
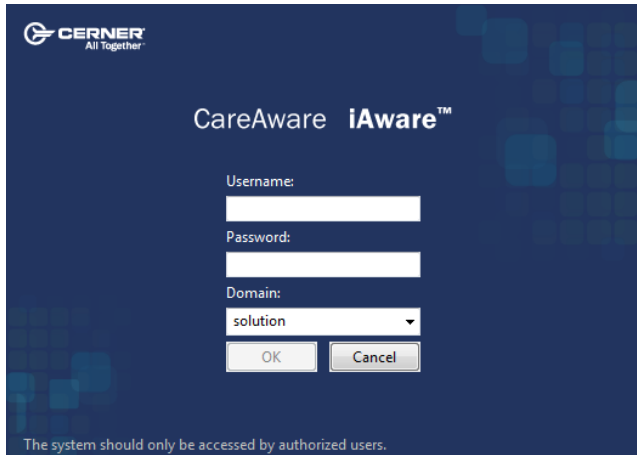
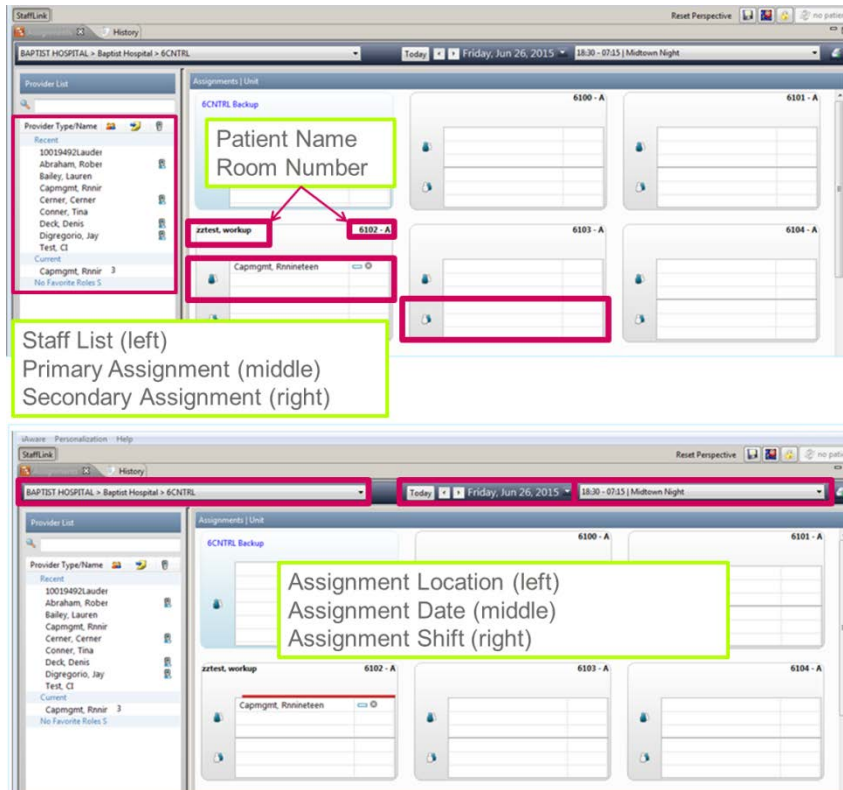


Care Aware Staff Link

Log in using Millennium Username and Password: 



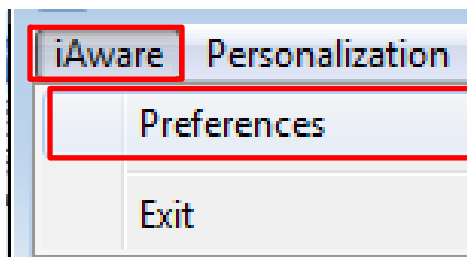
Assignment Tab Overview:



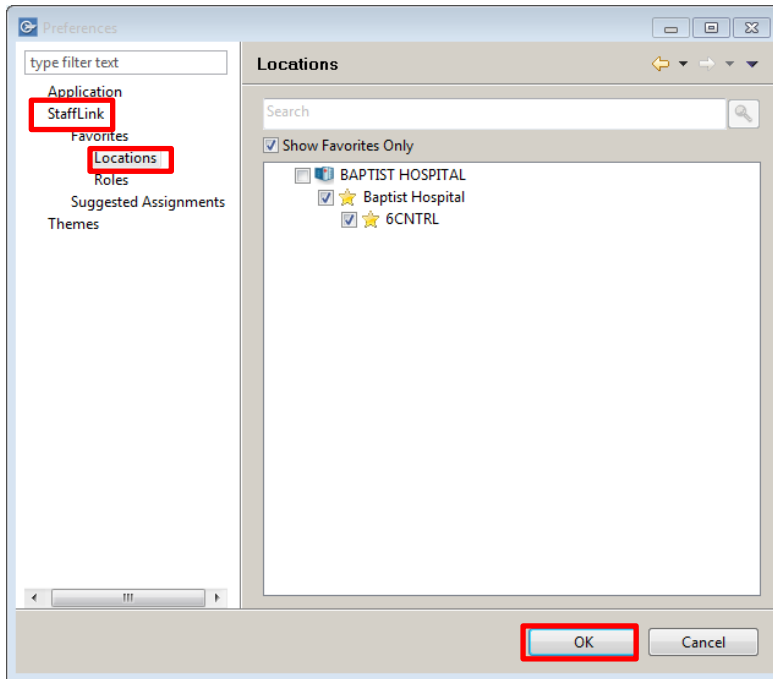
***Staff assignments must be created in Stafflink to carry over into other assignment tools ie. CareCompass and the Careview Dashboard. If this step is skipped you will not see assignments on your dashboard or CareCompass.**

- Assignment Location – List of possible locations to make assignments.
- Assignment Date – Date that assignments will be or have been made.
- Assignment Shift – Shift that assignments will be or have been made.
- Staff List – Displays staff that have be assigned for the selected shift time.
- Primary Assignment – Displays the Staff assigned as the primary care provider for that patient/location.
- Secondary Assignment - Displays the Staff assigned as the secondary care provider for that patient/location.

Set up Locations for Assignment Location Drop Down - The assignment location drop down is used to select the location that assignments will be made for. This is a one time setup



1. Click on iAware.
2. Select Preferences.
3. Select Stafflink.
4. Select Favorites Location.
5. Select the Facility.
6. Select the Unit.
7. Click OK



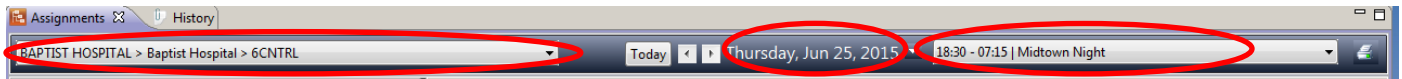
Set up Roles for Assignment Provider List- The assignment Provider List drop down is used to select assigned staff by role for a selected shift.



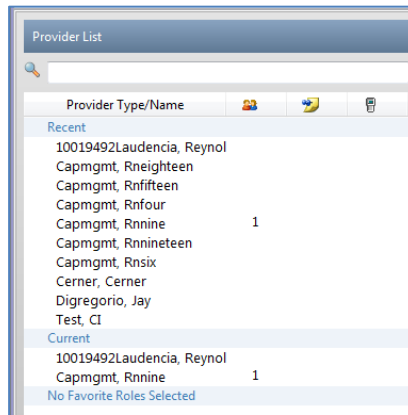
1. Click iAware.
2. Select Preferences.
3. Select StaffLink.
4. Select Favorites Role.
5. Check the appropriate box.
6. Click OK.

Making Assignments - This section will show how to assign staff to a particular location.

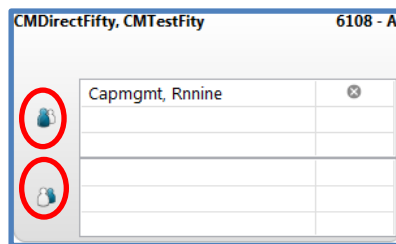
1. On the Assignments Tab select the appropriate Location, Day and Shift.



2. Select the provider from the Provider List on the left.

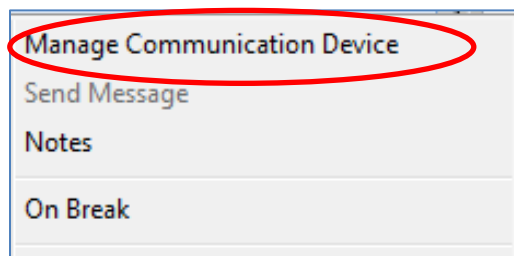


3. Two options for assigning staff to a location.
 - a. Select provider and drag to the desired location.
 - b. Select provider and then click on the people icon of desired location.

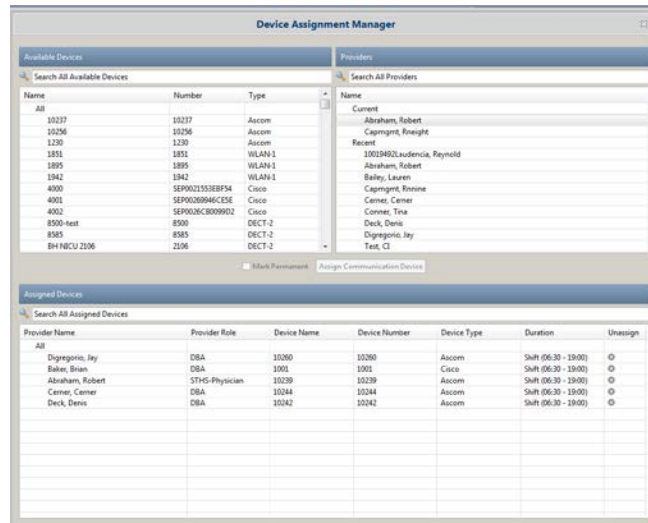


Assign Communication Device to Staff - This section will describe the steps to assign a communication device to a provider

1. Select the provider to assign device to and then right click on provider name.
2. Then select 'Manage Communication Device'. The Device Assignment Manager will be displayed.



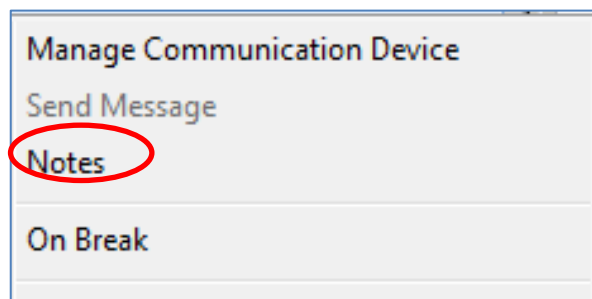
3. Select the device in the Available Devices list on the left or narrow down the list by typing in device name at the top in the search box.
4. Once the correct device is selected, click on the Assign Communication Device button. The assignment is made and the device will now appear on the right in the Assigned Devices list.



5. To unassign a device click on the small x to the right of the device in the Assigned Devices list on the right.

Adding a note for an individual staff - This section will describe the steps for adding a note for a provider (this can be used as a change of shift note for charge nurses)

1. Select the provider that a note wants to be added for and then right click on provider name.
2. Then select 'Notes'. The Notes view will be displayed.



3. Add the note in the free text area and then click the 'Add' button. Previous notes will appear below the free text area

Notes for Capmgmt, Rnnine

Add

Test note. Pass it on!!	06/26/2015 13:42:56	Owens, Valerie	✕
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New Note

Previous Note