

DDS Residential iCentrix Forms & Responsibilities

This list identifies all forms used by DDS Residential. 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 – review every section
 - 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. Medication Management

- Update with any medication changes

4. Emergency Fact Sheet v2 (EFS)

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

5. Paperwork – File Uploads – All Buckets

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

6. Daily Medication Chart

- Print monthly

7. DDS ISP Goals and Objectives

- Annually with new goals

8. Daily Individual Progress Note v3 (DIPN)

- Daily each shift

9. Community Mapping Plan Quarterly Review

- Quarterly

10. Daily Individual Progress Note v3 Monthly Report (DIPN Monthly Report)

- Monthly or as needed

11. Health Care Encounter Form v2 (HCEF)

- Medical & mental health appointments and procedures

DDS Residential iCentrix Forms & Responsibilities

12. Health Exam Screenings & Immunizations

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

13. Covid-19 Vaccine Tracking

- Update at time of vaccination or booster if applicable

14. Summary of Medical Appointments by Specialty

- As needed

15. Scorecard

- Review quarterly

16. Internal Incident Report v3 (IIRv3)

- As needed for incidents

17. Program Discharge

- Anytime an individual leaves a program

DDS Residential 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 Residential Services** (also shows under Shared Living)

- Lock Access for all DDS forms
- View all other forms

- ❖ **Residential Supervisors** (also shows under Shared Living)

- Lock
 - Community Mapping Plan Quarterly Review
 - Covid-19 Vaccine Tracking
 - Daily Medication Chart
 - DDS ISP Goals & Objectives
 - DIPN
 - DIPN Monthly Report
 - EFS
 - HCEF
 - Health Exam Screenings & Immunizations
 - Intake Personal Record
 - IIRv3
 - Medication Management
 - Paperwork – File Uploads
 - Program Discharge
 - Score Card
- View all other forms

DDS Residential iCentrix Forms & Responsibilities

❖ DDS Site & Assistant Site Managers

- Lock
 - Community Mapping Plan Quarterly Review
 - Covid-19 Vaccine Tracking
 - Daily Medication Chart
 - DIPN
 - DIPN Monthly Report
 - EFS
 - HCEF
 - Health Exam Screenings & Immunizations
 - Intake Personal Record
 - IIRv3
 - Medication Management
 - Paperwork – File Uploads
 - Score Card
- View all other forms

❖ DDS Residential Support

- Paperwork – File Uploads
- Lock
 - DIPN
 - HCEF
 - Health Exam Screenings & Immunizations
- Edit
 - IIRv3
- View all other forms

❖ DDS Relief

- Lock
 - DIPN
- Edit
 - IIRv3
- View all other forms

DDS Residential iCentrix Forms & Responsibilities

❖ **DDS Community Advocates** (also shows under Shared Living)

- Lock
 - Community Mapping Plan Quarterly Review
 - Covid-19 Vaccine Tracking
 - DDS ISP Goals & Objectives
 - DIPN
 - DIPN Monthly Report
 - EFS
 - HCEF
 - Health Exam Screenings & Immunizations
 - Intake Personal Record
 - Intake Program Assignment
 - IIRv3
 - Paperwork – File Uploads
 - Program Discharge
 - Score Card
 - Uploading picture
- View all other forms

❖ **Administrative Assistant – Residential** (also shows under BIS)

- Lock
 - DIPN
 - HCEF
 - Health Exam Screenings & Immunizations
 - Paperwork – File Uploads
- Edit
 - IIRv3
- View all other forms

DDS Residential iCentrix Forms & Responsibilities

iCentrix Form	Primary Responsibility	Secondary Responsibility
Intake Personal Record	Site & Asst Site Managers	Community Advocates
Intake Program Assignment	Site & Asst Site Managers	Community Advocates
Medication Management	Site & Asst Site Managers	Res Supervisors
EFS	Site & Asst Site Managers	Community Advocates
Paperwork – File Uploads	See Bucket List	See Bucket List
Daily Medication Chart	Site & Asst Site Managers	Res Supervisors
DDS ISP Goals and Objectives	Community Advocates	Res Supervisors
DIPN	Res Support staff/Relief	Site & Asst Site Managers
Community Mapping Plan Quarterly Review	Site & Asst Site Managers	Community Advocates
DIPN Monthly Report	Community Advocates	Res Supervisors
HCEF	Site & Asst Site Managers	Res Supervisors
Health Exam Screenings & Immunizations	Site & Asst Site Managers	Res Supervisors
Covid-19 Vaccine Tracking	Site & Asst Site Managers	Res Supervisors
Scorecard	Community Advocates	Res Supervisors
IIRv3	Res Support Staff/Relief/ Site & Asst Site Managers	Res Supervisors
Program Discharge	Community Advocates	Res Supervisors