



# USER MANUAL



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## Preface

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### PURPOSE OF THIS MANUAL

This manual contains important information regarding the safe operation of your SIM™ system. Your SIM™ system contains electrical components that can provide years of useful service with the proper care, as described in this manual.

Ensure that you read and understand the instructions contained in this manual before operating any component of the system.

Further training on SIM™ system is available at the SIM™ training website.

<http://www.simavita.com/training>

The word resident is defined as the patient or the person been cared for.

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### WARNING

**Before operating the SIM™ system, read, understand, and strictly follow the information contained in Chapter 1, “Safety Information”.**

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### QUALIFICATION OF PERSONEL

Installation and maintenance of the SIM™ system must be made by authorized and trained personnel using original components and respecting the quality assurance and traceability rules approved by Simavita.

### WARRANTY

Information regarding your product warranty is available from your sales representative or Simavita.

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SECTION 1

# **SAFETY INFORMATION**



# 1.0 Safety Information

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## 1.1 DEFINITIONS

This manual uses three indicators to highlight critical information: Warning, Caution and Note. They are defined as follows:

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### **WARNING**

A **WARNING** indicates a condition that can endanger the resident or the SIM™ system operator.

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### **CAUTION**

A **CAUTION** indicates a condition that can damage the equipment.

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### **Note:**

*A Note indicates points of particular emphasis that make the operation of the SIM™ system more efficient or convenient.*

In order to use the system correctly and efficiently, and to help prevent incidents please pay particular attention to sections 1.2 “Warnings” , 1.3 “Cautions”, as well as all warnings and cautions contained throughout this manual.



## 1.2 WARNINGS

### General Warnings Related to Use of the SIM™ system

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#### WARNING

- The SIM™ system must be used according to its intended use. Refer to section 2.2 Indications for Use.
  - A resident in a Long Term Care facility is highly vulnerable to the risks of infection. Dirty or contaminated equipment is a potential source of infection. Clean the SIM™ pod and SIM™ dock regularly and systematically, before and after each use. Follow all internal procedures to your organization, as well as any maintenance procedures, to reduce the risks of infection.
  - To reduce the risk of infection, facility standard operating procedures for cleaning, disinfection and hygiene must be followed at all times. At a minimum you should wash your hands thoroughly before and after handling any part of the SIM™ system.
  - SIM™ is not a substitute for standard care practices. A resident undergoing a continence assessment should always be monitored by trained and competent personnel. Ensure the resident's carer is able and prepared to take suitable action in the event that any part of the SIM™ system experiences a problem.
  - If there is leakage, as there may be with any continence product, there may be a risk of rash, sores and/or compromise of skin integrity requiring medical intervention during a continence assessment. The resident's carer should continually monitor and interact with the resident.
  - The SIM™ sensor should not be applied to a resident who has a known pre-existing skin condition, such as a rash, sores and/or a compromise of skin integrity.
  - Some residents may be sensitive to materials used in the SIM™ components. It is important that the resident's carer continually monitors and interacts with the resident. If the resident is sensitive to the materials used in the SIM™ components, discontinue use and contact Simavita.
  - If a resident develops a skin irritation as a result of wearing the SIM™ sensor, discontinue use and the resident's carer should continually monitor and interact with the resident, and refer to 12.0 SIM™ Contact and Support for contact details.
  - The SIM™ pants and SIM™ sensors could potentially pose a biohazard risk after an assessment. The SIM™ pants and SIM™ sensors should be disposed of, as per standard operating procedures for your facility.
  - The Indicator Lights on the SIM™ pod indicate different events and functions. This User Manual should be consulted for Indicator Light definitions before determining the relevant user action.
  - Ensure SIM™ system components are stored and transported according to SIM™ environmental conditions as defined in Appendix A.
  - The SIM™ pod shall only be charged with the adapter model defined in Electrical Specifications in Appendix A.
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## General Warnings Related to System Installation

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### **WARNING**

- The SIM™ system must be installed as per the instructions in section 11.0 SIM™ Installation, Maintenance and Disposal of this user manual.
  - The SIM™ system must not be installed in an environment that limits or prohibits RF transmitting devices.
  - Do not connect items which are not specified as part of the SIM™ system.
  - The SIM™ pod, SIM™ dock and SIM™ sensor must not be stored or placed close to radiant heat sources, such as a lit fireplace.
  - The SIM™ pod, SIM™ dock and SIM™ sensor must not be stored or placed close to sources of steam, such as steam kettles.
  - The SIM™ pod, SIM™ dock and SIM™ sensor must not be stored or placed close to microwave ovens.
  - Do not make changes to the SIM™ system database (stored on the server used for SIM™) as these may render the system inoperable.
- 

## Warnings Regarding Maintenance

### **WARNING**

- The SIM™ pod should be inspected for damage to the case and clip after every assessment and not less frequently than every 12 weeks.
  - Never use any component or accessory of the SIM™ system that appears to be damaged or not functioning correctly. If any signs of damage or malfunction are evident, discontinue use and contact Simavita.
  - If you cannot determine the cause of the problem with any component or accessory of the SIM™ system, contact Simavita. Do not use the SIM™ system until the problem has been corrected.
  - Do not attempt to repair, modify or service any component or accessory of the SIM™ system. The system does not contain any user serviceable parts. Doing so might cause damage and/or void your warranty. Only qualified service personnel should attempt to repair the SIM™ system.
  - Only clean SIM™ components with cleaning agents specified in this manual. Read and follow the cleaning instructions and additional instructions (section 10.0 SIM™ cleaning instructions) on the cleaning agents, to clean the SIM™ components.
  - The SIM™ sensor and SIM™ pants are intended for single use. Use these only as per Simavita's instruction and do not attempt to wash or reuse these components.
  - Only perform upgrades to any software components of the SIM™ system by following instructions provided by Simavita and using official software installation packages or as directed by an authorized Simavita representative.
  - The SIM™ pod safety circuit may be triggered during the cleaning process. The SIM™ pod should always be placed on a powered SIM™ dock for a few moments after cleaning to reset the safety circuit.
  - Never use accessories, detachable parts or materials that are not described in this User Manual. To order new accessories contact Simavita.
  - The SIM™ pod must not be serviced or maintained when in use on a Resident
-

## Warnings Regarding Oxygen

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### WARNING

- The SIM™ system is NOT suitable for use in the presence of a FLAMMABLE ANAESTHETIC MIXTURE WITH AIR or with OXYGEN or NITROUS OXIDE.
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## 1.3 CAUTIONS

### General Precautions for Use

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#### CAUTION

- The SIM™ pod and SIM™ dock may be damaged by excessive force being applied during cleaning. The cleaning procedures specified in this User Manual must be adhered to prevent damage.
  - The components of the SIM™ system may be damaged through the use of harsh cleaning products. The cleaning procedures specified in this User Manual must be adhered to, to prevent damage.
  - Precautions should be taken when handling the SIM™ pod as touching the pins may trigger a SIM™ sensor connection event.
- 

### Precautions regarding Electromagnetic Interference

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#### CAUTION

- The SIM™ system requires special precautions for electromagnetic compatibility and should be installed and started in accordance with the recommendations found in Section 3.0. In particular, the use of nearby mobile and portable communications equipment using radio frequencies exceeding the levels set in the IEC 60601-1-2 standard may affect operation.
  - The use of any accessory other than those specified may lead to an increase in electromagnetic emissions or a decrease in the equipment protection against electromagnetic emissions.
-









## General Precautions Related to the incorporation into the IT-network









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### CAUTION





- The connection of SIM™ pod to an IT network that includes other equipment could result in previously unidentified risks to resident, operators or third parties. The IT administrator should identify, analyse, evaluate and control these risks before connecting the SIM™ pod to the network. IEC 80001-1:2010 provides guidance for the IT administrator to address these risks.
  - Changes to the IT network including but not limited to changes in the IT network configuration, connection of additional items to the IT network, disconnection of items from the IT network, the update of equipment connected to the IT network and upgrade of equipment connected to the IT network, could affect the operation of SIM™. The IT administrator should assess the risks to the SIM™ system before implementing any of these changes.
  - The details provided in the I.T. Fact Sheet – IT requirements to support SIM™ defines the requirements of the IT-network infrastructure for the operation of SIM™ as intended by Simavita. The failure of the IT network to meet these requirements may result in the SIM™ system, the IT network or other devices connected to the IT-network, operating in an unintended manner.
-

## 1.4 SYMBOLS AND MARKINGS

Symbol	Description
	IEC 60417-5333 Type BF Applied Part  This symbol appears on the SIM™ pod
	IEC 60417-5031 Direct Current  This symbol appears on the SIM™ dock.
	ISO 7000-1051 Single Use, Do not Reuse  This symbol appears on the SIM™ sensor and SIM™ pants packaging.
	ISO 7010-W001 General Warning sign.  This symbol accompanies WARNING in Simavita product literature.
	IEC 60417-5140 (2003-04) Equipment includes an RF transmitter.  This symbol appears on the SIM™ pod.
	ISO 7000-3082 Device manufacturer.  This symbol appears on all SIM™ components.
	ISO 7000-2497 The date when the medical device was manufactured.  This symbol appears on all SIM™ components.  The date will be adjacent to the symbol in the YYYY-MM format.
	ISO 7000-2607 The date after which the medical device is not to be used.  This symbol appears on all SIM™ sensor packaging and packaging label.  The date will be adjacent to the symbol in the YYYY-MM format.

	<p>ISO 7000-2493 Manufacturers Catalogue number</p> <p>This symbol appears on all SIM™ components.</p>
	<p>ISO 7000-2498 Serial Number</p> <p>This symbol appears on all SIM™ components.</p>
	<p>ISO 7000-2492 Batch Code</p> <p>This symbol appears on the SIM™ sensor.</p>
	<p>WEEE (Waste Electrical and Electronic Equipment)</p> <p>This means the product must not be disposed of as household waste. Observe local ordinances for proper disposal.</p> <p>This symbol appears on all SIM™ devices. Refer to section 11 for information and instructions for disposal.</p>
	<p>RCM</p> <p>Compliance with Electrical Equipment Safety System (EESS) of Australian Communications and Media Authority (ACMA) Regulation.</p> <p>This symbol appears on all SIM™ devices.</p>
	<p>CE Marking. Declares that the product conforms to the essential requirements of the applicable EC directives.</p> <p>This symbol appears on all SIM™ pod and SIM™ dock, and all accompanying documentation and packaging.</p>
	<p>United States FCC</p> <p>This SIM™ pod complies with Part 15 of the Federal Communications Commission (FCC) Rules.</p> <p>The FCC ID for SIM™ pod is XF6-RS9110N1122.</p> <p>Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.</p> <p>This symbol appears in the package insert for SIM™ pod/dock kit.</p>
	<p>ISO 7000-1641 Operating Instructions.</p> <p>This symbol appears on package inserts that are shipped with SIM™ devices. It is used to convey that the User Manual should be consulted before using the SIM™ devices.</p>

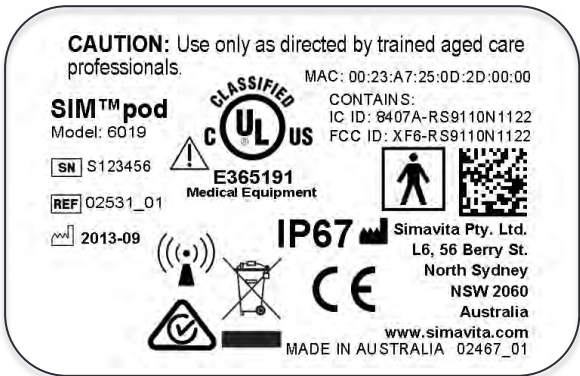
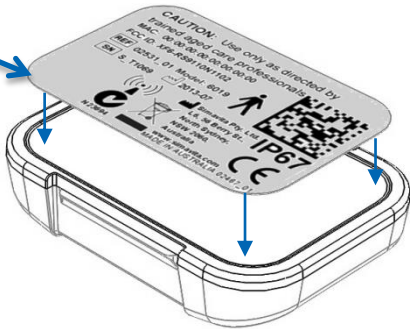
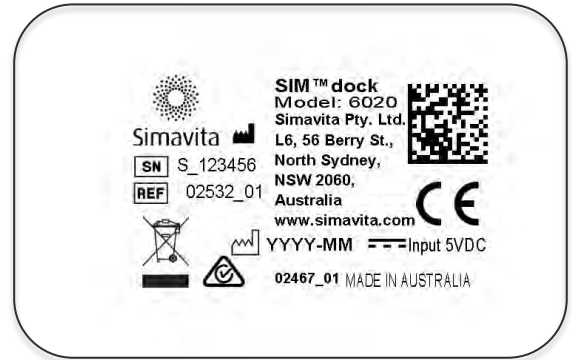

 <p>E365191 Medical Equipment</p>	<p>This symbol appears on the SIM™ pod to signify that the product is certified to UL standards for Medical Equipment WITH RESPECT TO ELECTRICAL SHOCK, FIRE AND MECHANICAL HAZARDS ONLY IN ACCORDANCE WITH ANSI/AAMI ES60601-1 (2005+C1+A2), CSA C22.2 No 60601.1 (2008), IEC/EN 60601-1 (2005/2006+C1+C2), 60601-1-6 Usability (2010), 60601-1-11 (2010).</p> <p>The UL control number for the SIM™ pod is E365191.</p>
	<p>USB trident logo.</p> <p>This symbol appears on the SIM™ dock to mark the location of the USB connector.</p>
	<p>Polarity Symbol.</p> <p>This symbol appears on the SIM™ dock to mark the location and the polarity of the DC connector.</p>
	<p>This symbol appears on SIM™ pod to mark the location of the power Indicator Light.</p> <p>Refer Appendix A for SIM™ pod Indicator Light indication colours</p>
	<p>This symbol appears on SIM™ pod to mark the location of the network Indicator Light.</p> <p>Refer Appendix A for SIM™ pod Indicator Light indication colours</p>
	<p>This symbol appears on the SIM™ pod to mark the location of the memory Indicator Light.</p> <p>Refer Appendix A for SIM™ pod Indicator Light indication colours</p>
<p><b>IP67</b></p>	<p>IP rating code of SIM pod, which classifies the protection against intrusion from dust and water.</p> <p>This symbol appears on the SIM™ pod.</p> <p>The first digit indicates the level of protection that the enclosure provides against access to hazardous parts; The number 6 indicates that the enclosure is dust tight.</p> <p>The second digit indicates the level of protection that the enclosure provides against harmful ingress of water. The Number 7 on SIM™ pod indicates that SIM™ pod can be immersed in water up to 1 meter for a maximum of 30 minutes.</p>
	<p>Keep away from Direct Sunlight.</p> <p>This symbol appears on the SIM™ pod-dock packaging and the SIM™ sensor packaging.</p>

	<p>Keep Dry.</p> <p>This symbol appears on the SIM™ pod-dock packaging and the SIM™ sensor packaging</p>
	<p>Indicates the acceptable temperature range for transport and storage.</p> <p>This symbol appear son the SIM™ pod-dock packaging and the SIM™ sensor packaging</p>
	<p>Indicates the acceptable humidity range for transport and storage.</p> <p>This symbol appears on the SIM™ pod-dock packaging and the SIM™ sensor packaging</p>
	<p>Indicates that the packaging should be recycled.</p> <p>This symbol appears on the SIM™ pod-dock packaging and the SIM™ sensor packaging</p>



## 1.5 LABELS

Various labels and specific markings are affixed to the SIM™ system components that describe precautions and contribute to traceability of the product. The labels are identified in the table below with illustrations of their location.

Label	Description	Location
 <p><b>CAUTION:</b> Use only as directed by trained aged care professionals.</p> <p><b>SIM™ pod</b> Model: 6019</p> <p>MAC: 00:23:A7:25:0D:2D:00:00</p> <p>CONTAINS: IC ID: 8407A-RS9110N1122 FCC ID: XF6-RS9110N1122</p> <p>SN S123456 REF 02531_01 2013-09</p> <p><b>CLASSIFIED</b> <b>UL</b> E365191 Medical Equipment</p> <p><b>IP67</b></p> <p>Simavita Pty. Ltd. L6, 56 Berry St. North Sydney NSW 2060 Australia www.simavita.com MADE IN AUSTRALIA 02467_01</p>	SIM™ pod label	
 <p><b>Simavita</b></p> <p><b>SIM™ dock</b> Model: 6020 Simavita Pty. Ltd. L6, 56 Berry St., North Sydney, NSW 2060, Australia www.simavita.com</p> <p>SN S_123456 REF 02532_01</p> <p>YYYY-MM Input 5VDC</p> <p>02467_01 MADE IN AUSTRALIA</p>	SIM™ dock identification label (Bottom of Dock)	

## 1.6 STANDARDS AND COMPLIANCE AND IEC CLASSIFICATION

The SIM™ system was developed in accordance with pertinent North American and International standards.

The SIM™ pod with SIM™ sensor IEC 60601-1/EN 60601-1 classification is as follows:

Description	Specification
Model Number	6019
Mode of Operation	Continuous Operation
Protection against ingress of water	IP67
Applied Part	Type BF
Use in presence of flammable anaesthetic mixtures	No
Suitable for Sterilisation	No

### GENERAL STANDARDS – SIM™ POD AND SIM™ SENSOR

- Medical Electrical Equipment – Part 1: General requirements for basic safety and essential performance, IEC/EN 60601-1 (2005/2006+C1+C2)
- Medical Electrical Equipment – Part 1: General Requirements for Safety, CSA C22.2 No 60601.1 (2008)
- Medical Electrical Equipment – Part 1: General Requirements for Safety, ANSI/AAMI ES60601-1 (2005+C1+A2)
- ISO 10993-1:2009 Biological evaluation of medical devices Part 1: Evaluation and testing in the risk management process

### COLLATERAL STANDARDS – SIM™ POD AND SIM™ SENSOR

- Medical Electrical Equipment – Part 1: General requirements for Safety - Collateral standard Electro-Magnetic Compatibility requirements and tests IEC 60601-1-2 2010
- Medical electrical equipment – Part 1-6: General requirements for basic safety and essential performance – Collateral standard: Usability, IEC 60601-1-6:2010
- Medical Electrical Equipment – Part 1-11: General requirements for basic safety and essential performance – Collateral Standard: Requirements for medical electrical equipment and medical electrical systems used in the home healthcare environment, IEC 60601-1-11:2010

# SECTION 2

# OVERVIEW



## 2.0 Overview

---

### 2.1 WHAT IS THE SIM™ SYSTEM

SIM™ stands for Smart Incontinence Management.

SIM™ is used by carers in resident aged care facilities during an incontinence assessment to gather relevant information and record events which are automatically displayed on a bladder diary. This process helps create an accurate incontinence record.

Direct physiological urinary incontinence data is detected by a sensor strip embedded in an absorbent incontinence product (SIM™ sensor Figure 1) worn by the resident during the assessment period. All incontinence events are detected and transmitted by a small pod (SIM™ pod) attached to the front of the SIM™ sensor pad worn by the resident during the assessment.



Figure 1 SIM™ sensor

The SIM™ pod (Figure 2) has been designed to operate continuously over the entire assessment period and utilises Wi-Fi capabilities to send event data back to a server based software application (SIM™ manager) for processing into useful data for clinicians to review. In addition to the direct urinary incontinence data feedback, carers collect data using an intuitive point of care application called 'SIM™ assist'. The SIM™ dock (Figure 2) is used to charge battery of the SIM™ pod in between assessments.



Figure 2 SIM™ pod and dock

SIM™ assist application (Figure 3) operates on smart phone devices such as Android phones or tablets. The portability of a device containing the SIM™ assist allows the carer to record relevant data about the resident under assessment at the time of each event. Data events include: food and fluid intake; successful and unsuccessful toileting; sensor changes; behaviours; and other therapy activities related to urinary incontinence care.



Figure 3 SIM™ assist application

When a SIM™ assessment has been completed, data can be viewed in a comprehensive bladder diary. The SIM™ manager software provides a structured decision support process to guide the development of effective individualised continence care plans for each assessed resident. This assessment process is depicted in the cycle shown in Figure 4.

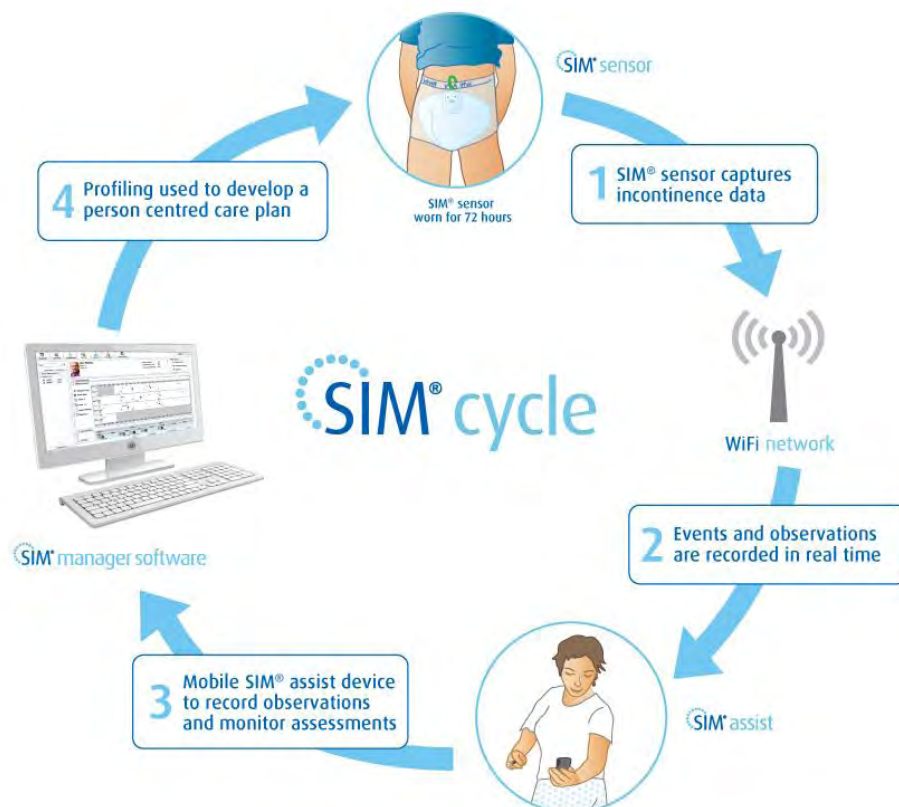


Figure 4 Overview of the SIM™ assessment process

The SIM™ manager software produces real time bladder information combined with a carer's observations, a sample of which is shown in Figure 5.

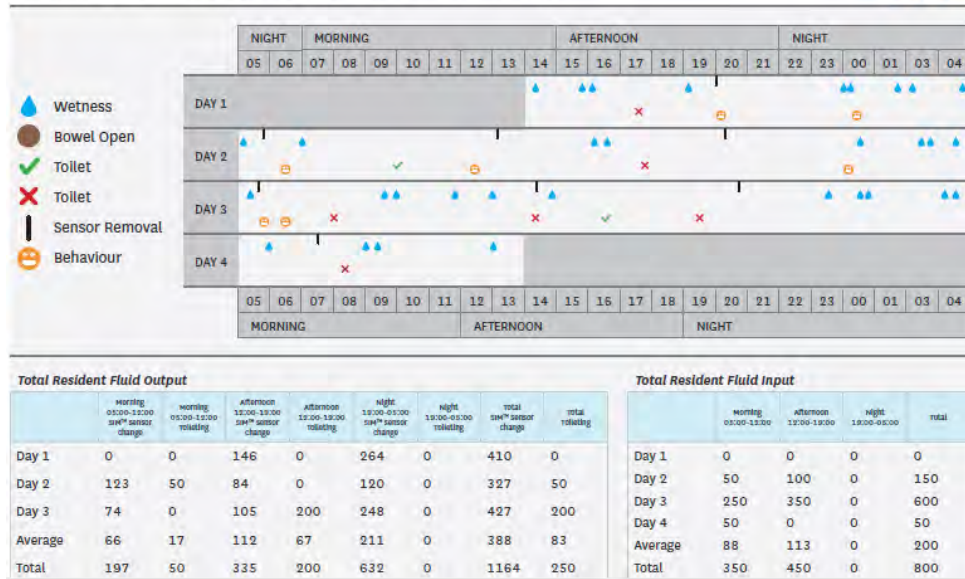


Figure 5 Sample of the Bladder and Assessment Chart

## 2.2 INDICATIONS FOR USE

SIM™ (Smart Incontinence Management) is indicated for use by healthcare professionals to collect, transmit and report medical information from multiple residents (patients) within a clinical setting (e.g. hospitals, skilled nursing facilities, residential care facilities) to establish effective management plans for continence care.

### INTENDED USE

SIM™ (Smart Incontinence Management) is a remote monitoring system intended to provide monitoring services of resident continence data by remote transmission. It is intended for use by trained healthcare professionals to remotely detect, record and report incontinence events for individual resident (patient) in long term care facilities, skilled nursing facilities, rehabilitation facilities and hospitals.

## 2.3 CONTRAINDICATIONS

There are no known contraindications.

## 2.5 THE SIM™ TECHNOLOGY COMPONENTS

SIM™ operates over a Wi-Fi network, but does not require continuous connection. The SIM™ pod is capable of completing an entire assessment without connection to a network via Wi-Fi, but requires such a connection in order to upload all collected information. Figure 6 illustrates the SIM™ network.

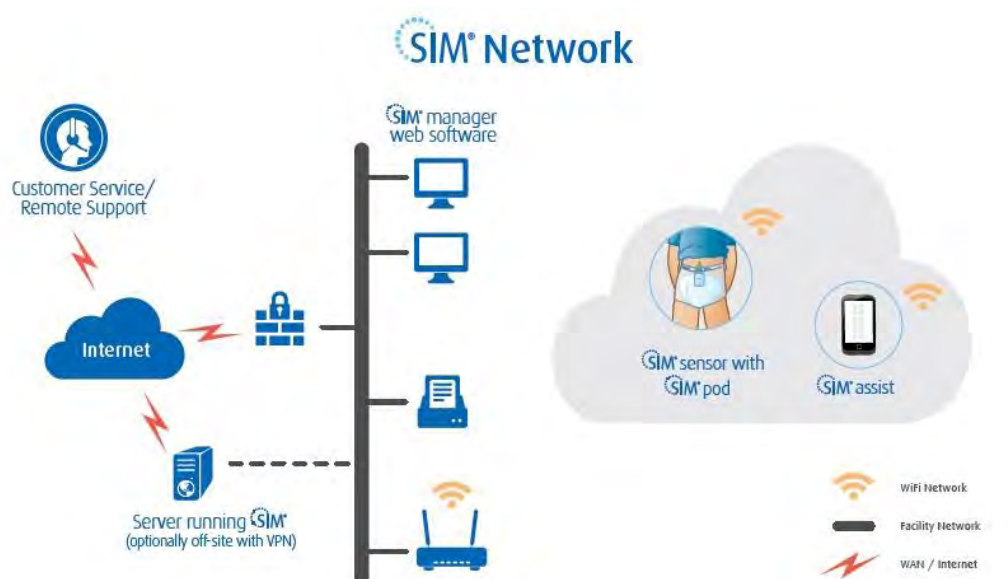






Figure 6 SIM™ network

SIM™ consists of a number of components to enable the system to function. These components are stated and described in the table below.

SIM™ components		
Component	Description	User interaction
SIM™ sensor	<p>Disposable single-patient-use incontinence pad (diaper), with integrated wetness sensor, used during an assessment.</p> <p>The SIM™ sensor consists of a standard continence pad (diaper) with an embedded electronic circuit. The electronic circuit provides for 6 sensing electrodes and a means to distinguish a new sensor from a re-applied sensor. The SIM™ sensor is a Type BF applied part.</p> 	Care staff, resident
SIM™ pants	<p>Disposable single-patient-use standard over-pants used in conjunction with the SIM™ sensor to keep the sensor in place. The SIM™ pants have a pocket sewn inside the front top part of the pants to accommodate the SIM™ pod during assessments.</p>	Care staff, resident
SIM™ pod	<p>A portable, reusable, rechargeable sensor data transceiver that is connected to the SIM™ sensor and worn by the resident during an assessment.</p> <p>The SIM™ pod is a small and lightweight data logging device. The pod has been designed to an IP67 rating, allowing it to be submerged under water for ease of cleaning. The SIM™ pod contains a rechargeable Li-</p>	Care staff, facility IT staff (during setup)



	<p>Ion battery and an electronic circuit board containing Wi-Fi radio module, micro-controller, and memory and charging circuitry. SIM™ pod is equipped with a safety circuit that limits the electrical energy available when a SIM™ sensor is connected.</p> <p>SIM™ pods must be configured to use the facility's Wi-Fi network prior to use; configuration can be done using a client PC connected to the server and the SIM™ pod via a USB cable and is only required once, unless Wi-Fi network changes are made.</p> 	
SIM™ dock	<p>Recharging station for the SIM™ pod. The SIM™ dock includes a low voltage supply connected to mains electricity.</p> <p>The SIM™ dock provides an electrical and mechanical means to connect a 5V power supply and a USB cable (for configuration). The dock does not contain any additional electronics.</p> <p><b>Note:</b></p> <p><i>Only the low voltage power supplies specified in this User Manual are approved for use with SIM™.</i></p> 	Care staff, facility IT staff (during setup)
SIM™ assist	<p>A software application (app) operating on an Android phone or tablet used for recording resident observations, such as successful toileting or fluid intake; also used to provide SIM™ assessment messages to users. Recorded observations are uploaded via Wi-Fi to the server side SIM™ software.</p> <p>The SIM™ assist app is currently supported for Android OS3.2 (Honeycomb) or later.</p>	Care staff

		
SIM™ manager	<p>An element of the SIM™ system software which provides a user interface through a web browser. SIM™ manager allows for resident and staff profiles to be managed and assessments and continence care plans to be created, monitored and reported.</p> <p>SIM™ manager utilises Microsoft Silverlight to support the operation of the graphical user interface; it is available through the server's IP address.</p>	Care staff
Client computers	<p>Facility supplied computers able to connect to the server running the SIM™ system software; used for running SIM™ manager in the client side browser.</p> <p>Please refer to the minimum system requirements on the IT Fact Sheet.</p>	Care staff, facility IT staff
Server computer	<p>A facility supplied workstation computer running the SIM™ software services.</p> <p>Please refer to the minimum system requirements and pre-installation requirements on the IT Fact Sheet.</p>	Facility IT staff

SECTION 3

# GETTING STARTED WITH COMPONENTS – Hardware

## 3.0 Getting Started with Components – Hardware

### 3.1 CHARGE THE SIM™ POD

The **SIM™ pod** must be charged before you start an assessment to ensure it can be used continuously for the entire 72-hour (3 days) continence assessment period.

It takes about 2-3 hours to fully charge a depleted SIM™ pod.

**Note:**

*A SIM™ pod that has been in storage without charging for a period of six months or more may require more than 3 hours to fully charge. Simavita recommends that when a SIM™ pod is not in use it should be placed on the SIM™ dock and/or fully charged at least once every three months.*

Follow these steps to charge the **SIM™ pod**.

**Step 1**



The SIM™ dock recharges the SIM™ pod, so it will be ready for the next assessment. Place the SIM™ pod into the SIM™ dock with both blue logos facing forward.

The battery indicator light will flash green when the SIM™ pod is charging. Once the pod is fully charged the indicator light will turn solid green.

The Wi-Fi indicator light initially flashes orange and will turn solid green when connected to the Wi-Fi network.




The synchronising indicator light initially flashes orange and will turn solid green once all assessment data is uploaded.

The SIM™ pod is ready to be used for an assessment when all three indicator lights are solid green.

**Step 2**



The SIM™ pod indicator lights summary.

SIM™ pod Symbols	Indicator Light	Indicator Light
Battery 	<b>GREEN (flashing)</b> Recharging	<b>GREEN (solid)</b> Fully charged
Wi-Fi 	<b>Orange (flashing)</b> Connecting	<b>GREEN (solid)</b> Connected
Synchronising 	<b>Orange (flashing)</b> Data uploading	<b>GREEN (solid)</b> completed
<b>All Symbols</b>	If any indicator light turns <b>solid RED</b> , refer to APPENDIX A and the Troubleshooting Guide in 12.0 SIM™ Contact and Support.	

### 3.2 Connect SIM™ pod to SIM™ sensor

To connect the SIM™ pod to the SIM™ sensor, follow these steps:

#### Step 1



Check that the pod number on the back of the SIM™ pod matches the number allocated for that SIM™ assessment.

#### Step 2



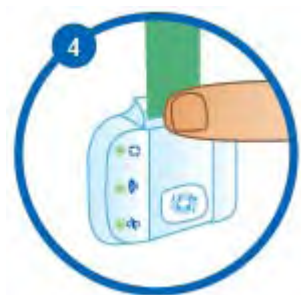
Remove the SIM™ sensor from its sealed bag by tearing the top of the bag at the pre-cut notch.

#### Step 3



Connect the SIM™ pod to the SIM™ sensor; match the window in the sensor clip to the raised shape on the SIM™ pod, then hook the clip over the pod.

#### Step 4



Press firmly down on the end of the clip, until a click is heard. Green lights will flash briefly across all three indicator symbols to confirm the SIM™ pod is connected successfully.

#### Note:

- *If the SIM™ pod connection is unsuccessful the lights flash green then turn orange briefly across all three indicator symbols. You will need to repeat the connection process.*
- *If the battery is low the battery indicator light will flash orange indicating the pod needs to be recharged.*
- *If the SIM™ pod memory is almost full, the synchronising indicator light flashes orange and must be returned to the SIM™ dock.*

### 3.3 DISCONNECT THE SIM™ POD FROM THE SIM™ SENSOR

To disconnect the SIM™ pod from the SIM™ sensor, follow these steps:

#### Step 1



Disconnect the SIM™ sensor from the SIM™ pod by hooking your index finger behind the clip while placing your thumb firmly on the front of the clip.

#### Step 2



Pull your index finger forward, until the clip is released.

SIM™ pod disconnection is confirmed by three orange lights flashing briefly across all three indicator symbols

## 3.4 APPLY THE SIM™ SENSOR AND PANTS TO THE RESIDENT

Follow these steps to apply the SIM™ sensor and pants to the resident.

---

### WARNING

- The SIM™ sensor is not recommended for use with residents that have a pre-existing skin condition including but not limited to a rash, sores and/or compromise of skin integrity.
- 

#### Step 1



Apply the SIM™ pants to the wearer with the pocket at the front on the inside and pull the pants up just below the groin area so the SIM™ sensor can be easily inserted between the legs.

#### Step 2



Fold the SIM™ sensor lengthways to raise the pad cuffs and create a channel shape. Then insert the SIM™ sensor between the legs.

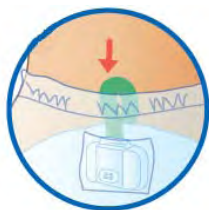
Fan the back of the pad out and pull up the back half of the SIM™ pants to support the sensor.

#### Step 3



Adjust the SIM™ sensor at the front to fit snugly into the groin area and pull up the SIM™ pants.

#### Step 4



Place the SIM™ pod firmly into the SIM™ pants pocket inside the SIM™ pants.

SECTION 4

# **SIM<sup>TM</sup> MANAGER**



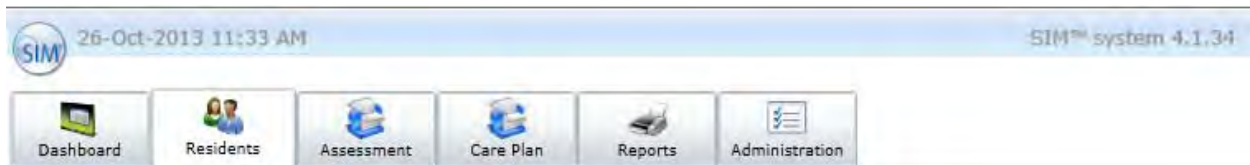
## 4.0 Getting Started with Components - Software

---

### 4.1 OVERVIEW OF TAB MENU

The **SIM™ manager** software stores and displays the data collected from the **SIM™ hardware components**. It is stored in database format so that the user can view, analyse and report upon the data.

The software uses a tab structure that reflects the workflow of the assessment process, from data collection and analysis to continence care planning and reporting. It also provides functionality for the administrator to manage resources via the **Administration** tab.



#### Dashboard Tab

Provides a snapshot of the status of critical areas during an assessment activity. At any time you can glimpse the working status of critical components and the number of residents in current assessment. It also has a message board where you can post important daily reminders.

#### Resident Tab

Stores general information about a resident and their continence condition including background information that may assist with continence care planning.

#### Assessment Tab

Stores the assessment history of a resident. The observations section records additional findings that may assist with the continence care plan creation.

#### Care Plan Tab

Stores the continence care plan history of a resident. The current continence care plan is displayed by shift. It is also linked to the assessment from which the continence care plan is derived.

#### Reports Tab

Contains the base set of reports including overview and details on assessments and continence care plans.

#### Administration Tab

A range of essential system elements must be setup. These include details of the facility which will run SIM™ manager, a list of users who will use the system (including the SIM™ assist device), shift schedules for resident care and a continence products list for selection in the continence care plan phase. Each of these elements are managed from this tab.

## 4.2 USER LEVELS AND ACCESS

There are two types of user in the SIM™ system, **Administrator** and **User**.

The administrator is the only user that has access to the **Administration** tab.

All other tabs are visible to the general user and are used to record data and observations during an assessment period, to draft a continence care plan and run reports.

The Administrator also adds users and assigns usernames. See the topic [Administrator Setup Activities – Users](#).

## 4.3 LOGGING OUT AND CONTACT SUPPORT



At the top right hand side of every SIM™ manager screen are three icons.



SIM™ Support information and contact details.



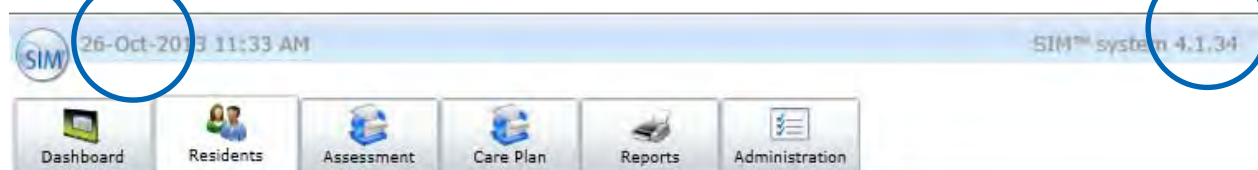
Log Out of SIM™.



Exit SIM™ without logging out.

## 4.4 THE SERVER SOFTWARE VERSION AND TIME ZONE

The information above the tab provides the users with the date and time the SIM™ manager server is operating under and the version number of the SIM™ software.



26-Oct-2013 11:35 AM SIM™ manager server time

SIM™ system 4.1.34 SIM™ manager version number

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SECTION 5

# **SIM™ MANAGER – for the Administrator**

## 5.0 SIM™ manager – for the Administrator

### 5.1 ADMINISTRATOR LOGIN

The **Administration** tab in SIM™ manager can only be accessed by a supervisor given administration authority.


#### Step 1

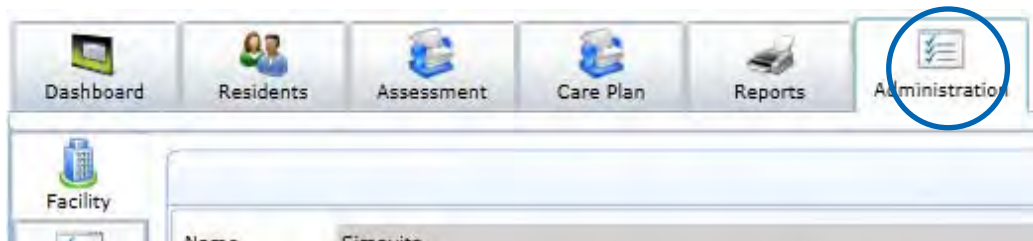
The image shows the SIM™ login window. It has a light blue header with the SIM™ logo. Below the header, there are two text input fields labeled 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Change Password'. At the bottom right is a 'Login' button. At the bottom left, it says 'Version: 3.0.5025.30556'.

Click the SIM™ icon on your computer desktop and enter the Administrator user name and password. For example

Username	Sally
Password	TGO001

#### Step 2

Click  Administration tab from the horizontal row of tabs.



To the left of the screen, there are vertical tabs that give access to the administration features of the SIM™ manager.

**Facilities** – information about your Long Term Care facility , including the buildings and wings and staff temporary password (updated daily)

**Users** – setup staff login details, permission levels and passwords

**Residents** – resident list (resident ID, location and admission status such as current, discharged, deceased or opt out)

**Shifts** – enter continence shift times

**Aids** – list of continence products and details such as capacity, price per piece, product code or style. Create a list of items in your local catalogue tailored to your facility.

**Notifications** – Select types and frequency of notifications. Alerts can be received on the SIM™ manager and/or through the SIM™ assist application. Notifications may be relating to pod status or observations missed by staff.

**Devices** – list of all hardware devices, version of software, serial numbers etc.

## 5.2 ADMINISTRATOR SET-UP ACTIVITIES

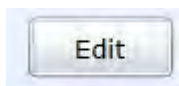
### FACILITIES



Click the **Facility** button from the left column in the **Administration** tab.

There are three sections visible: address, facility settings and facility buildings/wings/room details.

The long term care facility should be identified in the system from the software setup process however details of the buildings, wings and rooms can be entered. Other data such as messages (dashboard announcements), site logo/picture and facility assessment parameters can also be entered.



Click the **Edit** button to allow facility data to be updated.

#### Step 1 – Address

Name	Simavita
Facility Type	Residential Aged Care Facility
Street	Level6, 56 Berry St
Suburb	
City	North Sydney
State	New South Wales
Post Code	2066
Country	Australia
Phone Number	+61 2 8405 6300
Message board	Welcome to the life of SIM™

#### Note:

To add a logo or a photo of your Facility, click the **Change Logo** button. This opens an **Open File** box where you can choose a folder that contains your image.

#### Step 2 – Facility Report 'Rules' Settings

Facility Settings	
Average Toileting Duration (mins)	5
Average Care Cost Rate (\$/hr)	19.58
Leakage Prevention Factor (%)	100
Fluid Output Calculation Type	Maximum Plus 10 Percent
Continence Aid Capacity Type	ISO Rothwell
Currency	Australian Dollar
Unit Of Measurement	Imperial
Temporary Password	asdfasdf

The system uses 'Leakage Prevention Factor', 'Fluid Output Calculation Type' and 'Continence Aid Capacity Type' to enable the system to automatically recommend a product type (continence product) in the care plan. Default values are entered; however alterations to each setting can be made as required.

#### Identify Long Term Care Facility

Enter facility **Name** and select **Facility Type** from the drop down list by clicking the ▼ in the drop down box. Repeat this step with State and Country.

Enter information in the free text fields.

**Message board** is used to alert staff of changes, assessments starting or ending and other relevant information.

#### Set 'rules' for reporting continence product absorbency measurements.

All these fields are free-hand except those with drop-down ▼ arrows.

The **temporary password** is displayed in this section and is the default password required for new user's initial login. The password is renewed every 24 hours.

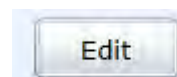
**Fluid Output Calculation Type** –is used by the SIM™ manager to determine the recommended continence product capacity and applies different safety factors to the shift volume. It takes into consideration preferences to prescribe continence products based on maximum, weighted or average urine output at different times of the day. The default value entered is the maximum output plus a buffer of 10%.

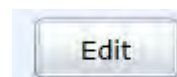
For example, assume that the total net weight of wetness events in each shift (in a 3-day assessment) was 200mL, 500mL and 300mL.

- If “average” is selected, the volume needed in a pad will be 333mL and this is used to compare against the Product (Aid) Capacity for recommendations.
- If “maximum” is selected, the maximum volume of any one of the three shift volumes is used (500mL)
- If “weighted” is selected, then 75% of max and 25% of average is used ( $375 + 333/3 = 458.25\text{mL}$ )
- If “max + 10%” is selected, then max (as above) + 10% is used (550mL) (This is the default)

**Continence Aid Capacity Type** - normally ISO Rothwell or working capacities which are available from continence product manufacturers.

### Step 3 – Facility’s Wings and Rooms



Click the  button to allow building, wing or room data to be updated.

### Identify buildings, wings and rooms

To **add a building**, click the **add building** button. Click on the blue line twice to change the default building name.

To **add a wing**, click the **add wing** button. Click on the blue line twice to change the default wing name.

To **add a room**, click on the wing from the wings box and then click **add room**

Facility's Wings and Rooms

Buildings

(Default) Add Building

Wings and rooms for building: (Default)

Wing A Add Wing

Wing B

Wing C

Wing D

Wing E

Selected Wing: (Default) - Add Room

Save Cancel

button.

When you are finished, click the **Save** button.

The **Cancel** button will reset all the sections to their previous values.

**Note:**

*Input information in '**top to bottom**' order, starting with building, then wing and then room. If not, the box below will be locked out.*



## USERS

Users are created under this tab including details such as usernames are confirmed.



Click the **Users** button from the left column in the **Administration** tab.

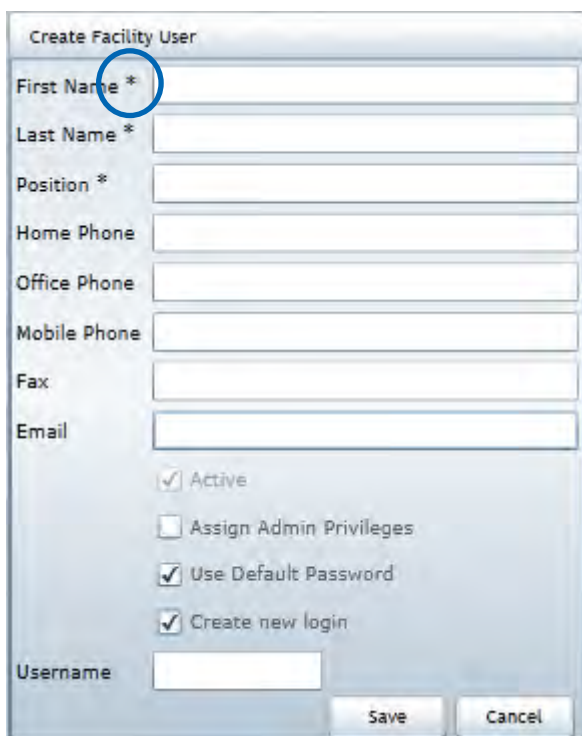
### Step 1 - Users Administration

	Active	Full Name	Position	Username	Administrator
Edit	Y	Adele Brown	Personal Care Worker	adele	No
Edit	Y	Alise Brown	Personal Care Worker	D130C877	No
Edit	Y	Bruce Smyth	Director of Nursing	5F6FB2F5	Yes
Edit	Y	Jill Smith	Personal Care Worker	DE0AE7EA	No

### Add New Users

In the **Users Administration** section, click the **Add User** button.

### Step 2

A screenshot of a "Create Facility User" form. The form has a light blue header and a white body. It contains several text input fields: "First Name \*" (circled in blue), "Last Name \*", "Position \*", "Home Phone", "Office Phone", "Mobile Phone", "Fax", and "Email". Below these are four checkboxes: "Active" (checked), "Assign Admin Privileges" (unchecked), "Use Default Password" (checked), and "Create new login" (checked). At the bottom, there is a "Username" input field and two buttons: "Save" and "Cancel".

Complete staff details (those denoted with \* are mandatory fields).

Now check the boxes, **Active**, **Use Default Password** and **Create new login**.

Enter a **username** and click **Save**.

The user will now appear on the **Users** list.

**NOTE:** Return to the **facility settings** section and take note of the **temporary password** to provide the user to allow them to login for the first time and set up their own password.

### Step 3

Log out of the SIM™ manager and ask the new user to login with their username.

The image shows the SIM™ login interface. At the top is the SIM™ logo. Below it are two text input fields: 'Username' containing 'peterp' and 'Password' containing seven dots. There is a checkbox labeled 'Change Password' which is unchecked. A 'Login' button is at the bottom right. The version number 'Version: 3.0.5001.31106' is displayed at the bottom left.

### User initial login

Ask the **User** to enter their username and the **temporary password** shown in the Administration tab, in the Facility Settings section

### Step 4

The image shows the 'Change Password' screen in the SIM™ application. It has the SIM™ logo at the top. Below the logo, it says 'Change Password For: peterp'. There are two text input fields: 'New Password' and 'Re-type Password', both containing seven dots. At the bottom, there are two buttons: 'Cancel' and 'Change Password'.


The new **User** will be prompted to enter a **New Password** and then to re-type the password in the second text box.

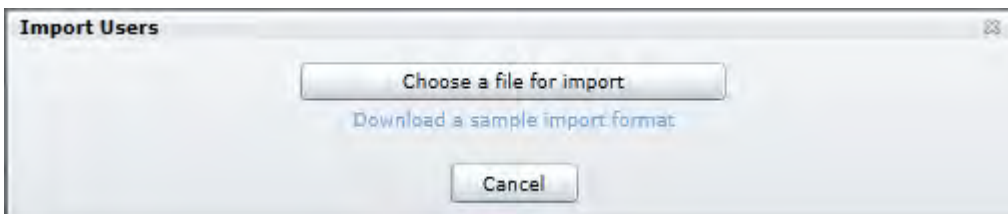
Click on **Change Password**.

The user is now able to login to the SIM™ manager and the SIM™ assist app with their username and the new password they have created.

### Step 5

The facility can import a **user** data base

Click the  button and an 'Import Users' screen will appear. Select the '**Choose a File for import**' button to upload the data base. If a sample of the data base import file is required, select 'Download a sample import format'

The image shows the 'Import Users' dialog box. It has a title bar with the text 'Import Users'. Inside the dialog, there are two buttons: 'Choose a file for import' and 'Download a sample import format'. At the bottom, there is a 'Cancel' button.

## RESIDENTS



Click the **Residents** button from the left column in the **Administration** tab.

The Residents tab is used to update the status of residents.

To alphabetically sort the data in ascending or descending order, simply click the column heading.

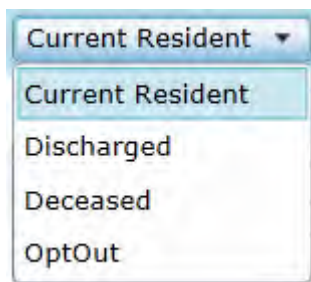
### Step 1 – Residents Administration

First Name	Last Name	Client UID	Gender	Wing	Room	Last Locked Assessment Start Time	Status	Archive
Alice	Lee	EW-5936-J	Female	South	1	15-Sep-2013 08:25 PM	Current Resident	<input type="checkbox"/>
Beth	Irwin	JS-5174-F	Female	South	2		Discharged	<input type="checkbox"/>
Elizabeth Mary	Judge	HR-2779-R	Female	South	3	26-Oct-2013 11:30 AM	Current Resident	<input type="checkbox"/>

#### Change Resident's status

In the **Residents Administration** section, click on the row of the resident to be updated.

### Step 2



Click the drop-down list in the **Status** column.

Select the status.

Click the **Save** button at the bottom right of the screen.

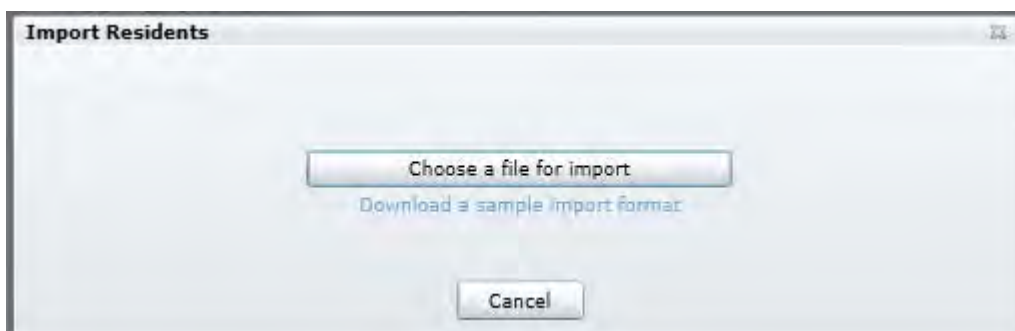
**'OptOut'** option is for residents who choose **not** to participate in the SIM™ assessment process.

### Step 3

The facility can import a **resident** data base

**Import**

Click the **Import** button and an **'Import Residents'** screen will appear. Select the **'Choose a File for import'** button to upload the data base. If a sample of the data base import file is required, select 'Download a sample import format'

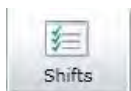


## SHIFTS

Use the **Shifts** tab to setup '**Shifts**' and '**No Intervention Periods**'.

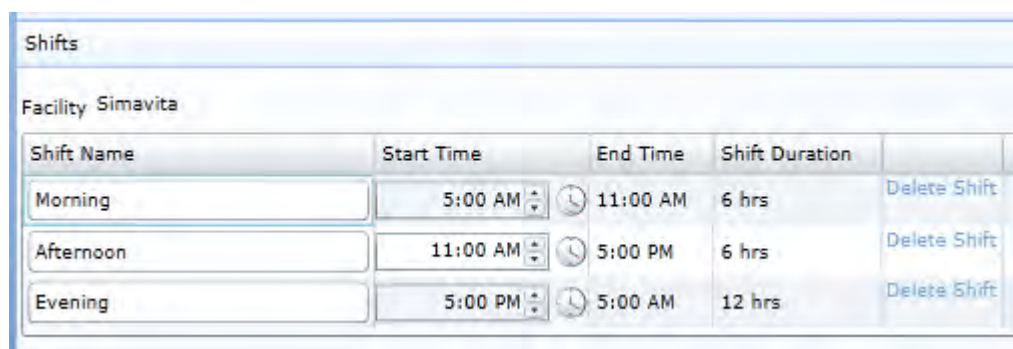
**Shifts**: represents the time period the resident wears a continence product. The shift period has a start time, which is when the care staff apply the continence product to the resident and an end time when they remove the continence product. During this time period the continence product worn by the resident will have enough product capacity to ensure the resident is kept dry if incontinence voids occur into the continence product.

**No Intervention Periods**: the time period that may impact on the toileting program and continence product changes. For example; staff changeover times, resident sleep times or meal times. The user can nominate specific time periods like breakfast, lunch and dinner, where toileting and product changes are not suitable or if supervision and physical assistance is required.



Click the button from the left column in the **Administration** tab.

### Step 1 Shifts

A screenshot of the "Shifts" management interface. It shows a table with columns: Shift Name, Start Time, End Time, Shift Duration, and a Delete Shift button. The table lists three shifts: Morning (5:00 AM to 11:00 AM, 6 hrs), Afternoon (11:00 AM to 5:00 PM, 6 hrs), and Evening (5:00 PM to 5:00 AM, 12 hrs). Each shift has a "Delete Shift" button next to it. The interface also includes a "Facility Simavita" label and a "Shifts" tab header.



Shift Name	Start Time	End Time	Shift Duration	
Morning	5:00 AM	11:00 AM	6 hrs	Delete Shift
Afternoon	11:00 AM	5:00 PM	6 hrs	Delete Shift
Evening	5:00 PM	5:00 AM	12 hrs	Delete Shift

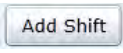
#### Add shifts

Click inside the **Shift Name** box to type shift name.

Click **Start Time** – enter hours (**End Time** and **shift duration** fields automatically calculate).

#### Note:

Click the  icon to select from half hourly increments or alternatively click on the numbers, AM or PM and then click on the  to change (up or down).

To enter additional shifts, click the  button (bottom right of screen).

A new line appears, enter the shift name.

To delete shifts, click the  button (end of each time period).

The existing time line will disappear.

## Step 2 – No Intervention Periods

Start Time	End Time	Duration	Activity Type	Notes	
6:00 AM	7:00 AM	1 hr	_Change Shift		Delete
12:00 PM	8:00 PM	8 hrs	_Meal		Delete
1:00 PM	7:00 PM	8 hrs	_Other		Delete

Add No Intervention Period

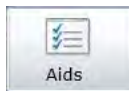
Save Cancel

Enter the time values for **Start Time** and **End Time**. Select **Activity type** and add any **Notes**.

To add more periods, click **Add No Intervention Period** button. Click the **Save** button.

## CONTINENCE AIDS

For the SIM™ assessment and continence care planning, continence products will be selected that meet the resident's individual needs. As the administrator, you will need to setup the product choices that are available at your facility.



Click the **Aids** button from the left column in the **Administration** tab and the **Continence Aids Administration** section will appear.

## Main Catalogue

This is a product list of available products. If this list is empty to start, a list can be imported or added manually.

### Step 1 – Main Catalogue

Main Catalogue						Add New Aid	Import
Manufacturer	Code	Name	Description	Category	ISO Capaci		
Abena	9253	1 Mono		Pad	20		
Abena	4161	1 Plus		All In One	200		
Abena	4166	1 Plus		All In One	250		
Abena	43061	1 Plus		All In One	200		
Abena	43066	1 Plus		All In One	250		
Abena	9186	10 Extra		Pad	280		
Abena	9386	10 Extra		Pad	280		

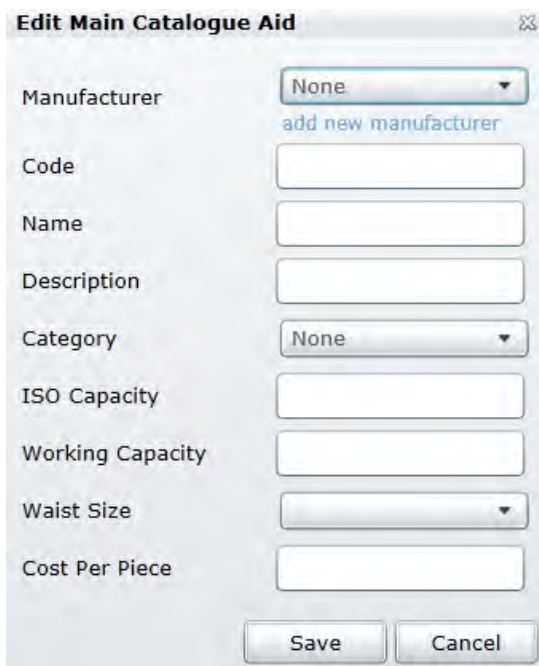
To **add products** to the main catalogue, click the

**Add New Aid** button.

(See the below for explanation of the table fields)

## Step 2 – Add Continence Aid

Fill in the fields and click **Save**.



**Edit Main Catalogue Aid**

Manufacturer: None [add new manufacturer](#)

Code:

Name:

Description:

Category: None

ISO Capacity:

Working Capacity:

Waist Size:

Cost Per Piece:

**Catalogue** table fields explained:

Continence Aids – table fields	
Table Field	Meaning
Manufacturer	Manufacturer of product
Code	Unique product identifier number
Name	Product name as appears on packaging
Description	Product information regarding style or shape or color
Category	Groups the product into 'styles' to assist in Continence care plan continence aid selection
ISO Capacity	Industry standard - represents peak capacity of product
Working Capacity	Maximum capacity of product before it needs replacement
Waist Size	Size of product relating to small, medium, large etc
Cost Per Piece	Cost of the continence aid per piece

## Local Catalogue

This is a product list for the facility from which product recommendations can be made. After finding or adding products to the **Main Catalogue**, import them into the **Local Catalogue**.

The screenshot shows the 'Catalogue Management' window. On the left is the 'Local Catalogue' with columns: 'Include In Recommendation', 'Short Hand Name', 'Cost Per Piece \$', and 'Working Cat'. It lists items like 'Abena - 1 Plus' and 'DEFAULT'. On the right is the 'Main Catalogue' with columns: 'Manufacturer', 'Code', 'Name', 'Description', 'Category', and 'ISO'. It lists items like 'Abena 9253 1 Mono'. A blue circle highlights a double-headed arrow button between the two catalogues.

Import products to your **Local**

**Catalogue** by clicking on the arrow to move the product across.

### Note:

Click the check box on the far left side to flag products to include them in the SIM™ continence product recommendation process.

## Step 3 – Import Continence Aid

The Facility can import a **Continence Products** data base

Click the **Import** button and an **'Import Continence Aids'** screen will appear. Select the **'Choose a File for import'** button to upload the data base. If a sample of the data base import file is required, select 'Download a sample import format'

The screenshot shows the 'Import Continence Aids' dialog box. It has a title bar 'Import Continence Aids'. Inside, there are three buttons: 'Choose a file for import' (top), 'Download a sample import format' (middle, in blue text), and 'Cancel' (bottom).



## NOTIFICATIONS

The **Notifications** tab allows selection of the types and frequency of notifications to the SIM™ assist application (hand held device) or to the SIM™ manager. Notifications may relate to pod status or observations associated with the SIM™ assessment.



Click the  button from the left column in the **Administration** tab.

### Step 1 – Notifications

	SIMmanager	SIM™ assist	Resend
Observation Notifications (11 items)			
No weight after change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
Change SIM™ sensor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
The SIM™ sensor has accumulated significant volume and reached a risk-of			
Assessment Stopped	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
Assessment Started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
No Toileting	<input type="checkbox"/>	<input type="checkbox"/>	10 mins
No SIM™ sensor change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
No SIM™ sensor check	<input type="checkbox"/>	<input type="checkbox"/>	0 mins
No wetness event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
No fluid intake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
No Food Intake	<input type="checkbox"/>	<input type="checkbox"/>	0 mins
Wetness event	<input type="checkbox"/>	<input type="checkbox"/>	0 mins
SIM™ pod Status Notifications (4 items)			
SIM™ pod memory failure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 mins
SIM™ pod memory full	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 mins
SIM™ pod low battery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 mins
Unplanned disconnection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 mins

There are 15 notifications that can be sent, divided between 'Observation Notifications' (11 items) and 'SIM™ pod status notifications'.

#### Send a Notification alert

Select the row that contains the notification to be sent. An explanation for each notification is stated.

Click  to expand or shrink the list in each category

Notifications				
	SMS	SIMmanager	SIM™ assist	Resend
Observation Notifications (11 items)				
SIM™ pod Status Notifications (4 items)				
SIM™ pod memory failure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
SIM™ pod memory full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
SIM™ pod low battery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins
Unplanned disconnection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins



## Step 2

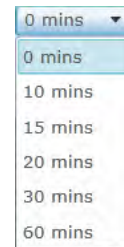
Notifications				
	SMS	SIMmanager	SIM™ assist	Resend
Observation Notifications (11 items)				
No weight after change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 mins ▾
Change SIM™ sensor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 mins ▾
Assessment Stopped	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0 mins ▾
Assessment Started	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0 mins ▾
No Toileting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 mins ▾
No SIM™ sensor change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 mins ▾
No SIM™ sensor check	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0 mins ▾
No wetness event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 mins ▾
No fluid intake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0 mins ▾

### Note:

Notifications sent to **SIM™ manager** will be visible to staff in the **Assessments** tab in the **Notifications** box.

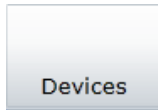
Click the ☒ boxes to determine where you want to send the alert. To un-check, click the box again.

Select the **Resend** time (minutes interval between resends) from the drop-down list.



Repeat for all other alerts and click **Save**.

## DEVICES



Click the **Devices** button from the left column in the **Administration** tab to display the SIM™ hardware components in use.

This is a list of hardware devices, the version of software for each, serial numbers and which resident the devices are allocated to during an assessment.

### SIM™ Devices Administration

SIM™ device Type	Description	Serial Number	MAC Address	Part Number	Revision	Allocated To ▼	Enabled
SIMpod	PD1	None	0x0023A72069CA0000	1000	4.0.4.103	Michelle Wise	<input checked="" type="checkbox"/>
SIMpod	PD2	None	0x0023A7250D2D0000	1000	4.0.4.103	Luke Harris	<input checked="" type="checkbox"/>
SIMpod	PD3		0x0023A720725C0000	1000	4.0.4.103	Elizabeth Mary Judge	<input checked="" type="checkbox"/>
SIMassist			0xF1E7869AE785A608	1003	1.4.1.22		<input checked="" type="checkbox"/>
SIMassist			0x73AF71DF048B3A1F	1003	1.4.1.22		<input checked="" type="checkbox"/>
SIMpod	PD4	None	0x0023A72511870000	1000	4.0.4.103		<input checked="" type="checkbox"/>
SIMpod	PD5	None	0x0023A72513380000	1000	4.0.4.103		<input checked="" type="checkbox"/>
SIMassist			0xD5FEC473C8270C39	1003	1.4.1.22		<input checked="" type="checkbox"/>
SIMassist			0xB026BDE7A4329759	1003	1.4.1.22		<input checked="" type="checkbox"/>
SIMassist			0x25381E07DE7F1921	1003	1.4.1.22		<input checked="" type="checkbox"/>
SIMpod	PD6	None	0x0023A72511920000	1000	4.0.4.95		<input checked="" type="checkbox"/>

To sort the data in ascending or descending order, simply click the column heading.

SECTION 6

# **SIM™ MANAGER – Assessment Coordination**

## 6.0 SIM™ Manager – Assessment Coordination

### 6.1 LOGIN TO SIM™ MANAGER

Click the SIM™ manager icon  displayed on the computer desktop.

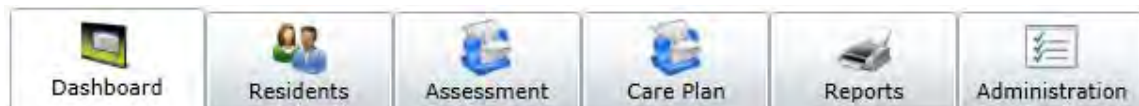


The login form for SIM Manager. It features the SIM logo at the top. Below the logo are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Change Password' and a 'Login' button. At the bottom left, it says 'Version: 3.0.5001.31106'.

#### Login to SIM™ manager

Enter individual username and password previously specified and select **Login**.

The SIM™ manager horizontal tabs:




- **Dashboard:** Overview of assessment activity in progress
- **Residents:** Set up and stored resident details
- **Assessment:** Assessments set up, collation and monitoring
- **Continence care plan:** Creation and review of continence care plans
- **Reports:** Review of relevant reports

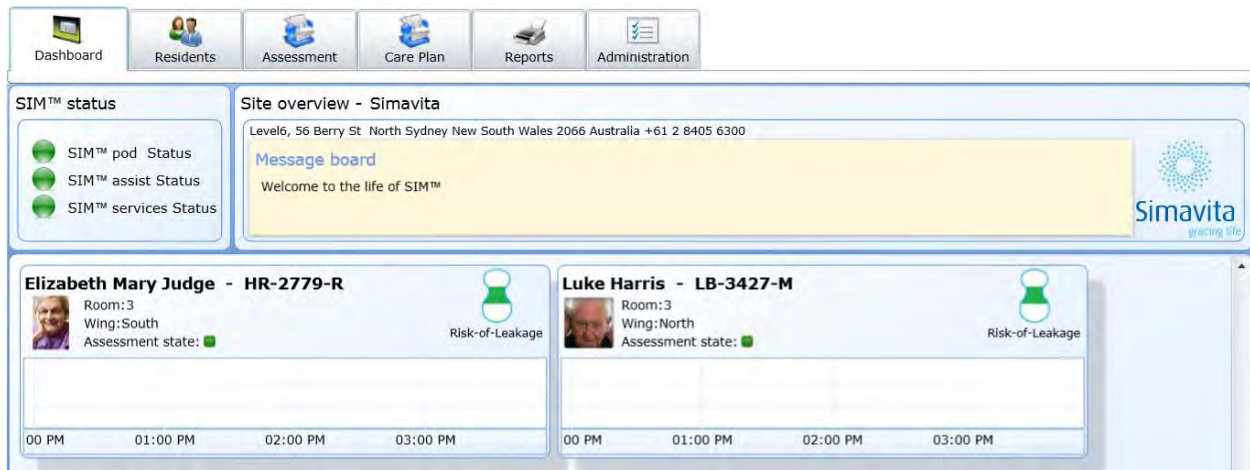
The **Administration** tab is only available for the users with assigned admin privileges. For more details see section [SIM™ manager – for the Administrator](#).

## 6.2 DASHBOARD TAB

The Dashboard tab provides overview of the status of key SIM™ assessment elements.

Select  **Dashboard** from the horizontal row.

### Dashboard



The **Dashboard** has the following sections:

**SIM™ Status** – SIM™ pod, SIM™ assist and SIM™ services statuses.

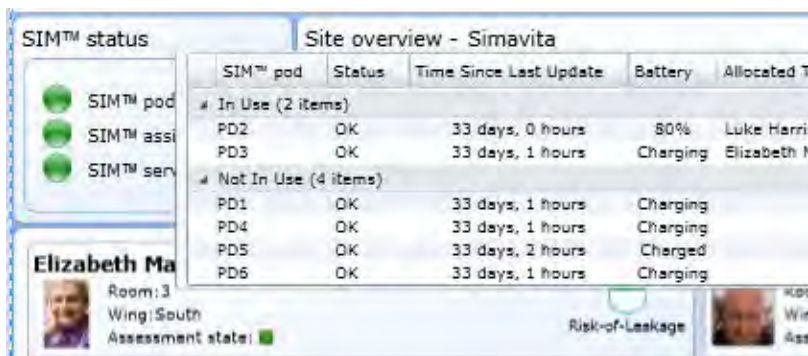
**Residents** – number of residents currently being assessed.

**Site Overview** – facility details.


**Message Board** – notes and alerts.

**SIM™ Status** and **Residents** contain data which comes into view as 'hover text' when leaving the mouse cursor over the words.

### SIM™ pod Status - hover text



### Check SIM™ pod status


Move the mouse cursor over the  **SIM™ pod Status** and wait a few seconds.

The hover text appears showing a summary of information about the state of SIM™ pods in use and not in use.

SIM™ assist Status - hover text

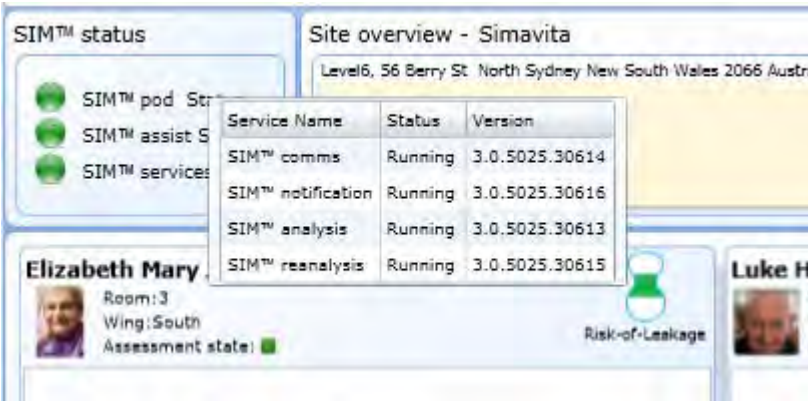


Check SIM™ assist status


Move the mouse cursor over the  and wait a few seconds.

The hover text appears showing information about the state of SIM™ assist.

SIM™ services Status - hover text

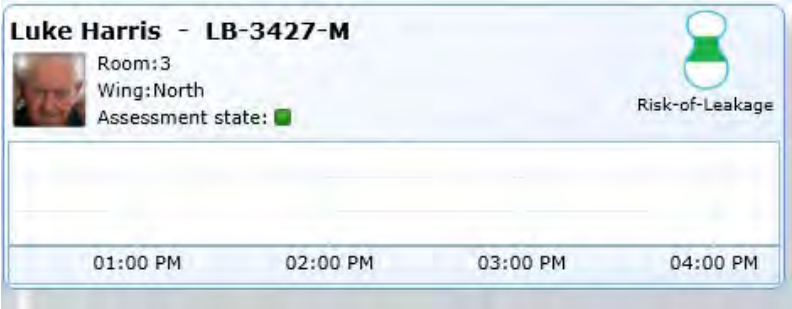


Check SIM™ services status

Move the mouse cursor over the  and wait a few seconds.

The hover text appears showing information of running services.

Resident summary



Risk-of-Leakage Measure


This indicates when a SIM™ sensor reaches full capacity.

Colours indicate the following:

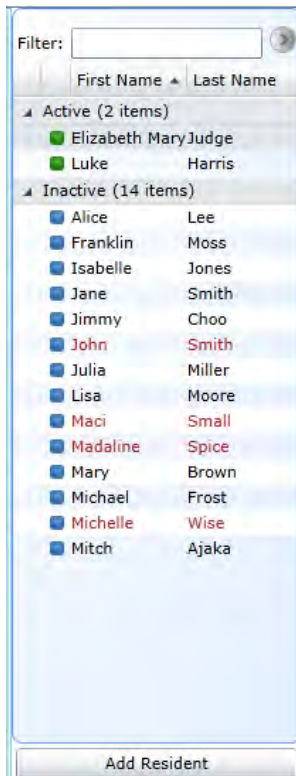


## 6.3 RESIDENT TAB

This tab allows new residents to be added, and resident's details to be captured and displayed.

Select  from the horizontal row.

### Residents sort list



The Residents sort list interface includes a search filter, sorting options, and a list of residents categorized by status.

Filter:

First Name Last Name

Active (2 items)

- ☒ Elizabeth Mary Judge
- ☒ Luke Harris

Inactive (14 items)

- ☒ Alice Lee
- ☒ Franklin Moss
- ☒ Isabelle Jones
- ☒ Jane Smith
- ☒ Jimmy Choo
- ☒ John Smith
- ☒ Julia Miller
- ☒ Lisa Moore
- ☒ Maci Small
- ☒ Madaline Spice
- ☒ Mary Brown
- ☒ Michael Frost
- ☒ Michelle Wise
- ☒ Mitch Ajaka

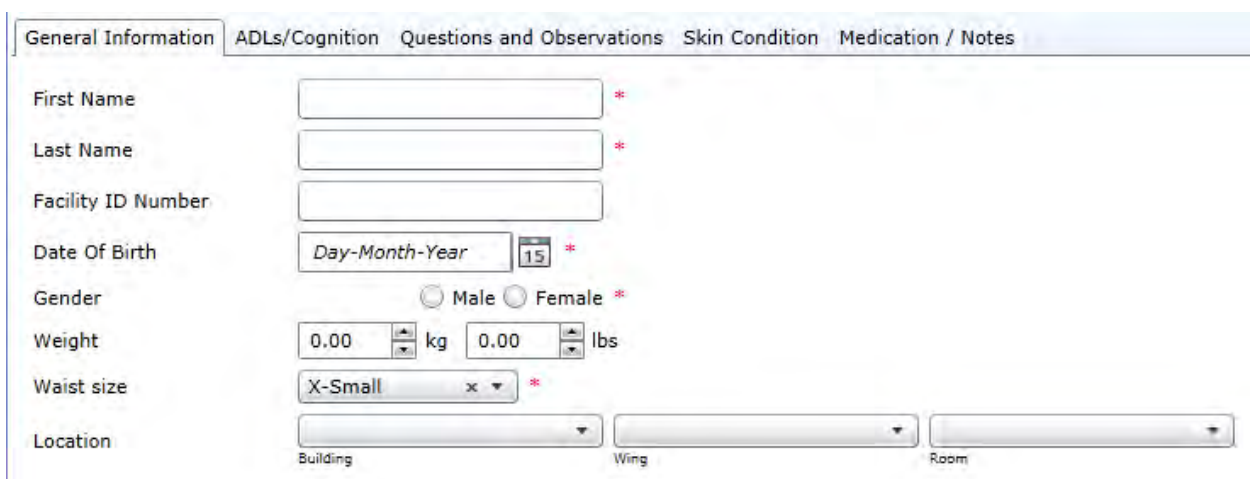
Add Resident

### Add a new resident

Click  below the list of residents names.

A blank resident information page will open with five tabs for data entry.

First tab **General Information**: The minimum information required is marked with a red asterisk\*. First Name; Last Name, Date of Birth, Gender and Waist Size are mandatory entries. Resident's room details are also entered on this tab.



The General Information tab contains the following fields:

General Information | ADLs/Cognition | Questions and Observations | Skin Condition | Medication / Notes

First Name  \*

Last Name  \*

Facility ID Number

Date Of Birth  Day-Month-Year  15 \*

Gender ☐ Male ☐ Female \*

Weight  0.00  kg  0.00  lbs

Waist size  X-Small  x \*

Location  Building  Wing  Room



**ADLs/Cognition:** Information on the resident's mobility, cognitive skills, ability to understand and required support level can be collected here.

General Information	ADLs/Cognition	Questions and Observations	Skin Condition	Medication / Notes
		Self performance level	Support provided level	
Bed Mobility (G0110A)		<input type="text"/>	<input type="text"/>	
Transfer (G0110B)		<input type="text"/>	<input type="text"/>	
Walk in Room (G0110C)		<input type="text"/>	<input type="text"/>	
Walk in Corridor (G0110D)		<input type="text"/>	<input type="text"/>	
Locomotion on unit (G0110E)		<input type="text"/>	<input type="text"/>	
Locomotion off unit (G0110F)		<input type="text"/>	<input type="text"/>	
Toilet Use (G0110I)		<input type="text"/>	<input type="text"/>	
Personal Hygiene (G0110J)		<input type="text"/>	<input type="text"/>	
Cognitive Skill		<input type="text"/>	Ability to understand <input type="text"/>	

**Questions and Observations:** A preliminary background on a resident's continence status can be obtained by a set of questions.

General Information	ADLs/Cognition	Questions and Observations	Skin Condition	Medication / Notes
Who answers the questions? <input type="text"/>				
<div> <div> <div>Do you leak, when you cough, sneeze or laugh?</div> <div>Do you need to rush suddenly to the toilet?</div> <div>Do you urinate more than 7 times/day or 2 times/night?</div> <div>Do you have a weak stream of urine?</div> <div>Do you have frequent dribbling?</div> <div>Do you have burning or blood on urination?</div> <div>Do you wake after an episode of incontinence?</div> <div>Do you lose total control of your bladder?</div> <div>Do you drink dark colored or caffeinated beverages?</div> <div>Are you able to go to the bathroom without assistance?</div> <div>Do you have discharge?</div> <div>Are you using ointments or barrier creams?</div> <div>Do you use continence products?</div> <div>Can you control your release of stool?</div> </div> <div> <div>Questions For Resident</div> <div>Observations</div> </div> </div>				

**Skin Condition:** Provides for recording of the resident's current skin condition and risk of skin breakdown due to the continence condition.

General Information	ADLs/Cognition	Questions and Observations	Skin Condition	Medication / Notes
Current head to toe skin condition <input type="text"/>				
Pressure ulcer risk score <input type="text"/>				
<div> <div>Other Problems</div> <div> <input type="checkbox"/> Open lesions other than ulcers, rashes, cysts (eg cancer lesion)           <input type="checkbox"/> Surgical wound           <input type="checkbox"/> Burns (second or third degree)           <input type="checkbox"/> Skin tear           <input type="checkbox"/> Moisture Associated Skin Damage (MASD) (ie incontinence IAD, perspiration, drainage)         </div> </div>				



**Medication/Notes:** Provides for recording of any medication that is relevant to the resident's continence status. Other clinical information can be documented in the notes field.

General Information	ADLs/Cognition	Questions and Observations	Skin Condition	Medication / Notes
<div> <div>Medications</div> <div> <input type="checkbox"/> Anticholinergic agents  <input type="checkbox"/> Cholinesterase inhibitors  <input type="checkbox"/> ACE inhibitors  <input type="checkbox"/> Diuretics  <input type="checkbox"/> Antipsychotics  <input type="checkbox"/> Benzodiazepines  <input type="checkbox"/> Tricyclic antidepressants  <input type="checkbox"/> SSRIs  <input type="checkbox"/> Opioids  <input type="checkbox"/> Selective alpha blockers  <input type="checkbox"/> Hormone replacement therapy </div> </div>				
<div>General attitude and other notes</div> <div></div>				

Add Photo


Save

Cancel

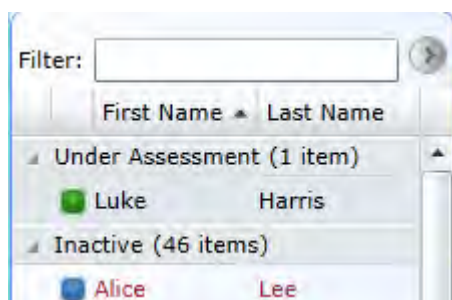
Resident photo can be added by clicking **Add Photo** at the bottom right of the screen.

To save all the information added, click **Save**, or **Cancel** to discard.

After saving the details of a new resident, a header is generated displaying a summary of the resident's general information relevant to the continence care. It will appear in the **Assessment** and **Continence care planning** tabs for the selected resident.

Luke Harris - LB-3427-M			
	Building: SIM Wing: North Room: 3	Bed Mobility (G0110A): Supervision (1) Setup (1) Transfer (G0110B): Limited Assistance (2) Setup (1) Walk in Room (G0110C): Total Dependence (4) Setup (1)	Toilet Use (G0110I): Extensive Assistance (3) Setup (1) Cognitive Skill: Severely impaired (3) Ability To Understand: Rarely/never understands (3)

## Find/sort residents by name



In the **Filter** in the top left of the screen, enter the first letters of the resident's name.

Click  OR

Find the Resident name under the list along the far left side of the SIM™ manager screen which is divided into residents '**Under Assessment**' or '**Inactive**'.

Residents currently '**Under Assessment**' are tagged with a **green square**.

Residents not currently under assessment are '**Inactive**' and tagged with a **blue square**.

Residents who have not yet had a SIM™ assessment are highlighted in **red font**.

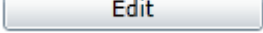
Select the resident's name or alternatively type the name into the '**Filter**' search box to find their name.

## Edit or Update residents details

### Header of resident



The header provides an overview of the resident's room location, identifying the assistance level of mobility; transfer; toilet use and cognitive level.

To edit or update residents details select the **Residents** tab and click  on the bottom right of the screen.

After completing the updates click **Save**, or **Cancel** to discard.

In the top left corner of this section, click  to expand or collapse the header.

## Change resident's photo

**Luke Harris** - BH-9876-G

Building: SIM House

Wing: Ground

Room: G5

Bed Mobility: Independent (0) Setup (1)

Transfer: Limited Assistance (2) One (2)

Walk in Room: Limited Assistance (2) One (2)

Toilet Use: Extensive Assistance (3) One (2)

Cognitive Skill: Moderately impaired (2)

Ability To Understand: Usually understands (1)

General Information

ADLs/Cognition

Questions and Observations

Skin Condition

Notes

First Name

Luke

Last Name

Harris

Facility ID Number

Date Of Birth

19-Mar-1935

15

Gender

☐ Male
☒ Female

Weight

73.58

kg

162.22

lbs

Waist size

Large

Location

SIM House

Ground

G5

Remove Photo

Change Photo

Save

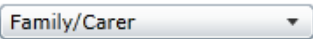
Cancel

A resident's photo can be added by clicking **Change Photo** at the bottom right of the screen. Select a photo from your computer folder. The photo format must be .jpg or .png. Locate the photo you require and select by double clicking.

Click **Save**, or **Cancel** to discard.

## Resident Profile

Form Field	Meaning
<b>General Information</b>	
<b>First Name</b>	Resident's first name
<b>Last Name</b>	Resident's last name
<b>Facility ID Number</b>	Resident's ID
<b>Date of Birth</b>	Click the calendar icon  to select a date. Use the left and right arrows to go forward/backward by month/year. Alternatively type in the following format .
<b>Gender</b>	Click the check box that applies <input type="radio"/> Male <input checked="" type="radio"/> Female.
<b>Weight</b>	Type resident's weight in kilograms or select the black arrows to change . It will automatically update the amount in lbs.
<b>Waist size</b>	Select from the drop down menu.
<b>Location</b>	<b>Building; Wing; Room</b> are selected by clicking the down arrow  to select from drop down menu. Press  to remove previously selected.

Form Field	Meaning
<b>ADLs/ Cognition</b>	
<b>Mobility</b>	<b>There are six mobility categories:</b> Bed Mobility; Transfer; Walk in Room; Walk in Corridor; Locomotion on unit and Locomotion off unit. Click the down arrow ▼ to select from drop down menu or press ✕ to remove previously selected.
<b>Toileting</b>	Toileting assistance level.
<b>Cognitive Skill and ability to understand</b>	Choose degree of cognitive impairment by clicking the arrow ▼ to select from the drop down menu.
<b>Questions and Observations</b>	Set of yes and no questions to obtain a preliminary background on a resident's continence status. Select person completing the questionnaire by selecting from the drop down menu 
<b>Skin Condition</b>	Enter details on the resident's current skin condition and if they are at risk of skin breakdown due to their continence status.
<b>Medication/Notes</b>	Any medication that is relevant to their continence status. A notes field is also available for other clinical information.

## 6.4 ASSESSMENT TAB



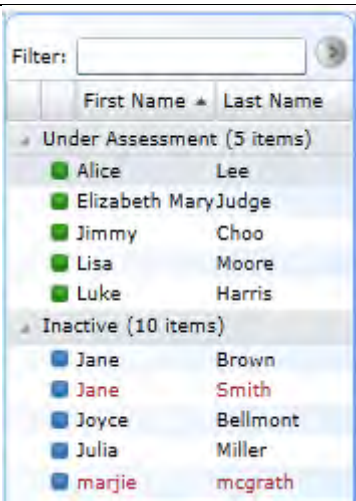
The Assessment tab is used to start a new resident assessment and review information relating to current or past assessments:

- 6.4.01 Start a new assessment.
- 6.4.02 Record/edit/discard observations
- 6.4.03 General assessment information
- 6.4.04 Print/Extend/Abort Assessment

## 6.4.01 START A NEW ASSESSMENT

### Step 1



Select the resident that requires an assessment



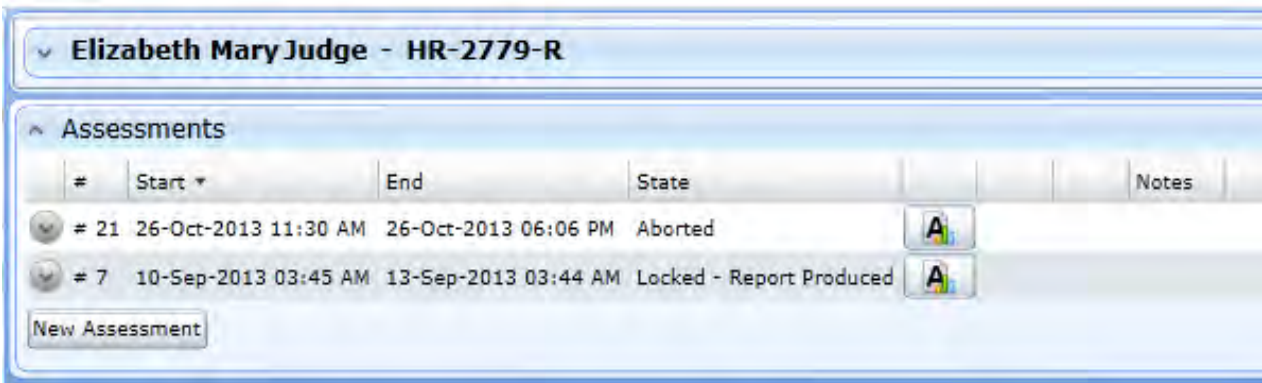
Enter the residents name in the filter search box or select a resident from the list. The list is divided into:

- 1. Under Assessment:** Residents currently under assessment are tagged with a **green square**.
- 2. Inactive:** Residents not currently under assessment are tagged with a **blue square**.

Residents who have not yet had a SIM™ assessment are shown in a **red font**.

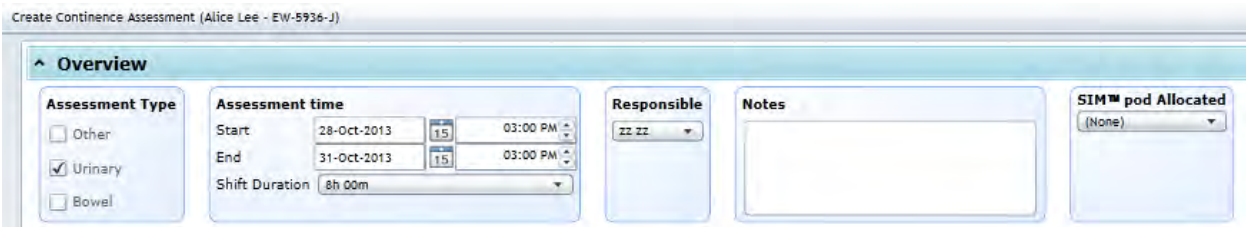
The list can be collapsed by clicking  and click again  to expand the list

The header section now appears with the Resident's name. The **Assessment** section underneath will show previous SIM™ assessments conducted.



### Step 2

Click on the  button and the 'Create a Continance Assessment' window appears.



### Assessment Type

☐ Other
 ☒ Urinary
 ☐ Faecal

### Assessment time

Start

30/08/2013

3:00:00 PM

End

2/09/2013

3:00:00 PM

Shift Duration

8h 00m

### Responsible

Mike Johnson

### Notes

### SIM™ pod Allocated

(None)

(None)

PD2

PD3

PD4

PD5

PD6

Save

Cancel

Choose the **Assessment Type** - check which type of assessment you are undertaking.

Confirm the **Assessment time**, by selecting the 'Start' and 'End' date. The date will automatically default to 80 hours from the start date. This can be modified manually by changing the date and time using these icons and .

Select the staff member **Responsible** for the assessment from the drop-down list.

**Notes** can also be added relating to the assessment setup.

**Allocate and de-allocate a SIM™ pod to the assessment**

Click the ▼ arrow in the **SIM™ pod Allocated** drop-down menu and select a SIM™ pod number. Only the SIM™ pod numbers that are presently available will be shown.

**Note:**

*When the SIM™ assessment is completed, SIM™ manager will automatically de-allocate the SIM™ pod.*

*If there is an issue with the allocated SIM™ pod, reallocate another SIM™ pod by selecting another pod number from the drop down list.*

After setting up a new assessment **click the save button** at the bottom right of the screen or click cancel to discard.

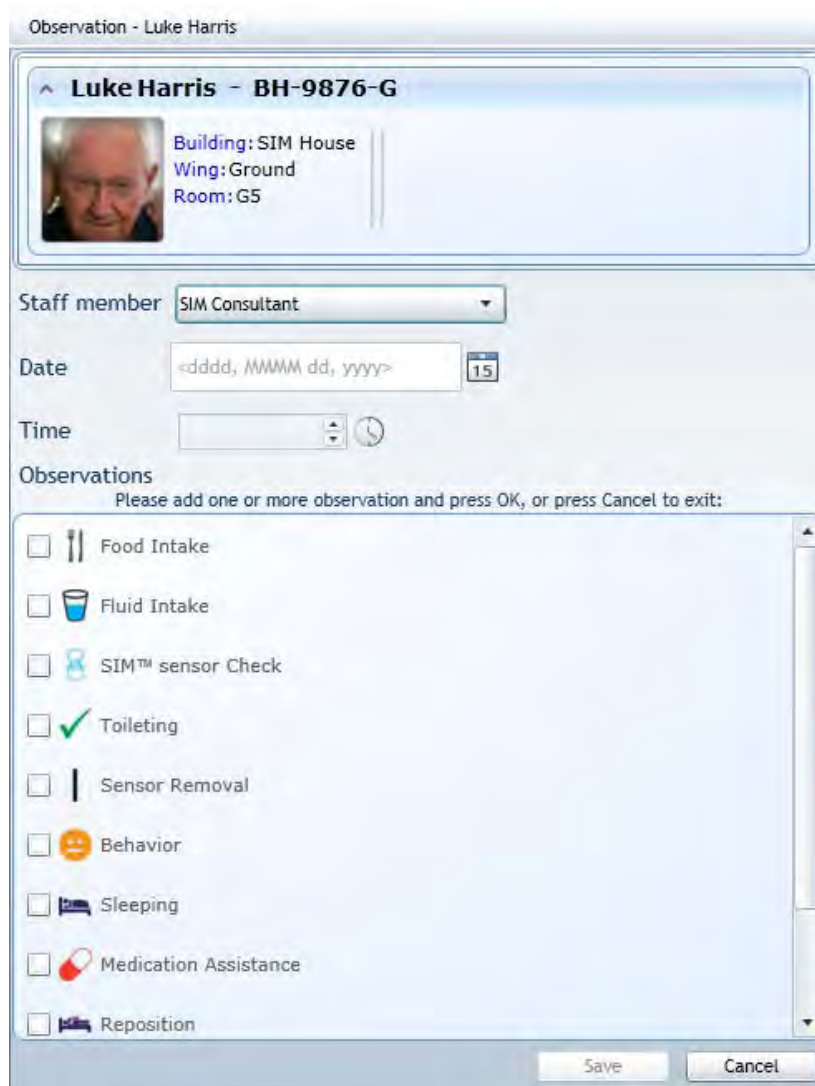


## Record an Observation

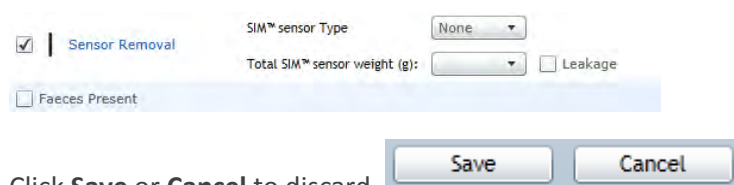
Click on the **Assessment** tab and select the resident.

In the **Observation History** section, click on .

Select the staff member name from the drop down menu; the date by clicking on the calendar and time by clicking on the clock icon.





Click on the relevant observation and select data fields.



Click **Save** or **Cancel** to discard.

## Editing an Observation

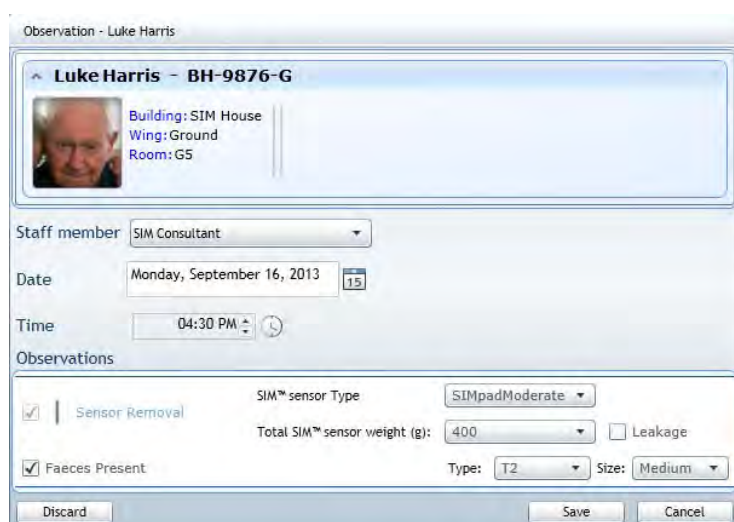
Click on the **Assessment** tab and select the resident. Select the Observation that needs to be edited by clicking on .



The Observation History window displays a list of observations for a resident. The title bar says 'Observation History'. In the top right corner is an 'Add Observation' button. The list contains four entries, each with a green person icon, a timestamp, and an 'Edit' button:

Observation	Timestamp	Event	Value	Action
Observation	26-Oct-2013 05:00 PM	Toileting	325ml	Edit
Observation	26-Oct-2013 04:00 PM	Fluid Intake	550ml (Water)	Edit
Observation	26-Oct-2013 02:30 PM	Fluid Intake	450ml (Water)	Edit
Observation	26-Oct-2013 02:00 PM	Toileting	475ml	Edit

The observation box opens and displays the item in full and relevant data fields can be amended.



The 'Observation - Luke Harris' window shows details for a specific observation. At the top is a header for 'Luke Harris - BH-9876-G' with a photo and location details: Building: SIM House, Wing: Ground, Room: G5. Below this are fields for Staff member (SIM Consultant), Date (Monday, September 16, 2013), and Time (04:30 PM). The 'Observations' section contains several fields: 'Sensor Removal' (checked), 'SIM™ sensor Type' (SIMpadModerate), 'Total SIM™ sensor weight (g):' (400), 'Leakage' (unchecked), 'Faeces Present' (checked), 'Type:' (T2), and 'Size:' (Medium). At the bottom are 'Discard', 'Save', and 'Cancel' buttons.

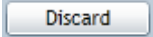
Click **Save**.

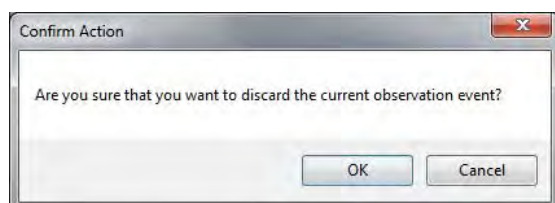
### Note:

*The user will only be able to edit observations they have entered unless they have Admin privileges.*

## Remove an Observation

Select the observations required in the **Observation History** section and click **Edit**.

The Observation box opens, click the  button on the bottom left corner of the box.





A 'Confirm Action' dialog box with a red close button in the top right corner. The text inside asks: 'Are you sure that you want to discard the current observation event?'. At the bottom are 'OK' and 'Cancel' buttons.

Click **OK** and the observation has now been discarded.

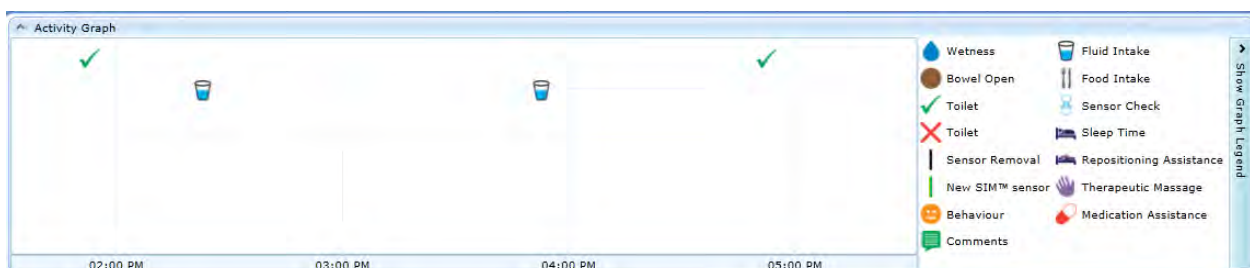


### 6.4.03 GENERAL ASSESSMENT INFORMATION


The Assessment tab also provides general information on the SIM™ pod status, Notifications, Activity log, activities graph and fluid balance chart.


	<p>The SIM™ pod status provides general information about the SIM™ pod during an assessment.</p>
	<p>Notifications: Provides a list of the various notifications sent during the assessment</p> <p>Activity Logs: Provides a list of all the observations recorded and system activities that occurred during the assessment.</p> <p>Last Status: Provides an update on the saturation of the SIM™ sensor stating the potential status of the sensor leaking during the assessment. This information is only updated when the SIM pod is connected to the WiFi network</p> <p>Fluid Balance: Provides an update on the amount of fluid the resident has consumed versus the amount of fluid voided.</p>


The actives graph provides an overview of the observations recorded in the last 5 hours.




#### 6.4.04 PRINT/EXTEND/ABORT ASSESSMENT

The SIM™ assessment currently running will display three key icons;  **Assessment Report:** opens the assessment in a report format

 **Edit Assessment:** opens the edit assessment setup page

 **Abort Assessment:** permanently stops the assessment

Assessments						
#	Start	End	State			Notes
# 22	28-Oct-2013 02:00 PM	31-Oct-2013 01:59 PM	Running			

#### Assessment report

Click the assessment report icon 

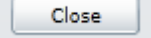
The initial message box will allow the user to select the observations to be shown on the assessment report.

Select Items to show in Bladder Chart:

<input checked="" type="checkbox"/> Wetness	<input checked="" type="checkbox"/> Toilet	<input checked="" type="checkbox"/> Toilet	<input checked="" type="checkbox"/> Bowel Open
<input checked="" type="checkbox"/> Sensor Removal	<input type="checkbox"/> Sensor Check	<input checked="" type="checkbox"/> Fluid Intake	
<input checked="" type="checkbox"/> Food Intake	<input type="checkbox"/> Behaviour	<input type="checkbox"/> Medication Assistance	
<input type="checkbox"/> Sleep Time	<input type="checkbox"/> Reposition	<input type="checkbox"/> Therapeutic Massage	
<input type="checkbox"/> Comments			

After the selections have been made, press **View report** and the SIM™ assessment report will be displayed.




The following icon  will be displayed at the top of the report page allowing refreshing, printing, exporting and saving.

Selecting **Close** will return back to the report tab .



#### Editing an assessment

**Edit** an assessment while it is running by clicking the **Edit** button. Assessment time, responsible, notes and SIM™ pod allocation can be changed here.

**Assessment time**

Start	06-Sep-2013	15	04:30 PM	
End	10-Sep-2013	15	12:29 AM	   
Shift Duration	8h 00m			

Assessment time can be extended in intervals of 15 minute time slots.

Click the green symbol  to extend the assessment or click the red  to cancel.

**Note:**

*It is not possible to change the start time of an assessment once the assessment has already commenced.*

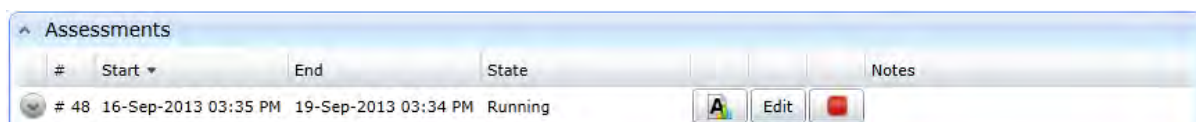
Click to **Save**, or **Cancel** to discard.

**Note:**


*It is recommended that the assessment is extended if it is discovered that the SIM™ pod has been disconnected from the resident.*

**Aborting an assessment**

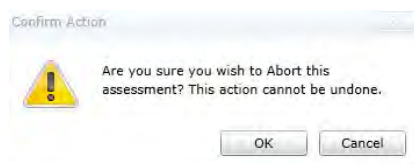
If there is a reason to abort an assessment, this can be done as follows.



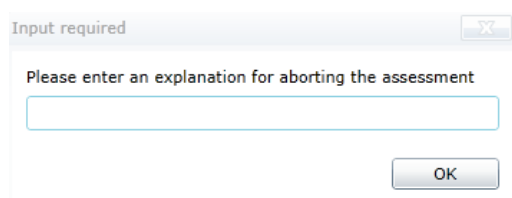
#	Start	End	State	Notes
# 48	16-Sep-2013 03:35 PM	19-Sep-2013 03:34 PM	Running	

From the **Assessments** section, select the assessment to abort. The row is highlighted grey. Click the **Abort** Button to abort the assessment .

A confirmation box appears. To abort the assessment, click **OK**.



The system will prompt to record the reason for aborting the assessment. This is important for resident documentation and any future assessment reviews.

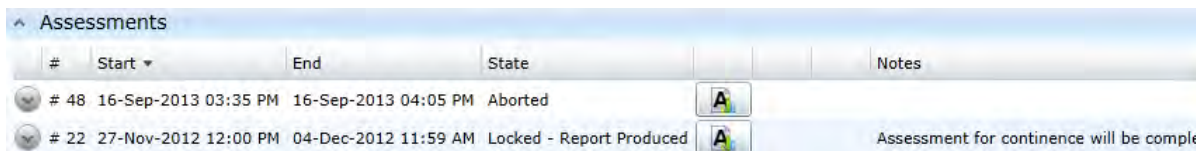


Input required

Please enter an explanation for aborting the assessment

OK

The State of the assessment will change from **Running** to **Aborted**.



#	Start	End	State	Notes
# 48	16-Sep-2013 03:35 PM	16-Sep-2013 04:05 PM	Aborted	
# 22	27-Nov-2012 12:00 PM	04-Dec-2012 11:59 AM	Locked - Report Produced	Assessment for continence will be complete

SECTION 7

# **SIM™ Data Collection**



## 7.0 SIM™ Data Collection

---

### 7.1 OVERVIEW

During a SIM™ assessment the carer must record real-time observations using the SIM™ Assist application.

SIM™ assist is a software application (app) that can be downloaded onto a range of tablet/phone devices to enable care staff to log observations during an assessment about the resident's care.

The information recorded in the SIM™ assist app during the assessment is sent via the Wi-Fi network to the SIM™ manager software. This information is graphically displayed along with continence data. Care staff use this information to develop an individualised continence care plan.

The SIM™ assist app on the device does not need to be in a Wi-Fi network to function. Information that is recorded while outside the network is stored and then is transferred automatically via Wi-Fi when the device comes back into range.

It is recommended:

- The hand held device (with SIM™ assist application installed), should be carried by care staff at all times during their shift
- All notifications sent from the SIM™ assist must be actioned by care staff
- Do not shut down, log off, reboot or place tablet/phone into sleep mode during the assessment, to ensure continuous transmission of data to the SIM™ manager
- The tablet/phone must be charged each night when in use

**Note:**

*All observations are to be entered in real time. If an observation is not entered into the tablet/phone at the time the activity occurred, enter observation directly into the SIM™ manager in retrospect.*

### 7.2 LOGIN TO SIM™ ASSIST

To switch on the hand held tablet device, refer to the hardware device user guide.

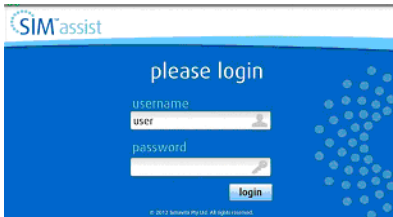
**Step 1**



Touch the SIM™ assist icon displayed on the screen of your tablet or phone.

The **SIM™ assist** software will load and display the login screen.

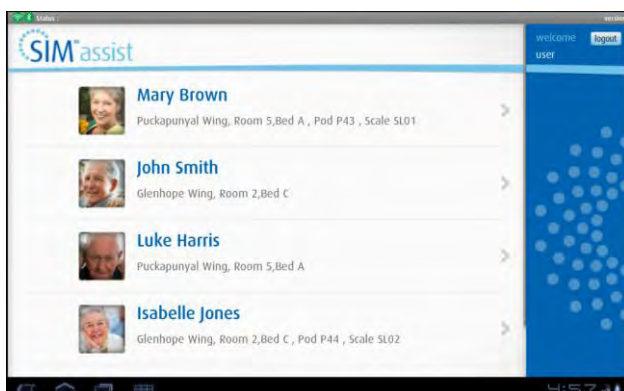
## Step 2



Enter a username and password than select 'Login'.

SIM™ assist should stay on during a shift to allow continuous transmission of data to SIM™ manager.

## 7.3 MAIN SCREEN – RESIDENT LIST



After logging in, the screen will display all the residents currently undergoing a SIM™ assessment.

The information for each resident will include, photo identification, resident's name, wing name, room number and SIM™ pod number.

When setting up for the first assessment check that the SIM™ pod number allocated to the resident on the SIM™ assist screen, is the same number appearing on the back of the SIM™ pod you are using. If this number is not the same, notify your supervisor.

When there are more residents under assessment than can be seen on the screen, these can be viewed by brushing a finger up the screen to scroll.

## 7.4 SIM™ ASSIST SCREEN NAVIGATION

### SCREEN NAVIGATION

To record a resident observation, touch the observation icon and enter the data from left to right.

A grey scroll bar will display if there are many items to choose from. Brush a finger up and down the screen to display additional items.

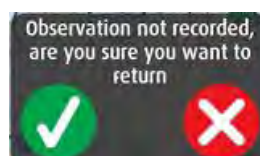
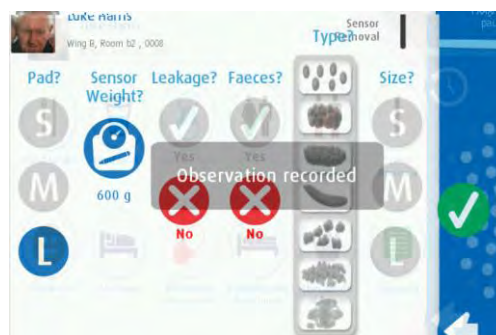
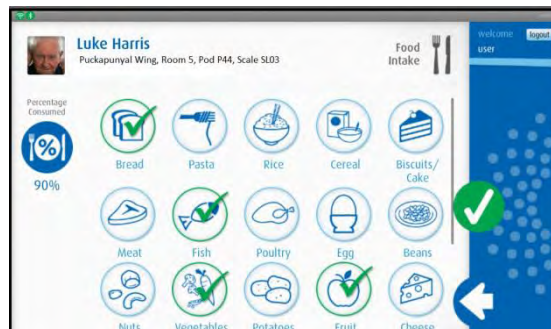
To un-select an item, touch the item a second time and the selection will disappear.

After making **all** the selections for an observation, touch the **green tick** to save the data and transmit it to the SIM™ manager.

A message will appear stating the observation was recorded and the app will return back to the observations page.

At times there may be a need to discard an observation before completing it. To discard the observation without saving, touch the '**back arrow**' icon, instead of the green tick.

A message will appear to confirm the wish to discard this observation. By selecting the green tick the observation will be discarded and the app will return to the previous screen. If you decide you wish to keep the observation, select the red X and you will return back to the observation input screen.




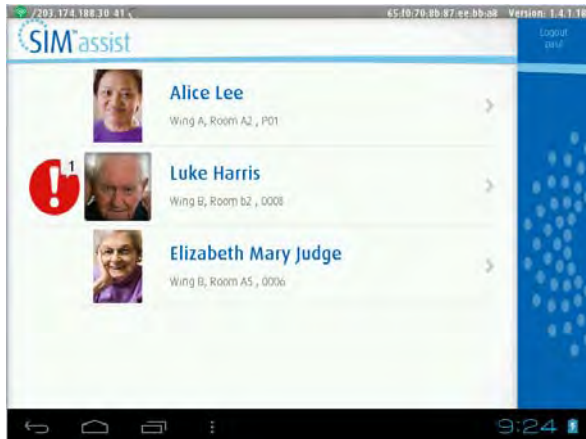
Press  to confirm



## 7.5 SIM™ ASSIST NOTIFICATIONS

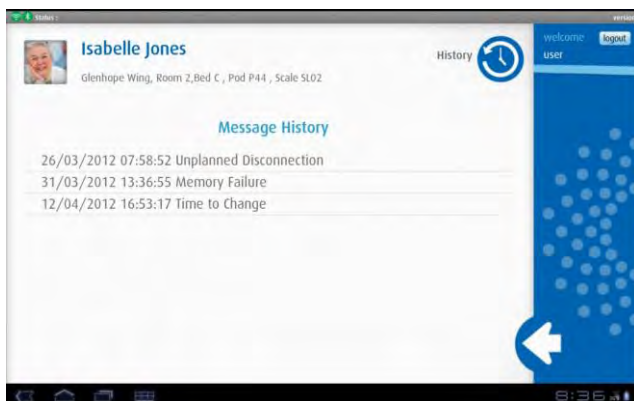
The SIM™ assist app will send notifications during the assessment which require attention regarding the resident or the assessment.

The notification icon will appear as a red exclamation mark  next to the resident's photo. To open the notification(s) touch the resident's name.




## 7.6 CLEARING NOTIFICATIONS OR MESSAGES

When a notification has been read and related actions completed, the message is cleared from the screen.



The screen will now display the notification messages for that resident.

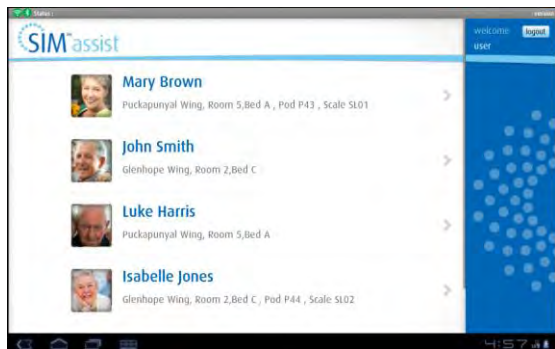
After reading the notifications, click the return arrow icon  and you will return back to the main screen.

This step removes the red notification.



## 7.7 RECORDING RESIDENT OBSERVATIONS

### Step 1



To enter a resident observation, tap the resident's name.

### Step 2



The resident observations page opens.

The top row of icons show all the observations required for a urinary or bowel assessment:

- Food Intake
- Fluid Intake
- Sensor check
- Successful toileting
- Unsuccessful toileting
- Sensor removal


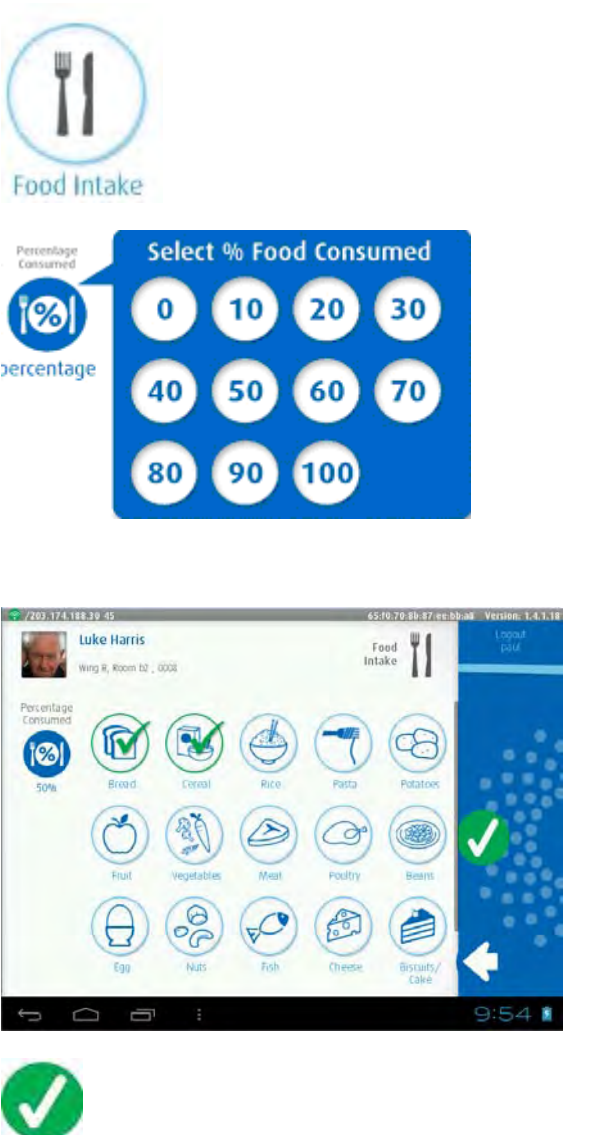

The bottom row of icons show the other observations available



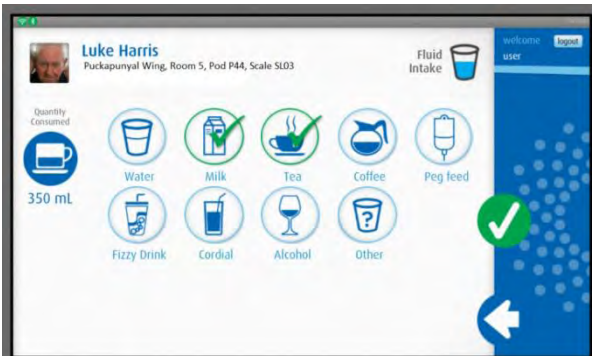


- Behavioural
- Sleeping
- Medication assistance
- Repositioning assistance
- Therapeutic massage

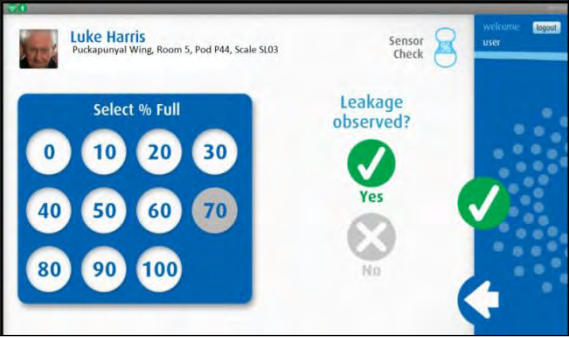
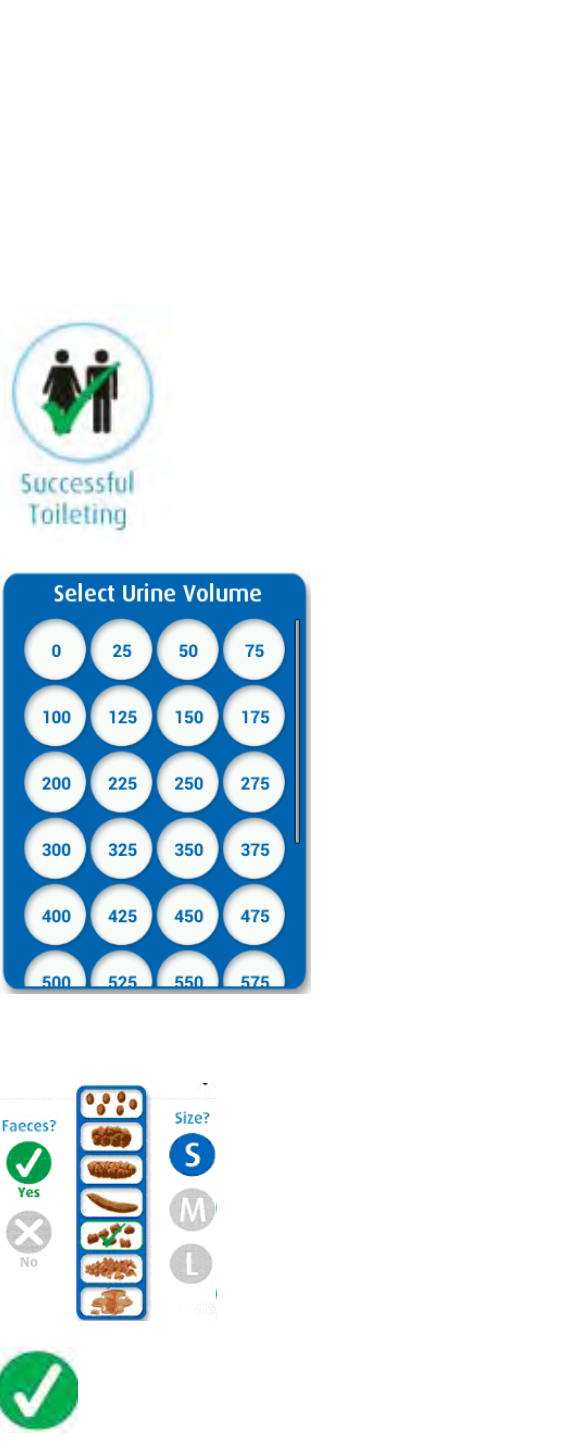
There is a comments field in the right/bottom corner for additional information to be recorded that may not have been covered under other icons.







## 7.8 OBSERVATION ICONS

	<h3>OBSERVATION ICONS</h3> <p>This section defines each icon and provides guidance on how to enter observations.</p>
	<h3>FOOD INTAKE</h3> <p>This observation records the total % of food consumed during a meal and the type of food items eaten.</p> <p>Touch the icon 'Food Intake'</p> <p>Touch  and select the % of food eaten.</p> <p>Select all the food items eaten. To view more food items, scroll down by brushing a finger up the screen.</p> <p>All milk consumed such as milk with porridge or cereal should be recorded under fluid intake.</p> <p>After making all the selections for this observation, touch the green tick to save</p> <p><b>Note:</b></p> <p><i>The information recorded under this icon will assist in completing a bowel assessment.</i></p>

   	<h3>FLUID INTAKE</h3> <p>This observation records the volume and type of fluids consumed and assists in understanding the resident's fluid balance/hydration. The information for the fluid balance chart is used to develop the resident's continence care plan.</p> <p>Touch the icon 'Fluid Intake'</p> <p>Touch the volume icon and select the quantity of fluid consumed (for example 250mls).</p> <p>Then select the type of fluid consumed. E.g. cup of tea</p> <p>After making all the selections for this observation touch the green tick to save the data.</p>
	<h3>SENSOR CHECK</h3> <p>This observation records the status of a resident's SIM™ sensor in relation to capacity filled and if any leakage has occurred (onto clothing or bed linen).</p> <p>Select the 'Sensor Check' icon.</p>

	<p>Select the <b>% of</b> the SIM™ sensor that has been used.</p> <p>Select 'Yes or No' if any <b>leakage was observed</b>.</p> <p>After making all the selections for this observation touch the green tick to save the data.</p>
	<p><b>SUCCESSFUL TOILETING</b></p> <p>This observation records the amount of urine voided into the toilet (in a Specipan/hat) and to record the type and size of bowel movements. This information is used to determine the effectiveness of toileting and any bowel activities.</p> <p>Select the icon 'Successful Toileting'</p> <p>Select the amount closest to the volume of urine collected in the specipan/hat.</p> <p>Select 'Yes or No' if <b>faeces</b> present.</p> <p>If yes, select the <b>type and size</b> from the Bristol stool chart.</p> <p>After making all the selections for this observation touch the green tick to save the data</p>

 	<h3>UNSUCCESSFUL TOILETING</h3> <p>This observation records when toileting activities are unsuccessful. This is demonstrated by nil urine being voided or no bowel movements.</p> <p>Select the icon 'Unsuccessful Toileting' and confirm by selecting the green tick if toileting was unsuccessful.</p> <p>If this observation is unintentionally selected, then select the red X to discard the entry.</p>
 	<h3>SENSOR REMOVAL</h3> <p>This observation records the removal and weighing of the SIM™ sensor.</p> <p>Select the icon 'Sensor Removal' and select the type of SIM™ sensor removed from the resident (three types).</p> <p><b>Light:</b> Light capacity SIM™ sensor</p> <p><b>Moderate:</b> Moderate capacity SIM™ sensor</p> <p><b>Heavy:</b> Heavy capacity SIM™ sensor</p> <p><b>Note:</b></p> <p><i>Scales must be used to weigh the SIM™ sensor.</i></p>

**Sensor Weight**

100	125	150	175
200	225	250	275
300	325	350	375
400	425	450	475

**Leakage?**

Yes (selected) No

**Faeces?**

Yes (selected) No

**Type?**

Sensor Removal

**Size?**

S (selected) M L

Green checkmark button

Record the weight by selecting the 'Sensor weight?' icon.

Select a weight that closely matches the reading shown on the scales.

Select 'Yes or No' if there was any **leakage**.

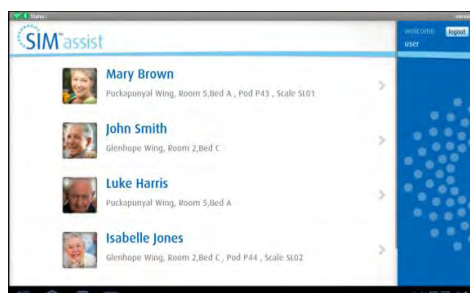
Select 'Yes or No' if **faeces** present - if 'Yes' select the **type and size** of stool from the Bristol stool chart.

After making all the selections for this observation, touch the green tick to save the data.

## 7.9 OBSERVATION HISTORY

The **Observation History** within the SIM™ assist app shows a record of assessment observations recorded and messages sent by the SIM™ manager.

### Step 1



Select the resident from the main screen

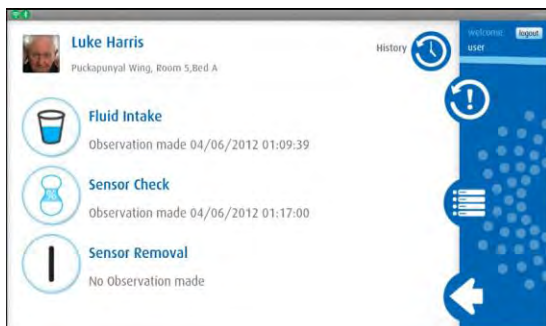
## Step 2



The resident observation screen will

open, click on the  'History' icon

## Step 3



The history screen displays observations entered over the assessment period.



To view messages sent by the SIM™ manager during the assessment you can

click a second time on the message history icon.





SECTION 8

# **SIM™ CONTINENCE CARE PLAN**



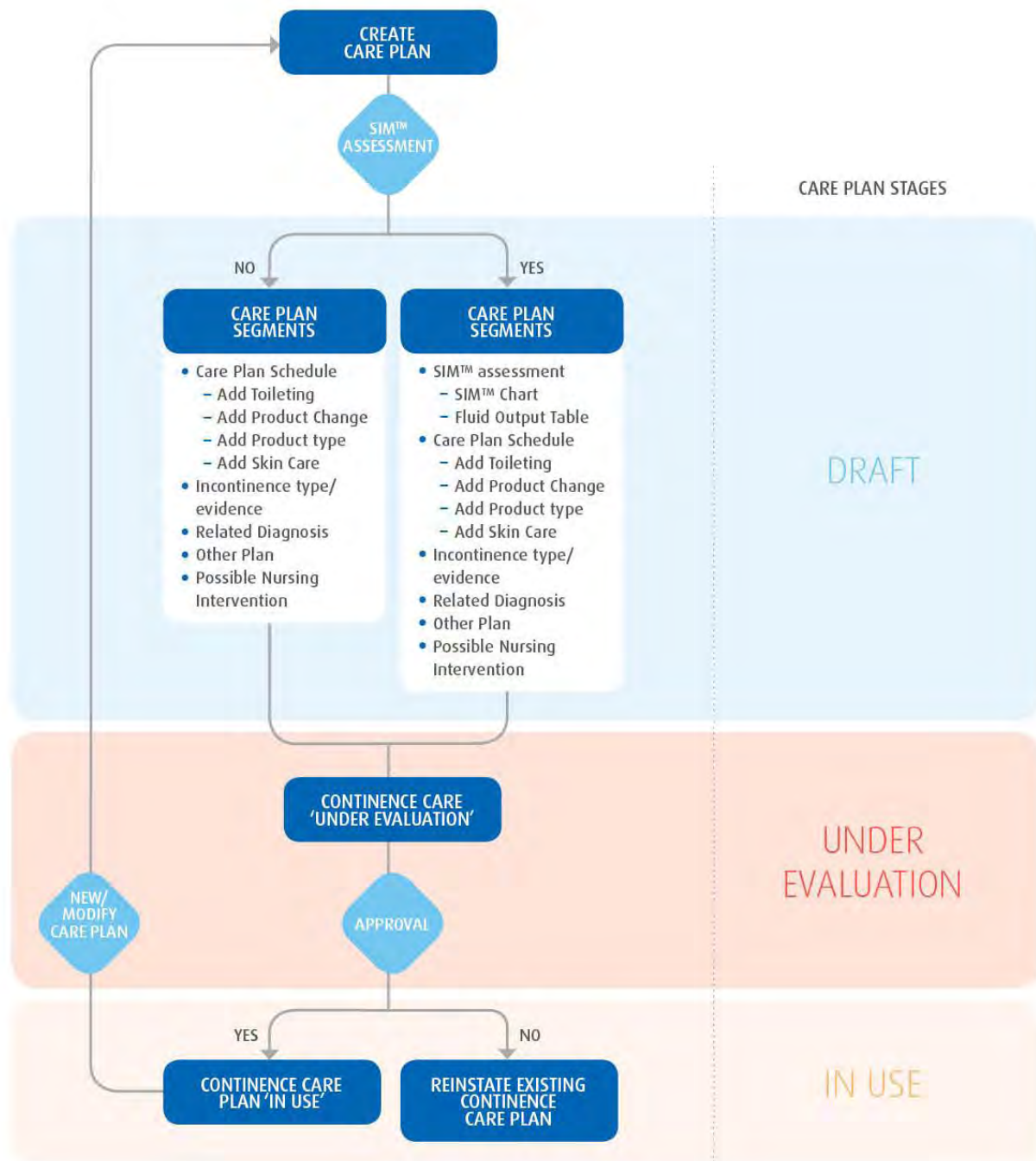


## 8.0 SIM™ Contenance Care Plan

### 8.1 SIM™ CONTINENCE CARE

The continence care plan is development in 3 stages:

- 1- 8.2 Create a continence care plan
- 2- 8.3 Continence care plan Under-Evaluation
- 3- 8.4 Continence care plan In-Use



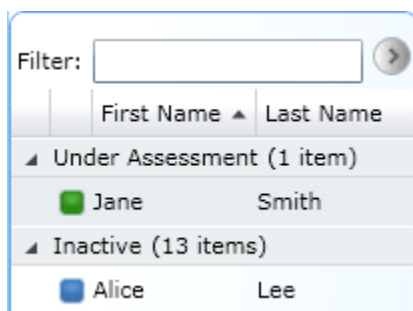
## 8.2 CREATE A CONTINENCE CARE PLAN

The user needs to complete six main segments to develop a continence care plan

1. SIM™ assessment
  - a. SIM™ chart
  - b. Fluid output table
2. Continence care plan schedule
  - a. Toileting Times
  - b. Product Change times
  - c. Continence Product type
  - d. Skin Care selection
3. Incontinence Type/Evidence
  - a. Type
  - b. Toileting Program
  - c. Bladder Pattern
4. Related Diagnosis
5. Other Plans
6. Possible Nursing intervention

### Get started

#### Step 1

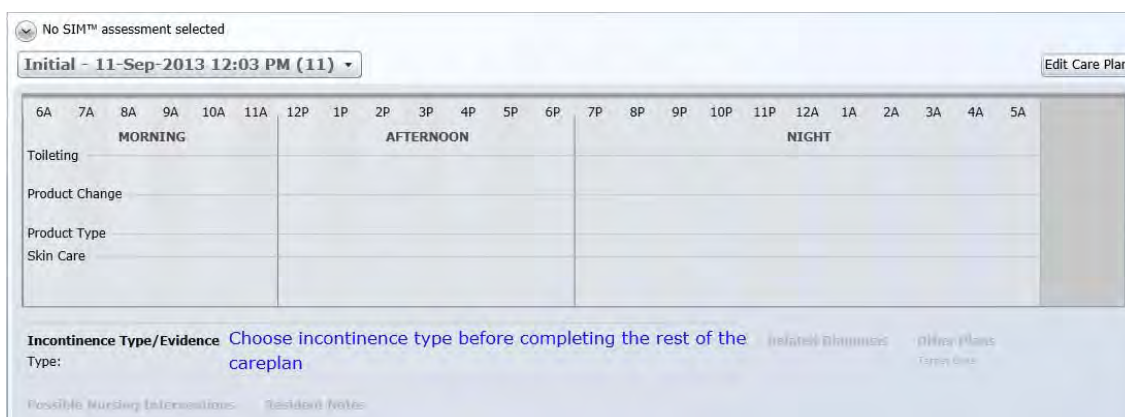


Select a resident from the left section

and click the  horizontal tab.

SIM™ manager displays a continence care plan template by default.

#### Step 2



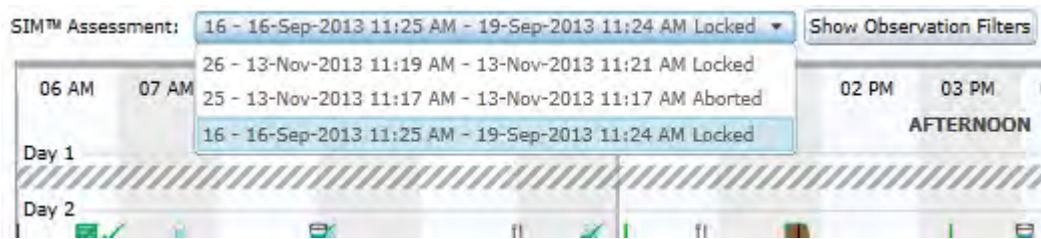
#### Step 3:

Click  to display the edit care plan page.

## 1. SIM™ ASSESSMENT

### a) SIM™ Chart

Select the SIM™ assessment from the drop down menu to be used in developing the resident's care plan. The assessment selected will be highlighted in light blue.



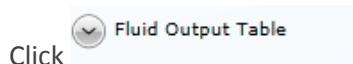
Select observations from the SIM™ assessment to be shown in the SIM™ chart.

SIM™ chart shows all the observations recorded during the assessment. The chart can be modified by clicking **Show Observation Filters** to select or unselect certain observation symbols. The symbols selected will be shown on the SIM™ chart.



### b) Fluid Output table

To display the fluid output table.



Fluid Output Table

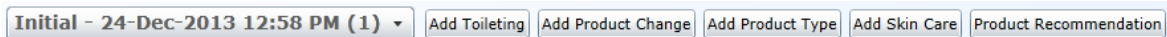
	Morning 6:00AM - 12:00PM		Afternoon 12:00PM - 7:00PM		Night 7:00PM - 6:00AM		SIM™ sensor Removal	Toileting
	SIM™ sensor Removal	Toileting	SIM™ sensor Removal	Toileting	SIM™ sensor Removal	Toileting		
Day 1			0	0	529	1475	529	1475
Day 2	68	0	336	425	551	500	955	925
Day 3	443	0	68	100	191	0	702	100
Day 4	143	150	93	75			236	225
Average	218	50	124	150	423	658	807	908
Total	654	150	497	600	1271	1975	2422	2725

**Fluid Output Table:** The table displays per continence product shift (Morning/Afternoon/Night), the fluid output that was recorded per day from the measured weight of the **SIM™ sensor** and the voided volume measured by the specipan/hat during a **toileting** event.

## 2. CONTINENCE CARE PLAN SCHEDULE

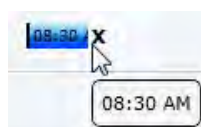
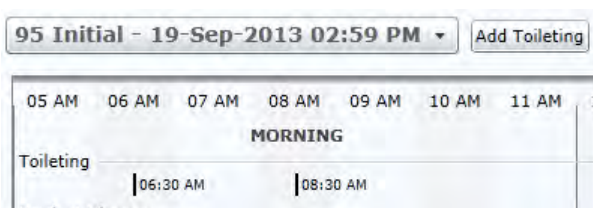
In this segment the user may add activities to the care plan schedule.

Click on the following buttons to add these activities to the care plan schedule.



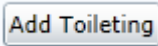
Activity Button	Function
Add Toileting	Setup the number of toileting times for the resident
Add Product Change	Setup the times to remove and apply continence products to the resident
Add Product Type	Select the continence product type and other continence products the resident requires during different periods of the day
Add Skin Care	Select the skin care product and times the resident requires skin care.
Product Recommendation	The system generates a continence product recommendation per continence shift based on the SIM™ assessment. The recommendation can be modified.

### Add Toileting

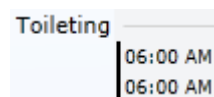


#### Note:

You can drag the toileting time box to a new time or select X to remove it.

Click 

A toileting time drops down near the word Toileting



Repeat for more toileting times.

## Add Product Change

95 Initial - 19-Sep-2013 02:59 PM Add Toileting Add Product Change

	05 AM	06 AM	07 AM	08 AM	09 AM
	<b>MORNING</b>				
Toileting					
Product Change		06:00 AM		08:30 AM	

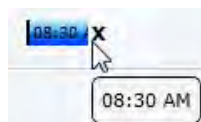
Click Add Product Change

A Product Change time drops down near the word Product Change

**Product Change**

- 06:00 AM
- 06:00 AM

Repeat for more product change times.



### Note:

You can drag the product change time box to a new time or select X to remove.

## Product Type

The SIM™ system will automatically recommend a continence Product type based on certain data fields. The user can decide to use these recommendations or modify to another continence product type.

6A	7A	8A	9A	10A	11A	12P	1P	2P	3P	4P	5P	6P	7P	8P	9P	10P	11P	12A	1A	2A	3A	4A	
MORNING						AFTERNOON						NIGHT											
Toileting																							
Product Change																							
Product Type																							
7:00 AM - Continen						2:00 PM - Continen						9:15 PM - Continen											

### Product Type: Automatically Recommended

SIM™ will automatically recommend a product type for each shift, based on certain inputs from the resident tab, the local product catalogue range, and a completed SIM™ assessment. The principle of the product recommendation is to select the most suitable product from the local product catalogue that meets the resident individual care needs determined from the assessment. If any of the input data fields are incomplete, then no recommendation will be made.

**The input data fields that need to be completed are in the**

- Resident Tab
- Administration Tab
- Assessment data recorded in the Fluid Output table

## a) Resident Tab



### General Information

Waist size

X-Large x ▼

The waist size selected enables the system to only select product types with that waist size from the local catalogue.

### ADLs/Cognition

Bed Mobility (G0110A)

Self performance level Supervision (1) x ▼

Transfer (G0110B)

Walk in Room (G0110C)

Walk in Corridor (G0110D)

Locomotion on unit (G0110E)

Locomotion off unit (G0110F)

Toilet Use (G0110I)

Personal Hygiene (G0110J)

Independent (0) x ▼

To match the product type to the resident's mobility and cognitive level the following fields need to be selected under the self-performance level:

- Transfer Assistance – e.g. Supervision
- Toilet Use – e.g. Independent

Cognitive Skill

Independent (0)  
Modified independence (1)  
Moderately impaired (2)  
Severely impaired (3)

- Cognitive Skill – e.g. Severely impaired

Ability to understand

Understands (0)  
Usually understands (1)  
Sometimes understands (2)  
Rarely/never understands (3)

- Ability to Understand – e.g. understands

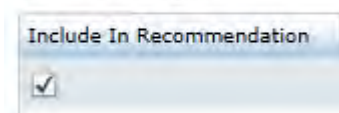


## b) Administration Tab

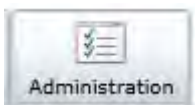


Click the Main and Local Catalogue will be displayed.

### Local Catalogue



A range of absorbent continence products (e.g. 'Pull-up' ) can be select from the local catalogue. Select flag checked to 'Include in recommendation'.



Click to view the following fields that are included.

Leakage Prevention Factor (%)	10
Fluid Output Calculation Type	Maximum Plus 10 Percent
Continence Aid Capacity Type	Working Capacity

These fields are a defaulted setting by the system, however they can be modified. (refer to SIM™ manager - For Administrator).

## c) SIM™ assessment information

Click  Fluid Output Table to expand table and click to close  Fluid Output Table .

### Total Resident Fluid Output

	Morning		Afternoon		Night		SIM" sensor Removal	Toileting
	6:00AM - 12PM		12PM - 7:00PM		7:00PM - 6:00AM			
	SIM" sensor Removal	Toileting	SIM" sensor Removal	Toileting	SIM" sensor Removal	Toileting		
Day 1			43	0	0	0	43	0
Day 2	584	0	33	300	43	100	660	400
Day 3	368	350	58	100	126	400	552	850
Day 4	0	100	0	0	43	125	43	225
Average	317	150	33	100	53	156	324	368
Total	952	450	134	400	212	625	1298	1475

The assessment information recorded on the SIM™ sensor removal volume is summarised in this table. The system also uses this information to make a continence aid recommendation that matches the continence product capacity need for the resident per shift ( a shift calculates the total recorded void volumes over the specified time range)

## Product Type: Modifying Recommendation

The screenshot shows a continence care plan chart with columns for 5A, 6A, 7A, 8A, 9A, and 10A. Under the heading 'MORNING', there are three rows: 'Toileting', 'Product Change', and 'Product Type'. Each row has a time range of 06:00 AM to 08:30 AM. The 'Product Type' row has a blue bar indicating the time range 06:00 AM - 11:00 AM.

Click **Add Product Type**

A Product type time range drops down near the word Product Type

The screenshot shows a dropdown menu for 'Product Type' with two options: '06:00 AM - 11:00 AM' and '06:00 AM - 11:00 AM'.

Repeat for more times.

The screenshot shows a continence care plan chart with two Product Type recommendations. The first is 06:00 AM - 11:00 AM and the second is 10:00 AM - 03:00 PM. A mouse cursor is hovering over the second recommendation, and a tooltip shows '10:00 AM - 03:00 PM'.

### Note:

You can drag the product type to a new time or extend it to a longer time range or select X to remove it.

### Select product type

The screenshot shows a Product Type recommendation for 10:00 AM - 03:00 PM. A mouse cursor is hovering over the 'Edit...' button.

The screenshot shows a Product Type recommendation for 10:00 AM - 03:00 PM. A mouse cursor is hovering over the 'Edit...' button.

To select Product type click

A drop down box will list all the product types the user can select.

The screenshot shows a dropdown menu with the following options: 'Abri San 6 Air Plus', 'Abri San 10 Air Plus', 'Abri San 11 Air Plus', 'Abri Form S4', and 'Abri Form M1'. The 'Abri San 6 Air Plus' option is selected. Below the dropdown are 'OK' and 'Cancel' buttons.

Select the Product type Click

The screenshot shows an 'OK' button with a mouse cursor hovering over it.

Product selected is displayed in on the continence care plan chart.

The screenshot shows a continence care plan chart with a Product Type recommendation for 10:00 AM - 03:00 PM. The product 'Abri San 6 Air Plus' is displayed next to the time range. A mouse cursor is hovering over the recommendation, and a tooltip shows '10:00 AM - Abri San 6 Air Plus - 03:00 PM'.



## Add Skin Care

95 Initial - 19-Sep-2013 02:59 PM Add Toileting Add Product Change Add Product Type Add Skin Care

The screenshot shows a timeline interface for 'MORNING' with slots for Toileting, Product Change, Product Type, and Skin Care. The Skin Care slot is highlighted with a green box labeled '06:00 AM (ongoing)'.

Click Add Skin Care

A Skin Care time box drops down near the word Skin Care

The screenshot shows the Skin Care dropdown menu with two options: '06:00 AM (ongoing)' and '06:00 AM (ongoing)' with an edit icon and a close icon.

Repeat for more skin care times.

The screenshot shows the Skin Care dropdown menu with two options: '06:00 AM (ongoing)' and '09:00 AM (ongoing)'.

### Note:

You can drag the Skin Care box to a new time or select X to remove.

## Select Skin Care product type

The screenshot shows the Skin Care dropdown menu with two options: '09:00 AM (ongoing)' and '09:00 AM (ongoing)' with an edit icon and a close icon.

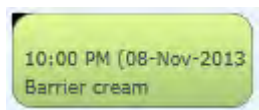
A drop down box lists a range of skin care product types

The screenshot shows the Skin Care dropdown menu with a list of product types: Barrier cream, Cleanser, Moisturiser, Dressing, Other, Barrier cream, and Cleanser. The Duration is set to ongoing. A date picker is open showing November 2013.

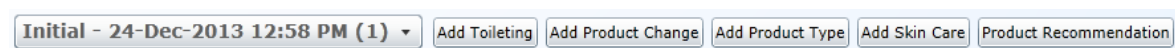
Select product type and duration, either **ongoing** or select a **date** to stop using the product



The Skin Care box will display the time the skin care product is to be used, duration and products

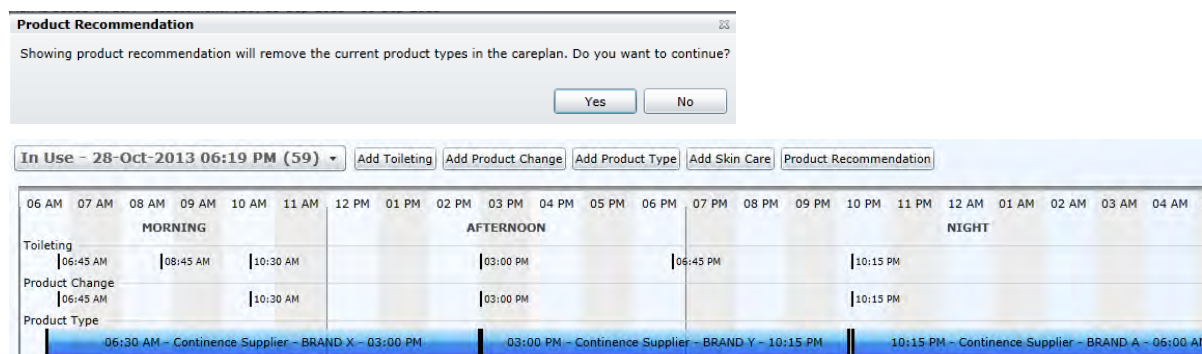


## Product Recommendation



Click **Product Recommendation**. This will make (or reinstate) a continence product recommendation or reinstate the product recommendation previously made by the SIM™ system.

A text box will appear stating the existing continence products will be reinstated by clicking Yes. To not proceed with the change click No.

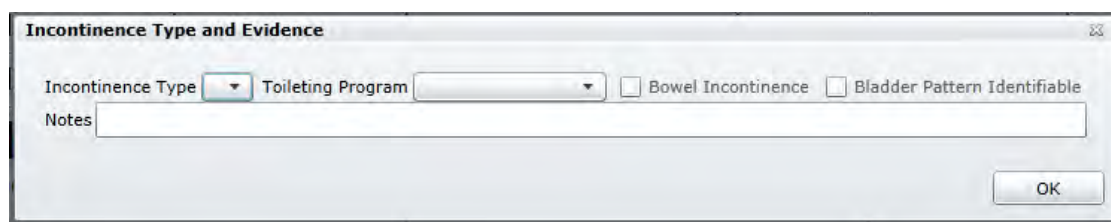


## 3. INCONTINENCE TYPE/EVIDENCE



These fields provide additional information to assist the user in determining the type of continence management the resident needs.

Incontinence Type/Evidence, Click **edit**



Select the Incontinence Type: e.g. functional.

A drop down box will list a number of **Evidence** statements to support the user's selection. This

Incontinence Type ▼ Toile

Notes  Stress

Urgency

evidence list will vary depending on the incontinence type selected.

**Incontinence Type and Evidence**

Incontinence Type Functional ▼ Toileting Program

☐ Impaired coordination

☐ Inability to dress self

☐ Inability to move purposefully within the environment

☐ Involuntary passage of urine while asleep

☐ Limited muscle strength

☐ Nocturia (waking >3 times per night to urinate)

#### Select the toileting program

Toileting Program ▼

Habit Training

Prompt Voiding

Timed Voiding

Drop down box will list the toileting programs the user can select.

#### Select if there is Bowel incontinence

☒ Bowel Incontinence

Additional items are added to the original evidence list.

☐ Large volumes of leakage

☐ Total emptying of bladder in inappropriate situations

☐ History

☐ Medications

#### Select the Bladder Pattern Identifiable

☒ Bladder Pattern Identifiable

Based on a review of the Assessment chart, determine if the resident has an identifiable bladder pattern. This helps to determine if the resident will benefit from a habit or prompt toileting assistance program.

Click OK Cancel to save or cancel all the fields selected.

**Incontinence Type/Evidence** [edit](#)

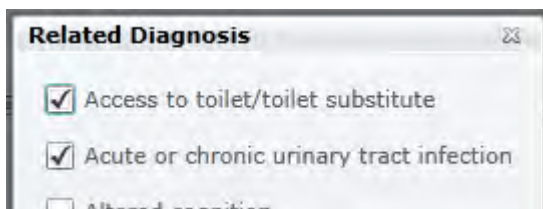
Type: **Functional**

- Involuntary passage of urine while asleep
- Limited muscle strength
- Toileting Program: Habit Training
- Bladder Pattern Identifiable: Yes

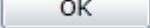
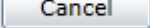
A summary box is displayed showing all the items selected.

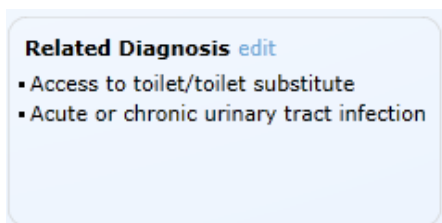
#### 4. RELATED DIAGNOSIS

Related Diagnosis, Click [edit](#)



Select the statements related to the resident's incontinence diagnosis.

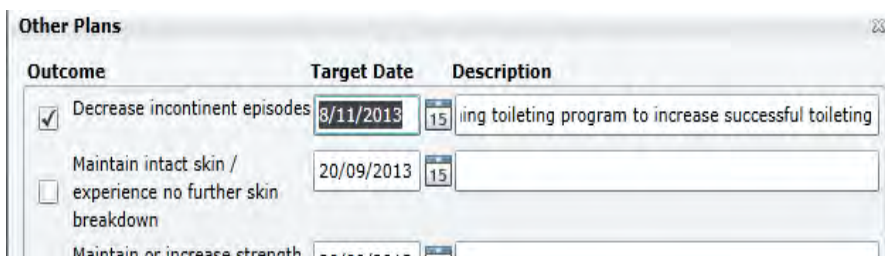
Click   to save or cancel all the fields selected.



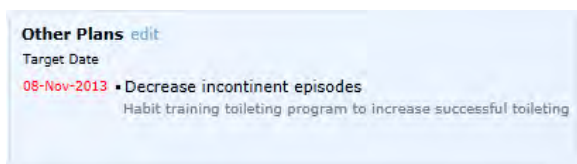
A summary box is displayed showing all the items the user selected.

#### 5. OTHER PLANS

Other Plans, Click [edit](#)



The user can select outcome(s) for the resident to be achieved in the continence care plan including a target date and description.



A summary box is displayed showing all the items the user selected

## 6. POSSIBLE NURSE INTERVENTIONS

Possible Nurse Interventions, Click [edit](#)

**Possible Nurse Interventions**

- ☐ Assess resident for functional limitations consu
- ☒ Assess risk of pressure ulcers
- ☒ Assist to bathroom as needed
- ☐ Assist with perineal care and disposable absort
- ☐ Call bell within reach, answer promptly
- ☐ Check skin at least daily

A drop list is displayed showing a number of nursing interventions that can be selected to support the continence care plan goals.

**Possible Nursing Interventions** [edit](#)

- Assess risk of pressure ulcers
- Assist to bathroom as needed

A summary box is displayed showing all the items the user selected.

## 8.3 UNDER EVALUATION

Click [Save And Evaluate](#) to save the continence care plan to be evaluated. The Continence care plan header will now state Under Evaluation.

**96 Under Evaluation - 20-Sep-2013 03:46 PM**

5A	6A	7A	8A	9A	10A	11A	12P	1P
<b>MORNING</b>								
Toileting								
6:00 AM			8:30 AM			12:30 PM		
Product Change								

The continence care plan under evaluation allows the care staff to evaluate if the continence care plan is achieving the desired outcomes. During this process the Under Evaluation continence care plan can be edited and saved.

Click [Edit Care Plan](#)

**98 Under Evaluation - 20-Sep-2013 04:05 PM**

5A	6A	7A	8A	9A	10A	11A	12P	1P	2P	3P	4P	5P	6P	7P	8P	9P	10P	11P	12A	1A	2A	3A	4A
<b>MORNING</b>						<b>AFTERNOON</b>						<b>NIGHT</b>											

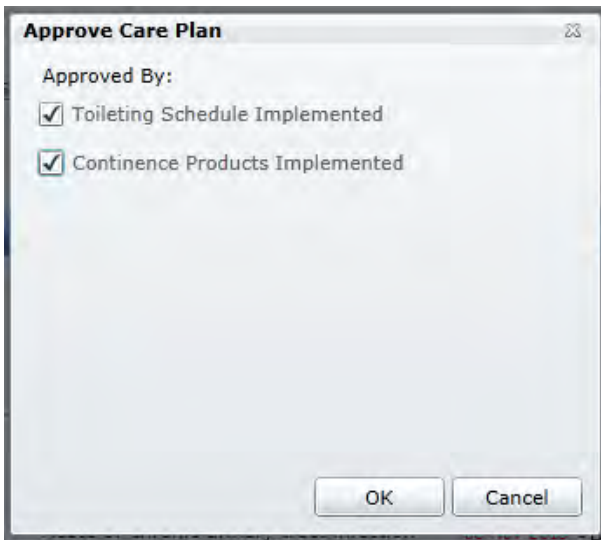
[Edit Care Plan](#)

The following buttons will appear under the Under Evaluation Continence care plan at the bottom right corner. The user can edit the continence care plan and save changes as needed.

[Approve](#) [Save](#) [Reject](#) [Cancel Editing](#)

## Approved Contenance care plan

### Step 1



Click **Approve** and 'Approve Contenance care plan' box is displayed.

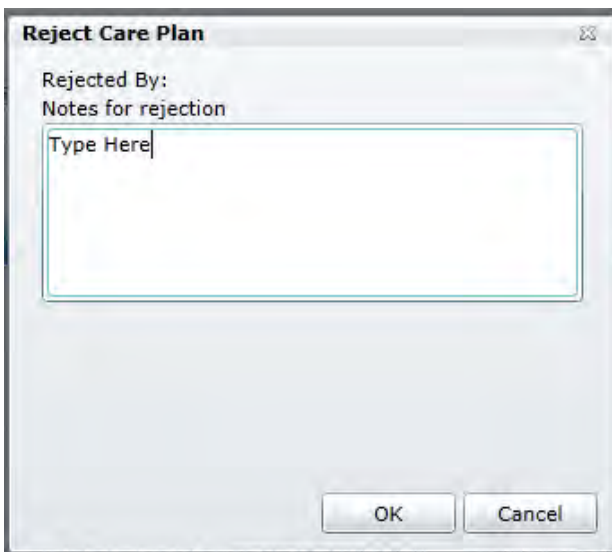
Both the '**Toileting**' and '**Continence Products**' need to be selected. This indicates they have been implemented or reviewed.

Click OK.

The Contenance care plan status changes to 'In Use'.

## Reject Contenance care plan

### Step 2



Click **Reject**. Reject Contenance care plan box is displayed. Type in the reason the continence care plan has been rejected.

Click OK.

The Contenance care plan status reverts back to the previous '**In Use**' continence care plan if one exists.

### Step 3

If the user decide to not proceed with any changes Click **Cancel Editing**.

The Contenance care plan will revert back to previous status.

A notes area allows the user to record the date when the continence care plan will be next reviewed to evaluate if goals were achieved and nursing interventions were effective.



## 8.4 CONTINENCE CARE PLAN IN USE

The continence care plan 'In Use' states the date and time, the plan was implemented

**In Use - 29-Oct-2013 03:49 PM (67) ▾**

The plan shows the toileting times, the times the product is changed, the product types over a 24 hour period, plus the supplier name and brand. The skin care times and product required is also displayed in the completed plan.

6A	7A	8A	9A	10A	11A	12P	1P	2P	3P	4P	5P	6P	7P	8P	9P	10P	11P	12A	1A	2A	3A	4A	5A
<b>MORNING</b>																							
<b>AFTERNOON</b>																							
<b>NIGHT</b>																							
Toileting																							
Product Change																							
Product Type																							
Skin Care																							

The second part of the continence care plan shows what goals and nursing intervention have been determined based on the resident's SIM™ assessment and continence type.

Incontinence Type/Evidence	Related Diagnosis	Other Plans
Type: <b>Functional</b> <ul style="list-style-type: none"><li>Involuntary passage of urine while asleep</li><li>Inability to move purposefully within the environment</li><li>Inability to dress self</li><li>Impaired coordination</li><li>Notes: Toilet at these times if resident is awake</li><li>Toileting Program: Timed Voiding</li></ul>	<ul style="list-style-type: none"><li>Altered cognition</li><li>Immobility</li><li>Impaired manual dexterity</li><li>Impaired physical mobility</li></ul>	Target Date <b>18-Sep-2013</b> <ul style="list-style-type: none"><li>Use toilet substitute devices such as urinal, commode when appropriate use of commode</li></ul> <b>04-Dec-2013</b> <ul style="list-style-type: none"><li>Decrease incontinent episodes</li><li>validat using sim assist</li></ul>

Possible Nursing Interventions	Resident Notes
<ul style="list-style-type: none"><li>Choose appropriate absorbent pads and skin care products for the resident</li><li>Encourage adequate fluid intake based on resident physical condition</li></ul>	

**Create New Care Plan**

If the existing continence care plan needs to be reviewed, select

This enables any field to be updated. The continence care plan 'In-Use' then is saved and placed back into 'Under Evaluation'. After the evaluation period the continence care plan needs to be approved or rejected before it again becomes an In-Use continence care plan.

## 8.5 DRAFT CONTINENCE CARE PLAN

In the process of creating a new continence care plan, the continence care plan can be saved and reopened as a draft

### Step 1

Click **Save Draft** to save the continence care plan as draft. The Continence care plan header will now state Draft.

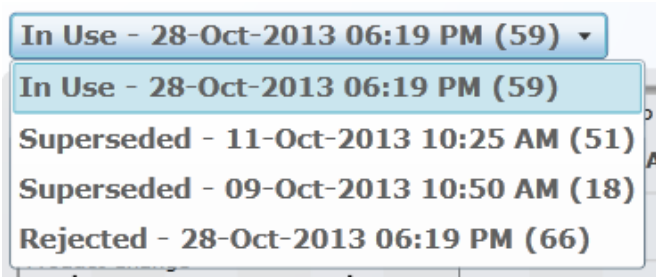
05 AM	06 AM	07 AM	08 AM	09 AM	10 AM	11 AM	12
<b>MORNING</b>							
Toileting							
Product Change							

**Edit Care Plan**

To edit the Draft Continence care plan click

# 8.6 CONTINENCE CARE PLAN HISTORY BOX

The **Continence care plan History** box keeps a record of all Continence care plan stages and changes.



Click the 'Continence care plan History' box to select from the drop down list



The recent continence care plan is displayed first.

Select the continence care plan that needs to be edited then click the **Edit** button.



SECTION 9

# REPORTS



## 9.0 Reports

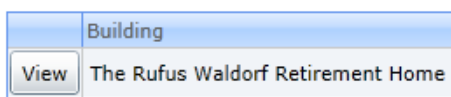
### 9.1 SIM™ REPORTS OVERVIEW



Reports are available in the **reports** tab and there are two report groups:

- Assessment Reports (2 reports)
- Continence care plan Reports (3 reports)

Click on view to generate a report



#### Report Screen Navigation

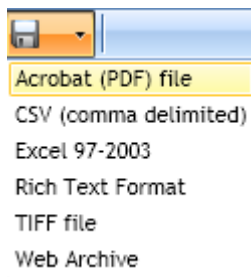
Once the report is open the following navigation icons will be available:



Refresh the page



Send report to printer

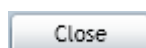


Click the **disk icon** to display the export options.

Select the type of format you wish to export the data to and then confirm where you want to save the report.



Click the drop-down box to select the desired size of the report you wish to display on screen. You can alternatively click and drag the bar to customize size or manually type in the window.



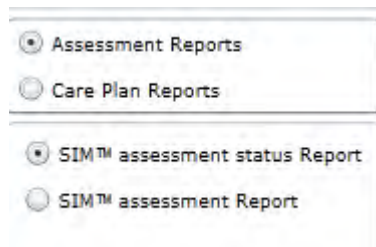
To exit a report click on the **close** button on the bottom right.

## 9.2 ASSESSMENT REPORTS

### SIM™ assessment status Report

The Status Report provides a summary of what residents have completed an assessment, what residents are presently undergoing an assessments and the number of residents that have not been assessed.

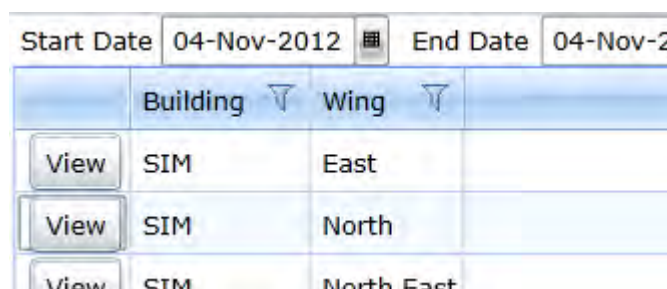
Select this report from the Assessment Reports category



Assessment Reports  
Care Plan Reports  
SIM™ assessment status Report  
SIM™ assessment Report

Click on  to generate the report

#### Step 1

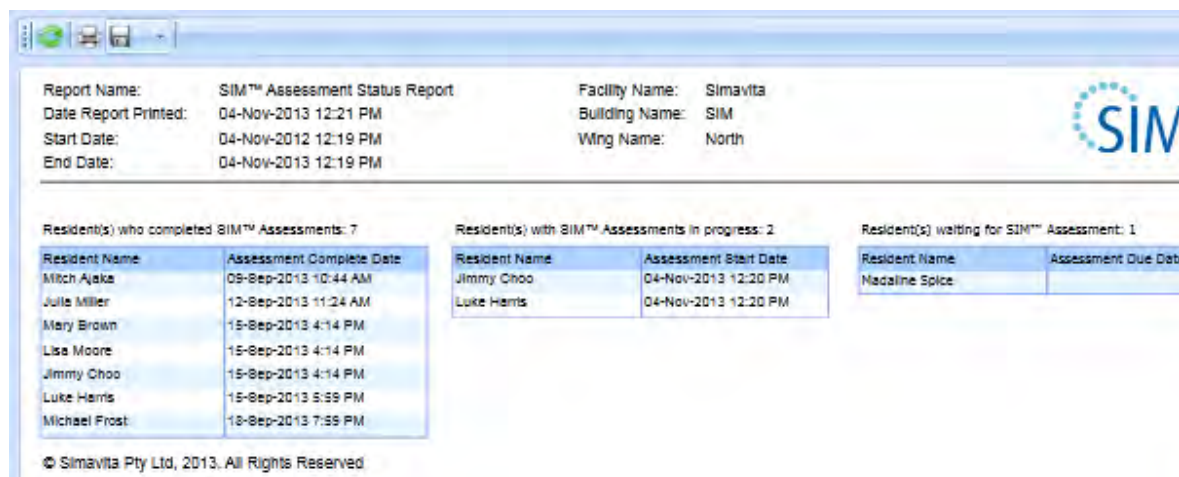


Start Date 04-Nov-2012 End Date 04-Nov-2013

	Building	Wing
<a href="#">View</a>	SIM	East
<a href="#">View</a>	SIM	North
<a href="#">View</a>	SIM	North East

Scroll down the list to find the wing of the facility that you require and click [View](#).

#### Step 2



Report Name: SIM™ Assessment Status Report  
Date Report Printed: 04-Nov-2013 12:21 PM  
Start Date: 04-Nov-2012 12:19 PM  
End Date: 04-Nov-2013 12:19 PM

Facility Name: Simavita  
Building Name: SIM  
Wing Name: North

Resident(s) who completed SIM™ Assessments: 7

Resident Name	Assessment Complete Date
Mitch Alaska	09-Sep-2013 10:44 AM
Julie Miller	12-Sep-2013 11:24 AM
Mary Brown	15-Sep-2013 4:14 PM
Lisa Moore	15-Sep-2013 4:14 PM
Jimmy Choo	15-Sep-2013 4:14 PM
Luke Harris	15-Sep-2013 5:59 PM
Michael Frost	18-Sep-2013 7:59 PM

Resident(s) with SIM™ Assessments in progress: 2

Resident Name	Assessment Start Date
Jimmy Choo	04-Nov-2013 12:20 PM
Luke Harris	04-Nov-2013 12:20 PM

Resident(s) waiting for SIM™ Assessment: 1

Resident Name	Assessment Due Date
Nadaine Spice	

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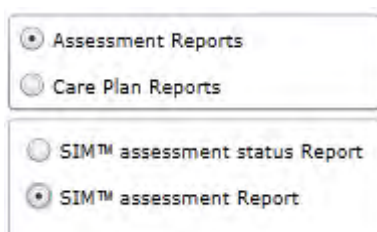
## SIM™ assessment Report


This report shows assessment information recorded and analysed by the SIM™ manager providing an accurate continence profile for each resident and can be used to develop an individualised continence care plan.


Three charts are included in this report:

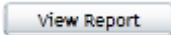
- SIM™ assessment chart
- Fluid balance table
- Events log

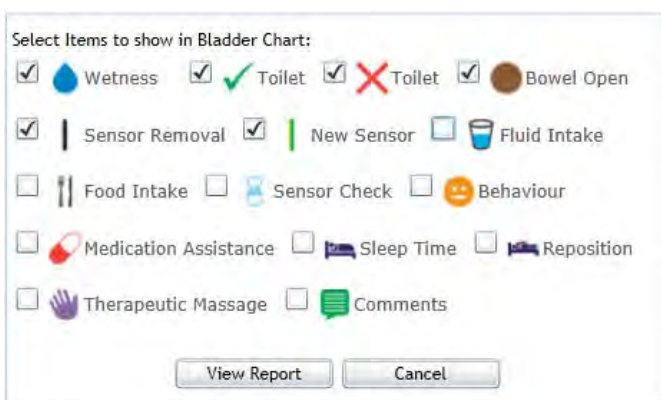
Select this report from the Assessment Reports category



From the reports list, scroll down and select the row containing the resident **Name** and assessment **start date** you require and click .

	Building	Wing	First Name	Last Name	Assessment Start	Assessment End	Assessment State
	SIM	North	Luke	Harris	12-Sep-2013 04:15 PM	15-Sep-2013 05:59 PM	Locked - Report Produced

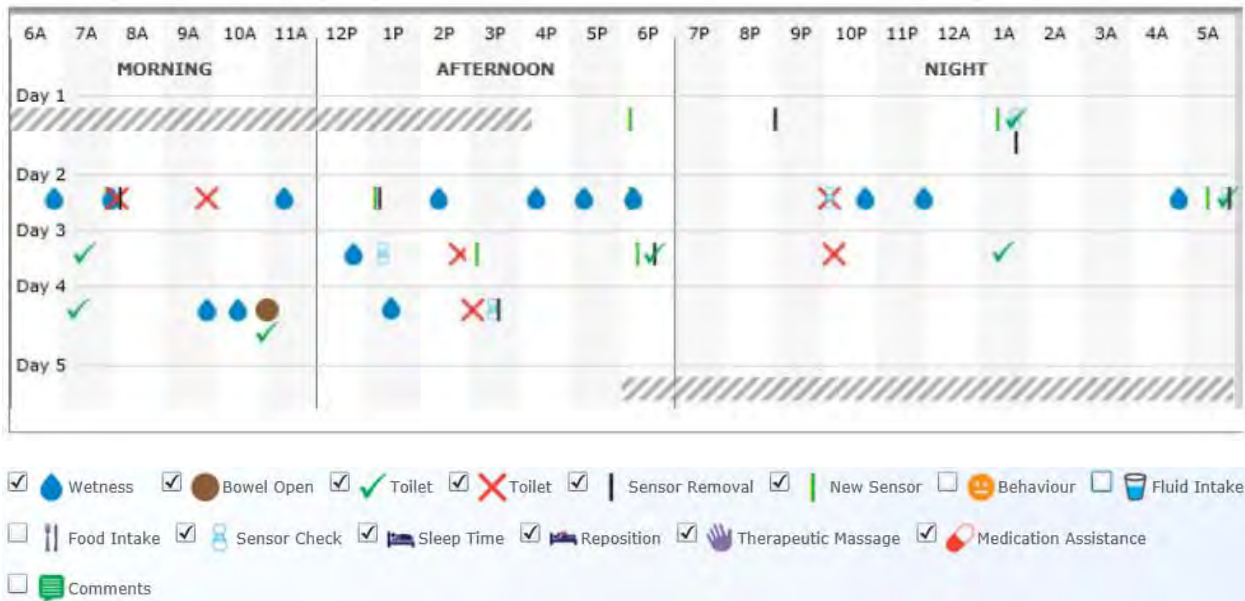
The user can first select what observations they prefer to be displayed (i.e. continence assessment items) on the report and then click .



## SIM™ assessment chart

The SIM™ assessment chart shows the resident's bladder (wetness), bowel pattern (bowel open), successful or unsuccessful toileting, SIM™ sensor removals and behaviour during the assessment period. This report assists in identifying if the resident has a recognisable bladder control pattern. An example would be a two hour period between a successful toileting episode and the next void. Data such as this can inform the clinician on how to decide if the resident will benefit from a 'habit' or 'prompted' toileting assistance program. It also helps in the selection of continence products.

## SIM™ assessment chart



## Fluid Balance Chart

Below the pictorial SIM™ assessment chart is the fluid balance chart. This used to review the overall hydration of the resident and giving important feedback on volumes of input and output at different times of the day.

## SIM™ fluid balance chart

Total Resident Fluid Output

	Morning 6:00AM - 12PM		Afternoon 12PM - 7:00PM		Night 7:00PM - 6:00AM		SIM™ sensor Removal	Toileting
	SIM™ sensor Removal	Toileting	SIM™ sensor Removal	Toileting	SIM™ sensor Removal	Toileting		
Day 1			0	0	378	0	378	0
Day 2	68	0	338	425	519	1475	923	1900
Day 3	443	0	68	100	343	500	854	600
Day 4	143	150	93	75	33		269	225
Average	218	50	124	150	317	658	605	681
Total	654	150	497	600	1271	1975	2422	2725

Total Resident Fluid Input

	Morning 6:00AM - 12PM	Afternoon 12PM - 7:00PM	Night 7:00PM - 6:00AM	Total
	6:00AM - 12PM	12PM - 7:00PM	7:00PM - 6:00AM	
Day 1		0	150	150
Day 2	175	675	0	850
Day 3	725	400	0	1125
Day 4	600	625		1225
Average	500	425	50	837
Total	1500	1700	150	3350

## Events Log

The Events log displayed under the fluid balance chart shows the observation history for the resident during the SIM™ assessment period. This information along with free text comments assists the development of the continence care plan by highlighting potential causes, current continence status and interventions recorded by staff.

## SIM™ Events Log

### 12-Sep-2013 SIM™ Assessment

Date	Time	Staff Member	Details
12-Sep-2013	6:04 PM	Jane	New SIM™ sensor: Heavy
12-Sep-2013	8:38 PM	Jane	Meal: 20%: Poultry , Fruit , Potatoes
12-Sep-2013	8:38 PM	Jane	Fluid Intake: 150ml : Milk , Water
12-Sep-2013	9:04 PM	Jane	New SIM™ sensor: Heavy
12-Sep-2013	9:05 PM	Jane	Wetness Event
12-Sep-2013	9:07 PM	Jane	SIM™ sensor Removal: Pad Weight: 325g, Heavy, Dry Pad Weight: 157g


## 9.3 CONTINENCE CARE PLAN REPORTS

### SIM™ plan In-Use report

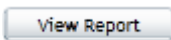
This report provides an overview of the resident's continence care plan, including a summary of the resident's profile and assistance level for mobility and toileting. It shows the recommended toileting program, continence care plan goal and SIM™ assessment details. This report is able to be saved or printed for documentation requirements.

Select this report from the Continence care plan Reports category

Assessment Reports  
Care Plan Reports  
SIM™ plan In-Use Report  
Resident Toileting Schedule Report  
Wing Toileting Schedule Report

From the reports list, scroll down and select the row containing the resident **Name** and assessment **Start date** you require and click .

	Building	Wing	First Name	Last Name	Start	End	State
View	SIM House	SIM Wing	Luke	Harris	27-Nov-2012 12:00 PM	04-Dec-2012 11:59 AM	Locked - Report Produced

The user can first select what observations they prefer to be displayed (i.e. continence assessment items) on the report and then click .

Select Items to show in Bladder Chart:

☒ Wetness ☒ Toileting ☒ Toileting ☒ Bowel Open

☒ Sensor Removal ☒ New Sensor ☐ Fluid Intake

☐ Food Intake ☐ Sensor Check ☐ Behaviour

☐ Medication Assistance ☐ Sleep Time ☐ Reposition

☐ Therapeutic Massage ☐ Comments

The Continence care plan In-Use has a banner at the top of the report, which provides general information on the of the residents mobility, required assistance level and cognitive status

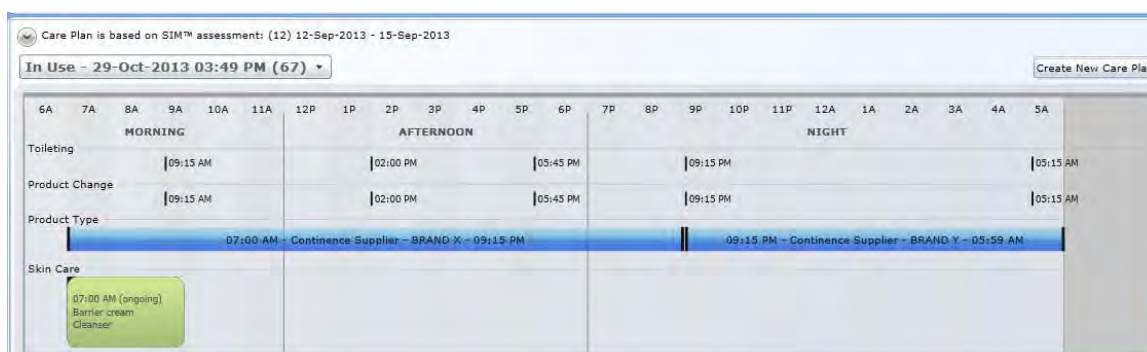


Report Name: SIM™ Careplan Report Date Report Printed: 04-Nov-2013 02:07 PM

**LUKE HARRIS - LB-3427-M - 8008014**

<b>Facility:</b> Simavita	<b>Bed Mobility:</b> Supervision (1) : Setup (1)	<b>Toilet Use:</b> Extensive Assistance (3) : Setup (1)
<b>Building:</b> SIM	<b>Transfer:</b> Limited Assistance (2) : Setup (1)	<b>Cognitive Skill:</b> Severely impaired (3)
<b>Wing:</b> North	<b>Walk In Room:</b> Total Dependence (4) : Setup (1)	<b>Ability to Understand:</b> Rarely/never understands (3)
<b>Room:</b> 3		

The plan shows the toileting times, the times the product type is changed, the time periods the resident wears the product type, plus the supplier name and brand. The skin care times and product required is also displayed in the completed plan



Included in the report is detail of the resident's incontinence type, incontinence evidence, related diagnosis, other plans and possible nursing intervention.

Incontinence Type/Evidence	Related Diagnosis	Other Plans
<b>Type: Functional</b> • Limited muscle strength • Involuntary passage of urine while asleep • Toileting Program: Habit Training • Bladder Pattern Identifiable: Yes		<b>Target Date</b> <b>17-Sep-2013</b> • Decrease incontinent episodes monitor increase in successful toileting for the next 3 months
<b>Possible Nursing Interventions</b> • Maintain resident's dignity and privacy during continence care • Encourage 6-8 glasses of fluid unless medically prohibited • Assist to bathroom as needed		

The report also includes the assessment report information data to validate the continence care plan.

### SIM™ assessment chart



## Fluid Balance Chart

Total Resident Fluid Output

	Morning		Afternoon		Night		SIM* sensor Removal	Toileting
	6:00AM - 12PM		12PM - 7:00PM		7:00PM - 6:00AM			
	SIM* sensor Removal	Toileting	SIM* sensor Removal	Toileting	SIM* sensor Removal	Toileting		
Day 1			0	0	376	0	376	0
Day 2	68	0	338	425	519	1475	923	1900
Day 3	443	0	68	100	343	500	854	600
Day 4	143	150	93	75	33		269	225
Average	218	50	124	150	317	658	605	681
Total	654	150	497	600	1271	1975	2422	2725

Total Resident Fluid Input

	Morning	Afternoon	Night	Total
	6:00AM - 12PM	12PM - 7:00PM	7:00PM - 6:00AM	
Day 1		0	150	150
Day 2	175	675	0	850
Day 3	725	400	0	1125
Day 4	600	625		1225
Average	500	425	50	975
Total	1500	1700	150	3350

## Events Log

### 12-Sep-2013 SIM™ Assessment

Date	Time	Staff Member	Details
12-Sep-2013	6:04 PM	Jane	New SIM" sensor: Heavy
12-Sep-2013	8:38 PM	Jane	Meal: 20%: Poultry , Fruit , Potatoes
12-Sep-2013	8:38 PM	Jane	Fluid Intake: 150ml : Milk , Water
12-Sep-2013	9:04 PM	Jane	New SIM" sensor: Heavy
12-Sep-2013	9:05 PM	Jane	Wetness Event
12-Sep-2013	9:07 PM	Jane	SIM" sensor Removal: Pad Weight: 325g, Heavy, Dry Pad Weight: 157g

## Resident Toileting Schedule Report

The resident toileting schedule report shows each resident's toileting and continence product change times including any assistance required.

Select this report from the Continence care plan Reports category.

☐ Assessment Reports

☒ Care Plan Reports

☐ SIM™ plan In-Use Report

☒ Resident Toileting Schedule Report

☐ Wing Toileting Schedule Report

From the reports list, scroll down and select the row containing the resident **Name** and assessment **Start date** you require and click **view**.

Building	Wing	First Name	Last Name
View	SIM House	SIM Wing	Luke Harris



**Luke Harris - LB-3427-M - 8008014**

Facility:	Simavita	Transfer Assistance:	Limited Assistance (2): Setup (1)
Building:	SIM	Bed Mobility Assistance:	Supervision (1): Setup (1)
Wing:	North	Walk In Room Assistance:	Total Dependence (4): Setup (1)
Room:	3	Toilet Use Assistance:	Extensive Assistance (3): Setup (1)

Time	Activity
6:45 AM	Continence Aid Change: MSC13505A (Protect LG - Pull Up)
6:45 AM	Toileting
7:00 AM	Skin Care: Cleanser, Barrier cream
8:45 AM	Toileting
10:30 AM	Continence Aid Change: MSC13505A (Protect LG - Pull Up)
10:30 AM	Toileting
1:00 PM	Toileting
4:15 PM	Continence Aid Change: MSC13505A (Protect LG - Pull Up)
4:15 PM	Toileting
6:45 PM	Toileting
10:15 PM	Continence Aid Change: MSC13505A (Protect LG - Pull Up)
10:15 PM	Toileting

### Wing Toileting Schedule Report

The wing toileting schedule lists the toileting schedule times for each resident in each wing, including type of assistance required. This report directs staff to toilet and provides continence care to residents, at the times based on the SIM™ Continence care plan.

Select this report from the Continence care plan Reports category.

☐ Assessment Reports  
☒ Care Plan Reports  
☐ SIM™ plan In-Use Report  
☐ Resident Toileting Schedule Report  
☒ Wing Toileting Schedule Report

From the reports list, scroll down and select the row containing the resident **Name** and assessment **Start date** you require and click **view**.

	Building ▼	Wing ▼
<a href="#">View</a>	SIM	East
<a href="#">View</a>	SIM	North

If the resident is highlighted in red the resident has not yet completed a SIM™ assessment

**Note.**

*The toileting time are not based on a SIM™ assessment*



Report Name: Care Plan Wing Toileting Schedule Report  
 Date Report Printed: 17/09/2013

Facility Name: Simavita Facility  
 Building Name: SIM House  
 Wing Name: SIM Wing



Time	Resident Name	Room	Activity	Transfer Assistance	Bed Mobility Assistance	Use of Toilet Assistance	Walk In Room Assistance
6:00 AM	Mike Smyth	LG16	Toileting				
6:00 AM	Mike Smyth	LG16	Contenance Aid Change: 41075 (Medium Extra - )				
6:00 AM	Luke Harris	LG1	Contenance Aid Change: 41075 (Medium Extra - )	Supervision: One	Independent: Setup	Supervision: One	Supervision: One
6:45 AM	Michelle Thompson	LG5	Contenance Aid Change: 9378 (6 Plus - )	Supervision: Setup	Supervision: Setup	Supervision: One	Supervision: Setup
6:45 AM	Michelle Thompson	LG5	Toileting	Supervision: Setup	Supervision: Setup	Supervision: One	Supervision: Setup
7:00 AM	Lisa Moore	LG13	Toileting	Extensive Assistance: Two	Extensive Assistance: Two	Extensive Assistance: Two	Extensive Assistance: Two

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SECTION 10

# **SIM™ CLEANING INSTRUCTIONS**

## 10.0 SIM™ cleaning instructions

---

### 10.1 SIM™ CLEANING GUIDE

Simavita recognizes that cleaning and disinfection practices vary among Long Term Care Facilities. It is not possible for Simavita to be responsible for the effectiveness of cleaning the SIM™ system devices and components.

SIM™ components that come in contact with Residents need to be disinfected after each assessment. Otherwise transmission of infectious agents to Residents may occur through direct contact with contaminated equipment.

The level of cleaning required depends on the objects involved and the risk of contamination e.g. Surfaces that are likely to be contaminated with infectious agents (e.g. shared clinical equipment) require cleaning between each use. SIM™ components can tolerate up to 300 cleaning cycles.

### 10.2 RECOMMENDED CLEANING SOLUTION AND PRECAUTIONS

Simavita products are classified as non-critical items (NHMRC 2010) and can be cleaned with a pH neutral (mild) detergent solution designed for general purpose cleaning. Detergent impregnated wipes may be used to clean single pieces of equipment such as Simavita products with small surface areas.

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#### CAUTION

- To prevent disease transmission, use disposable water-proof surgical gloves when handling contaminated SIM™ devices.
- Do not leave the SIM™ pod soaking in water.

---

### 10.3 SIM™ POD CLEANING AND INSPECTION

Clean and inspect the SIM™ pod as follows:

1. The SIM™ pod is completely water proof and safe to get wet.
  2. Clean the SIM™ pod by washing with water and detergent according to your infection control protocol. The water temperature must not exceed 40°C or 104°F.
  3. The SIM™ pod indicator lights will flash orange when placed in water, which is a normal safety function of the SIM™ pod. The orange flashing will only occur if sufficient battery charge remains.
  4. Dry the SIM™ pod thoroughly using an absorbent cloth especially around the gold pins. Return the dry SIM™ pod to the SIM™ dock. The indicator lights will resume their normal function and when all lights turn solid green, the SIM™ pod is ready for the next assessment.
-

SECTION 11

# **SIM™ INSTALLATION, MAINTENANCE AND DISPOSAL INSTRUCTIONS**

## 11.0 SIM™ Installation, Maintenance and Disposal

This chapter details the installation and maintenance of the SIM™ system; the details outlined in Chapter 2.5 The SIM™ technology components describes in detail the operation of SIM™, including its incorporation to the IT-network and information flow between the SIM™ pod and the server on the IT-network.

---

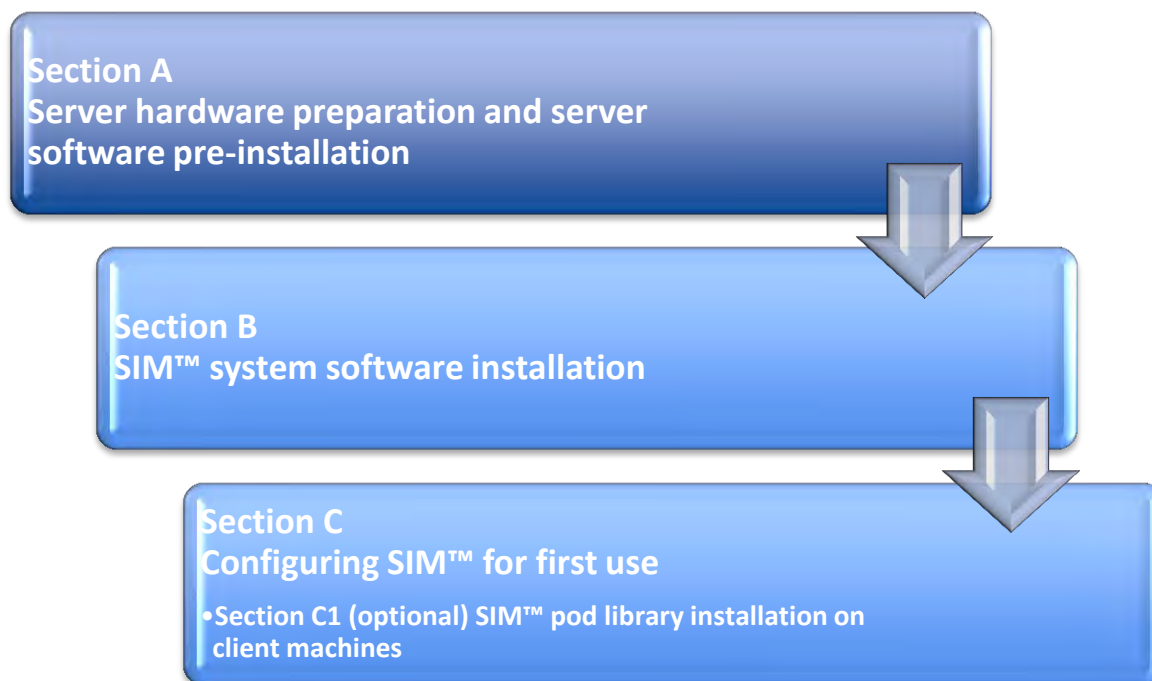
### CAUTION

- SIM™ is intended to be incorporated into an IT-network that is not validated by Simavita, the details in this section describe the steps required to install SIM™ as intended by Simavita. Please refer to Chapter 1.3 Cautions for General Precautions Related to the incorporation into the IT-network.
  - The server should be installed in an appropriate location to prevent users from inadvertently making changes, shutting it down or disconnecting power.
- 

## INSTALLATION

SIM™ system installation and configuration

To complete SIM™ installation there are number of key steps that must be completed. These are summarised in the diagram below and the details are described in the relevant sections of this chapter.



## SECTION A – SERVER HARDWARE PREPARATION AND SERVER SOFTWARE PRE-INSTALLATION

To prepare the server hardware prior installing the SIM™ software, please follow the IT Fact Sheet below and ensure the checklist is completed before proceeding to subsequent installation procedures.

### IT FACT SHEET – IT REQUIREMENTS TO SUPPORT SIM™

MINIMUM SERVER REQUIREMENTS	COMPLETED
CPU: Quad Core x64 3.0 GHz	<input type="checkbox"/>
RAM: 8GB	<input type="checkbox"/>
Available Disk Space: 100GB (for SIM™ and database)	<input type="checkbox"/>
PDF Reader (Adobe or similar)	<input type="checkbox"/>
100Mb/s network port	<input type="checkbox"/>
Firewall: Inbound connections on port 80, 8080, 8888 and 10001	<input type="checkbox"/>
OTHER SERVER REQUIREMENTS	COMPLETED
Microsoft Windows Web Server 2008 R2 (SP1), including: IIS7 and all Application Development Services (See <a href="#">Install Note 1</a> ) MS SQL Server Native Client	<input type="checkbox"/>
Microsoft .NET Framework 4.0 (See <a href="#">Install Note 2</a> )	<input type="checkbox"/>
Microsoft SQL Server 2008 R2 SP1 Express Edition (See <a href="#">Install Note 3</a> ) Name of server instance must be "SIMserverDV3"	<input type="checkbox"/>
Report Builder 3.0 for Microsoft SQL Server 2008 R2 (See <a href="#">Install Note 4</a> )	<input type="checkbox"/>
PHP for IIS extension (Version 5.3 and is available from <a href="http://php.iis.net">http://php.iis.net</a> )	<input type="checkbox"/>



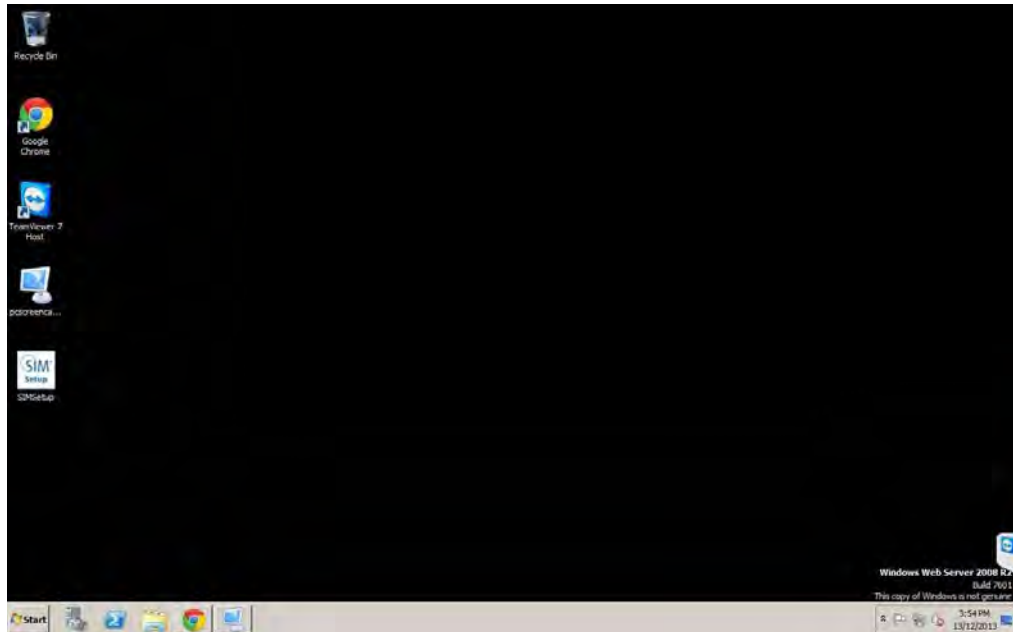
Internet Explorer 10	<input type="checkbox"/>
Microsoft Silverlight browser plug-in (Version 5.1.x and is available from <a href="http://www.microsoft.com/getsilverlight">http://www.microsoft.com/getsilverlight</a> )	<input type="checkbox"/>
A dedicated server with a static IP address that can be accessed via a WiFi network (See <a href="#">WiFi Network</a> )	<input type="checkbox"/>

RECOMMENDED SERVER REQUIREMENTS	COMPLETED
UPS linked to Windows shutdown and capable of 10 minutes or more of supply	<input type="checkbox"/>
Teamviewer Host or equivalent to allow for remote support services (See <a href="#">Remote Access</a> )	<input type="checkbox"/>

REQUIREMENTS FOR CLIENT COMPUTER	COMPLETED
CPU: Dual Core 2.0GHz (or higher)	<input type="checkbox"/>
RAM: 4GB (or higher)	<input type="checkbox"/>
Available Disk Space: 1GB (or more)	<input type="checkbox"/>
Microsoft Windows 7 (SP1)	<input type="checkbox"/>
Internet Explorer 10	<input type="checkbox"/>
Microsoft Silverlight browser plug-in (Version 5.1.x and is available from <a href="http://www.microsoft.com/getsilverlight">http://www.microsoft.com/getsilverlight</a> )	<input type="checkbox"/>
Screen Resolution: 1280 x 800 (or higher)	<input type="checkbox"/>
PDF Reader (Adobe or similar)	<input type="checkbox"/>

## SECTION B – SIM™ SYSTEM SOFTWARE INSTALLATION

1. Transfer the “SIMSetup.exe” file to the server and execute the file.
2. New installations
  - a. Run the “SIMSetup.exe” file from where it resides. In this example, the file resides on the desktop.



- b. The following screen will appear. Wait until it finishes loading.



- c. The following screen will appear. Click Next to proceed.



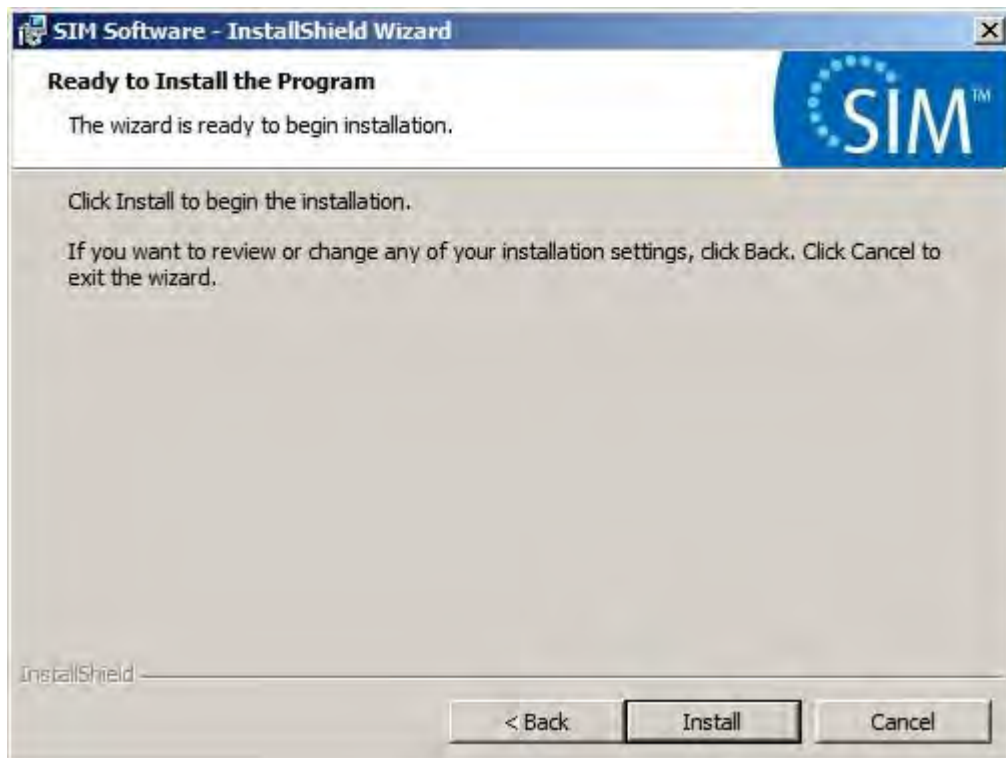
- d. The following screen will appear. Reading and accepting the full license agreement will enable the Next button. Click Next to proceed.



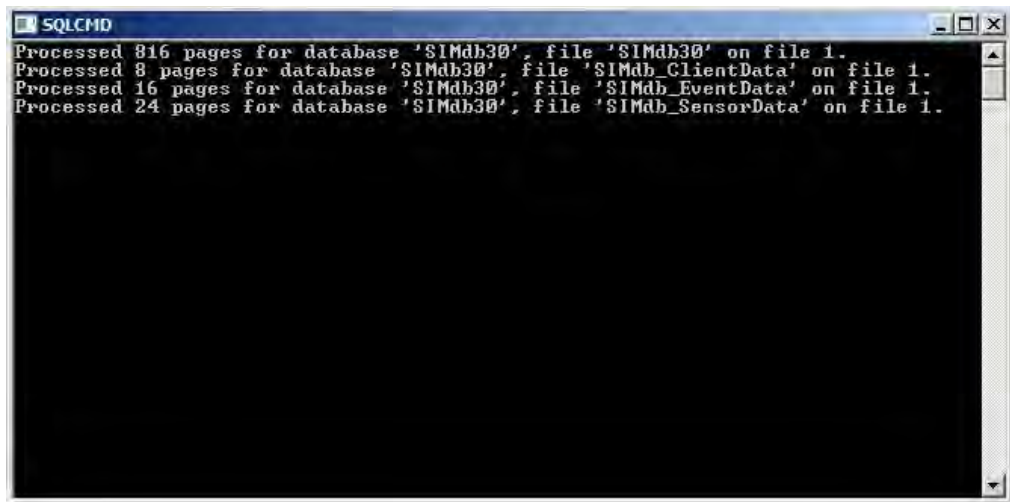
- e. The following screen will appear. Check that each of the server requirements is satisfied by checking each check box to enable the Next button. Click Next to proceed.



- f. The following screen will appear. Click Install to proceed.



- g. The following screens will appear and disappear in sequence. No intervention is required. The process may take several minutes to complete.

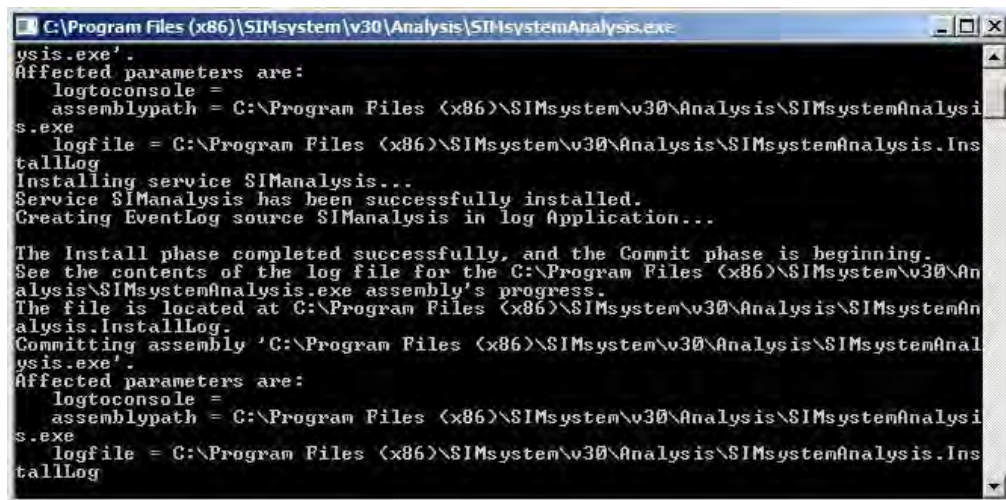








- h. Several DOS screens similar to the one below will appear and disappear. No intervention is required.



- i. The following screen will appear. Clicking Next to continue.



- j. The Matlab Compiler Runtime executable will unzip and install. Follow the on screen prompts to install the package.

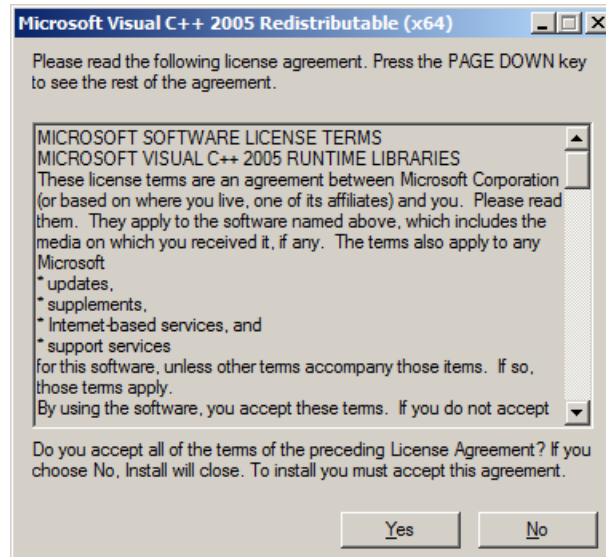
**Note:**

*This WinZip window may remain visible after the unzip step is complete. DO NOT CANCEL. You can move the window as needed.*



Select Yes to accept the Microsoft Visual C++2005 Runtime Libraries license agreement.

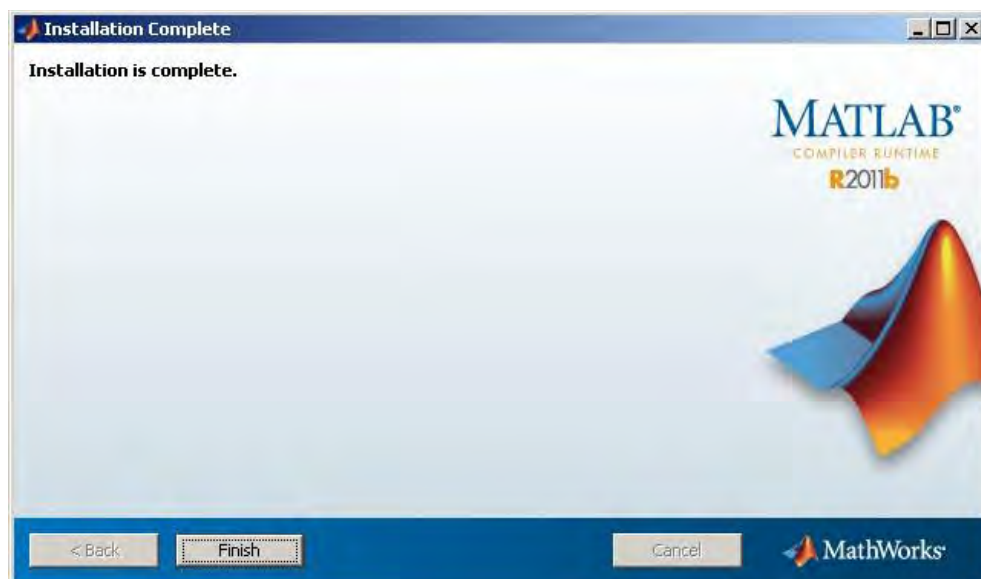




Accept all the default prompts for the Matlab installation.



Click Finish to continue.



- k. If desired, the SIM™ software can be configured by entering the facility data and creating a new account with administration privileges. Notice that this step is optional and configuration can be performed after installation by running SIM™ Configuration (refer to [Section C Configuring SIM™ for first use](#)). Fill in all the required data and click Next to proceed, or simply skip this step by clicking Skip.

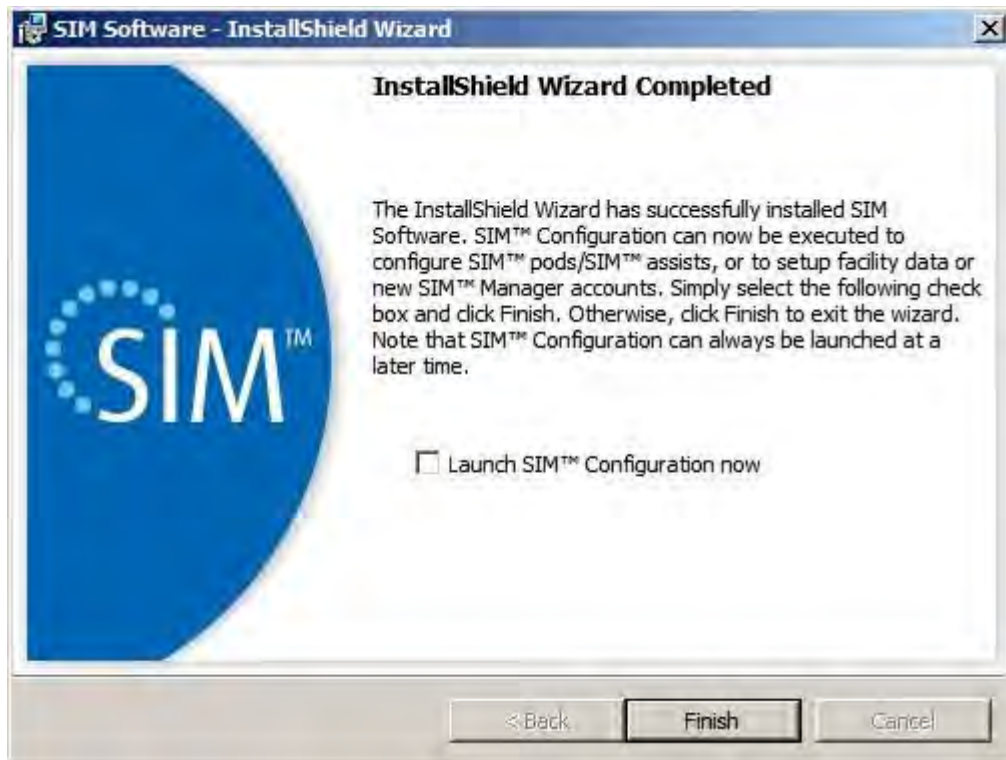
**Note:**

*The SIM™ software is not operational until configuration is performed.*

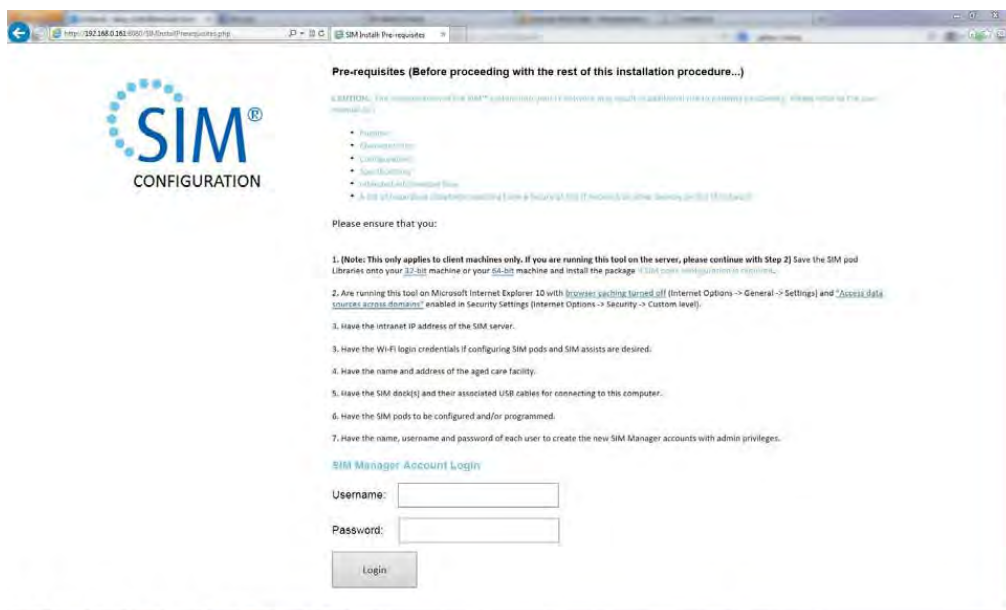
The screenshot shows the 'SIM Software - InstallShield Wizard' window. The title bar reads 'SIM Software - InstallShield Wizard'. The main heading is 'Configure the SIM software (Optional)'. Below this, a note states: 'All fields are mandatory, or select Skip to perform configuration later.' The SIM logo is in the top right corner. A larger note reads: 'Note: This step is optional. Configuration can be performed later by running SIM Configuration. However, the SIM software will not be operational until configuration is performed.' The form is divided into two columns. The left column contains fields for Facility Name (Simavita), Facility Type (Residential Aged Care Facility), Facility Phone (000000), Facility Street (DEFAULT), Facility City (DEFAULT), Facility Country (Australia), Facility State (New South Wales), and ZIP/Post Code (2060). The right column contains Unit of Measurement (Metric), Remote Support Services (On), and a section titled 'SIM Manager Account Creation' with fields for User's first name, User's last name, User's position, Username, Password, and Confirm password. At the bottom, there are three buttons: 'Skip', '< Back', and 'Next >', and a 'Cancel' button on the far right.

SIM Software - InstallShield Wizard	
<b>Configure the SIM software (Optional)</b>	
All fields are mandatory, or select Skip to perform configuration later.	
<b>Note: This step is optional. Configuration can be performed later by running SIM Configuration. However, the SIM software will not be operational until configuration is performed.</b>	
Facility Name	Simavita
Facility Type	Residential Aged Care Facility
Facility Phone	000000
Facility Street	DEFAULT
Facility City	DEFAULT
Facility Country	Australia
Facility State	New South Wales
ZIP/Post Code	2060
Unit of Measurement	Metric
Remote Support Services	On
<b>SIM Manager Account Creation</b>	
User's first name	
User's last name	
User's position	
Username	
Password	
Confirm password	
InstallShield	
Skip < Back Next > Cancel	

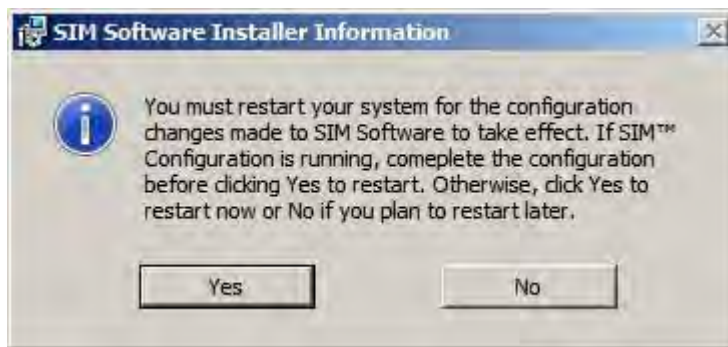
- l. The following screen will appear. Check the “Launch SIM™ Configuration now” checkbox if SIM™ Configuration is desired to be run after this screen. Click Finish to continue.



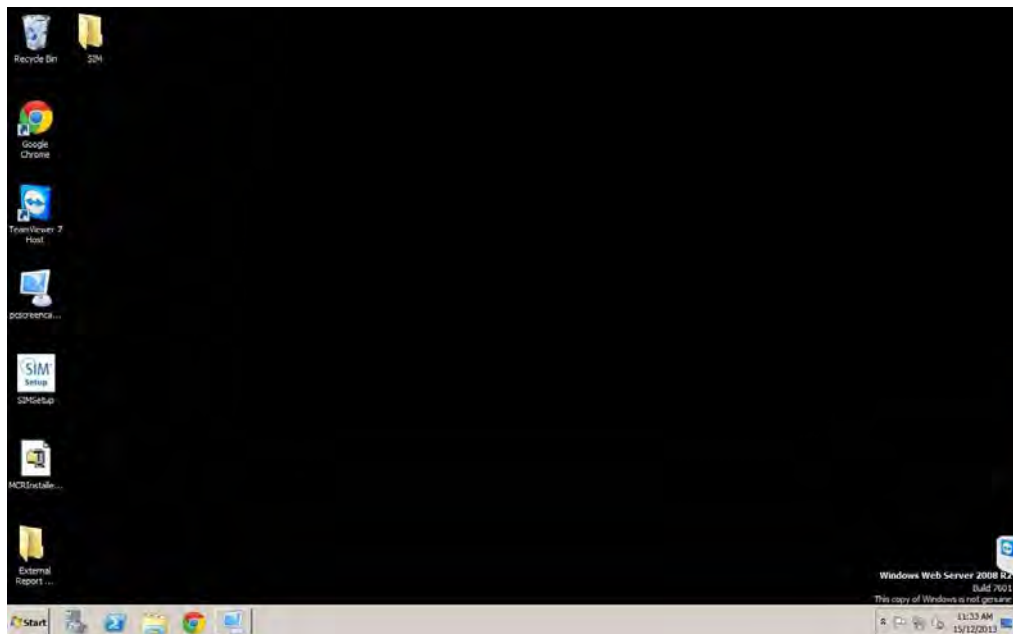
- m. If “Launch SIM™ Configuration now” was selected in the previous screen, the Internet Explorer browser will be launched to access SIM™ Configuration. Otherwise, the next screen will be shown.



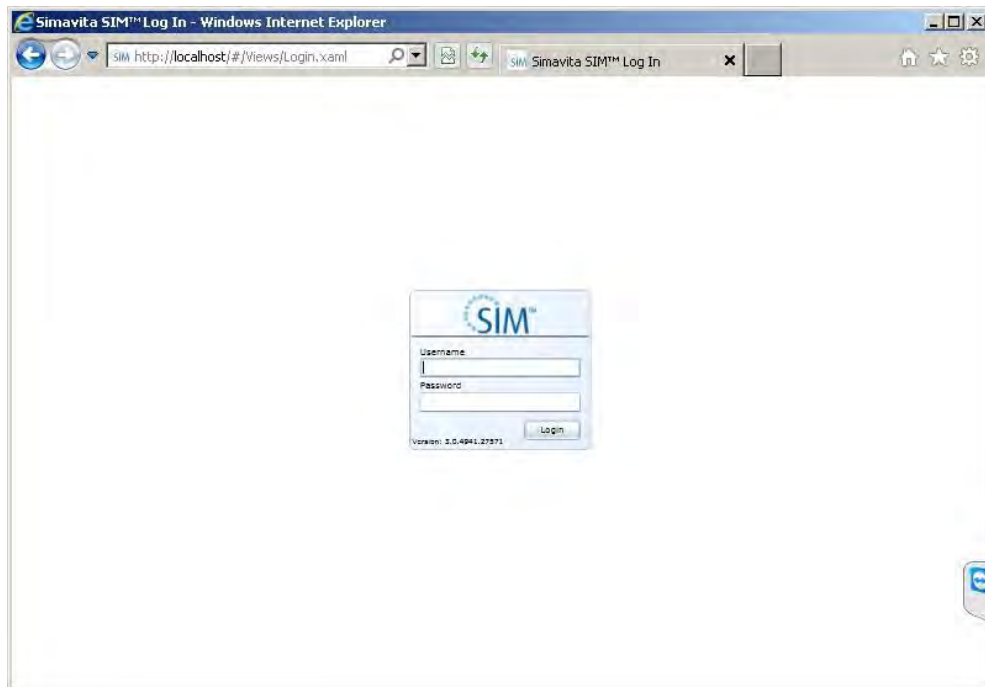
- n. To complete the installation the server will need to be rebooted. Click 'Yes' to reboot the server. However, if SIM™ Configuration is running, **do not restart until the SIM™ Configuration is complete!**



- o. After installation, new SIM™ software related shortcuts created in a folder called "SIM" will be found on the desktop, along with a new folder called "External Report Templates".

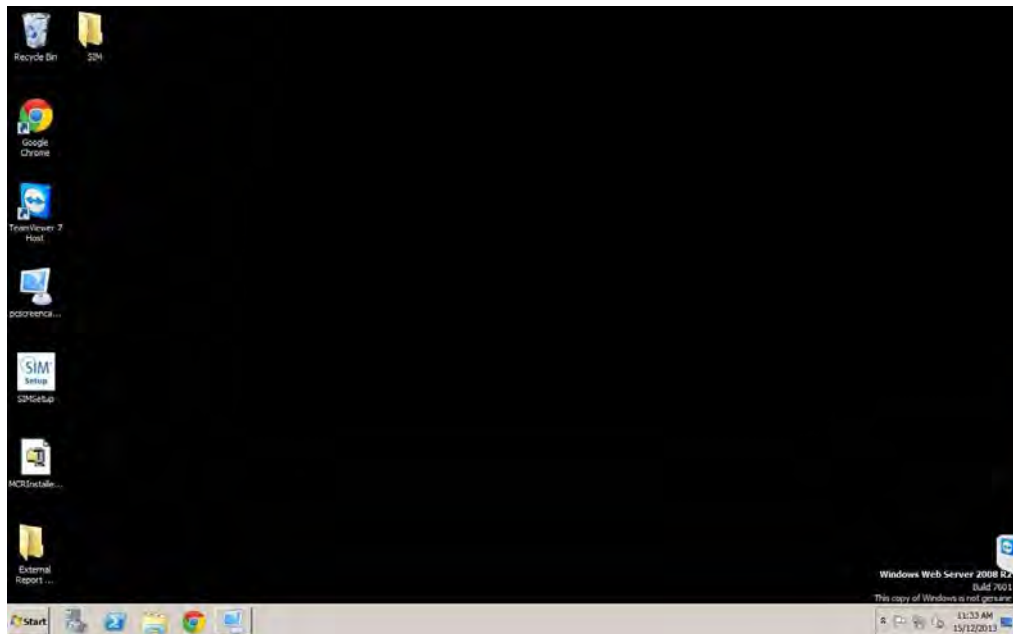


- p. Start Internet Explorer. The SIM™ manager login screen will appear (unless Internet Explorer is started for the first time). To configure SIM™ manager, SIM™ pods and SIM™ assists for use, refer to [Section C Configuring SIM™ for first use](#). Unless you completed the user and facility setup in **Step k** as above you will not be able to login to SIM™ manager at this time.



### 3. Repair an installation (re-installation)

- a. Run the “SIMSetup.exe” file from where it resides. In this example, the file resides on the desktop.

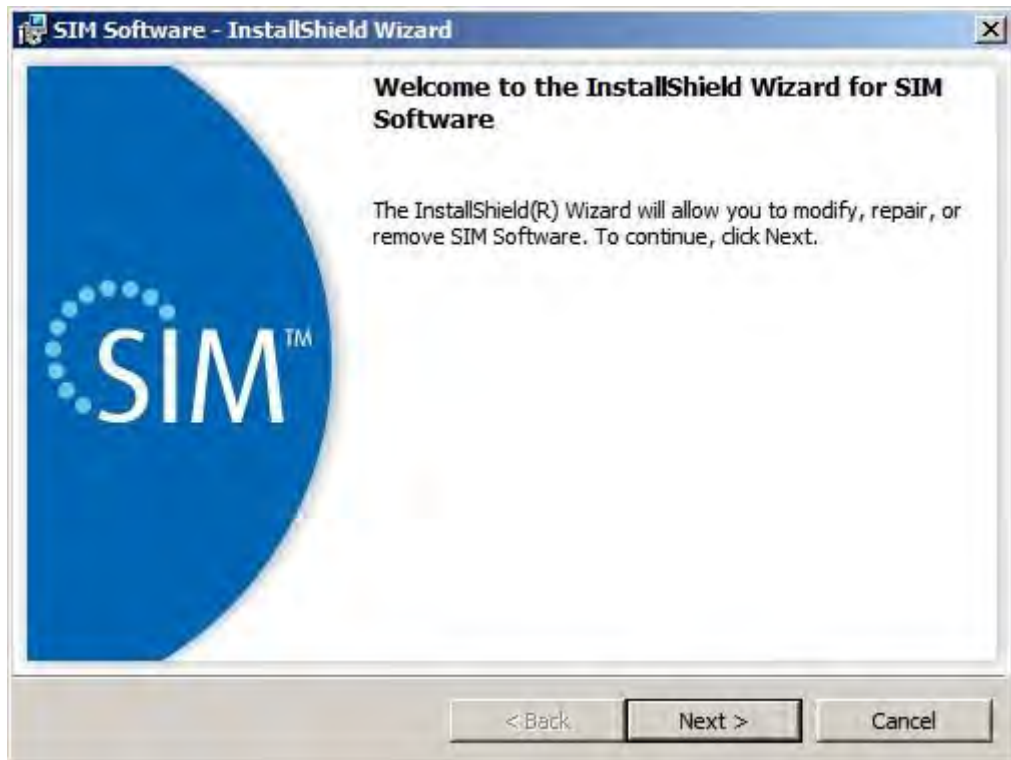


- b. The following screen will appear. Wait until it finishes loading.





- c. The following screen will appear. Click Next to proceed.

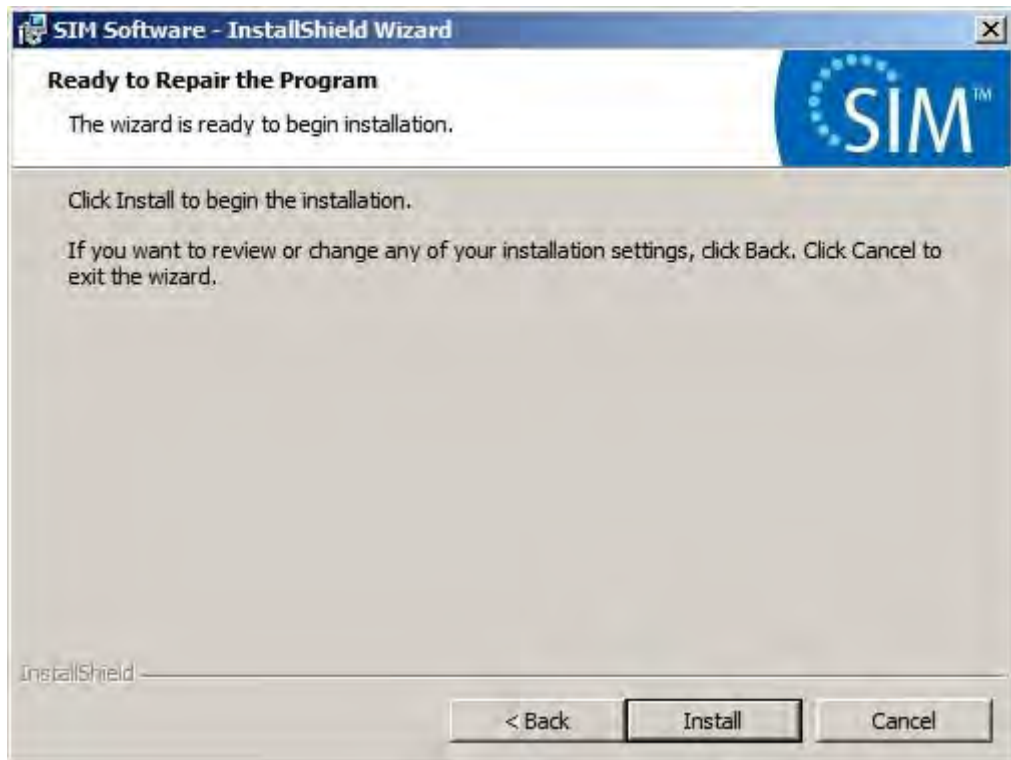


- d. The following screen will appear. Select the "Repair" option and click "Next" to continue.





- e. The following screen will appear. Click Install to continue.



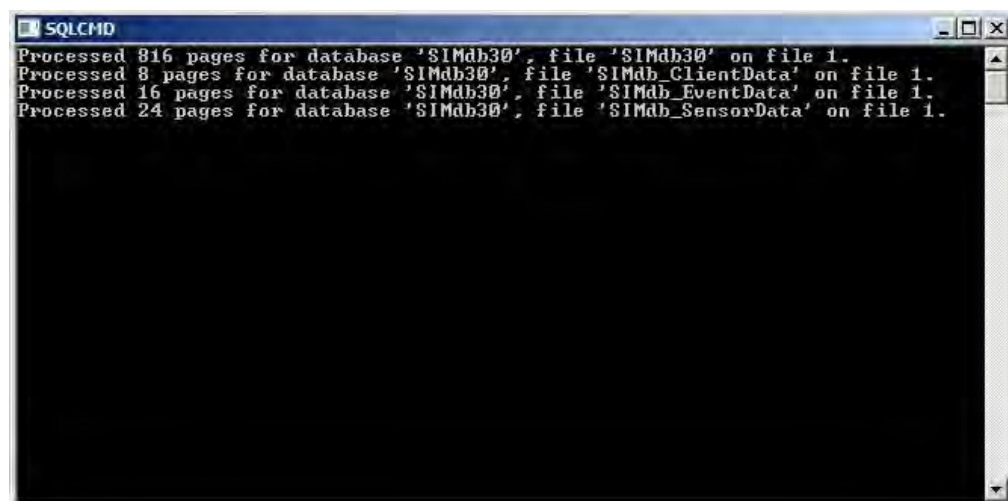
- f. The following screen will appear. Select the "Automatically close and attempt to restart applications" option and click OK to continue.



- g. The following screen will appear. Wait until it finishes loading.



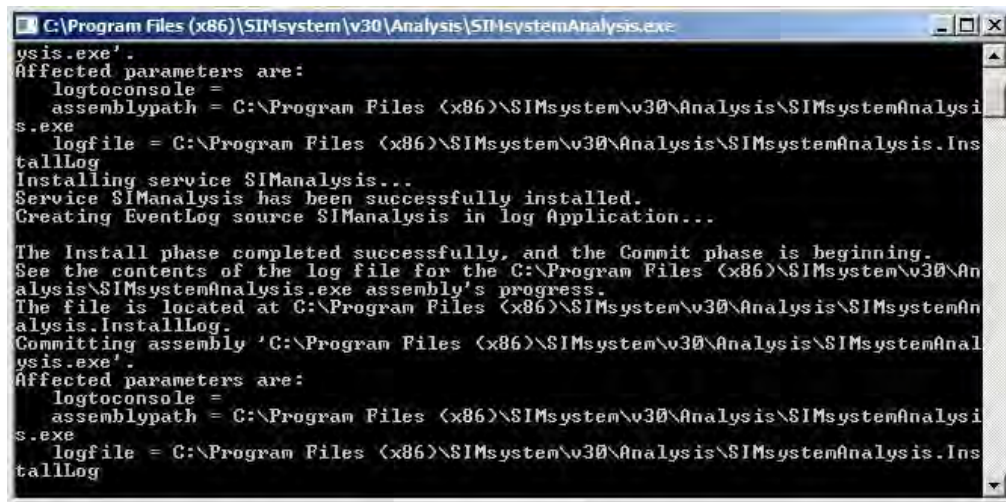
- h. The following screens will appear and disappear in sequence. No intervention is required. The process may take several minutes to complete.







- i. Several DOS screens similar to the one below will appear and disappear. No intervention is required.



```
C:\Program Files (x86)\SIMsystem\v30\Analysis\SIMsystemAnalysis.exe
ysis.exe'.
Affected parameters are:
  logtoconsole =
  assemblypath = C:\Program Files (x86)\SIMsystem\v30\Analysis\SIMsystemAnalysis
s.exe
  logfile = C:\Program Files (x86)\SIMsystem\v30\Analysis\SIMsystemAnalysis.Ins
tallLog
Installing service SIManalysis...
Service SIManalysis has been successfully installed.
Creating EventLog source SIManalysis in log Application...

The Install phase completed successfully, and the Commit phase is beginning.
See the contents of the log file for the C:\Program Files (x86)\SIMsystem\v30\An
alysis\SIMsystemAnalysis.exe assembly's progress.
The file is located at C:\Program Files (x86)\SIMsystem\v30\Analysis\SIMsystemAn
alysis.InstallLog.
Committing assembly 'C:\Program Files (x86)\SIMsystem\v30\Analysis\SIMsystemAnal
ysis.exe'.
Affected parameters are:
  logtoconsole =
  assemblypath = C:\Program Files (x86)\SIMsystem\v30\Analysis\SIMsystemAnalysis
s.exe
  logfile = C:\Program Files (x86)\SIMsystem\v30\Analysis\SIMsystemAnalysis.Ins
tallLog
```

- j. The following screen will appear. Clicking Next to continue.



- k. The Matlab Compiler Runtime executable will unzip and install. Follow the on screen prompts to install the package.

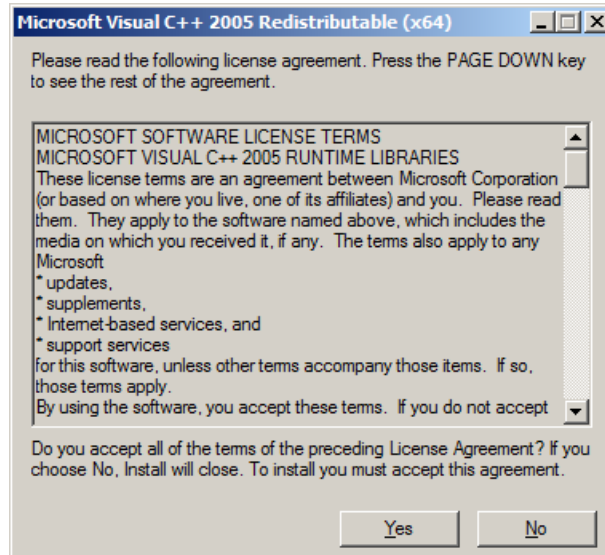
**Note:**

*This WinZip window may remain visible after the unzip step is complete. DO NOT CANCEL. You can move the window as needed.*





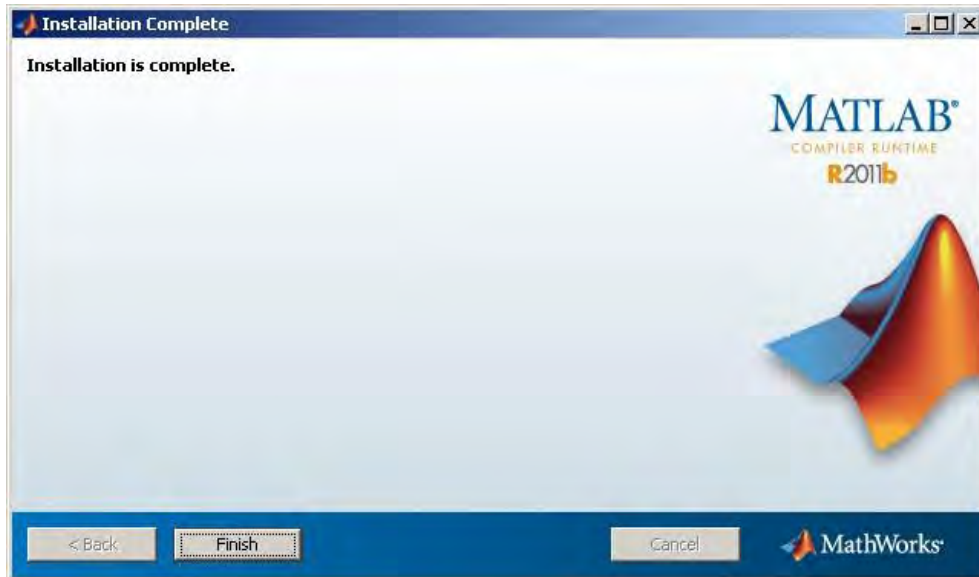
Select Yes to accept the Microsoft Visual C++2005 Runtime Libraries license agreement.



Accept all the default prompts for the Matlab installation.



Click Finish to continue.



- I. If the SIM™ software has never been configured before, facility data and new administration account details can be entered at this screen. Notice that this step is optional and configuration can be performed after re-installation by running SIM™ Configuration (refer to [Section C Configuring SIM™ for first use](#)). Fill in all the required data and click Next to proceed, or simply skip this step by clicking Skip.

**Note:**

*The SIM™ software is not operational until configuration is performed.*

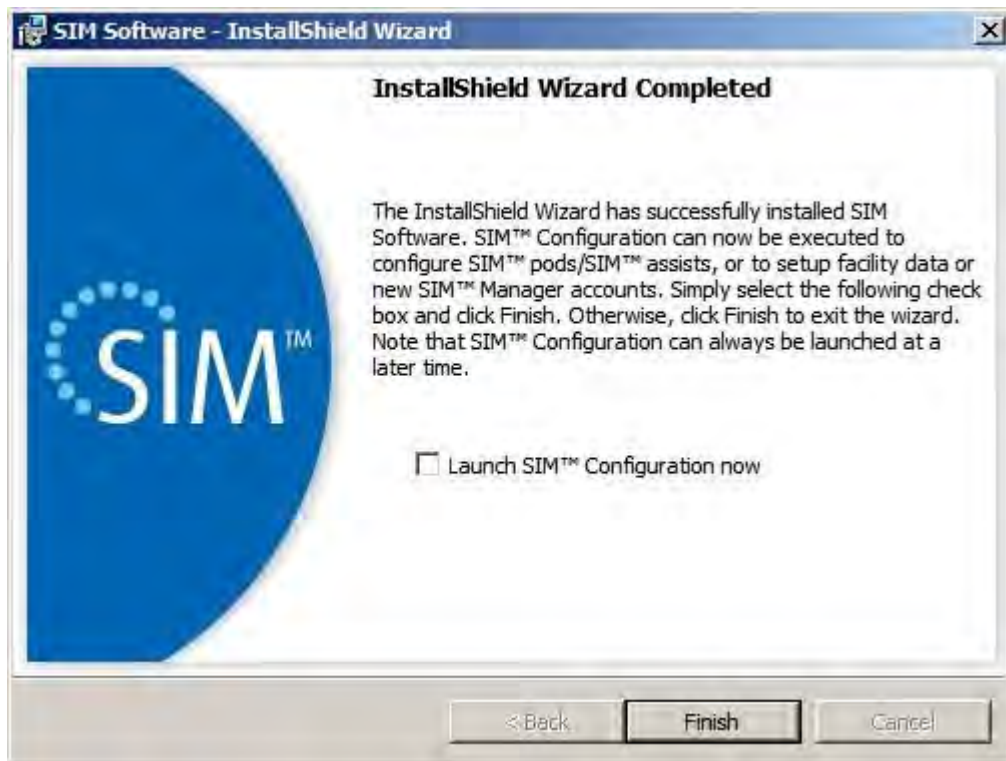
 A screenshot of the "SIM Software - InstallShield Wizard" configuration window. The title bar reads "SIM Software - InstallShield Wizard". The main heading is "Configure the SIM software (Optional)". Below this, it says "All fields are mandatory, or select Skip to perform configuration later." A note states: "Note: This step is optional. Configuration can be performed later by running SIM Configuration. However, the SIM software will not be operational until configuration is performed." The form contains several fields:
 

- Facility Name: Simavita
- Facility Type: Residential Aged Care Facility
- Facility Phone: 000000
- Facility Street: DEFAULT
- Facility City: DEFAULT
- Facility Country: Australia
- Facility State: New South Wales
- ZIP/Post Code: 2060
- Unit of Measurement: Metric
- Remote Support Services: On
- SIM Manager Account Creation** section with fields for:
  - User's first name
  - User's last name
  - User's position
  - Username
  - Password
  - Confirm password

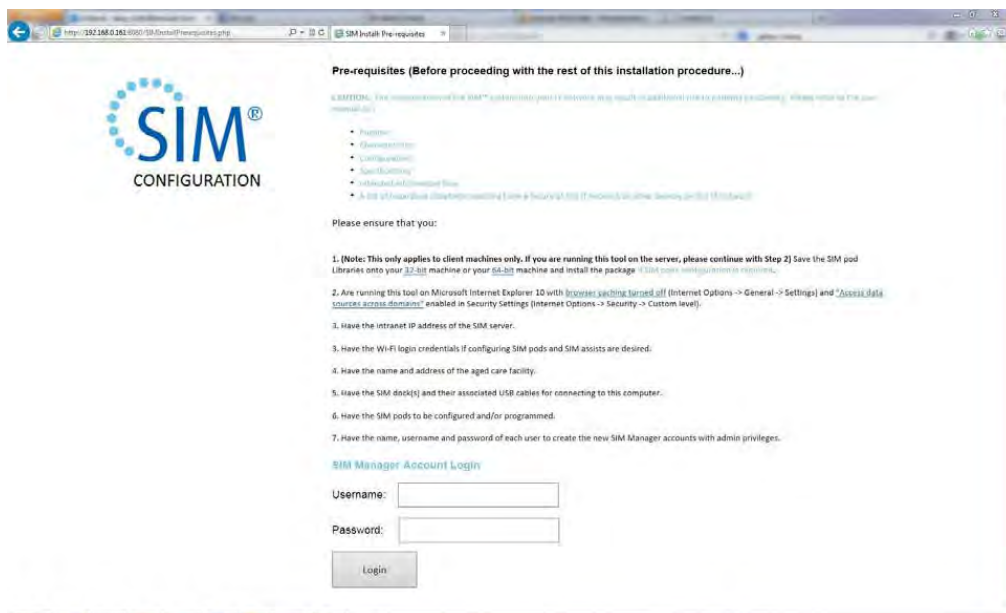
 At the bottom, there are four buttons: "Skip", "< Back", "Next >", and "Cancel".

- m. The following screen will appear. Check the "Launch SIM™ Configuration now" checkbox if SIM™ Configuration is desired to be run after this screen. Click Finish to continue.





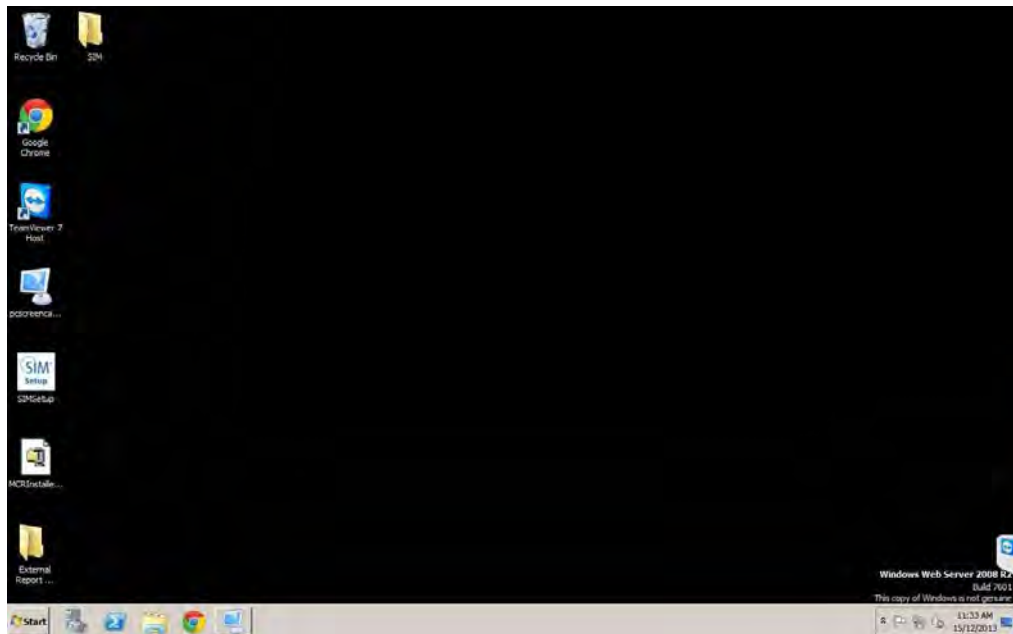
- n. If “Launch SIM™ Configuration now” was selected in the previous screen, the Internet Explorer browser will be launched to access SIM™ Configuration. Otherwise, the screen in the next step will be shown.



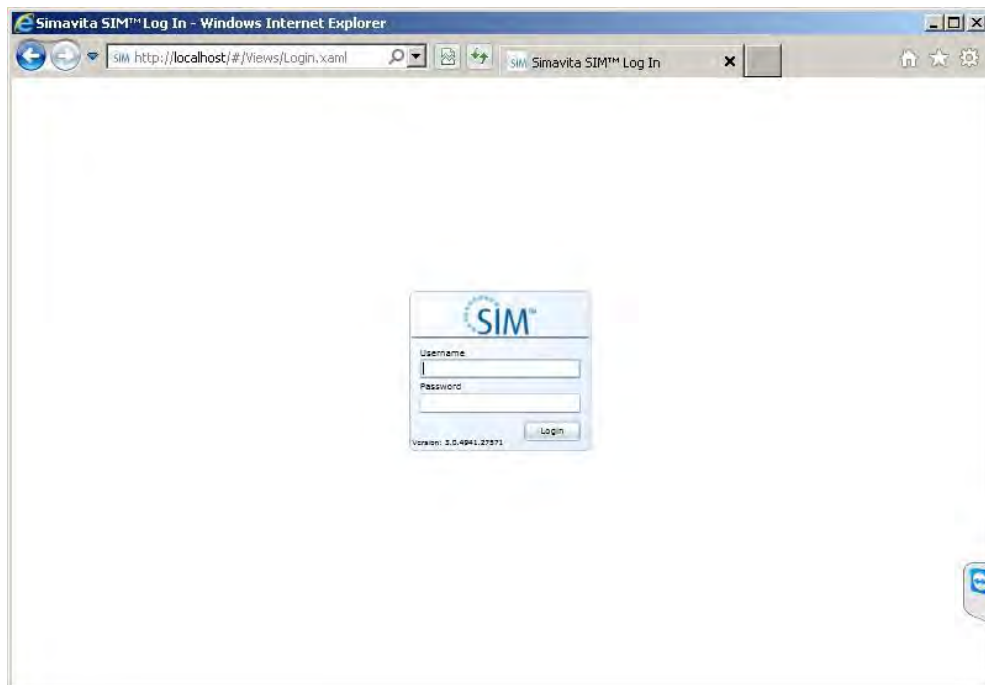
- o. To complete the re-installation the server will need to be rebooted. Click ‘Yes’ to reboot the server. However, if SIM™ Configuration is running, **do not restart until the SIM™ Configuration is complete!**



- p. After re-installation, new SIM™ software related shortcuts created in a folder called “SIM” will be found on the desktop, along with a new folder called “External Report Templates”.

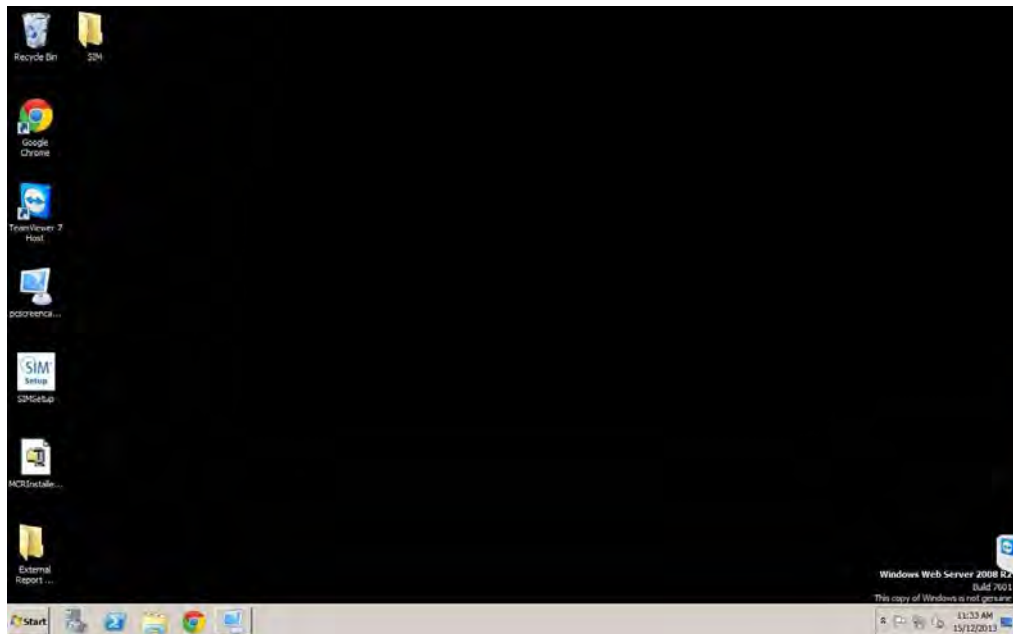


- q. Start Internet Explorer. The SIM™ manager login screen will appear (unless Internet Explorer is started for the first time). To configure SIM™ manager, SIM™ pods and SIM™ assists for use, refer to [Section C Configuring SIM™ for first use](#). Unless you completed the user and facility setup in **Step k** as above you will not be able to login to SIM™ manager at this time.



#### 4. Uninstallations

- a. Run the “SIM Setup.exe” file from where it resides. In this example, the file resides on the desktop.



- b. The following screen will appear. Wait until it finishes loading.



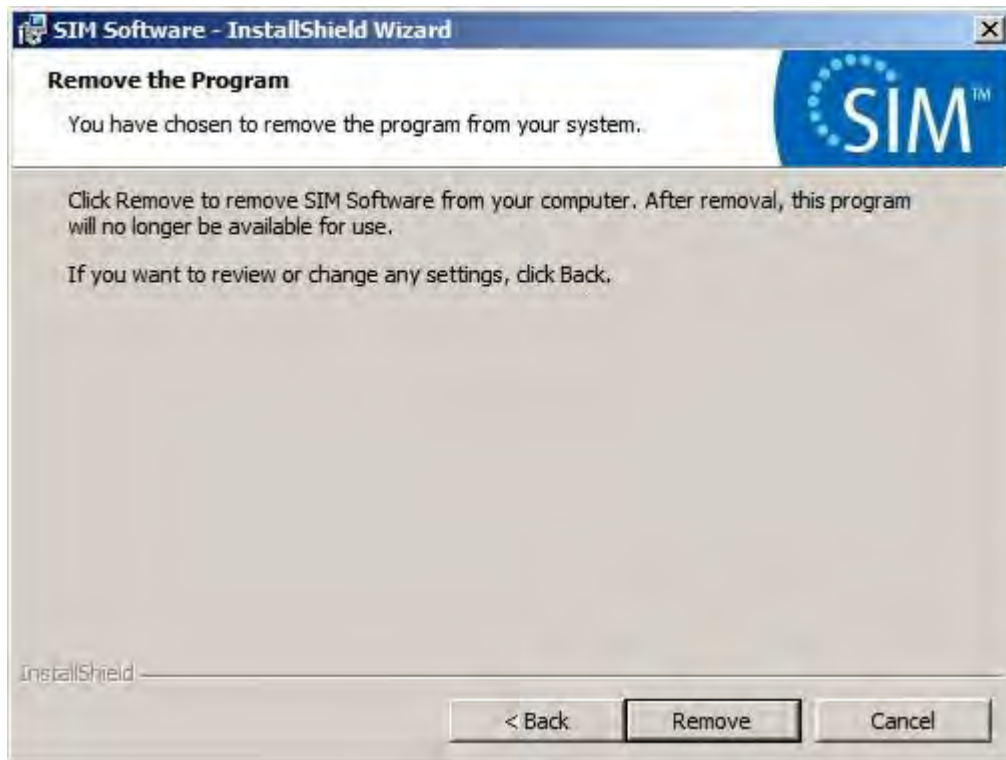
- c. The following screen will appear. Click 'Next' to proceed.



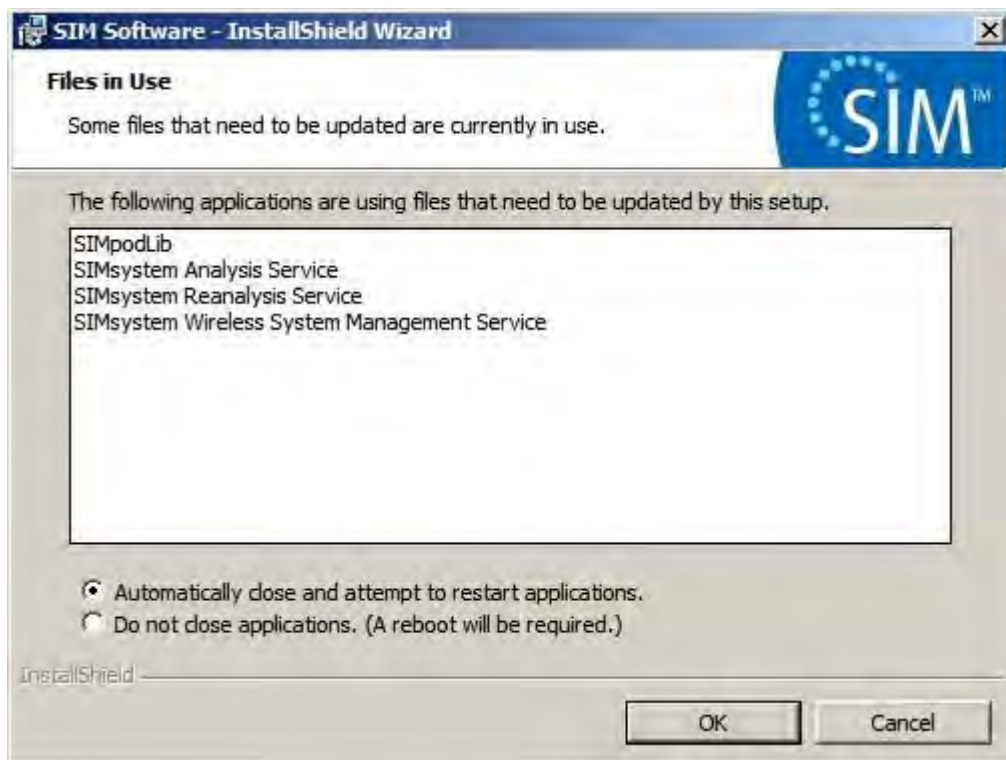
- d. In the following screen, select Remove and click 'Next' to proceed.



- e. The following screen will appear. Click Remove to continue.



- f. If files to be removed are in use by the server, the following screen will appear. Select "Automatically close and attempt to restart applications" and click OK to continue.

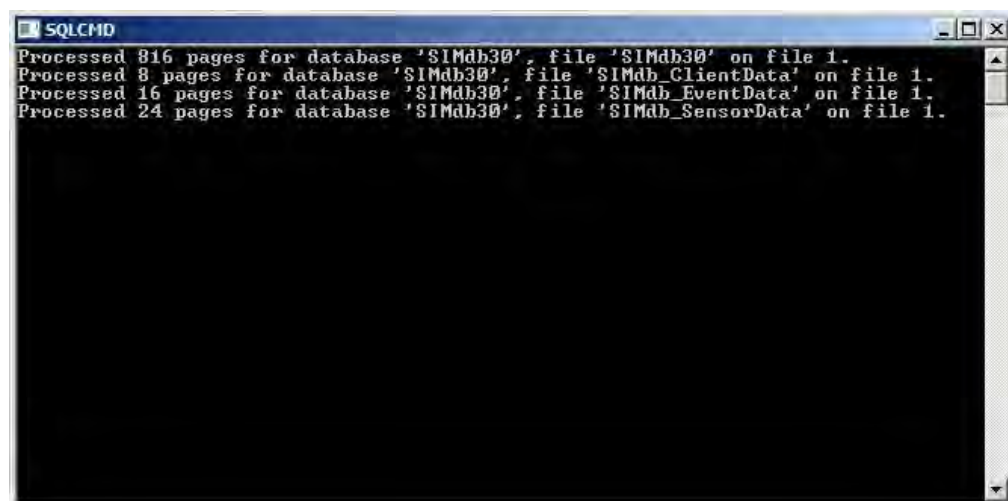




- g. The following screen will appear. Wait until it finishes.



- h. Several DOS screens similar to the one below will appear and disappear. No intervention is required.

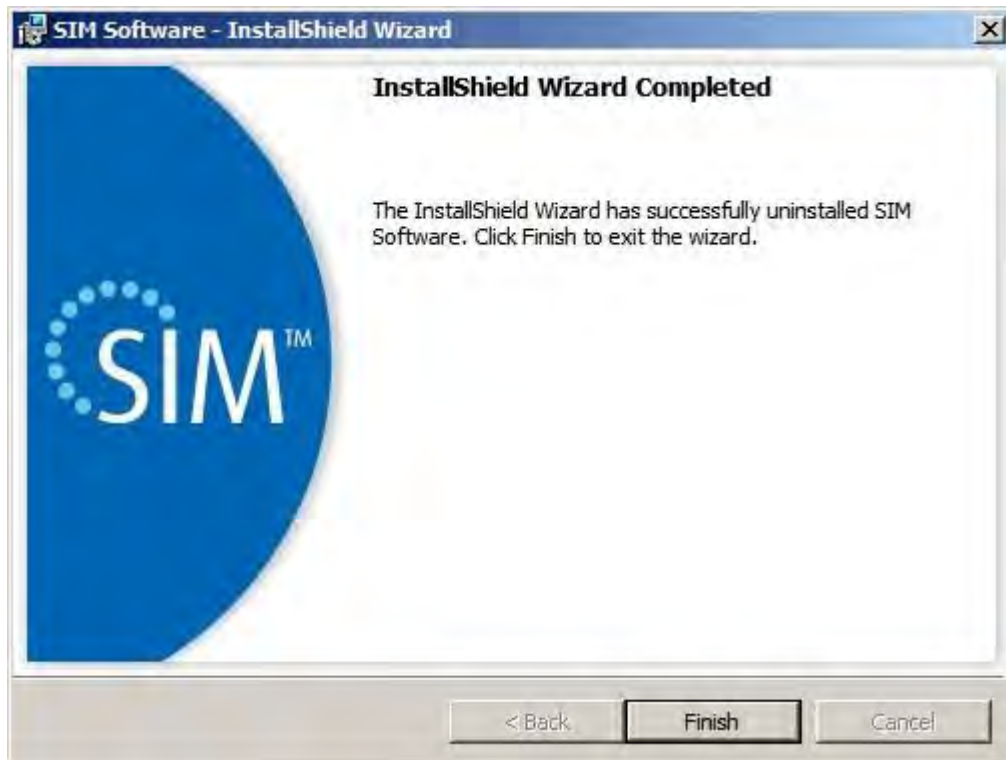




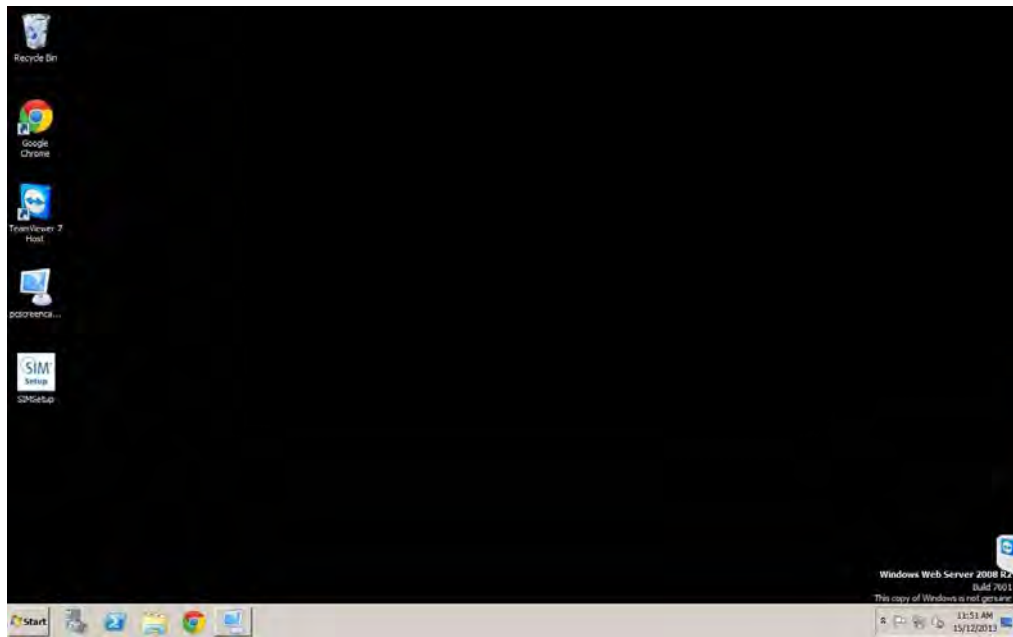
```
C:\Program Files (x86)\SIMsystem\v30\Notification\SIMsystemNotification.exe
SIMsystem Notification Service v3.0.4948.32296
Copyright c Sinavita 2012

The uninstall is beginning.
See the contents of the log file for the C:\Program Files (x86)\SIMsystem\v30\No
tification\SIMsystemNotification.exe assembly's progress.
The file is located at C:\Program Files (x86)\SIMsystem\v30\Notification\SIMsyst
emNotification.InstallLog.
Uninstalling assembly 'C:\Program Files (x86)\SIMsystem\v30\Notification\SIMsyst
emNotification.exe'.
Affected parameters are:
  logtoconsole =
  assemblypath = C:\Program Files (x86)\SIMsystem\v30\Notification\SIMsystemNot
ification.exe
  logfile = C:\Program Files (x86)\SIMsystem\v30\Notification\SIMsystemNotifica
tion.InstallLog
Removing EventLog source SIMnotification.
Service SIMnotification is being removed from the system...
Service SIMnotification was successfully removed from the system.
```

- i. The SIM™ Setup program also completes. Click Finish to exit.



- j. The SIM™ software related shortcuts will be removed from the desktop.

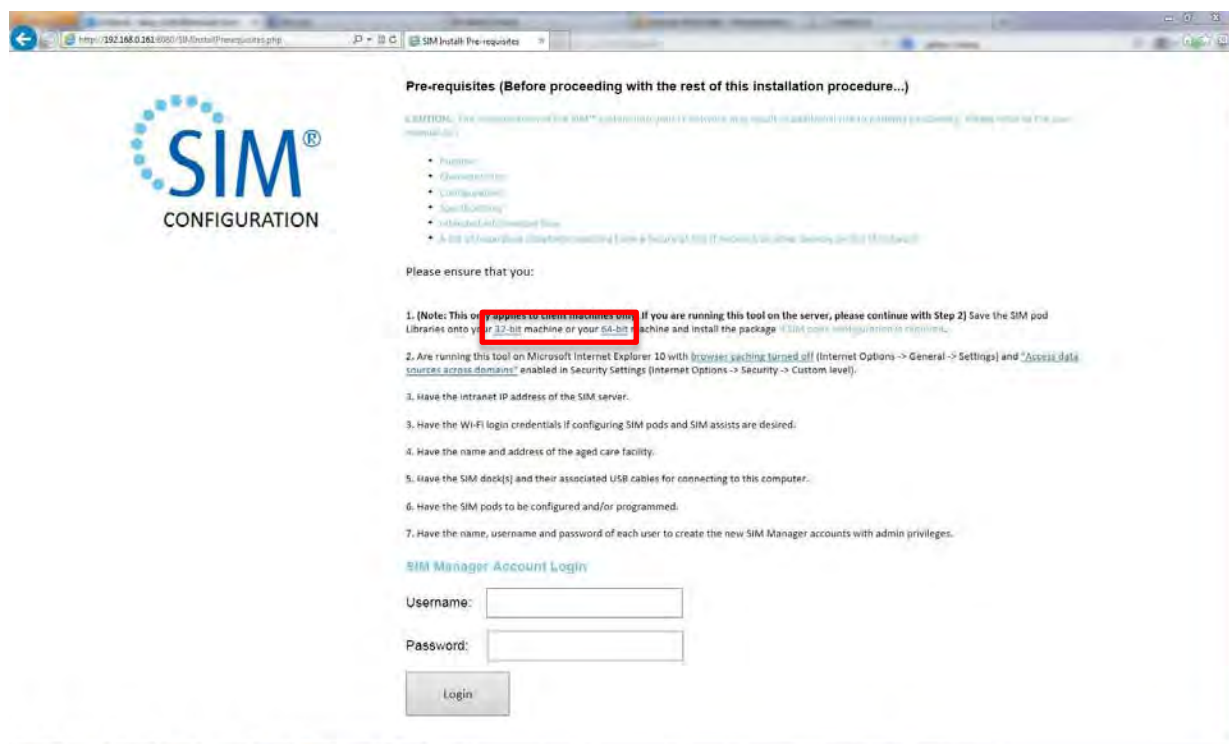


## 5. Database backup

- a. It is recommended that the SIM™ databases (SIMdb30 and SIMdb30Audit) are backed up at least weekly.
- b. The SIM™ databases are backed up (if they exist) at each execution of the SIM™ Setup Install, Re-install or Remove operation. The location of the backup files is C:\Databasebackup.

## SECTION C – CONFIGURING SIM™ FOR FIRST USE

1. The SIM™ configuration tool is a set of web pages installed as part of SIM™ setup.
2. The tool should be accessed from a client machine which resides on the same subnet as the server.
3. The configuration tool is tested and supported on Internet Explorer 10 as it has specific HTML5 requirements.
4. In the browser window, type in the following URL corresponding to the server running the SIM™ software. For example, use <http://192.168.0.18:8080> to access the SIM™ configuration tool (change to your IP address as required). Specifying the port number is important. If SIM™ configuration is run from the server, then use <http://localhost:8080>.
5. The following screen will appear.



### SECTION C1 (OPTIONAL) SIM™ POD LIBRARY INSTALLATION

This is required only if SIM™ pods need to be configured or programmed.

- From the link provided on the screen (as highlighted in the figure above), download the SIM™ pod libraries installation file and save it (you may need to choose the “Save as” option).

#### Note,

*This file is only required if you are configuring SIM™ pods. If you are not configuring SIM™ pods, the download and installation of the SIM™ pod libraries can be skipped.*

- Install the SIM™ pod libraries by right-clicking on the downloaded .exe file and selecting ‘Run as Administrator’ (note that this is the default even if the file is double-clicked on). Follow the on-screen prompts to complete the installation.

#### Note:

*The SIM™ pod libraries only need to be installed on the client computer used to configure the SIM™ pod hardware and is not required to install this software component if SIM™ pods are not being configured.*

- SIM™ pod libraries will operate in the background, no further action is required.
6. On the screen shown in step 5 above, click 'Start' or 'Login'. If no SIM™ manager Administration accounts have previously been setup, both the Username and Password fields will be disabled and the user will be given full access to the SIM™ configuration tool. When at least one SIM™ manager Administration account has been setup, the user will require login access to use the SIM™ configuration tool.
  7. Follow the on-screen instructions to complete the configuration. The instructions below provide additional information that may be useful during the installation process.
  8. If SIM™ pod configuration is required; follow these steps to connect the SIM™ pod to the computer being used for configuration.
    - a. Plug the small plug on the cord of the provided power supply to the back of the SIM™ dock
    - b. Connect the power supply to a power outlet
    - c. Connect the provided USB cable between the SIM™ dock and a spare USB port on the computer being used for configuration
    - d. Insert the SIM™ pod into the SIM™ dock. Windows will recognise the SIM™ pod as a HID device and install relevant drivers automatically. No further interaction is required.
  9. On the Facility Data page enter the details of your facility. The server IP address is populated automatically; change this only if explicitly required. If you are configuring SIM™ pods, you must enter Wi-Fi network details as these will be uploaded to the SIM™ pods during configuration.

**Note:**

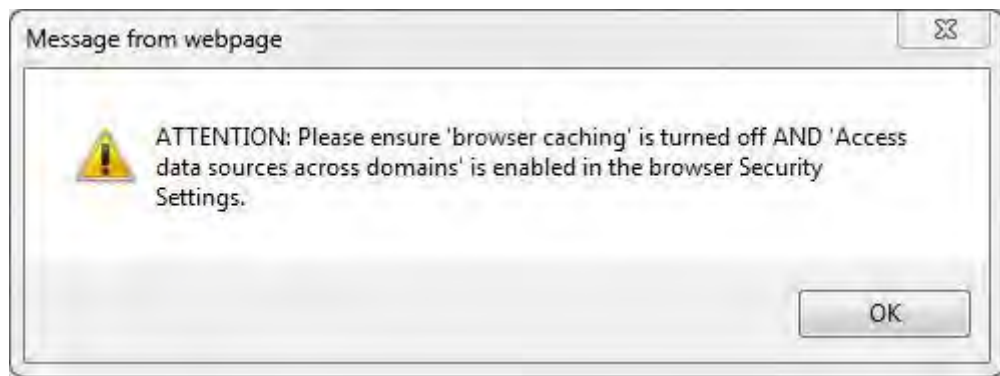
*If the SIM™ pods and the SIM™ assist tablets are to be used in a different Wi-Fi coverage area than the area used during setup, you will first need to configure the pods for the available Wi-Fi network, verify that the system is operational and then re-configure the pods and tablets for the Wi-Fi network where the system will be used. Similarly, if the server's IP address changes depending on pod and tablet location and corresponding Wi-Fi network, these settings will also need to be updated.*

---

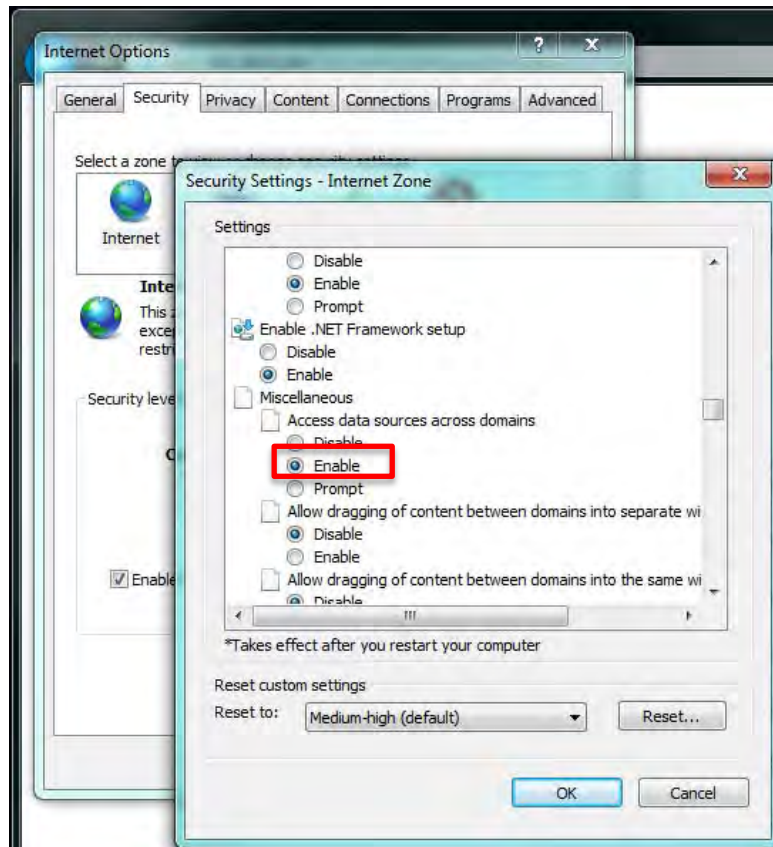
**CAUTION**

- Refer to cautions and warnings at the beginning of this chapter regarding network setup and configuration.
- 

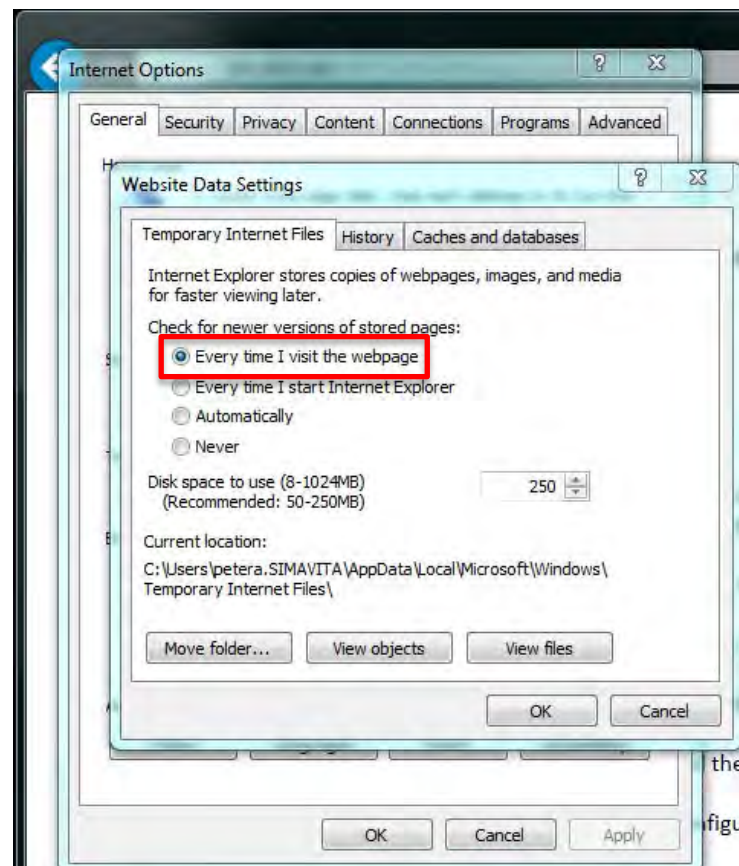
10. Click "Save and Proceed"
11. On the SIM™ pod configuration screen, you will be prompted to change two browser settings (this is described in more detail below and on the screen as already illustrated in step 5. This is only necessary when configuring SIM™ pods. These changes can be reset back to default values after configuring the SIM™ pods.



- a. Under Internet Options/Security Tab/Custom Level/Miscellaneous, select “Access data sources across domains” **Enable**.



- b. Under Internet Options/General Tab/Browsing History Settings, select “Check for newer versions of stored pages” **Every time I visit the webpage**.

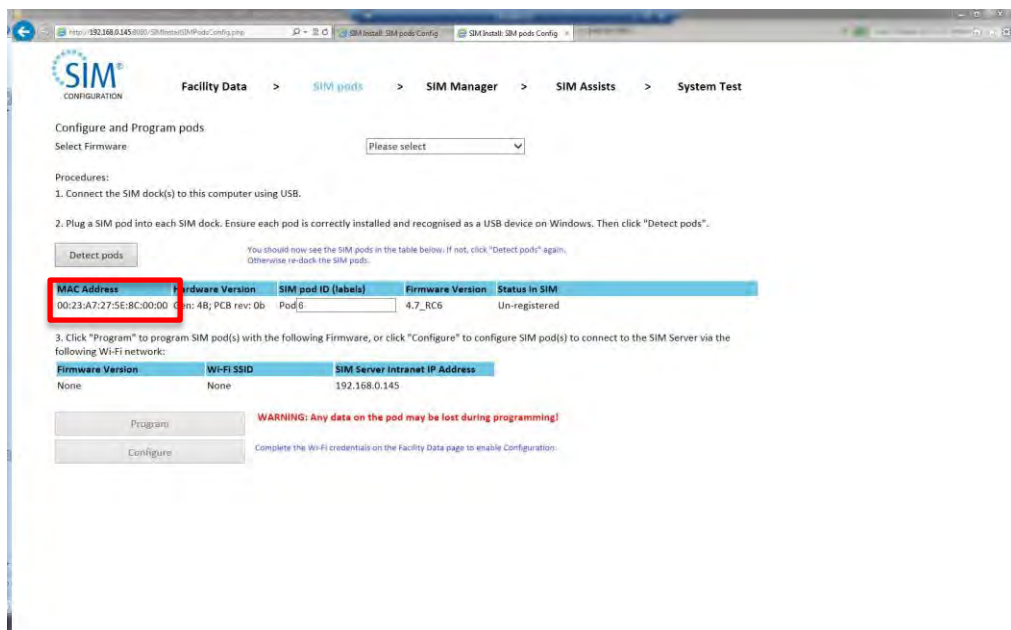




12. Follow the instructions provided and click on “Detect pods”. Depending on DNS settings this may require a second attempt to detect pods successfully. If USB connected pods do not appear in the list, refer to the troubleshooting section for further help.
13. When configuring SIM™ pods for the first time, you will need to attach SIM™ pod numbered identifying labels to the individual pods and assign them a number in the configuration screen. Please refer to the diagrams below and the instructions in the SIM™ configuration tool.
  - a. Identify the MAC address on the SIM™ pod.



- b. Match the SIM™ pod’s MAC address to the MAC address to the list of detected devices.



- c. Note the SIM™ pod’s number, e.g. “Pod6”. This is pod number 6.
  - d. Affix the SIM™ pod’s number label to the back of the pod as shown below.

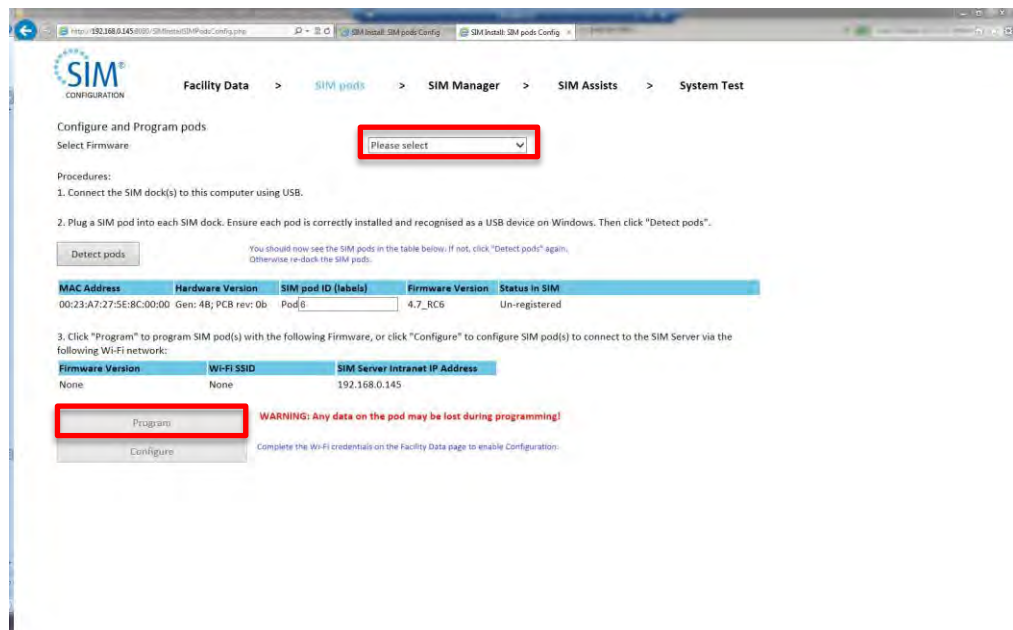


- e. Click “Configure” to upload configuration information to the SIM™ pods. Note: when multiple SIM™ pods are detected by the system, all pods will be configured with the same configuration information.



14. When a new firmware is required to be uploaded to the SIM™ pods, please refer to the diagram below and the instructions in the SIM™ configuration tool.

- a. Select a firmware from the firmware list. This will enable the “Program” button.



- b. Click on “Detect pods” to ensure at least one pod is detected.
- c. Click “Program” to upload the selected firmware to the SIM™ pods. Note: when multiple SIM™ pods are detected by the system, all pods will be programmed with the same firmware.
- d. The SIM™ pods will need to be configured after firmware programming. Please follow instruction in the step above to perform pods configuration.
15. To continue the setup process, click on “SIM™ manager” at the top of the screen (or select ‘No’ to configuring more pods when asked).
16. On the “SIM™ manager” page, create the first Admin User account. This will be a user with administrative privileges in the SIM™ system. Typically this will include nursing staff that will conduct SIM™ system user account management. It may be useful to have an account for IT support staff. When all account information has been entered, click “Create”, this may take a few moments to complete.
17. To facilitate easy access for nursing and care staff, a shortcut download link is provided. The downloaded shortcut should be placed on client machine desktops allowing easy access to SIM™ manager. The screenshot below illustrates this step.

18. If additional data is to be imported into SIM™ manager such as facility information (wings, buildings, rooms), staff information and/or resident information, select 'yes' to import such information from .csv files. Example formats of the .csv files can be downloaded from the links provided. Note that such information can also be set up or imported from within SIM™ manager.
19. To complete the "SIM™ manager" setup, click on "SIM™ assists" at the top of the screen.
20. Set up SIM™ assist applications on table devices as described on the "SIM™ assist" screen. To set up a tablet, a link is provided to be accessed directly from the tablet device. This provides a means to download the installation file for the tablet. The following table details the minimum hardware requirements for tablet devices.

## MINIMUM REQUIREMENTS FOR TABLET DEVICES

### Android OS3.2 (Honeycomb)

Screen resolution 800 x 480

Processor: 1Ghz Cortex A9 (or equivalent)

10MB free storage memory

21. To complete the setup process, click on "System Test" at the top of the screen or "Next" and follow on-screen prompts to check that the system is operational.

### Note:

*You can return to any setup page by selecting the appropriate section at the top of the screen*

## INSTRUCTIONS FOR DISPOSAL

The SIM™ Sensor is a medical device that may pose a biohazard risk after usage. If this is the case, the SIM™ Sensor should be disposed of in accordance with standard operating procedures at your facility for bio hazardous waste.

The SIM™ pants may pose a biohazard risk after usage. The SIM™ pants should be disposed of in accordance with standard operating procedures at your facility for bio hazardous waste.

The SIM™ pod and SIM™ dock contain electronic parts and Li-Polymer batteries. These should not be disposed of in standard waste.

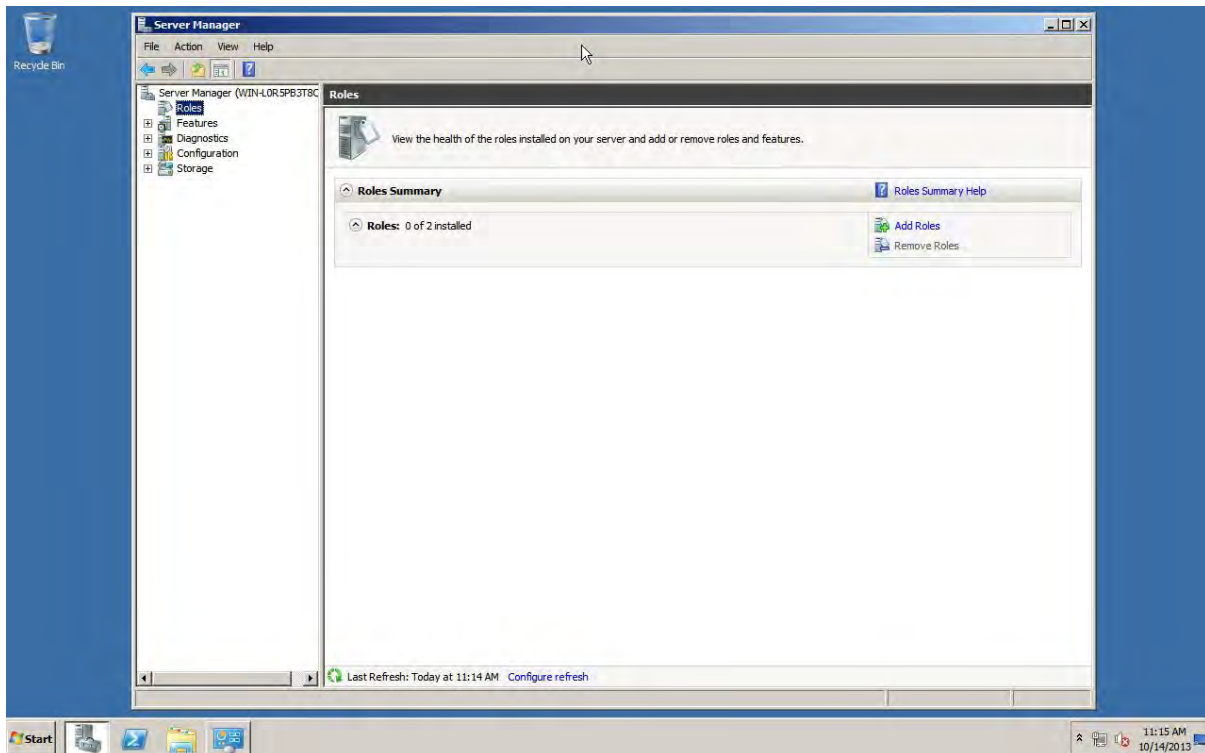
The SIM™ pod has a useful service life of three (3) years, the SIM™ dock has a useful service life of three (3) years and the SIM™ sensor has a useful shelf life of five (5) years.

WEEE 2002/96/EC is a European Directive that requires the proper disposal of electrical and electronic equipment. These devices should be disposed of separately, not as unsorted municipal waste. To dispose of your device, you should use appropriate collection, reuse and recycling systems available in your region. The use of these collection, reuse and recycling systems is designed to reduce pressure on natural resources and prevent hazardous substances from damaging the environment. If you need information on these disposal systems, please contact your local waste administration. The crossed-bin symbol invites you to use these disposal systems. If you require information on collection and disposal of your Simavita device please contact Simavita via the contact information supplied

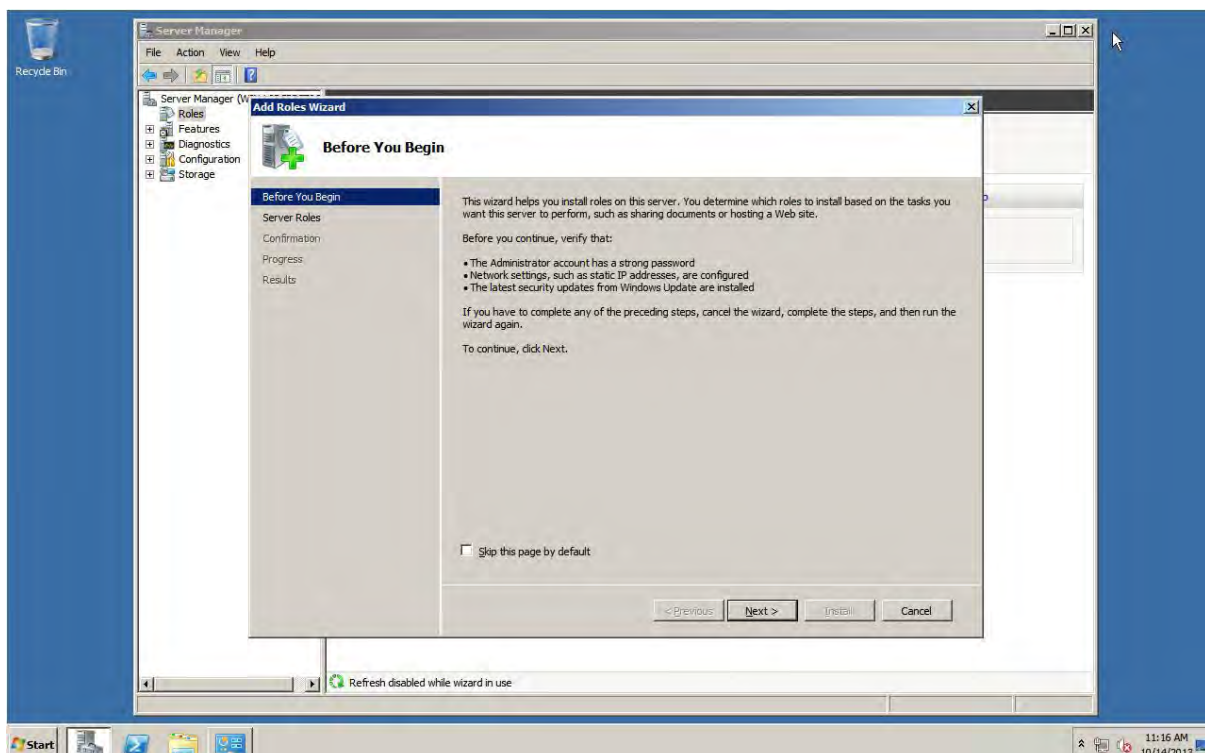
# INSTALL NOTE 1: INSTRUCTIONS TO INSTALL IIS7 AND ALL APPLICATION DEVELOPMENT SERVICES

Disclaimer notice: The following screenshots were taken from a typical installation run at Simavita Pty Ltd. Actual screenshots may vary.

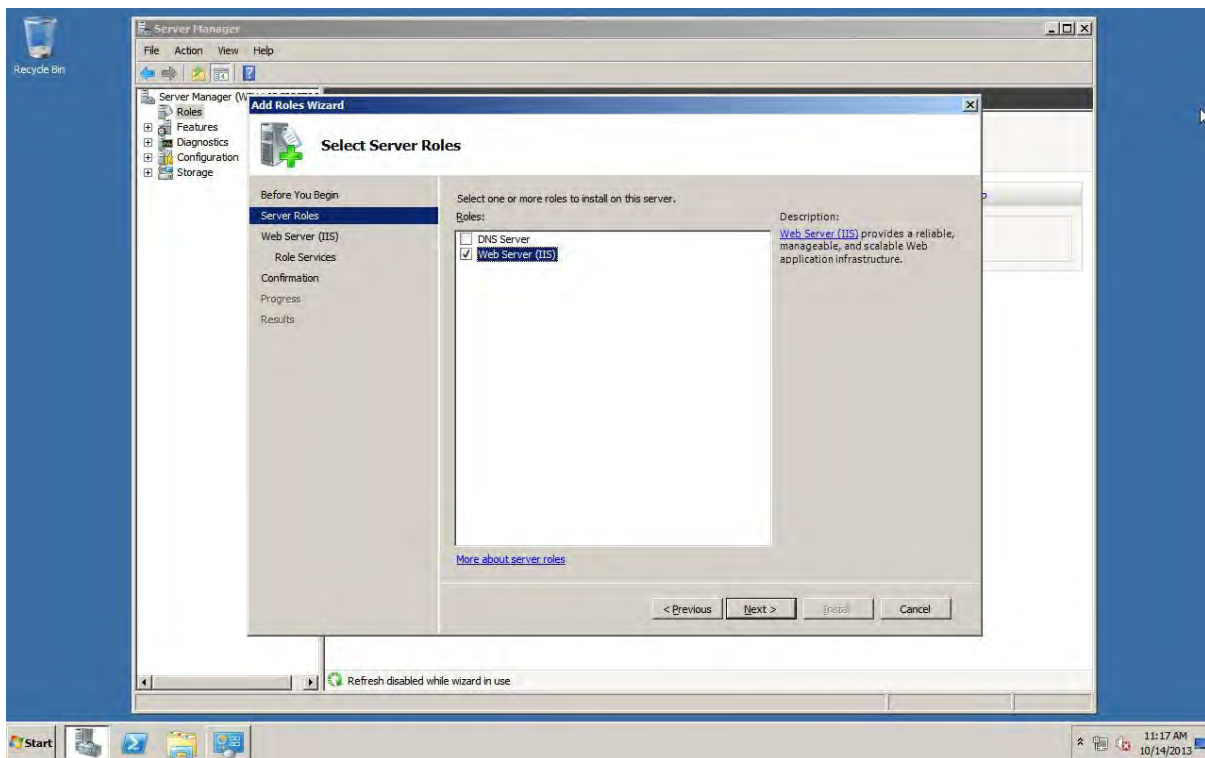
Install Note 1.1 Go to “Server Manager” and click “Add Roles”;



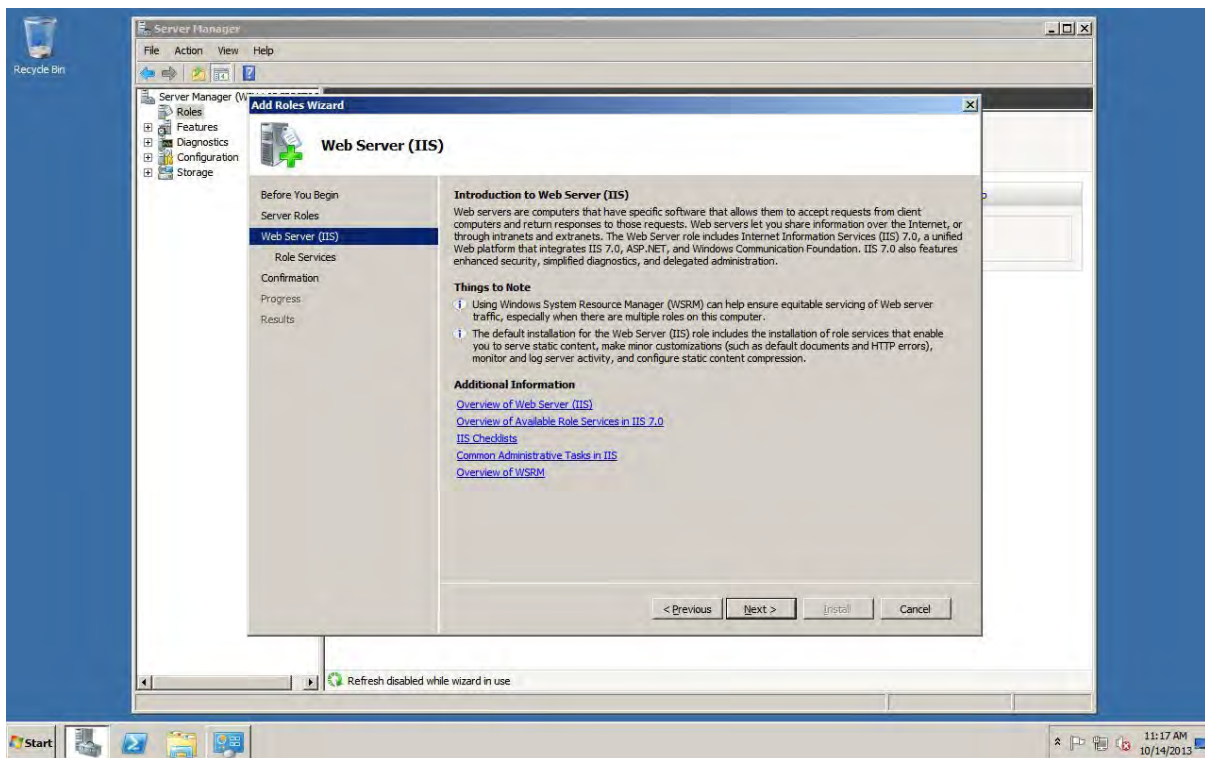
Install Note 1.2 Click “Next”;



Install Note 1.3 Select “Web Server (IIS)” in the check box list, and click the “Next” button;

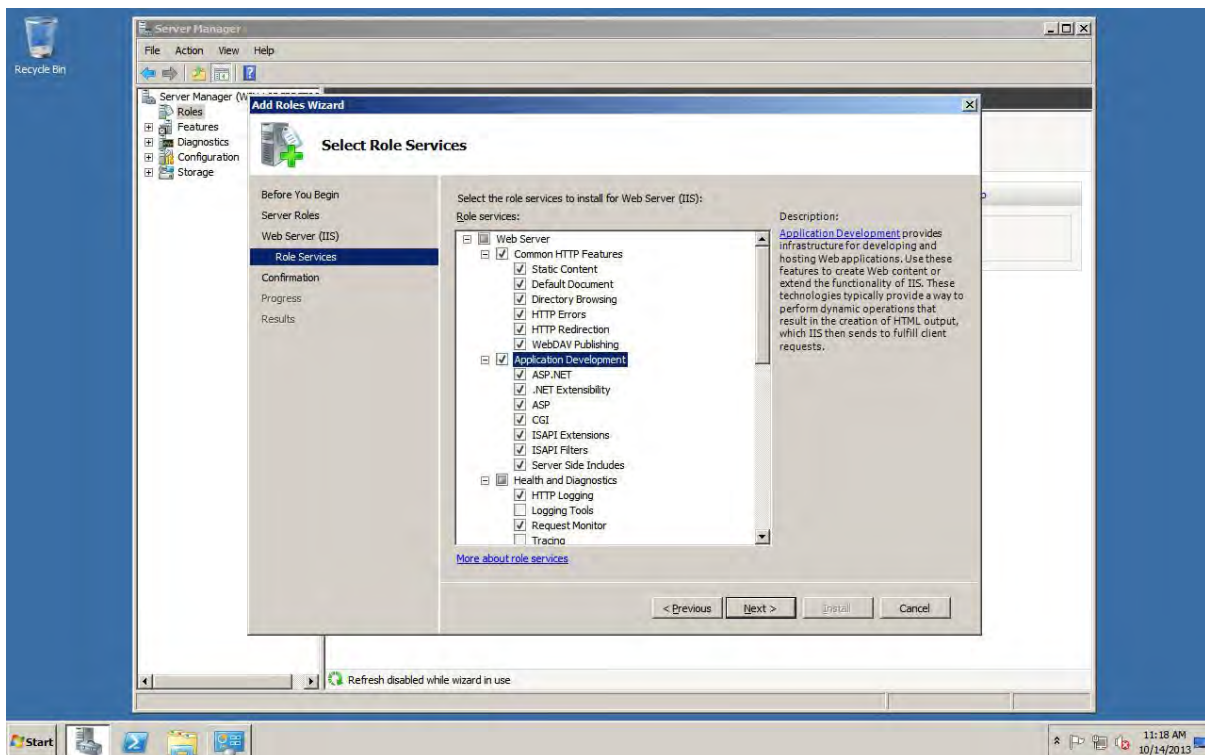


Install Note 1.4 Click “Next”;

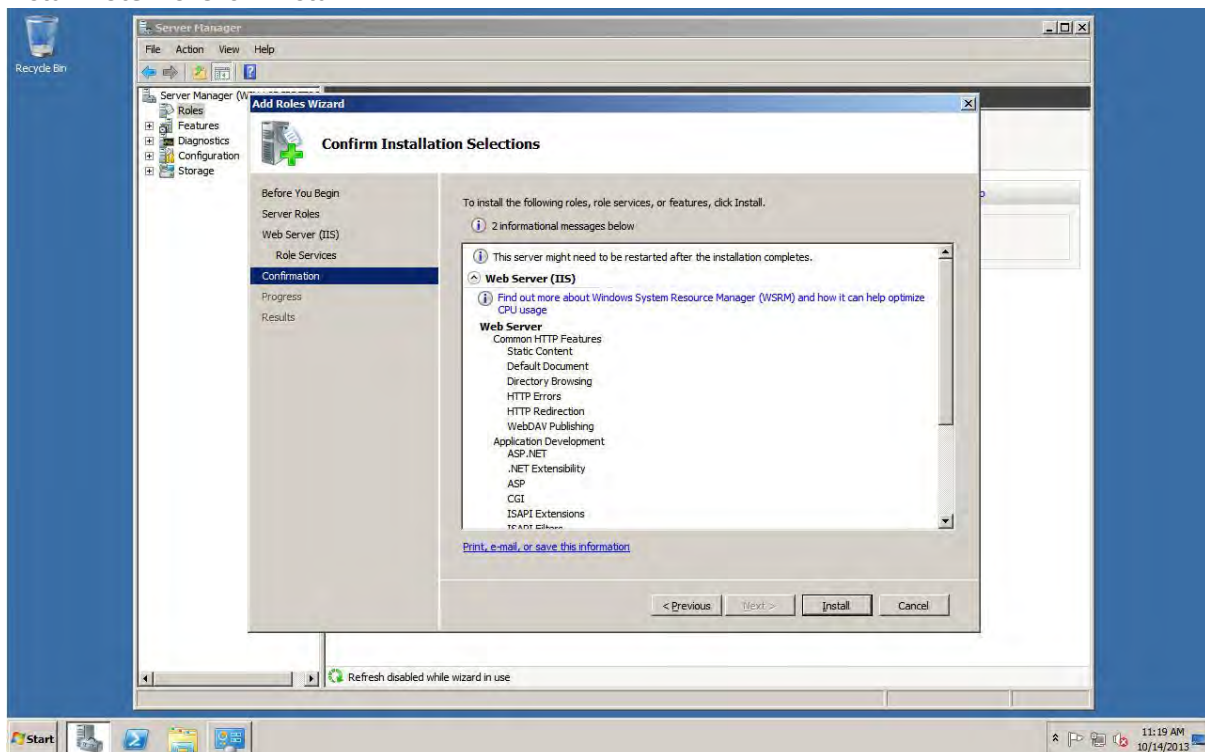




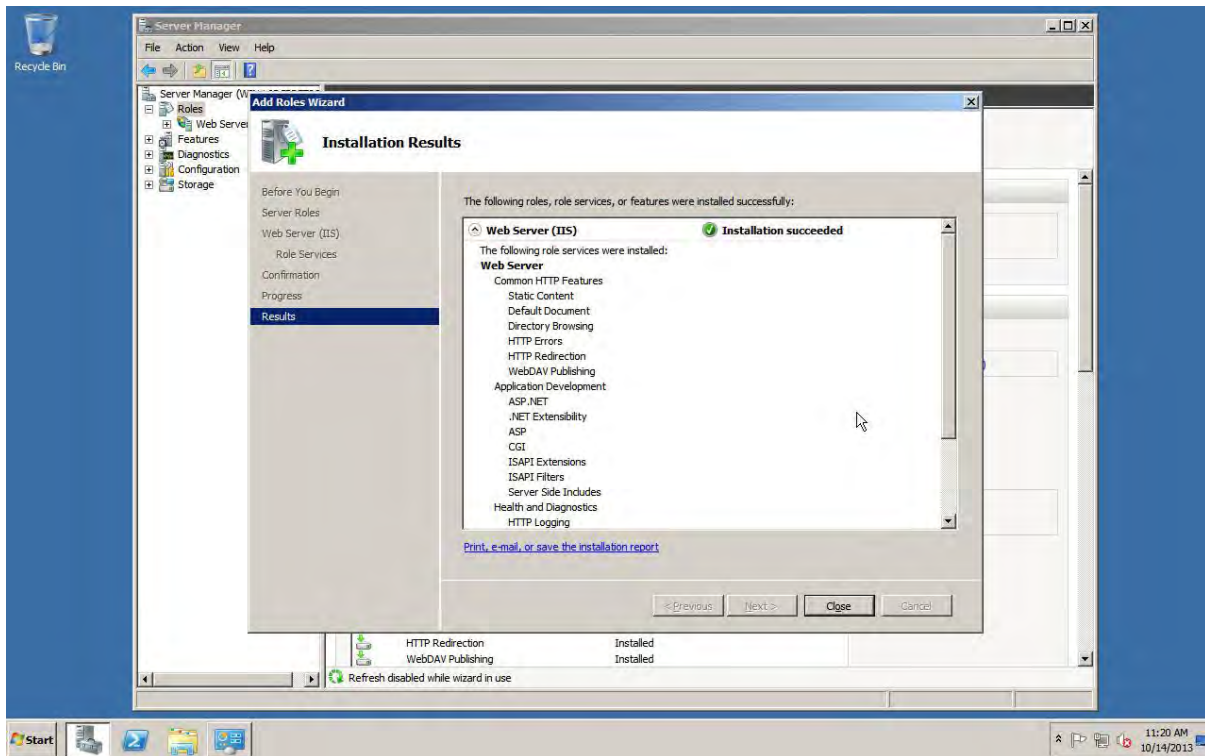
Install Note 1.5 Make sure you check all selections in “Common HTTP Features” & “Application Development”. Then click “Next”.



Install Note 1.6 Click “Install”.



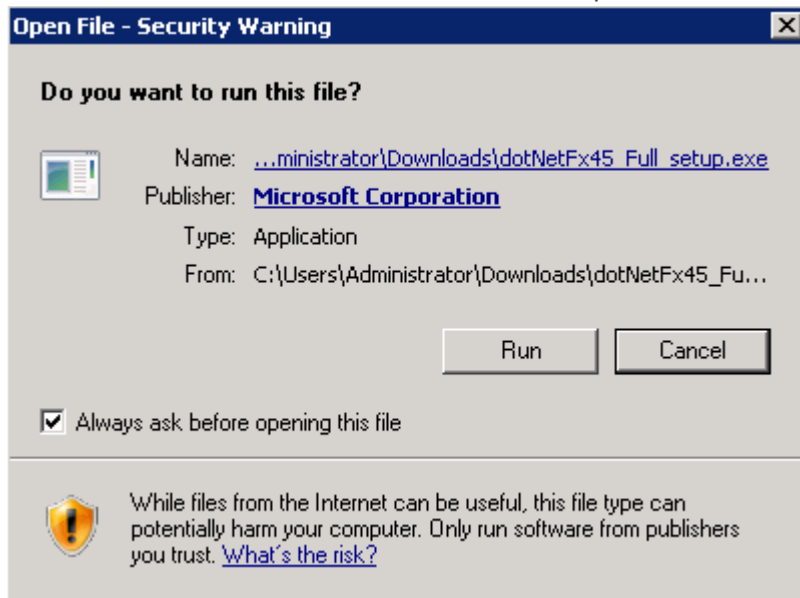
Install Note 1.7 Click “Close”.



## INSTALL NOTE 2: INSTRUCTIONS TO INSTALL MICROSOFT .NET FRAMEWORK

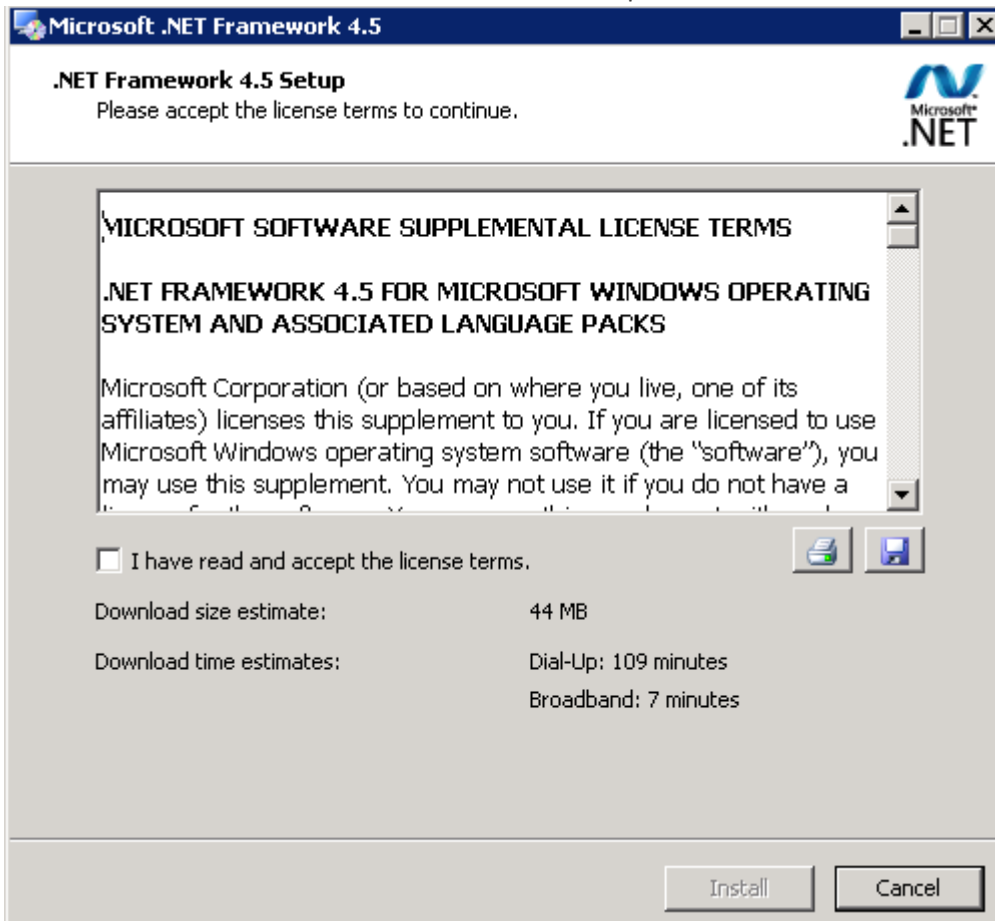
Disclaimer notice: The following screenshots were taken from a typical installation run at Simavita Pty Ltd. Actual screenshots may vary.

Install Note 2.1 Execute the .net Framework setup file. Click “Run”.

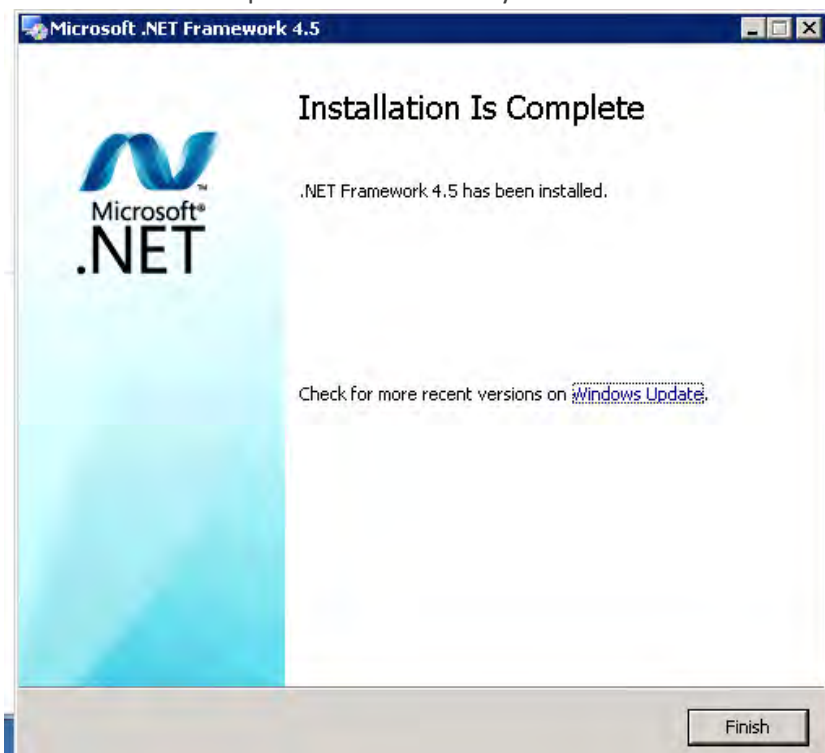




Install Note 2.2 Check the box “I have read and accept the license terms”. Then click “Install”.



Install Note 2.3 The product is successfully installed.



# INSTALL NOTE 3: INSTRUCTIONS TO INSTALL MICROSOFT SQL SERVER 2008 R2 SP1 EXPRESS EDITION

Disclaimer notice: The following screenshots were taken from a typical installation run at Simavita Pty Ltd. Actual screenshots may vary.

Install Note 3.1 Go to the Microsoft site to download the following SQL Server setup file.

The screenshot shows the Microsoft SQL Server 2008 R2 SP1 Express Edition download page. At the top, there is a Microsoft logo and the product name. Below it, a 'Select Language' dropdown menu is set to 'English', and a red 'Download' button is visible. To the right, there is a 'Free PC updates' section with a list of updates and a 'Run Microsoft Update' button. Below the download button, there is a 'Details' section with a note: 'Note: There are multiple files available for this download. Once you click on the "Download" button, you will be prompted to select the files you need.' Below the note is a table of files:

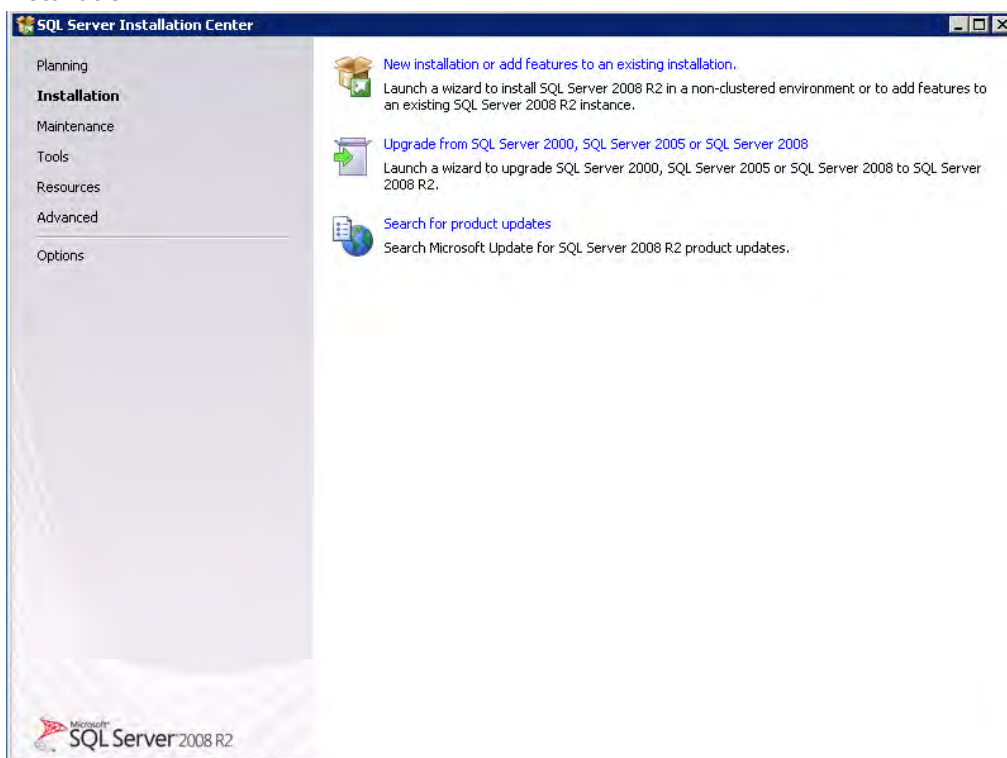
Version:	Date Published:
10.50.2500.0	7/12/2011

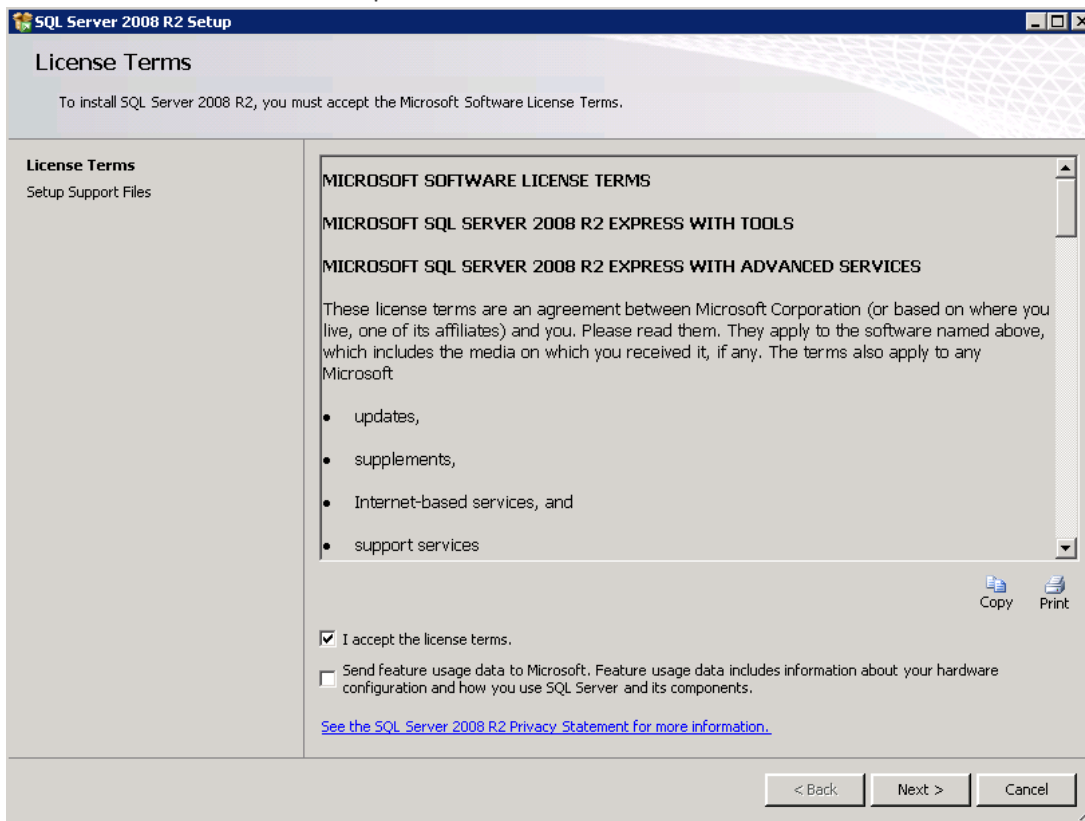
File name:	File size:
SQLFXPR32_x86_ENU.exe	93.1 MB
SQLFXPR_x64_ENU.exe	117.5 MB
SQLFXPR_x86_ENU.exe	106.1 MB
SQLFXPRADV_x64_ENU.exe	980.9 MB
SQLFXPRADV_x86_ENU.exe	867.0 MB

A red box highlights the 'SQLFXPRADV\_x64\_ENU.exe' file. Below the table is a '+ More' link. To the right of the table, there is a 'Microsoft suggests' section with a link to 'Cloud on your terms: Microsoft Cloud OS' and a 'Download now' button.

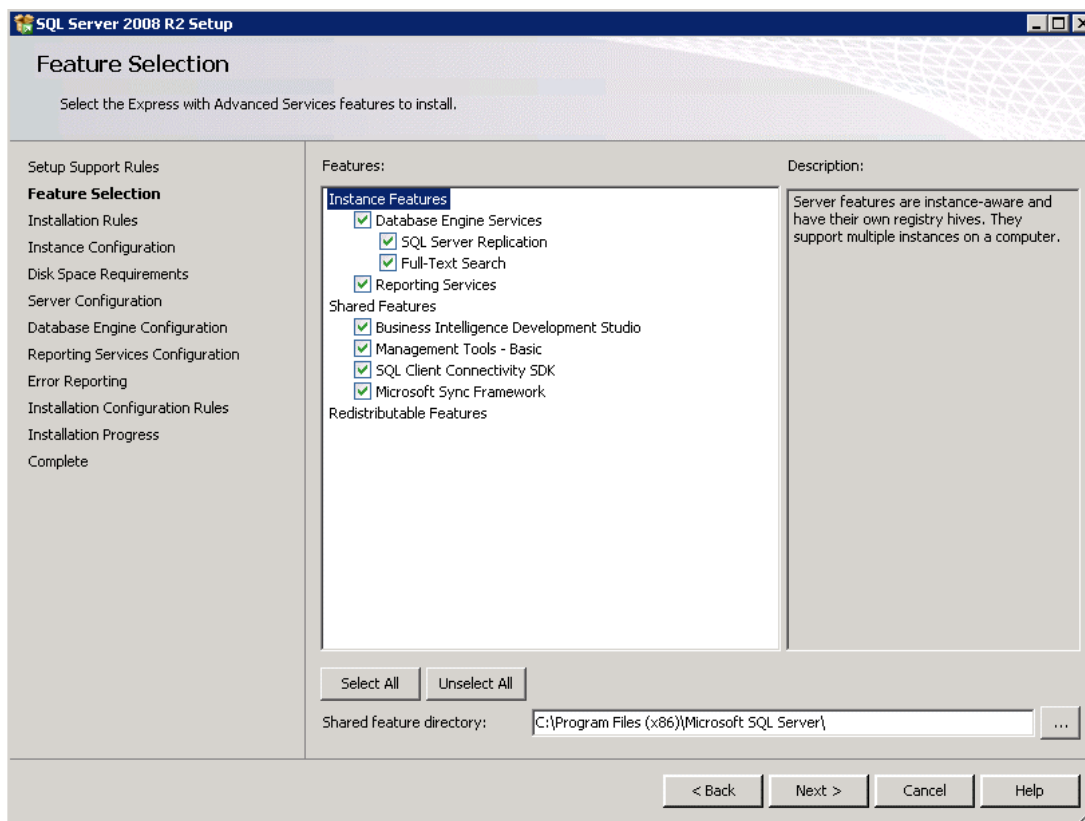
Install Note 3.2 Run the SQL Server setup file and choose “New installation or add features to an existing installation”.



Install Note 3.3 Choose “I accept the license terms”. Then click “Next”.



Install Note 3.4 Select all “Instance Features” and “Shared Features”. Then click “Next”.



Install Note 3.5 Please make sure the Named instance is “SIMserverDV3”. Click “Next”.

**SQL Server 2008 R2 Setup**

### Instance Configuration

Specify the name and instance ID for the instance of SQL Server. Instance ID becomes part of the installation path.

Setup Support Rules  
License Terms  
Feature Selection  
Installation Rules  
**Instance Configuration**  
Disk Space Requirements  
Server Configuration  
Database Engine Configuration  
Reporting Services Configuration  
Error Reporting  
Installation Configuration Rules  
Installation Progress  
Complete

☐ Default instance  
☒ Named instance:

Instance ID:

Instance root directory:

SQL Server directory: C:\Program Files (x86)\Microsoft SQL Server\MSSQL10\_50.SIMserverDV3

Reporting Services directory: C:\Program Files (x86)\Microsoft SQL Server\MSRS10\_50.SIMserverDV3

Installed instances:

Instance Name	Instance ID	Features	Edition	Version
---------------	-------------	----------	---------	---------

< Back   Next >   Cancel   Help

Install Note 3.6 Click “Next” on the following screen.

**SQL Server 2008 R2 Setup**

### Server Configuration

Specify the service accounts and collation configuration.

Setup Support Rules  
License Terms  
Feature Selection  
Installation Rules  
Instance Configuration  
Disk Space Requirements  
**Server Configuration**  
Database Engine Configuration  
Reporting Services Configuration  
Error Reporting  
Installation Configuration Rules  
Installation Progress  
Complete

Service Accounts   Collation

Microsoft recommends that you use a separate account for each SQL Server service.

Service	Account Name	Password	Startup Type
SQL Server Database Engine	NT AUTHORITY\NETWORK...		Automatic
SQL Server Reporting Services	NT AUTHORITY\NETWORK...		Automatic
SQL Full-text Filter Daemon Launcher	NT AUTHORITY\LOCAL S...		Manual
SQL Server Browser	NT AUTHORITY\LOCAL S...		Disabled

Use the same account for all SQL Server services

< Back   Next >   Cancel   Help

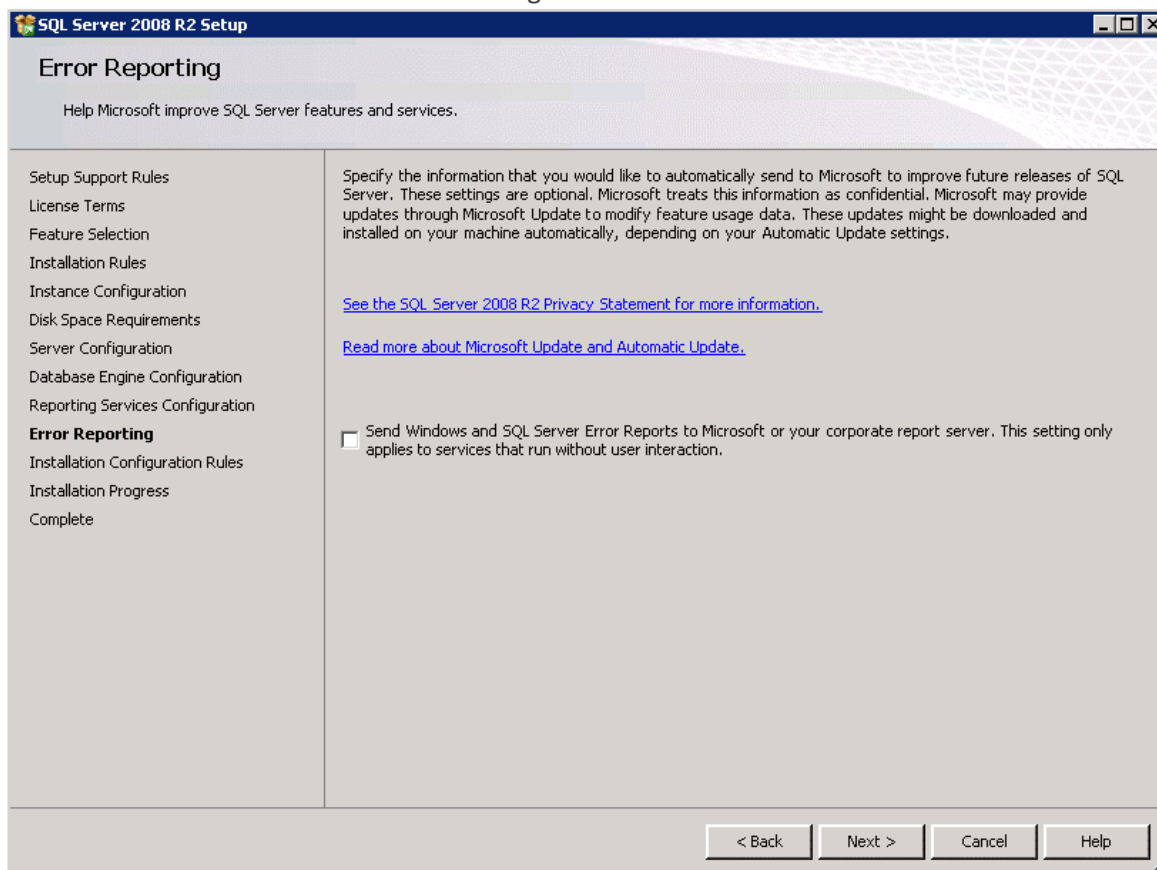
Install Note 3.7 Click “Next” on the following screen.

The screenshot shows the 'Database Engine Configuration' window in the SQL Server 2008 R2 Setup. The window has a title bar 'SQL Server 2008 R2 Setup' and a subtitle 'Database Engine Configuration'. Below the subtitle is the instruction 'Specify Database Engine authentication security mode, administrators and data directories.' On the left is a navigation pane with the following items: Setup Support Rules, License Terms, Feature Selection, Installation Rules, Instance Configuration, Disk Space Requirements, Server Configuration, **Database Engine Configuration**, Reporting Services Configuration, Error Reporting, Installation Configuration Rules, Installation Progress, and Complete. The main area has two tabs: 'Account Provisioning' (selected) and 'Data Directories'. Under 'Account Provisioning', the text says 'Specify the authentication mode and administrators for the Database Engine.' There are two radio buttons for 'Authentication Mode': 'Windows authentication mode' (selected) and 'Mixed Mode (SQL Server authentication and Windows authentication)'. Below this is a text field for 'Specify the password for the SQL Server system administrator (sa) account.' with 'Enter password:' and 'Confirm password:' labels. At the bottom, there is a list box for 'Specify SQL Server administrators' containing 'WIN-L0R5PB3T805\Administrator (Administrator)'. To the right of the list box is a note: 'SQL Server administrators have unrestricted access to the Database Engine.' At the bottom of the list box are three buttons: 'Add Current User', 'Add...', and 'Remove'. At the bottom of the window are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

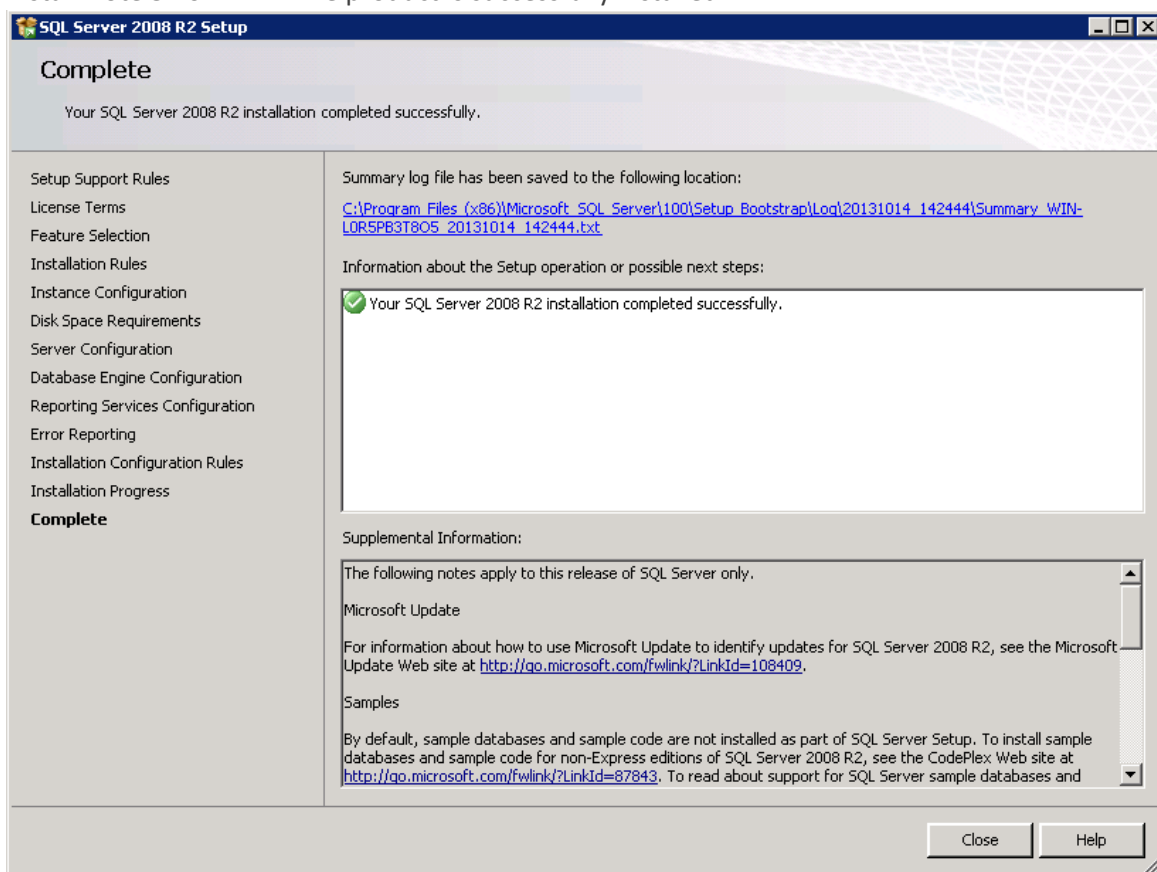
Install Note 3.8 Choose “Install the native mode default configuration” and then click “Next”.

The screenshot shows the 'Reporting Services Configuration' window in the SQL Server 2008 R2 Setup. The window has a title bar 'SQL Server 2008 R2 Setup' and a subtitle 'Reporting Services Configuration'. Below the subtitle is the instruction 'Specify the Reporting Services configuration mode.' On the left is a navigation pane with the following items: Setup Support Rules, License Terms, Feature Selection, Installation Rules, Instance Configuration, Disk Space Requirements, Server Configuration, Database Engine Configuration, **Reporting Services Configuration**, Error Reporting, Installation Configuration Rules, Installation Progress, and Complete. The main area has three radio buttons: 'Install the native mode default configuration.' (selected), 'Install the SharePoint integrated mode default configuration.', and 'Install, but do not configure the report server.' Below the first option is a text block: 'Setup will install the report server and configure it in Native mode to use the default values. The report server is usable as soon as Setup is finished.' Below the second option is a text block: 'Setup will create the report server database in SharePoint integrated mode and configure the report server to use the default values. However, integrated operations will not be supported until a minimal installation of a SharePoint product or technology is deployed on the report server computer and the Reporting Services Add-in for SharePoint Technologies is installed and configured on the instance of the SharePoint product or technology you are using.' Below the third option is a text block: 'Setup will install, but will not configure, the report server software. After installation is finished, you can use the Reporting Services Configuration tool to set options that are required to run the report server.' At the bottom of the window are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

Install Note 3.9 Click “Next” on the following screen.



Install Note 3.10 The product is successfully installed.





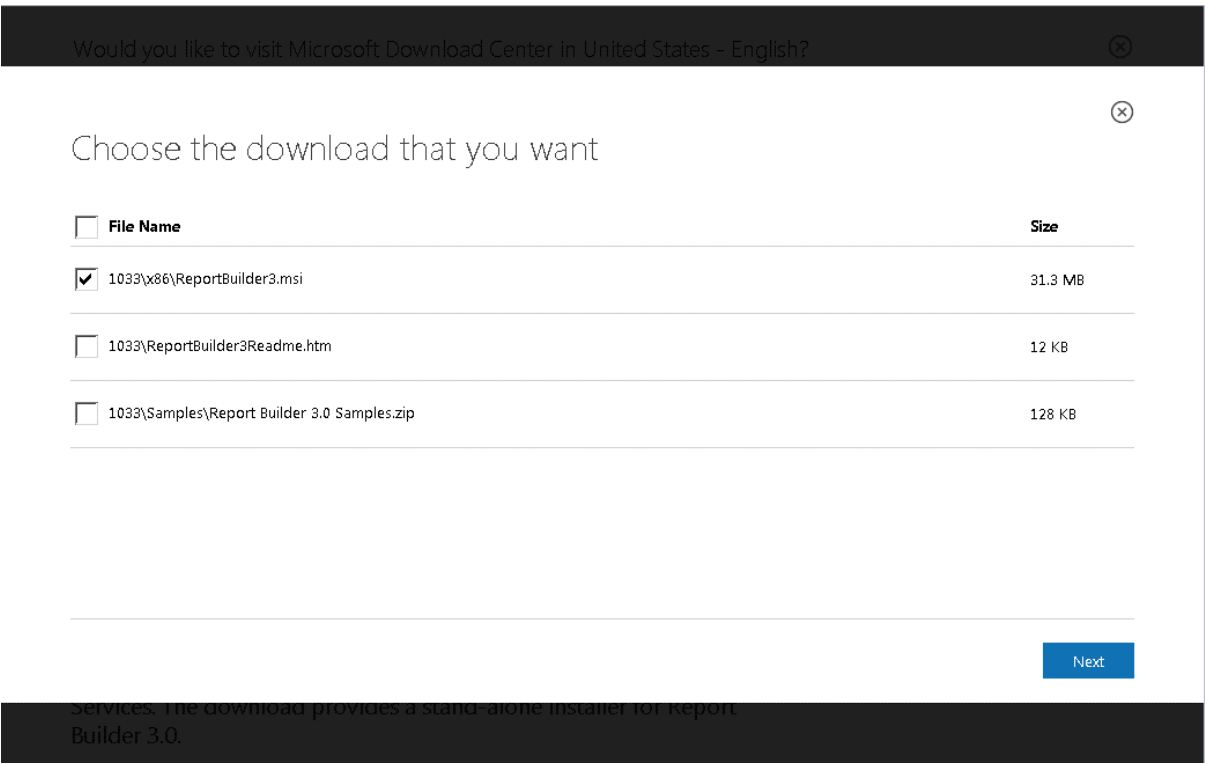
# INSTALL NOTE 4: INSTRUCTIONS TO INSTALL REPORT BUILDER 3.0

Disclaimer notice: The following screenshots were taken from a typical installation run at Simavita Pty Ltd. Actual screenshots may vary.

Install Note 4.1 Go to the Microsoft site to download SQL server 2008 R2 Report Builder 3.0.

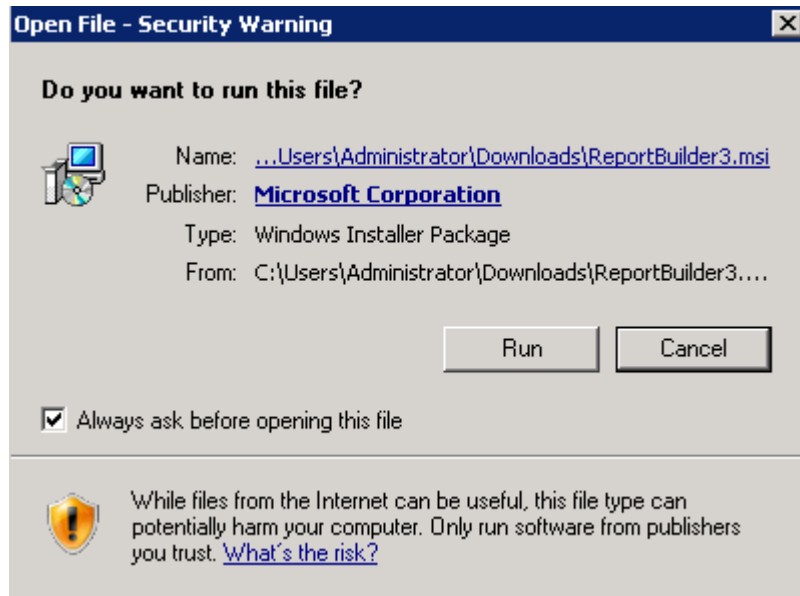


Install Note 4.2 Select the msi file, and then click “Next”.

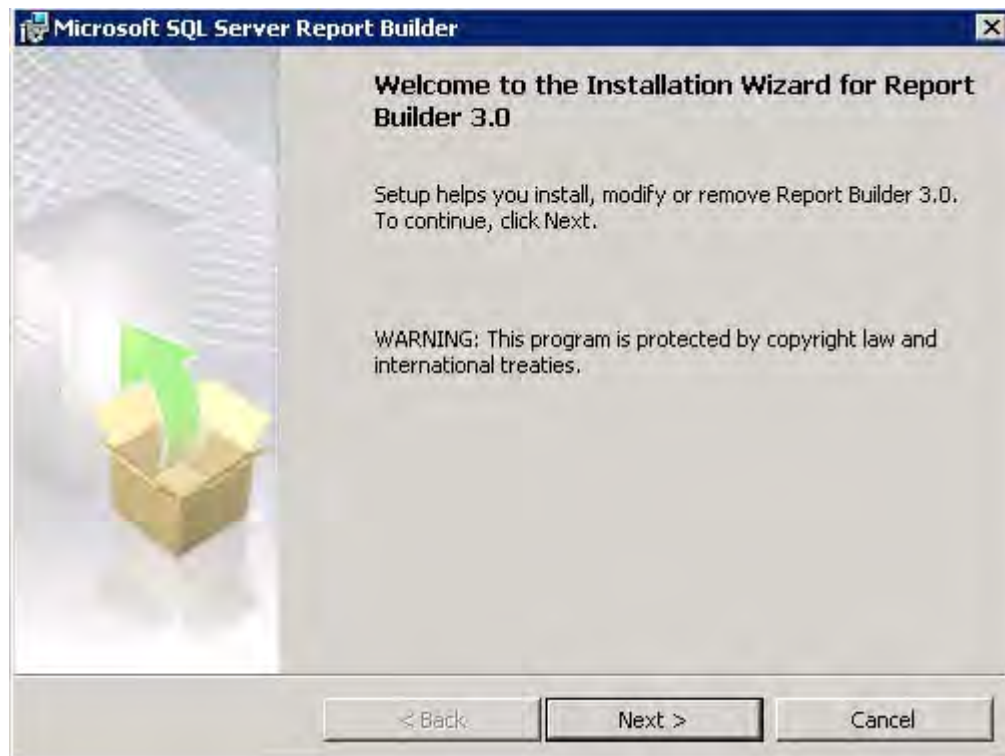




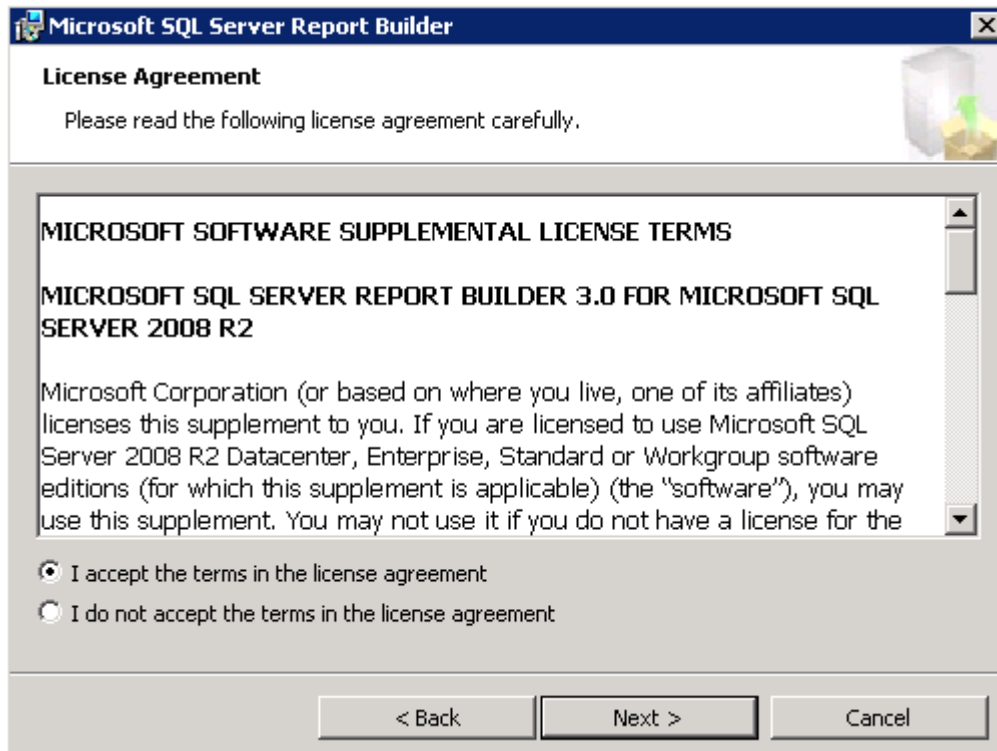
Install Note 4.3 Execute the downloaded file and click “Run”.



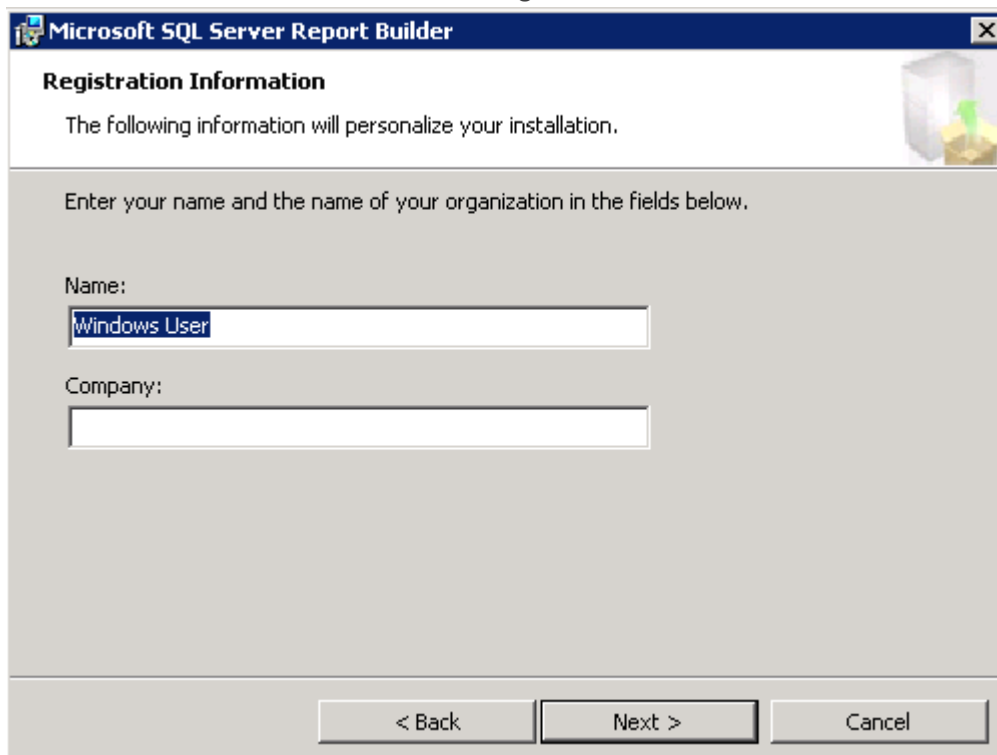
Install Note 4.4 Click “Next”.



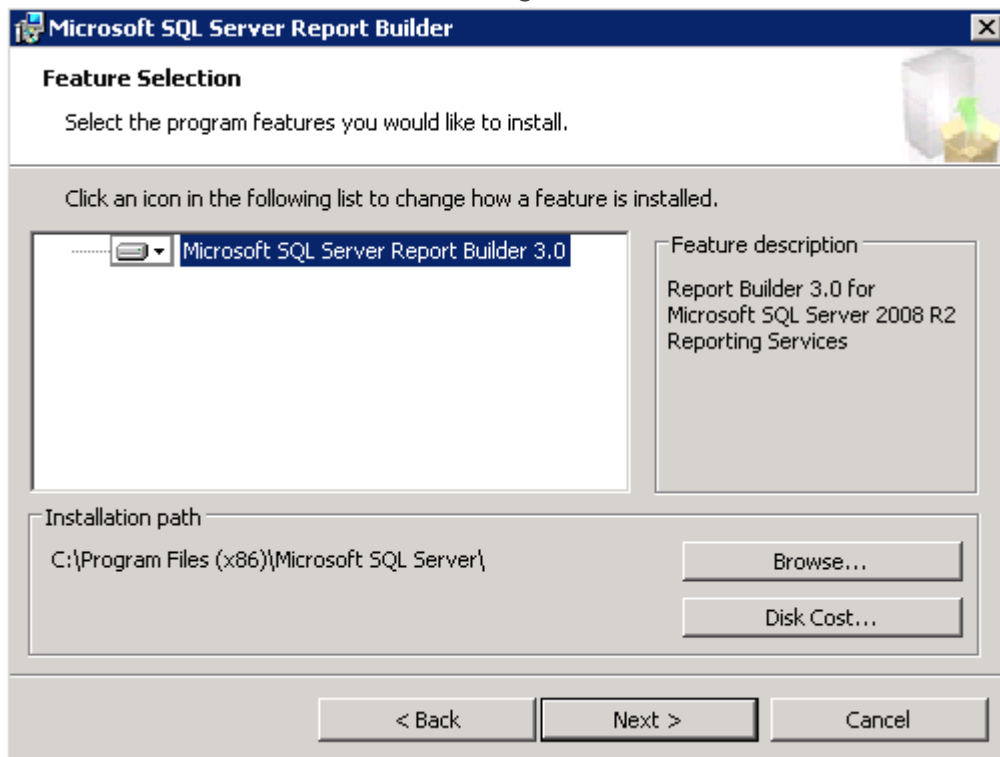
Install Note 4.5 Choose “I accept the terms in the license agreement”, and then click “Next”.



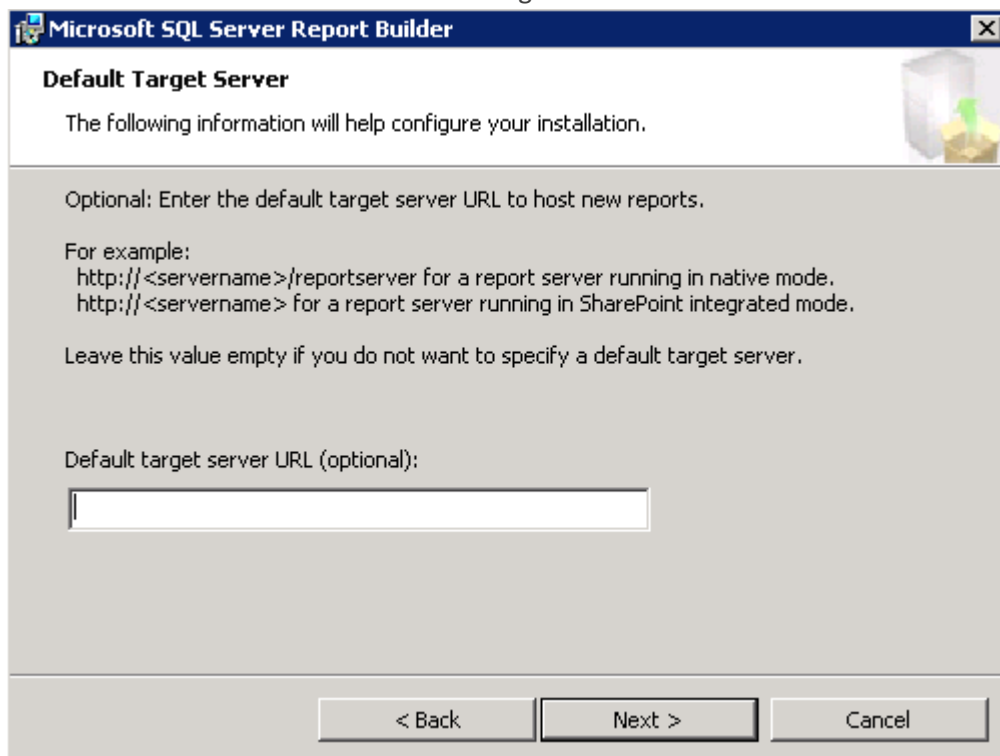
Install Note 4.6 Click “Next” in the following screen.



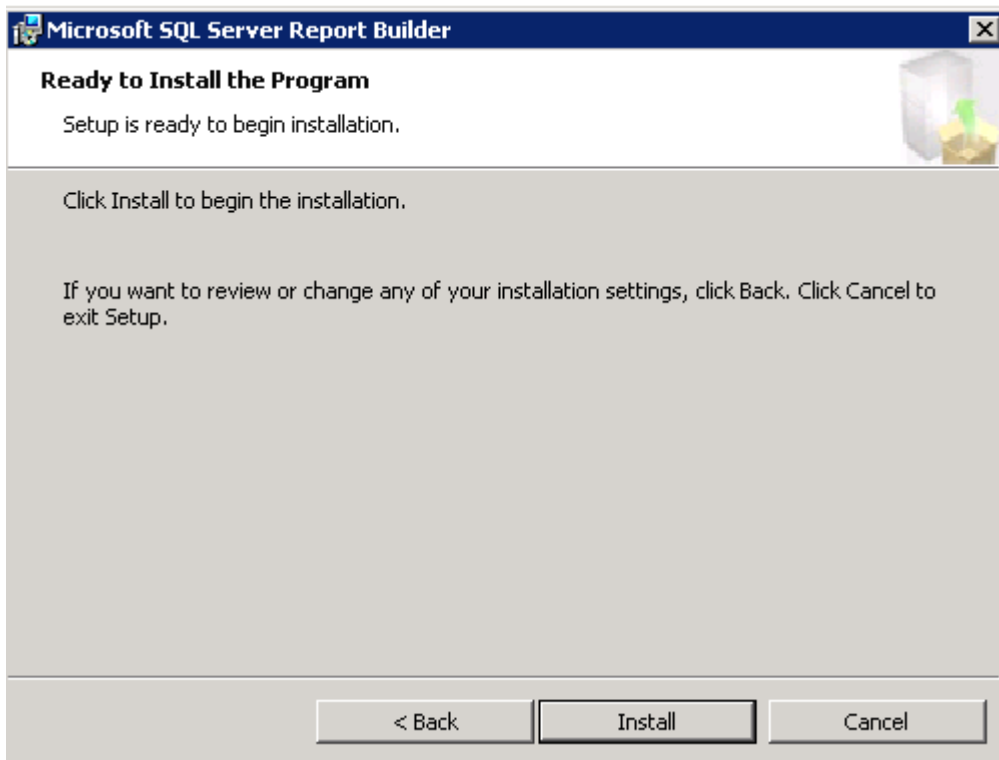
Install Note 4.7 Click “Next” in the following screen.



Install Note 4.8 Click “Next” in the following screen.



Install Note 4.9 Click "Install".



Install Note 4.10 The product is successfully installed.



SECTION 12

# **SIM™ CONTACT AND SUPPORT**



## 12.0 SIM™ Contact and Support

### TROUBLESHOOTING INDEX

<b>SIM™ manager</b>
Internet explorer cannot open SIM™ manager
Silverlight Errors
SIM™ pod status on SIM™ manager is orange
The assessment status is stuck on 'pending'
The assessment status is stuck on 'retrieving'
No wetness events shown
No wetness events recorded, however SIM™ sensor is wet
Resident or facility pictures cannot be uploaded
How can I access the online User Manual
User is unable to log into SIM™ manager or SIM™ assist
Forgotten SIM™ user name
Forgotten SIM™ password
Parts of the SIM™ manager window are not showing on the screen.
Unable to save/load/display assessment report as a PDF
Cannot find a resident in the SIM™ manager.
Unable to view past assessments or resident not showing up in reports e.g. Wing toileting report.
Unable to allocate SIM™ pods to start an assessment (unable to see available SIM™ pods in set up screen)
SIM™ manager is not showing the correct time after the computer has been corrected for time zones.
No recommendations for continence aids in the SIM™ Continence care plan.
<b>SIM™ assist</b>
SIM™ assist tablet is not turning on
SIM™ assist application is not opening
SIM™ assist application does not adjust orientation when rotating the tablet
Time lag / lead error on SIM™ assist
SIM™ assist application is not connected even though the tablet is connected to Wi-Fi.
If the SIM™ assist is not updating observations during the assessment
SIM™ assist not synchronising with the SIM™ manager
SIM™ assist is still displaying a resident whose assessment has finished.
Observation not synchronised from SIM™ assist to SIM™ manager
Assessment and observation not synchronised from SIM™ manager to SIM™ assist
User cannot log in to SIM™ assist
Not receiving notifications / messages on SIM™ assist
There are assessments/residents on the SIM™ assist that I do not recognize.
<b>SIM™ pod</b>
SIM™ pod battery depletes before assessment is complete
All the lights on the SIM™ pod are flashing orange.
SIM™ pod's network Indicator Light (middle light) is flashing:
SIM™ pod's battery Indicator Light (top right light) is:
SIM™ pod is flashing
Pod is damaged or lost
<b>SIM™ Set up and Configuration</b>
During SIM™ pod configuration, the required SIM™ pod libraries cannot be downloaded
During SIM™ pod configuration, the firmware upgrade on the SIM™ pod failed
During SIM™ pod configuration, the SIM™ pod configuration failed
Upon completing SIM™ pod configuration, SIM™ pods configured are not listed in the Admin/Devices list in SIM™ manager.
<b>General</b>
Resident does not tolerate the sensor

## TROUBLESHOOTING GUIDE

SIM™ manager	
Symptom	Corrective Action
1. <a href="#">Internet explorer cannot open SIM™ manager</a>	<ul style="list-style-type: none"> <li>Open another website (e.g. Google) in your browser. If website does not open contact your IT support officer to check internet connections.</li> </ul> <p>IT actions recommended:</p> <ul style="list-style-type: none"> <li>Determine if the server is accessible from the client computer</li> <li>Clear browser history (cache) and try opening internet browser</li> <li>Check if IE10 or above is being used.</li> <li>If internet connection is working and SIM™ Manager is still not opening, contact SIM™ Customer Service</li> </ul>
2. <a href="#">Silverlight Errors</a>	<p>Silverlight is a Microsoft browser extension, required to access SIM™ manager.</p> <ul style="list-style-type: none"> <li>Enter detail of how the error was produced; click “send error report” on the error window. Close browser and re-login to SIM™ manager.</li> <li>Check that Silverlight version 5.1.20513.0 or higher is installed.</li> <li>If Silverlight errors still occur, contact your IT support officer</li> </ul>
3. <a href="#">SIM™ pod status on SIM™ manager is orange</a>	<ul style="list-style-type: none"> <li>See corrective actions for SIM™ pod status indicating red</li> <li>Check if the SIM™ pod is in Wi-Fi range</li> <li>Check if the last activity is within the assessment period</li> <li>If assessment period is still running contact SIM™ customer service however if assessment period is finished – remove SIM™ pod from resident and clean/return pod to the SIM™ dock.</li> </ul>
4. <a href="#">The assessment status is stuck on ‘pending’</a>	<ul style="list-style-type: none"> <li>Check the assessment start/end date and time are set correctly</li> <li>Click on edit button and correct the time and date</li> <li>If possible, abort the assessment, call the IT support officer and request the server to be restarted. After restart, create the assessment again and report the issue to the customer service.</li> </ul>
5. <a href="#">The assessment status is stuck on ‘retrieving’</a>	<ul style="list-style-type: none"> <li>Call your IT support officer to restart the server and report to SIM™ customer service.</li> </ul>



SIM™ manager	
Symptom	Corrective Action
6. <a href="#">No wetness events shown</a>	<ul style="list-style-type: none"> <li>Check that the SIM™ sensor is connected to the SIM™ pod (check green flashing lights on the SIM™ pod when connecting the SIM™ sensor).</li> <li>Check that the SIM™ pod is charged.</li> <li>Check that the SIM™ pod has been assigned to the resident on assessment</li> <li>Check that the SIM™ pod is connected to the Wi-Fi network and server (network connection Indicator Light on SIM™ pod is green when on the resident or when in the SIM™ dock).</li> <li>Check that the SIM™ pod is within Wi-Fi range.</li> </ul>
7. <a href="#">No wetness events recorded, however SIM™ sensor is wet</a>	<ul style="list-style-type: none"> <li>Refer to “no wetness events shown” above</li> </ul>
8. <a href="#">Resident or facility pictures cannot be uploaded</a>	<ul style="list-style-type: none"> <li>Ensure picture is in .png or .jpg format</li> </ul>
9. <a href="#">Resident photo appears and then disappears</a>	<ul style="list-style-type: none"> <li>When picture is uploaded, ensure you click on ‘Save’</li> </ul>
10. <a href="#">How can I access the online User Manual</a>	<ul style="list-style-type: none"> <li>Within SIM™ manager (top right hand corner) click on the “?” symbol</li> </ul>
11. <a href="#">User is unable to log into SIM™ manager or SIM™ assist</a>	<ul style="list-style-type: none"> <li>Your SIM™ supervisor / administrator is able to check whether the user account is set up within SIM™ manager by logging into SIM™ Manager to create a new user account or alternatively reset the user password.</li> </ul>
12. <a href="#">Forgotten SIM™ user name</a>	<ul style="list-style-type: none"> <li>The SIM™ system supervisor or administrator must check your user name in the SIM™ manager</li> </ul>
13. <a href="#">Forgotten SIM™ password</a>	<ul style="list-style-type: none"> <li>The SIM™ system supervisor or administrator must reset your password in the SIM™ manager</li> </ul>
14. <a href="#">Parts of the SIM™ manager window are not showing on the screen.</a>	<ul style="list-style-type: none"> <li>Ask your IT support officer to check the screen resolution against the minimum system requirements.</li> </ul>
15. <a href="#">Unable to save/load/display assessment report as a PDF</a>	<ul style="list-style-type: none"> <li>Check if correct version of pdf reader is installed (e.g. Adobe Reader)</li> </ul>
16. <a href="#">Cannot find a resident in the SIM™ manager.</a>	<ul style="list-style-type: none"> <li>Check if resident has been added to the SIM™ manager and add new resident if needed.</li> </ul>
17. <a href="#">Unable to view past assessments or resident not showing up in reports e.g. Wing toileting report.</a>	<ul style="list-style-type: none"> <li>Under the administration tab - check the resident status (It should be Current Resident, Deceased, Discharged or opt out)</li> <li>Archive option should only be used after 7 years as per the requirement for record keeping.</li> </ul>
18. <a href="#">Unable to allocate SIM™ pods to start an assessment (unable to see available SIM™ pods in set up screen)</a>	<ul style="list-style-type: none"> <li>Check if pod is still allocated to another resident</li> <li>Check if there is a current assessment running with that pod allocated</li> </ul>

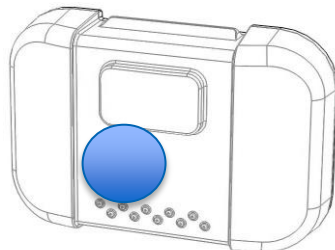
SIM™ manager	
Symptom	Corrective Action
	<ul style="list-style-type: none"> <li>• Allocate a different pod</li> </ul>
19. <a href="#">SIM™ manager is not showing the correct time after the computer has been corrected for time zones.</a>	<ul style="list-style-type: none"> <li>• Restart Internet Explorer</li> </ul> <p>IT actions recommended:</p> <ul style="list-style-type: none"> <li>• Clear browser cache</li> <li>• IT to re-boot the server after the correction of the local clock</li> </ul>
20. <a href="#">No recommendations for continence aids in the SIM™ Contenance care plan.</a>	<ul style="list-style-type: none"> <li>• Check local continence aid catalogue, update all product information such as working capacities, sizes etc.</li> <li>• Refer to Section 8.2 CREATE A CONTINENCE CARE PLAN on data required for successfully pad recommendations</li> </ul>

SIM™ assist	
Symptom	Corrective Action
21. <a href="#">SIM™ assist tablet is not turning on</a>	<ul style="list-style-type: none"> <li>• Check if tablet is charged by viewing battery status</li> <li>• Check SIM™ assist is plugged in correctly to the power source</li> <li>• Check staff are using the correct charger</li> <li>• Refer to the tablet's User Manual for additional troubleshooting tips</li> </ul>
22. <a href="#">SIM™ assist application is not opening</a>	<ul style="list-style-type: none"> <li>• Re-install SIM™ assist app</li> <li>• If it still doesn't work contact your IT personal</li> </ul>
23. <a href="#">SIM™ assist application does not adjust orientation when rotating the tablet</a>	<ul style="list-style-type: none"> <li>• SIM™ assist is only supported in landscape mode</li> </ul>
24. <a href="#">Time lag / lead error on SIM™ assist</a>	<ul style="list-style-type: none"> <li>• The tablet is set with a time other than the server time. Set the tablet time (and time zone) to match the server.</li> <li>• If the SIM™ assist application still shows the error message, ask your IT support officer to set the server time to the correct time zone.</li> </ul>
25. <a href="#">SIM™ assist application is not connected even though the tablet is connected to Wi-Fi.</a>	<p>IT actions recommended:</p> <ul style="list-style-type: none"> <li>• Check the server IP address and port number are set correctly</li> <li>• On the tablet, go to Settings/Applications/SIM assist and clear the application data (SIM assist will re-synchronise). <b>CAUTION:</b> If there are unsynchronised observations on the SIM assist, these will be lost.</li> </ul>
26. <a href="#">If the SIM™ assist is not updating observations during the assessment</a>	<ul style="list-style-type: none"> <li>• Check that the Wi-Fi is switched on (see Wi-Fi settings in tablet).</li> <li>• Check that the tablet is connected to the Wi-Fi network.</li> <li>• Check that you have clicked on "connection" within the SIM™ assist app.</li> <li>• Check that the SIM™ assist is synchronising in</li> </ul>

SIM™ assist	
Symptom	Corrective Action
	<p>the top left corner of the screen (status code should be 40 or 41).</p> <ul style="list-style-type: none"> <li>Wait until SIM™ assist is synchronised (status should be code 45).</li> </ul>
27. <a href="#">SIM™ assist not synchronising with the SIM™ manager</a>	<ul style="list-style-type: none"> <li>Check that the tablet is within Wi-Fi range</li> <li>Check that the tablet is correctly connected to the Wi-Fi network (you may be able to use the tablet's browser to check connectivity)</li> <li>Turn OFF the Wi-Fi network on the tablet</li> <li>Open the SIM™ assist application and attempt to login. Log out, and turn tablet Wi-Fi back on. Re-open the application and allow it to re-connect and download data (status code should read 40 to 41 and then when completed 45)</li> <li>On the tablet, go to Settings/Applications/SIM assist and clear the application data (SIM assist will re-synchronise). <b>CAUTION:</b> If there are unsynchronised observations on the SIM assist, these will be lost.</li> <li>If the data has not synchronised on the tablet, please call SIM™ customer service</li> </ul>
28. <a href="#">SIM™ assist is still displaying a resident whose assessment has finished.</a>	<ul style="list-style-type: none"> <li>See SIM™ assist not synchronising (in 27 above)</li> </ul>
29. <a href="#">Observation not synchronised from SIM™ assist to SIM™ manager</a>	<ul style="list-style-type: none"> <li>See SIM™ assist not synchronising (in 27 above)</li> </ul>
30. <a href="#">Assessment and observation not synchronised from SIM™ manager to SIM™ assist</a>	<ul style="list-style-type: none"> <li>See SIM™ assist not synchronising (in 27 above)</li> </ul>
31. <a href="#">User cannot log in to SIM™ assist</a>	<ul style="list-style-type: none"> <li>See SIM™ assist not synchronising (in 27 above)</li> </ul>
32. <a href="#">Not receiving notifications / messages on SIM™ assist</a>	<ul style="list-style-type: none"> <li>Supervisor to check notifications are enabled in SIM™ manager (administrative privileges are required to make these changes)</li> <li>See SIM™ assist not synchronising</li> </ul>
33. <a href="#">There are assessments/residents on the SIM™ assist that I do not recognize.</a>	<ul style="list-style-type: none"> <li>The SIM™ assist application is pre-installed with "demonstration resident data". This data will clear as soon as the SIM™ assist application connects to your server. Please connect the SIM™ assist to the server.</li> </ul>

SIM™ pod	
Symptom	Corrective Action
34. <a href="#">SIM™ pod battery depletes before assessment is complete</a>	<ul style="list-style-type: none"> <li>• Ensure SIM™ pod is fully charged before using (solid green light)</li> <li>• If SIM™ pod has been in storage for a period of 6 months or more without being charged, the capacity of your SIM™ pod battery may have dropped. Discharging and recharging the pod may improve the pod's battery life. If not, the battery may have reached the end of its working life.</li> <li>• If SIM™ pod is fully charged, and the discharge time does not increase after each charge, your SIM™ pod's battery may have reached the end of its life, contact SIM™ customer service</li> </ul>
35. <a href="#">All the lights on the SIM™ pod are flashing orange.</a>	<ul style="list-style-type: none"> <li>• The SIM™ pod's safety circuit has 'tripped'. This usually happens when the pod becomes completely wet (e.g. when cleaning). This is normal</li> <li>• Wash and dry the pod and return it to the SIM™ dock. The safety circuit will reset</li> </ul>
36. <a href="#">SIM™ pod's network Indicator Light (middle light) is flashing:</a>	
Orange	<ul style="list-style-type: none"> <li>• The SIM™ pod is attempting to reconnect to the Wi-Fi network, check Wi-Fi network is available.</li> </ul>
Turquoise	<ul style="list-style-type: none"> <li>• The SIM™ pod is attempting to connect to the server, check that the server is accessible from the Wi-Fi network</li> </ul>
Red	<ul style="list-style-type: none"> <li>• The SIM™ pod has failed to connect to the Wi-Fi network or the server</li> <li>• Check that the Wi-Fi network is available</li> <li>IT actions recommended:</li> <li>• Check that the Wi-Fi network is broadcasting its SSID (SIM™ pods will not connect to networks with hidden SSID's)</li> <li>• Check that the server is accessible from the Wi-Fi network.</li> <li>• Check that the Wi-Fi settings are correct (re-configure the SIM™ pod if necessary)</li> <li>• Some Wireless Access Points fail to correctly negotiate the Wi-Fi protocol (b, g or n) with the SIM™ pod. Set your Wireless Access Point to use b, g or b/g only</li> </ul>
37. <a href="#">SIM™ pod's battery Indicator Light (top right light) is:</a>	
Red	<ul style="list-style-type: none"> <li>• There has been a charging fault, remove pod from the dock and then re-dock. The pod may need to cool down for a few minutes.</li> <li>• Ensure that the pod is being charged in an environment less than 30 degrees Celsius or 86 degrees Fahrenheit.</li> <li>• If problem persists, contact SIM™ customer</li> </ul>

SIM™ pod	
Symptom	Corrective Action
	service.
38. <a href="#">SIM™ pod is flashing</a>	<ul style="list-style-type: none"> <li>Refer to the Indicator Light flashing codes</li> </ul>
39. <a href="#">Pod is damaged or lost</a>	<ul style="list-style-type: none"> <li>Contact SIM™ customer service</li> </ul>

SIM™ Set up and Configuration	
Symptom	Corrective Action
40. <a href="#">During SIM™ pod configuration, the required SIM™ pod libraries cannot be downloaded</a>	<ul style="list-style-type: none"> <li>The SIM™ pod libraries are required for SIM™ pod configuration. An .exe file is downloaded from the server during configuration.</li> <li>Firewall or anti-virus software may be blocking the download of .exe files.</li> <li>Temporarily disable firewall and anti-virus software.</li> </ul>
41. <a href="#">During SIM™ pod configuration, the firmware upgrade on the SIM™ pod failed</a>	<ul style="list-style-type: none"> <li>If a SIM™ pod firmware upgrade failed, the pod may become unresponsive</li> <li>Apply a magnet (flat fridge magnets are not strong enough) to the outside of the pod as shown. This causes the pod to fully reset and a firmware upgrade can then be repeated</li> </ul> 
42. <a href="#">During SIM™ pod configuration, the SIM™ pod configuration failed</a>	<ul style="list-style-type: none"> <li>Remove the SIM™ pod from the dock</li> <li>Confirm that your computer recognises the USB connected pod (in Windows Device Manager the pod is listed as a HID compliant device)</li> <li>Confirm that SIM™ pod libraries were installed as Administrator (right-click the .exe file and select "Run as Administrator")</li> <li>Use an alternative USB port</li> <li>Attempt to configure only one pod at any one time</li> </ul>
43. <a href="#">During SIM™ configuration, the SIM™ pod is not visible after clicking 'Detect'.</a>	<ul style="list-style-type: none"> <li>Remove the SIM™ pod from the dock</li> <li>Confirm that your computer recognises the USB connected pod (in Windows Device Manager the pod is listed as a HID compliant device).</li> <li>Confirm that SIM™ pod libraries were installed as Administrator (right-click the .exe file and</li> </ul>

SIM™ Set up and Configuration	
Symptom	Corrective Action
	select “Run as Administrator”) <ul style="list-style-type: none"> <li>• Use an alternative USB port</li> <li>• Check Windows Services for a running and automatically starting “SIMpodLib” service.</li> </ul>
44. <a href="#">Upon completing SIM™ pod configuration, SIM™ pods configured are not listed in the Admin/Devices list in SIM™ manager.</a>	<ul style="list-style-type: none"> <li>• Repeat SIM™ pod configuration</li> <li>• Ensure your Wi-Fi network is available and within range of the SIM™ pod</li> <li>• Ensure the SIM™ pod’s network Indicator Light (middle indicator light) is green</li> </ul>

General	
Symptom	Corrective Action
45. <a href="#">Resident does not tolerate the sensor</a>	<ul style="list-style-type: none"> <li>• Encourage the resident to wear the SIM™ sensor. If unsuccessful, the resident can wear their own continence aid during the SIM™ assessment.</li> <li>• Enter resident response under comments. Weight should be recorded in observations as normal. Discuss with family and request help in communicating the need for a SIM™ assessment.</li> <li>• Apply the SIM™ sensor back-to-front. The SIM™ sensor should only be applied back-to-front if the resident is mobile. SIM™ pods worn at the back could cause significant discomfort when sitting or lying down.</li> <li>• Ensure the SIM™ pod is placed into the pocket of the SIM™ pants as this is less noticeable to the resident.</li> </ul>

## ACCESSORIES

To order new SIM™ components or accessories, please contact your sales representative or Simavita with the model number information defined below. Country specific orders will be processed internally at Simavita.

Model Number	Description
6019	SIM™ pod
6020	SIM™ dock
FRA012-S05-I	SIM™ dock power supply
6015	SIM™ sensor light
6016	SIM™ sensor moderate
6017	SIM™ sensor heavy



## CONTACT AND SUPPORT

Please contact Simavita or your authorised distributor. via the contact information provided for assistance, if needed, in setting up, using or maintaining the SIM™ system or to report unexpected operation or events.

### Customer Service Contact - Australia

**Inside Australia Phone** 1300 SIM sensor (1300 746 736)

**Outside Australia Phone:** +61 (2) 8405 6335

**Email** [customerservice@simavita.com](mailto:customerservice@simavita.com)

**Website** [www.simavita.com](http://www.simavita.com)

## YOUR ORGANISATION CONTACT AND SUPPORT

### CONTACT DETAILS

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**Phone**

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**Email**

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Appendix A

**SIM™**

**SPECIFICATIONS**



## APPENDIX A

### SIM™ PHYSICAL SPECIFICATIONS

Description	Length (mm)	Width (mm)	Height (mm)	Weight (g)
SIM™ pod	48.5	69.5	17.5	48
SIM™ dock	49.5	70.5	43	90
Power supply for SIM™ dock	90	40	40	135

### SIM™ ELECTRICAL SPECIFICATIONS

#### SIM™ POD INTERNAL BATTERY

Description	Specification
Chemistry	Lithium-Polymer
Voltage	3.7 Vdc
Ampere Hour Rating	870 mAh
Charging Current	620 mA(duration < 3 hours)
Minimum operating time at 25°C (± 5°C) with a fully charged battery is 72 hours.	
The SIM™ pod must be recharged in between assessments	
<b>Note:</b>	
<i>The minimum operating time for a SIM™ pod that has been in storage without charging for a period of six months or more may be less than 72 hours. Simavita recommends that SIM™ pod is charged every three months.</i>	

#### SIM™ SYSTEM APPROVED POWER SUPPLIES

Only use the following power supply when operating SIM™ dock.

Description	Specification
Manufacturer	Franmar International Inc.
Adaptor Model	FRA012-S05-I
AC Input Voltage/Frequency	100V – 240 V/50Hz – 60Hz
DC Output Voltage	5V ± 5%
Maximum Current	2 A

## SIM™ POD WIRELESS SPECIFICATIONS

The Wireless specifications are as follows;

Description	Specification
Frequency Band	2.400 – 2.500 GHz (2.4 GHz ISM band)
Modulation	OFDM with BPSK, QPSK, 16-QAM, and 64-QAM 802.11b with CCK and DSSS
Typical Transmit Power ( $\pm 2$ dBm)	13 dBm for 802.11b DSSS 13 dBm for 802.11b CCK 13 dBm for 802.11g/n OFDM

### WARNING

The SIM™ pod may be interfered with by other equipment, even if that other equipment complies with CISPR EMISSION requirements.

## SIM™ POD INDICATOR LIGHT COLOURS

Pod Condition	Power Indicator Light	Network Indicator Light	Memory Indicator Light	Timing
Sensor has been correctly inserted	Green	Green	Green	Chase for ~ 3 seconds
Sensor has not been correctly inserted	Orange	Orange	Orange	Flash 3 times
Sensor disconnected	Orange	Orange	Orange	Chase for ~ 3 seconds
During assessment and no faults detected	Off	Off	Off	Off
During assessment and battery is low	Orange	N/A	N/A	Flash ~ 5 seconds
During assessment and memory space is full	N/A	N/A	Orange	Flash ~ 5 seconds
During assessment and memory space failed	N/A	N/A	Red	Flash ~ 5 seconds
Docked and charging	Green	N/A	N/A	Flash ~ 1 second
Docked and fully charged	Green	N/A	N/A	Constantly ON
Docked and problem in charging	Red	N/A	N/A	Flash ~ 1 second
Docked and the pod is joining the Wi-Fi network	N/A	Orange	N/A	Flash ~ 1 second
Docked and connection to Wi-Fi is OK and contacting Server	N/A	Turquoise	N/A	Flash ~ 1 second
Docked and connection to Wi-Fi and Server are OK	N/A	Green	N/A	Constantly ON
Docked and connection to Wi-Fi failed	N/A	Red	N/A	Constantly ON
Docked and sensor data memory space is empty	N/A	N/A	Green	Constantly ON
Docked and sensor data memory space is not empty	N/A	N/A	Orange	Constantly ON
Docked and sensor data memory space is being accessed	N/A	N/A	Orange	Flash ~ 1 second
Docked and sensor data memory space failed (read/write fail)	N/A	N/A	Red	Flash ~ 1 second
Every time the pod is docked and if the firmware is running	Green	Green	Green	Chase ~ 2 seconds
Every time after a pod reset and if the firmware is running	Blue	Blue	Blue	Chase ~ 2 seconds
Firmware update in progress	Blue	Blue	Blue	Flash ~ 1 second
Power-on Self-Test Failed	Red	Red	Red	Constantly ON
Safety Circuit Tripped	Red	Red	Red	Flash ~ 1 second

## SIM™ ENVIRONMENTAL CONDITIONS

The environmental conditions for **storage** all SIM™ devices are as follows.

Temperature	Humidity 0 °C to +45 °C (-32 °F to +113°F)	Atmospheric Pressure	Altitude
0 °C to +45 °C (32 °F to +113 °F)	10% to 95% RH	50 kPa to 106 kPa (8.7 psi to 16.0 psi)	-152 m to 3964 m (-500 ft to 13,000 ft)

The environmental conditions for **transport** for all SIM™ devices are as follows.

Temperature	Humidity -20 °C to +45 °C (-4 °F to +113 °F)	Atmospheric Pressure	Altitude
-20 °C to +45 °C (-4 °F to +113 °F)	10% to 95% RH	50 kPa to 106 kPa (8.7 psi to 16.0 psi)	-152 m to 3964 m (-500 ft to 13,000 ft)

The environmental conditions for **operation** of the SIM™ pod are as follows.

Temperature	Humidity +5 °C to +40 °C (-41 °F to +104°F)	Atmospheric Pressure	Altitude
+5 °C to +40 °C (-41 °F to +104 °F)	10% to 95% RH	50 kPa to 106 kPa (8.7 psi to 16.0 psi)	-152 m to 3964 m (-500 ft to 13,000 ft)

The environmental conditions for the **charging** of the SIM™ pod are as follows.

Temperature	Humidity +5 °C to +40 °C (-41 °F to +104°F)	Atmospheric Pressure	Altitude
+5 °C to +30 °C (-41 °F to +86 °F)	10% to 95% RH	50 kPa to 106 kPa (8.7 psi to 16.0 psi)	-152 m to 3964 m (-500 ft to 13,000 ft)

## SIM™ PATIENT ENVIRONMENT

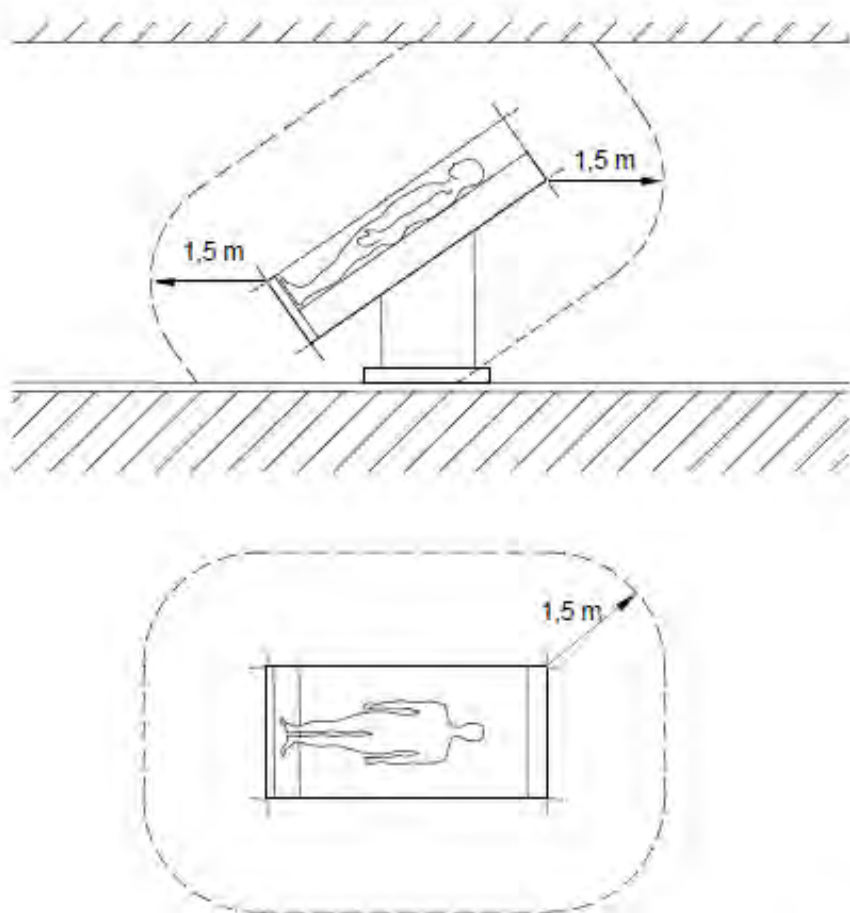
The SIM™ system medical electrical system is comprised of a combination of medical electrical equipment, information technology electrical equipment.

Simavita has tested, certified and classified the SIM™ pod and SIM™ Sensor as medical electrical equipment and has tested, certified and classified the SIM™ dock as information technology equipment

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### WARNING

- In order to ensure that patient safety is maintained at all times the SIM™ dock or other electrical equipment must not be placed within the patient environment as defined and illustrated below.
  - In case of emergency, disconnect the equipment from power supply mains.
  - In order to ensure that patient safety is maintained at all times, the operator must not touch the Resident at the same time if the patient is connected to the SIM™ pod and SIM™ sensor.
- 



IEC 2431/05

## SIM™ MANUFACTURERS DECLARATION

The following tables contain the manufacturer's declarations for the SIM™ system electromagnetic emissions, electromagnetic immunity, and recommended separation distances between the SIM™ system and portable and mobile RF communications equipment as well as a list of compliant cables.

### FCC COMPLIANCE STATEMENT

**This device complies with Part 15 of the Federal Communications Commission (FCC) Rules. The FCC ID for this device is XF6-RS9110N1122. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.**

### CAUTION:

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Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment. This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the manufacturer's instructions, may cause interference harmful to radio communications.

There is no guarantee, however, that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: (1) reorient or relocate the receiving antenna, (2) increase the separation between the equipment and receiver, (3) connect the equipment to an outlet on a circuit different from that to which the receiver is connected, and (4) consult the dealer or an experienced radio or TV technician for help.

The SIM™ pod with FCC ID XF6-RS9110N1122 is subject to Part 15 Subpart C. This transmitter must not be co-located or operated in conjunction with any other antenna or transmitter.

The available scientific evidence does not show that any health problems are associated with using low power wireless devices. There is no proof, however, that these low power wireless devices are absolutely safe. Low power Wireless devices emit low levels of radio frequency energy (RF) in the microwave range while being used. Whereas high levels of RF can produce health effects (by heating tissue), exposure of low-level RF that does not produce heating effects causes no known adverse health effects. Many studies of low-level RF exposures have not found any biological effects. Some studies have suggested that some biological effects might occur, but such findings have not been confirmed by additional research. [SIM™ pod] has been tested and found to comply with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines in Supplement C to OET65. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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### WARNING

**Portable and mobile RF communications equipment can affect the performance of the SIM™ system. Install and use the system according to the information contained in this manual.**

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The SIM™ system is intended for use in the electromagnetic environment specified below. The customer or user of the system should assure that it is used in such an environment		
Title and Relevant Standard	Classification	Comment
RF emissions CISPR 11	Group 2	The SIM™ pod and SIM™ sensor must emit electromagnetic energy in order to perform its intended function. Nearby electronic equipment may be affected.
RF emissions CISPR 11	Class B	
Harmonic Emissions IEC 61000-3-2	Class A	
Voltage fluctuations/flicker emissions IEC 61000-3-3	Complies	

Guidance and manufacturer's declaration – electromagnetic immunity			
The SIM™ system is intended for use in the electromagnetic environment specified below. The customer or the user of the SIM™ system should assure that it is used in such an environment.			
IMMUNITY TEST	IEC 60601 TEST LEVEL	Compliance Level	Electromagnetic environment - guidance
Electrostatic Discharge (ESD) IEC 61000-4-2	± 6 kV contact ± 8 kV air	± 6 kV contact ± 8 kV air	Floors should be wood, concrete or ceramic tile. If floors are covered with synthetic material, the relative humidity should be at least 30%.
Electrical fast transient/burst IEC 61000-4-4	± 2 kV for power supply lines ± 1 kV for input/output lines	± 2 kV for power supply lines ± 1 kV for input/output lines	Mains power quality should be that of a typical commercial or hospital environment.
Surge IEC 61000-4-5	± 1 kV line(s) to line(s) ± 2 kV line(s) to earth	± 1 kV line(s) to line(s) ± 2 kV line(s) to earth	Mains power quality should be that of a typical commercial or hospital environment.
Voltage dips, short interruptions and voltage variations on power supply input lines IEC 61000-4-11	<5% $U_T$ (>95% dip in $U_T$ ) for 0,5 cycle 40% $U_T$ (60% dip in $U_T$ ) for 5 cycles 70% $U_T$ (30% dip in $U_T$ ) for 25 cycle <5% $U_T$ (>95% dip in $U_T$ ) for 5 s	<5% $U_T$ (>95% dip in $U_T$ ) for 0,5 cycle 40% $U_T$ (60% dip in $U_T$ ) for 5 cycles 70% $U_T$ (30% dip in $U_T$ ) for 25 cycle <5% $U_T$ (>95% dip in $U_T$ ) for 5 s	Mains power quality should be that of a typical commercial or hospital environment. If the user of the SIM™ system requires continued operation during power mains interruptions, it is recommended that the SIM™ system be powered from an uninterruptible power supply or a battery.
Power Frequency (50/60Hz) magnetic field IEC 61000-4-8	3 A/m	3 A/m	Power frequency magnetic fields should be at levels characteristic of a typical location in a typical commercial or hospital environment.
NOTE $U_T$ is the a.c. mains voltage prior to application of the test level.			

## Guidance and manufacturer's declaration – electromagnetic immunity

The SIM™ system is intended for use in the electromagnetic environment specified below. The customer or the user of the SIM™ system should assure that it is used in such an environment.

IMMUNITY TEST	IEC 60601 TEST LEVEL	Compliance Level	Electromagnetic environment - guidance
Conducted RF IEC 61000-4-6	$3 V_{rms}$ 150 kHz to 80 MHz	$3 V_{rms}$	<p>Portable and mobile RF communications equipment should be used no closer to any part of the SIM™ system, including cables, than the recommended separation distance calculated from the equation applicable to the frequency of the transmitter.</p> <p><b>Recommended separation distance</b></p> $d = \left[ \frac{3.5}{V_1} \right] \sqrt{P}$ $d = \left[ \frac{3.5}{E_1} \right] \sqrt{P} \text{ 80MHz to 800 MHz}$ $d = \left[ \frac{7}{V_1} \right] \sqrt{P} \text{ 800 MHz to 2.3 GHz}$ <p>Where <math>P</math> is the maximum output power rating of the transmitter in watts (W) according to the transmitter manufacturer and <math>d</math> is the recommended separation distance in (m).</p> <p>Field strengths from fixed RF transmitters, as determined by an electromagnetic site survey<sup>1</sup> should be less than the compliance level in each frequency range.<sup>2</sup></p> <p>Interference may occur in the vicinity of equipment marked with the following symbol.</p> <div style="text-align: center;">  </div>
Radiated RF IEC 61000-4-3	$3 V/m$ 80 MHz to 2.5 GHz	$3 V/m$	

NOTE 1 At 80 MHz and 800 MHz, the higher frequency range applies.

NOTE 2 These guidelines may not apply in all situations. Electromagnetic propagation is affected by absorption and reflection from structures, objects and people.

<sup>1</sup>Field strengths from fixed transmitters, such as base stations for radio (cellular/cordless) telephones and land mobile radios, amateur radio, AM and FM radio broadcast and TV broadcast cannot be predicted theoretically with accuracy. To assess the electromagnetic environment due to fixed RF transmitters, an electromagnetic site survey should be considered. If the measured field strength in the location in which the SIM™ system is used exceeds the applicable RF compliance level above, the SIM™ system should be observed to verify normal operation. If abnormal performance is observed, additional measures may be necessary, such as re-orientating or relocating the SIM™ system devices.

<sup>2</sup> Over the frequency range 150 kHz to 80 MHz, field strengths should be less than 3 V/m.

Recommended separation distances between portable and mobile RF communications equipment and the SIM™ system devices

The SIM™ system is intended for use in an electromagnetic environment in which radiated RF disturbances are controlled. The customer or the user of the SIM™ system can help prevent electromagnetic interference by maintaining a minimum distance between portable and mobile RF communications equipment (transmitters) and the SIM™ devices as recommended below, according to the maximum output power of the communications equipment.

Rated maximum output power of transmitter (W)	Separation distance according to frequency of transmitter (m)		
	150kHz to 80MHz $d = \left[ \frac{3.5}{V_1} \right] \sqrt{P}$	80MHz to 800MHz $d = \left[ \frac{3.5}{E_1} \right] \sqrt{P}$	800MHz to 2.5GHz $d = \left[ \frac{7}{V_1} \right] \sqrt{P}$
0.01	0.12	0.12	0.23
0.1	0.38	0.38	0.73
1	1.2	1.2	2.3
10	3.8	3.8	7.3
100	12	12	23

For transmitters rated at a maximum output power and not listed above, the recommended separation distance  $d$  in meters (m) can be estimated using the equation applicable to the frequency of the transmitter, where  $P$  is the maximum output power rating of the transmitter in watts (W) according to the transmitter manufacturer. NOTE 1 At 80 MHz and 800 MHz, the separation distance for the higher frequency range applies.

NOTE 2 These guidelines may not apply in all situations. Electromagnetic propagation is affected by absorption and reflection from structures, objects and people.

# I.T. FACT SHEET – IT REQUIREMENTS TO SUPPORT SIM™

## I.T. REQUIREMENTS FOR MOBILE DEVICE SERVER AND CLIENT COMPUTERS

### Mobile device for SIM™ assist

- Android OS3.2 (Honeycomb) or later
- Minimum resolution 800 x 480
- Processor: 1Ghz Cortex A9 or better (or equivalent)
- 10MB free storage memory

### Server

- CPU: Quad Core x64 3.0 GHz (or higher)
- RAM: 8GB (or higher)
- Available Disk Space: 100GB or more (for SIM and database)
- Microsoft Windows Web Server 2008 R2 (SP1), including:
  - IIS7 and all Application Development Services
  - MS SQL Server Native Client
- Microsoft SQL Server 2008 R2 (SP1 Express Edition)
  - name of server instance must be "SIMserverDV3"
- PHP for IIS extension (php.iis.net)
- Microsoft SQL Server 2008 R2 (Report Builder 3.0)
- Internet Explorer 10
- Microsoft Silverlight browser plug-in (Version 5.1.x)
- PDF Reader (Adobe or similar)
- 100Mb/s network port (or faster)
- A dedicated server is required

### Server Optional

- UPS linked to Windows shutdown and capable of 10 minutes or more of supply
- Teamviewer Host

### Client Computers

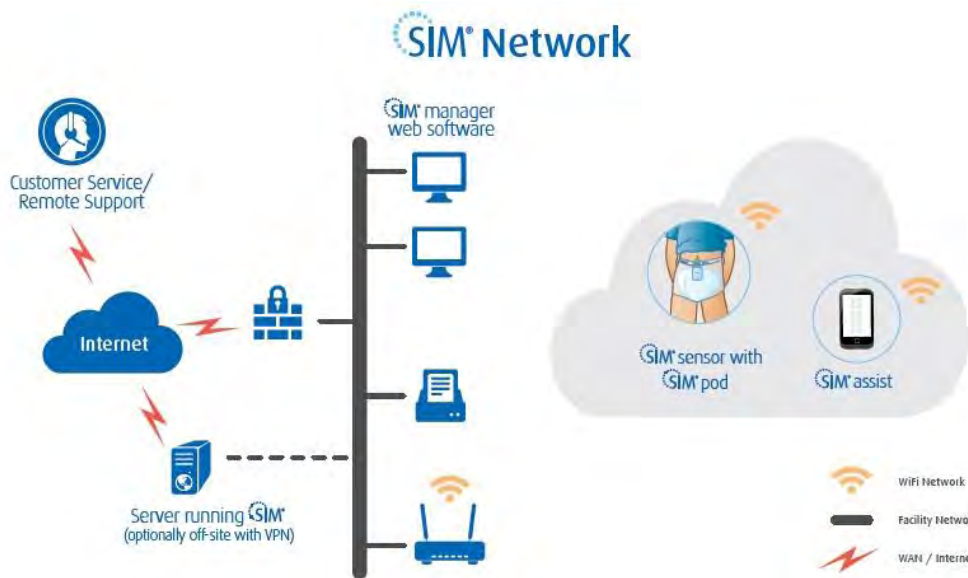
- CPU: Dual Core 2.0GHz (or higher)
- RAM: 4GB (or higher)
- Available Disk Space: 1GB
- Microsoft Windows 7 (SP1)
- Internet Explorer 10
- Microsoft Silverlight browser plug-in (Version 5.1.x)
- Screen Resolution: 1280 x 800 or higher
- PDF Reader (Adobe or similar)

## REMOTE ACCESS

For support purposes (clinical support, maintenance, and software updates), Simavita requires a reliable method of remote access to the server. Simavita uses Teamviewer (default port 80).

### Note:

*Teamviewer is a highly secure remote access and support tool. Refer to their security statement:*  
[http://www.teamviewer.com/images/pdf/TeamViewer\\_SecurityStatement.pdf](http://www.teamviewer.com/images/pdf/TeamViewer_SecurityStatement.pdf)



## WIFI NETWORK

Some components of SIM™ require access to a Wi-Fi network through which these connect to the server.

### Wi-Fi specifications

- IEEE 802.11 b/g/n compatible wireless network – 2.4GHz (5GHz not supported)
- Security: WEP 64-bit, WEP 128-bit, WPA, WPA2 encryption (Open networks without WiFi password are not supported)
- SSID and passkey will be required during system setup and configuration

The Wi-Fi network must have access to and be accessible from the server for multiple devices (SIM™ pods and mobile devices running the SIM™ assist application)

## DNS, ROUTER AND FIREWALL SERVER CONFIGURATION

To facilitate SIM™ pod, SIM™ assist, client and remote access:

- The server must allow inbound connections on port 80, 8080, 8888 and 10001
- It may be useful to set up shortcuts on client machines to facilitate easy access to the server

## MICROSOFT SILVERLIGHT

Microsoft Silverlight is available from <http://www.microsoft.com/getsilverlight>

## GLOSSARY

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**ADL:**

Activities of Daily Living

**CE:**

Conformité Européenne

**DoS**

Disk Operating System

**FCC:**

Federal Communications Commission

**ID**

Identification

**IEC:**

International Electrotechnical Commission

**IIS**

Internet Information Services

**ISO:**

International Organisation for Standardisation

**IT:**

Information Technology

**MAC Address**

Media Access Control Address

**RCM:**

Regulatory Compliance Mark

**RF**

Radio Frequency

**SIM:**

Smart Incontinence Management

**SQL**

Structured Query Language

**URL**

Uniform Resource Locator

**USB**

Universal Serial Bus

**WEEE**

Waste Electrical and Electronic Equipment





**MADE IN AUSTRALIA** by Simavita Pty Ltd., L6 56 Berry Street, North Sydney, NSW 2060, Australia.

See [www.simavita.com](http://www.simavita.com) for more information.