

## **BIS iCentrix Forms & Responsibilities**

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

### **1. Intake Personal Record**

- Update with any of the following
  - Annually at a minimum
    - Changes to providers
    - Changes to contacts
    - Changes to any physical information such as weight and identifying marks
    - Mailing address
    - Financial changes

### **2. Intake Program Assignment**

- Update with any move or additional programs

### **3. Paperwork – File Uploads – All Buckets**

- Med consults uploaded with HCEF
- All new documents uploaded within 1 week

### **4. Medication Management**

- Update with any medication changes

### **5. Emergency Fact Sheet v2 (EFS)**

- Click on EFS button & print EFS after any Intake Personal Record change

### **6. Daily Medication Chart**

- Print monthly

### **7. Internal Incident Report v3 (IIRv3)**

- As needed for incidents

### **8. Health Care Encounter Form v2 (HCEF)**

- Medical & mental health appointments and procedures

### **9. Health Exam Screenings & Immunizations**

- Update with each new physical, dental, health screenings, colorectal screenings, cervical screenings, prostate screenings, mammogram, and immunizations

### **10. Daily Individual Progress Note v3 (DIPN)**

- Daily each shift

## **BIS iCentrix Forms & Responsibilities**

### **11. DDS ISP Goals and Objectives**

- Annually with new goals

### **12. Daily Individual Progress Note v3 Monthly Report (DIPN Monthly Report)**

- Monthly or as needed

### **13. Covid-19 Vaccine Tracking**

- Update at the time of vaccine or booster if applicable

### **14. Summary of Medical Appointments by Specialty**

- As needed

### **15. Scorecard**

- Review quarterly

### **16. Program Discharge**

- Anytime an individual leaves a program

## BIS iCentrix Forms & Responsibilities

### 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 Brain Injury Services, Brain Injury Supervisors, & Brain Injury Site & Assistant Site Managers**

- Lock access for all BIS forms

- ❖ **Brain Injury Residential Support & Brain Injury Relief**

- Lock
  - DIPN
  - HCEF
  - Paperwork – File Uploads
- Edit
  - IIRv3
- View all other forms

- ❖ **Brain Injury Residential Support – Med Admin**

- Lock
  - Daily Medication Chart
  - DIPN
  - HCEF
  - Medication Management
- Edit
  - IIRv3
- View all other forms

- ❖ **Consultant 2**

- Paperwork – File Uploads
- View Access to all the following locations

Sammy Lane	North Rd	Gamwell
Coleman	Kosak	Dug
Edgewood	Morgan	Greylock
Valentine	Housatonic	College

## BIS iCentrix Forms & Responsibilities

### ❖ **Administrative Assistant – Residential** (also shows under DDS Residential)

- Lock
  - Daily Individual Progress Note v3
  - HCEF
  - Health Exam Screenings & Immunizations
  - Paperwork – File Uploads
- Edit
  - Internal Incident Report v3
- View all other forms

<b>iCentrix Form</b>	<b>Primary Responsibility</b>	<b>Secondary Responsibility</b>
Intake Personal Record	Site & Asst Site Manager	Supervisor
Intake Program Assignment	Site & Asst Site Manager	Supervisor
Paperwork – File Uploads	See Bucket List	
Medication Management	Site & Asst Site Manager	Supervisor
EFS	Site & Asst Site Manager	Supervisor
Daily Medication Chart	Site & Asst Site Manager	Supervisor
IIRv3	Site & Asst Site Manager	Supervisor
HCEF	Site & Asst Site Manager	Supervisor
Health Exam Screenings & Immunizations	Site & Asst Site Manager	Supervisor
DIPN	Res Support Staff/Relief	Site & Asst Site Manager
DDS ISP Goals and Objectives	Site & Asst Site Manager	Supervisor
DIPN Monthly Report	Site & Asst Site Manager	Supervisor
Covid-19 Vaccine Tracking	Site & Asst Site Manager	Supervisor
Scorecard	Site & Asst Site Manager	Supervisor