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.
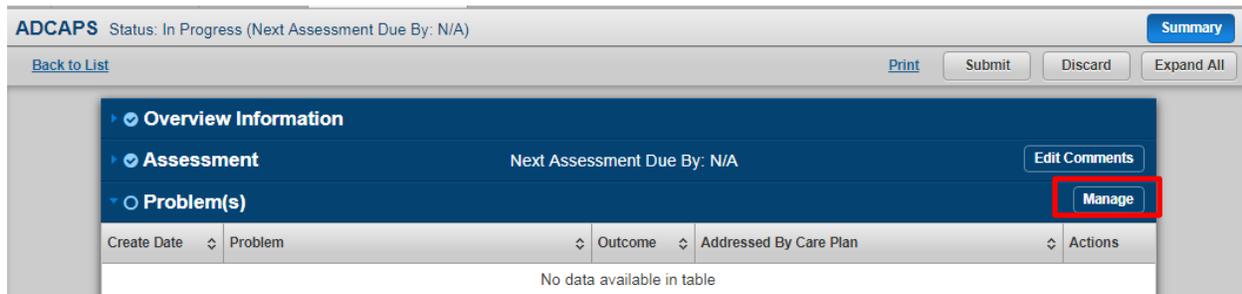
Step 2: In the *By Diagnosis* tab of the *Problem(s)* section, select the **Add Diagnosis** button on the far right side.
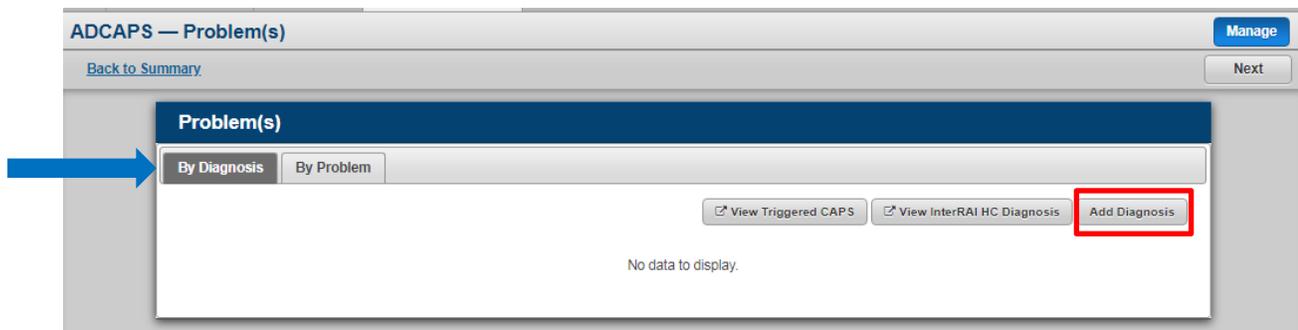
Step 3: In the window that appears, select **Personal Goals** in the drop-down for *Source of Concern* and type "Provisional" into the *Diagnosis* text box. Note: You must select **Personal Goals** for the *Source of Concern* because at least one personal goal must be added in order to submit an ADCAPS.

Then select the **Save & Close** button at the bottom center of the screen.
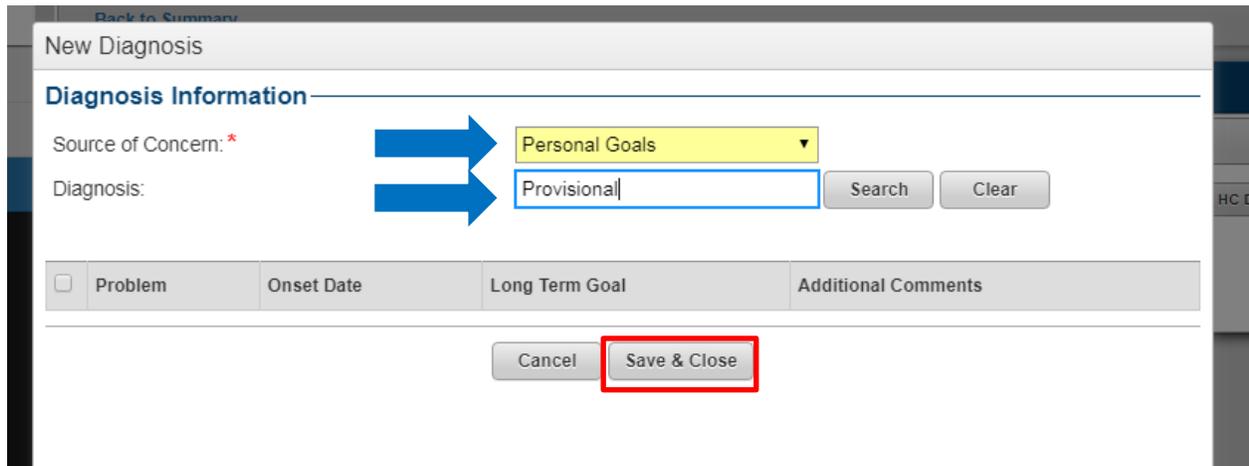
Step 4: The provisional diagnosis just entered should be visible in the *Diagnosis* list.
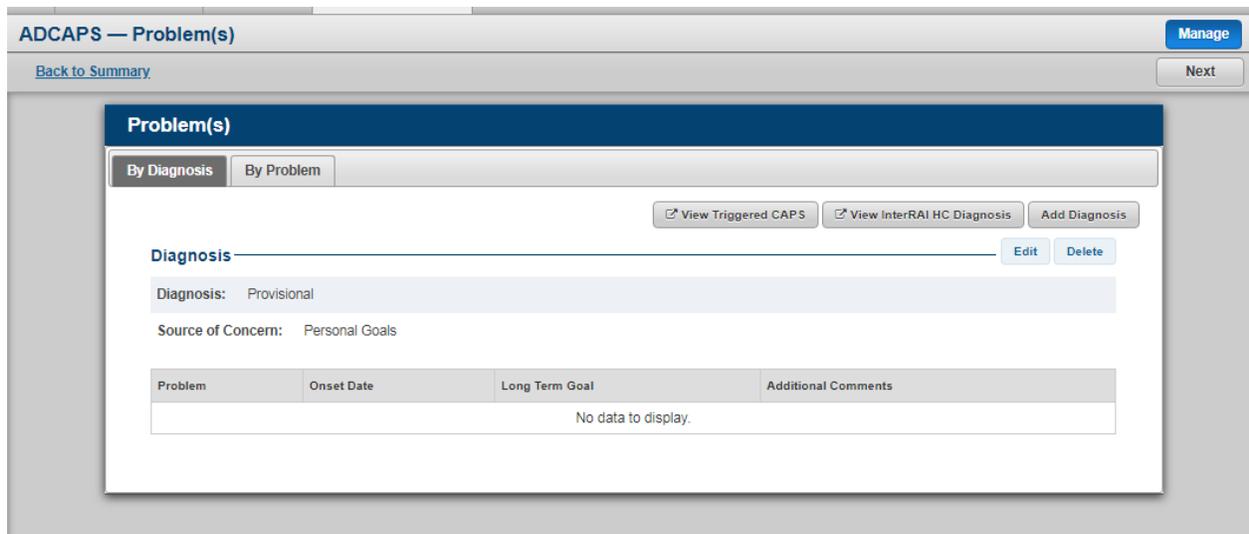
Step 5: In the *By Problem* tab of the *Problem(s)* section, select the **Add Problem** button on the far right side.
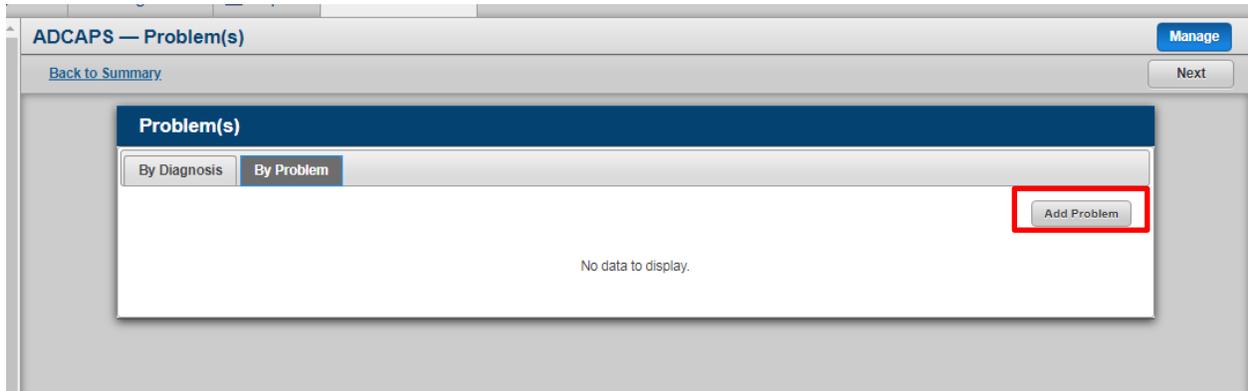
Step 6: In the window that appears, type "Provisional" in the boxes under *Problem*, *Long Term Goal*, and *Additional Comments*. Select today's date in the *onset date* field. Then Link the problem to the provisional diagnosis by selecting the checkbox next to it at the bottom left.

Then select the **Save & Close** button at the bottom center of the screen.
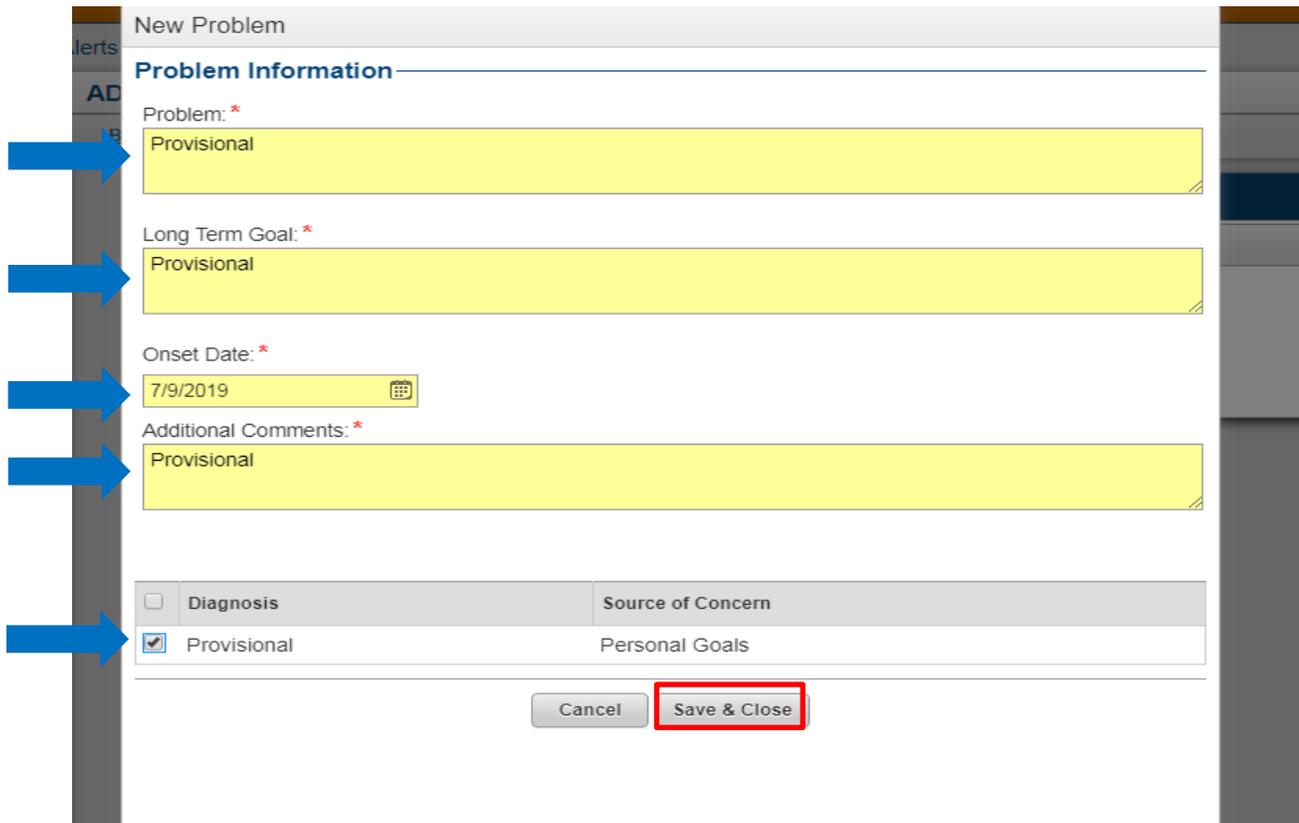
Step 7: The provisional problem just entered should be visible in the *Problem* list.

Select the **Back to Summary** link in the far left corner to return to the ADCAPS Summary Page.
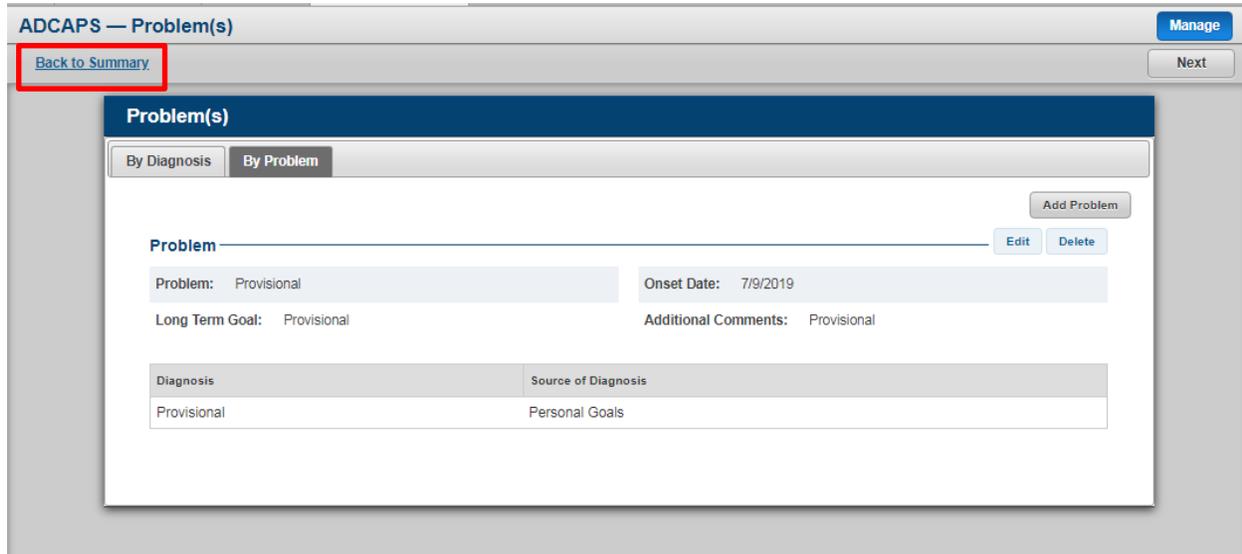
Step 8: Begin adding a care plan for the participant by selecting the **Manage** button in the right corner of the *Care Plan(s)* section.
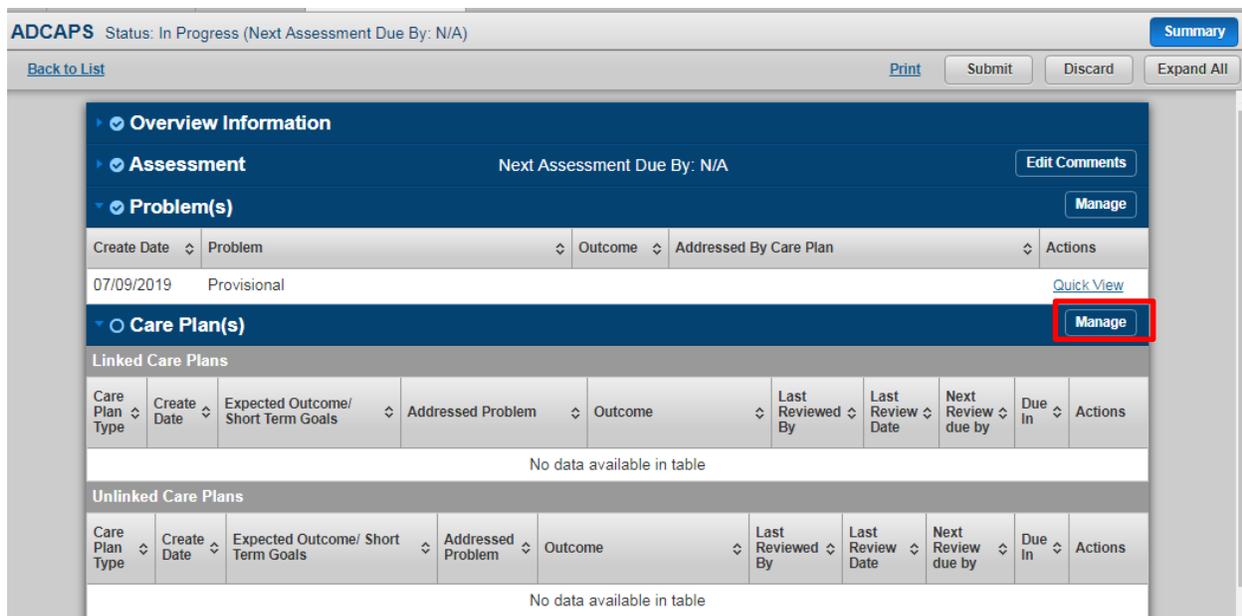
Step 9: In the window that appears, type "Provisional" in the box under *Expected Outcome/Short Term Goals*; *Services, Approaches, Interventions, and Provider Type*; *Amount/Frequency/Duration*; and *Comments*.
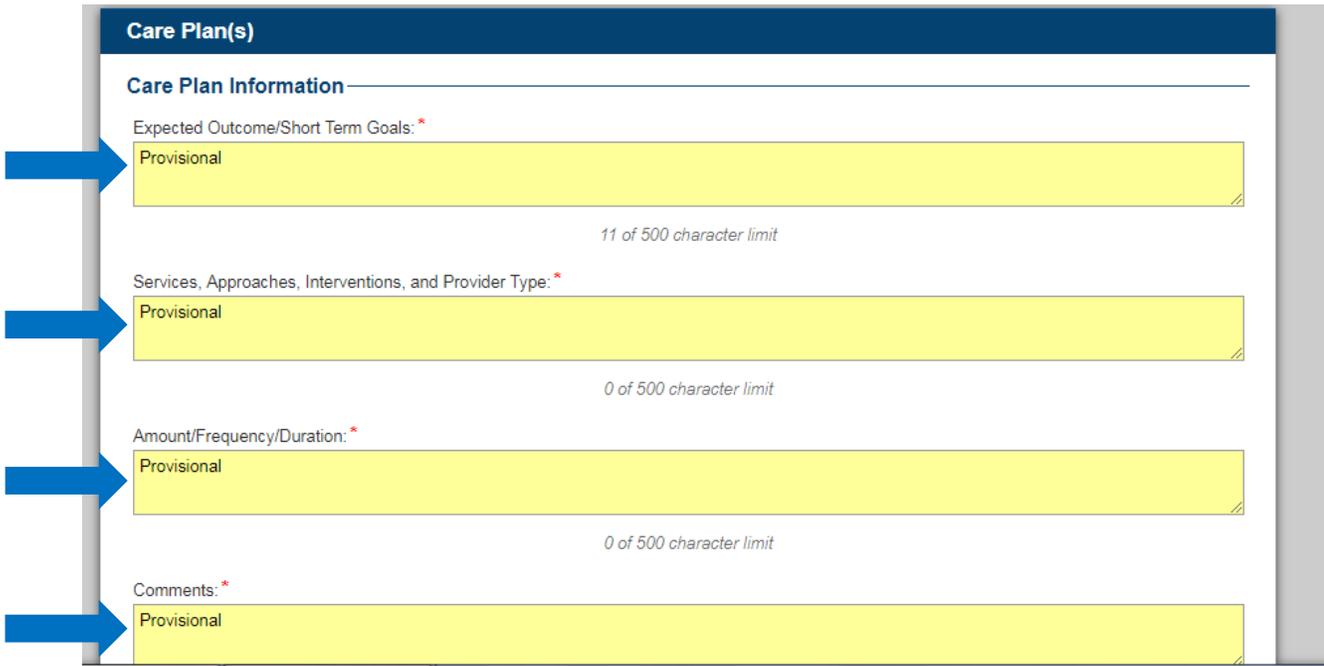
Step 10: Link the care plan to the provisional problem by selecting the checkbox next to it at the bottom left.

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

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

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.

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.
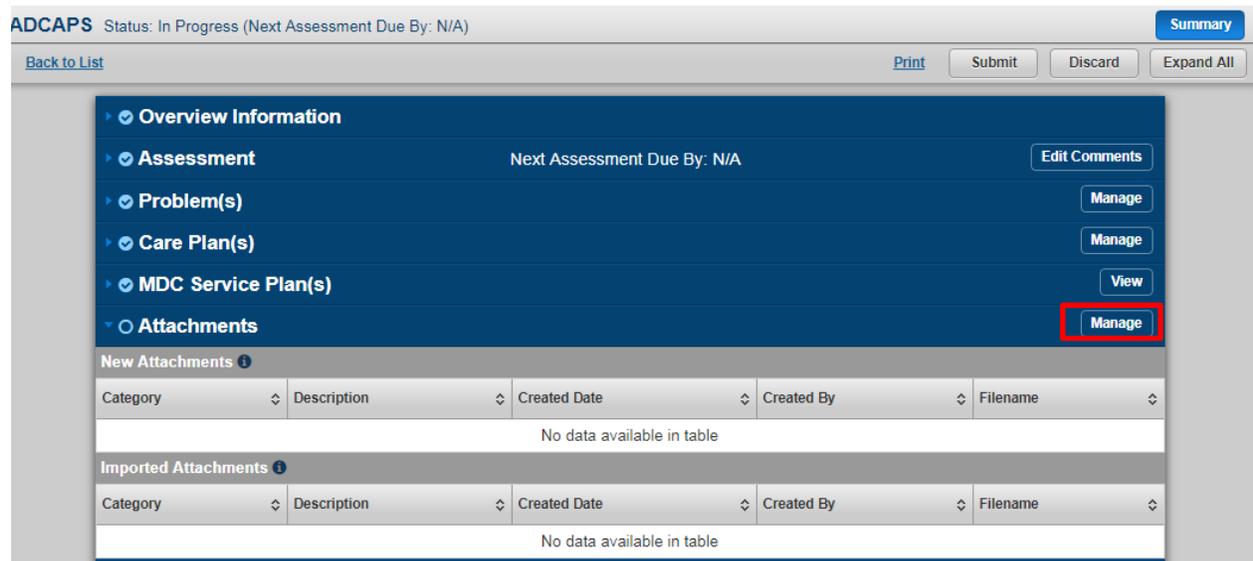
Step 14: Choose the participant's paper care plan to upload from your computer by selecting the **Choose File** button. Select **Other** from the *Category* list for the care plan attachment.
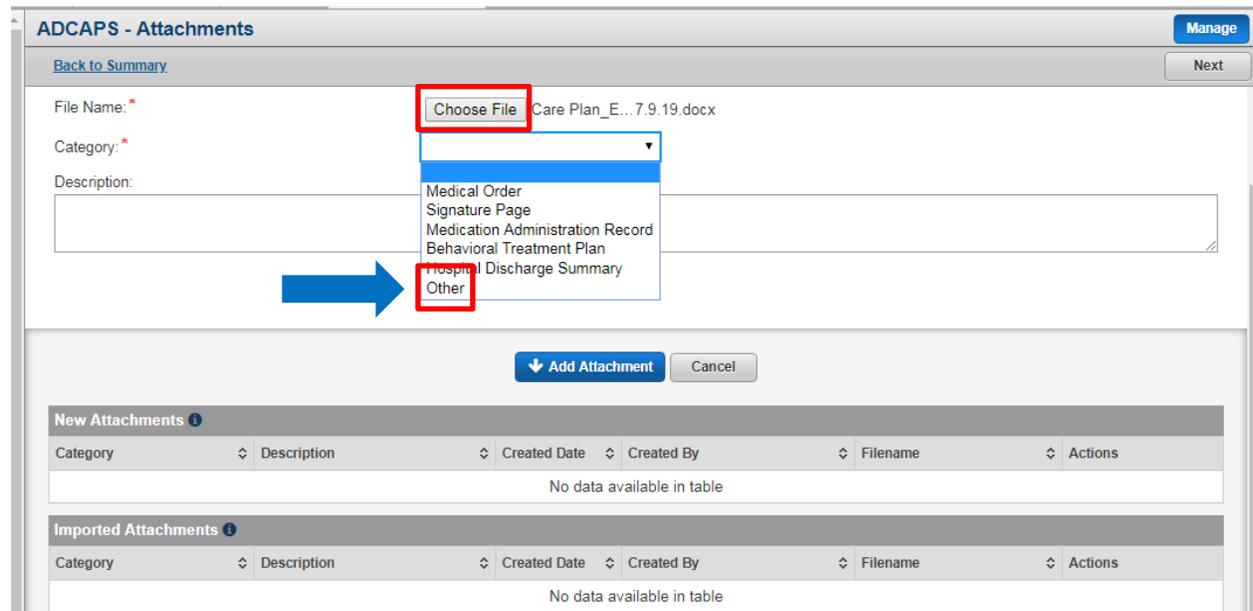
Step 15: Enter "Care Plan" in the attachment description field. Select the **Add Attachment** button in the center of the screen.
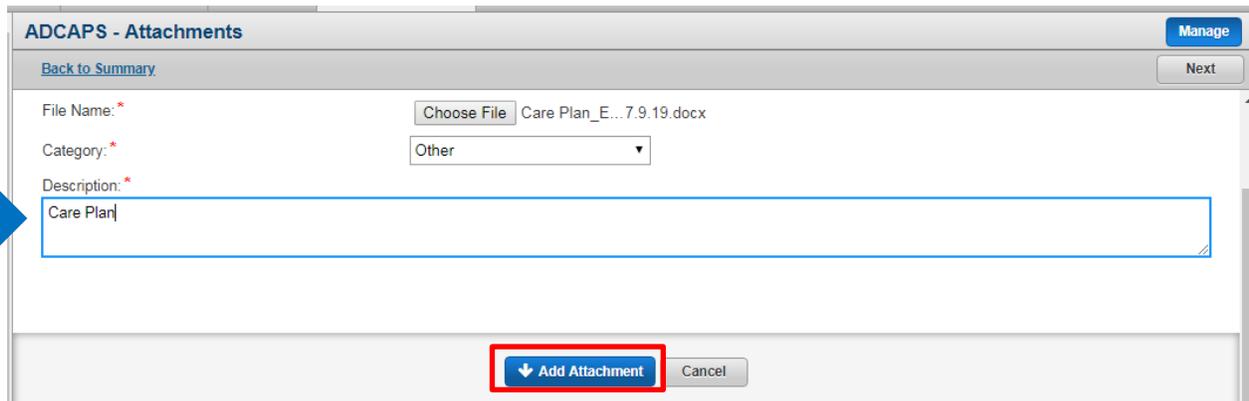
Step 16: You will see your care plan attachment added as an upload in the attachment list at the bottom of the screen. Note: You will also need to upload the medical order and signature page in order to be able to submit the ADCAPS. Return to the ADCAPS Summary Page by selecting the **Back to Summary** Link in the upper left corner of the screen.

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

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.

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