

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.

The screenshot displays the 'ADCAPS Overview Information' section of a web application. The 'General Information' tab is active, showing fields for Name, DOB, Gender, Primary Language, Age, Assessment Start Date, ADCAPS Type, Assessment Conducted On, Assessment Submit Date, ADCAPS Effective Date, ADCAPS Created By, ADCAPS Created By Location, and Primary MDC Provider. The 'ADCAPS Effective Date' field is highlighted with a red box, and a tooltip is displayed next to it stating 'MDH has modified the Effective Date of this ADCAPS.' The tooltip is triggered by a mouse cursor hovering over the field.

Overview Information	
General Information	
Name:	TestClient Auto
DOB:	07/06/1994
Gender:	Male
Primary Language:	English
Age:	25
Assessment Start Date:	03/22/2020
ADCAPS Type:	Initial
Assessment Conducted On:	03/01/2020
Assessment Submit Date:	03/22/2020
ADCAPS Effective Date:	04/01/2020
ADCAPS Created By:	MDC1, mdcprovidernurse1
ADCAPS Created By Location:	MDC Provider 1 (Default All Jurisdictions)
Primary MDC Provider:	MDC Provider 1 (Default All Jurisdictions)

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.

New Problem

Problem Information

Problem *
Testing new Problem entry for this client.

Long Term Goal *
Make the client better

Onset Date *
2/3/2019

Additional Comments:
[Empty text area]

Diagnosis Source of Concern

Cancel Save & Close

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.

ADCAPS — Problem(s)

By Diagnosis By Problem

Problem: Testing new Problem entry for this client. Onset Date: 2/3/2019

Long Term Goal: Make the client better Additional Comments:

Diagnosis Source of Diagnosis

No data to display

Success: Record has been created successfully

Figure 3- ADCAPS Problem page (View)

Enhancements to Progress Notes Module

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

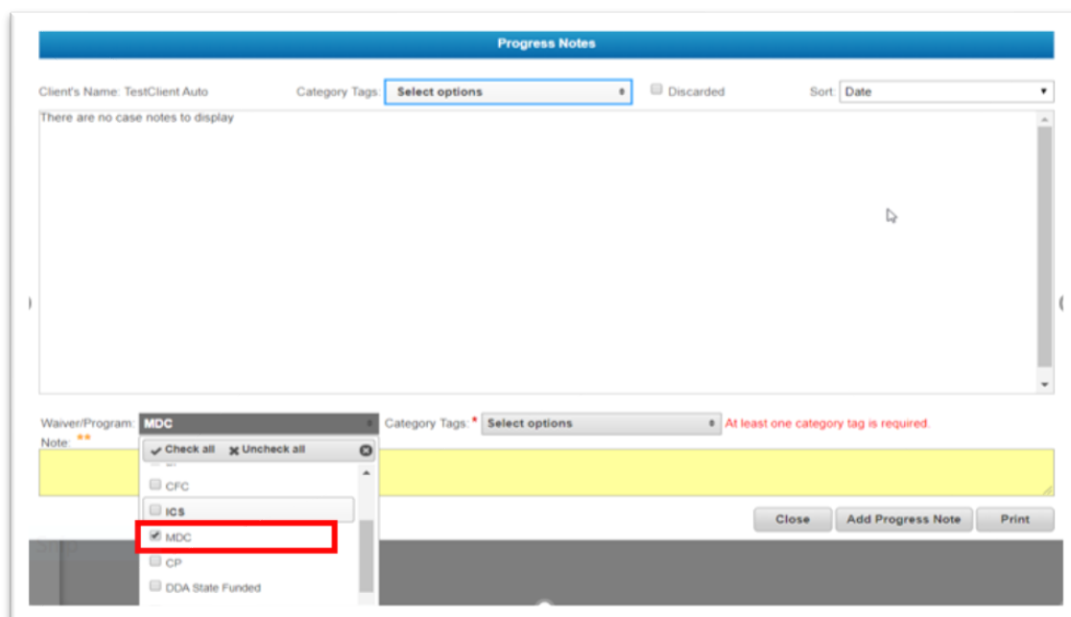


Figure 4- Progress Notes (Waiver/Program Type list)

- 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

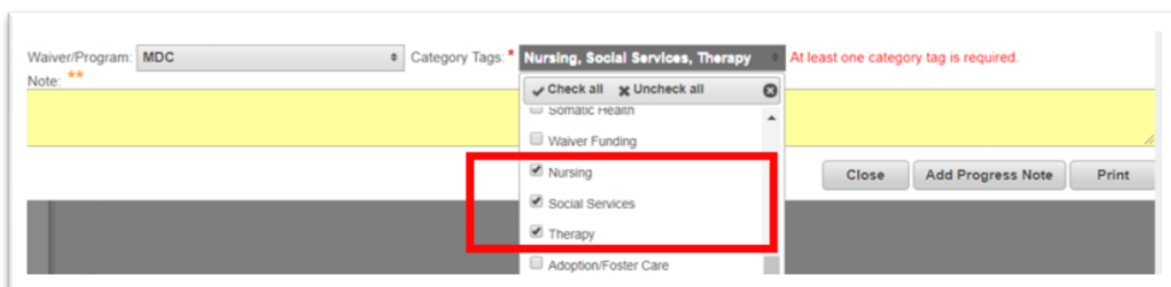


Figure 5- Progress Notes (Category Tags list)

- 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.

The screenshot shows the 'Progress Notes' dialog box. At the top, it displays 'Client's Name: TestClient Auto', 'Category Tags: Select options', a 'Discarded' checkbox, and a 'Sort: Date' dropdown. Below this, a note is displayed with the following details: 'Agency: MDC Provider 1', 'Staff: MDC1, mdcprovidernurse1', 'Date: March 22, 2020, 1:24 PM'. A red rectangular box highlights the 'Waiver/Program: MDC' and 'Category Tags: Nursing, Social Services, Therapy' fields. The note text reads: 'Note: I am writing this note to test the MDC Progress Notes section.' At the bottom right of the note area is a 'Discard' button. Below the note area, there are input fields for 'Waiver/Program: Select options' and 'Category Tags: Select options', followed by a 'Note:' label and a large yellow text area. At the very bottom are 'Close', 'Add Progress Note', and 'Print' buttons.

Figure 6- Progress Notes (View)

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

This screenshot shows the 'Progress Notes' dialog box with two notes listed. The top note has the same details as in Figure 6. The second note, which is highlighted with a light blue background, has a date of 'March 22, 2020, 1:29 PM' and a note text of 'Note: This MDC client is making progress in test environment.' A red rectangular box highlights the 'Sort: Date' dropdown menu, which is open and shows three options: 'Date', 'Entered By', and 'Agency'. The rest of the interface, including the input fields at the bottom and the 'Close', 'Add Progress Note', and 'Print' buttons, is identical to the previous figure.

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.

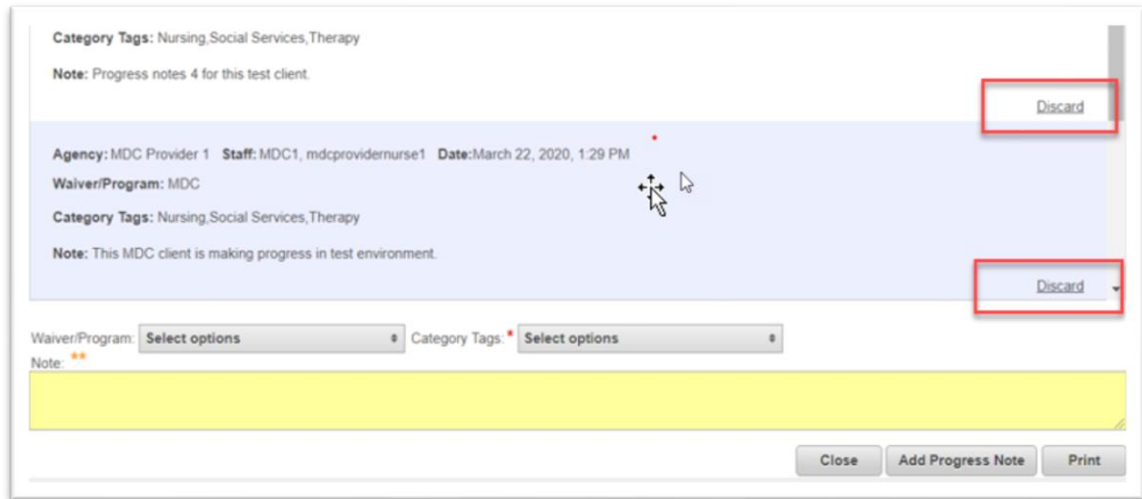


Figure 8- Progress Notes (Discard)

- 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.

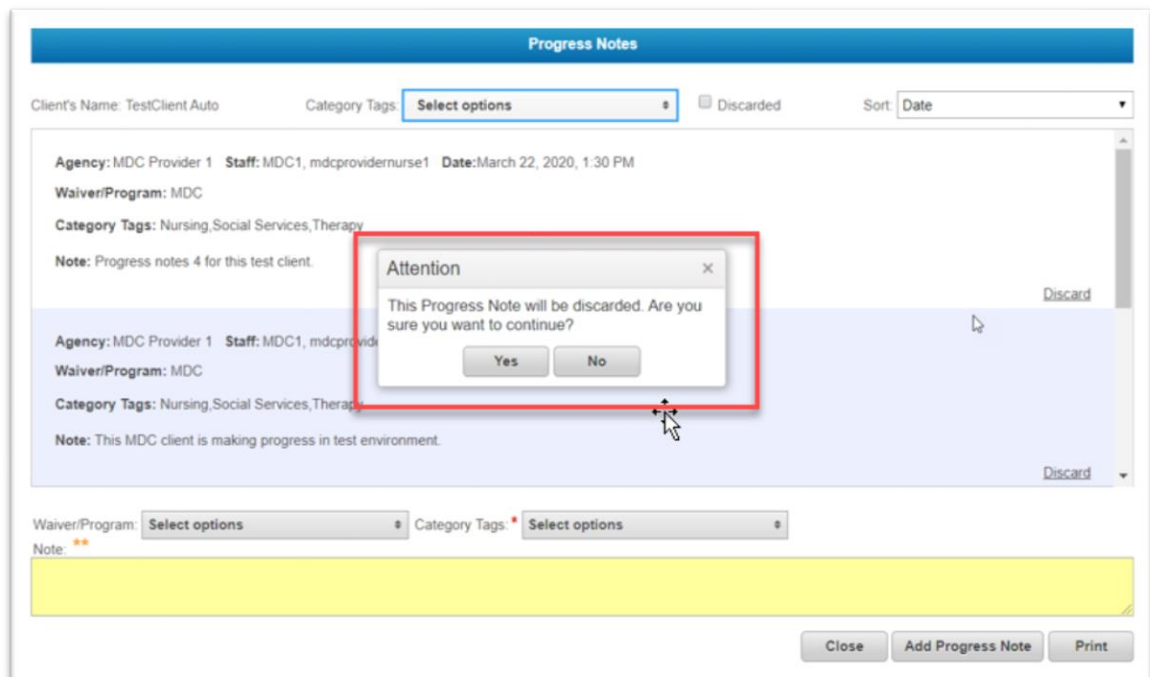


Figure 9- Progress Notes (Discard- warning)

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

The screenshot shows a web application window titled "Progress Notes". At the top, there's a blue header bar. Below it, the "Client's Name" is "TestClient Auto". To the right, there's a "Category Tags" dropdown menu set to "Select options", a "Discarded" checkbox which is checked and highlighted with a red box, and a "Sort" dropdown menu set to "Date". The main content area displays the following information: "Agency: MDC Provider 1", "Staff: MDC1, mdcprovidernurse1", "Date: March 22, 2020, 1:30 PM", "Waiver/Program: MDC", "Category Tags: Nursing, Social Services, Therapy", "Note: Progress notes 4 for this test client.", and "Status: Discarded". At the bottom, there are two more dropdown menus for "Waiver/Program" and "Category Tags", both set to "Select options". Below these is a large yellow text area for the note. At the very bottom, there are three buttons: "Close", "Add Progress Note", and "Print".

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.

This screenshot is a close-up of the bottom right corner of the "Progress Notes" dialog box. It shows the "Waiver/Program" and "Category Tags" dropdown menus, both set to "Select options". Below them is the large yellow text area for the note. At the bottom right, there are three buttons: "Close", "Add Progress Note", and "Print". The "Print" button is highlighted with a red 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.

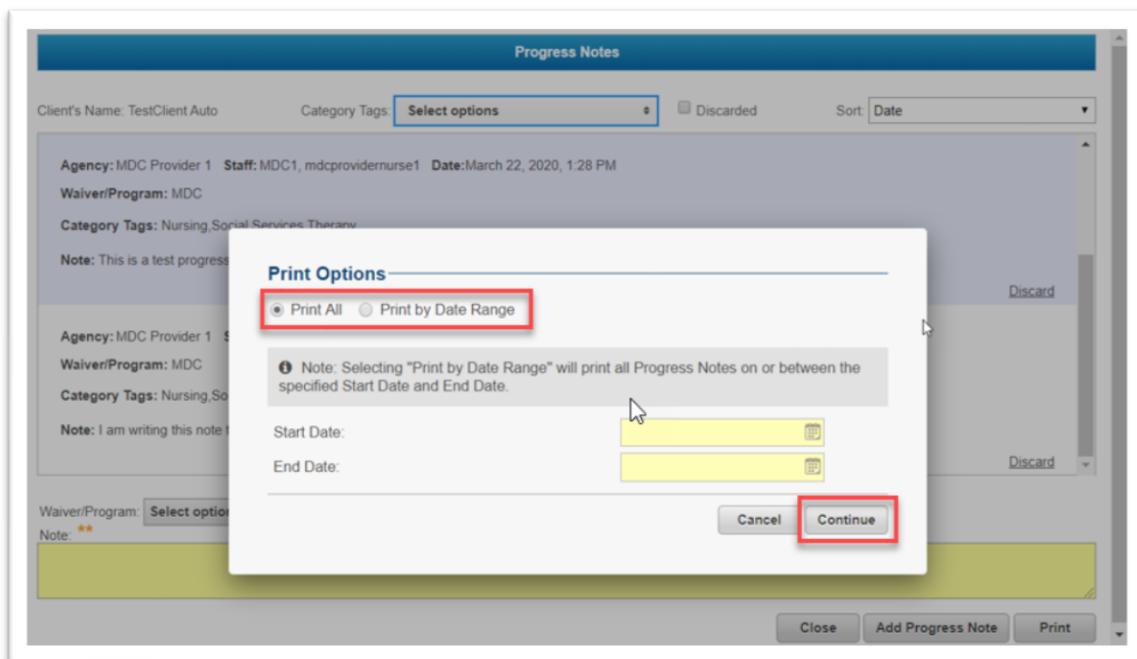


Figure 12- Progress Notes (Print options)

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:
 - Submitter
 - MDC Provider Admins from the Submitter's agency location
 - Assigned MDC Provider Staff Submitter's agency location

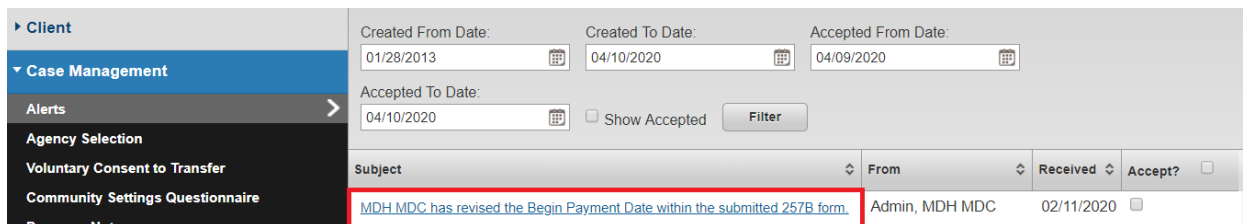


Figure 13- Revise Begin payment date alert- MDC MDH 257B

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

MDC MDH 257B

Cancel

Level of Care Information

LOC Status:	Approved By UCA Nurse	Agency:	DHMH
LOC Decision Made By:	DHMH, dhmadministrator1	LOC Effective Date:	02/04/2020

Action Requested

Type: Discharge

Cancel Payment

Date of Discharge Requested: 03/27/2020

Discharged To:
 Nursing Facility
 Community
 Deceased
 Other
Hospital

Signature

☐ I certify that the Medical Day Care Services Waiver, and supporting documentation are accurate to the best of my knowledge

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.

LTSSMaryland FEIlsamreen.siddiqui (On behalf of: MDC2, MDC Provider Admin)
Location: MDC Provider 2 (Default All Jurisdictions)

Home Clients My Lists Alerts Assignments Reports

Assignment Menu

- MDC Provider
 - MDC Provider Staff (Primary)
 - MDC Provider Staff (Additional)

Assignment

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.

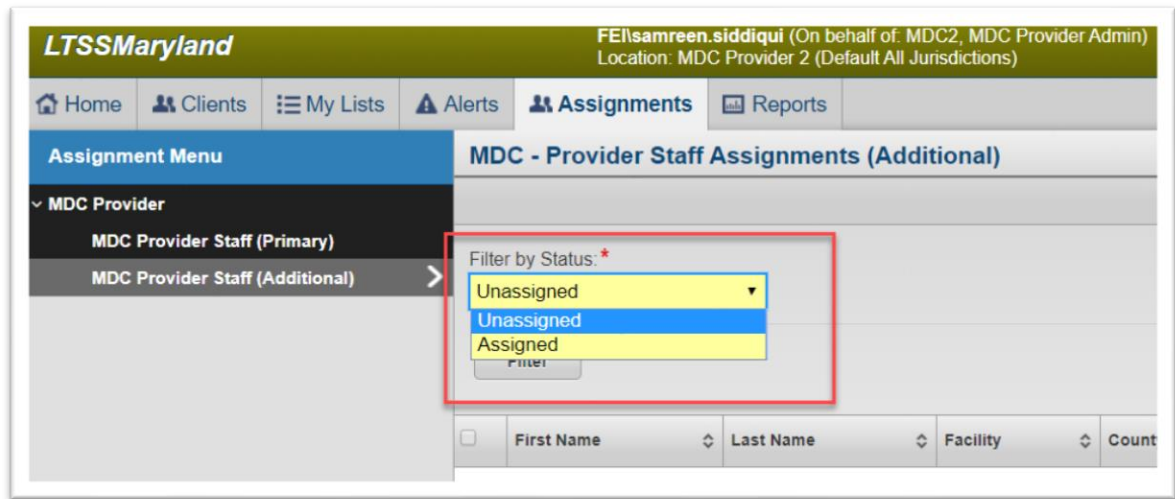


Figure 16- 'Filter by Status' input option

- 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

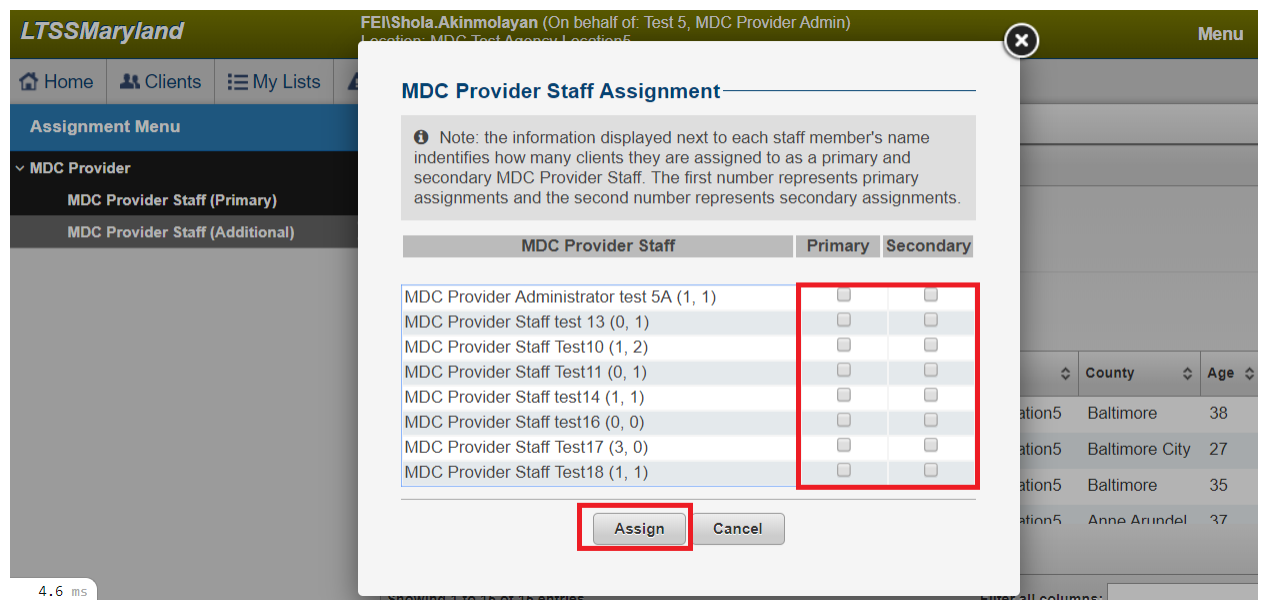


Figure 17- MDC Provider Staff assignment

- 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.

The screenshot shows the 'MDC - Provider Staff Assignments (Additional)' page in the LTSSMaryland system. The user is logged in as FEhsamreen.siddiqui. The 'Filter by Status' dropdown is set to 'Assigned'. The 'MDC Provider Staff' dropdown is open, showing a list of staff members and their assigned client counts in parentheses. The 'Filter' button is located below the dropdowns.

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.

The screenshot shows the 'MDC - Provider Staff Assignments (Additional)' page with the 'Filter by Status' dropdown set to 'Assigned' and the 'MDC Provider Staff' dropdown set to 'MDC Provider Staff1 MDC2 (11, 1)'. The 'Filter' button is highlighted. The table below displays the list of clients assigned to the selected staff member.

	First Name	Last Name	Facility	County	Age	Assigned Primary	Assigned Secondary	Actions
<input type="checkbox"/>	MDC Test	Gwen	MDC Provider 2 (Default All Jurisdictions)	Frederick	25	MDC Provider Staff1 MDC2	mdcproviderstaff3 MDC2	View
<input type="checkbox"/>	Prov	Client1	MDC Provider 2 (Default All Jurisdictions)	Harford	54	MDC Provider Staff1 MDC2		View
<input type="checkbox"/>	MDCClient1	TS	MDC Provider 2 (Default All Jurisdictions)	Baltimore	69	MDC Provider Staff1 MDC2	mdcproviderstaff3 MDC2	View
<input type="checkbox"/>			MDC Provider 2 (Default All Jurisdictions)		0	MDC Provider Staff1 MDC2	mdcproviderstaff3 MDC2	View
<input type="checkbox"/>	Super	Big	MDC Provider 2 (Default All Jurisdictions)	Baltimore	29	MDC Provider Staff1 MDC2		View
<input type="checkbox"/>	Vikas	Khanna	MDC Provider 2 (Default All Jurisdictions)	Montgomery	55	MDC Provider Staff1 MDC2		View
<input type="checkbox"/>	ADCAPS	Demo	MDC Provider 2 (Default All Jurisdictions)	Howard	46	mdcproviderstaff3 MDC2	MDC Provider Staff1 MDC2	View
<input type="checkbox"/>	Test	DemoMK	MDC Provider 2 (Default All Jurisdictions)	Howard	42	MDC Provider Staff1 MDC2	mdcproviderstaff3 MDC2	View
<input type="checkbox"/>	Annie	MDC Test	MDC Provider 2 (Default All Jurisdictions)	Baltimore	25	MDC Provider Staff1 MDC2	mdcproviderstaff3 MDC2	View
<input type="checkbox"/>	AVERY	AGNES	MDC Provider 2 (Default All Jurisdictions)	Baltimore	12	MDC Provider Staff1 MDC2	mdcproviderstaff2 MDC2	View
<input type="checkbox"/>	Launch	Test5	MDC Provider 2 (Default All Jurisdictions)	Howard	44	MDC Provider Staff1 MDC2	mdcproviderstaff3 MDC2	View

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.

MDC - Provider Staff Assignments (Primary)

Filter by Status * MDC Provider Staff *

Assigned mdcproviderstaff2 MDC2 (0, 4)

Filter

First Name	Last Name	Facility	County	Age	Assigned Primary	Assigned Secondary	Actions
Eve	Adam	MDC Provider 2 (Default All Jurisdictions)	Carroll	20	MDC Provider Staff1 MDC2	mdcproviderstaff2 MDC2	View

Assign Clear Assignment

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

Filter all columns: Eve

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.

MDC - Provider Staff Assignments (Additional)

Assignment Menu

- MDC Provider
 - MDC Provider Staff (Primary)
 - MDC Provider Staff (Additional)

Clear Assignment

Are you sure you want to clear the staff assignment for the client(s)? Clearing the assignment **does not** mean the client will be returned to the unassigned list. The client will only appear in the unassigned list if an action is required by your agency.

Yes No

Location5	POC	MDC Test Agency	Baltimore	63	MDC Provider Staff Test17	MDC Provider Staff Test18	MDC Provider Staff Test10	Actions
Auto	POC	MDC Test Agency Location5			MDC Provider Staff Test17	MDC Provider Staff Test18	MDC Provider Staff Test10	View

Assign Clear Assignment

Showing 1 to 3 of 3 entries

Filter all columns:

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	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 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

Module	Trigger/Event	Alert text	Alerted Parties	
			Supports Planning Agency	
			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

Module	Trigger/Event	Alert text	Alerted Parties		
			CCS Agency		
			CCS Coordinator	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