



Medications 2.0 Transition Checklist

If your agency is live/operational with AlayaCare you can migrate to Medications 2.0, please see the **Medications 2.0 Transition Guide** for full information on the transition process.

Below is a checklist of steps you should complete during your transition:

Checklist

Transition Steps

- ☐ Familiarize Yourself with Medications 2.0
 - Understand the main differences between Medications 1.0 and 2.0 by reviewing the [comparison document linked at the bottom of this ZD article](#).
 - Watch Meds 2.0 Training Videos in [ACU Foundations](#) or [ACU Certifications](#)
 - Review the [Medications 2.0 resources on Zendesk](#)
- ☐ *(If Required)* Approve all forms with Advanced Form Components in **UAT**
 - Any form submissions containing Meds 1.0 advanced components should all be approved before the transition from Meds 1.0 to Meds 2.0 begins.
- ☐ Submit a [Zendesk ticket](#) to activate Medications 2.0 in **UAT**
 - Choose Transition Request | Meds 2.0 from the issue selection dropdown
- ☐ Set Up, Validate, Correct and Test in your **UAT** environment
 - Part 1: Set Up [Medical System Settings](#) and ACL's
 - Make sure to do this before anyone starts navigating into client medication profiles
 - Part 2: Validate that the Medications 2.0 Data Transferred Correctly
 - Ensure there are no incorrect fields
 - Part 3: Make Required Corrections as Needed
 - Copy and make corrections, discontinue incorrect version
 - Part 4: Test Your End-to-End Medications 2.0 Workflows



- Part 5: (Only If Required) Update All Forms That Use Advanced Form Components
 - Create a new version of the form, remove the Meds 1.0 component from the form, add in the new Meds 2.0 component to the form, and publish
- ❑ Communicate the Transition Plan with your Agency
 - Suggestions include:
 - Email communications with your training resources
 - Training sessions (if required)
- ❑ (If Required) Approve all forms with Advanced Form Components in **Staging**
 - Any form submissions containing Meds 1.0 advanced components should all be approved before the transition from Meds 1.0 to Meds 2.0 begins.
- ❑ Submit a [Zendesk ticket](#) to activate Medications 2.0 in **Staging**
 - Choose **Transition Request | Meds 2.0** from the issue selection dropdown
 - Request must be received by **Monday 5PM EST** for the data to be activated in your Staging environment **Thursday 7AM EST** of that same week.
- ❑ Set Up, Validate, Correct, and Test in your **Staging** environment
 - Part 1: Set Up [Medical System Settings](#) and ACL's
 - Make sure to do this before anyone starts navigating into client medication profiles
 - Part 2: Validate that the Medications 2.0 Data Transferred Correctly
 - Ensure there are no incorrect fields
 - Part 3: Make Required Corrections as Needed
 - Part 4: Test Your End-to-End Medications 2.0 Workflows
 - Part 5: (Only If Required) Update All Forms That Use Advanced Form Components
 - Create a new version of the form, remove the Meds 1.0 component from the form, add in the new Meds 2.0 component to the form, and publish
- ❑ *If Required:* Let Support Agent know more time is needed to test in Staging
 - Remember, it only lasts until midnight and then will revert to a Staging environment without Meds2.0



- ❑ *(If Required)* Approve all forms with Advanced Form Components in **Production**
 - Any form submissions containing Meds 1.0 advanced components should all be approved before the transition from Meds 1.0 to Meds 2.0 begins.

- ❑ Submit a Zendesk ticket to activate Medications 2.0 in your **Production** environment
 - Choose **Transition Request | Meds 2.0** from the issue selection dropdown
 - Select the date you would like to have Medications 2.0 turned on (provide at least **3 business days**)

- ❑ Set Up, Validate, Correct, and Test in your **Production** environment
 - Part 1: Set Up [Medical System Settings](#) and ACL's
 - Make sure to do this before anyone starts navigating into client medication profiles
 - Part 2: Validate that the Medications 2.0 Data Transferred Correctly
 - Ensure there are no incorrect fields
 - Part 3: Make Required Corrections as Needed
 - Part 4: Test Your End-to-End Medications 2.0 Workflows
 - Part 5: *(Only If Required)* Update All Forms That Use Advanced Form Components
 - Create a new version of the form, remove the Meds 1.0 component from the form, add in the new Meds 2.0 component to the form, and publish

- ❑ Start using Medications 2.0 in your **Production** environment!