

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.

ADCAPS	Status: In Prog	ress (Next Assessment Due	By: N/A)						Summary
Back to Li	<u>st</u>					Print Sul	omit	Discard	Expand All
	Overvie	w Information							
	O Assess	ment	Next Asse	ssment Due I	By: N/A		Edit	Comments	
	• O Probler	n(s)						Manage	
	Create Date	Problem	\$	Outcome ;	Addressed By Care	Plan	\$	Actions	
			No data	a available in t	able				

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

Problem(s)
By Diagnosis By Problem
☑ View Triggered CAPS ☑ View InterRAI HC Diagnosis Add Diagnosis
No data to display.

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.

Rack to Summary New Diagnosis				
Diagnosis Informa	ation			
Source of Concern: *		Personal Goals	T	
Diagnosis:		Provisional	Search Clear	нс
Problem	Onset Date	Long Term Goal	Additional Comments	
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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.

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							Ne
Probl	lem(s)						
By Diag	gnosis By Proble	em					
				View Triggered CAPS	ew InterRAI HC Diagnosis	Add Diagnosis	
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Dia	agnosis: Provision	al					
So	ource of Concern:	Personal Goals					
Pro	oblem	Onset Date	Long Term Goal	Additional Com	nents		
			No data to disp	ay.			

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

ADCAPS — Problem(s)		Manage
Back to Summary		Next
Problem(s)		
By Diagnosis By Problem		
	Add Prob	ilem
	No data to display.	
		_

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.

larta	New Problem				
ierts	Problem Information—				
AD	Problem: *				
ę	Provisional				
				1	
- 64	Long Term Goal: *				
	Provisional				
- 10	Onset Date: *				
	7/9/2019				
	Additional Comments:*				_
	Provisional				
				1	
	Diagnosis	Source of 0	Concern		
	Provisional	Personal C	Goals		
		Cancel Sav	ve & Close		

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.

ADCAPS — Problem(s)		Manage
Back to Summary		Next
Problem(s)		
By Diagnosis By Problem		
	Add Problem	
Problem	Edit Delete	
Problem: Provisional	Onset Date: 7/9/2019	
Long Term Goal: Provisional	Additional Comments: Provisional	
Diagnosis	Source of Diagnosis	
Provisional	Personal Goals	

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.

to List									<u>Print</u>	Submi	t 🗌	Discard	
> ⊘ 0	verviev	v Information											
> ⊘ A	▶ © Assessment					ssment Due	ent Due By: N/A						
	roblem	(s)										Manage	
Create I	Date 💠	Problem			\$	Outcome 💠	Addressed	By Care Plan			\$ Ac	tions	
07/09/2	019	Provisional									Q	uick View	
- o C	are Pla	n(s)										Manage	
Linked	Care Pla	ns											
Care Plan ≎ Type	Create Date	Expected Outcome/ Short Term Goals	Add	ressed Problem	0	Outcome		≎ Last Reviewed By	d ≎ Last Review Date	Next Review ≎ due by	Due In ≎	Actions	
				N	lo dat	a available in	table						
Unlink	ed Care I	Plans											
Care Plan (Create Date	Expected Outcome/ Short Term Goals	t 🕹	Addressed Problem	Outc	ome	\$	Last Reviewed ≎ Bv	Last Review ≎ Date	Next Review ≎ due by	Due In ≎	Actions	

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*.

Care Plan Information		
Expected Outcome/Short Term Goals:*		
Provisional		
	11 of 500 character limit	
Services Approaches Interventions and P	rovider Type: *	
Provisional		
	0 of 500 character limit	
Amount/Frequency/Duration: ^		
Provisional		
	0 of 500 character limit	
o . *		
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.

Comm Provis	ients: * sional								
Provis	sional								
				0 of 500 d	character limit				11
0 Us	sing the tables be	low, select the	tems you would	like to link to the C	Care Plan.				
ledic	cation(s)							_	+ Add New Medication
) Na	ame	Dose	Unit	Route	Frequency		PRN	A	ctions
				No data	a to display.				
roble	em(s)								
Pr	roblem	Onset	Date	Diagnosis		Long Term Goal		Additi	onal Comments
PI	rovisional	07/09	2019	Provisional		Provisional		Provis	ional
				ale are	d CareRian				
				Add	u carer lan				

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

			🔸 Add CarePla	in	
				-	
Care Plan #1-					Edit Delet
Expected Outco Provisional	me/Short term Goa	ls:			
Services, approx Provisional	aches, Intervention	s, and Provide	er Type:		
Amount/Frequer Provisional	ncy/Duration:				
Comments: Provisional					
Medications					
Name	Dose	Unit	Route	Frequency	PRN
			No data to disp	ay.	
Problems					
Problem	Onset Da	ite	Diagnosis	Long Term Goal	Additional Comments
Froblem					

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.

_151						_		Print	Submit		Discard	
🕨 📀 Overvi	ew Information											
O Assessment Next • O Problem(s) • • • • • • • • • • • • • • • • • • •			d Asse	ssment Due	By: N/A			Edit Comments				
										Manage		
Create Date 💠	Problem		\$	Outcome 💠	Addressed	Ву Са	are Plan			\$ Ac	tions	
07/09/2019			Provisiona	al				Q	uick View			
▼ © Care P	an(s)										Manage	
Linked Care F	lans											
Care Plan Type	e 🗘 Expected Outcome/ Short Term Goals	Addressed Pro	blem	≎ Outcome		≎ R B	.ast Reviewed ≎ }y	Last Review : Date	Next Review ≎ due by	Due In ≎	Actions	
Original 07/0)/2019 Provisional	Provisional									Quick View	
Unlinked Care	Plans											
Care Crea	Expected Outcome/ Sho	Addressed Problem	Cutco	ome	\$	Last Revie	ewed ≎ R	ast leview \$	Next Review ≎	Due In ≎	Actions	

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.

PS Status: In Progr	ess (Next A	ssessment Due By:	N/A)							Sum
to List							Print	Submit	Discard	Expa
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Assess	▶ ⊘ Assessment Next Assessment Due By: N/A							E	dit Comments	
Problem	▶ © Problem(s)								Manage	
Oare Pla	▹ ⊘ Care Plan(s)								Manage	
> ⊘ MDC Set	▶ ⊘ MDC Service Plan(s)								View	
• O Attachm	ents								Manage	
New Attachmer	nts 🛈									
Category	\$	Description	\$	Created Date	\$	Created By	<	Filename		\$
				No data available	e in table					
Imported Attacl	hments 🚯									
Category	\$	Description	\$	Created Date	\$	Created By	<	Filename		\$
				No data available	e in table					

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.

ADCAPS - Atta	chments	•							Manage
Back to Summary									Next
File Name:*			Choose	File Care Plan	_E	7.9.19.docx			
Category:*						•			
Description:			Medical O Signature Medication Behaviora Hospin I D Other	rder Page n Administration I Treatment Plan Discharge Summ: ↓ Add Atta	Reco ary	ent Cancel			
New Attachment	is 🕦								
Category	\$	Description	\$	Created Date	¢ C	Created By	\$ Filename	\$ Actions	
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Imported Attach	ments 🚯								
Category	\$	Description	\$	Created Date	\$ C	Created By	\$ Filename	\$ Actions	
				No data	avai	ilable in table			

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:*	Choose File Care Plan_E7.9.19.docx	
	Category: *	Other •	
	Description: *		
	Care Plan		
1			

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.

Back to Summary																
Description:				L												
L																
							🔸 Add /	Attach	ment Can	cel						
			_	_	_	_					_	_	_	_	_	
New Attachmen	ts 🛈															
Category	Description	otion	≎ Creat	ed Date	\$ C	reated E	By			\$	Filename			\$	Actions	
Other	Care P	lan	07/09	/2019	E	UEMDO	CStaff11, I	EUEM	IDCStaff11		Care Plan	ETS 7.9.19	.docx		Edit Del	lete
Medical Order			07/09	/2019	E	UEMDO	CStaff11, I	EUEM	IDCStaff11		Medical O	rder ETS 7.9	9.19.docx		Edit Del	lete
Signature Page			07/09	/2019	E	UEMDO	CStaff11, I	EUEN	1DCStaff11		<u>Signature</u>	Page ETS 7	<u>.9.19.docx</u>		Edit Del	lete
Imported Attach	ments 🚯															
Category	\$	Descri	iption			≎ Cr	eated Date	\$	Created By		;	Filename		\$	Actions	
							No.d	ata av	ailable in tabl	•						

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

S Status: In Progress (Next Assessment Due By	: N/A)	
List		Print Submit Discard
Overview Information		
→ © Assessment	Next Assessment Due By: N/A	Edit Comments
▶ © Problem(s)		Manage
▶ © Care Plan(s)		Manage
▹		View
▶ 👁 Attachments		Manage
∽ ⊘ Signatures		Manage
Туре	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.

<u>(to List</u>		Print Submit Discard	E
Overview Informat	ion		1
> ⊘ Assessment	Next Assessment Due By: N/A	Edit Comments)
> ⊘ Problem(s)		Manage)
> ⊘ Care Plan(s)		Manage)
> ⊘ MDC Service Plan((s)	View)
O Attachments		Manage)
▶ ⊘ Signatures		Manage)
A Workflow History a	nd Revision Tracking		

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

CAP Status: Complete (Next Assessment I	0ue By: 11/06/2019)			Summary
ack to List			<u>Revise</u> <u>Print</u>	Expand All
▷ Information				
► Assessment	Next Asses	sment Due By: 11/06/2019	Edit Comments	
> ⊘ Problem(s)			View	
▶ 👁 Care Plan(s)			View	
▹ ♥ MDC Service Plan(s)			View	
Attachments			View	
V Signatures			View	
B Workflow History and Re	vision Tracking			