

Fynn Training Guide

Care Team: Certified Nursing Assistant

2023

Galerie Technology

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The logo for Fynn, featuring the word "Fynn" in a black, cursive script font.



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Documentation Summary & Purpose

This Training Guide serves as the external 'How To Guide' for users. This document is in addition to in person training which is hosted by the Fynn team.

This is intended to be a 'live' document and newer versions will be updated periodically.

Version	Author	Date
1	Gabby D'Amico	8/1/2022
2	Molly Snyder	8/24/2022
3	Molly Snyder	10/7/2022
4	Molly Snyder	2/9/2023



Quick Reference

How to Access Fynn

- Fynn is saved to your favorites or type in <https://www.galerie.fynn.io>
- Do NOT save your password on the iPad!
- Tip: If the screen freezes, please refresh the page.

How to Complete and Sign-off an ADL

1. Select the menu button in the top left corner.
2. Under the Care module, select **ADL**.
3. Select the Resident to open their ADL profile.
4. Find the ADL you are completing.
5. Select the field below **Was the ADL able to be completed?** and select the field that applies.
6. Capture the resident's behavior while the ADL was performed under **Is the resident...** by selecting a mood per question.
7. Select the **SIGNOFF FOR ADL COMPLETION** check-box to complete.

The screenshot shows the Fynn interface for completing an ADL. On the left is a navigation menu with 'RESIDENTS' selected. The main area displays the resident's profile for Sunshine Snyder (Room 202 | Top Court). A 'Temporary Warning' banner is visible. Below, the 'ADLs/PRNs' section shows a progress bar at 0/21. The current ADL is 'Incontinence Care' at 8:00 AM. The 'INSTRUCTIONS' section specifies 'BOWEL AND BLADDER INCONTINENT, INCONTINENCE PADS' and 'Moderate Assistance'. A dropdown menu for 'Was the ADL able to be completed?' is set to 'Yes'. Below this are mood selection questions: 'IS THE RESIDENT ...' with categories 'CALM OR DISTRESSED?', 'SOCIAL OR RECLUSIVE?', 'COOPERATIVE OR COMBATIVE?', and 'AWARE OR CONFUSED?'. Each category has three smiley face icons (green, yellow, red). At the bottom, a red check-box labeled 'SIGNOFF FOR ADL COMPLETION' is present.

How to Logout of Fynn

- Always log out of Fynn at the end of your shift.
- Select the user icon in the top right corner.
- Select **LOGOUT**.

Need Help?

Fynn's support team is here to help! Email us: support@fynn.io



Account Access

New and existing users will log into Fynn using the same URL. An account will only need to be activated upon the first login.

Fynn Account Activation

1. An email will be sent to the configured email on file - typically the user's business email.
 - a. The sender will be from: noreply@fynn.io
2. Click on the link provided in the email to activate your account and set a password.
3. Enter the activation code provided in the email.
4. Create a new password and select **Save**.
5. Keep the login credentials in a secure location.

Logging Into Fynn

1. Type <https://galerie.fynn.io> into your web browser
or Scan the QR code using the camera app.
2. Enter the username provided in your account activation email and the password you set while activating your account.
3. If you have forgotten your password, select the Forgot Password button to receive an email (to the account associated with your login) with further instructions.
4. Select the **Login** button.
5. If you cannot log into the account, please email support@fynn.io with a brief description of the issue.



Idle Logout

For security purposes, users will be logged out due to inactivity. Simply log back into Fynn to continue working.

Forgot Password?

Your account will lock after three wrong password attempts. If you are unable to remember your password after two attempts, please follow the forgot password steps to avoid being locked out of your account.

If you are locked out, please email support@fynn.io and a member of our team will assist you.



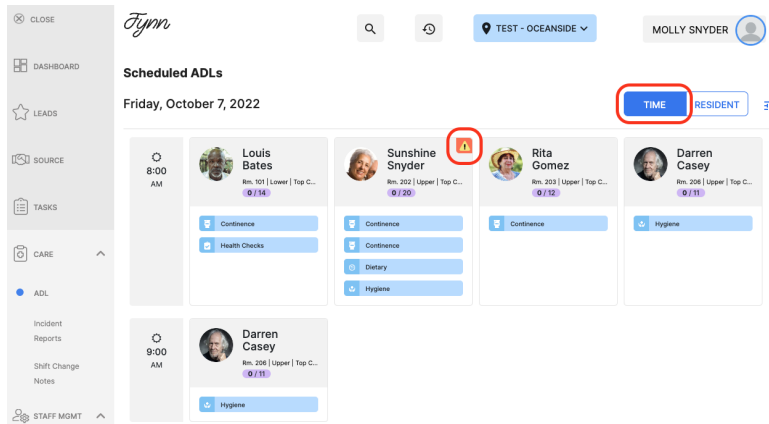
Care

The Care module holds all details regarding ADL completion, Shift Changes, Incident Reports, and Progress Notes. This is the only area where users can complete ADLs.

Permissions for the Care module are controlled via User Management. Reach out to the Client Admin with any access concerns.

Use ADL Filters

1. Select the menu button in the top left corner.
2. Select the down arrow on the **Care** module on the left side of the screen.
3. Select **ADL**.
4. Select the **filter** icon to apply a **Building** or **Zone** filter. Only Residents located in the applicable filter will be shown.
5. Select **Time** to organize ADLs vertically by time.



- a. When the **orange warning icon** is visible, this indicates this resident has a **temporary warning**.

6. Select **Resident** to organize ADLs vertically by resident.

Friday, October 7, 2022

TIME RESIDENT

Sunshine Snyder
Rm. 202 | Upper | Top C...
07/20

2:00 AM	1 ADLS
1:00 PM	1 ADLS
8:00 AM	4 ADLS
10:00 AM	2 ADLS
12:00 PM	3 ADLS
2:00 PM	2 ADLS
4:00 PM	2 ADLS
5:00 PM	1 ADLS
6:00 PM	2 ADLS
8:00 PM	3 ADLS

7. Select a category: **Continance, Dietary, Health Checks, Housekeeping, Hygiene, Physical, or Transport & Transfer** to view ADLs for that category only.
 - a. i.e. Select **Hygiene** to view all Residents who have a Daily Shower scheduled.

Select the category again to remove the filter and display all ADL categories.

TASKS

CARE

ADL

Incident Reports

Shift Change Notes

STAFF MGMT

Staff

Scheduling

RESIDENTS

COMMUNITY

Scheduled ADLs

Tuesday, January 31, 2023

TIME RESIDENT

TOTAL ADLs 59

Continance 33	Dietary 5	Health Checks 13	Housekeeping 3	Hygiene 5	Physical	Transport & Transfer
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8:00 AM Sunshine Snyder
Rm. 202 | Upper | Top C...
07/21

- Bathing
- Hair Care Or Grooming

10:00 AM Darren Casey
Rm. 206 | Upper | Top C...
07/21

- Bathing



How to Complete and Sign-off an ADL

1. Select the down arrow on the **Care** module on the left side of the screen.
2. Select **ADL**.
3. Select the Resident to open their ADL profile.
4. Read any **Temporary Warnings** if applicable listed for the resident highlighted in the red box to the right of the resident photo.
5. Find the ADL you are completing.
6. Read the **instructions** highlighted in red.
7. Select the field below **Was the ADL able to be completed?** and select the field that applies.
 - a. Use the “Waiver on File” option to complete an ADL when a resident has an active waiver and a Temporary Warning outlining the waiver is also configured.
8. Capture the resident’s behavior while the ADL was performed under **Is the Resident...** by selecting a mood for each question.
 - a. All 4 behaviors are required when an ADL is successfully completed.
 - b. If an ADL cannot be completed due to resident absence, waiver, etc., then behaviors are not required.
9. Select the **Signoff for ADL Completion** check-box to complete.

The screenshot displays the Fynn interface for completing an ADL for Sunshine Snyder. The interface includes a sidebar with navigation options, a resident profile, and a list of ADLs. The selected ADL is 'Incontinence Care' at 8:00 AM. A red box highlights a 'Temporary Warning' for 'Wandering Risk'. Another red box highlights the 'INSTRUCTIONS: BOWEL AND BLADDER INCONTINENT, INCONTINENCE PADS'. A third red box highlights the 'Was the ADL able to be completed?' dropdown menu, which is set to 'Yes'. A fourth red box highlights the 'IS THE RESIDENT ...' section with four mood selection options: 'CALM OR DISTRESSED?', 'SOCIAL OR RECLUSIVE?', 'COOPERATIVE OR COMBATIVE?', and 'AWAKE OR CONFUSED?'. A fifth red box highlights the 'SIGNOFF FOR ADL COMPLETION' checkbox at the bottom.



View Shift Change Notes

1. Select the down arrow on the **Care** module on the left side of the screen.
2. Select on **Shift Change Notes**
 - a. View all shift change notes for all residents.

The screenshot shows the 'Shift Change Notes' interface. On the left is a sidebar with navigation options: DASHBOARD, LEADS, SOURCE, TASKS, CARE (expanded), ADL, Incident Reports, and Shift Change Notes (highlighted with a red circle). The main area displays a table of notes with columns: DATE/TIME, RESIDENT, UNIT, RESIDENT NOTE, and STAFF SIGNATURE. The table contains four rows of data.

DATE/TIME	RESIDENT	UNIT	RESIDENT NOTE	STAFF SIGNATURE
08/12/2022 11:01AM	Fred Garner	108	Resident Very confused today	Rachel Martinez
08/11/2022 2:58PM	Tina Asher	104	Test	Rachel Martinez
08/10/2022 11:40AM	Mary Strickland	113	testing	Rachel Martinez
08/10/2022 11:37AM	Tina Asher	104	test note	Rachel Martinez

Add Shift Change Notes

1. Select the blue **Add Shift Change Note** button on the right-hand side of the page.

The screenshot shows the 'Add Shift Change Note' modal form. It has fields for Date (1/18/2023) and Time (11:52 AM). The Resident Name field contains 'Darius' and a dropdown menu shows 'Darius Rucker' selected. A text area contains the note: 'Darius continues to show poor signs of safety awareness, attempted elopement on first shift, continuous cueing and redirection required.' A 'SAVE' button is at the bottom right.

2. Type in **Resident Name**.
3. Type the **Shift Change Note** in the text box.
4. Select **Save**.



Need Help?

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