

Self Hired Support Staff - Guide to PrecisionCare

Accessing the Site:

1. Head to www.precisioncare.com/HaloNetworkInc
2. Input your Username & Password
 - a. If password has been reset, click login and system will prompt you to create a new password
3. Set you Electronic Signature
 - a. Click Menu, Progress, Set Electronic Signature Password
 - b. Click the red banner to dismiss the message
 - c. Input password and click the floppy disk to save

**** If you get locked out, you must email to call to have it reset****

Taking Notes in PrecisionCare:

1. Click Menu
2. Click Progress
3. Click Data Collection
4. Select "Community Habilitation" from the drop down menu beneath Service Type
5. Select "Halo Network Inc - FI Community Habilitation" from the drop down menu beneath Services
6. Find your participant and click the check next to their name
7. Select the date that the service was delivered
8. Select the plus next to the outcome that you worked on with the participant
9. Input your Time In & Time Out (*Must match Clock In/Out times in MITC*)
10. Input the Staff Response
 - a. **Staff Response: An explanation of what you did with the participant that relate to the goals of their hab plan**
11. Select Individual Response Type from Drop Down Menu
12. Select Prompt Level from Drop Down Menu
13. Input the Individual Response
 - a. **Individual Response: What kind of prompting was utilized and the what response did they provide. A check in on how the participant is doing in respect to the goals set in the hab plan.**
14. Review the Note
15. Click OK
16. Input your E-Signature

Taking Notes in PrecisionCare using DATA COLLECTION EXCEPTION:

1. Email/Call to request Data Collection Exception permission
2. Click Menu, Progress, Data Collection Exception
3. Select the Service Type – Community Habilitation
4. Select the Service – FI-Community Habilitation
5. Switch the month by clicking the field under date and use the calendar to click any day in the month you are switching to
6. Select EXPAND ALL to open the calendar for each participant on your caseload
7. Click the date that the service was delivered
8. Select the plus next to the outcome that you worked on with the participant
9. Input Exception Note
 - a. **Reason why the note was not input within the 24 hour period**
10. Input your Time In & Time Out (*Must match Clock In/Out times in MITC*)
11. Input the Staff Response
 - a. **Staff Response: An explanation of what you did with the participant that relate to the goals of their hab plan**
12. Select Individual Response Type from Drop Down Menu
13. Select Prompt Level from Drop Down Menu
14. Input the Individual Response
 - a. **Individual Response: What kind of prompting was utilized and the what response did they provide. A check in on how the participant is doing in respect to the goals set in the hab plan.**
15. Review the Note
16. Click OK
17. Input your E-Signature

** If staff provides other services, please select the corresponding Service Types to input notes:

Respite	Halo Network Inc. – FI Respite
Job Development	Halo Network Inc. – FI Job Development
Lead Staff	Halo Network Inc. – Fi Lead Staff