# Adding Goals and Tasks

Log in at https://onecare.mycarenav.com
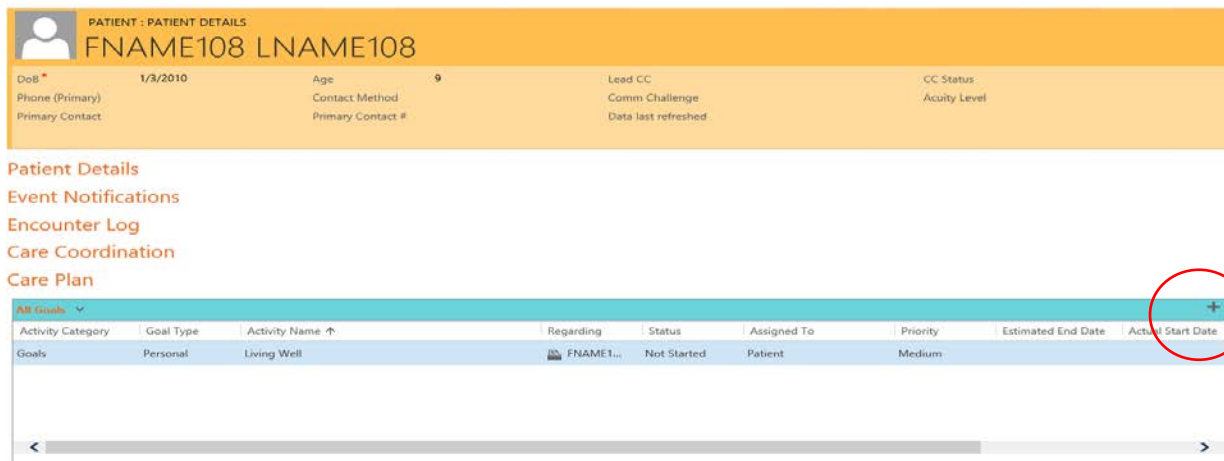
User Support: HelpDesk@onecarevt.org or (802) 847-7220 Option 2

**Adding a Goal**:

1. After you find your Patient
2. Select "Care Plan"
3. Click on the + sign



4. Activity level- Choose Goals
5. Goal Category- Click on magnifying glass and choose your goal
6. Goal Type- Choose the type of goal
7. Activity Name- Enter brief description of the goal the patient wishes to achieve
8. Description- more space to describe the goal, this field is not displayed in the SCP, Optional
9. Assigned to- Click on magnifying glass and choose the care team member or Patient who will be responsible for the completion of the goal
10. Priority- Defaults to "Medium" but can be changed to low or high
11. Status- Defaults to "Not started" but can be changed to in progress, waiting on someone else or deferred
12. Add Dates- Click on calendar to select Estimated End Date and Actual Start Date
13. Click Save
14. Once the goal is saved scroll down to find the "Tasks" section

![OneCare Vermont logo]

🖫 SAVE  ✓ MARK COMPLETE  🖫 SAVE & CLOSE  📲 PUSH NOTIFICATION  ✕ CLOSE TASK  ✕ DELETE  🔃 ASSIGN  •••

# Find a Dentist

| | | | | |
|---|---|---|---|---|
| Activity Level * | 🔒 Goals | | Initiation Date | 🔒 6/20/2019  3:34 PM |
| Goal Category * | Dental | | Estimated End Date | 6/30/2019  12:00 AM |
| Goal Type * | Personal | | Actual Start Date | 6/20/2019  12:00 AM |
| Activity Name * | Find a Dentist | | Actual End Date | -- |
| Description | -- | | | |

| | |
|---|---|
| Assigned To * | Patient |
| Priority | Medium |
| Status | In Progress |
| Patient | 🔒 FNAME108 LNAME108 |
| Care Plan | 🔒 FNAME108 LNAME108's Care Plan |

## Tasks

**Tasks**

                                             ＋

| Activity Name ↑ | Regarding | Status | Assigned To | Priority | Estimated E |
|---|---|---|---|---|---|

No Task records found.

<                  >

# Adding a Task:

15. Click on + sign to the right of Tasks
16. Activity Level- will autofill based on information from goal creation
17. Goal Category- will autofill based on information from goal creation
18. Goal Type- will autofill based on information from goal creation
19. Activity Name- Enter a brief description of the task
20. Description- more space to describe the task, this field is not displayed in the SCP, Optional
21. Assigned To- Click on magnifying glass and choose the care team member or Patient who will be responsible for the completion of the task
22. Priority- Defaults to "Medium" but can be changed to low or high
23. Status- Defaults to "Not started" but can be changed to in progress, waiting on someone else or deferred
24. Add Dates- Click on calendar to select Estimated End Date and Actual Start Date
25. Click Save & Close and then the + sign to create your second task

## SCP Initiated:

1.  SCP initiated- will populate a date for anything **less** than 2 goals and 2 tasks for each goal



## SCP Created:

2.  SCP Created- will populate a date for a completed 2 goals and 2 tasks for each goal