

Program Sessions

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This article is comprised of the following topics:

Topics
What is a Program Session
How to Navigate to the Sessions Tab
How to Add a Session
How to Edit a Session

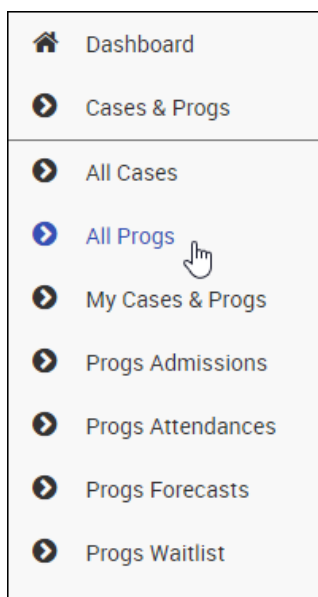
Definition Program Session?

A program session is a specific occurrence of a service delivery for that program as part of a program schedule. So for a 4 week program schedule with sessions twice a week there would be 8 program sessions.

You can manage program sessions via the Sessions tab.

Navigate to the Sessions Tab

In the Dashboard, select **Cases & Progs** and then click **All Progs**.



In the listing of programs, click **Manage** for a program.

DETAILSSESSIONS

AddSearch

Dashboard / Cases & Progs

Search Criteria

- Program Anger Management Support
- Sessions Present

View Past Sessions

Program Sessions

Date	Providers	Notes
06/11/2020	Dr William Bill	<input type="text"/> Edit
09/11/2020	Dr William Bill	<input type="text"/> Edit
11/11/2020	Dr William Bill	<input type="text"/> Edit

Add a Session

In the Sessions screen, click **Add**.

Prog Schedule

DETAILSSESSIONS

AddSearch

Dashboard / Cases & Progs

The Add screen is comprised of the Details panel, which displays program details, the Providers panel and the Scheduling area.


In the Providers panel, select or de-select a checkbox under the **Present** header to convey whether or not the Provider will be assigned to the sessions.

Providers	
Present	Provider
<input checked="" type="checkbox"/>	Dr William Bill

The next panel is used to schedule the sessions over the course of a defined time period.

In the Start field, select the date when the session period begins. In the second field, select the number of weeks that the session schedule will run. Lastly, in the final field, specify whether the scheduler should display day options every week or every fortnight.

A blank schedule panel looks as follows. In this example, the session will start on February 22nd 2021 and run for 10 weeks. The scheduler displays day options for every week.

Start		M	T	W	T	F	S	S
22/02/2021	 for							
	10 We...							
	every							
	Week							
22/02/2021		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/03/2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/03/2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15/03/2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22/03/2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29/03/2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/04/2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/04/2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19/04/2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26/04/2021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Next, select which days there will be a session by ticking the appropriate checkbox(es). To select all days (e.g., all Tuesdays), then select the checkbox directly under the day.

in this example, sessions will take place every Tuesday from Feb. 22nd 2021 to April 26th, 2021, and every other Thursday starting from March 1st, 2021.

	M	T	W	T	F	S	S
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22/02/2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/03/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/03/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15/03/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22/03/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29/03/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05/04/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12/04/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19/04/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26/04/2021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When done, click **Create Progs Session**.

Create Progs Session

Cancel

Edit a Session

From the Sessions screen, in the Program Sessions panel, click **Edit** for a session.

Program Sessions			
Date	Providers	Notes	
06/11/2020	Dr William Bill	<input type="text"/>	<div>Edit</div>
09/11/2020	Dr William Bill	<input type="text"/>	<div>Edit</div>

In the Edit screen, you can add notes to a session by entering details in the **Note** field within the Details panel.

Details

Prog
Anger Management Support

Date
06/11/2020

Note

We will introduce ourselves and discuss the scope & goals of the Anger Management course.

Like the Add Session functionality described above, the Providers panel enables you to specify whether a Provider is to be associated with a session or not.

The Enrolled Patients panel is used to display all session enrollees, view their CareRight patient profile, and to send a SMS to one or more enrollees. To learn more about the SMS feature, please see the SMS article.

Enrolled Patients				
<input type="checkbox"/>	File №	Name	Enrolled Date	SMS
<input type="checkbox"/>	000163	Miss Maggie Carlson	05/11/2020	
<input type="checkbox"/>	0000000973	Mr Brenden Jack	05/11/2020	
<input type="checkbox"/>	000142	Mr Mark Modbury	05/11/2020	

When done making all changes, click **Update Progs Session**.

To delete the session in its entirety, click **Delete**.