<u>Acuity Packet Documentation</u>

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

Image 1

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

Acuity Packet Home Page

New

Select	Acuity Packet	Remaining Documents	Completed Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
				No data returned				

➢ 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 **Image 3** for this current example I selected "Acuity Packet-Level 2 Moderate", you can see I**mage 4**

Image 4

Profile	Person	Provider	Incident	QA	Logout

Add Document   Cancel   Save

*Document Title: [   ]
*Acuity Type:
*Document Author: Acuity Packet Cover Sheet
                    Current ISP
*Document Location: Current Annual Medical Evaluation   [   ] Browse...
                    Current Psychological Evaluation
                    Committed 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

New

Select	Acuity Packet	Remaining Documents	Completed Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
○	Acuity 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

Upload New Acuity Packets Document
Upload Document
🔍 View   ✖ Cancel

Select	Document	Document Type	Document Uploaded Date	Action	Action Comments
○	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
📁 New

Select	Acuity Packet	Remaining Documents	Completed 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 Evaluation Current Psychological Evaluation Committed LON	0		Commit		

➢ Once provider commits the Acuity Packet Email will be sent According to Acuity Packet Level

  o 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).
  o 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 **Image 8** for Acuity packet Level (2, 3)

Image 8

Acuity Packet Home Page
📁 New

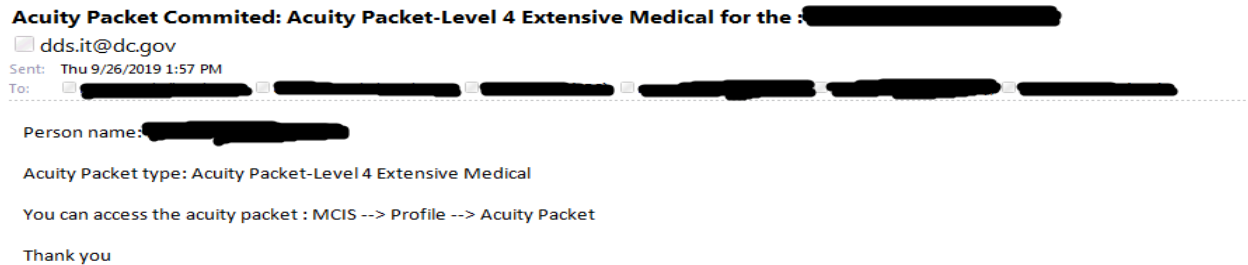| Select	Acuity Packet	Remaining Documents	Completed Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
○	Acuity Packet-Level 2 Moderate	No Details	Acuity Packet Cover Sheet Current ISP Current Annual Medical Evaluation Current Psychological Evaluation Committed LON	0		Commited	10/1/2019 9:39:38 AM	Service Coordination

➢ After Acuity Packet is committed by provider it is going to show as in **Image 8.1** 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	Assign to DDS Staff
○	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 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 **Image 8** , next page appears as shown in **Image 9**

Image 9

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

Incorrect Acuity Document for the :█████████████

Sent: Tue 9/24/2019 4:41 PM

To: ☐ 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

➢ 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 **Image 5.**
➢ 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 **Image 13** 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
○	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
○	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 **Image 15**

Image 14

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
○	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 4:34:02 PM	Approved By: Titilayo Ilori	Test Approval
○	ISP_Report_6_23.pdf	Current Annual Medical Evaluation	9/25/2019 8:43:38 AM	Approved By: Titilayo Ilori	Test Approval

Acuity Packets Document Action History

Document Type	Action Date	Action	Action By	Action Comments
Current Annual Medical Evaluation	9/25/2019 8:59:14 AM	Approved	Titilayo Ilori	Test Approval
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
Acuity Packet Cover Sheet	9/24/2019 4:42:59 PM	Approved	Titilayo Ilori	Test

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); ☐   ☐ 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 **Image 16**.

Image 16

Acuity Packet Home Page

New

Select	Acuity Packet	Remaining Documents	Completed Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
○	Acuity Packet-Level 5 Pervasive Falls	No Details	Acuity Packet Cover Sheet Current ISP Current Annual Medical Evaluation Current Psychological Evaluation Committed LON 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 **Image 17**

Image 17

Acuity Packet Home Page

New

Select	Acuity Packet	Remaining Documents	Completed Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
○	Acuity Packet-Level 5 Pervasive Falls	No Details	Acuity Packet Cover Sheet Current ISP 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 **Image 17.1**.

➢ 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 **Image 18**

Image 17.1

DDS Approved Acuity Packet: Acuity Packet-Level 4 Extensive Medical for the : ▬▬▬▬▬▬

☐ dds.it@dc.gov

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

To: ▬▬▬▬▬ ☐ ▬▬▬▬▬ ☐ ▬▬▬▬▬ ☐ ▬▬▬▬▬ ☐ 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

Image 18

Acuity Packet Home Page

📁 New

Select	Acuity Packet	Remaining Documents	Completed Documents	Remaining Documents Count	Upload Document	Commit	Email Sent Date	Assign to DDS Staff
○	Acuity Packet-Level 5 Pervasive Falls	No Details	Acuity Packet Cover Sheet Current ISP Current Annual Medical Evaluation Current Psychological Evaluation Committed LON Physician or Advanced Practice Nurse (APRN) Order Concise statement Job description	0		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 **Image 19**

Image 19

DHCF Approval   ↻ Cancel

*Start Date: [_____] 📅   *End Date: [_____] 📅

*Comments: [_____]

[Save]

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

Image 20

Acuity Packet Approved by DHCF for: Acuity Packet-Level 4 Extensive Medical for the : ▬▬▬▬▬

☐ dds.it@dc.gov

Sent: Tue 9/24/2019 4:51 PM

To: ▬▬▬▬▬ ☐ Guillaume, Ben (DDS); ☐ Ilori, Titilayo (DDS); ▬▬▬▬▬ ☐ 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

➢ Once DHCF logs in and clicks on Reject button it will show as in **Image 21**

Image 21

DHCF Approval

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

Image 22

➢ Once you click Acuity Packet link as shown in **Image 5**, all the action preformed on the Acuity packet can be seen on the Acuity packet page as seen in **Image 23,**

Image 23