

Completing and Signing Care Logs/Notes

A Step-by-Step Guide: MyAdultFosterCare

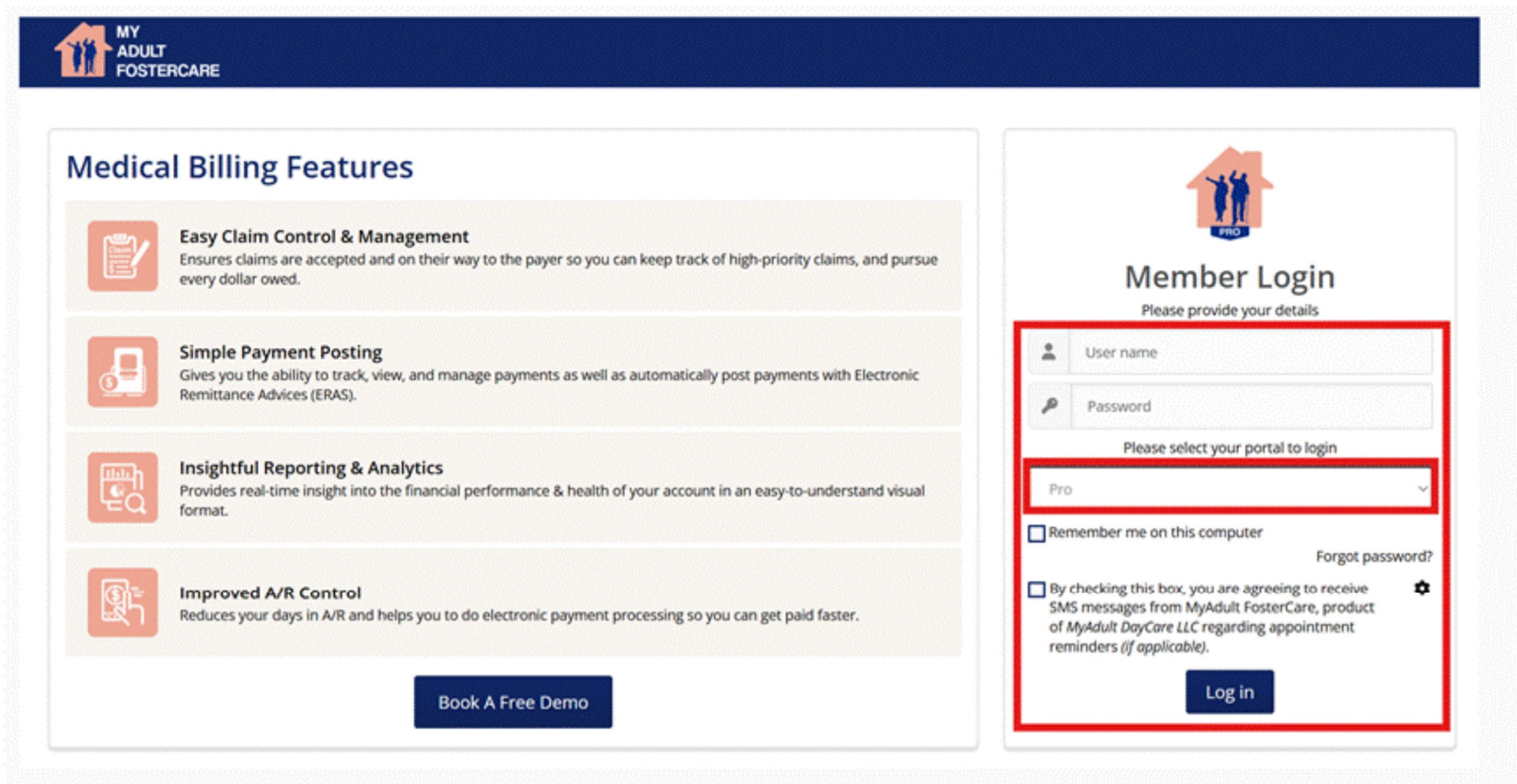
Step 1: Access the Caregiver Portal

- Open your web browser and navigate to our website www.joskahealthcare.com and then click the caregiver Portal



Step 2: Log In to Your Account into the caregiver portal

- Enter your username and password associated with your caregiver account.
- Your Username is _____
- Your Password is _____
- Please make sure to select the **Pro** as the portal type
- Click "Login" to access your dashboard.



The screenshot displays the MyAdult FosterCare website interface. The top navigation bar is dark blue with the logo on the left. The main content area is divided into two columns. The left column, titled 'Medical Billing Features', lists four services: 'Easy Claim Control & Management', 'Simple Payment Posting', 'Insightful Reporting & Analytics', and 'Improved A/R Control', each with an icon and a brief description. A 'Book A Free Demo' button is at the bottom of this column. The right column, titled 'Member Login', contains a login form. The form includes fields for 'User name' and 'Password', a dropdown menu to 'Please select your portal to login' (with 'Pro' selected), a 'Remember me on this computer' checkbox, a 'Forgot password?' link, a checkbox for receiving SMS messages, and a 'Log in' button. A red rectangular box highlights the login form area.

MY ADULT FOSTERCARE

Medical Billing Features

- Easy Claim Control & Management**
Ensures claims are accepted and on their way to the payer so you can keep track of high-priority claims, and pursue every dollar owed.
- Simple Payment Posting**
Gives you the ability to track, view, and manage payments as well as automatically post payments with Electronic Remittance Advices (ERAS).
- Insightful Reporting & Analytics**
Provides real-time insight into the financial performance & health of your account in an easy-to-understand visual format.
- Improved A/R Control**
Reduces your days in A/R and helps you to do electronic payment processing so you can get paid faster.

[Book A Free Demo](#)

Member Login

Please provide your details

User name

Password

Please select your portal to login

Pro

☐ Remember me on this computer

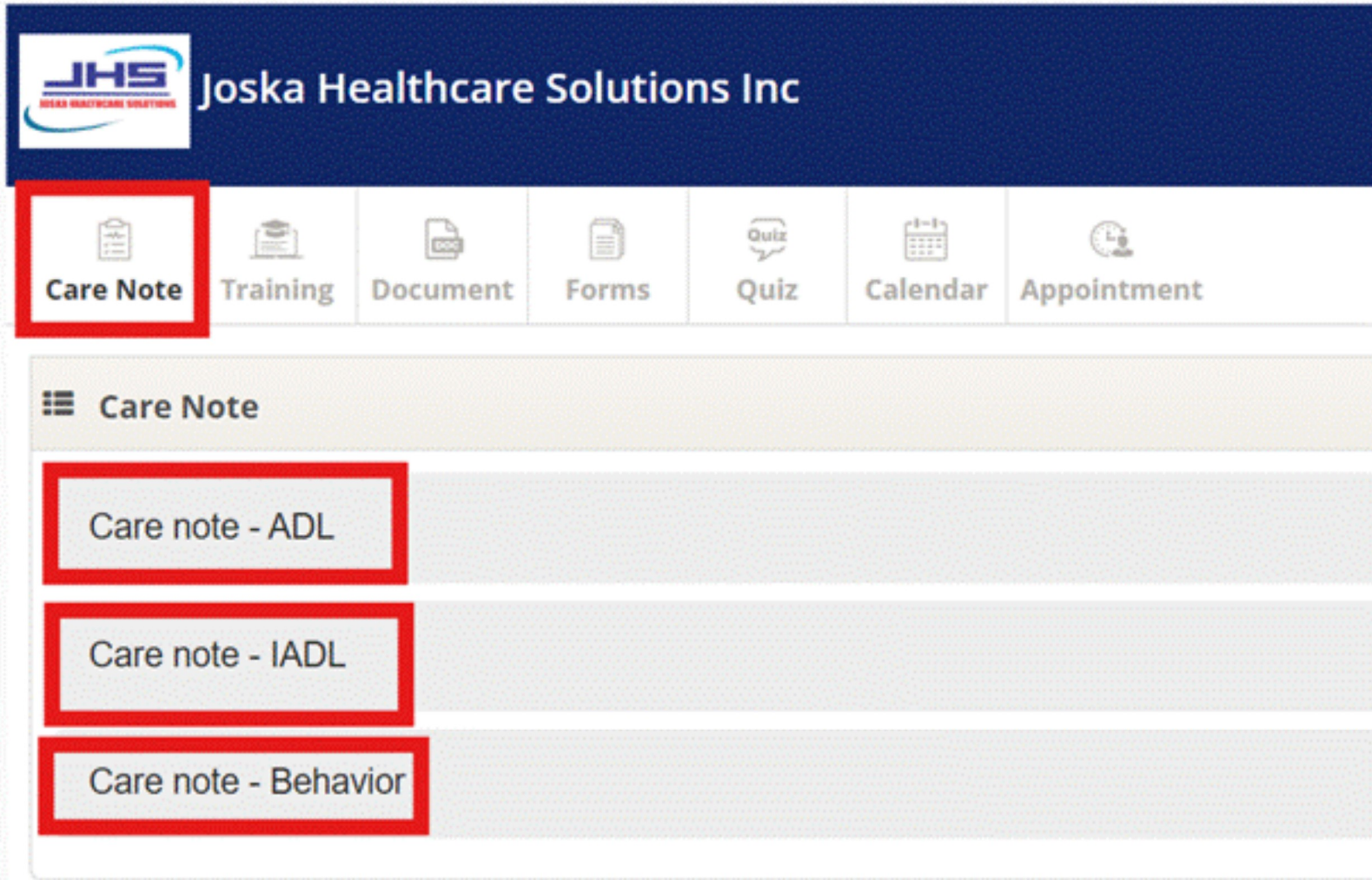
[Forgot password?](#)

☐ By checking this box, you are agreeing to receive SMS messages from MyAdult FosterCare, product of MyAdult DayCare LLC regarding appointment reminders (if applicable).

[Log in](#)

Step 3: Navigate to Care Logs

- Once logged in, locate the "Care Note", Care Note – ADL, Care note – IADL and Care note – behavior as shown below.



The screenshot displays the web application interface for Joska Healthcare Solutions Inc. The header features the company logo and name. Below the header is a navigation menu with icons and labels for various functions. The 'Care Note' option is highlighted with a red box. Below the navigation menu, the 'Care Note' section is expanded, showing three sub-options: 'Care note - ADL', 'Care note - IADL', and 'Care note - Behavior', each also highlighted with a red box.

Joska Healthcare Solutions Inc

Care Note Training Document Forms Quiz Calendar Appointment

Care Note

- Care note - ADL
- Care note - IADL
- Care note - Behavior

Step 4: Create or Update a Care Log – ADL 📌

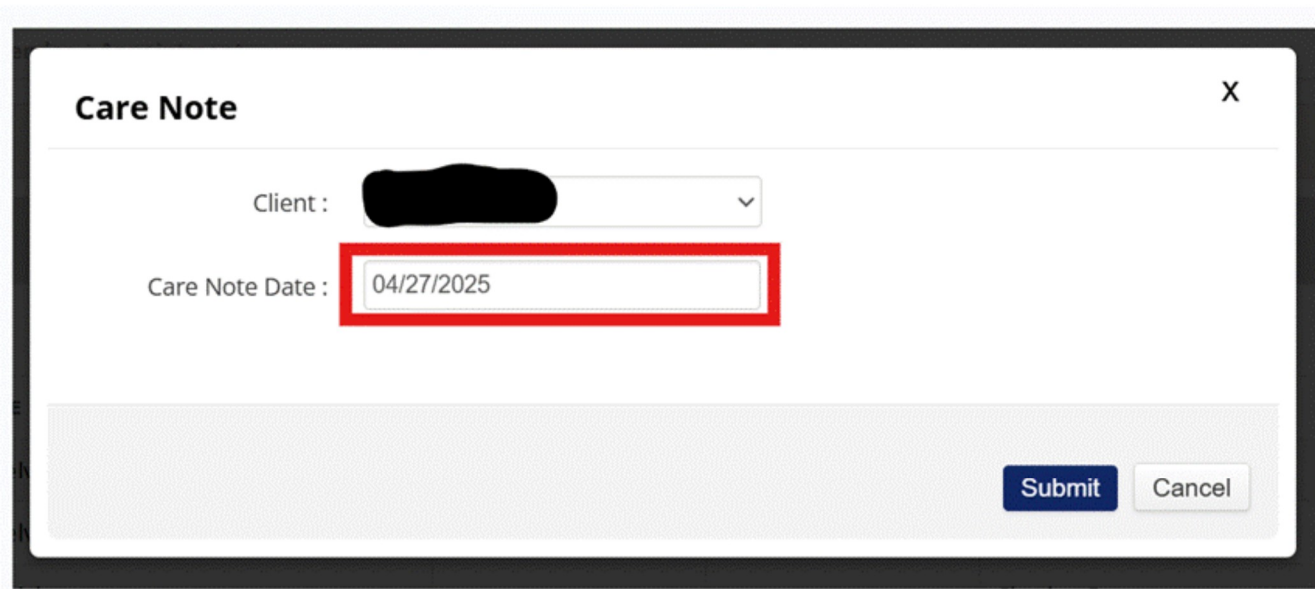
To add a new ADL Care Note, click on Care Note – ADL. This will display a list of all previously documented ADL Care Notes.

To create a new ADL Care Note for the week, click the Add button as shown below.

After clicking Add, a new window will open displaying the member's name and date fields. Select the appropriate dates for the week you are documenting, then click Submit.

Please note that our documentation week begins on Sunday and ends on Saturday. When entering dates, select the Sunday of the week you are documenting as the Start Date.

Ensure that the selected dates accurately reflect the week being documented before submitting the care not



The screenshot shows a 'Care Note' form with a title bar containing 'Care Note' and a close button 'X'. The form has two main input fields: 'Client : [redacted] v' and 'Care Note Date : 04/27/2025'. The date field is highlighted with a red border. At the bottom right, there are two buttons: 'Submit' (blue) and 'Cancel' (grey).

Step 5: Save and Review the Entry

- The care log will automatically populate based on the already approved careplan. Please review it for accuracy and if you have any question or would like to make any changes, please reach out to the care manager or the program Nurse. Please see the sample below.

Care Note

Care Note Date: 05/04/2025 Client name: [REDACTED] Client Level: 2

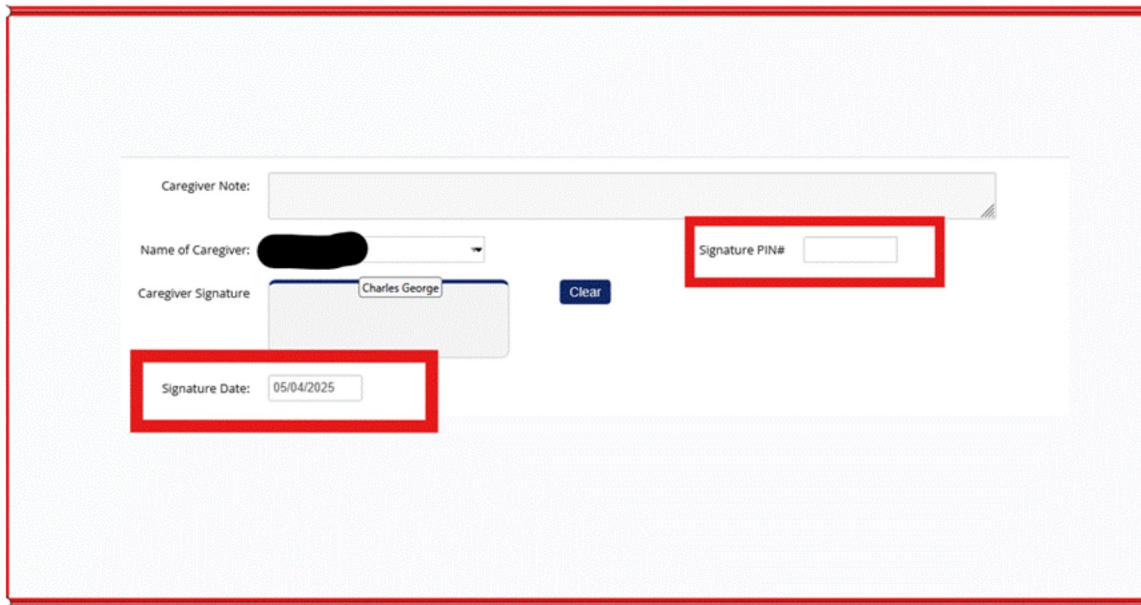
Safety Precautions/
Care Note Memo: [REDACTED]

0 - Independent (no help needed) 1 - Set Up 2 - Supervision 3 - Physical Assistance 4 - Dependent 8 - Activity did not occur

		SUNDAY	MONDAY
	Date	05/04/2025	05/05/2025
	Clear All	Clear	Clear
☐	Bathing	4 v	4 v
	+		
☐	Dressing upper Body	4 v	4 v
	+		
ACTIVITIES OF DAILY LIVING/ HOUSEHOLD TASKS			
☐	Dressing Lower body	4 v	4 v

Step 6: Electronically Sign the Care Log

- Once the entry is finalized, enter your 4 digits PIN or 4 digits Birth year to "Sign" to add your electronic signature.
- Confirm your signature when prompted. This action verifies that the information entered is accurate and complete.



The screenshot shows a web interface for signing a care log. It includes a 'Caregiver Note' text area, a 'Name of Caregiver' dropdown menu, a 'Caregiver Signature' area with a 'Charles George' button and a 'Clear' button, a 'Signature PIN#' input field, and a 'Signature Date' input field showing '05/04/2025'. Red boxes highlight the 'Signature PIN#' and 'Signature Date' fields.

Step 7: Submit the Care Log

- After signing, click "Save and Submit" to send the care log for administrative review and record-keeping.
- Add the date the care note is being done.