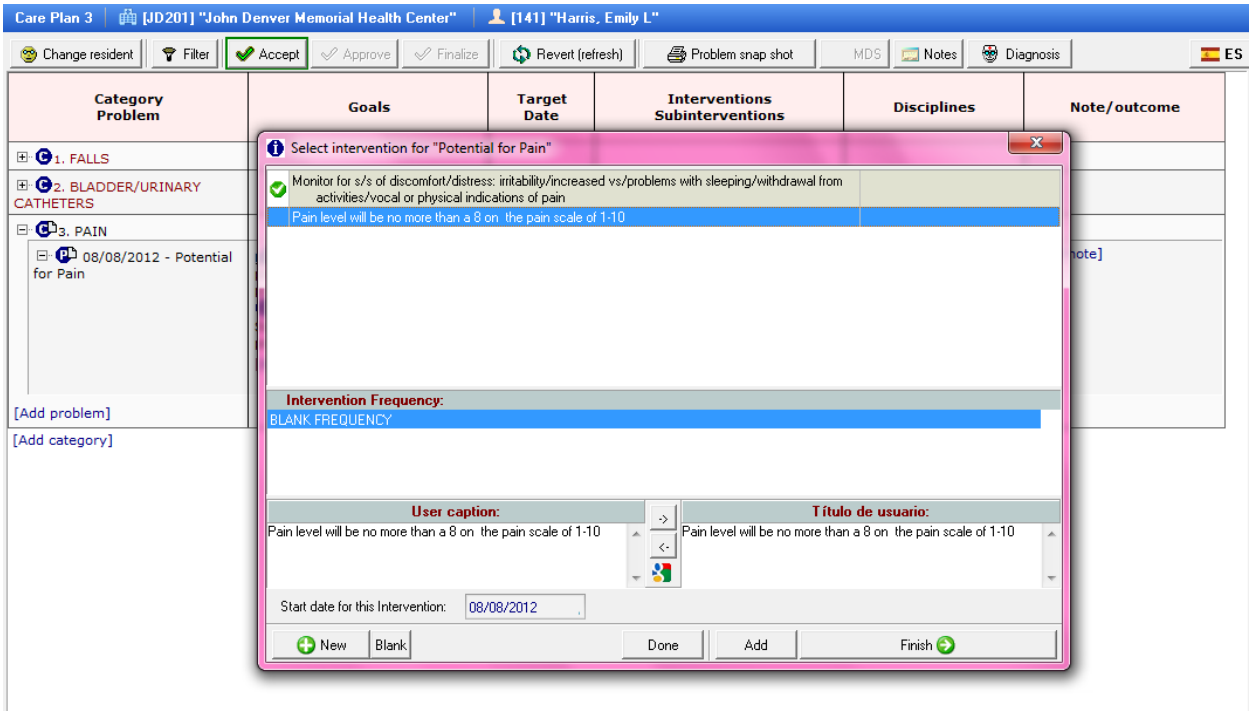
If you would like to add a New statement that will be within your language for all residents for this particular Problem, Goal, or Intervention you can do so.



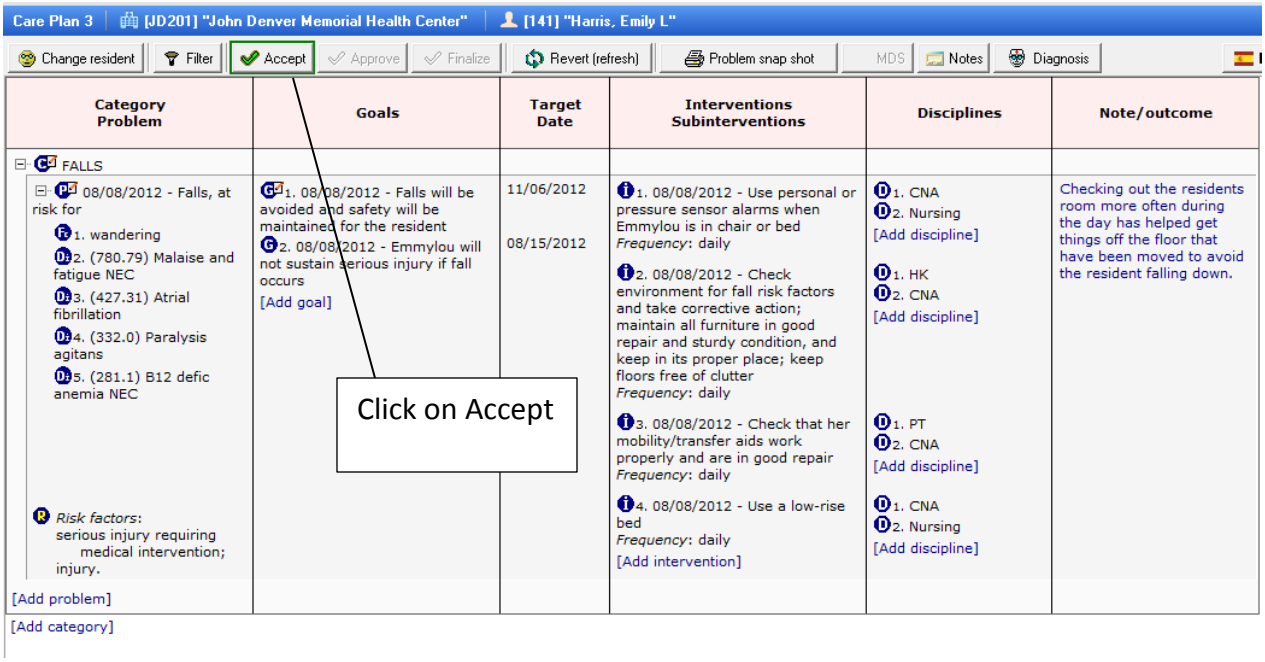
This opens up your data entry sheet to either select form the database filled with options you can use. Or you can click on the + to add your own statement



I added my new statement making sure it is spelled correctly. Then hit Accept

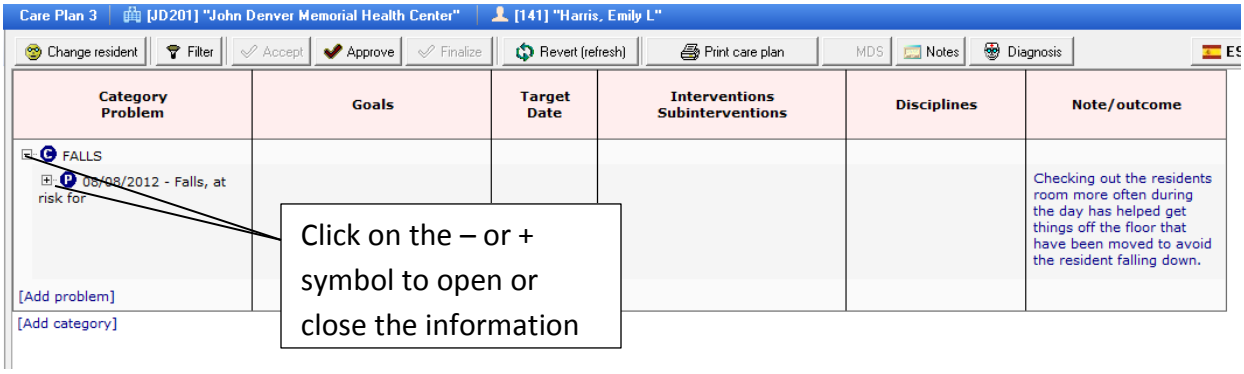


Now my new statement I created is now on my list to select from. This will be here for all residents under this problem to use

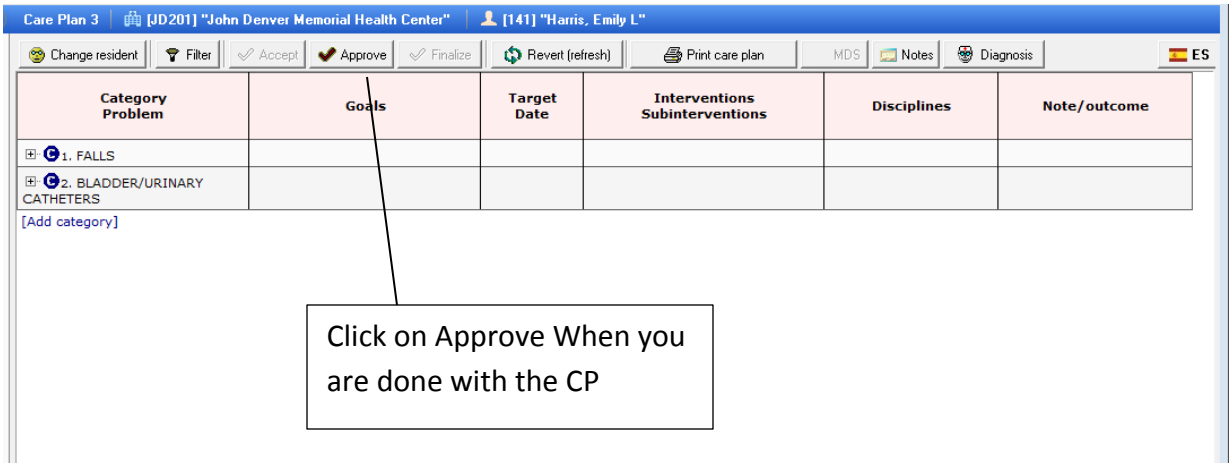


When you are working on any Category/Problem when you are done you must hit the Accept button.

Accept saves the work that you have done and allows you to move onto a new Category

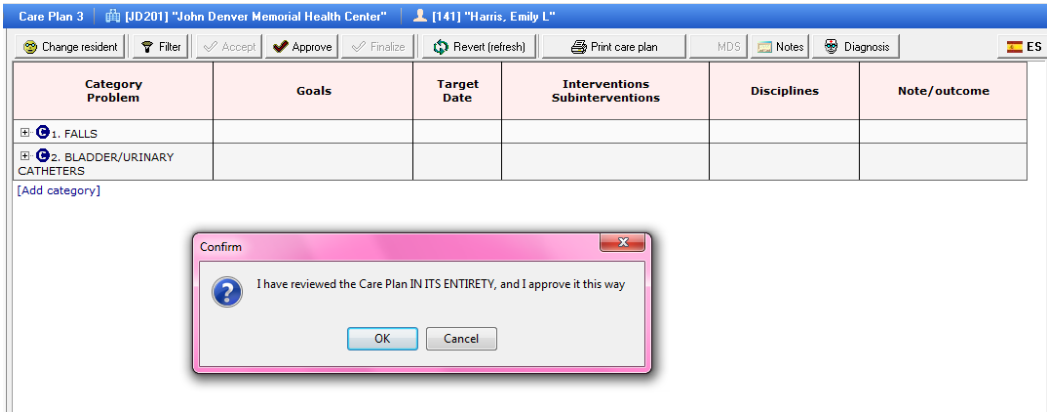


To close or open our detailed information we do this by hitting the plus or minus sign in front of the letter symbol. This will automatically open or close the problem.

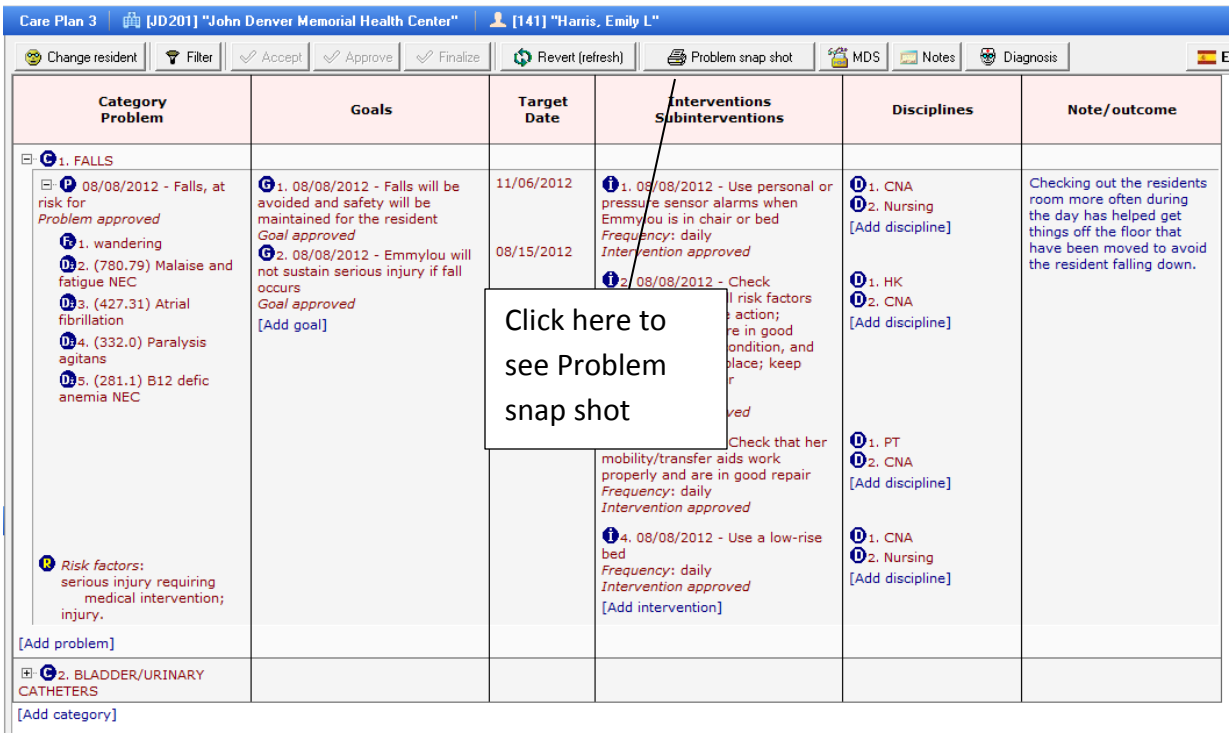


Once I have everything completed to my liking in all the areas for each Category and its Problem I can go ahead and click on Approve

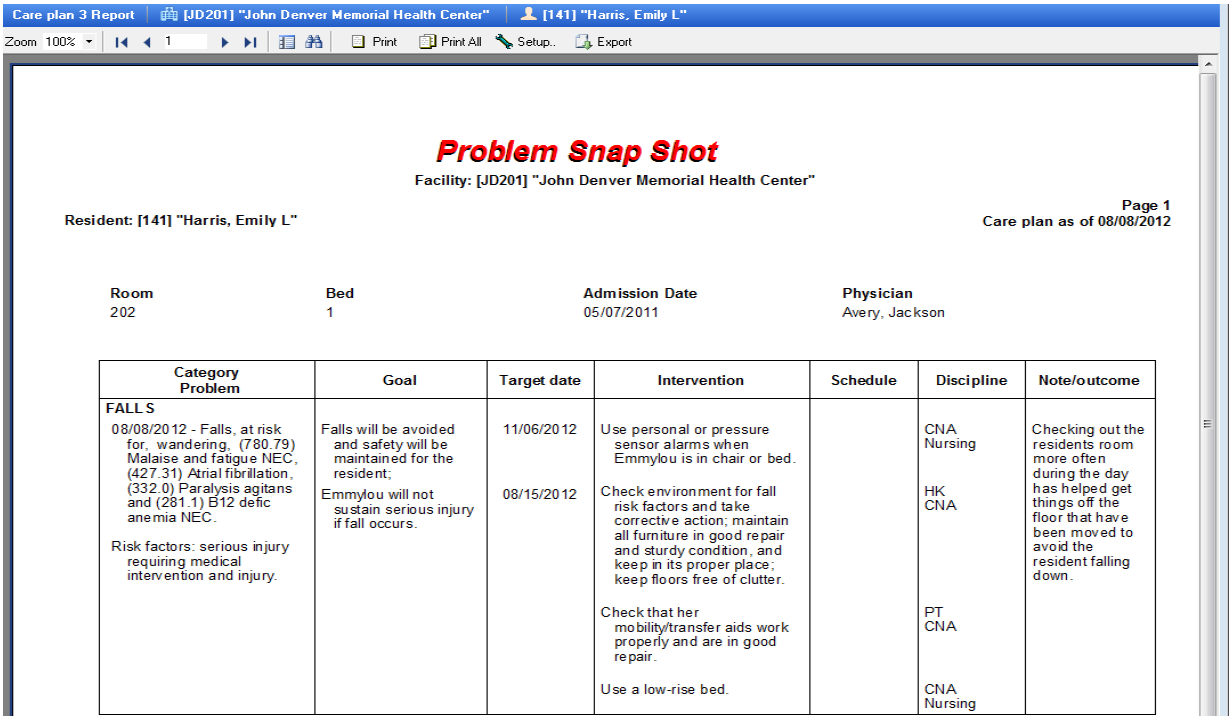
Approve is what tells us that we have reviewed everything in the Resident's Care Plan and we approve it the way it is

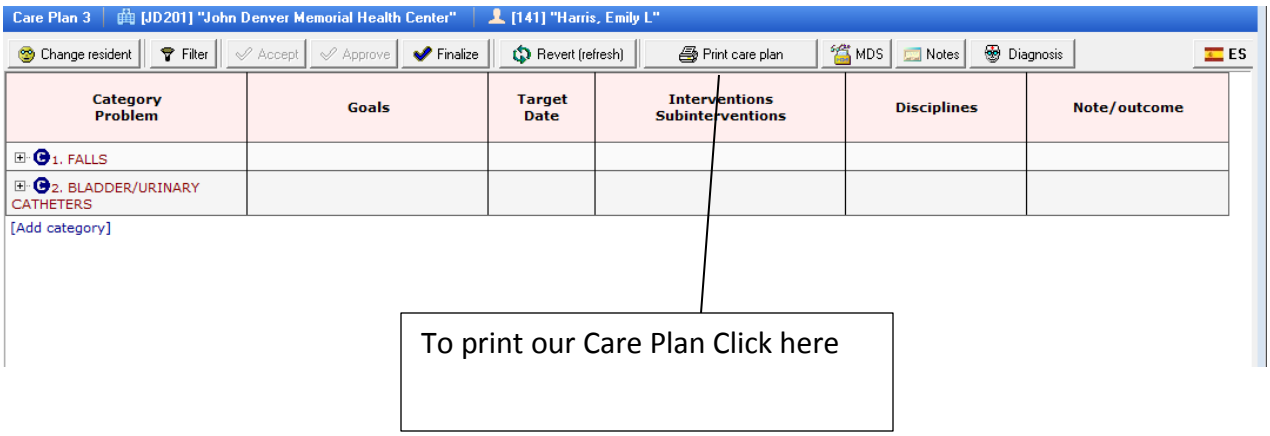


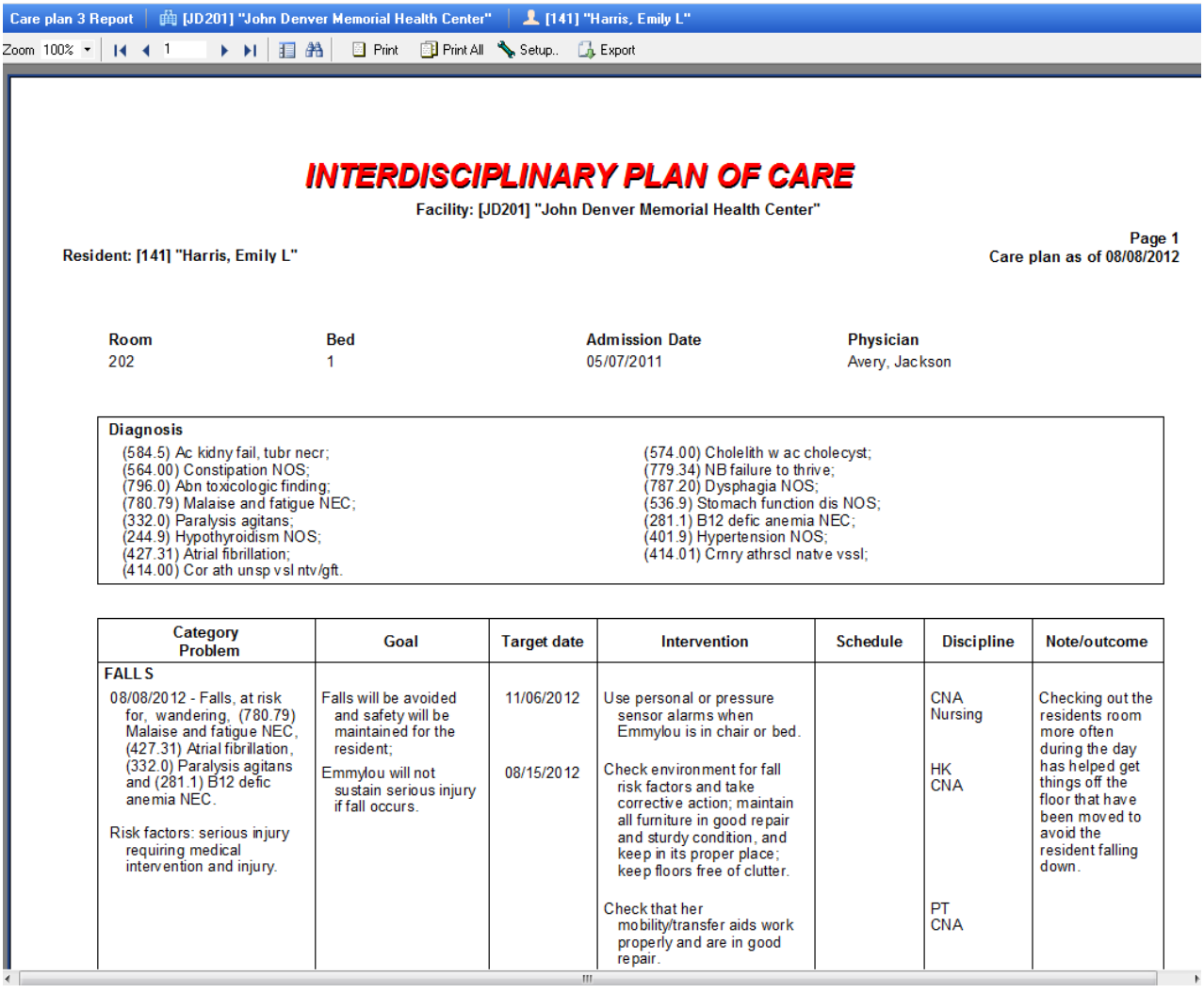
We provide you with Confirm boxes to make sure that what you are doing is really what you want to do



We have the option when a Problem is open to print the Problem Snap shot. This shows us just the information that we have open

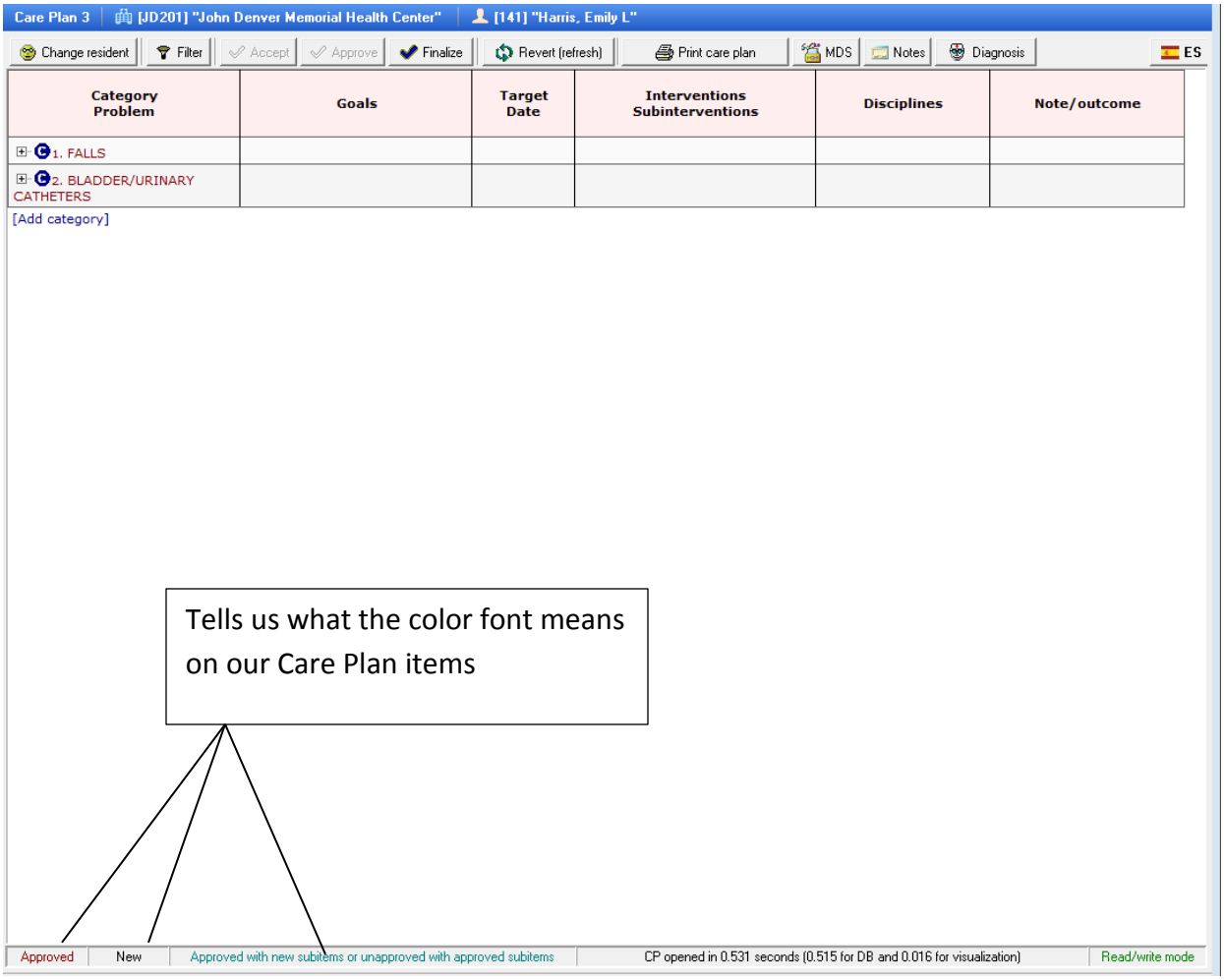






This is how our Care Plan will look if we were to print it out

It will print the entire Care Plan that you have done and the last page will be your Interdisciplinary Team Care Plan Review Sheet

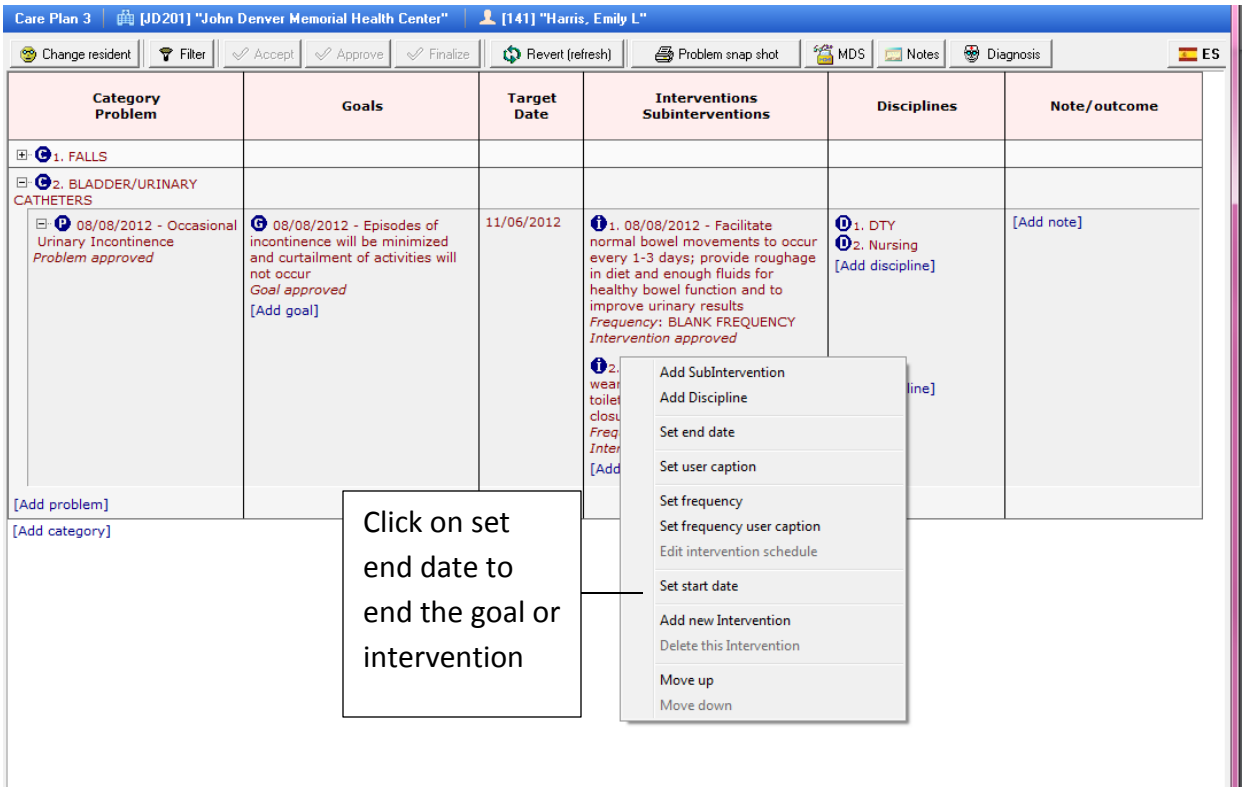


At the bottom of our screen it shows the color font for the various stages of a Care Plan

Approved

New

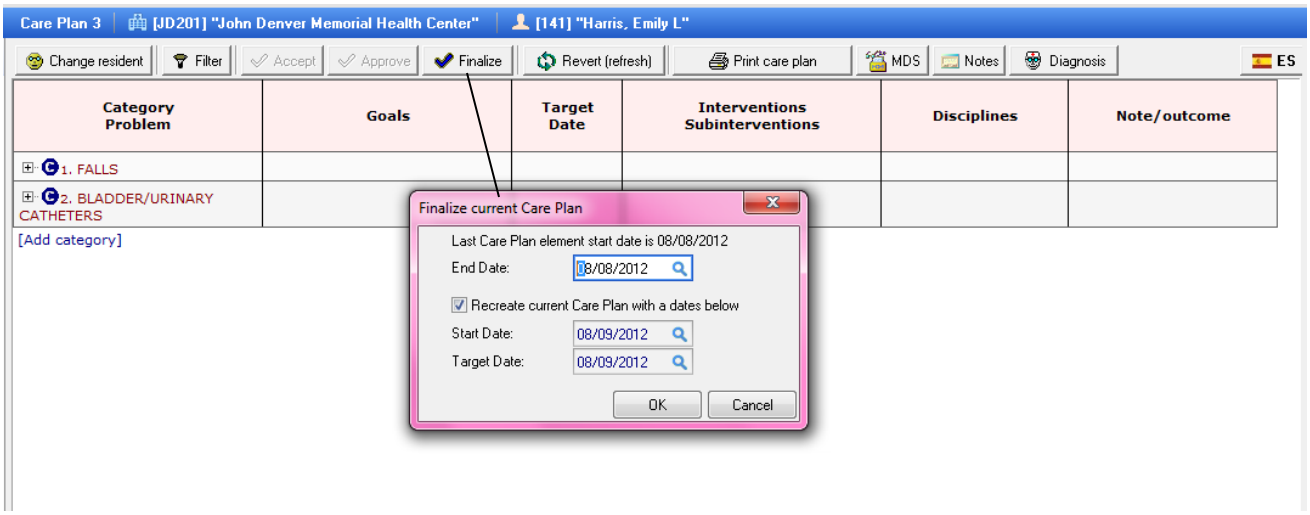
Approved with new subitems or unapproved with approved subitems



If at a point that something changes for this Resident you can come into the Care Plan and put an end date to an area that has changed.

You cannot delete any item once it has been approved. However you can set an end date to any area with the date the issue has ended on.

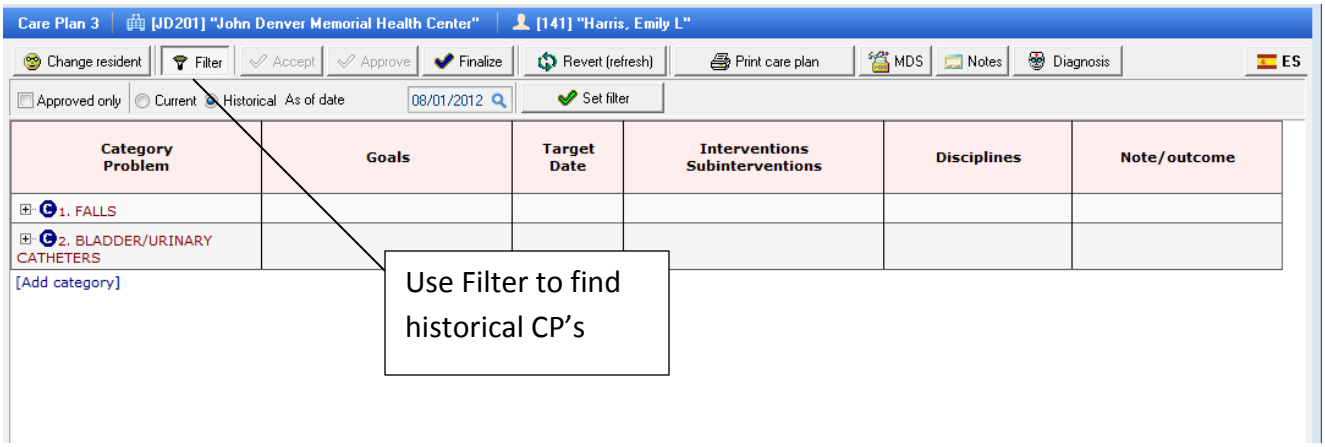
If a Care Plan has been approved you are still able to add any new goals or interventions that may have occurred once you had approved it.



You have a Finalize button in the Approved Care Plan

This will allow you to…

1. End date the entire care plan, creating a historical copy in the database
2. Recreate this entire care plan, with all the current edits, as the residents new care plan with the current date you have selected
    - This will preserve all your individualized edits/typing
    - You can still add, delete or edit from this new care plan as well
3. Select your new Target date for the new care plan



To use the filter option once you have Finalized a Care Plan you will hit the filter button. Put in the date of the older CP and then mark the historical as of date, then hit set filter. This will pull up that historical CP so that you can look at it or print it again.