

Using SigmaSafe

This document will guide a user (typically a nurse) through using SigmaSafe.

SIGMASAFE SHOULD ONLY BE USED WHEN SIGMACARE IS OFFLINE AND NOT AVAILABLE.

Topics that are covered in this document

- ◆ *What is SigmaSafe*
- ◆ *Logging into SigmaSafe*
- ◆ *Finding a resident*
- ◆ *Viewing Resident Information*
- ◆ *Running a Report*
- ◆ *Logging Out of SigmaSafe*

What is SigmaSafe

SigmaSafe is a back up when SigmaCare is offline at your facility. Information from SigmaCare sends information to SigmaSafe at regular intervals.

There are two ways SigmaSafe can be used:

- ◆ From any computer in the facility if there is facility wide network access. There should be a SigmaSafe icon on each computer which can be used to access your facility specific SigmaSafe.
- ◆ From the backup computer at your facility. This is usually located in an out of the way place. This computer will be hooked up to a printer, so the necessary forms can be printed and distributed to all impacted units so that CNA and Admin Record documentation can be collected.

What can be done from SigmaSafe

- ◆ Access information from the resident's chart. (only works if your still have facility wide network connection)
 - Admission status
 - Living Will status
 - Healthcare Proxy status
 - Standing Physician Orders
 - Order Details (and SIG)
 - Date
 - Hold Status
 - Last Administration (if using SigmaCare's electronic Administration Records)
 - Nurse Instructions
 - Question
 - Schedule
 - Whether active for that resident
 - Complete status – has the nurse marked the instruction as complete
- ◆ Print Reports to record on paper while SigmaCare is offline
 - Can be done from any computer if the facility wide network is working
 - There is one computer in your facility where this information is stored. That computer is hooked up to a printer. Use that computer to print out the necessary tools to document and maintain the customers:
 - Administration Records
 - CNA Assignments and Nurse Instructions

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SigmaCare Offline Workflow

Consult your facility's policies and procedures for downtime procedures for the most accurate list of actions required.

1. If SigmaCare appears offline, notify your supervisor.
2. Supervisor follows troubleshooting procedures (contacts peer mentor or IT department) to determine if the problem is computer specific or facility wide.
3. If SigmaCare is confirmed to be offline, follow facility downtime procedures.
4. Print out necessary Administration Records (MAR, TAR, others), forms for CNA's to track their documentation, and Nurse Instructions. (usually this is done centrally, but follow the facilities policies and procedures)
5. Use SigmaSafe to view any resident specific information.
6. When SigmaCare is back online, key in the offline data collected.



Logging Into SigmaSafe

ONLY LOG INTO SIGMASAFE WHEN SIGMACARE IS OFFLINE AND UNAVAILABLE.

Do this...

Step 1. Click on the **SigmaSafe** icon on the desktop.

Note: The account code is not required to log into SigmaSafe.

Step 2. Type your username in the **Username** field. (Use the username that you use for SigmaCare)

Step 3. Type your password in the **Password** field. (Use the username that you use for SigmaCare)

Step 4. Click **Start** or press the **Enter** key on the keyboard. The **Resident Filter** page opens.

See this...

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Find a Resident in SigmaSafe

ONLY LOG INTO SIGMASAFE WHEN SIGMACARE IS OFFLINE AND UNAVAILABLE.

Do this...

Step 1. Click on the **Filter** drop down and select the unit the resident is in.

Step 2. To the right of the Unit dropdown is a list of letters. Click the first letter of the resident's last name.

Step 3. Click on the resident's name.

This will open the resident's details.

See this...

SIGMA SAFE Keri Physician, Vincent's Facility Log Out

Resident Filter

Residents Forms Unit: Filter List: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

System ID	Resident	Gender	DOB	Unit
29	AAARON, JEAN	Female	10/24/1918	One
264	Allen, Jill	Female	08/04/1952	One
110	Bert, Hugh	Male	08/06/1923	One
37	Braden, Scale	Male	10/26/1934	One
52	Bryant, Kobe	Male	02/24/1928	One
46	Bush, George	Male	08/07/1945	One
78	CMI, Report	Female	08/04/1926	One
91	Gorbochov, Mikail	Male	05/09/1968	One
30	Happy, Guy	Male	03/08/1953	One
247	Hemmingway, Anne	Female	07/06/1929	One
83	Import, Historical	Male	02/07/1941	One
56	Jackson, Bo	Male	06/24/1948	One
42	Jacobs, Mike	Male	07/02/1939	One
51	Jones, Todd	Male	08/09/1959	One
17	Liang, Vince	Male	10/27/1981	One
68	Paulson, Henry	Male	06/04/1952	One
20	Perf, Erv	Male	08/05/1961	One
27	POF, Split	Female	09/25/1936	One
235	Reserve, Bed	Female	08/05/1963	One
263	Test, R	Female	07/05/1948	One
12				

SIGMA SAFE SHOULD ONLY BE USED WHEN SIGMACARE IS OFF LINE. PLEASE VERIFY THAT SIGMACARE IS NOT AVAILABLE. INFORMATION IN SIGMASAFE MAY NOT BE UP TO DATE.



Viewing Resident Information

Do this...

Step 1. Locate the resident following the instruction listed in "Finding a resident in SigmaSafe" using the previous steps.

Step 2. Click the link for the information you would like to see. On screen will list the demographic information.

The **Physican Orders** link to view Standing Orders.

Click the **Nurse Instructions** link to current Nurse Instructions.

See this...

SIGMA SAFE Keri Physician, Vincent's Facility Log Out

Residents Forms

Jill Allen (Last Updated: 07/17/2013 11:29 AM)

DOB: 08/04/1952 Gender: F
Unit: One Room/Bed: 100/Z
Facility: Vincent's Facility Physician: Liang, Doctor
Alerts: Allergies:

Resident Demographics

System ID:	264
Status:	Admitted
Living Will:	
Healthcare Proxy:	

Physician Orders (Standing Only)

Types:

Type	Description	Date	Hold Status	Last Administration
Medication	Paxil 30 mg Tab SIG: give 2 tablets (60 mg) by oral route once daily	07/03/2010		

Nursing Instructions

Types:

Type	Question	Schedule	Activation	Complete
ADL	Bathing	Every Day at 7:00 am-3:00 pm; 3:00 pm-11:00 pm; 11:00 pm-7:00 am	✓	✗
ADL	Bed Mobility	Every Day at 7:00 am-3:00 pm; 3:00 pm-11:00 pm; 11:00 pm-7:00 am	✓	✗
ADL	Bed Rails	Every Day at 7:00 am-3:00 pm; 3:00 pm-11:00 pm; 11:00 pm-7:00 am	✓	✗
ADL	Behavioral Symptoms	Every Day at 3:00 pm	✓	✗

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Running Reports from SigmaSafe

Do this...

Step 1. Click on **Forms**.

Step 2. Select the Unit you would to print information on.

Step 3. (Optional) Select a specific resident to get information for just that resident. If left blank, it will print information on every resident for the selected resident.

Step 4. Select the information that should be printed. Only select the reports that your facility uses, or that you need for that time.

Step 5. Click on **Run**.

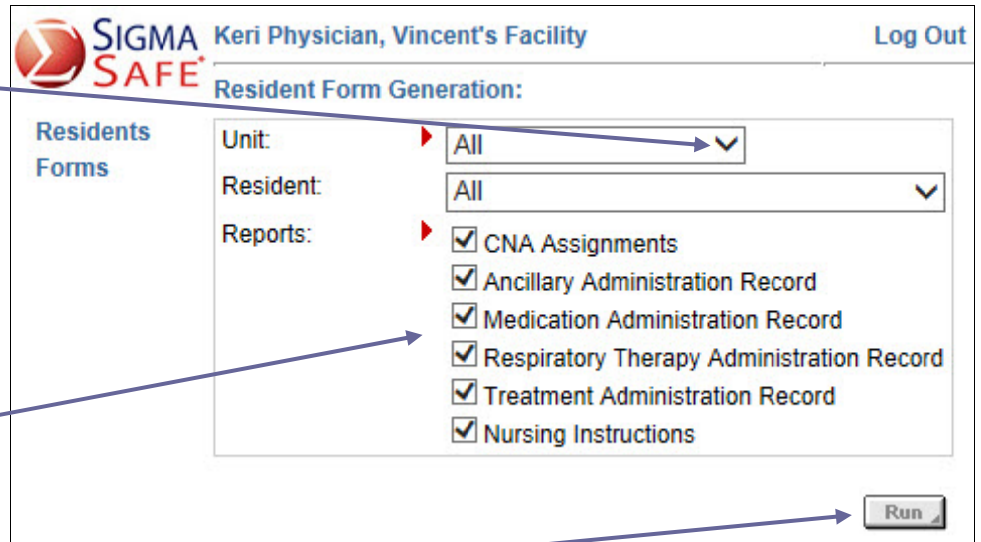
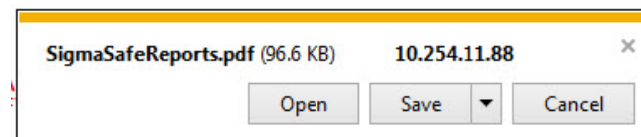
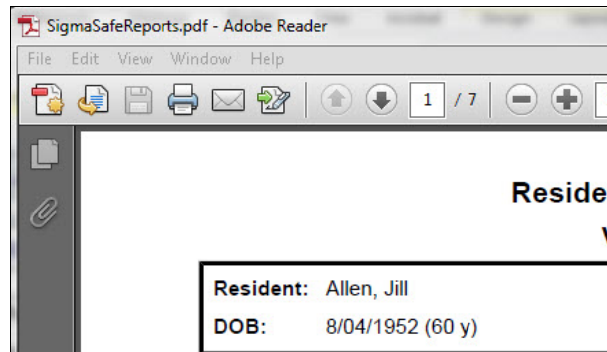
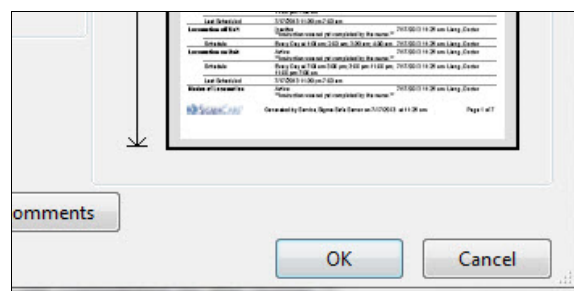
*Note: If you get a message at the bottom of the screen to Open, Save or Cancel, click on **Open**.*

Step 6. Click the printer icon and review the print details (including the printer being used).

Step 7. Click the **OK** button.

Note: It may take a few moments for the report to start printing if the report is large.

See this...

Using SigmaSafe

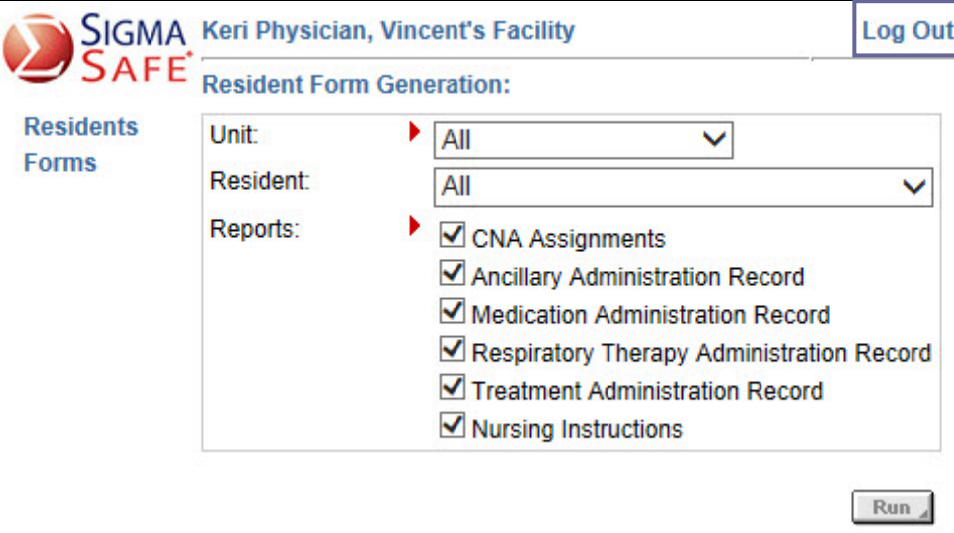


Logging Out of SigmaSafe

Do this...

Click on **Log out** located on the upper right corner of every SigmaSafe page.

See this...



The screenshot shows the SigmaSafe interface for "Keri Physician, Vincent's Facility". The page title is "Resident Form Generation:". On the left, there is a sidebar with the text "Residents Forms". The main content area contains three dropdown menus: "Unit:" set to "All", "Resident:" set to "All", and "Reports:". The "Reports:" dropdown is expanded, showing a list of reports with checkboxes: "CNA Assignments", "Ancillary Administration Record", "Medication Administration Record", "Respiratory Therapy Administration Record", "Treatment Administration Record", and "Nursing Instructions". All checkboxes are checked. A "Run" button is located at the bottom right of the form area. A "Log Out" button is located in the top right corner of the page.