resident rooms on CoolCare.

If a resident changes their room during their stay in your care home this should be recorded and kept up to date in CoolCare. If this is not kept up to date, then you will find that occupancy reports and resident reports may be incorrect as well as home analysis. It is very important to keep accurate records of residents on CoolCare. This guide explains how to view a resident's room history as well as how to change the room a resident is currently in.

adding new rooms to your home.

Residents in CoolCare can be moved between rooms as long as there are rooms available in the home. You can find your room list under the **Home Setup** page. To add a new room:

- Navigate to **Care Home – Home Setup**
- Select the **Rooms** tab
- Click the **+Insert** button at the top of the room list
- Fill out the room details:
    - **Name** – the room's name or number
    - **Bed** – an identifier for the bed in the room (A, 1, etc.,)
    - Additional details – whether the room is shared, single, en-suite, or any other notes
    - **Date Active** – when the room is available from
- Once all details are filled in, click **Save** to create the new room

room history.

On a resident record, the **Rooms** tab allows you to view the records of every room a resident has been in during their stay in your care home - as long as your records on CoolCare have been kept up to date. To view a resident's room history:

- Navigate to **Residents – Resident Records**
- Find the resident in the records list or by using the search bar
- Select the **Rooms** tab on the resident record

Please Note: A resident's room history is static and cannot be freely edited. If you need to amend the dates of a resident's room history, please contact our support team.

changing or swapping resident's rooms.

To quickly and easily change a resident's room:

- Navigate to **Residents – Resident Records**
- Select the resident you wish to amend
- On the **General** tab of the record, click the **Change Room** button
- Select either **Move to Empty Room** or **Swap Room with Current Resident**
- Select the room you are moving/swapping the resident to
- Fill in the **Date of Room Change**
- Click **Move into Room** or **Swap Room** to complete the room change