

Accountability Hub

Every shift note gets read. And you can prove it.

by Groundworks Development

Designed specifically for assisted living communities, Accountability Hub ensures that critical resident updates are communicated, acknowledged, and documented before staff begin their shift. No more missed handoffs, unread communication books, or "I didn't know" excuses. The same system keeps every resident's DOH forms and care plans survey-ready. See page 2.

WHY COMMUNITIES CHOOSE ACCOUNTABILITY HUB

- ✓ **Eliminates missed communication.** Staff read outstanding notes during clock-in before starting work.
- ✓ **Survey-ready documentation.** Timestamped read receipts create an auditable history for regulators.
- ✓ **Real-time management.** Managers receive alerts when staff fall behind on required reading.
- ✓ **Faster onboarding.** New employees quickly catch up on resident-specific information.
- ✓ **Reduces risk.** Creates accountability and helps prevent incidents caused by communication failures.
- ✓ **Simple implementation.** Only one wall-mounted tablet is required. Setup is included.

HOW IT WORKS



Post

Nurses and admins post shift notes, resident updates, and med changes in seconds.



Read at clock-in

Staff use a wall tablet to read every outstanding note, ~10 seconds each.



Clock-in tracked

Real clock-in times are matched to reads, flagging anyone who skipped their notes.



Prove it

Every read is timestamped. You can see who read what, and when.



Follow up live

Emails during the shift show managers who's behind, addressed in real time.

Built by a facility, for facilities.

Accountability Hub was designed around how shifts, clock-ins, and surveys actually run, because we run them ourselves at Keene Valley Neighborhood House.

"My aides love it, they walk in already knowing what happened while they were gone, instead of trying to piece it together. And my admins love how easy it is to see who's keeping up to date and who isn't."

Richard Rothstein, CEO, Keene Valley Neighborhood House

Claim one of two pilot spots.

A quick 15-minute walkthrough, no commitment.

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The same login runs the facility's resident records. Every state form, ISP, care plan and clinical log lives in one place, is filled in once, and prints as the official DOH paperwork. When a surveyor walks in, the binder is already built.

A missing form is a citation. This tells you before the surveyor does.

Every fine starts with a paperwork gap. Close the gap, skip the fine.

Surveys that take hours, not days, because every record is already ready.

EVERY NY STATE FORM, FILLED ONCE



DOH-4397A

Personal data, admission, contacts, providers, insurance.



DOH-4397B

Resident evaluation. Finalized once at admission, kept on file.



DOH-3122

Medical evaluation. Each dated version kept, next one prefilled.



DSS-3123

Incident report, finalized as a dated record.



ISP

Initial and six-month service plans, each a dated snapshot.



Care plan

Patient care and treatment plan with full history.



Medical consult

Consult forms with finalize and dated versions.



Weight and diet

Monthly weight logs and the facility diet roster.

WHEN DOH WALKS IN

- ✓ **Admission and discharge register.** Live, always current, prints on demand.
- ✓ **DNR roll-up.** One list of every resident's code status.
- ✓ **Missing paperwork report.** Which resident is missing which form, before the surveyor asks.
- ✓ **Daily census.** DOH-5176 and DOH-5177, generated from today's residents.
- ✓ **Dietary roster.** Textures and restrictions for the whole building.
- ✓ **Form error check.** Required fields flagged across every resident.

RECORDS THAT HOLD UP

- ✓ **Autosave.** Nothing is lost between sessions or shifts.
- ✓ **Finalized snapshots.** A finalized form is a dated, unchangeable copy. Reprint it years later, identical.
- ✓ **Append-only notes.** Case notes are corrected or voided, never silently edited.
- ✓ **Role-based access.** Super admin, admin, nurse and staff each see only what they should.

Proven where it counts: on survey day.

Keene Valley Neighborhood House runs every resident record on this system, and it is [one of the top facilities in the state for clean surveys / X consecutive DOH surveys with no citations]. Good records protect residents first and the license second.

Two products, one login.

Start with shift notes, add resident records, or take both.

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A LOOK INSIDE

Daily Things to Know

BUILDING / FACILITY ISSUES

Add Note

Otherwise, nothing to report

SPECIAL INSTRUCTIONS

Add Note

Otherwise, nothing to report

MEDICINE CHANGES

Add Note

Otherwise, nothing to report

ADMISSIONS / DISCHARGES

Add Note

Otherwise, nothing to report

FALLS / ACCIDENTS / HOSPITAL VISITS

Add Note

Otherwise, nothing to report

GENERAL

Add Note

Otherwise, nothing to report

STATUS

0 categories with notes

Sunday, June 21, 2026

Building / Facility Issues

Nothing to report

Special Instructions

Nothing to report

Medicine Changes

Nothing to report

Admissions / Discharges

Nothing to report

Falls / Accidents / Hospital Visits

Nothing to report

General

Nothing to report

Preview & Finalize

Add at least one note to enable finalizing.

Note History

< Jun 19, 2026 >

Daily Things to Know

Finalized at 1:28 PM

Building / Facility Issues

Nothing to report

Special Instructions

Please continue to assist Sam to and from meals via wheelchair. If Sam does not want to come for dinner we will offer him a meal in his room through the weekend. Continue to make sure Walter is wearing his O2. Moving forward Dave would like to be notified one hour prior to Eds shower. Dave has stated that he does not want anyone to approach Ed unless Dave gives the OK. Dave will then assign someone to give Ed a shower. It is ok for Carol to be in the dining area during serving time but as soon as she does have food in front of her someone must be sitting with her.

Medicine Changes

There were a few medication changes from clinic on Tuesday 6/16/26. Please make sure you are reading the white board in the med room.

Admissions / Discharges

Nothing to report

Falls / Accidents / Hospital Visits

Nancy Porter had a fall last night (6/18) resulting in a laceration to her head- Nancy did have to get staples. Please do not get the area wet. Nancy will have her staples removed on 6/25

General

Ruth M will be 91 on Monday 6/29- Family will be here at 2pm to pick Ruth up and take her out for dinner and ice cream.

Create a note

History

Compliance Reports

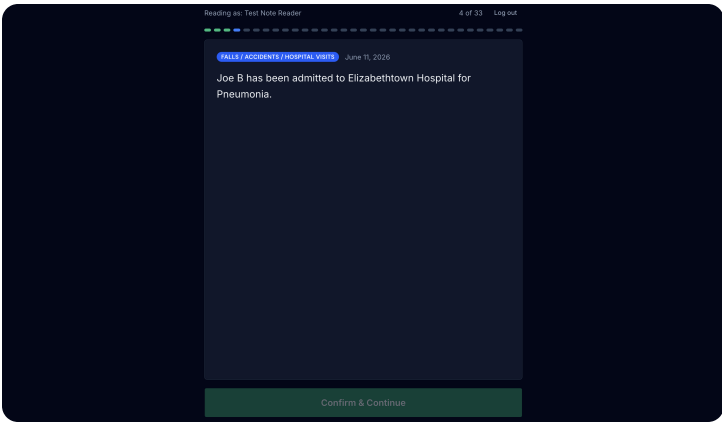
View All Day < Jun 19, 2026 >

Morning 12:30 AM – 9:00 AM						4 completed0 partial2 not read
Staff Name	Status	Read	Pending	Clocked In At	Finished Notes At	
Alison Parker	Completed	13	0	7:09 AM	12:58 PM	
Kim Walters	Completed	18	0	5:37 AM	5:42 AM	
Maria Bell	Completed	2	0	5:33 AM	5:34 AM	
Michael Carter	Completed	7	0	8:04 AM	11:56 AM	
Chelsea Dean	Not Read	0	3	8:36 AM	—	
Terry Boyd	Not Read	0	2	8:53 AM	—	

Afternoon 9:00 AM – 4:30 PM						2 completed0 partial0 not read
Staff Name	Status	Read	Pending	Clocked In At	Finished Notes At	
Deborah Lane	Completed	9	0	2:31 PM	2:34 PM	
Preston Ross	Completed	2	0	12:28 PM	12:29 PM	

Overnight 4:30 PM – 12:30 AM						3 completed0 partial0 not read
Staff Name	Status	Read	Pending	Clocked In At	Finished Notes At	
Alice Foster	Completed	0	0	10:34 PM	—	
Kim Walters	Completed	4	0	9:12 PM	9:15 PM	

Reports



Staff Kiosk

FOUNDING PILOT OFFER

+

30 days free

Full access to the Hub at no cost for your first 30 days.

%

50% off for 12 months

Continue after the pilot and lock in half off standard pricing for a full year.

□

Hardware included

The wall tablet is provided for your first 30 days. No servers and no IT project.

⚙

Free setup

Installation and setup are on us, start to finish.

Schedule a 15-minute demonstration.

A quick walkthrough, no commitment.

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