

This document describes the tasks and rules for data entry and monthly reporting for the MCC program.

Casewatch Tasks:

The following are service **Tasks** in Casewatch available for data entry for tracking service encounter time spent and clients served:

1. Screener and Outcomes – Electronic Data Service Code 7432

Contractors will screen patients to determine their need for MCC services. Screener data **MUST** be entered into Casewatch for all patients before any service data can be entered.

- The date the Screener is entered sets due date for next Screener for all patients that are NOT currently enrolled in MCC.
- Screeners for Non-Enrolled patients need to be entered into Casewatch every 6 months, otherwise they are considered “Overdue”, which shall give an Acuity Status = “Screener Overdue”
- Acuity value is updated when Screener is completed
- Entry of all service tasks are Blocked if NO screener is entered
- "Screener" service task can only be entered with a 'Screener and Outcomes' data entered into Casewatch with the same date.
- Screener cannot be backdated >30 days from date of entry in Casewatch

Screener Results

a) Patient has NO NEED AT SCREENING

If Screener Results= ‘No’, then patient Acuity="NO NEED AT SCREENING." Data entry of Enrollment Tracker and Assessment are BLOCKED for these patients. All service tasks except 'Screener' and 'Referral' are BLOCKED including Case Conference for these patients also. Entry of additional Screeners will be blocked until <1 month from next Screener due date

b) Patient NEEDS MCC at Screening

If Screener Results=NEEDS MCC, then Enrollment Tracker is allowed. Enrollment Tracker must be completed within 30 days from date of Screener data entered into Casewatch. All service tasks except 'Screener' and ‘Enrollment Tracker’ are blocked.

2. Enrollment Tracker Status - Electronic Data Service Code: 7426

This is the mechanism to track the patient’s enrollment status in the MCC Program. Patients **must be screened** to be tracked for enrollment status. There are two enrollment status classifications: **Enrolled in MCC** and **Not-Enrolled in MCC**. A patient can only be considered Enrolled or Not Enrolled if they have

been screened. **The enrollment tracker task shall be completed for ALL patients where the Screener result='Yes'**

Until the Enrollment Tracker Status is entered:

- Data can only be entered into Enrollment Tracker screen if patient has a current 'Screener and Outcomes' and Screener result='Yes'
 - Enrollment Tracker status is due within 30 days of Screener Date
 - Acuity='Enrollment Tracker Due' until Enrollment Tracker data is entered into Casewatch
 - Enrollment Tracker status data cannot be backdated >30 days from date of entry in Casewatch
 - The 'Enrollment Tracker Status' service encounter task can only be entered with the same date of the 'Enrollment Tracker Status' is set in Casewatch
- a) **Not-Enrolled in MCC** (Previously “Non-Active” Patients) includes patients who: are identified as needing MCC but Opt Out; are Ineligible for MCC; or are Unable to be contacted. If a patient was eligible for MCC but did not enroll and now wants to enroll, a new Enrollment Tracker can be entered if it is within 6 months of the Screener due date. Entry of all service tasks are BLOCKED except for 'Screener' and 'Referral'
- b) **Enrolled in MCC** (Previously “Active MCC” Patients) include patients who are identified as needing Active MCC through Screener AND who choose to participate in the MCC program. If patient is eligible and agrees to participate in MCC set the Enrollment Tracker Status to "Enrolled in MCC." Entry of all service tasks are BLOCKED except for 'Enrollment Tracker' and 'Assessment' tasks.

Part A. Screener Outcomes and Enrollment Tracker Status									
	Screener Outcomes				Enrollment Tracker Status				
	A.1 Screening		A.2 Needs MCC	A.3 No Need at Screening	A.4 Total Patients Tracked		A.5 Opt Out, Ineligible	A.6 Unable to Contact	A.7 Enrolled in MCC
	Total # of Patients	Total # of Hours	# of Patients	# Patients	# of Patients	# of Hours	# Patients	# Patients	# Patients
This Month									
Year-to-Date:									

Screener Outcomes

- A.1 - Screening:** All patients screened and amount of time spent. This is the sum of A.2 – A.3
- A.2 - Needing MCC:** This captures the results of the screener where the **Screener Results = “Yes, Needs MCC”**
- A.3 - No Need at Screening:** This captures the results of the screener where the **Screener Results = No, “No Need at Screening”**

Enrollment Tracker Status

- A.4 – Total Patients Tracked** – Represents the total number of patients whose Enrollment Status was Tracked in Casewatch and hours spent by staff conducting tracking activities. This is the sum of A.5 – A.7.

A.5 – Opt Out, Ineligible: These are patients where the Enrollment Status was set to ‘Opt Out’ or ‘Ineligible’ because the patient did not want to participate in MCC or was ineligible for MCC services.

A.6 – Unable to Contact: These are patients where the Enrollment Status was set to ‘Unable to Contact’ because staff could not contact the patient.

A.7 – Enrolled in MCC: These are patients where the Enrollment Status was set to Enrolled in MCC because the patient chose to participate in MCC.

3. MCC Assessment - Electronic Data Service Code: 7434

Enrollment Tracker Status field must = 'Enrolled in MCC' to enter MCC Assessment data

- Acuity='Assessment Due' until Assessment data is entered into Casewatch
- Entry of MCC Assessment data in Casewatch is due within 30 days of Tracker date.
- Assessment cannot be backdated >30 days from date of entry in Casewatch
- The Assessment Assigned Acuity Date sets the clock for Assessment due dates or the next Screener for self-managed patients

Staff Name, Position	B.1 Severe		B.2 High		B.3 Moderate		B.4 Self-Managed		B.5 Patients with no Acuity		B.6 Total Pts Enrolled		B.7 Total Non- Enrolled Pts Served		B.8 Total Patients Served	
	# Patients	# of Hours	# Patients	# of Hours	# Patients	# of Hours	# Patients	# of Hours	# Patients	# of Hours	# Patients	# of Hours	# Patients	# of Hours	# Patients	# of Hours
MCM																
PCM																
CW																
MCM																
PCM																
CW																
MCM																
PCM																
CW																
MCM																
PCM																
CW																
This Month:																
Year-to-Date:																
% of Patients Virally Suppressed YTD																

Columns B.1 – B.4 include all patients where the Enrollment Status = Enrolled in MCC that have an assessment in Casewatch, by acuity according to current assessment data and the hours represent ALL service hours patients received (Assessment, Care Plan, Brief Interventions, Referral, Follow-Up and Monitoring, and Case Conferencing).

Column B.5 - total number of patients served that do not have an acuity assigned during the time period. They were enrolled but not yet assessed.

Column B.6 - total number of all patients Enrolled that received services. This is the sum of columns B.1-B.5.

Column B.7 is the total number of Non-Enrolled patients that received services by the MCC Team.

Column B.8 is the sum of all patients in Columns B.6 – B.7 and represents ALL patients served by the MCC team, regardless of enrollment status, during the reporting period.

Rows: Staff Name and Position: list of staff providing MCC services indicating number of patients and hours of service by patient acuity in adjacent columns. Then totals for services provided “This Month” and Year to Date.” Finally, the last row indicates the Percentage of patients that are virally suppressed Year to Date, by patient acuity.

Note: Pull Viral Load data from the most recent assessment. If viral load data is missing then will show as **NOT** virally suppressed.

4. MCC Care Plan - Electronic Data Service Code: 7433

The 'Care Plan' service task can only be entered if Assessment is entered by the due date

5. Brief Interventions - See Below for the Electronic Data Service Codes

These tasks can only be entered if Assessment is entered by the due date. The 'Brief intervention' service tasks are now the following:

- Risk Reduction Counseling - 7298
- Behavioral Health - 7435
- Disclosure Assistance - 7301
- Engagement in Care - 7296
- Medication Adherence Counseling - 7299

6. Implementation and Monitoring - Electronic Data Service Code: 7436

The 'Implementation and Monitoring' service task can only be entered if Assessment is entered by the due date.

Part C. Monitoring, Brief Interventions and Follow-Up Activities for Enrolled Patients																
Staff Name, Position	C.1 Implementation, Monitoring & Follow Up Activities		Brief Interventions												C.8 Total	
			C.2 Medication Adherence Counseling		C.3 Risk Reduction Counseling		C.4 Disclosure Assistance		C.5 Engagement In Care		C.6 Behavioral Health		C.7 Total Patients Receiving Brief Interventions			
	Patients	Hours	Patients	Hours	Patients	Hours	Patients	Hours	Patients	Hours	Patients	Hours	Patients	Hours	Patients	Hours
MCM																
PCM																
CW																
MCM																
PCM																
CW																
MCM																
PCM																
CW																
Monthly Total:																
Year-to-Date Total:																

Column C.1 includes all patients where the Enrollment Status = Enrolled in MCC that have an assessment in Casewatch and who had hours reported for the 'Implementation, Monitoring and Follow Up' task

Columns C.2-C.6 includes all patients where the Enrollment Status = Enrolled in MCC that have an assessment in Casewatch and who had hours reported for the Brief Interventions (Medication Adherence Counseling; Risk Reduction Counseling; Disclosure Assistance; Engagement in Care; and Behavioral Health) tasks

Column C.7 is the sum of all patients and all hours in Columns C.2 through C.6 to reflect total enrolled patients receiving Brief Interventions and the total hours of Brief Interventions during the reporting period

Column C.8 is the sum of all patients and all direct service hours in Columns C.1 and C.7 and represents ALL enrolled patients and hours

7. Referrals - Electronic Data Service Code: 7427

The 'Referral' service task refers to the amount of time spent providing referrals to MCC patients. Data can be entered for patients with a current 'Screener' entered in Casewatch.

8. Referral Module

The Referral Module is where referrals and linkages are tracked. Data can be tracked for patients with a current 'Screener' entered in Casewatch. Referrals and Linkages that can be tracked include the following:

- Housing
- Mental Health
- Addiction Treatment

Part D. Referrals And Linkages									
	D.1 Housing Services		D.2 Mental Health Services		D.3 Addiction Treatment		D.4 Totals		D.5 Percentage
	Number of Patients Referred	Number of Patients Linked	Number of Patients Referred	Number of Patients Linked	Number of Patients Referred	Number of Patients Linked	Number of Patients Referred	Number of Patients Linked	% Patients Linked
This Month:									
Year-to-Date:									

Also indicated is the percentage of patients linked to referrals provided.

Row This Month is the Monthly Program Total for reporting period

Row Year-to-Date is the Program Total annual reporting period

Column D.1 is the number of patients in A.1 that were referred and linked to Housing Services in the period

Column D.2 is the number of patients in A.1 that were referred and linked to Mental Health Services in the period

Column D.3 is the number of patients in A.1 that were referred and linked to Housing services in the period

Column D.4 is the sum of patients in Columns D.1 through D.3 that were referred and linked in the period

Column D.5 is the number of patients linked in Column D.4 divided by the number of patients referred in Column D.4

9. Case Conference – Electronic Data Service Code: 142

Case conference Task can only be entered for Patients Enrolled in MCC. This is not represented as a separate item on the monthly report. Patients with a case conference task, will be tracked in the monthly report under Section B by acuity status.

10. Overdue item Status

Overdue item status shows patients with the following overdue items: the Screener, Enrollment Tracker and Assessment data.

Part E. Overdue Item Status			
	E.1 Overdue Screener	E.2 Overdue Enrollment Tracker	E.3 Overdue Assessment
	# of Patients	Total # of Patients	# of Patients
This Month			
Year-to-Date:			

Column E.1 identifies patients who were initially Screened, where their 6 month Screener is Overdue in Casewatch

Column E.2 includes unduplicated patients where the Screener Status = 'Needs MCC' that DO NOT have a current Enrollment Tracker entered in Casewatch

Column E.3 includes patients where the Enrollment Status = Enrolled in MCC that DO NOT have a current assessment entered in Casewatch