ECP Training Guide

- ## Logging in

To log into ECP on the **tablet**, you will need your username and password.

If you don't have these yet, or encounter any problems, please contact Cory White via GroupMe. To join GroupMe, please contact Danielle Healey.

Company Log In

To log into ECP on your **phone**, you will need the company name, your username, password, and device name.

Company Name: Healeyhomes

Device name: YOURNAME's Phone

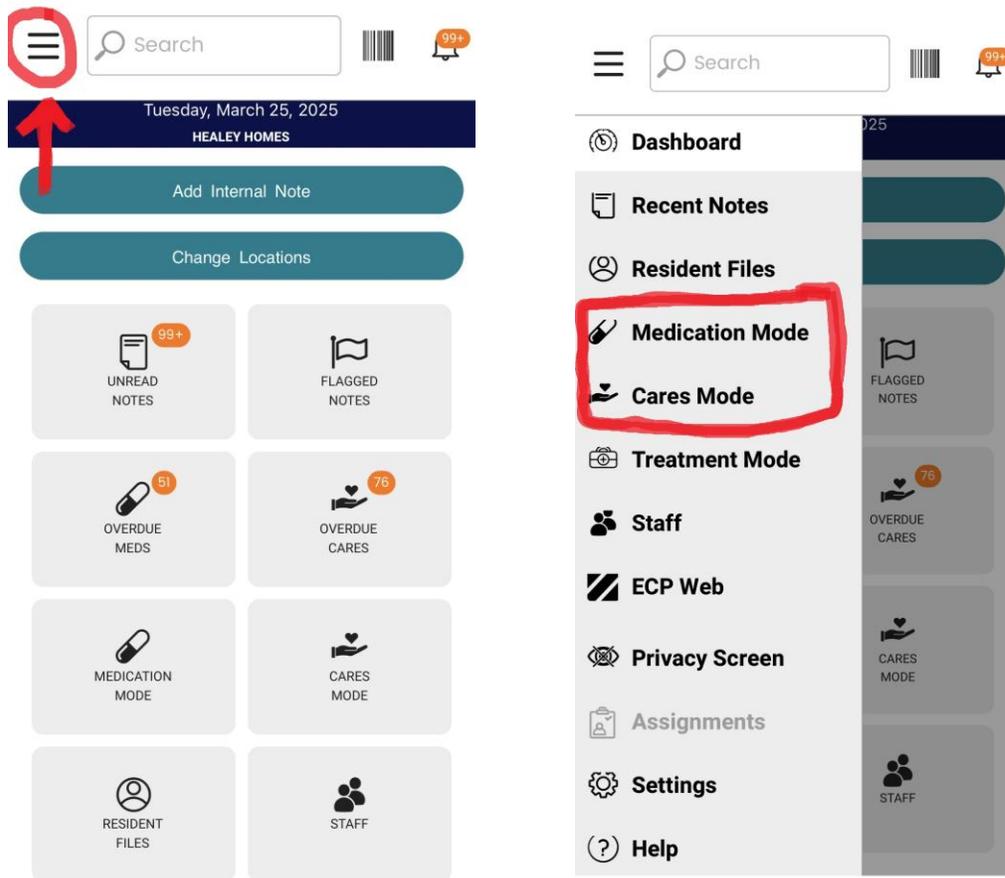Company

User

Password

Device Label

Log In

v 2.28.3

- ## **Charting Made Easy!**

To chart for your client, it's important to first understand how ECP works.

ECP sorts items multiple ways, the easiest way to use the app is to start by selecting the three horizontal lines in the top left corner.

This opens up the sidebar seen below.

From here, you can see all of the categories of the app, the most important being "Medication Mode", and "Cares Mode". Here you can also see and review "Resident Files", "Recent Notes" or return to the Dashboard.

- **<u>Medication Mode</u>**

Under Medication Mode, we can view all locations and clients. It will by default be sorted under the current shift, based on the time.

Shifts are separated by;
First shift: "AM" 7AM-3PM
Second shift: "PM" 3PM-9PM
Third shift: "NOC" 9PM-7AM.

To sort medication mode, we can select this little black triangle in the upper right (see below).

Selecting this will open up a drop down menu. It is <u>highly recommended</u> to sort by your current client, and your current shift. Doing so nearly eliminates any chance of missing a medicine chart, as ECP will stack items based on the time they are due.

Let's   try
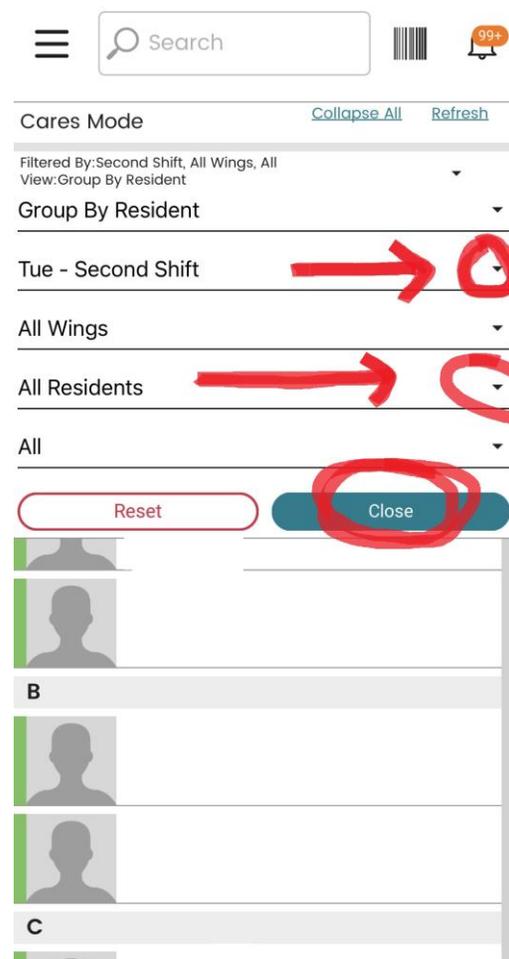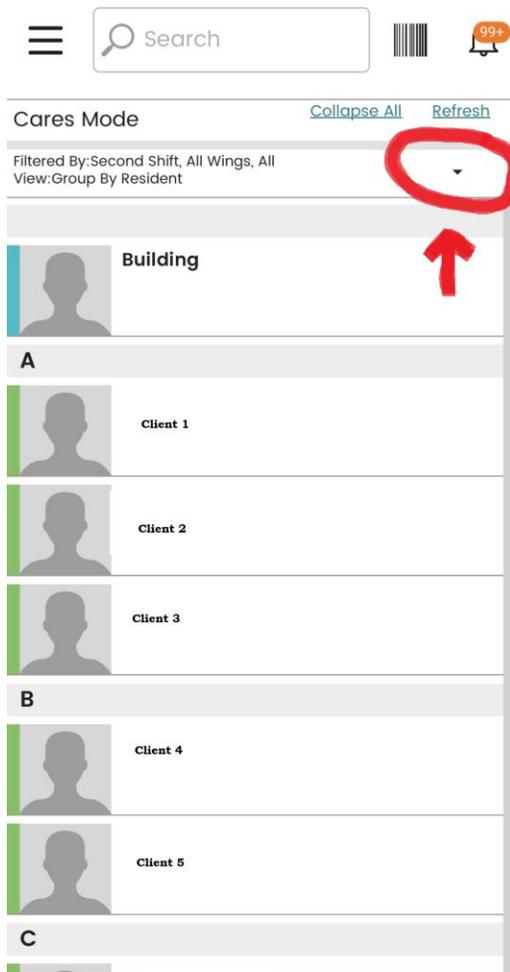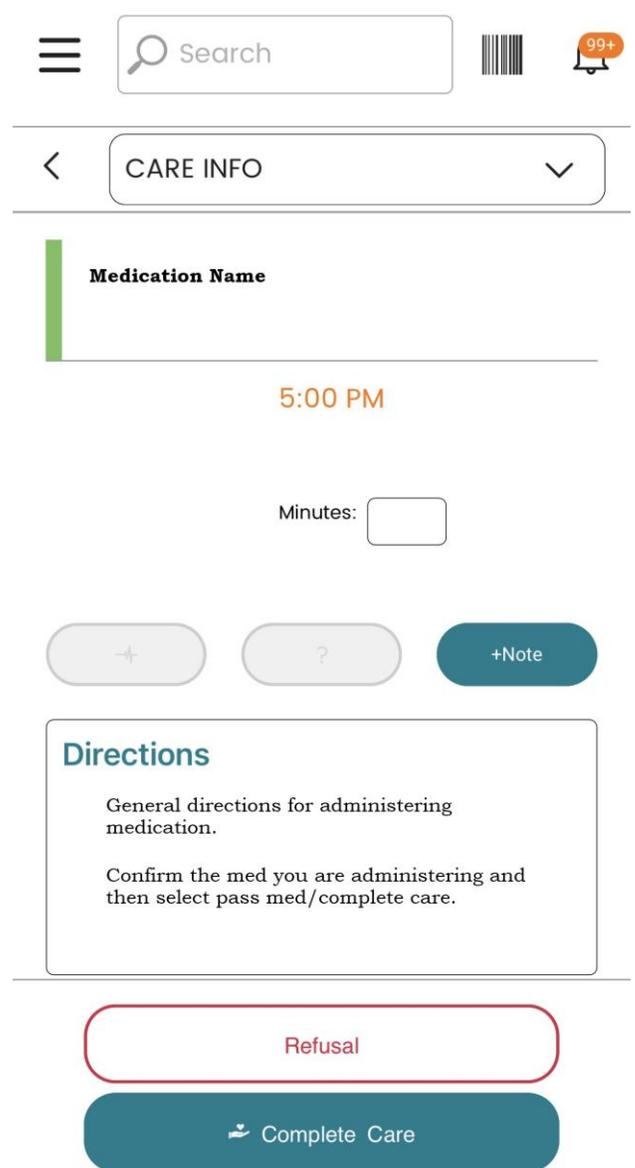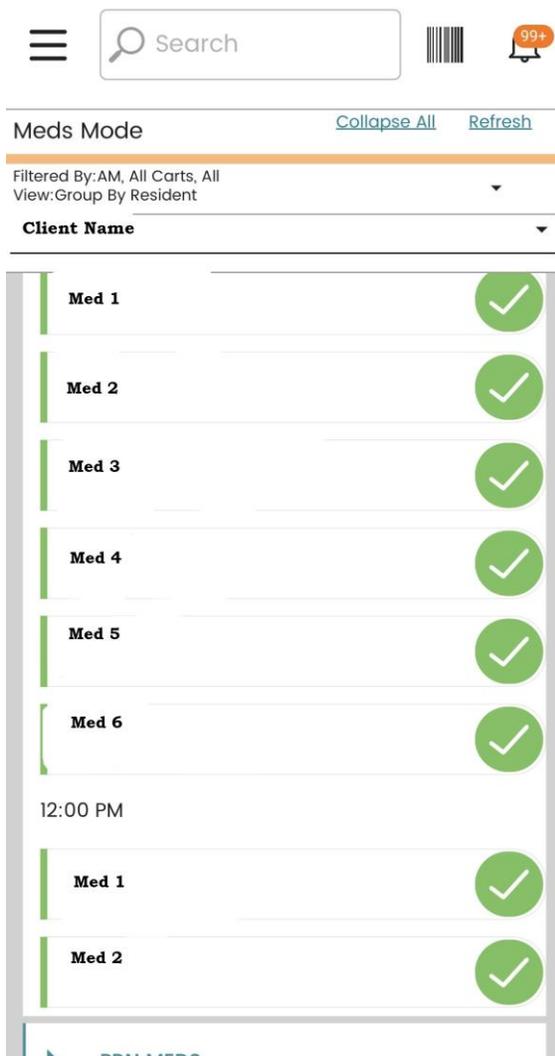
selecting a client!
ECP will first alert you of any allergies to be aware of for your selected client.
We can select "acknowledge" after reading through them.

Now you should see a list of medications, sorted by time.

Common timeframes are 8AM, 12PM, 6PM, 8PM, and "at bedtime".

This means for each individual client, you may have to log in and chart multiple times per shift. If you work multiple shifts in a row, you will need to ensure that you are checking both shifts, which also includes overnights.

Selecting the medicine that you're administering to the client will bring up a box (see above) with more information on the selected item. Here is where we can add notes, refusals, or simply pass the medicine!

Selecting "Pass Med" will chart that the medicine has been successfully administered to the client.

Selecting "Refuse" will bring up options to explain why it was refused.

Every med and care each shift must be completed, or if unable to complete, then it must be refused, and an explanation given.

At the end of every shift, all meds and cares must be charted as either complete/passed, or refused.

- ## **Cares Mode**

Each client on any given day has multiple different cares, timeframes, and responsibilities to themselves and their home. This is where we log that!

Cares Mode operates nearly identical to Meds Mode, except different items will be listed here!

At the end of your shift, be sure to check over your client's meds mode and cares mode to ensure nothing has been missed.

- ## **Observations**

After you've checked over your client in ECP, the final task to complete for your shift is a short summary of the day, what your client did or didn't do, if there were any struggles or successes!

To start your summary, we'll return back to the sidebar that is opened with the three horizontal lines (see below).

Here we can select "Resident Files", select your current client, and then select "add observation". Type your summary into the box that appears, and then submit your "observations".
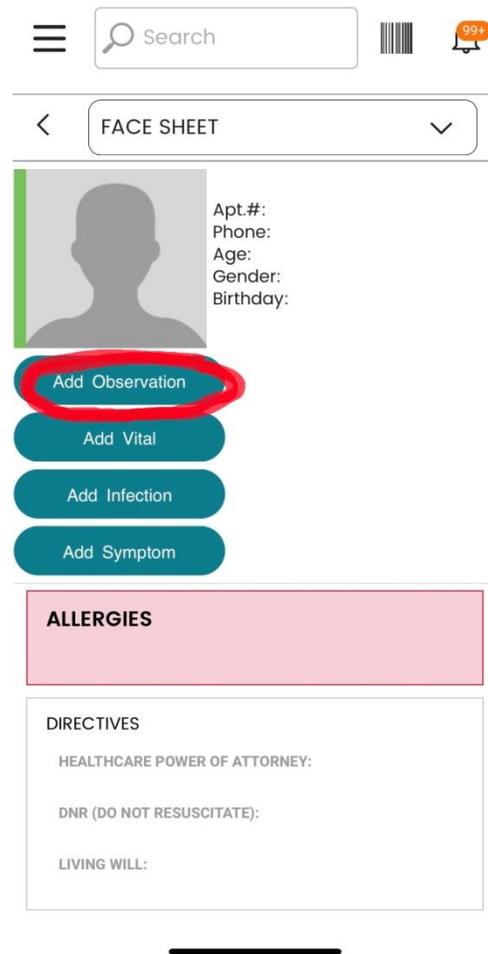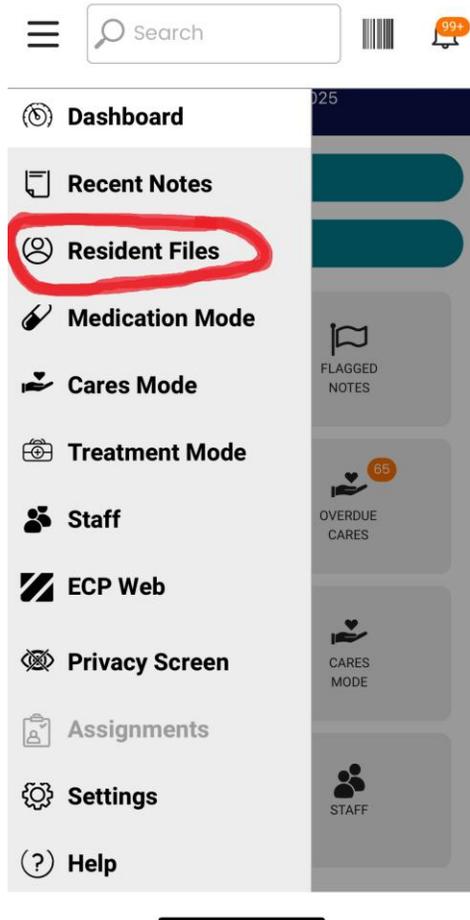
Observations should be relatively detailed, written as professional as possible, and include direct quotes from clients. Explain what you as staff did during your time with the client, and what the client said or did during your shift. Try to write with facts, and not interpretations or feelings. Remember to include positive moments, successes and complications. Observations are a legal document, submitted to DHS upon request, so bear this in mind and keep your verbiage appropriate and professional.