Jean H Suarez Final Week (Use Cases, Use Cases Diagram, Use Cases Elaboration)

Use Cases:

UC-001 Register Clubhouse Manager to the new EHR

UC-002 Register Staff

UC-003 Register Member

UC-004 Create Member Chart

UC-005 Member Sign In

UC-006 Member Sign Out

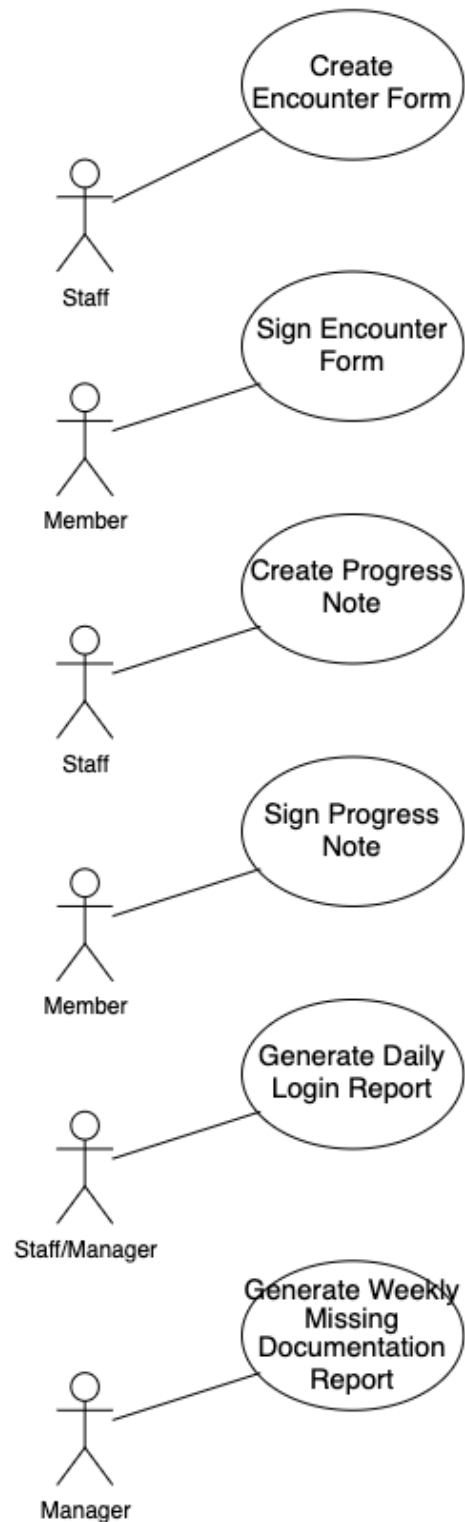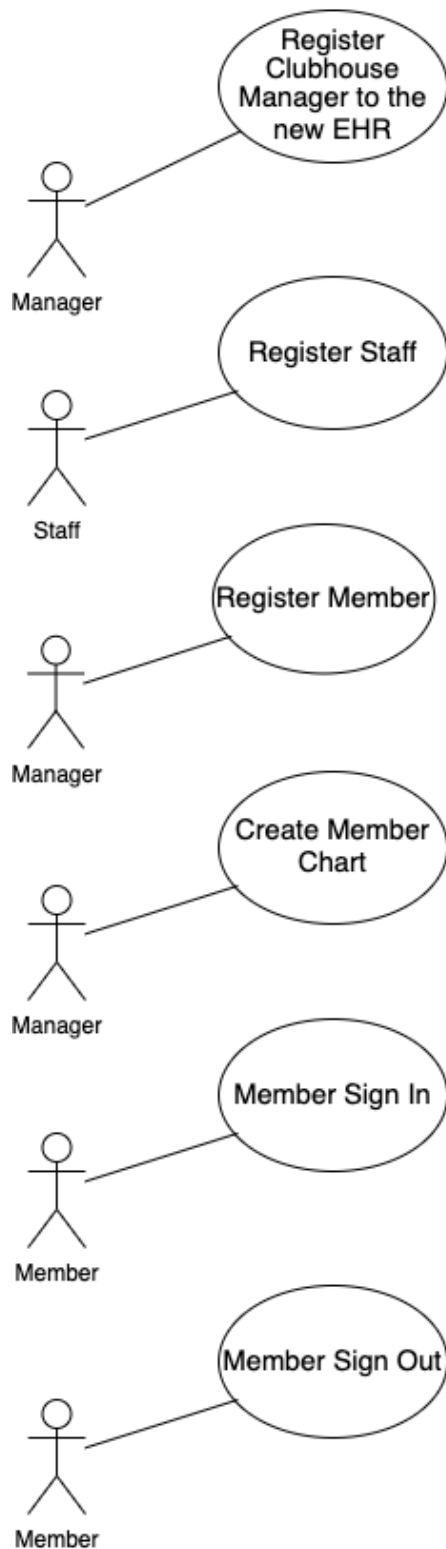UC-007 Create Encounter Form

UC-008 Sign Encounter Form

UC-009 Create Progress Note

UC-010 Sign Progress Note

UC-011 Generate Daily Login Report

UC-012 Generate Weekly Missing Documentation Report

Psychiatric Rehabilitation Clubhouse EHR Use Cases

Register Clubhouse Manager to the new EHR — Manager

Create Encounter Form — Staff

Register Staff — Staff

Sign Encounter Form — Member

Register Member — Manager

Create Progress Note — Staff

Create Member Chart — Manager

Sign Progress Note — Member

Member Sign In — Member

Generate Daily Login Report — Staff/Manager

Member Sign Out — Member

Generate Weekly Missing Documentation Report — Manager

Use Case Elaboration

Use Case Name:	Register Clubhouse Manager to the new EHR
ID:	UC-001
Scenario:	Non-registered clubhouse manager signs up a registration form
Triggering Event:	Hired a new clubhouse manager in the clubhouse
Brief Description:	A new clubhouse manager is hired in the clubhouse. Human Resource office recommends to IT to allow new manager to create an account.
Actors:	Clubhouse Manager
Assumptions:	New manager doesn't have an existing account or not a rehired staff.
Frequency of Use:	Once
Related Use Cases:	Reactivating membership
Stakeholders:	Clubhouse
Preconditions:	Not registered not in the system
Postconditions:	A new manager will have an account in the clubhouse' EHR.
Main Course:	1. System admin will create a new clubhouse manager account. 2. Clubhouse manager will fill-out and complete necessary demographics and information for the registration. 3. Clubhouse manager will be assigned to members as their primary staff. 4. Clubhouse manager can now use the account to have the members sign in and out using the web application.
Alternate Course:	1. System will not work. 2. Clubhouse manager will notify IT. 3. IT troubleshoots and resolves the issue.

Use Case Name:	Register Staff
ID:	UC-002
Scenario:	Non-registered staff signs up a registration form
Triggering Event:	Hired a new staff in the clubhouse
Brief Description:	A new staff is hired in the clubhouse. Clubhouse manager recommends to IT to allow new staff to create an account.
Actors:	New Staff
Assumptions:	New staff doesn't have an existing account or not a rehired staff.
Frequency of Use:	Once
Related Use Cases:	Reactivating membership
Stakeholders:	Clubhouse
Preconditions:	Not registered not in the system
Postconditions:	A new staff will have an account in the clubhouse' EHR.
Main Course:	1. System admin will create a new staff account. 2. Staff will fill-out necessary demographics and information for the registration. 3. Staff will be assigned to members as their primary staff. 4. Staff can now use the account to have the members sign in and out using the web application.
Alternate Course:	1. System will not work. 2. Clubhouse manager will notify IT. 3. IT troubleshoots and resolves the issue.

Use Case Name:	Register Member
ID:	UC-003
Scenario:	Non-member gets an intake and clubhouse manager makes an account for the member
Triggering Event:	Non-member qualifies and completes documentation for an intake
Brief Description:	A potential member whose diagnosis qualifies for psych rehab and wanted the clubhouse model of intervention wants to be a member of the clubhouse
Actors:	Non-member, Clubhouse Manager
Assumptions:	Non-member haven't had an intake and his name is still not in the system
Frequency of Use:	Once a week
Related Use Cases:	Reactivating membership
Stakeholders:	Clubhouse
Preconditions:	Not a member, not in the system
Postconditions:	A non-member will become a member.
Main Course:	1. Clubhouse manager will create a new member in the system. 2. Clubhouse manager will upload all necessary documents related to the member's case. 3. Clubhouse manager will assign staff and adds caseload to the said staff. 4. Clubhouse manager will create the orientation and release forms. 5. Non-member will sign all necessary documents, orientation and release forms. 6. Non-member will sign all expectations and agreements for being a member. 7. Non-member will be deemed as member now.
Alternate Course:	1. System will not work. 2. Clubhouse manager will notify IT. 3. IT troubleshoots and resolves the issue.

Use Case Name:	Create Member Chart
ID:	UC-004
Scenario:	Member provides information to the manager
Triggering Event:	After non-member's intake
Brief Description:	After the intake, the clubhouse manager should immediately create a facesheet/chart for the upcoming new member.
Actors:	Member, Clubhouse Manager
Assumptions:	Member doesn't have a file in the system.
Frequency of Use:	Once a week
Related Use Cases:	N/A
Stakeholders:	Clubhouse
Preconditions:	Member, not in the system
Postconditions:	A member will have a facesheet /chart in the system
Main Course:	1. Clubhouse manager will open the case after intake. 2. Clubhouse manager will get information regarding member's demographics 3. New member will provide information to the clubhouse manager 4. New member will sign all necessary documents for his charts. 5. A new member will have a new record in the system.
Alternate Course:	1. System will not work. 2. Clubhouse manager will notify IT. 3. IT troubleshoots and resolves the issue.

Use Case Name:	Member Sign In
ID:	UC-005
Scenario:	A member signs in the web application upon arrival.
Triggering Event:	Arrival at the facility
Brief Description:	Upon arrival, the member will be greeted and asked to sign-in using the application. The member will indicate his name, date, and time in.
Actors:	Member
Assumptions:	Member signs in in the facility
Frequency of Use:	Daily
Related Use Cases:	Signing Out, Signing the encounter form
Stakeholders:	Clubhouse
Preconditions:	Member arrived at the facility, hasn't signed in.
Postconditions:	Member signed in in the application.
Main Course:	1. Upon arrival member is asked to sign in. 2. Member will indicate his name, date, and time in. 3. Member submits the form and gets inside the clubhouse.
Alternate Course:	1. System will not work. 2. Clubhouse manager will notify IT. 3. IT troubleshoots and resolves the issue.

Use Case Name:	Member Sign Out
ID:	UC-006
Scenario:	A member signs out the web application upon leaving the facility.
Triggering Event:	Member leaving the facility.
Brief Description:	Before leaving, member will update his logs and look for his sign in, and signs it out to complete the log for his duration of stay for the particular event.
Actors:	Member
Assumptions:	Member signs out in the facility
Frequency of Use:	Daily
Related Use Cases:	Signing In
Stakeholders:	Clubhouse
Preconditions:	Member signed-in in the web application and is about to leave the facility
Postconditions:	Member signed out and completed the sign-in sign out cycle for his stay in the clubhouse.
Main Course:	1. Upon leaving member is asked to sign out. 2. Member will indicate look for his sign in and sign it out. 3. Member submits the form and leaves the clubhouse.
Alternate Course:	1. System will not work. 2. Clubhouse manager will notify IT. 3. IT troubleshoots and resolves the issue.

Use Case Name:	Create Encounter Form
ID:	UC-007
Scenario:	A member signs in the facility and checks in with his/her staff person. Staff will create an encounter form which will be signed by the member.
Triggering Event:	A member signs in in the facility.
Brief Description:	Every time the member signs in, he also has to sign an encounter form, basically saying that he was there, present during that day with the staff. Staff will create an encounter form using the application.
Actors:	Staff
Assumptions:	Member signs in in the facility and hasn't sign his encounter form.
Frequency of Use:	Daily
Related Use Cases:	Sign Encounter Form
Stakeholders:	Clubhouse
Preconditions:	Member signing in, hasn't signed his encounter form
Postconditions:	Encounter form created for that particular member.
Main Course:	1. Member checks in with staff 2. Staff creates an encounter form for that day 3. Staff lets the member sign his/form encounter form.
Alternate Course:	1. System will not work. 2. Clubhouse manager will notify IT. 3. IT troubleshoots and resolves the issue.

Use Case Name:	Sign Encounter Form
ID:	UC-008
Scenario:	A member signs in the facility and checks in with his/her staff person. Staff will create an encounter form. Member will sign the encounter form.
Triggering Event:	A member signs in in the facility.
Brief Description:	Every time the member signs in, he also has to sign an encounter form, basically saying that he was there, present during that day with the staff. Staff will create an encounter form using the application. Member will sign it and post submit.
Actors:	Staff, Member
Assumptions:	Member signs in in the facility and hasn't sign his encounter form.
Frequency of Use:	Daily
Related Use Cases:	Create Encounter Form
Stakeholders:	Clubhouse
Preconditions:	Member signing in, hasn't signed his encounter form
Postconditions:	Encounter form signed.
Main Course:	1. Member checks in with staff 2. Staff creates an encounter form for that day 3. Staff lets the member sign his/form encounter form. 4. Member signs the encounter form.
Alternate Course:	1. System will not work. 2. Clubhouse manager will notify IT. 3. IT troubleshoots and resolves the issue.

Use Case Name:	Create Progress Note
ID:	UC-009
Scenario:	Staff will create a progress note for members' stay in the clubhouse.
Triggering Event:	Member is about to leave the facility.
Brief Description:	Each stay of a member is billed 1 unit per 15 minutes of stay. Any stay duration beyond 15 minutes should have a progress as it is billable to the insurance company.
Actors:	Staff
Assumptions:	Member stays in the facility for more than 15 minutes and works on his goals.
Frequency of Use:	Multiple times daily
Related Use Cases:	Sign Progress Note, Sign In and Out more than 15 minutes in the sign in sheet
Stakeholders:	Clubhouse
Preconditions:	Member stays for more than 15 minutes and is about to leave.
Postconditions:	Progress note created for that particular stay.
Main Course:	1. Member checks in with staff when he/she is about to leave. 2. Staff will create a progress note, in collaboration with the member/optional. 3. Staff will ask member to comment and collaborate and have the member sign the note.
Alternate Course:	1. System will not work. 2. Clubhouse manager will notify IT. 3. IT troubleshoots and resolves the issue.

Use Case Name:	Sign Progress Note
ID:	UC-010
Scenario:	Staff created a progress note for the member to sign. Member will review and comment/collaborate (optional) and sign progress note if he's satisfied with it.
Triggering Event:	Member is about to leave the facility.
Brief Description:	The stay of a member is billed 1 unit per 15 minutes of stay. Any stay of a member beyond 15 minutes should have a progress as it is billable to the insurance company. The staff will create the progress note and member will sign it.
Actors:	Member
Assumptions:	Member stays in the facility for more than 15 minutes and works on his goals.
Frequency of Use:	Multiple times daily
Related Use Cases:	Create Progress Note, Sign In and Out in the log sheet.
Stakeholders:	Clubhouse
Preconditions:	Member stays for more than 15 minutes and is about to leave.
Postconditions:	Progress note is created and signed for that particular stay of the member.
Main Course:	1. Member checks in with staff when he/she is about to leave. 2. Staff creates a progress note. 3. Member will sign the progress note after review.
Alternate Course:	4. System will not work. 5. Clubhouse manager will notify IT. 6. IT troubleshoots and resolves the issue.

Use Case Name:	Generate Daily Login Report
ID:	UC-011
Scenario:	Staff/Clubhouse manager generates report for the number of units earned for the day and reconciles sign ins and outs, to the progress notes made and signed by staff and members, respectively.
Triggering Event:	Upon clubhouse closing
Brief Description:	Before the clubhouse closes, staff and/or manager will generate a report for the total statistics of the day. This report is to be evaluated the next day.
Actors:	Clubhouse Manager, Staff
Assumptions:	Clubhouse is operating that day and is about to close.
Frequency of Use:	Daily
Related Use Cases:	N/A
Stakeholders:	Clubhouse
Preconditions:	Report hasn't been generated for a particular day.
Postconditions:	Generated report at the end of the day.
Main Course:	1. Upon closing the clubhouse, staff and the manager will ask all members to sign out. 2. Staff/manager will generate the report for today and place it at the manager's office.
Alternate Course:	3. System will not work. 4. Clubhouse manager will notify IT. 5. IT troubleshoots and resolves the issue.

Use Case Name:	Generate Weekly Missing Documentation Report
ID:	UC-012
Scenario:	Clubhouse manager will generate a weekly missing documentation report to reconcile billable units from the log sheet and the progress notes being created and signed.
Triggering Event:	Every end of the week.
Brief Description:	Before ending the week, the manager will generate a missing documentation report that will alert staff of any documentation gap between the progress notes and the log sheet.
Actors:	Clubhouse Manager
Assumptions:	Clubhouse is operating at the end of the week.
Frequency of Use:	Weekly
Related Use Cases:	N/A
Stakeholders:	Clubhouse
Preconditions:	Report hasn't been generated for a particular week.
Postconditions:	Generated report and identified the documentation gap for the week.
Main Course:	1. Upon closing the clubhouse, every Friday, clubhouse manager will generate a report of the documentation gap between the log sheet and the progress note. 2. Clubhouse manager will alert staff first thing in the morning in the following week.
Alternate Course:	3. System will not work. 4. Clubhouse manager will notify IT. 5. IT troubleshoots and resolves the issue.