



Create a Group appointment from Groups

- 1) In **Group** worklist, click **Add** to create a group appointment, complete mandatory fields and **Save**
 - a) **Type** (Programme/Service, then which Programme/Service)
 - b) **Service Providers**
 - c) **Lead Facilitator**
 - d) **[Group Appointment] Name**
 - e) **Single Day/Repeatable** (add dates/pattern for repeatable)
 - f) **Save**

Two ways to add people to Group appointments, then 'Schedule' to send emails

From the LEFT

Add People to **ALL** instances

Actions > Schedule from left side, to send emails for ALL instances at once

Select one instance to add people

Select one instance to schedule only one

From the RIGHT

Add People to **selected instance** only

Actions > Schedule from right side, to send emails to people added to selected instance only

Scheduling emails from MyWai is currently disabled. Log a ticket to request it for your service/programme

Add people from the linked Programme/ Service into ALL instances from the left

Add people from the linked Programme/ Service into ONE instance from the right

Add people from multiple Services/Programmes

Select one Service/Programme when creating the Group Session, **Save**, then **add people** from that Service/Programme. While still in **DRAFT**, click **...view more** to edit the Group Session, select a different Service/Programme and **Save**. The **Add people** button now displays people from the newly selected Service/Programme – add as required.

Programme-based groups allow adding people from programmes across multiple organisations, while service-based groups are limited to services from your organisation only.

While the Group Session Status is **DRAFT**, people from multiple services/programmes can still be added.

If individual instances are Scheduled, people from other Services/Programmes can still be added.

When the Group Session Status displays as **Scheduled** (ie all instances are Scheduled), the Service/Programme cannot be changed, so adding people is restricted to the last Service/Programme selected.

Completion

1. To **Complete** one instance, select it, then from the right side, click **Actions > Complete Group Session**

Actions ▾

Complete Group Session

Record Attendance

2. Select Completed Group Session, select for **Mark as attended**, and select for **Mark as did not attend**
If needed, click the arrow shown, add the **Number of Additional Attendees**, then click **Save**.

train 11 (TR11 Adult MH... Purpose

☐ Is Online

Region Whangārei

Location

Facility Whangārei Hospital

Save

Add no. of unnamed attendees in here after completion

Number of Additional Attendees 2

People

Mark as attended Mark as did not attend

> Wilbur Womble [28 Jan 2025]

> Ollie Orange [13 Feb 2025]

Add Notes

3. Add a **Group Note** into everyone's record from the top of the list
4. Add an **Individual Note** into one person's record from the right
5. Click the Person name to expand a place to add whanau/trust others

People

> Wilbur Womble [28 Jan 2025]

> Ollie Orange [13 Feb 2025]

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 / Programme Worklist							
Programme Treatments							
Name	NHI	Service	Recovery Service - Tra...	Programme Status	Referral Reason	Location/Area	
Alerts	Person Details	Service	Service Location	Service Status	Programme Details	Group	Date Created
	ALEXANDER, M... 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

Moving from one location to another, but staying in a Service/Programme?

A new referral is required to add the Service from a different location to MyWai. Once the referral is triaged and the Service is added to the Care Team, the previous record can be Discharged from the Service in the original location.