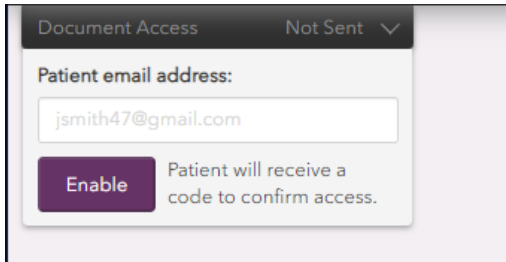| *Standard Work Activity Sheet*	*Owner:* Rena Ruehle/Jen Eriks *Authors:* Rena Ruehle/Jen Eriks	*Rev. Date:* 8/21/20
Title:	Standard work for community health care partners to complete an Advocate Acceptance form using the Digital Advance Care Planning (ACP) Tool	
Step:	*Purpose:* Explain the necessary steps to complete an Advocate Acceptance form, when being completed outside of a Durable Power of Attorney form	

Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who	Cycle Time mm:ss
1.	Access the Digital ACP Tool	URL address: https://spectrum.vyncahealth.com/user/login	Clinician	
2.	Search for patient	*If the patient is not found it means their Durable Power of Attorney (DPOAH) is not in the digital ACP tool. Prior to completing the Advocate acceptance, the DPOAH document needs to be scanned into the ACP digital tool. Email the patient's DPOAH to advancecareplanning@spectrumhealth.org for uploading.	Clinician	

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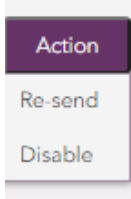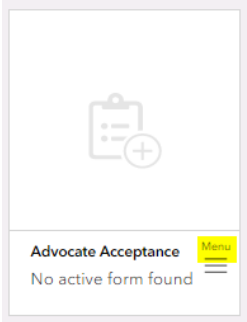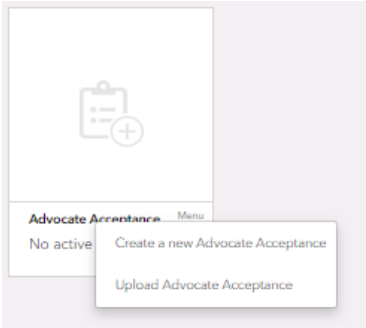| Title:	Standard work for community health care partners to complete an Advocate Acceptance form using the Digital Advance Care Planning (ACP) Tool	
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3.	Provide Document Access to patient, as needed	Send or resend an email invite to the patient from the ACP Dashboard (top left-hand corner of the screen). If this is the first time using the email address, the button will read Enable. Document Access Not Sent ∨ Patient email address: jsmith47@gmail.com **Enable** Patient will receive a code to confirm access. If the email has been sent previously, the button will read Action and you can resend by clicking on the Re-send button. **Action** Re-send Disable This will allow the patient to start, continue, view, or void their ACP documents, as well as create their My Circle to share their documents with others. *An email address can only be used for 1 patient. If the email address has been used for another patient, you will receive an error message.	Clinician	
4.	Initiate the creation of a new Advocate Acceptance form	Click on the Menu button of the Advocate Acceptance form.	Clinician	

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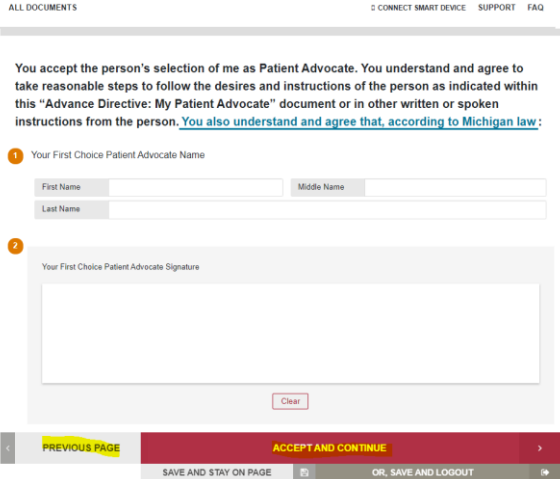| Title:	Standard work for community health care partners to complete an Advocate Acceptance form using the Digital Advance Care Planning (ACP) Tool	
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		  Then click on Create a new Advocate Acceptance button. The individual may have designated between 1 - 3 patient advocates. All Advocates may sign in the same Advocate Acceptance form or, if not all are available, they may sign at different times in different forms. Multiple forms may be active as the same time.		
5.	Complete the form	Complete the necessary fields, as applicable, using the various navigation buttons at the top or bottom of each page.	Clinician	

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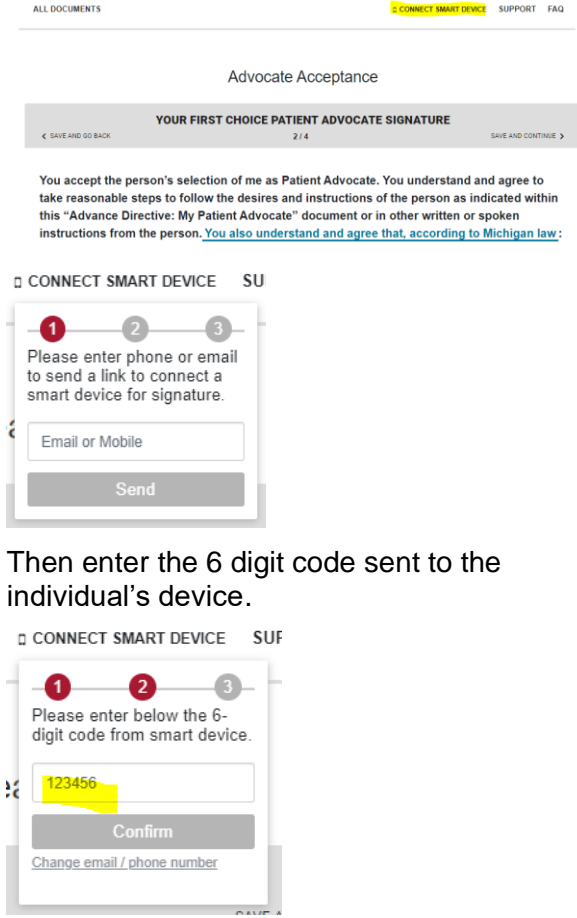| Standard Work Activity Sheet	Owner: Rena Ruehle/Jen Eriks Authors: Rena Ruehle/Jen Eriks	Rev. Date: 8/21/20
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		Ensure that the First, Second, and Third Patient Advocate name documented in the Durable Power of Attorney for Health Care (DPOAH) form sign on the appropriate pages (for example, the Second Choice Advocate designated in the DPOAH must sign the Second Choice Advocate page of the Advocate Acceptance form). *Not all pages need to be completed if 3 Patient Advocates were not designated.		
6.	Using mobile connect for signatures, if applicable	Mobile connect can be used to share content on an individual's personal device and be used as a signature pad. Mobile connect can make obtaining Patient Advocate signatures much easier as the Patient Advocate signature can be captured remotely and does not need to be witnessed. To use, click on the CONNECT SMART DEVICE and enter the individual's phone number or email.	Clinician	

Standard Work Activity Sheet		Page 4 of 6

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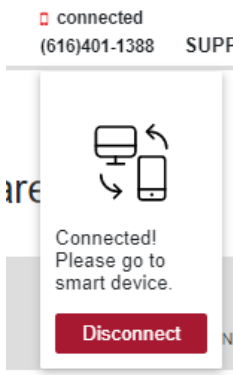| *Standard Work Activity Sheet*	*Owner:* Rena Ruehle/Jen Eriks *Authors:* Rena Ruehle/Jen Eriks	*Rev. Date:* 8/21/20
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		 Then enter the 6 digit code sent to the individual's device. Once connected, you'll see the below image.		

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Seq. No	Task Description:	Key Point / Image / Measure (what good looks like)	Who	Cycle Time mm:s s
		connected (616)401-1388 SUPF are Connected! Please go to smart device. Disconnect The individual's mobile device can now be used to view completed content and sign the document. Once complete, hit Disconnect.		
7.	Encourage patient to set up their My Shared Circle account	My Shared Circle allows the patient to share their electronic documents with their loved ones. The patient can set this up when they are logged into their patient account by clicking on My Shared Circle at the top of any screen. Healthcare team members do not have access to the patient's personal account so cannot set this up. Spectrum Health MY DOCUMENTS MY SHARED CIRCLE CONNECT SMART DEVICE SUPPORT FAQ	Clinician	

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