

## Day Program iCentrix Forms & Responsibilities

This list identifies all forms used by Day Program. 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. Emergency Fact Sheet v2 (EFS)
6. Medication Management
7. Daily Medication Chart
8. Severity Profile
9. DHS Skills Assessment Tool
10. DHS Cover Sheet
11. DHS Plan
12. Day Hab Support Strategy
13. DHS Weekly Goal Data Collection
14. DHS Progress Note
15. DHS Monthly Progress Summary
16. DHS Quarterly & Nursing Review
17. DHS Plan & Nursing 6 month Review
18. Health Care Encounter Form v2 (HCEF)
19. Health Exam Screenings & Immunizations
20. Internal Incident Report v3 (IIRv3)
21. Scorecard
22. Program Discharge

## Day Program 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 Day & Administration Services

- Lock all Day Program forms except
  - Medication Management
  - Special Medical Needs/Diet
- Lock
  - AFC Care Plan
  - AFC Comprehensive Care Plan
  - AFC Emergency Contact Sheet
  - AFC Health Status Report
  - AFC Monthly Nursing Note
  - AFC Multidisciplinary Plan of Care
  - Assistive Technology Assessment
  - Case Note
  - Contact Note
  - DHS – Quarterly Report Approval Sheet
  - DHS Attendance and Approval Sheet
  - DHS Monthly Detail Report
  - DHS Quarterly Progress Notes
  - Discharge Follow up Report
  - Discharge Summary Report
  - Five Day Interim Plan – Day Hab Schedule
  - Psycho-Social Assessment
- View access for all other forms

## Day Program iCentrix Forms & Responsibilities

### ❖ Program Director-Day Program

- Lock access to all Day Program forms except
  - View
    - Medication Management
    - Daily Medication Chart
    - HCEF
    - Health Exam Screenings & Immunizations
- View all other forms

### ❖ Case Manager – Day Program

- Lock access to all Day Program forms except
  - View
    - Medication Management
    - Daily Medication Chart
    - HCEF
    - Health Exam Screenings & Immunizations
- View all other forms

### ❖ Developmental Specialist – Day Program

- Lock Access
  - DHS Weekly Goal Data Collection
  - DHS Monthly Progress Summary
- Edit Access
  - IIRv3
- View Access to all other forms

### ❖ Habilitation Specialist – Day Program

- Lock Access
  - DHS Weekly Goal Data Collection
- Edit Access
  - IIRv3
- View all other forms

### ❖ Relief – Day

- Edit Access
  - DHS Weekly Goal Data Collection
  - IIRv3
- View all other forms

## Day Program iCentrix Forms & Responsibilities

<b>iCentrix Forms</b>	<b>Primary Responsibility</b>	<b>Secondary Responsibility</b>
Intake Personal Record	Case Manager	Program Director
Special Medical Needs/Diet	Nursing	
Intake Program Assignment	Case Manager	Program Director
Paperwork	See Bucket List	
EFS	Case Manager	Program Director
Medication Management	Nursing	
Daily Medication Chart	Nursing	
Severity Profile	Case Manager	Program Director
DHS Skills Assessment Tool	Case Manager	Program Director
DHS Cover Sheet	Case Manager	Program Director
DHS Plan	Case Manager	Program Director
Day Hab Support Strategy	Case Manager	Program Director
DHS Weekly Goal Data Collection	Habilitation Specialist	Developmental Specialist
DHS Progress Note	Case Manager	Program Director
DHS Monthly Progress Summary	Developmental Specialist	Program Director
DHS Quarterly & Nursing Review	Case Manager	Program Director
DHS Plan & Nursing 6 month Review	Case Manager	Program Director
HCEF	Nursing	
Health Exam Screenings & Immunizations	Nursing	
IIRv3	Everyone	Program Director
Scorecard	Program Director	Director
Program Discharge	Program Director	Director