



# Activation Manager

- ▶ Define the criteria for entering and editing activation records: activity type, duration, location and description, supervision level, transportation, assigned employees and more
- ▶ Activation Manager will compare the resident's abilities and supervision and transportation requirements against the new activity record, and will flag you if they don't match
- ▶ Time-saving features help you streamline workflow: pre-populate default activation record fields, batch-assign multiple residents to activities, and create recurring activities
- ▶ Document activity results; use this information when planning future activities to increase the number of attendees and participation levels, and reduce preparation and cleanup time
- ▶ Create custom reports to track activation statistics and trends with GoldCare's Make Your Own Report (MYOR), an intuitive ad-hoc report builder

GoldCare's Activation Manager is a specialised application for creating and managing resident activation records at your site. In addition to defining the criteria that become the basis of your site's activity records, Activation Manager allows you to match resident abilities with activity requirements, and track employee time spent on various activities. Activation Manager provides you with attendance information and participation levels to help plan future activities.

## Build Customised Activation Records

Activation Manager allows you to define what information is included within activation records, such as: activity type, duration, location and description, the level of difficulty, amount of supervision required, transportation, assigned employees, and more. You can also apply default settings to ensure data is entered consistently by your staff; for example, the minimum/maximum number of participants per activity. As an extra measure to control data accuracy, you can limit the length of time users have to make changes to activation events, and require that they enter a reason for any changes. These diverse criteria and settings let you customise Activation Manager to your site's specific operational requirements.

## Efficiently Register Residents for Activities

Activation Manager gives you a convenient method to register residents for activities and manage activation records at your site: data is entered into easy-to-use windows that provide a standardised format for creating and editing activity details. These details include: activity type (craft, music, religious, etc.), location, participants, transportation and other information. Activation Manager also enables you to create one-time or recurring events.



There are two types of recurring events: events that occur regularly on the same day at the same time within a specified date range (e.g. bingo every Tuesday from 2:00 – 4:00 p.m. for five weeks); and events that occur on specific dates at specific times (e.g. church services every second Sunday for eight weeks with alternating times of 8:00 a.m. and 10:00 a.m.). Setting recurring events saves you time by eliminating the need to re-enter activity information. As another time-saver, Activation Manager allows you to batch-assign multiple residents to an activity, and will pre-populate default fields with defined criteria (e.g. minimum/maximum number of participants per activity). Finally, as a safety check, Activation Manager will compare the new activation record against the resident's abilities and supervision and transportation requirements, and will warn you if they don't match.



### Use Documented Activity Results to Plan Future Activities

After an activity has occurred you can record information about its results: who attended, their participation level, employees involved, preparation hours, portering hours and cleanup time. You can also add an event progress note to each resident's health care record, detailing their attendance and participation in the activity, which can be used for follow up purposes. All past activation records are stored in and accessible from Activation Manager, which allows you to review and learn from the success and shortcomings of past activities. Having this information on hand will help you plan future activities and make improvements to increase the number of attendees and their participation levels, and reduce preparation and cleanup time.



### Track Activity Statistics and Trends with MYOR

Activation reports are generated through GoldCare's Make Your Own Report (MYOR), an intuitive ad-hoc report builder for compiling complex information into easy-to-read reports. MYOR allows you to create custom reports that capture activation statistics and trends such as: attendance levels by activity type, monthly attendance and participation totals, percentage of activities that required transportation, and more. These are just some examples of the many customised activation reports you can create with MYOR to meet your site's reporting and tracking requirements. Reports can be exported to Microsoft® Excel and saved as PDF documents for convenient data sharing.

