



Continuing Care Check-up

Enrolling in Continuing Care

Completing the Continuing Care Overview

Completing Continuing Care Check-ups on an on-going basis

This Tip Sheet focuses on how complete the Continuing Care Checkup module

Total Pages: 4

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Background

The Continuing Care Check-up module is a tool Counselors and Case Managers can use to assist them with their on going interviews of clients who have been enrolled into Continuing Care. The Continuing Care module can also help Counselors and Case Managers track a clients progress through the recovery process.

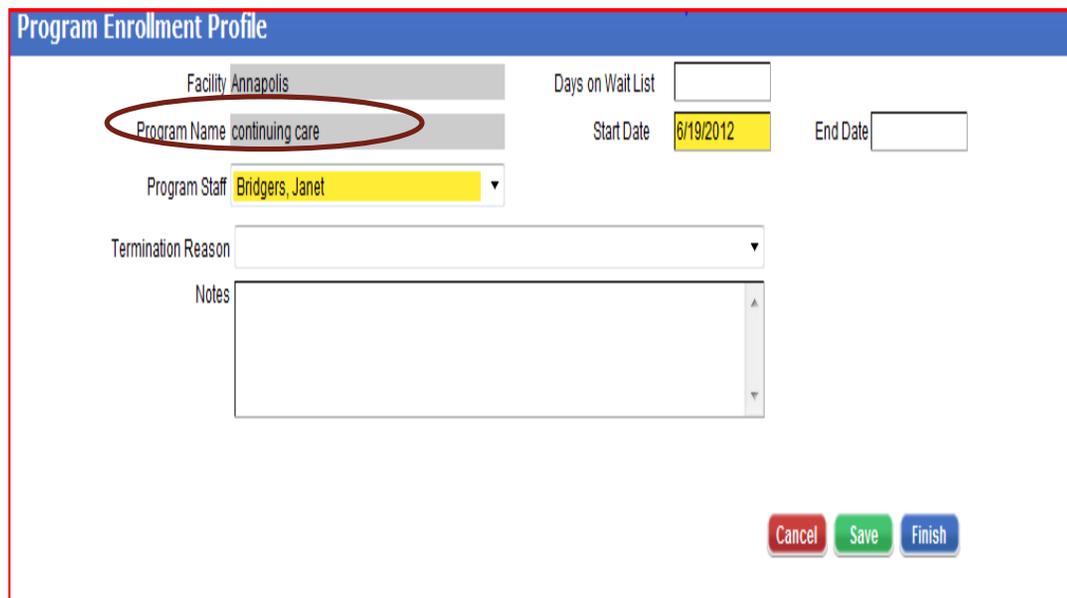
A client must be enrolled in Continuing Care before the Continuing Care Check Up module becomes active

1. Go to Menu Tree and Click on **Program Enroll**
2. Disenroll client from current program (Level of Care).
3. Enroll the client in Continuing Care

(For further information on Enrolling and disenrolling a client please see page 5 of the Admission Tip Sheet)

4. After completing the Continuing Care enrollment and, clicking on **Save**, the Continuing Care Check Up module will appear on the Menu Tree.

DO NOT DISCHARGE CLIENT!



The screenshot shows a web form titled "Program Enrollment Profile" with a blue header. The form contains several fields: "Facility" is set to "Annapolis"; "Days on Wait List" is an empty text box; "Program Name" is set to "continuing care" and is circled in red; "Start Date" is set to "6/19/2012"; "End Date" is an empty text box; "Program Staff" is a dropdown menu showing "Bridgers, Janet"; "Termination Reason" is an empty dropdown menu; and "Notes" is a large empty text area. At the bottom right, there are three buttons: "Cancel" (red), "Save" (green), and "Finish" (blue).

Continuing Care Overview

Upon initial creation of the continuing care overview, complete the High Risk Situations & Recovery Activities mover boxes. Also complete the number of days to next client checkup. These may be modified as the client continues in the continuing care episode.

Continuing Care Team

1. To add, a team member/s information click on the **Add New Member** hyperlink.
2. Select a “Staff Name” and “Role/ Relation”
3. Select Yes for the “Recover Team Member”
4. Click on **Save** and then **Finish**.
5. To alter the information of Team Member click on the **Add New Member** hyperlink and then click the **Review** hyperlink next to their name.

Current Collateral Contacts

1. To add a contact click on the **Add New Contact** hyperlink. Complete all of the yellow fields plus a phone number
2. Click on **Save** and then **Finish**.
3. To alter the information of a Contact click on the **Add New Contact** hyperlink and then click on the **Review** hyperlink next to their name.

When the Overview is completed click on the **Save** button

The screenshot shows the SMART system interface. The top navigation bar includes the SMART logo, user information (Bridgers, Janet), location (First Bridge (Training Agency), Annapolis), client information (Charles, Susie | F0102808011CH | Case #: 1), and a May 2012 date. A sidebar on the left contains a menu with options like Home Page, Agency, Group List, Drug Testing Check In, Caseload Summary, Client List, Client Profile, MCASP Risk Assessment, Linked Consents, Non-Episode Contact, Activity List, Court Monitoring, Judicial Cont Care, Intake, Fee Determination, Drug Testing, Wait List, Tx Team, Screening, Assessments, Admission, Program Enroll, ECourt, Notes, Treatment, DJS Tx Planning, Outcomes, Client Outcome Measures, Discharge, Continuing Care Check Up, Recovery Plan, Recovery Plan Rvw, Consent, Referrals, Payments, Progress, Progress Summary, Episode List, and System Administration.

The main content area is divided into several sections:

- Check Up History:** A table with columns for Date, Result, Risk Score, Recovery Sustained?, Recovery Stresses, and Actions. It shows four entries for dates 6/19/2012 and 6/20/2012.
- Continuing Care Overview:** This section includes:
 - High Risk Situations:** A form with 'Available Options' (e.g., 'At a corner store that sells beer') and 'Selected Options' (e.g., 'At a party where there is alcohol/drugs').
 - Recovery Activities:** A form with 'Available Options' (e.g., 'Activities with clean and sober friends') and 'Selected Options' (e.g., 'Activities with clean and sober family members').
 - Days to Next Check up:** A text input field containing the number '15'.
 - Buttons for 'Cancel', 'Save', and 'Finish'.
- Continuing Care Team:** A table with columns for Team Member Name, Is Primary Care Member?, Review Member, Role/Relation, Start Date, and End Date. It lists three team members: 505, Training; 509, Training; and 503, Training.
- Current Collateral Contacts:** A table with columns for Type, Name, Is consent on file?, and Phone Numbers. It lists one contact: Sister(s) Charles, Angie.

The screenshot shows the 'Assign Group' form. It includes the following fields and options:

- Staff Name:** A dropdown menu with '506, Training' selected.
- Non Staff Name:** An empty dropdown menu.
- Role/Relation:** A dropdown menu with 'Nurse' selected.
- Review Member:** A dropdown menu with 'No' selected.
- Primary Care Staff:** A dropdown menu with 'No' selected.
- Deny Access to Client Records:** A dropdown menu with 'No' selected.
- Recovery Team Member:** A dropdown menu with 'Yes' selected.
- Start Date:** A date field with '6/20/2012' entered.
- End Date:** An empty date field.
- Notes:** A large text area for entering notes.
- Buttons for 'Cancel', 'Save', and 'Finish'.

A red box highlights the 'Recovery Team Member' dropdown, with a text box below it stating: **Select Yes for Recovery Team Member**. A red arrow points from the 'Add New Member' link in the screenshot above to the 'Assign Group' form.

Continuing Care Check Up – Enter a new check-up for each attempted contact with the client.

1. To Activate the Check Up Profile click on the **Add New Check Up** hyperlink.
2. Enter a Result – Client participated, refused, or could not reach client. Choose the staff completing the check-up by entering the first few letters of the last name, then clicking the magnifying glass. Then click the dropdown menu.
3. Complete the “Response” (yellow) fields in the Risk Assessment and Protective Factors. *The “Last Response” (grey) fields indicate the clients response from a previous interview.*
4. When you have completed the Risk Assessment and Protective questions click on the **Calculate Score** hyperlink. A negative score means more risks than protective factors. A positive score means more protective factors.
5. Complete the Check Up Case Management fields.
6. When you enter a number in the “Days to Next Check up” field SMART calculates and populate the Date field for “Scheduled next contact”. Enter the time for the next scheduled contact.
7. SMART will enter the end time of the checkup for you when you click save.
8. After you click save, SMART will create a hyperlink for you to move directly to **Add New Encounter** to document this continuing care check-up. Save that encounter.
9. Repeat the “Add new check-up” steps each time you attempt to contact the client.

Check Up Profile

Date: 06/20/2012 Result: Client participated

Staff: Smi* Start Time: 4:56 PM

Risk Assessment

1. Mood: In the past week, how many times would you say your mood has changed?

Response: Last Response: 1-2 days/wk

Comment:

Risk Factor Total: 13

Protective Factor Total: 9

Overall Risk Total: -4

[Calculate Score](#)

Days to Next Check up: 15

Click here to calculate scores

The number of days entered here will be calculated and the date for the next contact will prefill here.

Schedule next contact

Date: 07/04/2012 Time:

End time: 3:48 PM

[Add New Encounter](#)