

Encompass Update: New Forms, New Features, Revisions

Date: June 2008

Tip of the Month: Policy Reminder—when leaving your computer, save your work, then lock your computer or log out.

CHANGE	ESTIMATED ROLLOUT	PRIMARY USERS	TYPE	DETAILS OR INSTRUCTIONS
Encompass Affiliate Reporting improvements	June 27	Clinicians, Supervisors, Support Staff	Enhancement	Improvements were made to the look and feel of the Affiliate Reports page. Search for the report you want, browse to see all that are available.
Interim Contact Note revisions	August.	Nurses	Revised form	Several revisions to the Interim Contact Note are planned to facilitate the workflow of nurses.
Children's Psychiatric Evaluation and Physician's ATO Note.	August	Physicians	New forms	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.
Progress Note Location field	Early July	Clinicians	Revised form	There will be a small change to the location portion of the progress note, "AFC/CLS Home" will trade places with "Hospital".
Appointment Book for Doctors with Available Authorizations (1369)	Late June	Physicians Supervisors	New Report	This report will list client appointments for today, tomorrow, this week, etc. and show how many units are authorized for physician-related mental health services. It can be run to find out which client's scheduled for the near future need authorizations entered.

Appointment Print Sheet (1326)	Late June	Clinicians	New Report	This report lists appointments for consumers and shows the appointment status and purpose. It can be run for one staff person's caseload, or an entire team.
Appointment revisions	Fall	Clinicians	Revised module	Many improvements will be made to the Encompass Appointment module.
Provider Relations Unit revisions	June 27	Provider management, Finance Staff	Enhancements	Improvements will be made to Provider Relations section, including the ability to specify holiday rates, a new Rate Change module, clear labeling of Provider Staff, Requests for Proposals, Agreements, Insurance, Audits, and more.

If you would like to request a change, enhancement, or report, contact your Encompass Liaison:
Saginaw – Kevin Sackett, KSackett@sccmha.org
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