Scheduling ADLs
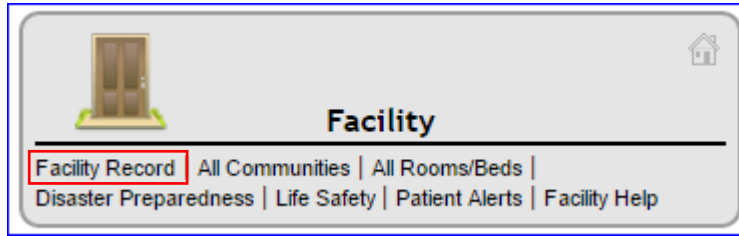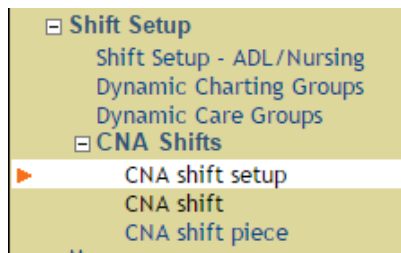
If there are multiple buildings, these settings will need to configured in each unit's site.

From HQ Home, click "Facility Record" under the Facility module…
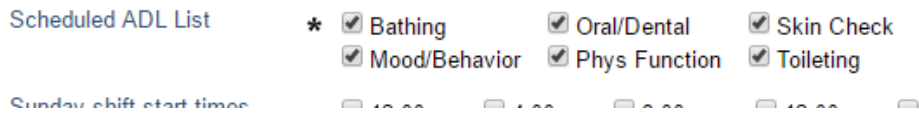

Then select "CNA shift setup" from the left-hand nav.
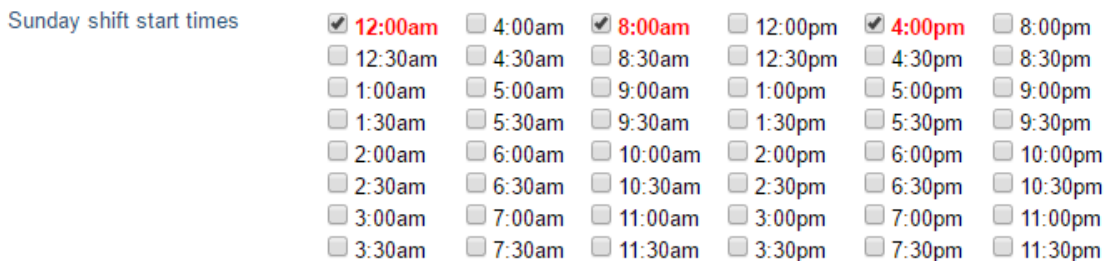

On the "CNA shift setup" form, select the ADLs from the "Scheduled ADL List" multi-select field, which your building will be charting.

*Note: Our system formulas run at midnight, so a shift MUST start and end at midnight.*

Next you will continue to fill out this form, by selecting the beginning shift times for each day of the week.

This will setup your CNA shift time ranges. Once you have selected your beginning shifts for each day, click Save.

The next step is to enable each day's time range. To do this, select the "CNA shift" form from the left-hand nav.
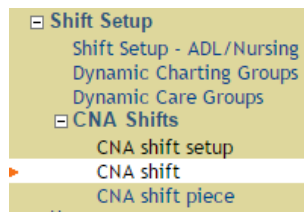
On this step, most facilities want every shift enabled. The quickest way is to click "Enable All", once all checkboxes are selected, you can unselect the shifts you would like to disable. Once you have selected/unselected the shifts you need, click Save.

CNA shift 🔗

WARNING!! Disabling any shift on this form will delete that shift from any existing scheduled item for the resident or facility.

☑ **Enable All**

☐ Enabled   Su 12:00am - Su 8:00am
☑ Enabled   Su 8:00am - Su 4:00pm
☑ Enabled   Su 4:00pm - M 12:00am
☑ Enabled   M 12:00am - M 8:00am
☑ Enabled   M 8:00am - M 4:00pm
☑ Enabled   M 4:00pm - Tu 12:00am
☑ Enabled   Tu 12:00am - Tu 8:00am
☑ Enabled   Tu 8:00am - Tu 4:00pm
☑ Enabled   Tu 4:00pm - W 12:00am
☑ Enabled   W 12:00am - W 8:00am
☑ Enabled   W 8:00am - W 4:00pm
☑ Enabled   W 4:00pm - Th 12:00am
☑ Enabled   Th 12:00am - Th 8:00am
☑ Enabled   Th 8:00am - Th 4:00pm
☑ Enabled   Th 4:00pm - F 12:00am
☑ Enabled   F 12:00am - F 8:00am
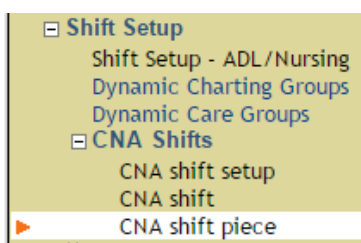☑ Enabled   F 8:00am - F 4:00pm
☑ Enabled   F 4:00pm - Sa 12:00am
☐ Enabled   Sa 12:00am - Sa 8:00am
☑ Enabled   Sa 8:00am - Sa 4:00pm
☑ Enabled   Sa 4:00pm - Su 12:00am

The next step in the shift setup is the "CNA shift piece". Once the "CNA shift" has saved, select the "CNA shift piece" form from the left-hand nav.

⊟ **Shift Setup**
　　Shift Setup - ADL/Nursing
　　Dynamic Charting Groups
　　Dynamic Care Groups
⊟ **CNA Shifts**
　　CNA shift setup
　　CNA shift
▶　　CNA shift piece

This step can be tedious if you do not use the "Enable All" box. I suggest enabling every ADLs shift, then unselecting the shifts that will not be used.
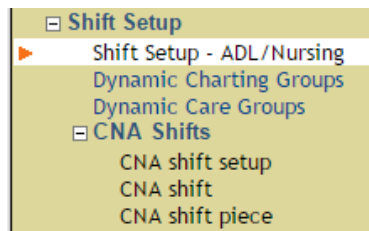
2

Vorrohealth
Connect·Care·Engage

CNA shift piece

☑ **Enable All**

ADL: Oral/Dental

☐	Enabled	Su 12:00am - Su 8:00am
☑	Enabled	Su 8:00am - Su 4:00pm
☐	Enabled	Su 4:00pm - M 12:00am
☐	Enabled	M 12:00am - M 8:00am
☑	Enabled	M 8:00am - M 4:00pm
☐	Enabled	M 4:00pm - Tu 12:00am
☐	Enabled	Tu 12:00am - Tu 8:00am
☑	Enabled	Tu 8:00am - Tu 4:00pm
☐	Enabled	Tu 4:00pm - W 12:00am
☐	Enabled	W 12:00am - W 8:00am
☑	Enabled	W 8:00am - W 4:00pm
☐	Enabled	W 4:00pm - Th 12:00am
☐	Enabled	Th 12:00am - Th 8:00am
☑	Enabled	Th 8:00am - Th 4:00pm
☐	Enabled	Th 4:00pm - F 12:00am
☐	Enabled	F 12:00am - F 8:00am
☑	Enabled	F 8:00am - F 4:00pm
☐	Enabled	F 4:00pm - Sa 12:00am
☐	Enabled	Sa 12:00am - Sa 8:00am
☑	Enabled	Sa 8:00am - Sa 4:00pm
☐	Enabled	Sa 4:00pm - Su 12:00am

Click Save, once you have the shifts selected for each ADL. You have just finished setting up your CNA ADL shifts.

Your final step is to select which ADLs and which shifts should be charted. Go to the "Shift Setup – ADL/Nursing" form, from the left-hand nav…

⊟ **Shift Setup**
►   Shift Setup - ADL/Nursing
     Dynamic Charting Groups
     Dynamic Care Groups
   ⊟ **CNA Shifts**
     CNA shift setup
     CNA shift
     CNA shift piece

Scroll down to the blue "ADL TIME DEFAULTS" section header…

⊟ **ADL TIME DEFAULTS**
To be used for residents who have not had an assessment done or have no scheduled plan since their most recent admission.
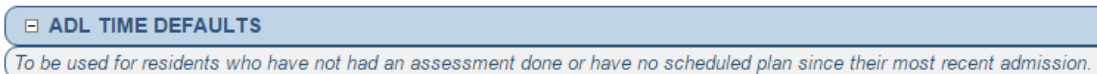
First, on the "ADL List" field, select each ADL that is to be charted…

ADL List
Select items for charting. Un-selected items will be removed from ADL charting.

☑ Bathing   ☑ Nutrition   ☑ Q2 Checks   ☐ Side Rails   ☑ Toileting
☑ Exercise   ☑ Oral/Dental   ☐ Restorative   ☑ Skin Check   ☑ Vitals/Ht/Wt
☑ Mood/Behavior   ☑ Phys Function   ☐ Restraint   ☐ Smoking

If you choose to chart Toileting, Mood/Behavioral, Physical Functioning, Skin Checks, and/or Oral/Dental, then a new multi-select field with the shift times, previously designed, will open up. Select the times these ADLs are required and Save.

Toilet Shift Range
No selection = PRN

☑ Su 8:00am - Su 4:00pm   ☑ Tu 4:00pm - W 12:00am   ☑ F 12:00am - F 8:00am
☑ Su 4:00pm - M 12:00am   ☑ W 12:00am - W 8:00am   ☑ F 8:00am - F 4:00pm
☑ M 12:00am - M 8:00am   ☑ W 8:00am - W 4:00pm   ☑ F 4:00pm - Sa 12:00am
☑ M 8:00am - M 4:00pm   ☑ W 4:00pm - Th 12:00am   ☑ Sa 8:00am - Sa 4:00pm
☑ M 4:00pm - Tu 12:00am   ☑ Th 12:00am - Th 8:00am   ☑ Sa 4:00pm - Su 12:00am
☑ Tu 12:00am - Tu 8:00am   ☑ Th 8:00am - Th 4:00pm
☑ Tu 8:00am - Tu 4:00pm   ☑ Th 4:00pm - F 12:00am

Skin Check Shift Range
No selection = PRN

☑ Su 8:00am - Su 4:00pm   ☐ Tu 4:00pm - W 12:00am   ☐ F 12:00am - F 8:00am
☐ Su 4:00pm - M 12:00am   ☐ W 12:00am - W 8:00am   ☑ F 8:00am - F 4:00pm
☐ M 12:00am - M 8:00am   ☑ W 8:00am - W 4:00pm   ☐ F 4:00pm - Sa 12:00am
☑ M 8:00am - M 4:00pm   ☐ W 4:00pm - Th 12:00am   ☑ Sa 8:00am - Sa 4:00pm
☐ M 4:00pm - Tu 12:00am   ☐ Th 12:00am - Th 8:00am   ☐ Sa 4:00pm - Su 12:00am
☐ Tu 12:00am - Tu 8:00am   ☑ Th 8:00am - Th 4:00pm
☑ Tu 8:00am - Tu 4:00pm   ☐ Th 4:00pm - F 12:00am

Selecting a shift in these times, will make the ADL show under the "SCHEDULED ADLS" section of the CNA Charting/ADLs. Otherwise, the ADL will show under the "AS NEEDED/PRN ADLS" section…
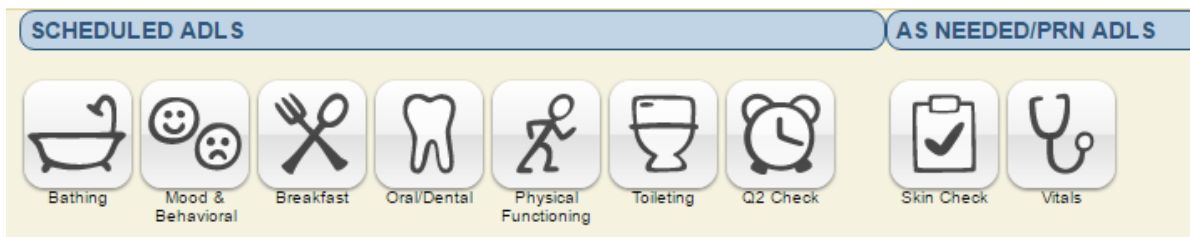
If you have any questions/comments/concerns, please feel free to contact client care.