APRIL 2020 UPDATES: MDC Provider Guide

Enhancements to the ADCAPS

- A tooltip has been added beside the 'ADCAPS Effective Date' field in the Overview section of the ADCAPS and it will be displayed when the effective date is modified by MDH.

Figure 1- ADCAP Overview section

- Currently, the system requires user to enter additional comments when entering a Problem in order to save the problem. With this change, the system behavior has been modified such that the additional comments field is optional, and the user can enter and save Problem(s) without entering additional comments.

Figure 2- ADCAPS Problem page (Edit)

- As seen in the screenshot below, the user can successfully add a Problem without entering additional comments for the Problem.

Figure 3- ADCAPS Problem page (View)

- In the Progress Notes Module, 'MDC' has been added as an option to the 'Waiver/ Program type' list.
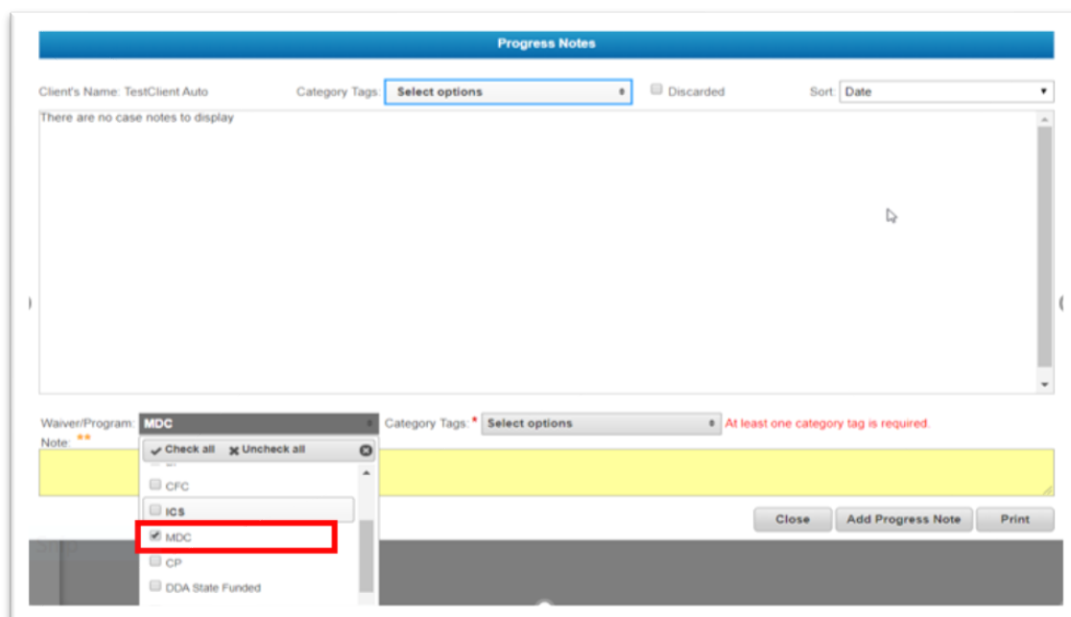
Figure 4- Progress Notes (Waiver/Program Type list)

- There are additional options added in the Category Tags drop-down list that the User can select. The newly added options are:
    - Nursing
    - Social Services
    - Therapy

Figure 5- Progress Notes (Category Tags list)

- The saved Progress note, with the MDC Waiver/Program type and the selected Category Tags will be displayed in the Progress Notes dialog box as seen below.

Figure 6- Progress Notes (View)

- If there are multiple progress notes, the user can sort them by Date, Entered By or Agency.

Figure 7- Progress Notes (Sort)

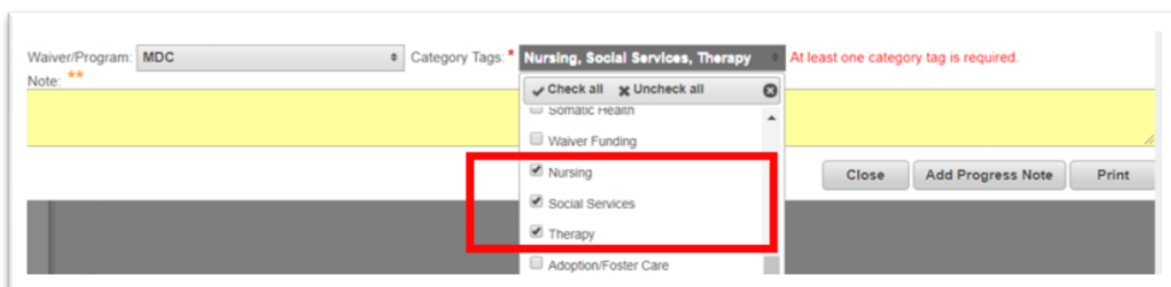- The User can discard the progress notes by selecting the 'Discard' hyperlink beside the progress note within the dialog box.
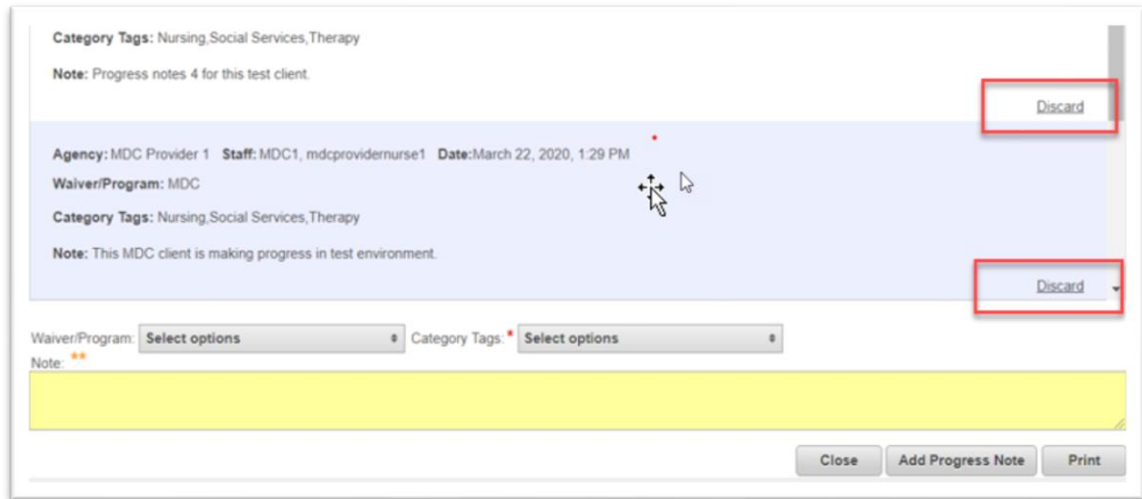
Figure 8- Progress Notes (Discard)

- When User Clicks the 'Discard' hyperlink, an 'attention' pop up is displayed with Yes/No Buttons to confirm the discard.
  Note: The User cannot discard another agency's Progress notes.
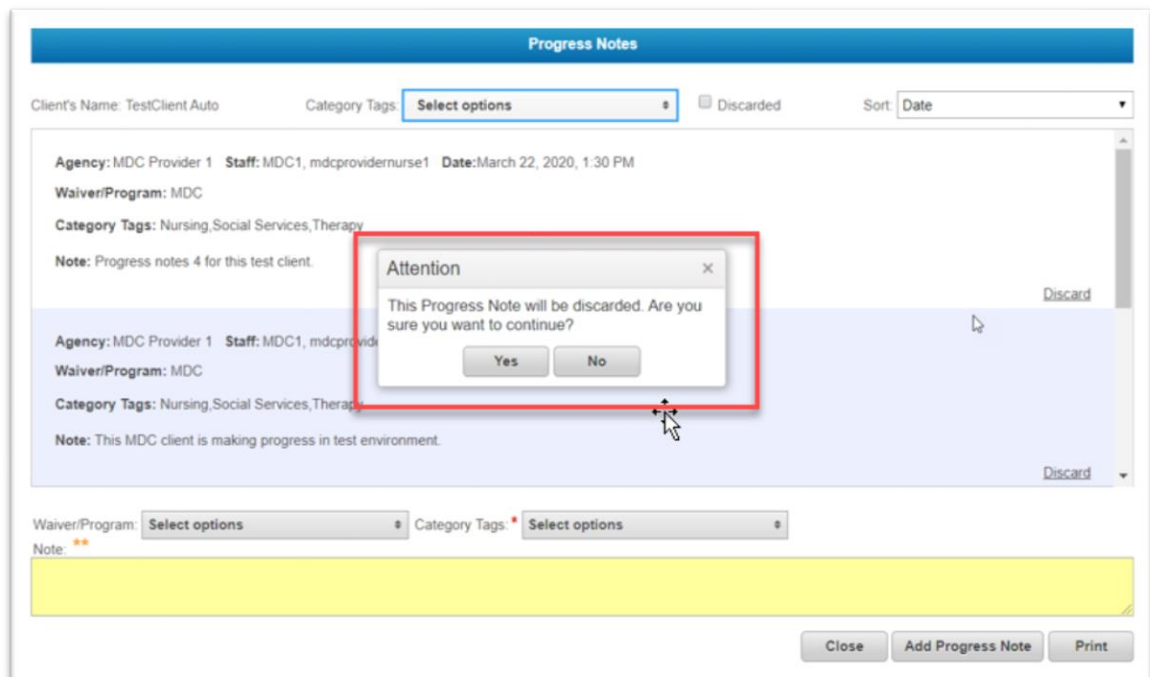
Figure 9- Progress Notes (Discard- warning)

- The discarded note(s) can be viewed by selecting the "Discarded" filter option.

Figure 10- Progress Notes (View Discarded)

- The progress notes can be printed by clicking the "Print" button at the bottom right corner of the dialog box.

Figure 11- Progress Notes (Print)

- The user can print Progress notes by selecting "Print All" radio button or "Print by Date Range" and clicking continue button in the Print Options Dialog box.
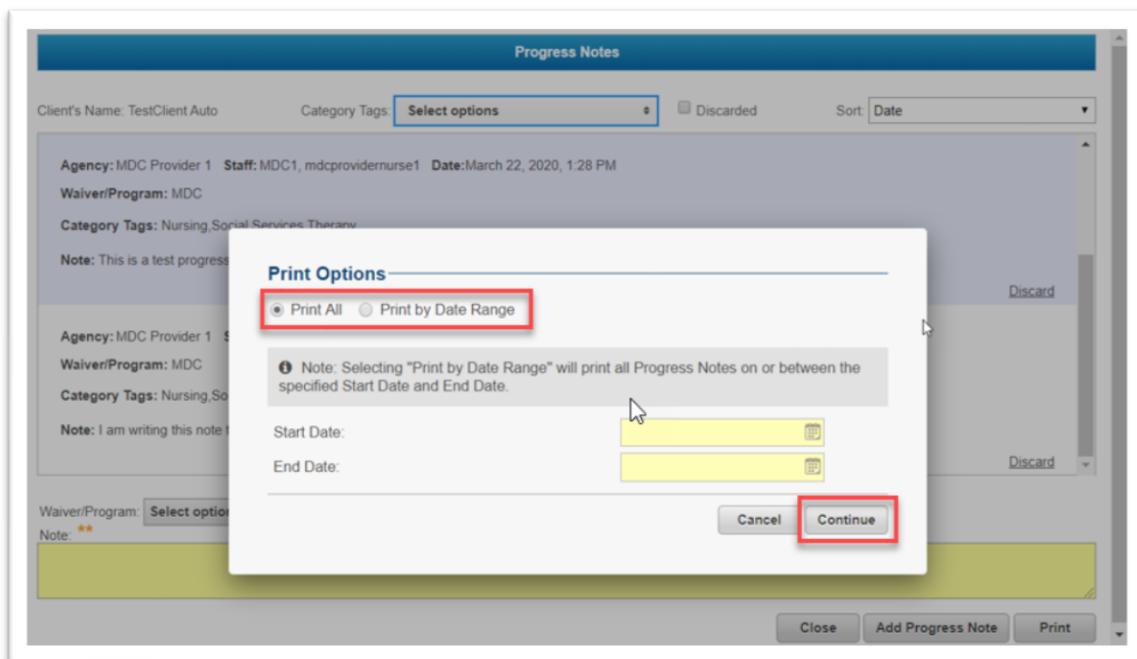
Figure 12- Progress Notes (Print options)

Enhancements to 257B Form

- When MDH has Accepted or Rejected an Initial or Annual MDC MDH 257B form with a *Revised Begin Pay Date*, the following users receive an alert as shown in the screenshot below:

  o Submitter
  o MDC Provider Admins from the Submitter's agency location
  o Assigned MDC Provider Staff Submitter's agency location
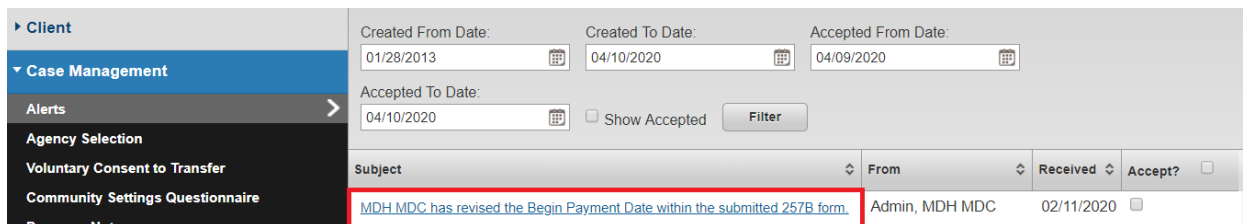
Figure 13- Revise Begin payment date alert- MDC MDH 257B

- In the Discharge MDH MDC 257B form, an additional option "Hospital" is added in the **Discharge to** dropdown.

Figure 14- Discharge 257B (new 'Hospital' option)

Enhancements to Assignments Module - MDC Provider Staff (Additional)

- Currently, the system does not allow Additional MDC Providers to assign staff to a client. With this update the MDC Provider Staff Assignment page will have MDC Provider Staff (Additional) option on the left Navigation menu of the Assignments tab, allowing authorized users to assign staff to the clients who are assigned to their agency location as the additional MDC Provider.

Figure 15- Additional MDC Provider option

- The user can select Unassigned or Assigned values in the Filter By status drop down list to view the desired list of clients.
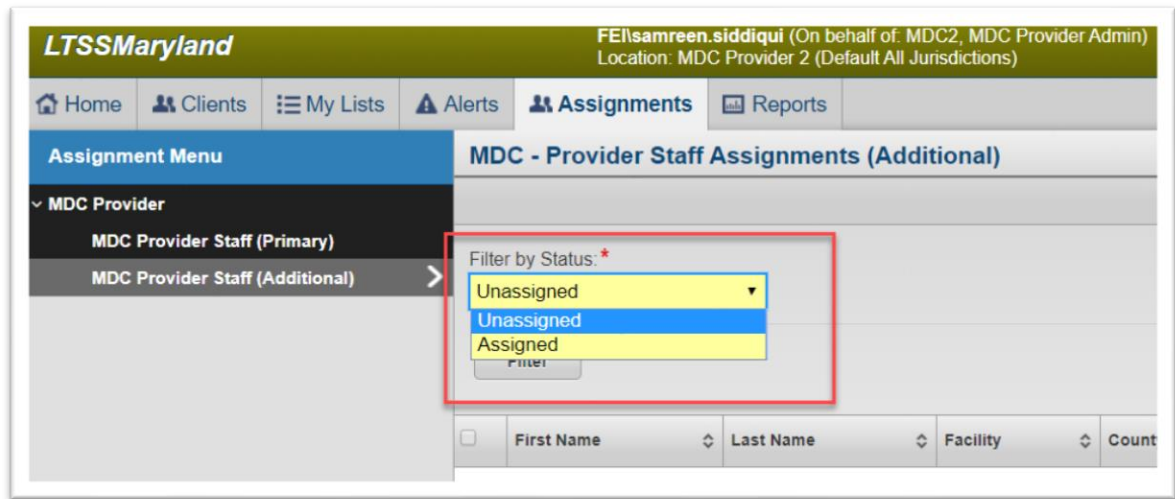
Figure 16- 'Filter by Status' input option

- The user can Assign/Reassign the Primary and Secondary staff for the selected clients by clicking "Assign' button at the bottom left of the screen and in the MDC Provider Staff Assignment Pop-up window.
Note: The user can select only one Primary and one Secondary staff for the selected clients at a time
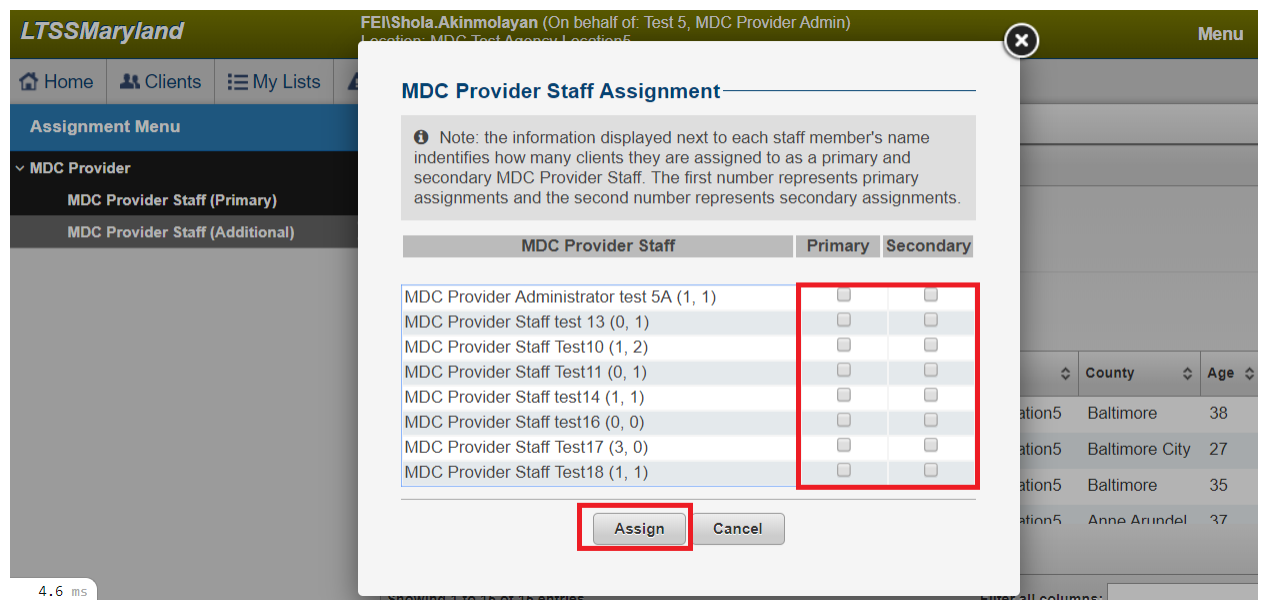
Figure 17- MDC Provider Staff assignment

- When the user selects the Assigned option in Filter By Status drop down then an additional filter option' 'MDC Provider Staff' is displayed. The MDC Provider Staff drop down list contains users with the MDC Provider Staff role and an active staff profile within the Agency location of the logged in user. Users will also see the total number of clients assigned to each MDC Provider Staff in parenthesis. The first number in the parenthesis represents the number of clients assigned to the staff as the primary staff while the second number represents the number of clients assigned to the staff as the secondary staff.

Figure 18- Assigned MDC Provider Staff input filter

- The list of clients assigned to an MDC Provider Staff can be retrieved by selecting a desired user from the MDC Provider Staff list and clicking the 'Filter' button.

Figure 19- Assigned MDC Provider Staff output

- The results can be further narrowed down by entering a value in the 'Filter all columns' option located at the bottom right corner of the screen.

Figure 20- Additional output filter

- To clear assignment, click the "Clear Assignment" button at the bottom of the screen and "Yes" in the Clear Assignment Pop-up window.

Figure 21- Clear MDC Provider assignment

- Users will receive appropriate alert based on the events and updates related to the client. The tables below include double asterisks (**) to denote a conditional where the user may not

receive the alert specified. Specifically, if the client's Assigned Staff is found in the scenario, the Admin from the assigned agency may not receive the alert. For more detailed information regarding alerts, please refer to figures 22 to 25 below:

Module	Trigger/Event	Alert text	Alerted Parties							
			Primary MDC Provider				Additional MDC Provider			
			Submitter	Assigned MDC Provider Staff	MDC Provider Admin	MDC Provider Intake	Submitter2	Assigned MDC Provider Staff3	MDC Provider Admin4	MDC Provider Intake5
Refactor Nursing Facility module alerts	UCA Physician has denied the NF LOC when the client is 'Pending' in the MDC waiver	NF Level of Care has been denied by UCA Physician		✓	✓			✓	✓	
	MDH has denied the NF LOC when the client is 'Enrolled' in the MDC waiver	NF Level of Care has been denied by DHMH.		✓	✓			✓	✓	
	An authorized user has manually approved the NFL LOC when the client is 'Pending' or 'Enrolled' in the MDC Waiver	an authorized user has manually approved the NFL LOC when the client is 'Pending' or 'Enrolled' in the MDC Waiver		✓	✓			✓	✓	
	The submitted interRAI has generated an auto approved NF LOC when the client is Pending or Enrolled in the MDC	NF Level of Care has been generated based on InterRAI HC MD Assessment		✓	✓			✓	✓	
Refactor Assessment and POC alerts	An authorized user has deactivated the Assessment and POC Request	Assessment and POC Request has been deactivated.		✓	**✓			✓	**✓	
Refactor Agency assignment module alerts	A new Primary MDC Provider has been assigned where an active Primary currently exists	This client will be unassigned from your agency as of {0}		✓	✓					
	an authorized user has deactivated a Primary MDC Provider assignment	This client will be unassigned from your agency on {0}.		✓	✓			✓	✓	
	an authorized user has deactivated an additional MDC Provider assignment	This client will be unassigned from your agency on {0}.						✓	✓	
Refactor MDC MDH Discharge 257B form alerts	Discharge MDC MDH 257B form has been discarded by MDH	Discharge MDC MDH 257B form has been discarded by MDH.		✓	✓					
	MDH has requested clarification on a Discharge 257b form	Clarification has been requested on Discharge MDC MDH 257B form.		✓	✓					
	MDH has rejected a Discharge 257b form	Discharge MDC MDH 257B form has been rejected.		✓	✓					
	MDH has accepted the Discharge 257b form submitted by the Primary MDC Provider	Discharge MDC MDH 257B form has been Accepted		✓	✓					
Refactor Case Program alerts	Client is within 60 days of the MDC Redetermination date	MDC Annual Enrollment is due in 60 days		✓	✓					
	Client is within 30 days of the MDC Redetermination date	MDC Annual Enrollment is due in 30 days		✓	✓					
	Client is overdue for the MDC Redetermination	MDC Annual Enrollment is overdue.		✓	✓					
Refactor Letters alerts	An authorized user has submitted the MDC Initial Denial Notice letter	MDC Initial Denial Notice letter has been submitted		✓	✓			✓	**✓	
	authorized user has submitted the AERS MDC Approval Notice letter	AERS MDC Approval Notice letter has been submitted.		✓	✓			✓	✓	
	authorized user has submitted the MDC Approval for CFC participants letter	MDC Approval for CFC participants letter has been submitted.		✓	✓					
	authorized user has submitted the MDC Approval for Developmental Disabilities Waiver Participants letter	MDC Approval for Developmental Disabilities Waiver Participants letter has been submitted.'		✓	✓					
	authorized user has submitted the MDC Services Waiver Disenrollment Letter	A MDC Services Waiver Disenrollment Letter has been submitted.'		✓	✓			✓	✓	

Figure 22- MDH MDC Alerts

Module	Trigger/Event	Alert text	Primary MDC Provider				Additional MDC Provider			
			Submitter	Assigned MDC Provider Staff	MDC Provider Admin	MDC Provider Intake	Submitter2	Assigned MDC Provider Staff3	MDC Provider Admin4	MDC Provider Intake5
Refactor Client Attachments - MDC module alerts	An attachment has been added where category is 'MDC' & the MDC Provider unit has been selected	{0} has been uploaded to Client Attachments under Medical Day Care Services.		✓	✓					
Refactor Discharge Planning form alerts	an authorized user has discarded the Discharge Planning form in the Pending MDH Review status	A Discharge Planning Form has been Discarded.	✓	✓	✓					
	MDH has requested clarification on a Discharge Planning form submitted by an Additional MDC Provider	Clarification is being requested on the Discharge Planning Form					✓	✓	✓	
	MDH has requested clarification on a Discharge Planning form submitted by an Primary MDC Provider	Clarification is being requested on the Discharge Planning Form	✓	✓	✓					
	MDH MDC Admin accepts or Rejects the Discharge Planning form submitted by the Primary MDC Provider	A decision was made on the Discharge Planning Form.	✓	✓	✓					
	MDH MDC Admin accepts or Rejects the Discharge Planning form submitted by the Additional MDC Provider	A decision was made on the Discharge Planning Form.					✓	✓	✓	
Refactor Voluntary Consent to Transfer form alerts	MDH has accepted the VCT form	A client has elected to transfer. MDH has accepted the VCT form.		✓	✓					
	MDH has accepted the VCT form	A Voluntary Consent to Transfer (VCT) form has been accepted for this client. Please coordinate services with Primary MDC Provider and any Additional MDC Provider(s).						✓	✓	
Refactor Enrollment Packet form alerts	MDH has modified the Enrollment Packet Type	Enrollment Type has been modified by MDH.	✓	✓	✓					
	MDH has requested clarification on the Enrollment Packet	Clarification Requested for MDC Enrollment Packet	✓	✓	✓					
	MDH has discarded an Enrollment Packet while it's in the Pending MDH Review status	MDC Enrollment Packet has been discarded	✓	✓	✓					
	MDH has accepted the MDC Enrollment Packet form submitted by the Primary MDC Provider	MDC Enrollment Packet has been accepted.	✓	✓	✓			✓	✓	
	MDH has rejected the MDC Enrollment Packet form submitted by the Primary MDC Provider	MDC Enrollment Packet has been rejected.	✓	✓	✓			✓	✓	
Refactor Overall Decision form alerts	MDH MDC has submitted an approved MDC ODF	Overall Decision for MDC has been Approved		✓	✓					
	MDH MDC has submitted a Denied MDC ODF	'Overall Decision for MDC has been Denied.		✓	✓			✓	✓	
	MDH MDC has submitted an Disenroll MDC ODF	A 'Disenroll' Overall Decision form has been submitted		✓	✓			✓	✓	

Figure 23- MDC Provider alerts

| | | | Alerted Parties | |
| | | | Supports Planning Agency | |
Module	Trigger/Event	Alert text	Assigned SP	SPA Admin
Refactor Assessment and POC alerts	An authorized user has deactivated the Assessment and POC Request	Assessment and POC Request has been deactivated.	✓	**✓
Refactor Letters alerts	An authorized user has submitted the MDC Initial Denial Notice letter	MDC Initial Denial Notice letter has been submitted	✓	**✓
	authorized user has submitted the MDC Approval for CFC participants letter	MDC Approval for CFC participants letter has been submitted.	✓	**✓
	authorized user has submitted the MDC Services Waiver Disenrollment Letter	A MDC Services Waiver Disenrollment Letter has been submitted.'	✓	**✓
Refactor Overall Decision form alerts	MDH MDC has submitted an approved MDC ODF	Overall Decision for MDC has been Approved	✓	**✓
	MDH MDC has submitted a Denied MDC ODF	'Overall Decision for MDC has been Denied.	✓	**✓
	MDH MDC has submitted an Disenroll MDC ODF	A 'Disenroll' Overall Decision form has been submitted.	✓	**✓

Figure 24- Supports Planning Agency alerts

| | | | Alerted Parties | | |
| | | | CCS Agency | | |
Module	Trigger/Event	Alert text	CCS Cordinator	CCS Agency Admin	CCS Agency OS Admin
Refactor Letters alerts	authorized user has submitted the MDC Approval for Developmental Disabilities Waiver Participants letter	MDC Approval for Developmental Disabilities Waiver Participants letter has been submitted.'	✓	**✓	**✓
	authorized user has submitted the MDC Services Waiver Disenrollment Letter	A MDC Services Waiver Disenrollment Letter has been submitted.'	✓	**✓	**✓

Figure 25- CCS Agency alert