How to Complete a Care Note

1. **Log into your generation's app**

2. **Choose "Today's Schedule"**

    - If you are completing or editing a care note from a past shift, choose the "Monthly Schedule" and click on the blue bar of the day of the month you are completing the note for.

3. **A screen will appear with options.**
    - Login:
    - Logout:
    - Care Notes:

4. **Click on the Care Notes option.**

- **A Care note has 6 sections to complete.**

    - **Client Name**
        - Here you write out the name of the client you worked that day with

    - **Activity of Assistance**
        - Here you put the matching letter next to the ways you assisted.
            - A (Stand by Assistance)

- B (Hands on Assistance)
- C (Supervision and Cueing)

- Example: If you only helped using “Stand by Assistance then only put an A in the box next to stand by assistance.

- **Personal Care**
  - Here put the letter representing the way you assisted the client for each personal care item in the box next to the item.
    - A (Stand by Assistance)
    - B (Hands on Assistance)
    - C (Supervision and Cueing)
  - Any items you did not assist with, or the client does not do during your time there, leave blank.
  - ONLY USE A, B, or C

- **Companion Duties**
  - These are household duties such as tidying and organizing. If you do any of these tasks, click the small box next to the task name.

- **Changes in Condition**
  - Here you can make any notes about the client’s condition and their physical abilities. You do not have to fill this out if you have no notes you would like to make

- **Caregiver Signature**
    - Here is where you sign the note you have completed.
    - We must have a signature on the note to approve a care note.

5. **After you complete the entire care note and all 6 sections, click the blue Save button.**

    - You may get a pop up saying “This note appears to be incomplete. Proceed with signing?”. Click Yes.

    - Now you are done! If you need to change anything on the note do not create a new note, choose the existing one and add to it.