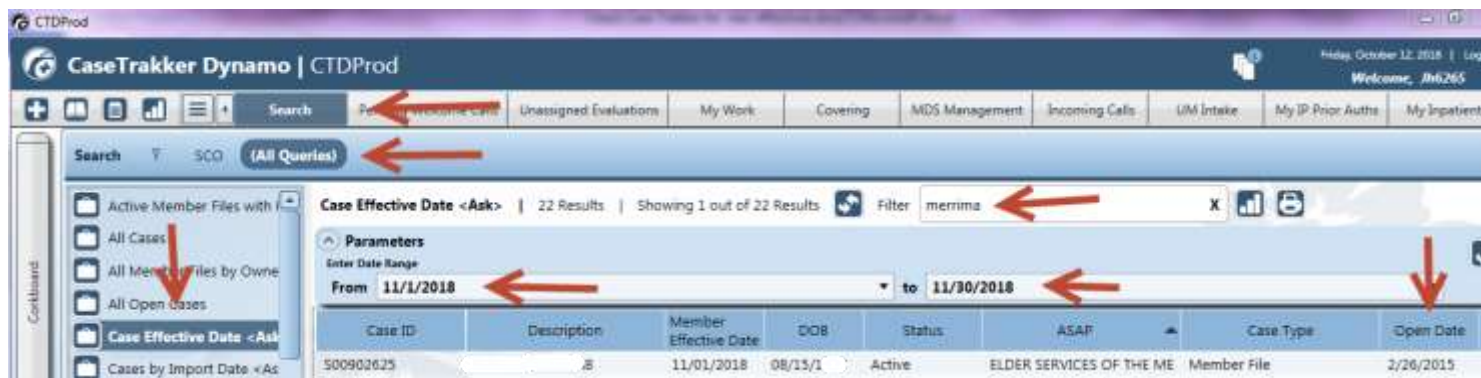


## Outpatient Events for New Effectives – Created by the GSSC for Continuity of Care

### CHECKING CASE TRAKKER FOR NEW EFFECTIVES

- CTD search: Search>All Queries >Case Effective Date>enter first day of the month through the end of the month (or any day after the 1<sup>st</sup>).
- Enter ASAP name in the filter
- Sort by Open Date to see the most recent members who fed into Case Trakker
- Watch for Reenrolled members (will have an older Open Date)



The screenshot shows the CaseTrakker Dynamo interface. The search criteria are: Case Effective Date <Ask> with a date range from 11/1/2018 to 11/30/2018, and a filter for 'merrima'. The results table shows one entry with Case ID 500902625, Description .8, Member Effective Date 11/01/2018, DOB 08/15/1, Status Active, ASAP ELDER SERVICES OF THE ME, Case Type Member File, and Open Date 2/26/2015. Red arrows point to the search filters and the table columns.

- Create an Activity Log entry from the plus sign
- Create a clinical note with the member’s current service plan, if member is on a FEW along with any other pertinent information the RN should know about
  - Task SCO Clinical Consultant (Jami) off of note entry to level and confirm FEW in MMIS
- From the Activity Log entry click on the Outpatient Event icon



The screenshot shows the Activity Log for Mary Poppins. The member's DOB is 2/18/1954 and the note was entered by Jami Hajjar on 10/12/2018 at 5:05:06 PM. The activity type is set to 'Clinical Note'. The notes section contains: 'Member has 2hrs of HM per week, 5 HDM per week and a cellular PERS. Member is on a FEW. Member has a history of not being home for homemaker - GSSC's Name'. On the right side, there is a menu with options: Task, IP Prior Auth, Inpatient Stay, and Outpatient. Red arrows point to the plus sign in the top left, the 'Clinical Note' dropdown, and the 'Outpatient' option in the menu.

### CREATING THE OUTPATIENT EVENT

- GSSC is to create OPEs for the ASAP services listed below
  - Not: PCA, AFC, GAFC, ADH nor CDC
- Each service needs its own OPE



**OPE Shell:**

Request Intake Type  
 Request Intake Date/Time  
 Service Start Date  
 Request Type  
 Requestor  
 Primary Diagnosis  
 Referring Provider  
 Servicing Provider  
 Notification Given to Member Type

Email  
 Date/time the OPE is created  
 Effective date  
 Concurrent Non-Urgent  
 Member  
 Diagnosis documented in SAMS  
 PCP name  
 ASAP name  
 Notification Not Required

**Add Services**

Click on Add Services  
 Service Type

Community-based Services

**OPE Services:**

Service Detail	Start & End Date	Amount Requested	Requested Frequency	Notes	Other Documentation
Personal Emergency Response System (Monthly)	Effective Date & 90 days after effective date	1 PMPM	per month	Document if cellular or fall detection PERS	
Homemaker	Effective Date & 90 days after effective date	# of units	per week		1 unit = 15 minutes; 4 units = 1 hour
Personal Care	Effective Date & 90 days after effective date	# of units	per week		1 unit = 15 minutes; 4 units = 1 hour PC Plan of Care attached to Clinical Note
Home Health Aide	Effective Date & 90 days after effective date	# of units	per week		1 unit = 15 minutes; 4 units = 1 hour PC Plan of Care attached to Clinical Note
Companion	Effective Date & 90 days after effective date	# of units	per week		1 unit = 15 minutes; 4 units = 1 hour
Chore (heavy)	Effective Date & 90 days after effective date	# of units	once		1 unit = 15 minutes; 4 units = 1 hour
Home Delivered Meals	Effective Date & 90 days after effective date	# of units	per week		1 unit per meal
Other: Laundry	Effective Date & 90 days after effective date	# of units	per week		1 unit = 10 lb bag of laundry