

Go to your App Store or Google play store and and download GENERATION HOME CARE SYSTEMS



**Generations Homecare System** 4.4  
Integrated Database Systems, Inc.  
★★★★☆ 3.8, 103 Ratings  
Free

# Key Advantage Home Care LLC

## How to Use Generations

### Overview

Employees can see their Schedule in Generations Online. While viewing their schedule, the Caregiver can also obtain a map from their home to the Client's location and add Field Notes. All staff can also view all the open available shifts with **Key Advantage Home Care**

How to use Generations.

Generations  
Login information

**AgencyID: HAND2569**  
**Email:** Your email address  
**Password:** Your First Name1

**Employee Example:** Your Name is Jane Smith.. Your email address is [jane@gmail.com](mailto:jane@gmail.com)

Example

**AgencyID: HAND2569**  
**EmailAddress: jane@gmail.com**  
**Password: Jane1**

Caregivers can login to the app and/or the mobile website to: view schedules, see available shifts, login and logout via GPS, complete Tasks, read the Plan of Care, and answer Wellness Questions. They can read notifications and messages from office staff, as well as read and/or add Visit Notes, Care Notes, and Wound Notes.

To see everything that a Caregiver can see, login as a Caregiver.

There is a Help system specifically for the Caregiver app. Login as a Caregiver to access.

To enable or disable functions, review the Web Portal options in Company Settings.

**Note Regarding Devices:** The app is designed to work with current technology. If you have an older model of a device that is no longer supported by the manufacturer, the app may not work for you. For example, if you have an older model of a Kindle Fire, the app would not appear in search results.

## Display of Schedule for Caregiver

Below is an image of what the Caregiver sees when logged into Generations.

The screenshot shows a caregiver's interface for February 2014. At the top, there are buttons for 'Font (+)', 'Font (-)', 'Print', 'Add Visit Notes', 'View Visit Notes', 'Available Shifts', and 'My Calendar'. Below these is a navigation bar with 'Opt-Out Email', a search bar, and a date selector for February 2014. The main area is a calendar grid showing shifts for Anatoly A? on various dates. A red circle highlights the 'Tasks' button on the 4th of February.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1 Anatoly A? 09:00 A-12:00 P (03:00) Map
2	3	4 Anatoly A? 09:00 A-12:00 P (03:00) Tasks <input type="checkbox"/> Map	5 Anatoly A? 09:00 A-12:00 P (03:00) Map	6 Anatoly A? 09:00 A-12:00 P (03:00) Map	7	8 Anatoly A? 09:00 A-12:00 P (03:00)
9	10	11 Anatoly A? 09:00 A-12:00 P (03:00)	12 Anatoly A? 09:00 A-12:00 P (03:00) Map	13 Anatoly A? 09:00 A-12:00 P (03:00)	14	15 Anatoly A? 09:00 A-12:00 P (03:00)

## View Available Shifts and My Calendar

Two blue buttons are shown: 'Available Shifts' and 'My Calendar'.

Caregivers can also see a list of Available Shifts.

- When Caregiver signs into view Schedules, they click on the “Available Shifts” button and shifts that need to be displayed are shown; the view below shows Available shifts. To return to their Schedule, the Caregiver clicks the “My Calendar” button.
- By using the Location drop-down menu, Caregivers can also filter the list of Available shifts to view shifts per office Location.
- If there is an exclusion between Client and Caregiver, the Caregiver cannot see Available Shifts for that Client.

[Add Visit Notes](#)
[View Visit Notes](#)
[Available Shifts](#)
[My Calendar](#)

**Available Shifts**

Select Date: 2014 Achey, Terry All Locations

Wed	Thu	Fri	Sat
29	30	31	1 Patricia B ? 07:00 A-07:00 P (12:00)
5 Patricia B ? 07:00 A-07:00 P (12:00)	6 Patricia B ? 07:00 A-07:00 P (12:00) Frank V ? 12:00 P-04:00 P (04:00)	7 Patricia B ? 07:00 A-07:00 P (12:00)	8 Patricia B ? 07:00 A-07:00 P (12:00)
12 Patricia B ? 07:00 A-07:00 P (12:00)	13 Patricia B ? 07:00 A-07:00 P (12:00) Frank V ? 12:00 P-04:00 P (04:00)	14 Patricia B ? 07:00 A-07:00 P (12:00)	15 Patricia B ? 07:00 A-07:00 P (12:00)

## Mapping when Caregiver Views Schedule

Caregivers can click “Map” on the Schedule to review the location of their visits and directions for that day in Google Maps.

## View Plan of Care

If you click on the name of the Client and the Plan of Care will open.

## Visit Notes

[Add Visit Notes](#)
[View Visit Notes](#)

Caregivers can be given permission to both add notes about their Client to Generations as well as read recent Visit Notes written by others regarding the Client. Any notes added by the Caregiver appear in both the Client’s and Caregiver’s file under Notes.

## Tasks

When a Caregiver signs in to view their Schedules in Generations, they also have the ability to indicate that Tasks were completed. They place a checkmark in the box to indicate that a Task was completed. Note that the Caregiver can only update Tasks three days into the past; they cannot mark Tasks into the future or beyond three days.

Scheduled Tasks				
Task	Completed	Updated By	Last Updated	Required
Assist with meal setup	<input type="checkbox"/>	julie	2/20/2014 12:14:20 PM	<input checked="" type="checkbox"/>
Breakfast - prepare breakfast	<input type="checkbox"/>	julie	2/20/2014 12:14:20 PM	<input checked="" type="checkbox"/>
Dressing - Assist with dressing	<input type="checkbox"/>	julie	2/20/2014 12:14:20 PM	<input checked="" type="checkbox"/>

## APP FOR CAREGIVERS

The Generations app is available for download from the [iTunes](#), [Google Play](#), and [Amazon App](#) stores. The app has similar functionality as the mobile websites; only the method of accessing is different. Clients, Caregivers, and office staff can all use the app. You log in with your Agency ID, email address, and password. The app follows security rules established in Company Settings [Security](#) and [Web Portal](#).

**Note Regarding Devices:** The app is designed to work with current technology. If you have an older model of a device that is no longer supported by the manufacturer, the app may not work for you. For example, if you have an older model of a Kindle Fire, the app would not appear in search results.

**Get the app:** Search for the app via search terms “Generations Homecare System” or “Integrated Database Systems,” or click the banner to get the app for your device.

## How To Log In

Tap the app, enter your agency ID, your email address, and your password. Then click Login and the Home Page opens.

- The Remember me checkbox remembers Agency ID and Email only.
- After five minutes of inactivity you are automatically logged out of the site.

**GENERATIONS**  
Homecare System  
Version 1.7

Agency ID:  
HSEK5132

Email:  
carlya547@aol.com

Password:  
••••

Login

Remember me

[Forgot password](#)

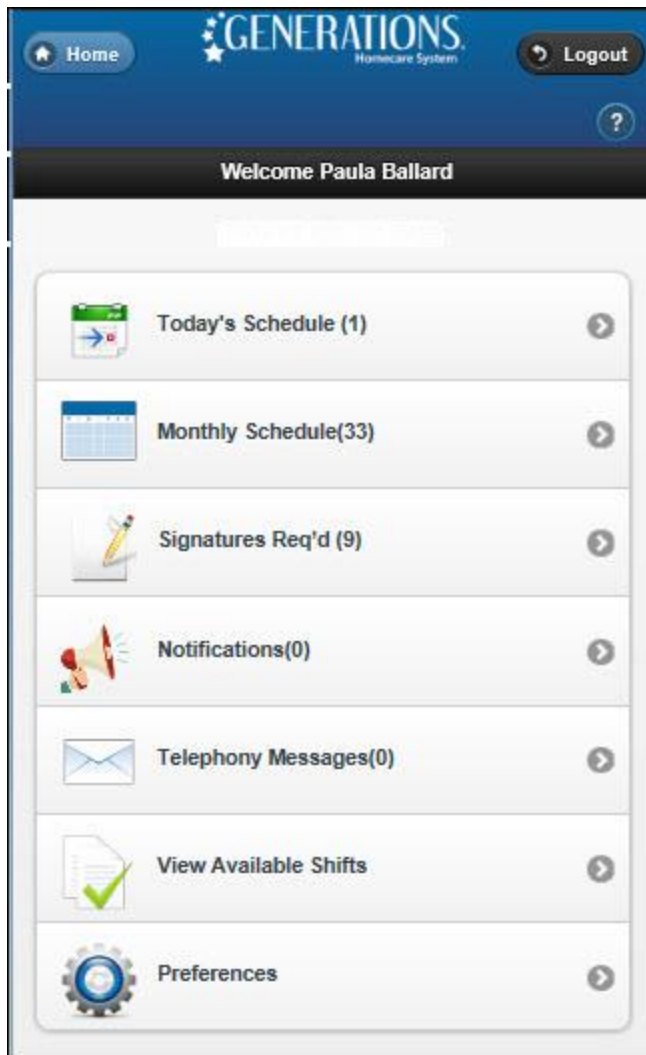
[Privacy Policy](#)

TRUSTe  
Certified Privacy

## The Home Page

After you successfully login the home page is displayed.

- Today's Schedule: Your scheduled visits today.
- Monthly Schedule: Your scheduled visits for the month.
- Signatures Req'd: Any items that require a signature.
- Notifications: Messages for you from the agency. Read immediately, then clear.
- Telephony Messages: Messages sent from your agency. Read immediately.
- View Available Shifts: Shifts that have not been staffed; contact the office to request further information. If there is an exclusion between Client and Caregiver, the Caregiver cannot see Available Shifts for that Client.
- Preferences: Set your language preference or opt out of email notifications.

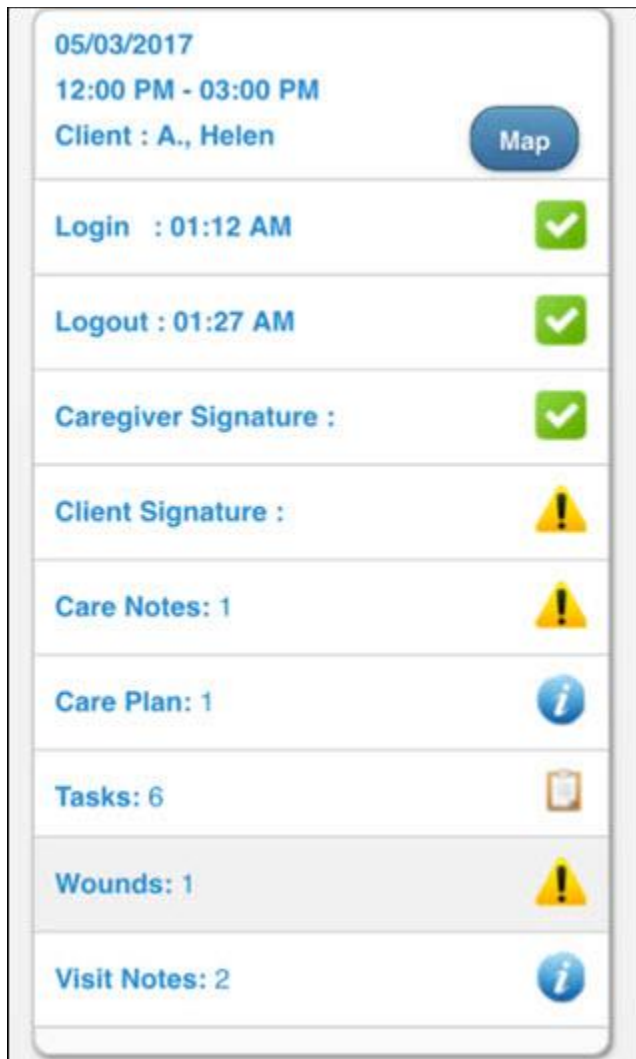


## Today's Schedule

This shows information for each shift that the Caregiver is scheduled for on that day.

- Map: Tap to get a map from your location to the Client via Google Maps.
- Login and Logout: Tap to login or logout. This only functions if your agency uses Generations Telephony and GPS visit verification. A green checkmark confirms successful login or logout.
- Caregiver **Signature**: If your signature is required, this is displayed.
- Client Signature: When the Client's signature is required, this is displayed.
- **Care Notes**: Customized notes your agency has implemented. May be required.
- Care Plan: The care plan details for this client. Tap to opens the Plan of Care for the Client associated with the shift in Adobe Acrobat (PDF) format. The PDF is an application outside of Generations, so be sure to tell Caregivers to delete PDF's off of their devices. If you are not comfortable with this, restrict Plan of Care access via the Web Portal in Company Settings.

- **Tasks:** The number of tasks assigned to this scheduled visit. Touch the Tasks button to both view the list of tasks, then tap to indicate a task was performed. The Caregiver can also see frequency and notes.
- **Wellness:** A way for the agency to monitor the Client's well-being. Tap to view and answer the questions.
- **Wounds:** A place to document wounds.
- **Visit Notes:** Documentation about the Client.



## Monthly Schedules

If you look Today's Schedule and see the message 'You have no schedules available,' tap the Monthly View button. Days in green indicate a visit is scheduled; tap to see details.

← Back

May 2017

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

\* Days in green indicate a scheduled visit.

## View Available Shifts

Tap here to see shifts that need a caregiver. Contact your agency for more information about any shift.

Locations

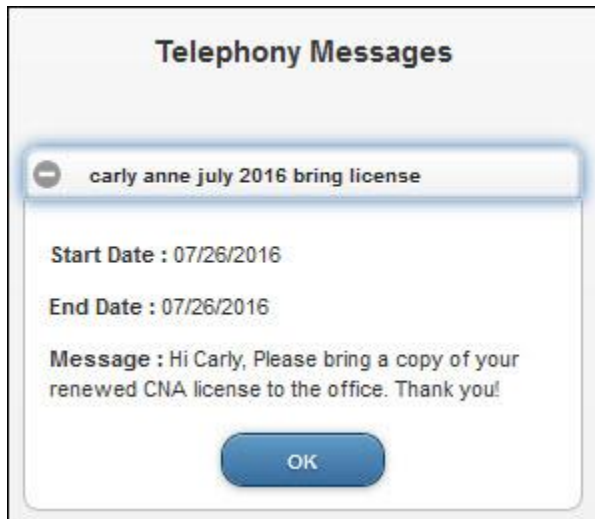
All Locations

<p>Client : Keppner, Jim 7:00 AM - 7:00 AM City : Mount Pleasant</p>
<p>Client : Stiltner, Guy 7:00 AM - 11:00 AM City : Weidman</p>
<p>Client : Belagwa, Ada 8:00 AM - 9:00 AM City : Mount Pleasant</p>
<p>Client : Jackson, Jeff 12:00 PM - 4:00 PM City : Shepherd</p>
<p>Client : Artinian, Randolph (Randy) 3:00 PM - 5:00 PM City : Mount Pleasant</p>

## Telephony Messages

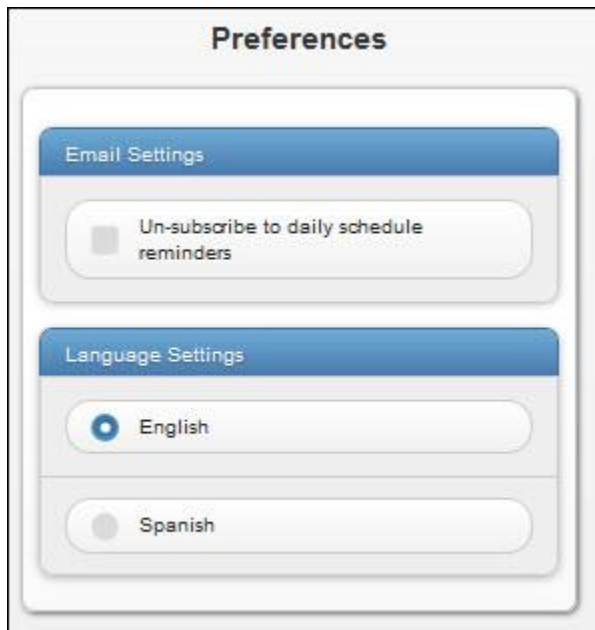


Your agency may use this area to contact you via messaging regarding upcoming trainings, available shifts, company events, etc. Tap OK to acknowledge that you have seen the message.



## Preferences

The preferences allows caregivers to unsubscribe to daily schedule reminders, and change the language setting of the app.



## Notifications

Notifications allow the agency to quickly alert you. For example, an agency might alert you to winter driving conditions or about available shifts. Place a checkmark in “resolved” to indicate that you have read the notification.

