SMART Tip Sheets
Continuing Care Check-Up

UNIVERSITY OF MARYLAND
INSTITUTE FOR GOVERNMENTAL SERVICE & RESEARCH

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

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

IGSR Technical Support: 301.405.4870

June 2012

Behavioral Health System Baltimore

MARYLAND .gov DEPARTMENT OF JUVENILE SERVICES

MARYLAND COURTS mdcourts.gov

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.

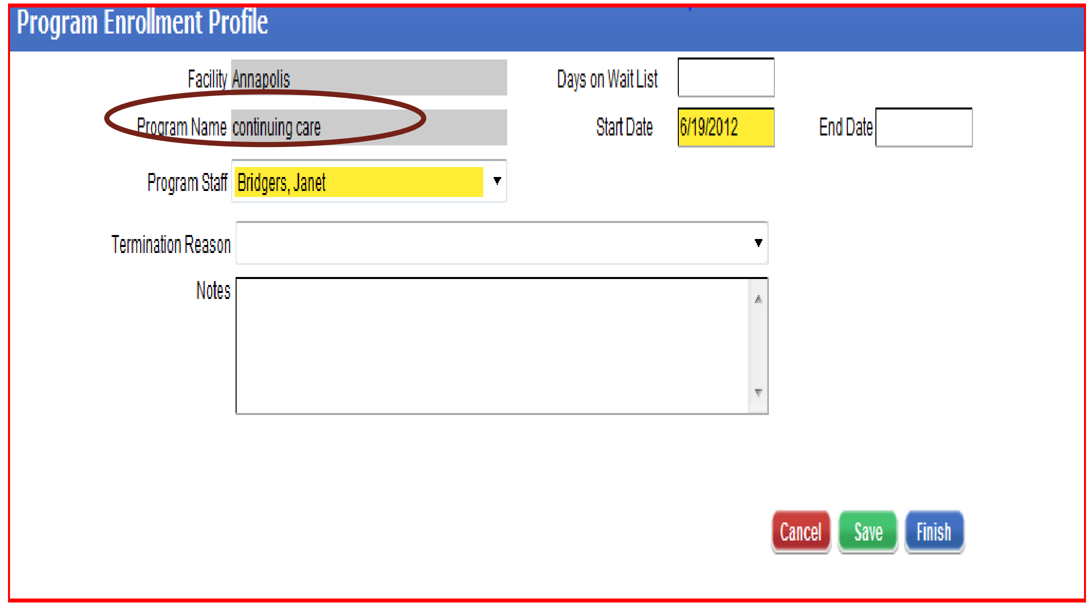
A client must be enrolled in Continuing Care before the Continuing Care Check Up module becomes active

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!



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.

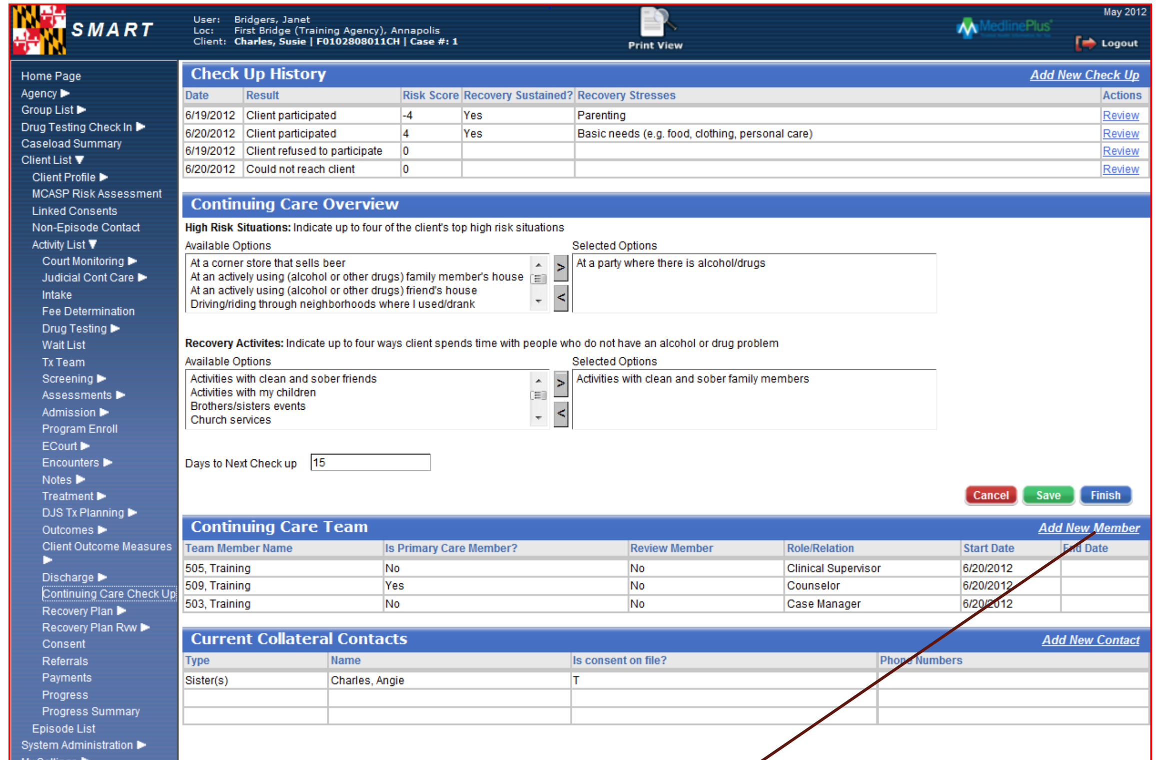
Continuing Care Team

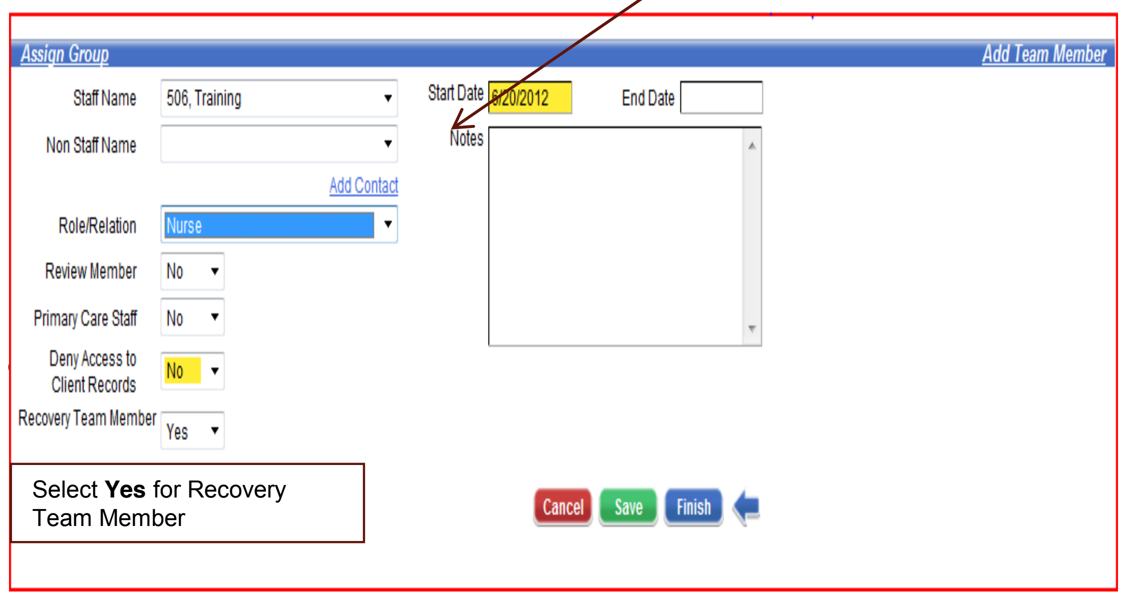
1. To add, a team member/s information click on the **Add New Member** hyperlink.
2. Select a "Staff Name" and "Role/ Relation"
3. Select Yes for the "Recover Team Member"
4. Click on **Save** and then **Finish**.
5. To alter the information of Team Member click on the **Add New Member** hyperlink and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





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.