# CMS

# **Release Notes**

# Version 6 Revision 3

### **Revision History**

Date	Version	Description	Author		
4/7/2016	6.0.3	General Update	Sally White		

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# Support & Updates

# 1. Remote Assistance – Easy and Quick New Method

We have made a number of changes to make it easier and quicker to join a Remote Assistance session.

- 1. A new icon will now appear on your desktop. So if you can't open CMS you will be able to start a support session directly from your desktop.
- 2. CMS will now automatically create a support session for you. This means you no longer need to click on any links or download files; it will all happen automatically.

CMS Remote Assistance

When you start a remote session either from the Desktop icon or through CMS, you should see the progress windows below.

Waiting Remote Connection. Please wait	Success! - Closing in 5 seconds
	Connection established.

# 2. Silent Automatic Off-Line Updater

This new feature has been implemented to make the update process quicker and easier for customers that have more than one machine on their network. Once one machine on your network has been updated, the remaining machines will automatically update. Unfortunately this excellent new feature will only take effect on future updates; at this stage we are just laying the groundworks.

The automatic update works as follows:

- 1. One of the computers on your network updates CMS to a newer version The user must perform this action; it is not automatic.
- 2. The Docstore folder will store the newly updated files
- 3. The remaining computers will detect that one of the machines has been updated. These machines will automatically update from the Docstore without the need for user action.
- 4. The silent updater runs in the background and checks for changes every minute. It will only update files if CMS is NOT running.
- 5. This feature will not work for customers that connect to CMS over a VPN.

# **CMS** Desktop

### 1. Vitals – Review Dates

Vitals can now be configured to have review dates. When a vital is due to be reviewed, it will be shown on both the Shift Handover and Diary modules.

To configure a Vital Category to have review dates: Go to **Residents > Assessments > Vitals** and click the solution on the toolbar.

The image below shows that the 'Weight' category has been setup to have Review Dates.

Vitals X													
Administration													
🖹 New 🗶 Delete 🛃 Save 崎 Cancel 🕼 Exit 🏦 🖶 😗 Vitals													
	Category	Unit	Force Numeric	Lower Danger Limit	Lower Warning Limit	Normal Limit	Higher Warning Limit	Higher Danger Limit	Active	Include in Overview	Daily Running Total	Uses Review Date	Custom Assessment
	Weight	kg	~	0	0	0	0	0	~	~		~	Add
1	BMI			10	16.5	18.4	25	30	~	~			Edit
	Fluid Intake	mls		0	0	0	0	0	~	~	•		Add
	Fluid Output	mls	~	0	0	0	0	0	~	~			Add
	Pulse	b/min		0	40	60	90	100	~	•			Add
	BP Systolic	mmHG		40	70	90	120	140	~				Add
	Blood Sugar		~	0	0	0	0	0	~				Add
	BP Diastolic	mmHG		20	40	60	80	90	~				Add
	Temperature			0	0	0	0	0	<b>v</b>				Add
	Urinary Analysis			0	0	0	0	0	$\checkmark$				Add
•	-1				1								•

When this option has been selected, an extra column will appear on the Vital screen for that category. The time between reviews could vary from one resident to the next so CMS will calculate the average time between the current date and the previous 2 readings to determine the next review date. This date will never be more than 1 month. You can of course change this date to one of your choosing.

Overview	Date 🛆	Time	Logged By	Weight (kg)	BMI	Review Date	Comments
	15/02/2016	15:30	Daniella Thornley	60.3	23.55	29/02/2016	
Weight	28/02/2016	10:52	Daniella Thornley	60.2	23.52	14/03/2016	
BMI	05/04/2016	15:32	Daniella Thornley	60.5	23.63	01/05/2016	
	13/05/2016	09:34	Daniella Thornley	60.6	23.67	01/06/2016	
Fluids	19/05/2016	12:00	Leah Thompson	60.4	23.59	11/06/2016	
	06/06/2016	10:00	Justine Edge	60.7	23.71	16/06/2016	
Pulse						$\smile$	
BP							

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The vital review will appear on the Diary and Shift Handover screens. The following image shows samples of some overdue Vitals readings. To record a new reading, simply click on one of the entries.

Reviews Overdue								
Named Nurse - (All)	6							
Employee Reviews (9) Resident Custom Reviews (11) Care Plans (148) Resident Custom Assessments (120)								
Employee Custom Assessments (9)     Risk Assessments (26)     Body Map (7)     DOLs (13)     Price ≫ Policies/Forms (346)								
<ul> <li>Vitals (3)</li> <li>Fluid Output - June Armstrong (13 days overdue)</li> <li>Fluid Intake - June Armstrong (13 days overdue)</li> <li>Weight - June Armstrong (11 days overdue)</li> </ul>	~							

### 2. New Assessments for Employees

In version 5.2 we released a new feature which forces a user to complete a preselected set of assessments when a new resident or a pre-admission is created. For example every time a new resident is created the user must also complete a MUST and a Client Moving & Handling assessment.

We have now extended this feature to the employee's module. This feature can be accessed by going to **Tools > Settings > Module settings > Employees**.

The screen shows a list of all of the available employee assessments. Here you can indicate which assessments you want to be completed when you create a new employee.

The assessments that you choose here are then automatically loaded after you complete the New Employee Wizard. Any assessment that you do not complete at this stage will appear in both the Diary and the Shift Handover.

Emp	mployees 🔺									
0	When creating a new employee, you can force the user to complete certain assessments. Select the assessments that you wish to enforce.									
	New Employee Assessment Model									
		Risk Assessment								
		Test								
	~	More Assessments								
		Fill this list	_							
		Probationary Assessment	_							
	<b>V</b>	Appraisal	_							

## 3. Allergies and Important Information

Almost all of the resident reports will print the 'allergies and important information' in red, bold text at the top of the report. Whilst this is a very useful feature, the text can at times spread over several lines consuming a lot of important report space. We have addressed this by taking out the line breaks and replacing them with a ';'

## 4. Activities & Attachments

On the Resident, Employee and the Home calendar we have added the ability to attach a file directly to an activity. This can either be done when creating a new activity or it can be attached to an existing activity whilst editing. The attachments are stored in the shared 'docstore' folder so if you find this feature has been disabled you will need to contact us.

## 5. MAR Signature Request

We have added a report setting which will add a signature request to the MAR report. To switch this feature on, go to **Tools > Settings > Reporting > MAR Sheet** and check the 'Display signature request' checkbox.

The signature request will display as shown below.

Mrs June Armstrong (June)																											Tr	ainir	ng Ho	ome
DOB: 01/02/1916 (100) Recent: 16	Nan	ned Nurse	Nurse: F				R	Resident Type: Residential					Gender : F						2.94											
Room : 16 Admission Date: 12/05/2015 Important Info : June has a NUT allergy; (e.g. Allergies)							ean				Jener	a				GP . Tel :		Dr Jo 0161	ohn \ 428	Narri 454	ngto 7	n	-	10		and the second				
Commencing 13 May 2016	Γ	Time	Fri 13	Sat 14	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Sun 22	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Sun 29	Mon 30	Tue 31	Wed 1	Thu 2	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9
Paracetemol 500mg Tablet																														
As Required																														
Start: 23/07/2004																														
End:																														
SELF ADMINISTERED																														
Quanity C/F: Qu	anity Receiv	ved:				Rece	eived	I By:						Am	ount or d	retu estro	med oyed					Perfo	orme	d By	:	_		_		_
Tramadol 50mg Capsule																														
As Required																														
Start: 23/07/2004																														
End:																														
SELF ADMINISTERED																														
Quanity C/F: Qu	anity Receiv	/ed:				Rece	eived	I By:						Am	ount	retu	med		-			Perfo	orme	d By	c					

Medical Administration Record

Date:	Assess	or Signature:		Service User / Significant Other Signature	
A - Refused F - Test	B - Nausea or Vomiting	C - Hospitalised	D - Social Leave	E - Refused or	Destroyed
Comments					

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# 6. New option for departures

There's now a simpler way to record **deaths that happen away from the premises**. Selecting this option will skip the unnecessary Accident/Incident wizard.

About Me 🕞 Departures 🔚 Possessions 🗕 Attachments	Departure Wizard
muse Constant	DEPARTURE DETAILS
List Print - 🖏 Admin	Parident Hannah
DEPARTURE DETAILS Departure Wizard	Margaret
DEPARTURE TYPE	Admission Date: 04/12/2015
	Date of Death: 12/05/2016 Time of Death (24hs): 00:00
Is this departure the result of DEPARTURE WIZARD	Departure Type: Deceased
C Accident / Incident / Death	Reported By : Steph 💌 🔎
Departures are used to record either an extended or permanent absence from the home. This is particularly useful for producing fire lists as well as tracking a resident's admission and discharge history.	Cause of Death : Known Further Details : None
In yous electraccion in Incidento Toenta a record entry will be made in both the residents departure history as well as the accident and incident book.	
Cancel Next 🔿	Cancel

# 7. Forward Sent Messages

Sent messages can now be forwarded to other CMS users.

2	Received Me	ssages (7)	*
Inbox Sent Folder: Unrea	d Messages 🔻 🖂 New Messag	je Open Delete Reply Reply All	orward
Date Created	Sent By	Subject	<b></b>
🥚 🖂 20/06/2016 14:13	Justine Edge	Policy Update	
🔵 🖂 16/06/2016 09:39	Jason Kear	4	
🔵 🖂 16/06/2016 09:39	Jason Kear	5	
🔵 🖂 16/06/2016 09:39	Leah Thompson	1	

## 8. Policies - Removing Employees from Read Requests

You may have sent read requests for a policy to employees by mistake. If this is the case you have 2 options to remove an employee's read request. For both of these options you need to be in the Policy module.

#### a. Removing an employee from an individual request

Select a policy and then select the Report tab. Right-click on an employee and a popup menu will appear allowing you to remove the user.

Preview Policy 📃 Policy Detail 🔐 Report								
Select Request Da	overview 0	▼ Delete		C Summary C	Detailed			
Employee Name	Request Date	Total Reading Time (mm:ss)	First Reading	Last Reading	Times Read	Requested To Read?		
Amanda Smith		00:00			0	X		
Helen Harrop		00:00			0	X		
Jason Kear		00:00			0	Х		
John Adams		00:00			0	Х		
Judy Evans		00:00			0	Х		
Juliet Taylor		00:00			0	X		
Justine edge		00:00			0	X		
Leah Thompson		00:00			0	X		
Liz Dodd		00:00			0	Х		
Lois Sheldon		00:00			0	Х		
	19/01/2016 16:52:31	Remove from th	his Request					
Olivia Hayes		venove nom u	lis Request		0	X		
Paula Booth		00:00			0	X		
Tanya Whitehead	19/01/2016 16:52:31	01:27	20/01/2016 09:40:24	20/01/2016 09:40:24	1	1		
Test Employyee		00:00			0	Х		
TesT One		00:00			0	Х		
Test Three		00:00			0	X		
That One		00:00			0	X		
The Mailman		00:00			0	Х		
Trudy Cox		00:00			0	Х		

#### b. Removing multiple requests

Click the SAdmin button on the toolbar and select **Manage Read Requests** Select an employee and tick the read requests that you would like to delete.

C	Manage Requests			×
	Employee: Suzi Ada	ams 💌	Document Type: ALL	•
	Request Date	Document Type	Description	Remove
	19/01/2016 13:55:44	Policy	Statement of Aims & Objectives (Mission Statement)	
	03/03/2016 11:14:27	Policy	Bullying Policy	
	04/03/2016 10:25:43	Policy	Aims & Objectives	
	20/06/2016 14:13:07	Policy	Administration of Medicines to a Service User	
	😧 Cancel		Delete email messages re	elated 🗙 Remove

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## **10.** Multiple Homes – New Employees

If you use Domain Authentication and you have multiple homes it is now much easier and quicker to add a user to multiple homes. When adding a user you will now see a new column called Other Homes. Click on **Add** to select the homes you would like this user to have access to.

O CI	MS - Care Ma	anagem	ient System (Bla	nk Home)									-		×
<u>F</u> ile	<u>M</u> odules	Tools	s 🕜 <u>H</u> elp												
ÅÅ.	RESIDENTS	5	~												
舯	EMPLOYEES	5	Securi	τγ											
	ном		9		1	New 🖌	Delete	Save	Cancel	Remove Empl		CMS Login			
14		<   ≧	Users				Delete	Jave	) cancer	ag Kentove Empi	oyee 🗸	civis cogin	_	U USCI	-
			User Profiles			User Name	9	Employee	User Profile	Other Homes					
						DATAMERE	LTD\SALLY		Manager	Add					
SI R AUI	ADMIN ECURITY EEPORTS		Administ	ker rator pS											
Acc	cess Rights:	V Ne	ew 🖌 🖌 Edit	🗸 Delete	🗸 Pri	nt 🗹 Ad	min	🟠 Blank H	lome	a Shif	t Handover	Personal	Diary	28/06/	2016 .:

# 11. Bug Fixes

- Extra questions will no longer cover up the NI Number when using large text sizes / fonts.
- When attaching a file to a DOL Statutory Notification, CMS created a blank Word file. Files now can only be attached to a New Note. New Statutory Notification will create a new document from the sample.
- When printing something and choosing to email, CMS didn't allow more than one recipient. Multiple recipients, separated by a semi colon can now be entered.
- If a specific keyworker has not been assigned to a Care Plan or Risk Assessment, the Shift Handover screen will automatically display these reviews under the resident's default keyworker. Previously they could only be viewed when 'All' was selected.
- When clicking 'Save & add new' after writing a medical note, CMS will remember the contact link and the subject will be set to 'Medical note'.
- Printing an employee review matrix will no longer display the date in the format mm/dd/yyyy.
- If you have multiple homes and a resident moves from one home to another the A & I module correctly displayed all records for the active residents for both homes. However the printed reports only showed the records for the current home
- Daily Care & Shift Handover filters. When your date range changes new items are added to the column filters. Previously these items were appended to the bottom of the list; now the list is re-ordered.
- Daily Care & Shift Handover filters. When using the Details filter to search on entries, the reports did not apply the filter.

- Daily Care & Shift Handover. When recording a new note, the screen did not refresh correctly with the new data once the new note screen was closed.
- Reviews Some attachments could not be viewed.

# **CMS** Touch

### 1. Vitals

CMS Desktop now has the ability to be able to add a review date to a Vital such as a weight. In line with this new feature, users of CMS Touch will be able to see a prompt for the review on the Care Notes screen. Click the entry to record the new reading. CMS Touch will calculate the average time between the current date and the previous 2 readings to determine the next review date. This date will never be more than 1 month. You cannot change the review date on CMS Touch



## 2. Bug Fixes

- If the description of one of the custom fields in CMS Desktop is changed, the new description was not displayed correctly on the Resident search screen. This has now been fixed
- CMS Touch was logging users out whilst they were reading Policies. This has now been resolved.

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For General Release
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# **CMS** Tablet

# 1. Offline Functionality

With this version we have looked to improve the online / offline functionality of CMS Tablet. Please refer to the connectivity schema at the end of this document for details on how CMS Tablet checks its connectivity status and retrieves data.

#### a. Always Work Offline

If Wi-Fi is not strong throughout the home we recommend that you turn this feature ON. When this feature is enabled, you will always record information offline. If this feature is set and there is also a Wi-Fi signal, a synchronisation of data will automatically take place when the user either logs in or out (depending on your synchronisation settings). You can also press the synchronise button at any time to force a synchronisation.

Previously this feature could only be turned on or off through the settings page. We have now added a button that can enable or disable this feature at any time.



There are 3 potential statuses:



Work Offline Enforced. CMS Tablet will not attempt to connect the server

Work Offline Unenforced and the User has a connection to the server. CMS Tablet will check the connection when either a screen or a resident changes

Work Offline Unenforced and the User has NO connection to the server. CMS Tablet will try to establish a connection either when a screen or a resident changes

#### b. Reduced Network Activity & Improved Synchronisation

We have tried to limit the amount of network activity to bare essentials to help improve the responsiveness of CMS Tablet. In addition to this, any new data retrieved from the database outside of the synchronisation will be merged with existing offline data.

### 2. Care Notes

The Care Notes screen has a slightly new layout. We hope this will make it easier to read care notes on smaller screens.

.ollipop_10_1				
CMS	) 📀 🧐	۵ 🕲		online ▲ Leah Thompson
CARE NOTES	💄 June Arms	trong - Q	<b>G</b> 🦻	
Name: June Armstrong Named Nurse: Suzi Adams ODNAR OFOOd Allergy N	DOB: 01/02/1916 (100 yrs) Care Team: General fedication Allergy	Room No: 01 Date Admitted: 23/0	7/2004	C.
<ul> <li>23/06 07:36 Leah Thompson Vit June had a position change to: Left side J cream applied was: W Presure Ulcer is GR located: Back</li> </ul>	als une had a position change to: Seated position cha ADE 1 skin intact but red pressure Ulcer is GRADE	inge June had cream apllied to: Heel 2 skin just broken or shearing force	s June had cream apllied to: Pre Pressure Ulcer is GRADE 3 full t	essure points The hickness Ulcer
<ul> <li>27/02 19:17 Leah Thompson Mc June had a wash this morning June had a (urine/faeces/type) this morning and nee chose clean appropriate clothes this morn</li> </ul>	rning Routine bath this morning June brushed her teeth this mo ded assistance from staff June declined to get up ning	rning - needed neither prompting no this morning June needed prompting	r assistance June was incontine g to change out of nightwear this	nt s morning June
<ul> <li>27/02 11:13 Leah Thompson Vit Weight: 71 Change: -0.7% BMI: 27.73 War</li> </ul>	<mark>als</mark> ning Level Change: 0% Recorded On 05/11/2014 a	t 11:13		
07/02 11:27 Leah Thompson As: Waterlow performed Score: 20 Risk Level	sessment High Risk			
<ul> <li>31/01 10:37 Leah Thompson Da BATHING - June assisted to have a show</li> </ul>	l <mark>y Care Note</mark> er today. VISITS - Relative / Friend visited today.			
<ul> <li>29/01 17:14 Trudy Cox Risk Asse Smoking Risk Assessment Evaluated. Evaluated.</li> </ul>	<mark>issment</mark> Juation: no changes			
28/01 10:00 Kathryn Carter Incid	ent			
Add: 🖾 Assessment 🗩 Note			Obs. Since: 01-01-2016	
	< 0			

## 3. Vitals

In Line with the new Review Date feature in CMS Desktop, if a Vital has been set to accept review dates, CMS Tablet will calculate the average time between the current date and the previous 2 readings to determine the next review date. This date will never be more than 1 month. You cannot change the review date on CMS Tablet.

# 4. Record Navigation

When viewing either Vitals, Care Plans or Assessments, CMS Tablet will remember the active category when stepping between residents. For example if you have Weight selected in Vitals and you select a different resident, the view will remain on Weight.

## 5. Bug Fixes

- This is Me Assessment is available both Online and Offline
- Archived Assessments were previously showing when working Offline

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### **Tablet Connection Process**

The following process is performed every time a page is loaded or a resident is selected on the CMS Tablet.

