



Daily Forms

Daily Forms enable charting and viewing of daily resident data. Use of these electronic forms enables Reports, quality data and ACFI documentation to be generated within the program, negating the need for manual data collation.

Enter Details into Daily Forms

- ❖ To access a resident's Daily Forms, select **Daily Forms** from their Resident Page. A list of Daily Forms will display. Select the required Daily Form from the list.

Daily Forms

- Anticoagulant Therapy Care and Record
- Behaviour Assessment
- Bowel Chart
- Continence Assessment
- Daily Repositioning
- Diversional Therapy Daily Activity Record
- Food / Fluid Intake Record
- Hygiene / Care provision Record Chart
- Orders-Requests
- Pain Assessment / Management Chart

- ❖ Some Daily Forms include details linked from the relevant assessments above the chart. This provides a quick reference for staff, e.g. the resident's bowel management plan.

Bowel Chart

Assessment Details and Key

Type - Bristol Stool Codes 1,2,3,4,5,6 or 7 Type 1 = Separate hard lumps, like nuts Type 2 = Sausage-like, but lumpy Type 3 = Like a sausages with cracks in the surface Type 4 = Like a sausage, snake, smooth/soft Type 5 = Soft blobs with clear cut edges Type 6 = Fluffy pieces with ragged edges, a mushy stool Type 7 = Watery, no solid pieces

Amount (Amt) - BSO = Small (1/4 cup) BMO = 1/2 cup BWO = >1 cup.

Suppository/Aperient (Supp) - S = Suppository E = Enema A = Aperient SS = Stool Softener.

Continence / Incontinence (C/I) - I = Incontinent of faeces P = Pad change for incontinence of faeces ST = Bowel open during scheduled toileting RI = Bowel open- resident initiated BMO = Bowel not opened.

Bowel Management Program
High fibre diet, 6-8 glasses of fluid daily. Daily recording of BA. Suppository on each Tuesday. Encourage to sit on the toilet long enough to encourage bowel evacuation

Click here to view the Bristol Stool Chart

Date	Hour	Minutes	Type	Amt	Supp	C/I	Comments	Logged By	Actions
28/05/2015									
27/05/2015									
26/05/2015									
25/05/2015									



'How To' Card – Daily Forms

- ❖ You will be prompted to enter resident data for the daily form into the automatic pop-up window that appears. The date and time will auto-populate with the current date and time. You can change these if required. If you do not wish to enter data in at this time, press CANCEL and you will be taken straight to the chart.

The screenshot shows a form titled "Add Item" with the following fields:

- Date: 24/07/2015
- Hour: 1900
- Minutes: 37
- Type (Bristol Stool Code): Select
- Odour: (empty text box)
- Colour: Select
- Amt: Select
- Supp: Select
- C/I: Select (circled in black)
- Comments: (empty text box)

At the bottom of the form are two buttons: "Save" and "Cancel".

- ❖ Once all relevant data has been entered, select **Save**
- ❖ The chart will display showing all entries made, listed with the most recent entry at the top.
- ❖ Should you wish to make another entry, select **Add New**. The same pop up window will display, allowing you to enter resident data. For adding in back dated/ timed data ensure you select the correct date and time of the entry.
- ❖ Click **Save** at the top right of the page and the chart will populate with the user's details, including the time and date.

Notes:

- Only information for the last 30 days will display in the chart. *To access earlier records see the Assessment Reports section of the User Manual or the How To Card View and Print a History of Assessment Changes.*
- Some Daily Forms will take longer to display/load than others. This will depend on the number of items in the form and the amount of linked data from other Assessments to the Daily Form.
- The **C/I field** in the Bowel Chart (circled above) **must** be completed otherwise the Bowel Chart List report will not populate with the data entered.



Using the Daily Forms Grid

- ❖ Select **Daily Forms** from the Quick Launch menu on your Home Page.



Quick Launch

- Daily Forms**
- Admission Reports
- Locations
- Create Progress note
- Create Staff Message

- ❖ A grid will display showing all admitted residents in the facility based on your resident permissions, listed alphabetically. The Daily Form names display across the top of the grid.

Resident	Anticoagulant Therapy Care and Record	Behaviour Assessment	Bowel Chart	Contenance Assessment	Daily Repositioning	Diversional Therapy Daily Activity Record	Food / Fluid Intake Record	Hygiene / Care provision Record Chart	Orders-Requests	Pain Assessment / Management Chart
Search Keyword <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Reset"/> <small>Type in name OR unit OR room no. etc. to search eg. "R1 /" = a search for R1</small>										
 Harry ADMISIONS O: Region Westwood / Room P0 S / Bed P05a	View	View First User 13/03/2013 11:19 PM	View Christine Unferdorben 14/02/2014 2:45 PM	View First User 03/09/2013 2:26 PM	View First User 05/09/2013 8:58 AM	View First User 28/05/2014 5:16 PM	View First User 28/05/2014 5:18 PM	View First User 28/05/2014 5:19 PM	View First User 25/10/2012 3:09 PM	View Saint John1 02/09/2011 12:38 PM
 Kayleen BAKER ON LEAVE R: Region Westwood / Room P 02 / Bed P02b	View Stan Ip 09/04/2014 10:27 AM	View First User 15/02/2013 10:43 AM	View	View First User 11/07/2012 9:20 AM	View	View First User 19/07/2013 2:21 PM	View	View	View	View First User 12/03/2013 5:21 PM
 A CLIENT O: Region Rose - Yellow Rd / Room R 10 / Bed R 10a	View	View	View	View	View	View	View	View	View	View
 Paul CUSTARD O: Region Westwood / Room P 05 / Bed P 05b	View	View	View Koooverup1 User 14/04/2012 1:58 PM	View	View	View Koooverup1 User 03/03/2012 2:43 PM	View Koooverup1 User 28/03/2012 1:06 AM	View Koooverup1 User 19/09/2012 1:48 PM	View First User 19/09/2012 1:48 PM	View Koooverup1 User 07/02/2012 2:38 PM

- ❖ The Daily Forms Grid will display the date and time the last entry was saved into each resident's Daily Forms, together with the name of the User who saved this entry.
- ❖ Daily Forms in which an entry has been charted in the previous eight hours will be highlighted in yellow in the grid.
- ❖ A Search feature is available in the Daily Forms Grid. This allows you to filter for residents based on specified keyword(s). You can search based on Resident Name, Room Number, Sub-Unit or Unit by simply typing the required search criteria (e.g. East Wing) into the search field and clicking **Go**.
- ❖ To open a Daily Form, simply select **View** for the required resident's daily form. The form will open in another tab. Enter data as per the Daily Forms section of this manual.

Handy Hint

*To open multiple residents' daily forms or multiple daily forms for the same resident in new tabs, simply hold down the **Control** key while selecting **View** for each required form*