

Care Docs

Here it is, the latest update, version 2.6, of the CareDocs software; we hope that you'll find the changes we've made will make life in your Care Home even easier to manage!

You'll see some changes the moment you start up the new version, but don't worry, basically everything still works the way it did before, so there's not much new to learn, just more things you can do.

The first thing you'll see is that we've increased the level of security, which means that in future all staff will need at least a six letter / number access code. If an existing access code is shorter than this, you'll be prompted to change to a longer one.

Next, you'll see that we've re-arranged things so that once you've entered your access code the system now takes you straight to the Home Status page. The page itself gives you an overview of what's going on. Clicking on any of the headings (Upcoming Events, Residents etc) will bring up full details, as will clicking on any of the headings on the top menu bar.

Now, here's an important new feature! Once you've clicked onto a heading and can see the expanded list of items under that heading, simply clicking on any of those items will take you straight through to it. So, let's say you've clicked on the heading 'Staff Records' and now have a list on staff members, one of whom the system is telling you is overdue training. Clicking on that item of training will take you straight through to that Staff member's training record...and at the top of that page you'll see a 'Back to Home Status' button, enabling you to flick quickly between the Home Status page and other pages.

Another little extra is that if the 'I' is flashing there's something you need to look into.

Next!

If you 'mouse' over the menu bar to the left you'll notice that this now brings up all the other headings you're used to. You'll need to click on the icon, not on the words!

If you click on 'Residents' you'll find a new menu bar across the top. A new feature here is the ability to filter Residents not just by name but by location and placement, making it quicker and easier to identify individual Residents, and enabling you to group Residents by wing or floor or any other way that you choose.

Clicking on the Daily Occurrence button brings up a new format. Clicking on 'Add Event' brings up a help list of possible occurrences (which of course can be added to) and choosing one of these will bring up an easy to use sub-screen. You can clearly identify the start and end dates of the time frame you want to see on the screen, and there's the ability to filter events, so if you want, for instance, to see how many Coffee Morning a particular resident has attended in the last year you can put in the start and end dates, filter the event and get an answer.

On the right of the Daily Occurrence page menu bar you'll see another new feature, the Short Term Care Journal. This gives you the ability to keep all notes relevant to a particular short course of treatment or action in one place. It may be a hospital visit, it could be a response to a pressure sore or a short course of treatment, whatever, its function is to enable you to monitor personal care needs in one journal, so that continuity of care can be maintained, short term objectives met and conclusions reached.

Clicking on the Staff Register allows you to filter by surnames, which should help larger Homes, and to easily separate past and present members of staff. Clicking on a staff members name then brings you to a menu bar that you'll recognise, except for the addition of 'Supervisions.' Have a look, it's largely self-explanatory and has been included to help you manage this increasingly important element of Care Home life.

Almost everything else is as you already know it, but there's just a couple of extra features we've included that we hope will be useful.

1. When you start your next assessment you'll find that we've added selection criteria to help you decide which button to choose when answering questions; our research has shown us that this is particularly helpful for staff for who English is not their first language. We hope you'll agree.
2. We've added questions to cover the Mental Capacity Act; we've also added questions to a number of sections to help you with the increasingly important area of Objectives.
3. We've made it possible for you to exclude complete Assessment Question Sections from your Assessments should they not be relevant to a particular resident. You'll find this on the Care Plan edit pages, on the right hand side.

As ever, if you have any questions, and can't find the answer on one of the Help Videos...just give us a ring.

Best wishes

The CareDocs Team