

PCC INTEGRATION ACTIVITY ATTENDANCE

How to navigate PCC and what information flows from LifeLoop into PCC.



INDEX

Section 1	PCC Activity Attendance FAQs.....	pg 1
Section 2	Taking Attendance in LifeLoop.....	pg 2-3
Section 3	Taking Personal Activity Attendance in LifeLoop.....	pg 4-6
Section 3	PCC Permissions Required.....	pg 7
Section 4	PCC Navigation.....	pg 8-10
Section 5	Continued Learning.....	pg 11

PCC INTEGRATION ACTIVITY ATTENDANCE

PCC ACTIVITY ATTENDANCE FAQs

? 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.

PCC INTEGRATION ACTIVITY ATTENDANCE

PCC ACTIVITY ATTENDANCE FAQs

? **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.

? **WHAT FEATURE DO I NEED IN PCC IN ORDER TO SYNC ACTIVITIES?**

Attendance tracked in LifeLoop will be pulled into PCC nightly.

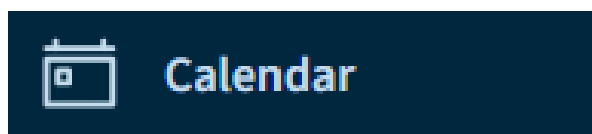
PCC INTEGRATION ACTIVITY ATTENDANCE

TAKING ATTENDANCE IN LIFELOOP

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

STEP 1

Open **Calendar** on your feature menu.



STEP 2

Click the activity to open the Activity Details of the activity you would like to take attendance for.



STEP 3

Click **Take Attendance** on the top right-hand side.



PCC INTEGRATION ACTIVITY ATTENDANCE

TAKING ATTENDANCE IN LIFELOOP

STEP 4

Select the green circle next to the residents name to mark them as attended or the yellow circle to mark them as declined.

For attended residents, you can select their stars of engagement from a 1 star to a 5 star. For example, 5 stars for Alex as he really enjoyed this activity.



Alex Smith
unit



Note: All accepted attendance will sync to their PCC resident calendar that night. Declined attendance will not sync.

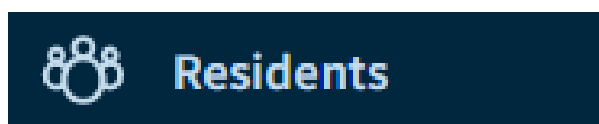
PCC INTEGRATION ACTIVITY ATTENDANCE

TAKING PERSONAL ACTIVITY ATTENDANCE IN LIFELOOP

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

STEP 1

Open **Residents** on your feature menu.



STEP 2

Next to the residents name, click the **add new personal activity** icon.



STEP 3

Type in or select from pre-created Activity names such as Puzzle.

Activity Name (required)

Crosswords/Puzzles

PCC INTEGRATION ACTIVITY ATTENDANCE

PERSONAL ACTIVITY ATTENDANCE IN LIFELOOP

STEP 4

Select the exact time or a general time of the personal activity.

Time (required)

Exact Time

Exact Time

All Day

Morning

Afternoon

Evening

STEP 5

Select the date of this personal activity.

Date (required)

04/14/2022

STEP 6

Add any additional resident attendees that were also participating in this personal activity by clicking on their name.

Additional Attendees

Select...

Select All

Alex Davidson

Alex Smith

Alexa "Alex" Edwards

Angie Baker

Archer "Arch" Seger

Barb Star

PCC INTEGRATION ACTIVITY ATTENDANCE

PERSONAL ACTIVITY ATTENDANCE IN LIFELOOP

STEP 7

Type in the description of the personal activity.

Description

Completed a 100 piece puzzle.

STEP 8

Click on **Add Images** to upload any photos of the personal activity.

 **Add Images**

STEP 9

Click **Create Personal Activity** on the bottom right-hand side to add the personal activity to the resident(s) activity feed.

Create Personal Activity

PCC INTEGRATION ACTIVITY ATTENDANCE

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 INTEGRATION ACTIVITY ATTENDANCE

PCC NAVIGATION

➤ VISUAL OF WHERE TO ACCESS CALENDAR IN PCC

The screenshot shows the PointClickCare interface for a resident named Albright, Aleese (9746). The 'Clinical' tab is selected. A red arrow points to the 'Calendar' link in the 'Clinical' tab menu. The interface displays various tabs like Home, Admin, Clinical, and Reports. The 'Clinical' tab includes links for People, Actions, and Special In. The 'Calendar' link is highlighted with a red box.

The screenshot shows the PointClickCare interface with the 'Calendar' view selected. The calendar displays the month of March 2022. The 'Calendar' link is highlighted with a red box. The calendar shows dates from Sunday to Saturday, with various events and activities listed for each day. The 'Calendar' link is highlighted with a red box.

Note: All residents in PCC visuals above are not based on real residents.

PCC INTEGRATION ACTIVITY ATTENDANCE

PCC NAVIGATION



SYNCED FROM LIFELOOP

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

The screenshot shows the PointClickCare Facility Calendar interface. A modal form for editing an event titled "Fit with Phil" is open. The form includes fields for Description, Max # of Resident(s), Resident(s), Event Type, Location, Resource(s), Responsible for Event, and Other Personnel. A red box highlights the "Notes" field, which contains the text: "Synced from LifeLoop | Intellectual | Cafeteria | Phil will be leading us through some rigorous exercises!". A red arrow points from this box to a larger, detailed view of the notes field below.

This block shows a detailed view of the "Notes" field from the event form. It is a text area containing the text: "Notes: Synced from LifeLoop | Intellectual | Cafeteria | Phil will be leading us through some rigorous exercises!". The text area is outlined with a red border.

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PCC INTEGRATION ACTIVITY ATTENDANCE

PCC NAVIGATION

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

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PCC INTEGRATION ACTIVITY ATTENDANCE

CONTINUED LEARNING



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.



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://ourlifeloop.com/training/staff>.



FURTHER QUESTIONS?

Reach out to Support@OurLifeLoop.com or your Customer Relationship Specialist.