

## Clearing PCC UDA Schedules

- 1- Go to the resident record, then select Assessments:

The screenshot shows the top navigation bar of the PCC system with tabs: Dash, Profile, Census, Med Diag, Allergy, Immun, Orders, Wts/Vitals, Results, MDS, Assmnts, Prog Note, Care Plan, Tasks, and Documents. Below this is a sub-header for 'Standard Assessments' with buttons for 'New' and 'Edit Schedules'. A 'Type:' dropdown menu is set to 'All'. A notification box states: 'Next Assessment Due: LN: Weekly Skin Monitoring V2: 0 days - 1/3/2017'.

- 2- Click on the “Edit Schedules” button:

A rectangular button with a green border and the text 'Edit Schedules' in bold black font.

- 3- When you select the edit schedules button, you will get a window open to select the assessment you want to clear.

The screenshot shows a window titled 'Assessment Scheduling - Google Chrome'. The URL is 'https://www4.pointclickcare.com/care/chart/assess/activateschedule.jsp?clientId=4720&ESOLtabType=C'. The 'Schedule Activation' dropdown is set to '1 LN: Initial Event Documentation (SPN)'. Below this is a 'Default Schedule' section with a table:

Default Schedule		
Activate	Initial event documentation - manually activated	Manual Activate

At the bottom are 'Clear All' and 'Close' buttons.

- 4- Select the assessment you want to clear as below:

The screenshot shows the same 'Assessment Scheduling' window, but the 'Schedule Activation' dropdown is now set to 'SS: Social Services Assessment V3'. The 'Default Schedule' section has a table:

Default Schedule		
De-activate	Social Services (Admit)	Admission
Activate	SS - Manually activated	Manual Activate

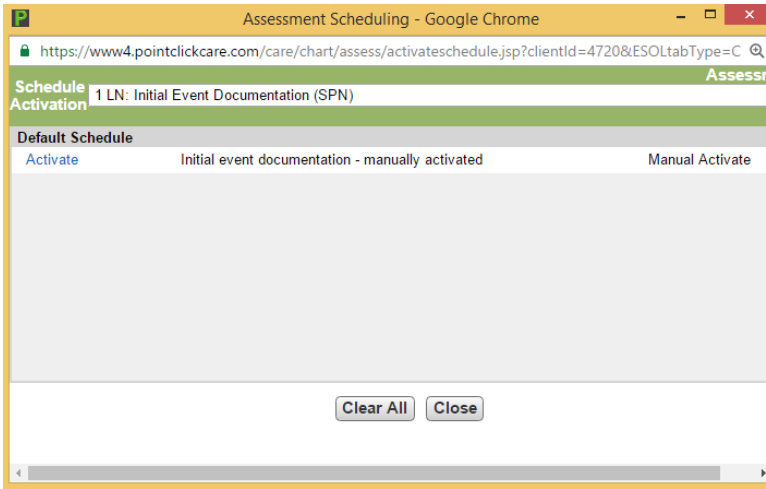
At the bottom are 'Clear All' and 'Close' buttons.

- 5- Enter the reason for clearing the UDA and click save. This will clear the schedule.

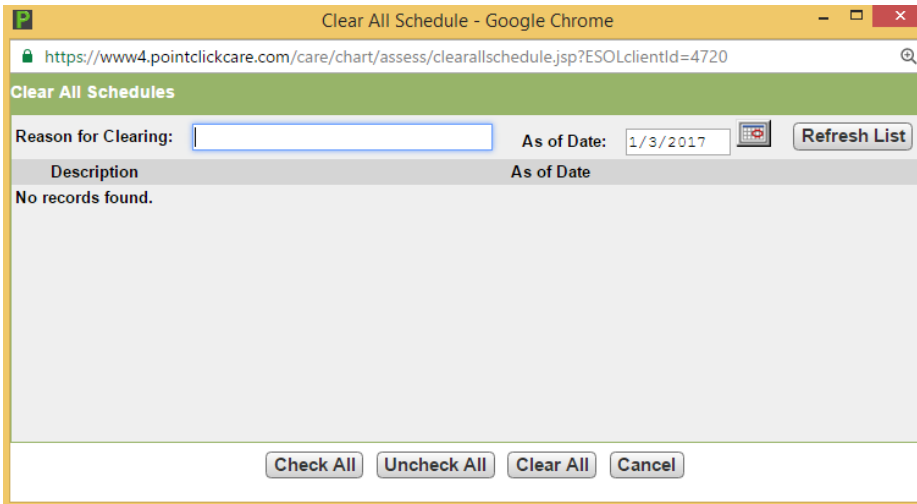
The screenshot shows a small dialog box titled 'Cancel Schedule - Google Chrome'. The URL is 'https://www4.pointclickcare.com/care/chart/assess/'. The dialog has a heading 'Reasons for Assessment' and a text input field labeled 'Enter Reason for Cancellation:'. Below the input field are 'Save' and 'Cancel' buttons.

To clear a UDA scheduled in the future, follow 1 and 2 above, except:

- 1- When the Edit Schedules window opens, select the “Clear All” button:



- 2- When the “Clear All” option is selected another window will open:




- 3- Enter the reason for clearing the UDA, and change the date to the day after the UDA is scheduled. In this example, the UDA for LN Weekly Skin Monitoring is scheduled in 1 above for 1/3/17. When the date is changed to the day after the UDA is due, a list of possible UDA to be cleared will open, in this case only one option appears:

Clear All Schedule - Google Chrome

<https://www4.pointclickcare.com/care/chart/assess/clearallschedule.jsp?ESOLclientId=11873116>

**Clear All Schedules**

Reason for Clearing:  As of Date: 01/04/2017  **Refresh List**

	Description	As of Date
<input checked="" type="checkbox"/>	Weekly Skin monitoring (Admit)	1/3/2017

**Check All** **Uncheck All** **Clear All** **Cancel**

- 4- Check the box for the UDA to be cleared. The options will not have the same name as the UDA on all cases, but will have the UDA description, usually including the reason for the trigger. In the above case, the weekly skin monitoring was triggered due to the resident admission. Check the clear all button, and the UDA will be cleared.