

# **PROPOSED PROGRAM REQUIREMENTS**

## **CENTRALIZED COMPREHENSIVE PARTICIPANT RECORD**

A comprehensive Participant record was one the key concepts developed by the core planning Team. The Department of Disabilities, Aging and Independent Living (DAIL) already maintains a centralized Participant electronic database (“Social Assistance Management System” or “SAMS”) for the management and oversight of individuals enrolled in the Department’s Choices for Care 1115 waiver (CFC). Choices for Care is a Medicaid-funded, long-term care program to pay for care and support for older Vermonters and people with physical disabilities. The program assists people with everyday activities at home, in an enhanced residential care setting, or in a nursing facility. The SAMS database is an off-the-shelf software product from Synergy Software of Essex Junction, Vermont. DAIL/DDAS uses SAMS to manage Choices for Care and some other programs. It is accessible on the Internet though a secure website called: [Agingnetwork.com](http://Agingnetwork.com). This website is hosted by Synergy and meets all HIPAA requirements for security. The CFC database in SAMS includes client demographics, enrollments and approved care plans SAMS action fields can be used to send client-specific messages to other SAMS users.

### **BUSINESS REQUIREMENTS**

When MyCare Vermont is operational Participants will need to be clinically and financially eligible for the Department’s Choices for Care Waiver. Since the capacity already exists in SAMS for a centralized web based record and MyCare Vermont Participants are part of the Choices for Care Waiver we are proposing to modify the existing SAMS Database to meet the needs of MyCare Vermont. The Core planning team after extensive research agreed on the following data elements to be included in a centralized record. Some of capacity already exists in SAMS, some will require modifications. The following list identifies data elements to be included in a centralized electronic record for Participants in MyCare Vermont.

#### ***Data Elements:***

1. Participant identifying information, including communication and service accommodations in response to the Participant's disability, and spiritual preference, if any;
2. Documentation of contacts with Participant, family members and persons giving informal support, if any;
3. Participant's goals;
4. A list of Participant's strengths and problems;
5. A summary of the Participant's medical and social history prior to joining MyCare Vermont;

6. Prescribed medications, including dosages and any known drug contraindications that are Participant-specific, and any discontinued medications and the rationale for the discontinuation.
7. Documentation of each service provided, including the date of service, the name of both the authorizing provider and the servicing provider (if different), and how they may be contacted;
8. Multidisciplinary assessments, including diagnoses, prognoses, reassessments, plans of care, and treatment and progress notes, signed and dated by the appropriate provider;
9. Laboratory, radiology reports and reports from specialists;
10. Documentation about the services being received by the Participant from community agencies that are not part of the Provider Network;
11. Physician orders;
12. Disenrollment agreement, if applicable;
13. Participant's individual advance directives and health care proxy, recorded and maintained in a prominent place;
14. Plan for emergency conditions and Urgent Care, including identifying information about any emergency contact persons;
15. Emergency code list;
16. Allergies and special dietary needs;
17. Activities of Daily Living (ADLs) deficits, if any; and
18. HIPAA consent forms regarding who may access Participant's record.

The current SAMS database meets all functional and business process and data needs except for the following new areas needed for data capture:

1. Prescription Medications: (area to hold prescription meds, dosages etc. linked to client)
2. Allergies and special dietary needs (area to hold allergies linked to client)
3. Lab reports, x-rays etc. (area to hold images linked to client)
4. Emergency Codes: (area to hold emergency codes linked to client)