Care Control Academy – CCQ Level 4, Part 4

- ## The Blue Button
- ## Handover Notes
- ## Staff Menu
- ## Shifts
- ## Messages
- ## Rota
- ## Timesheet
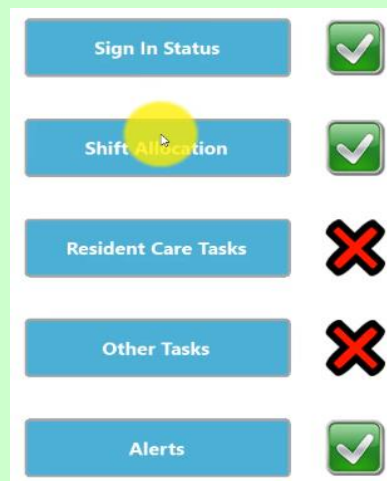
Today's lesson is about the **Blue Button** on Care Control Pocket.

Click the **Blue Button** at the top right hand corner of your screen :

Here you have 6 options – **Sign Out, Your Tasks, Record Something, Home Status, Handover notes** and then lastly **Staff Menu**.

We're now going to look at Home **Status**:

Care Control is about empowering your staff. Anyone can view the **Home Status** and click onto **Resident Care Tasks** as this shows the care that needs to be completed:

Orange circles means that the care is due to be done and any

Red crosses means that we have failed to meet the minimum care for that resident.

Scroll through the list to get to the area that you would like to work on. We're going to enter a weight for Doreen:

- Click on the task to open it up
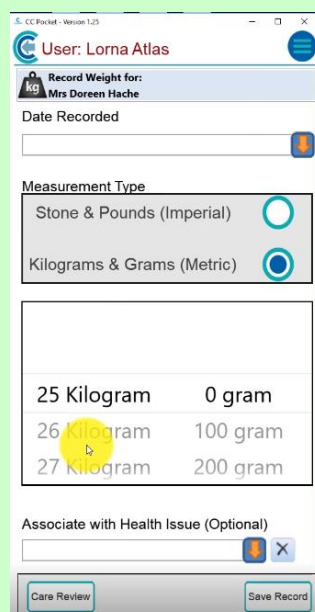
- Decide which type of measurement you'd like to make - whether it's in stones and pounds or kilogrammes
- Spin the wheel to get to the correct weight
- Click **Save Record**
- And then click to confirm that it is the correct weight that you've entered

You can do the same for non-care **Tasks** and **Alerts**.

To look at handover notes click **View Handover** – this will allow you to see the last 48 hours of handover notes including any red flag notes. To see the note in full, click on the note with your finger and slide up towards the top of the screen. To scroll through the list of notes slide your finger towards the top of the screen.
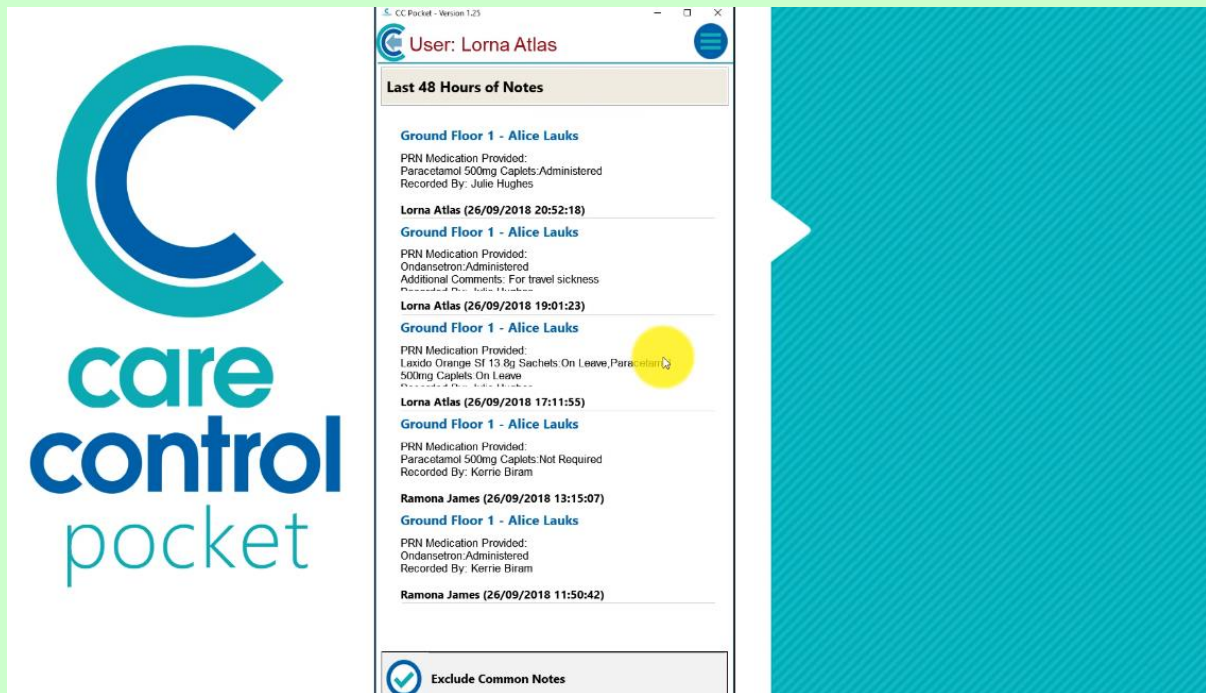
Please note that we exclude any common notes, i.e. baths, showers, creams, personal care. Should you wish to see all notes, untick **Exclude Common Notes** at the bottom of the page.

Lastly, but not least, the **Staff Menu**. On this screen you will be able to see any **Shifts** that need covering, work with your **Messages**, view your **Rota** and review your **Timesheet**.
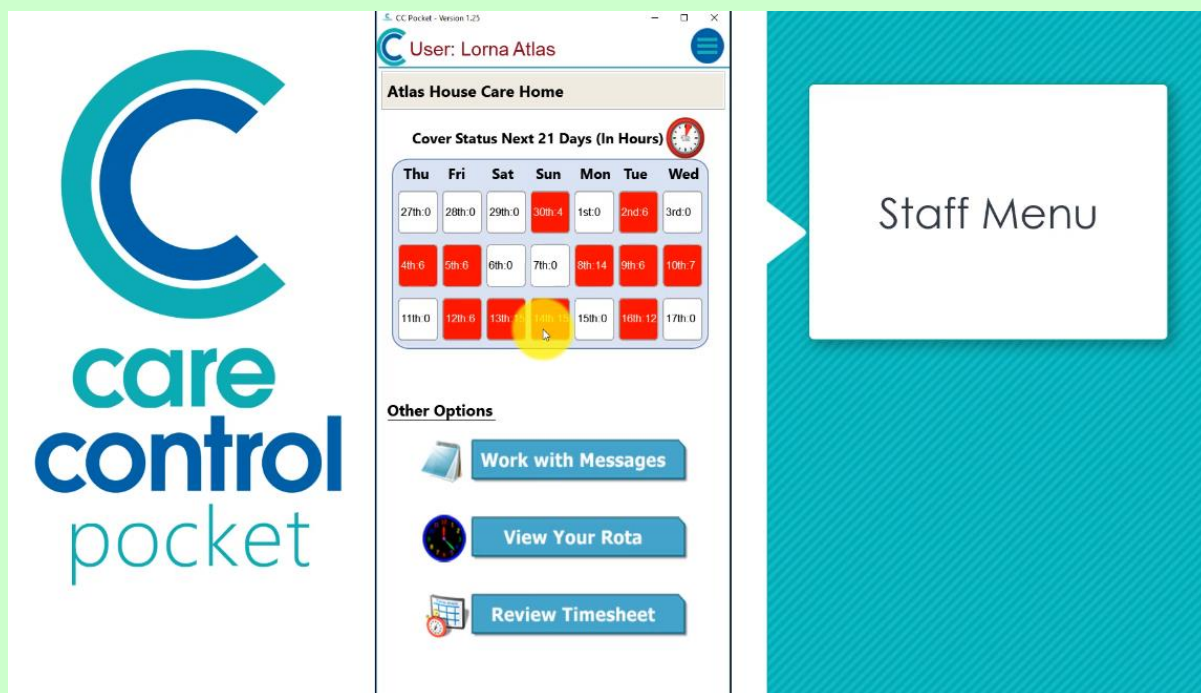
Any shifts that need covering will appear in red. Click on the red box for the appropriate date. All the shifts are colour-coded. Any shifts that are white, there's no issue. Any shifts that are yellow means that it's already been covered and anything in red means it's to be covered and is available for you to click on.


If you're happy to cover the shift click on the red box and it will ask you if you'd like to cover the shift. Click **Okay**. If you're already working or you haven't got the correct job role it will tell you that you cannot cover the shift.

Click back to get into the **Staff Menu** again.

To view your **Messages**, click **Work with Messages**. Any unread messages will appear in green:

To read the message in full click on the message. To reply click on the **Reply** button. Click on **Edit** and type in the message. Now you're ready to send the message. Click **Send**. To send a completely new message click **New Message**. You can set up groups of staff. This makes it easier to send a message to a particular group:

Medication Care Staff

Night Staff

Senior Care Team

Senior Team

Vanessa Only
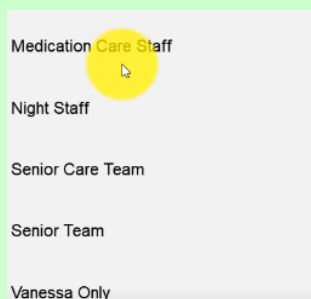
Groups are set up by your managers or your administrators. You can choose to send it to an individual in a group, or all of the group. To send to all the group click **Select All**, type out your message, click **OK** and click **Send**. Click the **Back Button** to get into the **Home Screen**.

We're now going to look at **View Your Rota** or 'off duty'. Any days that you are not working that need cover will show up in red. As long as you have got the right skill sets it will allow you to cover the shift. Click the **Back Button** to take you back into your 'off duty' page.

We're now going to review your **Timesheet**. To review your timesheet, click on **Review Timesheet**. Here you can see the shifts that you have worked, any you've put in that you've covered and any adjustments or amendments. To remove a shift, click **Remove Shift**.

Timesheet Total Chargable Hours	**155 hours**

Regenerate	Remove Shift	Add Shift

To **Regenerate**, it may lose data that you've manually entered.

To add a shift click **Add Shift**. From the drop-down box enter the shift that you worked. Click on **Edit** to enter any comment you would like to make as this will prompt the manager or payroll and click **Add Shift** as this will support your

claim for payment. Click on the **Back Button** to go back into the Care Screen and click **Care Menu** which can be found on the **Blue Button** at the top of the screen.

If you wanted to go back into a resident, click on the resident and click **Continue**.

At the end of your shift, click on the **Blue Button** and **Sign Out** of work. It will flag up any outstanding tasks that you may have. To continue to sign out click **Sign Out**. It will remind you again that you have got outstanding tasks. If you still wish to sign out click **Sign Out**. This frees the device for the next person coming along to use it.

Question 1 – If you wanted to cover a shift, what colour box would you need to look for?

A) White.

B) Red.

C) Yellow.

D) Green

Question 2 – Which statement is NOT true?

A) Orange circles = the care is due to be done.

B) Green ticks = the care which needs to be done first.

C) Red crosses = we have failed to meet the minimum care for that resident.

D) Green ticks = All tasks done and up-to-date.

Question 3 – Which statement IS true?

A) At the end of your shift, just turn off the device from the home screen.

B) Message groups can be set up by anyone.

C) To view your messages, click Work with Messages.

D) Any shifts that need covering will show up in yellow.