Welcome to PointClickCare®
Clinical Software Training

Creative Solutions Unlimited, Inc. is pleased to provide webinar training in your PointClickCare software. These sessions are intended for:

- Staff who participated in the initial facility training but would like a refresher course
- Staff who have not been trained in PointClickCare
- Newly-hired staff that will be working in PointClickCare

**NOTE:** Classes are listed in the recommended order for those needing training in all modules.

CSU-PCC-QS-00: **QUICK START**
Mandatory; prerequisite for all other courses
In this session, you will learn how to access PointClickCare and about its features. This session will give you a broad overview of the home page and introduce the different elements that you will use when entering data into PointClickCare.

Duration: 45 minutes
Cost: $50

CSU-AR-SC-01: **SECURITY**
Prerequisite: Quick Start
Lesson 1: In this session, you will learn how to set password rules for the PCC application and Point of Care (POC). You will also learn how to create a new user, edit a user access and a user role, delete a user, and change a user password. In addition, you will learn to print the role details of a user.

Lesson 2: In this session, you will learn to create new roles in the system. You will also learn how to edit, copy, and delete an existing role and print role details.

Class Duration: 90 minutes
Coaching* Duration: 60 minutes
Cost**: $175

CSU-CLN-DE-01: **RESIDENT DATA ENTRY**
Prerequisite: Quick Start
In this session, you will learn how to enter and edit resident demographic information in PointClickCare. This session will focus on the clinical Quick ADT (Admissions, Discharges, and Transfers) application available in PointClickCare.

Class Duration: 60 minutes
Coaching* Duration: 30 minutes
Cost**: $100

*Coaching sessions enhance the skills learned in class by guiding you through work on items in your individual facility database. Instructors schedule these sessions within a few days following each class.

**Cost includes both class time and allotted coaching time. If additional time is required in coaching sessions, exceeding the allotted time for the course, it will be billable in 15-minute increments at the rate of $125 per hour.

3/4/14 1:47PM
CSU-CLN-DE-01b: **CENSUS for CLINICAL ONLY**  
**Prerequisites:** Quick Start and Resident Data Entry  
In this session, you will learn how to update the imported census lines so the census information is current as well as how to add new census lines for your residents. You will also review the Admin Dashboard and several applicable reports.

Class Duration: 60 minutes  
Coaching* Duration: 30 minutes  
Cost**: $100

CSU-CLN-DE-02: **DIAGNOSES and STRUCTURED ALLERGIES**  
**Prerequisites:** Quick Start and Resident Data Entry  
In this session, you will learn how to describe medical diagnoses, describe the various ways of entering medical diagnoses in a resident’s chart, update and resolve an existing diagnosis, describe a diagnosis notification, complete the MDS Diagnosis Wizard, and review Diagnosis Notification from the Dashboard.

Class Duration: 90 minutes  
Coaching* Duration: 30 minutes  
Cost**: $125

CSU-CLN-DE-05: **WEIGHTS and VITALS**  
**Prerequisite:** Quick Start  
In this session, you will learn what weights and vitals are and how to add and edit baseline values. You will also learn how to add and view weights and vitals, strike out an entry, generate the graph of weights and vitals, view the average body weight (ABW) and body mass index (BMI), and perform batch entry of weights and vitals.

Class Duration: 60 minutes  
Coaching* Duration: 30 minutes  
Cost**: $100

CSU-CLN-DE-03: **IMMUNIZATIONS**  
**Prerequisite:** Quick Start  
In this session, you will learn how to record consent for and administration of Influenza Immunizations by using the Quick Entry feature. You will also learn how to record and edit an immunization. This session will help you record and manage TB testing as well as other immunizations.

Class Duration: 60 minutes  
Coaching* Duration: 15 minutes  
Cost**: $75

*Coaching sessions enhance the skills learned in class by guiding you through work on items in your individual facility database. Instructors schedule these sessions within a few days following each class.  
**Cost includes both class time and allotted coaching time. If additional time is required in coaching sessions, exceeding the allotted time for the course, it will be billable in 15-minute increments at the rate of $125 per hour.
CSU-CLN-DE-13: THERAPY MINUTES

Prerequisites: Quick Start and Resident Data Entry

In this session, you will learn how to enter therapy minutes by using the Quick Entry icon in the Gold Bar. You will also learn how to work with the Resident Dashboard view as well as generate a Therapy Minutes report.

Class Duration: 30 minutes
Coaching* Duration: 30 minutes
Cost**: $75

CSU-CLN-DE-06: MDS 3.0 DATA ENTRY

Prerequisites: Quick Start, Resident Data Entry, and Diagnoses and Structured Allergies

In this session, you will learn how to use the MDS 3.0 tool to review the resident MDS schedule, create a new MDS 3.0 assessment for a resident, and enter the MDS 3.0 data. Some fields will have answers automatically populated from other modules of the system while the others need to be completed manually using the various data entry options and tools available. You will also look at the workflow for reviewing errors/warnings, signing, completing, and locking.

Class Duration: 120 minutes
Coaching* Duration: 30 minutes
Cost**: $150

CSU-CLN-DE-06b: MDS 3.0 CAAs

Prerequisites: Quick Start and MDS 3.0 Data Entry

In this session, you will learn how to access Section V of the MDS 3.0 and work with triggered Care Area Assessments including the CAA worksheets, signing for completion of the CAA, and Care Plan decisions. You will also learn how to generate and manage CMS survey reports, specifically the CMS 672 and CMS 802. MDS related dashboards will be explored as well as MDS related reports.

Class Duration: 120 minutes
Coaching* Duration: 30 minutes
Cost**: $150

CSU-CLN-DE-07: MDS 3.0 SUBMISSIONS

Prerequisites: Quick Start, Resident Data Entry, and MDS 3.0 Data Entry

In this session, you will learn how to access and navigate the MDS Management Portal, create and submit an MDS 3.0 Batch, and learn how to manage the various stages of the assessment process (In Progress, Completed, Export Ready, Exported, Accepted). You will learn about the Automated Submission process. You will also learn how to modify and/or inactivate an accepted assessment. In addition, this session will illustrate combination assessment warnings (PPS assessments) as well as address Change of Therapy assessments with early or late ARDs.

Class Duration: 120 minutes
Coaching* Duration: 30 minutes
Cost**: $150

*Coaching sessions enhance the skills learned in class by guiding you through work on items in your individual facility database. Instructors schedule these sessions within a few days following each class.

**Cost includes both class time and allotted coaching time. If additional time is required in coaching sessions, exceeding the allotted time for the course, it will be billable in 15-minute increments at the rate of $125 per hour.
Coaching sessions enhance the skills learned in class by guiding you through work on items in your individual facility database. Instructors schedule these sessions within a few days following each class.

**Cost includes both class time and allotted coaching time. If additional time is required in coaching sessions, exceeding the allotted time for the course, it will be billable in 15-minute increments at the rate of $125 per hour.**

---

**CSU-CLN-DE-07b: MDS 3.0 for RNAC and ARD PLANNER**

**Prerequisites:** Quick Start, Resident Data Entry, and Therapy Minutes

In this session, you will learn how to access and navigate the ARD Planner in the MDS Management Portal, utilize the MDS Billing Calendar, identify a RUG change and describe the alerts for a RUG change that populate the Clinical and Resident Dashboards. You will also learn how to manage the MDS Scheduler, reset MDS Admission dates (as appropriate), sign for other users, and work with dashboards and reports.

Class Duration: 120 minutes  
Coaching* Duration: 30 minutes  
Cost**: $150

---

**CSU-CLN-DE-10: CARE PLANS/REVIEWS**

**Prerequisites:** Quick Start and Resident Data Entry

In this session, you will learn how to create initial care plans for residents, edit existing care plans, and personalize care plans. You will learn how to add care plan items from the library and resolve or cancel items from a care plan. In addition, you will learn how to create and edit care plan reviews.

Class Duration: 120 minutes  
Coaching* Duration: 120 minutes  
Cost**: $300

---

**CSU-CLN-DE-12: TASKS for PAPER FLOW SHEETS**

**Prerequisites:** Quick Start, Resident Data Entry, and Immunizations

In this session, you will learn to describe auto-created tasks, add tasks, resolve and remove items from the resident’s task tab, add triggered tasks, and produce a task flow sheet.

Class Duration: 30 minutes  
Coaching* Duration: 60 minutes  
Cost**: $125

---

*Coaching sessions enhance the skills learned in class by guiding you through work on items in your individual facility database. Instructors schedule these sessions within a few days following each class.

**Cost includes both class time and allotted coaching time. If additional time is required in coaching sessions, exceeding the allotted time for the course, it will be billable in 15-minute increments at the rate of $125 per hour.*
CSU-CLN-DE-04: ORDERS ENTRY

**Prerequisites:** Quick Start and Therapy Minutes

In this session, you will learn about how the Orders module is used to record resident pharmacy orders, lab orders, diagnostic orders, dietary orders, and other orders that require a clinician’s authorization, such as Advanced Directives. This module will allow you to produce Medication Administration Records (MARs), Treatment Administration Records (TARs), and sign off sheets for diagnostic and lab services. You will learn to create new orders individually, from a queue, and from order groups. Other features discussed:

- medication search (predictive text)
- scheduling capabilities
- order categories
- order updates
- utilization of duplicate alerts, positive identification authentication, Telephone/Verbal Order forms
- strike out of orders created in error

Class Duration: 120 minutes
Coaching* Duration: 120 minutes
Cost**: $300

CSU-CLN-DE-04b: ORDERS PORTAL MANAGEMENT

**Prerequisites:** Quick Start and Orders Entry

In this sequel to Orders Entry, you will learn to:

- generate orders-related reports
- access orders-related Dashboards
- utilize the Orders Portal Search
- review orders in queue
- review orders pending confirmation
- requisition and reconcile medication orders

Class Duration: 90 minutes
Coaching* Duration: 120 minutes
Cost**: $275

CSU-CLN-DE-15: eMAR

**Prerequisites:** Quick Start and Orders Entry

This PointClickCare module provides facilities with the ability to document order administration using wireless touch screen monitors affixed to medication and/ or treatment carts. In this session, clinical staff will learn how to document the administration of medications and treatment to their residents, and reconcile supplies received from pharmacy as they put them away in the carts.

Class Duration: 120 minutes
Coaching* Duration: 120 minutes
Cost: **Contract Required**

---

*Coaching sessions enhance the skills learned in class by guiding you through work on items in your individual facility database. Instructors schedule these sessions within a few days following each class.

**Cost includes both class time and allotted coaching time. If additional time is required in coaching sessions, exceeding the allotted time for the course, it will be billable in 15-minute increments at the rate of $125 per hour.*
CSU-CLN-DE-09: PROGRESS NOTES
Prerequisite: Quick Start
In this session, you will learn how to use the Progress Notes module in the resident chart and the various progress notes templates available in the system. You will learn to create progress notes, link follow up notes, and focus progress notes to Care Plan or Tasks items in the resident chart. This session will also teach you to view progress notes and strike out progress notes created erroneously. In addition, you will also learn about structured progress notes.

Class Duration: 90 minutes
Coaching* Duration: 60 minutes
Cost**: $175

CSU-CLN-DE-08: ASSESSMENTS
Prerequisite: Quick Start
In this session, you will learn how to create and complete the Custom and User Defined Assessments that have been provided to you in the resident chart and how to edit, manually activate and deactivate or clear assessment schedules of residents. You will also learn how to enter the data into a UDA and how to save, sign, and lock the assessment as well as view the different statuses of the assessment as you work towards completion.

Class Duration: 120 minutes
Coaching* Duration: 120 minutes
Cost**: $300

CSU-CLN-DE-08b: ASSESSMENTS MANAGER
Prerequisites: Quick Start and Assessments
In this session, you will learn how to access and manage the UDA Scheduler, including editing schedules and manual activation/deactivation of an assessment schedule. You will also learn how to work with the statuses of an assessment: Scheduled, In Progress, and Completed. In addition you will learn how to manage the Clinical and Resident Dashboards that relate to alerts, scores, and scheduled events as well as utilize the reports related to Assessments.

Class Duration: 120 minutes
Coaching* Duration: 30 minutes
Cost**: $150

CSU-CLN-DE-16: RISK MANAGEMENT
Prerequisite: Quick Start
This course is designed to teach clinical staff how to enter, manage, and analyze incident and accident data. You will learn to:

• use the Risk Management module to review active and historical incident reports
• create a new incident report
• edit an existing incident report
• generate Risk Management related reports

Duration: 60 minutes
Cost: $100

*Coaching sessions enhance the skills learned in class by guiding you through work on items in your individual facility database. Instructors schedule these sessions within a few days following each class.

**Cost includes both class time and allotted coaching time. If additional time is required in coaching sessions, exceeding the allotted time for the course, it will be billable in 15-minute increments at the rate of $125 per hour.
Coaching sessions enhance the skills learned in class by guiding you through work on items in your individual facility database. Instructors schedule these sessions within a few days following each class.

**Cost includes both class time and allotted coaching time. If additional time is required in coaching sessions, exceeding the allotted time for the course, it will be billable in 15-minute increments at the rate of $125 per hour.**

CSU-CLN-DE-14: **POINT of CARE (POC) TRAINING**

Prerequisite: Quick Start

**Part I, Kiosk Data Entry**
This PointClickCare module provides facilities with the ability to document care provided at the point of care using self-contained kiosks with a touch screen monitor. In this session, clinical staff will learn how to document the daily care they provide to their residents.

Intended Audience: Nurses or other staff responsible for POC setup and maintenance; CNAs with leadership roles in the POC implementation.

**Part II, Tasks Management**
POC provides facilities with the ability to document and track care provided; what care to track is determined by either the Task and/or Care Plan modules within PointClickCare. In this session, clinical staff will learn how to manage their POC documentation.

Intended Audience: Nurses or other staff responsible for POC setup and maintenance.

Class Duration (I & II): 2 hours  
Coaching* Duration: 6 hours (multiple sessions)  
Cost: **Contract Required**

---

*Coaching sessions enhance the skills learned in class by guiding you through work on items in your individual facility database. Instructors schedule these sessions within a few days following each class.

**Cost includes both class time and allotted coaching time. If additional time is required in coaching sessions, exceeding the allotted time for the course, it will be billable in 15-minute increments at the rate of $125 per hour.**