

VI. Digital Signatures and Signature Fonts

The Active System logs you on automatically by default, but a Computer Certified Dietary Manager can set all users up with a logon password, a digital signature and a signature font.



A digital signature is a picture of your actual signature that is stored on a secured server and can only be accessed by you when you are logged on to the system. A signature font is a miniature version of your signature stored in the size of one letter in a special font that can only be accessed by you when you are signed on. The signature font system allows more than one person to sign the same document. This is useful during Quality Assurance or Resident Focus Meetings.

The security, storage and maintenance of a password and digital signature system requires an in house individual with a high level of computer skills. This, of course, would be your Computer Certified Dietary Manager.



**Computer
Certified
Dietary
Manager**

CC-DM



www.ahpg.net

What is a Computer Certified Dietary Manager ?

A computer certified dietary manager is a certified dietary manager (CDM) that has also been completely certified in computer operations, computer trouble shooting, backup systems and has been thoroughly trained in the ***comprehensive use of the Active System***. A CC-DM has successfully passed the competency exam which demonstrates a thorough knowledge of computer operations, Networking, Intranet, Internet, DOS, Windows, Software Installation and Maintenance, Printing, Backup and Restore Systems. They have also demonstrated the ability to use each and every function and feature of the Active System.

What Can a CC-DM Do for Your Facility ?

A CC-DM can use the Active System to its fullest potential in order to provide your Residents with the Maximum in Quality and Service while remaining within Budget. This involves Dynamic Menu Management, Color Coded Icon and Pictorial Tray Cards, Select Menus, Display Menus, Designer Table Tents, Special Event Flyers, Resident Photos and Albums, Personalized Diet Handouts and much more. In addition, your Dietary Manager will become a valuable source of organized, current and accurate information and reports that your Nursing, Activities, Social Service and Rehab Therapy staff can use and rely on. These include meal and nourishment intake recording and reporting, Medical Records Scanning, Skin Reports, Input and Output Records, Weight Reports, Weight Variance Reports, Interdisciplinary Care Plans, Care Plan Scheduling, MDS Transmission Data Sharing for use in clinical assessments. Your CC-DM will be able to troubleshoot all the computer problems within your facility. They can do minor computer diagnostics and repairs, install memory, hard drives, modems, network cards, drivers, printers and cartridges. They are well trained in all internet connection and support functions, as well as web based functions such as website development and design. Your CC-DM will become a valuable asset to your facility. They have the technical knowledge to keep you up and running, while making complete use of the Active System to provide your Residents with the best care and service and to provide your staff with the accurate information they need while documenting all activities, interventions and follow-up in the individual medical records.

Imagine having access to the physician orders, ADL Sheets, Advanced Directives, Labs etc through the facility computer network rather than having to go get the medical chart each time you wanted this information. Imagine having a completely digital copy of all your medical charts in storage and on your computer network rather than having to lug file boxes in an out of roach infested trailers. All this can be setup, facilitated, inserviced and maintained by your Computer Certified Dietary Manager.

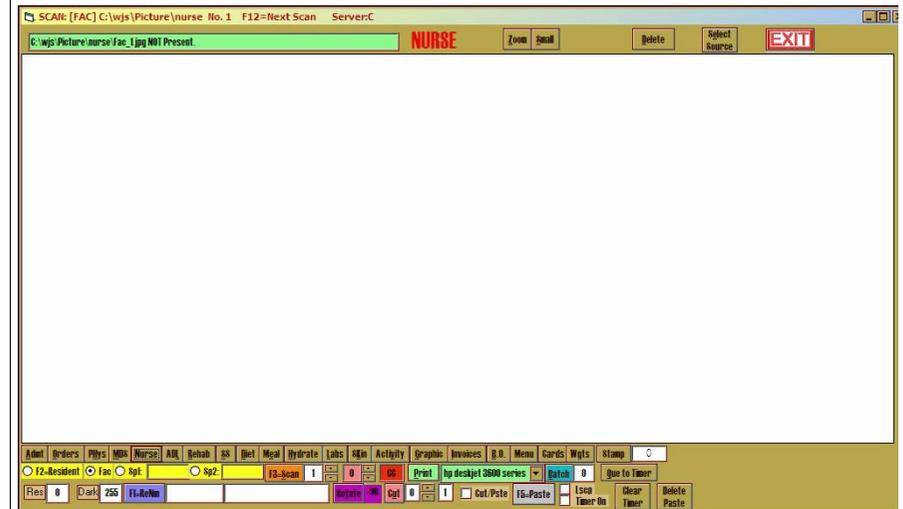


Fig 10. Medical Records Scanning Program

As you can see, a Computer Certified Dietary Manager can be a valuable asset to your interdisciplinary team. There are many other exciting opportunities for enhancing the care and service your Care Team through the skill and assistance of a technically qualified team member that can put the Active System to work. These are covered by the training manuals that are available on the website (www.ahpg.net). It's time for Us to get computers to work FOR Us rather than Us working for computers. In order for this to happen, you are going to need a staff member that can work side by side with all the members of your interdisciplinary team and smooth out all the rough spots caused by computers. A well maintained computer system can be a vital asset to the operation of a busy facility and can ensure that legal and regulatory risks are minimized while dramatically improving care and

V. Install and Fill Out Your Own Forms

A Computer Certified Dietary Manager has the ability to scan any facility or corporate form into the Active System and have the Active System fill 50 to 100% of the form out automatically depending on the information it is asking for. Most of the clinical information needed to fill out most forms is already being collected by the Dietary Manager through the assessment and minor data input process. This allows the Dietary Manager and/or other staff members to fill out any other form that has been scanned into the system. Of course, the CC-DM would be more than qualified to do this for any form, and he or she would also be able to mark the areas of each form that can be filled out automatically. This is a wonderful feature for face sheets and for incidental reports involving various Quality Assurance projects.

The screenshot shows a web browser window displaying a form for '304A Girl, Model' with ID '1026'. The form contains the following sections:

- Indicate and describe any recent changes in diet or diet consistency:** The text 'Diet recently upgraded from Pureed to Mech Soft.' is entered.
- Indicate and describe any other contributing factors:** The text 'Resident is having taste changes.' is entered.
- Dietary recommendations. Indicate with an "X" all that apply:**
 - Monitor resident for 90 days in order to establish baseline information.
 - Monitor the following: Weight, Appetite, Labs, Skin Condition
 - Develop the following interventions: Monitor Weight Weekly

Fig9. Your Forms can be scanned into the Active System and Filled Out

The Active System also has a Medical Records Scanning and Filing program that will allow the Computer Certified Dietary Manager, or a trained staff member to scan all or parts of the medical record for each resident and maintain a digital copy of the record in the Active System which can be organized by resident and by various information categories and accessed by any authorized staff member through the fa-



In this day of high technology, every facility needs a computer expert. However, what you really need is a computer expert that can relate to your mission of caring for your residents. We process a great deal of information in our day to day operations. If this information is not processed efficiently and accurately, and properly documented, then we begin to encounter difficulties which lead to legal and regulatory problems. Therefore, we are relying more and more on computers to help us take care of our residents. The Active System is designed to help you and your staff to effectively process and document all the information needed to provide excellent care to your residents, and to thoroughly document that care. The system is very powerful and complex. Many people can use portions of the system to provide excellent service and support in many areas. However, an expert on the system can orchestrate and process all areas of the system in order to achieve a level of service and documentation that cannot be achieved without a

TRULY COMPUTERIZED OPERATION.

Your Computer Certified Dietary Manager will be able to provide excellent meal service with Dynamic Menus that can be changed daily in order to meet the needs and desires of your residents. High Quality Menu Items will be produced using illustrated and historical recipes that minimize cost while maximizing quality. The interface between the Active System and any Vendor will ensure the lowest cost for the highest quality of ingredients in menu items made from scratch and served with care at the proper temperatures. The computer system automatically monitors refrigerator, freezer, and steam table temperatures ! Alarms are in place to ensure compliance. Once the meals are served, meal consumption is monitored and recorded quickly and accurately with barcode scanners. The same bar codes are scanned to record nourishment acceptance and consumption. This information is processed and presented as needed by the Active System along with the weights, skin status, I/O's, medications, diagnoses and MDS information. This is all obtained through the routine clinical assessments

I. Dynamic Menu Management

Most Dietary Managers can use the Active System to print Menus, Spread Sheets and Display Daily Menus. However, it takes a thorough understanding of the Active System to input Menus, Menu Items and Spread Sheets. This extended use of the Active System will allow you to implement a Dynamic Menu system. In other words, you will not have to lock yourselves and your residents into a menu that can only be changed once or twice a year. Instead, you will be able to hold weekly or monthly meetings with your residents and immediately change the menus to accommodate their wishes. You won't even have to use a bit of white out. Simply re-spread and re-print the spread sheets and week-at-a-glance menus. This ability provides you with a tremendous tool to promote

F A S T	Milk	Milk
	Coffee	Coffee
	Margarine	Margarine
	Jelly	Jelly
	Salt* & Pepper	
<input type="button" value="F1-Spread"/> <input type="button" value="List"/> <input type="button" value="F5-UpDate Psh"/>		
Honey Baked Ham		Honey Baked Ham
50_Honey Baked Ham		Meat Potato Casserole
		Stuffed Cabbage
L U N C H	Combread	Combread
	Sherbet	Sherbet
	Iced Tea	Iced Tea
	Margarine	Margarine
	Salt* & Pepper	Salt* & Pepper
	Sugar	Sugar

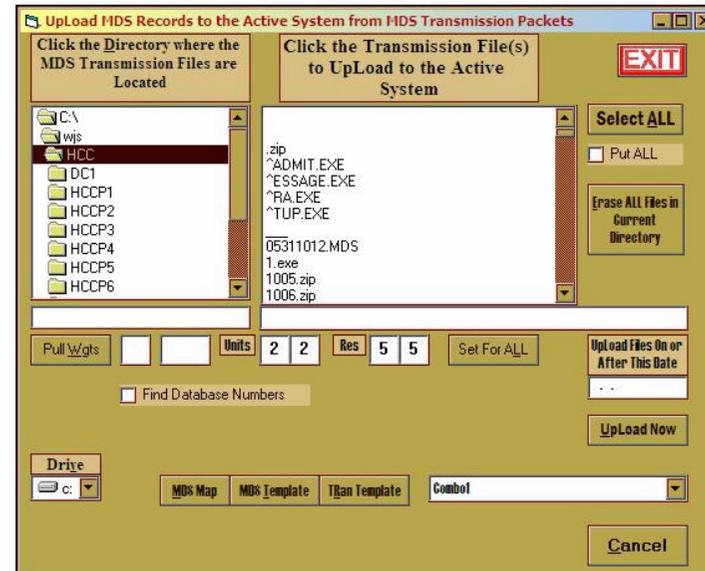
resident satisfaction.

Fig1. Changing Menus is Easy and Direct

The Active System provides a wide variety of borders, banners, and watermarks to make your Display Menus fancy and festive. A Computer Certified Dietary Manager will be able to use these features to their fullest extent, as well as add new banners and watermarks to further customize the system to your facility. This would include add-

The Active System can interface with any MDS Software package, and a Computer Certified Dietary Manager would be able to run this interface on a daily or weekly basis. This would allow you to distribute a complete history of MDS data for every resident to your staff for assessment purposes.

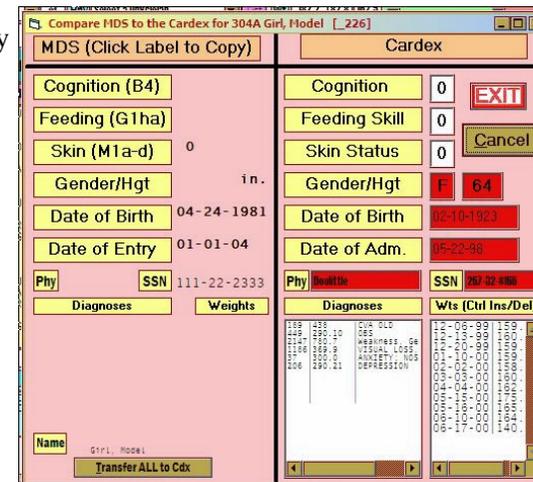
This that



ensures all in-

Fig 8. UpLoading MDS Data into the Active System

terdisciplinary match the



assessment MDS.

Fig 9. Compare MDS Data to the Active System Cardex Data for each Resident

IV. Clinical Information is Easily Shared

A computer Certified Dietary Manager will be doing His or Her assessments on the Active System and inputting demographic and clinical information about every resident into the system. This process will greatly facilitate the completion of very detailed and historical assessments. It will also allow the Dietary Manager to provide a great deal of information about your residents to the other interdisciplinary team members. Your Computer Certified Dietary Manager will have the capability of keeping a history of all the weights for your residents, as well as skin assessments with measurements, Input and Output records, meal consumption records, nourishment consumption records, and any other record or report that the staff has a need for. The system can even maintain an MDS and Care Plan schedule. Each facility has different preferences and needs. A Computer Certified Dietary Manager can serve as a facilitator, recorder, or just an information processor for any number of weekly, monthly or quarterly reports. Most of these functions can be done as a routine part of doing nutritional assessments. Some will be minor data input tasks that are done daily or weekly.

- Weight Lists
- Weight Variance Reports
- Weight Graphs
- Meal Consumption Records
- Nourishment Consumption Records
- Weekly Skin Report with measurements
- Adaptive Equipment Roster
- Thickened Liquids Roster
- Psychotropics Tracking Report
- Infection Tracking Report
- Catheter Log
- Restraint Log
- Restorative Roster
- Supplement Usage Tracking
- Tube Feeding Roster/Log



Fig 2. Daily Display Menus with Banners, Borders and Watermarks

II. Accurately and Continuously Record Temperatures

The Active System comes with the ability to automatically monitor and record the temperatures of your refrigerators, freezers, steam tables and dish machine. However, the setup and operation of this feature requires a knowledge of computer hardware and software, as well as a thorough knowledge of Dietary Regulations and Food Service Operations. The importance of accurately and consistently recording temperatures is known by all Dietary Managers. A Computer Certified Dietary Manager takes the process several steps further by continuously recording all temperatures throughout every day of operations. You will then be able to show a detailed history of the temperatures of all your refrigerators, freezers and dish machine. Your Dietary Manager will receive an alarm whenever a temperature is recorded outside the accepted range and he or she can then take action and document the action taken directly beside the recorded temperature. Your Dietary Manager will become aware of equipment failures sooner in order to avoid the loss of valuable inventory and to keep the food supply safe at all times.

Category	Temp.	Range	Menu Item	Temp	Temp	Problem Identified
BREAKFAST						
Juice	38	40	Cranberry Juice			
Hot Cereal	170	180	Southern Grits			
Eggs	150	160	Scrambled Eggs			
Milk	35	42	Milk			
Hot Beverage	180	190	Coffee			
LUNCH						
Meat/Entree	160	180	Meatloaf Sandwich			
Select Entree	160	180	Turkey Sandwich			
Starch	160	170				
Vegetable	160	170				
Sel Vegetable	160	170	Chef Salad			
Salad	40	45				
Dessert	35	45				
Frozen Item	10	20				
Milk	35	40	Milk			
Cold Beverage	35	45	Iced Tea			
Pureed						
Mechanical						
SUPPER						
Soup	170	180	Turkey Veg Soup			
Meat/Entree	160	180	Roast Turkey & Dressin			

Fig 3. Food Temperature Record

Name of Unit	Walk in Frzr	Walk in Colr	Egg Entree	Stch	BkMt or Veg	Date	Time	E428	5328	CA28	3A28	DE28
MAXIMUM	5	41	210	210	210							
Minimum	-30	30	150	150	150							
09-01-04	05:00:00	-10	38									
09-01-04	06:00:00	-11	37									
09-01-04	07:00:00	-11	38	155	159	149						
09-01-04	07:15:00	-8	39	156	158	148						
09-01-04	07:30:00	-9	36	157	159	147						

Fig4. Automated Temperature Record Show Detailed History of Temps.

III. Barcoding of Tray Cards, Nourishments and Inventory

The Active System has the capability of printing Bar Codes on the tray cards and nourishment labels. These Bar Codes contain the Resident Number and the Meal or Nourishment Time. This Advanced feature allows for rapid recording of meal and nourishment consumption.

A Computer Certified Dietary Manager would be able to install, maintain and use this feature very easily. They could scan and record meals and nourishment consumption, and/or train the CNA staff to use the hand held scanner to record the consumption themselves. Additionally, all Dietary Products are delivered with an identifying barcode already printed on the outside of the case and on each individual item in the case. These Bar Codes can be scanned into the Active System and then be used to take inventory or to maintain a perpetual inventory. This would allow for a much more secure inventory and accounting of all the food delivered to the Dietary Department.

SECTIONAL PLATE OR GUARD DOUBLE EGGS NO HIGH POTASSIUM FOODS NO BANANAS SKIM,LG CB JUICE OR APPLE	SECTIONAL PLATE OR GUARD NO CHOC OUBLE MEATS NO TURKEY,DRESSING,CRAB CAKE NO BANANAS,NO LEAFY GREEN VEGS NO PEPPER,SPICES LARGE PUNCH	SECTIONAL PLATE OR GUARD NO CHOC DOUBLE MEATS NO TURKEY,DRESSING,CRAB CAKE NO PEPPER,SPICES NO BANANAS,NO LEAFY GREEN VEGS LARGE PUNCH
304A Girl, Model Regular 8226	304A Girl, Model Regular L226	304A Girl, Model Regular 5226

Fig 5. Bar Codes Printed on the Bottom of Tray Cards Used to record Meal Consumption quickly and accurately.

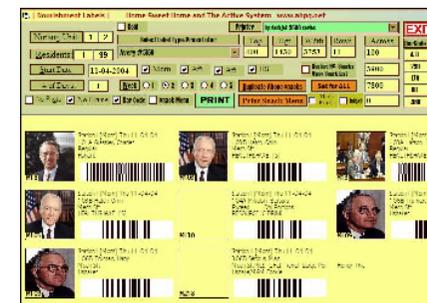


Fig 6. Bar Codes Printed on Nourishment Labels



Fig 7. Using Bar Codes to Take and Receive Inventory