

MDC PROVIDERS: FREQUENTLY ASKED QUESTIONS

How do I gain access to LTSSMaryland.org?

- Steps for adding a new user to the system:
 1. A new user John Smith joins an agency
 2. Admin enters staff profile for John Smith in LTSS
 3. The supervisor emails LTSS Help Desk (LTSSHelpDesk@LTSSMaryland.org) with John Smith's details.
 4. LTSS Help Desk creates a login entry for John Smith
 5. LTSS Help Desk informs John Smith of his user ID (via email)
 6. John Smith tells his supervisor of the user ID

Sample email format:

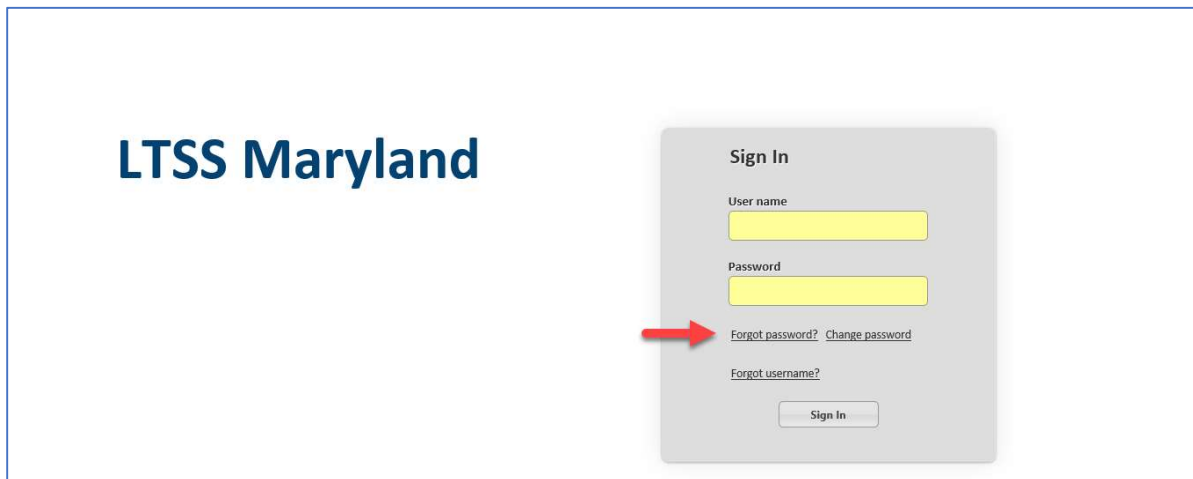
The supervisor sends an email to LTSSHelpDesk@feisystems.com requesting a new staff person receive access to the system

The email includes:

- Supervisor name: Anna Scott
- Supervisor email: Anna.Scott@agency.com
- Supervisor Phone Number: 410-111-2233 o Agency: Sample agency o New User name: John Smith
- New User email: John.Smith@agency.com
- New User phone: 410-222-3344
- A statement that this email serves as authorization to add this new user John Smith

■ Password

If you know that you have an active username within LTSSMaryland, but cannot remember your password, select the “Forgot Password” link within the Login page.



The password reset link will be sent to the email that is associated with your username.

Where do I access Enrollment Forms for Initial or Annual MDC Enrollment?

■ MDC Freedom of Choice Form

Users with the MDC Provider Admin, MDC Provider Staff, and MDC Provider Nurse roles associated with their Staff Profile may View, Add, and Edit the MDC Freedom of Choice Form.

1. From the **Client Profile**, select the **Programs** banner on the left navigation.
2. Select **Applications**.
3. You may view a client’s MDC Freedom of Choice forms by expanding the **MDC Freedom of Choice Forms** banner.
4. You may **Add** a new MDC Freedom of Choice form by selecting the **Add** button within the MDC Freedom of Choice Forms banner.

Last Modified Date	Created By Agency	Last Modified by Agency	Signature Status	Enrollment Packet Decision	Status	Client Consent	Provider Selected	Active/Inactive	Actions
05/28/2019	MDCLocation76_1	MDCLocation76_1	Signed and paper copy on file	Accepted	Submitted	HCBS Setting	MDCLocation76_1	Active	View Print

See **Section 3: MDC Freedom of Choice Form** within the [MDC Provider Guide](#) for more details.

■ MDC MDH 257B Form

Users with the MDC Provider Admin, MDC Provider Staff, and MDC Provider Nurse roles associated with their Staff Profile may View, Add, and Edit the MDC MDH 257B.

1. From the **Client Profile**, select the **Programs** banner on the left navigation.
2. Select **MDC MDH 257B**
3. From here, you will see a list of a client's MDC MDH 257B forms that have been processed by your center and may *View* or *Print* the individual form.
4. You may *Add* a new MDC MDH 257B form by selecting the **Add** link in the upper right corner of the list view.

Home Clients My Lists Alerts Dashboard Assignments Reports Client Details		MDC MDH 257B - List						Add
MDCClient755 TS ID: 2659275DM505120 DOB: 06/25/1952 MFP Eligible: N/A		Last Modified Date	Last Modified By	Type	Active/Inactive	Status	Actions	
Client Case Management Programs MDC Discharge Planning MDC MDH 257B		05/28/2019	Duvall, Amy	Initial	Active	Submitted (Accepted)	View Print	
		05/29/2019	MDCStaff378, MDCStaff378	Discharge	Inactive	Pending MDH Review	View Print	

See **Section 5: MDC MDH 257B Form (Initial)** and **Section 12: MDC MDH 257B Form (Discharge)** within the [MDC Provider Guide](#) for more details.

■ MDC Enrollment Packet

Users with the MDC Provider Admin, MDC Provider Staff, and MDC Provider Nurse roles associated with their Staff Profile may View, Add, and Edit the MDC Enrollment Packet

1. From the **Client Profile**, select the **Programs** banner on the left navigation.
2. Select **Applications**.
3. You may view a client's MDC Enrollment Packets by expanding the **MDC Enrollment Packet** banner and selecting the **Details** hyperlink.
4. You may *Add* a new MDC Freedom of Choice form by selecting the **Add** button within the MDC Freedom of Choice Forms banner.

Home Clients My Lists Alerts Assignments Reports Client Details		Applications — List						Collapse All
MDCClient755 TS ID: 2659275DM505120 DOB: 06/25/1952 MFP Eligible: N/A		Application MDC Freedom of Choice Forms Add MDC Enrollment Packet Add						
Client Case Management Programs MDC Discharge Planning MDC MDH 257B Applications DDA Eligibility		Enrolled In	Last Modified Date	Last Modified By	Enrollment Type	Primary MDC Provider Agency	Status	Actions
			05/28/2019	Duvall, Amy	Initial	MDCLocation76_1	Accepted	Details

See **Section 6: MDC Enrollment Packet** within the [MDC Provider Guide](#) for more details.

What forms require Attachments and how do I add them to the form?

■ MDC Freedom of Choice Form Attachment

MDC Providers are required to upload a signed copy of the MDC Freedom of Choice Form in order to *Submit* the form for MDH Review.

The users may *Print* the form once they have *Saved* the form with all applicable selections and required fields completed. Once printed and signed by the client, the user can upload a scanned copy to the MDC Freedom of Choice form module.

1. Select **Manage** within the **FOC Attachments** banner of the clients MDC FOC Form view page.

LTSS Maryland FEHlgwen.clinton (On behalf of: MDC1, mdcpvideradministrator1) Menu Account
 Location: MDC Provider 1 (Default All Jurisdictions)

Home Clients My Lists Alerts Assignments Reports Client Details

Glenda MDC Test
 ID: 1419467LG759100 DOB: 04/01/1994
 MFP Eligible: N/A

MDC Freedom of Choice Status: In Progress View

[Back to List](#) Submit Delete Collapse All

Medicaid Program and for nursing facility services
 3) I choose neither option.

Client Details

Client Name: Glenda MDC Test MA #: 13765432089

Signature

Form Signed By: ☐ Client ☒ Authorized Representative

Authorized Representative: Mary Mack

Signature Status:

☒ I confirm that a signed copy of client's Freedom of Choice form has been uploaded to the FOC Attachments section.

Date of Signature:

☒ ATTESTATION: I do hereby attest that the information is true, accurate, and complete to the best of my knowledge. I also attest that this form was completed in the presence of the participant and/ or their authorized representative, who, by their attached signature, agrees with the content.

Staff Name:

Agency:

Date Submitted:

FOC Attachments Manage

Created Date	Created By	Description	Filename
No data available in table			

Workflow History

Date	By	From Status	To Status	Comments
No data available in table				

18872.2 ms

2. Upon selecting **Choose File**, a screen will pop-up that allows the user to select the appropriate form from their local PC.

MDC Freedom of Choice - Attachments Manage

[Back to View](#)

Attachment

New Document

File Name: Choose File No file chosen

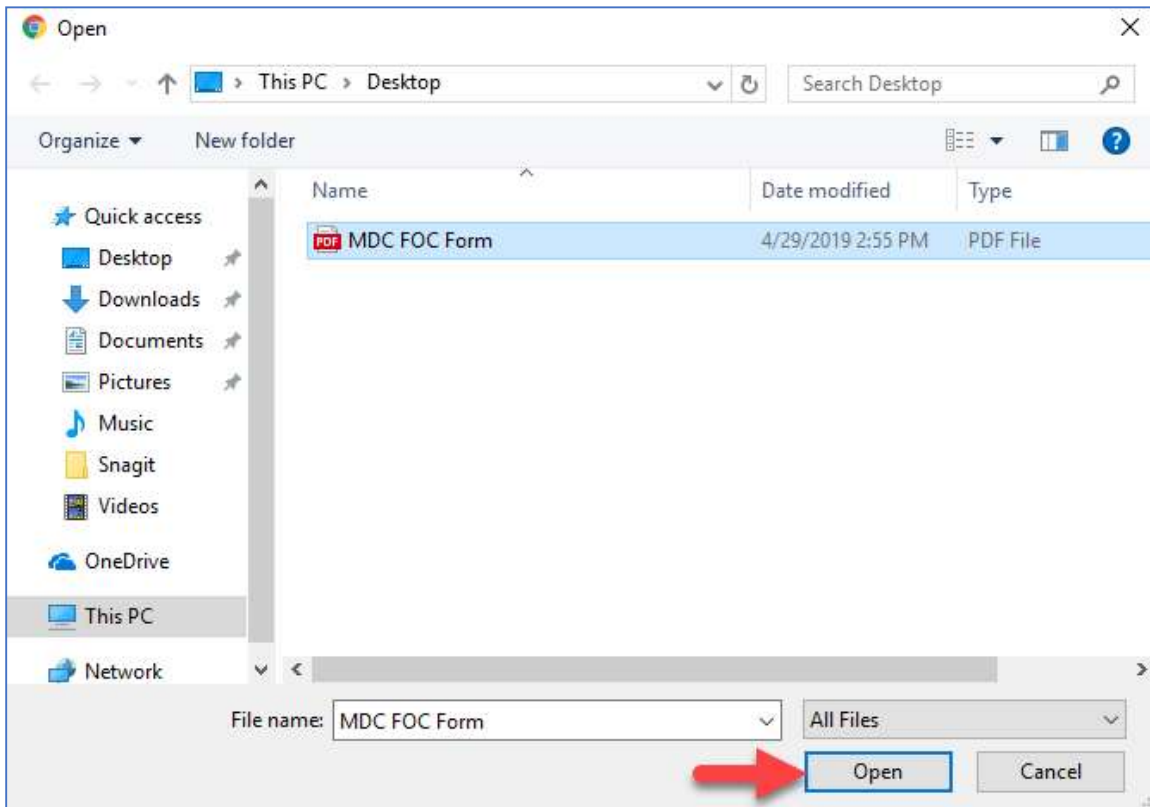
Description:

↓ Add Attachment

Attachments

Created Date	Created By	Description	Filename	Actions
No data available in table				

3. Select the desired form and click **Open**.




4. Once a file is selected, users may enter any applicable text to the **Description** field.

Attachment

New Document

File Name: MDC FOC Form.pdf

Description:



Attachments

Created Date	Created By	Description	Filename	Actions
No data available in table				

5. Once the user has selected **Add Attachment**, the uploaded attachment will appear in the FOC Attachment list with the following information:

Attachment

New Document

File Name: No file chosen

Description:

Attachments

Created Date	Created By	Description	Filename	Actions
05/05/2019	MDC1, mdcprovideradministrator1	MDC FOC Form	MDC FOC Form.pdf	Delete

6. Once the hard copy with signatures has been uploaded to the FOC Attachment section the user may select **Submit** within the MDC FOC form view page.

LTSSMaryland FEIgwen.clinton (On behalf of: MDC1, mdcpvideradministrator1)
Location: MDC Provider 1 (Default All Jurisdictions) Menu Account

Home Clients My Lists Alerts Assignments Reports Client Details

Glenda MDC Test
ID: 1419467LG759100 DOB: 04/01/1994
MFP Eligible: N/A

MDC Freedom of Choice Status: In Progress [View](#)

[Back to List](#) [Submit](#) [Delete](#) [Collapse All](#)

Freedom of Choice [Edit](#)

Client Consent

☒ 1) I choose to receive home and community-based services under the Medical Day Care Services Waiver as an alternative to institutional long-term care services in a nursing facility. I further understand that in order to qualify and continue to qualify for the waiver program, I must meet all eligibility criteria of the Maryland Medicaid Program and the Medical Day Care Services Waiver. I have received a list of enrolled Medicaid Providers and understand that I have the right to select which licensed adult medical day care center I would like to attend. I understand that I may change medical day care centers if I decide to do so and that there are alternative services for which I am eligible, including services in a nursing facility. I have identified and selected the following Medicaid provider to render the medical day care service:
Provider: MDC Provider 1 (Default All Jurisdictions)

☐ 2) I choose to receive long-term care services in a nursing facility, rather than through alternative services which have been explained to me. I further understand that in order to qualify and continue to qualify for Medicaid coverage in the nursing facility, I must meet all eligibility criteria of the Maryland Medicaid Program and for nursing facility services.

☐ 3) I choose neither option.

Client Details

Client Name: Glenda MDC Test MA #: 13765432089

Signature

Form Signed By: ****** ☐ Client ☒ Authorized Representative

Authorized Representative: Mary Mack

Signature Status: ****** Signed and paper copy on file

☒ I confirm that a signed copy of client's Freedom of Choice form has been uploaded to the FOC Attachments section. ******

Date of Signature: ****** 05/05/2019

☒ ATTESTATION: I do hereby attest that the information is true, accurate, and complete to the best of my knowledge. I also attest that this form was completed in the presence of the participant and/ or their authorized representative, who, by their attached signature, agrees with the content. ******

Staff Name: MDC1, mdcpvideradministrator1

Agency: MDC Provider 1 (Default All Jurisdictions)

Date Submitted: 05/05/2019

FOC Attachments [Manage](#)

Created Date	Created By	Description	Filename
05/05/2019	MDC1, mdcpvideradministrator1	MDC FOC Form	MDC FOC Form.pdf
05/05/2019	MDC1, mdcpvideradministrator1		Authorized Representative Signature.pdf

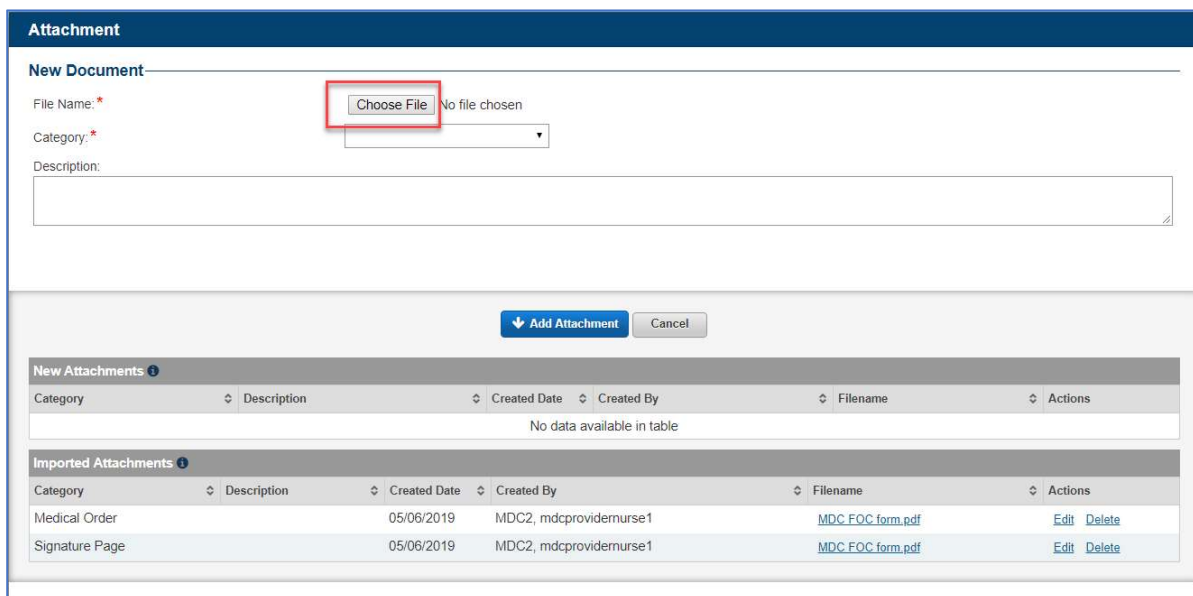
See **Section 3: MDC Freedom of Choice Form** within the [MDC Provider Guide](#) for more details.

■ ADCAPS Attachments

In most scenarios, MDC Providers are required to upload a Signature Page and the most recent Medical Order in order to *Submit* the ADCAPS.

The users may *Print* the Signature Page form from the ADCAPS module or they may use their own form. Once printed and signed by all required parties, the user can upload a scanned copy to the ADCAPS module.

1. Select **Manage** within the Attachment banner of the ADCAPS Summary.
2. Click **Choose File**, navigate to file location and select the file location and filename from your local PC documents.



Attachment

New Document

File Name: * Choose File No file chosen

Category: *

Description:

Add Attachment Cancel

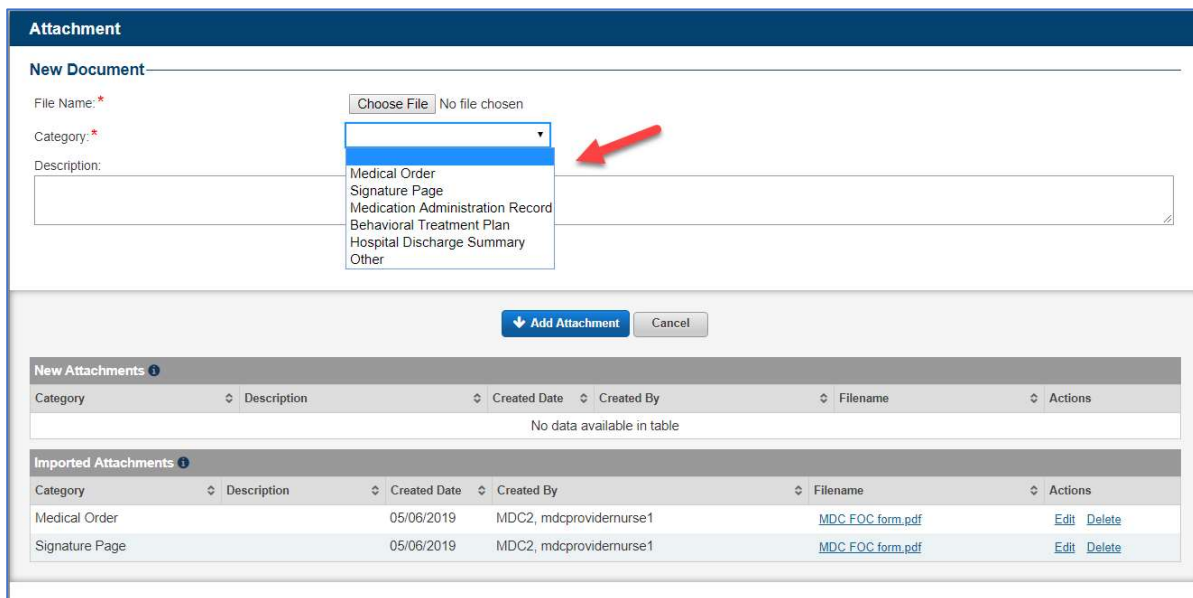
New Attachments

Category	Description	Created Date	Created By	Filename	Actions
No data available in table					

Imported Attachments

Category	Description	Created Date	Created By	Filename	Actions
Medical Order		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete
Signature Page		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete

3. Select the **Category**.



Attachment

New Document

File Name: * Choose File No file chosen

Category: * Medical Order

Description:

Add Attachment Cancel

New Attachments

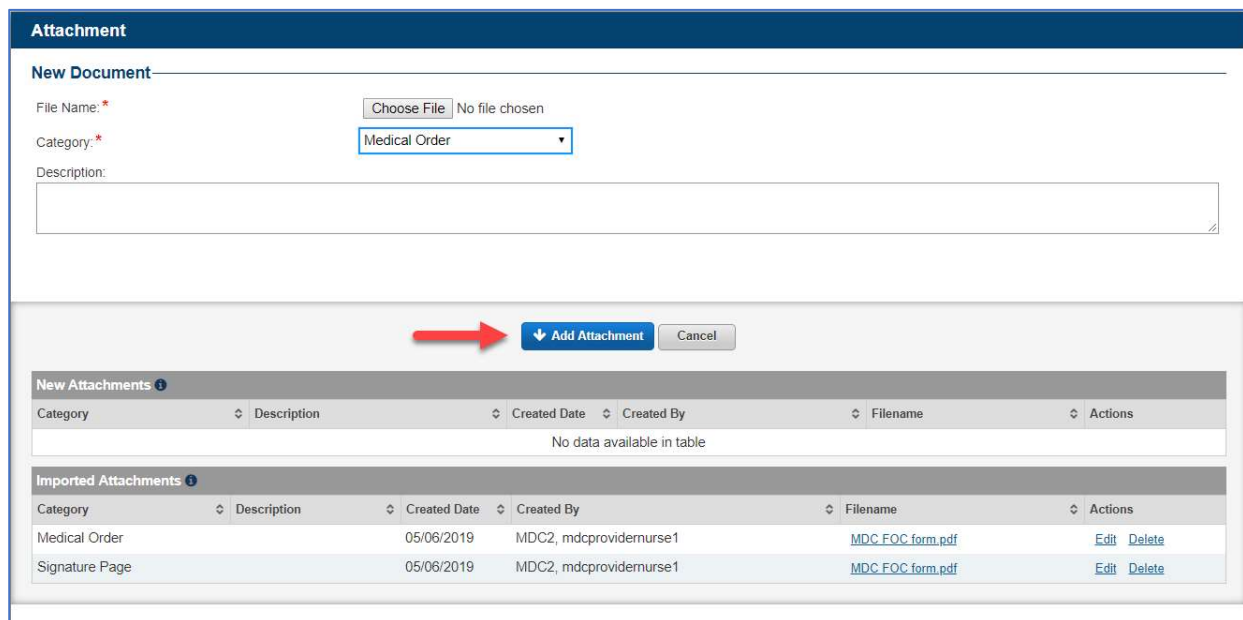
Category	Description	Created Date	Created By	Filename	Actions
No data available in table					

Imported Attachments

Category	Description	Created Date	Created By	Filename	Actions
Medical Order		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete
Signature Page		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete

NOTE: When adding an Initial, 120 Day, Significant Change, or Transfer ADCAPS, the Medical Order and Signature Page attachment categories are required for the submission.

4. Select **Add Attachment** to import the document to the **New Attachments** section.




Attachment

New Document

File Name: * No file chosen

Category: *

Description:



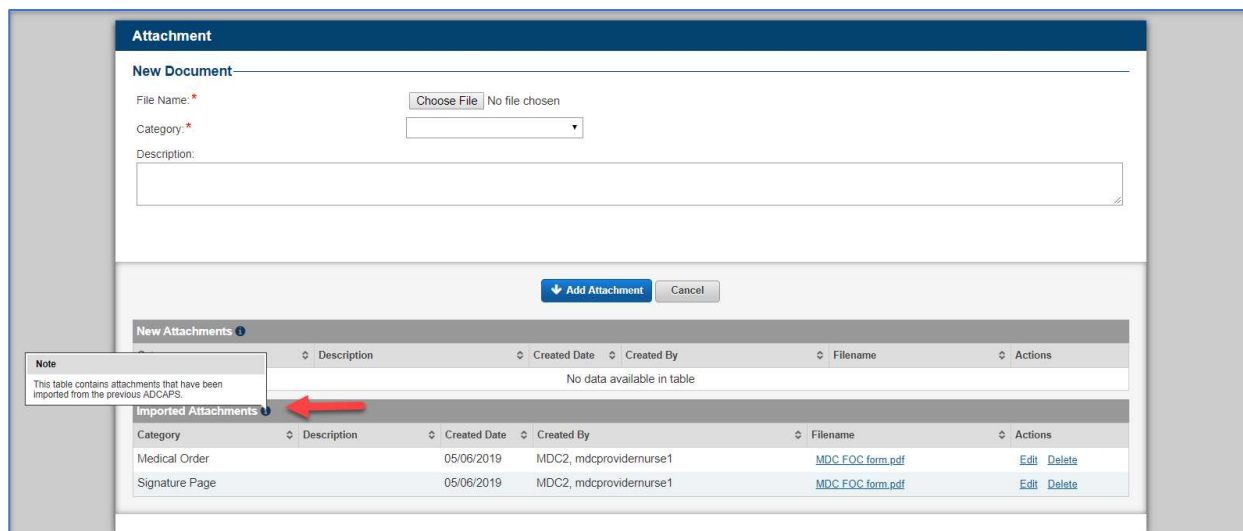
New Attachments

Category	Description	Created Date	Created By	Filename	Actions
No data available in table					

Imported Attachments

Category	Description	Created Date	Created By	Filename	Actions
Medical Order		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete
Signature Page		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete

NOTE: Once an Initial ADCAPS has been submitted, those attachments will display in subsequent ADCAPS Revisions in the **Imported Attachments** (Attachments added in the last active ADCAPS) section; and, the addition of attachments in the new ADCAPS type will be captured under the **New Attachments** section.



Attachment

New Document

File Name: * No file chosen

Category: *

Description:

New Attachments

Category	Description	Created Date	Created By	Filename	Actions
No data available in table					

Imported Attachments

Category	Description	Created Date	Created By	Filename	Actions
Medical Order		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete
Signature Page		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete

Note
This table contains attachments that have been imported from the previous ADCAPS.

Attachment

New Document

File Name: * Choose File No file chosen

Category: *

Description:

[Add Attachment](#) [Cancel](#)

New Attachments

Category	Description	Created Date	Created By	Filename	Actions
No data available in table					

Imported Attachments

Category	Description	Created Date	Created By	Filename	Actions
Medical Order		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete
Signature Page		05/06/2019	MDC2, mdcprovidernurse1	MDC FOC form.pdf	Edit Delete

5. The user may view, download, or print the attachment by clicking the **hyperlink** that is displayed with the filename.

ADCAPS - Attachments [Manage](#)

[Back to Summary](#) [Next](#)

Attachment

New Document

File Name: * Choose File No file chosen

Category: *

Description:

[Add Attachment](#) [Cancel](#)

Attachments


Category	Description	Created Date	Created By	Filename	Actions
Medical Order		04/22/2019	MDC1, mdcprovidernurse1	Medical Order.pdf	Edit Delete
Signature Page		04/22/2019	MDC1, mdcprovidernurse1	Signature Page.pdf	Edit Delete

See **Section 4: ADCAPS** within the [MDC Provider Guide](#) for more details.

■ MDC Enrollment Packet Attachments

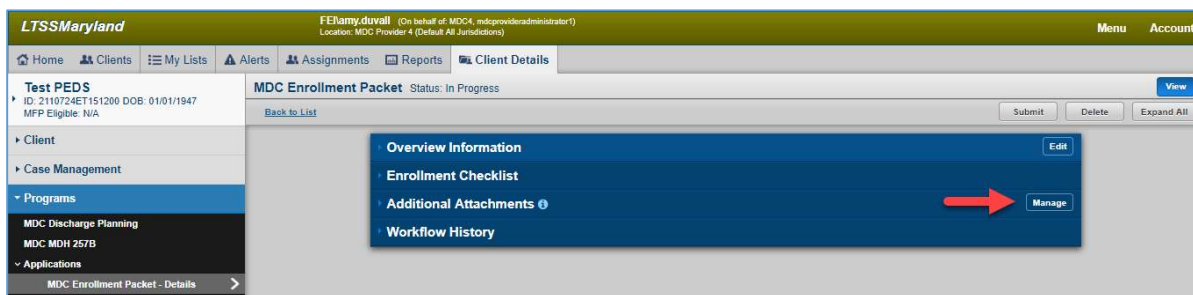
While not required for approval, the user may upload any other relevant documentation that may be required to facilitate MDH's decision process.

NOTE: Required attachments for the MDC Freedom of Choice form and ADCAPS are uploaded within the respective forms.

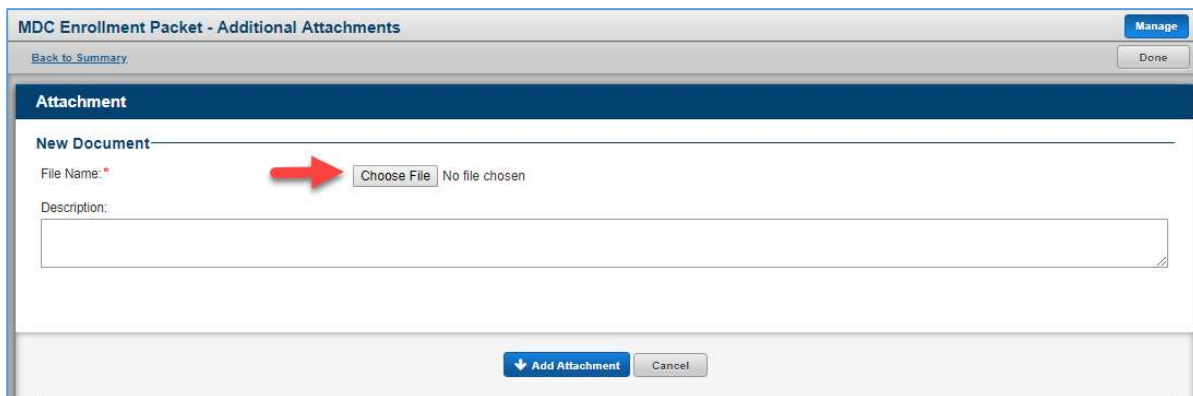
1. From the Client Profile, select the **Programs** banner on the left navigation.
2. Select **Applications**.
3. Select the  icon next to **MDC Enrollment Packet** to expand and view.
4. Select the **Details** link next to the packet that is "In Progress".



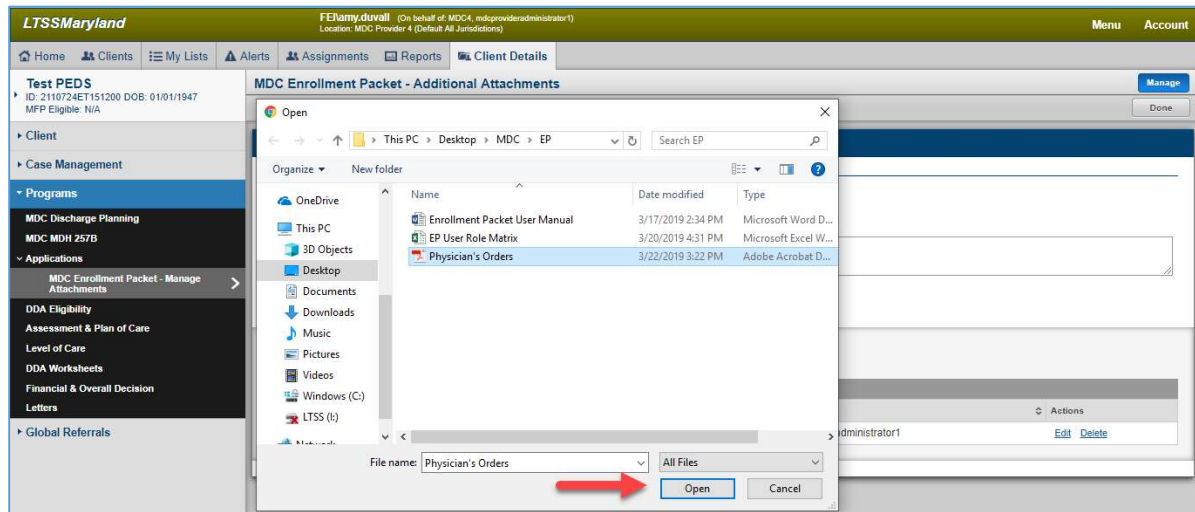
5. Select **Manage** within the **Additional Attachments** banner.



6. Upon selecting **Choose File**, a screen will pop-up that allows the user to select the appropriate form from their local PC.



7. Select the desired form and click **Open**.



8. Once a file is selected, users may enter any applicable text to the **Description** field.

The screenshot shows the 'Attachment' form within the application. It has a header 'Attachment' and a sub-header 'New Document'. Below this, there is a 'File Name' field with a 'Choose File' button next to it, which has populated the field with 'Physician's Orders.pdf'. Below the file name is a large, empty text area labeled 'Description:'. A red border highlights this text area. At the bottom of the form, there is a red arrow pointing to the 'Add Attachment' button, with a 'Cancel' button next to it.

See **Section 6: MDC Enrollment Packet** within the [MDC Provider Guide](#) for more details.

■ Voluntary Consent to Transfer Form Attachment

MDC Providers are required to upload a signed copy of the VCT Form in order to *Submit* the form for MDH Review.

The users may *Print* the form once they have *Saved* the form with all applicable selections and required fields completed. Once printed and signed by the client, the user can upload a scanned copy to the Voluntary Consent to Transfer module.

1. Select **Manage** within the VCT Attachments banner

The screenshot shows the LTSS Maryland web application interface. The top navigation bar includes 'Home', 'Clients', 'My Lists', 'Alerts', 'Assignments', 'Reports', and 'Client Details'. The left sidebar contains 'Client', 'Case Management', 'Alerts', 'Agency Selection', 'Voluntary Consent to Transfer', 'Community Settings Questionnaire', and 'Programs'. The main content area displays the 'Voluntary Consent to Transfer' form for 'UAT Billing Client 3'. The form includes sections for Client Information, Signature Information, and VCT Attachments. A red arrow points to the 'Manage' button in the VCT Attachments banner.

Client Information

Client Name:	UAT Billing Client 3	Provider Transferring From:	MDC Provider 2 (Default All Jurisdictions)
Client MA #:	30582748183	Provider Transferring To:	MDC Provider 1 (Default All Jurisdictions)
Anticipated Start Date:	01/02/2019		

Signature Information

☒ The Client's signature is required for this VCT form to be submitted to MDH for review/approval. By selecting this checkbox, I am confirming that I have attached the signed VCT form along with this electronic submission.

Client/Representative Signature Status:	Signed copy uploaded
Signature Date:	01/12/2019
Requesting MDC Provider Signature Status:	Signed copy uploaded
Signature Date:	01/05/2019

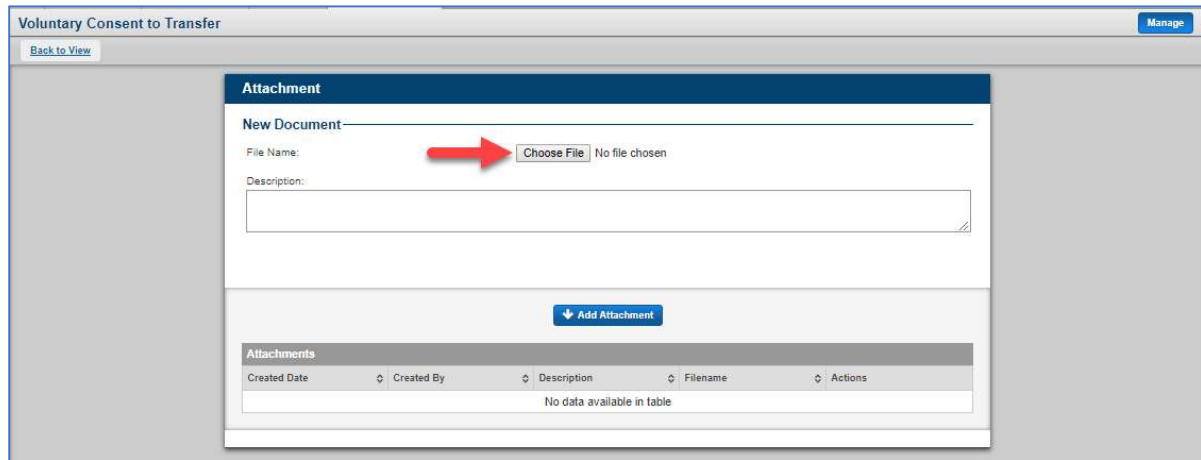
VCT Attachments Manage

Created Date	Created By	Description	Filename
01/07/2019	MDC1_mdprovideradministrator1		VCT Form.pdf

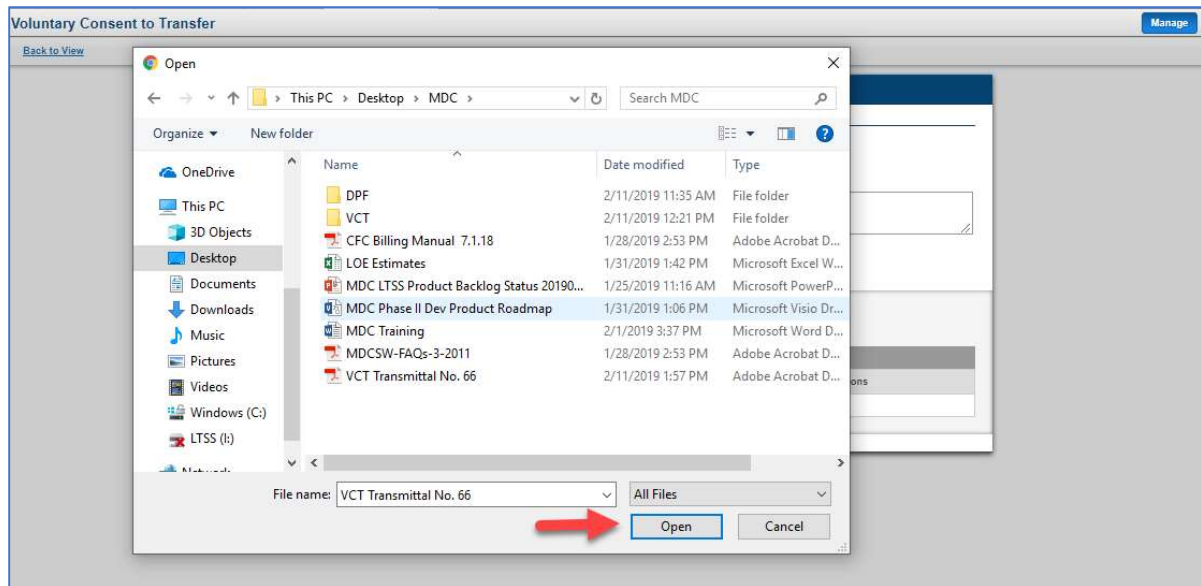
Workflow History

Date	By	From Status	To Status	Comments
No data available in table				

2. Upon selecting **Choose File**, a screen will pop-up that allows the user to select the appropriate form from their local PC.



3. Select the desired form and click **Open**.



- Once a file is selected, users may enter any applicable text to the **Description** field.

The screenshot shows a web form titled 'Attachment'. Below the title is a section 'New Document'. It includes a 'File Name:' label, a 'Choose File' button, and the text 'VCT Transmi... No. 66.pdf'. Below this is a 'Description:' label followed by a large text input field, which is highlighted with a red rectangular border. At the bottom of the form is a blue button with a downward arrow and the text 'Add Attachment'.

See **Section 10: Voluntary Consent to Transfer** within the [MDC Provider Guide](#) for more details.

Where can I access information about a participant's enrollment?

■ Client Summary

MDC Providers may view any client's Current Enrollment regardless of their center being the client's current Primary or Additional MDC Provider.

- From the Client Profile, select the **Client** banner on the left navigation.
- Select **Client Summary**.
- You may view a client's current enrollment information (Program, Enrollment Date, and Annual Due Date, etc.) within the **Current Enrollment** banner.

The screenshot shows a web application interface. On the left is a navigation menu with items: Home, Clients, My Lists, Alerts, Reports, and Client Details. Under 'Client Details', there is a section for 'Amy MDC Test' with ID: 1549311MA110110, DOB: 05/14/1983, and MFP Eligible: N/A. Below this are expandable sections: Client, Client Summary (highlighted with a red box and a red arrow), Case Management, and Programs. The main content area is titled 'Client Summary' and contains several banners: Eligibility Information, Current Assignments, Current Enrollment (highlighted with a red box), Program Snapshot, and Waiver Registry Information. The 'Current Enrollment' banner contains a table with columns: Program, Enrollment Date, Annual Med/Tech/LOC Due Date, Annual Med/Tech/LOC Status, Waiver Financial Redetermination Due Date, Waiver Financial Redetermination Status, Receiving MDC Services, and Actions. The table has one row for 'Medical Day Care Waiver' with values: 04/17/2019, 04/01/2020, N/A, N/A, and 'Receiving MDC services as a part of the MDC Waiver'.

Program	Enrollment Date	Annual Med/Tech/LOC Due Date	Annual Med/Tech/LOC Status	Waiver Financial Redetermination Due Date	Waiver Financial Redetermination Status	Receiving MDC Services	Actions
Medical Day Care Waiver	04/17/2019	04/01/2020	N/A	N/A		Receiving MDC services as a part of the MDC Waiver	

NOTE: The Spenddown population can be identified by the fact that they have a Medicaid Eligibility Coverage Group the ends in "99" (i.e. S99, L99, F99, G99, T99), MDC Providers will have the ability to Manage Client records for both Spenddown and Non-Spenddown populations, if they are the assigned MDC Provider. Users can note the client's status within the **Eligibility Information** banner.

See **Section 2: Clients** and **Section 9: MDC Annual Enrollment** within the [MDC Provider Guide](#) for more details.

■ Alerts: Alerts Tab

MDC Provider users will receive alerts when MDH approves Initial and Annual Enrollment forms that their center submitted. Additionally, active assigned centers receive alerts when their client's annual enrollment is due. LTSSMaryland users should regularly access the Alerts tab to ensure that they are effectively facilitating the clients' enrollment and subsequent participation in the MDC Waiver Program.

1. Select the **Alerts** tab in the top navigation.
2. Here, the users may view notifications regarding client's that are assigned to their location.
3. By selecting the alert message hyperlink, the user will be re-directed to the applicable form.

Subject	From	Received	Accept?
Test. A1 (23690991A669110) - Baltimore			
MDC Enrollment Packet has been accepted.	DHMH, dhmhmdcadministrator1	05/31/2019	<input type="checkbox"/>
Test. A4 (23690414A129110) - Allegany			
MDC Enrollment Packet has been accepted.	DHMH, dhmhmdcadministrator1	05/20/2019	<input type="checkbox"/>
Clarification Requested for MDC Enrollment Packet	DHMH, dhmhmdcadministrator1	05/20/2019	<input type="checkbox"/>

■ Alerts: Case Management

MDC Provider users may also view alerts and the alerts history that are specific to an individual client.

1. From the Client Profile, select the **Case Management** banner on the left navigation.
2. Select **Alerts**.

The screenshot shows the 'Client Alerts' section for a client named 'Amy MDC Test'. The left navigation pane has 'Case Management' and 'Alerts' highlighted. The main area shows filters for 'Created From Date' (01/28/2013), 'Created To Date' (06/18/2019), 'Accepted From Date' (06/17/2019), and 'Accepted To Date' (06/18/2019). There is a 'Show Accepted' checkbox and a 'Filter' button. Below the filters is a table with one alert: 'MDC Enrollment Packet has been accepted.' The table has columns for 'Subject', 'From', 'Received', and 'Accept?'. The 'Subject' column contains the text 'MDC Enrollment Packet has been accepted.' and the 'From' column contains 'Admin, MDH MDC'. The 'Received' column contains '04/30/2019' and the 'Accept?' column has a checkbox.

See the **Alerts** sub-sections of each module within the [MDC Provider Guide](#) for more details.

■ My Lists: MDC Enrollment Packet

MDC Provider users may track the workflow of clients that are assigned to their center through My Lists. Here, they can view clients in various statuses for each MDC form. Specifically, for tracking enrollment progress of a client, the user will want to monitor *Form Names*, “**MDC Enrollment Packet**” and “**MDC Annual Enrollment**”.

1. Select the **My Lists** tab in the top navigation.
2. Select **My Client List**, then **MDC**.
3. Under **Form Name**, select **MDC Enrollment Packet**.
4. You may then select the **Type**: **All**, **Initial**, or **Annual**.
5. Then select the desired **Show Me** option of: **Clients In Progress**, **Clients with Clarification Requested**, or **Clients Pending MDH Review**.
6. Once you select **Filter**, a list of clients that are in the status selected will populate.

The screenshot shows the 'MDC My List' section. The left navigation pane has 'My Client List' and 'MDC' highlighted. The main area shows filters for 'Form Name' (MDC Enrollment Packet), 'Type' (All), and 'Show Me' (Clients In Progress). The 'Show Me' dropdown menu is open, showing options: 'Select an item...', 'My Clients with In Progress', 'My Clients with Clarification Requested', and 'My Clients with Pending MDH Review'.

■ My Lists: MDC Annual Enrollment

1. Select the **My Lists** tab in the top navigation.
2. Select **My Client List**, then **MDC**.
3. Under **Form Name**, select **MDC Annual Enrollment**.
4. Then select the desired **Show Me** option of: **All Annual Enrollments in Progress** or **All Annual Enrollments Overdue**.
5. Once you select **Filter**, a list of clients that are in the status selected will populate.

The screenshot shows the 'MDC My List' interface. On the left is a navigation menu with the following items: Home, Clients, My Lists (highlighted with a red box), Alerts, and Reports. Under 'My Lists', there is a sub-menu with 'My Client List' (highlighted with a red box), 'Assessments', 'MDC' (highlighted with a red box), 'Community Settings Questionnaire', and 'Global Referrals'. The main area is titled 'MDC My List' and contains two dropdown menus. The first dropdown is labeled 'Form Name*' and has 'MDC Annual Enrollment' selected. The second dropdown is labeled 'Show Me*' and has a dropdown menu open showing three options: 'Select an item...', 'All Annual Enrollments in Progress' (highlighted with a yellow box), and 'All Annual Enrollments Overdue' (highlighted with a yellow box).

See the **My Lists** sub-sections of each module within the [MDC Provider Guide](#) for more details.

ADCAPS

- What sections of the ADCAPS will copy over to future ADCAPS?

Once a client's first **ADCAPS Assessment** is completed within LTSSMaryland, all sections (*A through V*) of the Assessment will automatically prepopulate from the most recent "Active" ADCAPS into the new Assessment for the subsequent ADCAPS type (**120 Day** or **Significant Change**). The MDC Provider Nurse must review the contents of each section to update where necessary and thoroughly complete each section for accuracy of the patient's current medical status.

REMINDER: Revised ADCAPS will display the most recent assessment and only comments can be added to it. Therefore, Nurses do not need to re-attest when revising the ADCAPS.

Once the updates and necessary edits are made, the user may select "Yes" to the confirmation statement at the bottom of the section.

ADCAPS Assessment

Back to Summary Cancel View Edit

Save & Next Save

4 of 1000 character limit

3. Environmental

List all environmental allergies below:

test

4 of 1000 character limit

Comments

Comments

test

4 of 1000 character limit

Please confirm that you have reviewed the prepopulated information and that it appropriately reflects the individual's current status.**

☒ Yes ☐ No

Once this selection has been made and the user *Saves*, the specific section will be marked as **Complete**.

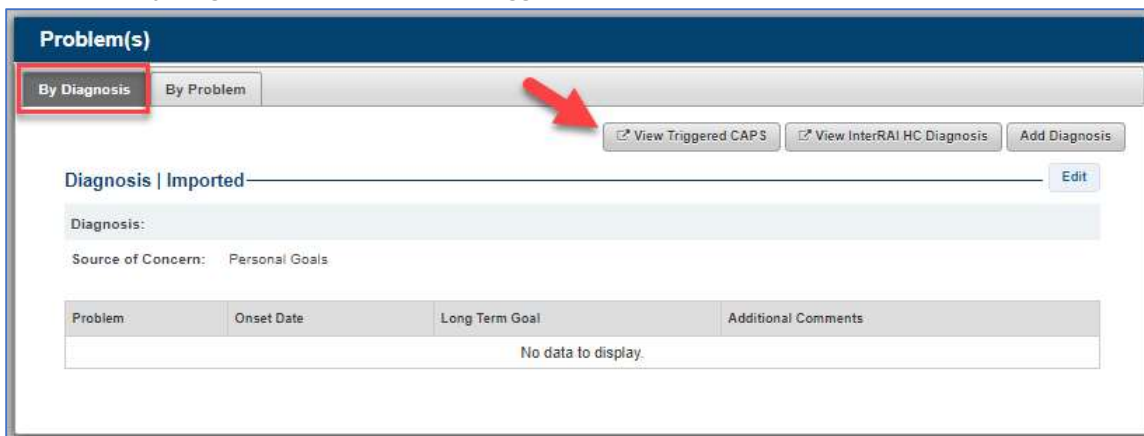
See **Section 4.4: Assessment** within the [MDC Provider Guide](#) for more details.

■ **How can I compare the InterRAI to the ADCAPS?**

The MDC Provider Nurse may view the **Triggered CAPS** (Clinical Assessment Protocols that have been triggered by the InterRAI Assessment) or the **InterRAI Diagnoses** that already exist in the client's record to complete the **Problems** section of the ADCAPS.

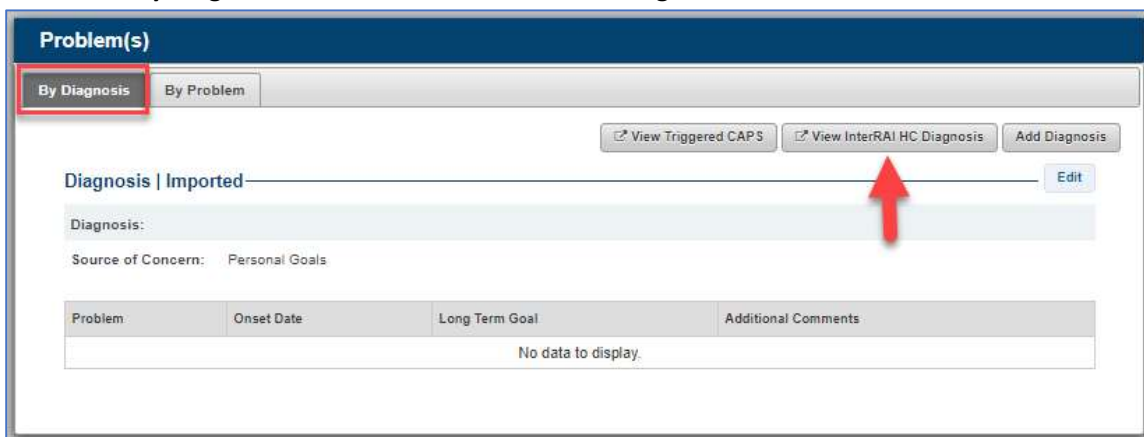
REMINDER:

1. Select **Manage** from **Problems** banner of the ADCAPS module.
2. On the **By Diagnosis** tab, select **View Triggered CAPS**.



The screenshot shows the 'Problem(s)' interface with the 'By Diagnosis' tab selected. A red arrow points to the 'View Triggered CAPS' button. The interface includes a 'Diagnosis | Imported' section with a text input field for 'Diagnosis:', a 'Source of Concern' dropdown set to 'Personal Goals', and an 'Edit' button. Below this is a table with columns: Problem, Onset Date, Long Term Goal, and Additional Comments. The table is currently empty, displaying 'No data to display.'

3. A pop-up window will appear where the user will view the Triggered CAPS from the client's most recently submitted InterRAI Assessment.
4. On the **By Diagnosis** tab, select **View InterRAI HC Diagnosis**.



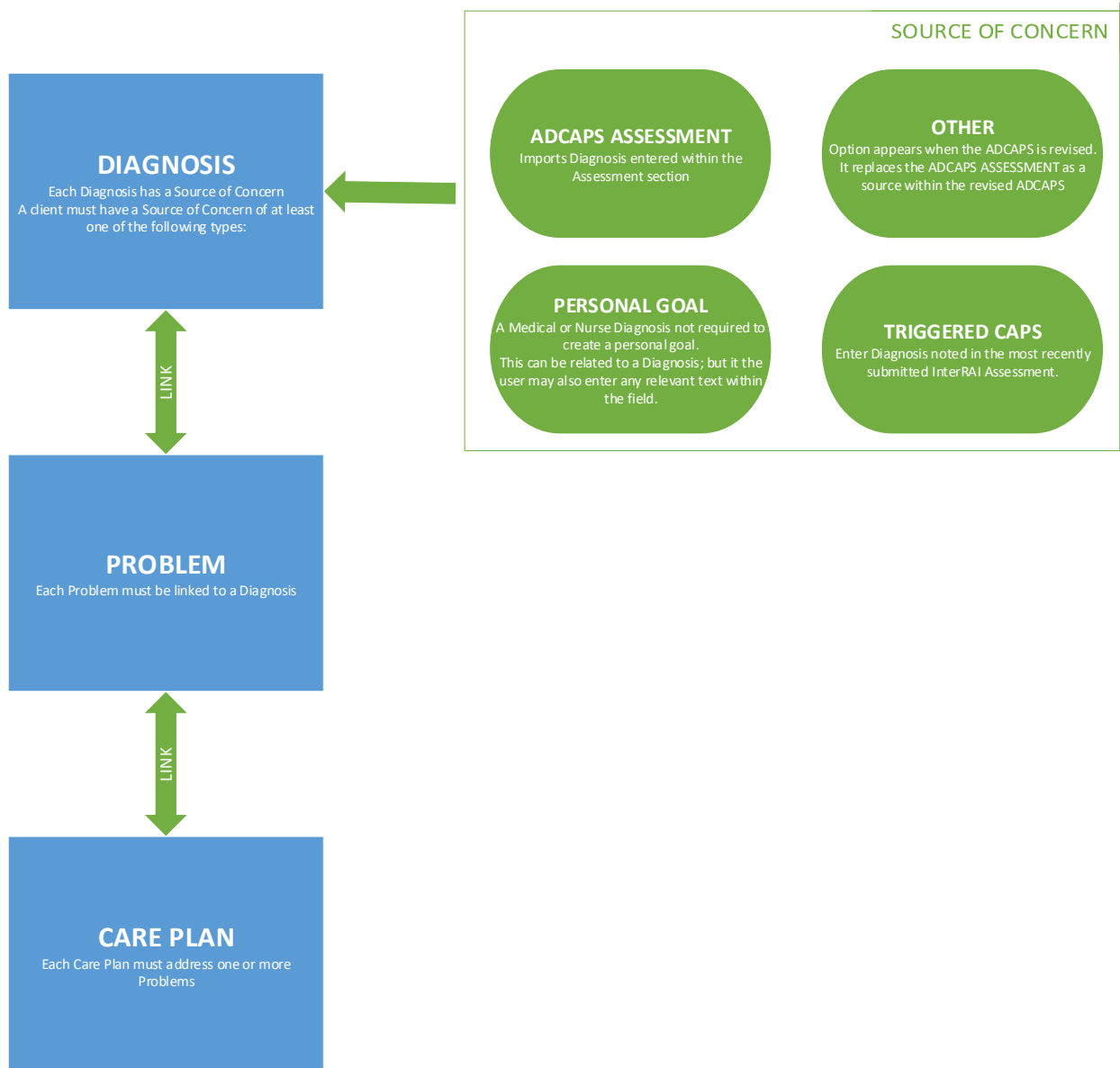
The screenshot shows the 'Problem(s)' interface with the 'By Diagnosis' tab selected. A red arrow points to the 'View InterRAI HC Diagnosis' button. The interface is identical to the previous screenshot, showing the 'Diagnosis | Imported' section and the empty table.

5. A pop-up window will appear where the user will view the list of Diagnoses from the client's most recently submitted InterRAI Assessment.

See **Section 4.5: Problem(s)** within the [MDC Provider Guide](#) for more details.

■ How do I link Diagnosis to Problems and Problems to Care Plans?

Each **Care Plan** must address one or more **Problems** within the ADCAPS. Each **Problem** must be associated with one or more **Diagnosis** within the ADCAPS.



Upon selecting **Add Diagnosis** within the **By Diagnosis** tab of the **Problems** section, the user may indicate the **Source of Concern**:

1. **ADCAPS Assessment:** By making this selection, the user has the following options:
 - Select one of the values entered in section *B. Disease Diagnosis*, which will populate for selection within the Assessment Diagnoses field.
 - Search for ICD-10 Codes
 - Enter free text (e.g. Nursing Diagnosis)

The screenshot shows the 'New Diagnosis' form. Under 'Diagnosis Information', the 'Source of Concern' dropdown is set to 'ADCAPS Assessment'. Below it, the 'Assessment Diagnoses' dropdown is open, showing a list of codes, with 'A000: Cholera due to Vibrio cholerae 01, biovar cholerae' selected. A red arrow points to this dropdown. Below the dropdowns is a table with columns: Problem, Onset Date, Long Term Goal, and Additional Comments. The table contains one row with 'test', '05/01/2019', 'test', and 'test'. At the bottom are 'Cancel' and 'Save & Close' buttons.

2. **Triggered CAPS:** By making this selection, the user may search and enter any applicable diagnoses that were applicable in the most recently submitted InterRAI Assessment.

The screenshot shows the 'New Diagnosis' form. Under 'Diagnosis Information', the 'Source of Concern' dropdown is set to 'Triggered CAPS'. Below it is a text input field for 'Diagnosis:' with 'Search' and 'Clear' buttons to its right. A red arrow points to the 'Diagnosis:' input field. Below the input field is a table with columns: Problem, Onset Date, Long Term Goal, and Additional Comments. The table contains one row with 'test', '05/01/2019', 'test', and 'test'. At the bottom are 'Cancel' and 'Save & Close' buttons.

3. **Personal Goals:** By making this selection, *the user will meet the requirement of addressing at least 1 Personal Goal with the Care Plan*. The user may search for a diagnosis code if applicable or may enter free text in the **Diagnosis** field that is relevant to the patient's personal goal.

The screenshot shows the 'New Diagnosis' form. Under 'Diagnosis Information', the 'Source of Concern' dropdown is set to 'Personal Goals'. Below it is a text input field for 'Diagnosis:' with 'Search' and 'Clear' buttons to its right. A red arrow points to the 'Diagnosis:' input field. Below the input field is a table with columns: Problem, Onset Date, Long Term Goal, and Additional Comments. The table contains one row with 'test', '05/01/2019', 'test', and 'test'. At the bottom are 'Cancel' and 'Save & Close' buttons.

Once the **By Diagnosis** section is complete, the user may select **By Problem**.

Upon selecting **Add Problem** within the **By Problem** tab of the **Problems** section, the user may indicate the *Problem*, *Long Term Goal*, *Onset Date*, and *Additional Comments*.

Then, by selecting the checkbox next to the applicable and related **Diagnosis**, the user has effectively associated the Problem with the Diagnosis.

NOTE: A Diagnosis may be associated to more than one problem and more than one Problem may be associated to one specific Diagnosis.

The screenshot shows a 'New Problem' form with the following fields:

- Problem:** * Cholerera has limited mobility
- Long Term Goal:** * Be able to walk without assistance
- Onset Date:** * 6/19/2019
- Additional Comments:** * RN's will assist with PT.

A red box highlights the diagnosis selection area, and a red arrow points to the checkbox for 'Pt wants to be mobile'.

Diagnosis	Source of Concern
<input checked="" type="checkbox"/> Pt wants to be mobile	Personal Goals
<input type="checkbox"/> A000: Cholera due to <i>Vibrio cholerae</i> 01, biovar cholerae	ADCAPS Assessment

Buttons: Cancel, Save & Close

Once the **By Problems** section is complete, the user may continue to the **Care Plan** section of the ADCAPS.

Upon selecting **Manage** within the **Care Plan** banner, the system will be in “Add” mode where the user may indicate *Expected Outcome/ Short Term Goals; Services, Approaches, Interventions, and Provider Type; Amount/Frequency/Duration; and Comments.*

Additionally, the user may **Add New Medications** that will support the Care Plan approaches.

Then, by selecting the checkbox next to the applicable and related **Problem**, the user has effectively associated the Care Plan with the Problems.

NOTE: A Care Plan may be associated to more than one problem. And more than one Care Plan may be associated to one specific problem.

ADCAPS — Care Plan(s)

Back to Summary

Manage

Next

Comments: *

0 of 500 character limit

Using the tables below, select the items you would like to link to the Care Plan.

Medication(s) + Add New Medication

<input type="checkbox"/>	Name	Dose	Unit	Route	Frequency	PRN	Actions
No data to display.							

Problem(s)

<input type="checkbox"/>	Problem	Onset Date	Diagnosis	Long Term Goal	Additional Comments
<input checked="" type="checkbox"/>	test	05/01/2019		test	test
<input type="checkbox"/>	Cholera has limited mobility	06/19/2019	Pt wants to be mobile	Be able to walk without assistance	RN's will assist with PT.
			A000: Cholera due to...		

Add Care Plan

Once the user has selected **Add Care Plan**, the content entered and associated will automatically be saved and the screen will revert to “Add” mode to enable to user to enter another Care Plan (multiple interventions)

See **Sections 4.5: Problem(s)** and **4.6: Care Plan(s)** within the [MDC Provider Guide](#) for more details.

■ How do I review the Care Plan for a client?

For the required 180-day Care Plan review, it is not necessary to complete the Assessment section of the ADCAPS module. Rather, the MDC Provider Nurse will **Revise** the most recent and active ADCAPS.

1. From the Client Profile, select **Assessment & Plan of Care** within **Programs** of the left navigation.
2. Click the **Adult Day Care Assessment and Planning System (ADCAPS)** banner to expand the view.
3. Select the **Revise** hyperlink next to the *Complete* and *Active* ADCAPS Type.

Home

Clients

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Client Details

Annie MDC Test

ID: 1219779NA867120 DOB: 02/21/1977

MFP Eligible: N/A

Client

Case Management

Programs

MDC Discharge Planning

MDC MDH 257B

Applications

DDA Eligibility

Assessment & Plan of Care

Assessment & POC — List

Assessment & POC Request

InterRAI Assessment

Plan of Care

Adult Day Care Assessment and Planning System (ADCAPS)

Expand All

Add

Prepare Offline

Add

ADCAPS Type	Create Date	Provider Type	Effective Date	Submit Date	MDH Decision	End Date	Status	Active	Actions
Significant Change	05/01/2019	Primary	05/06/2019	05/06/2019	N/A	Complete	Active		Details Print Revise
Initial	04/29/2019	Primary	04/29/2019	04/29/2019	Accepted	Complete	Inactive		Details Print

Upon Revise, the **Problem(s)** and **Care Plan** sections will import to the new version of the ADCAPS from the most recent and active ADCAPS. The **Assessment** section will remain the same as the most recent and active ADCAPS; and, the MDC Provider Nurse will only be required to review, update, and re-associate the existing **Diagnosis**, **Problems**, and **Care Plans**.

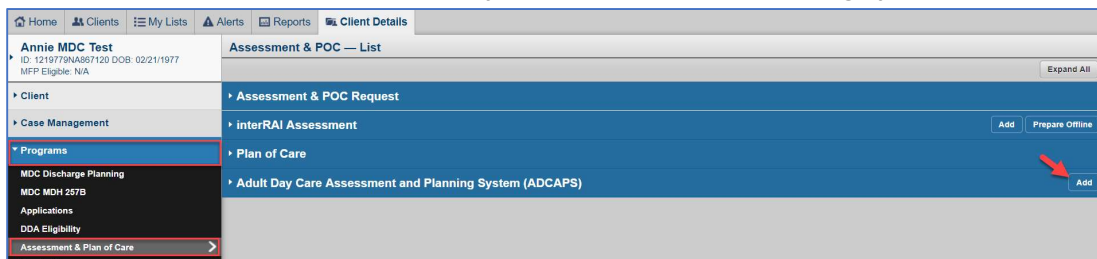
Additionally, the MDC Provider Nurse will be permitted to add the updated **Medical Order** and **Signature Page** to the **Attachments** section. And, will complete the **Signature** section to finalize the Care Plan review.

See **Sections 4.10: Review Care Plan (Active ADCAPS)** and **4.12 Revise Active ADCAPS** within the [MDC Provider Guide](#) for more details.

■ How do I complete a 120-day ADCAPS Assessment?

For the required 120-day Assessment, the MDC Provider Nurse will **Add** a new ADCAPS type to the client record, where he/she will complete all sections within the ADCAPS module.

1. From the Client Profile, select **Assessment & Plan of Care** within **Programs** of the left navigation.
2. Select the Add button within the **Adult Day Care Assessment and Planning System** banner.



3. Select the applicable **ADCAPS Type** (120 Day), enter the date on which the Assessment was conducted, and select **Save**.

Upon Save, the user will be redirected to the full ADCAPS module where he/she will review and update the **Assessment, Problem(s), Care Plan, Attachments, and Signature** sections.

See **Section 4: ADCAPS** within the [MDC Provider Guide](#) for more details.

ADDITIONAL RESOURCES

- MDC Provider Guide



MDC Provider
Guide v4.pdf

- For System Questions, contact LTSS Help Desk:
LTSSHelpDesk@LTSSMaryland.org or 1-855-463-5877
- For Policy and Procedure Questions, contact MDH MDC:
Mdh.mdcprovidernotification@maryland.gov
- For Webinars and Guides:
LTSSTraining.org