




Evaluation Task Due Date Update

In Tuesday Tip# 28 which was sent out on 10/14/2014, you were instructed to never change an Evaluation Task **Due Date** but instead always use the default Due Dates. By next week, you will no longer have the ability to alter an Evaluation Task Due Date. Below is a screenshot of how Due Dates will appear in Evaluation Tasks after next week. As you can see, they will be non-editable.

The screenshot shows an "Evaluation Task for: [REDACTED]" with a status of "Pending". The form includes fields for "Assigned To" (Katie Tardiff), "Assigned Date" (01/07/2015), and "Created Date" (1/7/2015 4:08:50 PM). A red box highlights the "Evaluation Due" field, which contains the date "1/31/2015" and a note "This is the Comp Assessment Due Date". A red arrow points to this field with the text "Evaluation Due Date is now non-editable". Other fields include "Evaluation Type" (Initial), "Evaluation Method", "Evaluation Scheduled Date/Time", "Notes", "Assessment Taken Date", "Days Since Last Comprehensive 2.0: 203", "Days Since Last MDS-HC: 287", and "Void Evaluation". A "Comprehensive Assessment 2.0" icon is visible at the bottom.

Please also note that whenever you select **Unable to Reach** for an Evaluation Task and save it, a new Evaluation Task will automatically generate for 30 days from the previous Evaluation Task Due Date (viewable in member's journal). This was always the case if you selected "**Refused**" for an Evaluation Task but now it is also true when selecting "**Unable to Reach**."

The first screenshot below is an example of an Evaluation Task that is due 1/31/15 but was saved in "Unable to Reach" status on 1/7/15. Normally you wouldn't save an evaluation task in "Unable to Reach" status this far in advance of the due date. I have done so to provide a screenshot example of what the newly generated Evaluation Task will look like when the previous Evaluation Task is saved in UTR status.




Original Evaluation Task

✔

Status
Unable to Reach

Date Saved in Final Status
01/07/2015

***** Note: An Evaluation is the Task for a Comprehensive Assessment *****

Assigned To
 Katie Tardiff - Case Management (617)
972-9400 x2728

Assigned Date
01/07/2015

Created Date
1/7/2015 4:08:50 PM

[★ Click here to document call attempts](#)

There are no attempts for this Evaluation.

***** The following fields refer to the next Comprehensive Assessment *****

Evaluation Due
This is the Comp Assessment Due Date
 1/31/2015

Did member agree to assessment?
 Yes No

Evaluation Status
 Unable to Reach

Evaluation Type
Initial

Evaluation Method

Evaluation Scheduled Date/Time


Notes **Assessment Taken Date**

Days Since Last Comprehensive 2.0: 203

Days Since Last MDS-HC: 287

Void Evaluation

Below is a screenshot of the newly generated Evaluation Task. As you can see the new Due Date of 2/6/15 is 30 days from the original Evaluation Task Due Date.




Newly Generated Evaluation Task

✔

Status
Pending

Date Saved in Final Status

***** Note: An Evaluation is the Task for a Comprehensive Assessment *****

Assigned To
 Deborah Paige - Case Management (617) 301-2400

Assigned Date
01/07/2015

Created Date
1/7/2015 4:35:18 PM

[★ Click here to document call attempts](#)

There are no attempts for this Evaluation.

***** The following fields refer to the next Comprehensive Assessment *****

Evaluation Due
This is the Comp Assessment Due Date
 2/6/2015

Did member agree to assessment?
 Yes No

Evaluation Type Initial

Evaluation Method

Evaluation Scheduled Date/Time

Notes **Assessment Taken Date**

Days Since Last Comprehensive 2.0: 203

Days Since Last MDS-HC: 287

Void Evaluation

30 days from last Evaluation Task



Remember to view the member's Journal in CaseTrakker to see any future pending Evaluation Tasks.

Thanks,

Damien

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