

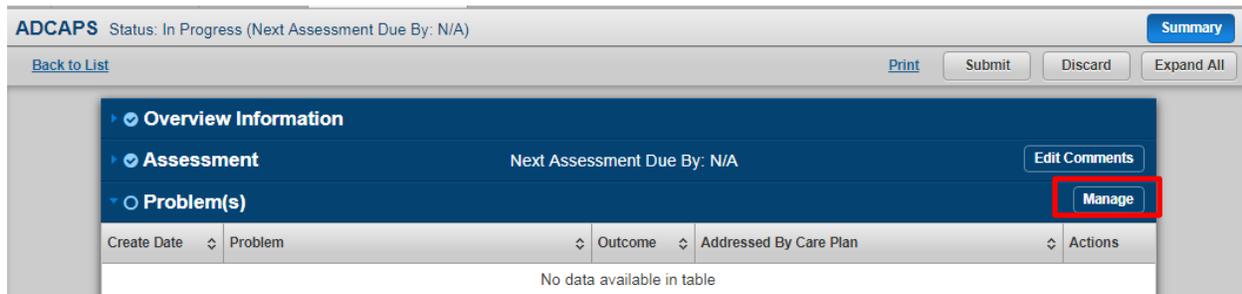


# MARYLAND Department of Health

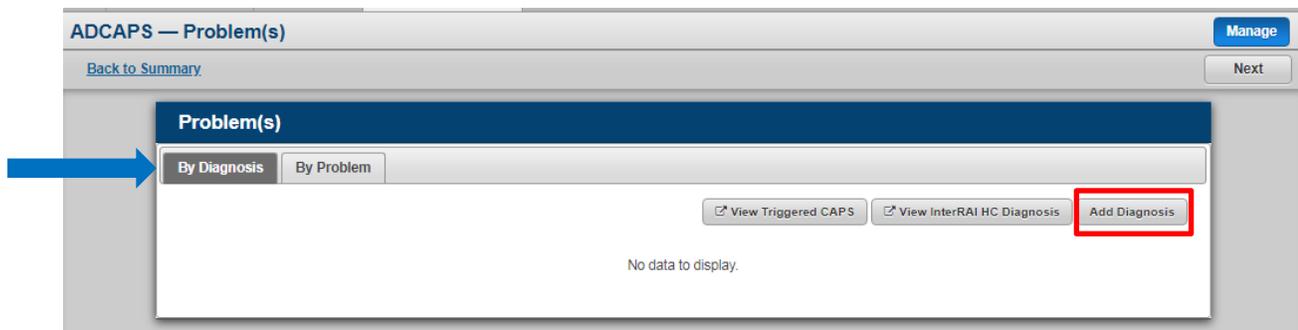
## LTSSMaryland MDC Phase II Provisional Care Plan Guide

When completing the first ADCAPS for a participant in LTSSMaryland, MDC provider nurses will be able to enter a provisional problem and care plan that does not contain any details about the participant's health condition and allows the MDC provider nurse to move on to the next section of the ADCAPS. MDC providers will need to upload a paper copy of the participant's care plan in the "Attachments" section of the ADCAPS if they choose to not enter completed problems and care plans for a participant. Instructions for entering a provisional problem and care plan are below. **MDH will allow providers to follow this process until November 30, 2019.**

**Step 1:** After completing and submitting the assessment for a participant, begin adding a problem for the participant by selecting the **Manage** button in the right corner of the *Problem(s)* section.

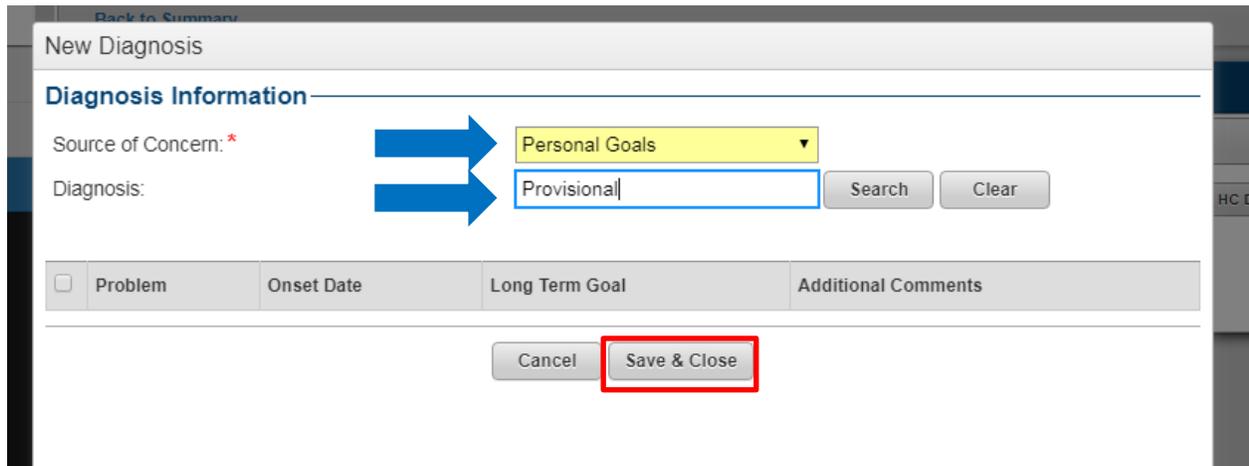


**Step 2:** In the *By Diagnosis* tab of the *Problem(s)* section, select the **Add Diagnosis** button on the far right side.

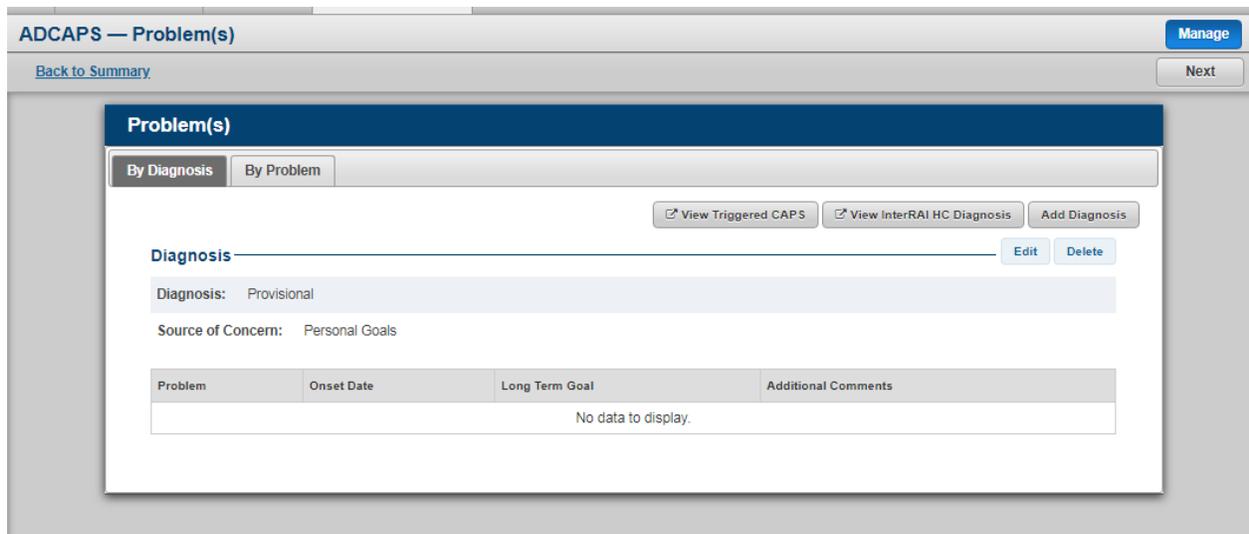


**Step 3:** In the window that appears, select **Personal Goals** in the drop-down for *Source of Concern* and type “Provisional” into the *Diagnosis* text box. Note: You must select **Personal Goals** for the *Source of Concern* because at least one personal goal must be added in order to submit an ADCAPS.

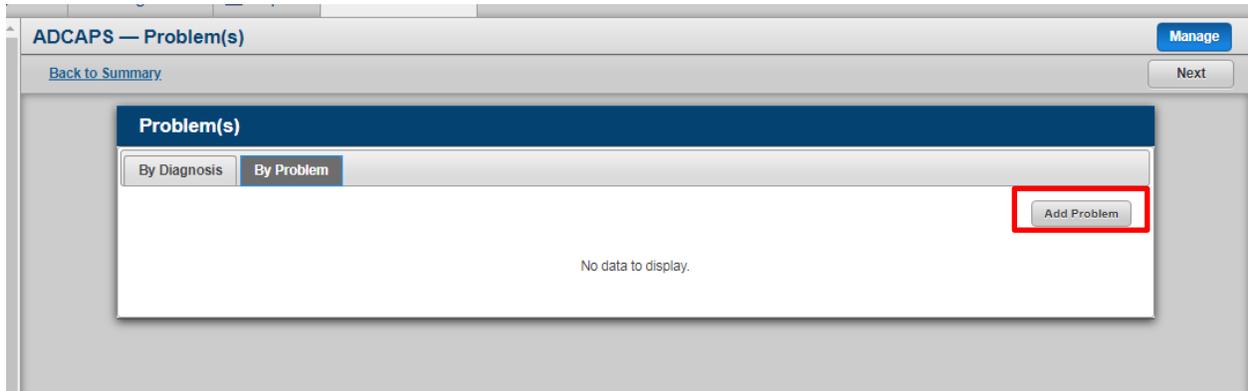
Then select the **Save & Close** button at the bottom center of the screen.



**Step 4:** The provisional diagnosis just entered should be visible in the *Diagnosis* list.

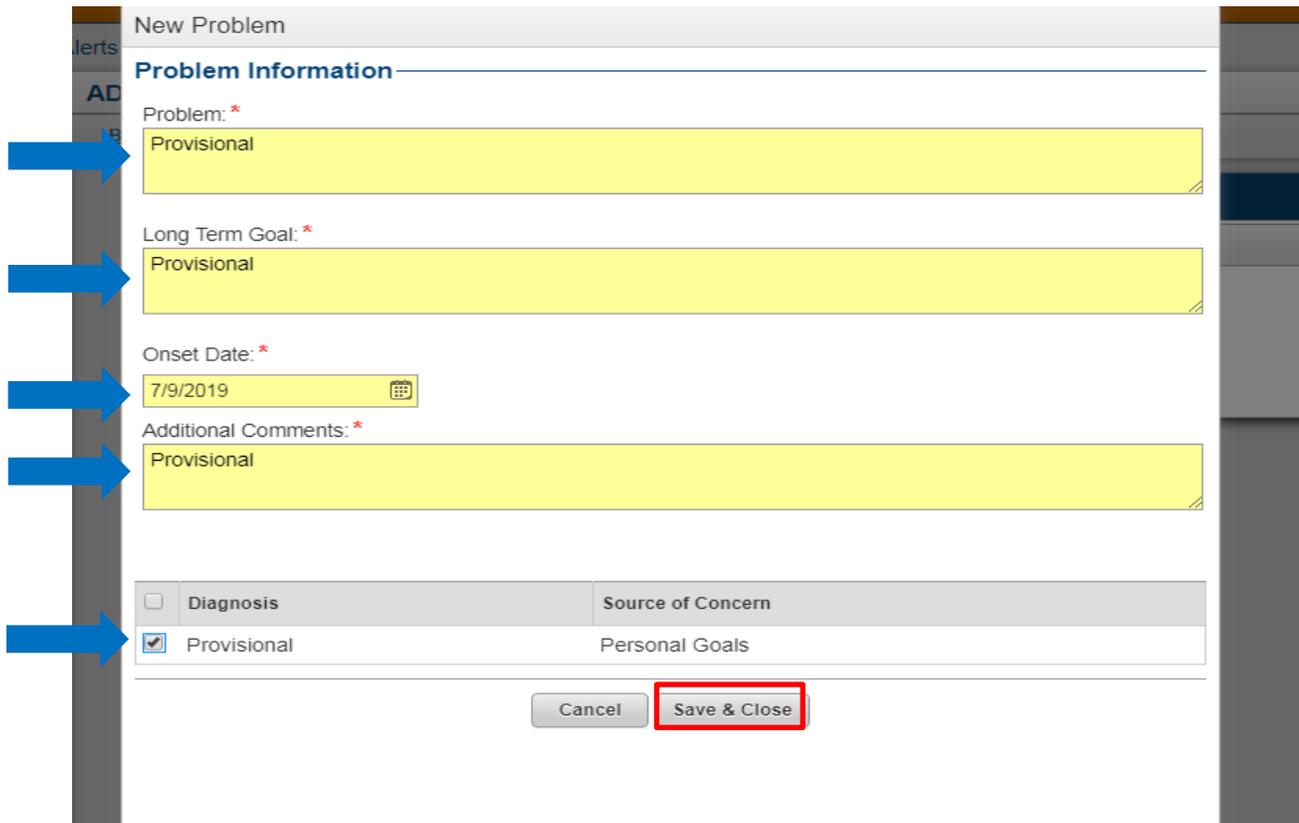


**Step 5:** In the *By Problem* tab of the *Problem(s)* section, select the **Add Problem** button on the far right side.



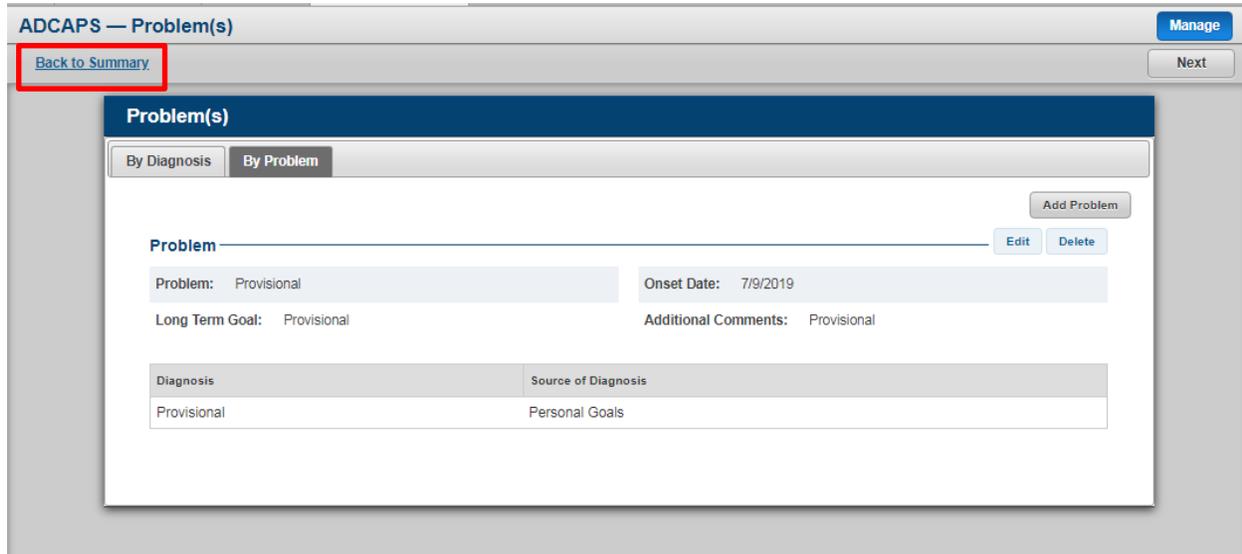
**Step 6:** In the window that appears, type “Provisional” in the boxes under *Problem*, *Long Term Goal*, and *Additional Comments*. Select today’s date in the *onset date* field. Then Link the problem to the provisional diagnosis by selecting the checkbox next to it at the bottom left.

Then select the **Save & Close** button at the bottom center of the screen.

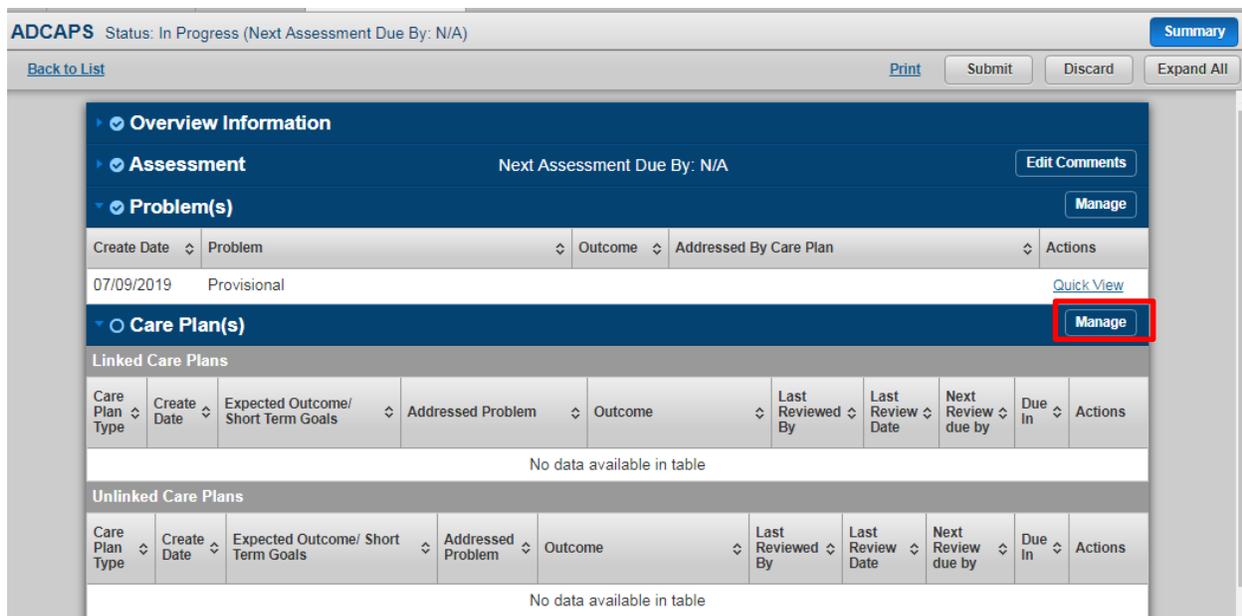


**Step 7:** The provisional problem just entered should be visible in the *Problem* list.

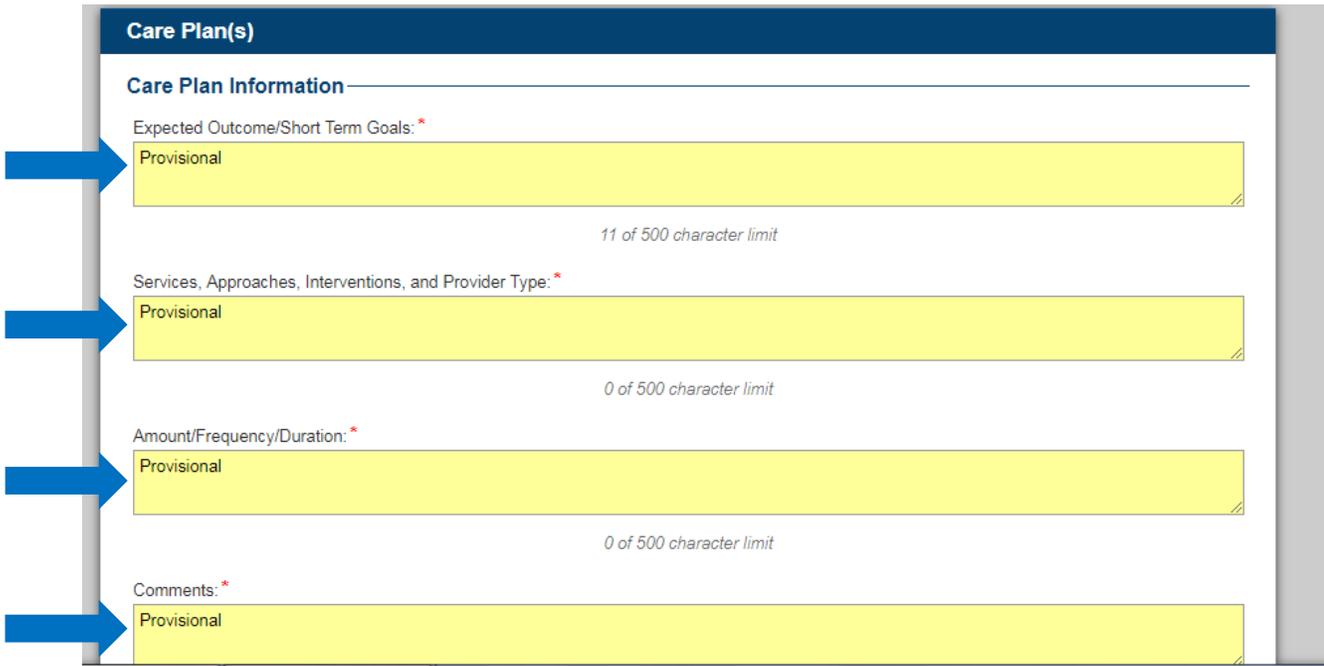
Select the **Back to Summary** link in the far left corner to return to the ADCAPS Summary Page.



**Step 8:** Begin adding a care plan for the participant by selecting the **Manage** button in the right corner of the *Care Plan(s)* section.

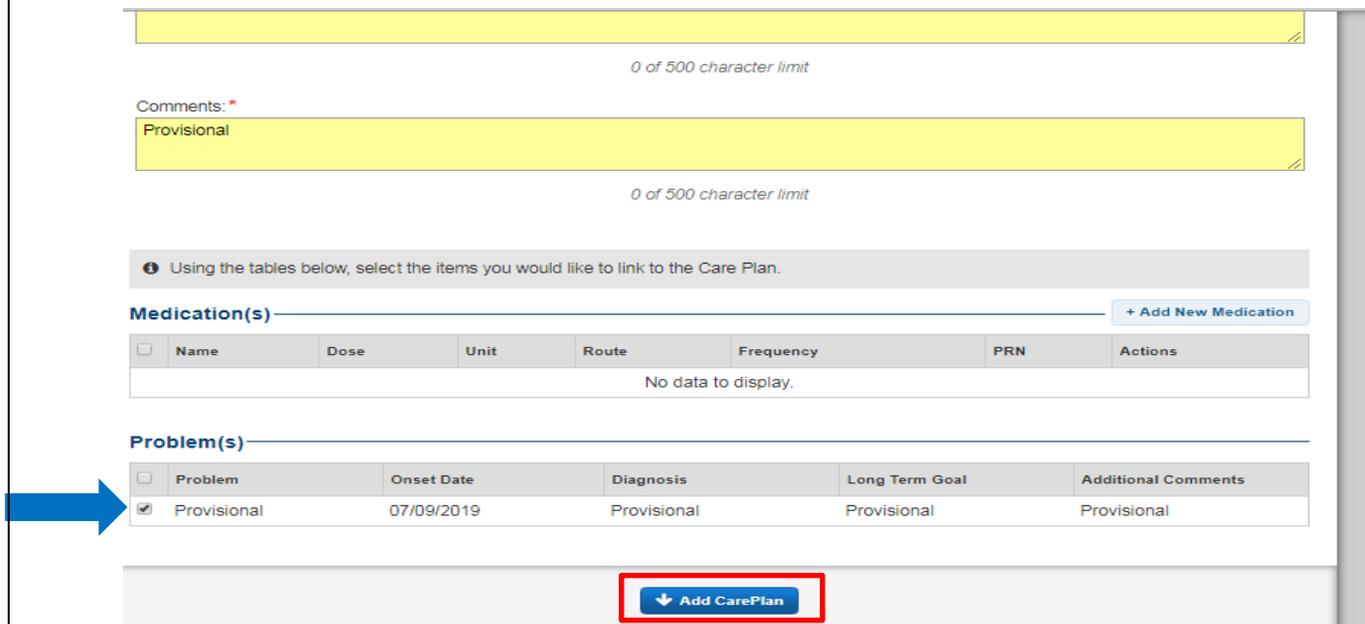


**Step 9:** In the window that appears, type “Provisional” in the box under *Expected Outcome/Short Term Goals; Services, Approaches, Interventions, and Provider Type; Amount/Frequency/Duration; and Comments.*



**Step 10:** Link the care plan to the provisional problem by selecting the checkbox next to it at the bottom left.

Then select the **Add Care Plan** button at the center of the screen.



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"/>	Provisional	07/09/2019	Provisional	Provisional	Provisional

**Add CarePlan**

**Step 11:** The provisional care plan just entered should be visible in the *Care Plan* list at the bottom of the screen.

Add CarePlan

**Care Plan #1**

Edit
Delete

**Expected Outcome/Short term Goals:**  
 Provisional

**Services, approaches, Interventions, and Provider Type:**  
 Provisional

**Amount/Frequency/Duration:**  
 Provisional

**Comments:**  
 Provisional

**Medications**

Name	Dose	Unit	Route	Frequency	PRN
No data to display.					

**Problems**

Problem	Onset Date	Diagnosis	Long Term Goal	Additional Comments
Provisional	07/09/2019	Provisional	Provisional	Provisional

**Step 12:** Return the ADCAPS Summary Page and you will see that your provisional problem is linked with your provisional care plan. You should not have any unlinked care plans. Proceed to enter the service plan for the participant.

**ADCAPS** Status: In Progress (Next Assessment Due By: N/A)
Summary

[Back to List](#)

Print
Submit
Discard
Expand All

Overview Information

Assessment Next Assessment Due By: N/A
Edit Comments

Problem(s) Manage

Create Date	Problem	Outcome	Addressed By Care Plan	Actions
07/09/2019	Provisional		Provisional	<a href="#">Quick View</a>

Care Plan(s) Manage

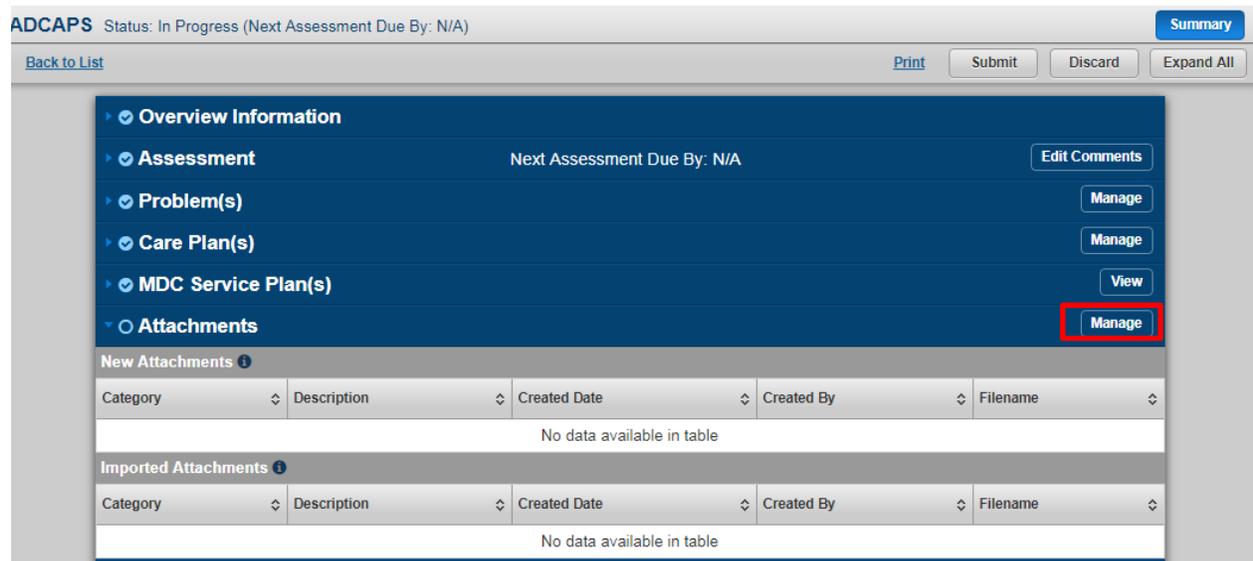
**Linked Care Plans**

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Reviewed By	Last Review Date	Next Review due by	Due In	Actions
Original	07/09/2019	Provisional	Provisional						<a href="#">Quick View</a>

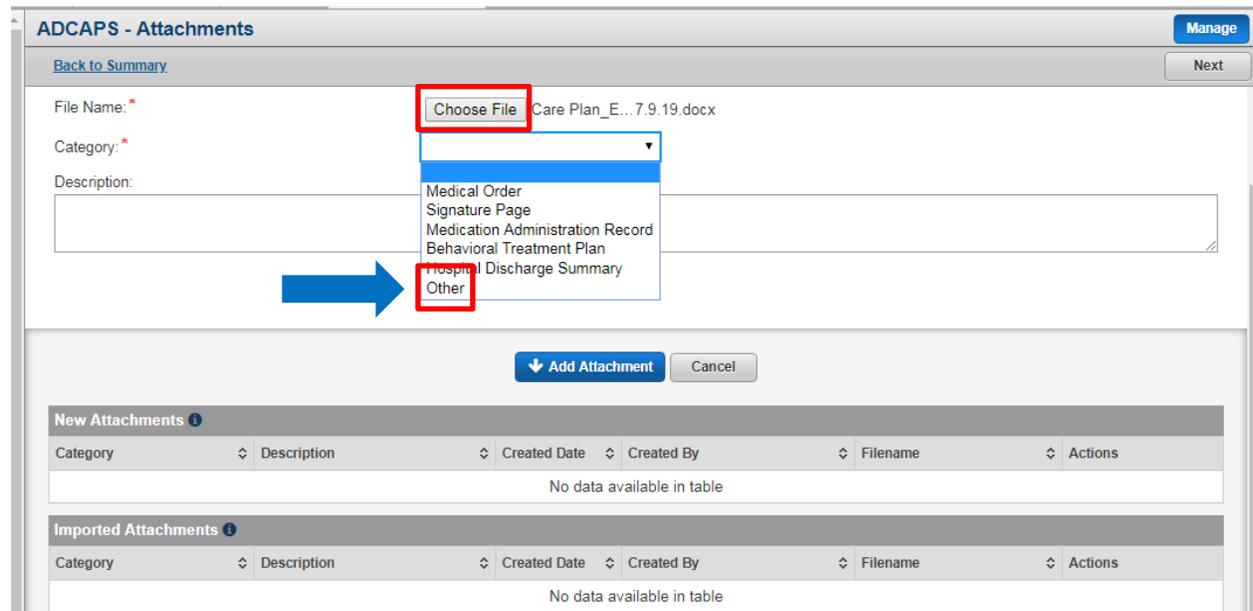
**Unlinked Care Plans**

Care Plan Type	Create Date	Expected Outcome/ Short Term Goals	Addressed Problem	Outcome	Last Reviewed By	Last Review Date	Next Review due by	Due In	Actions
No data available in table									

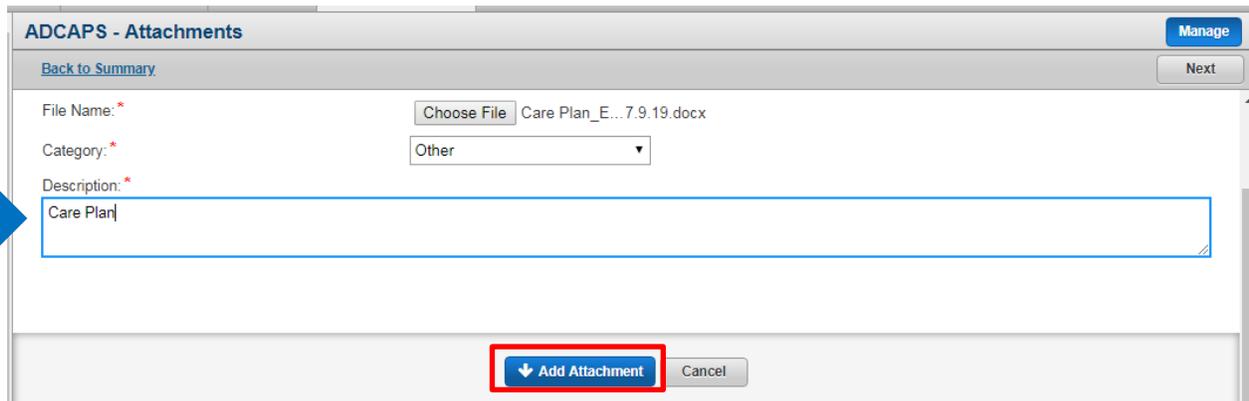
**Step 13:** After the service plan is complete, begin adding the participant’s paper care plan(s) as an attachment by selecting the **Manage** button on the right side of the *Attachments* section.



**Step 14:** Choose the participant’s paper care plan to upload from your computer by selecting the **Choose File** button. Select **Other** from the *Category* list for the care plan attachment.



**Step 15:** Enter “Care Plan” in the attachment description field. Select the **Add Attachment** button in the center of the screen.



ADCAPS - Attachments Manage

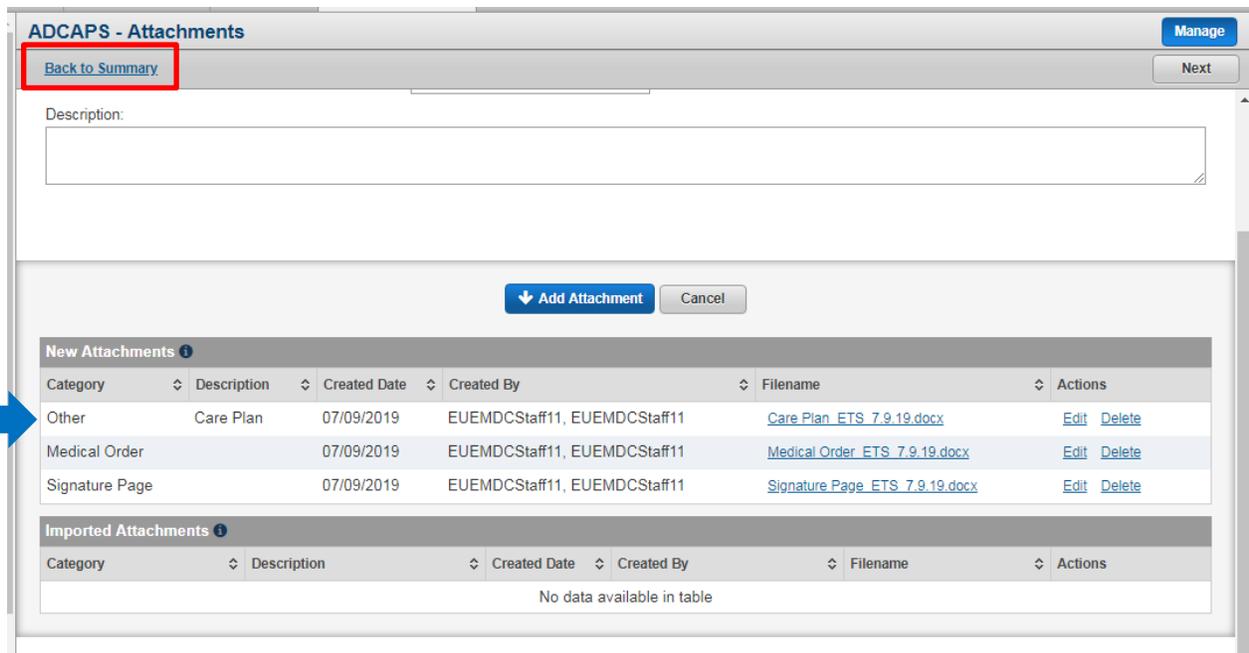
[Back to Summary](#) Next

File Name: \*  Care Plan\_E...7.9.19.docx

Category: \*

Description: \*

**Step 16:** You will see your care plan attachment added as an upload in the attachment list at the bottom of the screen. Note: You will also need to upload the medical order and signature page in order to be able to submit the ADCAPS. Return to the ADCAPS Summary Page by selecting the **Back to Summary** Link in the upper left corner of the screen.



ADCAPS - Attachments Manage

[Back to Summary](#) Next

Description:

**New Attachments**

Category	Description	Created Date	Created By	Filename	Actions
Other	Care Plan	07/09/2019	EUEMDCStaff11, EUEMDCStaff11	<a href="#">Care Plan ETS 7.9.19.docx</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Medical Order		07/09/2019	EUEMDCStaff11, EUEMDCStaff11	<a href="#">Medical Order ETS 7.9.19.docx</a>	<a href="#">Edit</a> <a href="#">Delete</a>
Signature Page		07/09/2019	EUEMDCStaff11, EUEMDCStaff11	<a href="#">Signature Page ETS 7.9.19.docx</a>	<a href="#">Edit</a> <a href="#">Delete</a>

**Imported Attachments**

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

**Step 17:** Proceed to complete the necessary signatures and attestations for the ADCAPS (MDC Provider Nurse and Client or Client Representative).

The screenshot shows the ADCAPS Summary Page. At the top, it says "ADCAPS Status: In Progress (Next Assessment Due By: N/A)" and has a "Summary" button. Below this are "Back to List", "Print", "Submit", "Discard", and "Expand All" buttons. The main content area is a dark blue sidebar with sections: Overview Information, Assessment (Next Assessment Due By: N/A), Problem(s), Care Plan(s), MDC Service Plan(s), Attachments, and Signatures. Each section has a "Manage" button. Below the sidebar is a table of signatures.

Type	Signature Name	Signature Date
MDC Provider Nurse	EUEMDCStaff11, EUEMDCStaff11	07/09/2019
Client or Client Representative	EUEMDCClient21 TS	07/09/2019
MDC Provider Staff		

**Step 18:** You are ready to submit the ADCAPS if each section on the ADCAPS Summary Page has a full circle with a check-mark in it. Select the **Submit** button in the upper right hand corner of the screen.

This screenshot is similar to the previous one, but the "Submit" button in the top right corner is highlighted with a red box. The sidebar now includes an additional section: "Workflow History and Revision Tracking".

**Step 19:** Your ADCASPS has been successfully submitted when the status in the upper left changes to “Complete.”

The screenshot displays the ADCASPS interface. At the top left, the text "ADCASPS" is followed by "Status: Complete (Next Assessment Due By: 11/06/2019)", which is highlighted with a red rectangular box. To the right of this status is a blue button labeled "Summary". Below the status bar, there are three links: "Back to List", "Revise", and "Print", followed by a button labeled "Expand All". The main content area is a dark blue panel with a list of sections, each with a dropdown arrow on the left and a button on the right:

- Overview Information
- Assessment (Next Assessment Due By: 11/06/2019) with an "Edit Comments" button
- Problem(s) with a "View" button
- Care Plan(s) with a "View" button
- MDC Service Plan(s) with a "View" button
- Attachments with a "View" button
- Signatures with a "View" button
- Workflow History and Revision Tracking