



CARING IN PLACE WEB USER GUIDE

Instructions on how to use Caring in Place on the web

The purpose of this document is to help you get started with Caring in Place on the web. Caring in Place is also available as an iPhone application and will soon be available for Android users, too. This document is focused specifically for use on the web.

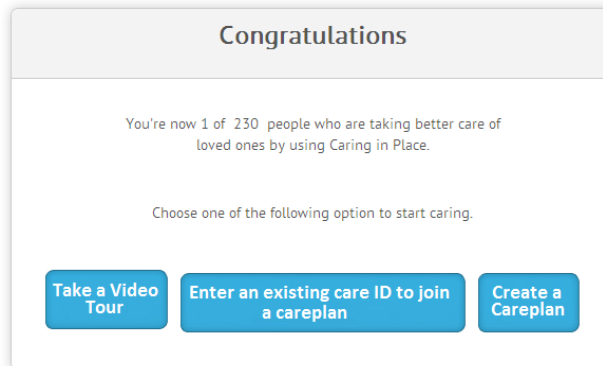
To begin, go to www.caringinplace.com/Website/Login.aspx and select *Create an Account*.

Next, create an account. This account information should include your own information (or that of the primary caregiver). Once you input this information, select *Submit*.

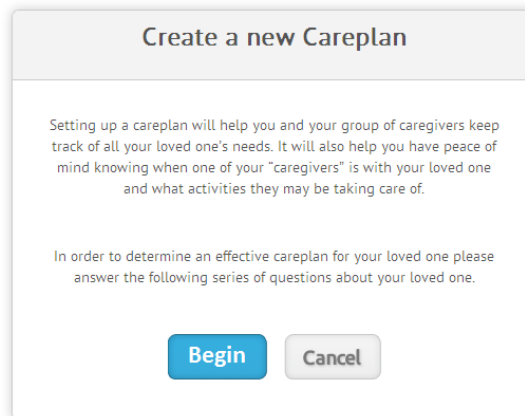
Once you select Submit, an email will be sent to your email account to verify your identify. Go to your email account and follow the directions to activate your account. Once you have completed that step, return to www.caringinplace.com/Website/Login.aspx and enter your username and password and select *Sign In*.

Once you log on to the site, you will be given three options:

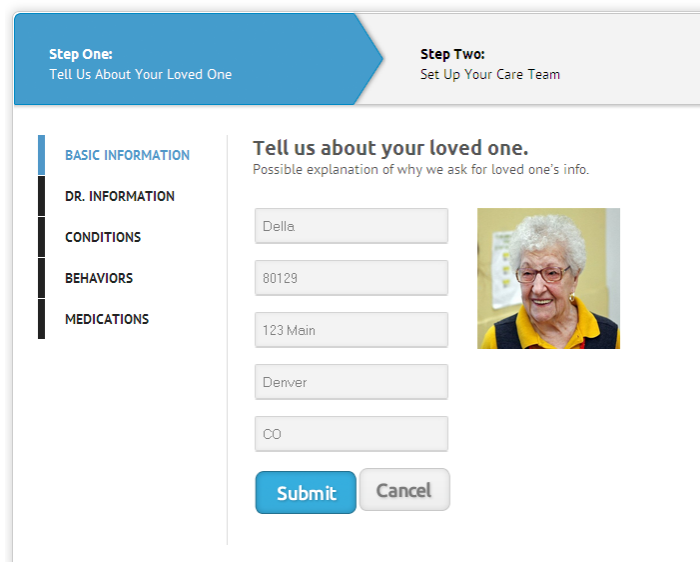
- Take a Video tour: This allows you to watch a 90 second promotional video about Caring in Place
- Enter an Existing Care ID to Join a Care Plan: If someone you know has already created a Care Plan and they have sent you a Patient ID, select this link
- Create a Care Plan: If you are setting up a care plan for your aging loved one, select Create a Care Plan



Select *Begin* to create your Care Plan.



Step one is to provide some basic information about your Loved One. Once complete, select *Submit*.



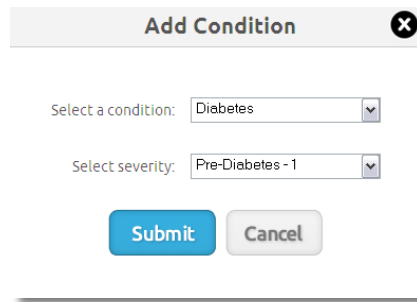
Continue with Step one by providing your loved one's primary doctor's information. If your loved one has more than one primary doctor, enter the doctor that will be visited most often. If this doctor is available within the drop down list, select the doctor. If not, enter the necessary information below and select [Submit](#).

The screenshot shows a web form with a progress indicator at the top. The first step, 'Step One: Tell Us About Your Loved One', is highlighted in blue. The second step, 'Step Two: Set Up Your Care Team', is in grey. On the left, a vertical menu lists 'BASIC INFORMATION', 'DR. INFORMATION', 'CONDITIONS', 'BEHAVIORS', and 'MEDICATIONS'. The 'DR. INFORMATION' section is active. The main content area is titled 'Tell Us About Your Loved One's Doctor' and includes instructions: 'Please identify your loved one's doctor. If your doctor is listed below, please select his or her name. If not, please enter your doctor's information below.' There is a dropdown menu labeled 'Select Your Doctor'. Below it, the word 'OR' is displayed. Underneath are three input fields: 'Sean', 'Miller', and 'sean@miller.org'. To the right of these fields is a stethoscope icon. At the bottom are 'Submit' and 'Cancel' buttons.

Next, indicate any medical conditions that your loved one has. You can select more than one condition if applicable. If none of the listed conditions are applicable, select [Other](#). To indicate a condition, select the [Add New Condition](#) link.

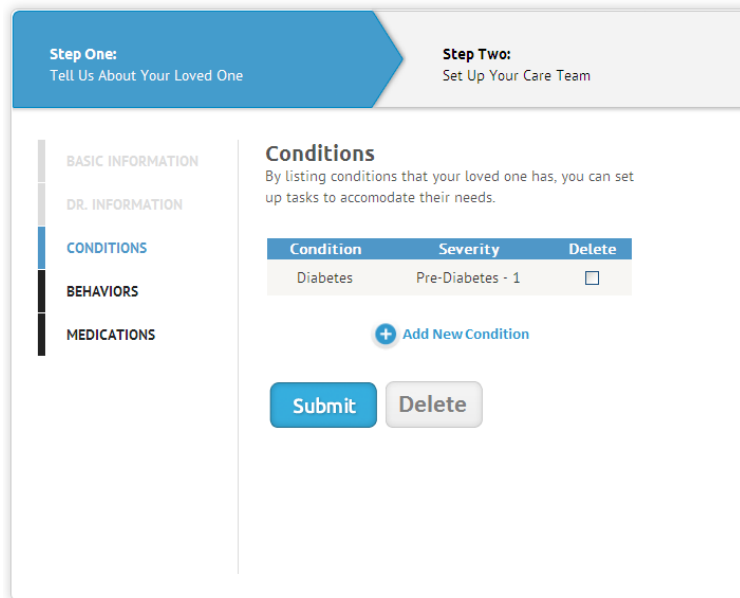
The screenshot shows the same web form as above, but now the 'CONDITIONS' section in the left menu is active. The main content area is titled 'Conditions' and includes instructions: 'By listing conditions that your loved one has, you can set up tasks to accommodate their needs.' Below this, it says 'No condition.' and there is a blue button with a plus sign and the text '+ Add New Condition'. At the bottom is a 'Submit' button.

Using the drop down lists, select a condition and a relevant severity (if relevant). Once complete, select *Submit*.



The 'Add Condition' dialog box features a title bar with a close button (X). It contains two dropdown menus: 'Select a condition:' with 'Diabetes' selected, and 'Select severity:' with 'Pre-Diabetes - 1' selected. At the bottom are 'Submit' and 'Cancel' buttons.

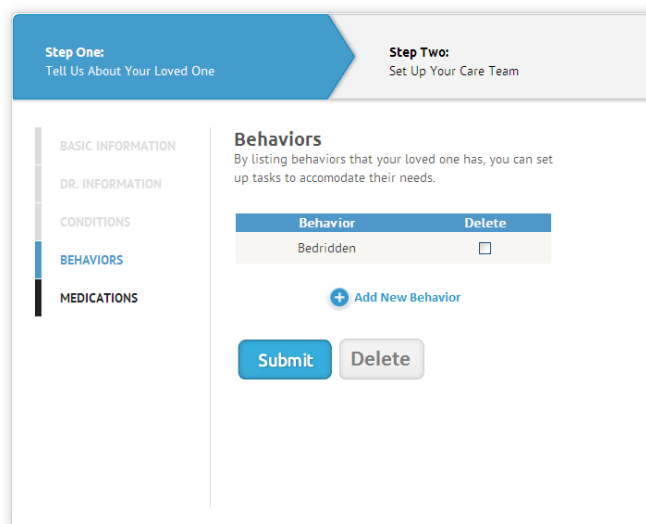
Your selected condition and severity should appear on the Conditions screen. To add an additional condition, follow the previous steps. Once all conditions are listed, select *Submit*.



The 'Conditions' screen is part of a two-step process. Step One is 'Tell Us About Your Loved One' and Step Two is 'Set Up Your Care Team'. The left sidebar lists 'BASIC INFORMATION', 'DR. INFORMATION', 'CONDITIONS', 'BEHAVIORS', and 'MEDITATIONS'. The main content area is titled 'Conditions' and includes the instruction: 'By listing conditions that your loved one has, you can set up tasks to accommodate their needs.' Below this is a table with columns 'Condition', 'Severity', and 'Delete'. The table contains one row: 'Diabetes', 'Pre-Diabetes - 1', and a checkbox. Below the table is a '+ Add New Condition' button. At the bottom are 'Submit' and 'Delete' buttons.

Condition	Severity	Delete
Diabetes	Pre-Diabetes - 1	<input type="checkbox"/>

The next step is to indicate any behaviors that are common to your loved one. These behaviors help Caring in Place recommend the right plan of care for your loved one. Indicating one or more behaviors is done the same way as adding a condition. Follow the previous steps for exact steps.



The 'Behaviors' screen is part of a two-step process. Step One is 'Tell Us About Your Loved One' and Step Two is 'Set Up Your Care Team'. The left sidebar lists 'BASIC INFORMATION', 'DR. INFORMATION', 'CONDITIONS', 'BEHAVIORS', and 'MEDITATIONS'. The main content area is titled 'Behaviors' and includes the instruction: 'By listing behaviors that your loved one has, you can set up tasks to accommodate their needs.' Below this is a table with columns 'Behavior' and 'Delete'. The table contains one row: 'Bedridden' and a checkbox. Below the table is a '+ Add New Behavior' button. At the bottom are 'Submit' and 'Delete' buttons.

Behavior	Delete
Bedridden	<input type="checkbox"/>

Finally, add any medications that your loved one may be currently taking. Medications can be added or removed at any time from within the web site. Simply add those that are relevant now and adjust as necessary. Adding a medication is much like adding a condition or behavior. Simply select [Add New Medication](#) to begin.

Step One:
Tell Us About Your Loved One

Step Two:
Set Up Your Care Team

BASIC INFORMATION

DR. INFORMATION

CONDITIONS

BEHAVIORS

MEDICATIONS

Medications

By listing medications that your loved one has, you can set up tasks to accommodate their needs.

No medication.

[+ Add New Medication](#)

Submit

To enter a medication, first enter the name, select the schedule (Daily, Weekly, Monthly) and the relevant inputs (2 times daily, MWTHS, etc.). Add any instructions and select a refill reminder date. Then select [Submit](#).

New Medication

Medication Name: Amaryl

Times per Day: 2 times

Schedule: Daily

Add Instructions: Take with first and last meals of the day.

Set Refill Reminder: 7/24/2013

Submit **Cancel**

Additional medications can be added by selecting [Add New Medication](#). Once complete, select [Submit](#).

The screenshot shows a web interface with two steps: 'Step One: Tell Us About Your Loved One' and 'Step Two: Set Up Your Care Team'. The 'Medications' section is active, showing a table with one entry: 'Amaryl' with 'View' and 'Delete' buttons. Below the table is a '+ Add New Medication' button and a 'Submit' button.

Medication	View	Delete
Amaryl	View	<input type="checkbox"/>

Step two allows you to invite other family members, friends and neighbors (or even a professional caregiver) to join your loved one’s care plan. This is done by selecting [Invite New Member](#).

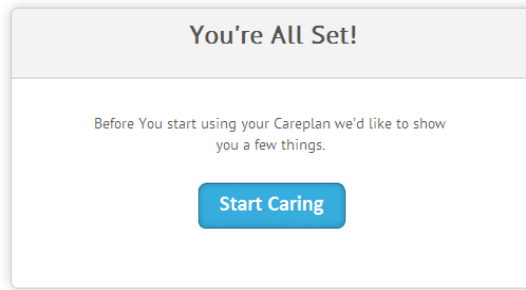
The screenshot shows the 'Set up your Care Team' section. It includes a '+ Invite New Member' button and a 'Done' button.

Enter the new member’s information in the available sections and select [Invite Team Member](#). An email will be sent to that individual inviting them to join your loved one’s care plan. Once complete, select Done to complete the set up.

The screenshot shows a form titled 'Add New Care Team Member' with fields for First Name, Last Name, Phone, and Email. The 'Invite Team Member' button is at the bottom.

First Name:	Last Name:
Joe	Doe
Phone:	Email:
212-555-1212	joedoe@joedoe.com

Your care plan is now complete. To see your care plan, select [Start Caring](#).



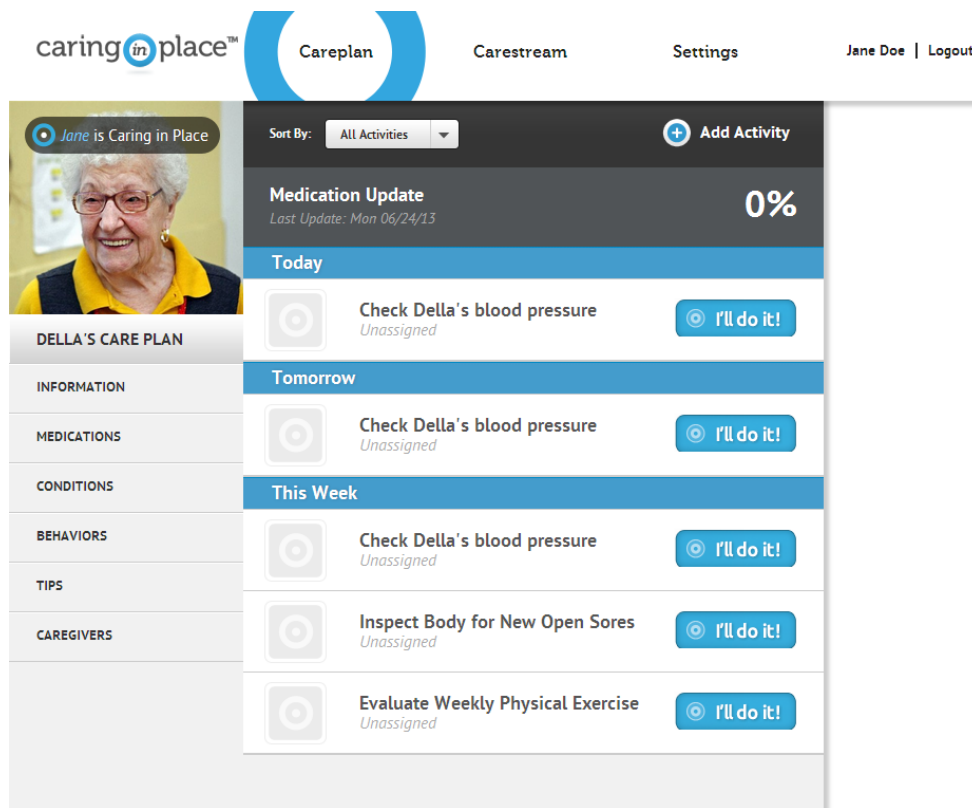
You have now completed the set up of your Caring in Place care plan. Here are a few tips to use your care plan:

Careplan: Selecting care plan will show the different activities that need to be completed to care for your loved one. Users can select an activity to see instructions, assign activities, or even create a new activity.

Carestream: Selecting Carestream will show what caring has taken place in the past including added and completed activities, added medications, comments, and anything else that is relevant to your loved one's care.

Medication Update: This section helps you manage your loved one's medications and track adherence.

Settings: The settings section helps you manage all elements of your care plan.



If you have any questions or concerns, please send an email to support@caringinplace.com.

Thanks for using Caring in Place!