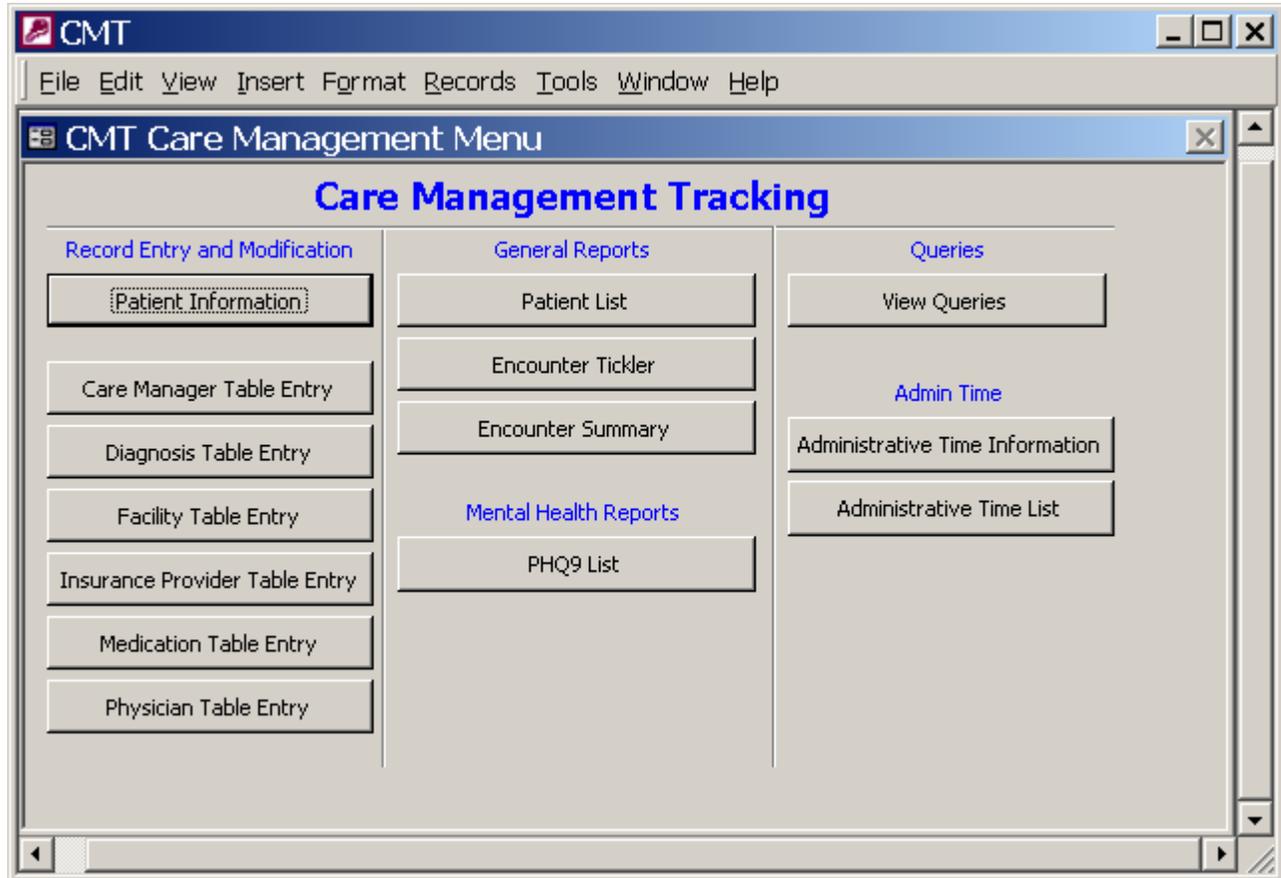


Care Management Tracking (CMT) Software User Manual (Pediatric)



Care Manager Tracking (CMT) Software

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Care Manager Tracking (CMT) Software

Installing the Database

To install the database for a single user, download and save the CMT.mdb file to the desired folder on a local drive/computer. For multiple users, install the database on a network drive. Users can be given access rights/permissions to that drive, map the drive to their computer, and create a shortcut on their desktop to access the live database.

Opening the Database

To open the database, double click the “Shortcut to CMT.mdb” icon on your desktop. The CMT Care Management Menu will appear (Fig. 1)

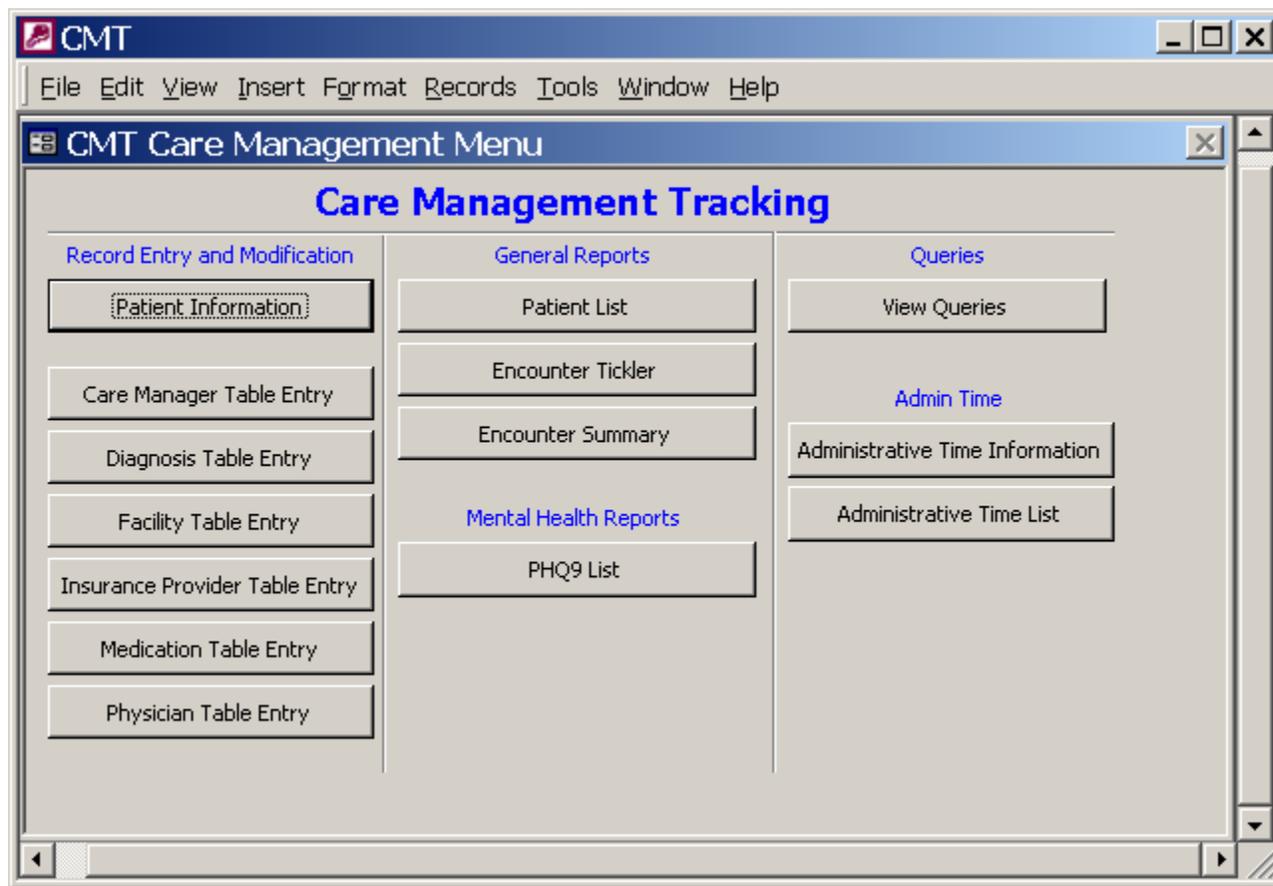


Figure 1

The CMT Care Management Menu

The Care Management Tracking Database Main Menu is composed of 6 sections: Record Entry and Modification, General Reports, Mental Health Reports, Diabetes Reports, Queries, and Admin Time.

Record Entry and Modification Section

This section includes buttons to access the main Patient Information screen, as well as table information for Care Managers, Physicians, Diagnoses, etc., which appear as selections in the drop-down fields throughout the database.

Entering Values on Main Menu for Care Managers, Diagnoses, Facilities, Insurance Providers, Medications, and Physicians

- Click on the “Diagnosis Table Entry” button or other “Table Entry” button from the main menu. A pop-up window (Fig. 2) will appear with all of the values for that category currently in the database table/available in the drop-down menus. To add a new one, scroll down the window to the blank line. Type in the new value and close the window. It will now automatically save to that table and appear as an alphabetized choice in the drop-downs within the database.

Please note: If you are looking to add an entry for another category other than those listed on the Main Menu, please contact your database administrator/programmer. These will need to be entered “behind the scenes”.

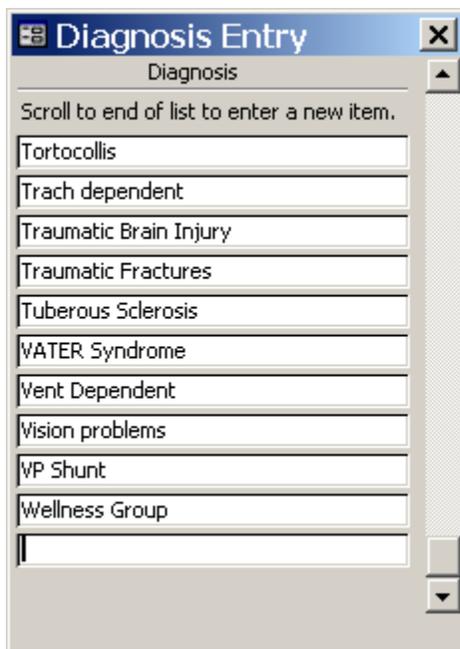


Figure 2

Patient Information

The Patient Information button brings you to the main data entry screen (Fig. 3). Here you will locate/enter new Patients, record new encounters, assessments, and diagnoses. The top portion of the screen displays Patient demographics as well as information regarding the Patient’s status with the Care Manager. The middle section of the screen consists of several “windowpanes” which summarize and provide at-a-glance data entered via the navigation buttons on the bottom left of the screen. Also indicated within a thick black box on the right side of the screen is the Patient Search section. The bottom of the screen houses the navigation buttons for entering data for the selected patient, creating new patients, saving and deleting patients, and generating clinical note summaries.

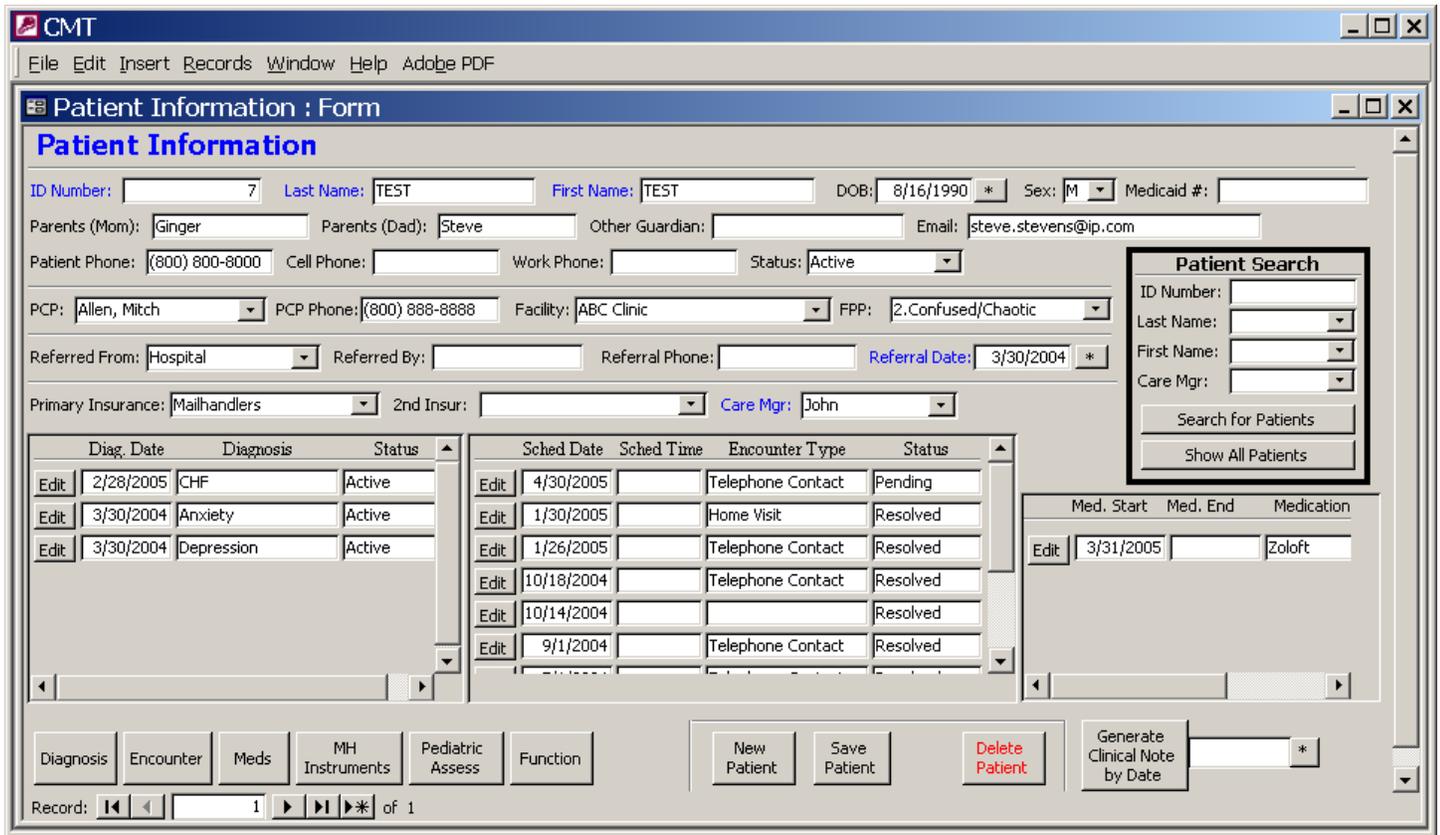


Figure 3

- ADDING A NEW PATIENT

Search for the Patient to see if he/she exists in the database:

Go to the Patient Search section on the right side of the Patient Information screen. Enter in an ID Number, Last Name, First Name, or Care Manager/Diabetes Educator from the drop-down lists to search (Typing the first letter of a name will bring you to the right place in the list quickly). Click the “Search for Patients” button. You may search using a combination of fields, such as a first and last name, to further narrow the search. Please note that once you have searched, you will be seeing a subset of the records in the database. For example, you may search on “Brown” as a last name. There may be several Browns in the database. Check the record indicator number at the bottom left of the main Patient Information form to see which record you are on and how many records you are viewing. You may see “Record 1 of 4” if 4 Browns have been found. If the current record displayed isn’t the record you are looking for, you can use the “VCR-like” ◀ back and ▶ forward buttons to move to the previous and next records, respectively, until you find the record you are looking for.

Please note: To get back to viewing ALL Patients, click on the “Show All Patients” button in the Patient Search area. You are now viewing ALL records in the database instead of just the subset of Browns.

If nothing comes up, the Patient has not yet been entered into the database, so click the “**New Patient**” button on the bottom of the screen to clear the screen fields and enter the Patient information.

Required fields are in blue (Omitting these fields will generate a pop-up error message when you save the form):

- Full Name (Last and First Names)
- ID Number – Number unique to a Patient in your organization
- Care Manager/Diabetes Educator
- Date of Referral

Click the “**Save Patient**” button on the bottom of the screen. You must save the record before any other data can be entered on pop-up screens.

- ADDING DIAGNOSES, ENCOUNTERS, MH INSTRUMENTS, ASSESSMENTS, ETC:

Click the “Diagnosis”, “Encounter”, or “MH Instruments”, etc. button at the bottom left of the screen. This will pop up an entry screen. All records entered of that type for the Patient you are currently viewing will be retrieved. Once this screen appears, you will see the latest (most recent date) entry record of that type for the current patient. **Be sure to click the “New” button to clear the screen**, or you will overwrite an existing record! If you wish to, you can navigate through these records using the navigation arrows next to the Record number on the bottom of the pop-up screen if necessary.

Click the “Save” button and close the window to return to the main Patient Information screen. You will notice that the record you just entered will now automatically appear in the corresponding “windowpane” on the main Patient Information screen for that Patient (if your database has that specific windowpane).

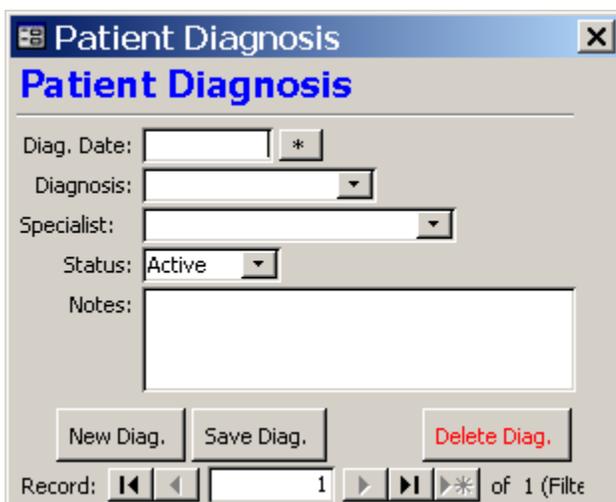
- **Diagnosis:** Clicking this button will bring up the following Patient Diagnosis screen (Fig. 4). Enter the Diagnosis information. Status has a default value of “Active”.

To enter multiple Diagnoses, enter them separately (even though they may have the same date) instead of combining using the Notes field. That way if one Diagnosis has a Status of “Resolved” and another “Active”, they can be tracked separately.

Required fields are in blue (Omitting these fields will generate a pop-up error message when you save the form):

- Diagnosis Date
- Diagnosis

Click the “Save Diag.” Button to save the record and close the window to return to the main Patient Information screen.



The screenshot shows a window titled "Patient Diagnosis" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Diag. Date:** A text input field with a blue asterisk (*) to its right, indicating it is a required field.
- Diagnosis:** A dropdown menu with a blue arrow, indicating it is a required field.
- Specialist:** A dropdown menu with a blue arrow.
- Status:** A dropdown menu with "Active" selected.
- Notes:** A large text area for entering notes.
- Buttons:** Three buttons at the bottom: "New Diag.", "Save Diag.", and "Delete Diag." (the latter is in red text).
- Record Navigation:** A record counter at the bottom left showing "Record: 1 of 1 (Filter)" with navigation icons (back, forward, search, etc.).

Figure 4

- **Encounter:**

Clicking this button will bring up the following Patient Encounter screen (Fig. 5). Enter the Encounter information. Please note that Scheduled Time must be entered in the format “HH:MM AM” or “HH:MM PM”.

For a future Encounter to appear on the Encounter Tickler Report accessed from the database Main Menu, you **MUST** enter the top half (above the line) of the Encounter pop-up entry screen. This portion drives the report.

Required fields are in blue (Omitting these fields will generate a pop-up error message when you save the form):

- Scheduled Date

Click the “Save Encounter” Button to save the record and close the window to return to the main Patient Information screen. You will notice that the windowpane for Encounters on the Patient Information screen will display that Encounter as “Pending”.

Once the Encounter has been completed, go back to the Encounter screen for the Patient to fill in the bottom portion (below the line) of the Encounter record. Filling in an Actual Date will cause the windowpane on the Patient Information screen to display “Completed” and the Encounter to drop off the Encounter Tickler “to-do” List.

The screenshot shows a window titled "Patient Encounter" with a sub-header "Encounter Information". The form is divided into two sections by a horizontal line. The top section (above the line) contains the following fields: "Scheduled Date:" (with a blue asterisk), "Scheduled Time:", "Encounter Type:" (dropdown), and "Enc. Reason:" (dropdown). The bottom section (below the line) contains: "Actual Date:" (with a blue asterisk), "Outcome:" (dropdown), "Call Attempts to Pts:" (dropdown), "Resource Time:" (input with "(in minutes)"), "Total Call Time for Day:" (input with "(in minutes)"), "Clinic Visit Time:" (input with "(in minutes)"), "Number of Phone Calls:" (input), and "Home Visit Time:" (input with "(in minutes)"). Below these fields is a large text area labeled "Notes:". At the bottom of the window are three buttons: "New Encounter", "Save Encounter", and "Delete Encounter". At the very bottom, there is a record navigation bar showing "Record: 1 of 1 (Filtered)".

Figure 5

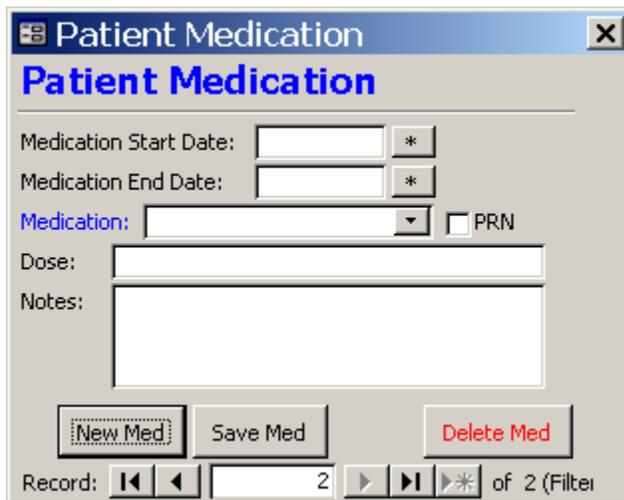
- **Meds:**

Clicking this button will bring up the following Patient Medication screen (Fig. 6). Enter the Medication information.

Required fields are in blue (Omitting these fields will generate a pop-up error message when you save the form):

- Medication

Click the “Save Med” Button to save the record and close the window to return to the main Patient Information screen.



The screenshot shows a window titled "Patient Medication" with a close button (X) in the top right corner. The window contains the following fields and controls:

- Medication Start Date:** A text input field with an asterisk (*) to its right, indicating it is a required field.
- Medication End Date:** A text input field with an asterisk (*) to its right, indicating it is a required field.
- Medication:** A dropdown menu with a downward arrow, and a checkbox labeled "PRN" to its right.
- Dose:** A text input field.
- Notes:** A large text area for entering notes.
- Buttons:** Three buttons are located at the bottom: "New Med" (with a dotted border), "Save Med", and "Delete Med" (with red text).
- Record Navigation:** A control bar at the bottom left shows "Record:" followed by navigation icons (back, forward, search) and the number "2" in a box, followed by "of 2 (Filter)".

Figure 6

• **MH Instruments:**

Clicking this button will bring up the following Mental Health Instruments screen (Fig. 7). Enter the Mental Health Instruments information. Scores entered on this screen originate from corresponding instruments such as the PHQ-9 (Patient Health Questionnaire), which are available for download with the CMT database.

Data entered on this screen will display on the Care Conference List Report from the Main Menu (Mental Health version of the CMT database only).

Required fields are in blue (Omitting these fields will generate a pop-up error message when you save the form):

- Date

Click the “Save Instrument Data” Button to save the record and close the window to return to the main Patient Information screen.

The screenshot shows a software window titled "MH Instruments" with a sub-header "Mental Health Instruments". The form contains the following sections:

- Check Support:** Includes checkboxes for "Isolated from available support", "Unwilling to use available support", "Exhausted available support", and "Has available support/actively using".
- Check Adherence:** Includes checkboxes for "Following Recommendations", "Taking Medication", "Seeing Therapist", and "Self Management".
- Global Severity:** A dropdown menu showing "1-7(4)".
- Date:** A date input field with a calendar icon.
- General Comments/Plan:** A large text area for notes.
- PHQ-9 (Depression):** Includes fields for "Symptom Count", "Severity Score", "Functional Difficulty", "Dysthymia?", "PHQ Suicide Q9", "Suicide State", "Suicide Risk", "Clinician Aware?", "Follow Up Required?", and "Suicide Comments".
- Mood and Anxiety / Sleep:** Includes "Mood Screen" with a scale (1-3), "Symptom Rating Scales" for "Sx" and "Imp" (Mood and Anx), "Mood Comments", "Anxiety Comments", and "Sleep Assessment" with "Difficulty?" and "Severity:" (0-10) fields.
- Pediatric Only:** Includes "Parent Vanderbilt:" and "Teacher Vanderbilt:" scales (1-9 to 48-55), "Vanderbilt Comments:", "Symptom Rating Scales" for "Sx" and "Imp" (Dev and Dep), "YOQ-Youth?" with a "Score:" field, "Develop. Comments:", and "Depress. Comments:".

At the bottom of the window, there are three buttons: "New Instrument Data" (dotted border), "Save Instrument Data", and "Delete Instrument Data" (red text). A status bar at the very bottom shows "Record: 7 of 7 (Filtered)".

Figure 7

- **Pediatric Assess:**

Clicking this button will bring up the following Individual Health Plan (Pediatric Assessment) screen (Fig. 8). Enter the Pediatric Assessment information. Please note that you may also print a copy of this screen/form by clicking the “Print Ped Assessment” button on the bottom left of the screen.

Required fields are in blue (Omitting these fields will generate a pop-up error message when you save the form):

- Ped Assess Date

Click the “Save Ped Assessment” Button to save the record and close the window to return to the main Patient Information screen.

Figure 8

- **Function:**

Clicking this button will bring up the following Function screen (Fig. 9). Enter the Function information.

Required fields are in blue (Omitting these fields will generate a pop-up error message when you save the form):

- Assessment Date

Click the “Save Function Assess” Button to save the record and close the window to return to the main Patient Information screen.

Function

Function

Assessment Date: 9/5/2006 *

Activities of Daily Living Score (ADL) **Instrumental Activities Score (IADL)**

Able to do without help:

1. Get out of bed or chair	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	1. Shop	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
2. Walk	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	2. Use a telephone	<input type="checkbox"/> Y <input type="checkbox"/> N
3. Take a bath or shower	<input type="checkbox"/> Y <input type="checkbox"/> N	3. Cook	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
4. Get Dressed	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	4. Travel outside the home	<input type="checkbox"/> Y <input type="checkbox"/> N
5. Go to the toilet	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	5. Bills, Checkbook, Finances	<input type="checkbox"/> Y <input type="checkbox"/> N
6. Feed self a meal	<input type="checkbox"/> Y <input type="checkbox"/> N	6. Housekeeping	<input type="checkbox"/> Y <input type="checkbox"/> N
		7. Take medications	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

ADL: IADL:

Total ADL or IADL score is the number of functions the individual is able to do independently:
6 = full function; 4 = moderate impairment; 2 = severe impairment

Mini Mental Status Exam Score (MMSE) **Pain Score (0-10):**

MMSE: Pain Score:

Notes:

Record: 1 of 1 (Filtered)

Figure 9

- MODIFYING PATIENT INFO:

Search for the Patient first to see if he/she exists in the database. (See above instructions):

- To change demographic and status information on the main Patient Information form, modify fields and click the “Save Patient” button.
- On Diagnoses, Encounters, Mental Health Instruments, etc., click the ‘Edit’ button on the corresponding “windowpane” to get a pop-up directly to that specific record, and click the “Save” button before closing the pop-up window.

- GENERATE CLINICAL NOTE BUTTON:

This tool will save you from copying and pasting back and forth between windows when you need to go to another electronic charting method to enter a Note with results from Encounters, Mental Health Instruments, Diagnoses, etc. just entered into the CMT database.

1. Choose a date: Enter a date in the white text box to the right of the button **OR** click the asterisk button to the right of the date field to pop up a calendar for reference (In case you are looking for "Last Friday", for example, and don't know the date off the top of your head).
2. Click the "Generate Clinical Note by Date" button and a Clinical Note Summary Screen window (Fig. 10) will pop up which will summarize all events for **the day you selected** for **that patient** (the record you are currently viewing).

Any Encounters matching that date, **Any MH Instruments recorded** matching that date, and **ALL Diagnoses for that Patient (regardless of date)** will appear. We included all Diagnoses for an at-a-glance reference--you may not wish to copy and paste an earlier Diagnosis that doesn't relate to the date with which you are concerned.

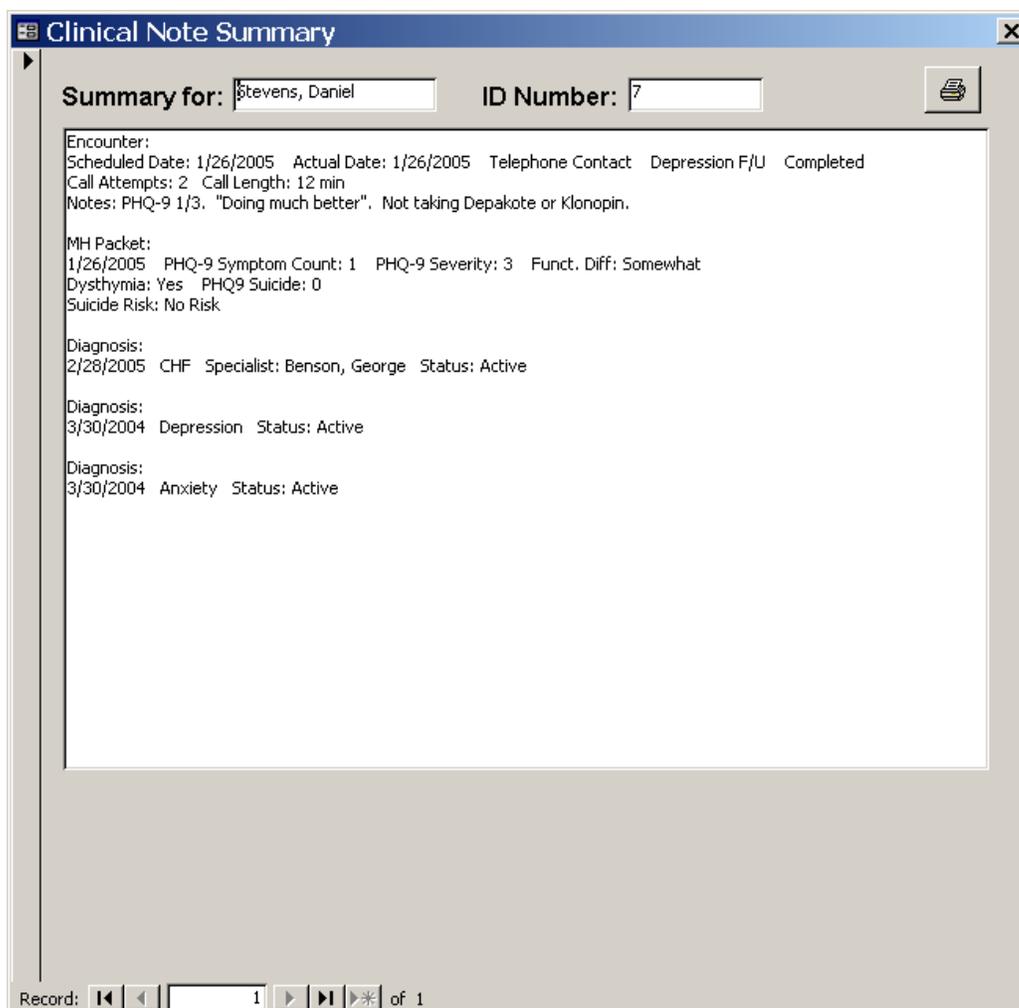


Figure 10

3. To copy the text (as much as you need to transfer to another program):
Click inside the box where the summary appears. Highlight the text you want to copy. Right-click and choose "Copy" from the menu. (Not highlighting first and just right-clicking will highlight everything and save time if that's what you want to do.)
4. Paste the text into the other electronic charting location:
Open the program into which you wish to paste your Note. Once you choose your Patient in that system, go to where you normally enter a Note to type in or copy in information and do a Control-V sequence. (Hold down the "Cntrl" key in the bottom left of the keyboard and then press the "V" letter key on the keyboard). This is a shortcut to the Paste command. Your electronic charting system may not let you Right-click and choose "Paste" as we did with "Copy".

Please Note: You may also print from this screen by clicking the printer icon on the top right of the screen.

General Reports

Patient List

Clicking on the “Patient List” button will bring up the following Patient List Parameters screen (Fig. 11). The Patient List report generated is a list of Patients assigned to the selected Care Manager/Diabetes Educator. This report can be sorted by first name, last name, diagnosis, insurance, PCP (Primary Care Physician), or status.

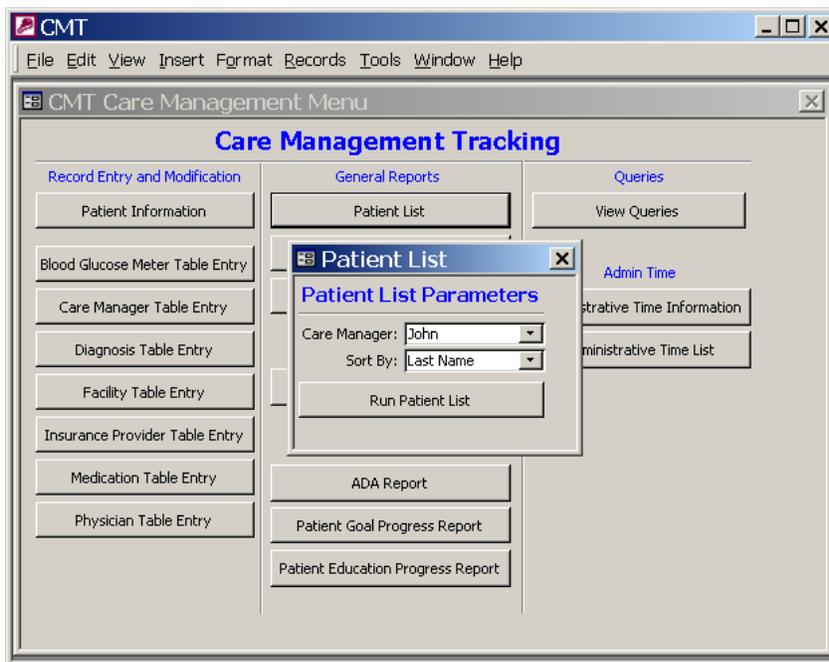


Figure 11

Click “Run Patient List” to run the report (Fig. 12).

The screenshot displays the "Patient List" report for Care Manager John Johnson. The report lists 5 patients with the following details:

ID Number	Last Name	First Name	Status	Phone Number	Primary Care Physician	Diagnosis	Insurance
11	Jennings	Anson	Active	(800) 777-7777	Carmen, Julie	Depression	IHC Health Plans
7	Stevens	Daniel	Active	(800) 600-6000	Allen, Mitch	Anxiety	Multicare
7	Stevens	Daniel	Active	(800) 600-6000	Allen, Mitch	Depression	Multicare
7	Stevens	Daniel	Active	(800) 600-6000	Allen, Mitch	CAD	Multicare
10	Tennison	Herald	Closed	(800) 444-4444	Duham, Terry	Hypertension	Other
14	Winston	John	Active	(800) 744-4444	Allen, Mitch	Depression	IHC Health Plans

Total Patients: 5

Figure 12

Encounter Tickler

- Clicking on the “Encounter Tickler” button will bring up the following Tickler List Parameters screen (Fig. 13). The Encounter Tickler report generated is a Tickler/To-do list for contact by date range for Patients assigned to the selected Care Manager/Diabetes Educator.

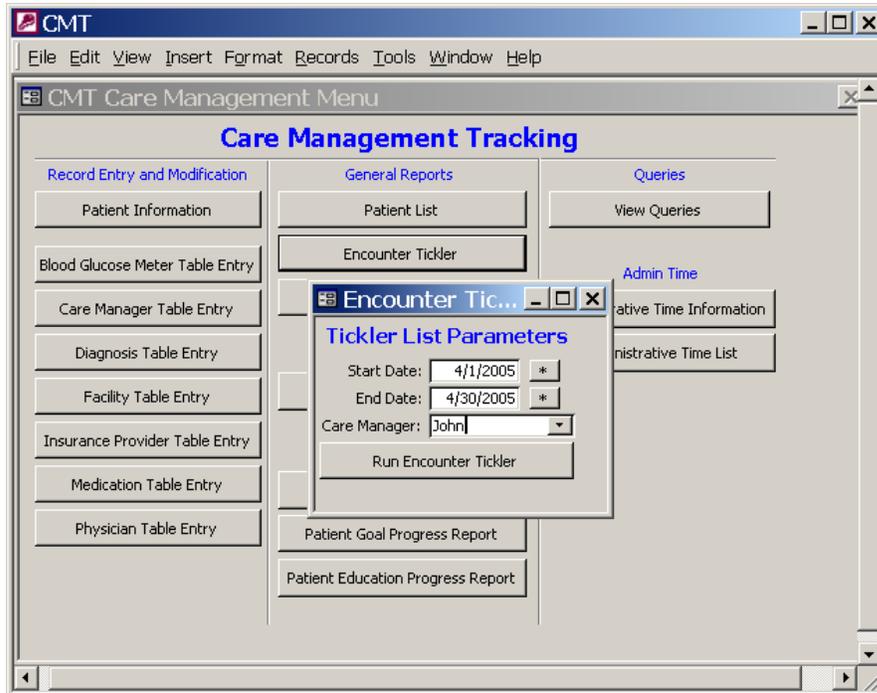


Figure 13

Click “Run Encounter Tickler” to run the report (Fig. 14).

The screenshot shows the CMT software interface displaying the "Encounter Tickler" report. The report is titled "Care Manager Encounter Tickler List" and is for Care Manager: John Johnson. The report lists encounters with the following data:

Sched. Dt. and Time	Encounter Type	Reason	ID Number	First Name	Last Name	Phone Number	PCP	Comments
4/14/2005	Non-Encounter-	Status Check	14	Jole	Winston	(800) 744-4444	Allen, Mitch	check on flu apt w/Dr. Jo
4/22/2005	MD Office Visit		10	Harold	Tennison	(800) 444-4444	Durham, Terry	
4/30/2005	Telephone Conf.	Status Check	7	Daniel	Stevens	(800) 800-8000	Allen, Mitch	

Figure 14

Encounter Summary

- Clicking on the “Encounter Summary” button will bring up the following Encounter Summary List Parameters screen (Fig. 15). The Encounter Summary report generated is a summary of Encounters by date range for Patients assigned to the selected Care Manager/Diabetes Educator. This report can be sorted by first name, last name, encounter date, encounter type, or encounter outcome.

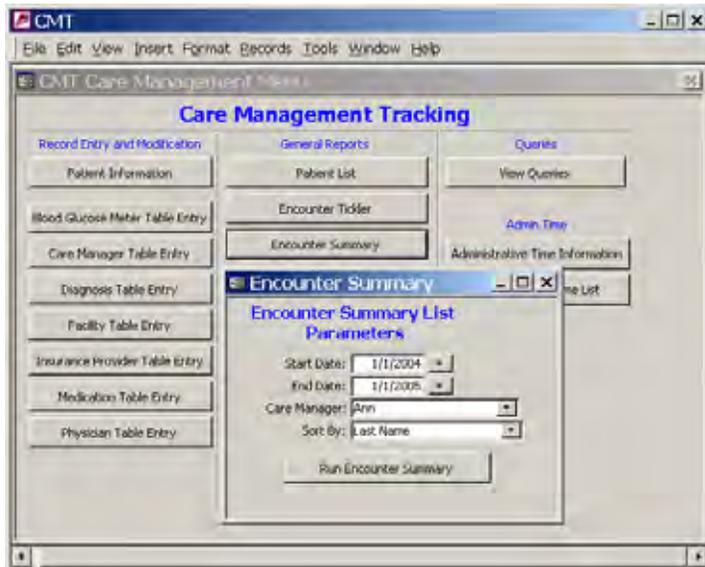


Figure 15

Click “Run Encounter Summary” to run the report (Fig. 16).

Care Manager Patient Encounter Summary						
For Time Period: 1/1/2004 to 1/1/2005						
Care Manager: Ann Thomsen						
ID Number	Last Name	First Name	Phone Number	Encounter Date	Encounter Type	Outcome
15	Billings	Barbie	(800) 663-3333	1/14/2004	MD Office Visit	Completed
15	Billings	Barbie	(800) 663-3333	2/23/2004	Telephone Contact	Completed
15	Billings	Barbie	(800) 663-3333	3/15/2004	Telephone Contact	Left Message
8	Hansen	Sally	(800) 222-2222	11/6/2004	Telephone Contact	Completed
8	Hansen	Sally	(800) 222-2222	11/6/2004	DM Office Visit	Completed
8	Hansen	Sally	(800) 222-2222	11/7/2004	DM Office Visit	Completed
8	Hansen	Sally	(800) 222-2222	12/9/2004	MD Office Visit	Completed
10	Redman	Robert	(800) 999-9999	1/01/2004	Telephone Contact	Completed
13	Redman	Robert	(800) 999-9999	8/23/2004	Telephone Contact	Left Message
13	Redman	Robert	(800) 999-9999	8/7/2004	Telephone Contact	Left Message
17	Redman	Robert	(800) 999-9999	9/24/2004	Telephone Contact	Left Message
13	Redman	Robert	(800) 999-9999	10/4/2004	Telephone Contact	No Answer
Total Patient Encounters: 12						

Figure 16

Mental Health Reports

PHQ9 List

- Clicking on the “PHQ9 List” button will bring up the following PHQ9 List Parameters screen (Fig. 17). The PHQ9 List report generated is a list of PHQ9 scores for Patients assigned to the selected Care Manager/Diabetes Educator. This report can be sorted by date, first name, last name, or suicide risk. The report is especially helpful for viewing progress over time.

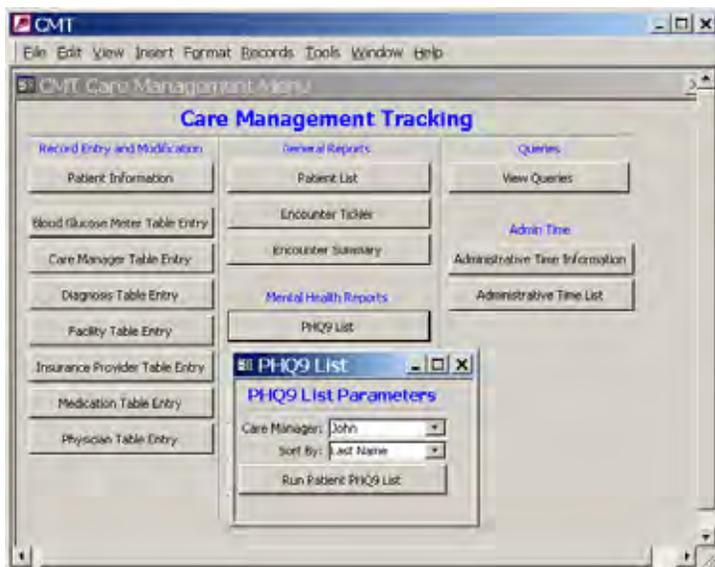


Figure 17

Click “Run Patient PHQ9 List” to run the report (Fig. 18).

ID Number	Last	First	Patient Phone	PFF	PCP	Insurance	Diagnosis	PHQ9 Score	Severity	Pct of Total	Dvtn	Q9	Sln	Ssl	State	Suicide Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Depressio	1/20/2005	1	3	Somewhat	<input checked="" type="checkbox"/>	0			No Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Anxiety	1/20/2005	1	3	Somewhat	<input checked="" type="checkbox"/>	0			No Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	CHF	1/20/2005	1	3	Somewhat	<input checked="" type="checkbox"/>	0			No Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	CHF	3/1/2004	0	4	Not at all	<input checked="" type="checkbox"/>	0			No Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Depressio	3/1/2004	2	4	Not at all	<input checked="" type="checkbox"/>	0			No Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Anxiety	3/1/2004	0	4	Not at all	<input checked="" type="checkbox"/>	0			No Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Anxiety	5/6/2004				<input type="checkbox"/>				
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	CHF	6/5/2004				<input type="checkbox"/>				
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Depressio	6/5/2004				<input type="checkbox"/>				
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Depressio	5/4/2004	9	22	Somewhat	<input checked="" type="checkbox"/>	1	1	Thoughts Only	Low Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Anxiety	5/4/2004	9	22	Somewhat	<input checked="" type="checkbox"/>	1	1	Thoughts Only	Low Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	CHF	5/4/2004	9	22	Somewhat	<input checked="" type="checkbox"/>	1	1	Thoughts Only	Low Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	CHF	4/5/2004				<input type="checkbox"/>				
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Depressio	4/8/2004				<input type="checkbox"/>				
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Anxiety	4/5/2004				<input type="checkbox"/>				
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Depressio	3/24/2004	6	18	Very	<input checked="" type="checkbox"/>	0			No Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	Anxiety	3/24/2004	6	18	Very	<input checked="" type="checkbox"/>	0			No Risk
7	Stevens	Daniel	(800) 800-8000	2	Allen, Mitch	Medhandlers	CHF	3/24/2004	6	18	Very	<input checked="" type="checkbox"/>	0			No Risk
10	Felton	Harold	(800) 444-4444	1	Duham, Terry	Other	Hospital	10/13/2003				<input type="checkbox"/>				

Figure 18

Queries

View Queries

Clicking on the “View Queries” button will bring up the following Queries screen (Fig. 19).

- Generate queries by entering a date range (Start and End Date) and choosing the button corresponding to the query you wish to run.
- These listed Queries are “canned” queries. Any queries not listed here are not available to the users unless this screen is customized by a programmer.

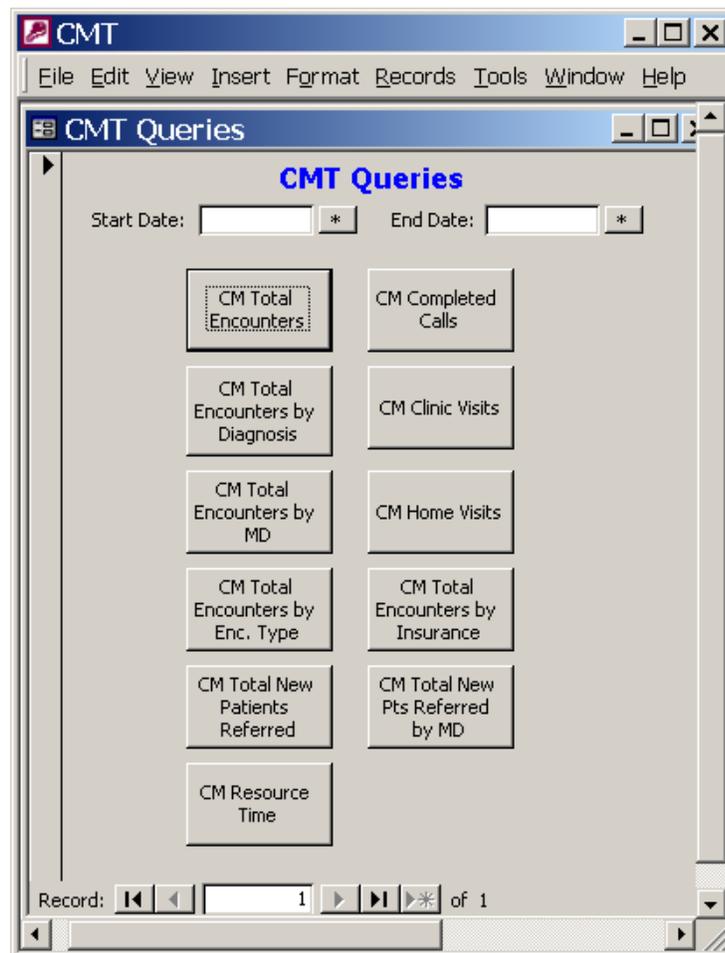


Figure 19

CM Total Encounters:

Clicking on the “CMT Total Encounters” button will bring up the following query screen (Fig. 20). This query displays the number of Care Manager-Patient Encounters falling within the entered date range.

Care Mgr ID	CM Last Name	CM First Name	Total Pat Encounters
1	Johnson	John	4
2	Thomsen	Ann	7

Figure 20

CM Completed Calls:

Clicking on the “CM Completed Calls” button will bring up the following query screen (Fig. 21). This query displays the number of Care Manager Telephone Calls and Average Call Length for Care Manager-Patient Encounters falling within the entered date range.

Care Mgr ID	CM Last Name	CM First Name	Total Completed Calls	Average Call Length (mins) Per Encounter
1	Johnson	John	2	11
2	Thomsen	Ann	1	10

Figure 21

CM Total Encounters by Diagnosis:

Clicking on the “CM Total Encounters by Diagnosis” button will bring up the following query screen (Fig. 22). This query displays the number of Care Manager-Patient Encounters falling within the entered date range, sorted by Diagnosis. **Please note:** In the CMT database, encounters are not linked with specific diagnoses. Therefore, it cannot be deduced that there were 6 encounters geared specifically for Diabetes management in this time period (see Fig. 22). Rather it suggests that there were 6 encounters within this time period with Patients who have Diabetes in the Problem List.

Care Manager ID	CM Last Name	CM First Name	Diagnosis	Total Pat Encounters
1	Johnson	John	Anxiety	3
1	Johnson	John	CHF	3
1	Johnson	John	Depression	4
2	Thomsen	Ann	Depression	3
2	Thomsen	Ann	Diabetes	6
2	Thomsen	Ann	Other	1

Figure 22

CM Clinic Visits:

Clicking on the “CM Clinic Visits” button will bring up the following query screen (Fig. 23). This query displays the number of Care Manager-Patient Encounters of type Clinic Visit falling within the entered date range, and the Average Clinic Visit Time with those Patients.

Care Mgr ID	CM Last Name	CM First Name	Total Clinic Visits	Average Clinic Visit Time (mins)
2	Thomsen	Ann	2	88

Figure 23

CM Total Encounters by MD:

Clicking on the “CM Total Encounters by MD” button will bring up the following query screen (Fig. 24). This query displays the number of Care Manager-Patient Encounters falling within the entered date range, sorted by Primary Care Physician.

Care Mgr ID	CM Last Name	CM First Name	PCP	Total Pat Encounters
1	Johnson	John	Allen, Mitch	4
2	Thomsen	Ann	Benson, George	3
2	Thomsen	Ann	Carmen, Julie	1
2	Thomsen	Ann	Durham, Terry	3

Figure 24

CM Home Visits:

Clicking on the “CM Home Visits” button will bring up the following query screen (Fig. 25). This query displays the number of Care Manager-Patient Encounters of type Home Visit falling within the entered date range, and the Average Clinic Visit Time with those Patients.

Care Mgr ID	CM Last Name	CM First Name	Total Home Visits	Average Home Visit Time (mins)
1	Johnson	John	1	30

Figure 25

CM Total Encounters by Enc. Type:

Clicking on the “CM Total Encounters by Enc. Type” button will bring up the following query screen (Fig. 26). This query displays the number of Care Manager-Patient Encounters falling within the entered date range, sorted by Type of Encounter.

Care Mgr ID	CM Last Name	CM First Name	Encounter Type	Total Pat Encounters
1	Johnson	John	Home Visit	1
1	Johnson	John	Telephone Contact	3
2	Thomsen	Ann	Class	1
2	Thomsen	Ann	CM Office Visit	1
2	Thomsen	Ann	Non-Encounter-Related	1
2	Thomsen	Ann	Telephone Contact	4

Figure 26

CM Total Encounters by Insurance:

Clicking on the “CM Total Encounters by Insurance” button will bring up the following query screen (Fig. 27). This query displays the number of Care Manager-Patient Encounters falling within the entered date range, sorted by Insurance Provider and Patient Status.

Care Mgr ID	CM Last Name	CM First Name	Insurance	Status	Total Pat Encounters
1	Johnson	John	IHC Health Plans	Active	1
1	Johnson	John	Mailhandlers	Active	3
2	Thomsen	Ann	IHC Access	Active	3
2	Thomsen	Ann	Other	1X Only	1
2	Thomsen	Ann	Private Pay	Active	3

Figure 27

CM Total New Patients Referred:

Clicking on the “CM Total New Patients Referred” button will bring up the following query screen (Fig. 28). This query displays the number of New Patients referred to the Care Manager with a Date of Referral within the entered date range.

Care Manager	Care Manager Last Name	Care Manager First Name	Total New Patients Referred
2	Thomsen	Ann	2

Figure 28

CM Total New Patients Referred by MD:

Clicking on the “CM Total New Patients Referred by MD” button will bring up the following query screen (Fig. 29). This query displays the number of New Patients referred to the Care Manager with a Date of Referral within the entered date range, sorted by Patient’s Primary Care Physician.

Care Manager First Name	Care Manager Last Name	Total New Patients Referred	PCP
Ann	Thomsen	1	Durham, Terry
Ann	Thomsen	1	Carmen, Julie

Figure 29

CM Resource Time:

Clicking on the “CM Resource Time” button will bring up the following query screen (Fig. 30). This query displays the Total Care Manager-Patient Encounter Resource Time within the entered date range, and the Average Resource Time for those Encounters.

Care Mgr ID	CM Last Name	CM First Name	Total Encounter Resource Time (mins)	Average Resource Time (mins) per Encounter
1	Johnson	John	50	12
2	Thomsen	Ann	75	12

Figure 30

Admin Time

Administrative Time Information

Module to enter Care Manager time not spent on Patient Encounters such as meeting times, education, and vacation. (Fig. 31). Enter the Administrative Time Information. The total time for the day will be automatically calculated. Each day should be entered separately.

Click the “Save Day’s Time” Button to save the record and close the window to return to the CMT Care Management Menu (Main Menu).

Meetings	Time (in minutes)
Medical Staff Meeting	<input type="text"/>
Staff Clinic Meeting	<input type="text"/>
Mental Health Integration	<input type="text"/>
Diabetes Education	<input type="text"/>
Case Management Meeting	<input type="text"/>
Geriatric Education	<input type="text"/>
Self-Development	<input type="text"/>
Teaching	<input type="text"/>
Drug Rep Meeting	<input type="text"/>
Team Building Meeting	<input type="text"/>
Paid Time Off	<input type="text"/>
Total Meet Time for Day:	<input type="text"/> mins

New Day's Time Save Day's Time

Record: 19 of 19 (Filtered)

Figure 31

Administrative Time List

- Clicking on the “Administrative Time List” button will bring up the following Admin Time List Parameters screen (Fig. 32). The Administrative Time List generated is a summary report for all Care Manager database users generated from the Administrative Time Information module.

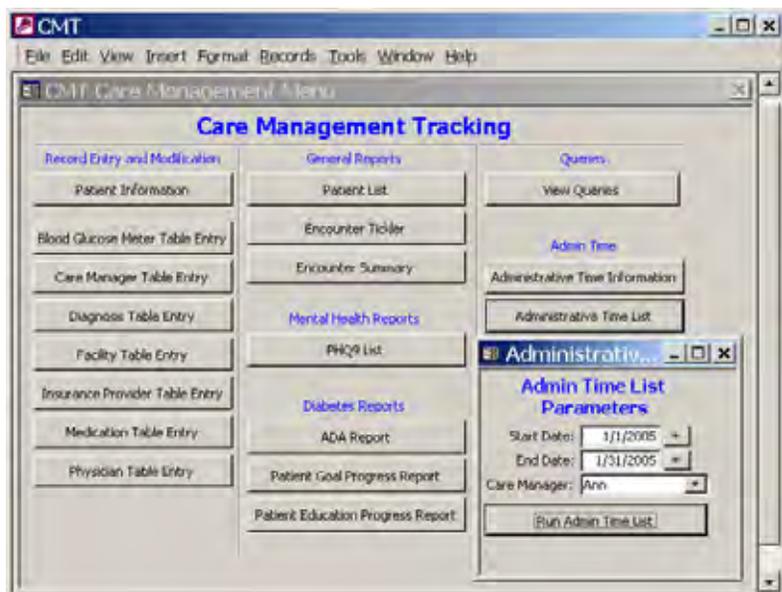


Figure 32

Click “Run Admin Time List” to run the report (Fig. 33).

Care Manager Administrative Time List												
For Time Period: 1/1/2005 to 1/31/2005												
Care Manager: Ann Thomsen												
Date	Med Staff	Staff Clinic	MHI	Diabetes Ed	Care Mgmt	Geriatric Ent	Self-Develop	Teaching	Drug Rep	Team Build	PTO	
1/26/2005	0	0	90	0	90	0	0	0	0	0	0	
1/19/2005	0	0	0	0	120	0	0	0	0	0	0	
1/13/2005	0	0	0	0	0	120	0	0	0	0	0	
1/12/2005	0	0	110	0	140	0	0	0	0	0	0	
1/12/2005	0	0	90	0	90	0	0	0	0	0	0	
1/11/2005	130	0	0	0	0	0	0	0	0	0	0	
1/10/2005	0	65	0	0	0	0	0	0	0	0	0	
Totals	130	65	290	0	440	120	0	0	0	0	0	Grand Total: 1045 items

Figure 33

Tips for Entry / Data Integrity

- Using drop-downs—Always drop-down to select—NEVER type in an entry. If it needs to be added, do so in Value List from the Main Menu or request a change from your database administrator/programmer.
- Dates: If typing in a date, you must use the MM-DD-YYYY format ('03' instead of '2003' will generate an error), or click on the "*" button for a pop-up calendar.
- Consult the Data Dictionary and/or Data Manager for your program when in doubt as to what to enter into a field.

Technical/Programmer Use Only

Following are instructions for revealing and hiding the tables of the CMT software so that programmers may customize it.

- 1) Right-click on the title bar of the CMT Care Management Menu.
- 2) Choose Form Design.
- 3) Right-click again on the title bar of the CMT Care Management Menu.
- 4) Choose Properties.
- 5) Scroll down to the Form's "On Load" property and click on the words "Event Procedure". Click the button with the 3 dots.
- 6) Change all the "False" booleans to "True".
- 7) Close out of the database (all the way).
- 8) Open it again 2 more times. The 3rd time you should see the database window.

After you make your changes,

Please go to "Tools" on the main Access toolbar. Choose Database Utilities and "Compact and Repair Database". It may take a few moments, but then your windows will pop back up.

Repeat the earlier steps to get to the code window or in Design view of the Main Menu choose View and "Code" from the main Access toolbar. In the SetStartUp Properties, change all of the "True"s back to "False". Close out of the database and go back in 2 more times (3rd time's a charm!) to make sure the database window is no longer visible.

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
PATIENT INFORMATION				
ID Number	Textbox	Numeric	Yes	Unique Number specific to a Patient in your organization
Last Name	Textbox	Free Text	Yes	Patient's Last Name
First Name	Textbox	Free Text	Yes	Patient's First Name (& Middle Initial, if desired)
DOB	Date field	Date MM/DD/YYYY	No	Patient's Date of Birth
Sex	Drop-down	M (Male); F (Female)	No	Patient's Gender
Medicaid #	Textbox	Free Text	No	Patient's Medicaid Number
Parents (Mom)	Textbox	Free Text	No	Name of Patient's Mother
Parents (Dad)	Textbox	Free Text	No	Name of Patient's Father
Other Guardian	Textbox	Free Text	No	Name of Patient's Other Parent/Guardian
Email	Textbox	Free Text	No	Patient's Email Address
Patient Phone	Textbox	Numeric (000) 000-0000	No	Patient's Contact Phone Number
Cell Phone	Textbox	Numeric (000) 000-0000	No	Patient/Parent Cell Phone Number
Work Phone	Textbox	Numeric (000) 000-0000	No	Patient/Parent Work Phone Number
Status	Drop-down	Active; Closed; 1X Only <i>Closed</i>	No	Patient's status with Care Manager <i>Deceased, Moved, etc.</i>
PCP	Textbox	From Physician Table/Values	No	Patient's Primary Care Physician
PCP Phone	Textbox	Numeric (000) 000-0000	No	Patient's Primary Care Physician Phone Number
Facility	Drop-down	From Facility Table/Values	No	Care Manager's Facility
FPP	Drop-down	1.Disconnected/Avoidance; 2.Confused/Chaotic; 3.Secured/Balanced	No	Patient's Family Pattern Profile: "An assessment of the relationship pattern/style that is most like the family of the patient."
Referred From	Drop-down	Clinic; Community Organizations; Health Plans; Home Health; Hospital; Medicaid; Other; Physicians	No	Entity Referring Patient
Referred By	Textbox	Free Text	No	Name of Person(s) Referring Patient
Referral Phone	Textbox	Numeric (000) 000-0000	No	Phone Number of Person(s) Referring Patient
Referral Date	Date field	Date MM/DD/YYYY	Yes	Date Patient was Referred/Assigned to Care Manager

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
Primary Insurance	Drop-down	From Insurance Table/Values	No	Patient's Primary Insurance carrier. Defaults to "Unknown" if not entered
2nd Insur.	Drop-down	From Insurance Table/Values	No	Patient's Secondary Insurance carrier.
Care Mgr	Drop-down	From Care Manager Table/Values	Yes	Care Manager assigned to Patient
PATIENT DIAGNOSIS				
Diag. Date	Date field	Date MM/DD/YYYY	Yes	Date Diagnosis Management began
Diagnosis	Drop-down	From Diagnosis Table/Values	Yes	Patient's Active Problem from Problem List
Specialist	Drop-down	From Physician Table/Values	No	Physician managing the Diagnosis
Status	Drop-down	Active; Resolved	No	Status of the Diagnosis
Notes	Textbox	Free Text	No	Notes relating to the Diagnosis
PATIENT ENCOUNTER				
Scheduled Date	Date field	Date MM/DD/YYYY	Yes	Date for Patient's scheduled phone call/visit
Scheduled Time	Time field	Time HH:MM AM/PM	No	Time for Patient's scheduled phone call/visit
Encounter Type	Drop-down	CM Office Visit; Class; MD Office Visit; Home Visit; Telephone Contact; Group Visit; MHI Conference; Email; Non-Encounter-Related; Diab Initial; Diab Followup; Diab Class 1; Diab Class 2; Diab Class 3; Diab Class 4; Diab Class 5; Diab Class 6; Diab Additional Class; Diab Inpatient; Diab Insulin Start	Yes	Type of Care Manager-Patient Encounter
		<i>Class</i>		<i>Patient Education</i>
		<i>Non-Encounter-Related</i>		<i>Filling out forms, admin, other charting, etc.</i>

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
Enc. Reason	Drop-down	DEA Screen; PHQ-9 F/U; MHI F/U; DM F/U; Depression F/U; DM/Depression F/U; Med. Assist.; Medication Mgmt Agreement; Status Check; Resource Management; New Patient	No	Reason for the Care Manager-Patient Encounter
		<i>Med. Assist. = Medication Assistance</i>		Assisting Patients in obtaining Medications (Financial Assistance)
		<i>Medication Mgmt Agreement</i>		Agreement between Physician and Patient re: Narcotic use
		<i>Resource Management</i>		Assisting Patient with Referrals, Procurement, Research, etc. (ex: finding MDs or Nursing Home, obtaining equipment)
Actual Date	Date field	Date MM/DD/YYYY	No	Date Patient Encounter Actually took place
Outcome	Drop-down	Completed; No Show; Cancelled; Reschedule; Wrong Number; No Answer; Left Message; Letter Sent; Disconnected; Deceased	No	Outcome of Care Manager-Patient phone call/visit
		<i>No Answer</i>		<i>Includes Busy Signal</i>
Call Attempts to Pts	Drop-down	1;2;3;4;5+	No	Number of tries to reach Patient by Phone
Total Call Time for Day	Textbox	Numeric	No	Total Length of time on phone (in minutes) for the day for the Encounter
Number of Phone Calls	Textbox	Numeric	No	Total Number of phone calls for the Encounter
Resource Time	Textbox	Numeric	No	Total Time spent on any preparatory work, charting, travel, research, admin, etc. (in minutes) for the Encounter
Clinic Visit Time	Textbox	Numeric	No	Time spent on Patient Visit in Clinic (in minutes) - Face-to-face
Home Visit Time	Textbox	Numeric	No	Time spent on Patient Visit in Home (in minutes) - Face-to-face

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
Notes	Textbox	Free Text	No	Notes relating to the Care Manager-Patient Encounter
PATIENT MEDICATION				
Medication Start Date	Date Field	Date MM/DD/YYYY	No	Date Medication Started
Medication End Date	Date Field	Date MM/DD/YYYY	No	Date Medication Ended
Medication	Drop-down	Medications from Table/Values	Yes	Medication Name
PRN	Checkbox	Yes/No	No	Medication PRN?
Dose	Textbox	Free Text	No	Medication Dose
Notes	Textbox	Free Text	No	Notes relating to the Patient Medication
MH (MENTAL HEALTH) INSTRUMENTS				
Date	Date field	Date MM/DD/YYYY	Yes	Date MH Instruments administered/recorded
Check Support				CM Relational Isolation Assess
Isolated from available support	Checkbox	Yes/No	No	Patient isolated from available support?
Unwilling to use available support	Checkbox	Yes/No	No	Patient unwilling to use available support?
Exhausted available support	Checkbox	Yes/No	No	Patient exhausted available support?
Has available support/actively using	Checkbox	Yes/No	No	Patient has available support/actively using?
Check Adherence				
Following recommendations	Checkbox	Yes/No	No	Patient following recommendations?
Taking medication	Checkbox	Yes/No	No	Patient taking medications?
Seeing therapist	Checkbox	Yes/No	No	Patient seeing therapist?
Self-Management	Checkbox	Yes/No	No	Patient practicing self management?
Identified Goal	Textbox	Free Text	No	Patient Identified Goal
Global Severity 1-7 (4)	Textbox	Numeric	No	Severity of Patient validated, standard measure of impairment over time
Care Conf	Checkbox	Yes/No	No	Include Patient at next MH Care Conference?
Referred to MH Off-site	Checkbox	Yes/No	No	Was Patient referred to MH off-site?
General Comments/Plan	Textbox	Free Text	No	General MH Comments for Patient
PHQ-9 (Depression)				
Symptom Count	Drop-down	0;1;2;3;4;5;6;7;8;9	No	Depression Symptoms Score based on the personal health questionnaire nine symptom checklist (PHQ-9) calculated by totaling the values for each depression symptom question.

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
Severity Score	Textbox	Numeric	No	Severity Score based on the personal health questionnaire nine symptom checklist (PHQ-9) calculated by totaling the values for each severity question
Functional Difficulty	Drop-down	Not at all; Somewhat; Very; Extreme	No	Level of difficulty or degree to which depression impacts daily activities (ex: doing work, taking care of things at home, or getting along with other people)
Dysthymia?	Checkbox	Yes/No	No	Does Patient have Dysthymia? Steadman's defn: "A chronic mood disorder manifested as depression for most of the day, more days than not, accompanied by some of the following symptoms: poor appetite or overeating, insomnia or hypersomnia, low energy or fatigue, low self-esteem, poor concentration, difficulty making decisions, and feelings of hopelessness."
PHQ Suicide Q9	Drop-down	0;1;2;3	No	Suicide Score based on the personal health questionnaire nine symptom checklist (PHQ-9) calculated by totaling the values for each suicide question.
Suicide State	Drop-down	1. Thoughts Only; 2. Thoughts and Plans; 3. Thoughts/Plans/Actions	No	The state of risk for Suicide for the Patient
Suicide Risk	Drop-down	No Risk; Low Risk; Medium Risk; High Risk	No	Potential Patient has in taking his/her own life
Clinician Aware?	Checkbox	Yes/No	No	Is Clinician aware of Suicide risk?
Follow Up Required?	Checkbox	Yes/No	No	Follow-up needed for Suicide risk?
Suicide Comments	Textbox	Free Text	No	Comments relating to suicide
Mood and Anxiety / Sleep				
Mood Screen 1	Textbox	Numeric	No	Score (7)/13
Mood Screen 2	Textbox	Free Text	No	Y/N
Mood Screen 3	Textbox	Free Text	No	+/-
Symptom Rating Scales Sx-Mood	Textbox	Numeric	No	Score (40)/100

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
Symptom Rating Scales Sx-Anx	Textbox	Numeric	No	Score (30)/60
Symptom Rating Scales Imp-Mood	Textbox	Numeric	No	Score (10)/20
Symptom Rating Scales Imp-Anx	Textbox	Numeric	No	Score (10)/20
Mood Comments	Textbox	Free Text	No	Comments relating to Patient mood
Anxiety Comments	Textbox	Free Text	No	Comments relating to Patient anxiety
Sleep Assessment				
(Sleep) Difficulty?	Checkbox	Yes/No	No	Patient having difficulty sleeping?
(Sleep) Severity	Textbox	Numeric	No	Severity of Sleep Difficulty (Scale of 0-10)
Pediatric Only				
Parent Vanderbilt (Only if ADHD)				
Parent Vanderbilt 1-9	Textbox	Numeric	No	Parent reported Vanderbilt Questions 1-9
Parent Vanderbilt 10-18	Textbox	Numeric	No	Parent reported Vanderbilt Questions 10-18
Parent Vanderbilt 19-26	Textbox	Numeric	No	Parent reported Vanderbilt Questions 19-26
Parent Vanderbilt 27-40	Textbox	Numeric	No	Parent reported Vanderbilt Questions 27-40
Parent Vanderbilt 41-47	Textbox	Numeric	No	Parent reported Vanderbilt Questions 41-47
Parent Vanderbilt 48-55	Textbox	Numeric	No	Parent reported Vanderbilt Questions 48-55
Teacher Vanderbilt (Only if ADHD)				
Teacher Vanderbilt 1-9	Textbox	Numeric	No	Teacher reported Vanderbilt Questions 1-9
Teacher Vanderbilt 10-18	Textbox	Numeric	No	Teacher reported Vanderbilt Questions 10-18
Teacher Vanderbilt 19-26	Textbox	Numeric	No	Teacher reported Vanderbilt Questions 19-26
Teacher Vanderbilt 27-40	Textbox	Numeric	No	Teacher reported Vanderbilt Questions 27-40
Teacher Vanderbilt 41-47	Textbox	Numeric	No	Teacher reported Vanderbilt Questions 41-47
Teacher Vanderbilt 48-55	Textbox	Numeric	No	Teacher reported Vanderbilt Questions 48-55
Vanderbilt Comments	Textbox	Free Text	No	Comments relating to Patient Vanderbilt Scores
Symptom Rating Scales Sx-Dev	Textbox	Numeric	No	Score /40 - Developmental (Intake Only)
Symptom Rating Scales Sx-Dep	Textbox	Numeric	No	Score /100 - Pediatric Depression
Symptom Rating Scales Imp-Dev	Textbox	Numeric	No	Score /20 - Developmental (Intake Only)
Symptom Rating Scales Imp-Dep	Textbox	Numeric	No	Score /20 - Pediatric Depression
YOQ-Youth?	Checkbox	Yes/No	No	YOQ-Youth administered?
YOQ-Youth Score	Textbox	Free Text	No	YOQ-Youth Score
Develop. Comments	Textbox	Free Text	No	Comments relating to Development
Depress. Comments	Textbox	Free Text	No	Comments relating to Depression
PEDIATRIC ASSESSMENT (Individual Health Plan)				
Ped Assess Date	Date field	Date MM/DD/YYYY	Yes	Date of Patient's Pediatric Assessment

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
Consultants/Specialty/Phone # (6 fields)	Textbox	Free Text	No	Consultants working with the Patient (includes Consultant specialty and phone)
Home Care Nursing				
Agency Name	Textbox	Free Text	No	Home Care Nursing Agency Name
(Agency) Contact	Textbox	Free Text	No	Home Care Nursing Agency Contact Person
(Agency) Phone	Textbox	Numeric (000) 000-0000	No	Home Care Nursing Agency Phone
Services Ordered	Textbox	Free Text	No	Services ordered from Home Care Nursing Agency
Home Care Equipment				
Home Care Equipment Company Name	Textbox	Free Text	No	Home Care Equipment Company Name
(Company) Phone	Textbox	Numeric (000) 000-0000	No	Home Care Equipment Company Phone
O2 Stationary/Portable	Checkbox	Yes/No	No	Is Patient using stationary/portable O2?
Apnea Monitor	Checkbox	Yes/No	No	Is Patient using an apnea monitor?
Trach Tube	Checkbox	Yes/No	No	Does Patient have a trach tube?
Trach Tube type/size	Textbox	Free Text	No	If Patient has trach tube, what is the type and/or size of the tube?
Cuff Yes	Checkbox	Yes/No	No	Is Patient using a cuff?
Cuff No	Checkbox	Yes/No	No	Is Patient NOT using a cuff?
Formula	Checkbox	Yes/No	No	Is Patient on formula?
Formula (text)	Textbox	Free Text	No	If Patient is on formula, formula name and/or notes
N/G Tube	Checkbox	Yes/No	No	Is Patient using an N/G tube?
Carseat	Checkbox	Yes/No	No	Is Patient using a Carseat?
BP Monitor	Checkbox	Yes/No	No	Is Patient using a BP Monitor?
O2 oximeter (SAT)	Checkbox	Yes/No	No	Is Patient using an O2 oximeter?
Suction Machine/supplies	Checkbox	Yes/No	No	Is Patient using Suction Machine/supplies?
Vent	Checkbox	Yes/No	No	Is Patient using a Vent?
Vent Type	Textbox	Free Text	No	If Patient using Vent, what type?
Feeding Pump/supplies	Checkbox	Yes/No	No	Is Patient using Feeding Pump/supplies?
GT/GJ	Checkbox	Yes/No	No	Is Patient using GT/GJ?
GT/GJ Type	Textbox	Free Text	No	If Patient using GT/GJ, what is the type?
GT/GJ Size	Textbox	Free Text	No	If Patient using GT/GJ, what is the size?
Wheelchair	Checkbox	Yes/No	No	Is Patient using a Wheelchair?
Other	Checkbox	Yes/No	No	Is Patient using other Home Care Equipment?

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
Other (text)	Textbox	Free Text	No	Other Home Care Equipment items/notes
Home Care Comments	Textbox	Free Text	No	Comments relating to Home Care
Developmental/Rehab				
Company Name	Textbox	Free Text	No	Developmental/Rehab Company Name
(Company) Phone	Textbox	Numeric (000) 000-0000	No	Developmental/Rehab Company Phone
PT	Checkbox	Yes/No	No	Patient in Physical Therapy?
PT (text)	Textbox	Free Text	No	Comments relating to Physical Therapy
Speech	Checkbox	Yes/No	No	Patient in Speech Therapy?
Community Resources				
Speech (text)	Textbox	Free Text	No	Comments relating to Speech Therapy
OT	Checkbox	Yes/No	No	Patient in Occupational Therapy?
OT (text)	Textbox	Free Text	No	Comments relating to Occupational Therapy
Vision	Checkbox	Yes/No	No	Patient in Vision Therapy?
Vision (text)	Textbox	Free Text	No	Comments relating to Vision Therapy
Developmental/Rehab Comments	Textbox	Free Text	No	Comments relating to Developmental/Rehab
School				
School	Textbox	Free Text	No	Patient's School
(School) Phone	Textbox	Numeric (000) 000-0000	No	Patient's School Phone
DSPD Case Worker	Textbox	Free Text	No	Patient's DSPD Case Worker
(DSPD Case Worker) Phone	Textbox	Numeric (000) 000-0000	No	Patient's DSPD Case Worker Phone
DSPD Applied	Checkbox	Yes/No	No	Has Patient/Family Applied for DSPD?
DSPD Accepted	Checkbox	Yes/No	No	Has Patient/Family been accepted for DSPD?
DSPD Denied	Checkbox	Yes/No	No	Has Patient/Family been denied DSPD?
SSI Applied	Checkbox	Yes/No	No	Has Patient/Family Applied for SSI?
SSI Accepted	Checkbox	Yes/No	No	Has Patient/Family been accepted for SSI?
SSI Denied	Checkbox	Yes/No	No	Has Patient/Family been denied SSI?
Waiver Program Technology Dependent Children	Checkbox	Yes/No	No	Waiver Program Technology Dependent Children?
Waiver Program TBI	Checkbox	Yes/No	No	Waiver Program TBI?
Waiver Program DDMR	Checkbox	Yes/No	No	Waiver Program DDMR?
Waiver Program Applied	Checkbox	Yes/No	No	Has Patient/Family applied for Waiver Program?
Waiver Program Accepted	Checkbox	Yes/No	No	Has Patient/Family been accepted for Waiver Program?

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
Waiver Program Denied	Checkbox	Yes/No	No	Has Patient/Family been denied Waiver Program?
Workforce Service Food Stamps	Checkbox	Yes/No	No	Workforce Service Food Stamps?
Workforce Service Child Care	Checkbox	Yes/No	No	Workforce Service Child Care?
Workforce Service Applied	Checkbox	Yes/No	No	Has Patient/Family applied for Workforce Service?
Workforce Service Accepted	Checkbox	Yes/No	No	Has Patient/Family been accepted for Workforce Service?
Workforce Service Denied	Checkbox	Yes/No	No	Has Patient/Family been denied Workforce Service?
WIC Applied	Checkbox	Yes/No	No	Has Patient/Family applied for WIC?
WIC Accepted	Checkbox	Yes/No	No	Has Patient/Family been accepted for WIC?
WIC Denied	Checkbox	Yes/No	No	Has Patient/Family been denied WIC?
Housing Assistance Applied	Checkbox	Yes/No	No	Has Patient/Family applied for Housing Assistance?
Housing Assistance Accepted	Checkbox	Yes/No	No	Has Patient/Family been accepted for Housing Assistance?
Housing Assistance Denied	Checkbox	Yes/No	No	Has Patient/Family been denied Housing Assistance?
Medicaid Caseworker	Textbox	Free Text	No	Medicaid Caseworker assigned to Patient
(Medicaid Caseworker) Phone	Textbox	Numeric (000) 000-0000	No	Patient's Medicaid Caseworker Phone
Medicaid Applied	Checkbox	Yes/No	No	Has Patient/Family applied for Medicaid?
Medicaid Accepted	Checkbox	Yes/No	No	Has Patient/Family been accepted for Medicaid?
Medicaid Denied	Checkbox	Yes/No	No	Has Patient/Family been denied Medicaid?
Community Resources Comments	Textbox	Free Text	No	Comments relating to Community Resources
Mental Health				
Mental Health	Textbox	Free Text	No	Comments relating to Mental Health
Phone	Textbox	Numeric (000) 000-0000	No	Mental Health Professional Phone
Other				
Other (text)	Textbox	Free Text	No	Other Comments
Last Revision Date	Textbox	Date MM/DD/YYYY	No	Date Pediatric Assessment last revised
FUNCTION				
Assessment Date	Date Field	Date MM/DD/YYYY	Yes	Date of Function Assessment

Care Manager Tracking Database Data Dictionary (Pediatric)

Data Element	Type/Control	Values	Required	Definition
Activities of Daily Living Question 1	Checkbox	Yes/No	No	ADL Question: Is Patient able to "Get out of bed or chair" without help?
Activities of Daily Living Question 2	Checkbox	Yes/No	No	ADL Question: Is Patient able to "Walk" without help?
Activities of Daily Living Question 3	Checkbox	Yes/No	No	ADL Question: Is Patient able to "Take a Bath or Shower" without help?
Activities of Daily Living Question 4	Checkbox	Yes/No	No	ADL Question: Is Patient able to "Get dressed" without help?
Activities of Daily Living Question 5	Checkbox	Yes/No	No	ADL Question: Is Patient able to "Go to the toilet" without help?
Activities of Daily Living Question 6	Checkbox	Yes/No	No	ADL Question: Is Patient able to "Feed self a meal" without help?
ADL	Textbox	Numeric	No	Activities of Daily Living Score (Values 1 to 6)
Instrumental Activities of Daily Living Question 1	Checkbox	Yes/No	No	IADL Question: Is Patient able to "Shop" without help?
Instrumental Activities of Daily Living Question 2	Checkbox	Yes/No	No	IADL Question: Is Patient able to "Use a telephone" without help?
Instrumental Activities of Daily Living Question 3	Checkbox	Yes/No	No	IADL Question: Is Patient able to "Cook" without help?
Instrumental Activities of Daily Living Question 4	Checkbox	Yes/No	No	IADL Question: Is Patient able to "Travel outside the home" without help?
Instrumental Activities of Daily Living Question 5	Checkbox	Yes/No	No	IADL Question: Is Patient able to do "Bills, Checkbooks, Finances" without help?
Instrumental Activities of Daily Living Question 6	Checkbox	Yes/No	No	IADL Question: Is Patient able to do "Housekeeping" without help?
Instrumental Activities of Daily Living Question 7	Checkbox	Yes/No	No	IADL Question: Is Patient able to "Take Medications" without help?
IADL	Textbox	Numeric	No	Instrumental Activities of Daily Living Score (Values 1 to 7)
MMSE	Textbox	Numeric	No	Mini Mental Status Examination Score
Pain Score	Textbox	Numeric	No	Pain Score (Scale 0-10)
Notes	Textbox	Free Text	No	Comments relating to Function