

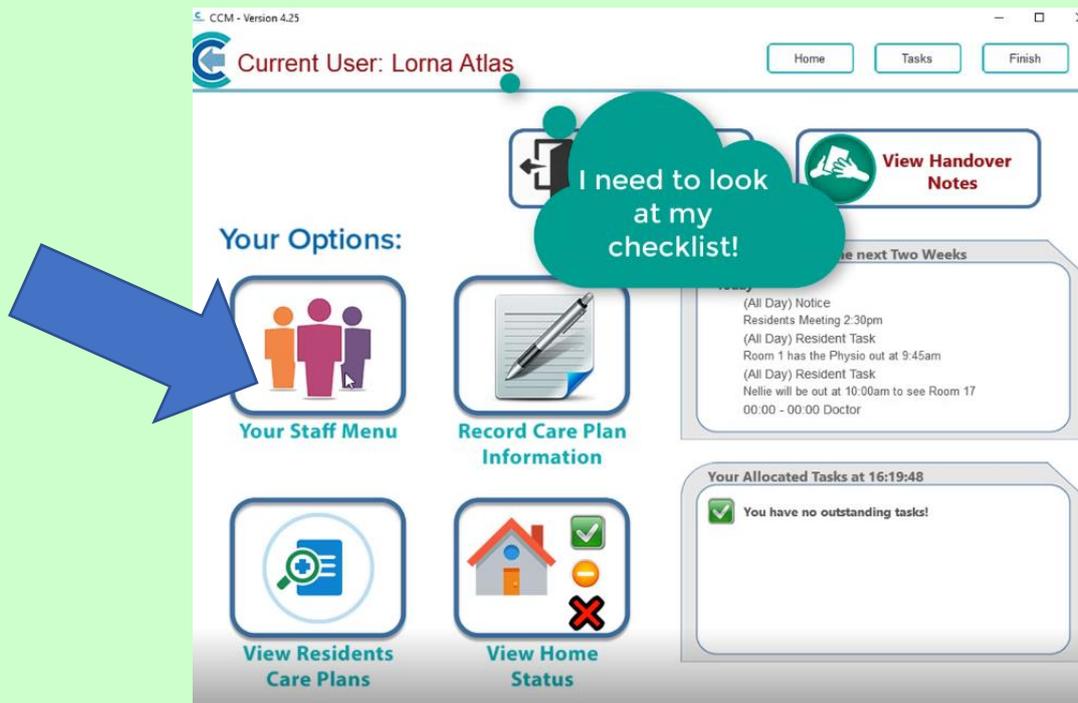


## CCQ Level 1 part 3 - Completing Checklists

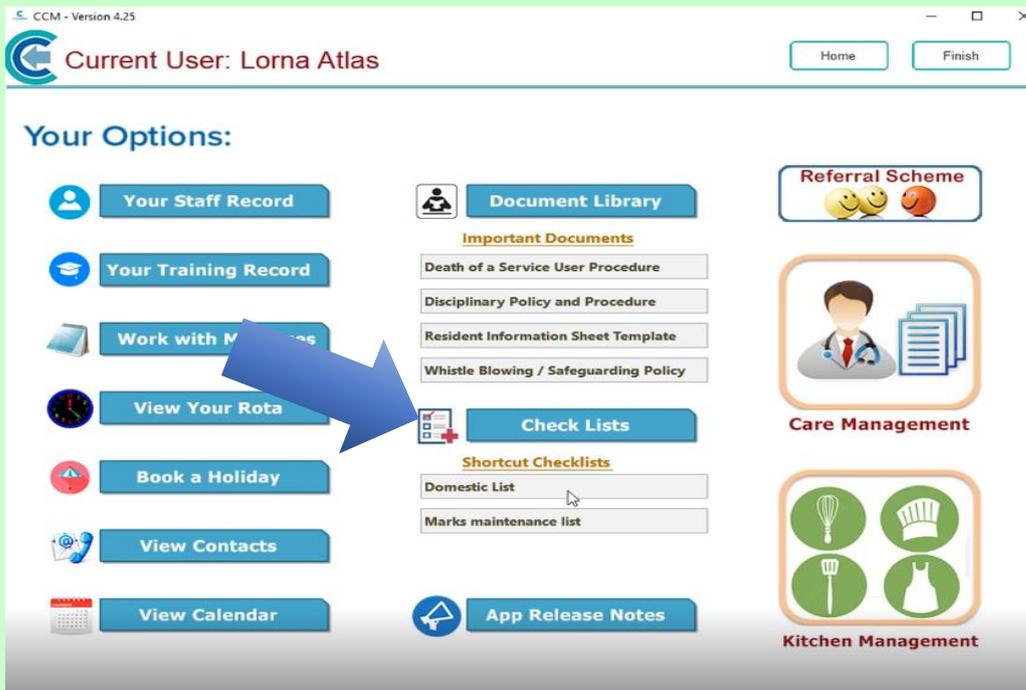
You can record anything on **Care Control Mobile** from:

- **Care**
- **Housekeeping**
- and **Maintenance**

We're going to look at completing a **Checklist**. This could be a **Domestic Checklist**, a **Maintenance Checklist** or a **Care Checklist**.

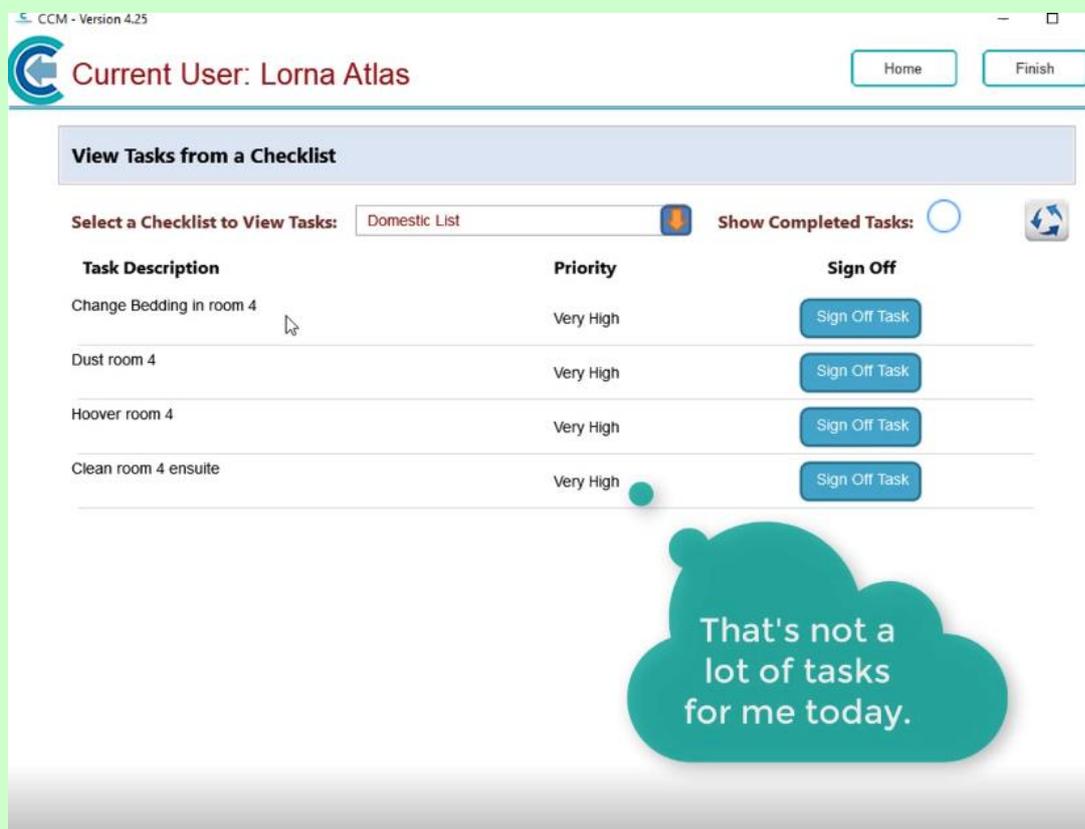


Log on to **Care Control Mobile** using your 4-digit PIN number. To find your **Checklist** click on the **Staff Menu** Button. Here you will see a list of Checklists:



If yours isn't on there, click on the **Check Lists** blue button.

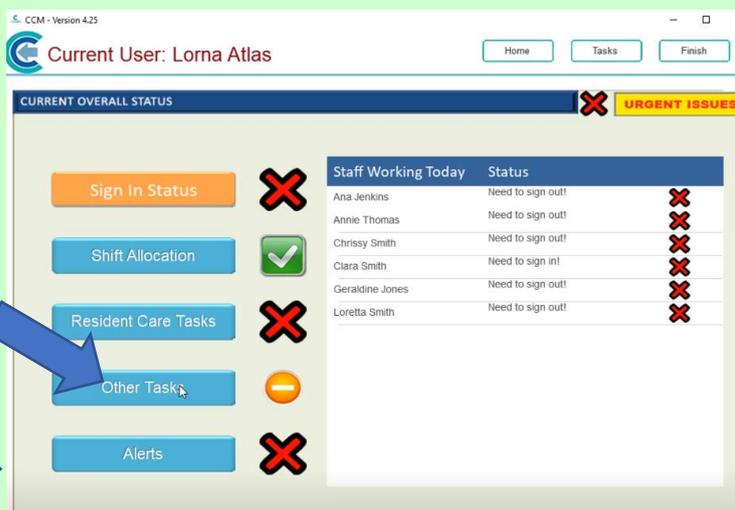
We're going to have a look at the **Domestic Checklist**. On this screen it shows you any tasks that need to be completed. **Sign Off** any **Task** that you have completed at the end of the line by clicking the **Blue Button**. The tasks that are completed will be removed from the list.



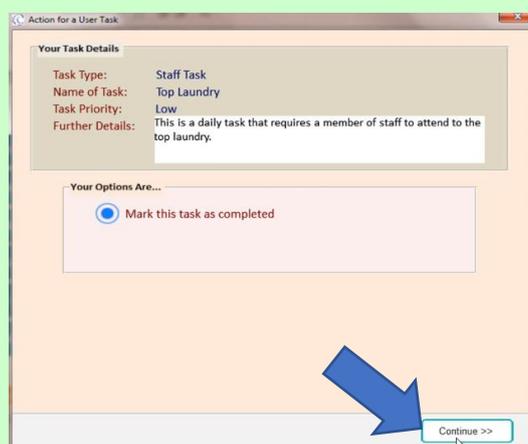
To see any completed tasks, click **Show Completed Tasks** and click the **Refresh**  Button. The **Completed Tasks** are available for anyone to view. It will tell them who completed it and the date and the time. Once you have finished in this area click the **Home Button** to return to the main screen.



To find out if there's any other tasks that need to be done click on the **View Home Status Button**.



Click **Other Tasks**. Here you will have a list of different types of tasks - this could be anything from **Audit Tasks**, to **Health and Safety** to **Staff Tasks**. To complete a task, click on the task, click **Continue** and the task will be removed from your list as it's now been completed.

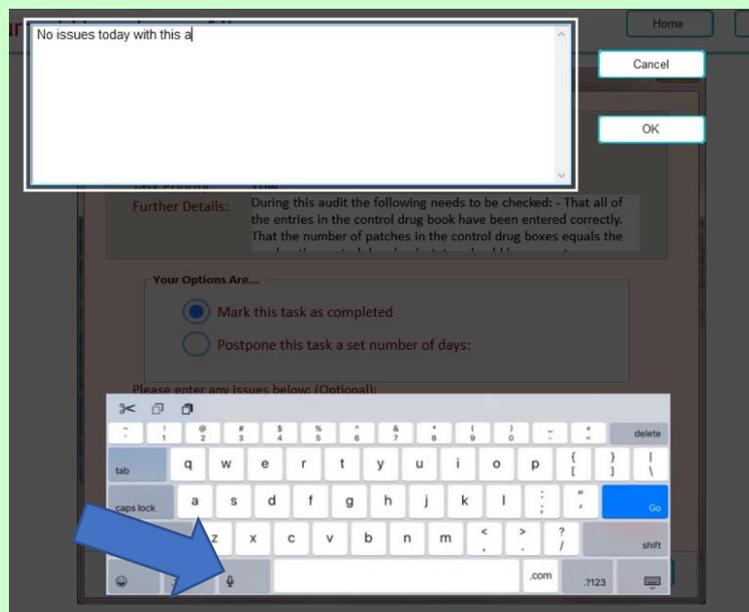


These tasks are colour-coded in the same way as care tasks:

- Anything with a yellow circle means that it's due to be done 🟡
- Anything with a red cross means that it's overdue, it hasn't been done, it's been missed ❌

Clicking on each of the tasks will put your name on that task to say that you have completed it. If you haven't completed it and something has gone wrong, you will be held responsible.

Some tasks will ask you to add a comment. Type in the comment or click the microphone on the keyboard and speak into the device and it will type the information for you.



Once all the tasks have been completed you will see, alongside **Other Tasks**, there is a green tick -  Click on the **Home Button** to take you back to the **Home Screen**.

Question 1 - Which of the following can you record on Care Control Mobile?

- A - Only Care.
- B - Care, Housekeeping and Maintenance.
- C - Only Care and Maintenance.
- D - Only Care and Housekeeping.

Question 2 - What happens when you Sign Off a Task from a checklist?

- A - The task you have done changes colour to green.
- B - The task disappears from the list and can then only be viewed by the Manager.
- C - The task disappears from the list, but can be viewed by anyone by clicking on Completed Tasks and then the Refresh button.
- D - The task drops to the bottom of the list and changes to green.

Question 3 - Which of the following statements is FALSE?

- A - A yellow circle means that the task is due to be done.
- B - A red cross means that the task has been missed.
- C - If there is a green tick against Other Tasks, then all tasks have been completed.
- D - Clicking on a Task doesn't add your name to that task, but just adds the time the task was completed.