

CARE4 MODULE NAME: PCS

Regulatory RAI-MH/OMHRS

Overview

Documentation has been customized to include queries in the admission and ongoing assessments that flow automatically to the regulatory assessments. These queries are generally fairly easy to recognize as they tend to have numbers attached to the responses. This helps in avoiding duplication of documentation.

Worklist Reference Date

- Displays under the Status/Due Column
- The assessment cannot be documented under the reference date is reached
 - Reference dates are in green font for future dates

R	RAI-MH Admission Assmnt (21/22)	ONCE			-33h 11/09/2021
R	RAI-MH Discharge Assmnt (21/22)	ONCE			-18m 17/09/2021

- Assessments due display in black font can be documented
- Overdue assessments that have not been documented, display reference dates in red font

Care Item	Last Done	Status/Due	NOW
R RAI-MH Admission Assmnt (20/21)	ONCE	7mo 03/02/2021*	

Documentation on Admission

- Add the RAI-MH Admission Assessment to the worklist
- Select Document
 - Record type defaults – Full Admission
- Select OK and the assessment loads
- Select Recall from the footer buttons – this will recall all documentation completed in other assessments
- Select Unanswered Queries - this will display queries that haven't been answered by highlighting the query in green shading
- Save and Exit

Note - Information documented in admission assessment on day one recalls

- You can open and document on the assessment multiple times to complete
- Once you complete a section and return to document again, the section will show the completed date/time and the user's initials in **BLACK** font
 - Sections that have been started but not all questions have been answered will show the date/time & user's initials in **RED** font
 - The assessment remains on the worklist until all sections have been completed.
 - When all sections are complete, a pop-up will appear asking the user if they want to mark it as complete/final
 - Once marked final, the assessment will fall off the worklist

RAI-MH Discharge

- Add the RAI-MH Discharge Assessment to the worklist
- Select Document
 - Record type – Discharge defaults
 - Discharge Type - choose Full or Short
- Select OK and the assessment loads
- Same as RAI-MH Admission - recall and select unanswered queries

Sept. 17, 2021