

# 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

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### New Room

Room Details Occupancy History

#### Room Details

Name Required  Bed Required  Notes

Type

Suite

Room Type

Date Active

Date Inactive

Recommended Weekly Fee

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## 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



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## Elizabeth Ainsworth

Room No: 10A

Admission Date: 02/11/2023

Weekly Fee: £820.00

Home: Sam's Home

Dependency Level: 1 - Low Risk

Care Type: Residential

Covid-19 status: -

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### Room History

Room	Bed	Date In	Date Out
3	A	02/11/2023	19/03/2024
6	A	20/03/2024	21/04/2024
7	A	22/04/2024	07/01/2025
10	A	08/01/2025	

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**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

## Change Room ✕

Move Into Empty Room

Swap Room with Current Resident

Date Of Change Required

Room Number	Bed	Recommended Weekly Fee (£)	Occupied By
1	A	No fee set	Mrs Vera Holland
2	A	No fee set	Mrs Georgia Scott
3	A	1000.00	Mrs Donna Holland
4	A	1000.00	Mr Henry McMillan
5	A	No fee set	Mrs Joyce Taylor
6	A	No fee set	Mrs Hazel Middleton
7	A	1000.00	Mrs Emily Reed
8	A	No fee set	Mr Maurice Moss

Selected Room:

Swap Room