

# MDC Providers: MDC OCTOBER 2019 RELEASE

## *Updates to the MDC forms*

### I. ADCAPS

As of October 19, 2019, the ADCAPS module within LTSSMaryland has enhancements within four (4) main functionalities.

#### A. Import Problems and Care Plans: Linked

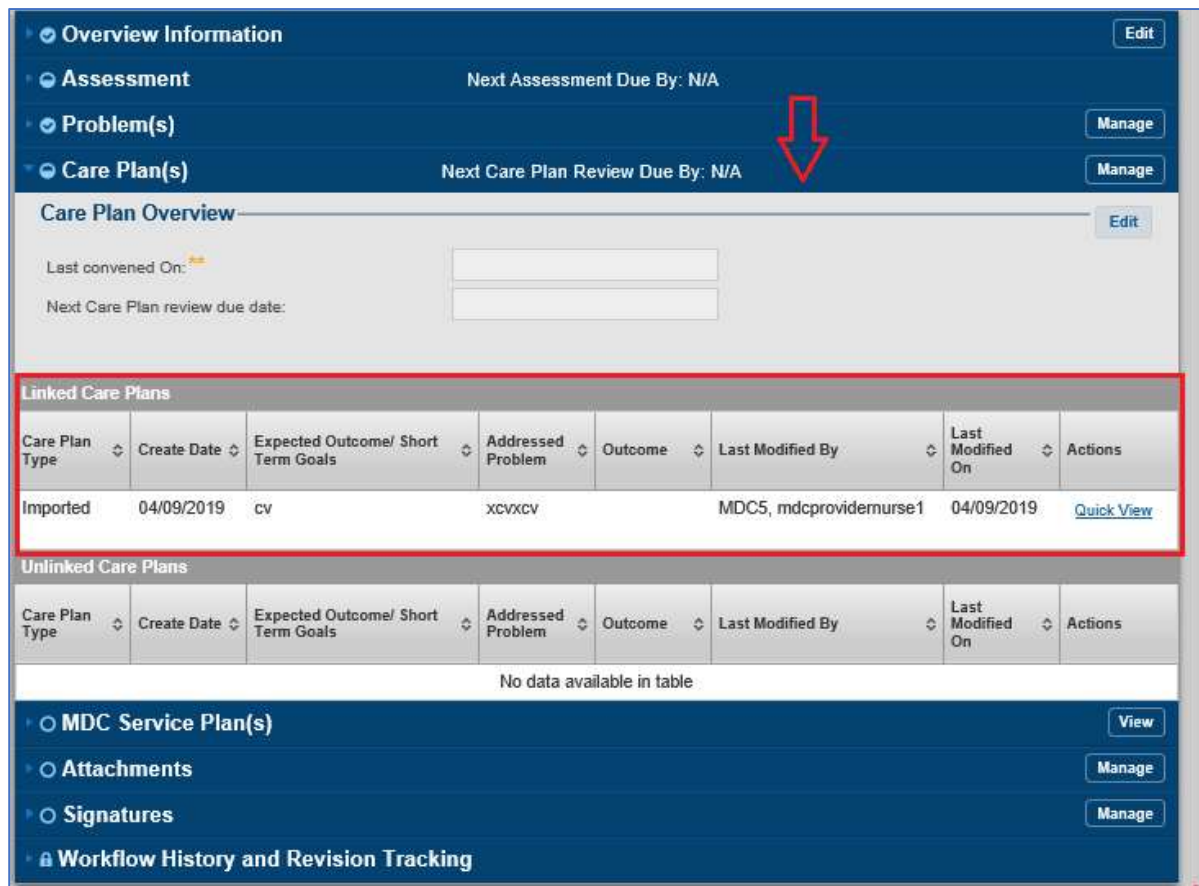
With the July 2019 release, when a user selected the *Begin Assessment* option, the **Problems** and **Care Plans** from the *active ADCAPS* were imported, *Unlinked*.

As of October 2019, when a user selects the *Begin Assessment* option, the **Problems** and **Care Plans** from the *active ADCAPS* will be imported, *Linked*. This means that the users no longer have to re-associate each **Problem** and **Care Plan**.

1. The user will select the *Begin Assessment* option on the **Assessment** banner and select *Ok* on the informational message.

The screenshot displays the MDC interface with a sidebar on the left containing navigation links: Overview Information, Assessment, Problem(s), Care Plan(s), Care Plan Overview, Linked Care Plans, Unlinked Care Plans, Attachments, Signatures, and Workflow History and Revision Tracking. The main content area shows the 'Assessment' section with a 'Next Assessment Due By: N/A' and a 'Begin Assessment' button highlighted in red. Below this is the 'Care Plan Overview' section with a 'Next Care Plan Review Due By: N/A' and an 'Edit' button. A 'Confirm Import' dialog box is overlaid on the screen, containing the text: 'There are active Problems and Care Plans within the Active ADCAPS. These Problems and Care Plans will be imported. To continue, select the 'Ok' option. Otherwise, select the 'cancel' option.' The 'Ok' button in the dialog is highlighted in red.

2. Expand the Care Plan panel. Note that the system imports Problems and Care Plans *Linked*.



**Overview Information** Edit

**Assessment** Next Assessment Due By: N/A

**Problem(s)** Manage

**Care Plan(s)** Next Care Plan Review Due By: N/A Manage

**Care Plan Overview** Edit

Last convened On:

Next Care Plan review due date:

**Linked Care Plans**

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Modified By	Last Modified On	Actions
Imported	04/09/2019	cv	xcvxcv		MDC5, mdcprovidernurse1	04/09/2019	<a href="#">Quick View</a>

**Unlinked Care Plans**

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Modified By	Last Modified On	Actions
No data available in table							

**MDC Service Plan(s)** View

**Attachments** Manage

**Signatures** Manage

**Workflow History and Revision Tracking**

## B. Assessment

The enhancements for the sections within the *Assessment* module are identified below.

### 1. Section D

In Section D, the MDC Provider Nurse can indicate another **Speech** condition (such as non-verbal) by selecting the 'Other' option.

When the user selects the 'Other' option, they will be required to enter comments in the 'Comments' text box.

The screenshot shows a form titled "2. Speech" with a red double asterisk (\*\*). Below the title are four checkboxes: "Clear and Understandable" (checked), "Slurred/Garbled" (unchecked), "Aphasic" (unchecked), and "Other" (checked). A red arrow points to the "Other" checkbox. Below the checkboxes is a light gray box containing the text "If 'Other' is selected, please explain." and a "Comments" label with a red double asterisk (\*\*). Below the label is a text input box containing the text "When I select the 'Other' option, I will be required to enter comments in this text box." and a character limit indicator "88 of 1000 character limit". A red rectangle highlights the "Comments" section.

## 2. Section T


In **Section T**, the MDC Provider Nurse can select the sub-options for the **Oral Medication** and **Injectable Medication** sections.

### Management of Oral Medications

**1. Participant's current ability to prepare and take all oral medications reliably and safely, including administration of the correct dosage at the appropriate times/intervals.\*\***

Excludes injectable and IV medications.  
(NOTE: This refers to the ability, not compliance, or willingness.)

☒ 1. Able to independently take the correct oral medication(s) and proper dosage(s) at the correct times

☒ 2. Able to take medication(s) at the correct times if: 

☐ a. Individual dosages are prepared in advance by another person; OR;

☐ b. Another person develops a drug diary or chart.

☐ 3. Able to take medication(s) at the correct times if given reminders by another person at the appropriate times

☐ 4. Unable to take medications unless administered by another person

☐ 5. No oral medications prescribed

Comments:\*\*


0 of 1000 character limit

### Management of Injectable Medications

**1. Participant's current ability to prepare and take all the prescribed injectable medications reliably and safely, including administration of correct dosage at the appropriate times/intervals.\*\***

Excludes IV medications

☒ 1. Able to independently take the correct medication(s) and proper dosage(s) at correct times

☒ 2. Able to take injectable medication(s) at correct times if: 

☐ a. Individual syringes are prepared in advance by another person; OR;

☐ b. Another person develops a drug diary or chart.

☐ 3. Able to take medication(s) at the correct times if given reminders by another person based on the frequency of the injection.

☐ 4. Unable to take injectable medication unless administered by another person

☐ 5. No injectable medications prescribed

Comments:\*\*

0 of 1000 character limit

### 3. Section K

In **Section K**, the instructional text has been updated to align with current business process. The **pain rating scale** is only required when the participant has indicated **Pain Frequency** as *Daily*.

When the user selects the *Less than Daily* or *Daily* option, the instructional text is updated.

The screenshot displays a web form titled "K. Pain Frequency". Under the sub-header "1. Pain Frequency", there are three radio button options: "No Pain", "Less Than Daily", and "Daily". The "Daily" option is selected, indicated by a checkmark. Red arrows point from the "Less Than Daily" and "Daily" options towards a red-bordered box containing the instruction: "If 'Daily' is selected, please complete a pain rating scale." Below this instruction, there are three text input fields, each with a character limit of 1000. The first field is labeled "Site(s):", the second "Cause of Pain (if known):", and the third "Treatment(s):". Each field has a small "0 of 1000 character limit" indicator at the bottom right.

## C. Care Plans

There have been several updates to the Care Plan section to address the issue of the Care Plan due date calculation. After October 19, 2019, when users **Revise** an existing ADCAPS, or create a new **120-Day** or **Significant Change** ADCAPS, given that one ADCAPS already exists *without* the Multi-Disciplinary Team information. The will be required to enter the *Last Convened On* date.

### 1. Display the Care Plan Overview section

The **Care Plan Overview** section has been enhanced to allow users to view information about the **Care Plan** Due Dates, as well as indicate when the Multi-Disciplinary Team was last convened.

When users expand the **Care Plan** banner, they will see a new **Care Plan Overview** section:

The example screenshot below depicts a scenario where there is an existing ADCAPS. In this scenario, the Multi-Disciplinary Team question is hidden, and the user is required to enter the *Last Convened On* date:

The screenshot displays the 'Care Plan Overview' section of a software interface. The section is highlighted with a red border. It contains the following elements:

- Overview Information:** A dark blue header with an 'Edit' button.
- Assessment:** A dark blue header with the text 'Next Assessment Due By: N/A'.
- Problem(s):** A dark blue header with a 'Manage' button.
- Care Plan(s):** A dark blue header with the text 'Next Care Plan Review Due By: N/A' and a 'Manage' button. A red arrow points to this header.
- Care Plan Overview:** A light gray section with an 'Edit' button. It contains two input fields:
  - 'Last convened On: <sup>MM</sup>' with a text input field.
  - 'Next Care Plan review due date:' with a text input field.
- Linked Care Plans:** A table with columns: Care Plan Type, Create Date, Expected Outcome/ Short Term Goals, Addressed Problem, Outcome, Last Modified By, Last Modified On, and Actions. It shows 'No data available in table'.
- Unlinked Care Plans:** A table with the same columns as the linked table. It also shows 'No data available in table'.
- MDC Service Plan(s):** A dark blue header with a 'View' button.
- Attachments:** A dark blue header with a 'Manage' button.

The example screenshot below depicts a scenario where the user has added a new **Significant Change** ADCAPS, and an ADCAPS already exists *with* the Multi-Disciplinary Team information. Users are **required** to answer the Multi-Disciplinary Team question in order to *Submit* the ADCAPS:

Problem(s)
Manage

Care Plan(s)

Next Care Plan Review Due By: 02/03/2020

Manage

Care Plan Overview

Edit

Was the Multi-Disciplinary team Care Plan review conducted for this 120-day/Significant change ADCAPS? \*\*

Last convened On:

08/07/2019

Next Care Plan review due date:

02/03/2020

Linked Care Plans

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Modified By	Last Modified On	Actions
Imported	08/29/2019	fgh	fgf		MDC6, mdcprovidernurse1	08/29/2019	<a href="#">Quick View</a>

Unlinked Care Plans

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Modified By	Last Modified On	Actions
No data available in table							

MDC Service Plan(s)

View

Attachments

Manage

Signatures

Manage

Workflow History and Revision Tracking

## 2. Capturing the Multi-disciplinary team information

When updating the **Care Plan** section, users will be asked to indicate if the Multi-Disciplinary Team was convened for the ADCAPS, as well as the Date that the Multi-Disciplinary Team was last convened.

The user selects *Manage* on the **Care Plan** banner and will view the following pop-up screen:

The screenshot shows the 'Care Plan Overview' section of a software interface. A red arrow points to the 'Manage' button next to the 'Care Plan(s)' header. Below this, a pop-up window titled 'Multi-Disciplinary Team Review' is displayed. The pop-up contains the following fields:

- Question: Was the Multi-Disciplinary team Care Plan review conducted for this 120-day/Significant change ADCAPS? \*\*
- Radio buttons: ☐ Yes ☐ No
- Field: Last convened On: 08/07/2019 (with a calendar icon)
- Buttons: Cancel, Save and Continue

Users must answer *Yes* or *No*. If the user selects *Yes*, then they are required to enter a new date in the **Last Convened On** field and the **Next Care Plan Review Due By** date is recalculated. If the user selects *No*, the Imported Date is retained, and the **Next Care Plan Review Due By** date is not recalculated.

This is a close-up of the 'Multi-Disciplinary Team Review' pop-up. A red box highlights the 'Yes' radio button and the 'Last convened On' field, which now contains the date '08/10/2019' and a calendar icon. The 'Save and Continue' button is visible at the bottom right.



### 3. Calculating the Next Care Plan Review Due By date

The **Next Care Plan Due By** date is only recalculated upon submission of the ADCAPS, when the *Multi-Disciplinary Team was Convened* and the *Last Convened On* information is complete in the **Care Plan Overview** section:

Multi-Disciplinary Team Review

Was the Multi-Disciplinary team Care Plan review conducted for this 120-day/Significant change ADCAPS? \*\*

☒ Yes ☐ No

Last convened On: \*\* 08/10/2019

Cancel Save and Continue

Once the user has saved the Multi-Disciplinary Team information in the new ADCAPS, completed the *Last Convened On* date, and has *Submitted* the ADCAPS; the **Next Care Plan Review By** due date is recalculated as, the Last Convened On date **plus** 180 days.

Before Submission:

Overview Information

Assessment Next Assessment Due By: N/A Edit Comments

Problem(s) Manage

Care Plan(s) Next Care Plan Review Due By: 02/03/2020 Manage

Care Plan Overview Edit

Was the Multi-Disciplinary team Care Plan review conducted for this 120-day/Significant change ADCAPS? \*\* Yes

Last convened On: \*\* 08/10/2019

Next Care Plan review due date: 02/03/2020

Linked Care Plans

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Modified By	Last Modified On	Actions
Imported	08/29/2019	fgh	fgf		MDC6, mdcprovidernurse1	08/29/2019	<a href="#">Quick View</a>

Unlinked Care Plans

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Modified By	Last Modified On	Actions
No data available in table							

MDC Service Plan(s) View

Attachments Manage

Signatures Manage

Workflow History and Revision Tracking

After Submission:

Problem(s)

View

Care Plan(s)

Next Care Plan Review Due By: 02/06/2020

View

Care Plan Overview

Was the Multi-Disciplinary team Care Plan review conducted for this 120-day/Significant change ADCAPS? \*\*

Yes

Last convened On: \*\*

08/10/2019

Next Care Plan review due date:

02/06/2020

Linked Care Plans

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Modified By	Last Modified On	Actions
Imported	08/29/2019	fgh	fgf		MDC6, mdcprovidernurse1	08/29/2019	<a href="#">Quick View</a>

Unlinked Care Plans

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Modified By	Last Modified On	Actions
No data available in table							

MDC Service Plan(s)

View

Attachments

View

Signatures

View

Workflow History and Revision Tracking

#### 4. Displaying the Next Care Plan Due date

Once the **Next Care Plan Due** date is recalculated, it is displayed on the **Care Plan** banner on the *ADCAPS Summary* page.

Prior to submitting the ADCAPS, the **Next Care Plan Review Due By** information may reflect **N/A** or the previously available **Next Care Plan Review Due By** information.

The screenshot shows the 'Care Plan Overview' section of the ADCAPS system. At the top, there are two tabs: 'Problem(s)' and 'Care Plan(s)'. The 'Care Plan(s)' tab is selected, and the text 'Next Care Plan Review Due By: N/A' is displayed next to it. Below the tabs, there is a 'Care Plan Overview' section with a 'Manage' button. This section contains three input fields: 'Was the Multi-Disciplinary team Care Plan review conducted for this Initial/Transfer ADCAPS?' (set to 'Yes'), 'Last convened On:' (empty), and 'Next Care Plan review due date:' (empty). Below this, there are two tables: 'Linked Care Plans' and 'Unlinked Care Plans'. Both tables have columns for 'Care Plan Type', 'Create Date', 'Expected Outcome/ Short Term Goals', 'Addressed Problem', 'Outcome', 'Last Modified By', 'Last Modified On', and 'Actions'. Both tables currently display 'No data available in table'.

After submitting the ADCAPS, the **Next Care Plan Review Due By** information reflects the recalculated **Next Care Plan Due** date.

The screenshot shows the 'Care Plan Overview' section after the ADCAPS has been submitted. The 'Next Care Plan Review Due By' is now '02/06/2020'. The 'Was the Multi-Disciplinary team Care Plan review conducted for this 120-day/Significant change ADCAPS?' field is still 'Yes'. The 'Last convened On:' field is now '08/10/2019'. The 'Next Care Plan review due date:' field is now '02/06/2020'. The 'Linked Care Plans' table now contains one row of data: 'Imported', '08/29/2019', 'fgh', 'fgf', 'MDC6, mdcprovidernurse1', '08/29/2019', and a 'Quick View' link. The 'Unlinked Care Plans' table still displays 'No data available in table'. At the bottom of the page, there are four additional sections: 'MDC Service Plan(s)', 'Attachments', 'Signatures', and 'Workflow History and Revision Tracking', each with a 'View' button.

## 5. Care Plan My list

Previously, there was one (1) **My List** function for Care Plans that would track Due and Overdue Care Plans. Moving forward, there will be three (3) separate **My List** functions to track Care Plans that are **Due in 30 days**, **Due in 60 days**, or **Overdue**.

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Location: MDC Provider 6 (Howard County)

Home Clients My Lists Alerts Reports

My Client List

Assessments

MDC

Community Settings Questionnaire

CO Waiver Registry Applicants

Global Referrals

**MDC My List**

Form Name\* ADCAPS

Show Me\* Select an item...

- My ADCAPS In Progress
- My Assessments Due in 30 Days or Less
- My Assessments Due in 60 Days or Less
- My Assessments Overdue
- My Care Plans Due in 30 Days or Less
- My Care Plans Due in 60 Days or Less
- My Care Plans Overdue

The *Due in 30 Days or Less* filter will include clients that have Care Plans that are overdue and due in 30 days or less. Values in the Next Care Plan review due in field will range from negative (Overdue) to 30.

Client ID	First Name	Last Name	Enrolled In	Provider Agency	ADCAPS Type	ADCAPS Effective Date	Next Care Plan review due on	Next Care Plan review due in	Actions
2369148ED457100	Demo6	Client	MDC	MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		6/28/2019	-76	<a href="#">View</a>
1619582DM978100	MDCScriptClient07	TS		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		7/29/2019	-45	<a href="#">View</a>
2629588SA798100	astest8	client8		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		8/7/2019	-36	<a href="#">View</a>
2819054AR369120	Ram	Wayne		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		8/21/2019	-22	<a href="#">View</a>
20698GDDMLF81...	MDCScriptClient08	TS		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		9/7/2019	-5	<a href="#">View</a>

Showing 1 to 6 of 6 entries. [First](#) [Previous](#) [Next](#) [Last](#)

Filter all columns

The *Due in 60 days or Less* filter will include clients that have Care Plans that are overdue, due in 30 days or less and due in 60 days or less. Values in the Next Care Plan review due in field will range from negative (Overdue) to 60.

MDC My List

Form Name\*

ADCAPS

Show Me\*

My Care Plans Due in 60 Days or Less

Filter

Client ID	First Name	Last Name	Enrolled In	Provider Agency	ADCAPS Type	ADCAPS Effective Date	Next Care Plan review due on	Next Care Plan review due in	Actions
Jurisdictions)									
2629588SA798100	astest8	client8		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		8/7/2019	-36	<a href="#">View</a>
2819054AR369120	Ram	Wayne		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		8/21/2019	-22	<a href="#">View</a>
20698GDDMLF81...	MDCScriptClient08	TS		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		9/7/2019	-5	<a href="#">View</a>
1210735ET261231	Test	EDIFile	MDC	MDC Provider 1 (Default All Jurisdictions)	Significant Change	3/15/2019	9/12/2019	0	<a href="#">View</a>
1529555SA557100	astest2	client2	MDC	MDC Provider 1	Initial-Pre-Launch		10/22/2019	40	<a href="#">View</a>

Showing 1 to 7 of 7 entries

First Previous Next Last

Filter all columns

The *Care Plans Overdue* filter will only include clients that are overdue. Values in the Next Care Plan review due in field will be positive, ranked from highest (most overdue) to lowest (least overdue).

MDC My List

Form Name\*

ADCAPS

Show Me\*

My Care Plans Overdue

Filter

Client ID	First Name	Last Name	Enrolled In	Provider Agency	ADCAPS Type	ADCAPS Effective Date	Next Care Plan review due on	Overdue By	Actions
1619582DM978100	MDCScriptClient07	TS		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		7/29/2019	45	<a href="#">View</a>
2629588SA798100	astest8	client8		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		8/7/2019	36	<a href="#">View</a>
2819054AR369120	Ram	Wayne		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		8/21/2019	22	<a href="#">View</a>
20698GDDMLF81...	MDCScriptClient08	TS		MDC Provider 1 (Default All Jurisdictions)	Initial-Pre-Launch		9/7/2019	5	<a href="#">View</a>
1210735ET261231	Test	EDIFile	MDC	MDC Provider 1 (Default All)	Significant Change	3/15/2019	9/12/2019	0	<a href="#">View</a>

Showing 1 to 6 of 6 entries

First

Previous

Next

Last

Filter all columns

#### D. Signature Section

As of October 19, 2019. The attestation language and Participant attestation requirement has been modified.

The second MDC Provider Nurse attestation has been removed, and the Client/Authorized representative signature is only required with the *Initial* or *Transfer* ADCAPS.

Only one attestation for the MDC Provider Nurse:

### Signatures

Signing Selected Item...

#### MDC Provider Nurse Signature

A hard copy of all signatures must be uploaded in the ADCAPS attachments section.

☐ I do hereby attest that the information is true, accurate, and complete to the best of my knowledge. I also attest that I am the Authorized Clinician who completed the assessment for this plan. \*

Type:

Name: \*

Signature Date: \*

Save Signature

Cancel

Current Signatures

Type	Signature Name	Signature Date	Actions
MDC Provider Nurse **			Editing...
Client or Client Representative			
MDC Provider Staff			



Client attestation is only required for *Initial* or *Transfer* ADCAPS, **not** *120-Day* or *Significant Change*:

**Overview Information**

**General Information**

Name:	astest1 client1	Primary Language:	
DOB:	05/01/1985	Age:	54
Gender:	Male		

Assessment Start Date: 09/04/2019

ADCAPS Type: \*\* Significant Change

Assessment Conducted On: 09/01/2019

Assessment Submit Date: 09/04/2019

ADCAPS Effective Date:

ADCAPS Created By: MDC6, mdcprovidernurse1

ADCAPS Created By Location: MDC Provider 6 (Howard County)

Primary MDC Provider: MDC Provider 6 (Howard County)

Additional MDC Provider(s):  
MDC Provider 2 (Default All Jurisdictions)

**Assessment** Next Assessment Due By: N/A [Edit Comments](#)

**Problem(s)** [Manage](#)

**Care Plan(s)** Next Care Plan Review Due By: 02/03/2020 [Manage](#)

**MDC Service Plan(s)** [View](#)

**Attachments** [Manage](#)

**Signatures** [Manage](#)

Type	Signature Name	Signature Date
MDC Provider Nurse	MDC6, mdcprovidernurse1	09/03/2019
Client or Client Representative		
MDC Provider Staff		

**Workflow History and Revision Tracking**

**Note:** Full circle in the Signature section when the Client or Client Representative attestation is not entered.

**Reminder:** Actual *Client/ Client Representative* signatures are still **required**, when applicable.

## II. Assign MDC Providers

Beginning October 19, 2019, the following User Roles may assign MDC Providers to a Client record:

- Coordinator of Community Services (CCS)
- BI Case Manager
- Support Planners

Prior to this change, users from other Program/Waiver Case management agencies were unable to assign an MDC Provider to the client. With this change, CCS, BI Case Manager(s), and Support Planner(s) can now assign a Primary or Additional MDC Provider.

CCS users are still required to have a NF LOC on file for the participant before they can assign a Primary or Additional MDC Provider.



### III. Discharge Planning Warning Message

When users submit the **Discharge Planning Form** or the **Discharge 257B Form**, they will see the selection option, *OK*, allowing them to acknowledge the message.

The screenshot shows the 'MDC Discharge Planning - Details' form with a status of 'In Progress'. A modal dialog box titled 'Submit' is displayed over the form. The dialog contains the text: 'Please note a Discharge 257B form is required with this submission.' Below the text is an 'OK' button. The background form shows 'Client Information' with 'Client Name: Demo3 Client' and 'Medical Diagnosis' with 'Current Medical Diagnosis:'. The 'Center Admission Date' is 5/1/2019 and the 'Discharge Date' is 9/10/2019.

The screenshot shows the 'MDC MDH 257B' form with a status of 'In Progress'. A modal dialog box titled 'Submit Confirmation' is displayed over the form. The dialog contains the text: 'Please note a Discharge Planning form is required with this submission.' Below the text is an 'OK' button. The background form shows 'Client Information' with 'Client Name: Demo3 Client', 'Primary Phone #: 1112224446', and 'Address: 444 Sesame Street, Odenton, MD 21144'. The 'Medical Day Care Services Waiver - Long Term Care Activity Report' section is also visible.