

The page features a decorative graphic consisting of three blue circles of varying sizes, each with a lighter blue ring around its center. These circles are arranged in a descending diagonal line from the top right towards the bottom right. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the circles.

carelogic by Qualifacts **How to Complete
documentation for a Daily log- TOP Staff**

Updated: 01/31/17

How to Complete Documentation for the "Daily Log"

Step 1: Once you are informed that a daily log has been scheduled and kept go into the Member's Schedule.

Client Search Results

		Client Name	Birth Date	SSN	ID Numbers	Status
ECR	Episodes	Test, QSI (2416)	6/26/1990		Alias:11111	Active
ECR	Episodes	Test, SC (14177)	11/20/1999	111-00-2222		Active

Step 2: Look for the TOP Documentation (TOPDOC) for the day and SELECT "NO-ADD"

Begin	End	Client	Activity	Status	SvcDoc
11:00 AM	11:01 AM	Stiles SEMI	TOP Documentation (TOPDOC)	Kept	Next

Group Members

Begin	End	Client	Activity	Status	SvcDoc
Group: Stiles SEMI (11:00 AM - 11:01 AM) - 1 Members, 1 Kept, 0 DNS, 0 CBC, 0 CBT, 0 Error (Click to hide group members)					
11:00 AM	11:01 AM	Test, QSI (2416) 6/26/1990	TOP Documentation (TOPDOC)	Kept	No - Add

Step 3: BY THE END OF THE SHIFT EVERYONE NEEDS TO GO IN AND COMPLETE DOCUMENTATION. Complete required fields

Session Information

Client:	Test, QSI (2416) 6/26/1990
Staff:	
Service Date/Time:	2/3/2017 11:00 AM - 11:01 AM
Client Program:	TOP (TOP)
	Edit Session Information
Activity:	TOP Documentation (TOPDOC)
Organization:	Stiles SEMI
Service Location:	12 - Home

TOP DAILY LOG

Date:	02/03/2017
Shift Start Time:	11:00 <input checked="" type="radio"/> AM <input type="radio"/> PM
Shift End Time:	07:00 <input type="radio"/> AM <input checked="" type="radio"/> PM
What is the person wearing today?	Blue CAU Shirt, Blue Jeans, CAU CAP, As well as her glasses.
	Max: 1000 characters.
Activity Level Upon Arrival (Check all that apply):	<input type="checkbox"/> At Work/School/ Day Program <input type="checkbox"/> N/A <input type="checkbox"/> Sleeping in Bed <input type="checkbox"/> Awake in Bedroom <input type="checkbox"/> On Vacation/ Home Visit <input type="checkbox"/> Sleeping on Sofa

How to Complete Documentation for the “Daily Log” (Cont.)

General Physical & Emotional Behavior Please check all that apply

Feelings:	<input type="checkbox"/> Angry	<input checked="" type="checkbox"/> Happy	<input type="checkbox"/> Restless
	<input type="checkbox"/> Anxious	<input type="checkbox"/> Negative	<input type="checkbox"/> Sad
	<input checked="" type="checkbox"/> Excited	<input type="checkbox"/> Positive	<input type="checkbox"/> Stressed
	<input type="checkbox"/> Frustrated	<input type="checkbox"/> Relaxed	<input type="checkbox"/> Unengaging

Comment: Test was excited about going food shopping. |


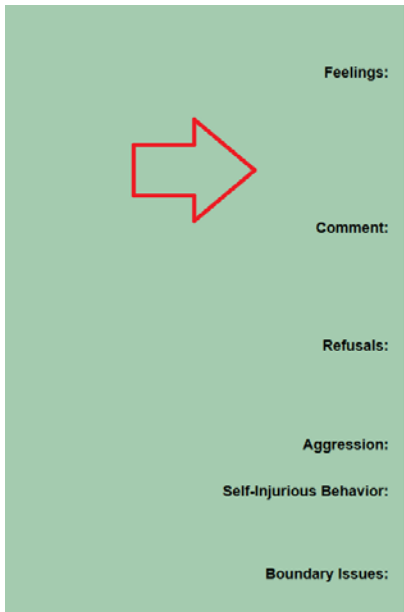
Max: 4000 characters.

Refusals:	<input type="checkbox"/> To attend medical appointments	<input type="checkbox"/> To prepare meals	<input type="checkbox"/> To take medications
	<input type="checkbox"/> To attend school, work, or day program	<input type="checkbox"/> To shower	

Aggression:	<input type="checkbox"/> Physical	<input type="checkbox"/> Property destruction	<input type="checkbox"/> Verbal
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Self-Injurious Behavior:	<input type="checkbox"/> Biting oneself	<input type="checkbox"/> Head banging	<input type="checkbox"/> Suicidal ideations
	<input type="checkbox"/> Cutting	<input type="checkbox"/> Picking scabs	

Boundary Issues:	<input type="checkbox"/> Bullying/teasing of others	<input type="checkbox"/> Engaging in risky sexual behavior	<input type="checkbox"/> Inappropriate hugging or touching of others
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Step 4: Click “Submit”

Submit

How to Complete Documentation for the “Daily Log” (Cont.)

Step 5: TYPE your Electronic Signature and type in “NEXT STAFF TO SIGN” by selecting correct Staff/Supervisor from Drop down Menu”

The screenshot shows a web application interface for electronic signatures. On the left is a sidebar with a green header 'TOP DAILY LOG' and sub-headers 'Test, QSI (2416) 6/26/1990', 'TOP DAILY LOG', and 'Signatures'. Below this is a 'Document List' section with a dropdown menu. The main content area is titled 'Electronic Signatures' and contains two input fields: 'Electronic Signature:' with a masked text input (dots) and 'Next Staff to Sign:' with a text input and a dropdown menu. Below the inputs is a 'Signature History' section with a table header containing 'Action', 'Date', and 'Staff'. The table body shows 'No records found'.

Action	Date	Staff
No records found		

Step 6: Click “Submit”

Submit