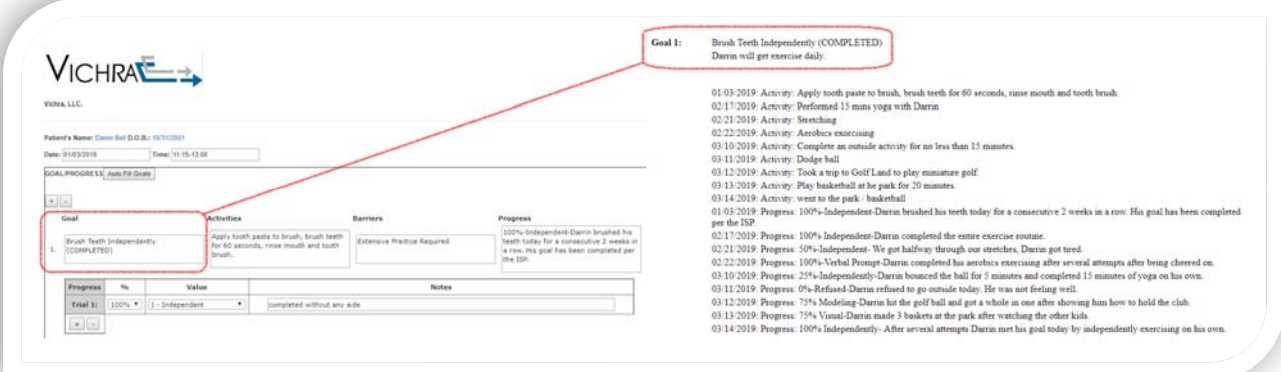


How Data Transfers from Data Sheets to Progress Summary and Report

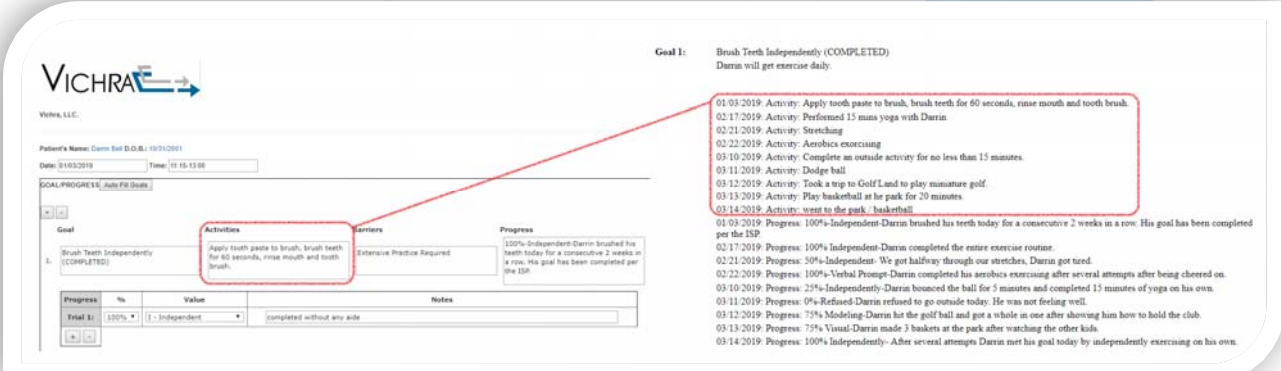
1. Data Sheets to Progress Summary Report

- Goals-> Transfer from the Data Sheet to the Progress Report Summary tab



The screenshot shows the Vichra software interface. On the left, the 'GOAL PROGRESS' tab is active, displaying a goal: 'Brush Teeth Independently (COMPLETED)'. The goal description is 'Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.' The progress is shown as 100% with a dropdown menu set to 'I: Independent'. A red box highlights the goal information. A red arrow points from this box to the right-hand side of the screen, which shows the 'GOAL PROGRESS' summary tab. This tab displays the same goal information and a list of activities with dates, such as '01/03/2019: Activity: Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.'

- Activities-> Transfer from the Data Sheet Activities field by service date to the Progress Report Summary tab



The screenshot shows the Vichra software interface. On the left, the 'GOAL PROGRESS' tab is active, displaying the same goal as the previous screenshot. A red box highlights the 'Activities' field, which contains the text 'Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.' A red arrow points from this box to the right-hand side of the screen, which shows the 'GOAL PROGRESS' summary tab. This tab displays the same goal information and a list of activities with dates, such as '01/03/2019: Activity: Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.'



- Progress-> Transfers from the Data Sheet Progress summary field by service date to the Progress Report Summary tab

VICHRA
Vichra, LLC.

Patient's Name: Darin Darr D.O.B.: 10/11/2001
Date: 01/03/2019 Time: 11:15:13:00

GOAL/PROGRESS (Auto Fill Goals)

Goal: Brush Teeth Independently (COMPLETED)

Activities: Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.

Barriers: Extensive Practice Required

Progress: 100% Independent-Darin brushed his teeth today for a consecutive 2 weeks in a row. His goal has been completed per the ISP.

Trial ID	%	Value	Notes
1	100%	1 - Independent	Completed without any aide

01/03/2019: Activity: Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.
02/17/2019: Activity: Performed 15 mins yoga with Darin
02/21/2019: Activity: Stretching
02/22/2019: Activity: Aerobics exercising
03/10/2019: Activity: Complete an outside activity for no less than 15 minutes.
03/11/2019: Activity: Dodge ball
03/12/2019: Activity: Took a trip to Golf Land to play miniature golf.
03/13/2019: Activity: Play basketball at h.c park for 20 minutes.
03/14/2019: Activity: went to the park / basketball
01/03/2019: Progress: 100% Independent-Darin brushed his teeth today for a consecutive 2 weeks in a row. His goal has been completed per the ISP
02/17/2019: Progress: 100% Independent-Darin completed the entire exercise routine.
02/21/2019: Progress: 50% Independent- We got halfway through our stretches, Darin got tired.
02/22/2019: Progress: 100% Verbal Prompt-Darin completed his aerobics exercising after several attempts after being cheered on.
03/10/2019: Progress: 25% Independently-Darin bounced the ball for 5 minutes and completed 15 minutes of yoga on his own.
03/11/2019: Progress: 0% Refused-Darin refused to go outside today. He was not feeling well.
03/12/2019: Progress: 75% Modeling-Darin hit the golf ball and got a whole in one after showing him how to hold the club.
03/13/2019: Progress: 75% Visual-Darin made 3 baskets at the park after watching the other kids.
03/14/2019: Progress: 100% Independently- After several attempts Darin met his goal today by independently exercising on his own.

**** Please note progress trial % should be summarized for the day and then typed into the daily progress summary field on the daily Data Sheets. This will ensure the progress trial % is transferred to the Progress Summary tab ****

VICHRA
Vichra, LLC.

Patient's Name: Darin Darr D.O.B.: 10/11/2001
Date: 01/03/2019 Time: 11:15:13:00

GOAL/PROGRESS (Auto Fill Goals)

Goal: Brush Teeth Independently (COMPLETED)

Activities: Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.

Barriers: Extensive Practice Required

Progress: 100% Independent-Darin brushed his teeth today for a consecutive 2 weeks in a row. His goal has been completed per the ISP.

Trial ID	%	Value	Notes
1	100%	1 - Independent	Completed without any aide

01/03/2019: Activity: Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.
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02/21/2019: Activity: Stretching
02/22/2019: Activity: Aerobics exercising
03/10/2019: Activity: Complete an outside activity for no less than 15 minutes.
03/11/2019: Activity: Dodge ball
03/12/2019: Activity: Took a trip to Golf Land to play miniature golf.
03/13/2019: Activity: Play basketball at h.c park for 20 minutes.
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03/13/2019: Progress: 75% Visual-Darin made 3 baskets at the park after watching the other kids.
03/14/2019: Progress: 100% Independently- After several attempts Darin met his goal today by independently exercising on his own.



2. Data Sheets to Progress Report

- Goals-> Transfer from the goal section of the Data Sheet to the Progress Report under Outcomes-Exactly from the ISP

The screenshot shows the 'HABILITATION PROGRESS REPORT' form. A red box highlights a goal in the 'GOAL PROGRESS' section: 'Brush Teeth Independently (COMPLETED)'. A red arrow points from this goal to the 'Outcomes-Exactly from the ISP' section, where the same goal is listed. The 'Activities' section contains the text: 'Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.' The 'Progress' section shows '100% Independent-Demo brushed his teeth today for a consecutive 2 weeks in a row. His goal has been completed per the ISP.'

- Activities-> Transfer from the activities section of the Data Sheet to the Progress Report under Written summary describing specific activities

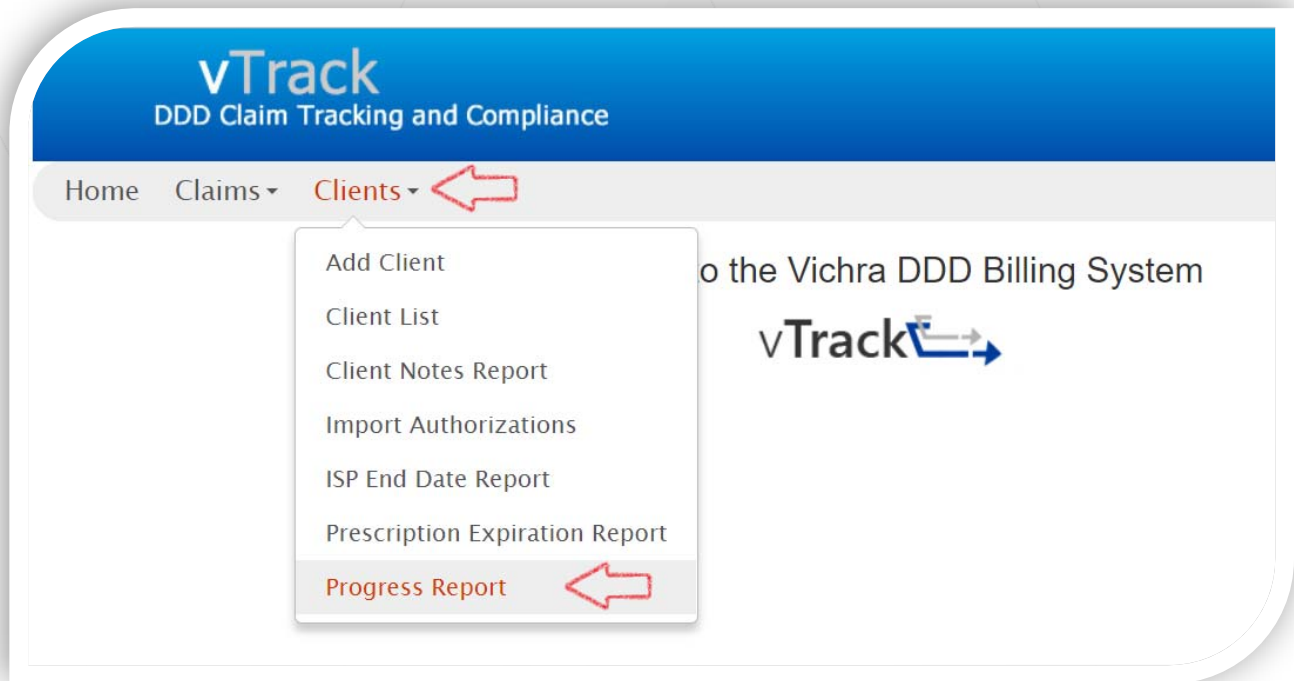
The screenshot shows the 'HABILITATION PROGRESS REPORT' form. A red box highlights the 'Activities' section: 'Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.' A red arrow points from this text to the 'Written summary describing specific activities including current and potential barriers' section, where the same text is pasted. The 'Outcomes-Exactly from the ISP' section also shows the goal 'Brush Teeth Independently (COMPLETED)'.

****Please note this action is performed for each goal****



How to Create HAH Progress Reports

1. **Navigate to Clients Drop Down**
 - Select-> Progress Report





2. **Enter Report Ranges**
 - Enter-> Start Date and End Date
 - Report Mode-> Select HAH Progress Report
 - Select Discipline-> Select HAH Hourly
 - Select Client-> Select specific client
 - Click-> Submit



Progress Report

Select the range for the report

Start Date:  

End Date:  



Report Mode

Select Discipline

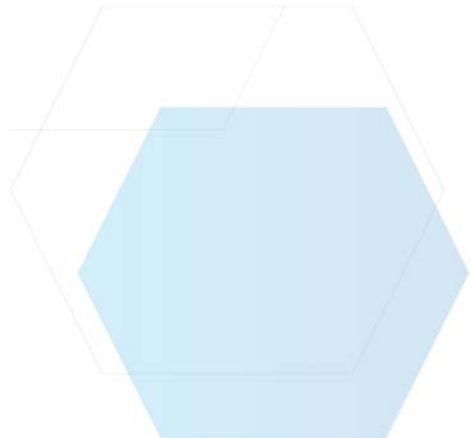
Select client



After clicking submit, two tabs will open in your browser

- **HAH Progress Summary Tab**
- **Habilitation Progress Report Tab**



3. HAH Progress Summary Tab

- Lists-> Each goal
- Service Dates-> Detail daily activities and progress for each goal

Goal 1: Brush Teeth Independently (COMPLETED)
Darrin will get exercise daily.

Running List for Goal #1

List of service dates and activities performed each day

01/03/2019: Activity: Apply tooth paste to brush, brush teeth for 60 seconds, rinse mouth and tooth brush.
02/17/2019: Activity: Performed 15 mins yoga with Darrin
02/21/2019: Activity: Stretching
02/22/2019: Activity: Aerobics exercising
03/10/2019: Activity: Complete an outside activity for no less than 15 minutes.
03/11/2019: Activity: Dodge ball
03/12/2019: Activity: Took a trip to Golf Land to play miniature golf.
03/13/2019: Activity: Play basketball at he park for 20 minutes.
03/14/2019: Activity: went to the park / basketball

List of service dates and progress for each day

01/03/2019: Progress: 100%-Independent-Darrin brushed his teeth today for a consecutive 2 weeks in a row. His goal has been completed per the ISP.
02/17/2019: Progress: 100% Independent-Darrin completed the entire exercise routine.
02/21/2019: Progress: 50%-Independent- We got halfway through our stretches, Darrin got tired.
02/22/2019: Progress: 100%-Verbal Prompt-Darrin completed his aerobics exercising after several attempts after being cheered on.
03/10/2019: Progress: 25%-Independently-Darrin bounced the ball for 5 minutes and completed 15 minutes of yoga on his own.
03/11/2019: Progress: 0%-Refused-Darrin refused to go outside today. He was not feeling well.
03/12/2019: Progress: 75% Modeling-Darrin hit the golf ball and got a whole in one after showing him how to hold the club.
03/13/2019: Progress: 75% Visual-Darrin made 3 baskets at the park after watching the other kids.
03/14/2019: Progress: 100% Independently- After several attempts Darrin met his goal today by independently exercising on his own.

4. Habilitation Progress Report

- Select-> Reporting Frequency
- Verify-> Member Info
- Verify-> Support Coordinator and Select-> District
- Select-> BTP Plan check box Yes or No
- Enter-> Type of Habilitation
- Outcomes Exactly from the ISP-> Will auto fill from goals on data sheets
- Select-> ISP or BTP-> check corresponding box
- Written Summary describing specific activities-> Will auto fill from activities entered on Data Sheets
- Outcome Results-> Use this field to type a summary or copy and paste data from the summary tab to detail overall goal progress
- Continue for each goal



HABILITATION PROGRESS REPORT

Reporting Frequency Requirement: Monthly Quarterly Semi Annual

Member Name: Darrin Bell Member Assist ID: 12943073 DOB: 10/31/2001

North

BTP Plan: Yes No Type of Habilitation:

Choose Yes or No

Type Tulu's Precious Hands

Written summary description	Outcome results
<input type="checkbox"/> ISP <input type="checkbox"/> BTP Darrin will get exercise daily. Brush Teeth Independently (COMPLETED) Goal #1	Enter or copy and paste summary of Goal #1 here
<input type="checkbox"/> ISP <input type="checkbox"/> BTP Darrin will help with making snacks daily. Goal #2	Enter or copy and paste summary of Goal #2 here

Paste each goal summary in Outcome Results

BTP Plan: Mark Yes only with BTP. Otherwise mark No.

Type of Habilitation: Enter Tulu's Precious Hands.

5. Validation/Signature

- Scroll-> To the bottom of the Habilitation Progress Report tab
- SP Action Items/Update-> Type SP Actions Items/Updates if any
- Comments/Other-> Type comments or Other items to report
- Add-> Signature
- Name-> Type PCP name report has been sent to
- Address-> Type address for the above PCP
- Date sent-> Enter date sent
- Click-> Save



SP Action Items/Updates:

Type SP Action Items/Updates here

Comments / Other (Medical Appointments, home visits, issues, etc...)

Type Comments/Other info here

THERAPIST SIGNATURE(S)

Signature Here

Clear

Edit

ROUTING: Original - Support Coordinator; Copy - Primary Care Provider; Copy - Family/Responsible Person

Primary Care Provider name and address that the report has been sent to

Name: Type person/company report has been sent to here

Address: Type address of the person/company from above here

Date Sent: Type date here

Save

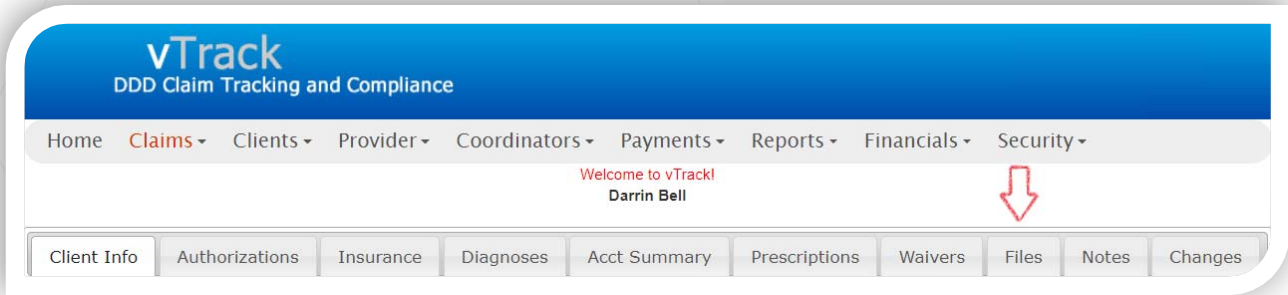
Cancel

****You will automatically be directed to the Client Info tab of the client's portal****



6. Client Portal Files Tab

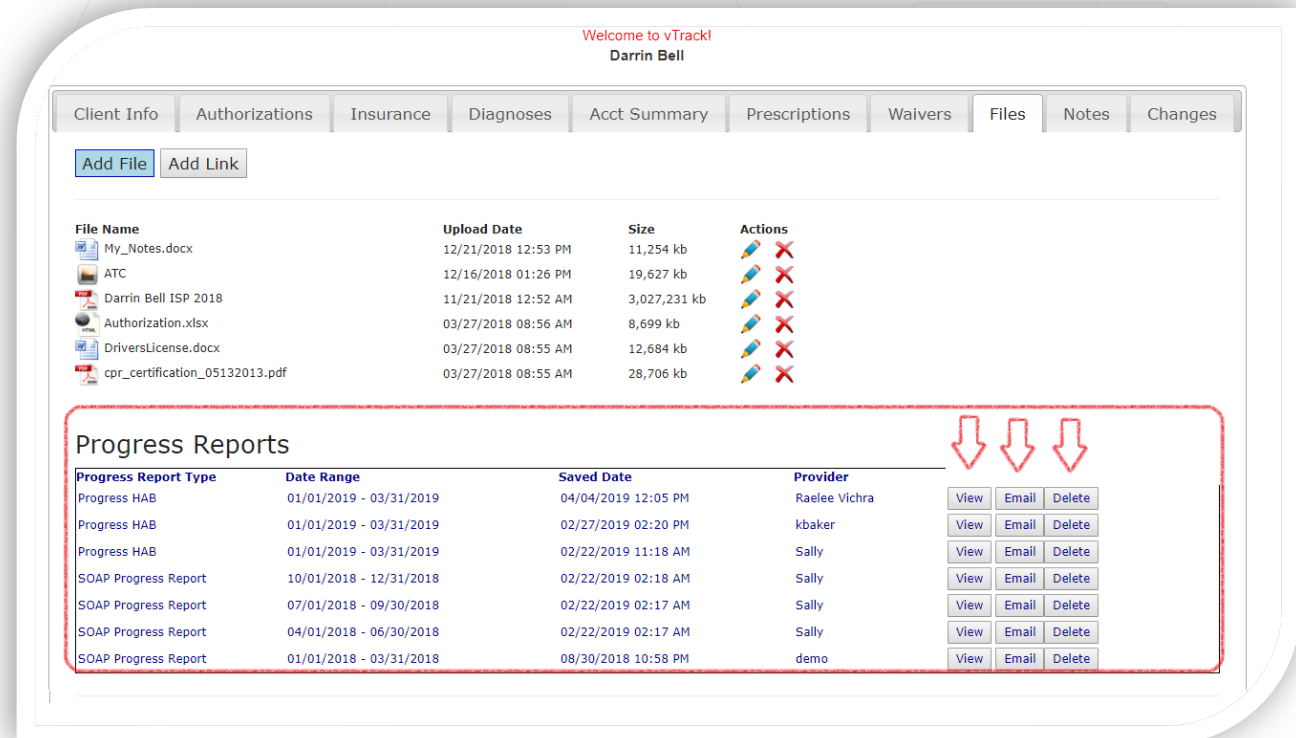
- Click-> Client's file tab



****Progress Reports are located under Progress Reports Section****

Options Available on Files Tab

- View-> Edit, review, or print
- Email-> Email Report securely from vTrack
- Delete-> Remove from client's files



7. Secure Email from vTrack

- Click-> Email
- Enter-> Email address(s)
- Add Support Coordinator Email-> Check box
- Add Parent/Guardian Email-> Check box
- Click-> Send Progress Report

****If multiple addresses are entered, separate by a vertical bar (Shift+Backslash)****

Example: (johndoe@john.com | sam@sam.com | bob@bob.com)

Email Progress Reports

Patient's Name: Darrin Bell DOB: 10/31/2001

Send to these email addresses:
Separate by | (ex. johndoe@john.com|sam@sam.com|bob@bob.com)

Enter email address(s) here

Add Support Coordinator Email? ←

Add Parent/Guardian Email? ↑

Cancel Send Progress Report ←

****Please note: Email address fields for Support Coordinator and Parent/Guardian are located on the Client Info tab of the client's portal****

Darrin Bell

Client Info	Authorizations	Insurance	Diagnoses	Acct Summary	Prescriptions	Waivers	Files	Notes	Changes
Active	<input checked="" type="checkbox"/>	Inactive Date	<input type="text"/>	Client Email	<input type="text" value="jinglebells@gmail.com"/>				
Client ID / Assist number*	<input type="text" value="12943073"/>	Address1*	<input type="text" value="846 Main St"/>	Coordinator	<input type="text" value="Tess Hanson"/>				
Client AHCCCS ID#	<input type="text"/>	Address2*	<input type="text"/>	Next ATC Monitoring Date	<input type="text"/>				
CIS#	<input type="text"/>	City*	<input type="text" value="Mesa"/>	ISP Date in File	<input type="text" value="01/02/2019"/>				
Last Name*	<input type="text" value="Bell"/>	State*	<input type="text" value="AZ"/>	ISP End Date	<input type="text" value="05/31/2019"/>				
First Name*	<input type="text" value="Darrin"/>	Zip*	<input type="text" value="85204"/>	ISP Next Review Date	<input type="text"/>				
Phone*	<input type="text" value="319-931-8498"/>	Initial Date of Service	<input type="text"/>	Parent/Guardian	<input type="text" value="Carrie Bell"/>				
Phone Type	<input type="text" value="Cell"/>	Provider CIT Req'd?	<input type="checkbox"/>	Parent/Guardian Phone	<input type="text" value="480-555-5555"/>				
Alt Phone	<input type="text"/>	ISPP	<input type="checkbox"/>	Parent/Guardian Email	<input type="text" value="cb@email.com"/>				
Alt Phone Type	<input type="text"/>	Medication Admin. Form	<input type="checkbox"/>	Relationship	<input type="text" value="Mom"/>				
Support Coordinator	<input type="text" value="Tiffany Jackson"/>	Focus ID	<input type="text"/>	Parent/Guardian 2	<input type="text"/>				
Support Coordinator Phone	<input type="text" value="602-595-7892"/>	Incontinent?	<input type="checkbox"/>	Parent/Guardian 2 Phone	<input type="text"/>				
Support Coordinator Email	<input type="text" value="tjackson@azdes.gov"/>	Nutrition?	<input type="checkbox"/>	Parent/Guardian 2 Email	<input type="text"/>				
District Support Coordinator	<input type="text"/>	Agency of Choice	<input type="checkbox"/>	Relationship	<input type="text"/>				
Office Support Coordinator	<input type="text"/>	Disability	<input type="text" value="Autism spectrum disorder"/>	Emergency Contact Name	<input type="text" value="Betty White"/>				
Language	<input type="text" value="English"/>	DOB*	<input type="text" value="10/31/2001"/>	Relationship	<input type="text" value="Grandma"/>				
Gender*	<input type="text" value="Male"/>								

****For additional support, please contact us at vtrack@vichra.com****

