

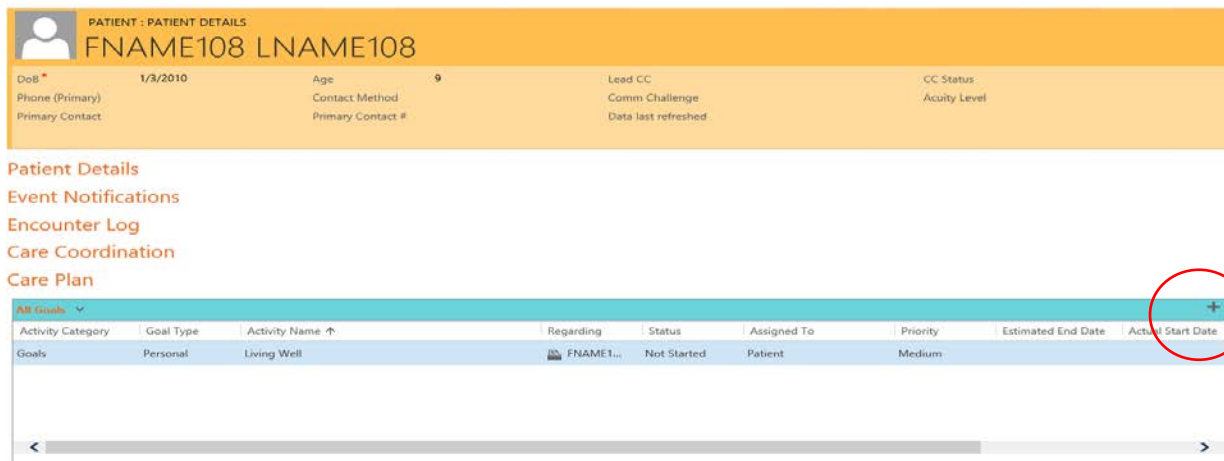
Adding Goals and Tasks

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



PATIENT : PATIENT DETAILS
FNAME108 LNAME108

DoB 1/3/2010 Age 9
Phone (Primary) Primary Contact
Contact Method Primary Contact #
Lead CC Comm Challenge Data last refreshed
CC Status Acuity Level

Patient Details
Event Notifications
Encounter Log
Care Coordination
Care Plan

All Goals +

Activity Category	Goal Type	Activity Name	Regarding	Status	Assigned To	Priority	Estimated End Date	Actual Start Date
Goals	Personal	Living Well	FNAME1...	Not Started	Patient	Medium		

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

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

SAVE MARK COMPLETE **SAVE & CLOSE** PUSH NOTIFICATION CLOSE TASK DELETE ASSIGN ...

Find a Dentist

Activity Level * Goals
 Goal Category * Dental
 Goal Type * Personal
 Activity Name * Find a Dentist
 Description --

Initiation Date 6/20/2019 3:34 PM
 Estimated End Date 6/30/2019 12:00 AM
 Actual Start Date 6/20/2019 12:00 AM
 Actual End Date --

Assigned To * Patient
 Priority Medium
 Status In Progress

Patient FNAME108 LNAME108
 Care Plan FNAME108 LNAME108's Care Plan

Tasks

Activity Name ↑	Regarding	Status	Assigned To	Priority	Estimated E
Create a list of Dentists in area	FNAME1...	In Progress	Patient	Medium	6/30/2019 1

SCP Initiated:

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

SCP Initiated **6/11/2019** SCP Created --

SCP Created:

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

SCP Initiated 6/11/2019 SCP Created **6/20/2019**