



Tuesday Tip - Eval Task and Out-of-Area (OOA)

In the situation where an eval task is due and the Care Manager knows the member is out of the country but will be returning in, for instance 3 months, then the Care Manager should:

1. Note this in an Activity Log
2. Complete the current Eval Task as UTR
and
3. Task their Supervisor (Level 1), Clinical Consultant (Level 2), or Team Lead (Level 3, 4, 4a) to **change the due date of the next Eval Task** (which auto-generates out 1 month) to a date shortly after member is scheduled to return.

In the above scenario you will NOT task to have the due date changed on the current eval task, but on the future eval task that auto generated one month from the date the current eval task was saved in "UTR" status.

Please also remember that:

a) If a member refuses an assessment because he/she never wants to have an assessment completed, then you should save the eval task in "Refused" status.

and

b) If a member refuses an assessment because he/she is not available on the week it is due but will be available the following week, then the Care Manager should let the eval task turn **red** and complete the task the following week when the member is actually available.