MyWai – Group Appointments for Programmes/Services

Create a Group appointm	ent from Groups				
 In Group worklist, click Add complete mandatory fields a Type (Programme/Service) Service Providers Lead Facilitator (Group Appointment] Nate Single Day/Repeatable (Save 	to create a group appointm and Save ce, then which Programme/ ame (add dates/pattern for repe	Group Session Type Programme Programme This field is required Description This field is required Service providers This field is required Lead Facilitator This field is required			
Two ways to add people t	o Group appointment	s, then 'Sche	dule' to send	emails	
From the LEFT		From the RIGHT			
Add People to ALL instances	Select one instance to a	dd people	Add People to selected instance only		
Actions > Schedule from left side, to send emails for ALL instances at once	Select one instance to schedule only one		Actions > Schedule from right side, to send emails to people added to selected instance only		
Home			Group Sessio	n	
Group Session (Employment) Status: DRAFT Actions ▼ TR Employment Prgm Jan25 [Employment] 2025) 14:00 - 17:00 view more ✓ ▲ People Add people Value (13 Feb 2025) Add people from the linked Programme/ Service into ALL instances from the left	Thursday, 23 January 2025 TR Employment Prom Jan25 Thursday, 6 February 2025 Thursday, 20 February 2025 TR Employment Prom Jan25 Thursday, 6 March 2025 Thursday, 6 March 2025 TR Employment Prom Jan25 4 14:00 - 17:00 Thursday, 20 March 2025 TR Employment Prom Jan25 5 14:00 - 17:00	Status: SCHEDULED Programme Employment • Service providers Anne Hastings (AH Adul • Lead Facilitator train 11 (TR11 Adult MH • Is Online Region Whangårei Location Facility Whangårei Hospital	Actions Act	People Remove people Add people x Remove people vilbur Womble [28 Jan 2025] > Oille Orange [13 Feb 2025] > Oille Orange [13 Feb 2025] > Googletwo GO GOOG Alphabet [15 Jan 2025] Add people from the linked Programme/ Service into ONE instance from the right add after	
Completion					
1. To Complete one instance click Actions > Complete	ce, select it, then from the r e Group Session	ight side,		Actions Complete Group Session	
 Select Completed Group select for Mark as atten and select for Mark as d 	Session, ded, id not attend	▲ People ▲			
Add Notes					
 Add a Group Note into e Add an Individual Note i Click the Person name to 	everyone's record from the into one person's record fro pexpand a place to add what	top of the list om the right anau/trust other	People Pople Popl	• •	
Te Tai Tokerau: 09. MyWai Group Appointments QRC	mywai@healthalliance.cc 12/03/2025	0.nz 08	800 4MYWAI – 0800 46 Page	59 924 Te Whatu Ora 1 of 2 Data and Digital	

Programme Worklist

In the Programme Worklist, each Person's Programme Details and Group name are visible

- Click the Programme icon to jump to the Programme workspace, for viewing notes, events and appointments
- Click the Group name to jump to the Group appointment for adding group notes or individual notes

Home / Proc	NHI	Service 🗸	Programme Treat Recovery Serv	ments /ice - Tra 👻 Programm	e Status 🔻 🛛 Referral I	Reason 👻 Location/Are	a • X
Alerts	Person Details	Service	Service Location	Service Status	Programme Details	Group	Date Created
	ALTXANDER, 1935; 01/01/1901 (124) ZAA:	General Adult 30.01.2025	Whangarei	Adult MH Clinical (RN) 30.01.2025 16:29	Recovery Service - Trauma Group	Trauma Therapy Group	11.02.2025 12:07
	CATHLAB, Testing Number 11/10/1982 (42) ZAA;	General Adult 03.01.2025	Whangarei	MH Clinical (RN)) 03.01.2025 14:42	Recovery Service - Trauma Group	Trauma Therapy Group	09.01.2025 19:35
♪	TEST, Blocker 15/03/1980 (44) ZAM7673	General Adult 22.11.2024		(MH Admin) 22.11.2024 08:57	Recovery Service - Trauma Group		30.11.2024 19:03

Group Statistics

From the Groups worklist, select Group Statistics

Filter as required to view stats for individuals or for repeating or single day events

Stats are available for ALL groups regardless of whether they were created from a Programme or a Service, but the statistics are more meaningful and trackable when created from a Programme, eg DBT, Matrix