

Instructions

Plan of Care, Part 3 - Signature Sheet for Interventions by Risk Level

MIHP 008 (11-01-15)

These instructions are intended to clarify data fields that users have asked about in the past and to provide definitions for other fields to ensure that all users are interpreting them in the same way. If you have any questions about these instructions or think further instructions are needed, please contact Deb Marciniak at marciniakd1@michigan.gov or 517 324-8314.

Initial Plan of Care 2

The top section is provided to document that the two required disciplines (at a minimum) have developed, reviewed and concur with the beneficiary's initial *POC 2*. The nurse and social worker do not sign the *POC 3* until they have reviewed the *Risk Identifier* printout and pulled the appropriate risk domains to compile the beneficiary's *POC 2*.

- When entering dates, this is the preferred format: MM/DD/YYYY.
- Beneficiary: Insert beneficiary's first and last name.
- Care Coordinator: Insert the first and last name of the care coordinator (RN or SW); credentials are not required. If the care coordinator changes during the course of care, cross out the name of the previous care coordinator and add the name of the new one. You must initial and date this change. If you have an electronic medical record system, this will be done for you automatically.
- Registered Nurse Signature/Credentials: Sign first and last name and credentials. Include license in credentials (RN). Signature must be dated within 10 business days of licensed social worker's signature.
- Date: Insert date of signature.
- Social Worker Signature/Credentials: Sign first and last name and credentials. Include license in credential (LLBSW, LLMSW, LBSW, or LMSW). Signature must be dated within 10 business days of registered nurse's signature.
- Other Disciplines Contributing to POC: If the Registered Dietitian (RD) and/or Infant Mental Health Specialist (IMHS) participate in the development of the original *POC 2*, they sign here and enter the date.

Care Plan Revisions

Two additional sections are provided to document that a risk domain has been added to the *POC 2* because the beneficiary's situation matches the risk criteria in Column 2 of the *POC 2*.

- Domain: Insert the title of the risk domain that has been added to the *POC 2*.
- Registered Nurse Signature/Credentials: Sign first and last name and credentials. Include license in credentials (RN). Signature must be dated within 10 business days of licensed social worker's signature.
- Date: Insert date of signature.

- Social Worker Signature/Credentials: Sign first and last name and credentials. Include license in credential (LLBSW, LLMSW, LBSW, or LMSW). Signature must be dated within 10 business days of registered nurse's signature.
- Other Disciplines Contributing to POC: If the Registered Dietitian (RD) and/or Infant Mental Health Specialist (IMHS) participate in the development of the original *POC 2*, they sign here and enter the date.

If Agency is Missing a Discipline

- Beneath the signature line, write: *Agency is without SW (or RN) or in process of hire* or other language that indicates agency is of void of one discipline at the time the *POC 2* was developed.
- When the replacement SW or RN is hired, he or she must review and sign the *POC 3* on or near the signature line with the current date, indicating concurrence with the *POC 2*.

Opening the POC 3 from the MIHP Web Site

If you open up the *POC 3* from the MIHP web site, you must save it as a read-only file or rename it. Otherwise, you will be prompted to enter a password.

Notifying Medical Care Provider that Maternal Considerations Domain Has Been Added

When the beneficiary is an infant and there is a change in maternal risk, you add a new domain to Maternal Considerations and update and sign the *POC 3*, but you are not required to send the update to the infant's medical care provider. However, if the newly-identified risk is one that may affect the infant's care (e.g., substance use, domestic violence, etc.), it is recommended that the infant medical care provider be alerted, if the mother has consented. Some MIHP providers have policies that expressly prohibit the sharing of maternal information with the infant's medical care provider.

Why Cert Tool Indicator #27 – Plan of Care, Part 3 Gets Dinged at Certification Review

- At least 80% of charts reviewed include a complete and accurate *Plan of Care, Part 3 (MIHP 008)* which:
 - Corresponds to the *POC 2*.
 - Is signed with credentials by the registered nurse and the licensed social worker within 10 business days of each other, acknowledging that both reviewed and agreed to the *POC 2*.
 - Is signed and dated before any professional visits are made, except in an emergency situation, which is clearly documented.
- At least 80% of charts reviewed in which an additional risk domain is added to the *POC 2* after the original *POC 3* is signed, indicate that the *POC 3* is updated.
 - Signature date is missing.
 - Credentials are missing.
 - An additional domain is added to the *POC 2* but the *POC 3* is not updated and signed.
 - The *POC 3* is signed before *Risk Identifier* data is entered into the MDCH database through the SSO System.