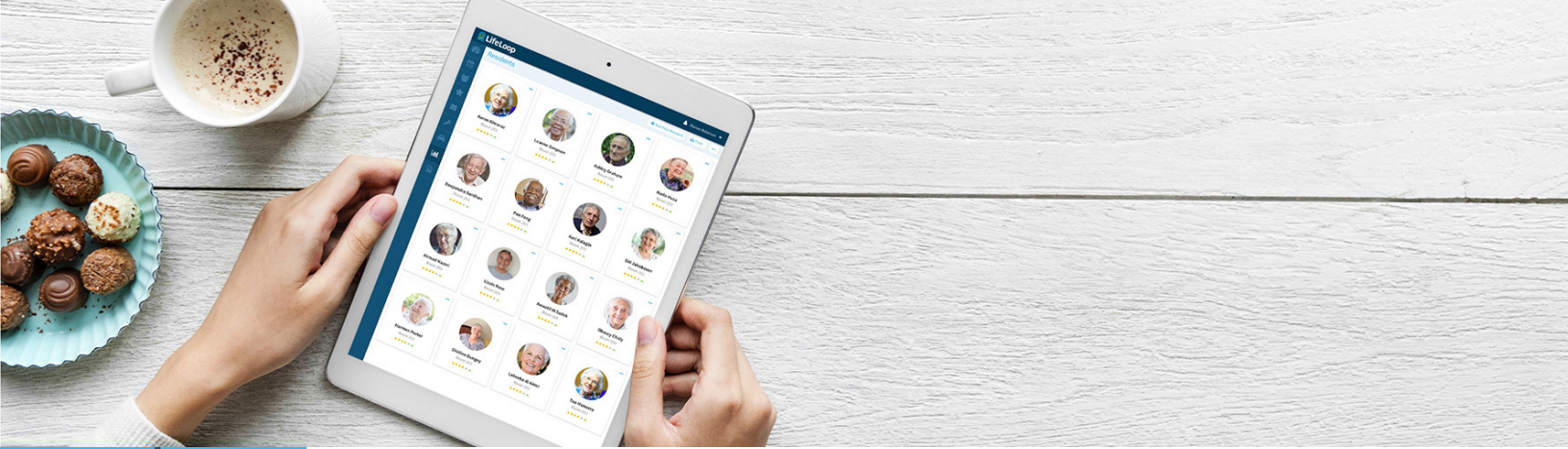# PCC INTEGRATION ACTIVITY ATTENDANCE

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

INDEX

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.

? 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.
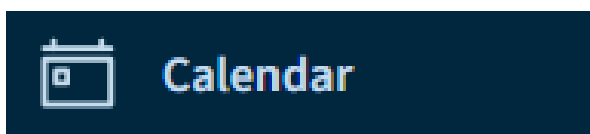
PCC INTEGRATION ACTIVITY ATTENDANCE

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.

Calendar

STEP 2

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

2:30 pm
03:30
Crafting with Caroline
Assisted Living Activity Calendar
Craft Kitchen

STEP 3

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

Take Attendance

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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.
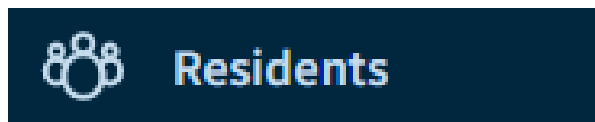
PCC INTEGRATION ACTIVITY ATTENDANCE

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

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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.*

▶ **CLINCIAL**

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**

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.

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

PCC INTEGRATION ACTIVITY ATTENDANCE

PCC NAVIGATION

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

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.

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