# Acuity Packet Documentation

This functionality is available under Profile Tab, click on "Acuity Packet", the document will be initiated by the Provider.

# <u>Image 1</u>

Profile
Consumer Summary
Supporting Docs
Service Coordination
Client Benefits
Waiver
Clinical Services
Contracts
Day Programs
Incident Management
Acuity Packet
Old ISP
ISP
Photographs
Quality Assurance
Residential
Court Documents
BSP
Assessment
Recommendations
Psych Reports
Provider Reportcard
Substitue Consent
DDS Test
My Profile
IQ Form Test
Change Password
Forgot Password Security Questions
Provider Users
MCIS User Guide
Steps to Reset MCIS Password
Event Calendar

Click on New Button to start a new Acuity Packet.

# Image 2

te Assign to DDS Staff
t

Once you click on New on Image 2 you can see Image 3

### Image 3

Acuity Packet	
Acuity Packet-Level 2 Moderate	Upload Document
Acuity Packet-Level 3 Extensive Behavioral	Upload Document
Acuity Packet-Level 4 Extensive Medical	Upload Document
Acuity Packet-Level 5 Pervasive Falls	Upload Document
Acuity Packet-Level 5 Behavioral	Upload Document
Acuity Packet-Level 6 Pervasive & Skilled Nursing	Upload Document

Select which level of Acuity is needed from <u>Image 3</u> for this current example I selected "Acuity Packet-Level 2 Moderate", you can see Image 4

# Image 4

Profile	Person	Provider	Incident	QA	Logout
Add Document					🐼 Cancel 🛛 Save
*Document Title: *Acuity Type:					
Document Author: Cu	uity Packet Cover Sheet arrent ISP arrent Annual Medical Evaluation	Browse			
Cu	arrent Psychological Evaluation mmitted LON				Save

- Enter Document Title, Select Acuity Type, select Document to be uploaded, hit on "Save" and the record gets saved.
- The saved record can be seen on Home page as shown in **Image 5**.

#### Image 5

Acuity Packet Home Page							
Select Acuity Packet	Remaining Documents	Completed Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
Arrity Packet-Level 2 Moderate	Current ISP Current Annual Medical Evaluation Current Psychological Evaluation Committed LON	Acuity Packet Cover Sheet	4	Upload Document			

The remaining documents can be uploaded by clicking on the link under "Acuity Packet" or "Upload Document", the drop down is only going to show the remaining documents to be uploaded.

# Image 6

TI IN A SERIER S				
Upload New Acuity Packets Document				
🔯 View 🔊 Cancel				
Select Document	Document Type	Docume	nt Uploaded Date	Action Action Comments
O PATHWAYS TO HOUSING PTH08052018.pdf	Acuity Packet Cover Sheet	6/5/2019	4:18:42 PM	
Acuity Packets Document Action History				
Document Type	Action Date	Action	Action By	Action Comments
	6/5/2019 4:18:42 PM	New	DDS Test	
Acuity Packet Cover Sheet	6/5/2019 4:18:42 PM	Uploaded	DDS Test	

Once all the documents are uploaded, commit button appears to providers as shown in Image 7

# Image 7

Acuity Packet Home Page							
Kew 200							
Select Acuity Packet	Remaining Docur	nentsCompleted Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
Acuity Packet-Level 2 Moderate	No Details	Acuity Packet Cover Sheet Current ISP Current Annual Medical Evaluat Current Psychological Evaluatio Committed LON			Commit		

- > Once provider commits the Acuity Packet Email will be sent According to Acuity Packet Level
  - For Acuity packet Level (2, 3) Email will be sent to Program Manager, Supervisor Service Coordinator and the Provider (the person who created the Acuity Packet).
  - For Acuity packet Level (4, 5, 6) Email will be sent to Health and Wellness Supervisors and the Provider (the person who created the Acuity Packet).
- After Acuity Packet is Committed by provider it is going to show as in <u>Image 8</u> for Acuity packet Level (2, 3)

# Image 8

Acuity Packet Home Page							
E New							
Select Acuity Packet	Remaining Docun	nentsCompleted Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
Acuity Packet-Level 2 Moderate	No Details	Acuity Packet Cover Sheet Current ISP Current Annual Medical Evaluat Current Psychological Evaluation Committed LON			Commited	10/1/2019 9:39:38 AM	Service Coordination

After Acuity Packet is committed by provider it is going to show as in <u>Image 8.1</u> for Acuity Packet Level(4,5,6)

# Image 8.1

Select	File ID	Acuity Packet	Remaining Documents	Completed Documents	Remaining Documents Count Upload Document	Commit	Email Sent Date Assig	gn to DDS Staff
0	38	Acuity Packet-Level 4 Extensive Medical	No Details	Acuity Packet Cover Sheet Current ISP Current Psychological Evaluation Committed LON Physician or Advanced Practice Nurse (APRN) Order Other	0	Commited	6/6/2019 8:51:04 AM Assign	n To Staff

- For Acuity Packet Level (4, 5, 6) Health and wellness supervisor assigns the packet to staff and staff receives an email.
- > Once Provider Commits the Acuity Packet, DDS staff will receive an Email as shown in Image 8.2

# Image 8.2

Acuity Packet Commited: Acuity Packet-Level 4 Extensive Medical for the : dds.it@dc.gov Sent: Thu 9/26/2019 1:57 PM To:	
Person name:	
Acuity Packet type: Acuity Packet-Level 4 Extensive Medical	
You can access the acuity packet : MCIS> Profile> Acuity Packet	
Thank you	

Once provider Commits the Acuity Packet, DDS staff can click on the Acuity Packet link on the home page as shown in <u>Image 8</u>, next page appears as shown in <u>Image 9</u>

#### Image 9

Select File ID	Document	Document Type	Document Uploaded Date	Action	Action Comments
O 115	PATHWAYS TO HOUSING PTH08052018.pdf	Acuity Packet Cover Sheet	6/5/2019 4:18:42 PM	Approve Reject	
O 116	PPR_Report.pdf	Current ISP	6/5/2019 4:34:07 PM	Approve Reject	
0 117	myfile.pdf	Committed LON	6/5/2019 4:34:21 PM	Approve Reject	
O 118	jonah # johnson isp.pdf	Current Annual Medical Evaluation	6/5/2019 4:34:50 PM	Approve Reject	
0 119	PPR_Report2.pdf	Current Psychological Evaluation	6/5/2019 4:35:08 PM	Approve Reject	

- > DDS Staff can add Comments and perform action accordingly (Approve/Reject)
- > Once the document is rejected it looks like in **Image 10**, Issue is also generated.

#### Image 10

Select Document	Document Type	Document Uploaded Date	Action	Action Comments
ISP_Report_6_23.pdf	Acuity Packet Cover Sheet	9/24/2019 4:33:07 PM	Approved By: Titilayo Ilori	Test
Number_People_Under_Monitoring_new.pdf	Current Annual Medical Evaluation	9/24/2019 4:33:34 PM	Rejected By: Titilayo Ilori	Test
<ul> <li>SPCD_Staff_Performance.pdf</li> </ul>	Current Psychological Evaluation	9/24/2019 4:33:46 PM	Approve Reject	
SPCD_Staff_Performance.pdf	Current ISP	9/24/2019 4:33:53 PM	Approve Reject	
O Number_People_Under_Monitoring_new.pdf	Committed LON	9/24/2019 4:34:03 PM	Approve Reject	

Once the document is rejected an Email will be sent to Provider with the Issue in the Email as shown in Image 11

#### Image 11

Inco	orrect Acuity Documen	t for the :	
d	ds.it@dc.gov		
Sent:	Tue 9/24/2019 4:41 PM		
To:	🗌 Ilori, Titilayo (DDS); 🗌		Mantena, Suresh (DDS)
Per	son name:		

Acuity Packet type: Acuity Packet-Level 4 Extensive Medical - Current ISP

Issue Text: 190900-P500-001

File Rejection Comments: incorrect

Thank you

- After the uploaded document is rejected by H&W, provider has to re upload the correct document by clicking on Acuity Packet or Upload Document link as shown in <u>Image 5.</u>
- > Once provider re uploaded the correct document it will show as in Image 12.
- One the provider re uploaded the correct document system will send Email as shown in <u>Image 13</u> to H&W and provider notifying that document is uploaded and referencing the Issue generated when the document is rejected.

#### Image 12

Select Document	Document Type	Document Uploaded Date	Action	Action Comments
<ul> <li>ISP_Report_6_23.pdf</li> </ul>	Acuity Packet Cover Sheet	9/24/2019 4:33:07 PM	Approved By: Titilayo Ilori	Test
O Number_People_Under_Monitoring_new.pdf	Current Annual Medical Evaluation	9/24/2019 4:33:34 PM	Rejected By: Titilayo Ilori	Test
SPCD_Staff_Performance.pdf	Current Psychological Evaluation	9/24/2019 4:33:46 PM	Approved By: Titilayo Ilori	test Approve
SPCD_Staff_Performance.pdf	Current ISP	9/24/2019 4:33:53 PM	Approved By: Titilayo Ilori	Test Approve
Number_People_Under_Monitoring_new.pdf	Committed LON	9/24/2019 4:34:03 PM	Approved By: Titilayo Ilori	Test Approval
ISP_Report_6_23.pdf	Current Annual Medical Evaluation	9/25/2019 8:43:38 AM		

Acuity Packets Document Action History

Document Type	Action Date	Action	Action By	Action Comments
Current Annual Medical Evaluation	9/25/2019 8:43:38 AM	Uploaded	Betty Walls	
Committed LON	9/25/2019 8:43:01 AM	Approved	Titilayo Ilori	Test Approval
Current ISP	9/25/2019 8:42:53 AM	Approved	Titilayo Ilori	Test Approve
Current Psychological Evaluation	9/25/2019 8:42:47 AM	Approved	Titilayo Ilori	test Approve
Current Annual Medical Evaluation	9/24/2019 4:43:06 PM	Rejected	Titilayo Ilori	Test

#### Image 13

Returned File uploaded Acuity Packet-Level 4 Extensive Medical - Current ISP for the :

Sent: Tue 9/24/2019 4:42 PM To: Ilori, Titilayo (DDS);

🗌 Ilori, Titilayo (DDS); 🔤 Mantena, Suresh (DDS)

Person name:

Acuity Packet type: Acuity Packet-Level 4 Extensive Medical - Current ISP

Issue Text: 190900-P500-001

File Rejection Comments: incorrect

Thank you

- Once the Returned document is uploaded, system will send Email to Provider notifying the Returned file is approved by H&W.
- The Acuity packet looks like as in Image 14

The Email is going to show as in <u>Image 15</u>

### Image 14

Select Document	Document Type	Document Uploaded Date	Action		Action Comments
O ISP_Report_6_23.pdf	Acuity Packet Cover Sheet	9/24/2019 4:33:07 PM	Approve	ed By: Titilayo Ilori	Test
O Number_People_Under_Monitoring_new.pdf	Current Annual Medical Evaluation	9/24/2019 4:33:34 PM	Rejected	l By: Titilayo Ilori	Test
O SPCD_Staff_Performance.pdf	Current Psychological Evaluation	9/24/2019 4:33:46 PM	Approve	ed By: Titilayo Ilori	test Approve
SPCD_Staff_Performance.pdf	Current ISP	9/24/2019 4:33:53 PM	Approve	ed By: Titilayo Ilori	Test Approve
O Number_People_Under_Monitoring_new.pdf	Committed LON	9/24/2019 4:34:03 PM	Approve	ed By: Titilayo Ilori	Test Approval
<ul> <li>ISP_Report_6_23.pdf</li> </ul>	Current Annual Medical Evaluation	9/25/2019 8:43:38 AM	Approve	d By: Titilayo Ilori	Test Approval
Acuity Packets Document Action History Jocument Type	Action Date		Action	Action By	Action Comments
Ocument Type				Action By Titilavo Ilori	
Document Type Current Annual Medical Evaluation	Action Date 9/25/2019 8/3014 AM 9/25/2019 8/21/38 AM		Action Approved Uploaded	Action By Titilayo Ilori Betty Walls	Action Comments Test Approval
Document Type Durrent Annual Medical Evaluation Turrent Annual Medical Evaluation Tommitted LON	9/25/2019 8:59:14 AM 9/25/2019 8:43:38 AM 9/25/2019 8:43:01 AM		Approved	Titilayo Ilori Betty Walls Titilayo Ilori	
Cocument Type Turrent Annual Medical Evaluation Turrent Annual Medical Evaluation Turrent LON Turrent ISP	9/25/2019 8:59:14 AM 9/25/2019 8:43:03 AM 9/25/2019 8:43:01 AM 9/25/2019 8:42:53 AM		Approved Uploaded Approved Approved	Titilayo Ilori Betty Walls Titilayo Ilori Titilayo Ilori	Test Approval
Document Type Urrent Annual Medical Evaluation Urrent Annual Medical Evaluation Jommitted LON Urrent ISP Urrent Psychological Evaluation	9/25/2019 859:14 AM 9/25/2019 859:14 AM 9/25/2019 81:330 AM 9/25/2019 81:330 AM 9/25/2019 81:2123 AM 9/25/2019 81:21247 AM		Approved Uploaded Approved Approved Approved	Titilayo Ilori Betty Walls Titilayo Ilori Titilayo Ilori Titilayo Ilori	Test Approval Test Approval Test Approve test Approve
Cocument Type Turrent Annual Medical Evaluation Turrent Annual Medical Evaluation Turrent LON Turrent ISP	9/25/2019 8:59:14 AM 9/25/2019 8:43:03 AM 9/25/2019 8:43:01 AM 9/25/2019 8:42:53 AM		Approved Uploaded Approved Approved	Titilayo Ilori Betty Walls Titilayo Ilori Titilayo Ilori	Test Approval Test Approval Test Approve

# Image 15

#### Returned File is Approved Acuity Packet-Level 4 Extensive Medical - Current ISP for the

dds.it@dc.gov

 Sent:
 Tue 9/24/2019 4:43 PM

 To:
 Ilori, Titilayo (DDS);
 Mantena, Suresh (DDS)

Person name:

Acuity Packet type: Acuity Packet-Level 4 Extensive Medical - Current ISP

Action Comments:

Thank you

Thank you

Once all the documents are approved by H&W then the packet is completed and ready to be sent to DHCF by H&W as shown in <u>Image 16</u>.

# Image 16

Acuity Packet Home Page							
Select Acuity Packet	Remaining Documen	tsCompleted Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
O Acusty Packet-Level 5 Permane Palls	No Details	Acuity Packet Cover Sheet Current Annual Medical Evaluation Current Psychological Evaluation Committed Loon Physician or Advanced Practice Nurse (APRN) Order Concise statement Job description	0		Send to DHCF	8/26/2019 4:44:02 PM	Jimmy Norman Assign To Staff

Once the document is sent to DHCF by H&W it will show as in <u>Image 17</u>

### <u>Image 17</u>

Acuity Packet Home Page							
i New							
Select Acuity Packet	Remaining Documen	tsCompleted Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
Acaty Packet-Lovel 5 Pervasive Falls	No Details	Acuity Packet Cover Sheet Current Annual Medical Evaluation Current Psychological Evaluation Committed LON Physician or Advanced Practice Nurse (APRN) Order Concise statement Job description	0		Sent To DHCF	8/26/2019 4:44:02 PM	Jimmy Norman

Once the whole packet is approved by H&W system sends an Email to DHCF, notifying that the packet is approved by DDS as show in <u>Image 17.1</u>.

Once the whole packet is approved by H&W and sent to DHCF, DHCF can reject or approve the packet, once DHCF logs in it will show as in <u>Image 18</u>

### Image 17.1

DDS Approved Acuity Packet: Acuity Packet-Level 4 Extensive Medical for the :	Mantena, Suresh (DDS)
Person name:	
Acuity Packet type: Acuity Packet-Level 4 Extensive Medical	
You can access the acuity packet : MCIS> Profile> Acuity Packet	
Thank you	

#### <u>Image 18</u>

Acuity Packet Home Page							
Kew							
Select Acuity Packet	Remaining Document	sCompleted Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
Acuity Fachet-Level 5 Pervasive Falls	No Details	Acuity Packet Cover Sheet Current JAP Current Annual Medical Evaluation Current Psychological Evaluation Committed LON Physician or Advanced Practice Nurse (APRN) Order Concise Internent Job description	o		Approve Reject	8/26/2019 4:44:02 PM	Jimmy Norman

Once DHCF logs in and clicks on Approve button it will show as in <u>Image 19</u>

#### <u>Image 19</u>

DHCF Approval		Cancel
	•Start •End Date:	
•Comments:		0
		<u>_</u>
	Save	_

> After save is clicked on Image 19, system will generate and Email as shown in Image 20.

#### Image 20



Once DHCF logs in and clicks on Reject button it will show as in <u>Image 21</u>

# Image 21

DHCF Approval		😵 Cancel
"Comments	0	
	5210	

> Once DHCF Rejects the Acuity Packet, system will generate and Email as shown in Image 22

# Image 22

Acuity Packet Rejected by DHCF for: Acui	ty Packet-Level 5 Behavioral for the	
dds.it@dc.gov		
Sent: Tue 9/24/2019 4:25 PM To: Guillaume, Ben	(DDS); 🗏 Ilori, Titilayo (DDS);	Mantena, Suresh (DDS)
Person name:		
Acuity Packet type: Acuity Packet-Level 5 Behavio	ral	
You can access the acuity packet : MCIS> Profile	> Acuity Packet	
Thank you		

Once you click Acuity Packet link as shown in <u>Image 5</u>, all the action preformed on the Acuity packet can be seen on the Acuity packet page as seen in <u>Image 23</u>,

pload New Ac	cuity Packets Document					
View 📩 Delete	Cancel					
Select File ID	Document	Document Type		Document Uploaded Date	Action	Action Comments
O 435	INSERVICE SIGN IN SHEET.docx	Acuity Packet Cover Sheet		9/24/2019 2:46:42 PM	Approved By: Titilayo Ilori	
O 436	INSERVICE SIGN IN SHEET.docx	Current ISP		9/24/2019 2:46:56 PM	Rejected By: Titilayo Ilori	incorrect
0 437	INSERVICE SIGN IN SHEET.docx	Current Psychological Evaluation		9/24/2019 2:47:10 PM	Approved By: Titilayo Ilori	
0 438	INSERVICE SIGN IN SHEET.docx	Committed LON		9/24/2019 2:47:24 PM	Approved By: Titilayo Ilori	
0 439	INSERVICE SIGN IN SHEET.docx	Physician or Advanced Practice Nurse	(APRN) Order	9/24/2019 2:47:37 PM	Approved By: Titilayo Ilori	
0 445	INSERVICE SIGN IN SHEET.docx	Current ISP		9/24/2019 4:41:39 PM	Approved By: Titilayo Ilori	
cuity Packate	Document Action History					
	Document Action History		Action Date	Action	Action By	Action Comments
	Document Action History				Action By Marking Records	
	Document Action History		9/24/2019 4:50:46 PM	Action Approved By DHCF Sent TO DHCF		Action Comments TEST Level 4 Acuity Approved
ocument Type	Document Action History			Approved By DHCF	Marlaina Bowens	
ocument Type	Document Action History		9/24/2019 4:50:46 PM 9/24/2019 4:43:20 PM	Approved By DHCF Sent TO DHCF	Marlaina Bowens Titilayo Ilori	
orrent ISP arrent ISP	Document Action History		9/24/2019 4:50:46 PM 9/24/2019 4:43:20 PM 9/24/2019 4:43:05 PM	Approved By DHCF Sent TO DHCF Approved	Marlaina Bowens Titilayo Ilori Titilayo Ilori	
ocument Type urrent ISP urrent ISP hysician or Advance ommitted LON	d Practice Nurse (APRN) Order		9/24/2019 4:50:46 PM 9/24/2019 4:43:20 PM 9/24/2019 4:43:05 PM 9/24/2019 4:43:05 PM	Approved By DHCF Sent TO DHCF Approved Uploaded	Marlaina Bowens Tritlayo Ilori Tritlayo Ilori Betty Walls Tritlayo Ilori Tritlayo Ilori	
urrent ISP urrent ISP hysician or Advance ommitted LON urrent Psychological	d Practice Nurse (APRN) Order		9/24/2019 4150146 PM 9/24/2019 4143120 PM 9/24/2019 4143120 PM 9/24/2019 4143120 PM 9/24/2019 4141120 PM 9/24/2019 4141108 PM 9/24/2019 4141106 PM	Approved By DHCF Sent TO DHCF Approved Uploaded Approved Approved Approved	Markins Bowens Tritilayo Ilori Trilayo Ilori Betty Walls Tritilayo Ilori Tritilayo Ilori Tritilayo Ilori Tritilayo Ilori	TEST Level 4 Acuity Approved
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ocument Type arrent ISP arrent ISP yysician or Advance ommitted LON arrent Psychological arrent ISP	d Practice Nurse (APRN) Order I Evaluation		9/24/2019 4:50:46 PM 9/24/2019 4:43:00 PM 9/24/2019 4:43:00 PM 9/24/2019 4:43:00 PM 9/24/2019 4:43:00 PM 9/24/2019 4:42:00 PM 9/24/2019 4:42:00 PM 9/24/2019 4:42:00 PM 9/24/2019 4:42:00 PM	Approved By DHCF Sent TO DHCF Approved Uploaded Approved Approved Rejected Approved	Markins Bowens Titulayo Ilori Betty Walls Titulayo Ilori Titulayo Ilori Titulayo Ilori Titulayo Ilori Titulayo Ilori	TEST Level 4 Acuity Approved
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ocument Type arrent ISP arrent ISP hysician or Advance ommitted LON arrent Psychological arrent ISP suity Packet Cover S hysician or Advance	d Practice Nurse (APRN) Order I Evaluation		9 / 24 / 2039 4:50:46 PM 9 / 24 / 2039 4:45:20 PM 9 / 24 / 2039 4:45:30 PM 9 / 24 / 2039 4:44:39 PM 9 / 24 / 2039 4:44:30 PM 9 / 24 / 2039 4:44:00 PM 9 / 24 / 2039 4:44:00 PM 9 / 24 / 2039 4:44:00 PM 9 / 24 / 2039 4:45:00 PM 9 / 24 / 2039 4:21:00 PM 9 / 24 / 2039 4:21:00 PM	Approved By DBCF Seat TO DHCF Approved Uploaded Approved Approved Rejected Approved Committed Uploaded	Markina Bovena Tsikipo Ilori Tsikipo Ilori Betty Walis Tsikipo Ilori Tsikipo Ilori Tsikipo Ilori Tsikipo Ilori Tsikipo Ilori Betty Walis Betty Walis	TEST Level 4 Acuity Approved
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ocument Type urrent ISP mrent ISP hysician or Advance ommitted LON urrent ISP cuity Packet Cover S hysician or Advance ommitted LON urrent Psychological urrent Psychological	d Practice Nurse (APRN) Order 1 Evaluation theet d Practice Nurse (APRN) Order 1 Evaluation		9 (24/2039 415040 PM 9 (24/2039 441300 PM 9 (24/2039 441300 PM 9 (24/2039 441300 PM 9 (24/2039 441309 PM 9 (24/2039 441309 PM 9 (24/2039 441300 PM 9 (24/2039 441300 PM 9 (24/2039 44100 PM 9 (24/2039 24130 PM 9 (24/2039 24137) PM 9 (24/2039 24137) PM 9 (24/2039 24137) PM	Approved By DHCF Bent TO DHCF Approved Uploaded Approved Approved Rejected Approved Ciploaded Uploaded Uploaded	Markins Bowens Trillop Ion Betty Wals Trillop Ion Trillop Ion Trillop Ion Trillop Ion Trillop Ion Trillop Ion Trillop Ion Entry Wals Betty Wals Betty Wals	TEST Level 4 Acuity Approved

# Image 23