

**Standard Operating Procedure: CampDoc Staff Guide**

Youth Compliance

As of 2/07/2024

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## Youth Compliance

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### STAFF USER GUIDE

The following section provides guidance for staff during camp sessions for utilizing CampDocs. Staff should utilize CampDoc for verifying participant:

- Check In/Out List
- Recording first aid/behavior incidents
- Recording medication dispensing

### Participant Check In/Out

Staff may utilize the Attendance section to check in/out participants during the camp session. This information is contained within the Camp Office Operational Manual or within tutorial [Attendance – DocNetwork Help Center](#).

- Login to [CampDoc](#)
- Select Attendance/Check In
- Selected Saved List Arrow
- Scroll to locate Camp Name
- Select View Participant List (bottom right)
- Select Name of Participant

If circle is grey they are not checked in, if circle is green they are checked in.

- Please select **Check in** or **Check Out** (depending on the action)
- Complete for all participants attending camp for the day

The screenshot shows the CampDoc interface. At the top, there is a 'Bypass Trusted Contacts' section with three buttons: 'Off', 'Check In' (highlighted in green), and 'Check Out'. Below this is a list of participants. Each participant entry includes a profile picture, name, completion percentage, and activity details. The participants listed are:

- Odell, Bill: 22% Complete, Activity Request: Sewing, Friday Activity: Capture the flag
- Student, Nursing: 0% Complete
- Vans, Bob: 0% Complete
- Alston, Susie: 11% Complete, Cabin: Cabin 1, Field Trip: Aquarium

A hand cursor is pointing at the 'Vans, Bob' entry.

Notify Camp Director of any corrections to check in/out: Camp Director will update using the select Attendance/Audit menu.

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#### Record First Aid Injury

Only Health Staff may utilize this feature and dispense medication or first aid treatment to participants.

- Select Health Log
- Select New
- Search for patient name
- Select participant
- Record information

Chief Complaint	What participant is being seen by Health Supervisor for
Location	Select campus location incident occurred
History	Note any pertinent information you may have on the participant. If none, note "None"
Assessment	Brief description of wound/issue
Plan	Brief record of what patient needs to do. If no follow up, note "Nothing further required"

- Select SUBMIT
- Notify Camp Director if injury is serious that warrants further documentation, notification to parent/guardian and/or a Maxient Incident Report.

#### Record Medication Dispensing

Only Health Staff may utilize this feature and dispense medication to participants.

##### Prior to Camp

Before camp, the Health Supervisor should review the participant medications that will need to be dispensed during camp to be familiar with the medication and frequency.

- Select eMAR
- View times to dispense medication to participant

##### During Camp

Staff will escort participant to Health Station for medication dispensing. Once participant is at the Health Station, the Health Supervisor will complete the following to dispense medication:

- Select eMAR
- Search by participant name to pull up participant profile
- Pull medication from locked medication box
- Verify medication matches what is listed in eMAR list
- Verify participant identification
- Provide medication to participant
- Select GIVE for designated participant to record the medication in CampDocs

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### Reports

#### Health Incident Report

To view first aid or entries of health incidents.

1. Select Health Log / View
2. Review or export to excel

Health Log Entries				
University of Wisconsin Green Bay - Summer Camps				
<div> <div>Lists</div> <div> <div>New List</div> <div></div> </div> </div> <div> <div>Profiles</div> <div> <div>Begin typing to search profiles</div> <div></div> </div> </div> <div>FILTER</div> <div>EXPORT</div>				
07/31/2024 09:04 AM		Other	Maritza Gonzalez	
07/25/2024 08:00 PM		Abdominal Pain	Trinity Mallek	
07/25/2024 07:58 PM		Allergic Reaction	Trinity Mallek	

#### Medication List Report

To view participants requiring medication to be dispensed during camp program.

1. Select Profiles / Profiles & Reports / List Builder
2. Add conditions for report: Registration Type IS Participant
  - Registration Type is Participant
  - Profile Status isn't Past

Registration Type  is  Participant

AND Profile Status  isn't  Past

3. Select ADD CONDITION
  - Select Registration/Group Select is "enter program name"
  - Select Allergies has Any Allergy
  - Select Medication is Taking at Camp

AND Group Select  is 

Commuter »  
Lead GB  
Camps

☐ Show Past Groups

AND Allergies  has  Any Allergy

AND Taking At Camp  is  taking at camp

4. Select REPORTS. Report Type = CSV
5. Select EXPORT and name your report
6. Select DOWNLOAD
7. Select Fetch New Reports
8. Download into Excel

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### Check In/Out Report

To view participants requiring medication to be dispensed during camp program.

1. Select Profiles / Profiles & Reports / List Builder
2. Add conditions for report: Registration Type IS Participant
  - Registration Type is Participant
  - Profile Status isn't Past

Registration Type ▼ is ▼ Participant ▼

AND Profile Status ▼ isn't ▼ Past ▼

3. Select ADD CONDITION
  - Select Registration/Group Select is "enter program name"

AND Group Select ▼ is ▼

Commuter »  
Lead GB  
Camps

4. Select REPORTS. Select STANDARD
5. Report Type = CSV
6. Select EXPORT and name your report
7. Select DOWNLOAD
8. Select Fetch New Reports
9. Download into Excel