

Message

From: Joti Sandhu [/O=REHABCARE GROUP, INC./OU=CORPORATE/CN=RECIPIENTS/CN=JPSANDHU]
Sent: 6/13/2011 3:19:46 AM
To: CT-Windsong Village Convalescent Center [/O=REHABCARE GROUP, INC./OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CT2775]; CT-Winterhaven Health Care Center [/O=REHABCARE GROUP, INC./OU=Corporate/cn=Recipients/cn=CT5604]; CT-Retama Manor South [/O=REHABCARE GROUP, INC./OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CT2854]; CT-Mission Nursing and Rehabilitation Center [/O=REHABCARE GROUP, INC./OU=Corporate/cn=Recipients/cn=CT2098]; CT-Bremond Nursing and Rehabilitation Center [/O=REHABCARE GROUP, INC./OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CT2809]; CT-Brighton Gardens of Bellaire [/O=REHABCARE GROUP, INC./OU=Corporate/cn=Recipients/cn=CT2191]; CT-Calder Woods [/O=REHABCARE GROUP, INC./OU=Corporate/cn=Recipients/cn=CT1905]; CT-Elmwood Nursing [/O=REHABCARE GROUP, INC./OU=CORPORATE/CN=RECIPIENTS/CN=CT640]; CT-Fall Brook Nursing and Rehab [/O=REHABCARE GROUP, INC./OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CT2765]; CT-Kruse Memorial Lutheran Village [/O=REHABCARE GROUP, INC./OU=Corporate/cn=Recipients/cn=CT2336]; CT-Veranda Rehabilitation and HealthCare [/O=REHABCARE GROUP, INC./OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CT3067]
Subject: FW: You Tube video links on how to use the Planner and Scheduler
Attachments: Treatment Planner 3 and Scheduler Tips.doc
Importance: High

Expectation is that all everyone uses planner and scheduler for all Part A's. Need to hear from those not using this tool in SMART. Thanks!

From: Dennis Ng

Sent: Sunday, June 12, 2011 6:31 PM

To: CT-Arbors; CT-Manor Park; CT-Carillon Senior Living Campus; CT-Fountains at Pacific Regent (The); CT-Anderson House; CT-Park Manor of South Belt; CT-Park Manor of Quail Valley; CT-Park Manor of Cypress Station; CT-Brentwood PlaceThree; CT-Southwest Nursing and Rehab; CT-Highland Pines; CT-Retirement Nursing Center; CT-Brentwood Place One; CT-Quality Care of Waco; CT-Windsong Village Convalescent Center; CT-Fall Brook Nursing and Rehab; CT-Las Palomas Care and Rehabilitation Center; CT-Rio Rancho Care and Rehabilitation Center; CT-Casa De Oro Care and Rehabilitation Center; CT-Ladera Care and Rehabilitation Center; CT-Manzano Del Sol; CT-The Fountains of the Carlotta; CT-Windsor Gardens Rehabilitation Center of Salinas; CT-Pacific Haven Healthcare Center; CT-Park Vista at Morningside; CT-Pecan Valley Rehabilitation and Healthcare Center; CT-Cedar View Rehab & Healthcare Center; CT-Stone Oak Care Center; CT-Legend Healthcare and Rehabilitation of Euless; CT-Mimosa Manor; CT-Courtyards at Fort Worth; CT-Trail Lake Nursing & Rehab; Amanda Diemer; CT-Park Manor of CyFair; CT-Buckner Villas Siesta Home; Linda Kurland; Susan Krall; Kip Taylor; Jean Maes; Judith Christie; Bradley Mitchell; Carmen BeMiller; Jennie Chaves; Joti Sandhu; Leslie Mills; Shelina Hartness; Kelly Muller

Subject: You Tube video links on how to use the Planner and Scheduler

Hi Everyone,

Please find below are the links to the Planner and Scheduler webinar video.

Part 1 = <http://www.youtube.com/watch?v=QVcVQhaHRwA>

Part 2 = <http://www.youtube.com/watch?v=VblQBc72Vs4>

The only update to these videos is that we have since reverted back to the old logic with the Planner so that it doesn't change the minutes anymore for Part A Residents in Assessment.
The information about the Schedules is still current and accurate.

I have also attached a tip sheet on how to use the Planner and Scheduler more effectively.

Please don't hesitate to email me if you have any questions.

Sincerely,

Dennis ☺

Dennis Go Ng, DPT, MS, GCS, CLT
Director of Project Management
RehabCare Group, Inc.



12 STEPS to Use Treatment Planner 3 and Scheduler Effectively

Follow steps provided in numerical sequence

1 If the discipline is in **“BLUE”** color in the planner, it means that there is no active therapy admission for the patient. **“GREEN”** means that there is active therapy admission

2 Set your ARDs for the patients on Set Payor screen in TX resident before moving to the planner

3 Step 2 will enable patient to show up in **“PINK”** during the 7 day **Lookback (LB)** period for each ARD

- Patient in **“PINK” on desktop SMART will show up as (LB) on device** – a great alert for clinicians

4 Once Steps 1-3 are complete, go to **TREATMENT PLANNER 3** Tab

5 In the morning, **first plan minutes for the “PINK” patients**

6 Next, plan minutes for “BLUE” and other patients

7 You can plan minutes by clicking and using the RUG PLANNER tab

OR

Plan minutes by typing in the boxes for each individual day and discipline

8 Once minutes are planned for a week, go to **COPY SCHEDULE** tab and copy the plan for future weeks

9 When clinicians synch in and out, the delivered minutes will override the planned minutes in the planner everyday as they are delivered

If you would like to see how many minutes were delivered for day or in a Lookback, **click on the + sign of the “SHOW SECTION O”** And it will show delivered minutes for individual, concurrent and group

10 After planner is reviewed, **click on SCHEDULER** and it will show planned minutes for the day

11 If you do not use planner to plan Part B minutes, **click on SCHEDULER to enter the minutes (BEST PRACTICE IS TO USE THE PLANNER TO ENTER MINUTES FOR ALL PAYOR TYPES)**

12 **SAVE the SCHEDULER only after you plan-review minutes on planner daily**

- Do not save **future dates of the SCHEDULER** as this will stop any further changes made to the **PLANNER to move to the SCHEDULER**
- If you do not use planner for planning Part B patients, then by saving the schedule for example on Monday will schedule the Part B minutes for the remainder of the week for that patient on the SCHEDULER
- **PLEASE NOTE**-Saving the SCHEDULER is only necessary if you don't use PLANNER to plan Part B minutes and want the SCHEDULER to generate planned minutes for a Part B patient for the week