

Introducing BlueStep Manage and the User Dashboard

Over the past year we have been working on an improved way for you to manage your business. The all-new BlueStep Manage is a completely redesigned health information system that's easy on the eyes and a pleasure to navigate. The landing page in BlueStep Manage is a user-configurable dashboard giving you instant access to your most important information. All of your existing data will automatically transfer to BlueStep Manage without any data conversions. And, it looks great on hand-held devices. We can't wait for you to experience it!

BlueStep Manage User Dashboard

BlueStep Manage Resident Record

BlueStep Manage on a Tablet!

Immediate Changes to HQ

In preparation for BlueStep Manage we are making changes to the left-hand navigation for **resident**, **staff**, **providers** and **community** records in your system. We are reordering some of the navigation links and making it easier to find information. The new navigation for each record category is shown below.

Resident Records

- 📁 **Record Profile**
 - Name and Email
 - Resident Bio
 - Contact Information
- 📁 **Resident Information** *(changed from "General Resident")*
 - Resident Information *(changed from "Resident Info")*
 - Individual Worksheet
 - Agreement Summary
 - Primary Contacts
 - Providers
 - Insurance Information *(changed from "Insurance")*
 - Prior Residence/Services *(changed from "Prior Res/Services")*
 - Personal Belongings
 - Admissions *(changed from "Admissions/Re-Admission")*
 - Discharge/Transfer
 - Agreements
 - Lead Information
- 📁 **Medications**
 - Medications *(changed from "Medications – Prescribed")*
 - MAR *(changed from "Medication – MAR")*
 - Medication Prompts
 - 1 Month MAR Summary
 - Medications On Hold
 - Medication Error Form
 - Physician's Quarterly Medication Review
 - Pharmacist's Quarterly Medication Review
- 📁 **Medication Count**
 - Medication Check IO
 - Medication Count *(changed from "Count Medications")*
 - Medication Count Record
 - Medication Destruction History
- 📁 **Nursing** *(changed from "Daily Nursing Forms")*
 - Nursing Assessment
 - Service Plan
 - Nursing Notes
 - Temporary Warnings
 - Diagnosis
 - Immunizations
 - Lab Orders
 - Doctor Orders
 - Medical History
 - Complaint Registry
 - Charting Messages *(changed from "Resident Messages")*
- 📁 **Care**
 - Incident Report
 - Shift Change Notes
 - Vital Signs
- 📁 **ADLs**
 - ADL Charting
 - 1 Month ADL Summary
 - ADLs On Hold
 - Historical ADLs
 - Q2 Checks
 - Toileting

- 📁 **Billing**
 - Move-In/Move-Out Calculator
 - Recurring Charges
 - Ancillary Charges
 - Financial Agreement
 - Invoice
 - Payments/Discounts
- 📁 **Family Connect**
 - Update Notes
 - Photos

Community Records

- 📁 **Setup**
 - 📁 **Community**
 - Setup: Community Information
 - Setup: Resident Types
 - Setup: Community Message Message
 - Setup: Resident Header
 - Setup: Agreements
 - 📁 **Room/ Beds**
 - Setup: Room Locations
 - Setup: Room Types
 - Setup: Rooms
 - 📁 **Record Review**
 - Setup: Certifications
 - Setup: Records Review
 - 📁 **Maintenance**
 - Setup: Maintenance Tasks
 - Setup: Maintenance
 - 📁 **Care**
 - Setup: Assessments/Plans
 - Setup: Level Of Assistance Options
 - Setup: ADL Providers
 - Setup: ADL Groups
 - Setup: Service Items
 - Setup: ADL Icons
 - 📁 **Billing**
 - Setup: GL Codes
 - Setup: Billing
 - Setup: Charges
 - Setup: Move In Calculator
 - 📁 **Medication**
 - Setup: Medication System
 - Setup: Med Groups
 - Setup: Med Time Parameters
 - Setup: MAR Exceptions
 - 📁 **Notifications**
 - Setup: Notification Settings
- 📁 **Reports**
 - 📁 **Marketing**
 - Source Report
 - Source Graph
 - AL/IL Residents
 - Task Counts
 - Sales Activity
 - Task Summary
 - 📁 **Staff**
 - Staff Records Review
 - Staff Current Time Zone
 - 📁 **Resident**
 - Lab Results
 - Resident Record Review
 - Rent Roll

- 📁 **Medication**
 - Physicians Quarterly Medication Review (All Residents Print)
 - Medication Inventory History
 - Medication Inventory Count Needed
 - Medication Count Record
 - Medication Destruction Signatures Needed
 - Medication Destruction History

- 📁 **Community**
 - Community Upgrade
 - Resident Import/Export
 - Import Confirmation
 - Quick Note
 - Maintenance Checklist
 - Maintenance Inspection/Request
 - All Preventive Maintenance Records
- 📁 **Billing**
 - Invoice Tracker
 - Misc Cash Batch
 - Payment/Discount Group Entries
 - Invoice Search
- 📁 **Family Connect**
 - Photos

HR Records

- 📁 **Record Profile**
 - Name and Email
 - Online Profile
 - Contact Information
 - Personal Information *(changed from "Personal Info")*
 - Notification Settings
- 📁 **Employment**
 - Employment Information *(changed from "Employment Info")*
 - Certifications/Inservice
 - Performance/Goal Review
 - Medication Delegation
 - Credentials
 - Health History
- 📁 **Timecard**
 - Timecard
 - Time Off Request
 - Timecard-All Records

Provider Records

- 📁 **Record Profile**
 - Name and Email
 - Online Profile
 - Contact Information
- 📁 **Provider Information** *(changed from "Provider Info")*
 - Correspondence

Frequently Asked Questions

Q: Does BlueStep Manage replace HQ?

A: Yes. BlueStep Manage contains the exact same data as HQ so you can start using BlueStep Manage as soon as BlueStep configures your system.

Q: Do I have to stop using HQ? Will I lose access to HQ?

A: No. You can continue to use HQ concurrently with BlueStep Manage. Changes made in either system are saved on the BlueStep platform and are immediately accessible in both BlueStep Manage and HQ.

Q: What about my existing data, will there need to be a data conversion?

A: No. All of your existing data will remain intact, no data conversion is necessary.

Q: How will my staff access BlueStep Manage?

A: When your BlueStep Manage site has been configured our Client Care team will provide you with a new URL (web address) to the new site. The URL you are currently using to access HQ will remain the same.

Q: Can I use BlueStep Manage on a tablet or smart phone?

A: Yes! BlueStep Manage has been designed for use on smaller screens.

Q: Will the left-hand navigation for records in my current HQ change before I have access to BlueStep Manage?

A: Yes. The changes to the record navigation links will provide easier access to information and will be consistent between HQ and BlueStep Manage.