

Advance Planning Document—Integrated Application Project Application Overview

All applications will operate within the existing DDS IT architecture and universal application features.

DDS Client Eligibility

- Eligibility database tracks eligibility application status, decisions, and appeals.

Assessment

- Level of Need (LON) database to conduct LON assessments for determination of consumer level of supports based on individual need. Identifies risk areas for planning and serves as basis for resource allocation

Consumer Planning

- Individual Planning (IP) electronic record for DDS consumers' individual plan goals, objectives, action plans, and periodic reviews.
- Clinical Support Services electronic record for DDS consumers' health and behavior support plans
- Case Notes database for case manager, nurse and behavior support staff case notes
- Electronic Case File electronic file of consumers' various documents, evaluations, reports, etc. that are scanned and cataloged into system replacing current paper case record.

Resource Allocation

- Planning and Resource Allocation (PRAT) database tracks and calculates individual resource allocation based on LON score. Service allocation functions apply to requests for both new and additional services
- Waiver Management database tracks waiver enrollment of DDS consumers and monitors enrollment status including annual renewal of eligibility.

Continuous Quality Improvement/Service Evaluation Processes

- Medication Administration Certification database tracks certification and re-certification status of all public and private personnel certified to administer medications as well as status of trained non-licensed staff.
- Quality Service Review (QSR) database to schedule and conduct quality reviews of consumers' services at individual and provider levels. Includes ability to remediate/follow up on quality indicators that are not met and close open issues. QSR serves as the basis for provider certification.
- Licensing and Certification database to track licensing/certification status for all providers.
- PRC/HRC (Program Review/Human Rights) database to track status of Program Review/Human Rights approvals, qualifications, periodic reviews, Tardive Dyskinesia screenings.
- Incident Management database for dispersed incident data entry; development and tracking of follow-up action plans. Includes all categories of incidents—critical incidents, abuse neglect, death reporting.

Service Management and Budgeting

- IP-6 database for section 6 (the budget/service description) of the Individual Plan to automate the overall budgeting function based on individual consumer allocations for approved services. It will allow case managers to develop budgets and any subsequent modifications based on changing needs specified in the consumer's IP, authorize services, and manage ongoing expenditures of the approved budget. The application will track consumer placements/services not funded by DDS. Also included are features a service management function consisting of a master catalog of available services and providers who are qualified to provide these services.

Documentation of Service Delivery and Billing

- Web Res/Day database to automate billing information on services delivered and document the delivery of those services (scope, type, frequency and duration) within the budgeted funds and service units. Application will provide a means to reconcile a consumer's allocated services with actual delivery and show progress towards meeting identified IP goals. Fiscal Intermediary (FI) billing data are also included in the application.

Emergency Management

- Will continue to be an up-to-date database that is extracted from the data "warehouse" and is available off-line, in the event the web/network system is not functioning during an emergency event.