## CMS

## **Release Notes**

## Version 7.0

#### **Revision History**

Date	Version	Description	Author
11/05/2018	7.0	General Update	Ablyss Systems

Version 7 gives CMS a new look and feel. It also introduces a brand new module which we call tasks designed to help remind your staff to perform and document the care they are providing. We have also completely redesigned the tablet app to make it quicker and more efficient and to give us the scope to add new features in the future.

We have created a separate document designed as a <u>handy help guide</u> for the CMS tablet app. The details in this document will provide you with important information on how to update to the new app and explains some of the background functionality in more detail which we felt was outside of the scope of the help guide.

Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018
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#### **Table of Contents**

CMS Desktop	3
1. CMS Redesign	3
2. Release Notes	3
3. Tasks Recurrence and Management	3
i. Creating a new Task	4
ii. Reviewing a task	5
iii. Completing a task	5
4. Resident Specific Vitals	7
2. Relative Users	9
3. Password Expiry	10
4. New Security Options	10
5. Time Spent on Daily Care Assessments	11
6. CMS New Settings	12
i. Governing Body Settings	12
ii. Finance Report	13
iii. DBS Checks	13
7. Attachments	14
8. Employee Review Access Rights	15
9. Custom Assessments – No Review Date	16
10. Height	16
11. Labels	16
12. GDPR Compliance changes	17
13. Customer Usability changes	17
CMS Touch	19
i. Recording Daily Care Assessments	20
CMS Tablet	22
	22
1. Upgrading	22
I. US 5 of later:	22
ii. OS less than 5	22
2. Running the app for the first time	23
3. Settings	23
4. Further Information	24

# **CMS** Desktop

### 1. CMS Redesign

CMS Desktop has been given a brand new look and feel which we hope you will really like. We have stuck with our signature colours of orange and blue but we have introduce a calmer palette and flat modern images.

### 2. Release Notes

In between major releases of CMS we often release interim updates to accommodate small changes and bug fixes. These updates are optional and you can download them at any time by going to the Tools menu and selecting Check for Updates. We do not send out newsletters or issue release notes for these small updates but our customers have asked us to make release notes available to be able to see what changes have been made and when. You can access this area, by selecting Release Notes from the help menu within CMS.

### 3. Tasks Recurrence and Management

CMS now has a new module where you can set up and manage the recurrence of tasks. We have produced a tutorial on this new feature and you can access it from within CMS by Selecting Help >> Tutorials. You can also <u>click here</u> to view the tutorial directly from this page.

The new Tasks module allows you to schedule tasks such as turning or documenting fluid intake against one or more of your residents at set time intervals such as every 3 hours. All tasks are linked directly to either:

- A Daily Care Assessment (the assessments used to complete daily care notes on both CMS Touch and CMS Tablet) or
- A Vital (e.g. fluids or weights)

The Shift Handover Screen now has a new tab – Tasks. This screen will display all the tasks that are due or overdue based on your chosen filter. Simply double click on a task to complete it.

CMS - Care Mana	agement System (Trai Tools 🕕 <u>H</u> elp A	ning Home (SQLSRV	/-PC))					-		×
	Shift Han Thu, 12/Apr/	dover	Due Today 0	Overdue 29	Messag 2	jes Obse	rvations 19	Task	s	
				Overc	lue Tasks					
	Resident Filters	urrent Residents	Tasks Adn	nin						
	Resident Name	Task Type	Task Description	Due Date/Time	Status	Missed Episodes				÷
	June Armstrong	D. C. A.	Morning Routine	12/04/2018 09:18	Due 1 hour ago					
	Eileen Brannen	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago					
	Harry Dolbey	🗄 D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago					
	Mary Duddy	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago					H
	Eliza Faulkner	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago					
	Dolly Flowers	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago					
RESIDENTS	Dorothy Goodie	🗄 D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago					
HOME ADMIN	Bertha Green	D. C. A.	Morning Routine	12/04/2018 07:00	Due 3 hours ago					
1 Access Rights:	New Edit	Delete Print	Admin 👘 T	raining Home (SQLSF	tV-PC) 🛛 🐁 Shift	t Handover 📅 Pers	onal Diary 🙎	Leah Thompson	n 12/04/2	018 .:
Figure 1										

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To get started, click on the Tasks admin button This form has a dual purpose. From here you can create new tasks or review existing ones.

Daily Care Tasks	-
Navi D Falta - M Dalata - D Sava - A Caracit - D Falta	
Task To Monitor	Q Q View By Tasks I C View By Residents
<b>q</b>	
· · · ·	· · · · · ·
Resident Group	
· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
Existing Tasks 🔽 Show Discontinued Tasks	
Task Performance C Show Overdue Only	



#### Creating a new Task i.

1. Click the new button

Daily Care Tasks	-	×
🔓 New 📑 Edit 💥 Delete 🛛 🖺 Save 🕤 Cancel 🛛 🖶 Exit		
Task To Monitor		
Daily Care Assessment <ul> <li>Night Checks</li> <li>Resident Group</li> <li>Resident Group</li></ul>		•
Filter Ground Floor		 •
Task Frequency         Complete task every       2       C       Month(s)       Day(s)       Hour(s)       between       20:00       and       08:00         Effective from       12/04/2018       at       20:00       Image: On-Going		
igure 3		

2. A task is made up of the following:

1 Task To Monitor – This can be either a Daily Care Assessment or a Vital

- 2 Resident Group
  - i. Resident Filter e.g. Ground Floor
  - ii. Status Flag e.g. Food Allergy
  - iii. Banner Colour
  - iv. Individual Resident
- 3 Task Frequency. This can be set to
  - i. Monthly
  - ii. Daily
  - iii. Hourly

In addition to the frequency you can also specify the time frame in which you would like the task to be completed. It is also possible to temporarily disable a task by unticking 'Ongoing'

#### ii. Reviewing a task

To view all tasks created for a daily care assessment or a vital, simply use the Task Monitor section and select a daily care assessment or vital. This form will show you all the tasks created for your selection along with an overview of their performance.

0	Daily Care Tasks						-	- [	×
6	New 🕞 Edit	🗙 Delete 🛛 🖹 Save	← Cancel	Exit					
				-					
	$\sim$								
(	🔍 🛛 Task To N	lonitor		۹, (	View By Task	s 🚇 🔿 View By R	esidents		
L I	Daily Care Assess	ment		• Morr	ing Routine				•
		-							
- 2	Resident	aroup							
ſ									~
Ŀ	_								
Ć	Existing Ta	sks 🔽 Show Di	continued Task	5					
	Task Type	Task Description	Frequency	Group/Resident	Within	Starting On	Ending On		
	D. C. A.	Morning Routine	Every 01 Day	May Jones	06:00 - 09:00	23/04/2018 06:00	On Going		
D	D. C. A.	Morning Routine	Every 01 Day	Ground Floor	07:00 - 10:00	02/05/2018 07:00	On Going		
	D. C. A.	Morning Routine	Every 01 Day	June Armstrong	0:00 - 23:59	02/05/2018 14:00	On Going		
		, in the second s							
	-							_	_
≣	≡ Task Perfo	rmance 🔲 Show Ov	erdue Only						
	Resident Nar	ne Due Date/Tim	ne Statu	IS					
•	June Armstro	05/05/2018 1	0:00 🔮 Due '	- Fomorrow 07:00-10:00					
	Eileen Branne	n 03/05/2018 1	0:00 8 Over	due 23 hours, 11 minute	es.				
	Harry Dolbey	03/05/2018 1	0:00 8 Over	due 23 hours, 11 minute	es.				
	Mary Duddy	03/05/2018 1	0:00 8 Over	due 23 hours, 11 minute	es.				
	Dolly Flowers	03/05/2018 1	0:00 8 Over	due 23 hours, 11 minute	es.				
		00/05/0040 4	a aa 🗖 o	1 221 44 5 1					•



#### iii. Completing a task

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ADIVSS GATE MATAGETTIETIL SYSTETTI RETEASE INDIES VEISIOTI. 7.0 DATE. FED 2010	Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018	
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When a task is due or overdue, it will be displayed on all 3 of the CMS products

- 1. CMS Desktop (from the Shift Handover Screen as highlighted in Figure 1)
- 2. CMS Touch
  - a. Displays the number of active tasks. Clicking this button will open the task window below
  - b. Tasks displayed are based on your selected filter. You filter will always stay in place even if you log out of CMS.

📰 CMS - Care Mana	CMS - Care Management System (Training Home)										
Q	T										
	Res Name		Task Type	Task Description 👻	Last Occurrence	Overdue					
	Jim Jones	-1/	Vital	Weight	03/11/2017 07:00	3 hours					
Z	Jim Jones	Ħ	D. C. A.	Night Checks	03/11/2017 04:00	6 hours					
0 🖂	May Jones	Ħ	D. C. A.	Night Checks	03/11/2017 07:00	3 hours					
ÿ <u></u> 13	Henry Dolbey	Ħ	D. C. A.	Food & Drink	02/11/2017 18:44	15 hours					
	Eileen Brannen	Ħ	D. C. A.	Food & Drink	03/11/2017 05:00	5 hours					
	June Armstrong	Ħ	D. C. A.	Food & Drink	03/11/2017 07:00	3 hours					
	Mary Duddy	Ħ	D. C. A.	Food & Drink	03/11/2017 07:00	3 hours					
	Ann Caves	-1/	Vital	Fluid Intake	02/11/2017 20:14	13 hours					
	Terrence McConville	-1/	Vital	Fluid Intake	03/11/2017 02:00	8 hours					
	Mary Duddy	₿	D. C. A.	Behaviour & mood	03/11/2017 06:00	4 hours					
	June Armstrong	Ħ	D. C. A.	Behaviour & mood	03/11/2017 08:00	2 hours					
@ Remote Assistance	😗 Help 🔹 📴 Admin 🔹		Keyboard	Training Hor	02/11/2017 00:00 Ie	2 k					

Figure 5

3. CMS Tablet - details of this will be covered in the tablet app documentation

Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018	
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### 4. Resident Specific Vitals

Traditionally in CMS you have always been able to create your own vital categories and set warning zones for them.

🔘 Vitals															×
Adn	n <mark>inis</mark> t	ratio	n												
🕒 New	🗙 Delete	🖺 Save	← Cancel	📑 Exi	t 🕇	+								🕐 V	/itals
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	Can Be
Weight			kg	•	0	0	0	0	0	•				Add	
BMI				$\overline{}$	10	16.5	18.4	25	30	$\overline{}$				Add	
Pulse			b/min	$\checkmark$	0	40	60	90	100	$\checkmark$				Add	
Fluid Intake			mls	$\overline{}$	0	0	0	0	0	$\checkmark$		$\checkmark$		Add	
Fluid Output	t		mls	$\checkmark$	0	0	0	0	0	$\checkmark$		<b>v</b>		Add	
BP Systolic			mmHG		40	70	90	120	140	$\checkmark$				Add	
BP Diastolic			mmHG	$\checkmark$	20	40	60	80	90	$\checkmark$				Add	
Blood Suga	r				0	0	0	0	0	$\checkmark$				Add	
Temperature	e				0	0	0	0	0	$\checkmark$				Add	
Urinary Ana	lysis				0	0	0	0	0	$\overline{\mathbf{v}}$				Add	

#### Figure 6

CMS now allows you to create vital categories specific to each resident and you can also set individual targets and warning levels. There's also an option to disable a category for a resident if it's not relevant. From the Admin menu button in the Vitals  $\mathcal{P}$  module you will see a new option: **Vital Categories By Resident** 

(	🕽 Vital Settings For Resi	dent											×
	🕞 Edit 🛛 🖺 Save 🔍	← Cancel	📑 Exit										
	Resident Group					Vital							
	1 Current Residents				6	вмі							•
							🌐 GI	obal Value	es: 10	16.5	18.4 25	30	
	Resident 3		Vital	Disabled	Target	Lower Danger Limit	Lower Warning Limit	Normal Limit	Higher Warning Limit	Higher Danger Limit			
	Eileen Brannen	E	BMI	<b>v</b>									
	June Armstrong	E	BMI			15	18.5	20	27	32			

#### Figure 7

1

Select a Resident Group e.g. Current Residents

- Select a Vital e.g. BMI
- 3

2

A list of all Residents that have settings which are **different** from the global settings will be displayed

To add to or amend this list, click Edit 🤛

🔘 Vital Settings For Resident									)
🗐 Edit 🛛 🖺 Save 🕤 Cano	el 📑 Exit								
Resident Group			Vital						
Current Residents		Ŧ	BMI						-
				Glob	al Values:	16.5	5 18.4	25 3	0
Resident	Vital	Disabled	Target	Lower Danger Limit	Lower Warning Limit	Normal Limit	Higher Warning Limit	Higher Danger Limit	
Eileen Brannen	BMI								
June Armstrong	BMI			15	18.5	20	27	32	
Harry Dolbey	BMI								
Mary Duddy	BMI								
Eliza Faulkner	BMI								
Dolly Flowers	BMI								
Dorothy Goodie	BMI								
Bertha Green	BMI								
Hilda Higgins	BMI								
Henry Hilton	BMI								
May Jones	BMI								
Philip Losban	BMI								
Terrence McConville	BMI								
George Riley	BMI								
Elsie Shaw	BMI								

All your residents will be listed and you can choose here to set the following:

- 1. Disabled in the above example, BMI will not appear for Eileen Brannen
- 2. Target this is for guidance purposes
- 3. Danger and Warning Limits. If these are left blank the global values will be used, otherwise the settings entered here will be used to help determine the potential risk level for a resident's vital reading.

|--|

### 2. Relative Users

CMS now has a new security feature that allows you to create log in accounts to allow an individual user to be able to view only one resident's record. This feature could be used for

- 1. Relatives
- 2. Outside visitors such as social workers
- 3. The resident themselves

🔘 CMS - Care Man	agement System (Training Home (SQLSRV-PC))						_		×
<u>F</u> ile <u>M</u> odules	Tools (1) Help Applications								
RESIDENTS	Security								
ADMIN	🕰 Users	🔁 Nev	v 💢 Delete 📱	🖞 Save 🧹 Canc	el		🕖 Relat	ive Use	ers
	ြို့ကို Relative Users	Select	the default user p	profile for the rela	ative users: Relative	•			
	User Profiles		User Name	Resident	Password	User Profile			
	(1) Manager		JOHNBRANN	Eileen Brannen	****	Relative			
	Testing	•	JULIEDOLBEY	Harry Dolbey	****	Relative			
SECURITY									
	(1) Keyworker								
REPORTS	1 Learner								
LQ	Relative								
AUDIT TRAIL	Harry								
	Security Groups								
	888 All Residents								
	දිරිපි Test								
Access Rights:	🗸 New   🗸 Edit   🗸 Delete   Print   A	imin   1	Training Home (	SQLSRV-PC)	🍯 Shift Handover  📰 Persona	I Diary 🙎 Leah Th	ompson	04/05/2	.018:

Figure 8

To create a 'Relative User' you will need to add the following

- Username
- Resident you may select one resident
- Password
- User Profile whilst the relative user may only be able to view the one resident record you must also assign a user profile. This user profile will determine how much access the relative user has within the system. We would recommend that you create a new User profile that only allows access to the Resident module and you also disable access to certain modules, such as Contacts and Finance (for GDPR). You will also probably want to prohibit edit, delete, print and admin rights for that profile too.

Relative users will be available on the CMS Desktop & CMS Touch.

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### 3. Password Expiry

This feature will allow you to choose how often staff will be required to change their CMS password. We would suggest every 8-12 weeks. The user will not be allowed to use the same password when resetting.

To begin using this feature go to: **Tools > Settings > Home Settings: Settings > Passwords & Security**. Initially it will display '0' as the feature will be disabled by default. To begin using this feature, enter a number larger than 0. You will then be asked whether you want to force everyone to change their password when they next log in or continue until the expiry runs out (if you have set 8 weeks, then in 8 weeks' time).

Using this feature will cause CMS to force a change of password on a regular basis. This will help you stay in line with the data protection act. We suggest that users should change their password every 8-12 weeks.

l wou	Id like users passwords to expire after	8	Weeks.
		*If set to 0 passwo	ords will not expire!
	Force Passw	vord Reset?	×
	You have chosen to start using force all users to change their p	password expirys. Would y assword when they next lo	ou like to gin?
		<u>Y</u> es	No

### 4. New Security Options

The Security module has grown over time to include:

- Users
- Relative Users
- User Profiles
- Security Groups

All of this security has been controlled until now through one setting in the User Profiles – 'Security'. CMS has now created individual access levels for each of these 4 security areas. So, for example, you can allow more of your staff to be able to create user accounts but those same staff members would not be able to change their User Profiles.

For General Release

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Page 10 of 24

Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018
---	--------------	----------------

View ADMIN Module	Admin Module Permissions							
To restrict a user from viewing a		View	Add	Edit	Delete	Print	Admin	
whole module, uncheck the	Administration	~	~	~	✓			A
button above	Reports	✓						
	Audit	✓				✓	✓	
C	Users	~	~	✓	✓		<ul><li>✓</li></ul>	2
	Relative Users							
	User Profiles	~	✓				✓	
	Security Groups							7
	Distribution Groups						✓	
	System						✓	A

Figure 9 – Security permissions have been split into 4 new settings.

### 5. Time Spent on Daily Care Assessments

When performing Daily Care Assessments, such as night checks, it is now possible to log the amount of time that has been spent completing that task. On the CMS Desktop and CMS Touch systems, you will need to manually enter this information. However on the new tablet app, all you need to do is start the Daily Care Assessment and a timer will begin. Once the task has been completed, the time spent will be added to your note.



This feature will be enabled automatically as part of the upgrade but you can disable it by selecting the Tools Menu >> Settings >> Module Settings >> Daily Care Assessments

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	Shif Fri, 0	t Handove	r Due T	oday	Overdue 270	Message 1	es Observ 20	ations 0	Tasks 14
					Assessmen	ts (71)			
	Date F Reside	rom 01/04/ ent Filters Curren	2018 <b>-</b> 00:00 t Residents <b>-</b>	To [ Assessment ]	04/05/2018 💌 🛛	23:59	servations Last En	try Breakdown	
	ing	Shaving	Teeth	Continence magement/toi use	ommode/bott use	Getting up	Getting dressed	Dressing appropriately	Time taken
		n/a	n/a	n/a	n/a	n/a	n/a	n/a	1
	ed	n/a	some assistance	bottle	n/a	n/a	n/a	needed prompting	5
	ed	shaved	some assistance	bottle	prompted for bottle	declined	needed prompting	declined to change	10
	ł	no prompting	no prompting	incontinent	needed prompting	needed prompting	no prompting	clean clothes	10
	ł	no prompting	no prompting	incontinent	commode no prompting	needed prompting	no prompting	needed prompting	5
	đ	no prompting	no prompting	incontinent	needed prompting	needed prompting	no prompting	clean clothes	5
		n/a	n/a	n/a	n/a	n/a	n/a	n/a	1
ESIDENTS		n/a	n/a	n/a	n/a	n/a	n/a	n/a	4
		n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.5
		n/a	n/a	n/a	n/a	n/a	n/a	n/a	5
HOME									

You can view the time spent on Daily Care Assessments from the Breakdown view of the Shift Handover

### 6. CMS New Settings

All of the following options are set through the Settings screen which is accessible by selecting the Tools Menu >> Settings

#### i. Governing Body Settings

We have added the option to specify your governing body, we now have CQC for England, Care Inspectorate for Scotland and Care and Social Services Inspectorate for Wales.

ADIVSS Care Management System Release Notes Version: 7.0	Abl	vss Care	Management	System	Release Notes	Version: 7.0
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Date: Feb 2018

System Configuration			×
User Options User Settings	CQC Settings Default Settings used when completing forms required to be sent to CQC		
User Display	Governing Body	<b>A</b>	î
Home Settings Settings Module Settings Reporting Rota & Absences	Please select the governing body:		
Governing Body	Home Scope: Allows you to assign this setting to	) specific l	nomes i
Enterprise Settings Display Settings			
			~
	Apply	Close	е



#### ii. Finance Report

We have added a setting to the finance report that will allow you to hide / display the resident summary at the top of the report's page. This box will be ticked by default. If deselected, the resident's details will not be printed on the transaction reports.

Home Settings	Assessment Reports	▼
Settings	Rota Reports	▼
Module Settings	MAR Sheet	
Reporting	Finance	
Rota & Absences		_
CQC Settings	Display Resident Summary	
Enterprise Settings	★ ××	
Figure 12		

#### iii. DBS Checks

Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018
---	--------------	----------------

System Configuration			×
User Options	Options to configure your CMS settings		
Oser Display	Diary	▼	Î
Home Settings	Daily Care	▼	
Settings	Resident	▼	
Module Settings	Employees		
Reporting	Default displayed employee address:		
Rota & Absences			
Governing Body	DBS Number Renewal: A reminder is to appear 42 months after the initial check date		
Figure 13			

We have put in a feature that will allow you to decide when to be alerted about expiring DBS checks. As before a reminder will be set in the employee diary which you will be alerted about on the shift handover.

### 7. Attachments

The attachments functionality has been improved and now includes the following functionalities

- Use of keyboard shortcuts (Ctrl C, Ctrl V, Enter, Delete)
- Full context menu when right clicking with your mouse
- You can use the clipboard between Windows Explorer and CMS
- Drag & Drop operations between Windows Explorer and CMS

Client	🚺 Basic 🗈 About Me 🕞 Departures Possessions 🥢 Attachments
Client Attach 2 Add Shortcut - New Folder June Armstrong Root Folder Dir 1 Dir 1 Dir 2 Dir 2 Dir 3 Dir 1 Dir 4 Dir 2	Image: Basic       Image: About Me       Image: Departures       Possessions       Image: Attachments         Image: Defense in the properties       Image: Departure in the properties       Image: Departure in the properties       Image: Departure in the properties         Image: Disconse in the properties       Image: Departure in the properties       Image: Departure in the properties       Image: Departure in the properties         Image: Disconse in the properties       Image: Departure in the properties       Image: Departure in the properties       Image: Departure in the properties         Image: Disconse in the properties       Image: Departure in the properties       Image: Departure in the properties       Image: Departure in the properties         Image: Disconse in the properties       Image: Disconse in the properties       Image: Departure in the properties       Image: Departure in the properties         Image: Disconse in the properties       Image: Disconse in the properties       Image: Disconse in the properties       Image: Disconse in the properties         Image: Disconse in the properties       Image: Disconse in the properties       Image: Disconse in the properties       Image: Disconse in the properties         Image: Disconse in the properties       Image: Disconse in the properties       Image: Disconse in the properties       Image: Disconse in the properties         Image: Disconse in the properties       Image: Disconse in the properties       Image: Disco
	Root File (08).pdf Root File (10) Cut Copy Paste Delete Rename Properties

#### Figure 14

### 8. Employee Review Access Rights

We have received a number of requests to be able to control the users who can access individual employee appraisals. We have added in a feature that will allow you to set up a secondary layer of security both on the reviews area and each appraisal individually.

By default, if a user has access to the appraisal section, they will be able to see

- All of the appraisals that they have written.
- All of their own appraisals.

In addition to this access is controlled by:

#### • Default Appraisal Access

This allows you to specify groups of users that will automatically have access to all appraisals – for example the manager. When you first update CMS, the default appraisal access will not be set, so the security settings will be the same as previous versions of CMS. To activate this feature, Select the Admin >> 'Set Up Default Appraisal Access'

Select the user profiles that you wish to give access to view all employee appraisals. For example if you select the manager profile all users with the manager user profile will be able to view all the appraisals.

#### Individual Appraisal Access

In addition to those users that belong to the 'Default Appraisal Access' group you can also assign individual employees, for example team leaders, to view a specific appraisal. To do this click 'View Access' on the relevant appraisal and add the employees you wish to grant access to.

O CMS - Care Mana	gement System (Training Home (SQLSRV-PC)) -	×
<u>File Employees</u>	Modules Iools 🕕 Help Applications	
RESIDENTS	Joanne Carter Care	
	Reviews Assessments Log Book	Ī
EMPLOYEE	🕼 New 💢 Delete   🖺 Save 🕤 Cancel 🕼 Sort -   🖨 Print - 🖉 Admin - 🖉 Attach 🚺 Review	5
	Date Review Type A Review Due REVIEW DETAILS	
	Review Date: 12/05/2018  Confirmation Required Review Type: Annual Review  Confirmed By:	
DIARY	Reviewed By : SuziAdams	
×	Review Details :	٦
ABSENCES		
E I		
TRAINING		
REVIEWS		
Ш		
SHIFT PATTERN	Attachments:	٦
A & I	Next Review Date : 12/05/2019 View Access	Ĩ
номе		-
💠 ADMIN	Employee Name Carter, Joanne 🍾 🔏 🔛 Filter: Current Employees 🔹 🍸 Record 2 of 20 🕅 🖣 🕨	PI
🔒 Access Rights: 🔹	🕈 New 🛛 🗲 Edit 🖉 Delete 🗹 Print 🖌 Admin 🏦 Training Home (SQLSRV-PC) 🛛 🌯 Shift Handover 🚍 Personal Diary 🙎 Leah Thompson 12/05/20	18:
Figure 15		

	Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018
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### 9. Custom Assessments – No Review Date

When setting up a new custom assessment you can set a default review date. We have expanded on this and included the option to set no default review date. This feature has been created for one time assessments such as the Pre admission dependency tool. If you set this feature, then when the assessment has been completed a review date will not be automatically created. You can however, always add one if you think it suitable.

	MODEL DETAILS
Model :	Pre-Admission Assessment and Dependency Tool
Description :	The following assessment should be completed either before or on admission of a new resident.
Clear all answers on Rev	iew 🧧 (If this is NOT checked the answers from the previous assessment will be copied)
Default time between	reviews No Revew Date   (Leave this blank if you wish to use the system default review dates)
Maximum time between	reviews (Leave this blank if you do not want to enforce this feature)
Figure 16	

### 10. Height

Traditionally when you record a height this must be entered in centimetres. You can now enter a height in either centimetres, metres or feet and inches. The height will still be displayed in centimetres.

🔘 Height	—			
HI	EIGHT			
Select your desired height format from the selection below and then enter in your residents height accordingly.				
16(	Centimetres	160cm		
(cm)	C Metres	1.6m		
	C Feet and Inches	5ft 3in		
S Cancel	[	⊘ <u>S</u> ave		
Figure 17				

#### 11. Labels

There are many places throughout CMS where you can change the description of a label. Labels that can be altered are blue and underlined. Now within the admin module you have one central place to manage the naming of these labels

Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018
---	--------------	----------------

ile <u>M</u> odules	<u>I</u> ools 🕕 <u>H</u> elp Applications			
RESIDENTS EMPLOYEES	Administration			
HOME	SELECT A CATEGORY	🖺 Save 🦙 Ca	ncel	🚺 Resident / Employee Labe
<b>5</b> 47	Absence Types Shift Types	Module 🔺	LabelOriginal	Current Label True
	Vitals	Care Plans	category	Category
•	Drugs	Care Plans Care Plans	condition	Condition
SECURITY	Bed Management Resident / Employee Labels	Care Plans	objective	Objective
1	Lookups	Care Plans	eval_action	Action Taken
ill	User Defined Questions	Care Plans	action	Action
	Homes	Employees	CRBdate	DBS Date
Q		Employees	Custom1	Rota Category
UDIT TRAIL		Employees Resident	CRBnumber	DBS Number NI Number
		Resident	Flag2	Food Allergy
		Resident	Custom1	Resident Type
		Resident	Resident	Resident
		Resident	Custom3	Dependency Level
		RiskAssessment	hazzard	Category
		Risk Assessment	action	Agreed Action
		Risk Assessment	evaluation	Evaluation
		Risk Assessment	ref	Ref
		Risk Assessment	eval_action	Action Taken
Access Rights:	New 🖌 Edit 🖌 Delete Print 🗛	dmin 🔰 🏟 Training H	lome (SOI SRV-PC)	andover 🚍 Personal Diary 🍳 Leah Thompson 11/05/20

### 12. GDPR Compliance changes

We have made some changes with CMS so that it stays in line with the new GDPR compliance laws. These changes are listed below:

- Import & Export Feature & CMS Backups: We are going to increase the security permissions needed to access this area. It will be limited to those with 'System.Admin' access in the security section. This will then stop anyone from taking copies on the CMS data unless they have a high level of access rights.
- CMS Error messages: We have changed the error messages so that it will no longer attach a screenshot of the error message on the email sent to support.

### 13. Customer Usability changes

- When creating a new employee the 'display on rota' checkbox will now default to true.
- When you update a resident's or an employee's photo, the date taken will be updated to today's date, you can then change this if it is an older photo.
- When working within the MCA form, the spellcheck can now be found in the toolbar at the top of the form.
- You are now able to copy contacts to other residents / employees from the Home Contacts screen
- The amount of characters you can save when writing comments on a custom assessment has been extended to 8000.

Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018
Abiyos Gare Management Gystern Release Notes		Dulo. 1 CD 2010

## **CMS** Touch

CMS Touch has a new button in the control panel – Tasks

📕 CMS - Care Management System (Training Home)					
Q	T				
	Resi Name	Task Type	Task Description	Last Occurrence	Overdue
	Jim Jones	-M- Vital	Weight	03/11/2017 07:00	3 hours
Ż	Jim Jones	🗄 D. C. A.	Night Checks	03/11/2017 04:00	6 hours
0 🖂	May Jones	🔛 D. C. A.	Night Checks	03/11/2017 07:00	3 hours
¥ <u>∃</u> 13	Henry Dolbey	🔛 D. C. A.	Food & Drink	02/11/2017 18:44	15 hours
	Eileen Brannen	🔛 D. C. A.	Food & Drink	03/11/2017 05:00	5 hours
	June Armstrong	🔛 D. C. A.	Food & Drink	03/11/2017 07:00	3 hours
	Mary Duddy	🔛 D. C. A.	Food & Drink	03/11/2017 07:00	3 hours
	Ann Caves		Fluid Intake	02/11/2017 20:14	13 hours
	Terrence McConville	- <b>M</b> Vital	Fluid Intake	03/11/2017 02:00	8 hours
	Mary Duddy	🔛 D. C. A.	Behaviour & mood	03/11/2017 06:00	4 hours
	June Armstrong	🗄 D. C. A.	Behaviour & mood	03/11/2017 08:00	2 hours
Premote Assistance	🕜 Help 🔹 📴 Admin 👻	Keyboard	Contraining Hon	02/11/2017 00:00	2 h

Figure 19

Most Homes have CMS Touch installed at a fixed location within the home. You can therefore select a filter So that the list is focused purely around a particular section of the home

E CMS	- Care Management System (Training Home (SQLSRV-PC))	- 🗆 X
	Please Select a Resident	×
	Current Residents	^ es ^
Ľ	Archived Residents	
	Male Residents	
žΞ	Female Residents	
	Residents Admitted in last 12 Months	
	Admissions in Last Month	
	Pre-Admissions	
	Ground Floor	
	First Floor	~ ~
🗗 Remot	e Assistance 🛿 🛿 Help 👻 🔲 Admin 👻 🔛 Keyboard 🧄 🏠 Training Home (SQLSRV-PC)	Leah Thompson 04/05/2018

Figure 20

Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018
---	--------------	----------------

Once a filter has been put in place it will remain there and it will be remembered the next time the user logs in.

📕 CMS - Care Mana	gement System (Training H	lome (SQLSRV-PC))				- 0	×
	Please Select a	Resident					
	Filtered						
	Resident Name	Task Type	Task Description	Due Date/Time	Status	Missed Episo	des ^
7	June Armstrong	🗄 D. C. A.	Morning Routine	05/05/2018 10:00	Due Now (07:00-10:00)	1	
M 1	Eileen Brannen	🗄 D. C. A.	Morning Routine	03/05/2018 10:00	Due 1 day ago	1	
ž <u>⊟</u> 12	Harry Dolbey	D. C. A.	Morning Routine	03/05/2018 10:00	Due 1 day ago	1	
	Mary Duddy	<b>D</b> . C. A.	Morning Routine	03/05/2018 10:00	Due 1 day ago	1	
	Dolly Flowers	<b>D. C. A</b> .	Morning Routine	05/05/2018 10:00	Due Now (07:00-10:00)	1	
	Bertha Green	D. C. A.	Morning Routine	03/05/2018 10:00	Due 1 day ago	1	
	Henry Hilton	D. C. A.	Morning Routine	03/05/2018 10:00	Due 1 day ago	1	
	May Jones	D. C. A.	Morning Routine	05/05/2018 10:00	Due Now (07:00-10:00)	1	~
🕼 Remote Assistance	🕜 Help 👻 📃 Admin	- 🚟 Keyboard	Training Home (SC	QLSRV-PC)	🙎 Leah	Thompson 04/05/	2018:
Figure 21							

#### i. Recording Daily Care Assessments

When you record a daily care assessment on CMS Touch, the time that the care note was completed will be saved to CMS. There has been a long standing feature with CMS Touch whereby the user is prompted to also record the time that the task was actually completed. This can quite often be at a different time to the one logged.

In the following scenario, the time is 11:45 and the carer is completing a daily care note. The Carer logs the time the task actually performed as 9:00 am



#### Figure 22

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--	---	--------------	----------------

Traditionally, CMS Touch would save the daily care note showing the time logged as 11:45 but the care note would contain the additional information "action completed at: 9:00am"

This functionality will create problems with the new tasks module if the carer is completing a task such as turning that requires to be done every 2 hours. It will log the time completed in this scenario as 11:45 rather than 9am.

We would therefore recommend the following:

In CMS Touch click the admin menu and select Options.

CMS - Care Manag	ement System (Training Home (SQLSRV-PC))		- U X
	Henry Hilton D.O.B: 30/05/1911 (106 years) Admission Date 11/11/2002	Keyworker Suzi Adams Room Numbe Care Group General 04	r:
7	Select a Care Action	Observations on: 04 May 2018	
<b>⋈</b> 1	Add Note	09:00 Stool Type: Type 2: Sausage shaped Time taken to complete the actual ta 5	but lumpy ask (minutes):
š <b>⊒ 12</b>	Morning Routine		
Care Notes	Bristol Stool		
Contacts	Care Notes	Activities Morning Routine (1 day overdue)	-
Care Plans	Assessment Exclusion		
Assessment	Check for Updates	× <	>
😰 Remote Assistance	😢 Help 👻 😐 Admin 👻 🚟 Keyboard 🏾 💮 Training	Home (SQLSRV-PC)	Thompson 04/05/2018
Figure 23			

Options	×			
Page 1 Page 2				
Start Up				
Select user name from a list				
Timeout				
Logon screen is shown after2 minutes of inactivity				
Diary				
Display Employee Absences? 🔽				
Daily Care				
Prompt the user to enter the Actual Time the action was performed.				
○ Actual Time saved as reference only				
Allow Users to Duplicate Entries				
A user can edit their own daily care record for up to 0 minutes after creation				
(set to 0 to disable this feature)				
Cancel				
Figure 24				

Change the Actual Time saved as reference only to **Actual time replaces time logged** 

In the same scenario outlined above, the care note will be saved with a time of 9am and the care note will contain a note saying "Action logged at 11:45"

For General Release

## **CMS** Tablet

The CMS Tablet app has been completely rewritten. There were some major operating system (OS) changes when Android introduced version 5 (Lollipop) and so for users with tablets running OS 5 or later the upgrade will be slightly simpler and you will notice significant performance improvements within the app.

For users who have tablets with a lower operating system, you should still experience an improvement in performance but perhaps not quite as noticeable. The size of the app which needs to be downloaded is also much larger than before (approx. 25 MB compared to approx. 6 MB). In addition to this, the app you download will depend on your processor type, as explained below.

### 1. Upgrading

CMS tablet should prompt you to upgrade your tablet version. If it does not, you can go to the settings page and select 'Check for Upgrade'. This will open a web page from where you can download the new app.

#### i. OS 5 or later:

You only have one choice – click the Download Button



#### ii. OS less than 5

You will have 2 choices. For earlier android devices, the processor was either x86 or ARM. Unfortunately the new app will not work on older devices so to manage this, the app has to be compiled to the native processor type. There is no easy way to find out what processor you have. You could install an app such as Droid Hardware, alternatively you can select one of the options and try to install the app. If you have selected the wrong one, it simply will not install.

Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018



Once installed, a new icon will appear on your device 'Ablyss CMS Tablet'. This will **not** replace your old app which is called 'CMS Tablet'. We would therefore recommend uninstalling the old app to avoid confusion.

### 2. Running the app for the first time

As this is a completely new app you will need to enter your connection settings again. If you are not sure what these are, we would suggest that you open the CMS Tablet Service program from your service PC.

CMS Service for Tablets	_		×
Ablyss CMS Tablet Service			
Server IP         192.168.20.67           Port No         8081			
Current Status: <mark> Running</mark> Version: 7.0.0.0			
Start Stop Zestart	C,	⊖ Updat	e

If you are unsure what to do, then please give us a call.

#### 3. Settings

From the settings screen within the tablet app, you cans set the following properties

Proeprty	Default Value	Further Information
System Timeout	5 mins	After a period of inactivity the app will automatically log the
		user out of the app. This property can be set to 5 mins,
		10mins or 30mins

Ablyss Care Management System Release Notes	Version: 7.0	Date: Feb 2018	
---	--------------	----------------	--

Assessment Questions	Display 1 question per page	<ul> <li>When completing Daily Care Assessments you can choose how the questions are displayed. The options are</li> <li>1 Question per Page (requires user to click next after every question)</li> <li>3 Questions per Page (only for larger tablets)</li> <li>All Questions on One Page (user scrolls down the</li> </ul>	
		page to answer questions)	
Synchronisation	Observations 7 days	Sets the default number of days to retrieve offline data for.	
	Messages 30 days		

## 4. Further Information

We have written a hand guide that explains the basics of the CMS Tablet app. Click here to download