Notice of Instruction Number: #071916 Care Plan CIRTS Data Entry Requirements- Notice of Clarification

TO: All PSA 6 Lead Agencies

FROM: Kristina Melling, Senior Program Planner & QA Data Manager

DATE: July 19, 2016

SUBJECT: Care Plan CIRTS Data Entry Requirements- Clarification

The purpose of this Notice is to provide guidance regarding the requirement to update Care Plans in CIRTS at least annually. Senior Connection Center, Inc. (SCC) was provided technical assistance from the Department of Elder Affairs (DOEA) on this requirement.

The intention of this policy is that anyone viewing CIRTS is able to understand the entire care plan including Non-DOEA Program (NDP) services. In summary, each year regardless of whether there has been a change in the Care Plan, the previous Services Needed information should be closed out along with the Services Planned information, and new lines entered for the Services Needed and Services Planned with the new start date. The new start date confirms the need was re-identified and still valid.

This method of updating the Care Plan in CIRTS at least annually, ensures the history remains and it clearly shows that each year the client is assessed and either needs the same services that are planned for (or not), needs the same services plus new services that are planned for (or not), or just needs new services that are planned for (or not).

It is allowable for a case aide to bill to reconcile a case manager's authorized Care Plan information with the current care plan information in CIRTS (i.e., reviewing current CIRTS Care Plan to case manager's authorized care plan and determining the information that needs to be updated). However, when case aide is updating the Care Plan information in CIRTS, the time spent on actual data entry is not billable.

This refined process will be effective immediately. Going forward all assessments, reassessments, and other identified changes in a client's Care Plan must be updated in CIRTS to reflect the case manager's authorized Care Plan.

SCC greatly appreciates the assistance and cooperation from you and your staff with the implementation of this new process. As always, if you have any questions, please contact this writer or your Contract Manager.

Attachment: Example of Care Plan in CIRTS

Example of Care Plan in CIRTS:

The following client was initially assessed on 04/19/2015 and then reassessed on 04/19/2016. This example demonstrates the needed and planned services determined through the reassessment.

PSA 06		SSN JAD111731		Client Id 1001430174		DOB 11/17/1931		Owner ID 60020

First Name: JANE MI: A Last Name: DOE

PSA	Date	SERVICES Service	NEEDED Units	Typ	Frq	End Date	Prog	Units	SERVICES Typ	Frq	PLANNED Start Date	End Date
06	04/20/2016	CM	1	HRS	MO		CCE	1	HRS	MO	04/20/2016	
06	04/20/2016	EAR	7	DAY	WK		NDP	7	DAY	WK	04/20/2016	
06	04/20/2016	HDM	7	MEL	WK		O3C2	7	MEL	WK	04/20/2016	
06	04/20/2016	HMK	2	HRS	WK		CCE	2	HRS	WK	04/20/2016	
06	04/19/2015	CM	1	HRS	MO	04/19/2016	CCE	1	HRS	MO	04/19/2015	04/19/2016
06	04/19/2015	HDM	7	MEL	WK	04/19/2016	O3C2	7	MEL	WK	04/19/2015	04/19/2016
06	04/19/2015	HMK	2	HRS	WK	04/19/2016	CCE	2	HRS	WK	04/19/2015	04/19/2016
06	04/19/2015	SCSM	1	EPS	MO	04/19/2016	NDP	1	EPS	MO	04/19/2015	04/19/2016

A new care plan line should be added for each service annually, while the previous care plan lines are closed out using end dates. This shows the services needed after the reassessment and the corresponding planned for (or not) services. In the above scenario, the following needs were re-identified: CM, EAR, HDM, and HMK indicated by the services needed date of 04/20/2016. It was determined SCSM was no longer needed and a new services needed/planned line was not entered and the previous SCSM line was closed out with the end date of 04/19/2016.