



Be There with EasyLiving's Online Care Portal



EasyLiving Gives You the Option to Monitor Your Loved One's Care Online

We understand how stressful it can be to have a loved one that needs help living independently. At EasyLiving we want to alleviate some of those stresses by giving you real-time transparency to the care process by helping to ease some of the logistical burdens with our online Family Room portal.

With the Family Room available to you at no extra cost you will be able to access records of care online from any device with internet access.

Additionally, you and other family members can use a shared calendar to coordinate between yourselves and track visits scheduled by your caregivers, as well as to track invoices and enter payments.

How does this work?

Once you receive an emailed invitation giving you access to our online Family Room portal, you will be able to do the following:

- Keep live track of Caregiver status updates
- Keep live track of your Care Manager and their notes and progress.
- Coordinate and schedule events with other family members
- View your invoices and enter payments online

With the Family Room, not only will you be able to keep track of the financial aspects of caring for your loved one, but you will also be able to track the care provided for your loved one whenever and wherever you have internet access.

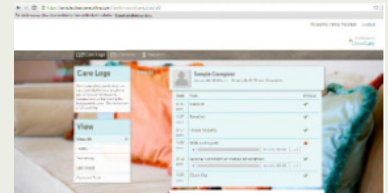
Additionally, whether or not you wish to access our online Family Room portal, you can choose to have invoices sent to you by email. Invoices will be sent in PDF form and can easily be saved to your computer for record keeping purposes.

As mentioned above, these services come at no extra cost to you. They are a part of our mission to provide the best possible care to your loved one and to empower you with the ability to care for them as well.

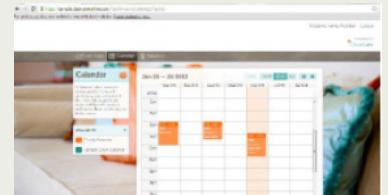
Sincerely,

Alex Chamberlain
CEO
EasyLiving, Inc.

Our Online Family Room



Keep track of status updates in real time, listen to caregiver comments, and know that your loved one is in good hands



Coordinate events with family members



Access your invoices online

“ Track the care provided for your loved one whenever and wherever you have internet access. ”



Be There with EasyLiving's Care Portal (cont.)



If you are interested in accessing our Online Family Room, receiving invoices by email, or both, please fill out the following form and mail it in the return envelope provided with this letter.



Your Name: _____ Client Name: _____

(Check all that apply)

☐ Yes! Email me all future invoices! ☐ Yes! Send me an invitation to the Online Family Room!

Email address: _____

☐ Please also send invitations to the Online Family Room to the following people:

Name

Email address



Be There with EasyLiving's Family Room Online Care Portal (cont.)



The Family Room Tab

The Family Room tab is a feed of all the information in the Family Room. In this area you can post a comment publicly or direct it to a specific administrator.

1. To access this area of the Family Room, click on the tab in the top left hand corner of the menu bar labeled "Family Room".
2. In the text box, you can write out a post to the feed. These posts will only be displayed in this section of the Family Room.
3. If you would like to direct your post to a specific agency staff member, you can click on the small button with the downward facing arrow. You'll be able to select an administrator from a drop down menu (pictured below). This will also deliver your post to them via email.
4. The "To Dos" section displays any recent to do items.
5. The "Events" section features any new items on the "Family Calendar".

The screenshot shows the EasyLiving Family Room Online Care Portal interface. At the top is a navigation bar with tabs: Family Room (1), Care Logs, Calendar, Invoices, Medications, To Do, and People. Below the navigation bar is the "Latest Updates" section. It features a text input box (2) with a placeholder "What's on your mind?" and a "Post" button (3) with a dropdown arrow. Below the input box is a profile card for "Marshall Brown" with a "CARE LOG, THU FEB 18, 2016" section containing a table of tasks.

TIME	TASK
11 a.m.	Clock In
11:39 a.m.	Prepare breakfast
11:39 a.m.	Walk with client Aly: The weather was a little ch already wasn't feeling well. Inst did some exercises in the living
11:45 a.m.	Clock out

To the right of the "Latest Updates" section are two sidebars. The "To Dos" sidebar (4) shows a task: "DUE 11/27/2015 Please do a safety check of the house (Aly Massoud)". The "Events" sidebar (5) shows two events: "SAT FEB 20, 2016 9:00 AM - 3:30 PM Jones, Susan" and "SAT FEB 27, 2016 9:00 AM - 3:30 PM Jones, Susan". A "Forward To" dropdown menu is open, showing a list of agency staff members: Lawrence LaMothe, Caitlin Fitting (highlighted with an orange arrow), Lizzy Lizard, and Polly Pickle.



Be There with EasyLiving's Family Room Online Care Portal (cont.)



The Care Logs Tab

The Care Logs tab is comprised of completed shifts and the tasks that occurred during each visit. By clicking on the shift, you can see what happened at the point of care in real time.

1. To access this area of the Family Room, click on the tab labeled "Care Logs".
2. To navigate to the visits that occurred in the past, use the options found in the "View" section to pick a day in the past or to select a specific period of time.
3. Once you have selected the time period you are interested in viewing, click the specific shift to see what was done during that visit. This information is updated in real time and shows the task, the time it was completed, and whether or not it was completed.

The screenshot displays the EasyLiving Family Room Online Care Portal interface. At the top, a navigation bar includes tabs for Family, Care Logs (highlighted with a green circle and the number 1), Calendar, Invoices, Medications, To Do, and People. Below the navigation bar, the main content area is divided into three sections. On the left, a 'Care Logs' section contains a description: 'Care Logs allow you to view the care provided to your loved one - part of our commitment to transparency and providing the best possible care. Click to review a full care log.' Below this is a 'View' section (highlighted with a green circle and the number 2) with options: 'View All', 'Today' (selected, with a right arrow), 'Yesterday', 'Last Week', and 'Custom Date'. The main content area on the right shows a list of care logs for 'Today'. The first log is for 'Tiffany Crystal' on February 18, 04:00 p.m. - February 18, 09:00 p.m. (Complete). The second log is for 'Marshall Brown' on February 18, 11:00 a.m. - February 18, 11:45 a.m. (Complete), highlighted with a green circle and the number 3. Below the Marshall Brown log is a table showing the tasks performed during the shift.

TIME	TASK	STATUS
11 a.m.	Clock In	✓
11:39 a.m.	Prepare breakfast	✓
11:39 a.m.	Walk with client Aly: The weather was a little chilly outside, and Susan already wasn't feeling well. Instead we stayed inside and did some exercises in the living room.	✗
11:45 a.m.	Clock Out	✓



Be There with EasyLiving's Family Room Online Care Portal (cont.)



The Calendar Tab

The Calendar tab is a place to view upcoming caregiver visits and to coordinate with family members. You cannot add caregiver visits to this calendar but you can coordinate information, such as birthdays or visits, with other family members.

1. To access this area of the Family Room, click on the tab labeled "Calendar".
2. To add an event to your Family Calendar, click the orange "plus" sign on the left hand side of your screen. These events are for coordinating between family members. This information will not be communicated to EasyLiving.
3. The teal calendar on your screen represents scheduled caregiver visits. These cannot be edited. Please contact EasyLiving to request changes to the schedule.



Be There with EasyLiving's Family Room Online Care Portal (cont.)



The Invoices Tab

The Invoices tab is where you can view a history of all invoices generated by EasyLiving. You can also track which invoices have been paid and which remain outstanding.

1. To access this area of the Family Room, click on the tab labeled "Invoices".
2. You can choose to view all invoices or select the year you wish to review.
3. Click on the invoice of interest. It will open as a PDF in a new tab illustrating all care logs, rates, amounts, and the total due. If the invoice has been paid it will show a 'PAID' stamp at the top of the invoice.
4. If a payment has been made and applied to an invoice, a small check mark will appear at the end of the description of the date and total. If the invoice is outstanding it will reflect the total dollar amount due.

The screenshot shows the 'Invoices' tab selected in the top navigation bar. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'View' section with a 'View All (5)' button and a list of years (2016, 2015). The main content area displays a list of invoices for 'Massoud Care (massoud) Invoice for Susan Jones'. The invoices are organized by year, with 2016 at the top and 2015 below. Each invoice entry includes a PDF icon, the invoice title, the date, the total amount, and the due date. Some invoices are marked as 'PAID' with a checkmark. Numbered callouts are placed over the interface: 1 points to the 'Invoices' tab in the top navigation bar; 2 points to the 'View' section in the sidebar; 3 points to an invoice entry in the 2016 section; and 4 points to the 'PAID' status of an invoice entry in the 2016 section.

Year	Invoice Title	Date	Total	Status
2016	Massoud Care (massoud) Invoice for Susan Jones	FEBRUARY 21	TOTAL \$512.50 • \$25.00 DUE BY FEB 21	Outstanding
	Massoud Care (massoud) Invoice for Susan Jones	FEBRUARY 13	TOTAL \$862.50 • PAID ON FEB 13 ✓	PAID
	Massoud Care (massoud) Invoice for Susan Jones	FEBRUARY 06	TOTAL \$662.50 • PAID ON FEB 12 ✓	PAID
2015	Massoud Care (massoud) Invoice for Susan Jones	SEPTEMBER 15	TOTAL \$562.50 • DUE SEP 15 • \$562.50 DUE	Outstanding
	Massoud Care (massoud) Invoice for Susan Jones	AUGUST 27	TOTAL \$1,110.75 • DUE AUG 27 • \$1,110.75 DUE	Outstanding



Be There with EasyLiving's Family Room Online Care Portal (cont.)



The Medications Tab

The Medications tab is where you can view a list of all medications taken by your loved one. You can use this information to collaborate with your care managers and add new medications or supplements as they change.

1. To access this area of the Family Room, click on the tab labeled "Medications".
2. To add a new medication or supplement, you can click on the orange "plus" sign in the top left corner. You can select a medication or supplement and choose the form, strength, dosage, reason/description, and schedule, as well as include additional notes. Medications added through the Family Room will be added to your client's assessment, or plan of care.
3. You can use the "View" option to sort by all, active or inactive medications and supplements.
4. Once you have selected your view, the list of medications will appear on the main section of the page.



Be There with EasyLiving's Family Room Online Care Portal (cont.)



The To Do Tab

The To Do tab is where you can view, add, and check off to dos. The To Dos can also be assigned directly to an office agency staff member.

1. To access this area of the Family Room, click on the tab labeled "To Do".
2. To add a to do, click on the orange "plus" sign next to where it says "To Dos". You can enter the description of the task, due date, and even assign the task to a specific agency staff member.
3. Once you add the to do, you can choose to sort by those that need to be completed, those that have been completed, or both.
4. To mark a task as "complete," simply check the box to the left of the description. The task will move from the "To Do" section to the "Done" section.

Family Room Care Logs Calendar Invoices Medications **To Do** People

To Dos

In To Dos, you can view, add and check off to-do lists. Everything that needs to be done is kept in one place.

View

To Do >

Done

Displaying items TO BE COMPLETED. Ordered by DUE DATE.

☐ **DUE 11/27/2015**
Please do a safety check of the house (Assigned to Aly Massoud)

Add

TO DO

DUE DATE

ASSIGN TO
Anyone

Cancel Save



Be There with EasyLiving's Family Room Online Care Portal (cont.)



The People Tab

The People tab is where you can view contact information for family members, agency staff members, and caregivers who are active in the Family Room.

1. To access this area of the Family Room, click on the tab labeled "People".
2. The Contacts section of the People tab is where all client contacts are listed.
3. Under the "View" section, you can sort by contacts (family members, doctors, etc.) or agency staff members (care managers, caregivers, etc.).
4. The Agency section shows contact information for agency staff, care managers and caregivers. Click on the profile to view additional contact information such as email addresses and phone numbers.

The screenshot displays the 'People' tab in the EasyLiving portal. The top navigation bar includes 'Family Room', 'Care Logs', 'Contacts', 'Invoices', 'Medications', 'To Do', and 'People'. The 'People' tab is active, showing a sidebar with 'People' (selected), 'View All (5)', 'Contacts', 'Medical Professional (1)', 'Family (2)', 'Agency', and 'Caregiver (2)'. The main content area lists contacts: Robert Robertson (Medical Professional - Doctor), Mary Jones-Ivey (Family - Daughter), John Jones (Family - Son), and Tiffany Crystal (Caregiver). An inset window shows the 'Edit' form for Lawrence LaMothe, with fields for First Name, Last Name, Email Address, and Phone Numbers (Mobile, Home, Work). The 'Agency' section is partially visible at the bottom, showing Marshall Brown (Caregiver).