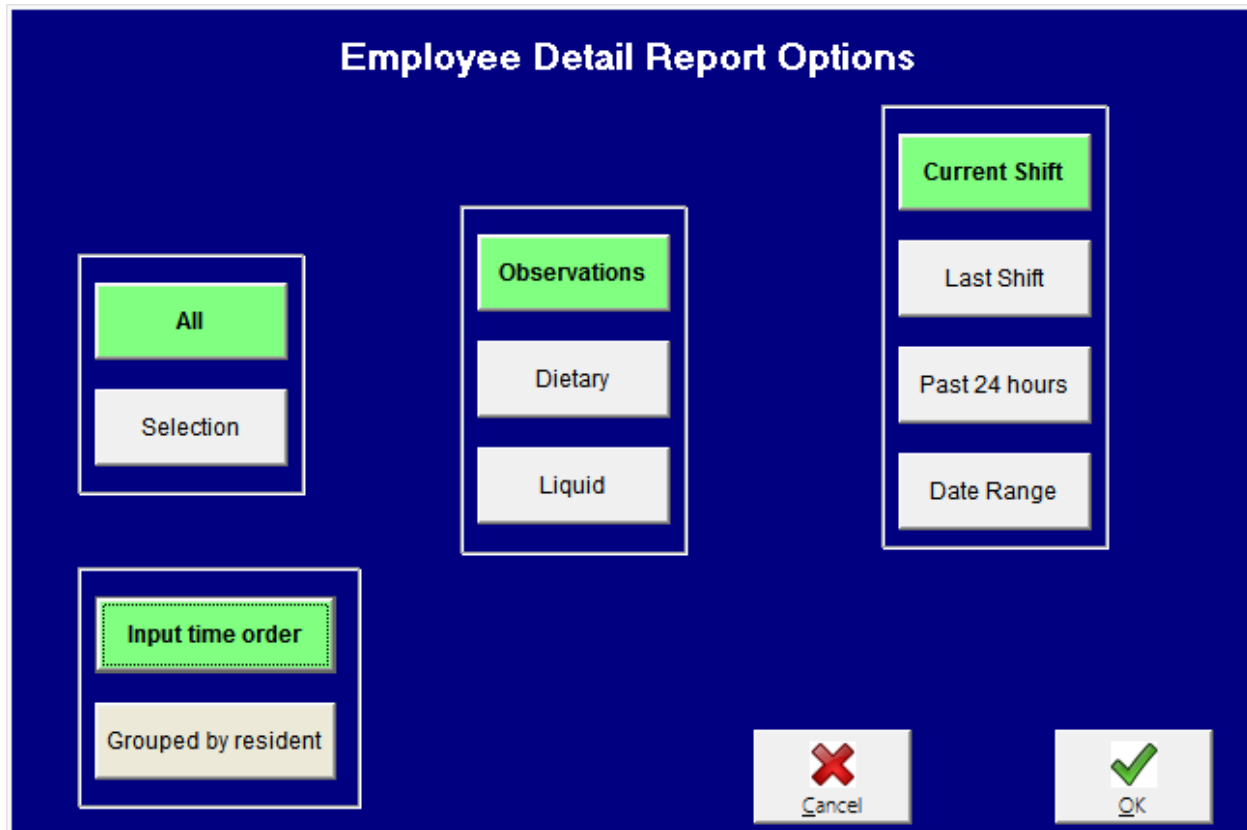


## 2015 New Resident Observation Reports Resident Observations – Reports – Employee Logs (Summary and Detail)

All of the reports historically have been from the perspective of the resident and what observations were made for them. These two reports look at the same activities but from the perspective of the employee. What has the employee done?

This report can be used to monitor new employees to be sure they understand what is expected of them and to be sure they are using the software correctly. They may also be used for all employees after an in-service training or implementation of a new policy to determine the level of compliance.

The setup for both reports is the same:



The image shows a screenshot of a software interface titled "Employee Detail Report Options" on a dark blue background. The interface is organized into several groups of buttons:

- Employee Selection:** A group containing a green "All" button and a white "Selection" button.
- Record Types:** A group containing a green "Observations" button, a white "Dietary" button, and a white "Liquid" button.
- Time Reference:** A group containing a green "Current Shift" button, a white "Last Shift" button, a white "Past 24 hours" button, and a white "Date Range" button.
- Sort Order:** A group containing a green "Input time order" button and a white "Grouped by resident" button.
- Navigation:** At the bottom right, there are two buttons: a white "Cancel" button with a red 'X' icon and a white "OK" button with a green checkmark icon.

Employees – search all or select individuals

Types of Records – all observations, dietary only, liquid only

Time reference – current shift, last shift, past 24 hours, or enter a date range

Sort order – by time of entry or per resident

To make your selection, simply click on or touch the appropriate buttons. Then click OK to generate the report.

**Sample Summary Report:**

01/01/2015 00:00 to 01/31/2015 23:59  
 ASHLEY,CAT

Resident	Record Dated			Actual Input Time		Type
	Date	Time	Shift End	Date	Time	
DORA CRUMP	01/01/15	22:59	Yes	01/01/15	22:40	Obs - ADL B/B Bal
TOM SELLECK	01/01/15	22:59	Yes	01/01/15	22:43	Obs - ADL B/B Bal
DORA CRUMP	01/02/15	22:59	Yes	01/02/15	21:24	Obs - ADL B/B Bal
TOM SELLECK	01/02/15	22:59	Yes	01/02/15	21:28	Obs - ADL B/B Bal
DORA CRUMP	01/05/15	22:59	Yes	01/05/15	22:34	Obs - ADL B/B Bal

This employee recorded observations for ADLs, bowel and bladder, and balance. She also completed her shift end. Was she responsible for recording anything else such as dietary or liquid? If she is a new employee, does she realize that more is required? Does she know how to record those areas? Could she benefit from additional training?

**Sample Detail Report:**

MOBILITY/ADLs Date Time	Resident	Physical Functioning / Structural Problems																G0110				G0120	
		A1	A2	B1	B2	C1	C2	D1	D2	E1	E2	F1	F2	G1	G2	H1	H2	I1	I2	J1	J2	A	B
01/01/15 22:59	DORA CRUMP	0	0	2	2	8	8	8	8	8	8	8	8	2	2	0	1	2	2	2	2	8	8
01/01/15 22:59	TOM SELLECK	0	0	0	0	0	0	0	0	0	0	8	8	0	0	0	1	0	0	2	2	8	8
01/02/15 22:59	DORA CRUMP	2	2	2	2	0	0	8	8	8	8	8	8	2	2	0	1	2	2	2	2	8	8
01/02/15 22:59	TOM SELLECK	0	0	0	0	0	0	0	0	0	8	8	2	2	0	1	0	0	0	0	0	8	8
01/05/15 22:59	DORA CRUMP	2	2	2	2	2	2	8	8	8	8	8	8	2	2	0	1	2	2	2	2	8	8
01/05/15 22:59	TOM SELLECK	0	0	0	0	0	0	0	0	0	8	8	0	0	0	1	0	1	0	1	0	8	8

This report gives you the actual values that were entered into the observations. You can check for completeness (are there any blank fields?) and accuracy (is the data reasonable for these residents?).