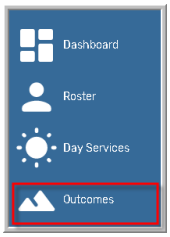
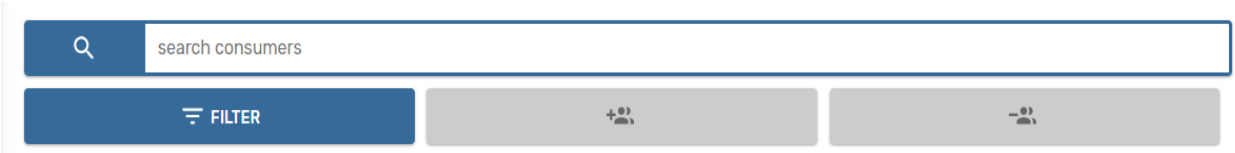
Anywhere Outcomes & Services
Documenting Services – User Guide

Outcomes and Services

- Select the Outcomes module on the dashboard.



- To begin documenting services, select a consumer(s) by using one of the filtering methods below. These filtering methods allow users to select the consumers in which they need to document services.



  - **Search:** Allows you to search for consumers by last name. Select the consumer card(s) to highlght the name and select done.
  - **Filter:** Allows you to search for consumers by Date, Location, and Group(s). You can use one filter or combinatin of these filters to narrow your search for consumers. Select Apply.
    i. Select the consumer card(s) to highlght the name and select done.
  - The **People icon with the plus** selects all consumer cards at one time. All names will become higlighted. Select done when selections are complete.
  - The **People icon with the minus** de-selects all consumer cards.
  - Select consumer cards individually by selecting their name. Once selected, the consumer name will become higlighted

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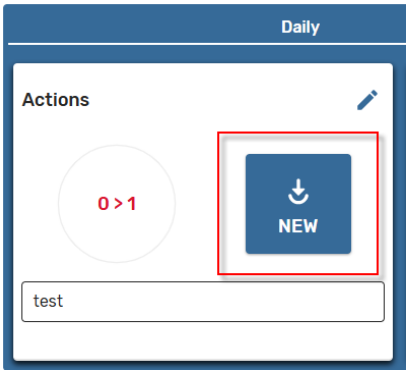
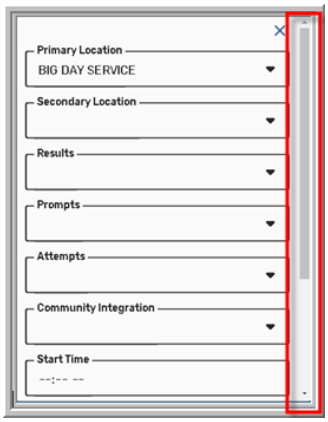
1. Highlight the consumer name and select done.

2. Select the desired Outcome frequency in the banner. (ie. Daily, Weekly, Monthly, etc.) Users will need to open the frequency banners as needed. The program does not advance users through each tab.

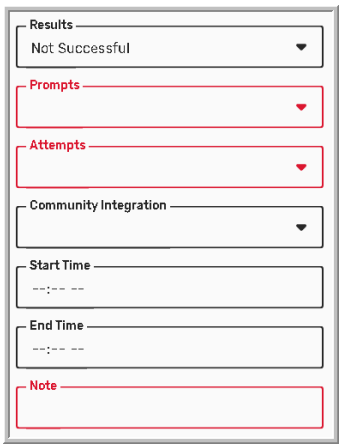
3. To document services, select New.



   a. Use the drop down arrows in each section to enter data for the outcome/service (ie. Results, prompts, attempts, etc.). Use the scroll bar to access all fields.



b. If a field is highlighted in red, an answer is required before the entries can be saved and the document closed.

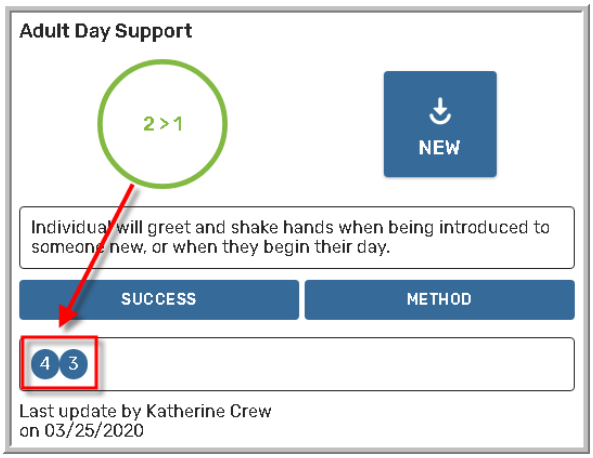


c. Once all fields are entered, select Save.

d. The program will return to the Outcome/Services card.

   i. The outcome/service frequency will update on the service card. (ie. Daily service 1x/day- has been completed 2x).

   ii. The result indicators at the bottom of the card can be selected to review entry details.

   iii. Results can only be viewed by selecting the desired entry. Results can only be revised or deleted by the creator of the entry. Each result will display the following information: Entered by (name of staff) and Last updated (date and time stamp).

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