

*myAvatar*  
Res Hab Service Note  
Training Manual

Avatar Support Team  
August 2012

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142-02 20th Ave.  
Flushing, NY 11351

# Important

You should complete the “Quick Start” training module before starting this session.

If you have done so - continue ⇒

# Documenting Your Notes in Avatar

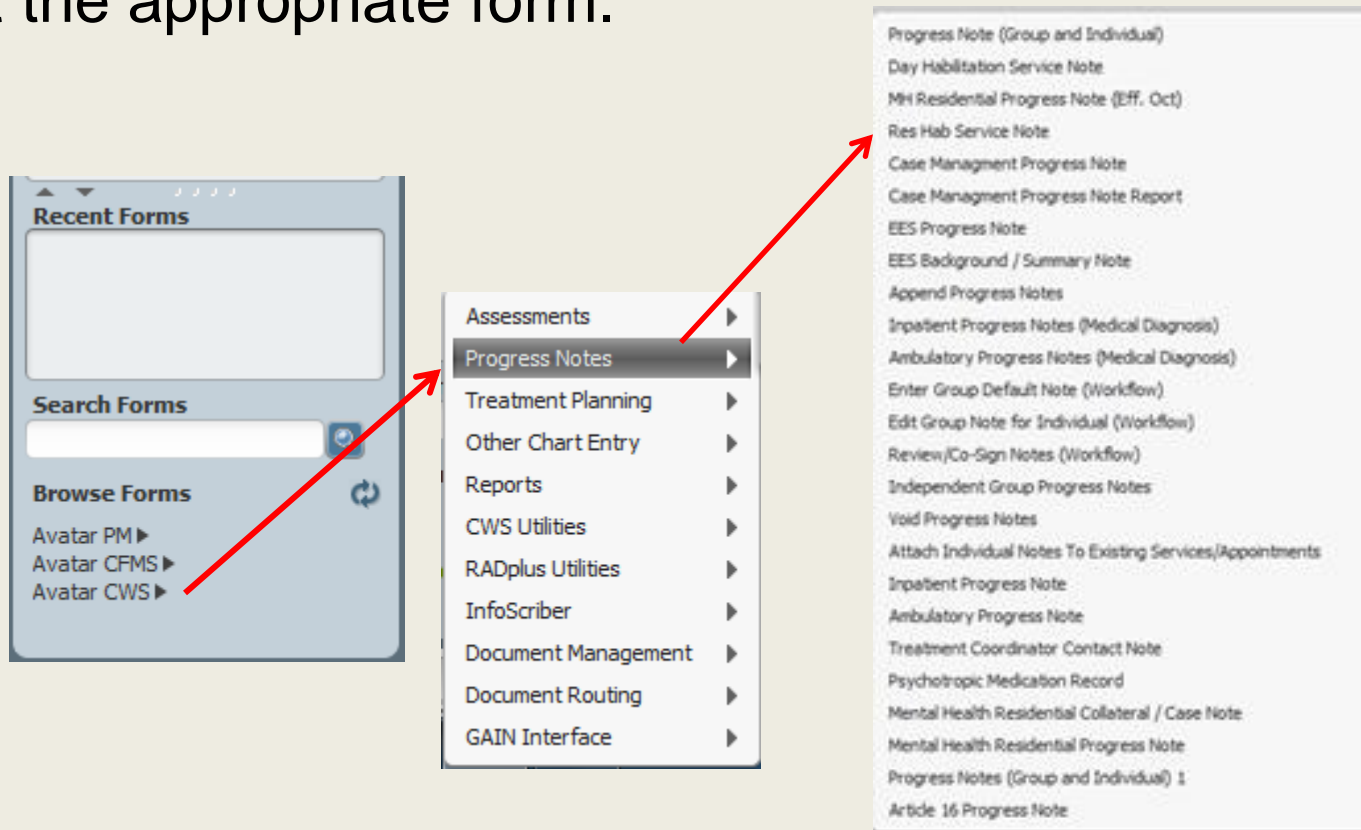
- 1. Select the correct form from the Avatar Menu.**  
The form can be saved and selected from your “My Forms” or you can use the search box.
- 2. Select the correct consumer and program.**  
Notes are attached to specific programs so you must select the correct program.
- 3. Complete the form.**
- 4. Submit.**

# Select a Consumer

- You must select the consumer (client) whose *Service Note* you wish to enter or modify.
- You do not have to type in the entire name. In fact, given that spelling errors may occur, it is best to only enter the first three (3) letters of the last-name and the first letter of the first-name.
- Errors may be made when entering names into Avatar including switching the first-name and last-name. If you do not find your consumer, check for this error.
- For example, to select “Hans Bath,” you might enter “bat,h.” If no results were found, search under “han,b.”

# Res Hab Service Note

From the Search Forms entry, Menu listing or myForms select the appropriate form.



Avatar CWS ⇒ Progress Notes ⇒ Res Hab Service Note

# Res Hab Service Note

**Purpose:** Used to document service delivery and as the basis for payment to the Agency by OPWDD.

Notes entered into Avatar ensure documentation compliance, support analysis and reporting.

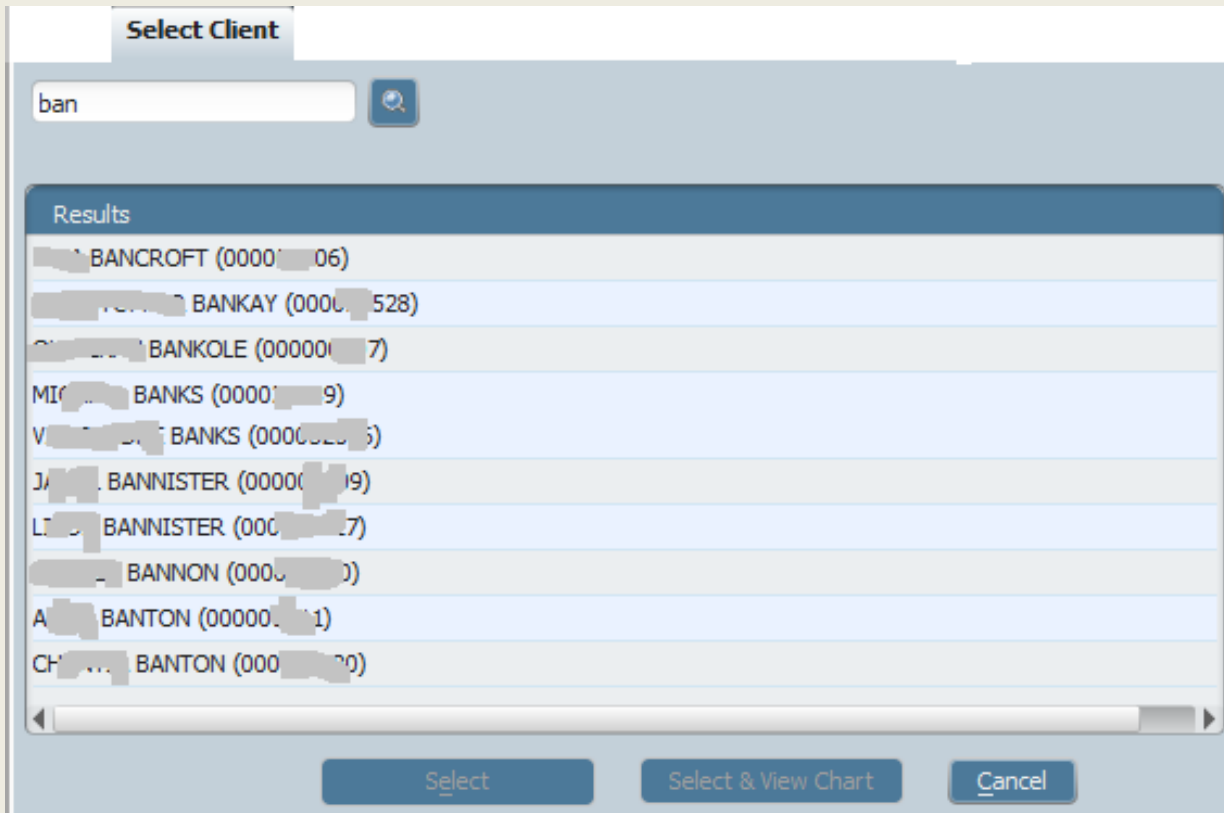
*The Service Charge Code is “RESHAB (Counter).” You can access it through the Process Search by entering “RESHAB.”*

*NOTE: If the residence is a Supportive IRA, the code is FULTON (Counter) and you should enter FULTON.*

# Select a Consumer

Search by LastName,FirstName

As you type, a list of clients that match will be displayed in the “selection” box. Usually 3-letters are sufficient to generate a list.



The screenshot shows a 'Select Client' dialog box with a search input field containing 'ban'. Below the search field is a 'Results' section displaying a list of client names and IDs. The list is as follows:

Client Name	Client ID
BANCROFT	(0000...06)
BANKAY	(0000...528)
BANKOLE	(00000...7)
BANKS	(0000...9)
BANKS	(0000...5)
BANNISTER	(0000...9)
BANNISTER	(000...7)
BANNON	(000...0)
BANTON	(00000...1)
BANTON	(000...0)

At the bottom of the dialog box, there are three buttons: 'Select', 'Select & View Chart', and 'Cancel'.

# Select the Program

RO. [REDACTED] BANKS (0000 2)  
M, [REDACTED] 42

Res Hab Service Note

Name: R [REDACTED] BANKS  
ID: [REDACTED] .2  
Sex: Male  
Date of Birth: ([REDACTED])

Episode	Program	Start	End
2	Scannell ICF	03/31/1982	11/17/2010

OK Cancel

Notes are attached to specific programs, so you must select the correct program



# Res Hab Service Note in myAvatar

**ROBERT** (00025012)  
M, 69, 09/26/

Ep: 8 : Butler ICF  
Problem P: -  
DX P: No Entry

Location: Butler ICF / 205 / 2...  
Attn. Pract.: No Entry  
Adm. Pract.: No Entry

Allergies (0)

Chart Res Hab Service Note

**Note**

Submit

Service Date: [Date Picker] T Y

Duration (in minutes): 15

Service #: [Text Field]

Activity - Staff assisted the consumer with: [Text Field]

Prompt Level: [Dropdown]

Practitioner: [Text Field]

Service Code: [Text Field]

Program: [Dropdown]

Location: [Dropdown]

Status:  Draft  Final

All relevant information is presented on one screen. The fields and their functions are the same in myAvatar as in the original Avatar version.

# Res Hab Service Note Guidance

The screenshot shows a software interface for entering a service note. At the top, patient information for ROBERT (000025012) is displayed, including age (69), date of birth (09/26/), and location (Butler ICF). The form is titled "Res Hab Service Note" and includes a "Note" section on the left with a "Submit" button and icons for actions like print, copy, and delete. The main form fields are: Service Date (calendar), Duration (15 minutes), Service #, Activity (pre-filled with "Staff assisted the consumer with"), Prompt Level, Practitioner (dropdown), Service Code (dropdown), Program (dropdown), Location (dropdown), and Status (Draft/Final radio buttons). Red arrows point from explanatory text to the Activity, Location, Service Code, and Practitioner fields.

**Service Date**  
[Calendar icon] T Y

**Duration (in minutes)** 15

**Service #** [Input field]

**Activity - Staff assisted the consumer with**  
[Input field]

**Prompt Level** [Dropdown menu]

**Practitioner** [Dropdown menu]

**Service Code** [Dropdown menu]

**Program** [Dropdown menu]

**Location** [Dropdown menu]

**Status**  
 Draft  Final

**Submit**

Enter brief activity description, i.e. toothbrushing

Select the residence.


Select Custodial Care Facility.

Enter RESHAB (or FULTON) and process.

Enter first 3 letters of your last name and process.

# Select Service #

Select the appropriate service number and description from the printed Activity List. Every consumer has one in the file.



**Residential Habilitation Service Plan**  
(Activity List)

Effective Date: 02/12/2010      Print Date 2/19/2010

<u>Consumer</u>	<u>Service #</u>	<u>Activity</u>
SCHWARTZ,HARRY (31)	1	TOOTHBRUSHING
SCHWARTZ,HARRY (31)	2	SHOWERING

*Remember: The activity numbers will vary from consumer to consumer and for each version of the consumer's plan – so you need to check the activity list each time and not rely on memory.*

# Select the Prompt Level

**ROBERT (000025012)**  
M, 69, 09/26/

Ep: 8 : Butler ICF  
Problem P: -  
DX P: No Entry

Location: Butler ICF / 205 / 2...  
Attn. Pract.: No Entry  
Adm. Pract.: No Entry

Allergies (0)

Chart | Res Hab Service Note

**Note**

Submit

Service Date: [ ] [T] [Y] [ ]

Duration (in minutes): 15

Service #: [ ]

Activity - Staff assisted the consumer with: [ ]

Prompt Level: [ ]

Practitioner: [ ]

Service Code: [ ]

Program: [ ]

Location: [ ]

Status:  Draft  Final

**Information**

*i* Independent = initiates, maintains and terminates action with no prompts. If not the case, please revise.

OK

If you select the prompt level of Independent this pop-up appears. Click OK and respond as needed by either leaving the prompt intact or revising it. Notes with the prompt level of Independent will not be counted towards billing.

# Submit Res Hab Service Note

**ROBERT** (000025012) Ep: 8 : Butler ICF Location: Butler ICF / 205 / 2... Allergies (0)  
M, 69, 09/26/ Problem P: - Attn. Pract.: No Entry  
DX P: No Entry Adm. Pract.: No Entry

Chart Res Hab Service Note

**Note**

**Submit**

Service Date: [Date Picker] T Y

Duration (in minutes): 15

Service #: [Text Box]

Activity - Staff assisted the consumer with: [Text Box]

Prompt Level: [Dropdown]

Practitioner: [Text Box]

Service Code: [Text Box]

Program: [Dropdown]

Location: [Dropdown]

Status:  Draft  Final

The submit button is located in the left column in myAvatar.

Select Draft if you will need to come back to the note and revise it. Select Final if no revision will be necessary.

If you need additional assistance,  
please contact:

Who? Help-Desk  
or the HIS Trainer

How? Go to *online.psych.org*  
and click on the *IT HelpDesk* link  
or call (718) 559-0559

HIS Trainer: 718-559-0558