myAvatar
Res Hab Service Note Training Manual

Avatar Support Team

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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.
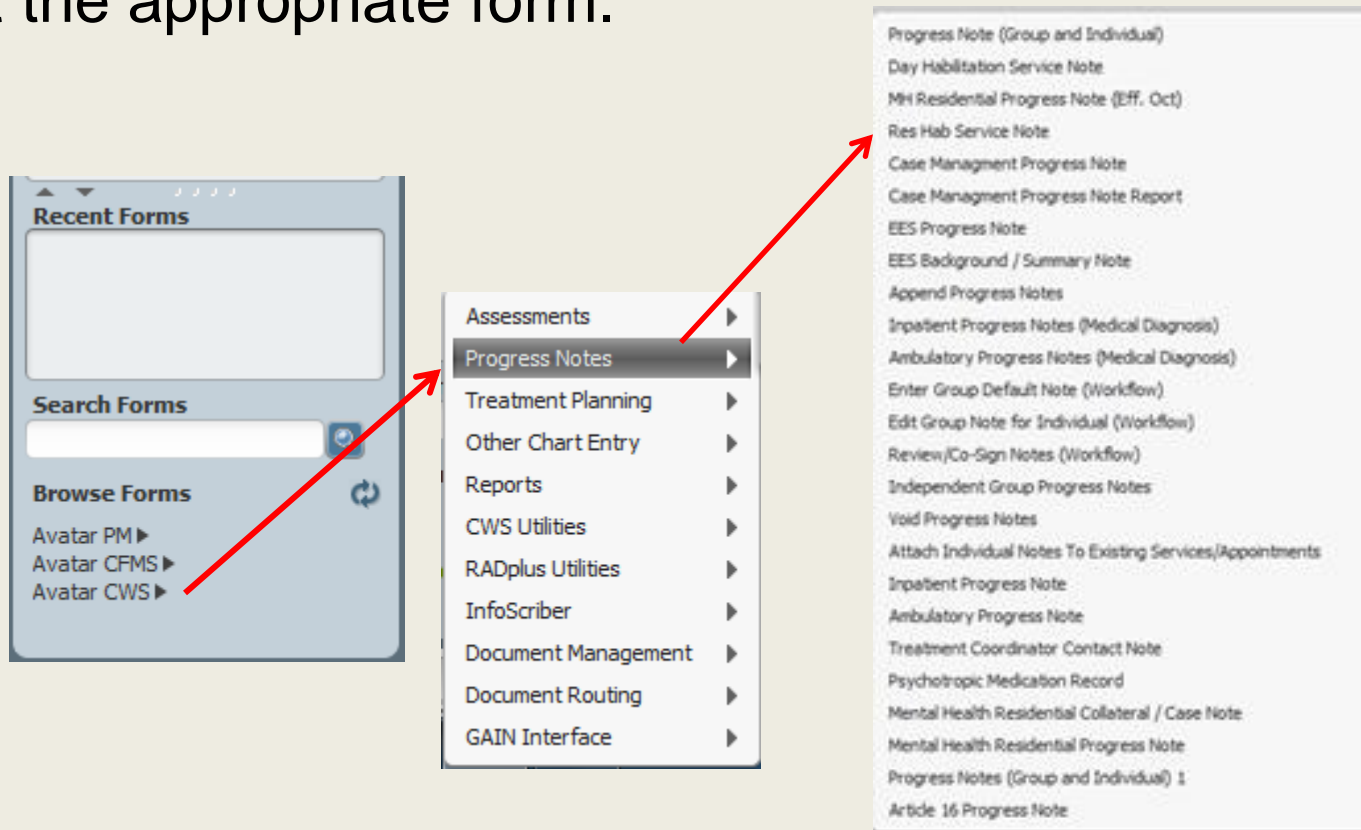
Avatar CWS ⇨ Progress Notes ⇨ Res Hab Service Note

Res Hab Service Note

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

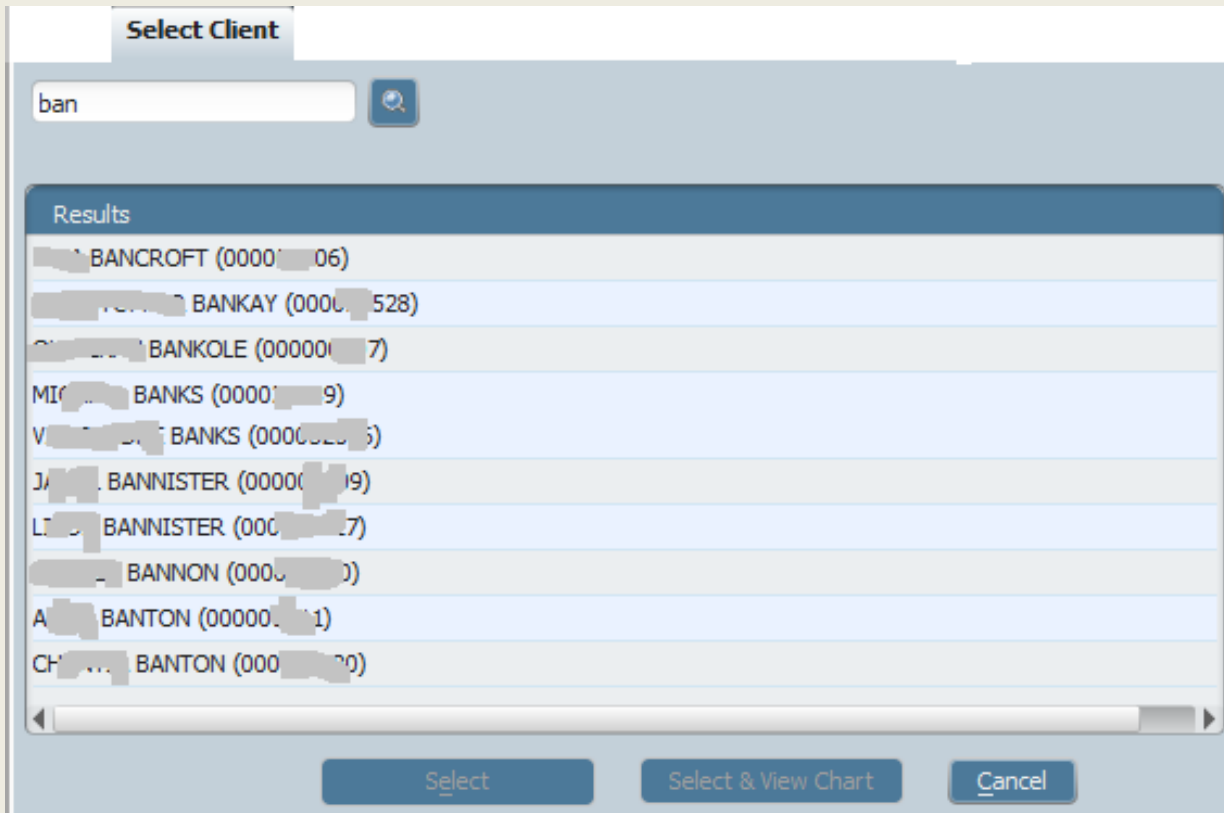Notes entered into Avatar ensure documentation compliance, support analysis and reporting.

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.

Select the Program

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

Res Hab Service Note in myAvatar

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

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)

PSCH
PROMOTING
SPECIALIZED
CARE AND
HEALTH

Effective Date: 02/12/2010

Print Date 2/19/2010

Consumer	Service #	Activity
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

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

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.psch.org* and click on the *IT HelpDesk* link or call (718) 559-0559 HIS Trainer: 718-559-0558