

Welcome to the Behavioral Healthcare, Inc.

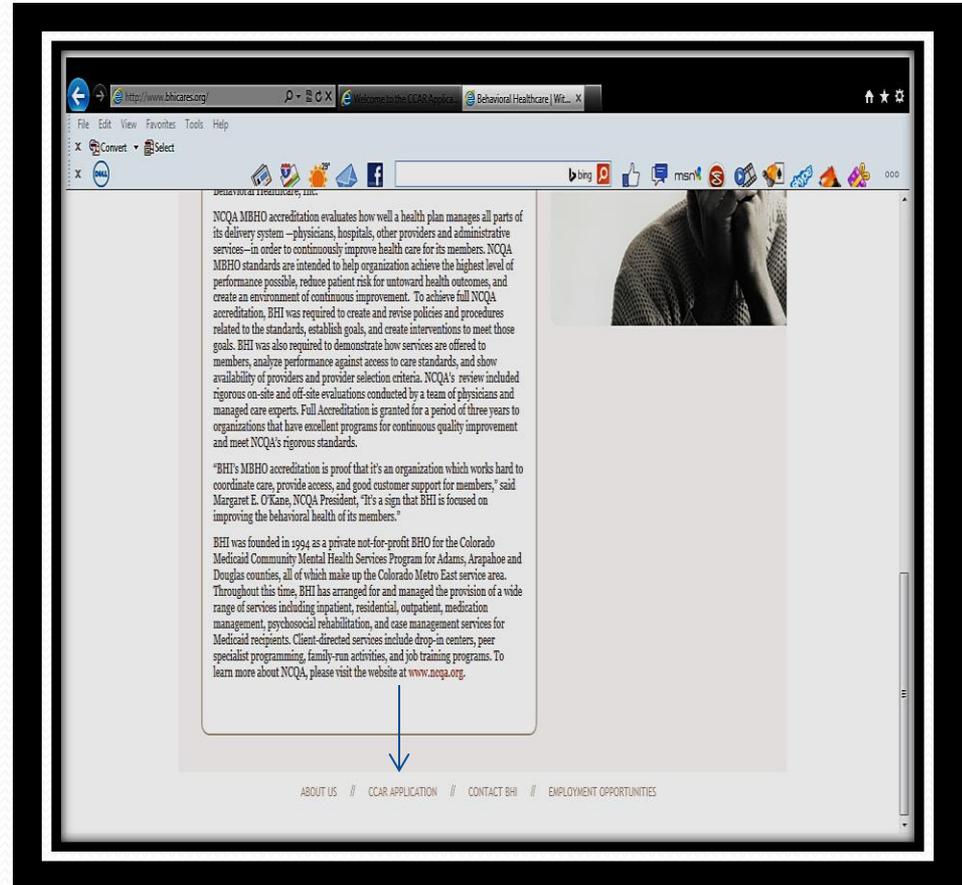
Electronic Colorado Client Assessment Record
(E-CCAR)
2014 User Manual

New Changes in 2014

- The Colorado Division of Behavioral Health has recently updated the Colorado Client Assessment Record (CCAR) and released the new format. NOTE: The state will no longer accept files in the old format.
 - Providers are expected to complete the CCAR using either the BHI E-CCAR or the state CCAR Application Portals. We will no longer accept faxed copies and enter the data for you.
 - The State CCAR Portal is available via the following link: <https://ccar.cdhs.state.co.us/CCARDashboard.aspx>
 - The Behavioral Healthcare Inc. (BHI) E-CCAR Application link is available on the BHI website.
 - Instructions for accessing the link, obtaining the required log-in and password, and navigating the site and form will follow in this presentation.
- Changes made to the CCAR include:
 - Hispanic Ethnicity- New options in drop down box
 - Individual Race – “Declined” option
 - Primary Role, Place of Residence, and Legal Status- New options in drop down boxes
 - Date of First Contact
 - Date of First Appointment Offered
 - Pregnant-No/Yes
 - Sexual Orientation- Options in drop down box
 - Reason for Discharge – New options in drop down box
 - Veteran/Active Military Status – No/Yes
 - Tobacco Status- Options in drop down box
 - Criminal Justice Involvement –Options in drop down box
 - School Attendance- Yes or No
 - Trauma History- Yes, No, Unable to Assess

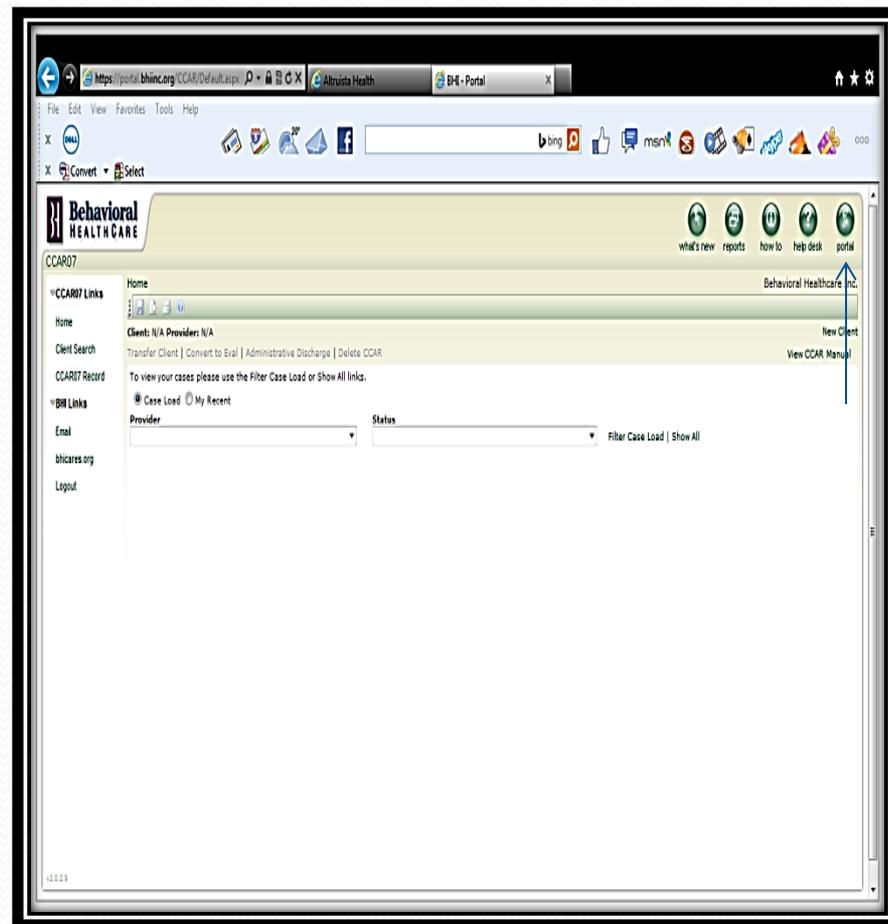
How to access the E-CCAR

- Please fill out the eCCAR account registration form on our webpage, located at www.bhicares.org/for-providers
- Jeff George, the Director of Technology Services at BHI, will set up each user with an User ID and password; please note that each user will require their own User ID and that the account password will expire every 90 days.
- Upon receiving your User ID information, please visit the BHI website at www.bhicares.org
- Click on the CCAR Application link at the bottom of the home.



How to access the E-CCAR continued...

- A log-in prompt box will appear; enter the User ID and password assigned.
- The BHI E-CCAR Portal will open to the Home screen (see sample) 
- To change your password at any time, click the green Portal Button. A Change Password link will appear in the field to the left.



Navigating the E-CCAR Portal

- You will only see the caseload for you or your agency.
 - You may view your caseload in its entirety or by most recent entries.
 - The caseload may be further sorted by Status- In Progress, Submitted, Rejected, Unauthorized, or Transferred.
 - **Status Definitions-**
 - In Progress- A saved CCAR that has not yet been completed and submitted.
 - Submitted- A completed and successfully accepted CCAR.
 - Rejected- A submitted CCAR not accepted due to an error, please contact Jeff George for assistance.
 - Unauthorized- A CCAR not recognized by the system as a current member, again please contact Mr. George for assistance.
 - Transferred- A CCAR in which the member has been transferred to another provider.
- The Status of the CCAR will appear at the top of the page of an open CCAR form and when searching by caseload.

Navigating the E-CCAR portal continued...

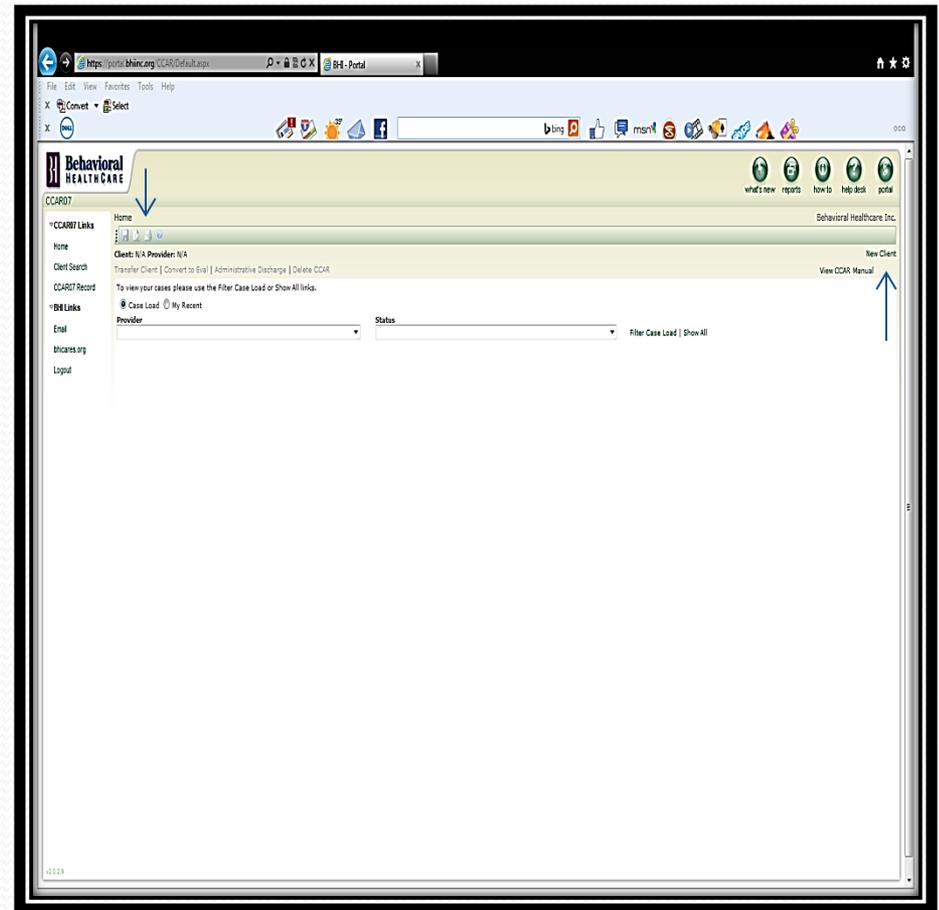
- Icons- Located at the top, left, under the Home heading:

Blue Disc- Save

Paper & Magnifying Glass- Search (see also Client Search under the Links section to the left)

Printer- Quick Print

New Client – top right, click the link to add a new member not already in the system.



Searching for and adding new clients

- To Search, you may select the Search icon or click Client Search.
- You may search by Name, Medicaid Number, SSN, or Date of Birth. The DOB is entered as MM/DD/YYYY. You must enter the / mark.
- If no match is found, go to New Client, enter all information, and click Add Client; you will be taken to the E-CCAR entry form.
- Note-If you do not have the SSN, you may enter 000-00-9999. If a match is found, a grid with a blue pencil and the matching information will appear.
- Confirm this is truly the correct individual- If yes, click the blue pencil to select; if no, go to New Client.
- If you click the pencil and get a message “Client XXX does not exist CCARo7 for Behavioral Healthcare, Inc., Would you like to add XXX to CCARo7 for Behavioral Healthcare, Inc.?”, there are no CCARs currently entered in the system. Click “OK” to proceed. You will be taken to the entry form to enter an Admission or Evaluation Only CCAR.
- If there are previous CCARs entered in the system, you will be taken to the E-CCAR entry form to enter an Update, Transfer, or Discharge CCAR.

Entering a CCAR

- **Helpful Hints-**

The CCAR is broken down into 2 sections- the Administrative Section and the Outcomes Section.

Administrative Section: This contains identifying information, type of CCAR, effective date, and a brief history. Note: All items marked with a **red asterisk *** are required fields! The small box with the magnifying glass is a search tool, click it to search referral codes and diagnosis codes.

Outcomes Section: This section measures current and historical clinical concerns to aid in measuring client progress throughout treatment; all fields are required to be answered. Instructions are provided for reference. There is an option to hide the instructions if desired.

- In the Outcomes Section, some items allow for multiple answers. Clicking “None” will remove any other items previously selected.
- Note: Some items will be greyed out or unavailable depending on type of CCAR being entered or how a question is answered. Example: School Age- If you indicated the member is not of school age, the school history question will remain greyed out as it does not apply.
- Please note that the CCAR cannot be submitted if information is missing. The system will notify you of missing information when you click Save or Submit Final.

Entering a CCAR-Administrative Section

- When entering a CCAR, some items will be auto-populated with the member's information.
- Action type: If no prior CCARs exist, Admission and Evaluation Only are listed. If prior CCARs exist, Update, Transfer, and Discharge are listed.
- Admission/Commitment Date: This is the effective date, entered as MM/DD/YYYY. You must enter the / mark.
- Number Supported by Income: This must always be a one (1) or greater.
- Staff ID- This will auto-populate based on your log-in information.
- When you have completed the Administrative Section, you will see "Show Outcome Section" - click on this to bring up the Outcome Section

The screenshot shows a web browser window displaying the Behavioral Healthcare CCAR07 administrative form. The browser address bar shows the URL: https://portal.bhinc.org/CCAR/eCCAR/record. The form is titled "CCAR07 Record - Initial Record" and is for "Client: John Doe, A111111 Provider: Test Provider". The form includes various fields for demographic information, enrollment details, and clinical data. A blue arrow points to the "Action Type" dropdown menu, which is currently set to "Admission/Commitment Date". The form also includes sections for "Diagnoses (DSM or ICD-9)", "AXIS I Primary", "AXIS I Secondary", "AXIS II", and "Substance Abuse". The "GAF" field is also visible. The footer of the form indicates "DC: P-3 R - Diagnostic Classification of Infancy and Early Childhood".

Entering a CCAR-Outcomes Section

- Reminder:
 - School Age/Under Six- the second portion of these questions remains greyed out unless you selected Yes.
 - The questions in this section allow for multiple answers. If you click “None,” any previously selected items will be unselected.

The screenshot shows a web browser window displaying the Behavioral Healthcare eCCAR-0 form. The browser address bar shows the URL: <https://portal.bhinc.org/CCAR/eCCARRecor>. The page title is "CCAR07 Record - Initial Record". The form includes the following sections:

- Client Information:** Client: John Doe, A111111 Provider: Test Provider
- Navigation:** Transfer Client | Convert to Eval | Administrative Discharge | Delete CCAR
- Instructions:** The eCCAR-0 section of the form is optional for non-medical clients. If you begin to fill out the eCCAR-0 section all fields will be validated and will become required. If you begin to fill out the eCCAR-0 section and change your mind, simply click the "Reset Outcome Form" button found at the bottom of the eCCAR-0 form.
- Is Individual School Age:** No Yes (A blue arrow points to the "No" radio button.)
- Complete Box if of School Age. In the last 12 months, has the child...:**
 - Expelled from School: No Yes
 - Suspended from School: No Yes
 - Unexcused Absences: No Yes
 - Currently Passing Classes: No Yes (A blue arrow points to the "No" radio button.)
- Is the Child less than Six Years Old?:** No Yes
- Complete Box if Less than Six Years Old. Is the child at a developmentally appropriate level? Check all.**
 - Talking/Communication: No Yes
 - Physical/Motor Movements: No Yes
 - Hearing/Seeing: No Yes
 - Learning/Cognition: No Yes
- Playing & Interaction:** No Yes
- Self-Help Skills:** No Yes
- Is child's readiness for school developmentally appropriate?:** No Yes
- History/Current Victimization (now or ever):**
 - Sexual Abuse: None
 - Neglect: None
 - Physical Abuse: None
 - Verbal Abuse: None

Entering a CCAR- Outcomes Section continued...

- Domain Scales- Instructions for completing this section and Descriptions for each Domain Scale are provided to assist you. You may Hide or Show the Instructions and Descriptions by clicking on “Hide / Show All”.

The screenshot displays the Behavioral Healthcare CCAR07 Record - Initial Record interface. The browser address bar shows the URL: <https://portal.bhinc.org/CCAR/CCARRecord>. The page title is "CCAR07 Record - Initial Record" and the provider is "Test Provider". The client name is "John Doe, A111111".

The interface includes a navigation menu on the left with the following items:

- Home
- Client Search
- CCAR07 Record
- *BRI Links
- Email
- bhincres.org
- Logout

The main content area displays the "CCAR07 Record - Initial Record" for "Client: John Doe, A111111 Provider: Test Provider". It features three domain scales, each with a row of radio buttons numbered 1 through 9. The scales are:

- Physical Health:** Extent to which a person's physical health or condition is a source of concern. Includes instructions for ratings 1 through 9.
- Self-Care/Basic Needs:** Extent to which mental health symptoms impact a person's ability to care for self and provide for needs. Includes instructions for ratings 1 through 9.
- Legal:** Extent to which a person is involved in the criminal justice system. Includes instructions for ratings 1 through 9.

Two blue arrows point to the "Hide All Descriptions" and "Hide Instructions" links at the top right of the Physical Health section.

Final Section- New Data for 2014

- At the completion of the Outcomes Section of the CCAR, several new data fields have been added:
 - First Contact Date
 - Date of First Appointment Offered
 - Pregnant- No/Yes
 - Sexual Orientation- click arrow for drop box options
 - Reasons for Discharge- click arrow for options, options have changed
 - Veteran/Active Military Status- No/Yes
 - Tobacco Status- click arrow for options
 - Criminal Justice Involvement- click arrow for options
 - School Attendance- No/Yes
 - Trauma History- No/Yes/Unable to Assess

The screenshot shows a web browser window displaying the Behavioral Healthcare Inc. CCAR07 Record - Initial Record form. The form includes the following fields:

- Overall Level of Functioning:** A scale from 1 to 9 with radio buttons. Description: "Extent to which a person is able to carry out activities of daily living, despite the presence of mental health symptoms." Legend: 1: Functioning well in most activities of daily living; 3: Adequate functioning in activities of daily living; 5: Limited functioning in activities of daily living; 7: Impaired functioning that interferes with most activities of daily living; 9: Significantly impaired functioning; may be life threatening.
- First Contact Date:** A date input field.
- Date of First Appointment Offered:** A date input field.
- Pregnant *:** Radio buttons for No and Yes.
- Sexual Orientation *:** A dropdown menu.
- Reason for Discharge:** A dropdown menu, indicated by a blue arrow.
- Veteran/Active Military Status *:** Radio buttons for No and Yes.
- Tobacco Status *:** A dropdown menu.
- Criminal Justice Involvement *:** A dropdown menu.
- School Attendance *:** Radio buttons for No and Yes.
- Trauma History *:** Radio buttons for No, Yes, and Unable to assess.

At the bottom of the form, there are buttons for "Reset Outcome Form" and "Submit Final". The version number "v2.0.2.9" is visible in the bottom left corner.

Saving and Submitting a CCAR

- You may save a CCAR “In Progress” at any time by clicking the Blue Disc at the top of the screen. To return, search your caseload by In Progress Status, find the member, and click Load Client.
- To Save and Submit a completed CCAR, click Submit Final at the bottom of the Outcomes Section. You will get a pop-up notice indicating a successful submission. If unsuccessful, it will give a reason. Please call Christina if assistance is needed.
- Be careful to not accidentally click the Reset Outcome Form link as this will reset any unsaved items in the Outcomes Section!

The screenshot displays the Behavioral Healthcare CCAR07 Record - Initial Record form. The form is titled "CCAR07 Record - Initial Record" and is associated with Behavioral Healthcare Inc. The client information section includes "Client: John Doe, A11111" and "Provider: Test Provider". The "Overall Level of Functioning" section features a scale from 1 to 9, with a description: "Overall Level of Functioning: Extent to which a person is able to carry out activities of daily living, despite the presence of mental health symptoms." Below this, there are several data entry fields: "First Contact Date", "Date of First Appointment Offered", "Pregnant *", "Sexual Orientation *", "Reason for Discharge", "Veteran/Active Military Status *", "Tobacco Status *", "Criminal Justice Involvement *", "School Attendance *", and "Trauma History *". At the bottom left, there are two buttons: "Reset Outcome Form" and "Submit Final". A blue arrow points to the "Submit Final" button.

Next Steps

- Click Home or Search to begin a CCAR for another member.
- If you are finished entering for now, click Logout at the top left of the screen. This will close your session.

The screenshot shows a web browser window displaying the Behavioral Healthcare CCAR07 Record - Initial Record form. The browser address bar shows the URL: https://portal.bhinc.org/CCAR/eCCARRecord. The page header includes the Behavioral Healthcare logo and navigation links: what's new, reports, how to, help desk, and portal. The main content area is titled "CCAR07 Record - Initial Record" and includes the following sections:

- CCAR07 Links:** Home, Client Search, CCAR07 Record.
- Client Information:** Client: John Doe, A111111; Provider: Test Provider.
- Overall Level of Functioning:** A scale from 1 to 9 with radio buttons. A legend below explains the levels: 1: Functioning well in most activities of daily living; 3: Adequate functioning in activities of daily living; 5: Limited functioning in activities of daily living; 7: Impaired functioning that interferes with most activities of daily living; 9: Significantly impaired functioning; may be life threatening.
- Demographic and Clinical Data:** Fields for First Contact Date, Date of First Appointment Offered, Pregnant (No/Yes), Sexual Orientation, Reason for Discharge, Veteran/Active Military Status (No/Yes), Tobacco Status, Criminal Justice Involvement, School Attendance (No/Yes), and Trauma History (No/Yes/Unable to assess).
- Form Actions:** Reset Outcome Form and Submit Final.

At the bottom left of the page, the version number v2.029 is displayed.

Thank you for using the BHI E-CCAR!

For questions, concerns or problem solving, please contact:

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