CampDoc SchoolDoc

Summer Programs Readiness Checklist

A practical tool to help your team prepare for the upcoming season.

https://support.docnetwork.org

System Setup & Staff Access

Ensure your system reflects the staff structure & responsibilities for the upcoming season

- [ ] **Audit and configure staff permissions**: Ensure staff access levels match current roles (admin vs health staff vs director vs nurse lead). Staff should only have access to the information they need. Adjust provider registrations to determine who they see, and adjust provider roles to determine what they can do within the system.

> **Tip:**
> Review the Profile Permissions List to view and assign the right set of permissions for each role.

- [ ] **Confirm staff information-sharing workflows**: Determine how and where your team is going to document key participant information, and prepare for your participants to come onsite. Establish clear handoff between programs, locations, or shifts so information follows the participant.

> **Tip:**
> Determine Review Types for pre-arrival profile reviews, Tags for organizing groups of profiles, and Note Categories for internal note-taking.

- [ ] **Test connectivity and device readiness**: Confirm Wi-Fi availability at all program locations and ensure staff devices can access the platform where needed.

> **Tip:**
> Conduct a quick test login from staff devices that will be used during the program.

Family Communication & Form Completion

Ensuring families complete required information early reduces operational stress before opening day.

- [ ] **Automate reminder notifications**: Increase reminder email frequency as the program start date approaches to encourage families to complete accounts and forms.

> **Tip:**
> Use Group Settings to customize notifications for specific groups or sessions.

- [ ] **Follow up on incomplete profiles**: Identify families who have not created accounts or completed required forms and follow up with targeted communication.

> **Tip:**
> Use the Completion Status condition in the List Builder to view and send messages to participants with incomplete profiles.

- [ ] **Send final program reminders**: Plan a final communication to families, including arrival instructions, medication drop-off procedures, and required documentation reminders.

> **Tip:**
> Use the 'Group Select' or 'Group Start' conditions in the List Builder to send program-specific messages via the Send Message tool.

Participant Health Profile (Form) Review

Completing profile reviews ahead of time allows staff to identify potential health concerns early.

- [ ] **Establish a profile review workflow**: Determine who on your team is responsible for reviewing participant profiles, and which review types are needed.

> **Tip:**
> Add or update Review Types in General Settings to align with your organization's process.

- [ ] **Review completed forms**: Review completed participant forms to confirm documentation is current, and identify potential red flags (for example, asthma history without listed asthma medications).

> **Tip:**
> Use the Review Status condition in the List Builder to find profiles that have not yet been reviewed.

- [ ] **Manage profile updates and changes**: Monitor requests from families to unlock profiles for updates past the lockout date, and ensure canceled or transferred participants are updated in the system.

> **Tip:**
> Check the News Feed (alert icon) regularly for profile update requests, such as demographic change requests, cancellation requests, and extension requests.

Health Protocols & Medication Management

Ensure health staff are prepared to document care & administer medications consistently.

- ☐ **Train health staff on system workflows**: Ensure health staff understand how to use the Health Log, eMAR, List Builder filters, and reporting tools. Ensure incident documentation expectations are clear and consistent.

> **Tip:**
> Create Health Log Templates for commonly documented incidents to promote consistent documentation.

- ☐ **Establish medication management protocols**: Review written procedures for receiving, storing, administering, and documenting medications, including clear ownership for field trip days.

> **Tip:**
> Create eMAR Notes Templates to standardize medication documentation.

- ☐ **Customize the Health Log**: Adjust locations, dispositions, and triage instructions to reflect your specific program structure.

> **Tip:**
> Update these settings in General Settings to ensure more accurate reporting and documentation.

Reporting & Operational Lists

Preparing reports ahead of time ensures staff have quick access to critical participant information.

- ☐ **Prepare critical health and safety reports**: Generate reports that may be needed by staff during the program, such as allergy reports, emergency contact lists, and chronic condition reports.

> **Tip:**
> Save frequently-used custom Report Templates for easy access throughout the season.

- [ ] **Prepare staff reference reports**: Provide staff with necessary health information relevant to their role, such as food allergy lists for kitchen staff, medication administration summaries for health staff, and group or cabin rosters for program staff.

> **Tip:**
> Use List Builder conditions and Standard or Custom Reports to generate role-specific reports quickly.

Emergency Preparedness & Downtime Planning

Prepare for the unexpected so your team never loses access to vital health data.

- [ ] **Review emergency response procedures**: Refresh staff understanding of emergency drills, including severe allergy response, seizure response, and evacuation procedures.

> **Tip:**
> Enable the Emergency Plan feature to share your organization's plan for communication, evacuation, reunification, and emergency authorities with participants' authorized users.

- [ ] **Establish downtime procedures**: Develop clear policies and procedures in the event of a system outage. Determine how these downtime and alternate processes will be communicated to your staff.

> **Tip:**
> Create a Downtime Report containing critical health and emergency contact information to access in the event of emergencies or system outages.

- [ ] **Plan offline care**: Determine how health staff will document participant care during downtime. Create a process for transferring handwritten documentation into the system once access is restored.

> **Tip:**
> Use the paper Medication Administration Record (MAR) to chart medications if digital access is unavailable.