Welcome! Get comfortable – we'll be starting soon!

Make sure Sandata Mobile Connect and CareConnect are open and ready!

Sandata/CareConnect Training

A 2-hour Virtual Session

When We're Done

Today's Sandata Objectives Include:

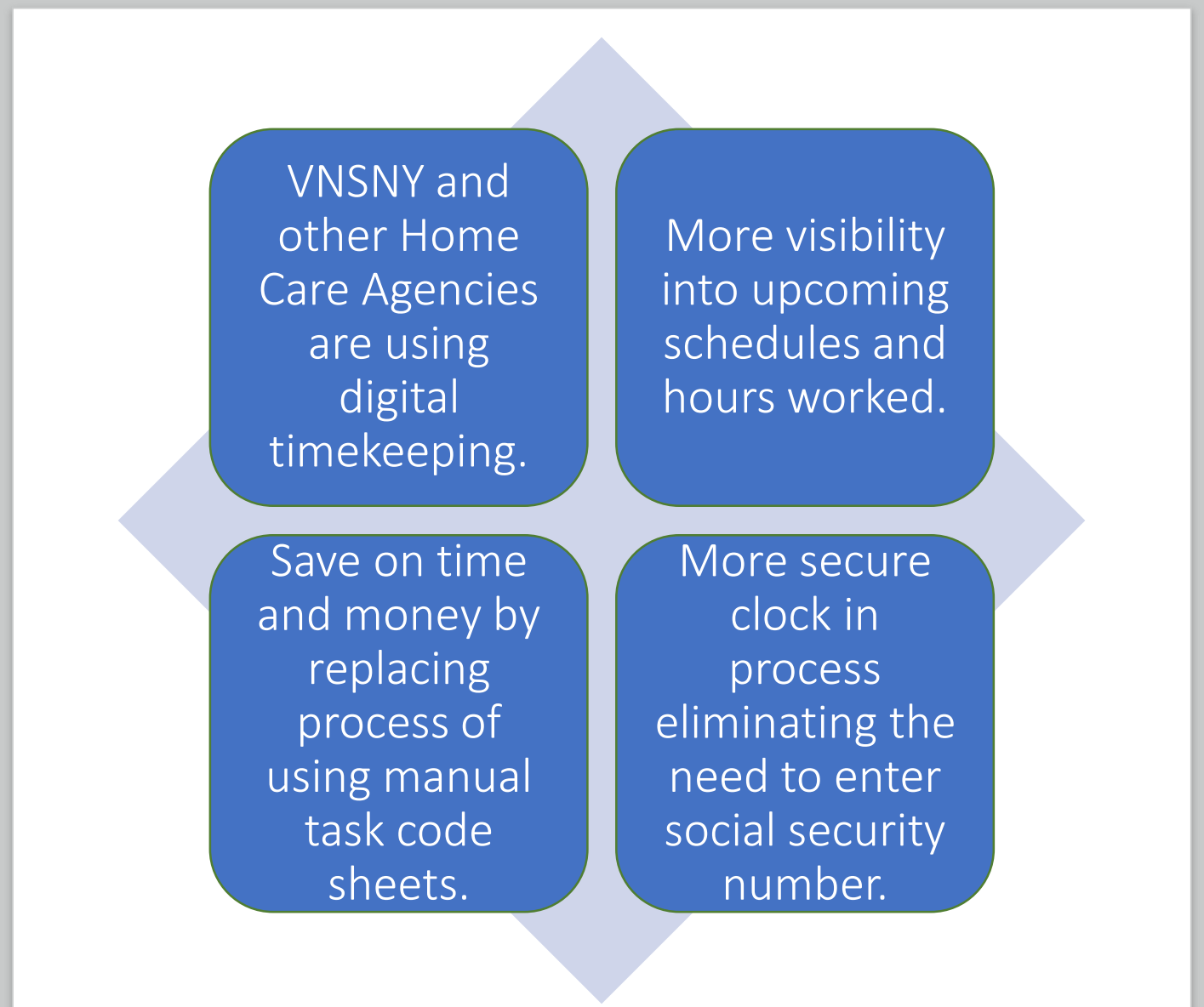
- Features and Benefits of Sandata
- How to Clock in
- My Visits/Past Visits/Start Visit
- Plan of Care
- Observations
- Clocking Out

WHAT IS SANDATA?

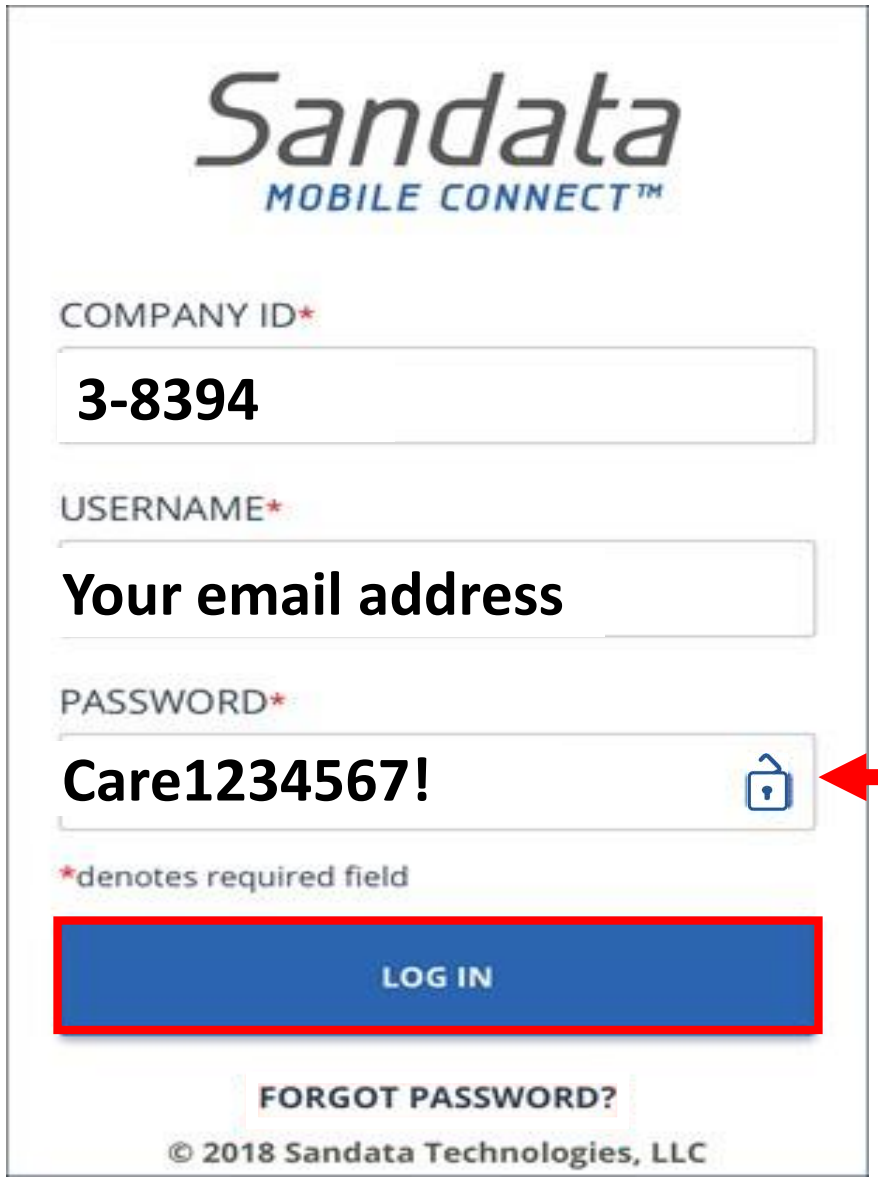
FEATURES & BENEFITS

- Free Smartphone App lets you clock in and out of shifts without using the client's home telephone
- Offline Mode. If no WiFi or cellphone Signal, it runs without an internet connection. Will send info when there is signal and you login into your SMC app
- App uses GPS to log arrival to the clients' home address only to clock you in and out.
- Ability to reset password on your own.

Sandata Mobile Connect (SMC) BENEFITS

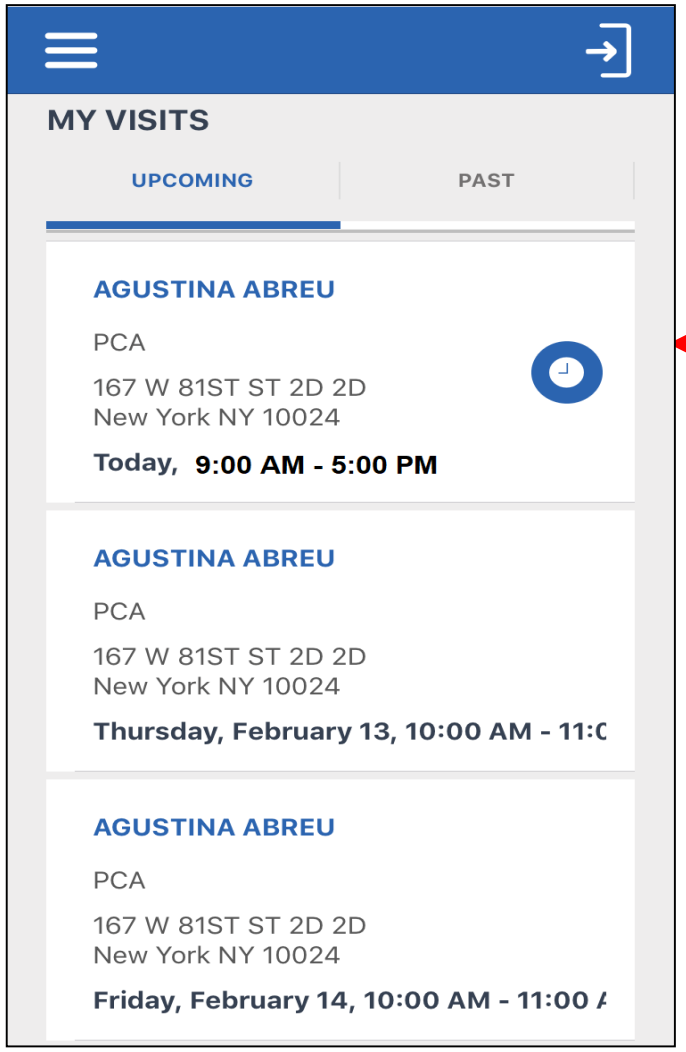


LOG IN TO SMC APP

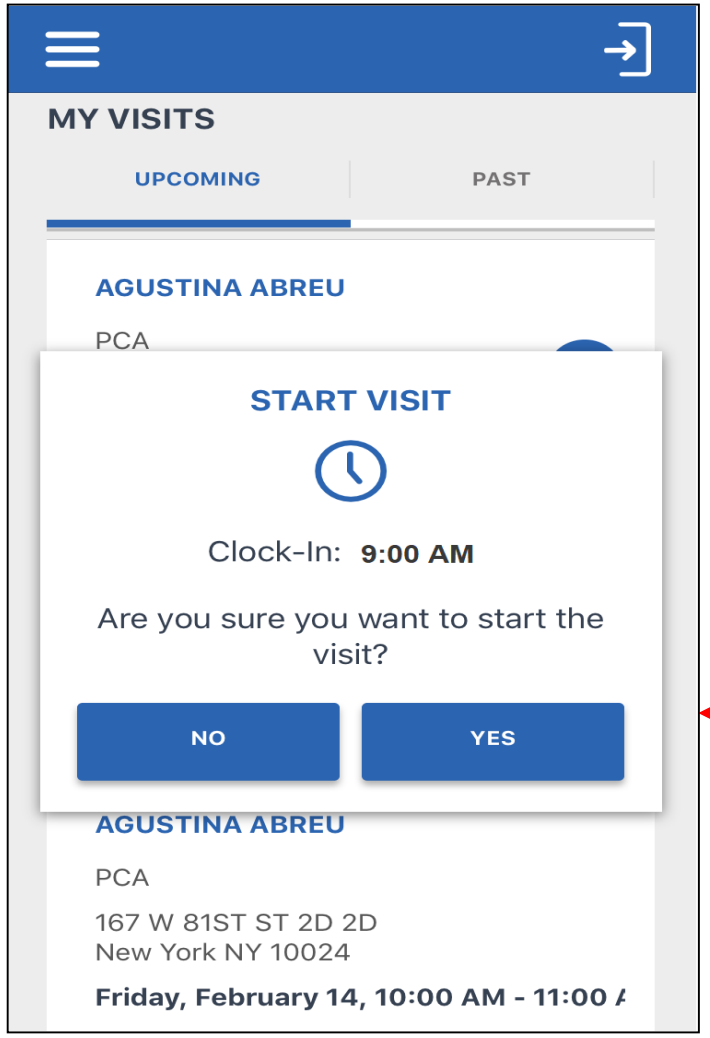


Tap on the lock button before you type password.

CLOCK-IN
My Visits/Past Visits Screen

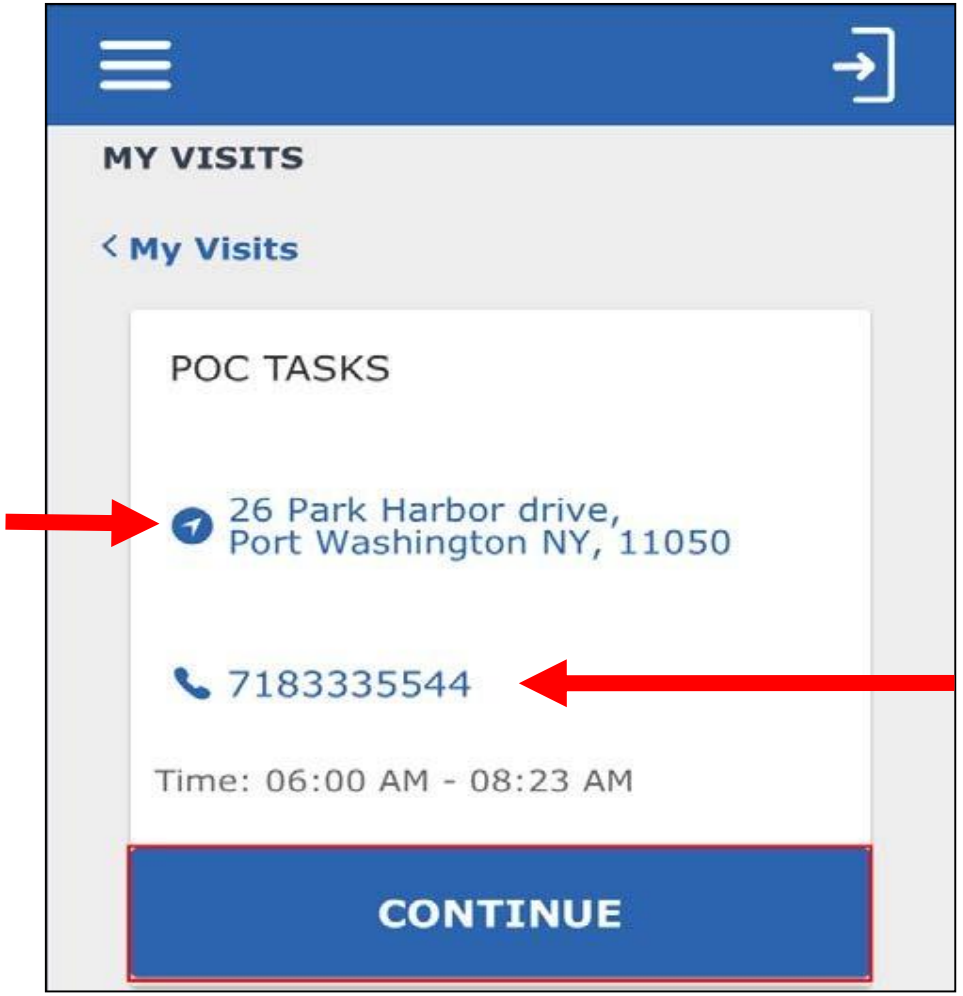


Tap the clock picture to **start the visit.**



Press **Yes** to confirm

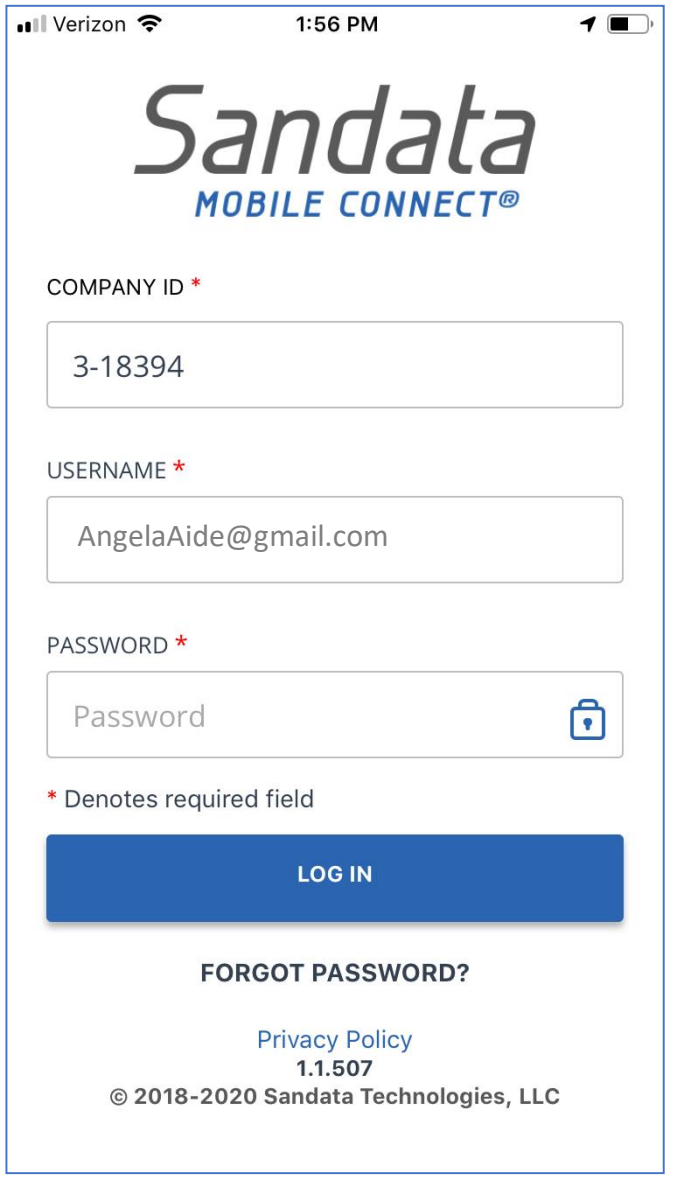
Client Contract Details include address, GPS link and client phone number



Click somewhere other than the blue clock and you'll see the details of the patient.

Yikes – What Happened?

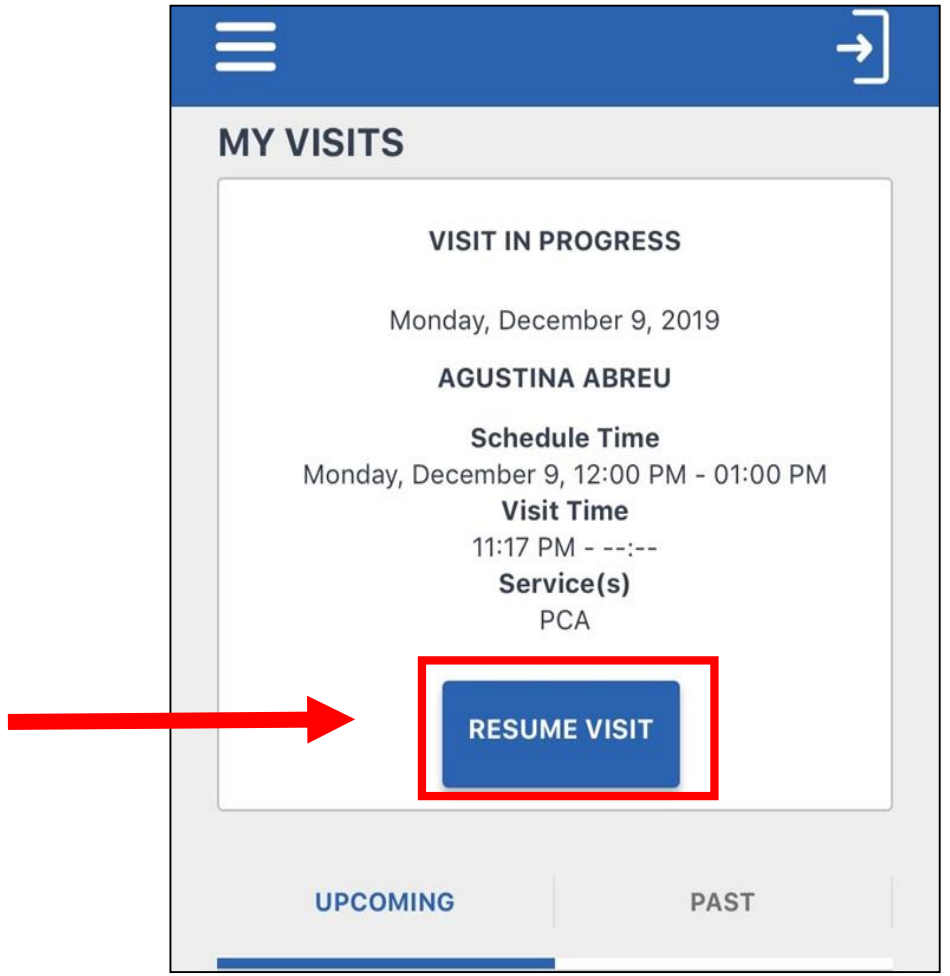
Once you close your phone, switch to another app, or when the screen goes to sleep - Sandata automatically logs you off – but don't worry – you can resume the visit by logging back on!



Once you log back in you will see that you have a VISIT IN PROGRESS

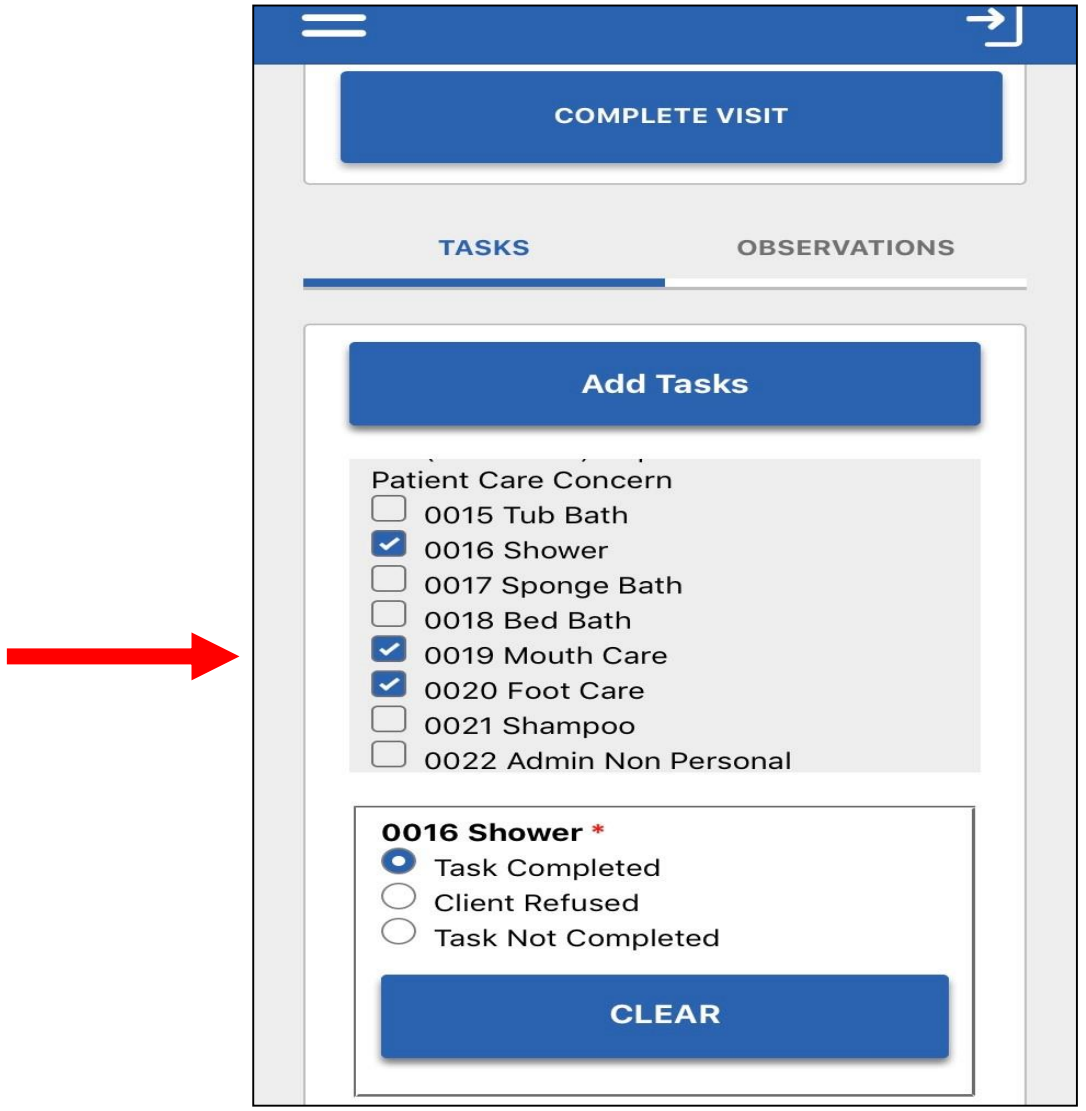
Press **RESUME VISIT**

Up next: Complete Plan of Care Tasks and Observations



Add or Remove Plan Of Care (POC) tasks

- Tap **Add Tasks** to open POC Tasks list.
- Checked tasks are preselected based on what care the patient requires.
- You may ADD a task by checking the box shown.
- You may REMOVE a task that you added only.

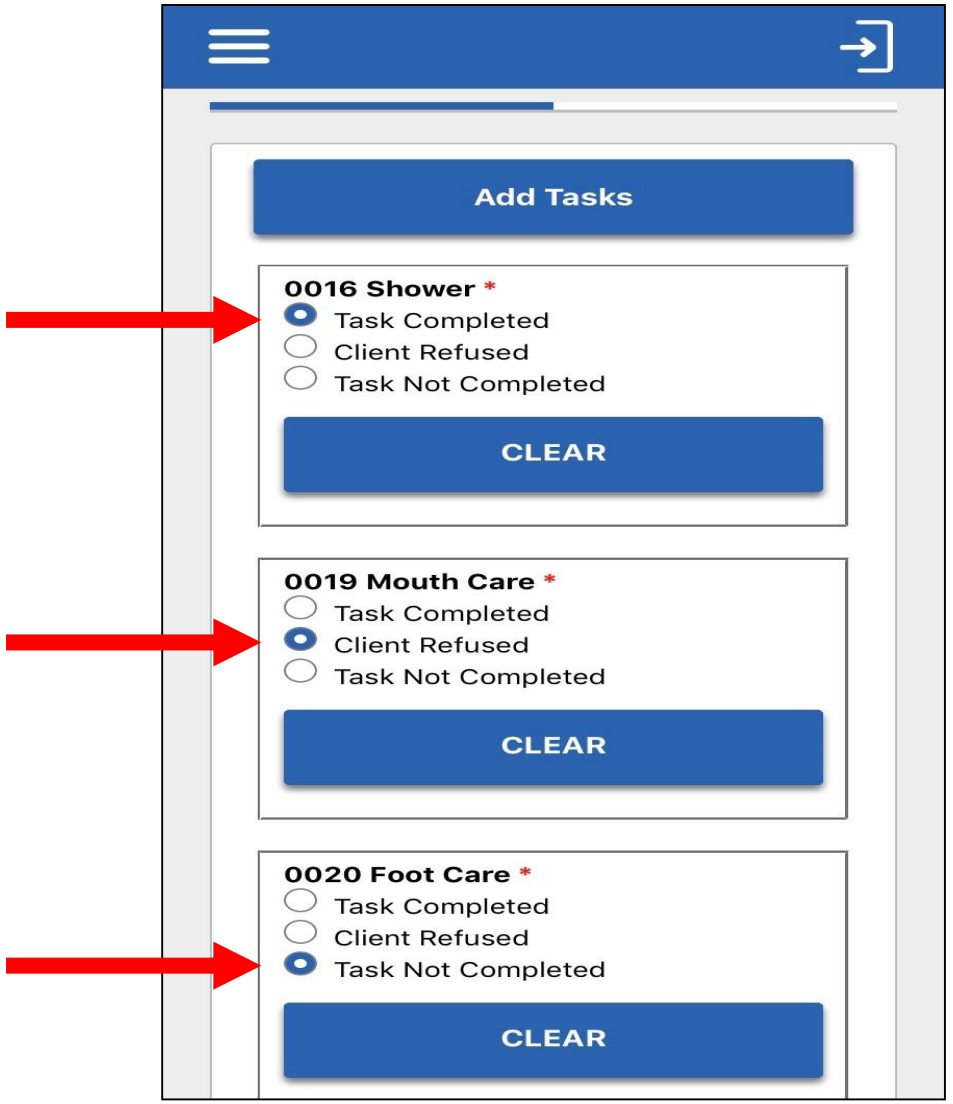


Enter Status for Plan of Care Tasks

You must check either:

- Task Completed
- Client Refused or
- Task Not Completed

For ALL TASKS!

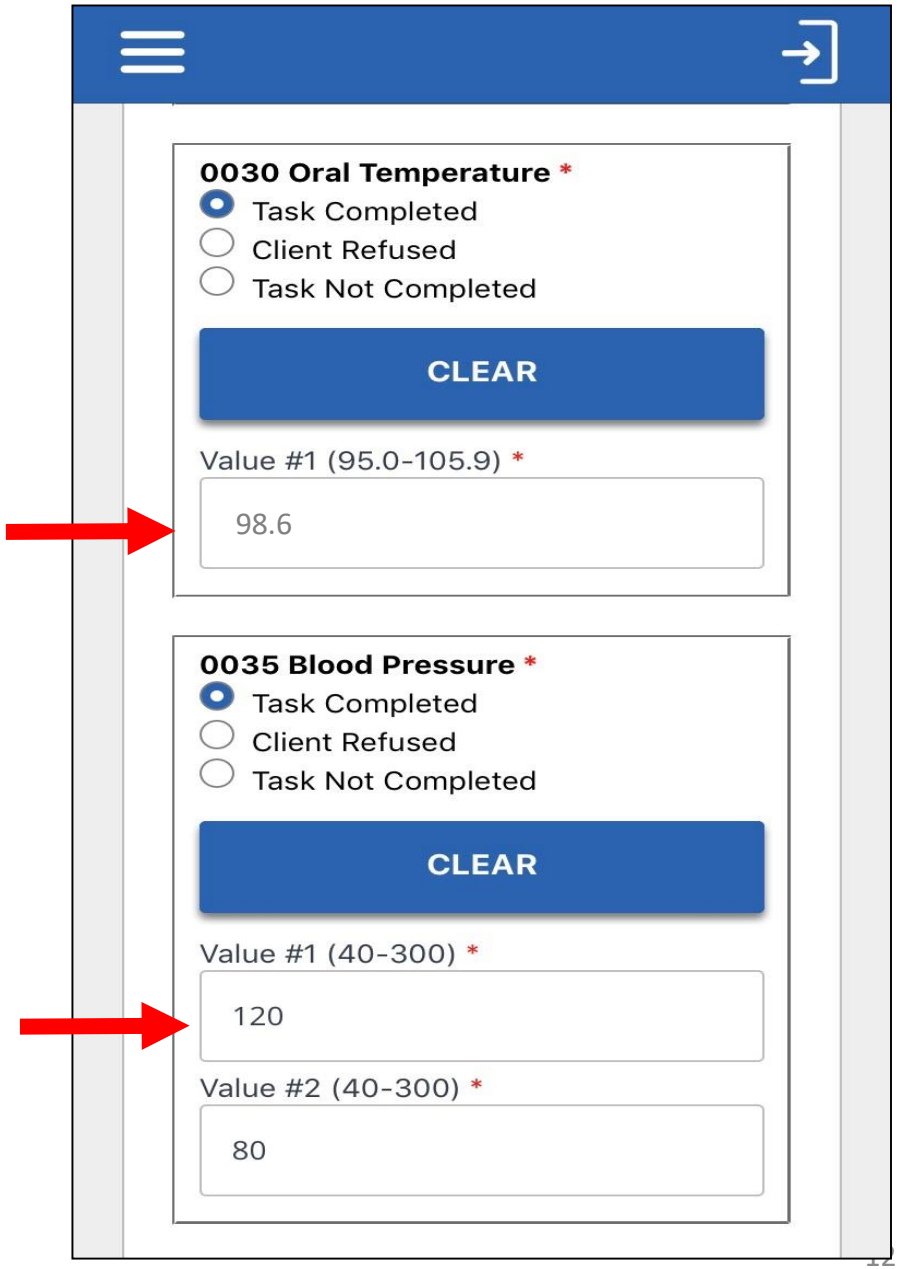


Some Tasks Require Value

Example: Temperature or Blood Pressure

Type in the number(s) to mark the task completed.

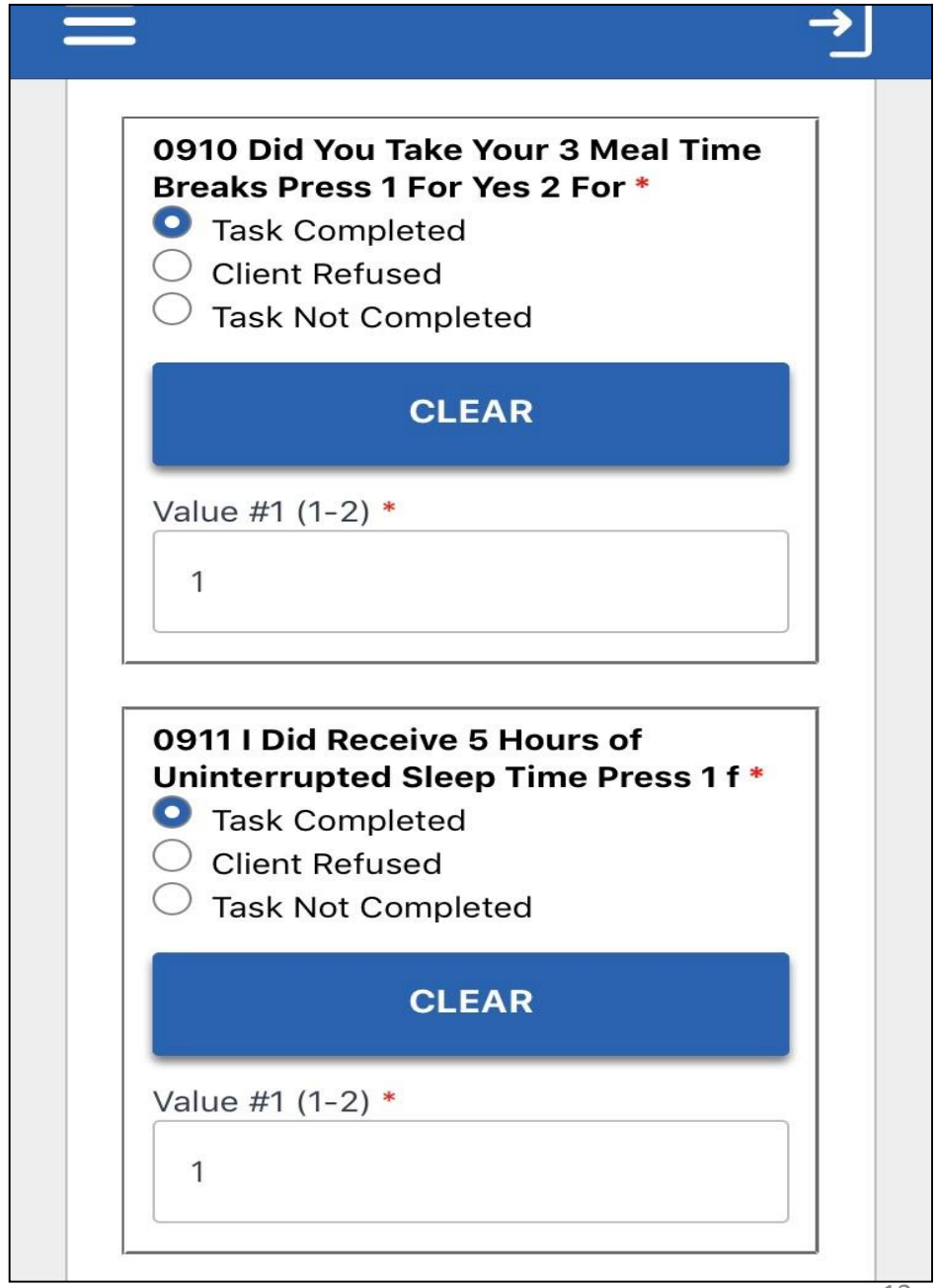
If you did not type the value, it means you did not do the task.



Plan Of Care Tasks - Live-In Aides Only

(0910 & 0911)

For meals and sleep time Type 1 for yes
Type 2 for No

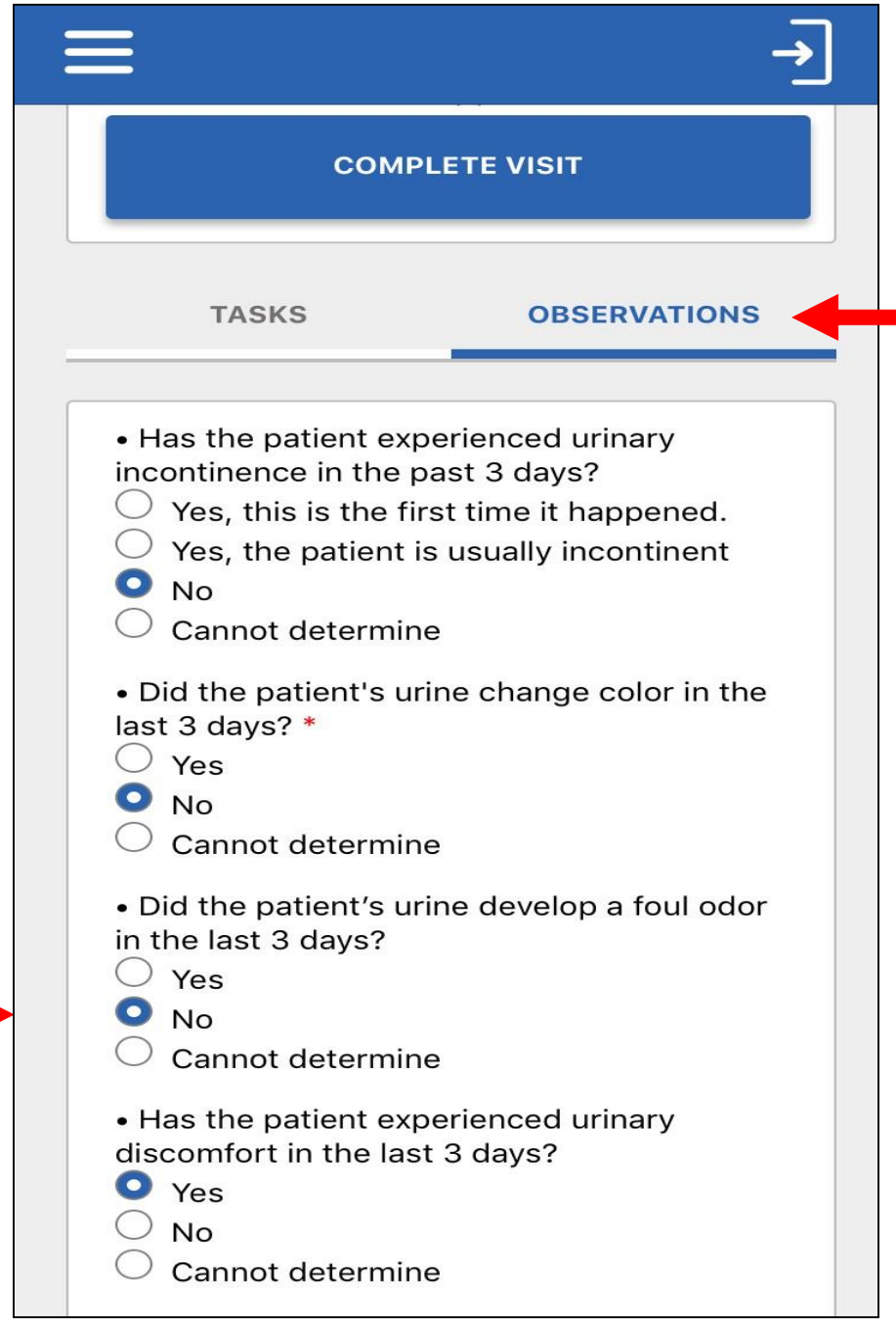


Answering Observations

14 Observation questions must be answered for each shift.

Tap on **OBSERVATIONS** tab

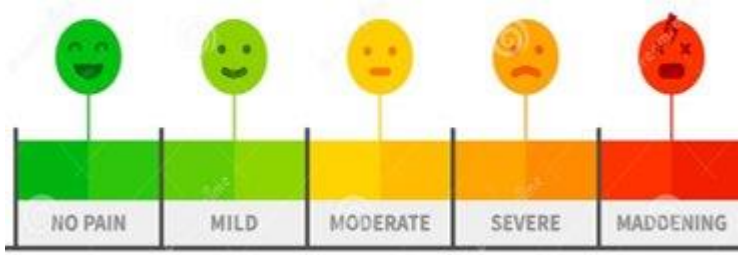
Tap on the circle or on the text to select an answer.



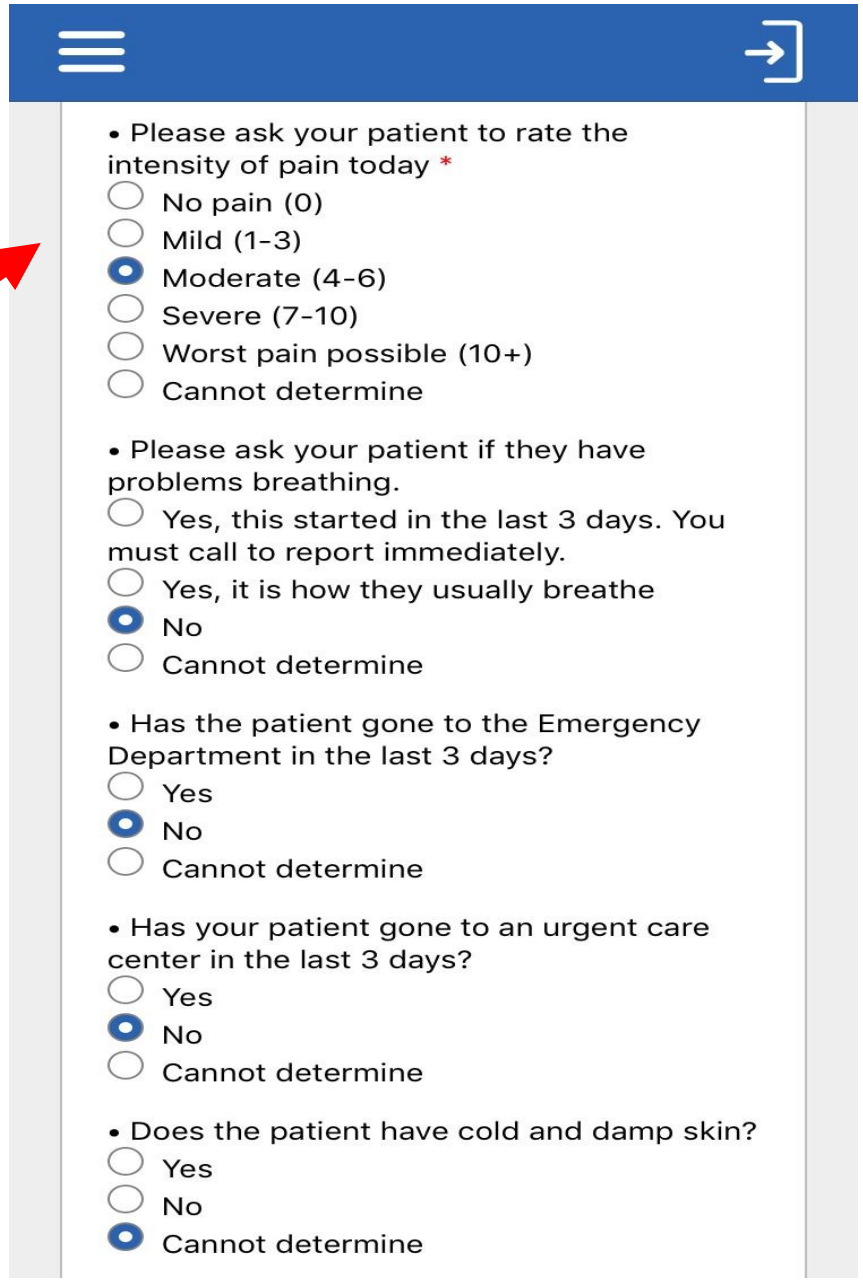
OBSERVATIONS

Continues….

Tap on the circle or on the text to select an answer.



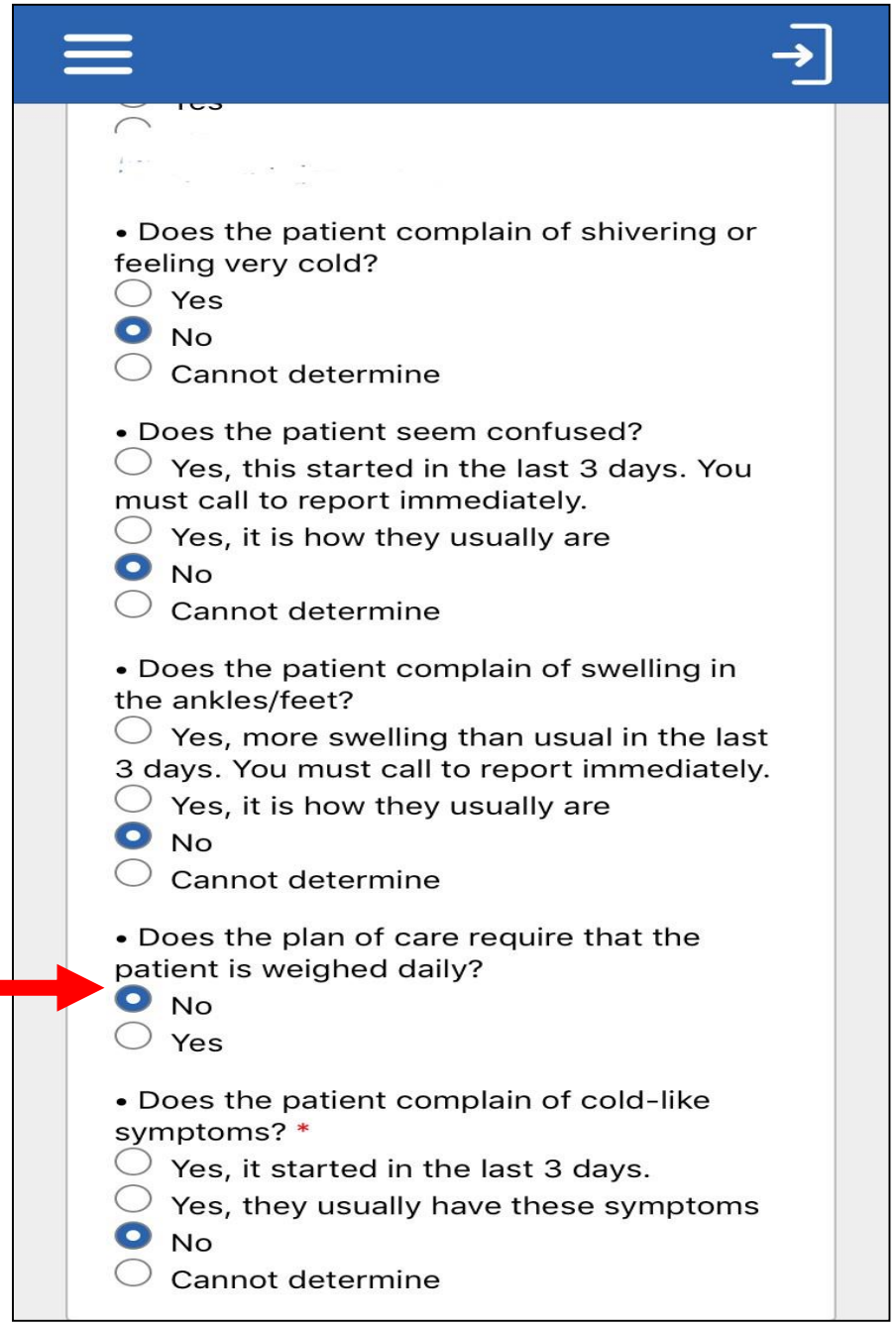
Pain Scale



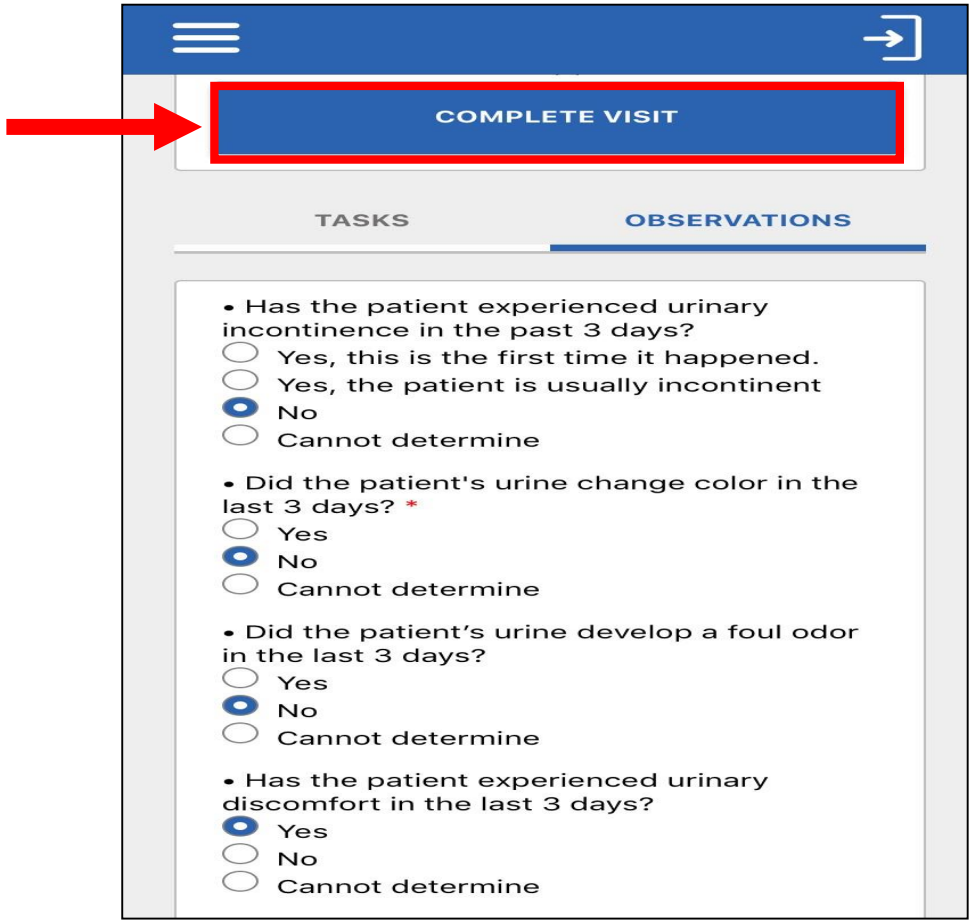
OBSERVATIONS

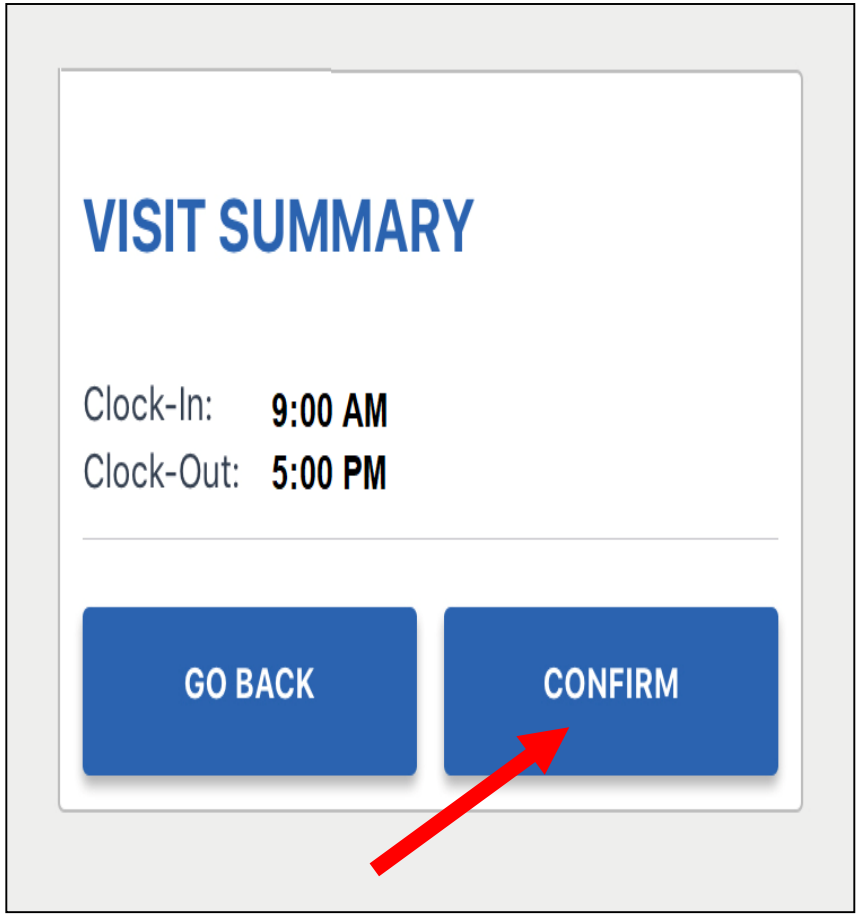
Continues….

Tap on the circle or on the text to select an answer.



Clocking Out

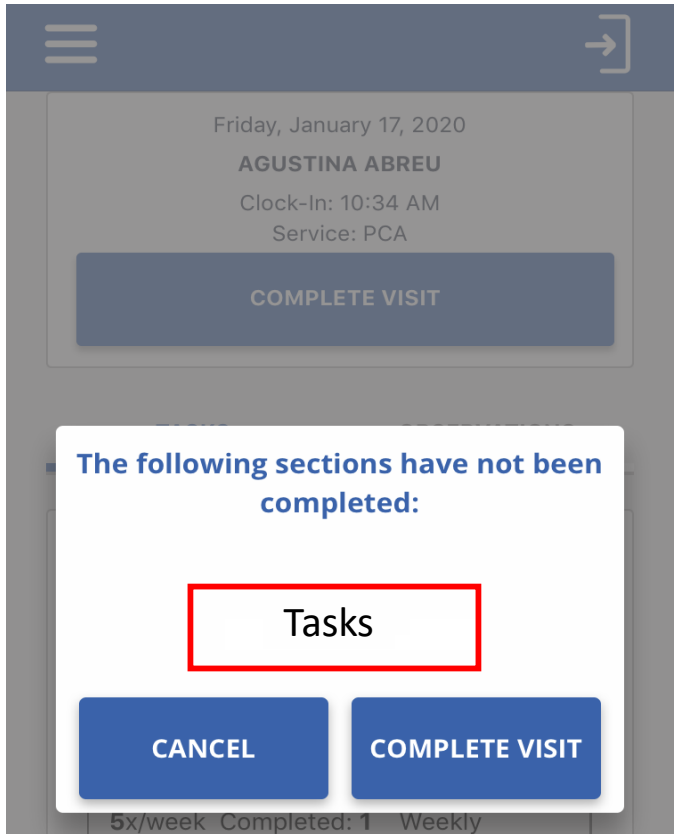


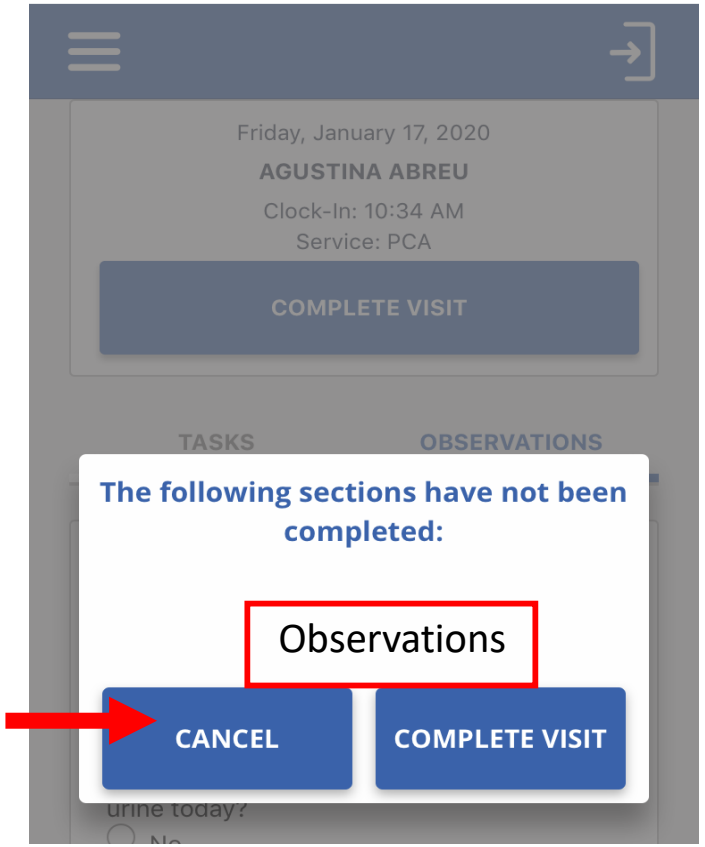


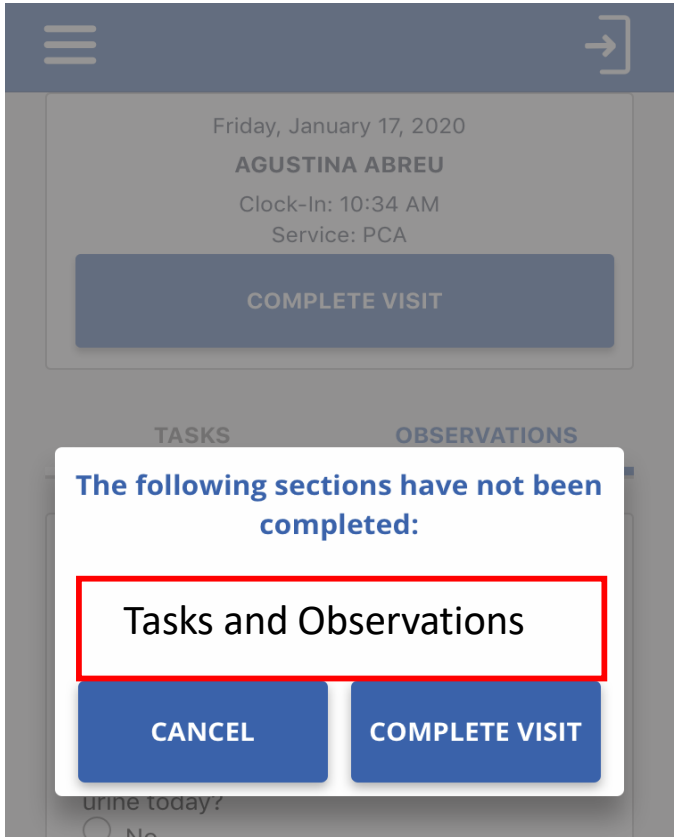
Tap Confirm to Clock Out.

Yikes – What Happened?

Failure to complete Tasks Statuses and/or Observations will result in notifications shown below and failure to clock out. Tap **Cancel** and complete Tasks or Observations.

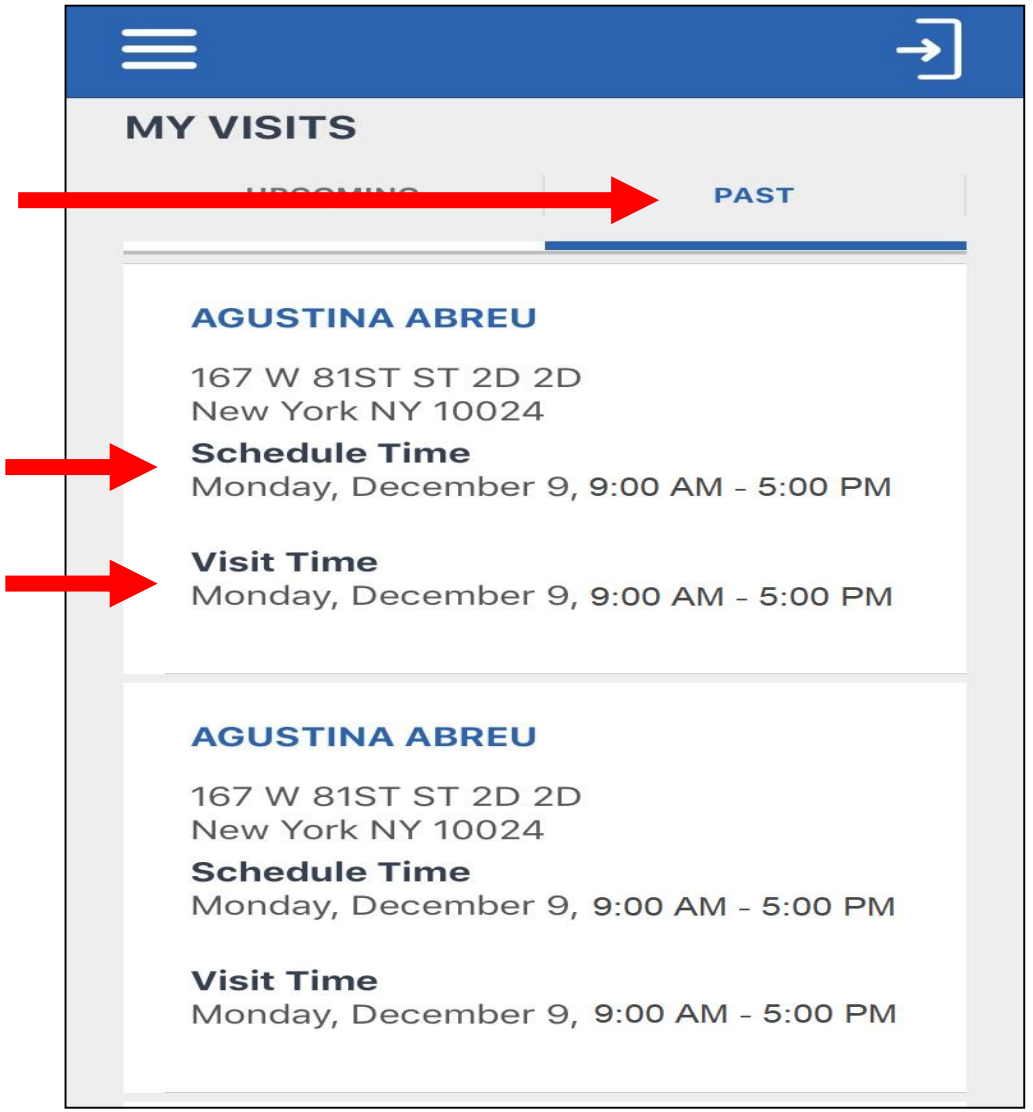






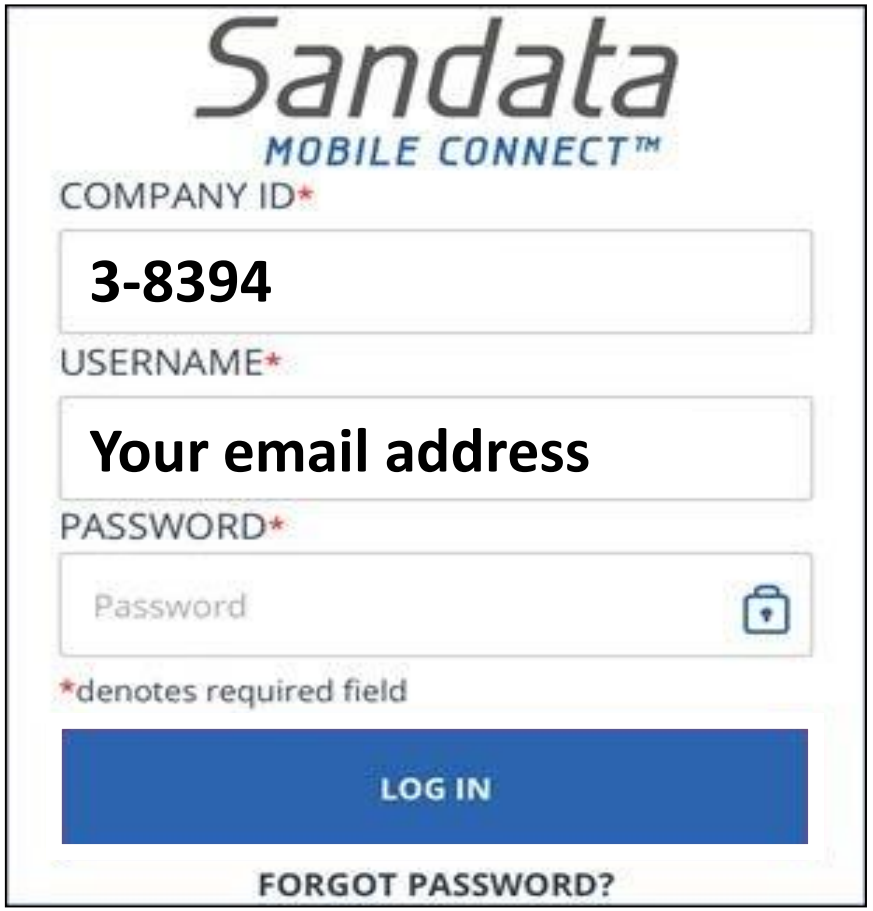
18

PAST VISITS tab shows shifts visited during the last 24 hours.



Signing Out

Tap on the arrow on upper right corner
Tap on SIGN OUT



You will return to the login prompt

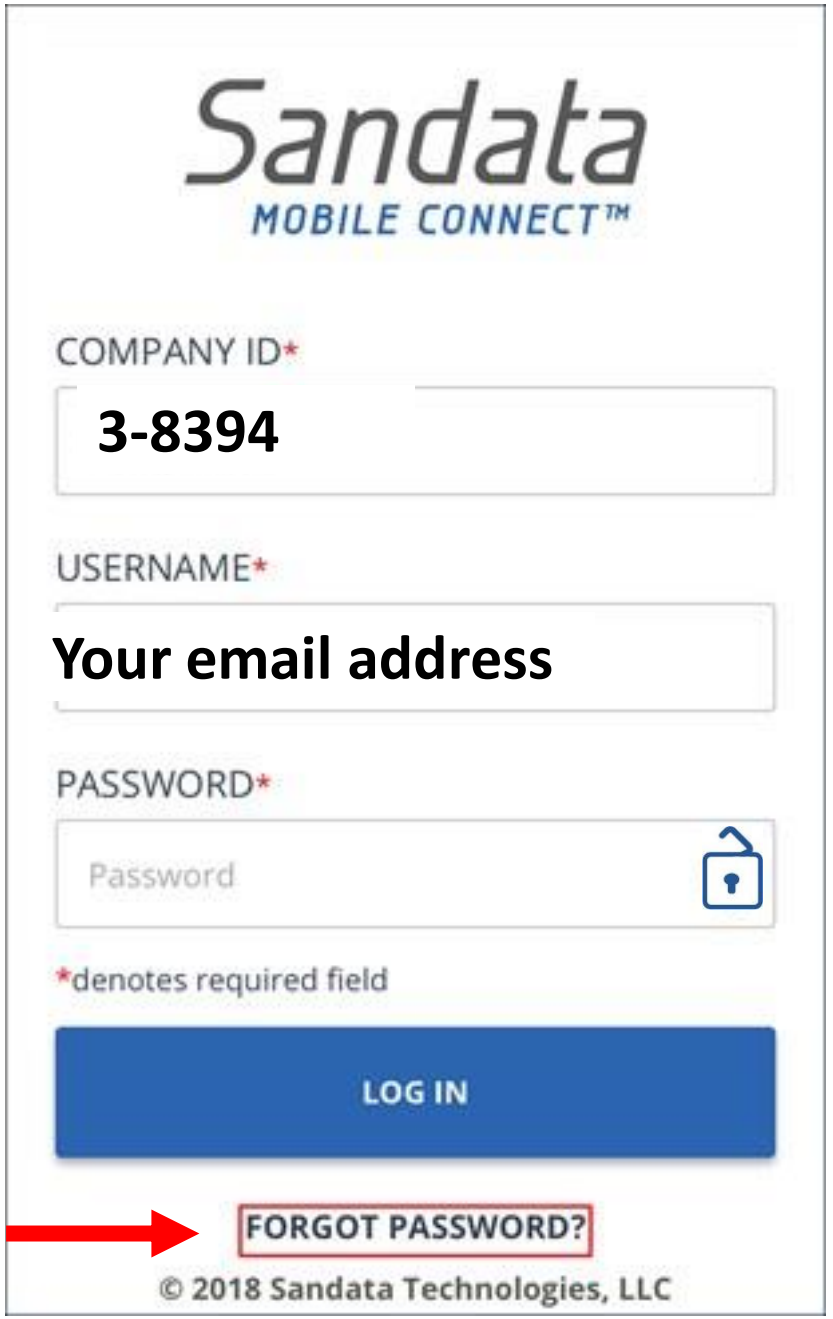
Let’s Try It!

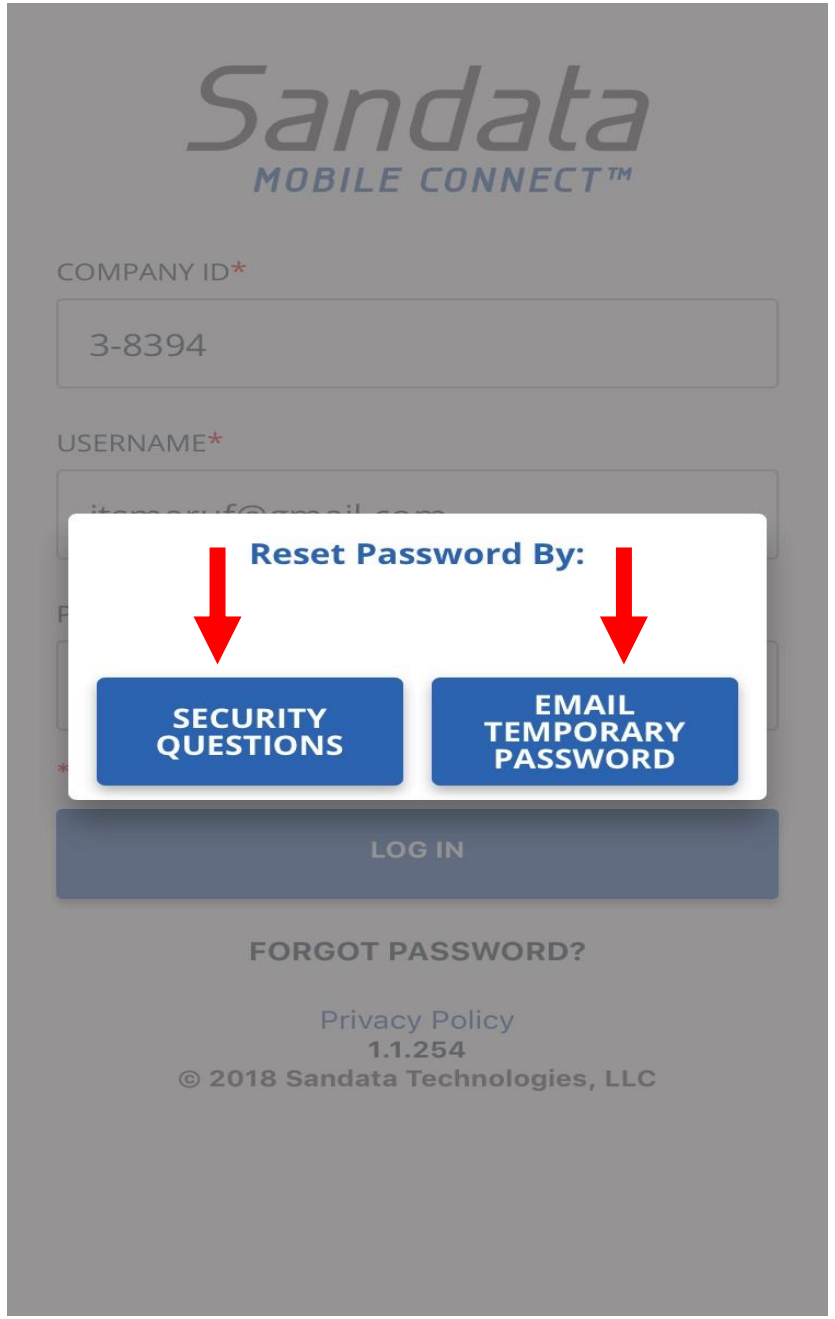
1. Log in
2. Start a visit (Clock In) and then press phone power button to lock phone
3. Have users Add Tasks for codes no. 0030, 0035, 0910, 0911.
4. Answer the Observation Questions
5. Log out

FORGOT PASSWORD

Resetting your password is very simple

Tap on FORGOT PASSWORD





Create your Password: Example: Care1234567!

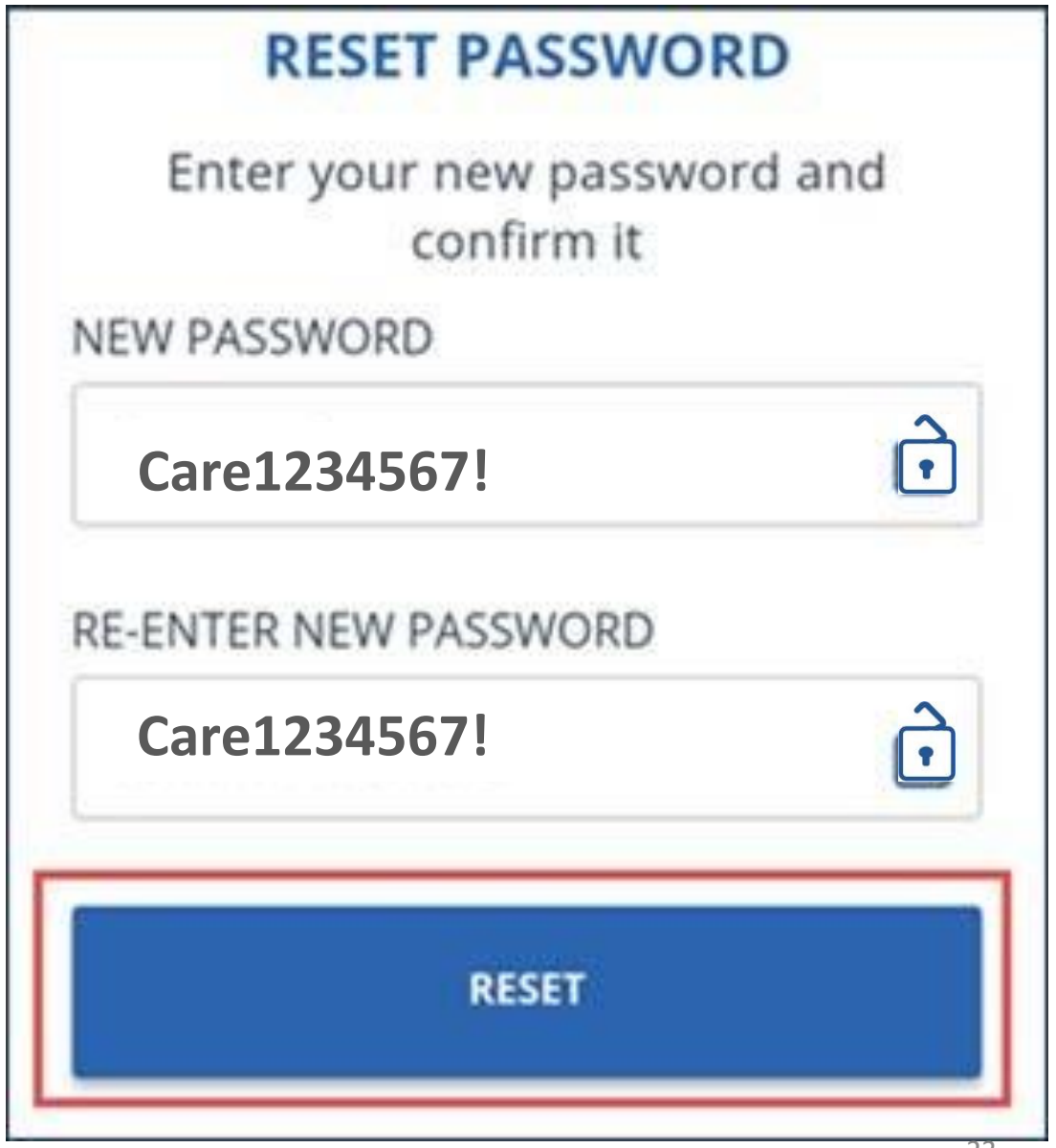
Your password must have at least:

- Twelve characters.
- One upper case letter.
- One lower case letter.
- One number.
- One of these symbols (@#$%&!).

Your password cannot:

- Contain any space
- Contain 3 consecutive letters from your email which is your user name.
- Be the last 24 passwords used.

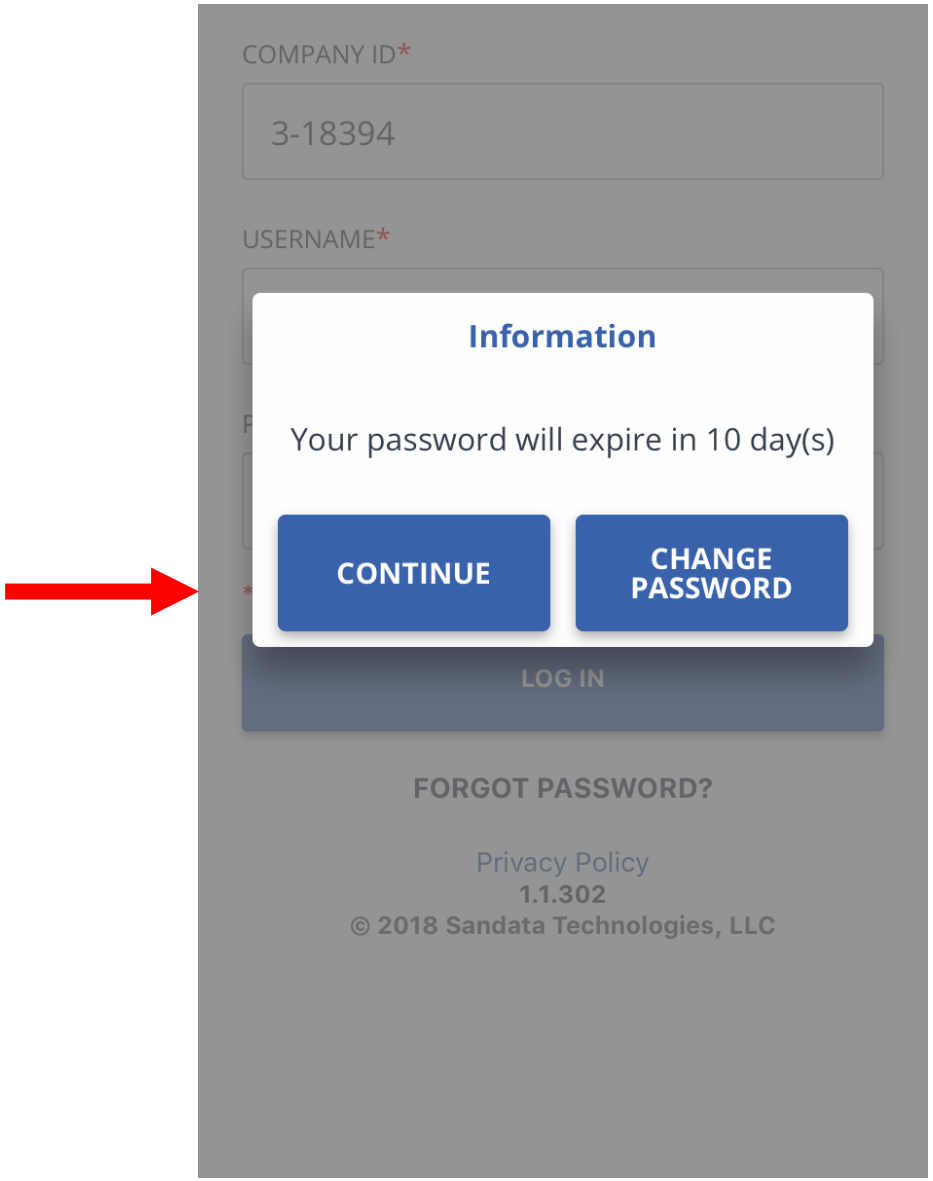
Your password will expire every 6 months.



Your Password Expires Every Six Months

Sandata will notify you 10 days before your password will expire

1. Tap on “**Change Password**”
2. Type current password
3. Type new password
4. Confirm new password
5. Tap on Reset



Questions?

Unmute and speak up

OR

Send questions in CHAT!

WHAT IS CARECONNECT?

FEATURES and BENEFITS

CareConnect is a free App that will help **YOU book** shifts, faster and easier!

VNSNY and other Home Care Agencies are using this process

Receive shift notifications based on your preferences

Accept or decline shifts

When We're Done

Today's CareConnect Objectives Include:

- Preferences Tab
- Shift Tab
- Activity Tab
- Shift Invitation

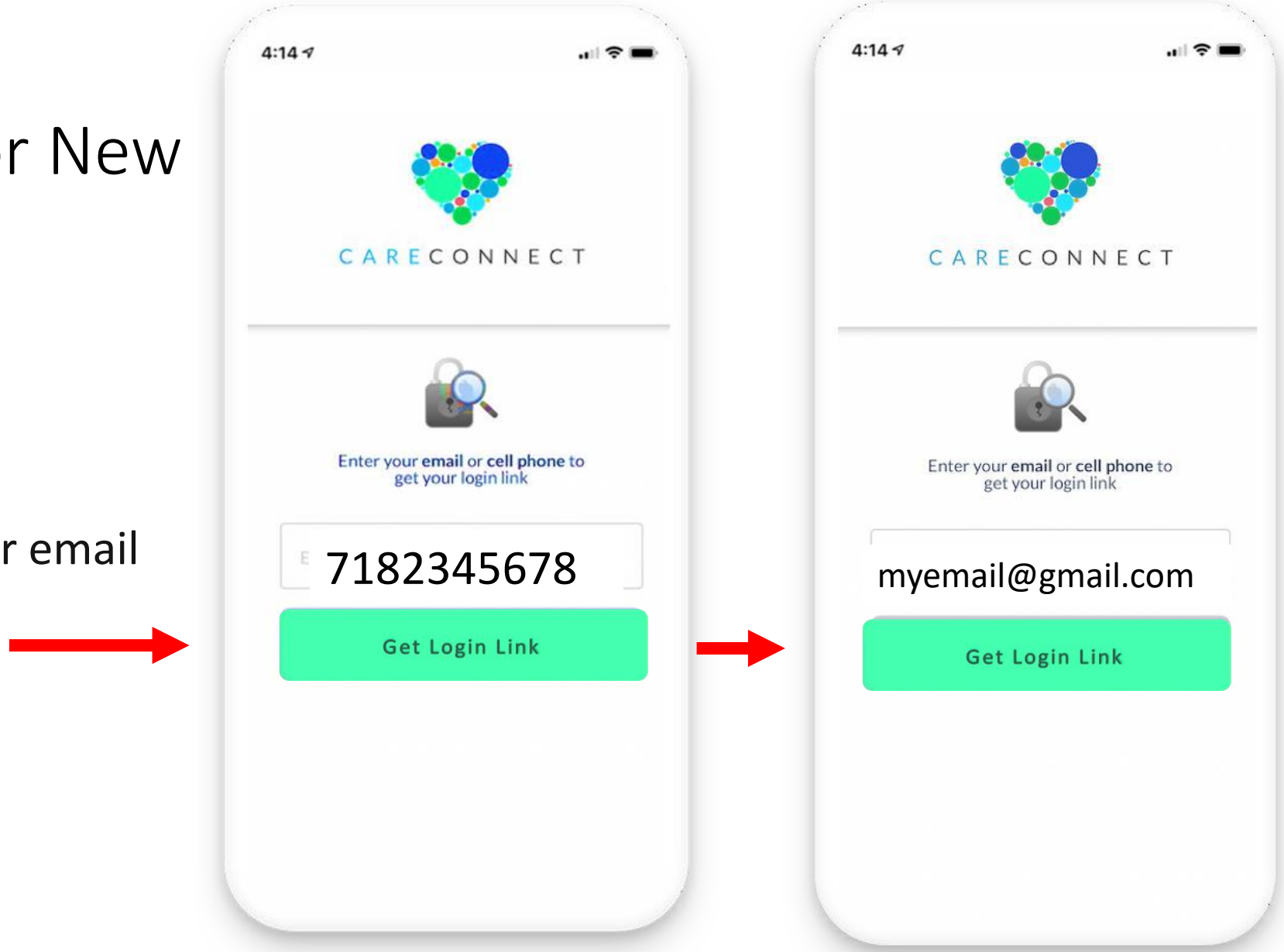
✓Accept a Shift
✓Decline a shift
✓Assigned shift
✓Shift Status

Forgot Password or New Phone

1. Download the App

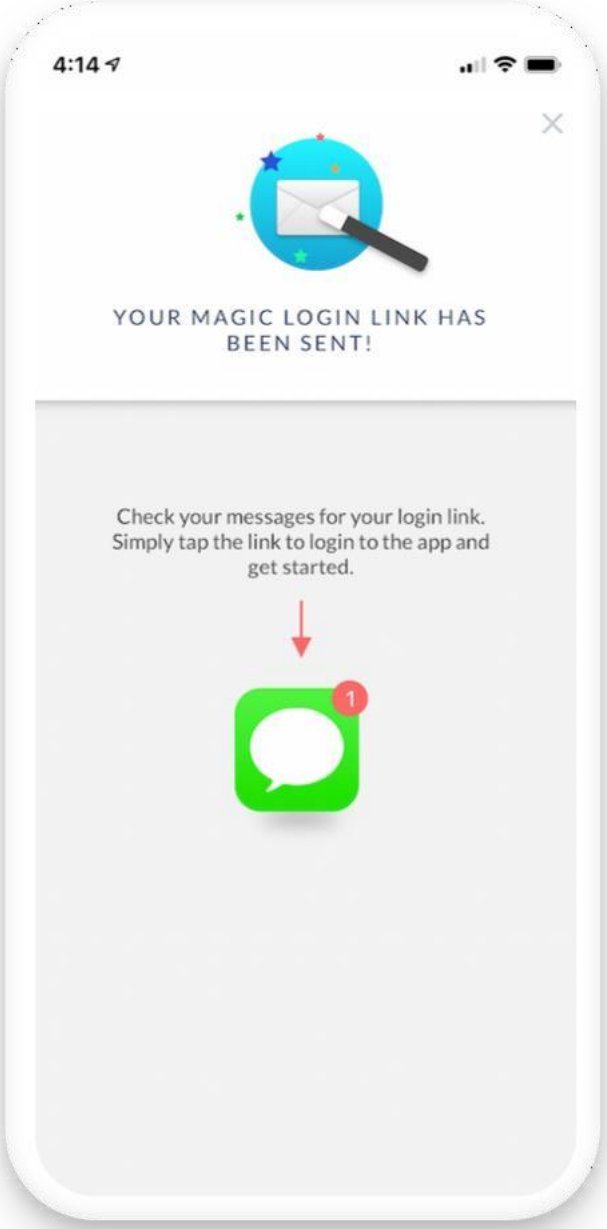
2. Enter your cell number or email

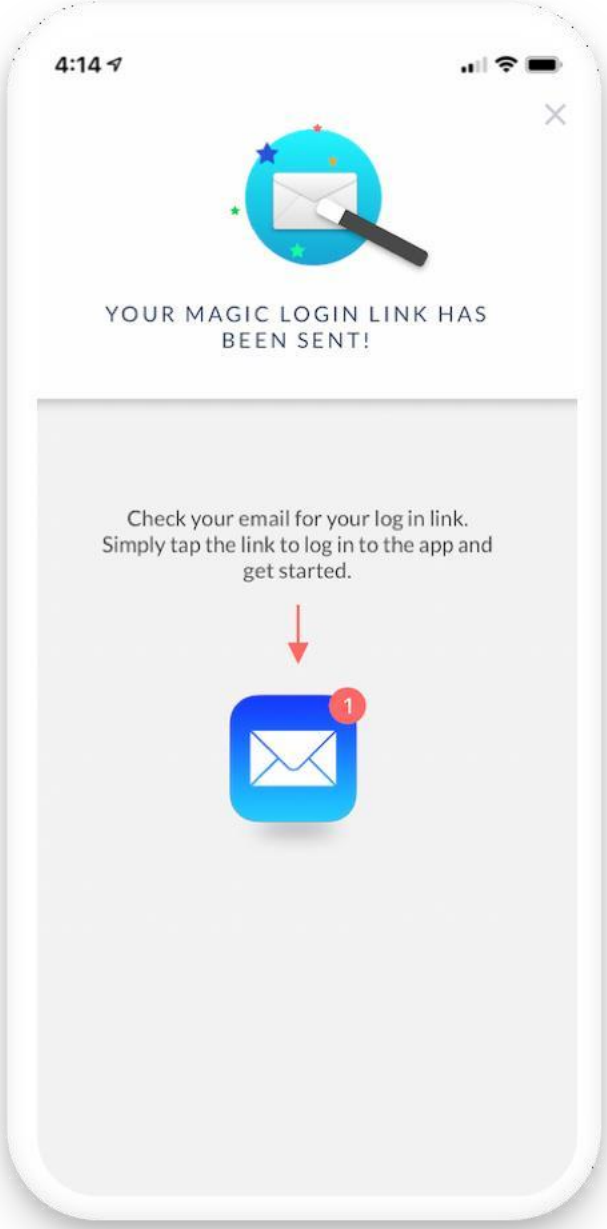
Tap on **Get Login Link**



LOGIN LINK NOTIFICATION

Tap on message or email picture



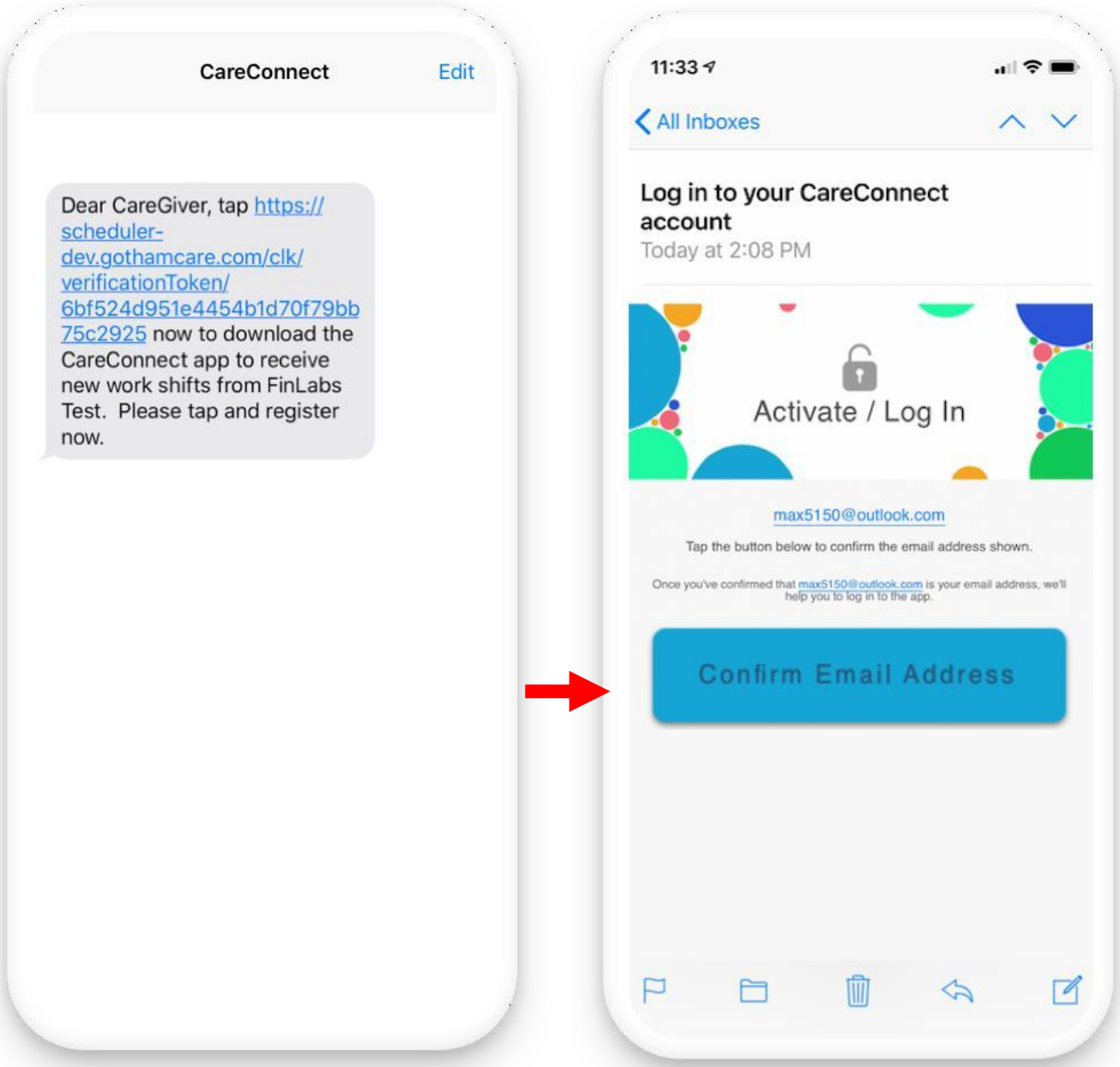


CONFIRMATION LINK

Tap on blue link

Or

Tap on Confirm Email Address

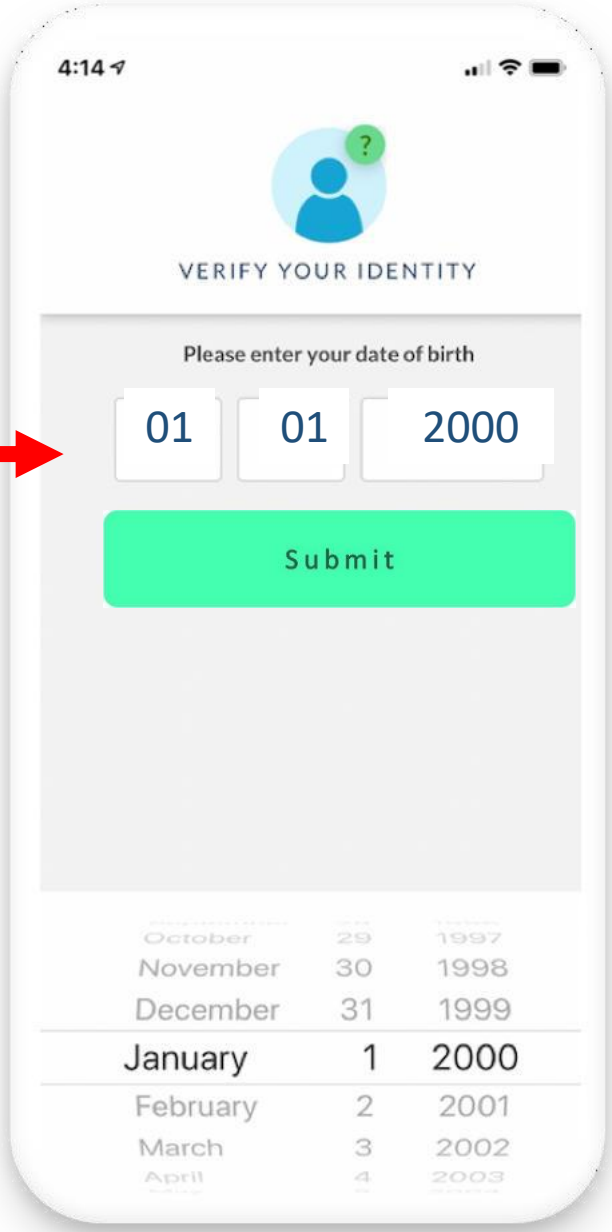


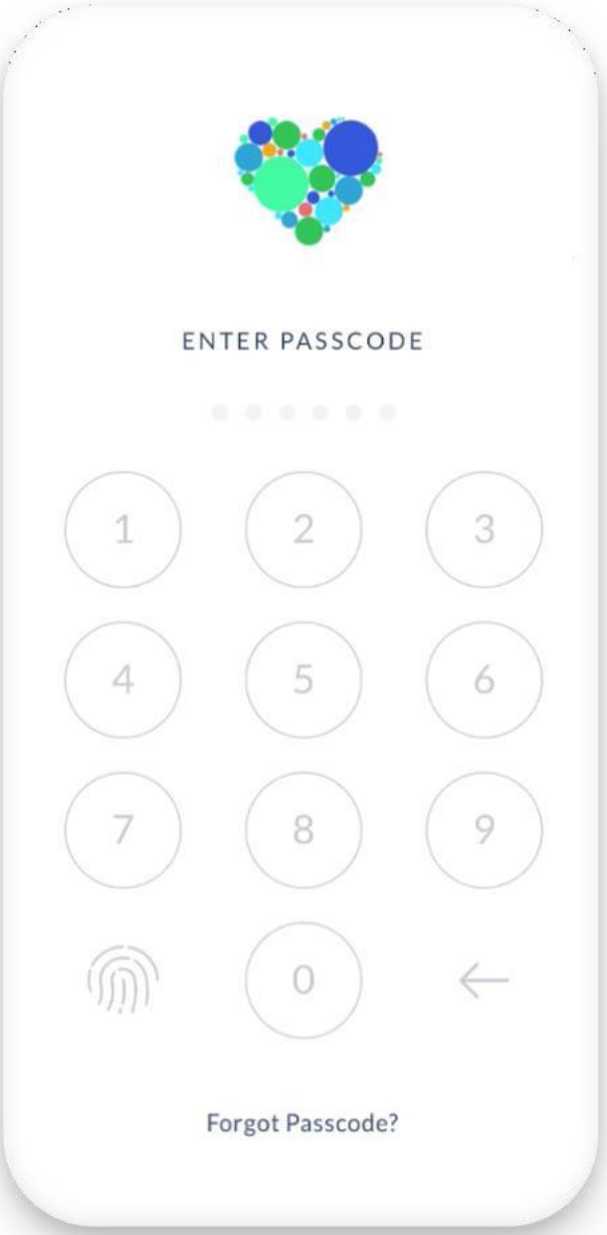
VERIFY YOUR IDENTITY

Enter your birthday
Tap on Submit

Create a six-digit passcode

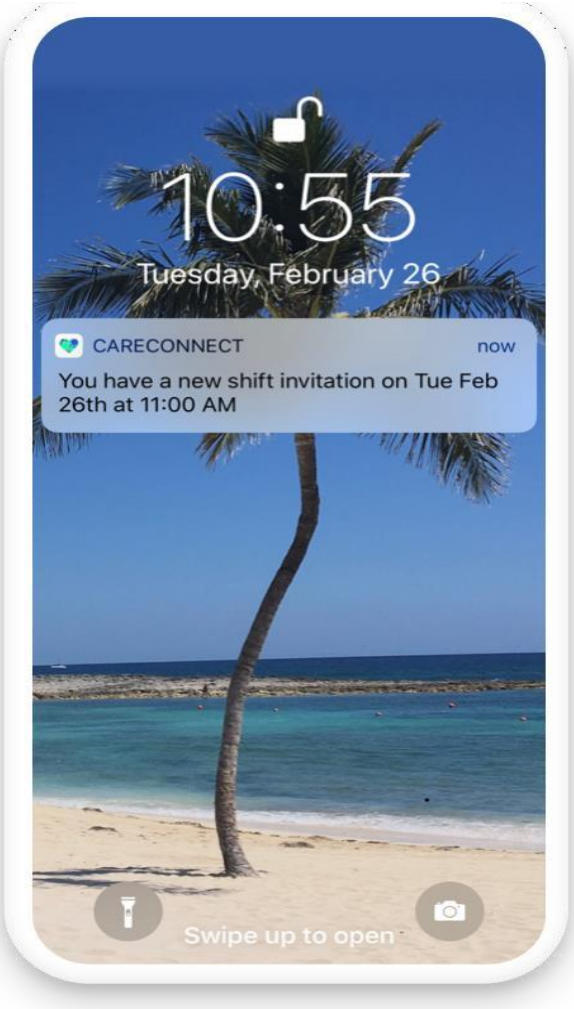
Passcode example:
123456
111111
222222



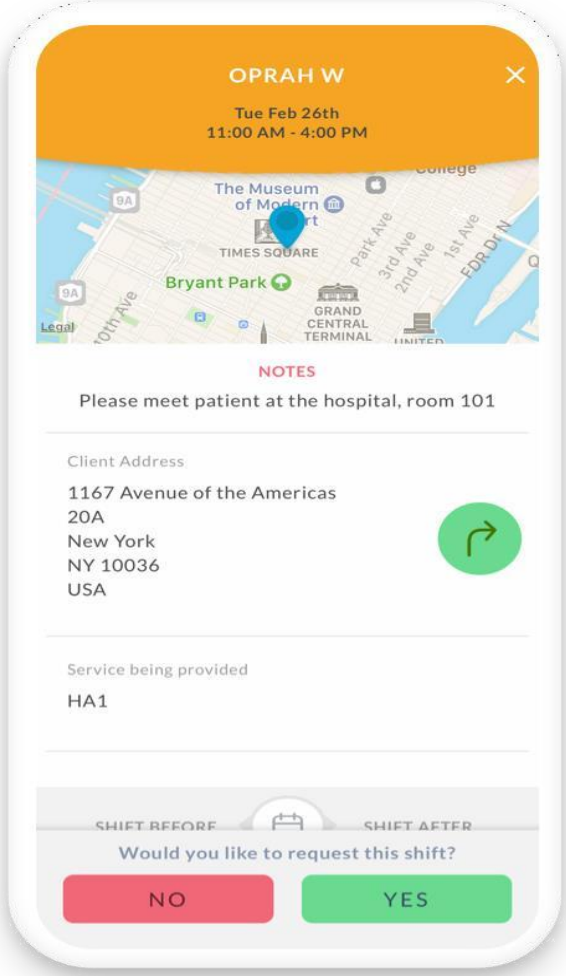


Accepting an Invitation

- You will receive a notification on your phone
- Tap on the Invitation notification



- A detail screen will appear
- Tap yes or no

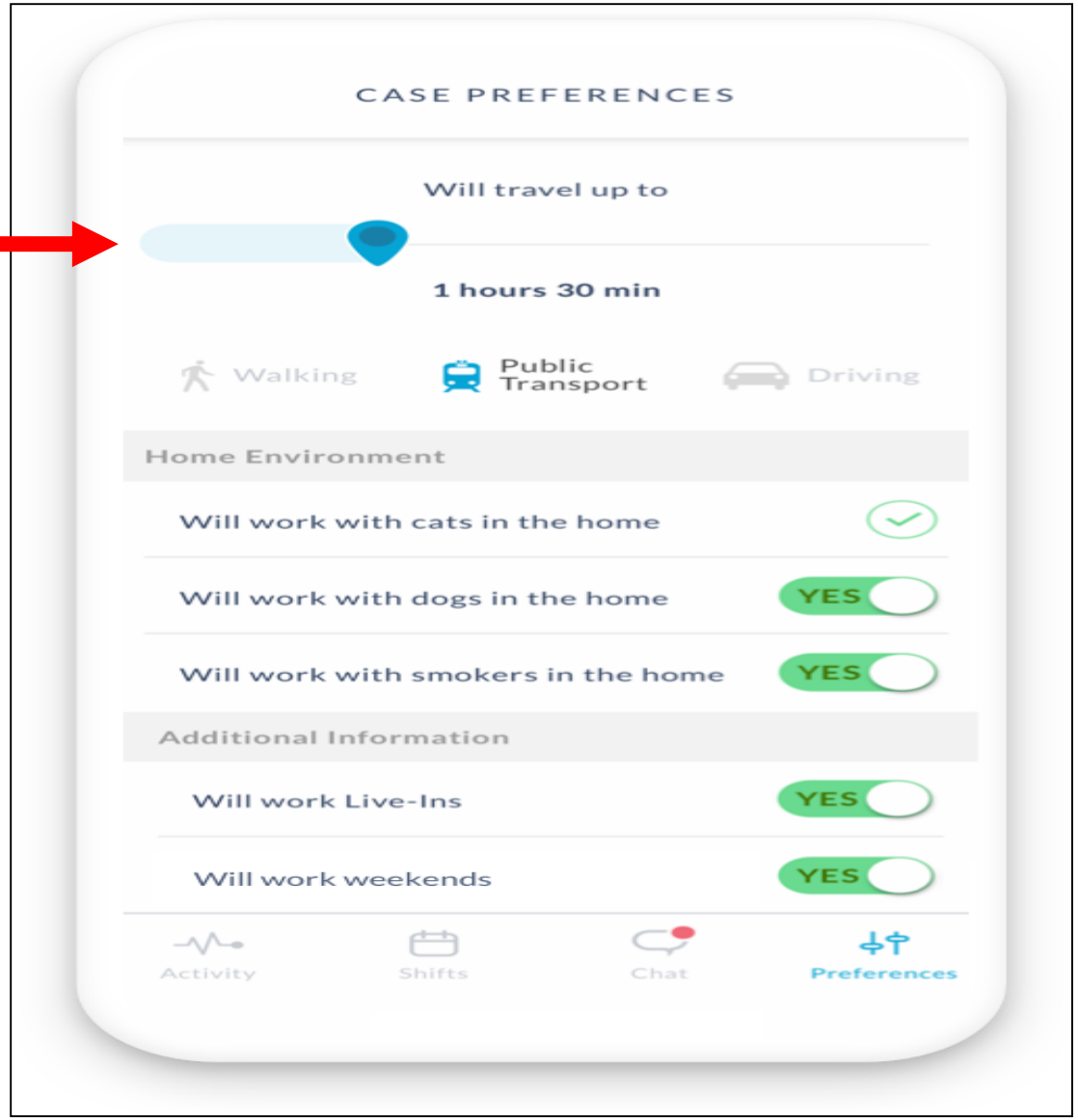


Preferences Tab

Tap and drag to set your travel time

To change your preferences, tap once for **Yes**, tap again for **No**:

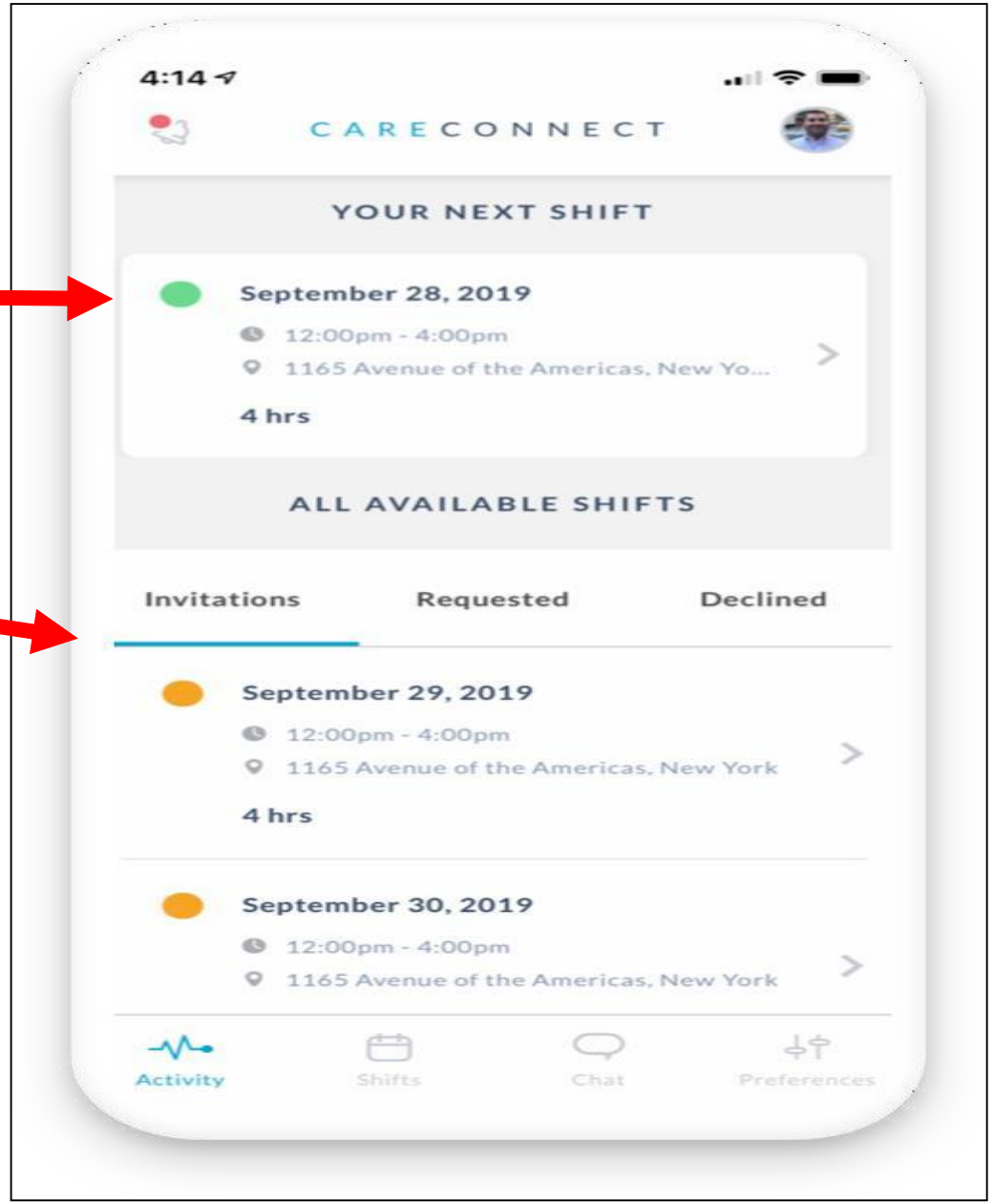
Tap Save to save your changes



Activities Menu

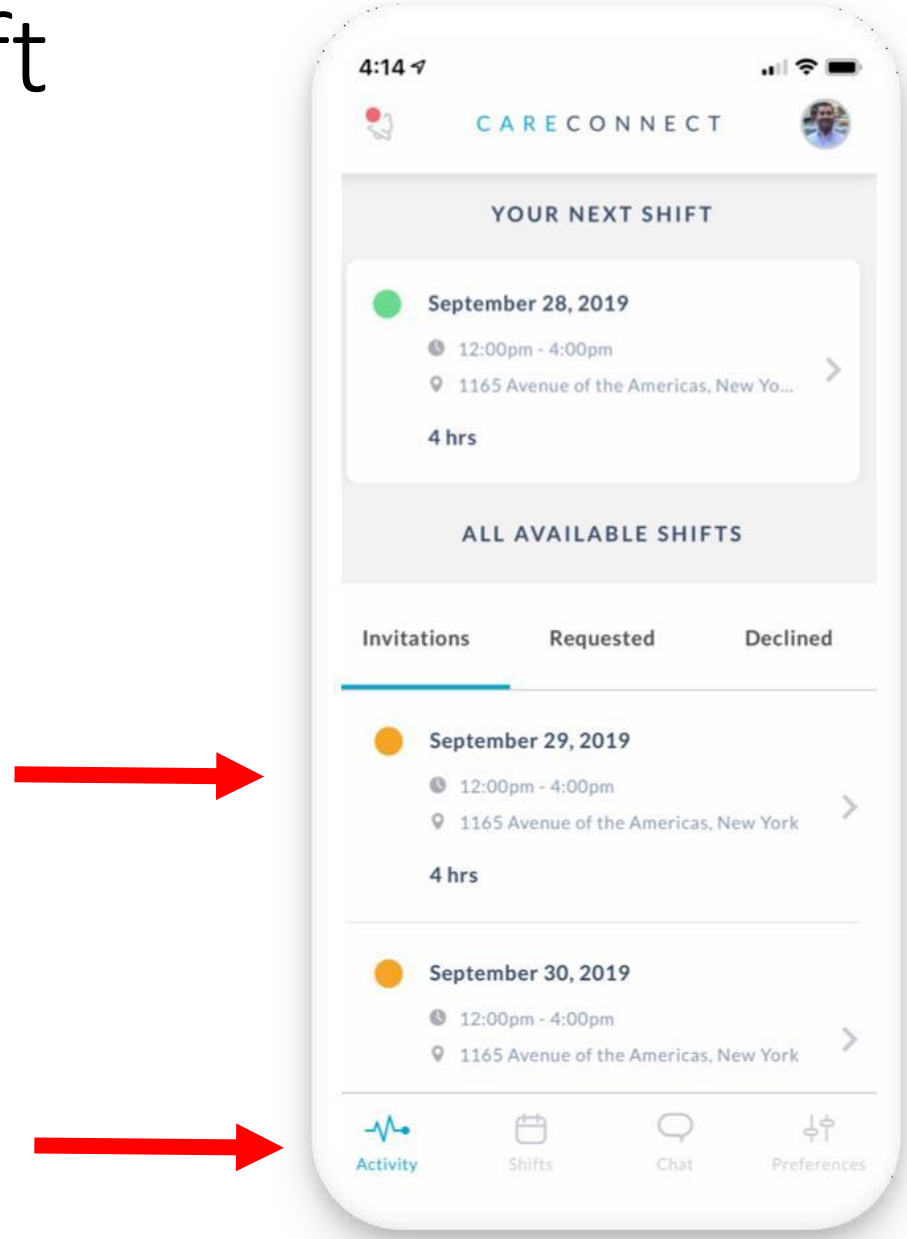
Your Next Shift

Shift Invitations



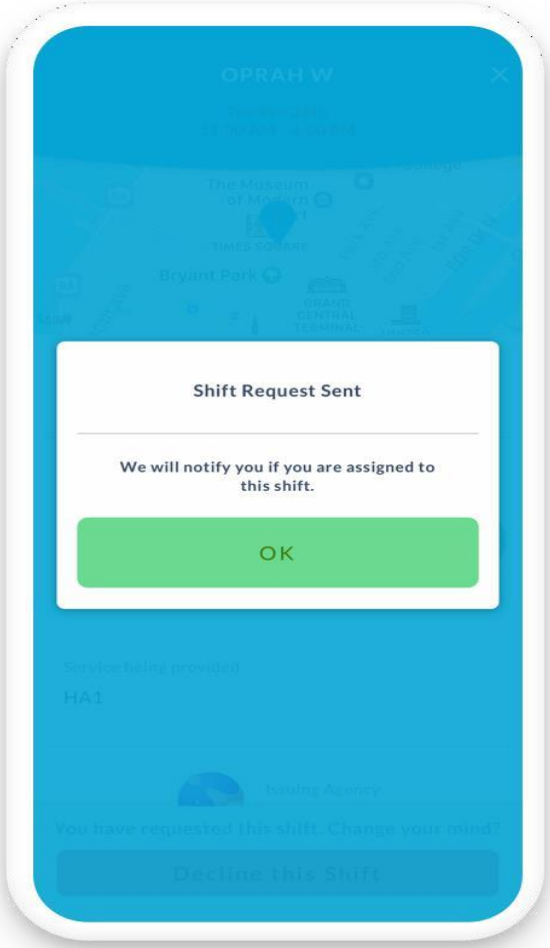
Accept or Decline a Shift

- On the lower half of the **Activity** Menu – Invitations Tab
- Tap on the invitation to request that shift or not.

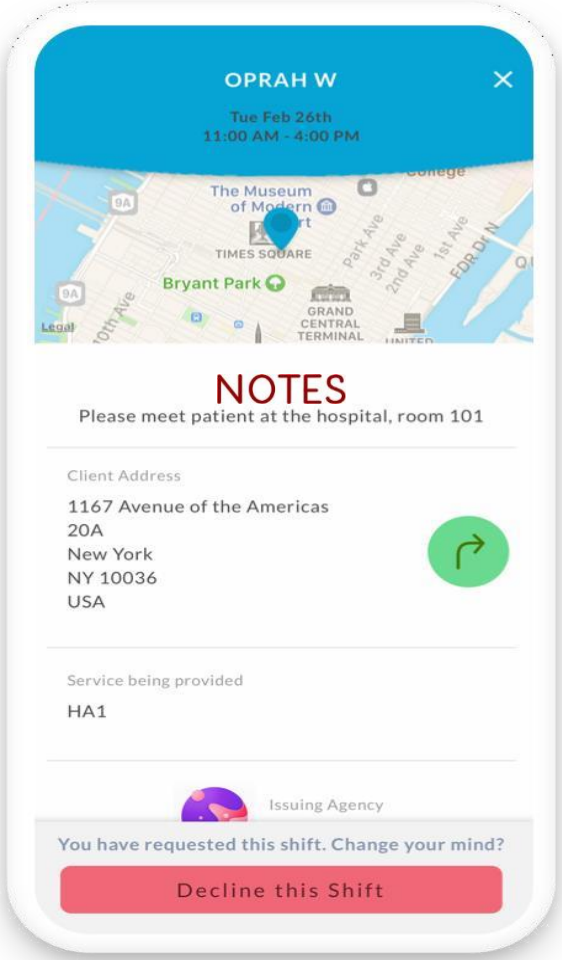


Shift Request Sent

- You will receive a notification on your phone
- Tap OK



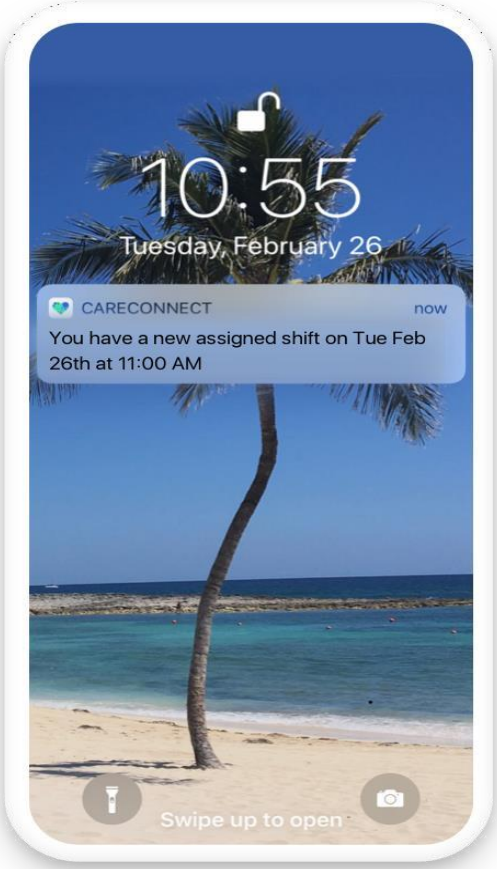
- Once received important notes will display
- You may also decline



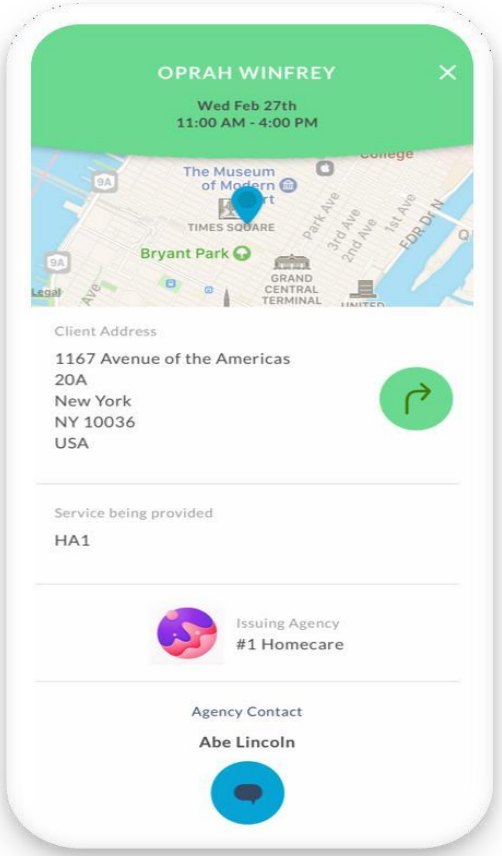
Shift Assignments

Once assigned you will receive a **Assigned** Shift Notification

Tap on the notification

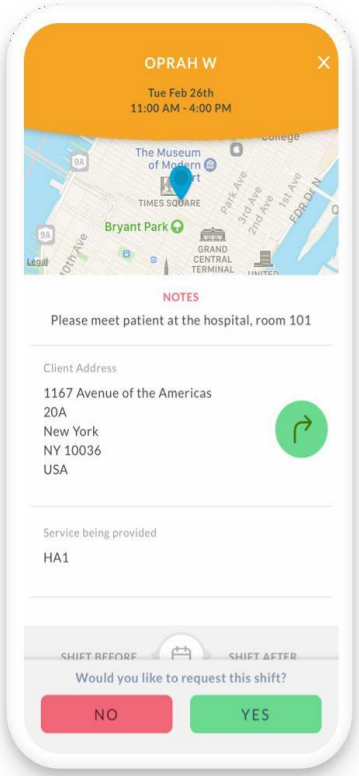


You will see the shift assignment identified in green.

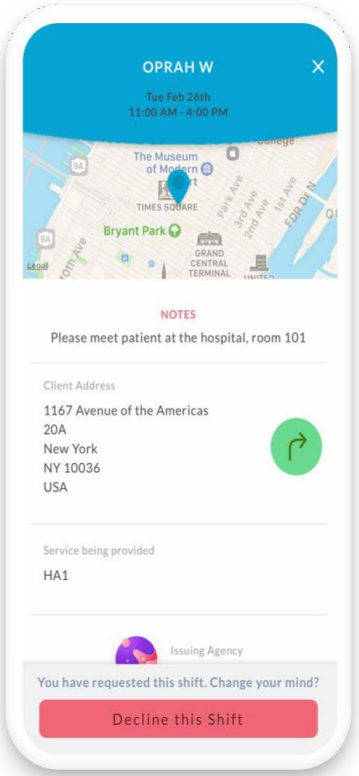


Shift Status By Color

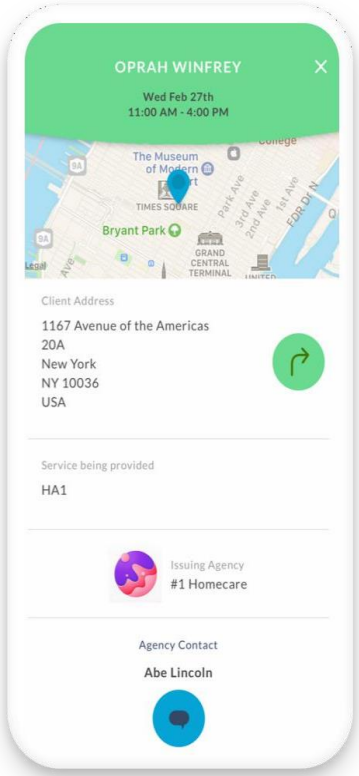
INVITED



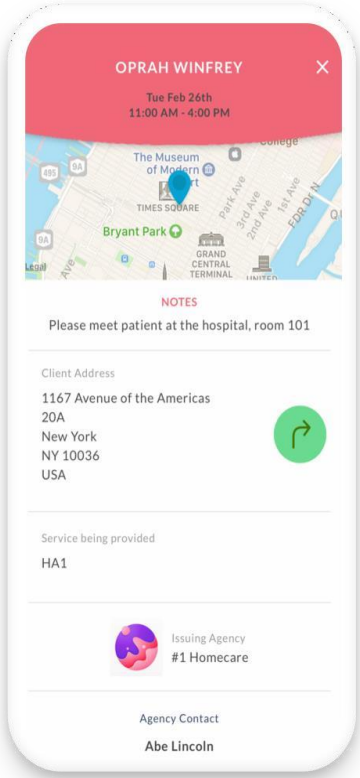
REQUESTED



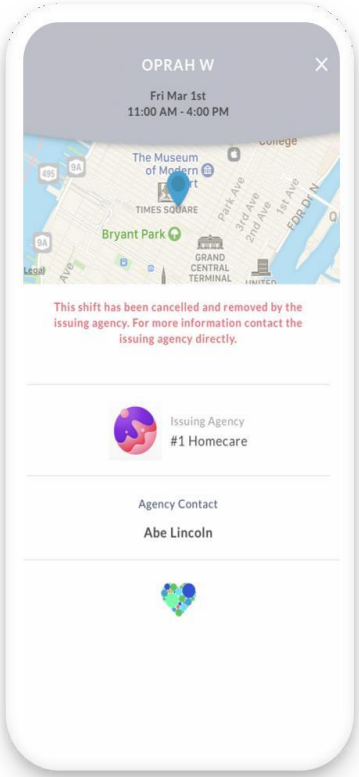
A$$IGNED



DECLINED

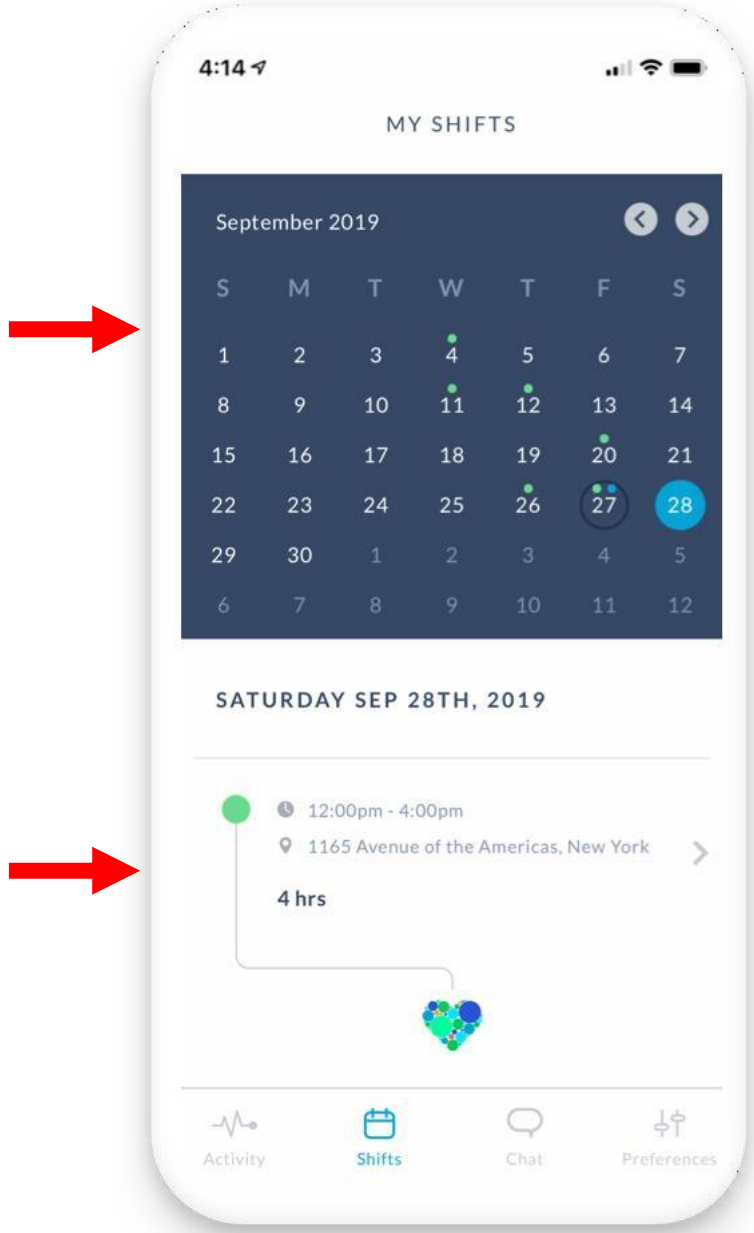


NOT AVAILABLE



Shifts Display

- Assigned shifts show in green dots
- Requested shifts show in blue dots
- Click any date to see shift details.

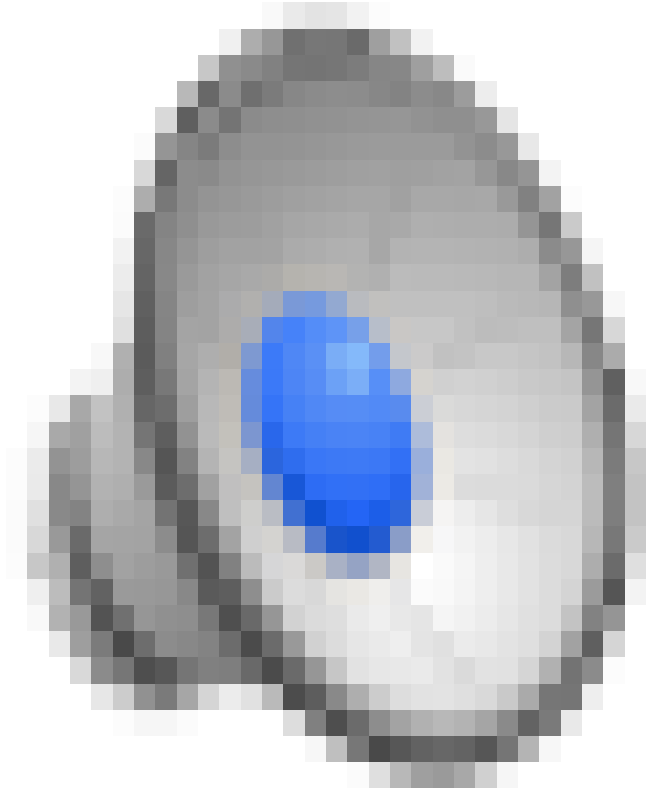


Let’s Try It!

1. Log in to CareConnect
2. Set Preferences
3. Log out

You are now set and you will be able to try the rest once you start receiving invitations for shifts from the supervisors based on how you set your preferences.

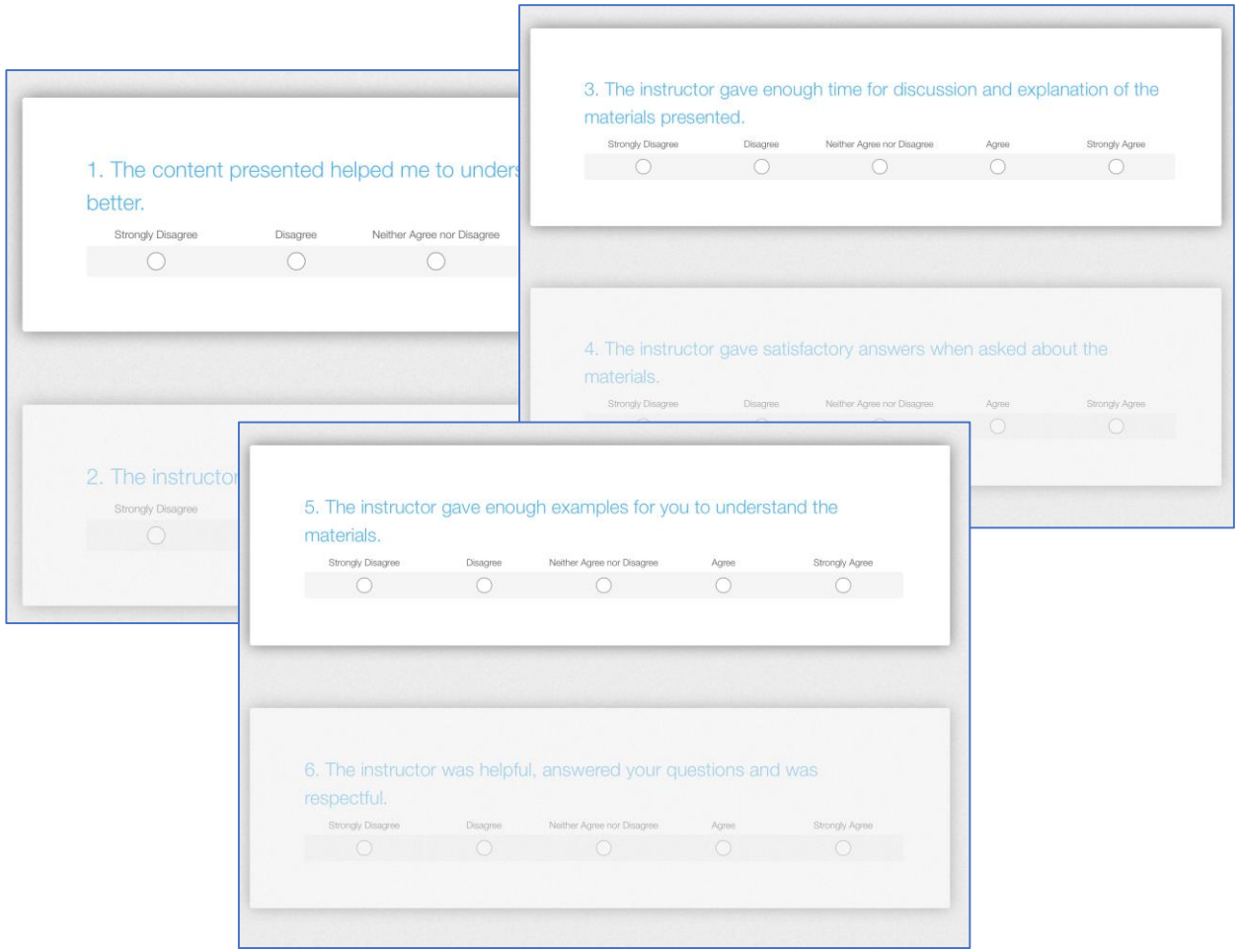
One More Thing…



Survey About the training coming via Text!

https://www.surveymonkey.com/r/WBDD5GY

7 Questions and your name, employee ID, your title, and today's date!



Questions?

Unmute and speak up

OR

Send questions in CHAT!

Support

Email: appsupport@vnsny.org

App Support: (212) 609-7600 *2