

## Encompass Update: New Forms, New Features, Revisions

Date: October 2008

*Tip of the Month:* Use the **+ myPage** icon to create a menu that has the links you use most often, then make it your **Home** page. Click on the yellow **+ myPage** icon to the right of one or more links, then click the **My Preferences** button toward the bottom of the main menu. From the drop down list under My Home Menu, select “My Page”, then click **Save**. Click **- myPage** to remove a link from your My Page.

Send suggestions for tips to sproatj@ewashtenaw.org

CHANGE	ESTIMATED ROLLOUT	PRIMARY USERS	TYPE	DETAILS OR INSTRUCTIONS
Process for entering Personal Health Reviews (Washtenaw only)	October	Nurses, Clinicians	New process	Nurses will enter Personal Health Review data instead of Case Managers. The Encompass e-mail reminders (“form is due in 30 days...”) will be sent to a consumer’s assigned nurse.
Recently created or updated Reports	October	Finance Staff, Prescribers, Supervisors, Clinicians	New and Revised Reports	Year End Batch Status (1476), Batch/Invoice Number Search (1464), Provider Batch Search (1436), and The Daily Team Meeting Report (1468)
Legal Status section on the Intake/Assessment form	October	Clinicians , Supervisors	Revised form	The option "No status with correction system" was removed-- it is no longer listed in the Michigan Department of Community Health codebook as a valid option. The option “not under the jurisdiction of a corrections or law enforcement program” should be selected instead. Consumers that had “no status with corrections system” before the change will show up in the Consumer Error List when you search for “QI: Corrections Status” errors. To get to the Consumer Error List: Data Integrity Checks →View My Consumer Data Issues.
CLS Variable Rate Authorization	October 31	Clinicians	New form	A new Much simpler version of the old Community Living Support (CLS) budget is being developed to allow a client-specific rate to be entered.
Main Menu changes	November	All	Revision	All of the grey buttons on left side of the Home menu will be alphabetized. A new “Signature” menu button will be added that will include all links used to sign or approve forms.
Revised Personal Health Review form	November	Nurses, Clinicians	Revised form	A column will be added to the “Have you or anyone in your family ever been told that you have...” section to distinguish between the consumer and consumer’s family members.

Staff "To Do List"	Winter 08-09	Prescribers, Supervisors, Clinicians	New Module	A new staff "To Do List" will be ready for testing in November. This work tool is being built as a part of the new Jail Diversion module.
DD Outcome Tool	Winter 08-09	Clinicians	New form	The new DD Outcome tool will be ready for testing in November. It's an assessment that will be done with consumers on a periodic basis to measure their progress within 9 different domains (work, safety, housing, wellness, etc.). We will have the ability to mark progress for both consumers and the affiliation as it relates to total score of the measure and individual domain scores.

If you would like to request a change, enhancement, or report, contact your Encompass Liaison:  
 Lenawee – Wendy Cadieux, WCadieux@LCMHA.org  
 Livingston – John Heinlein, jheinlein@CMHLIV.ORG or Kathy Dettling, kdettling@CMHLIV.ORG  
 Monroe – Teri DeRose, teRiDeRose@monroecmha.org  
 CSTS – Jan Baltzell, baltzellj@ewashtenaw.org  
 WCHO – Teresa Sharp, sharpt@ewashtenaw.org