SPLASH

User Manual

Version 1.0

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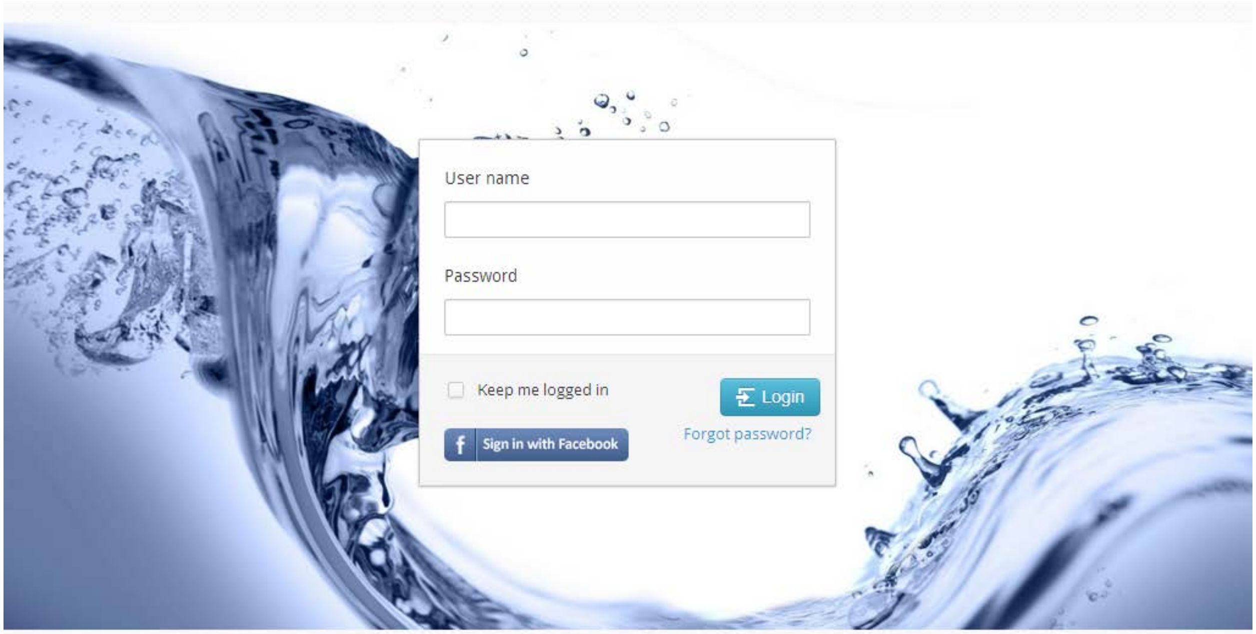
Objective

This manual is created to help you work within the Splash Software

Splash is a mental health Record software created to help Manage All aspects of the Practice

Splash is totally a web based application. You will be able to access Splash and all of your data as long as you have a connection to the internet.

To start using Splash, Go to http:// splash.md-health.org



On the Login screen enter your username

Your username is your first initial and last name

Enter your Password. (This will be supplied to you initially)

Click Login (or the enter key)

This will take you to the Splash screen (the screen below is the Splash Screen)

Splash Screen

The splash Screen is made up of several boxes, in a windows 8 metro tile style, all of which are shortcuts to the forms which you need to complete your tasks. Each box is labeled with the tasks that you are able to complete. You will be able to enter each box by clicking on the box once with your left mouse button.

On the Top left of the screen will be your companies’ name.

On the top right of the screen is the logged in users name.

Buttons

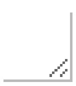
The following is a list of important button that you will encounter as you work through the application:

Back Button: Click this Button anywhere in the app, you will be taken to the previous page within the app. Ie if you are within a notes form you will be taken to the notes transition page

Export Button/ Print Button: Clicking this button will export the current form to a word document

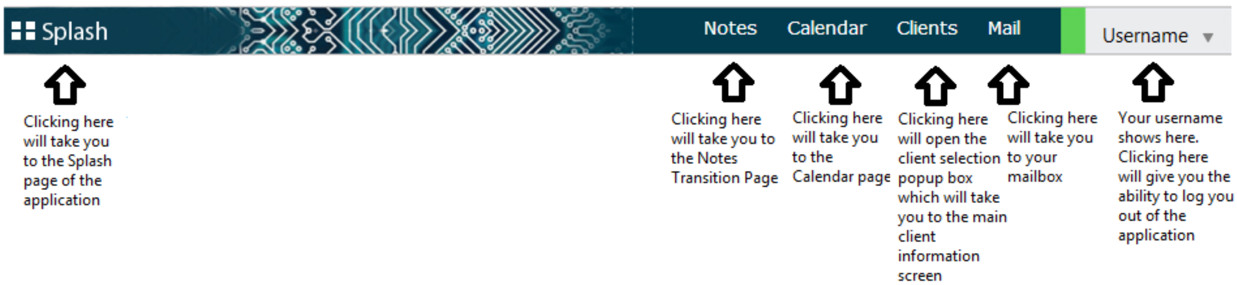
Notify Button: Clicking this Button will allow you to send a message to your supervisor notifying them of changes within a specific form

Exit Button: this will close the current active page within the app.



Box Stretcher: Any place in the application that you see this image at the right corner of the box means you can stretch the box to fit any information needed.

Splash Bar



The Splash Bar is one of the main navigation tools used to get around the software. By clicking on certain sections of the bar you will be able to skip to the section of the application that you would like without having to first go back to the splash screen to make your selection.

The Splash Bar is made up of 2 separate sections. The left bar, and the right

Splash: On the left side of the bar you will see the word Splash and the software logo. Clicking in this area of the bar will take you to the splash page of the application

Notes: on the right side of the splash bar you will notice the word notes. By clicking the word notes with one click, you will be taken to the notes transition page of the software. This is the main page where all notes are completed for a client.

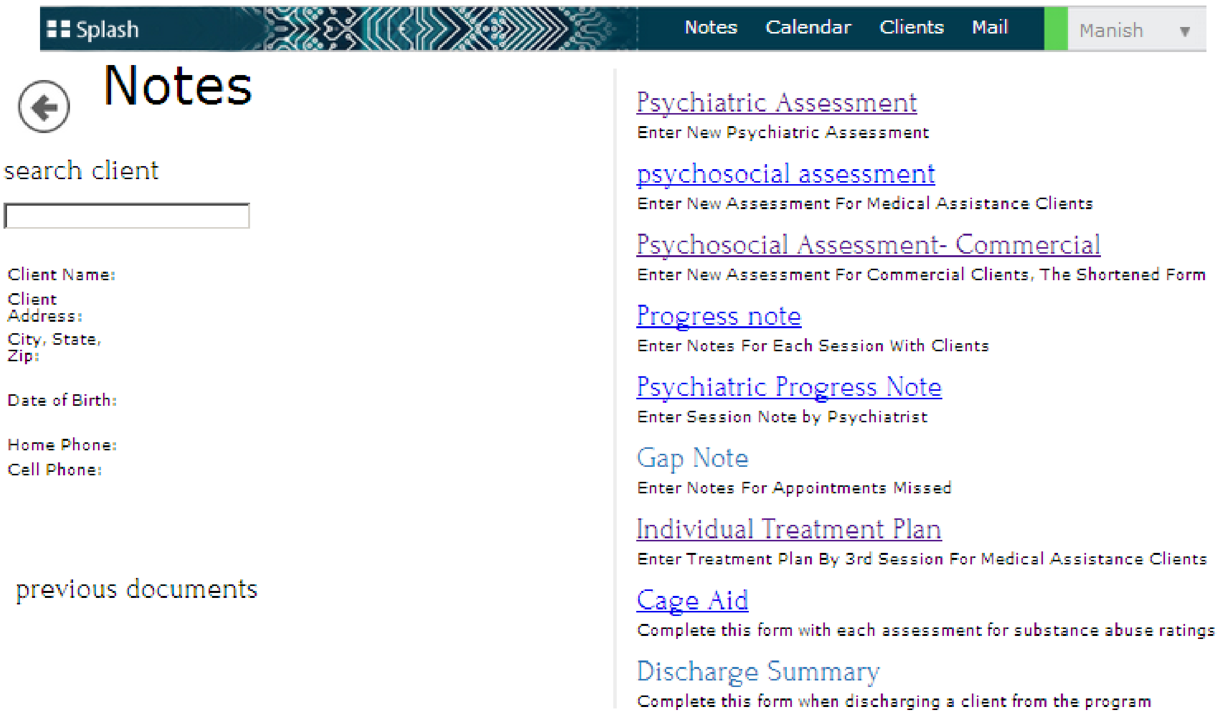
Calendar: On the right side of the Splash bar, you will notice the word Calendar, by clicking the word Calendar with one click you will be taken to the calendar screen within the app.

Clients: On the right side of the Splash bar, you will notice the word Calendar. Clicking the word Clients with one click will open the client selection popup window. Selecting a client in the client selection popup will take you to the main client page where you will be able to edit and inspect all of the most important items of your clients file, including demographics, files and other items

Mail : On the right side of the Splash bar, you will notice the word Mail. Clicking the word Mail with one click will take you to your mailbox within the application.

Username: On the right side of the Splash bar, you will notice your 'name'. Clicking your 'name' with one click will open dropdown box which asks you if you would like to sign out of the application by clicking sign out, it will sign you out of the application and set your web browser back to the login screen.

Notes Transition Page



Psychiatric Assessment

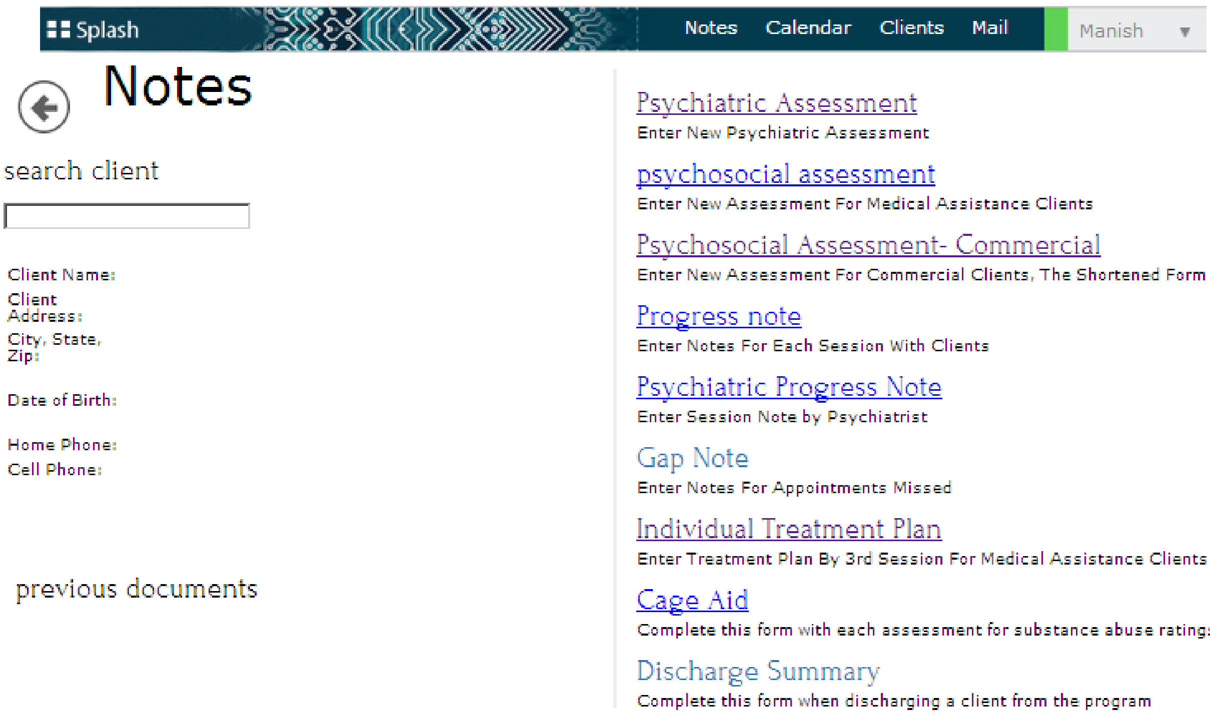
Psychosocial Assessment

Psychosocial Assessment- Commercial

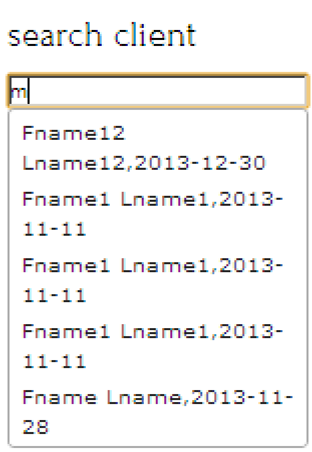
Progress Note

To complete a progress note, on the Splash Screen Click the box which looks like the following --------→

This is will take you to the Notes Transition page



On the top Left side of your screen in the 'search client' section of the Notes Transition page, start typing your clients name in the search box

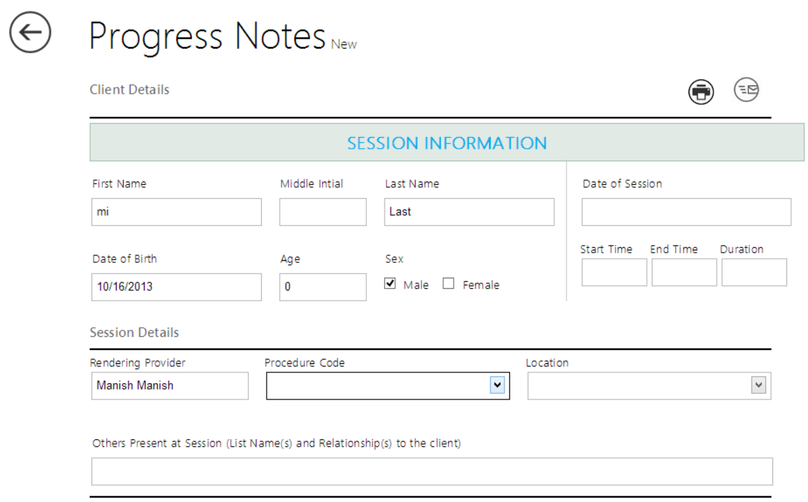


You will see that the clients names will search as you type the name of your client.

To the left of the Clients names which are being filtered during your search, you will see that the date of birth is also being shown

Once your clients name is shown in the search box, click the client's name that you would like to select. Once you select the Clients Name, the clients basic information will be shown below, and all previous documents that have been completed for that client.

To begin a new Progress Note for your client, on the right side of the Notes Transition Page, click the Progress Note link 1 time. This will take you to the Progress Note form.



The top part of the form is the Session information Section of the form.

The First Name Middle Initial, last name, Date of Birth, Age, and Sex will be prefilled with your clients name in the top left corner of the Progress Note Form.

On the right you will select the Date of Session. Once you click within the box, a date selector will pop up and you will be able to select your date.

Start Time: Enter the beginning time of your session

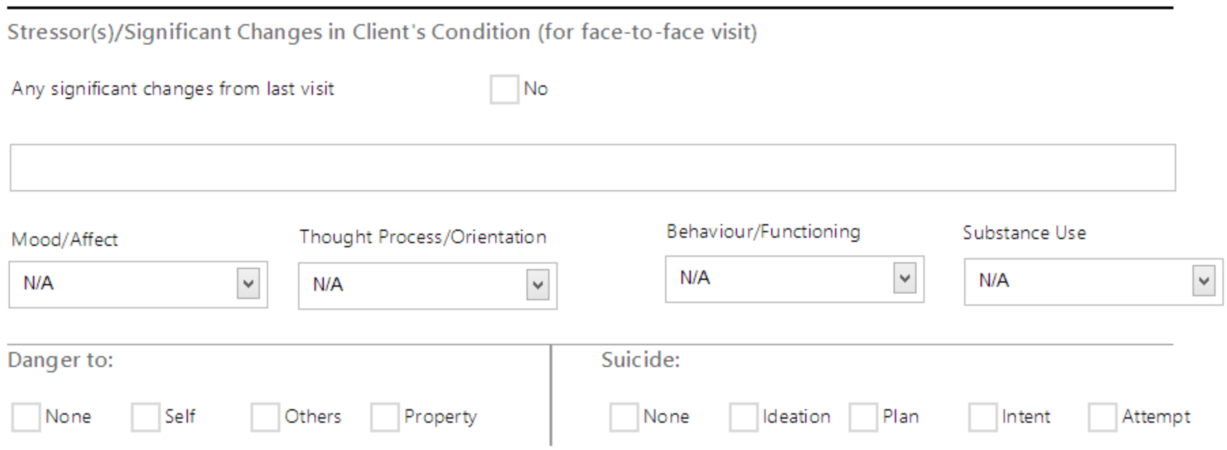
End Time: Enter the end time of your session

Rendering Provider: This field is auto filled with the providers name that is logged in (your name)

Procedure Code: Select the procedure code for the session from the pull down

Location: Select your location from the pull down.

Others Present at this Session: type in the other people present with the client at this session



Stressor(s)/Significant Changes in Client's Condition (for face-to-face visit)

Any significant changes from last visit ☐ No

Mood/Affect	Thought Process/Orientation	Behaviour/Functioning	Substance Use
N/A	N/A	N/A	N/A

Danger to:

☐ None ☐ Self ☐ Others ☐ Property

Suicide:

☐ None ☐ Ideation ☐ Plan ☐ Intent ☐ Attempt

Any Significant Changes from Last Visit: If your answer is 'YES' add it to the line below with details, if No select the checkbox

Mood/Affect: Select from pull down

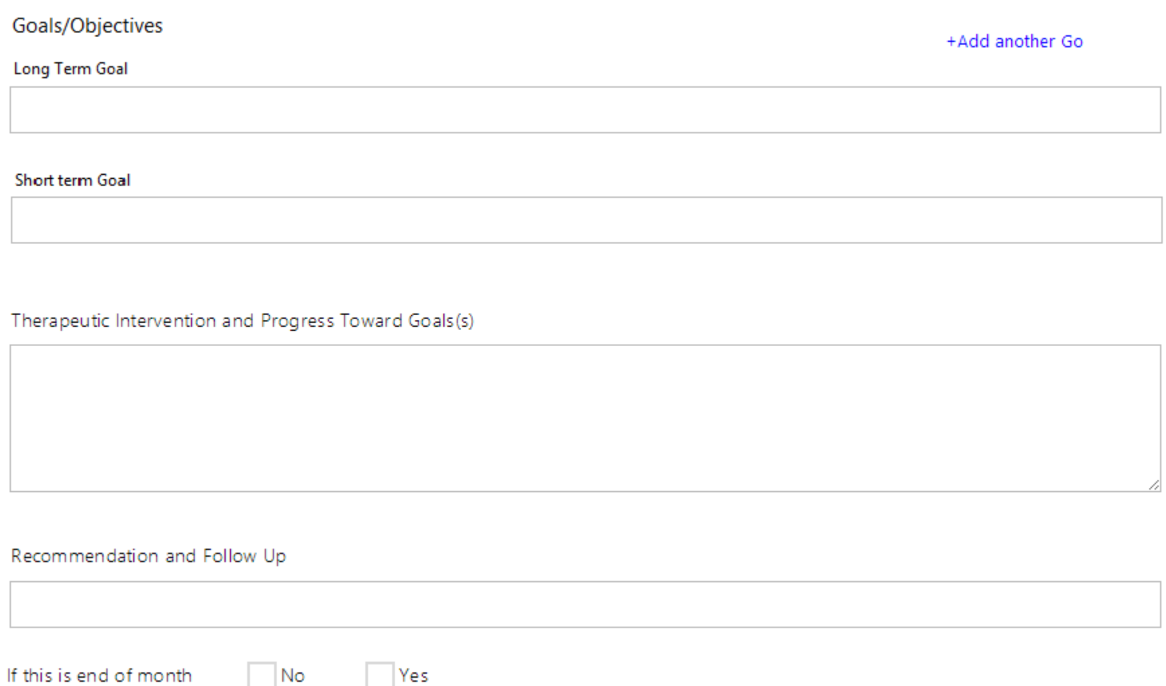
Thought Process/ Orientation: Select from Pull Down

Behavior/Functioning: Select from Pull Down

Substance Abuse: Select from Pull Down

Danger to: Select one

Suicide: Select one



Goals/Objectives

+Add another Go

Long Term Goal

Short term Goal

Therapeutic Intervention and Progress Toward Goals(s)

Recommendation and Follow Up

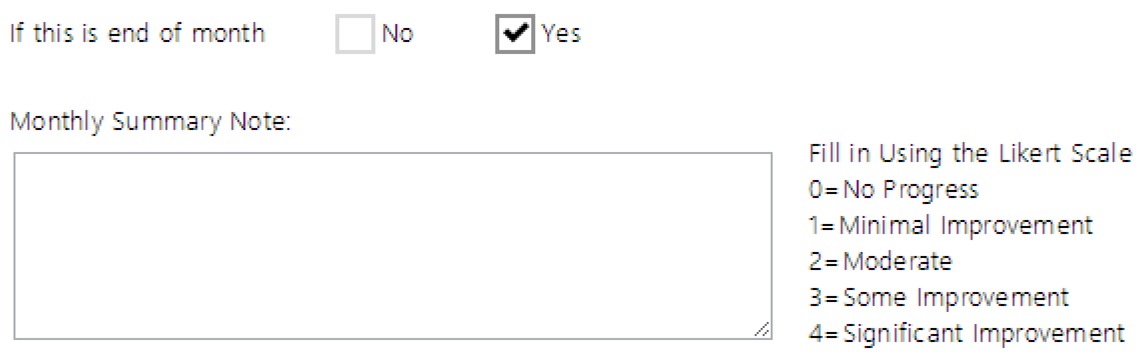
If this is end of month ☐ No ☐ Yes

Long Term Goal: when clicking the long term goal you will be able to select a goal which was originally added from the treatment plan. If no goal has been created as of yet the drop down will show; goal will be determined in treatment plan'

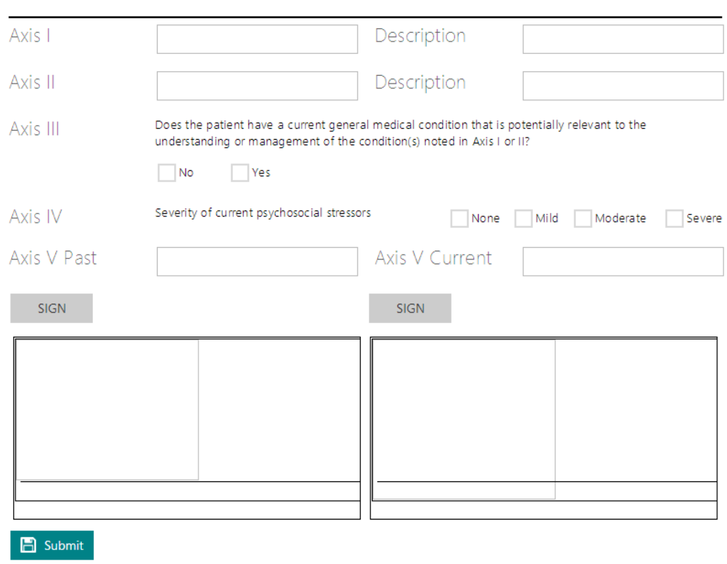
Short term Goal: The short term goals which correspond to the long term goals which were originally created in the treatment plans are now available for you to select in the short term goals.

Therapeutic Intervention and Progress Toward Goals: Type your progress. This box is Stretchable

Recommendation and Follow Up: Type your recommendations



Is this the end of the Month? If the No box is selected you will continue to the signature section of the note. If the Yes box is selected, the drop down will be shown where you will be able to type in a Monthly Summary Note.



The Axis Fields will all be filled in from the psychosocial assessment

The Axis V fields are unlocked for your review and editing

A future release will allow you to modify Axis I through IV within the progress note

On the Left side of the note form there is a Sign button Click the Sign button, a popup will show that will ask for your password. Enter your password and a digital image of your signature will appear.

Once your note is Complete Click **Submit**. This will **save** your Note within the app.

To Send the note to your supervisor, click the Notify button on the top of the Progress Note form.