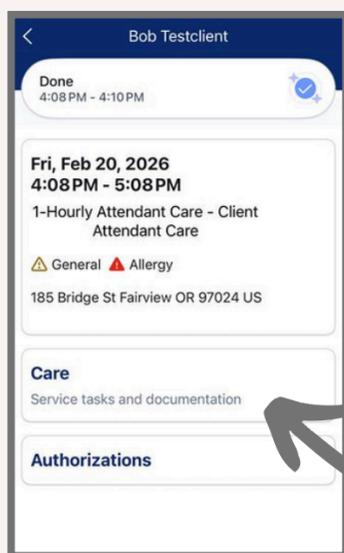
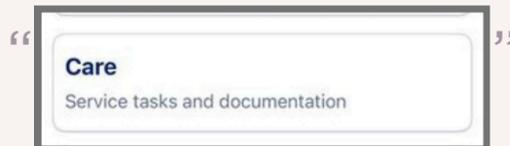


# HOW DO I VIEW MY CLIENTS DOCUMENTS IN ALAYACARE?

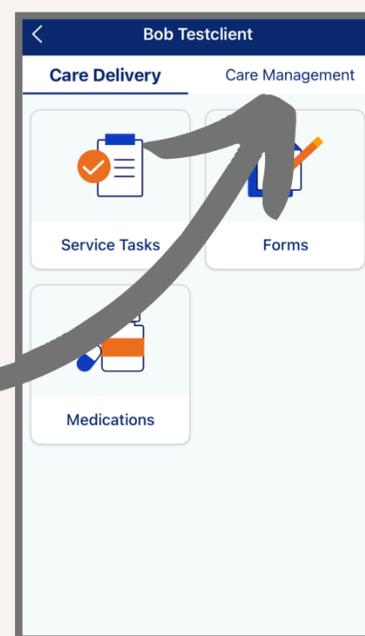
All essential clinical documents for each client are readily available in AlayaCare. If you have scheduled a shift with this client at any time—past, present, or future—you will have access to the necessary documents needed for their care.



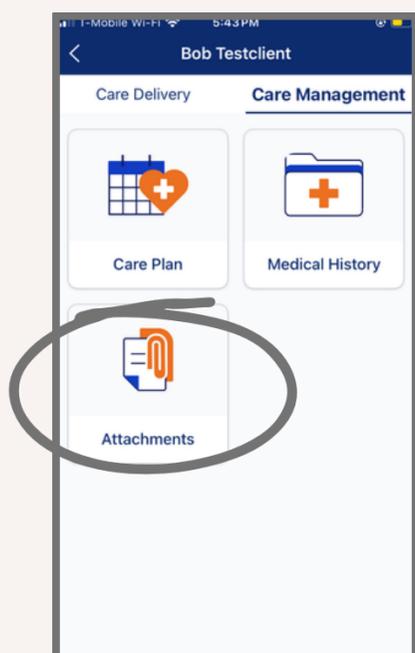
First, you will open any shift with the client, and then you will then click on



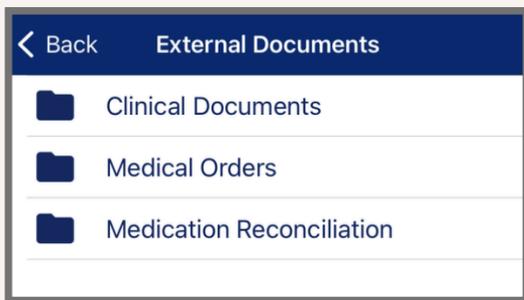
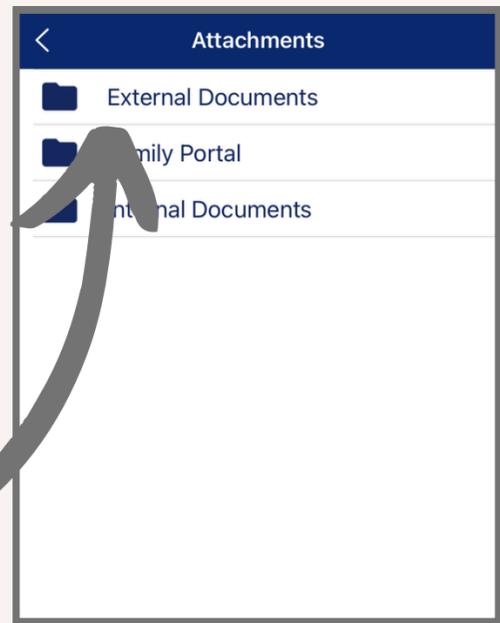
Once you have reached this page, you will switch to the



Next, click on the “Attachments” button.



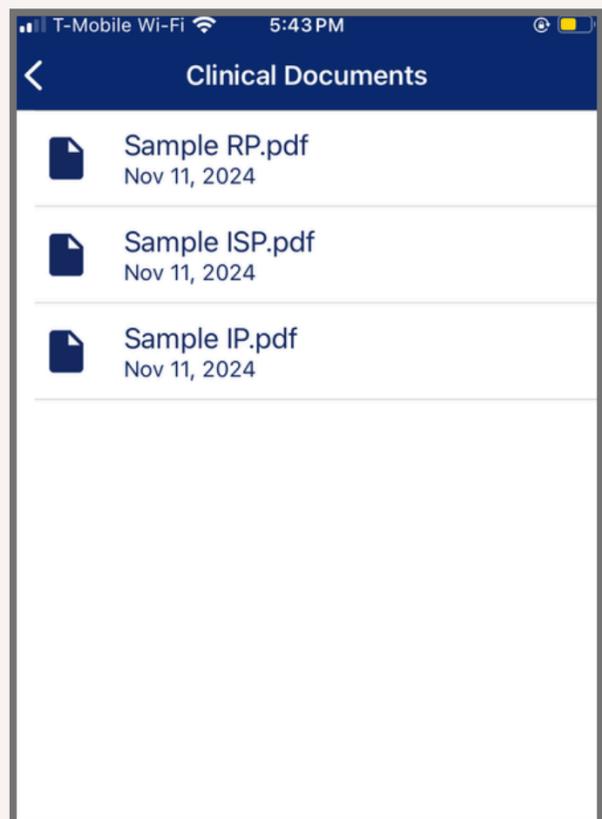
You will see a list with multiple different folders. You will only use the “external documents” folder.



Once you are in the external documents folder you will see a few options.



“Clinical Documents” contains the Individual Support Plan (ISP), the Implementation Plan (IP), the Risk Protocol (RP), and additional documents that vary per client such as a Positive Behavior Support Plan (PBSP).



In some cases you may use the “Medical Orders” folder to see any medications you are responsible for administering or monitoring. However, you will be trained separately on these documents.

