Bluestep Charting - ADL's

Step 1. The BlueStep Charting home page will display the Charting Dashboard which could include Messages, New Resident list, Birthdays, Recent Records, etc. For a CNA it also dislays the ADLs.
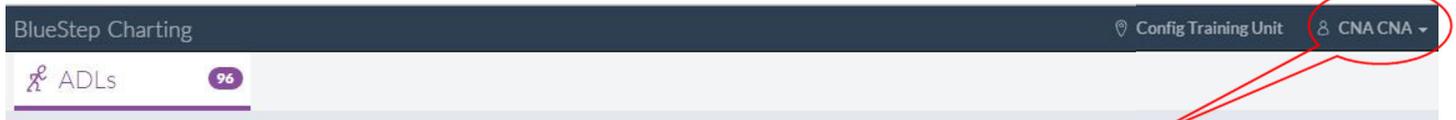
The name of the user appears in the upper right corner of the page. If you select your name, you can:

- View your profile account
- Navigate to the main HQ page
- Sign out

If you work in a facility where you need to have access to multiple units/buildings then the unit location label (next to your name) may be editable. Clicking the label will provide you with the other locations that are available to you. To view the residents with scheduled ADL's from another unit simply make the selection from the list.
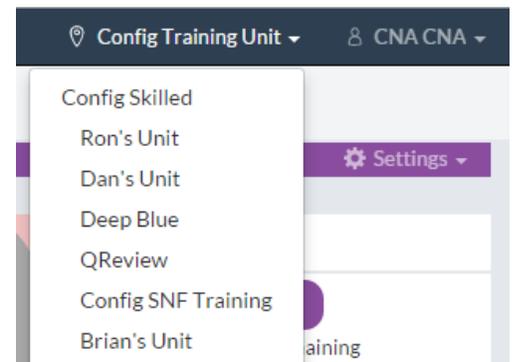
Step 2. Select the ADL tab and then select "Settings" to choose the Group or Care Unit you wish to view. You can also adjust the report to Sort by Resident or by Room. Once you have made your selection click Done.
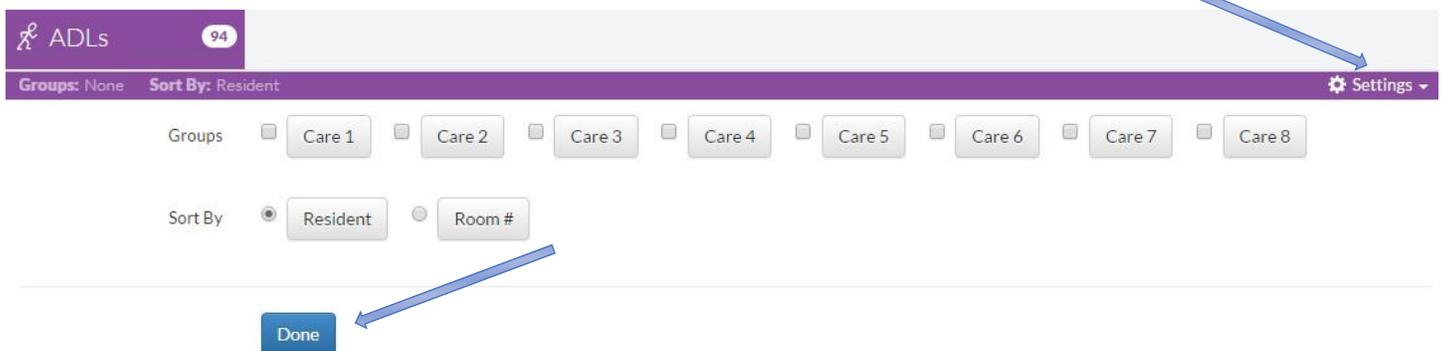
Step 3. The ADL Charting page shows all residents in the selected Group(s). Each resident has it's own tile that shows the ADL's that are either due now (represented in the left column in purple) or PRN (represented in the right column in grey).
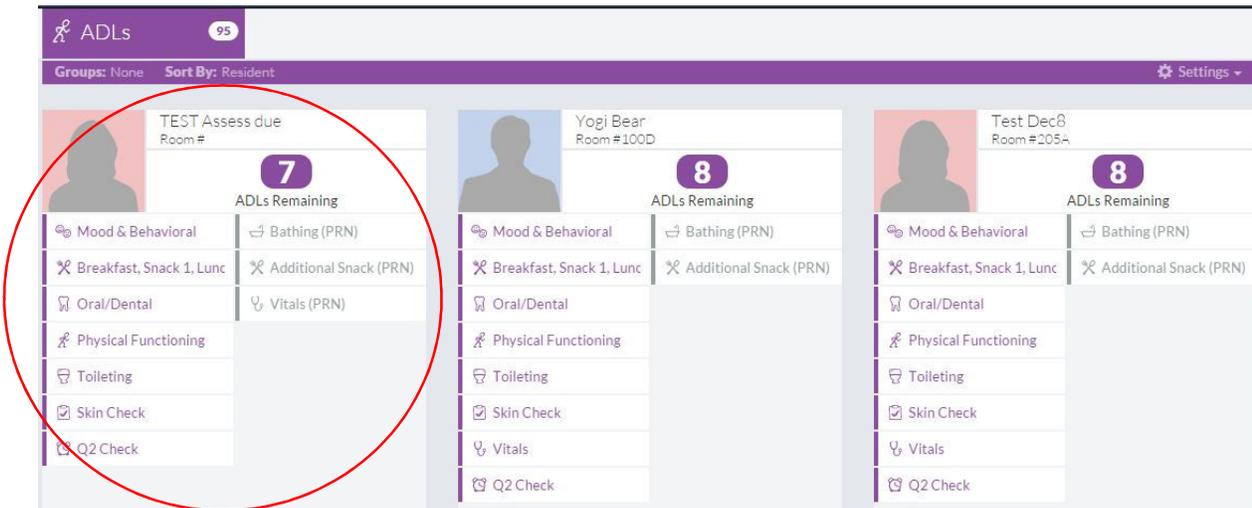
Each ADL can be selected from the list, allowing staff to chart the required details. Once that item has been recorded in the system (based on their schedule) it will move to the right "PRN" column and can be accessed at any time for additional documentation.

The number at the top shows the number of scheudled ADL's currently due. As they are completed during the shift this number will decrease and eventually show zero.
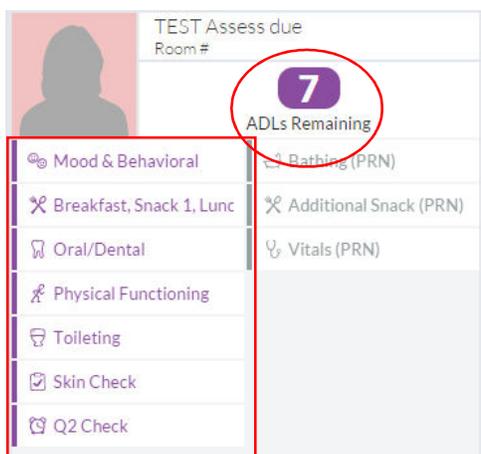
The left side of the resident's tile displays those ADLs due to be charted during that shift.
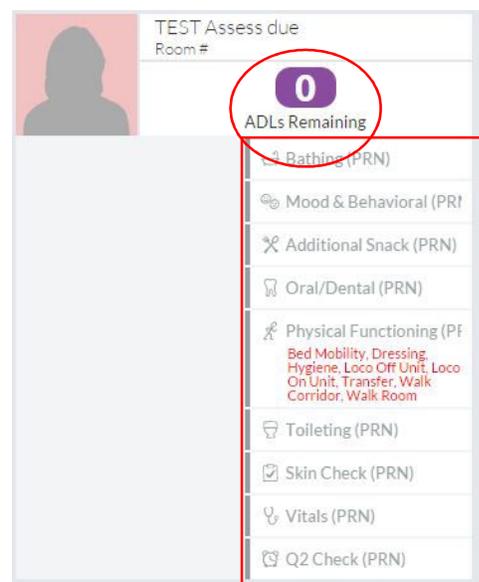
As the ADLs are completed, they will move to the Right/PRN side of the resident's tile.

As each resident's ADL's are completed, the number at the top of the page on the ADLs module will also get smaller.
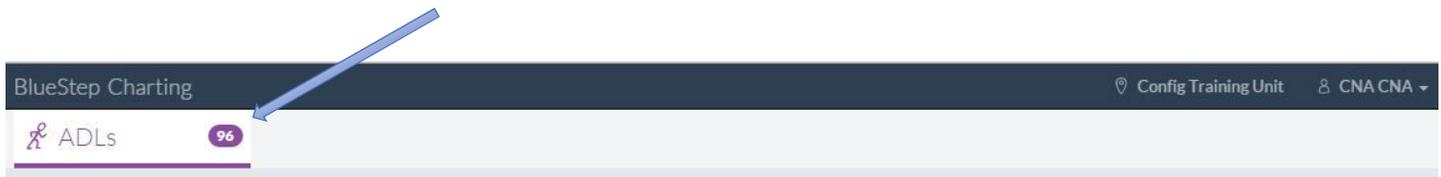
At the end of the CNA's shift the number should be zero.

If you have any questions regarding these steps or any others please contact your SNF implementer or Client Care.

<div align="center">

Bluestep Client Care Department
(801) 336-3043 / (800) 410-0257

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