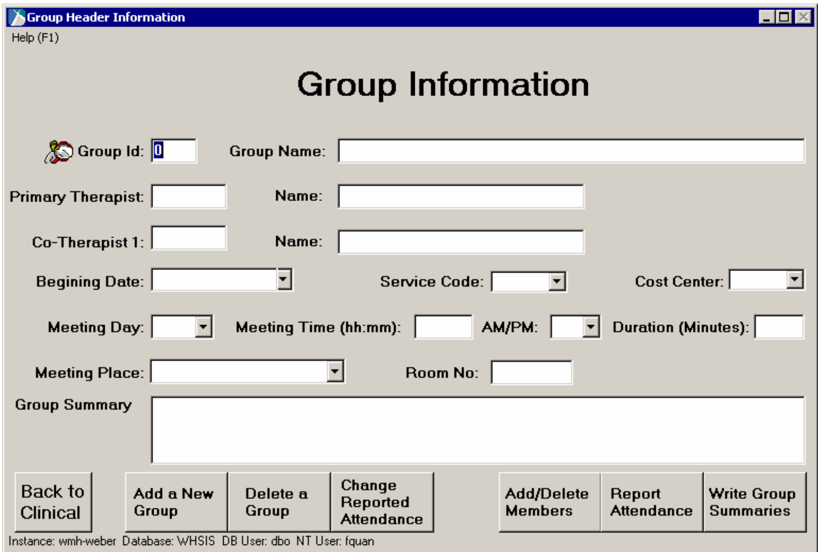
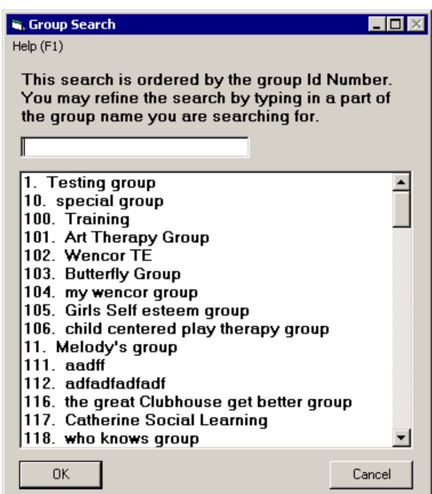
Group Reporting

Open Group Reporting by clicking Group Reporting link on Portal.



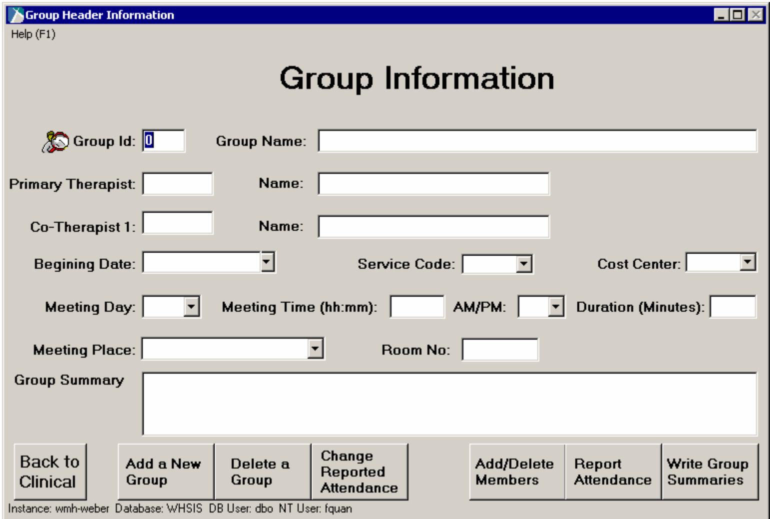
Opening an Existing Group

If you know the group id number, enter that number into the Group ID box. If you need to search the list for the desired group, enter a semicolon (;) in the Group ID box and a list box appears.



Either use the text box at the top of the form to enter the name of the group or use the scroll bar on the right side of the box to navigate up and down the list. Remember the group id number and click OK when done to return to the main screen. Enter the group id number in the Group ID box to finish populating the form.

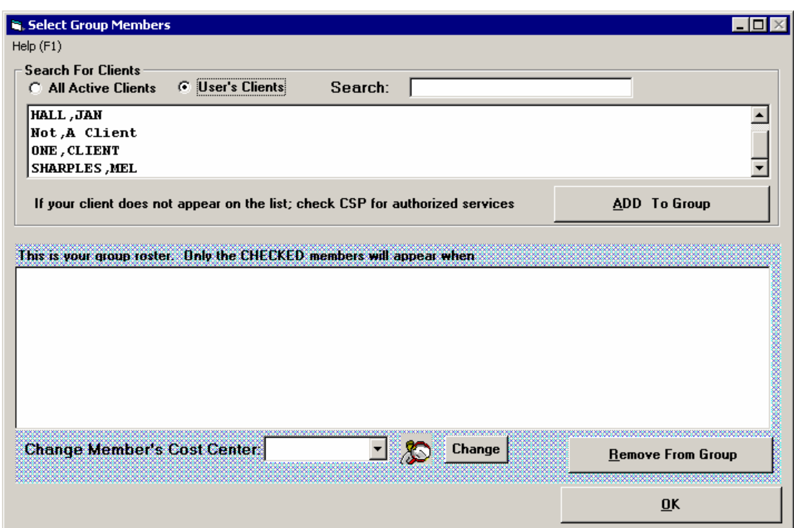
Creating a New Group



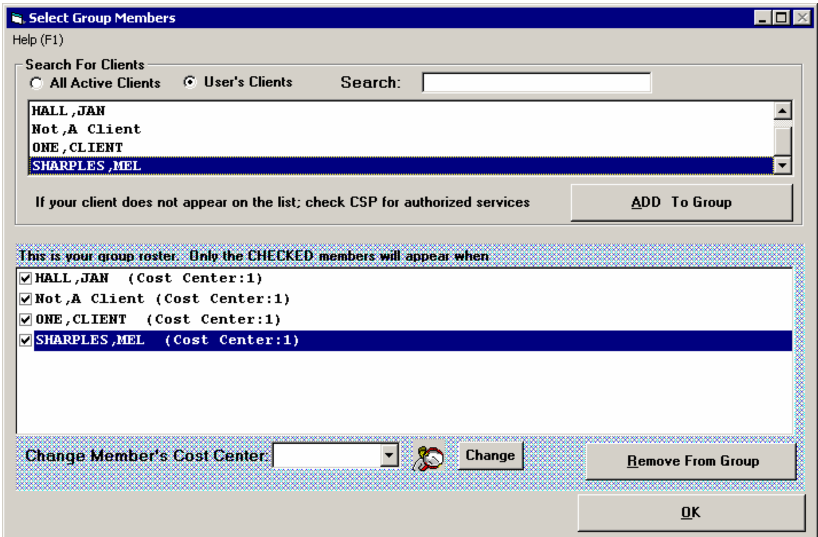
To create a new group, click the Add a New Group button at the bottom of the form. The software will automatically assign an id number for the group so there is no need to enter anything in the Group ID box. Fill out the remaining information, e.g., Group Name, Therapist, etc. When a description of the group is entered in the Group Summary box, this will appear on each clients group note.

Recording Group Information

Click the Add/Delete Members button on the main form to create the initial list of clients or to edit an existing list of clients.

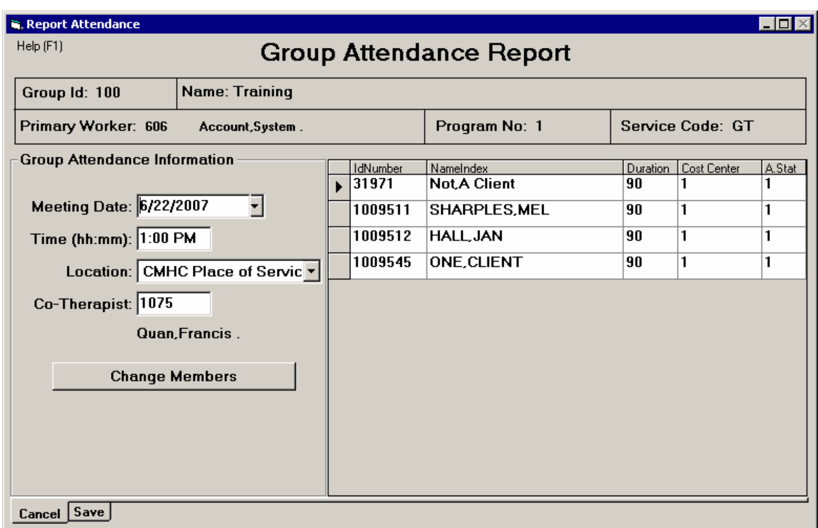


The top of the form can be filtered based upon all active clients or a provider's client list. There's also a search function where the client name can be entered. Find the client for the group and click the Add to Group button or point to the client name and double-click the mouse.



If a client needs to be temporarily removed from a group, remove the checkmark next to the client name. If the client needs to be permanently removed from the group, select the client name and click the Remove From Group button. Click the OK button when done and return to the main form.

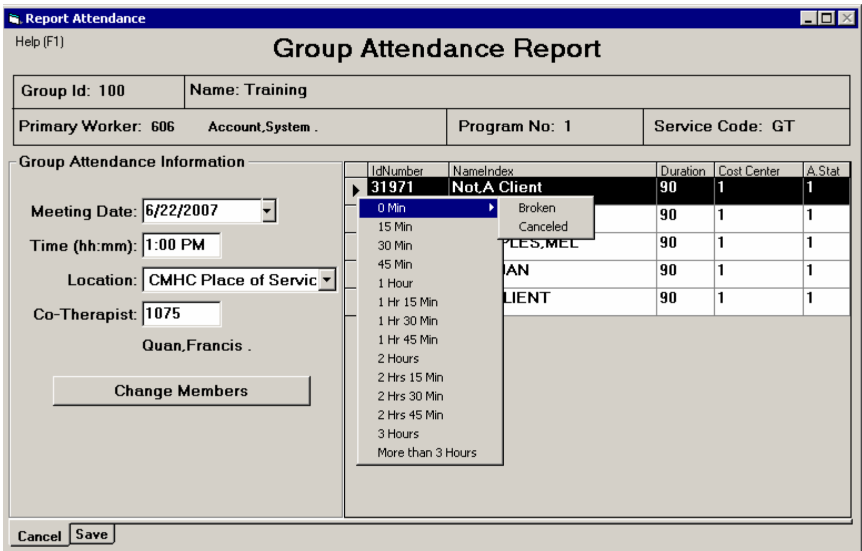
On the main form, click the Report Attendance button to report who attended the group and how long they were present for the group. When this button is clicked, the next form that appears is the Select Group Members screen (see above picture). The group can be edited or simply click OK to proceed to the next form, Group Attendance Report.



Caution: *The Meeting Date always defaults to the current date.* Make sure to change the date to the date the group met.

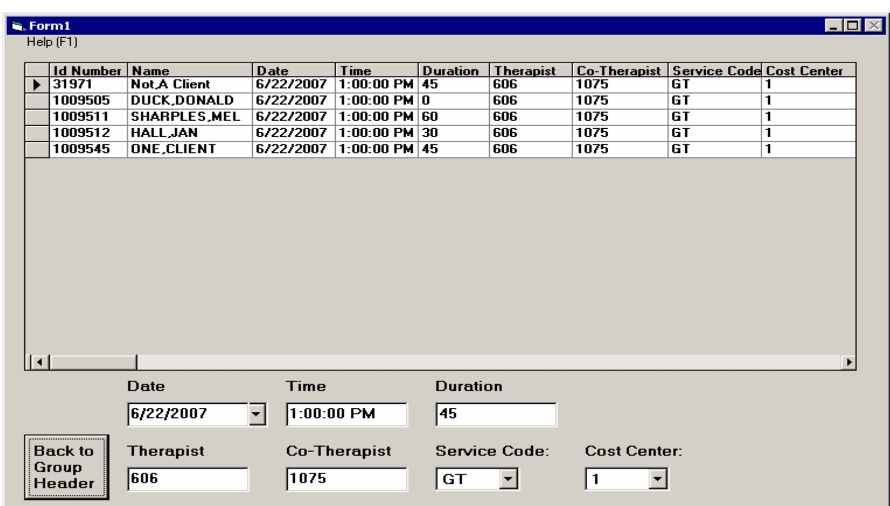
The Time, Location, Co-Therapist and Therapist data are pulled from the main form. Make any changes if necessary. If the clients list on the right side of the form (see below) needs to be edited, click the Change Members button to return to the Select Group Members form to add/remove clients.

To record individual attendance on the Group Attendance Report form, click the gray button next to the client name to bring up a menu with time options. If no changes need to be made, click the Save tab at the bottom of the form. NOTE: *Use zero minutes and select Broken to track how often a client fails to attend group.*

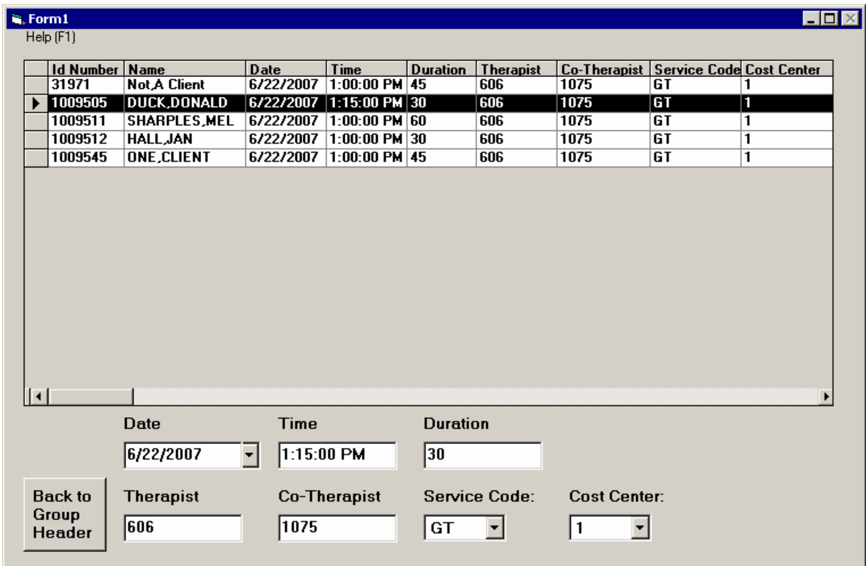


Click the Save tab after entering the time for each client and return to the main form.

From the main form, click the Change Reported Attendance button. A screen appears displaying data that was entered on the Group Attendance Report screen. Use this screen to check and fix errors before writing group summaries. Entries can also be deleted using this screen. Simply click the gray box next to the client id and select Delete.



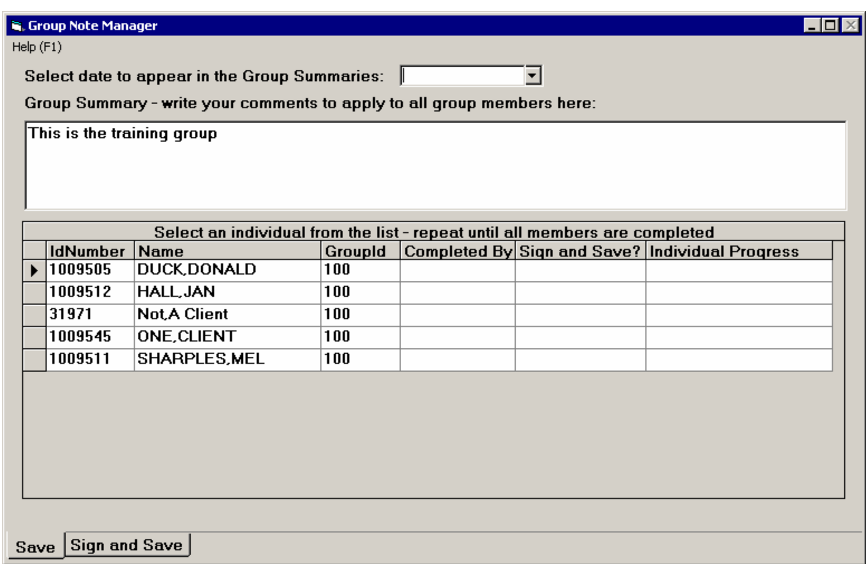
Changes can only be applied to one row at a time. In the example on the previous page, client 1009505 actually was present for group so the zero duration needs to be changed. To begin editing, click the gray button next to the id number to select the row. Ignore the delete button that appears (if the row actually needs to be deleted – click Delete) and make changes at the bottom of the form. Example: to change the duration for client 1009505 simply click in the duration box at the bottom of the form, enter a new duration and press the Tab key to make the change. If a client was late for group, a different start time can be entered. Compare the changes made on the form below against the original form on page 4.


Form1
Help (F1)

Id Number	Name	Date	Time	Duration	Therapist	Co-Therapist	Service Code	Cost Center
31971	Not,A Client	6/22/2007	1:00:00 PM	45	606	1075	GT	1
1009505	DUCK,DONALD	6/22/2007	1:15:00 PM	30	606	1075	GT	1
1009511	SHARPLES,MEL	6/22/2007	1:00:00 PM	60	606	1075	GT	1
1009512	HALL,JAN	6/22/2007	1:00:00 PM	30	606	1075	GT	1
1009545	ONE,CLIENT	6/22/2007	1:00:00 PM	45	606	1075	GT	1

Click the Back to Group Header button when done and return to the main form.

To write group notes, click the Write Group Summaries button on the main form.

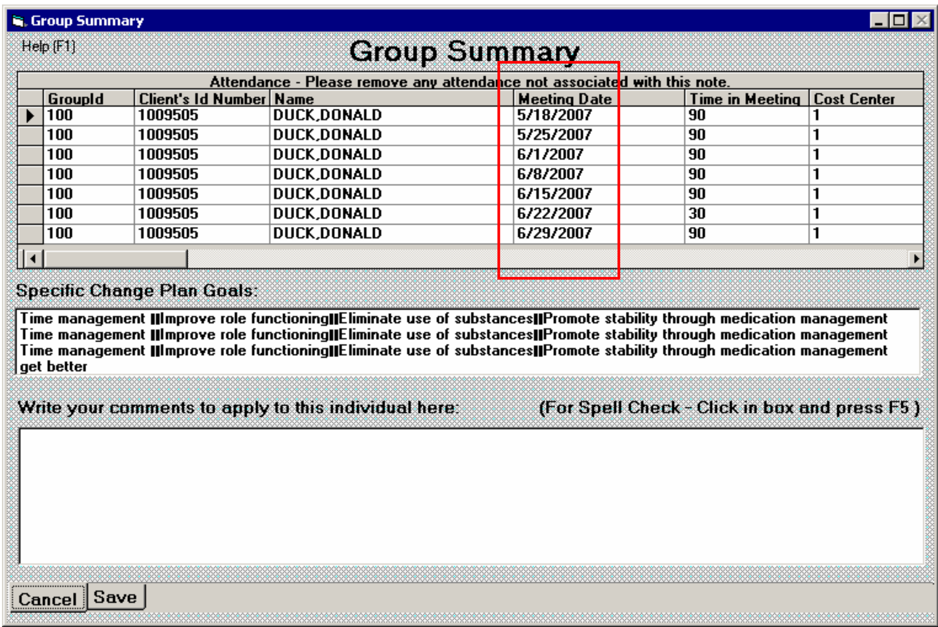

Group Note Manager
Help (F1)
Select date to appear in the Group Summaries:
Group Summary - write your comments to apply to all group members here:
This is the training group

Select an individual from the list - repeat until all members are completed

IdNumber	Name	GroupId	Completed By	Sign and Save?	Individual Progress
1009505	DUCK,DONALD	100			
1009512	HALL,JAN	100			
31971	Not,A Client	100			
1009545	ONE,CLIENT	100			
1009511	SHARPLES,MEL	100			

At the top of the Group Note Manager form (see picture on previous page), select the service date in the Group Summary. If recording services that only need a weekly or monthly note, use the last day of the week or month for the date. In the Group Summary section of the form, the text that was originally entered in the main Group Report form appears. Additional text for the group can be entered if desired.

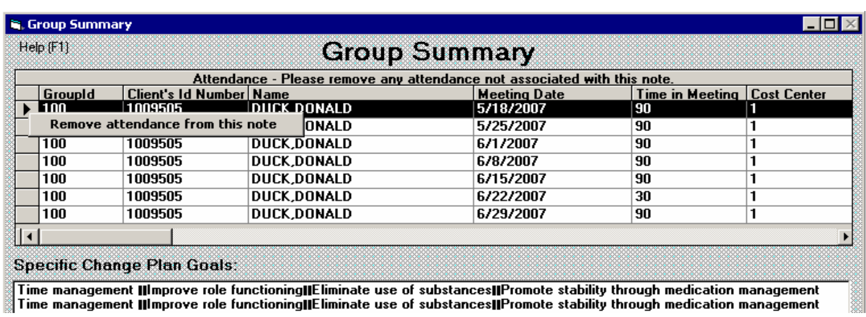
To write narratives for individuals, click the gray box next to the client id number on the Group Note Manager form to bring up the Group Summary form.


Group Summary
Help [F1]
Group Summary
Attendance - Please remove any attendance not associated with this note.

GroupId	Client's Id Number	Name	Meeting Date	Time in Meeting	Cost Center
100	1009505	DUCK,DONALD	5/18/2007	90	1
100	1009505	DUCK,DONALD	5/25/2007	90	1
100	1009505	DUCK,DONALD	6/1/2007	90	1
100	1009505	DUCK,DONALD	6/8/2007	90	1
100	1009505	DUCK,DONALD	6/15/2007	90	1
100	1009505	DUCK,DONALD	6/22/2007	30	1
100	1009505	DUCK,DONALD	6/29/2007	90	1

Specific Change Plan Goals:
Time management ||Improve role functioning||Eliminate use of substances||Promote stability through medication management
Time management ||Improve role functioning||Eliminate use of substances||Promote stability through medication management
Time management ||Improve role functioning||Eliminate use of substances||Promote stability through medication management
get better
Write your comments to apply to this individual here: (For Spell Check - Click in box and press F5)
Cancel Save

At the top of the Group Summary form notice how this example shows meeting dates that span two months. Junction will not allow this summary to be saved. Summaries can only be written for one month at a time. To remove May dates from this example, click the gray button next to the Group ID number and click the Remove Attendance from This Note button.


Group Summary
Help [F1]
Group Summary
Attendance - Please remove any attendance not associated with this note.

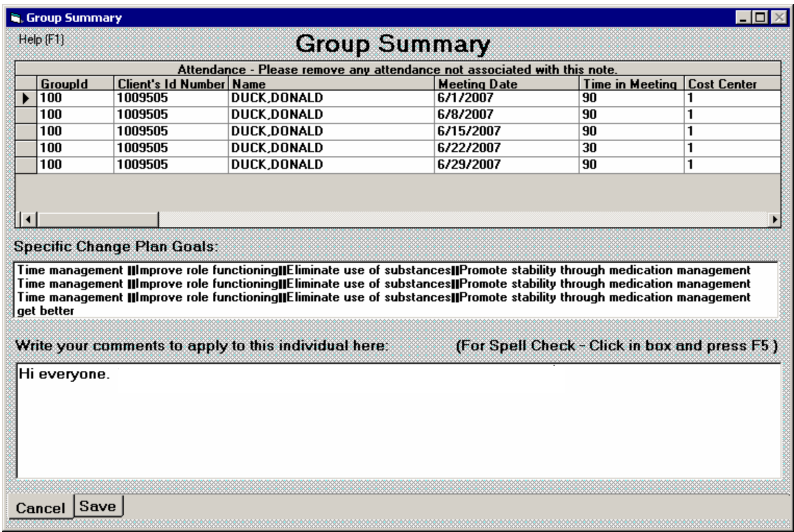
GroupId	Client's Id Number	Name	Meeting Date	Time in Meeting	Cost Center
100	1009505	DUCK,DONALD	5/18/2007	90	1
Remove attendance from this note		ONALD	5/25/2007	90	1
100	1009505	DUCK,DONALD	6/1/2007	90	1
100	1009505	DUCK,DONALD	6/8/2007	90	1
100	1009505	DUCK,DONALD	6/15/2007	90	1
100	1009505	DUCK,DONALD	6/22/2007	30	1
100	1009505	DUCK,DONALD	6/29/2007	90	1

Specific Change Plan Goals:
Time management ||Improve role functioning||Eliminate use of substances||Promote stability through medication management
Time management ||Improve role functioning||Eliminate use of substances||Promote stability through medication management

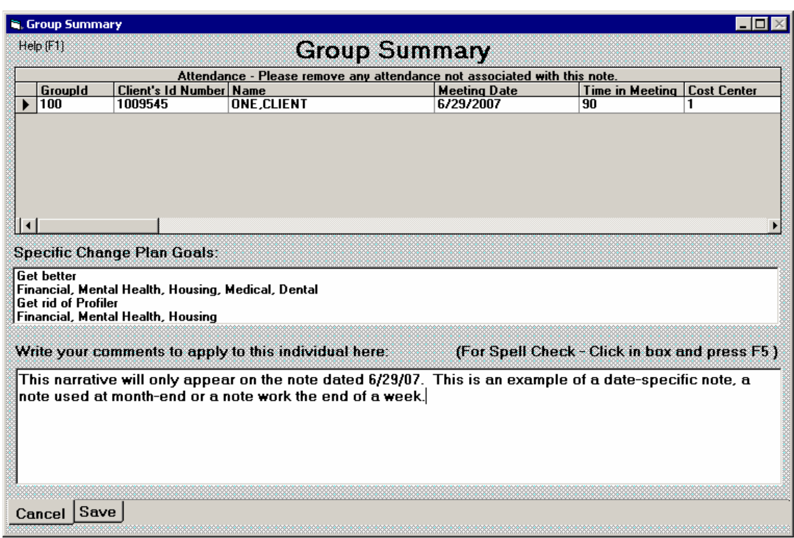
The middle section of the form are the goals from the Specific Change Plan. Move the mouse pointer to the list and click on one of the goals to bring up a menu of objectives, interventions, outcomes, etc.

The bottom third of the form is where the narrative is entered. If multiple dates within the same month are listed at the top of the form and the narrative is entered, it will be applied to each specific date for the client. However, if the goal is to write a note for one specific date, remove all rows until the desired date is left, then write the note and click the Save tab.

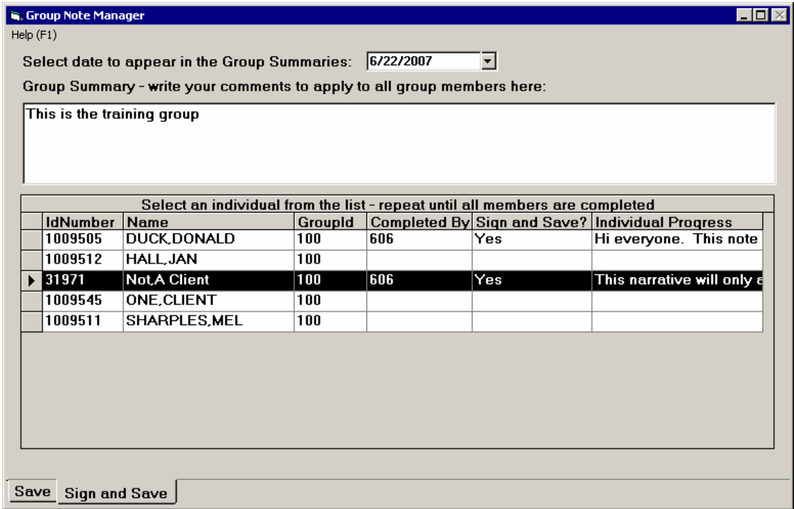
The example below shows how to write a note for every group in the month of June.



The example below shows a note written for one specific day. If other dates need to be viewed after writing a note, click the Save tab on the Group Summary form, click either Save or Sign and Save on the Group Note Manager form (see picture on page 8) and return to the main form. Click the Write Group Summaries button again, select the desired client and repeat the process as described on page 6.



Click Save when done.



Notice the changes that appear on the Group Note Manager form. Clicking Save will allow you to return to the form and make changes. Clicking the Sign and Save tab will lock down changes for this group.

To view notes for a client, go to the client chart cover and click the Group-Note tab.