

Family Connect System

Set up a staff record to have access to build/customize your Family Connect site.

Step 1. Select a staff record, then navigate to their “Employment Info” form.

The screenshot shows the HR/Staff interface. On the left, there is a navigation menu for 'Crane, Cara' with options: Information (Summary, Name and E-mail, Online Profile), Employment Info (Personal Info, Certifications/Inservice, Health History), and a 'View By Photos' button. The main area shows 'All Staff' with search filters and a table of staff members.

Select	Full Name	Email Address	Date Hired
Select	Crane, Cara	cara@axser.slf	07/17/2007
Select	Name, My		
Select	Nurse, Nanette	nnurse@bluestep.net	08/24/2009
Select	Smith, Mary	msmith@bluestep.net	09/12/2014
Select	Staff, Test		

Step 2. Select the “Family Connect” security group and then select the “Save” button.

The screenshot shows the 'HQ SECURITY GROUPS' configuration page. Under 'SIMPLE SECURITY GROUPS', there is a list of security groups with checkboxes. The 'Family Connect' checkbox is circled in red. Below the list are buttons for 'Save', 'Save and Refresh', and 'Cancel'.

Security Access: Simple Detailed Off

Security Groups: Staff Basic Resident Marketing Family Connect Charting Site

Human Resources Basic Medical Edit Medical Enter Prescriptions

Administration Maintenance

* Required

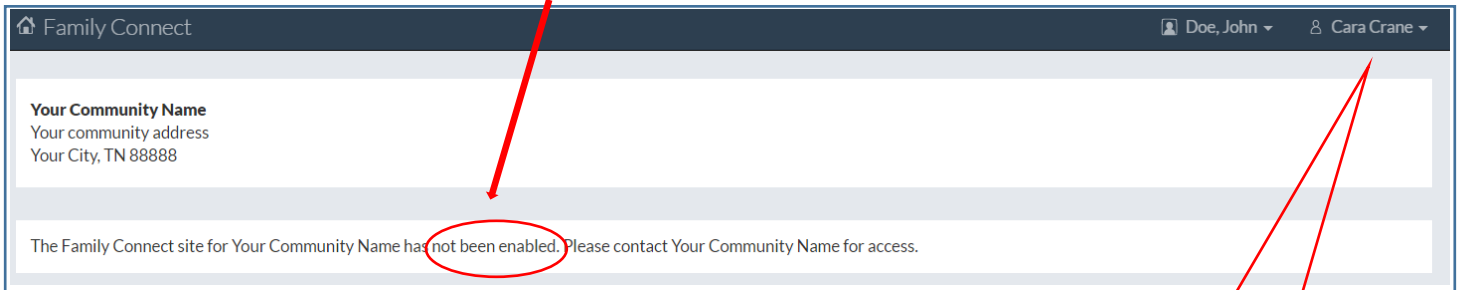
Buttons: Save, Save and Refresh, Cancel

Step 3. Log into your Family Connect site. BlueStep will provide you with your Family Connect website address. It will look like this example: yourcommunityfamily.bluestep.net

After navigating to your new site, you will then select the “Login” link and use the same credentials that you use to login to your other site.

The screenshot shows the Family Connect website login page. The header includes the 'Family Connect' logo and a 'Login' link. Below the header is a placeholder for 'Intro page info here...'.

Step 4. You will then be required to enable and setup your new site.



Step 5. Click on your name and navigate to “Family Connect – (Your community) Settings”.

The screenshot shows the 'Family Connect - Demo Unit Settings' page. On the right side, a dropdown menu is open, showing options: 'My Account', 'Family Connect Settings (Demo Unit)', 'Edit Community Events', 'Edit Community Photos', 'Edit Community Menus', and 'Sign Out'. A red box highlights this menu, and a red arrow points from it to the 'Family Connect Settings (Demo Unit)' option.

Step 5A. Enable your site and enter your communities unique “PIN” number. You will need to give this number to a family member when they create their login account. (This will be the same number for all Family Connect users)

Step 5B. Upload/Show your “Logo”.

Step 5C. Show or hide links to “Contact information”, “Social media”, and/or “Community message”.

Step 5D. Add color to your site. **Note:** You will need to know the HTML# for colors. These can be accessed by going to: <http://html-color-codes.info/>

The settings page includes sections for:

- Enable Family Connect for this Unit:** A checked checkbox and an 'Enable' button.
- PIN:** A text input field containing '1,234'.
- COMMUNITY INFORMATION:** A section with several sub-sections:
 - Logo:** A 'Show' button.
 - Name and address:** A checked checkbox and a 'Show' button.
 - Community name:** A text input field with 'Your Community Name'.
 - Address:** A text input field with 'Your community address'.
 - City:** A text input field with 'Your City'.
 - State:** A text input field with 'TN'.
 - Zip Code:** A text input field with '88888'.
 - Contact information:** An unchecked checkbox and a 'Show' button.
 - Social media:** An unchecked checkbox and a 'Show' button.
 - Community message:** An unchecked checkbox and a 'Show' button.
- COLORS AND APPEARANCE:** A section with three sub-sections:
 - Background appearance:** An unchecked checkbox and a 'Change' button.
 - Logo area appearance:** An unchecked checkbox and a 'Change' button.
 - Module appearance:** An unchecked checkbox and a 'Change' button.

At the bottom of the 'COLORS AND APPEARANCE' section, there is a 'Background color' input field and a 'Drop shadows' section with radio buttons for 'Yes' and 'No'. A red box highlights these two elements, and a red arrow points from the 'Background appearance' 'Change' button to the 'Background color' input field.

RESIDENT INFORMATION

Select the resident information to include on the Family Connect site.

- Facesheet Photo
- Shared Photos
- Age
- Birthday
- Birthday Alert
Days before ?
- Room Number
- Admission Date
- Resident Bio
- Providers
- Insurance
- View Notes
- Add Note
- MARs
- Prescribed Medications
- ADLs
- Service Plan
- Vitals
- Resident Events
- Community Events
- Menu

Step 5E.

Determine what you want your resident's family member(s) to be able to see. A check box indicates you are allowing family member(s) to see this information.


Step 5F.

Select the "Save" button.

* Required


Step 6. After saving the "Family Connect – (Your community) Settings" form, your page will look similar to the picture below (depending on what you selected).

Family Connect
Doe, John ▾ Cara Crane ▾



Your Community Name
Your community address
Your City, TN 88888

John Doe



Age: 76
Birth Date: August 29, 1940
Room #: (No Data)
Admission: May 3, 2016

- 👤 Resident Bio
- 👨‍⚕️ List of Providers
- 🏠 Insurance

Timeline for John Doe

VIEW ALL
NOTES
MEDS
SERVICES
VITALS
EVENTS
PHOTOS
MENU

April 10, 2017

There are no timeline items for John Doe.

Set up a family member to have access to Family Connect.

Step 1. Select an active resident that you would like a family member to have access to through Family Connect.

Resident
 Add New Resident | Select/View Resident | **Pending Residents** | Resident Monitor | Resident Reports | ADL Charting | ADL Charting (Custom)

All Residents

Search By: Last Name | Starts With | Search For: [] Search

Search within current results

Select	Preferred Full Name	Move-In/Admit Date
Select	Doe, John	05/03/2016 10:46AM
Select	Familyconnect, Freda	04/11/2017 9:58AM
Select	Resident, Narc	12/22/2016 11:01AM
Select	Test, Charles	10/03/2011 12:00PM

Step 2. Access the “Primary Contacts” form. Then select the “Edit” pencil next to the contact you will be giving access.

Primary Contacts

Familyconnect, Freda

Code status: [no data] | Age: 91 | Date of birth: 04/15/1925 | Gender: Female | Spouse: [no data] | Status: [no data] | Chart #: [no data]

Current date: 04/11/2017 | Primary care physician: Test, Dr | Physician phone: (801) 860-3059 | Room #: [no data] | Location: [no data] | Facility: [no data] | Admission: 04/11/2017 9:58AM

Contact Order	Full Name	Home Phone	Cell Phone	Work Phone	Relationship to Resident	Type of Contact	Edit Delete
1	Betty Little				Daughter	Emergency contact, Financially responsible party, Responsible party	[Pencil] [Trash]

Step 3. Navigate to the bottom of the form and select the “Allow” Family Connect Access check box. Select the “Family Connect Access Options” that you want this specific family member to see. Each family member you allow to access Family Connect may have different options selected. For instance, one family member might be able to see the medications while another family member would not.

FAMILY CONNECT

Family Connect Access Allow

Family Connect Access Signature
 I confirm that this individual has been given legal consent to view the personal health information (PHI) of the patient.

* Staff signature

Family Connect Access Options

- Facesheet Photo
- Shared Photos
- Age
- Birthday
- Birthday Alert
- Room Number
- Admission Date
- Resident Bio
- Providers
- Insurance
- View Notes
- Add Note
- MARS
- Prescribed Medications
- ADLs
- Service Plan
- Vitals
- Resident Events
- Community Events
- Menu

* Required

Step 3A.

This section defaults to the settings previously set up on the “Family Connect Settings” (Step 5E on page 3) If you want to eliminate some additional access uncheck any of the boxes.

Step 4. Sign the staff signature box and save this form. You will receive a notification warning that an email has been sent to this family member.

Email message has been sent to tfuhriman@vorrohealth.com

Primary Contacts

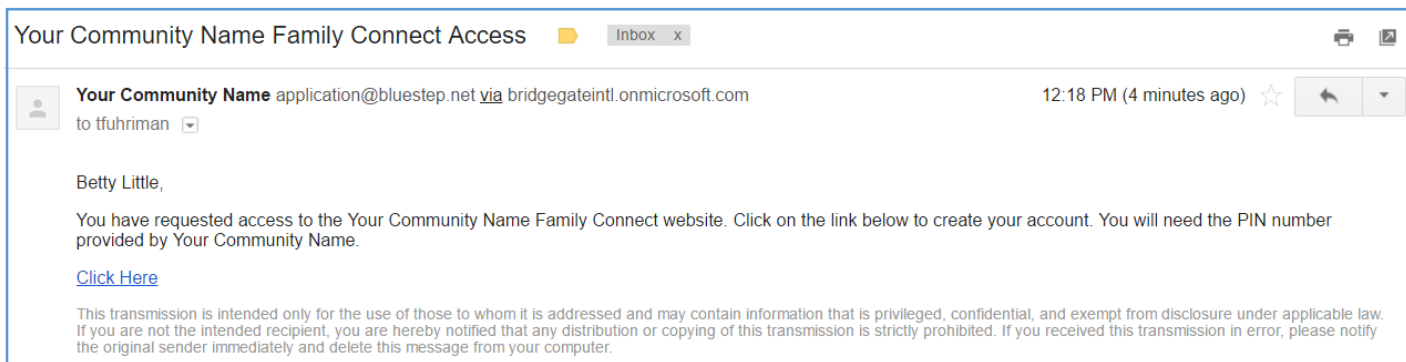
Familyconnect, Freda

Code status: [no data] | Age: 91 | Date of birth: 04/15/1925 | Gender: Female | Spouse: [no data] | Status: [no data] | Chart #: [no data]

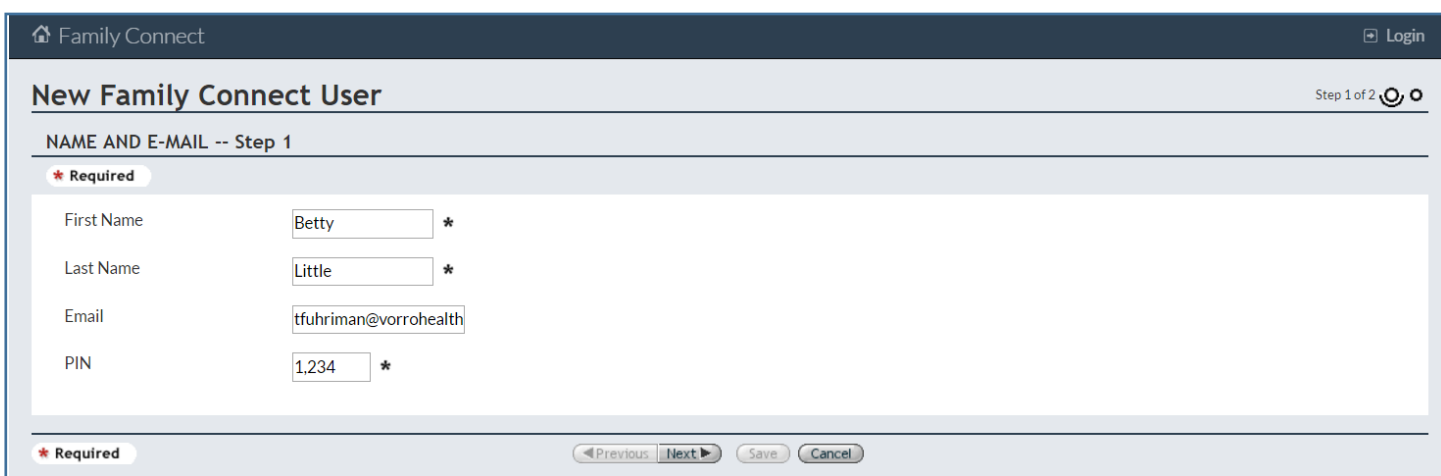
Current date: 04/11/2017 | Primary care physician: Test, Dr | Physician phone: (801) 860-3059 Fax: [no data] | Room #: [no data] | Location: [no data] | Facility: [no data] | Admission: 04/11/2017 9:58AM

Contact Order	Full Name	Home Phone	Cell Phone	Work Phone	Relationship to Resident	Type of Contact	Edit Delete
1	Betty Little				Daughter	Emergency contact, Financially responsible party, Responsible party	[Pencil] [Trash]

Step 5. Each family member given access will receive the following email:



Step 6. When the family member selects the “Click Here” link, they will be asked to verify their information and type in the PIN number provided by the community.

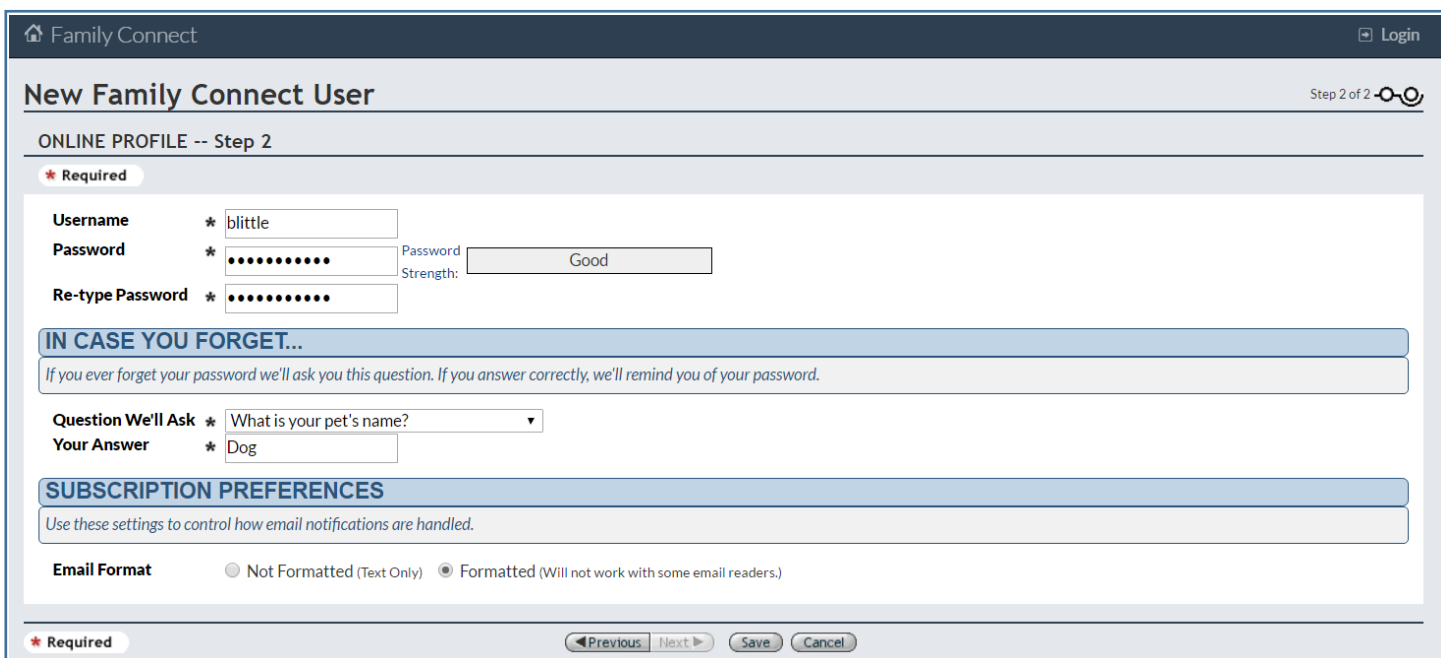


The screenshot shows the 'New Family Connect User' registration form, Step 1 of 2. The title is 'NAME AND E-MAIL -- Step 1'. The form includes the following fields:

- First Name:** Betty *
- Last Name:** Little *
- Email:** tfuhriman@vorrohealth
- PIN:** 1,234 *

At the bottom, there are navigation buttons: Previous, Next, Save, and Cancel. A 'Required' indicator is present at the top left of the form area.

Step 7. The family member will also be required to setup their personal username and password.



The screenshot shows the 'New Family Connect User' registration form, Step 2 of 2. The title is 'ONLINE PROFILE -- Step 2'. The form includes the following sections:

- Username:** blittle *
- Password:** [masked] *
- Re-type Password:** [masked] *
- Password Strength:** Good
- IN CASE YOU FORGET...**

If you ever forget your password we'll ask you this question. If you answer correctly, we'll remind you of your password.
- Question We'll Ask:** What is your pet's name? *
- Your Answer:** Dog *
- SUBSCRIPTION PREFERENCES**

Use these settings to control how email notifications are handled.
- Email Format:**
 - Not Formatted (Text Only)
 - Formatted (Will not work with some email readers.)

At the bottom, there are navigation buttons: Previous, Next, Save, and Cancel. A 'Required' indicator is present at the top left of the form area.

Step 8. Once the family member completes their username/password and saves the form, they should then see their family members connect page as seen below.

Family Connect | Familyconnect, Freda | Betty Little

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Your Community Name
Your community address
Your City, TN 88888

Freda Familyconnect

Age: 91
Birth Date: April 15, 1925
Room #: (No Data)
Admission: April 11, 2017

Freda's birthday is in 4 days!

Resident Bio
List of Providers
Insurance

Timeline for Freda Familyconnect

VIEW WALL | NOTES | MEDS | SERVICES | VITALS | EVENTS | PHOTOS | MENU

April 11, 2017

There are no timeline items for Freda Familyconnect.

Adding Community Events, Community Photos, Individual Photos & Menus to Family Connect.

Step 1. Adding Community Events. A staff (Family Connect) user will need to log onto Family Connect. Click on staff name and a dropdown menu will appear. Select the “Edit Community Events”.

Family Connect | Familyconnect, Freda | Cara Crane

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Your Community Name
Your community address
Your City, TN 88888

Freda Familyconnect

Age: 92
Birth Date: April 15, 1925
Room #: (No Data)
Admission: April 11, 2017

Timeline for Freda Familyconnect

VIEW WALL | NOTES | MEDS | SERVICES | VITALS | EVENTS | PHOTOS | MENU

Events (Next 7 Days)

- My Account
- Family Connect Settings (Demo Unit)
- Edit Community Events**
- Edit Community Photos
- Edit Community Menus
- Sign Out

Step 1A. Click the “Add Community Event” link.

Family Connect | Select Resident | Cara Crane

Community Events

+ Add Community Event

Calculated Title	Event Date	Edit Delete
April Activity Calendar (Apr 1 - Apr 30)	04/01/2017	

Done

Step 1B. To add a calendar document, fill out the “Document” field as seen below.

Add New Community Event Displays for all Residents

Event Type * Single Event List of Events

Start Date *

End Date *

Event Title *

Details * Text Document

Document *

* Required

Upload your calendar by clicking the “Edit” button and browsing to where your calendar is saved on your computer.

Step 2. Adding Community Photos. A staff (Family Connect) user will need to log onto Family Connect. Click on staff name and a dropdown menu will appear. Select the “Edit Community Photos” link.

Family Connect Familyconnect, Freda ▾ Cara Crane ▾

Your Community Name
Your community address
Your City, TN 88888

- My Account
- Family Connect Settings (Demo Unit)
- Edit Community Events
- Edit Community Photos
- Edit Community Menus
- Sign Out

Freda Familyconnect

Age: 92
Birth Date: April 15, 1925
Room #: (No Data)
Admission: April 11, 2017

Timeline for Freda Familyconnect

VIEW ALL
 NOTES
 MEDS
 SERVICES
 VITALS
 EVENTS
 PHOTOS
 MENU

Events (Next 7 Days)

Step 2A. Select the “Add Community Photo” link.

Community Photos

Add Community Photo

No Entries Found

Edit
Delete

Step 2B. To add a photo, fill out “Photo link” field as seen below.

Add New Community Photo Displays for all Residents

Photo Title

Photo link



Date

Added By Trevor Fuhriman

Upload your photo by clicking the “Edit” button and browsing to where your photo is saved on your computer.

Step 3. Adding an Individual Photo A staff (Family Connect) user will need to log onto Family Connect. Click on staff name and a dropdown menu will appear. Select “Resident List” to get a complete list of active residents, then select the resident you want to add a photo to.

Family Connect

Familyconnect, Freda Cara Crane

Resident List

Family Connect - Select Resident

Select	Preferred Full Name	Unit	Room/Bed #
Select	Doe, John		
Select	Familyconnect, Freda		
Select	Resident, Narc		
Select	service plan, test		
Select	Test, Charles	Demo Unit	Demo Unit--102
Select	test, test	Demo Unit	

Step 3A. Select the “Edit Resident Photo” link.

Vorrohealth Connect • Care • Engage

Your Community Name
Your community address
Your City, TN 88888

Freda Familyconnect

Age: 92
Birth Date: April 15, 1925
Room #: (No Data)
Admission: April 11, 2017

Resident Bio
List of Providers
Insurance

Timeline for Freda Familyconnect

VIEW ALL | NOTES | MEDS | SERVICES | VITALS | EVENTS | PHOTOS | MENU

Photos Slideshow [Edit Resident Photos](#)

There are no photos within the past 12 months.

Step 3B. Select the “Add Resident Photo” link.

Photos for Freda Familyconnect

No Entries Found

Edit Delete


+ Add Resident Photo

Done

Step 3C. To add a photo, fill out “Photo link” field as seen below.

Add New Photo for Freda Familyconnect

Photo Title Freda's Birthday

Photo link  Edit Clear

Date 04/19/2017

Display on Family Connect Site

Added By Trevor Fuhriman

Save Cancel

Upload your photo by clicking the “Edit” button and browsing to where your photo is saved on your computer.

Please contact Client Care for any questions:

801-336-3043

clientcare@vorrohealth.com