

Encompass Update: New Forms, New Features, Revisions

Date: May 2008

Tip of the Month: You need to find out which of your clients need authorizations entered soon, what do you do? Click [Affiliate Reporting](#) in the main menu, then [Reporting Services](#), find the **Auth Expires within 30 Days** report and click [Run Report](#) on the right.

Send suggestions for tips to sproatj@ewashtenaw.org

CHANGE	ESTIMATED ROLLOUT	PRIMARY USERS	TYPE	DETAILS OR INSTRUCTIONS
Fax link for Release of Information	May 27	Clinicians	New link	A Fax link has been added to the Release of Information list.
Search by consumer on Approve Authorization list	May 27	Supervisors	New feature	Added ability to search for a specific consumer on the Approve Authorization list.
Encompass shows if consumer can receive calls at home.	May 27	ACCESS, Service Inquiry, or intake staff	Enhancement	Added fields called "OK to Leave Message" and "Phone Notes" to Demographics form. These fields will show on the large Consumer Header which is at the top of list screens. These two fields can be used to note if the client is OK to take phone calls at home.
Small change to Children's Personal Health Review	May 27	Supervisors	Enhancement	The "Is your child now or ever been pregnant?" field on the Children's Personal Health Review was changed to two fields: "Has your child ever been pregnant?" and "Is your child now pregnant?"
Send Single Service PCP to supervisor	May 27	Clinicians	Enhancement	A "notify supervisor" checkbox has been added to the bottom of the Single Service Person-Centered-Plan. Check this box, then click Save or Save and Continue to Progress Note, and an email will be sent to the supervisor notifying him or her that the PCP is waiting to be signed.
Counter signature field added to Discharge form	May 27	Physicians	Enhancement	In Monroe county, the assigned Physician will be prefilled into the Counter Signature field on the Discharge form for all consumers with Medicare or a commercial insurance. Press the "Save & Submit for Signature" button to add the discharge to the Sign CMHSP Discharge Summaries list for staff that need to sign the form.
Nurses version of the Interim Contact Note	Ready for testing in June.	Nurses	Revised form	A version of the Interim Contact Note is being developed to be used by nurses to document verbal orders. Should be ready to test in June.

Children's Psychiatric Evaluation and Physician's ATO Note.	Ready for testing in June.	Physicians	Revised form	A children's version of the Psychiatric Evaluation, and a doctor's Alternative Treatment Order (ATO) Note are being developed.
Jail Diversion	Ready for testing in July.	Jail Diversion staff, clinicians, ACCESS, and Emergency services	New Module	Jail Diversion is the process of admitting people into CMH Services rather than having them go to jail for diversion-eligible offenses. When jail time is prevented, the person is said to be "diverted". The purpose of the Jail Diversion project is to increase the number of diversions in the Region, and to improve the rate of documentation of those diversions that are already happening. It is hoped that by providing tools for tracking, trending, and communication among staff, Jail Diversion Specialists will be able to intervene for more consumers. Planned module changes for the jail diversion project include minor updates to the Progress Note, Emergency Note and Pre-Screen, and the ACCESS call log. Additionally, new screens will be created for tracking Jail Diversion To-Do's, and for any special assessments that are required.

If you would like to request a change, enhancement, or report, contact your Encompass Liaison:

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