

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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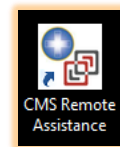
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Support & Updates

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.



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



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.

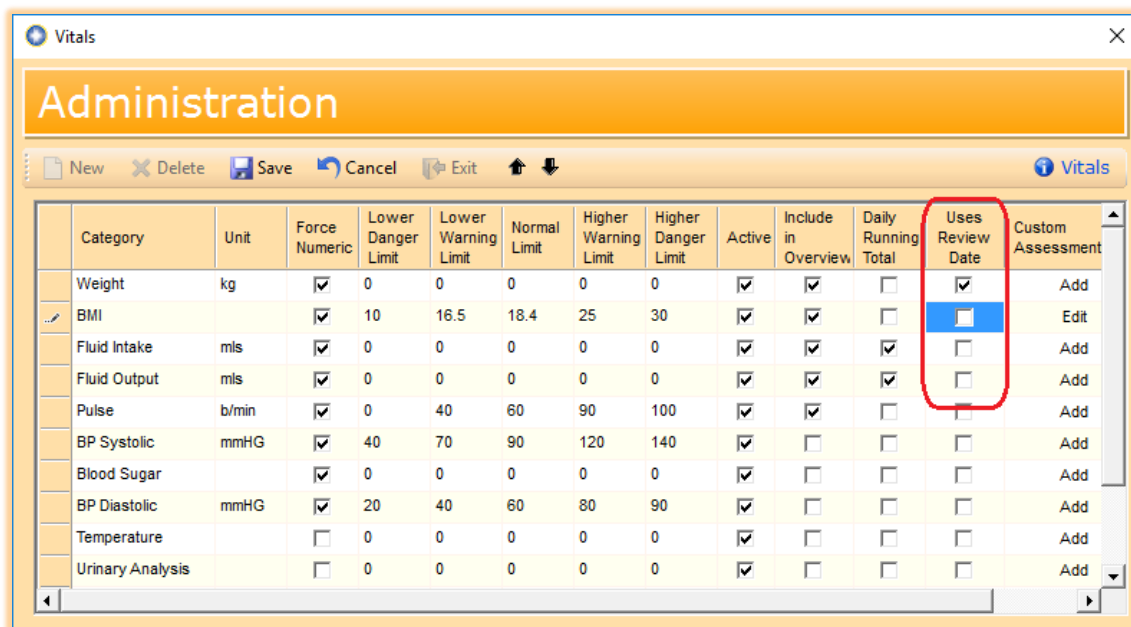
CMS Desktop

1. Vitals – Review Dates

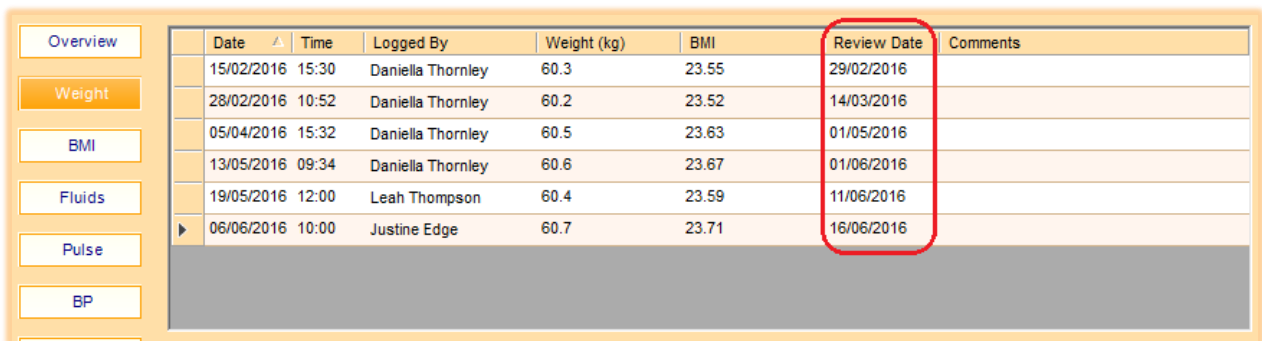
Vitals can now be configured to have review dates. When a vital is due to be reviewed, it will be shown on both the Shift Handover and Diary modules.

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

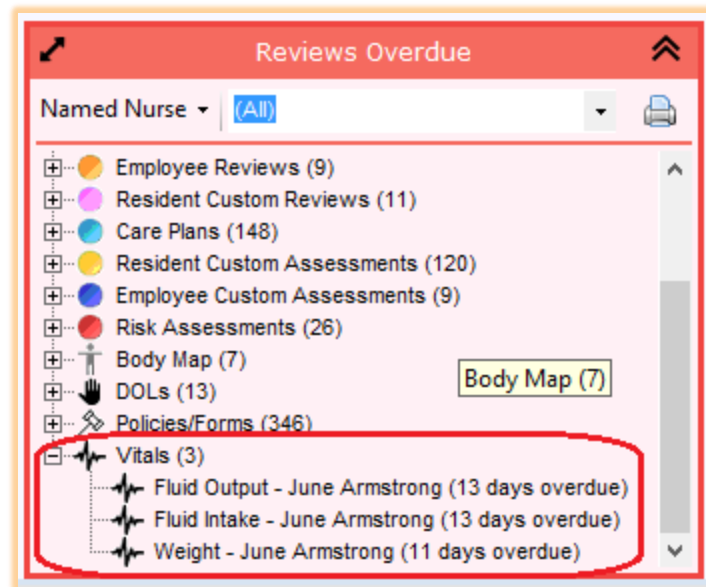
The image below shows that the 'Weight' category has been setup to have Review Dates.



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.



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.



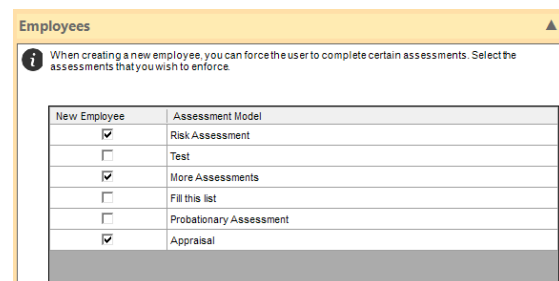
2. New Assessments for Employees

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.



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.

Medical Administration Record

| | | | | | |
|---|----------------------------|----------------------------|--|---|----------------------|
| Mrs June Armstrong (June) | | | | | Training Home |
| DOB : 01/02/1916 (100) | Named Nurse: | Resident Type: Residential | Gender : F |  | |
| Room : 16 | Admission Date: 12/05/2015 | Care Team: General | | | |
| Important Info : June has a NUT allergy; (e.g. Allergies) | | | GP : Dr John Warrington Tel : 0161 428 4547 | | |

Commencing 13 May 2016

| 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 |
|---------------------------------|--------------------|--------------|--------|-------------------------------|--------|---------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Paracetamol 500mg Tablet | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| As Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start: 23/07/2004 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| End: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SELF ADMINISTERED | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quantity C/F: | Quantity Received: | Received By: | | Amount returned or destroyed: | | Performed By: | | | | | | | | | | | | | | | | | | | | | | |
| Tramadol 50mg Capsule | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| As Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Start: 23/07/2004 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| End: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SELF ADMINISTERED | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quantity C/F: | Quantity Received: | Received By: | | Amount returned or destroyed: | | Performed By: | | | | | | | | | | | | | | | | | | | | | | |

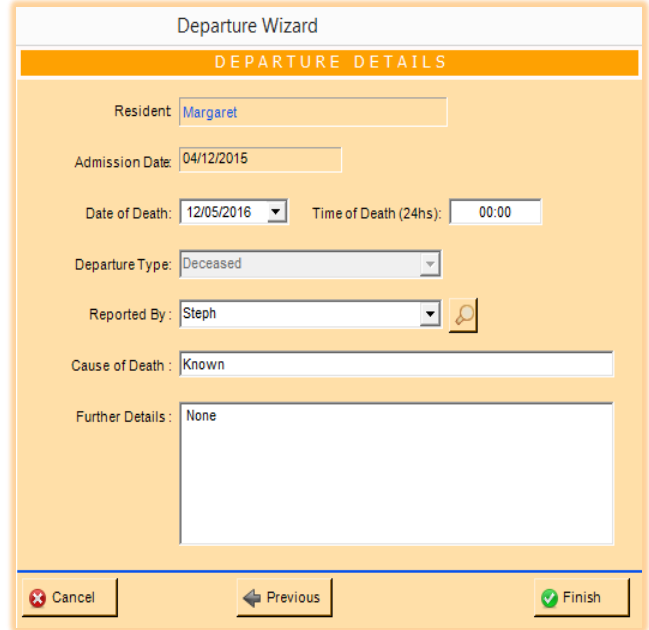
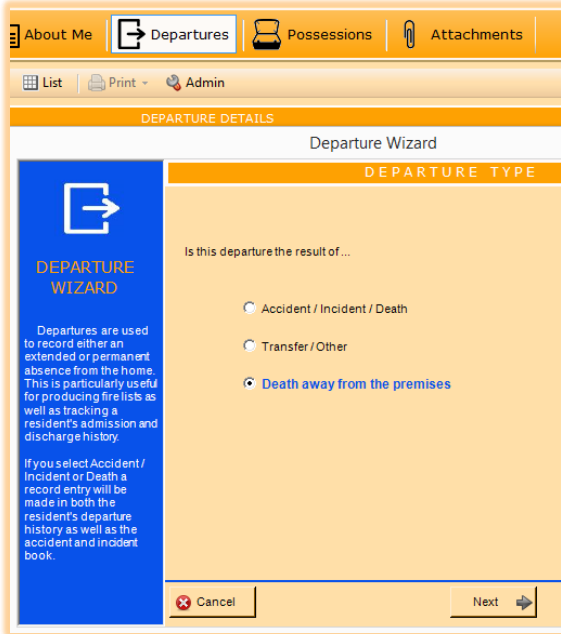
Date: _____ Assessor Signature: _____ Service User / Significant Other Signature: _____

| | | | | |
|-------------|------------------------|------------------|------------------|--------------------------|
| A - Refused | B - Nausea or Vomiting | C - Hospitalised | D - Social Leave | E - Refused or Destroyed |
| F - Test | | | | |

Comments

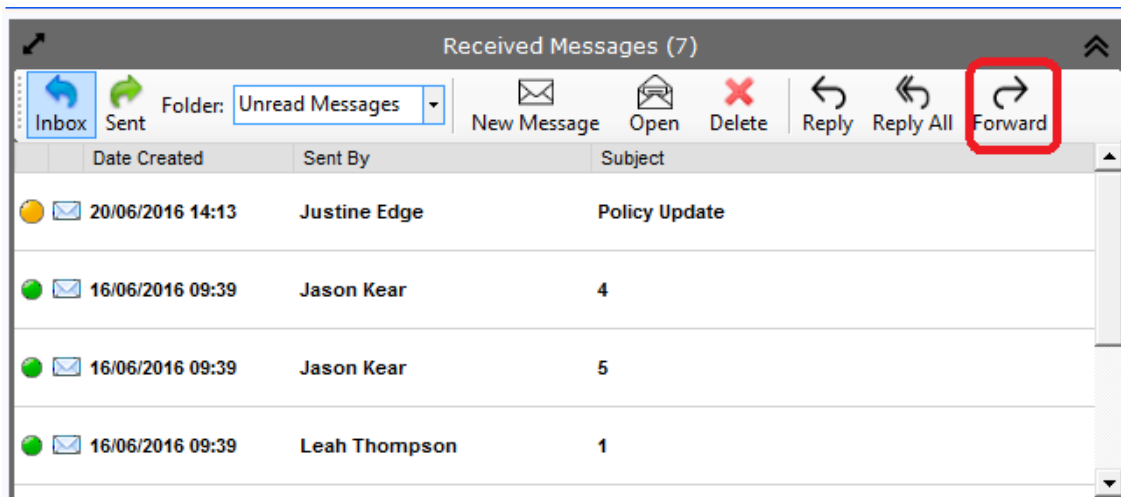
6. New option for departures

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.



7. Forward Sent Messages

Sent messages can now be forwarded to other CMS users.



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.

| 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 | X |
| John Adams | | 00:00 | | | 0 | X |
| Judy Evans | | 00:00 | | | 0 | X |
| Juliet Taylor | | 00:00 | | | 0 | X |
| Justine edge | | 00:00 | | | 0 | X |
| Leah Thompson | | 00:00 | | | 0 | X |
| Liz Dodd | | 00:00 | | | 0 | X |
| Lois Sheldon | | 00:00 | | | 0 | X |
| Mary Lavery | 19/01/2016 16:52:31 | 00:00 | | | 0 | ✓ |
| Olivia Hayes | | 00:00 | | | 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 | ✓ |
| Test Employee | | 00:00 | | | 0 | X |
| Test One | | 00:00 | | | 0 | X |
| Test Three | | 00:00 | | | 0 | X |
| That One | | 00:00 | | | 0 | X |
| The Mailman | | 00:00 | | | 0 | X |
| Trudy Cox | | 00:00 | | | 0 | X |

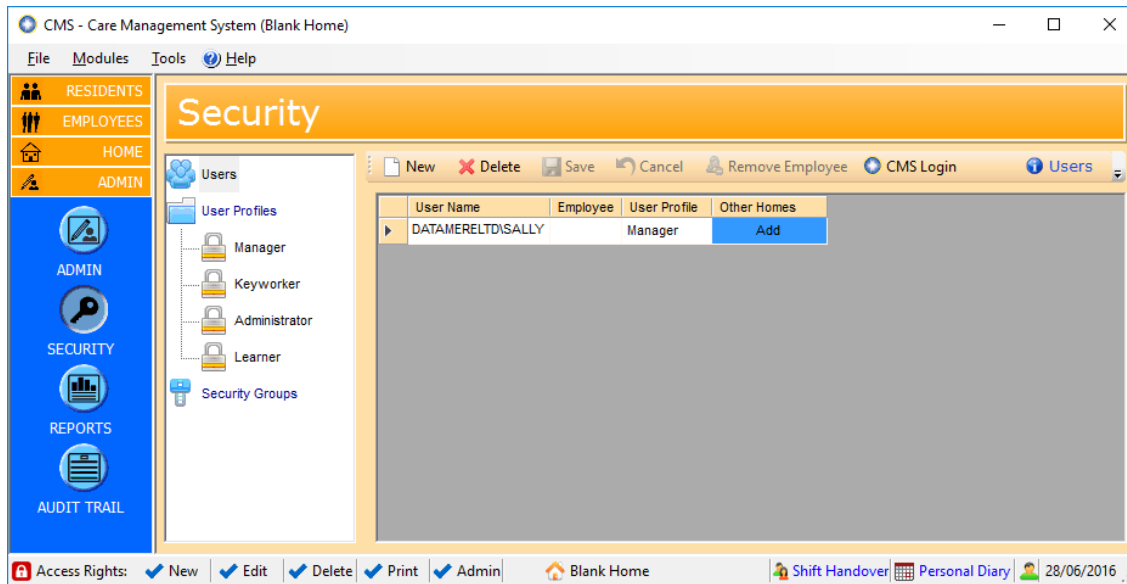
b. Removing multiple requests

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

| Request Date | Document Type | Description | Remove |
|---------------------|---------------|--|-------------------------------------|
| 19/01/2016 13:55:44 | Policy | Statement of Aims & Objectives (Mason Statement) | <input checked="" type="checkbox"/> |
| 03/03/2016 11:14:27 | Policy | Bullying Policy | <input type="checkbox"/> |
| 04/03/2016 10:25:43 | Policy | Aims & Objectives | <input type="checkbox"/> |
| 20/06/2016 14:13:07 | Policy | Administration of Medicines to a Service User | <input type="checkbox"/> |

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.



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

The screenshot displays the CMS Touch interface for patient June Armstrong. The top header shows the patient's name, status (DNAR, Food Allergy, Medication Allergy), and a photo. Below this, patient details include D.O.B. (01/02/1916, 100 years), Date Admitted (12/05/2015), Named Nurse (Lois Sheldon), and Room Number (16). The main interface is divided into two panels: 'Select a Care Action' on the left and 'Observations' on the right. The 'Observations' panel shows a date of 27 June 2016 and a list of activities. A red box highlights the following activities: 'Fluid Output (13 days)', 'Fluid Intake (13 days)', and 'Weight (11 days)'. The bottom status bar shows 'Leah Thompson' and the date '27/06/2016'.

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.

CMS Tablet

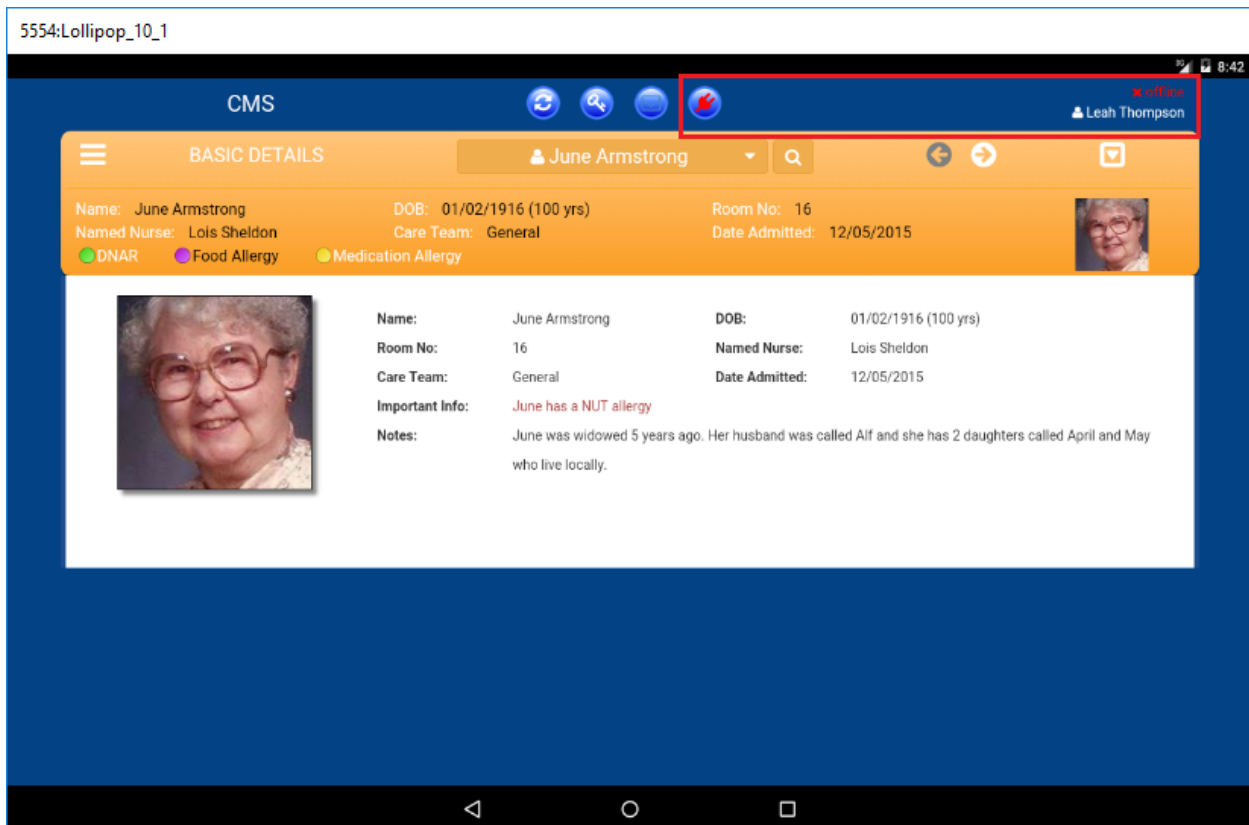
1. Offline Functionality

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.



5554:Lollipop_10_1


CMS

Leah Thompson Offline

BASIC DETAILS June Armstrong

Name: June Armstrong DOB: 01/02/1916 (100 yrs) Room No: 16
Named Nurse: Lois Sheldon Care Team: General Date Admitted: 12/05/2015

DNAR Food Allergy Medication Allergy



Name: June Armstrong DOB: 01/02/1916 (100 yrs)
Room No: 16 Named Nurse: Lois Sheldon
Care Team: General Date Admitted: 12/05/2015

Important Info: June has a NUT allergy

Notes: June was widowed 5 years ago. Her husband was called Alf and she has 2 daughters called April and May who live locally.

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



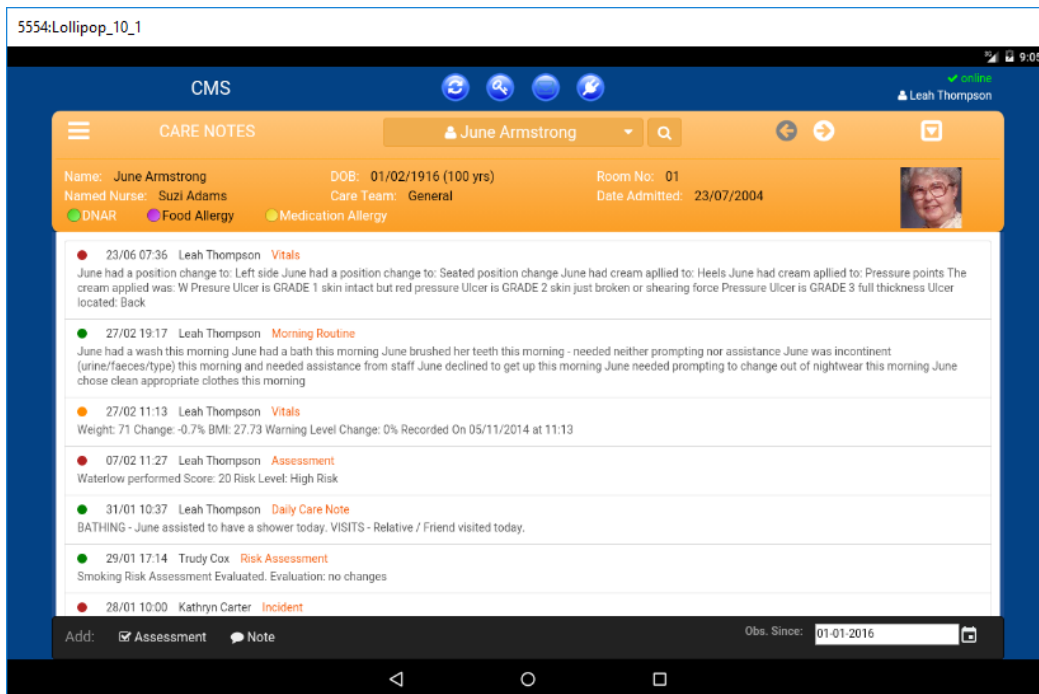
Work Offline Unenforced and the User has NO connection to the server. CMS Tablet will try to establish a connection either when a screen or a resident changes

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.



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

Tablet Connection Process

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

