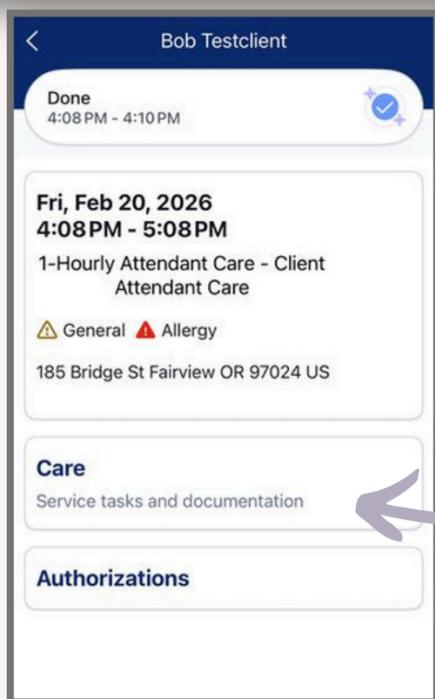# Family Relief Resources

# HOW DO I VIEW CLIENT MEDICATIONS, & LOG MEDICATION ADMINISTRATION 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 the you click on "Care"

Under "**Care Delivery**", select "**Medications**"
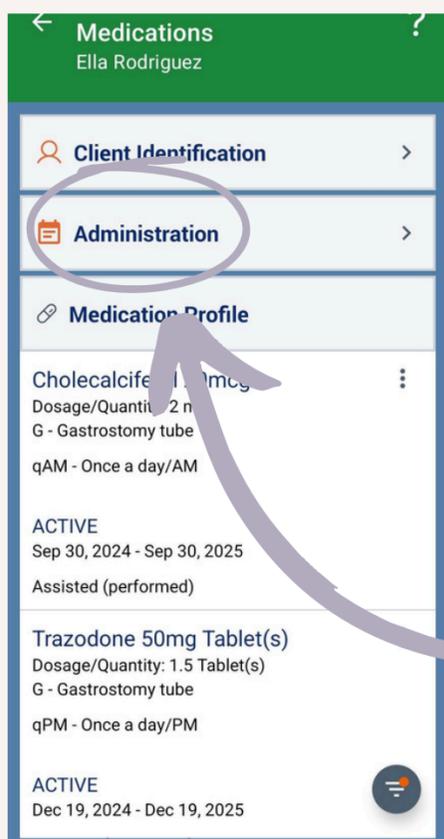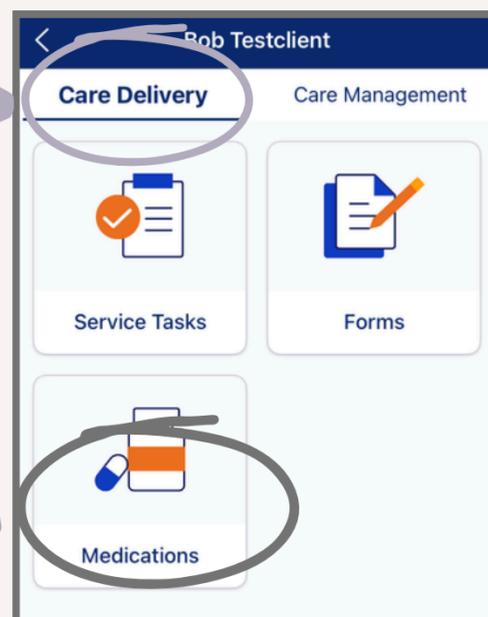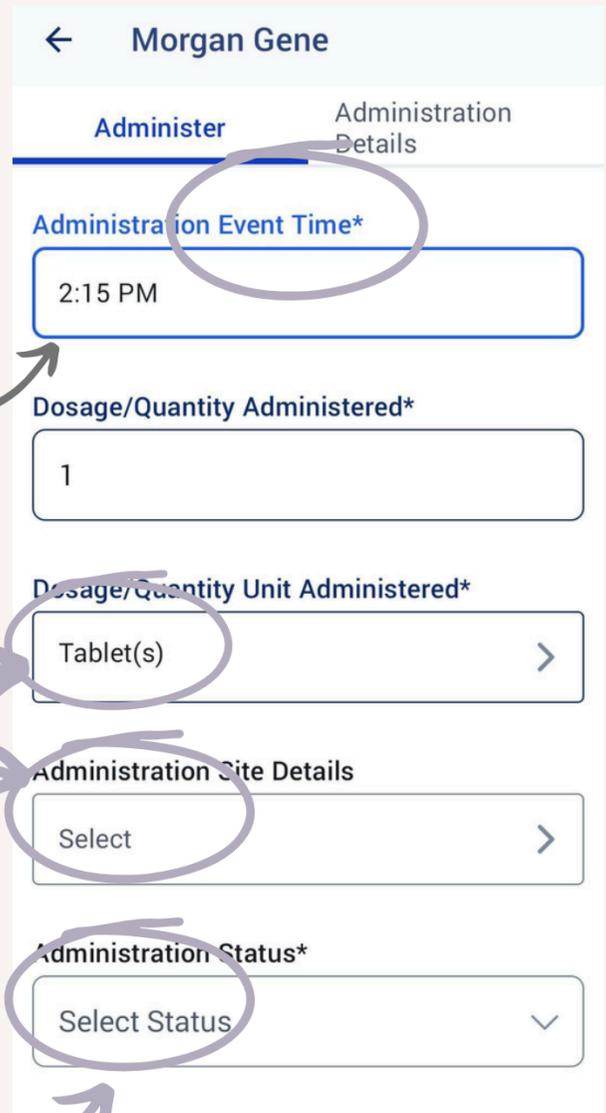
Selecting "**Medications**" in the Medication Profile will only allow for an "Unplanned" administration.

*INSTEAD*, go to the "**Administration**" tab. This will show the medications "to do", completed, and any that are PRN.

1

## Mon 02 Feb

**To Do** | Completed | PRN

⚠️ **9:00 AM Missed** ☐
**Sertraline Tablet (Zoloft), 25 mg -, PO - Oral, qAM - Once a day/AM**
Administer: 3 Tablet(s)
Last Event: ✓ Administered
on 12/5/25 1:58 PM

🕐 **10:00 AM** ☐
First Dose
**Sertraline Tablet (), 50 mg -, PO - Oral, qAM - Once a day/AM**
Administer: 2 Tablet(s)
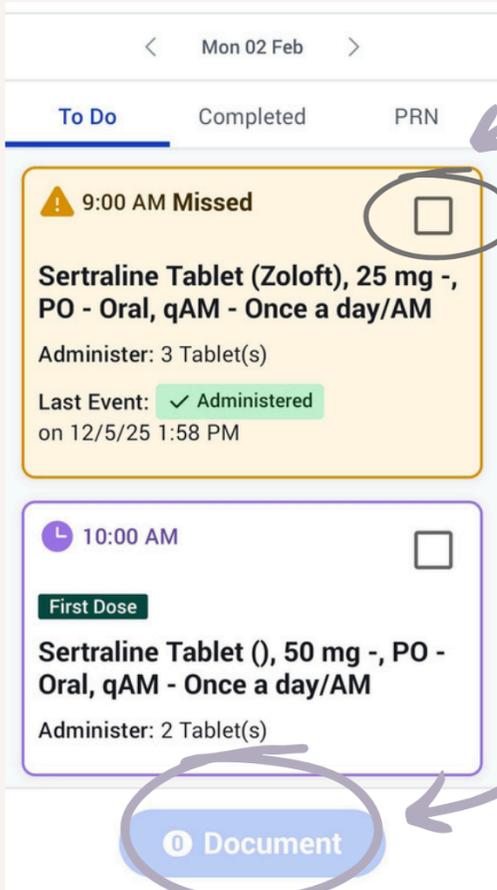
**0 Document**

Select the medication(s) to be administered. *Do NOT "Select All".*

Select **Document.**

← **Morgan Gene**

**Administer** | Administration Details

**Administration Event Time***
2:15 PM

**Dosage/Quantity Administered***
1

**Dosage/Quantity Unit Administered***
Tablet(s) ›

**Administration Site Details**
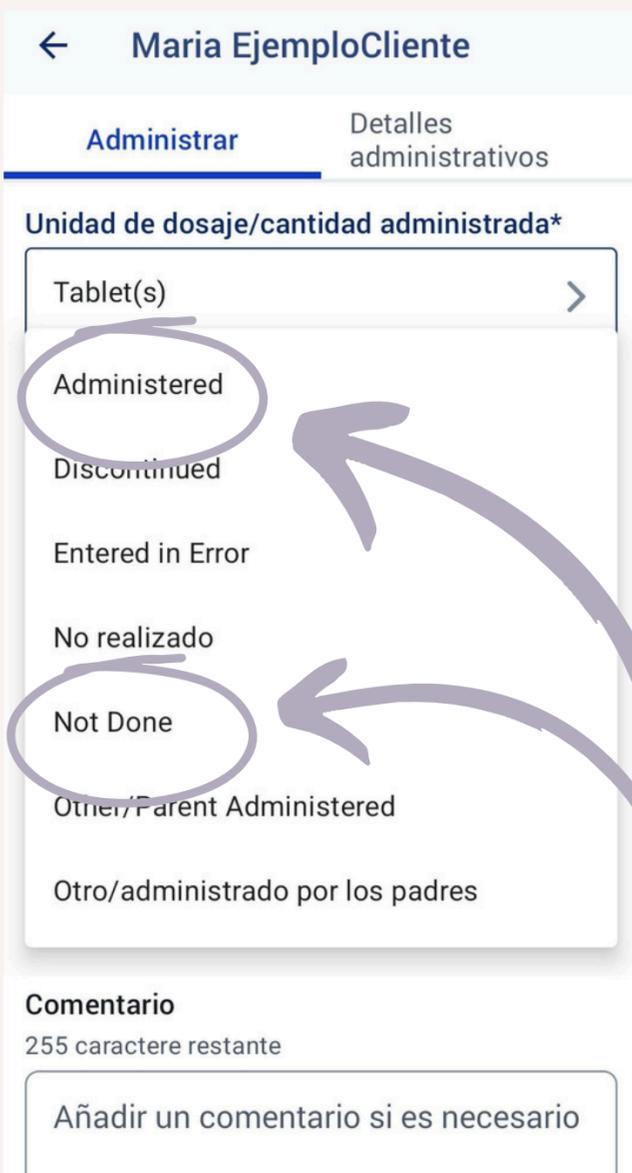Select ›

**Administration Status***
Select Status ⌄

The **time** will show current time. You can click on the time field to change this if needed.
*Changing the administration time will change the time for ALL medications that were selected in the previous step, so be careful!

The **dosage/quantity, and site**, should auto fill for you.

Select **Administration Status**

← **Maria EjemploCliente**

**Administrar** | Detalles administrativos

Unidad de dosaje/cantidad administrada*
Tablet(s) ›

Administered
Discontinued
Entered in Error
No realizado
Not Done
Other/Parent Administered
Otro/administrado por los padres

**Comentario**
255 caractere restante

Añadir un comentario si es necesario

***"Early", "Late", and "On time" Meds***
- If a medication is administered significantly early, it will show as **EARLY**.
- If a medication is scheduled for 9am but given at 11am, and the time is adjusted to 11am, it will show as **LATE**.
- If a medication is scheduled for 9am, given at 9am, and it now 11am, but the time is adjusted to 9am, it will accept it as **ON TIME**.

**Administration Status** will <u>always</u> be either "*Administered*" or "*Not Done*"

2

Based on "administration status", select the appropriate "status reason"

**Administration Status***
Administered

**Status Reason**
Select

**Comment**
255 characters remaining

If the medication was "*Administered*", the status should be "*Given as ordered*".

**Administration Status**
Other/Parent Administered

**Status Reason***
Given as Ordered

**Comment**
255 characters remaining

Add a comment if needed

If the medication was administered by someone other than the DSP note this in the **comment box**.

Administer | Administration Details

**Dosage/Quantity Unit Administered***
Tablet(s) ›

**Administration Site Details**
Select ›

**Administration Status***
Not Done

**Status Reason***
Select

If the medication was "**Not Done**", the status should be "**Declined**"

Select the reason the medication was declined *and* leave a comment in the box.

← Maria EjemploCliente

Administrar | Detalles

Declined - Dislikes taste

Declined - Problem swallowing

Declined - Side effects

Entregado según lo solicitado

Given as Ordered

None

Rechazado - dificultad para tragar

Rechazado - razones desconocidas

Rechazado: efectos secundarios
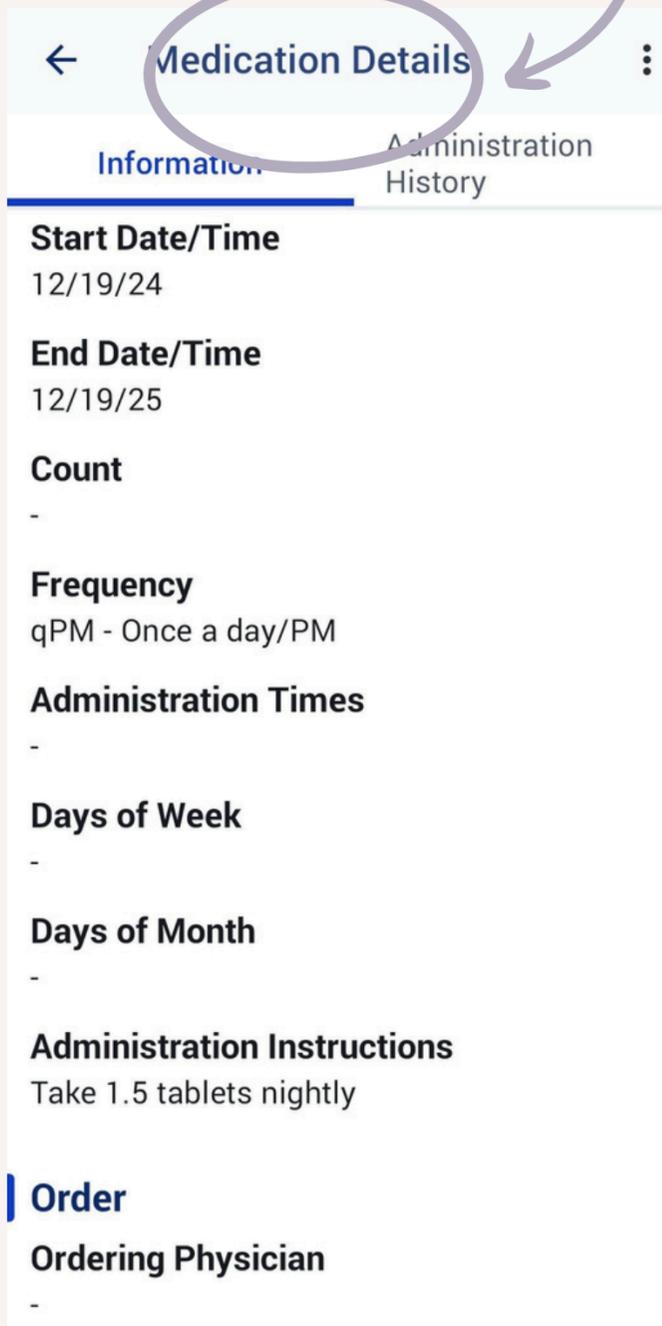
Rechazado: no le gusta el sabor

Custom Reason

Añadir un comentario si es necesario

*Note: If "*back*" is used while documenting, all progress will be lost.

If **"Custom Reason"** is selected, a box will show up and force you to enter a comment.

"**Save**" to complete the administration record.

3

Selecting **"Administration Details"** will display additional information about the medication selected.

← Morgan Ge...

**Administer**  Administration Details

Dosage/Quantity Unit Administered

Tablet(s)  〉

**Administration Site Details**

Select  〉

← **Medication Details**  ⋮

**Information**  Administration History

**Start Date/Time**
12/19/24

**End Date/Time**
12/19/25

**Count**
-
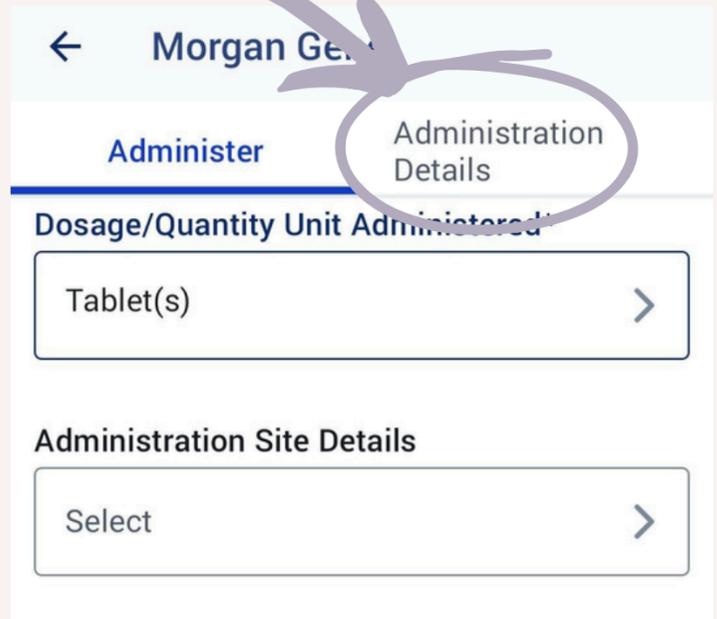
**Frequency**
qPM - Once a day/PM

**Administration Times**
-

**Days of Week**
-

**Days of Month**
-

**Administration Instructions**
Take 1.5 tablets nightly

**Order**

**Ordering Physician**
-

Should you ever need to log an "**UNPLANNED**" medication administration, you can do so using the three dots shown at the top of this page.

← **Medication Details**  ⋮

**Information**  Admin History  Administer

`Active`

**Sertraline Tablet, 50 mg -, PO - Oral, qAM - Once a day/AM**

**Last Modified By:**
Tifany Pledger on 2/2/26 6:28 PM

**Entered By:**
Tifany Pledger on 2/2/26 6:28 PM

**Medication and Dosage**

**Generic/Chemical Name**
Sertraline Tablet

**Brand Name**
-

**Drug Information Number (DIN)**
-

**Ingredient Strength** (The amount of the active ingredient contained in the medication)
50 mg

← Administer

**Sertraline Tablet (), 50 mg -, PO - Oral, qAM - Once a day/AM**
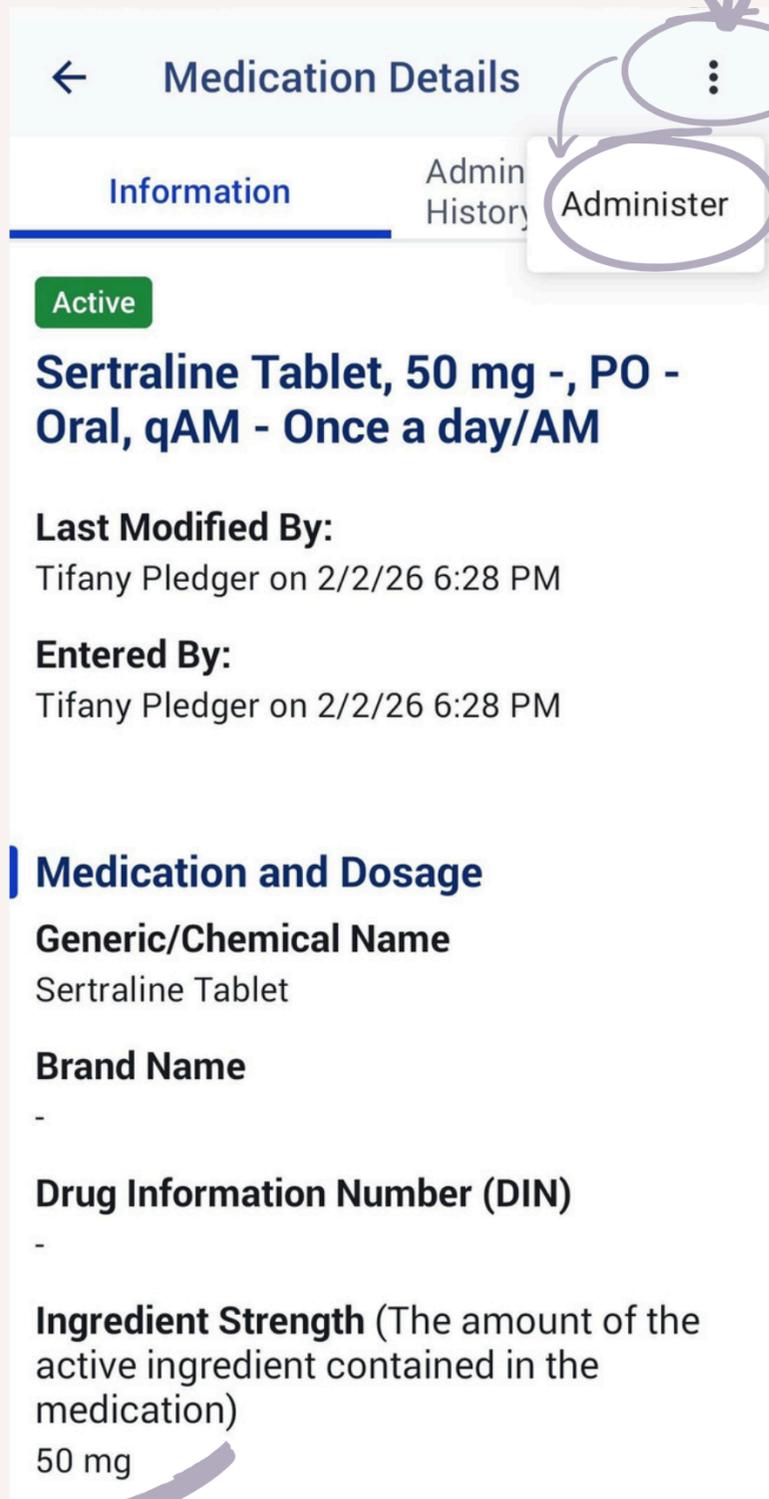
**Administration Event Date***

2/2/26  📅

Tap to change the date

**Event Type:**

⚡ **Unplanned**
This administration will be documented in the eMAR and Medication History as unplanned, and won't impact timing for future administrations.

**Document Unplanned**

4

At the end of the shift, you will be asked to complete the **Medication Management Task.**



You will be asked to verify that you completed the eMAR "for all medications due to be administered during your shift".

**Medication Management**

**Instructions for completing the eMAR:**

*All medications due during this shift should be marked as either **Administered** or **Not Done**:

• DSP provided: "Administered - Given as ordered"

• Parent/other adult provided: "Other/Parent Administered - Given as ordered" (enter a note in the Comment box for this situation)

• "Not Done - Declined" (select appropriate reason)

Leave **comments** directly on the eMAR form whenever the client Declines a medication, or another person administered the medication during the shift.

Did you complete the eMAR for all medications due to be administered during your shift? *

Did you complete the eMAR for all medications due to be administered during your shift? *

Yes

By checking this box, I confirm that all information on this form is true and correct to the best of my ability. *

Did you complete the eMAR for all medications due to be administered during your shift? *

N/A - no medications were due during this shift

By checking this box, I confirm that all information on this form is true and correct to the best of my ability. *

Available responses to eMAR verification include "**YES**", "**N/A**", AND "**NO**".

Did you complete the eMAR for all medications due to be administered during your shift? *

No

Please tell us why you were unable to complete the eMAR form. We may reach out to you for additional information where necessary. *

By checking this box, I confirm that all information on this form is true and correct to the best of my ability. *

If you respond "**NO**", you will prompted to respond with the reason(s) eMAR was **NOT** completed

For example:

Did you complete the eMAR for all medications due to be administered during your shift? *

No

Please tell us why you were unable to complete the eMAR form. We may reach out to you for additional information where necessary. *

Medication information incorrect, contact family for details|

By checking this box, I confirm that all information on this form is true and correct to the best of my ability. *

5