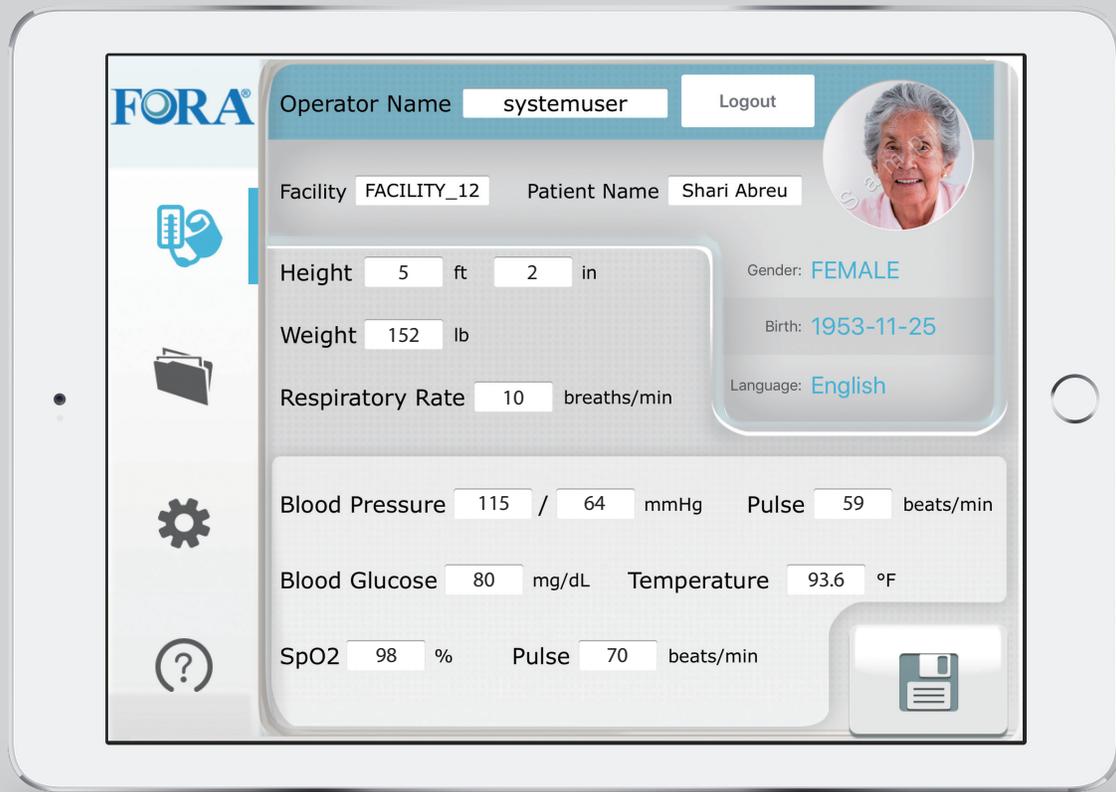


# FORA<sup>®</sup> iFORA CS (PCC) App



## Operations & Procedures Manual

### Long-Term Care



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# OVERVIEW

The iFORA CS (PCC) iPad APP is designed for care facilities such as long-term care centers. iFORA CS (PCC) links through Bluetooth and collects measurement data from FORA devices, including blood glucose, blood pressure, thermometer, weight scale and SpO2 meters. The data will be uploaded automatically or manually to the **PointClickCare**® EHR system.

## User Interface



- 1 Measurement
- 2 Records
- 3 Settings
- 4 Information

# PREPARATION AND INITIALIZATION

## Preparation Before Usage

Please prepare the necessary items before using the application:

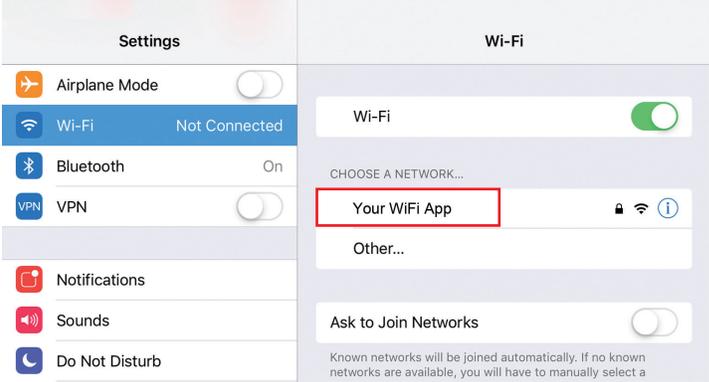
### 1. Account preparation

- 1.1 Request **PointClickCare**® EHR account and password
- 1.2 Sign authorization letter with ForaCare Inc. and **PointClickCare**®

### 2. Hardware preparation

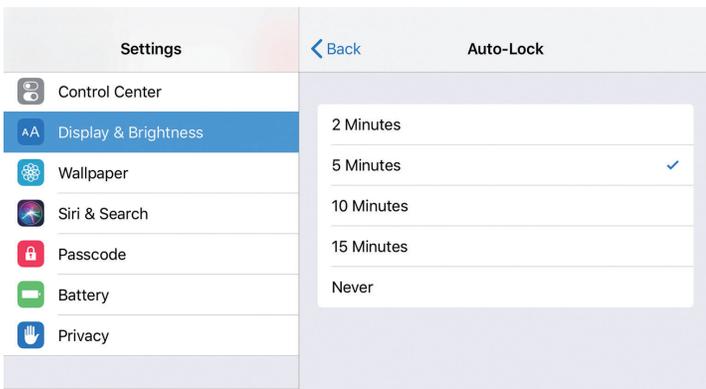
- 2.1 Prepare an iPad (9~11 inch) with iOS 8 or above.
- 2.2 FORA Mobile Care Station (MCS) devices, stand, and accessories

The list of compatible devices include FORA MD, FORA D40 Pro, FORA IR20b, FORA TN'G SpO2, and FORA TN'G Scale 550.



### 3. Networking preparation

- 3.1 Link iPad to WiFi; the iPad should be authorized to access the internet.



## 4. iPad Auto-Lock setup

4.1 Make sure the iPad auto-lock time is more than 5 minutes.

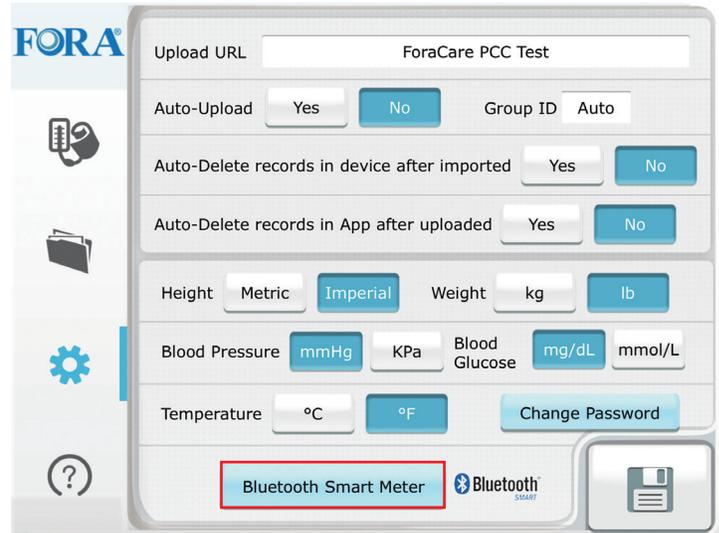


## 5. App installation

5.1 Download from Apple Store by searching “iFORA CS (PCC)”

5.2 Install the app accordingly.

# Setup and Initialization



## 1. Device Linking

Press the Settings menu, and then press the “Bluetooth Smart Meter” button.

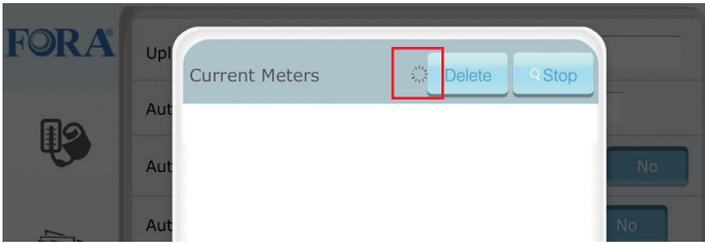
## 2. Device setup

Turn on Bluetooth for pairing:

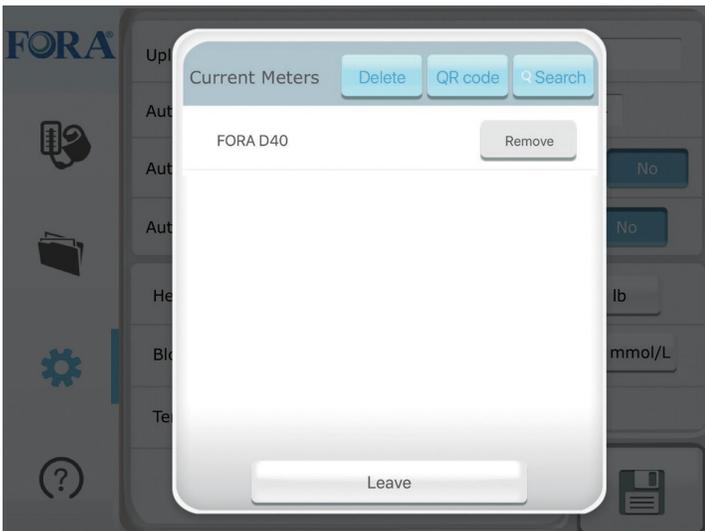
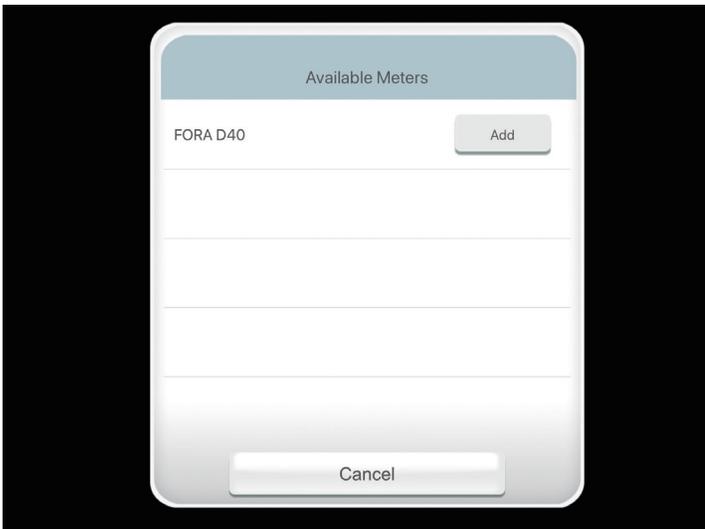
DEVICE	PROCEDURE
FORA MD	Slide and release the bar at the left side. The blue light on the front panel will flash after 3 seconds.
FORA D40 Pro	Press the transmission button. The blue light on the front panel will flash and the screen shows “PCL”.
FORA IR20b	Perform a test, and the transmission icon will display on the screen.
FORA TN’G SpO <sub>2</sub>	Perform a test, and the blue light will flash.
FORA TN’G Scale 550	With the meter off, press and hold (around 10 seconds) the “SET” icon until the Bluetooth mark begins flashing in the right upper corner.

### NOTE:

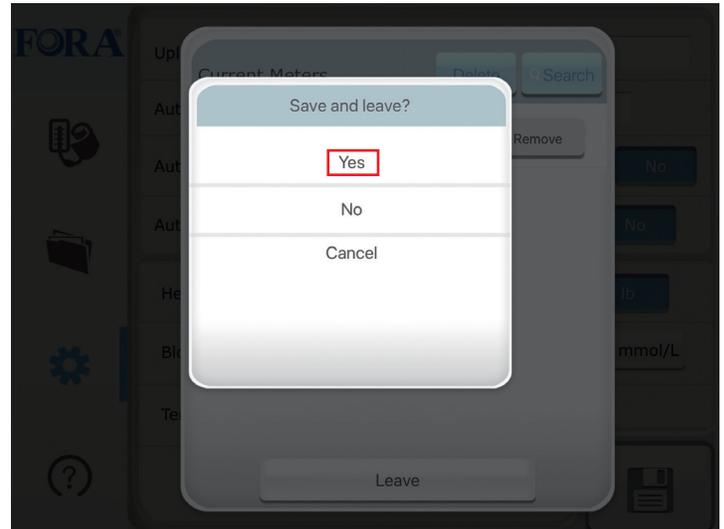
Please make sure to pair all devices to the iFORA CS (PCC) app before performing the measurements. This will ensure the date and time of each device will be synchronized to the EHR system.



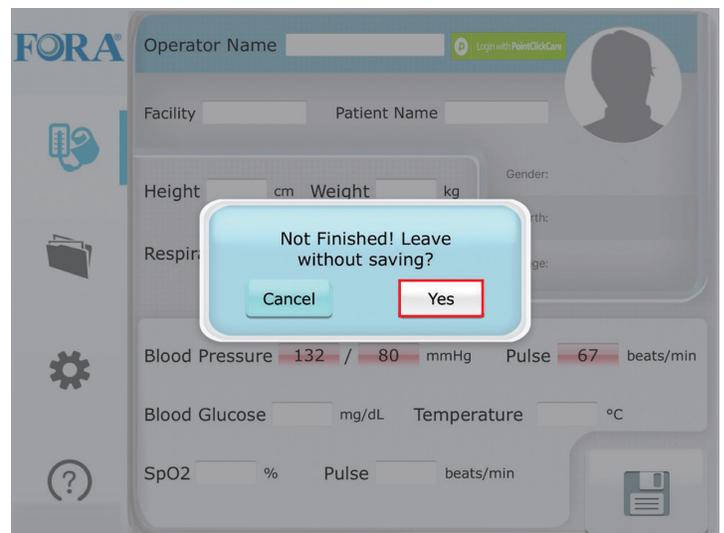
3. You will see a rolling circle indicating MCS is detecting FORA devices nearby.



If MCS detects the device, it will show in the device list immediately. Press “Add” and the device will be linked to the app.

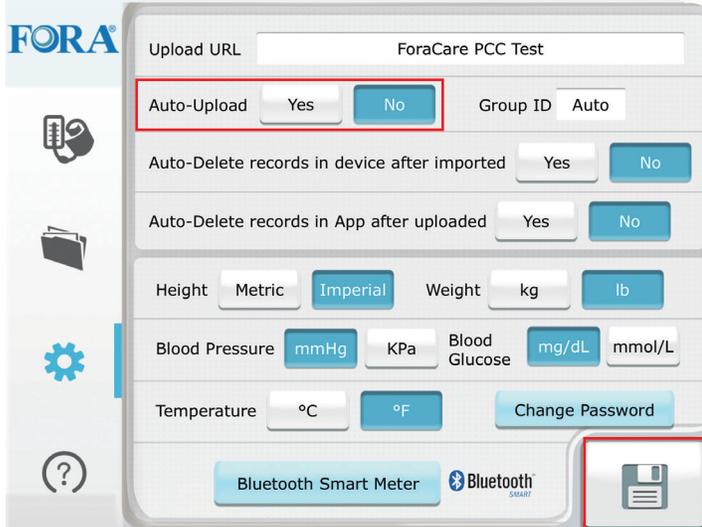


Once you arrive at the save and leave screen, please select “Yes”.



4. After the device links to the iFORA CS (PCC) app, the app will go back to the measurement page, retrieve the latest record stored in the device, and turn off the device accordingly. For setup procedure, please skip the data by pressing any other menu and selecting leave without saving.

## Data Upload Setting



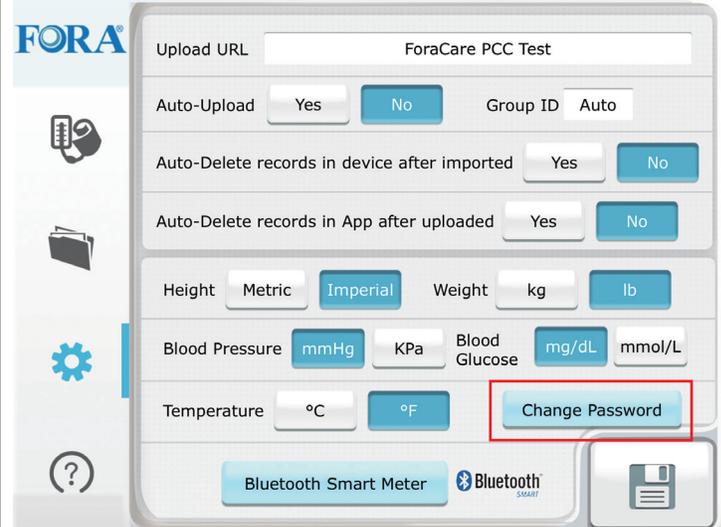
“Auto-Upload” selection: you can select “Yes” to upload data automatically right after saving readings for each patient on the “Measurement” page, or select “No” to upload data manually on the “Records” page. Select either one which best fits your organization.

Before leaving this page, remember to press the “Save” icon at the right bottom corner. Otherwise, the settings will not take effect.

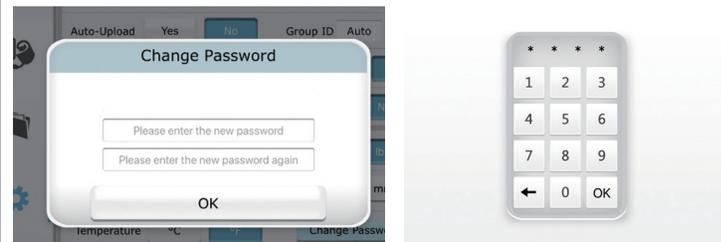
### NOTE:

“Upload URL” (site selection) and “Group ID” are preconfigured through **PointClickCare**® account. Keep these fields untouched.

## Settings Protection



If you would like to avoid changing the settings on accident, you can set a 4-digit password. Press the “Change Password” button on the Settings page; input 4 digits and next time you will be requested to input the password before entering the Settings page.

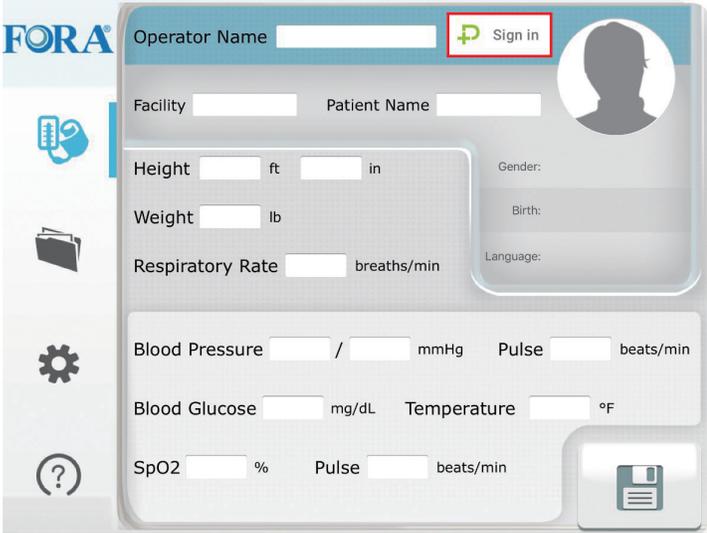


Using the same button, you can change the password afterward.

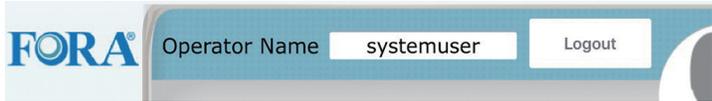
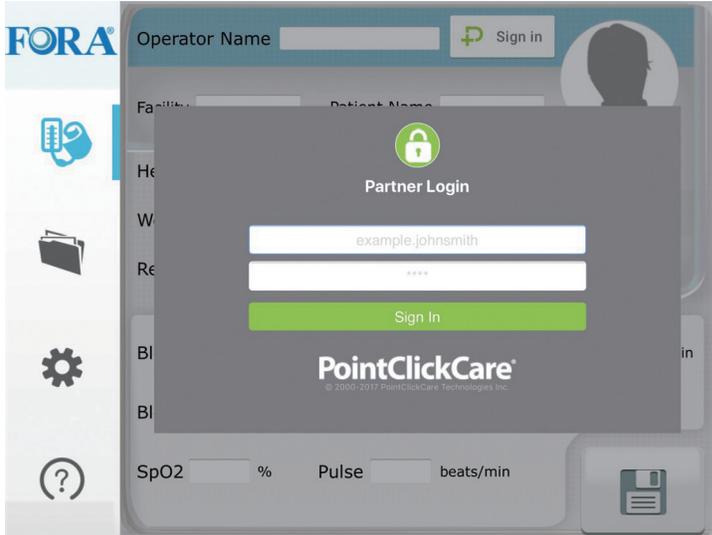
If you forget the password, you have to uninstall and then reinstall the App. You don't need the password after reinstalling the App. However, **remember to upload all measurement data before uninstallation.**

# MEASUREMENT

## Operator and Facility



Every operator should have a **PointClickCare**® account. Press the “Sign in” button near the “Operator Name” field.



1. Input the account and password. After successful login, the user name will be listed in the “Operator Name” field.

**NOTE:**

If the login fails, please ensure the account is properly registered in the **PointClickCare**® EHR system. You can try the same account on the **PointClickCare**® EHR system as a reference check.



2. Press the Facility field. There should be a pop-up list of valid facilities. Select the one you are located in.

## Select a Patient

FORA® Operator Name systemuser Logout

Facility FACILITY\_12 Patient Name

FORA® Operator Name systemuser Logout

Facility FACILITY\_12 Patient Name

Patient List		
sorted by Name / Room ID		
Patient ID	Name	Room ID
7557	Abreu, Shari	418
9575	Acevedo, Inge	323
8835	Adam, Versie	112
8418	Adamson, Faustino	209
2054	Adcock, Linnea	214
2440	Akin, Jarrod	201
9953	Albertson, Florentina	415
9746	Albright, Alease	25
9911	Alderman, lone	103
9438	Alderman, Milan	319
7770	Alderman, Nick	418
9745	Aldrich, Maris	12
8518	Alfaro, Jeanetta	317
2377	Alfaro, Tomasa	19

FORA® Operator Name systemuser Logout

Facility FACILITY\_12 Patient Name Shari Abreu

Press the “Patient Name” field, and select from the patient list. The name and the photo of that patient will appear if applicable.

On the Patient list page, you can sort by Name or Room ID. Clicking on the same option will reverse the list order.

## Start the Measurement

FORA® Operator Name systemuser Logout

Facility FACILITY\_12 Patient Name Shari Abreu

Height ft in Gender: FEMALE

Weight lb Birth: 1953-11-25

Respiratory Rate breaths/min Language: English

Blood Pressure / mmHg Pulse beats/min

Blood Glucose mg/dL Temperature °F

SpO2 % Pulse beats/min

Save

Make sure the patient you are going to test is the same one that show on the page before taking the measurement.

Follow the device instructions to perform a test. The Bluetooth of the device will turn on right after the measurement, and the updated data will be highlighted with the pink background.

You can do multiple tests for different parameters. The iFORA CS (PCC) app will keep the latest one for each parameter. You can review the readings shown on the measurement page.

Please note that for certain fields including height, weight and respiration rate, you can manually input the values. For other fields (blood pressure, blood glucose, temperature and SpO<sub>2</sub> value), you can only import the readings from devices. No manual input is allowed for data integrity concerns.

After finishing all measurements, press the “Save” button. The saved data can be reviewed on the Records page.

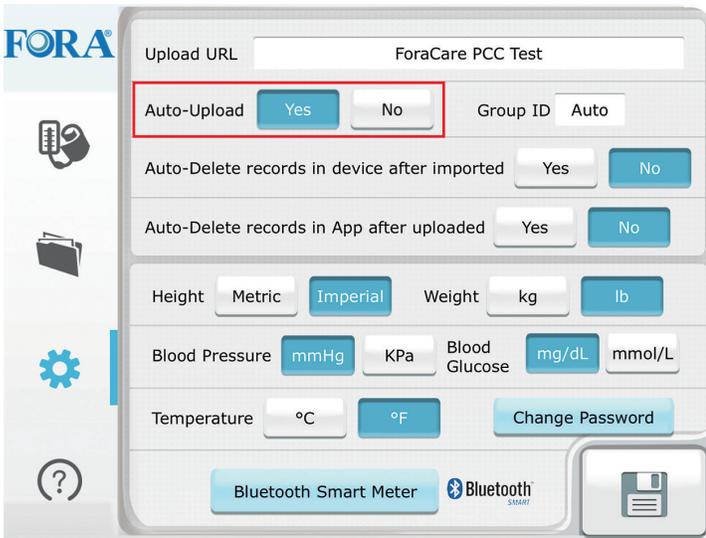
**NOTE:**

Please make sure each device has enough power before performing the measurements. To charge the Li-ion battery of FORA D40 Pro, connect the AC adapter to the meter and a power source.

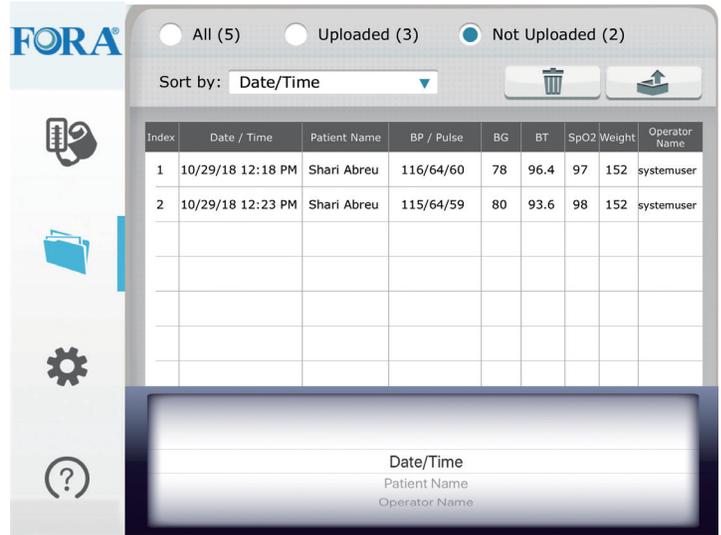
# Manual Upload

## DATA UPLOAD

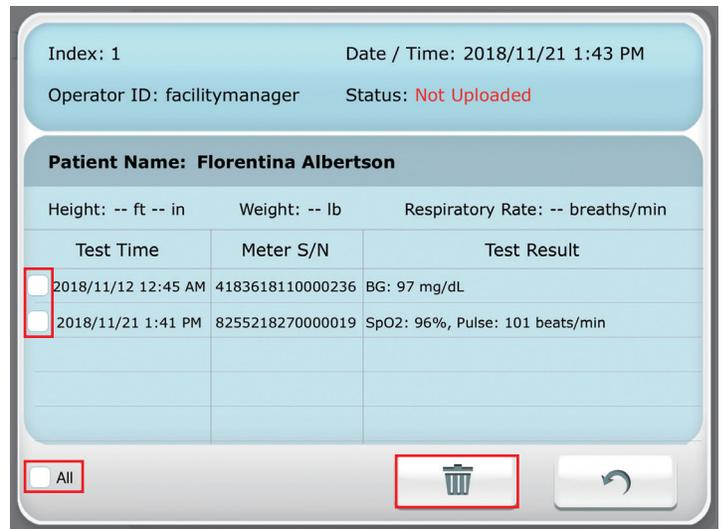
### Automatic Upload



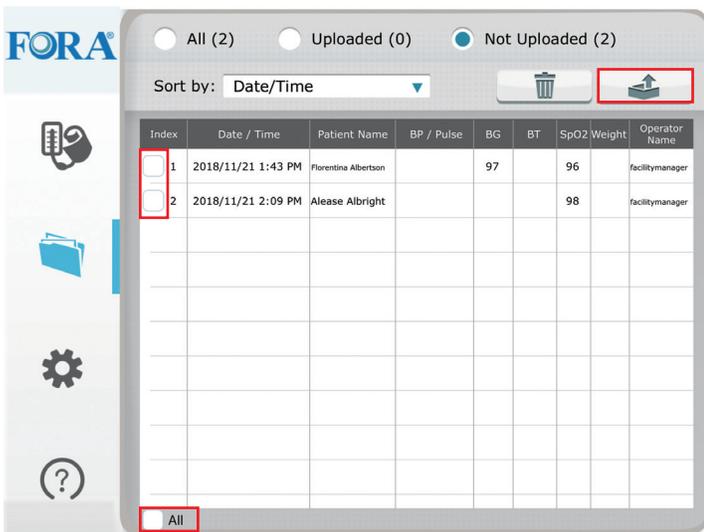
During system initialization, if you selected “Yes” for “auto-upload” field, the data will be uploaded automatically when you press the “Save” button on the measurement page.



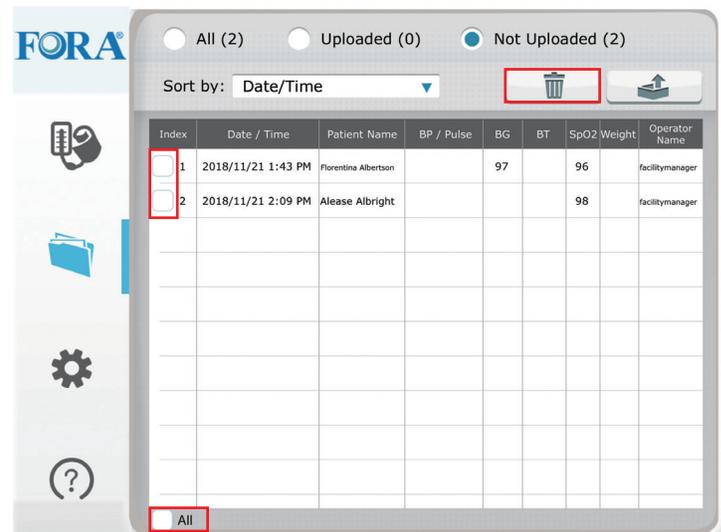
If you selected “No” for “auto-upload”, all patient data will be stored and held in the iFORA CS (PCC) app. You will have the chance to review data again before upload by entering the Records page. You can sort the list by time, patients or operators as well as click one record to get more details.



**TIP:** if you would like to delete all or part of readings, press the “Trash can” icon, and you will be able to select which readings you would like to delete. After selection, you can press the “Trash can” icon again and confirm the deletion.

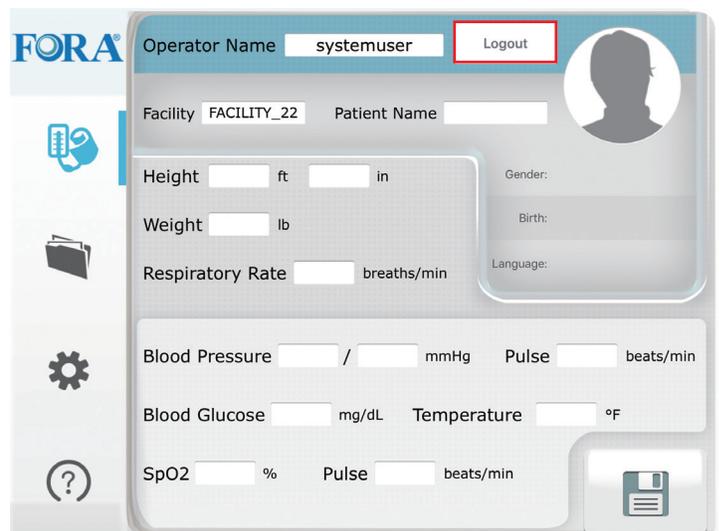


After reviewing all stored information, press the upload button. You have the chance to select items which you would like to upload, and then press the upload button again for confirmation. At this moment, the software will start to transmit data to the **PointClickCare**® EHR system.



The uploaded data will be shown in the **PointClickCare**® EHR system several minutes after the data uploads.

On the same page, you have the chance to delete non-uploaded data also. Press the “Trash can” button, select items and press the button again for confirmation. Be careful on this action because the data **CANNOT** be recovered anymore.



Remember to log out in order to avoid misleading the wrong operator for the next round.

# TRAINING TOOLS

## Attachment 1: iFORA CS (PCC) App Training Checklist

Use the following checklist to assess the trainee's understanding and knowledge of the following areas:

	TASK	(✓)
AREA	CLINICAL USE OF SOFTWARE	
Knowledge	Knows key features of <b>iFORA CS (PCC) App</b> .	
	Understands different upload parameters: blood glucose, blood pressure, weight, temperature and SpO <sub>2</sub> .	
	Knows the principles of quality testing and QC materials.	
	Only uses <b>FORA</b> brand devices with the <b>iFORA CS (PCC) App</b> .	
	Understands the important features, benefits and limitations of the <b>iFORA CS (PCC) App</b> .	
	Knows the proper method of performing measurements according to facility procedures.	
	Understands the appropriate steps to take for troubleshooting.	
	Knows the actions to be taken when the results do not upload properly into the <b>PointClickCare</b> ® EHR system.	
Understands the information required to be documented by law and by institution.		
Equipment	Identifies the essential equipment used with the <b>FORA MCS</b> and <b>iFORA CS (PCC) App</b> system.	
	Locates the Bluetooth settings on the iPad.	
	Locates the <b>iFORA CS (PCC) App</b> on the screen of the iPad.	
	Knows how to turn on the Bluetooth signal on all of the compatible MCS devices.	
	Knows how to pair the MCS devices to the <b>iFORA CS (PCC) App</b> .	
	Knows to keep track of the <b>FORA</b> devices after use and to follow facility procedures on cleaning between patients.	
Practical	Knows how to operate an iPad.	
	Demonstrates the ability to perform tests using <b>FORA MCS</b> devices and to ensure the readings are uploading properly into the <b>iFORA CS (PCC) App</b> .	
	Demonstrates the ability to review the patient's name and likeness (if applicable) in the app to the patient upon which they are performing tests.	
	Demonstrates the ability to review the readings and ensure they accurately uploaded before uploading the data to the <b>PointClickCare</b> ® EHR system.	
	Knows which parameters can be manually input vs. which parameters must be uploaded by a <b>FORA</b> device.	
	Demonstrates the ability to use the devices to perform a test based on the <b>FORA QA</b> manuals that are provided with each device and the device operation as it relates to the <b>iFORA CS (PCC) App</b> .	

Training Completed by:

Name of Trainee	Date	Name of Instructor	Signature of Instructor

**The trainee must complete the training of the iFORA CS (PCC) App before performing testing on residents.**

# Attachment 2: iFORA CS (PCC) App Training Quiz

Complete the following questions to assess your understanding about using the iFORA CS (PCC) App to perform blood glucose, pressure, weight, temperature and SpO2 tests on residents.

NO.	QUESTIONS	ANSWER
1	The <b>iFORA CS (PCC) App</b> uses: a) Bluetooth for transmission b) Cable for transmission	
2	The <b>iFORA CS (PCC) App</b> operates on which system: a) iOS b) Android	
3	The <b>iFORA CS (PCC) App</b> requires that the patient data is uploaded using which devices: a) Blood glucose b) Blood pressure c) SpO2 d) Weight e) Temperature f) All of the above	
4	The operator should check the name and likeness (if applicable) of the patient before performing any tests: a) True      b) False	
5	The operator should check whether or not the settings are correct for auto-upload vs. manual upload to the <b>PointClickCare®</b> EHR system: a) True      b) False	
6	When does the operator need to check whether or not the Bluetooth signal is activated on the iPad: a) Before performing a test b) During the performance of a test c) After the performance of a test	
7	Which of the following parameters can only be input manually? a) Weight b) Height c) Temperature d) Blood glucose	
8	When does the device communicate the data to the <b>iFORA CS (PCC) App</b> ? a) Before performing a test b) During the performance of a test c) After the performance of a test	
9	The pairing procedures for the <b>FORA</b> meters are the same: a) True      b) False	

Training Completed by:

Name of Trainee	Date	SCORE

Answers:

1.(a) 2.(a) 3.(f) 4.(a) 5.(a)  
6.(a) 7.(b) 8.(c) 9.(b)





# FORA<sup>®</sup>

## iFORA CS (PCC) App

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