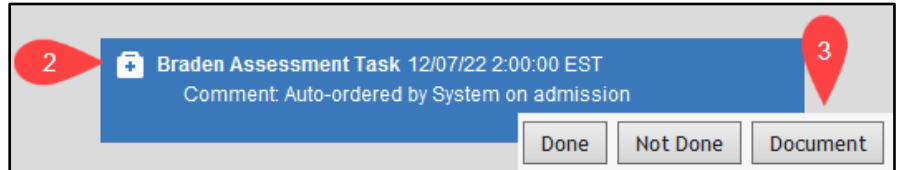## Selecting Document for a Task

1. In CareCompass, under the Activities column, click on the number in the circle.

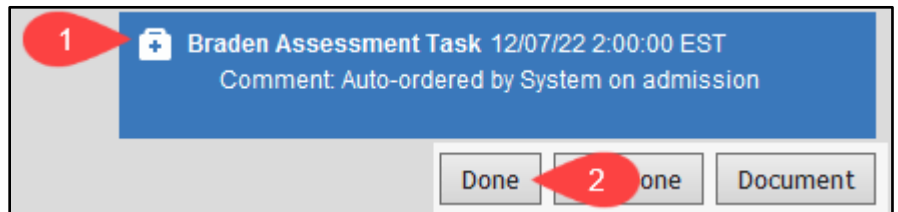2. Select the Task to be completed, for example, Braden Assessment Task.

3. Click **Document** in the lower right-hand corner to open and complete the form.

Selecting Done for a Task

Example #1: Braden Assessment Task

1. If a task has been documented in AdHoc or Interactive View, do not document the task again. Select the task that has been completed.

2. Click **Done** in the lower right-hand corner. The task will automatically be removed from the list.

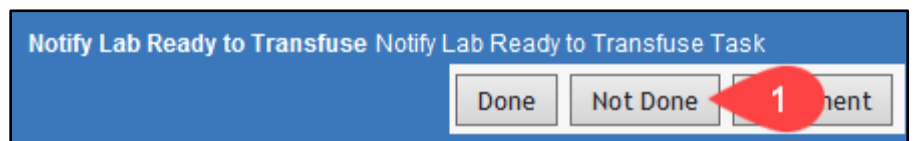**Example #2: Notify Lab Ready to Transfuse Task**

1. Click **Done** in the lower right-hand corner to notify the Lab when ready to transfuse a blood product.
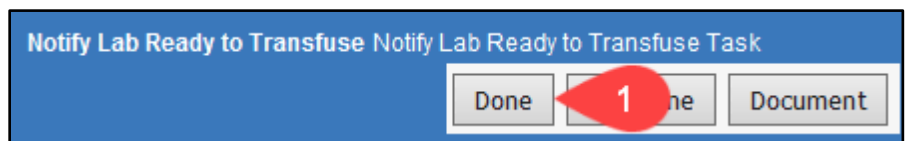
Selecting Not Done for a Task

Example #1: Notify Lab to Cancel Transfusion

1. Click **Not Done** in the lower right-hand corner if a transfusion is no longer needed. This will cancel the held blood product.

> Note: **Not Done** is ONLY used if a Task will not be completed prior to the Task firing again.

Timings for Assigned Daily Tasks

Task Timings for CAD/GRY/KMHC/MMC/POMH

Task	Timings
Plan of Care Task (Adult and Peds)	0500 and 1700
Plan of Care Task (Grayling) (Adult and Peds)	0900 and 2100
Precaution Review	0730
Fall Risk Assessment Task (Adult and Peds)	0900 and 2100
Braden Assessment Task (>9 years)	0900 and 2100
Braden Q Task (21 days to 9 years)	1400
Education Task	0900 and 2100
Education Task - NICU	0500 and 1700
Sepsis Screening Tool Task	0900 and 2100