Care Log Reports

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Path: Main Menu > Progress Notes Menu > Care Logs

About

Care Log Reports can be used to view a client's Care Logs over multiple days or see reports by Activity.

Run Care Log Reports

1. Navigate to Care Logs by following the path above.
2. Search for and select the client, if not already shown.
3. Click the **Care Log Reports** button.
4. Enter a **Start Date** and **End Date**.
5. Click the **Load Reports** button.

Start Date: 11/09/2021   End Date: 11/10/2021

Load Reports

Example of displayed Client Reports:

BEGIN ENTERING LAST NAME AND CLICK ON CLIENT TO SELECT:

Kteam, Alexander Malcolm

SEARCH BY BIRTHDATE FORMAT: ● MM/DD/YY ○ MM/DD/YYYY

Start Date: 11/09/2021   End Date: 11/10/2021

Load Reports

- All reports will be generated using the Care Log template for the specified Start Date.
- Any changes to the template made after the current Start Date will be hidden in order to preserve consistency.
- To view any changes, set the Start Date to the date when the desired template was made active.

Sort Method: By Client: ● By Activity: ○   Display Shift: 1: ☑ 2: ☑ 3: ☑   Display Format: Fit to Page (cut off text): ● Display everything: ○

Week of 11/09/2021

	11/09/2021			11/10/2021		
+Special Focus +Personal Care/Direct ... +Support/Assist +Point Sheet						
Eating	1	2	3	1	2	3
Eats (me...	0	0	0	1	0	0

Note: If you want to run this report by Activity rather than by Client, select the **By Activity** radio button for the Sort Method, select an Activity from the drop-down menu, and click the **Load Reports** button.