MCC Patient Flow and Data Entry Chart (Revised 09-12-17)

START

Screen all HIV+ Clinic Patients to determine need for MCC services

Complete MCC Screener and Enter into Casewatch (CW)

Requirements:
1) Basic registration must be complete in CW to enter Screener data and Screener Service Task
2) The date the Screener is entered sets the due date for the next Screener
3) If Screener is >6m past the due date then Acuity value to "Screener Due"
4) Screener cannot be backdated >30 days from date of entry in CW
5) A Screener MUST be entered in CW to enter Service Tasks

Does screener results = "Needs MCC" (or did PCP refer)?
If YES, then Acuity value set to "Tracker Due"
Complete MCC Screener and Enter into Casewatch

Engage In Care
Contact pt to schedule F/F assessment with MCC and PCM. Maximum of 60 days after Screener is completed

Was patient assessed within 60 days of Screener?
YES
NO

Enroll Patient in MCC
1) Select Tracker Status field to "Enrolled in MCC"
2) Enrollment Tracker is due within 60 days of Screener Date
3) Once Tracker is completed, Acuity value is set to "Assessment Due"
4) Enrollment Tracker cannot be backdated >60 days from date of entry in CW

Enter Assessment into Casewatch
Requirements:
1) To enter assessment in CW, the Enrollment Tracker Status field must = "Enrolled in MCC"
2) Assessment must be entered within 30 days of Enrollment Tracker date
2a) If Assessment is not entered by due date then Acuity value = "Assessment Due"
3) Assessment cannot be backdated >30 days from date of entry in CW
4) Assessment Acuity Date sets the clock for Assessment/Screener due dates

Was the assessed overall Acuity Level "Self-Managed"?
YES
NO

Provide MCC Services
1) Develop Care Plan, deliver interventions and services according to acuity level
2) Enter MCC Service Tasks in CW
3) Conduct follow-up assessments according to acuity level

Did patient opt out of MCC before next Assessment Due?
YES
NO

Patient is Self-Managed
1) Acuity='Self-Managed'
2) Screener due in 6 months from most recent MCC Assessment Date

Patient is "Lost to Follow-Up"
1) Enter a new Enrollment Tracker and select Tracker Status field = "Lost to Follow-Up"
2) PRS locates patient

Lost to Follow-Up
PRS locates pt by activities such as:
1) targeted outreach
2) Using Inmate Locator
3) Visiting Homes
4) Visiting other agencies
5) sending letters,
6) Going to places where the pt might be, etc.
7) Call, text, email

Patient has NO NEED AT SCREENING
Requirements:
1) Assigned Acuity value of "NO NEED AT SCREENING"
2) Screener due every 6 months
3) If Screener is overdue ( >6m past the due date) then Acuity value will be changed to 'Screener Due'

Complete the Enrollment Tracker Status
Patient is NOT ENROLLED IN MCC
1) Enter Tracker Status in CW accordingly:
   • if patient is ineligible for MCC select Tracker Status field="Ineligible"
   • if patient does not agree to participate in MCC select Tracker Status field to "Opt Out"
   • if unable to contact the patient select Tracker Status field to "Unable to Contact" PRS locates pt.
2) Screener due every 6m

Another Tracker can be entered within 6m of previous Tracker date to enroll patient

Was patient assessed within 60 days of Screener?
YES
NO

NO FURTHER MCC SERVICES ARE PROVIDED AT THIS TIME
1) Enter a new Tracker and select Tracker Status field = "Opt Out"

Is Assessment Overdue because the patient cannot be contacted?
YES
NO

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