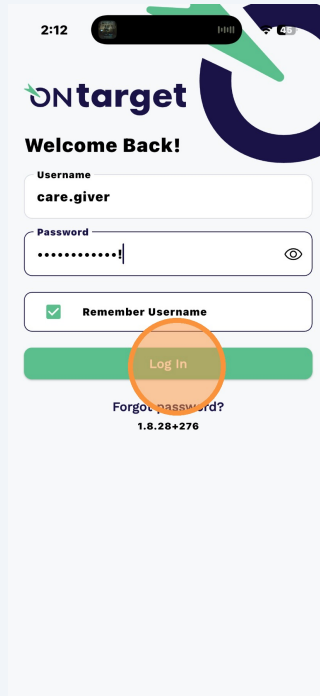
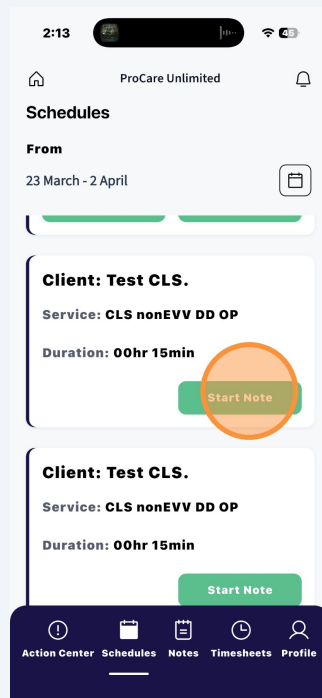


Completing a Non EVV CLS Note on App

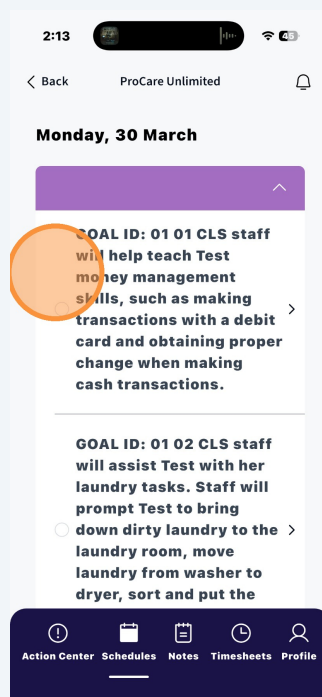
1 Log in to OnTarget



2 Find the shift you want to complete, click "start note"

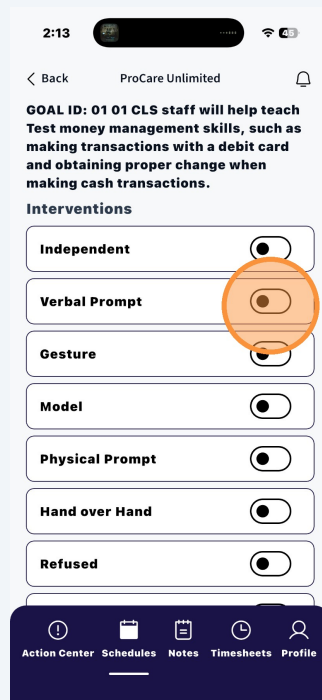


3 Tap on goal number 1



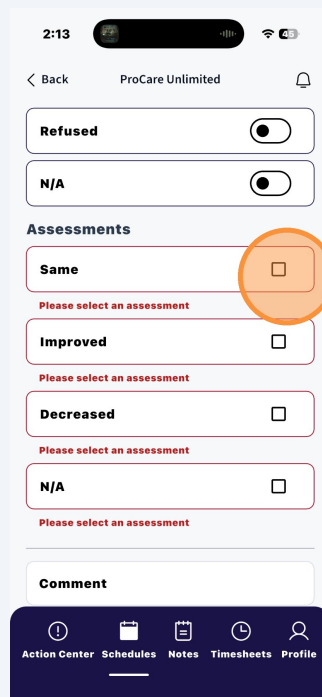
4

Each goal will require an Intervention, click the type of prompting you used to assist the client.

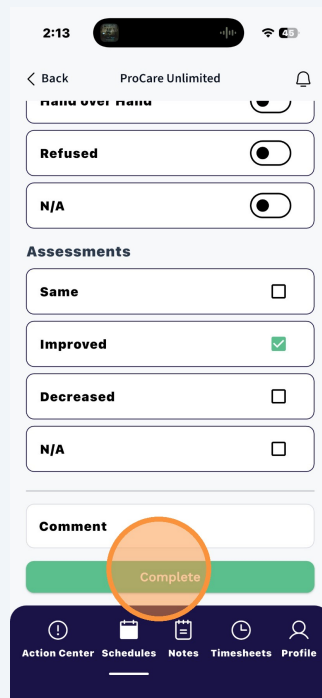


5

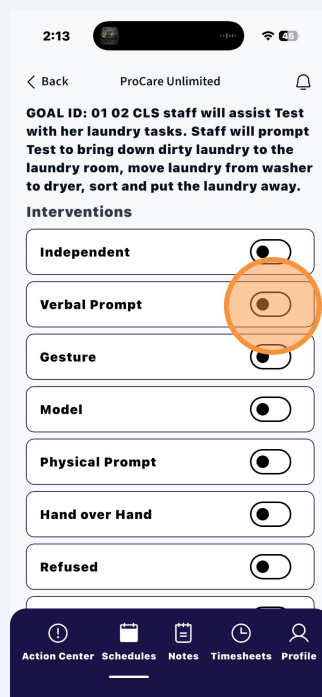
Select an Assessment for each goal. Click "same"



6 Click "complete"

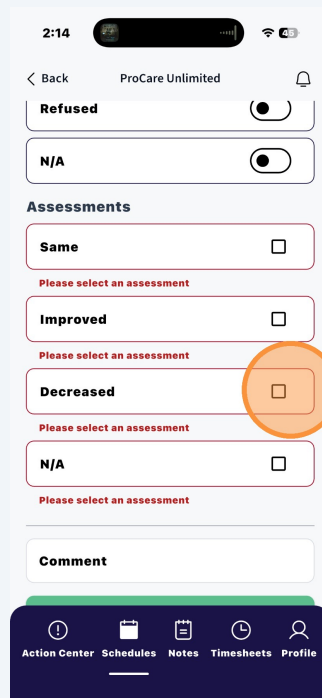


7 The app will move you through each goal for the client. Select the type of Intervention used, here we selected verbal prompt



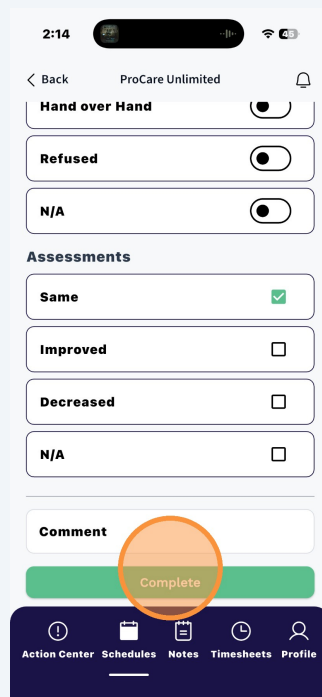
8

Again, ensure an Assessment is selected for each goal, here we selected decreased.



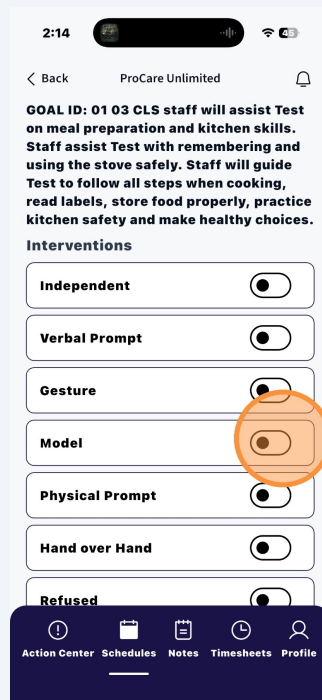
9

Click "complete"



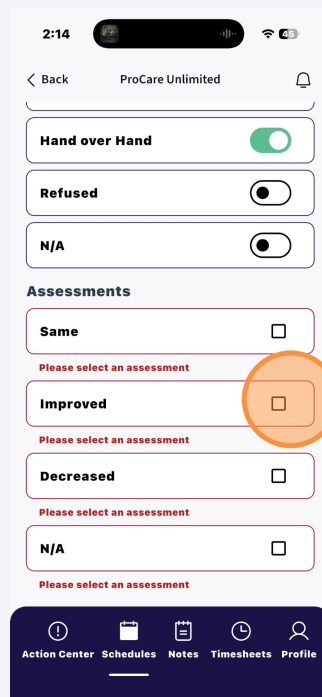
10

Proceed through the rest of the goals, selecting the type of prompt, here we selected model

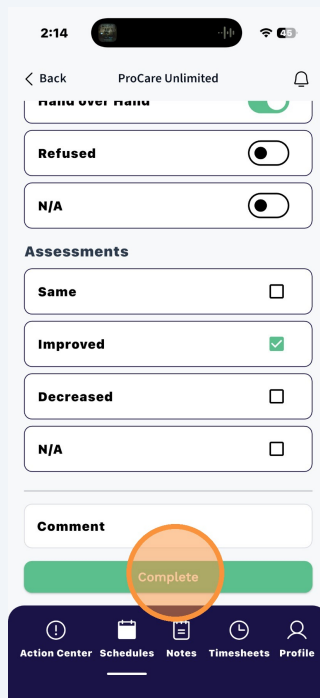


11

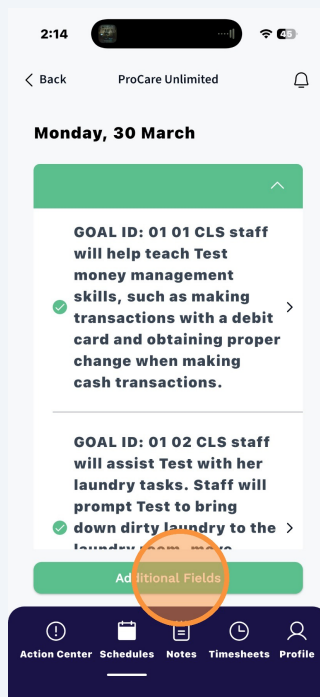
Chose the appropriate assessment. Here, we selected "improved"



12 Click "complete"

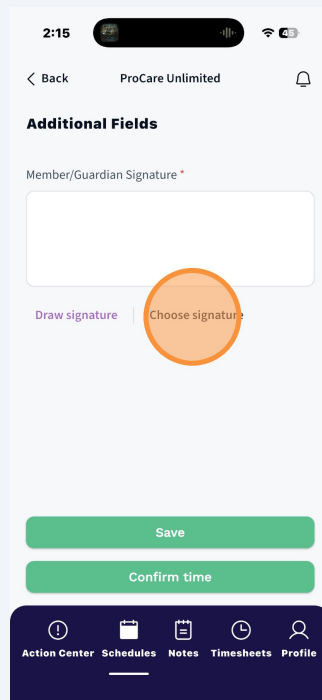


13 Click "additional fields" after all goals have been completed.



14

The client/guardian will sign the note here. They can click "chose Signature" to type in their name.

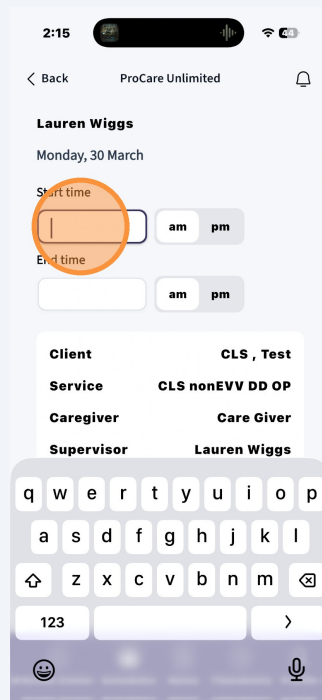


15

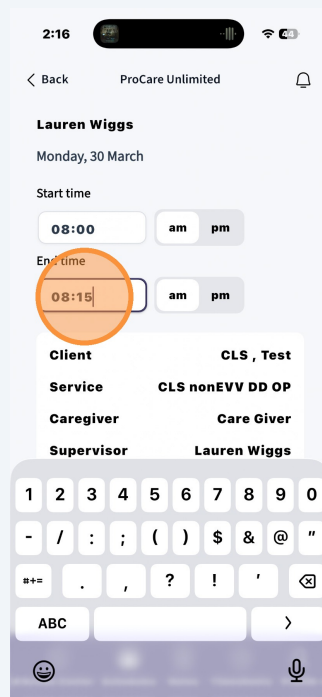
Client/guardian will type in their name here. Once they have completed their signature, click "confirm time"



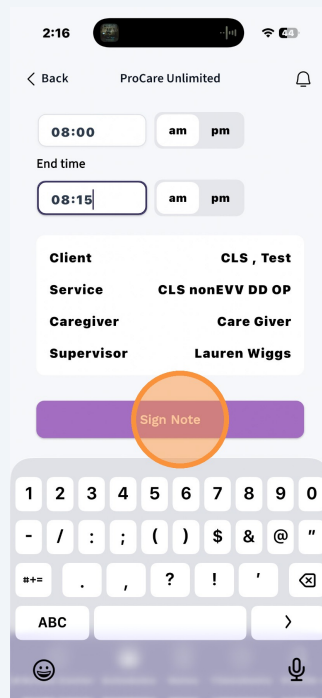
16 Enter the time you started your shift, make sure to select "am" or "pm"



17 Add the time in which you ended your shift, make sure to add "am" or "pm"



18 Click "sign note"



19 Type in your OnTarget password and click "confirm"

