



LifeLoop trainings

Activity tracking for PCC

Calendar

How to navigate PCC and identify the information that syncs with LifeLoop.

lifeloop.com

Version 04.24





Table of contents

Section 1:	Taking attendance in LifeLoop.....	1-2
Section 2:	Adding personal activity in LifeLoop...	3-6
Section 3:	PCC permissions required.....	7
Section 4:	PCC navigation.....	8-10
Section 5:	FAQs.....	11
Section 6:	Resources.....	12
Section 7:	Continued learning.....	13

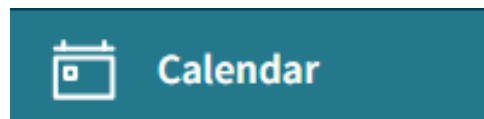


Taking attendance in LifeLoop

*Note: These steps must be completed **first** for all activity attendance to be synced with PCC.*

Step 1

Open the calendar feature in the feature menu.



Step 2

Select the activity to take attendance for.



Step 3

Select take attendance in the upper right-hand side of the screen.





Taking attendance in LifeLoop

*Note: These steps must be completed **first** for all activity attendance to be synced with PCC.*

Step 4

Select the **checkmark** to the right of the resident's name to mark them as attended. Select the **minus sign** to mark them as declined.

For attended residents, there is the option to select 1-5 stars of engagement. For example, 5 stars means Alex really enjoyed the activity and was engaged.



Alexa "Alex" Edwards 
unit 338



Note: All accepted attendance will sync to their PCC resident calendar that evening. Any declined attendance will not sync.

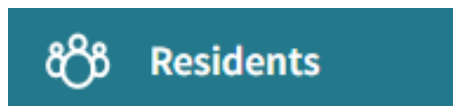


Adding a personal activity in LifeLoop

Note: These steps must be completed first for personal activity attendance to be synced with PCC.

Step 1

Open the residents feature in the feature menu.



Step 2

Next to the resident's name, select the add new personal activity quick action icon.



Step 3

Type in, or select from pre-created personal activity names.

Activity Name **(required)**

Crosswords/Puzzles




Adding a personal activity in LifeLoop

Note: These steps must be completed first for personal activity attendance to be synced with PCC.

Step 4

Select the **exact time**, or a **general time** for the personal activity.

Time (required)



Exact Time

All Day

Morning

Afternoon

Evening

Step 5

Select the **date** of the personal activity.

Date (required)




Adding a personal activity in LifeLoop

Note: These steps must be completed first for personal activity attendance to be synced with PCC.

Step 6

Add any additional resident attendees that participated in the personal activity by selecting their name.

Additional Attendees



Select All

Alex Campin

Andrew "Andy" Grill

Barbara "Babs" Ellis

Barbara Prescott

Bart "Barton" John

Bethany "Betty" Crain

Step 7

Type the description of the personal activity.

Description

Alex worked on a 100 piece puzzle.



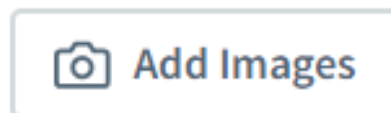
Adding a personal activity in LifeLoop

Note: These steps must be completed first for personal activity attendance to be synced with PCC.

Step 8

Select add images to upload any photos of the personal activity.

Photos



Step 9

Select create personal activity on the bottom right-hand side to add the personal activity to the resident's activity feed.

Create Personal Activity



PCC permissions required

Note: Below are the minimum PCC permission levels required for a staff member to access a feature or report in PCC.

Clinical

Event calendar resident calendar = read

Community calendar = read

Event calendar operations

Internal location = read

Resource = read

Event types = read

Event calendar reports

Event calendar comparison report = yes

Event calendar report = yes



PCC navigation

Where to access calendar in PCC

The screenshot shows the PointClickCare interface for a resident named Albright, Alesse (9746). The top navigation bar includes 'Home', 'Admin', 'Clinical', and 'Reports'. The 'Clinical' tab is selected. In the top right corner, there is a 'Calendar' icon (a small calendar icon) which is highlighted with a green box and a green arrow pointing to it. Below the navigation bar, the resident's profile is displayed, including vital signs, lab results, and a list of orders.

The screenshot shows the PointClickCare interface with the 'Clinical' menu open. The 'Calendar' option is highlighted with a green box. Below the menu, the 'Facility Calendar' is displayed, showing a calendar view for March 2022. The calendar includes dates from Sunday to Saturday, with various events and activities listed for each day. The 'Calendar' option is also highlighted in the top navigation bar.

Note: All residents appearing above are fictional.



PCC navigation

Sync from LifeLoop

Any synced activities will show “Synced from LifeLoop” in the PCC activity notes, followed by the activity type, location, and description.

PointClickCare

Home Admin Clinical Reports

Facility Calendar

Calendar: Resident Event Listing

Display Filters

Day Week Month Agenda New

Sun, March 27 Mon, March 28

08:00am

09:00am

10:00am

11:00am

12:00pm

01:00pm

02:00pm

03:00pm

04:00pm

05:00pm

06:00pm

02:15pm - 02:45pm Fit with Phil - EDITED

Description (max. 200): Fit with Phil

Max # of Resident(s):

Residents: Resident(s) selected

Event Type: Choose an option...

Location: Choose an option...

Resources(s): Choose an option...

Responsible for Event: Choose an option...

Other Person(s):

Notes: Synced from LifeLoop | Intellectual | Cafeteria | Phil will be leading us through some rigorous exercises!

Repeat event: Enable

Time period: 02:15pm 30 March 2022 - 02:45pm 30 March 2022

Save Close Mark Attendance & PN Reports Cancel Event

Personnel:

Notes: Synced from LifeLoop | Intellectual | Cafeteria | Phil will be leading us through some rigorous exercises!

Note: All residents appearing above are fictional.



PCC navigation

View activities in PCC

Select clinical on the top left-hand corner then select resident event listing in PCC to view the list of activities that have synced from LifeLoop into PCC.

PointClickCare (API sandbox) FACILITY_12 developer Sign Off

Home Admin Clinical Reports

Facility Calendar Resident Event Listing

Event Types: Choose an option... Responsible: Choose an option...

Event Date Range: 03/24/2022 to 03/31/2022

Resident:

Unit: All Floor: All

Show Cancelled Events: ☐

Search Reset

Resident Name	Event Calendar	Event Name	Event Start Date	Event End Date	Location	Responsible
Abricht, Alease	Facility	SNF Activity Calendar event	03/29/2022 08:00 PM	03/29/2022 09:00 PM		
Abricht, Alease	Facility	Fit with Phil - EDITED	03/30/2022 02:15 PM	03/30/2022 02:45 PM		
Abricht, Alease	Resident	One on One EDITED	03/30/2022 05:00 PM	03/30/2022 07:30 PM		
Alison, Alisha	Facility	SNF Activity Calendar event	03/29/2022 08:00 PM	03/29/2022 09:00 PM		
Barron, Alease	Facility	SNF Activity Calendar event	03/29/2022 08:00 PM	03/29/2022 09:00 PM		
Barron, Alease	Resident	One on One EDITED	03/30/2022 05:00 PM	03/30/2022 07:30 PM		

Export to CSV

Note: All residents appearing above are fictional.



FAQ

When will activity attendance transfer to PCC?

Attendance tracked in LifeLoop will be pulled into PCC nightly.

What activity information will transfer to PCC?

Attendance tracked on all calendar activities and all resident personal activities. The name, date and time of the activity. The location, activity type and description are all joined together in the PCC "notes" field which is equivalent to the LifeLoop activity "descriptions" field.

Who do I contact if I don't have access to view the PCC activity attendance integration?

If you do not have the necessary permissions, please contact the lead PCC user at your community or your PCC account manager.

When I make changes, where do I go first?

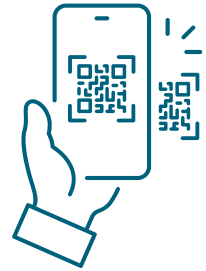
LifeLoop is the "source of truth" for activity attendance. Anytime you want to make edits to activity attendance, edit in LifeLoop first. PCC will sync and adjust the changes at the end of each day.



Resources

Video QR codes

How to scan QR codes



Open the camera app on a mobile device. Hold the device so the entire QR code is visible in the camera frame (you don't need to take a picture). Once the QR code has been read, a notification will appear at the top of your screen.

Understanding your PCC integration





Continued learning

Visit the Learning Community

Access LifeLoop marketing collateral and training resources at your convenience. Find the Learning Community by clicking the "?" on the top right-hand side of your screen or going to <https://training.lifeloop.com/training/staff>.

Attend a university course

Don't forget about our complimentary LifeLoop University available to you and your team. Courses are provided weekly and cover all LifeLoop features. Emails with the topics and schedules are sent out monthly for you to register to attend.

Further questions?

Reach out to support@lifeloop.com or your Customer Success Manager.