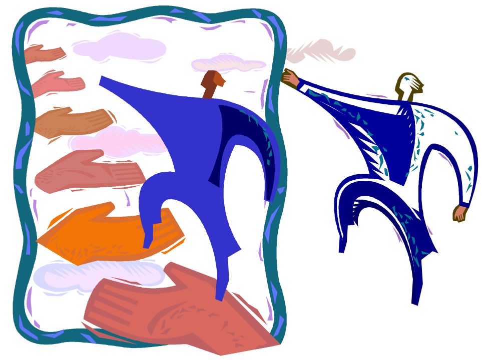

DDaP PERIODIC ASSESSMENT UPDATE GUIDE

DMHAS INFORMATION SYSTEMS DIVISION

MARCH 2014

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PERIODIC ASSESSMENTS OVERVIEW

The Periodic Assessment is a collection of data elements that reflect client information with regards to their treatment plan. These data elements are collected at admission, discharge, and every six months, but may be submitted more frequently. Updating this data should correspond to the treatment plan development with the client. The Periodic Assessment screen, when required, will display when an admission is created, as well as when a discharge is processed. The screen should be updated to reflect changes, if any, to the treatment plan.

Six month updates are required for those programs that are six months or longer. When the Periodic Assessment is due, it will display on the Assessments screen in the drop list under the ‘Required Assessments’ grid. If you need to complete a Periodic Assessment before the 6 month due date, it can be selected in the drop list under the ‘Optional Assessments’ grid.

The Periodic Assessment Date entered must reflect the date of the new updates.

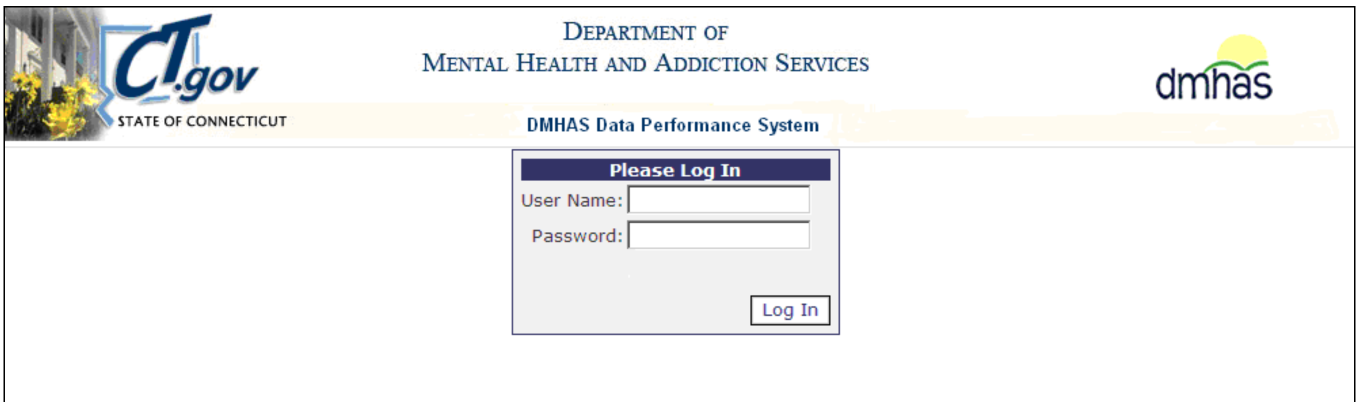
A report called the **Periodic Assessment 6-Month Tickler Report** can be run to determine when the 6-month update is required for the client, or clients in your program.

This guide steps you through the Periodic Assessment Update process:

- Logging into DDaP
- Accessing Reports
- Periodic Assessment 6-Month Tickler Report
- Completing the Periodic Assessment Updates
- Adding and / or Updating Drug Use

LOGGING INTO DDAP

1. Boot-up the pc to the Windows desktop screen.
2. For VPN users, once VPN or Nortel has run, enter password and Token number. Launch Internet Explorer; an icon will display.
3. Launch Internet Explorer.
4. Select **DDap** from your ‘Favorites’ or enter the address in your website.
5. Hit the **Enter** key.
6. The **Log In** screen will be displayed:



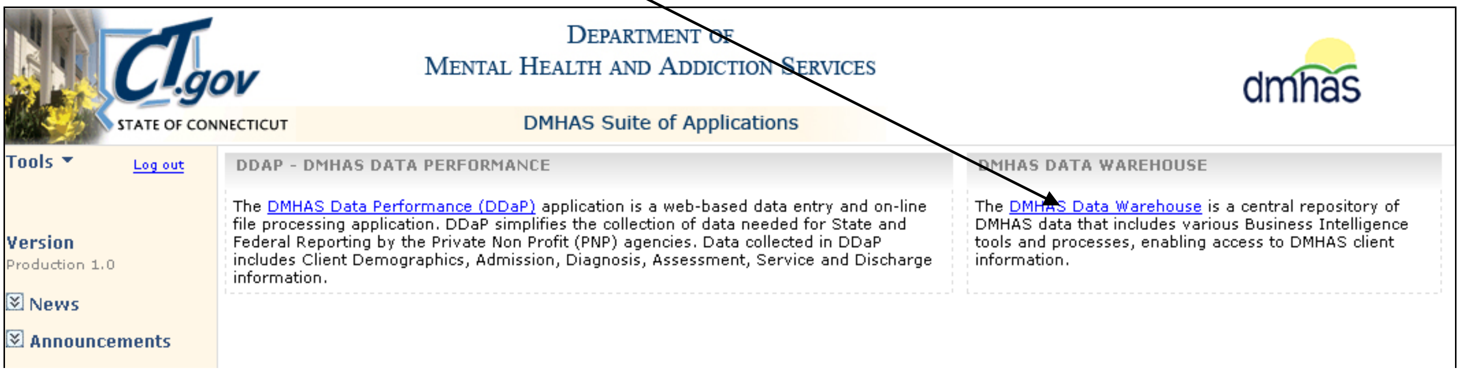
7. Enter the following information in the **Log In** window:

User Name:	Enter your user name.
Password:	Enter your password.

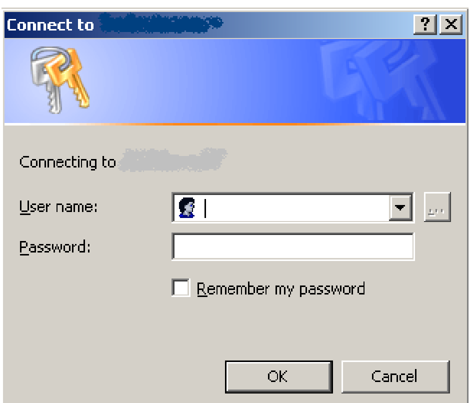
8. Point and click on the **Log In** button.
9. The **DMHAS Suite of Applications** screen will display.

ACCESSING REPORTS

1. Select the **DMHAS Data Warehouse** link on the **DMHAS Suite of Applications** screen.



2. A connection window will display:



3. Type the domain followed by '\' and your User name. (The backslash (\) is above the Enter button.)

4. Type your password.

If you are a new user or need your password reset or have any questions regarding your logon to the data warehouse, please email the Help desk: **DMHAS.Info@ct.gov** or call: 860-262-5058

5. Select the **OK** button. (The **Cancel** button wil close the window.)

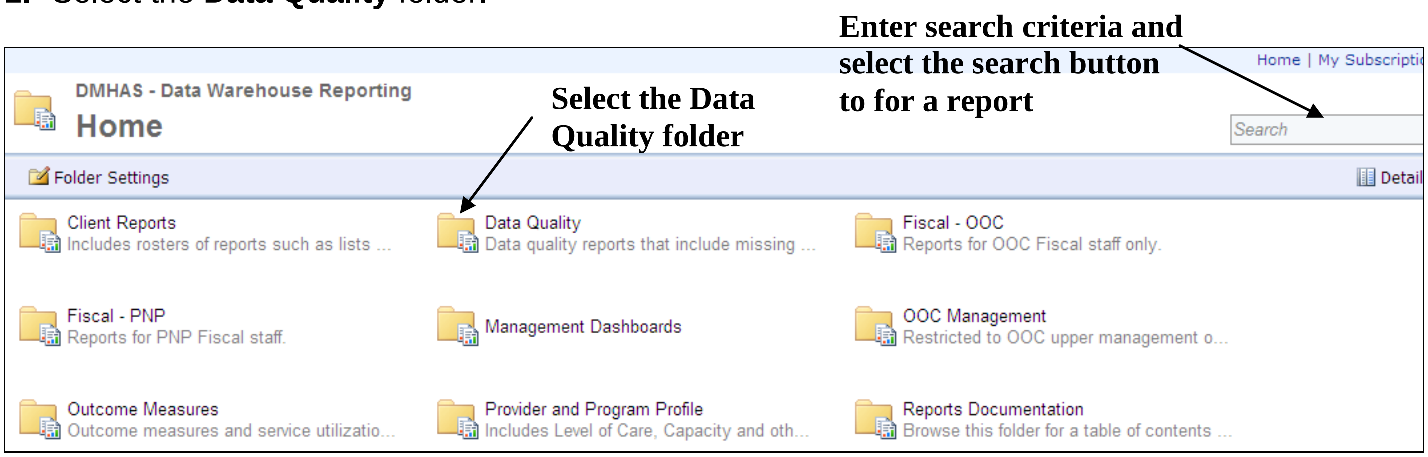
6. The reports folders will display. **Note:** There may be a short wait until folders display

PERIODIC ASSESSMENT 6-MONTH TICKLER REPORT

The **Periodic Assessment 6 - Month Tickler Report** only shows programs that are designated as requiring Periodic Assessments. The report does not show missing admission or discharge Periodic Assessments, as these are required by DDaP in order to complete an admission or discharge. Instead, the report shows clients who have not had a periodic assessment entered in six months (date will be in RED) or the date will be missing if the client has no periodic assessment on record. This occurs when the client has been active for more than 6 months. The report also shows if the client has a substance abuse diagnosis in their last diagnosis record in DDaP. If so, the substance use fields in the periodic assessment will be required. Provider client counts are for the selected programs only, and not all the providers' programs.

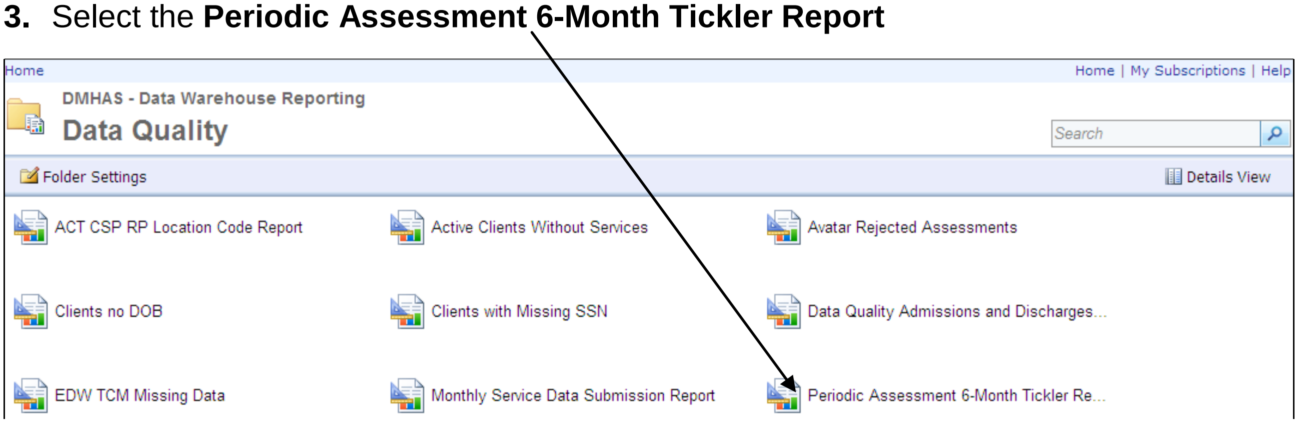
This Report shows all clients in the selected programs whose admission date is equal to or greater than six months prior to the as of date.

1. Select the **Data Quality** folder.

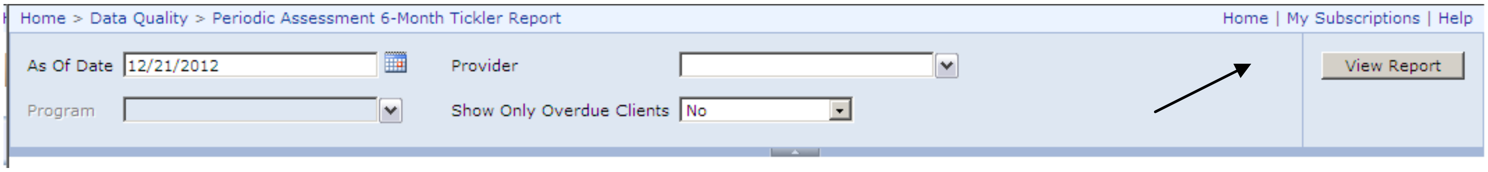


2. The list of reports within that folder will display.

3. Select the **Periodic Assessment 6-Month Tickler Report**



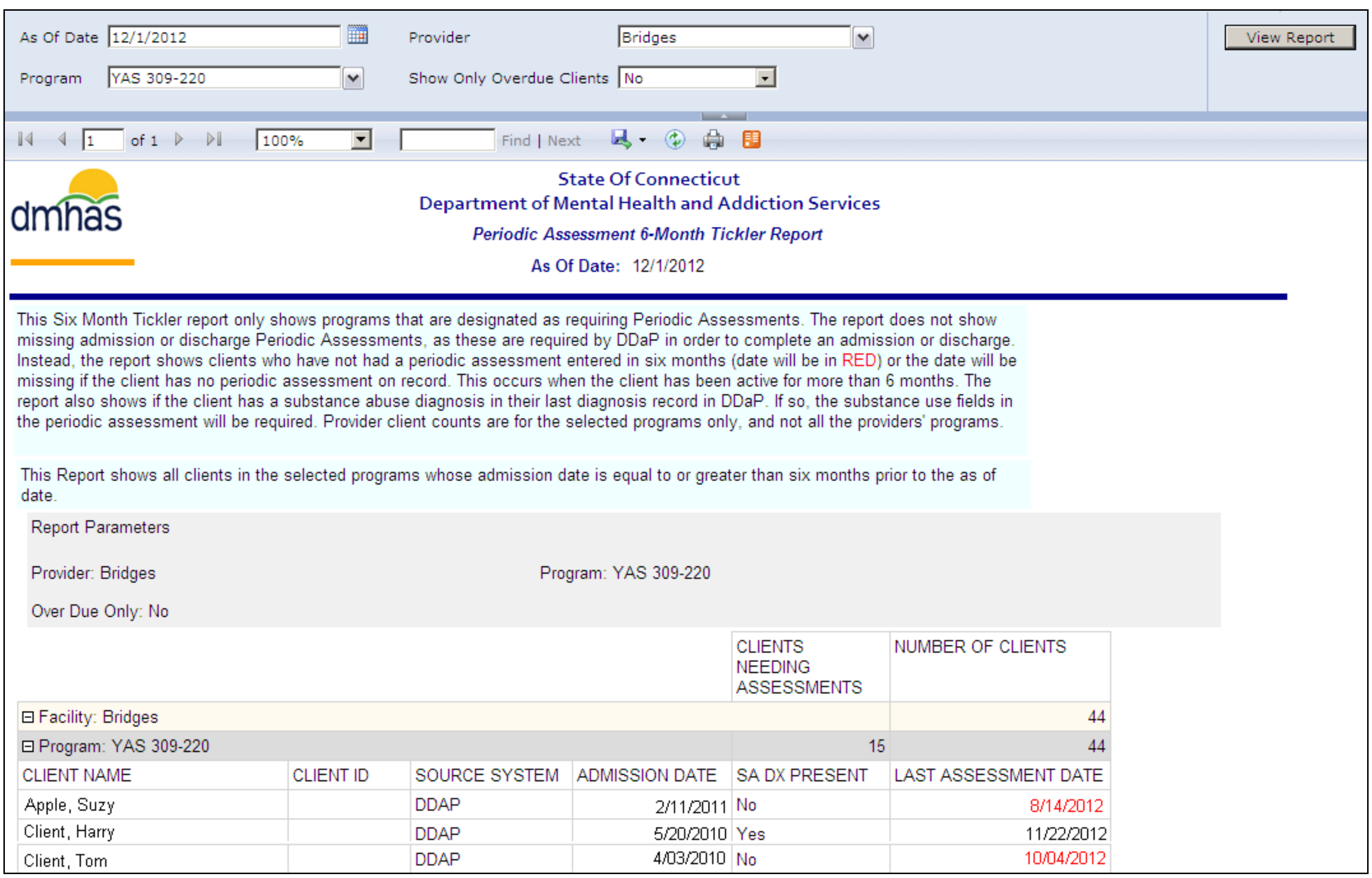
4. The report criteria selections will display.



5. Enter the **As of Date** (date will default to current date), select the **Provider** and **Program** from the drop lists and select '**Yes**' or '**No**' for **Show Only Overdue Clients**.
6. Select the **View Report** button.
7. The **Periodic Assessment 6-Month Tickler Report** will display.

> Because data refresh is done after the end of the business day, the data in the reporting environment will be **one-day** behind the source systems.

8. Print the report or make a note of the clients who need the Periodic Assessment updates.
9. The dates listed in red are for clients who are over due for Periodic Assessments. The dates listed in black are for assessments currently due. If a Periodic Assessment has never been done, the date will be blank. Periodic Assessments will need to be completes for the 6 month periods based on the active clients admission date (You only need to go back as far as 7/1/2011 if it is an older admission date.)
10. Search on the client(s) from the 6-month tickler report list in DDaP through Client Management or Roster Management and complete the Periodic Assessment Updates. *See instructions on the following pages.*



As Of Date 12/1/2012 | Provider Bridges | View Report

Program YAS 309-220 | Show Only Overdue Clients No

1 of 1 | 100% | Find | Next

State Of Connecticut

Department of Mental Health and Addiction Services

Periodic Assessment 6-Month Tickler Report

As Of Date: 12/1/2012

This Six Month Tickler report only shows programs that are designated as requiring Periodic Assessments. The report does not show missing admission or discharge Periodic Assessments, as these are required by DDaP in order to complete an admission or discharge. Instead, the report shows clients who have not had a periodic assessment entered in six months (date will be in RED) or the date will be missing if the client has no periodic assessment on record. This occurs when the client has been active for more than 6 months. The report also shows if the client has a substance abuse diagnosis in their last diagnosis record in DDaP. If so, the substance use fields in the periodic assessment will be required. Provider client counts are for the selected programs only, and not all the providers' programs.

This Report shows all clients in the selected programs whose admission date is equal to or greater than six months prior to the as of date.

Report Parameters

Provider: Bridges Program: YAS 309-220

Over Due Only: No

				CLIENTS NEEDING ASSESSMENTS	NUMBER OF CLIENTS
⊟ Facility: Bridges					44
⊟ Program: YAS 309-220				15	44
CLIENT NAME	CLIENT ID	SOURCE SYSTEM	ADMISSION DATE	SA DX PRESENT	LAST ASSESSMENT DATE
Apple, Suzy		DDAP	2/11/2011	No	8/14/2012
Client, Harry		DDAP	5/20/2010	Yes	11/22/2012
Client, Tom		DDAP	4/03/2010	No	10/04/2012

ROSTER SEARCH

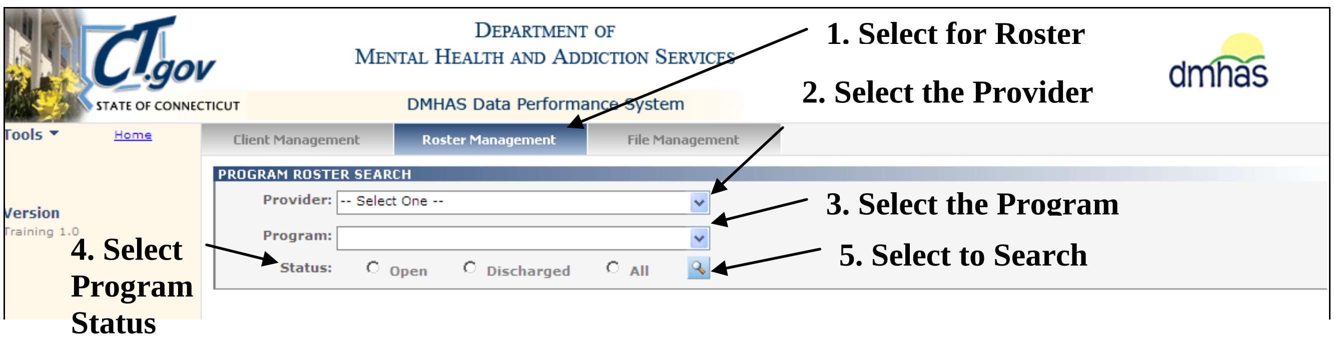
Client Management allows you to search on one client and process a Periodic Assessment Update for that client. The Roster Management allows you to search on all clients in your program and process Periodic Assessment Updates for all the clients within your program that require updates.

Follow the steps below to search on a Provider and Program to display all clients.

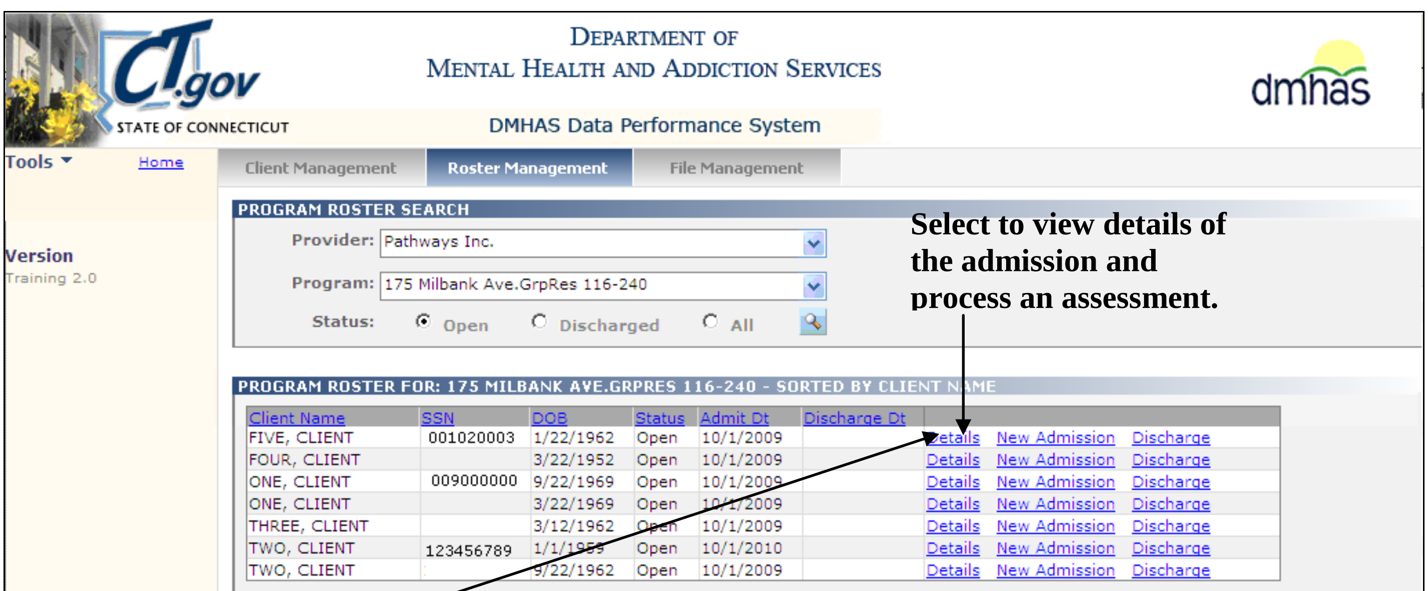
1. Select the **Roster Management** tab.
2. Select the **Provider** from the drop list.

> Only the Providers that you have access to will display in the drop list.

3. Select the **Program** from the drop list.
4. Select the **Program Status** radio button. (Select '**Open**' for active clients.)
5. Select the **Search** icon on the screen.



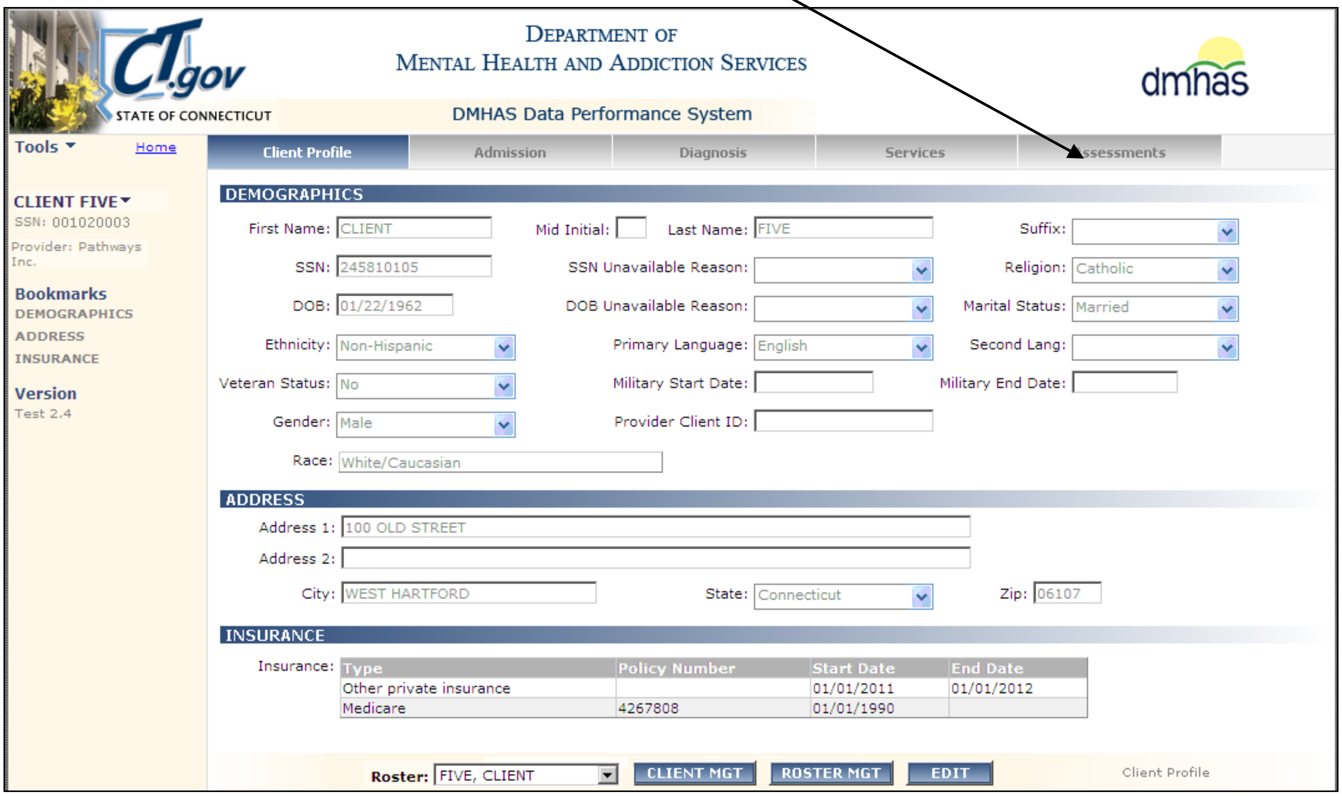
6. A list of all clients and admissions will display for that Program and Provider.



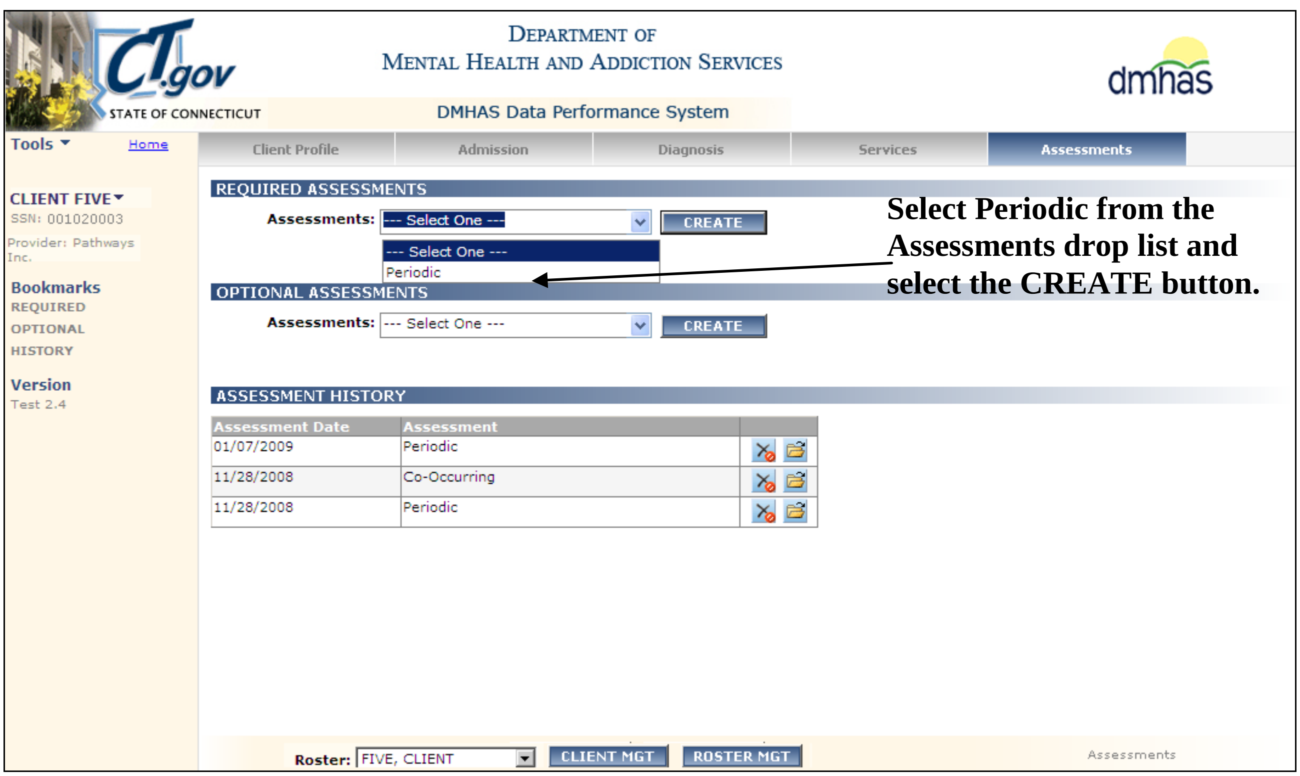
7. Select **Details** next to the client or admission for which you want to view and make updates.

PERIODIC ASSESSMENT UPDATES

1. Once the **Details** link is selected, the **Client Profile** screen will display.
2. Select the **Assessments** tab in the Navigator bar.



3. The **ASSESSMENTS** screen will display.



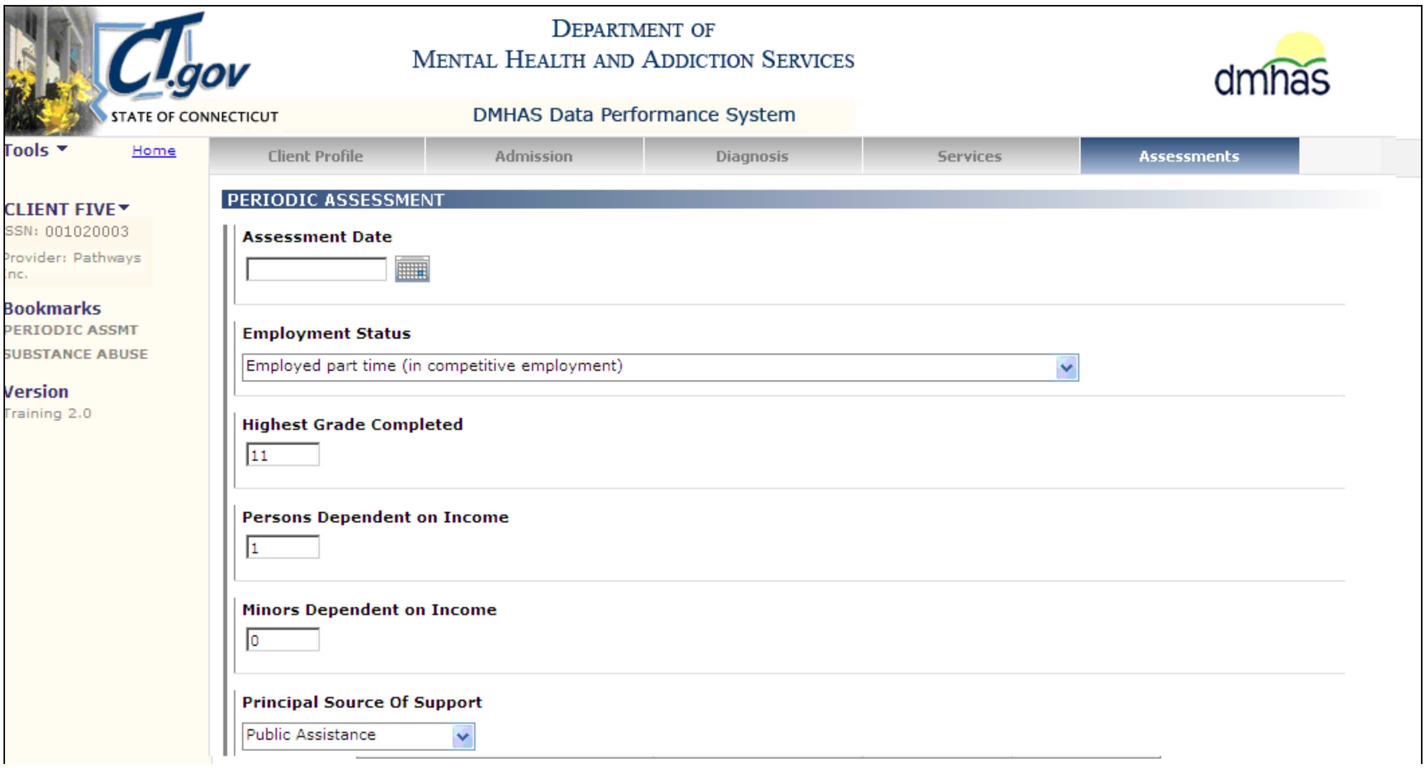
4. Select '**Periodic**' from the **REQUIRED ASSESSMENTS** drop list.
5. Select the **CREATE** button.

6. The **Periodic Assessment** screen will display with the *most recent client data*.

7. Enter a *current Assessment Date* based on the date of the updates.

8. Make any necessary updates to the screen based on the client's current treatment plan.

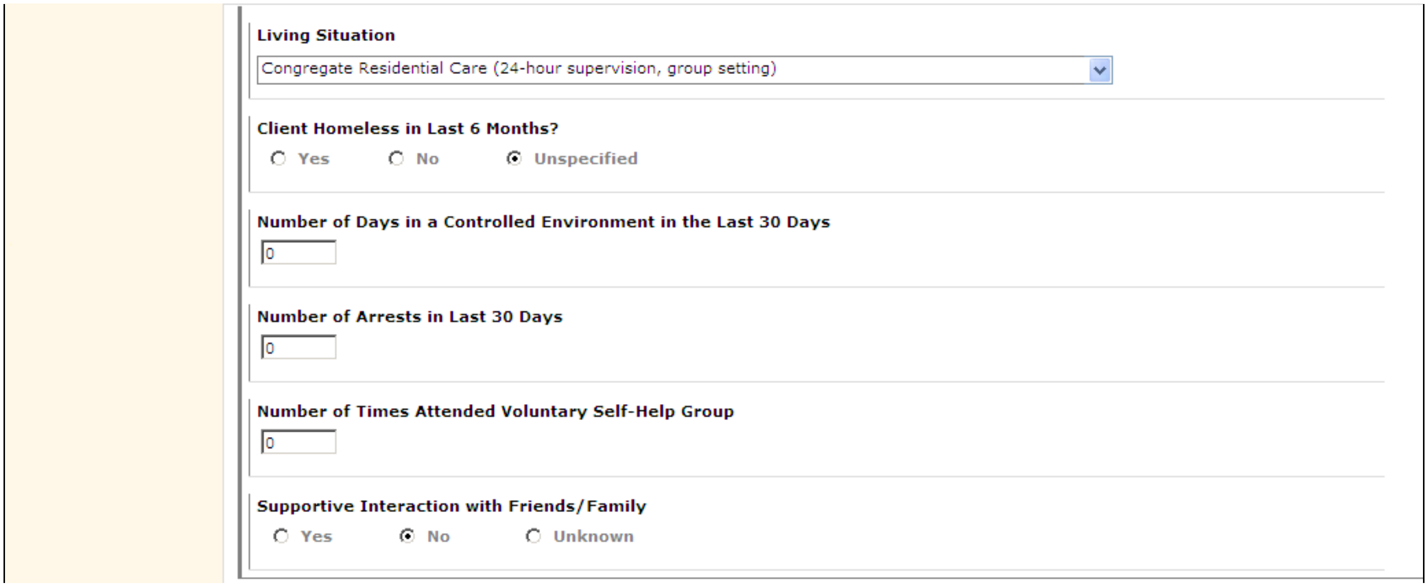
A Periodic Assessment Updates can be done at any time within the 6-month period by selecting the Periodic Assessment from the OPTIONAL drop list. Once the Periodic Assessment update has reached the 6 month period and is due, it will no longer display in the Optional drop and now displays in the REQUIRED drop list.



Enter a <u>*current*</u> *Assessment Date* based on the date of the updates.

Complete the data fields as noted below:

DATA FIELD	DESCRIPTION
Assessment Date	REQUIRED FIELD. Enter the date on which the client assessment is performed. (Date of Admission for an Admission, Date of the Update for an Update, Date of Discharge for a Discharge)
Employment Status	REQUIRED FIELD. Select the client's employment status at the time of the episodic assessment from the drop list.
Highest Grade completed	REQUIRED FIELD. Enter the Highest School Grade completed by Client at the time of the Assessment. (0 – 32, 97 = Unknown) Ex: 12 = High School, 16 = College
Persons Dependent On Income	Enter the total number of individuals dependent on client's income, including the client. (1-15)
Minors Dependent On Income	Enter the total number of individuals age 17 and younger dependent on income. (0-14)
Principal Source Of Support	REQUIRED FIELD. Select the Client's Principal income source from the drop list.



Complete the data fields as noted below:

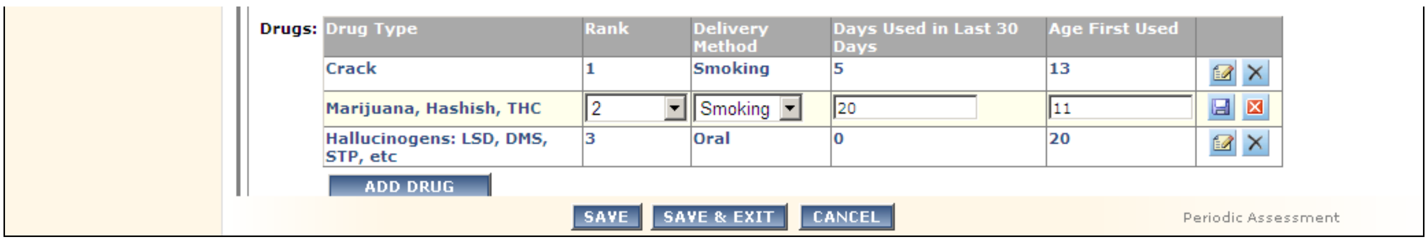
Living Situation	**REQUIRED FIELD.** Select the Client's Living Situation at time of Episodic Assessment from the drop list.
Client Homeless In the Last 6 months	Select 'Yes', 'No' or 'Unspecified' to indicate whether a client was homeless in 6 months prior to assessment.
Number of Days in a Controlled Environment in the Last 30 Days	Enter the number of days in the last thirty that the client was in a controlled environment, such as jail/prison, hospital, group home, halfway house, etc. (0-30)
Number of Arrests	**REQUIRED FIELD.** Enter the Client's Number of Arrests in the thirty days Preceding the Assessment. (0-30, 97 = Unknown)
Social Support Voluntary Count	**REQUIRED FIELD.** Enter the Number of Self-Help programs attended by the client in the past 30 days. (0-90, 97 = Unknown)
Social Support Family/Friend	**REQUIRED FIELD.** Select Yes or No to indicate whether or not Client interacted with Family/Friends supportive of recovery in the thirty days preceding the Assessment.

The Substance Abuse Lifetime Inpatient and Out Patient questions only display for the first-ever Periodic Assessment where a Substance Abuse Dx Code exists in AXIS 1. They will not display on an Update Periodic Assessment.

UPDATING DRUG USE

1. To update existing drug use, select the edit icon in the **Drug Use** grid next to the drug you want to update.

2. The fields will become enabled.

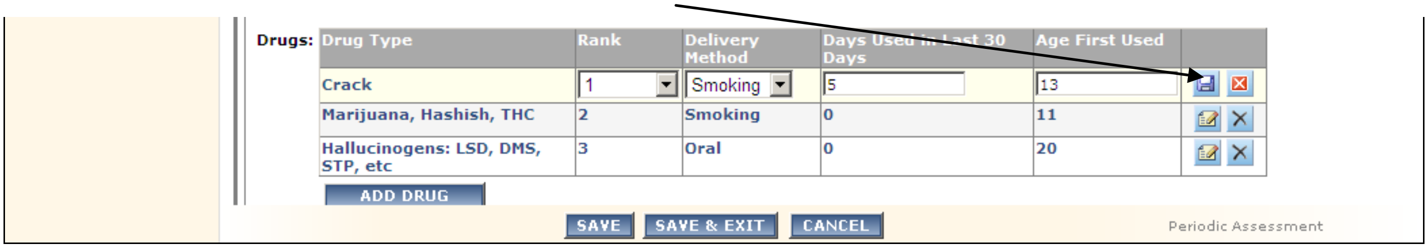


3. Make any necessary changes.

4. Select the Save icon once the changes are made.

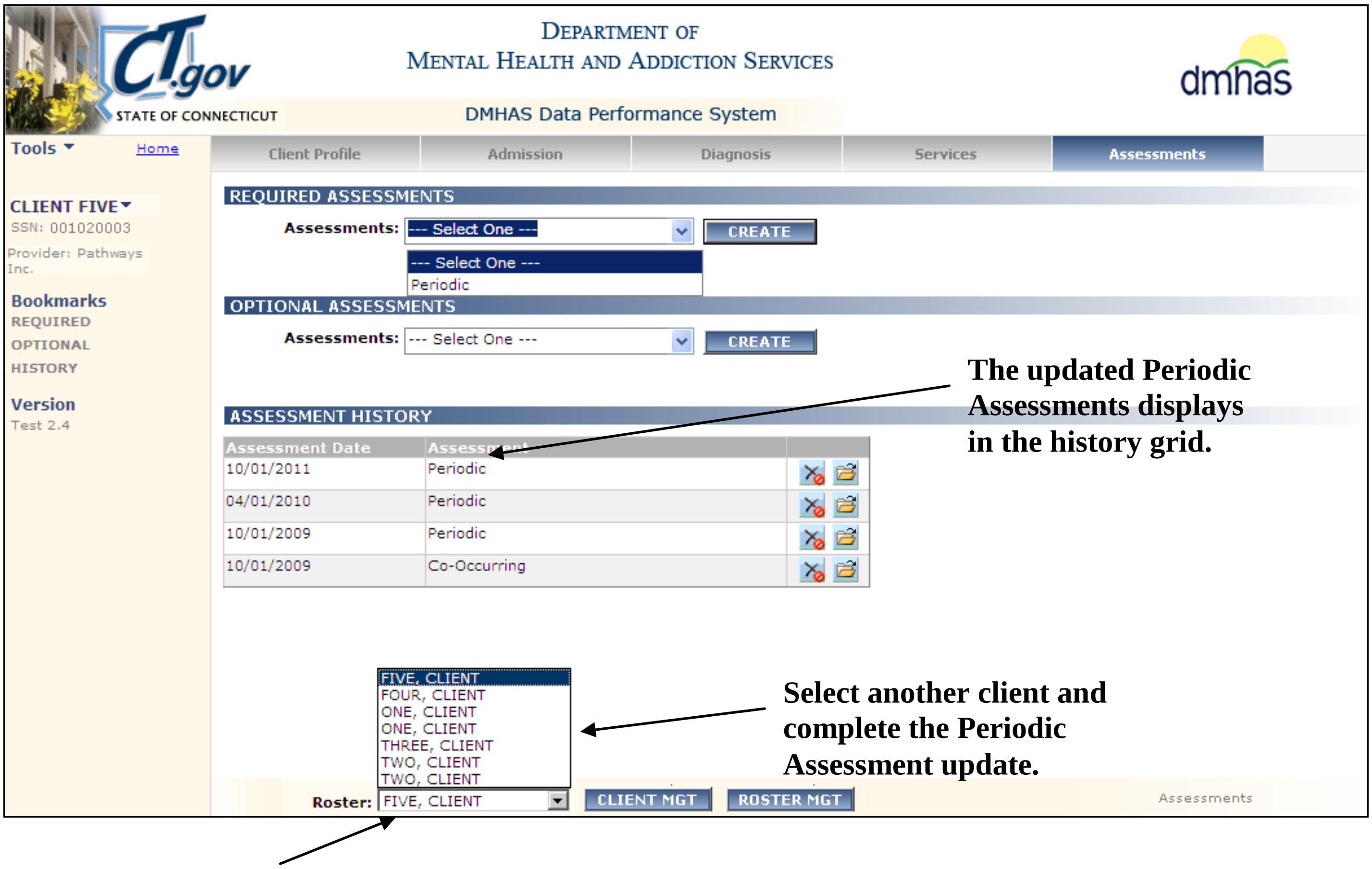
5. Select the edit icon to make any additional changes.

6. Once changes are made, select the Save icon. (Select cancel icon to cancel the change.)



7. Select the **SAVE & EXIT** button when updates have been completed.

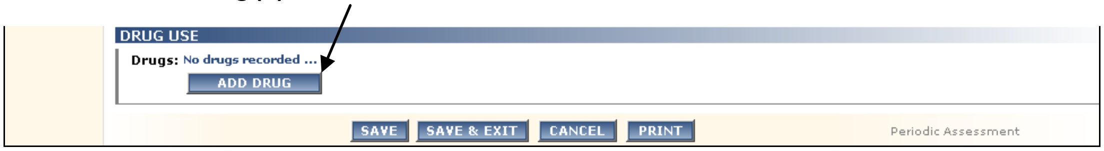
8. The updated Periodic Assessment will display in the **ASSESSMENT HISTORY** grid.



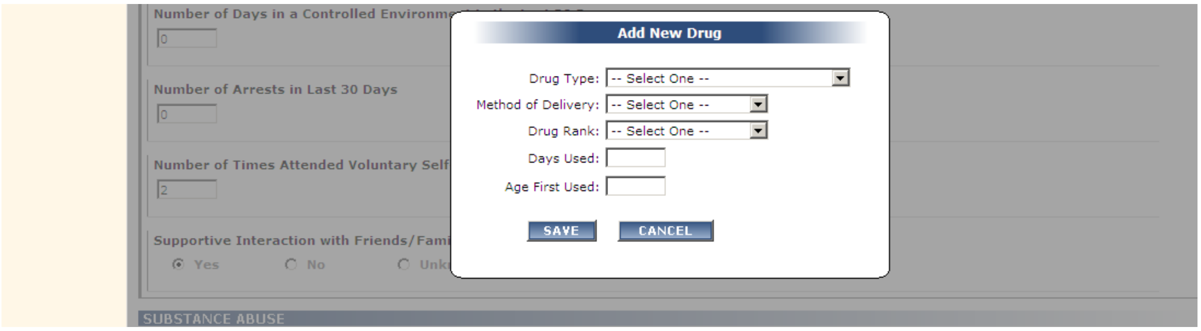
9. Select another client from the Roster listing that needs a Periodic Assessment Update and follow the previous steps in this guide.

ADDING DRUG USE:

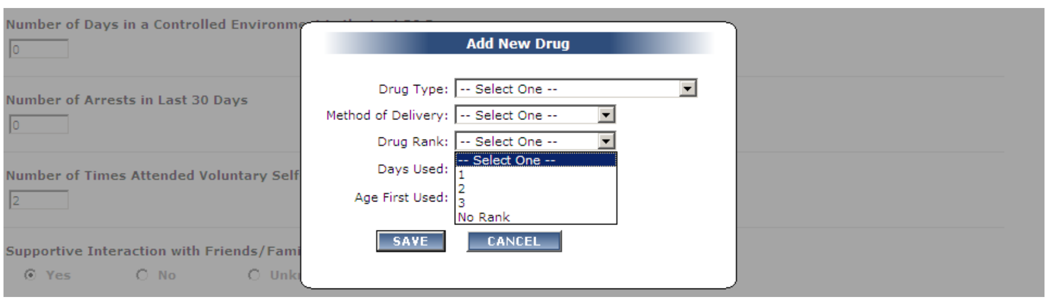
1. To add a drug(s), select the **ADD DRUG** button.



2. The **Add New Drug** window will display: (All fields are **REQUIRED** if adding a drug.)



3. Select the **Drug Type** from the drop list.
4. Select the **Method of Delivery**. (How the drug is administered.)
5. Select the **Drug Rank** (1-3, No Rank) ***(Select '1' for the Primary Drug or No Rank if a fourth drug (or more) is being added.)***



6. Enter the **Number of Days Used** (in the past 30 days).
7. Enter the **Age First Used**.
8. Select the **SAVE** button.
9. The **DRUG USE** grid will display:

10. Select the edit icon in the **Drug Use** grid to edit the drug information.

11. Select the save icon in the **Drug Use** grid to save the drug information. (Select cancel icon to cancel out of the change.)

12. Select the delete icon to delete the drug information.

13. If there is ***more than one*** drug, enter the 'Primary' drug first and select '1' for the 'Rank'.

14. Complete remaining fields and select the **SAVE** button at the bottom of the screen.

15. Select ‘**ADD DRUG**’ for the second drug and select ‘2’ for the ‘Rank’, complete remaining fields and select **SAVE**.

16. Select ‘**ADD DRUG**’ for the third drug and select ‘3’ for the ‘Rank’, complete remaining fields and select **SAVE**.

17. If adding additional drugs, select ‘**ADD DRUG**’ and select ‘No Rank’ for the ‘Rank’, complete remaining fields and select the **SAVE** button.

If there are more than 3 drugs, only the first 3 will have a number ranking. *Select ‘No Rank’ for the remaining drugs.* If there is only 1 drug, select ‘1’ for the ‘Rank’.

SUBSTANCE ABUSE

Drugs:

Drug Type	Rank	Delivery Method	Days Used in Last 30 Days	Age First Used
Heroin	1	Inhalation	0	22
Other Opiates and Synthetics	2	Oral	0	22
Alcohol	3	Oral	0	14
Marijuana, Hashish, THC	No Rank	Smoking	0	16
Cocaine	No Rank	Inhalation	0	22

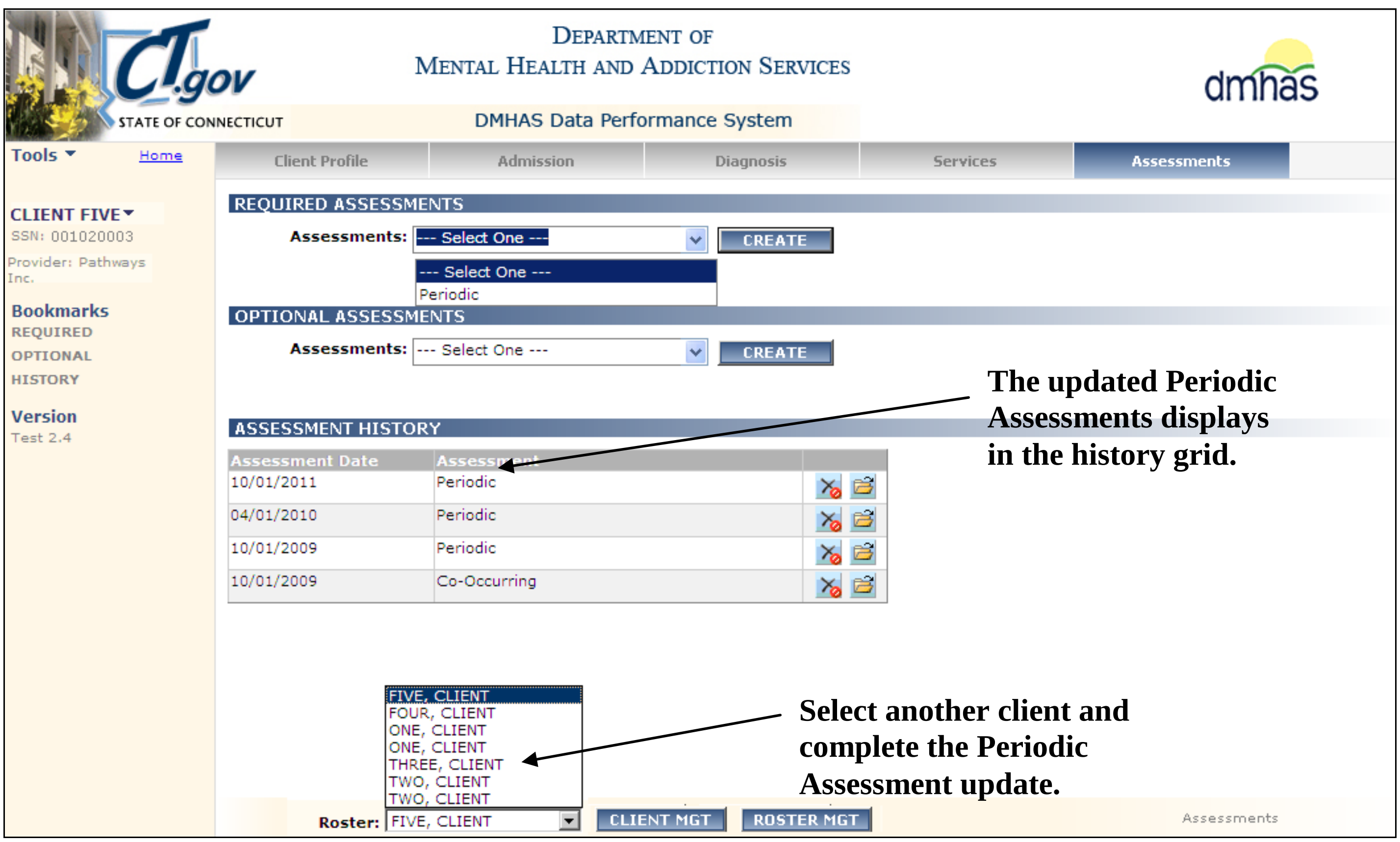
ADD DRUG

SAVE SAVE & EXIT CANCEL

Periodic Assessment

18. Select the **SAVE & EXIT** button when updates have been completed.

19. The updated Periodic Assessment will display in the **ASSESSMENT HISTORY** grid.



20. Select another client from the Roster listing that needs a Periodic Assessment Update and follow the previous steps in this guide until all updates are completed.