

Sent: January 28, 2014



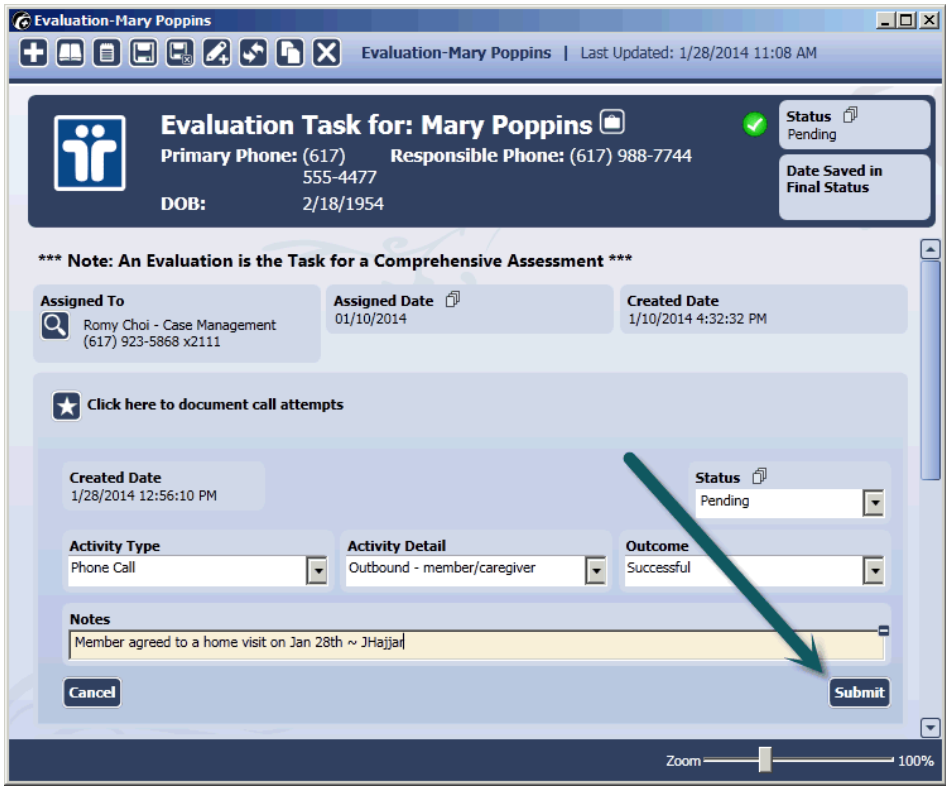
Please find below this week's tips. Also, please let me know if you have any questions.

1. If a member on your caseload is discharged from the hospital, you will be tasked a "2-Day Post Hospital Assessment". This assessment is completed telephonically. **Once completed, you must task yourself to complete a "7-Day Post Hospital Assessment"**. The 7-day assessment is completed based on the score rendered by the 2-day assessment which may be one of the following three options:

- **Low** <10 = telephonic
- **Moderate** 10-20 = use your discretion
- **High** >20 = make a joint visit with the RN

2. When working in CaseTrakker, **SAVE OFTEN**. For security reasons, if you are inactive for a short period of time the system will log you out automatically. We do not want to see you lose any of your documentation.

3. As you are documenting in the "notes" field of the Evaluations task, **remember to click submit before you click save**. This way your note will appear in the Activity Log:



Thanks,
Damien Wimbush

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