

AFC iCentrix Forms

This list identifies all forms used by AFC. Contact Jennifer McNulty in the Training Department for any changes or training needs regarding the use of these forms.

1. Intake Personal Record
2. Special Medical Needs/Diet
3. Intake Program Assignment
4. Paperwork - File Uploads
5. Medical Intake
6. Medication Management
7. Diagnosis Management
8. MassHealth Physician Summary Form
9. Psycho-Social Assessment
10. Home/Safety Checklist for AFC
11. AFC Multidisciplinary Plan of Care
12. AFC Health Status Report
13. Case Note
14. AFC Incident Report
15. Internal Incident Report v3
16. Scorecard
17. EFS
18. Individual Support Monthly Case Note
19. Discharge Follow up Report
20. Program Discharge

AFC iCentrix Forms

iCentrix Access by Role

This list identifies who has access to the forms and their level of access to the forms. Changes to form access is requested by contacting Jennifer McNulty in the Training Department, who will obtain the required permissions for the change.

- All forms **MUST** be locked when completed. Forms left In Process cannot merge information with other forms and will not meet compliance for documentation requirements

- ❖ **Director of Family Support and Advocacy –**

- Lock all AFC forms
- View all other forms

- ❖ **AFC Nurses**

- Lock
 - Intake Personal Record
 - Special Medical Needs/Diet
 - Intake Program Assignment
 - Paperwork – File Uploads
 - Medical Intake
 - Medication Management
 - Diagnosis Management
 - MassHealth Physician Summary Form
 - Home/Safety Checklist for AFC
 - AFC Multidisciplinary Plan of Care
 - AFC Health Status Report
 - Case Note
 - AFC Incident Report
 - Internal Incident Report v3
 - EFS
 - Discharge Follow Up Report
 - Program Discharge
- View all other forms

- ❖ **AFC Case Manager**

- Lock
 - Intake Personal Record

AFC iCentrix Forms

- Special Medical Needs/Diet
- Intake Program Assignment
- Paperwork - File Uploads
- Psycho-Social Assessment
- Home/Safety Checklist for AFC
- AFC Multidisciplinary Plan of Care
- Case Note
- AFC Incident Report
- Internal Incident Report v3
- EFS
- Discharge Follow up Report
- Program Discharge

- View all other forms

❖ Admin Assistant – AFC

- Lock
 - Intake Personal Record
 - Special Medical Needs/Diet
 - Intake Program Assignment
 - Paperwork - File Uploads
 - Medical Intake
 - Medication Management
 - Diagnosis Management
 - MassHealth Physician Summary Form
 - Psycho-Social Assessment
 - Home/Safety Checklist for AFC
 - AFC Multidisciplinary Plan of Care
 - AFC Health Status Report
 - Case Note
 - AFC Incident Report
 - Internal Incident Report v3
 - Scorecard
 - EFS
 - Individual Support Monthly Case Note
 - Discharge Follow up Report

AFC iCentrix Forms

- Program Discharge
- View all other forms
- ❖ **Family Advocate**
 - Lock
 - Intake Personal Record
 - Special Medical Needs/Diet
 - Intake Program Assignment
 - Paperwork - File Uploads
 - Psycho-Social Assessment
 - Home/Safety Checklist for AFC
 - AFC Multidisciplinary Plan of Care
 - Case Note
 - AFC Incident Report
 - Internal Incident Report v3
 - EFS
 - Individual Support Monthly Case Note
 - Discharge Follow up Report
 - Program Discharge
 - View all other forms
- ❖ **Individualized Support Worker**
 - Lock Intake Personal Record
 - Lock Individual Support Monthly Case Note
 - View Intake Personal Record and Intake Program Assignment
 - Edit IIRv3
 - No access to AFC specific forms except AFC Multidisciplinary Plan of Care
 - View all other forms
- ❖ All AFC Staff Need Access to the program Family Support and the location Individualized Support
- ❖ All AFC staff should have at least View access to all forms except the role Individualized Support which is noted above and Score Card should only be viewed by Director and AFC Case Manager