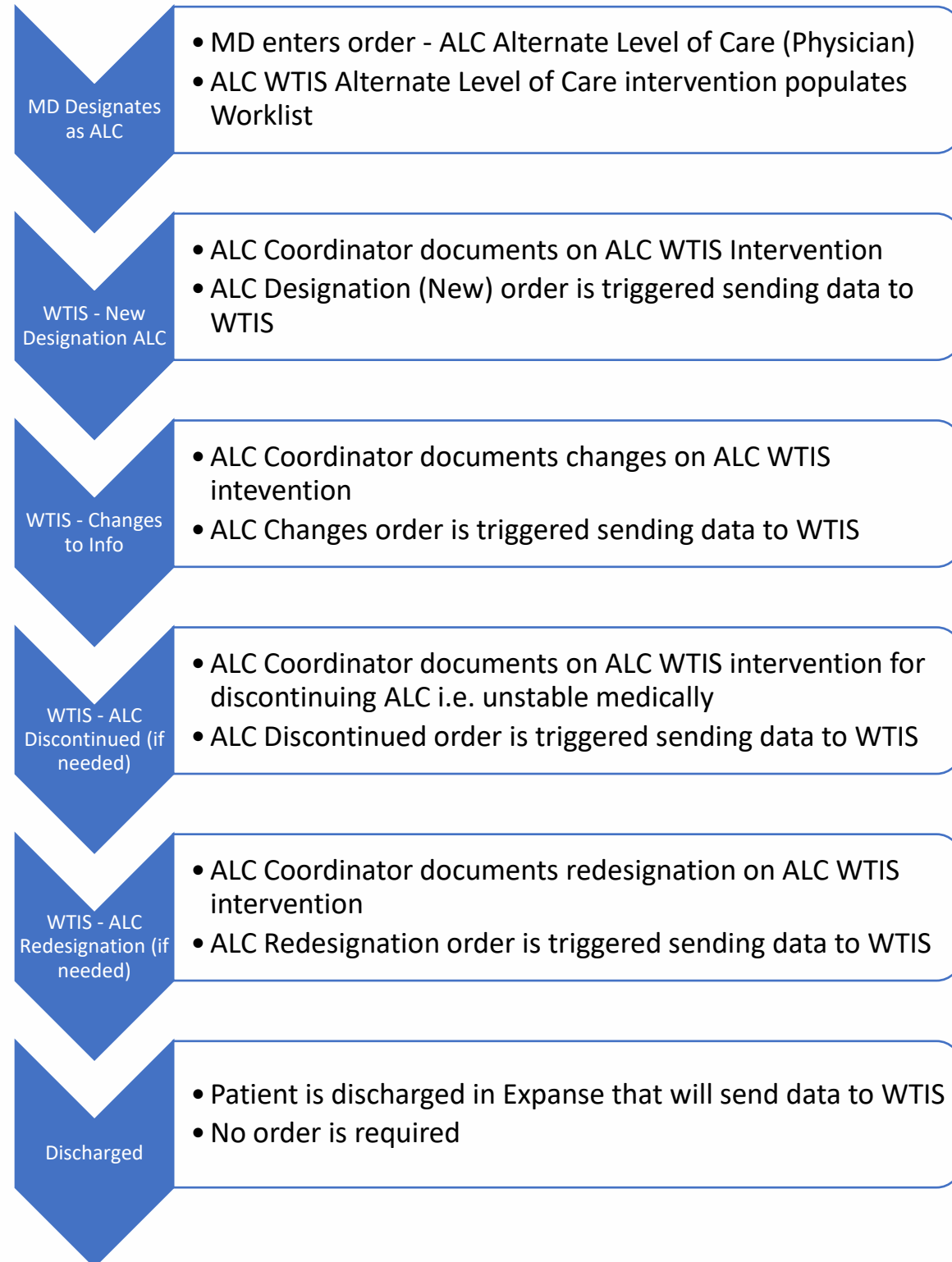


## CARE4 MODULE NAME: PCS (Patient Care Services)

### ALC Documentation and WTIS



## ALC WTIS Alternate Level of Care Documentation

### Worklist

The Intervention should be found on the Worklist.

Care Item	Last Done	Status/Due	NOW
ALC WTIS Alternate Level of Care	Once	1m 23h	✓

If not found on the Worklist, it can be added at any time.

If Intervention disappears from the Worklist, check to see if it was inadvertently Completed or Cancelled. It will need to be Activated again to show on the Worklist.

Click on "Change View"



Click on Cancelled and Complete. This will allow them to show on Worklist. Then, click on "OK" at bottom right

**Worklist Selections**

<input checked="" type="checkbox"/> Interventions <input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Complete <input checked="" type="checkbox"/> Discharge <input checked="" type="checkbox"/> Hold <input type="checkbox"/> Inactive <input checked="" type="checkbox"/> Stopped	<input type="checkbox"/> Outcomes <input checked="" type="checkbox"/> Active <input type="checkbox"/> Complete <input checked="" type="checkbox"/> Discharge <input type="checkbox"/> Hold <input type="checkbox"/> Inactive	<input type="checkbox"/> Medication <input checked="" type="checkbox"/> Active <input type="checkbox"/> Cancelled <input type="checkbox"/> Discharge <input type="checkbox"/> Hold <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> Unverified
---	---	---

Care Item	Last Done	Status/Due
Ao Additional Precautions	Order	Complete
Ao Additional Precautions	Order	-30m
A ALC WTIS Alternate Level of Care	ONCE	3d Complete

Click on the word "Complete" or "Cancelled" in the "Status/Due" column

Choose "Active" from the drop down. This will ensure the intervention shows on the Worklist

Active

Cancelled

Complete

Inactive

### ALC WTIS Alternate Level of Care Intervention

ALC WTIS (Mandatory)

Section to document ALC data for WTIS

Any addition/change to a query in this section will trigger an Order (will automatically appear on filing) which needs to be filled in for data ALC

*ALC Order (Mandatory Query)	<input checked="" type="radio"/> ALC Designation(Original) <input type="radio"/> ALC Discontinued <input type="radio"/> ALC Service Change <input type="radio"/> No Order Required <input type="radio"/> ALC Changes <input type="radio"/> ALC Redesignated <input type="radio"/> ALC IOOF Transfer		
	Choose the ALC Order to be triggered		
Date of Service Change			
Date of Patient's Move To or From IOOF (RVH only)			
ALC Designation Date or ALC Redesignation Date	28/08/2021		
ALC Discontinuation Date			
ALC Discontinuation Reason	<input type="radio"/> Change in Destination Invalidates ALC <input type="radio"/> Change in Medical Status		
ALC Discharge Destination Determination Date	28/08/2021		

Tick off one of the options to trigger an ALC order (This is required to open up an Order or data will not be sent to WTIS)

If entering data that doesn't need to go to WTIS, choose "No Order Required"

Enter responses to be sent to WTIS.

Click Save and Exit when documentation completed to trigger order

## Order Pop-Up

**Suggested Orders/Interventions/Problems**

**O'Rourke, James Frank** Code Status Not Ordered No Hx Avail VA0000583/21 V000001074  
 60 M 09/12/1960 1262643149-CT E00002050  
 ADM IN V.PRU PRU1-4 Allergy/Adv: peanut, Penicillins, Sulfa (Sulfonamide Antibiotics)

Type	Suggestions	Action	Trigger	Result
<input checked="" type="checkbox"/>	ALC Designation (Original)	Order Now	ALC Order (Mandatory ...	ALC Desi...

**Triggered By**

Trigger	Answer	Reason	Assessment
ALC Order (Mandatory Query)	ALC Designation(New)	Equal to ALC Designation(New)	WTIS ALC

Select Action  
Order Now

Cancel OK

Will show which order will be triggered  
Click <OK>

## Enter Order

**Enter Default Provider and Source**

Provider	Source
Casses, Alberto	Conditional
Cox, Denise	Medical Directive
<b>Multani, Atinder</b>	Preference Card
Tabish, Anum	Telephone Read Back (e-Sign)
Provider Group	Therapeutic Assess/Protocol
Other Provider	Verbal Order (e-Sign)
	<b>Written Order</b>

Provider and Source is required for any order

MRP will default in

For Source, choose Written Order

Order	Status	Start/Stop
ALC Designation (Original)	New	Fri Jul 09 16:09

Once  
 \*Provider Lee, Michael Hunsu  
 \*Source Therapeutic Assess/Protocol

Click on Edit to view data being sent to WTIS

**Order**  
ALC Designation (Original) Once

\* ALC Designation Date or ALC Redesignation Date 09/07/2021  
 \* Actual Discharge Destination Unknown

\* ALC Discharge Destination Determination Date 13/07/2021

\* ALC Most Appropriate Discharge Destination Determination Date 13/07/2021  
 \* Most Appropriate Discharge Destination Unknown

\* Specialized Needs and Supports Required Yes

\* Specialized Needs and Supports Bariatric Requirements

Documentation from Intervention will default into order

Verify data is correct prior to Submitting Order

After Clicking Submit, data will cross interface to WTIS

Submit

## ALC WTIS Orders

There are 6 ALC WTIS Orders:

### 1. ALC Designation (Original)

**Order**  
ALC Designation (Original) Once

\* ALC Designation Date or ALC Redesignation Date 14/07/2021

\* ALC Discharge Destination Determination Date 14/07/2021  
\* Actual Discharge Destination Unknown

\* ALC Most Appropriate Discharge Destination Determination Date 14/07/2021  
\* Most Appropriate Discharge Destination Unknown

\* Specialized Needs and Supports Required Yes

\* Specialized Needs and Supports  
Behavioural Requirements-  
Behavioural Barriers-

First order to designate patient on ALC in WTIS

### 2. ALC Changes

**Order**  
ALC Changes Once

\* ALC Designation Date or ALC Redesignation Date 14/07/2021

\* ALC Discharge Destination Determination Date 14/07/2021  
\* Actual Discharge Destination Complex Continuing Care B

\* ALC Most Appropriate Discharge Destination Determination Date 14/07/2021  
\* Most Appropriate Discharge Destination Home- Home with CCAC Serv

\* Specialized Needs and Supports Required Yes

\* Specialized Needs and Supports  
Behavioural Requirements-  
Mental Health Barriers

Any changes to ALC data

### 3. ALC Discontinued

**Order**  
ALC Discontinued Once

\* ALC Discontinuation Date 21/07/2021  
ALC Discontinuation Reason Change in Medical Sta...

\* ALC Discharge Destination Determination Date 14/07/2021  
\* ALC Most Appropriate Discharge Destination Determination Date 14/07/2021  
\* Most Appropriate Discharge Destination Complex Continuing C...  
\* Actual Discharge Destination Home- Home with CC...  
\* Specialized Needs and Supports Required Yes

\* Specialized Needs and Supports  
Behavioural Requiremen...  
Mental Health Barriers

If patient needs to be removed from ALC for any of the reasons below  
If the patient has had a Service Change to MH, Rehab, or CCC **AND** they will **NOT** remain on ALC, use this order and choose "Change in Medical Status"

Change in Destination Invalidates ALC Designation
Change in Medical Status
Data Entry Error
Transfer to Acute Facility
Unplanned Repatriation

#### 4. ALC Redesignation

**Order**  
ALC Redesignation Once

\* ALC Designation Date or ALC Redesignation Date 14/07/2021

\* ALC Discharge Destination Determination Date 14/07/2021  
\* Actual Discharge Destination Complex Continuing Care B

\* ALC Most Appropriate Discharge Destination Determination Date 14/07/2021  
\* Most Appropriate Discharge Destination Home- Home with CCAC Ser

\* Specialized Needs and Supports Required Yes

\* Specialized Needs and Supports  
Behavioural Requirements-  
Mental Health Barriers

If patient gets redesignated as ALC after having ALC Discontinued due to “Change in Medical Status”

#### 5. ALC Service Change

**Order**  
ALC Service Change Once

\* Date of Service Change 14/07/2021

ALC Designation Date or ALC Redesignation Date 14/07/2021

ALC Discharge Destination Determination Date 14/07/2021  
Actual Discharge Destination Home- Home with CC...

ALC Most Appropriate Discharge Destination Determination Date 14/07/2021  
Most Appropriate Discharge Destination Home- Home

Specialized Needs and Supports Required Yes

Specialized Needs and Supports  
Behavioural Requirements-  
Mental Health Barriers

If patient has a Service Change i.e. from Acute to Rehab/Chronic Care/Mental Health **AND** is going to **remain** on ALC.

Enter the Date of Service Change **AND** enter the same date in the other 3 Date fields.  
ALC Designation Date  
ALC Discharge Destination Determination Date  
ALC Most Appropriate Discharge Destination Determination Date

With Expanse, when a patient moves to MH, Rehab, or CCC, they will not be discharged out of the system, so they will keep the same Account Number.

When this transfer to MH, Rehab, or CCC occurs, it is required to send this updated information to WTIS via an Order.

1. **If the patient is to remain on ALC after Service Change**, use this order, Enter the Date of the Service Change.  
\*\*Please update the ALC Designation Date, ALC Discharge Destination Determination Date, AND ALC Most Appropriate Discharge Destination Determination Date to the same date as the Date of Service Change.
2. **If the patient is NOT to remain on ALC after Service Change**, do not use this order.  
\*\*Please use the ALC Discontinued order and choose “Change in Medical Status” as reason. This will allow the patient to be put back on ALC in the future if required by using the ALC Redesignation order.

## 6. ALC IOOF Transfer (RVH only)

Order		St
ALC IOOF Transfer Once		Su
* Date of Patient's Move To or From IOOF (RVH only)	14/07/2021	
ALC Designation Date or ALC Redesignation Date	14/07/2021	
ALC Discharge Destination Determination Date	14/07/2021	
Actual Discharge Destination	Home- Home with CC...	
ALC Most Appropriate Discharge Destination Determination Date	14/07/2021	
Most Appropriate Discharge Destination	Home- Home with Co...	
Specialized Needs and Supports Required	Yes	
Specialized Needs and Supports		
Behavioural Requiremen...		
Mental Health Barriers		

If Patient has moved to or from IOOF (for RVH only), document the Date of Patient's Move To or From IOOF

It is not necessary to change any of the other date fields at this time.