



### Refresher! - Evaluation Task Type

For all Evaluation Tasks, please remember to correctly select either **Initial** or **Ongoing** from the **Evaluation Type** dropdown menu.

A screenshot of a web-based form for an evaluation task. The form has several fields: 'Evaluation Due' with a date of 3/3/2015; 'Did member agree to assessment?' with 'Yes' selected; 'Evaluation Type' with a dropdown menu showing 'Initial' and 'Ongoing', where 'Ongoing' is highlighted in blue and the entire dropdown is enclosed in a red rectangular box; 'Evaluation Method' with a dropdown menu; 'Evaluation Scheduled Date/Time' with a date and time picker; 'Notes' with a text area; and 'Assessment Taken Date' with a date of 2/25/2015.

The Evaluation Type selection is used to indicate if it is either the first ever Comprehensive Assessment (CA) 2.0 for a member or if it's an ongoing Comprehensive Assessment. If it is the first ever CA 2.0, then "**Initial**" should be selected for the Evaluation Type, otherwise **Ongoing** should be selected.

In other words, only new effective members for the current month should have "**Initial**" selected as the Evaluation Type on Evaluation Task. After that first successfully completed CA 2.0, "**Ongoing**" should be selected for all future eval tasks.

Please review all your current tasks and correctly assign the Evaluation Type.

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