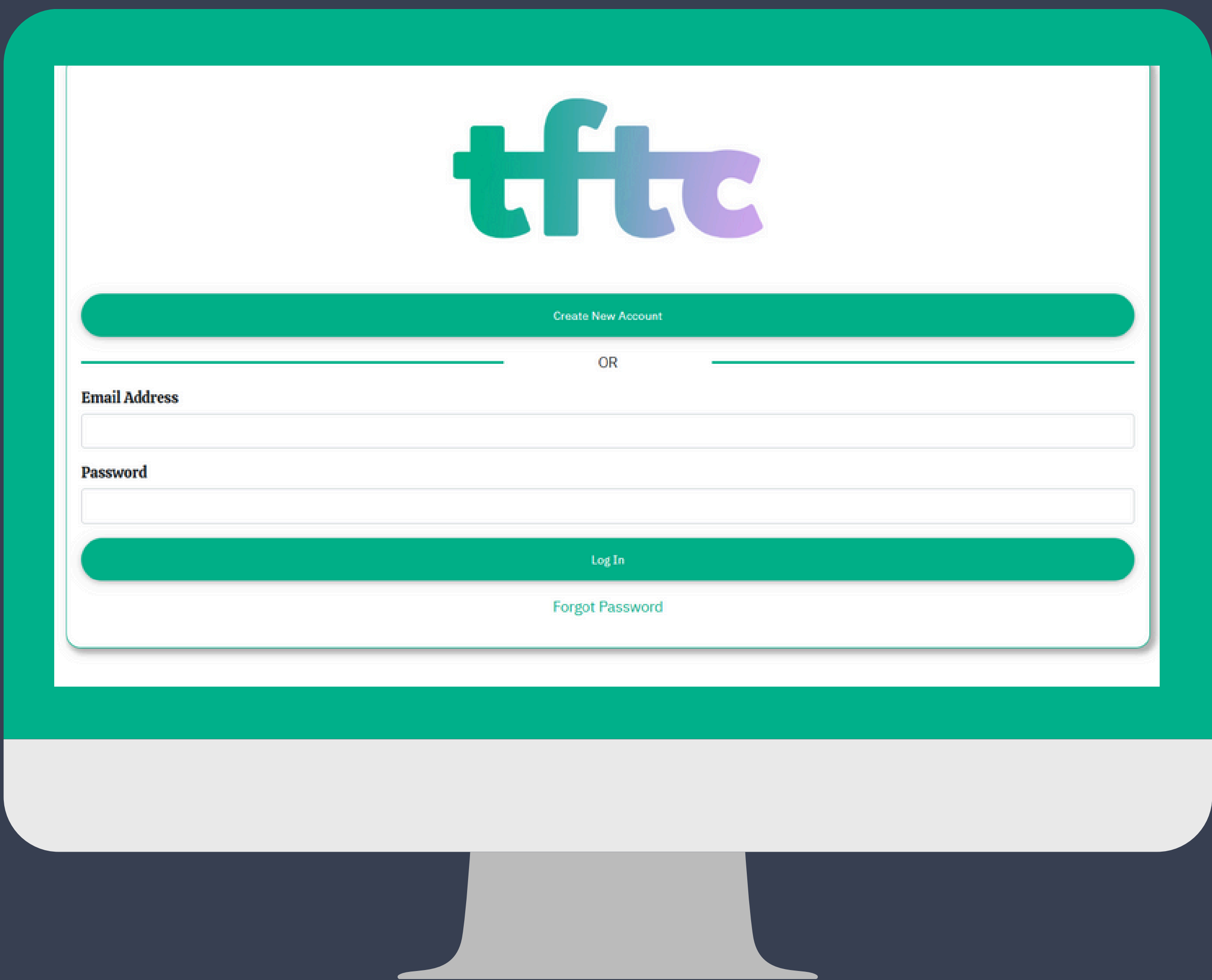
Coach Training Kit



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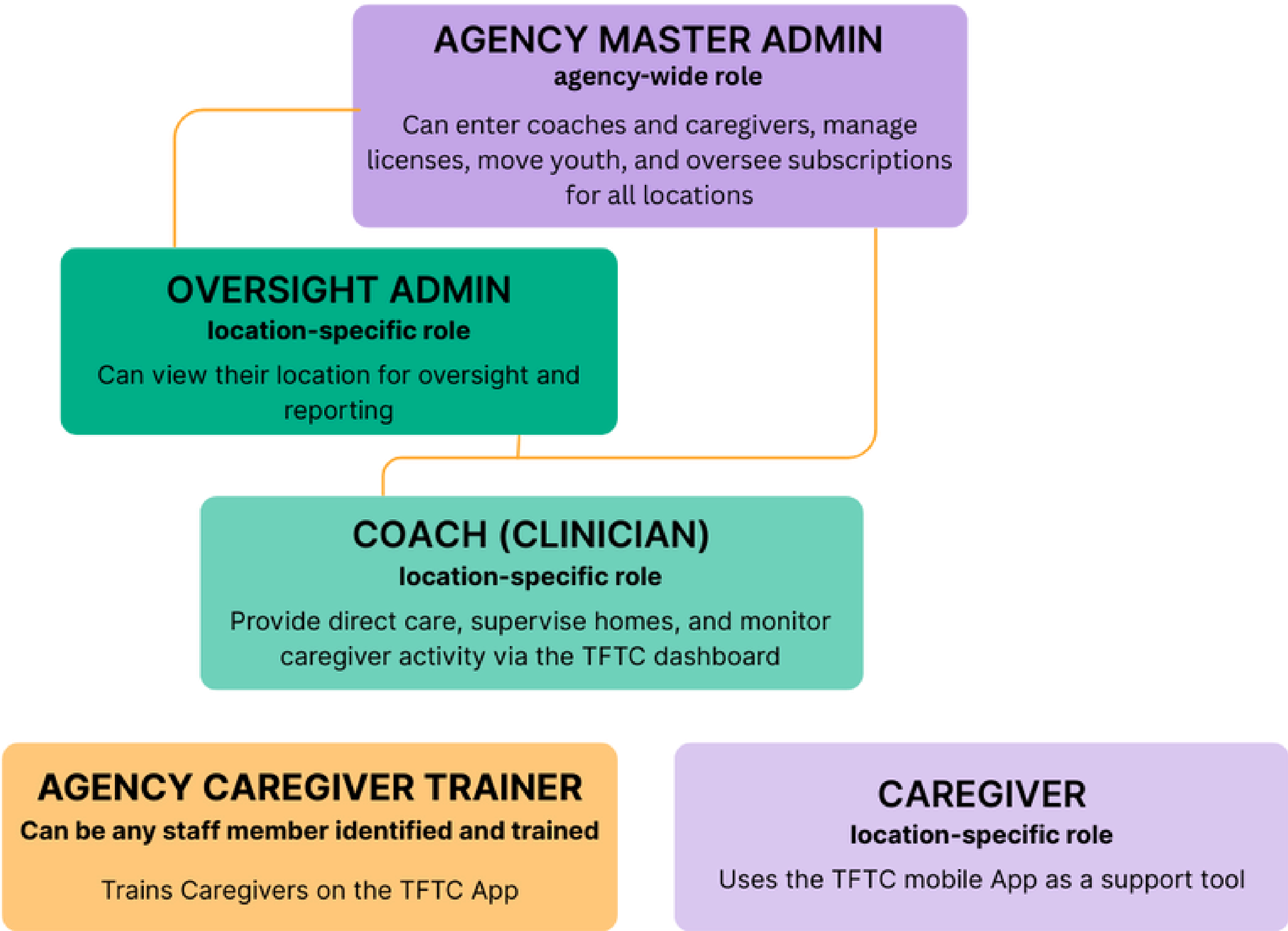
TFTC Mobile App Roles

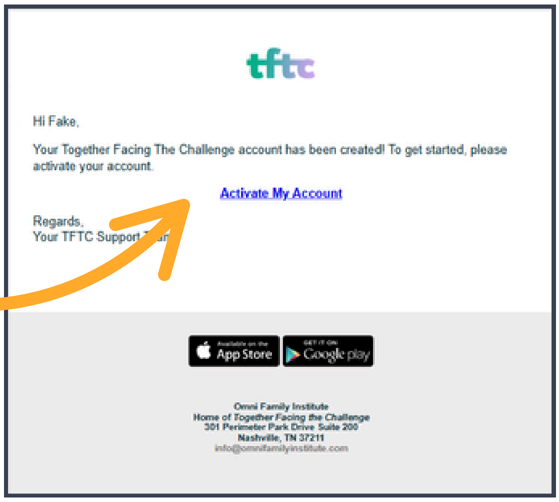


As a Coach (Clinician), you can:

- Support Caregiver Fidelity: Training to Practice
- Approve Coach’s Form
- Interpret Data Trends
- Provide Targeted Support

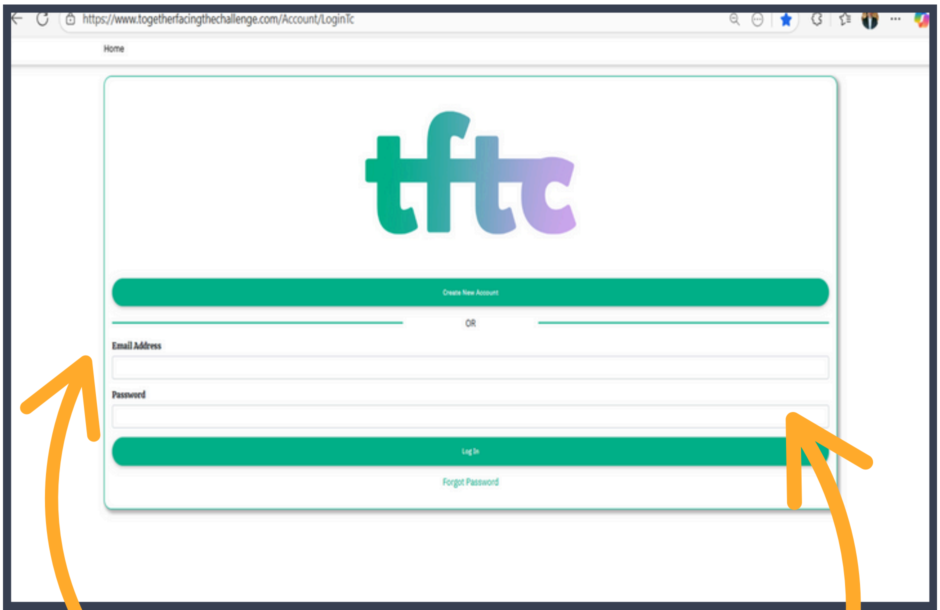
Accessing the Dashboard

Open the e-mail from TFTC to set up your account. The e-mail will look like this:



Click the link in the email to register your account.

Once you create your account, you can log in by going to www.togetherfacingthechallenge.com.



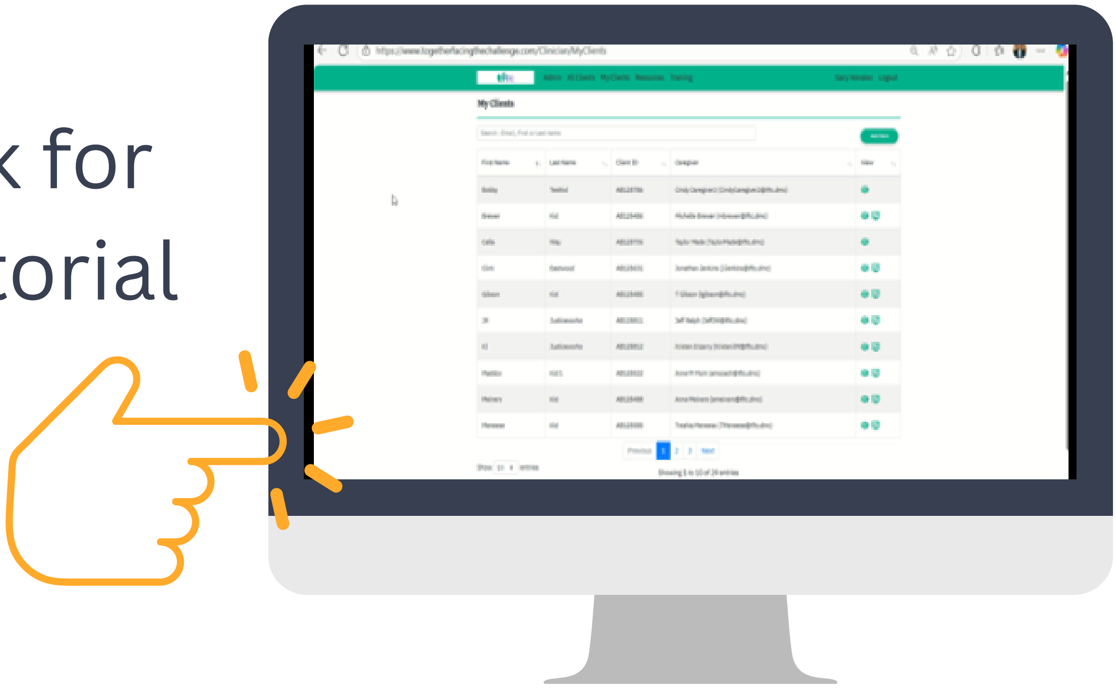
Enter your e-mail address.

Enter your password.

Click the green Log In button: Log In

View/Edit a Client

Click for
a tutorial



Step-by-Step Guide to Viewing/Editing a Client

- Log in to your dashboard account
- Click My Clients (Top green bar)
- Scroll to the client you wish to view.
- Selecting the eyeball icon allows you to view
- Selecting the tv icon takes you to the caregiver overview

IMPORTANT NOTES:

- Your agency master trainer enters and makes changes.
- You will typically only be viewing the client summary screen.
- DO NOT DELETE ANYTHING! If your client leaves the agency, Master Admin will archive client.

Caregiver Summary

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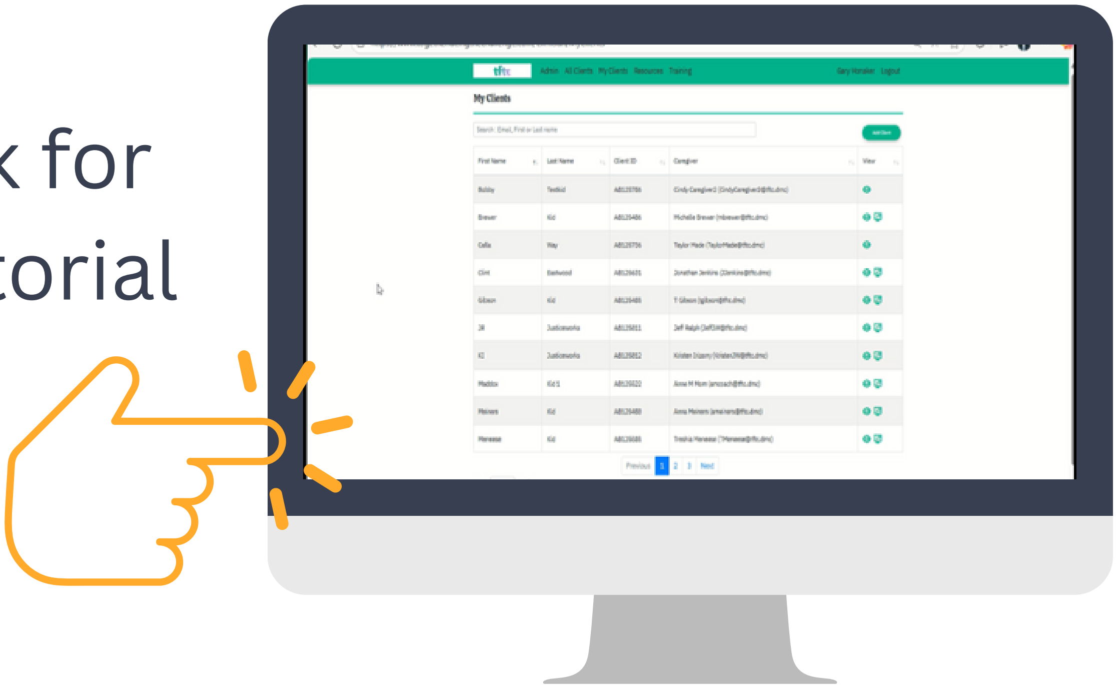

Step-by-Step Guide to viewing Caregiver Summaries

- Log in to your dashboard account
- Click “My Clients”
- Scroll to the client you wish to view
- Select the TV icon for that client
- You can view an overview of the caregiver’s activity and engagement within the app

View Course Completion

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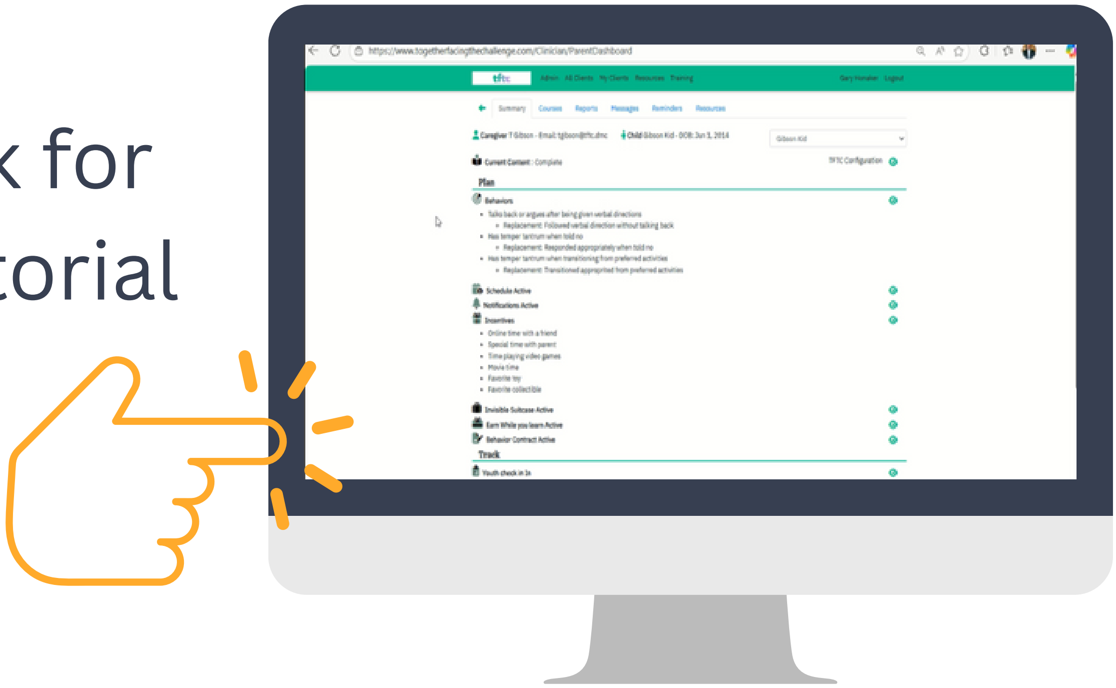

Step-by-Step Guide to View Course Completion

- Log in to your dashboard account
- Click “My Clients”
- Scroll to the client you would like to view the course completion for
- Click the TV icon next to the desired client
- Click the “Courses” tab at the top of their profile
- Review the course the client has completed

Plan and Track Data

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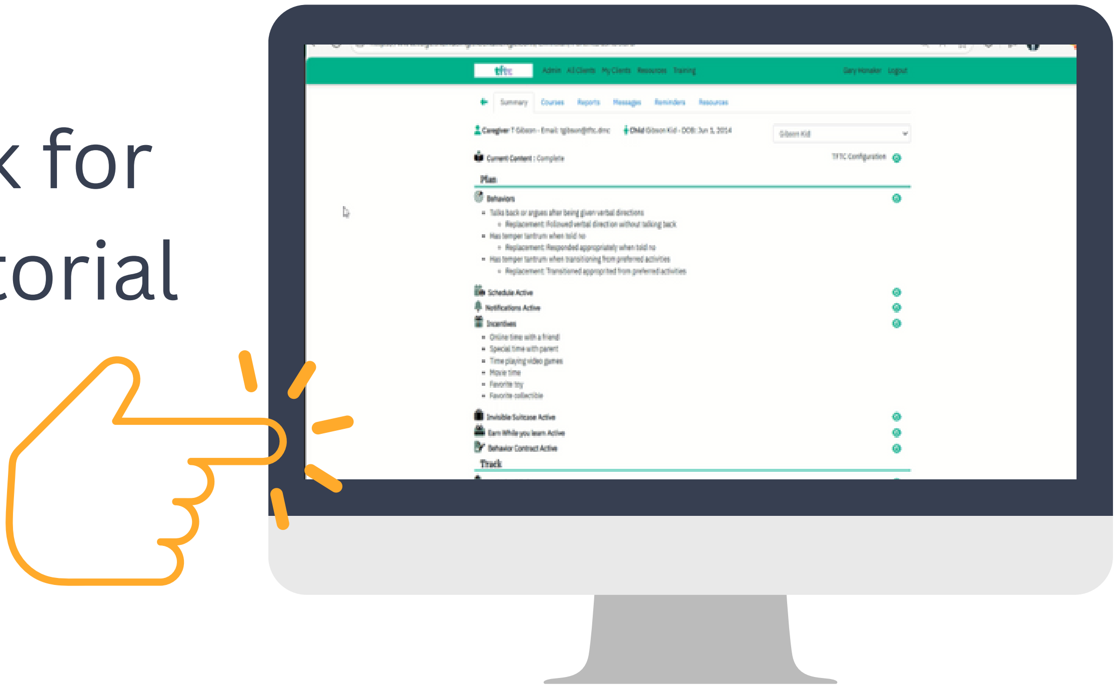

Step-by-Step Guide to Plan and Track tools

- Log in to your dashboard account
- Click “My Clients”
- Scroll to the client you would like to view the course completion for
- Click the TV icon next to the desired client
- Using the eyeball icon to the right of each line item, you can explore what the caregiver has done within the app.

Review and Approve Coaching Forms

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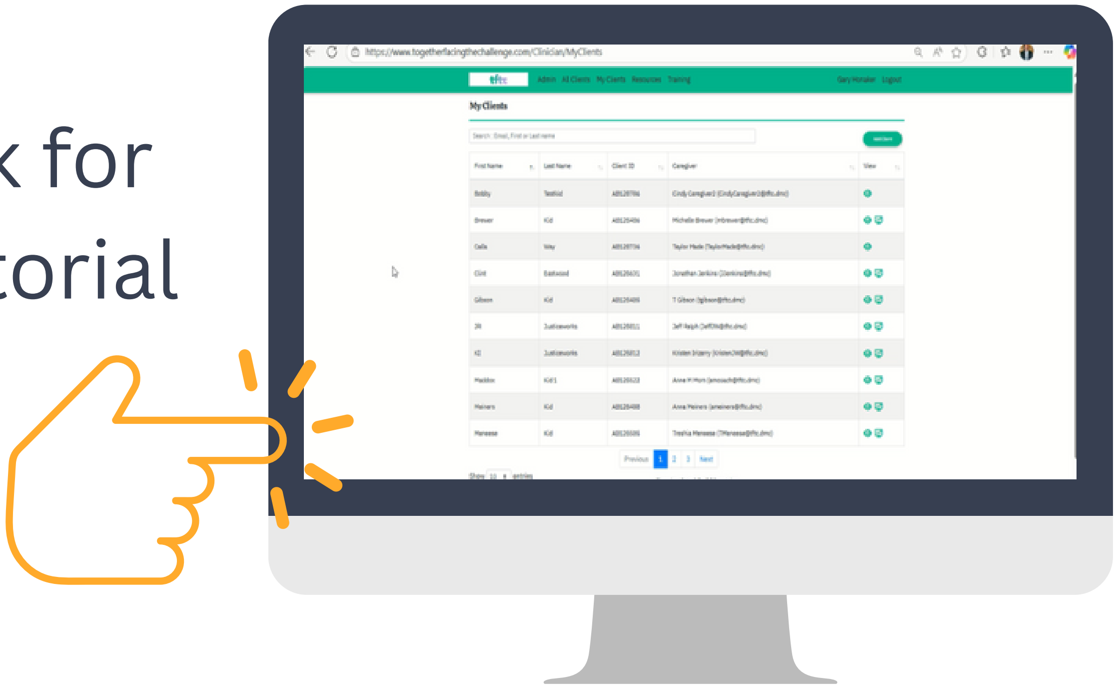
a tutorial

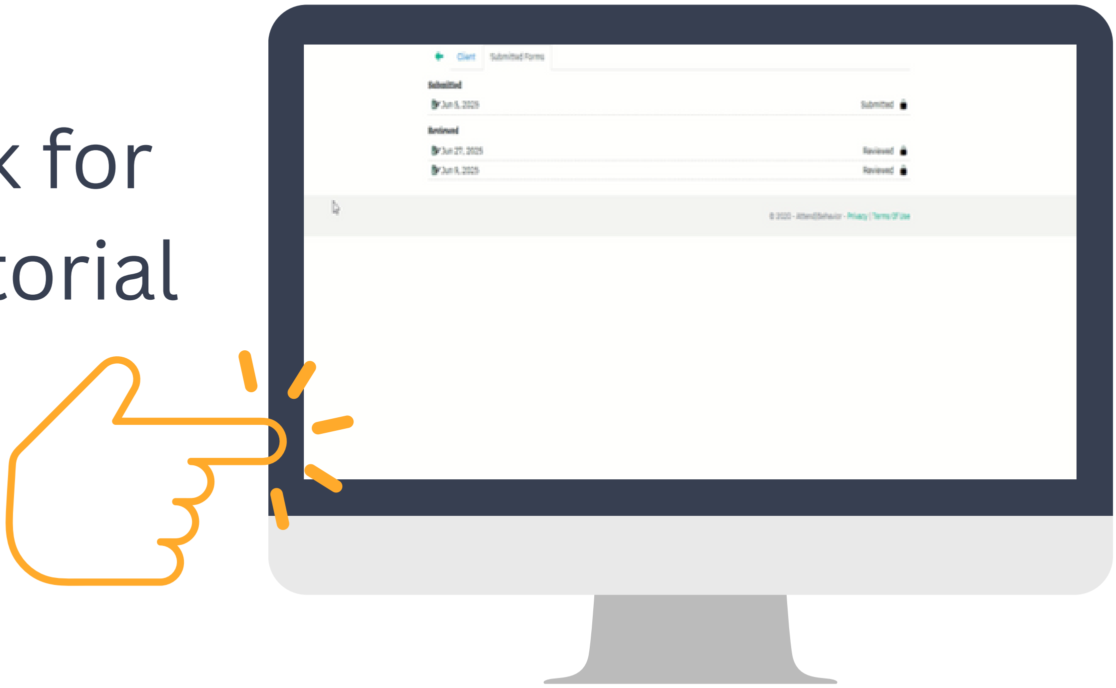


Step-by-Step Guide to Review and Approve Coaching Forms

- Log in to your dashboard account
- Click “My Clients”
- Scroll to the client you would like to view the course completion for
- Click the eyeball icon next to the desired client
- Select the “Summitted Forms” tab at the top of the client screen
- Select the desired form for review
- Review the form
- At the bottom of the form, input the review information as needed
- Input additional comments/notes as needed
- Save Review
- The form now lives in “reviewed forms” under the client

Export Coaching Forms

Click for
a tutorial



Step-by-Step Guide to Exporting Coaching Forms

- Log in to your dashboard account
- Click “My Clients”
- Scroll to the client you would like to view the course completion for
- Click the eyeball icon next to the desired client
- Select the “Reviewed Forms” tab at the top of the client screen
- Select the desired form for export
- Review the form and ensure the required information has been input
- Scroll to the top, and select the green “download pdf” button
- Select OK when prompted
- The form will appear in your downloads, save and upload to your EHR as required

Support

Info.omnifamilyinstitute.com/TFTCapp/Coach-Support

Access Support Desk for Technical issues at:
omnifamilyinstitute.freshdesk.com/support/home

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