## 11.10.3 Release Notes

Last Modified on 11/08/2024 3:01 pm EST

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Estimated Release Date (Beta): 10/13/2024 Estimated Release Date (All): 11/10/2024

**Note**: The paths shown with the descriptions in these notes reflect those in NextStep's standard configuration. If your agency has customized them, the specific names and locations may differ.

## **Enhancements and New Features:**

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Add fields to Group	Main Menu > Progress Notes > Group Notes
calculating ratio of clients:staff at	Some states require reporting the ratio of staff to clients present at each group session. There are now two fields available in Group Notes where a user can enter <b>Number of Clients Present</b> and <b>Number of Staff Present</b> at a particular session and it will propagate to the individual Note for each client
sessions	Stan Present at a particular session and it will propagate to the individual Note for each client.
	Croup Note (applies to all attending Clients):
	Date of Service: 10/23/2024 Start Time: Step Time: Time Elapsoid Number of Staft Present: Number of Staft Present:
	Billing Data (overwrites all attending Clients Billing Data):
	Note: For this feature to be available for individual users, it must be enabled in the Note Setup for your
	agency.
	Main Menu > Admin Tools > Note Setup > Group Note > Group Note Configuration <b><i>Ænable Number of</i></b> Clients/Staff Present
	NOTE SETUP
	SELECT NOTE TYPE: Group Note
	C NOTE CONFIGURATION C ACTIVITY CODES AVAILABLE FOR BILLING C GROUP NOTE CONFIGURATION
	Ceneral Configuration     Client Search Details     Date Stilling for Group Notes     Case #     Case #     Case #     Case #     Case #
	Update Configuration Cancel Configuration Changes



## Release 11.10.3

Client Reports accessible via Main Menu

Main Navigation Panel > Maintain Users > Main Menu Privileges > Reports > Client Reports

There is now an item called **Client Reports** available in the Reports area of the Main Menu that enables users to quickly access specific commonly needed reports (see specific notes below) for the currently selected client.

Reports
Administrative Reports
Document Center
Reports
Personal Productivity
Export Form Data
Beta Features
Report Designer
eMAR Reports
BJ's Report Demo
DAANES
IBHRS
Client Reports

**Note:** For a User to have access to this menu and its reports, their account will have to have a permission set up in Maintain Users.

Main Navigation Panel > Maintain Users > Main Menu Privileges > Reports *Client Reports* 

IAIN MENU PRIVILEGES		SET MAIN MENU PRIVILEGES FOR USER RO
dmissions:		
Face Sheet	Client Locations	Transfer Forms-Discharge Forms
Pre-Admit Forms	Case Assignments	Patient List
✓ Enrollment	Payment Center	
linical Forms:		
Assessment Forms	Scheduled Forms	Unscheduled Forms
Follow-Up Forms	Attach Forms	OQ Analyst
Inventory Management	Inventory Point-of-Sales Tracking	MOST Interactive
reatment Planning:		
PCP Wizard	V Problem List	Diagnosis
Medication Plan	Re-Order Medications	Approved Re-Orders
Medication History with Allergies	V DSM-5	V eMAR
Insig Telehealth Dashboard	Crder Queue	
rogress Notes:		
Chart/Progress Notes	V Nurse Notes	Misc Notes
Case Manager Summary	Care Logs	Group Notes
Test Notes	Check List	Checklists
Census Billing	Custom Notes	SA Evaluation – OWI Notes
Eligibility Notes	Vaccination Notes	IBHRS Service Notes
Medicationplan Notes	Crisis- Counselor Pinal only petition follow up Notes	RRRRRR Notes
NewReg Notes	RegTestNew Notes	NewScheduler Notes
eports:		
Administrative Reports	Z Document Center	Reports
Personal Productivity	Z Export Form Data	Beta Features
Report Designer	eMAR Reports	BJ's Report Demo
V DAANES	V IBHRS	Client Reports

For a User to see the Client Reports button on the Reports menu, the **Client Reports** permission must be checked.

If the User has this permission set, when they click the Client Reports button, they will see buttons for the reports their agency has included. A sample is below.

CLIENT PROGRAM HISTORY CLIENT MEDICATION HISTORY CLIENT MEDICATION HISTORY
Main Menu



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Program History report	Main Menu->Reports->Client Reports > Client Program History
4	A new Client Program History report is available in the Client Reports area (see above). This report will
	display the overall program history for the currently selected client. If the User wishes to restrict the
	view to a particular episode or episodes of care, the report screen will allow the User to modify the
	selected date range and resubmit the report.
	Note: You need to have a client selected in NextStep in order for this report to work
	<b>Note</b> : Users may see a negative entry for # of Days in Program if they have saved records where the program end date is before the program start date. In most instances validation checks prevent this from occurring. However, agencies with legacy data, may see some remaining instances of this.
Printable Client Pass History Report	Main Menu > Reports > Client Reports* > Client Pass History
	A new Client Pass History report is available in the Client Reports area (see above). This report will
	display the medications pass history for the currently selected client for the previous week (where a
	week is defined as starting on Sunday).
	It is meant to provide an easy way to quickly access a printed version of the client's recent medication
	history to share with other healthcare providers. If the User wishes to change any of the default
	parameters, there are filters on the report screen they can modify and resubmit. (Collapsed by default
	when the report first opens. Click on the funnel icon to expand them.)
	Users will still be able to access the eMAR Pass History Report screen for more information and
	different views of a client's medications given history.
	Note: You need to have a client selected in NextStep in order for this report to work
	<b>Note</b> : Users will still have access to this report via the Document Center and if information is needed beyond the current episode of care, the Complete Medications History report is also still available there.
Printable Client Medication History	Main Menu > Reports > Client Reports* > Client Medication History
Report	There is now a faster way to access the current client's medication orders history for the current
	episode of care from the Main Menu. In the new Client Reports area, there is a button to access a Client
	Medication History report. When the User clicks that button, NextStep will bring up the current
	client's <b>Medications for Visit</b> report without having to navigate to it via the Document Center.
	Users can generate and print this report quickly to share with other healthcare providers who may need
	to know what medications have active orders and what medications were previously ordered and are
	now discontinued.
	Note: You need to have a client selected in NextStep in order for this report to work



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(	eMAR: Added Last Passed at field to PRN screen	Main Menu > Treatment Planning > eMAR > PRN When a User has selected a building and a client and is getting ready to pass PRN medications, the <b>Medications</b> grid at the top of the screen will now display the most recent day/time a PRN medication has been passed in the <b>Last Passed at</b> column.
	eMAR Pass Administered Time	For eMAR, in the screens where a User is passing scheduled or PRN medications, the <b>Pass</b> <b>Administered On</b> field in the Medications grid will be blank until the medication is passed. The user will have the option to enter a specific time in this field. If the user does not enter a time, the time will be set to the time the user clicks the <b>Pass Selected</b> button based on the timezone in the User's Location.

## **Issues Resolved:**

Release 11.10.3	
Bed location in Header not updating	Various form Headers that use Bed Location Previously when a client was added to a bed, the Bed Location in a Header did not update until the following day. This issue has been fixed.
Field Alert Color not displaying in Headers for the Bed Location field	Various form Headers that use Bed Location In the past, when the Bed Location was added to a Header and a Field Alert Color was specified, that color did not display. This issue has been resolved
Require Supervisor Signoff was getting reset	<b>Requires supervisor signoff</b> has been added as role permission. Prior to this update, if you changed Role permissions, saved those permissions and selected Override, the <b>Requires supervisor signoff</b> was always reset to OFF for users that belonged to that Role. Now that it is a Role permission, it operates like the existing permissions.
eMAR: Checkboxes will be cleared when User enters the PRN pass screen	Main Menu > Treatment Planning > eMAR > PRN In the past, when Users navigated to the screen to pass PRN meds for a client, the checkboxes in the <b>Pass</b> column in the <b>Medications</b> grid sometimes retained checks from previous visits to this screen. This issue has been resolved.
eMAR: Now able to view instructions entered in Orders	Main Menu> Treatment Planning > eMAR > various passing screens In the past when a Provider had entered instructions for how a medication was to be managed while entering the medication description into NextStep initially or later writing an Order for the medication, those instructions were not always carried through to the eMar screen. This issue has been addressed. The instructions are now shown in eMAR. In order to improve consistency across the system, some field names were changed as part of this work. On the Medication Order Template screen: "Other" in now "Instructions" On the Orders screen: "Additional Instructions" is now "Instructions" In eMAR: "Doctor's Notes" is now "Instructions"

