TechCare Manual - Alaska Customizations

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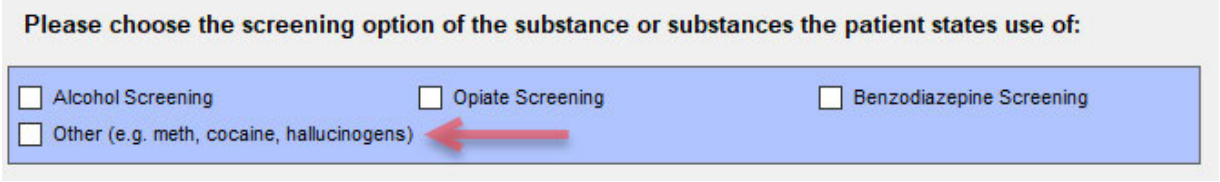
Comprehensive Detox Screen

Added **"Other"** checkbox.

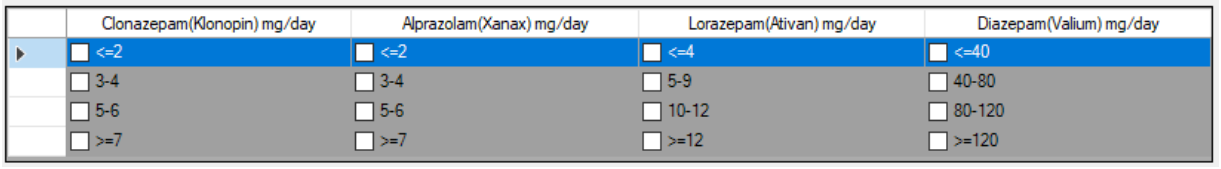


Changed the wording to **Fewer** and **greater**.

Removed the statement below the checkboxes.

TechCare® will make a recommendation based on above information.

Created an additional column for Alprazolam (Xanax) mg/day.



	Clonazepam(Klonopin) mg/day	Alprazolam(Xanax) mg/day	Lorazepam(Ativan) mg/day	Diazepam(Valium) mg/day
▶	☐ <=2	☐ <=2	☐ <=4	☐ <=40
	☐ 3-4	☐ 3-4	☐ 5-9	☐ 40-80
	☐ 5-6	☐ 5-6	☐ 10-12	☐ 80-120
	☐ >=7	☐ >=7	☐ >=12	☐ >=120

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Dashboards

Cosigning Queue

MISA Queue

Medical Supplies Queue

MH Clinician Queue

SUD Dashboard

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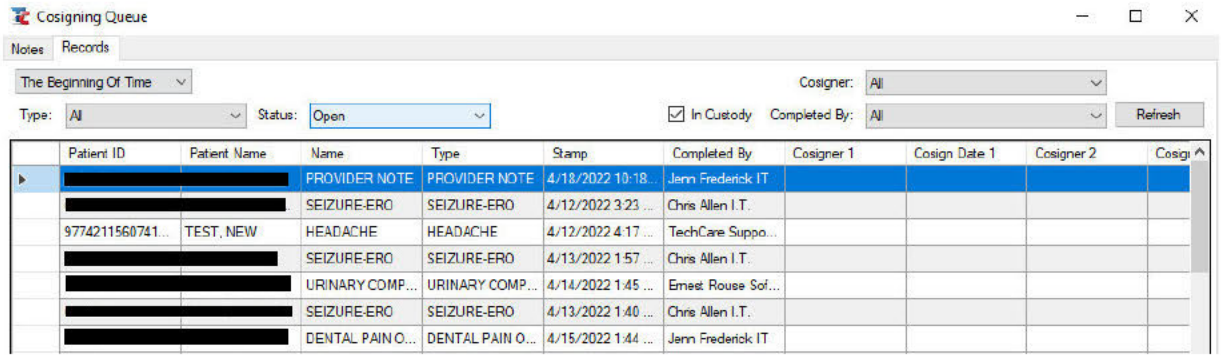
Cosigning Queue



There are two available tabs: **Notes & Records**.

Patients appear in the Notes or Records tab when a user with a role that requires a cosigner completes a form that requires signoff.

Each tab can be filtered by:

1. Timeframe
2. Note type
3. Status
4. Completed by
5. Cosigner
6. In Custody
7. Refresh

Role Requiring Cosign:

1. LPN: **Documentation Requiring Cosign:** All Nursing Protocols

Role Authorized to Cosign: RN

2. Student-Nurse: **Documentation Requiring Cosign:** All Records/Notes

Role Authorized to Cosign: RN

3. Student-MHC: **Documentation Requiring Cosign:** All Records/Notes

Role Authorized to Cosign: MHC III

[redacted]

4. SUD Counselor: **Documentation Requiring Cosign:**

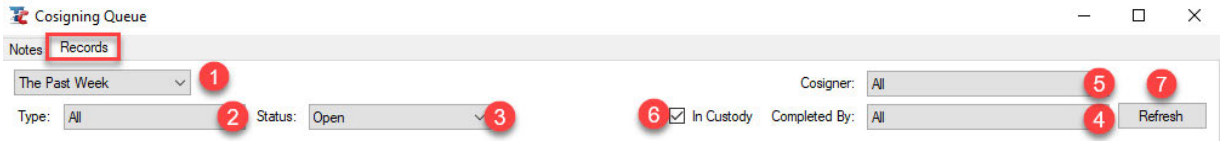
Role Authorized to Cosign: SUD Supervisor

5. Student-Provider: **Documentation Requiring Cosign:**

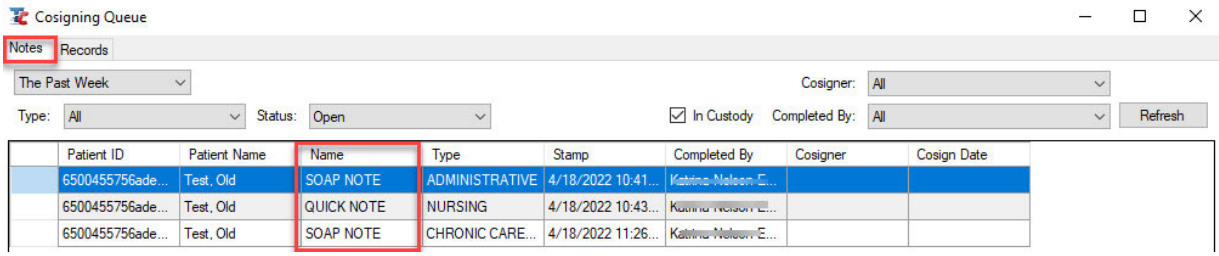
Role Authorized to Cosign: Provider

Items requiring more than one sign-off:

- Form-Involuntary med hearing committee findings – need 2 co-signers (3 total including original author)
- Treatment team notes – need 2 co-signers (3 total including original author)

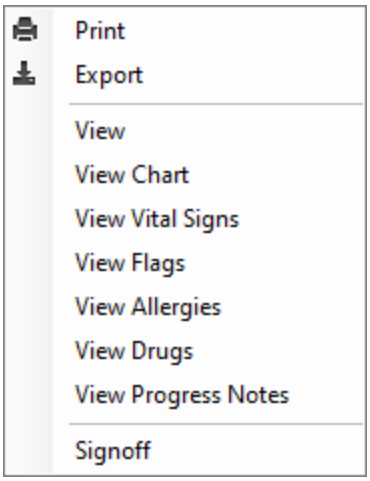


Notes Tab



Possible Statuses are: **Open and Close**

The user can select a patient and right click, where they will have the option to **view** the Note, Chart, Vital Signs, Flags, Allergies, Drugs or Progress Notes and Sign-off.



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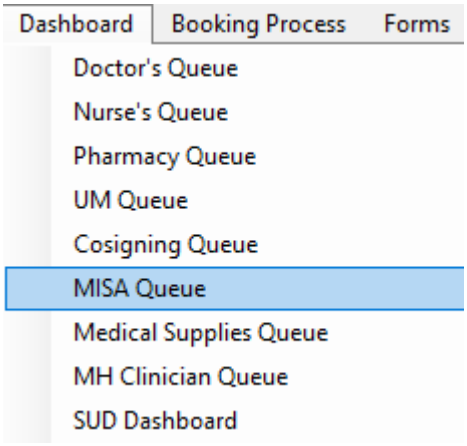
MISA Queue

From the Main Dashboard Dropdown access the **MISA Queue**.

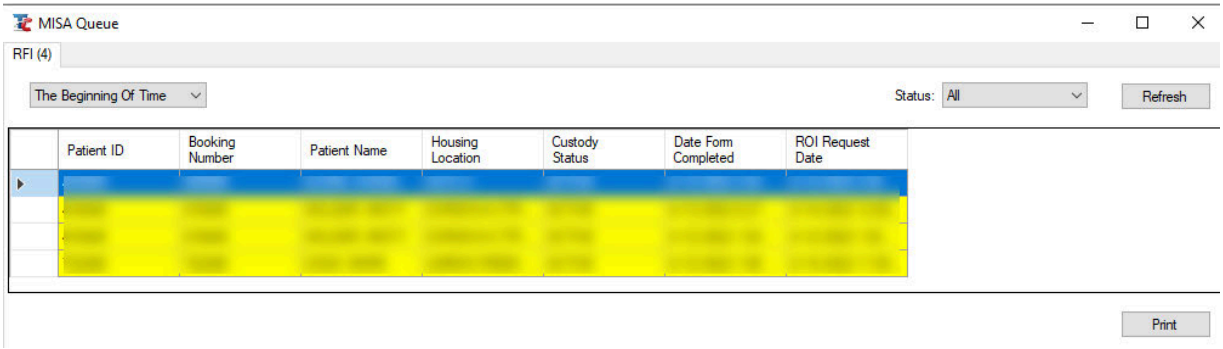


RFI Tab

Scanned documents with a type of **RFI – Medical Records** would feed into this tab.

Queue will have a **Refresh** button.

And **Status** filter (Open = not signed off | Closed = signed off).



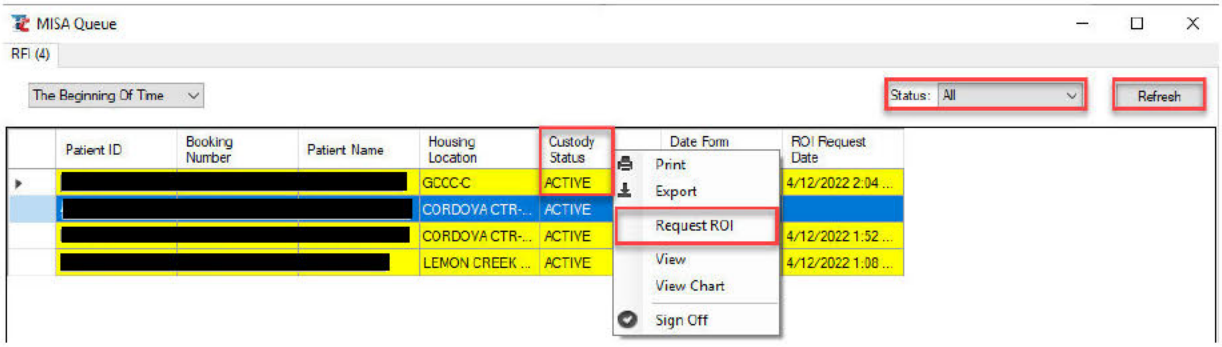
Once filters are selected Scanned documents with a type of **RFI** will display.

- Status filter:
  - All: Displays all records for the selected period
  - Open: Displays all records that have not been signed-off

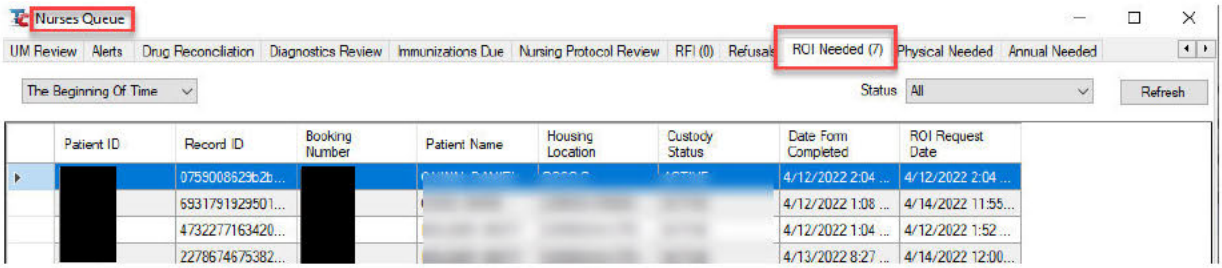
- Closed: Displays all records that have been signed-off

Contextual Menu (Right click).

- Contains the contextual menu options listed
  - **Request ROI** will send the request to the **ROI Needed** tab in the Nurses Queue.
  - Request ROI highlights the Patient
  - This queue will also have a **Refresh**and **Status Filter**.



Right-click menu will have an option to**Request ROI**; this will send the item to the **ROI Needed** tab in the Nurse's Queue.



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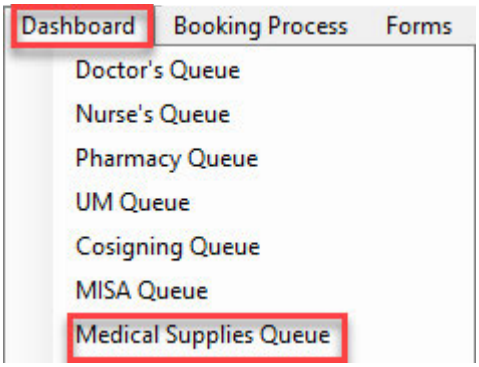
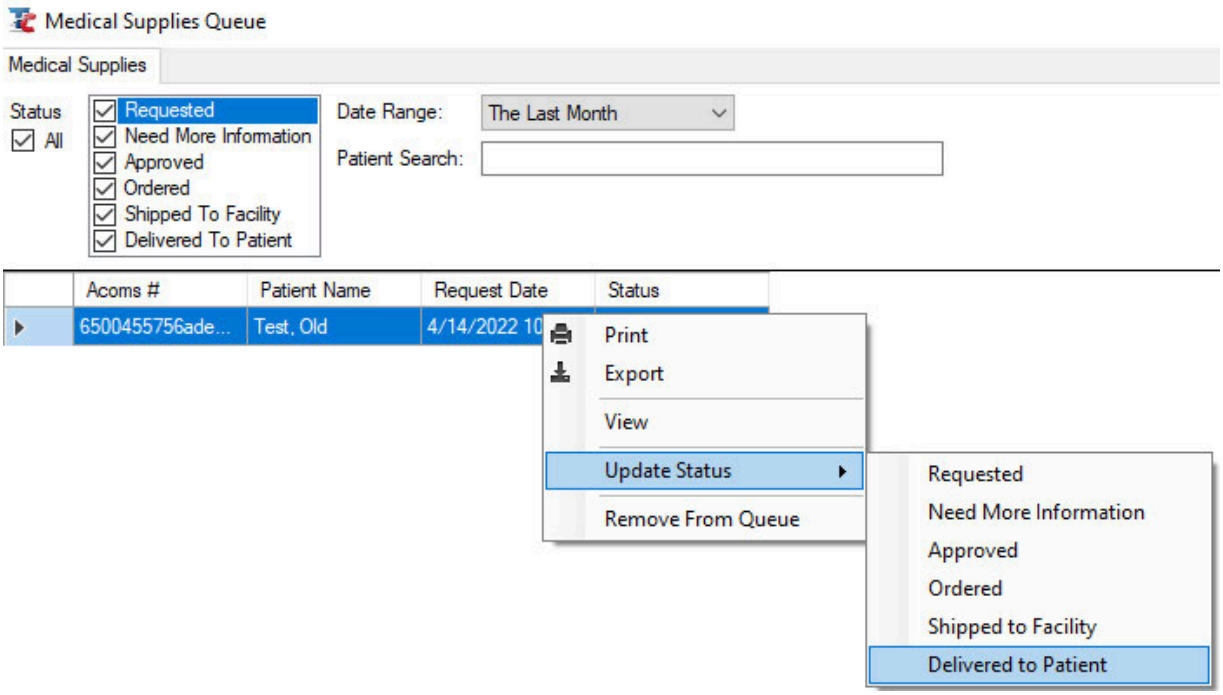
Medical Supplies Queue

"Medical Supplies" Queue displays on the main screen "Dashboard Menu" Will be very similar to the UM Queue.



Patients are added to this queue whenever a "Medical Supply Request" form is completed.

1. **Select the Status or All and the pertinent patients will display.**
2. **Statuses are Requested,** Need more info., Approved, Ordered, Shipped to the Facility and Delivered to the patient.



1. **Print and Export**-Standard
2. **View**– Displays Form
3. **Update**– Updates Status to selected entry.
4. **Remove from queue** – In order to remove a patient a Quick Note will be required. If cancels and Quick note is not completed the patient will not be removed from the queue.
5. **Delivered to Patient**– triggers the following actions:
    - Opens the “Health and Rehabilitation Servicers Charge Voucher” for completion.
    - Sets the corresponding flag(s) for the items requested in the “Medical Supply Request” Form (ex. Crutches, Cone, Walker, etc.)

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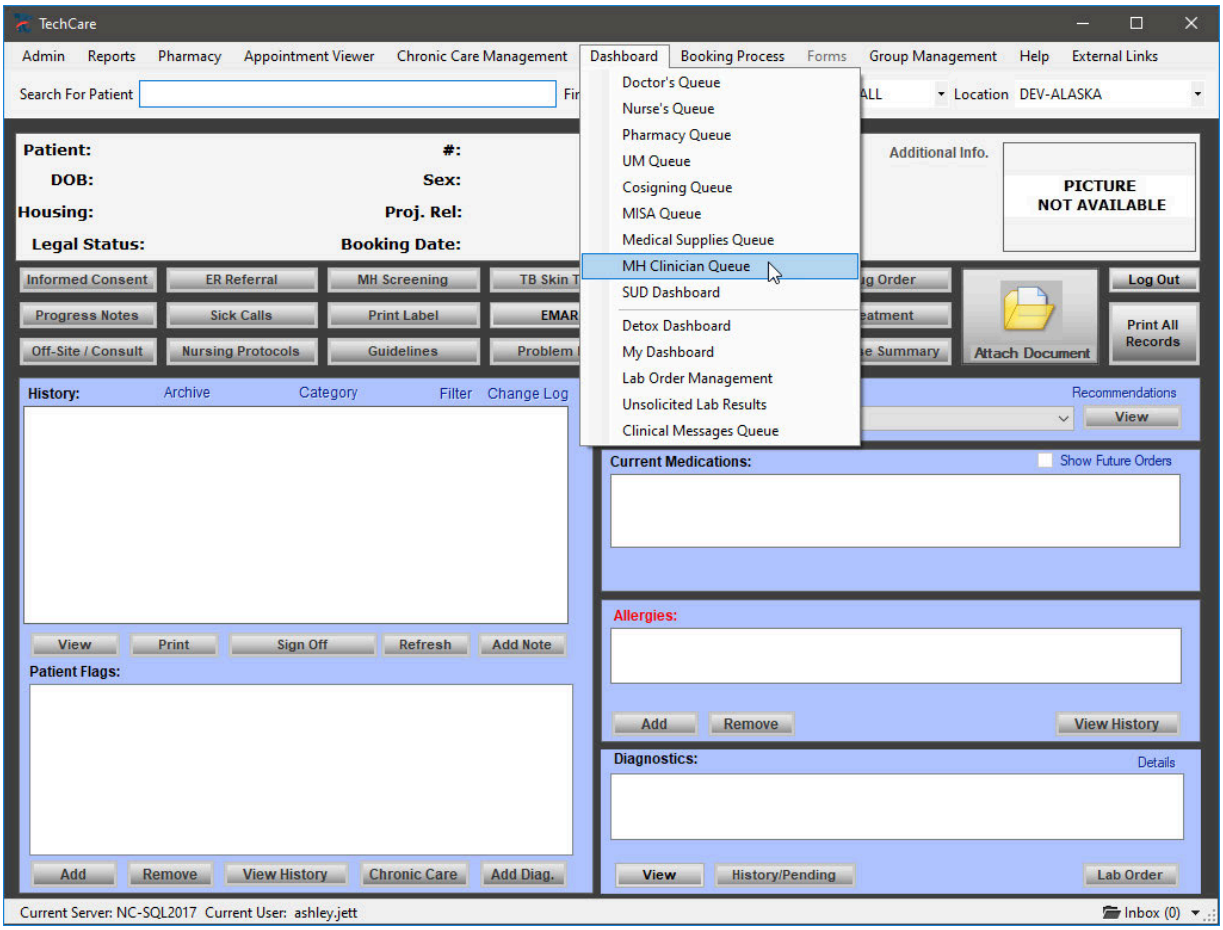
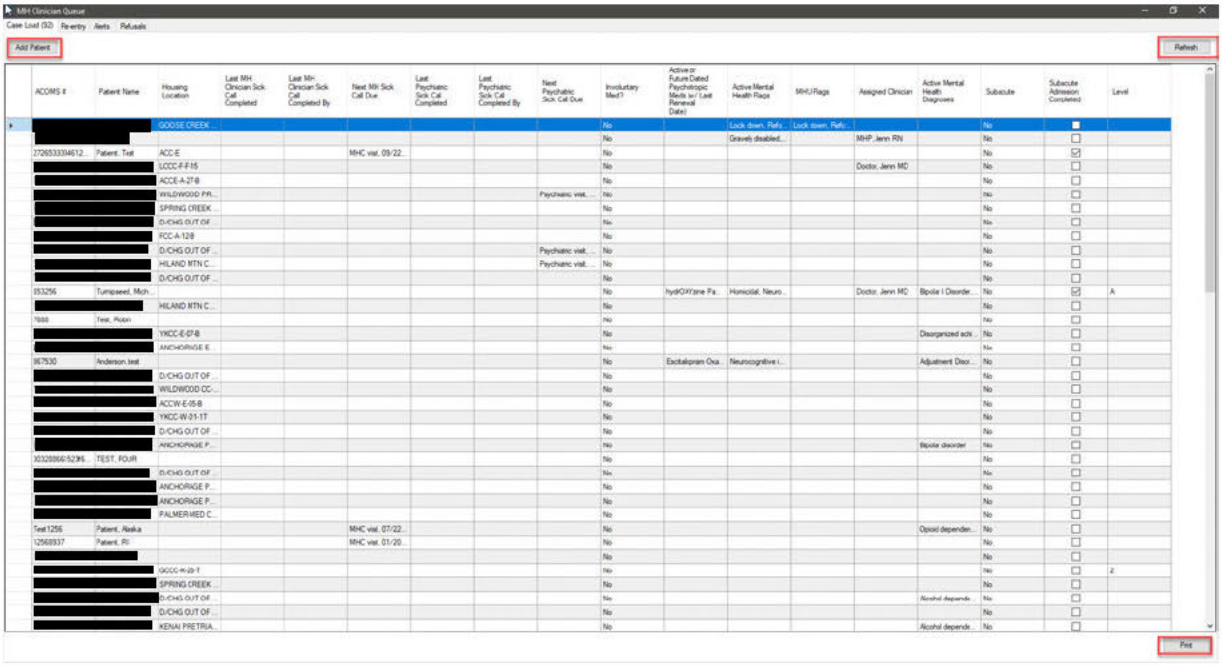
MH Clinician Queue

All patients that have an active order for a medication with the “Psych” checkbox selected display in this queue. **Note**: Patients who are housed in an ACCW-M or HMCC-S-W location will not appear in this queue.

You can access the **MH Clinician Queue** via the **Dashboard** menu from the **Main Screen** of *TechCare*®.

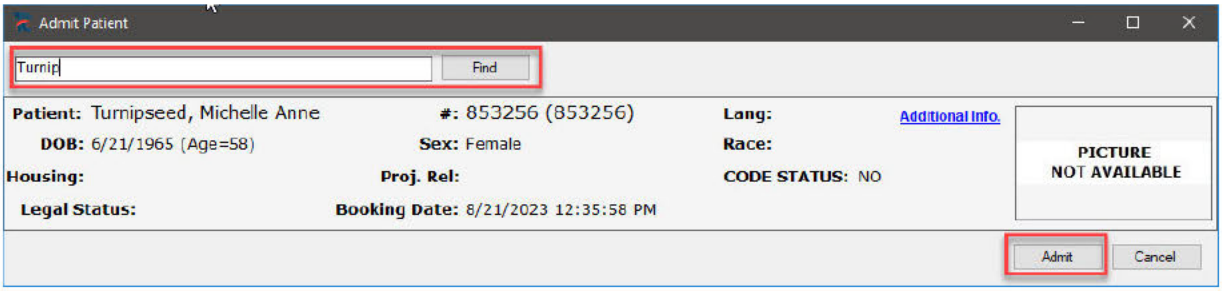


Select the option and the MH Clinician Queue appears.



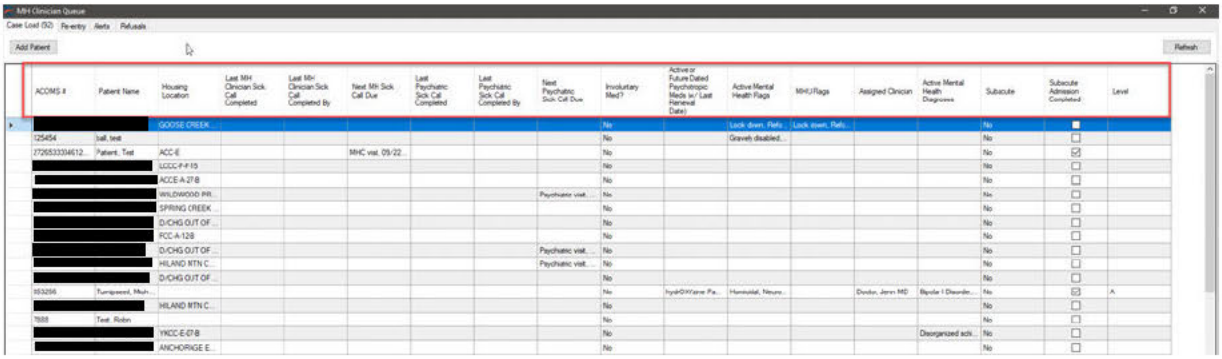
Case Load tab

You can manually add a patient to the **MH Clinician Queue** by clicking the **Add Patient** button. You can type in part of the patient's name, then click **Find** to pull up the patient. Click the **Admit** button to add the patient to the **MH Clinician Queue**.



You can also refresh the contents of the page by clicking the **Refresh** button. You can print a list of patients in the MH Clinician Queue by clicking the **Print** button at the bottom of the

screen.



Other fields displayed on the**Case Load** tab include:

ACOMS # – This field displays the patient's Alaska Corrections Offender Management System ID.

Patient Name– This field displays the name of the patient in Last name, First name format.

Housing Location– This field displays the patient's current housing location.

Last MH Clinician Sick Call Completed– This field displays the last type of mental health appointment for the patient and the date of the appointment. **Note**Type of appointment begins with MHC.

Last MH Clinician Sick Call Completed By– This field displays the user who completed the last mental health appointment.

Next MH Sick Call Due– This field displays the type and date of the next scheduled mental health appointment for the patient.

Last Psychiatric Sick Call Completed– This field displays the last type of psychiatric appointment for the patient and the date and time of the appointment. **Note**Type of appointment begins with Psychiatric.

Last Psychiatric Sick Call Completed By– This field displays the user who completed the last psychiatric appointment.

Next Psychiatric Sick Call Due – Displays the next type of the next psychiatric appointment for the patient and the date and time of the appointment. **Note**Type of appointment begins with Psychiatric.

Involuntary Med? – Displays "**Yes**" if the patient has an active or future medication order where the "Involuntary Medication" check box is selected, or **"No"** if it is not an involuntary medication.

Active or Future Dated Psychotropic Meds (w/ Last Renewal Date) – Displays the name(s) and last renewal date(s) of all of the active or future medications that are listed in the Psychiatric All drug category.

Active Mental Health Flags – Displays the checkboxes selected for the patient from the "Flags" section of the Mental Health Evaluation. Includes all flags in the "Mental Health", "Alerts" and "Legal" categories.

MHU Flags – If the patient has a mental health flag on their chart, the system displays it here. Mental Health flags include Refocus, Lock Down, and Time Out.

Assigned Clinician – Use this dropdown menu to select the appropriate mental health clinician for the patient.

Active Mental Health Diagnoses – Displays the patient's active mental health diagnoses.

Subacute – Indicates whether or not the patient is housed in a Subacute Wing/Mod. If the patient is housed in one of the following locations, the system displays **Yes** in this field:

HMCC – Hope

GCCC – Charlie

SCCC – Echo

ACC-W – Lima

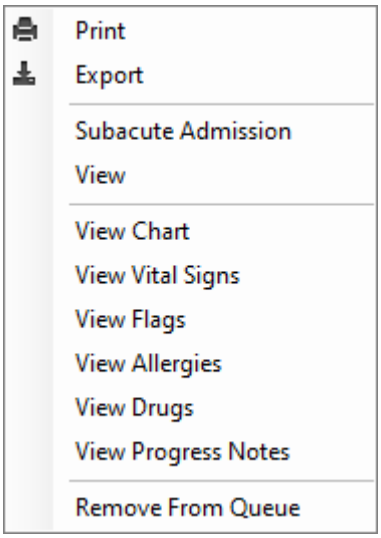
PCC-Mod 1

Subacute Admission Completed – A check mark indicates the Sub-Acute Unit Admission/Discharge form has been completed for the patient.

Level – Use this dropdown menu to select the level of mental health monitoring/care that the patient needs.

Case Load Menu options

When you right-click on a patient in the queue, a list of options displays:



Print – Select this option if you want to print a list of patients in the MH Clinician Queue. You can filter your list and print.

Export – Select this option to export the list of patients in the queue to an Excel file. You can filter your list and export.

Subacute Admission – Select this option to open a new Sub-Acute Unit Admission/Discharge form. Complete the form to admit the patient or discharge the patient from the Sub-Acute Wing/Mod.

View – Select this option to open an existing Sub-Acute Admission/Discharge form for the patient.

View Chart – Select this option if you want to open the selected patient's chart on the *TechCare*® Main Dashboard.

View Vital Signs – Select this option to view the last vital signs taken of the patient. You can also add, graph, and print vitals from this screen.

View Flags – Select this option to view all the flags for the patient from their chart.

View Allergies – Select this option to view the allergy history of the patient.

View Drugs – Select this option to view the **Medication Administration Record** of the patient.

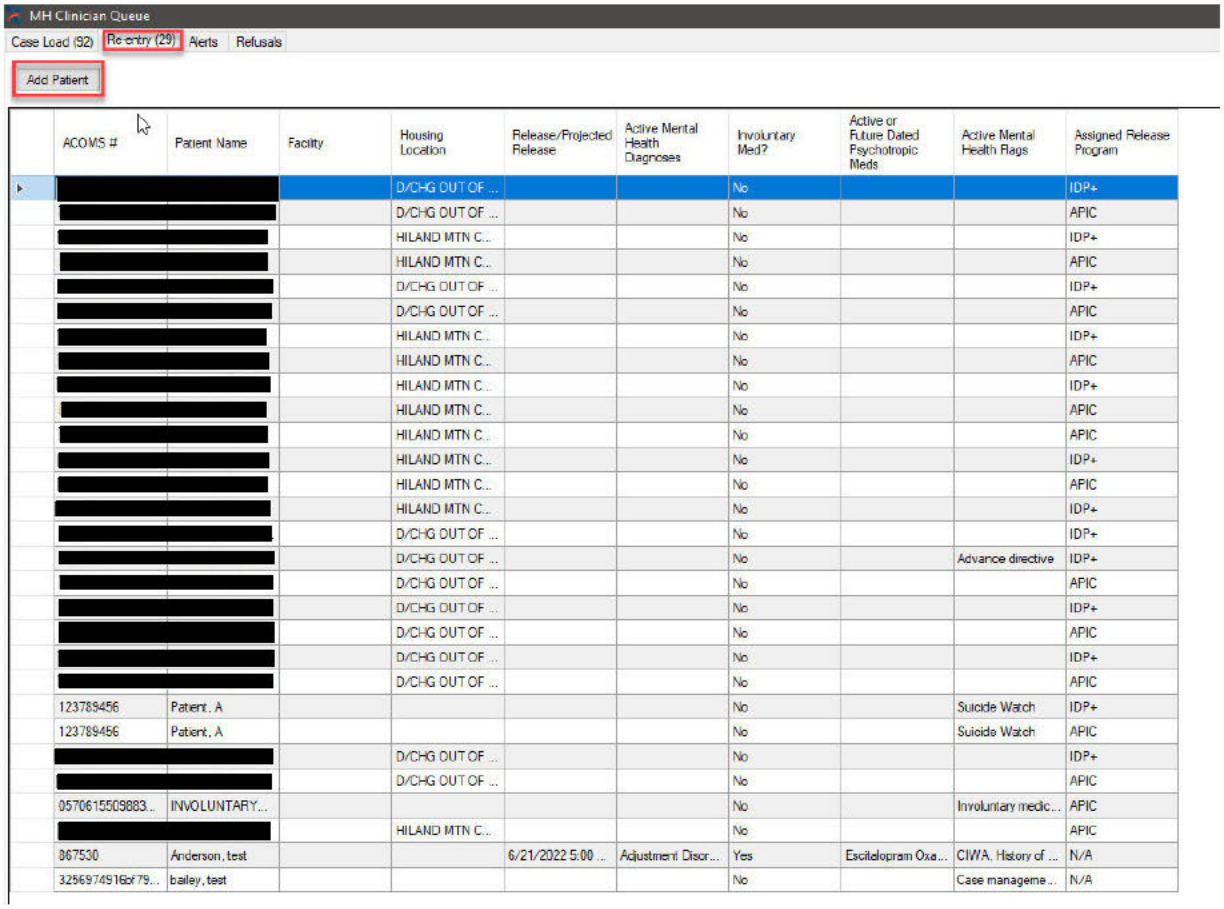
View Progress Notes – Select this option to view all progress notes for the patient.

Remove from Queue – Select this option to remove the patient from the **Case Load** tab. Enter a note in the **Note** window and click the **Add Note** button to add your note and remove

the patient from the queue.

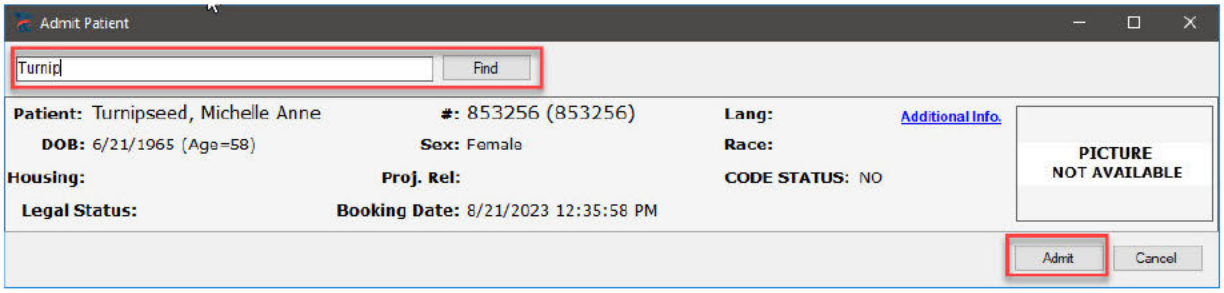
Re-entry tab

From the Re-entry tab, you can view a list of patients that are participating in treatment programs to help them address and manage their mental illness and substance use disorders. These programs assist patients in their transition back into the community by providing treatment and support.

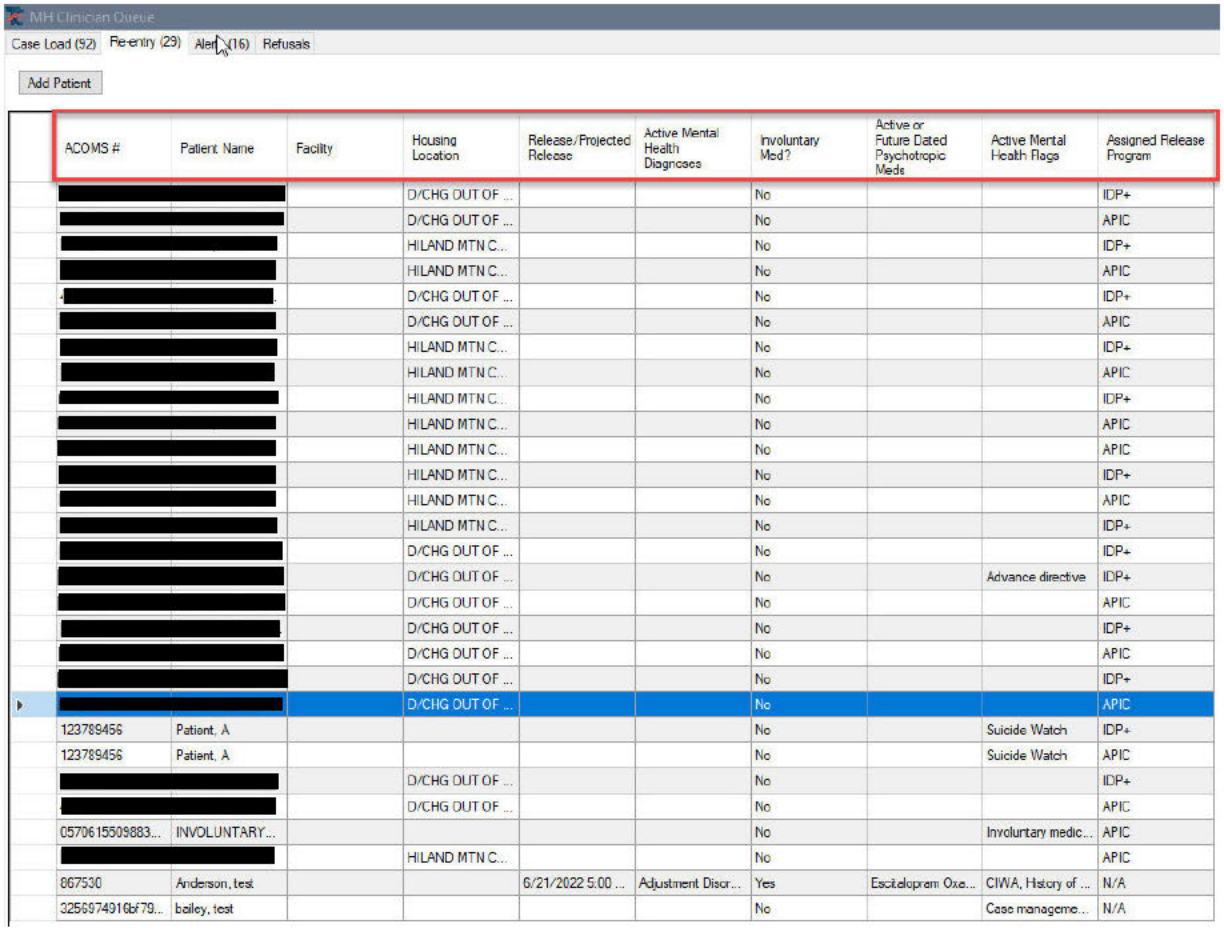


ACOMS #	Patient Name	Facility	Housing Location	Release/Projected Release	Active Mental Health Diagnoses	Involuntary Med?	Active or Future Dated Psychotropic Meds	Active Mental Health Flags	Assigned Release Program
[redacted]			D/CHG OUT OF ...			No			IDP+
[redacted]			D/CHG OUT OF ...			No			APIC
[redacted]			HILAND MTN C...			No			IDP+
[redacted]			HILAND MTN C...			No			APIC
[redacted]			D/CHG OUT OF ...			No			IDP+
[redacted]			D/CHG OUT OF ...			No			APIC
[redacted]			HILAND MTN C...			No			IDP+
[redacted]			HILAND MTN C...			No			APIC
[redacted]			HILAND MTN C...			No			IDP+
[redacted]			HILAND MTN C...			No			APIC
[redacted]			HILAND MTN C...			No			APIC
[redacted]			HILAND MTN C...			No			IDP+
[redacted]			HILAND MTN C...			No			APIC
[redacted]			HILAND MTN C...			No			IDP+
[redacted]			D/CHG OUT OF ...			No			IDP+
[redacted]			D/CHG OUT OF ...			No		Advance directive	IDP+
[redacted]			D/CHG OUT OF ...			No			APIC
[redacted]			D/CHG OUT OF ...			No			IDP+
[redacted]			D/CHG OUT OF ...			No			APIC
[redacted]			D/CHG OUT OF ...			No			IDP+
[redacted]			D/CHG OUT OF ...			No			APIC
123789456	Patient, A					No		Suicide Watch	IDP+
123789456	Patient, A					No		Suicide Watch	APIC
[redacted]			D/CHG OUT OF ...			No			IDP+
[redacted]			D/CHG OUT OF ...			No			APIC
0570615509883...	INVOLUNTARY...					No		Involuntary medic...	APIC
[redacted]			HILAND MTN C...			No			APIC
867530	Anderson, test			6/21/2022 5:00 ...	Adjustment Disor...	Yes	Escitalopram Oxa...	CIWA, History of ...	N/A
3256974916bf79...	bailey, test					No		Case manageme...	N/A

You can manually add a patient to the **Re-entry** tab by clicking the **Add Patient** button. You can type in part of the patient's name, then click **Find** to pull up the patient. Click the **Admit** button to add the patient to the **Re-entry** tab.



You can also refresh the contents of the page by clicking the **Refresh** button.



Other fields displayed on the **Re-entry** tab include:

ACOMS # – Displays the patient's Alaska Corrections Offender Management System ID.

Patient Name – Displays the name of the patient in Last name, First name format.

Facility – Displays the abbreviation of the current facility where the patient is located.

Housing Location – Displays the patient's current housing location.

Release/Projected Release – Displays the patient's release date or projected release date from the facility.

Active Mental Health Diagnoses – Displays the patient's active mental health diagnoses.

Involuntary Med? – Displays "**Yes**" if the patient has an active or future medication order where the "Involuntary Medication" check box is selected, or **"No"** if it is not an involuntary medication.

Active or Future Dated Psychotropic Meds – Displays the name(s) and last renewal date(s) of all of the active or future medications that are listed in the Psychiatric All drug category.

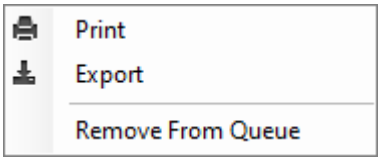
Active Mental Health Flags – Displays the checkboxes selected for the patient from the "Flags" section of the Mental Health Evaluation. Includes all flags in the "Mental Health", "Alerts" and "Legal" categories.

Assigned Release Program – Use this dropdown list to select the release program to which the patient is assigned. Options include:

- N/A – not applicable
- APIC – Assess, Plan, Identify, Coordinate program which assists the patient with mental illness transition back from prison life into the community.
- IDP+ – Institutional Discharge Project Plus intervention program that aims to help the patient with mental illness transition back from prison life into the community.

Re-entry Menu options

When you right click the mouse anywhere on this screen, a list of options displays:



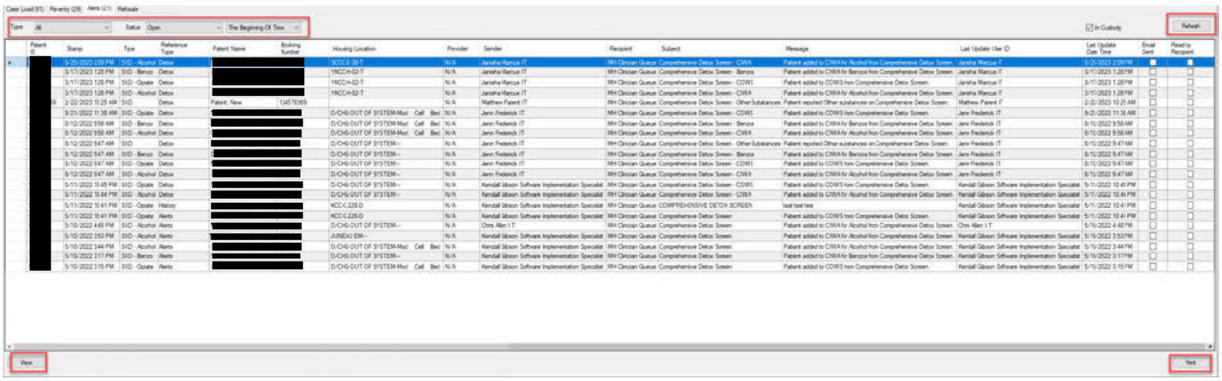
Print – Select this option if you want to print a list of patients in the MH Clinician Queue. You can filter your list and print.

Export – Select this option to export the list of patients in the queue to an Excel file. You can filter your list and export.

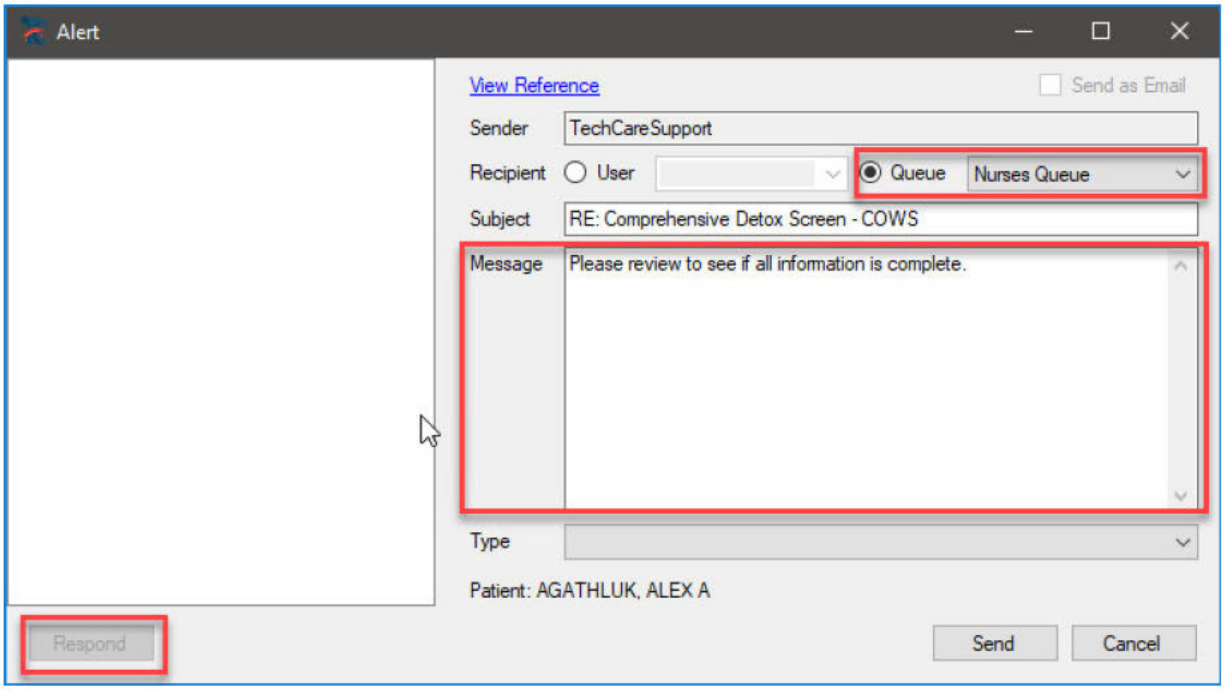
Remove from Queue– Select this option to remove the patient from the **Re-entry** tab. Enter a note in the **Note**window and click the**Add Note** button to add your note and remove the patient from the queue.

Alerts tab

The **Alerts** tab displays a list of all patients with alerts sent to the MH Clinician Queue. You can narrow your search by selecting an option from the **Type**field (defaults to**All**), changing the **Status** field, or specifying a timeframe. Once you narrow your selection, click the**Refresh** button at the top right of the screen to refresh the contents of the page.

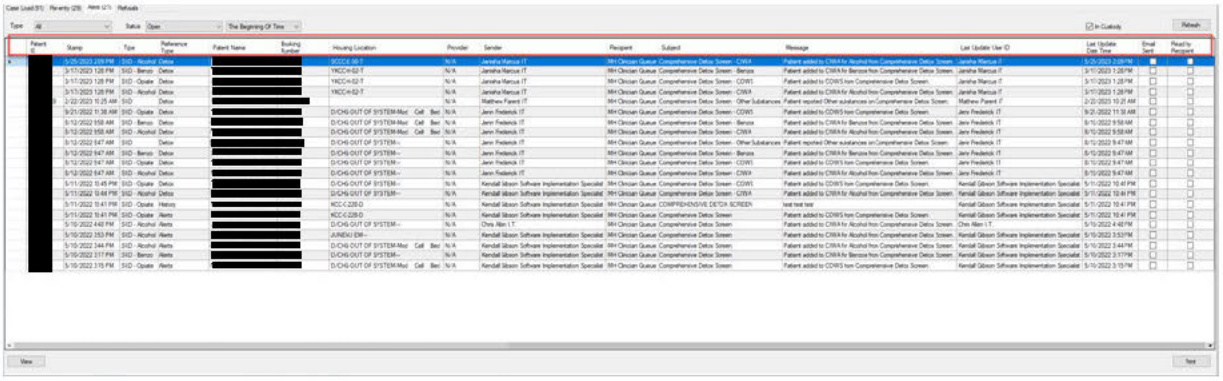


Once you have narrowed your search and selected the patient, click the **View** button to view the alert for the patient. You can respond to the alert and send it to another queue for review by selecting a recipient (Doctors, Nurses, Pharmacy, MH Clinician) from the **Queue**field and entering a response in the **Message**field.



When you click the **Send** button, the patient is removed from the **Alerts** queue and appears in the recipient's queue on their **Alerts** tab for review.

From the **Alerts** tab, you can also print the list of alerts by clicking the **Print** button.



The **Alerts** tab also displays the following fields:

Patient ID – This field displays the patient's Alaska Corrections Offender Management System ID.

Stamp – This field displays the date and time stamp of the last alert added for the patient.

Type – This field displays the type of alert added for the patient.

Reference Type – This field displays the screen where the alert was added. For example, if you enter an alert from the Drug Order screen, the Reference Type displays "**Drug Order**".

Patient Name – This field displays the name of the patient in Last name, First name format.

Booking Number – This field displays the patient's Alaska Corrections Offender Management System ID.

Housing Location – This field displays the patient's current housing location.

Provider – This field displays the name of the provider to whom the alert is assigned.

Sender – This field displays the name of the person who sent the alert.

Recipient – This field displays the recipient/queue to which the alert was sent.

Subject – This field displays the subject of the alert.

Message – This field displays the message that was entered for the alert.

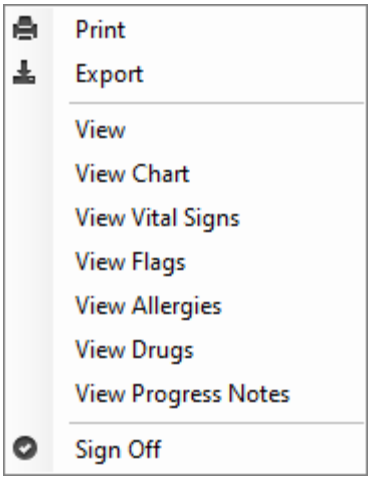
Last Update User ID – This field displays the name of the person who last updated the alert.

Last Update Date Time – This field displays the date and time the alert was last updated.

Read by Recipient – This field displays a check mark if the alert has been read by the recipient.

Alerts Menu options

When you right click the mouse anywhere on this screen, a list of options displays:



Print – Select this option if you want to print a list of patients with alerts in the MH Clinician Queue. You can filter your list and print.

Export – Select this option to export the list of patients with alerts in the queue to an Excel file. You can filter your list and export.

View – Select this option to open an existing Sub-Acute Admission/Discharge form for the patient.

View Chart –Select this option if you want to open the selected patient's chart on the *TechCare*® Main Dashboard.

View Vital Signs – Select this option to view the last vital signs taken of the patient. You can also add, graph, and print vitals from this screen.

View Flags – Select this option to view all the flags for the patient from their chart.

View Allergies – Select this option to view the allergy history of the patient.

View Drugs – Select this option to view the **Medication Administration Record** of the patient.

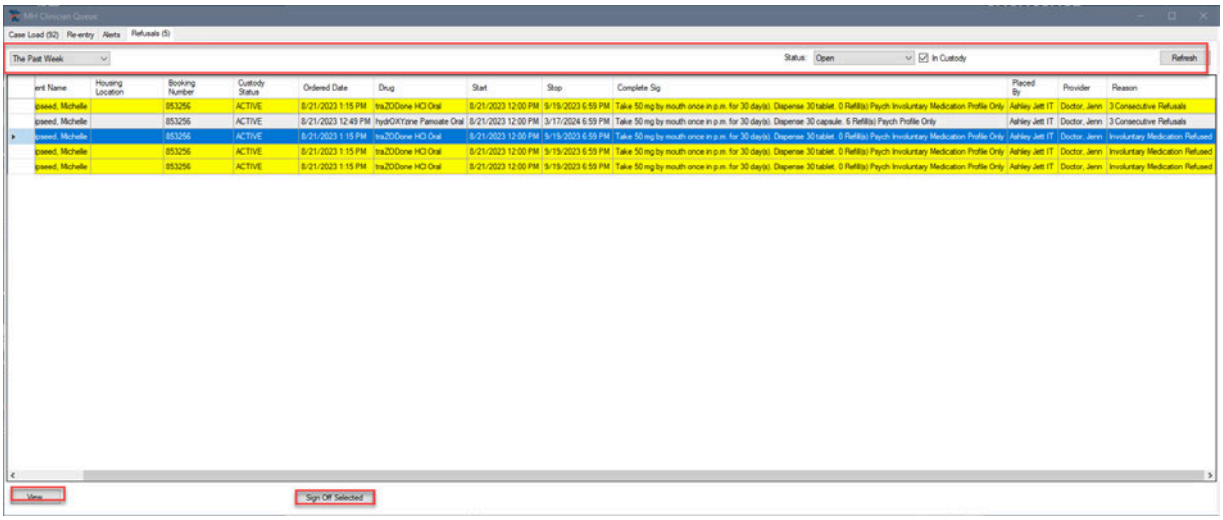
View Progress Notes – Select this option to view all progress notes for the patient.

Sign Off – Select this option if you want to sign off on an alert and remove the patient from the **Alerts** tab.

Refusals Tab

The **Refusals** tab displays a list of all patients who have refused 3 consecutive medications, or 5 non-consecutive medications within a thirty-day period. You can narrow your search by selecting a particular timeframe (defaults to **The Past Week**), or changing the **Status** field. The system defaults to displaying patients who are **In Custody**. You can click the **Refresh** button at the top right of the screen to refresh the contents of the page. You can also select a patient and click the **View** button at the bottom of the screen to view the refusal for the patient. In addition, you can sign off on the refusal by selecting the patient, then clicking the **Sign Off Selected** button. You must enter a comment in the **Approve** box and click okay. The

system removes the patient from the **Refusals** tab.



This tab also displays the following fields:

Patient ID – This field displays the patient's Alaska Corrections Offender Management System ID.

Patient Name – This field displays the name of the patient in Last name, First name format.

Housing Location – This field displays the patient's current housing location.

Booking Number – This field displays the patient's Alaska Corrections Offender Management System ID.

Custody Status – This field displays **ACTIVE** if the patient is currently in custody, and **INACTIVE** if they have been released.

Ordered Date – This field displays the date and time the medication was ordered for the patient.

Drug – This field displays the name of the drug that was ordered for the patient.

Start – This field displays the date and time the patient should begin the medication.

Stop – This field displays the date and time the patient should stop taking the medication.

Complete Sig – This field displays strength of the medication ordered, the Sig time, number of days, route, and number of refills.

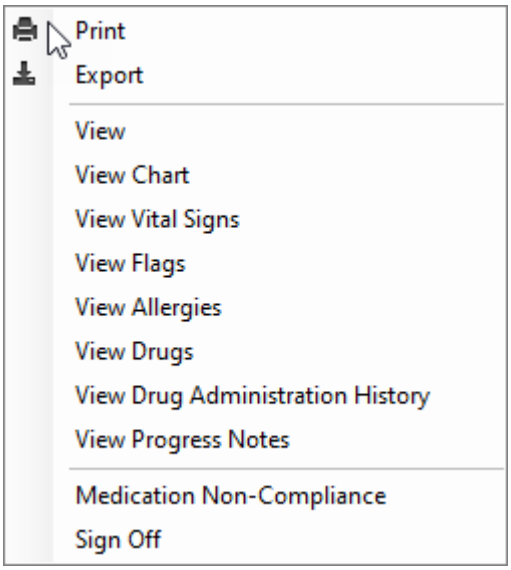
Placed By – This field displays the name of the professional who placed the medication order.

Provider – This field displays the name of the ordering physician.

Reason – This field displays the reason why the patient is on the refusals tab. Values include Involuntary medication Refused, 3 Consecutive Refusals or 5 Refusals for Month.

Refusals Menu options

When you right click the mouse anywhere on this screen, a list of options displays:



Print – Select this option if you want to print a list of patients with medication refusals. You can filter your list and print.

Export – Select this option to export the list of patients with medication refusals to an Excel file. You can filter your list and export.

View – Select this option to open the drug order for the patient. You can enter new sig times for this drug.

View Chart –Select this option if you want to open the selected patient's chart on the *TechCare*® Main Dashboard.

View Vital Signs – Select this option to view the last vital signs of the patient. You can also add, graph, and print vitals from this screen.

View Flags – Select this option to view all the flags for the patient from their chart.

View Allergies – Select this option to view the allergy history of the patient.

View Drugs – Select this option to open the **Medication Administration Record** of the patient.

View Drug Administration History – Select this option to view the Drug Administration History for the selected medication. The default is the last 30 days of administration activity. You can enter more or less days and click Refresh to see more or less history.

View Progress Notes – Select this option to view all progress notes for the patient.

Medication Non-Compliance – Select this option to open the Medication Non-Compliance form. Use this form to counsel the patient on the number of does they have missed, why they need the medication, and any action that will be taken. You must have the patient sign the form, or have a witness sign with you, should the patient refuse to sign.

Sign Off – Select this option if you want to sign off on the refusal. You must enter a comment in the **Approve** box and click okay. The system removes the patient from the **Refusals** tab. If you need to view the note/comment entered for the medication refusal, change the status to **Closed** and use the scrollbar to view the information in the **Comment** field.

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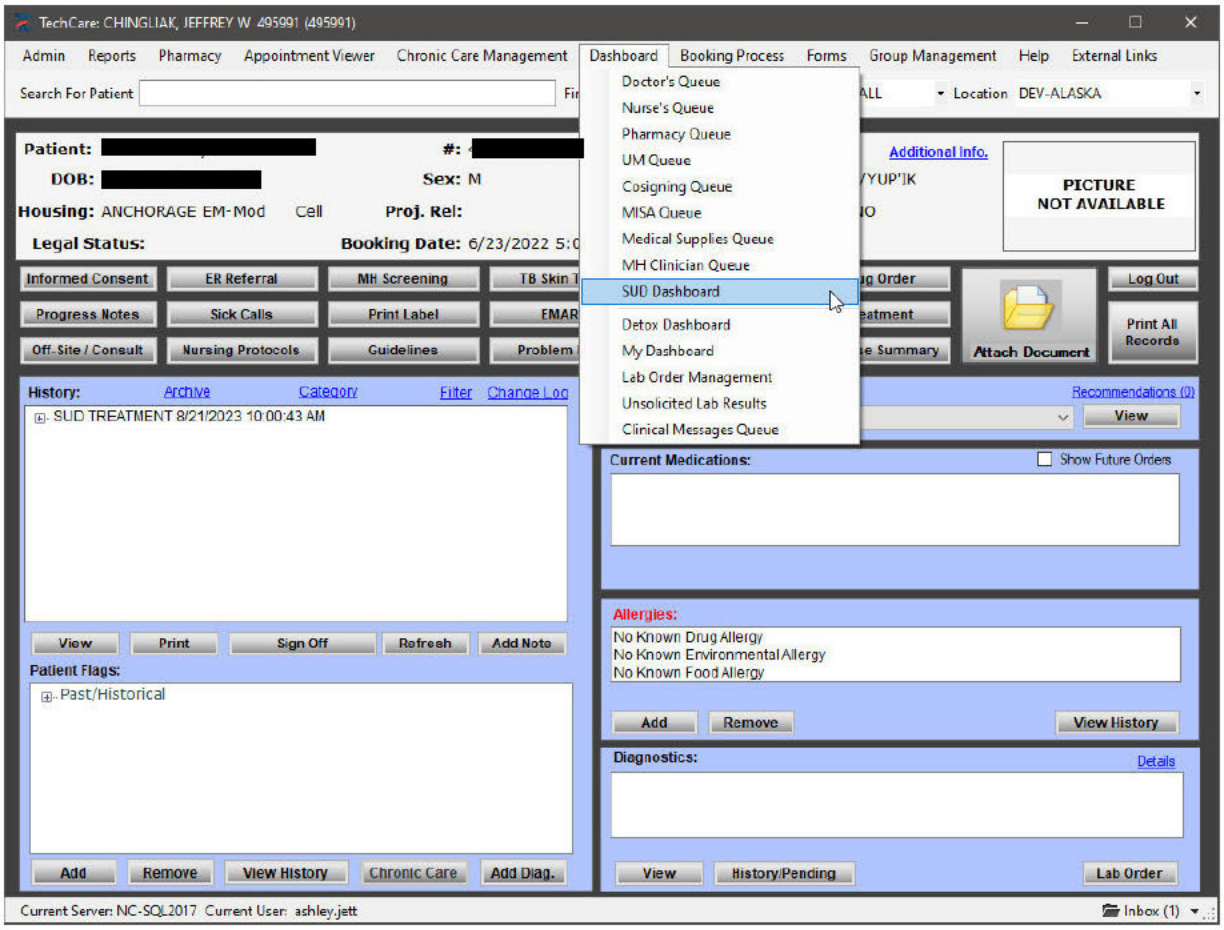
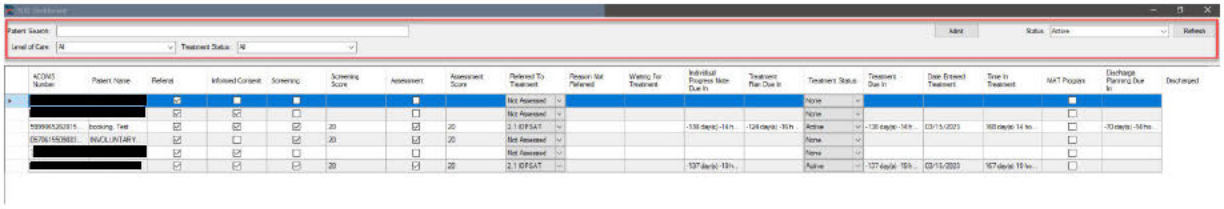
SUD Dashboard

All patients that have a SUD Assessment Referral Form completed in *TechCare*® display in this dashboard. In addition, any patient that has a document that has been scanned into their patient chart with a type of SUD Referral is also added to this dashboard.

You can access the **SUD Dashboard** via the **Dashboard** menu from the **Main Screen** of *TechCare*®.

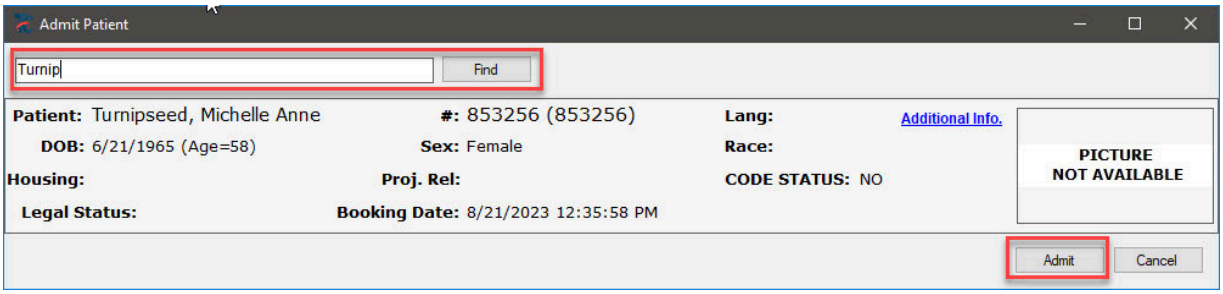


Select the option and the system displays the **SUD Dashboard**.



You can use the **Patient Search** field to filter and search for a specific patient. You can type in part of the patient's name, then click **Refresh** to pull up the patient.

You can also manually add a patient to the **SUD Dashboard** by clicking the **Admit** button. In the **Admit Patient** window, you can type in part of the patient's name, then click **Find** to pull up the patient. Click the **Admit** button to add the patient to the **SUD Dashboard**.



You can also use the **Status** field to filter patients by status. Options include:

- **All** – this default value displays all patients on the dashboard.
- **Active** – Select this option to display all active patients on the dashboard.
- **Awaiting Informed Consent** – Select this option to view all patients who do not have a completed Informed Consent form.
- **Awaiting Screening** – Select this option to view all patients who are awaiting Screening.
- **Assessed – Awaiting Referral** – Select this option to view all patients who have been assessed but are waiting on a referral.
- **Discharged** – Select this option to filter the dashboard and show patients who have been discharged from the queue.

You can use the **Level of Care** field to filter patients by the treatment to which they were referred. Options include:

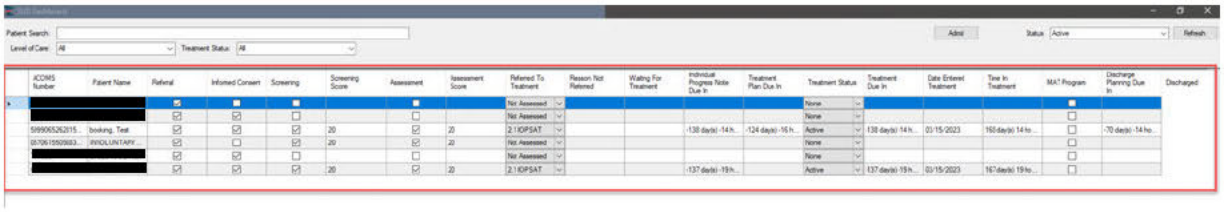
- **Not Assessed** – Select this option to view patients on the dashboard that have not been assessed.
- **Not Referred** – Select this option to view patients who have not been referred for treatment.
- **2.1 IOPSAT** – Select this option to view all patients who have been referred to the Institutional Intensive Outpatient Substance Use Treatment program.
- **2.1 COD IOPSAT** – Select this option to view all patients who have been referred to the Co-Occurring Disorders Intensive Outpatient Services Treatment program.

- **3.5 RSAT** – Select this option to view all patients who have been referred to Residential Substance Use Disorder Treatment program.
- **.5 Psychoeducational** – Select this option to view patients who have been referred to the Psychoeducational Substance Use Treatment program.
- **1.0 OP** – Select this option to view all patients who have been referred to Outpatient Treatment.

You also have the option to filter patients by **Treatment Status.** Options include:

- **Active** – Select this option to display a list of patients who have a treatment status of active.
- **Inactive** – Select this option to display a list of patients who have a treatment status of inactive.
- **Suspended/Other** – Select this option to display a list of patients who have a treatment status of suspended or other.
- **Waitlist** – Select this option to display a list of patients who have a treatment status of waitlist.
- **None** – Select this option to display a list of patients who have a no treatment status assigned.

Other fields displayed on the dashboard include:



ACOMS Number –This field displays the patient's Alaska Corrections Offender Management System ID.

Patient Name– This field displays the name of the patient.

Referral –This field displays a checkmark if the SUD Assessment Referral has been completed or scanned in for the patient. Click here to view the form.

Informed Consent –This field displays a checkmark when you complete a SUD Program Contract form for the patient.

Screening – This field displays a checkmark when you complete the ASAM Continuum for the patient.

Screening Score – This field displays the patient's screening score calculated from the ASAM Continuum interface. Until the interface is up and running, you can manually enter a screening score to move forward with treatment planning for the patient.

Assessment – This field displays a checkmark when you complete the ASAM Continuum assessment for the patient.

Assessment Score – This field displays the patient's screening assessment score calculated from the ASAM Continuum interface. Until the interface is up and running, you can manually enter an assessment score to move forward with treatment planning for the patient.

Referred To Treatment – Use this drop-down to select the treatment program/option to which you want to refer the patient based on their assessment scores.

- **Not Assessed** – This field defaults to this value; patient has not yet been assessed for treatment.
- **Not Referred** – Select this option if the patient has not been referred for treatment. If you select this option, enter a reason in the **Reason Not Referred**
- **2.1 IOPSAT** – Select this option if the patient has been referred to the Institutional Intensive Outpatient Substance Use Treatment program.
- **2.1 COD IOPSAT** – Select this option to view all patients who have been referred to the Co-Occurring Disorders Intensive Outpatient Services Treatment program.
- **3.5 RSAT** – Select this option if the patient has been referred to Residential Substance Use Disorder Treatment program.
- **.5 Psychoeducational** – Select this option if the patient has been referred to the Psychoeducational Substance Use Treatment program.
- **1.0 OP** – Select this option if the patient has been referred to Outpatient Treatment.

Reason Not Referred – This field only opens if you select **Not Referred** from the **Referred To Treatment** field.

Waiting for Treatment – When you select a treatment option (2.1 IOPSAT, 2.1 COD IOPSAT, 3.5 RSAT, .5 Psychoeducational, or 1.0 OP) from the **Referred to Treatment** field and click **Refresh**, the system starts a timer counting up until you change the value in the **Treatment Status** field to **Active**. The format is in days, hours (i.e. 2 days 7 hours).

Individual Progress Note Due In – Depending on the value in the **Referred to Treatment** and when the **Treatment Status** field is set to **Active**, when you click **Refresh**, the waiting for treatment timer clears and the system enters days and hours in this field and the **Treatment Plan Due In** field.

Treatment Plan Due In – Depending on the value in the **Referred to Treatment** and when the **Treatment Status** field is set to **Active**, when you click **Refresh**, the waiting for treatment timer clears and the system enters days and hours in this field. The default value for all treatment options is **1 day** to enter the treatment plan for the patient.

Treatment Status – The default value in this field is **None.** When you change the value in the **Referred to Treatment** field, the system changes this field to **Waitlist**, and starts the **Waiting for Treatment** timer.

- **Active –** When you change this field to **Active** and click **Refresh**, the waiting for treatment timer clears and the system begins a timer in the **Individual Progress Note Due In** and **Treatment Plan Due In**
    - 1 IOPSAT – individual progress note is due in 30 days
    - 1 COD IOPSAT – individual progress note is due in 30 days
    - 5 RSAT – individual progress note is due in 21 days
    - .5 Psychoeducational – no individual progress note needed
    - 0 OP – individual progress note is due in 30 days
- **Inactive –** When you select **Inactive** or **None** and click **Refresh**, the system displays a message warning you that changing the treatment status will clear the treatment timer. If you click **OK** and then click **Refresh**, the timers are cleared, indicating there is no treatment status selected for the patient.
- **Suspend/Other –** Select this option and click **Refresh** if you want to suspend the patient from treatment. The system removes all of the timers associated with treatment for the patient. You can select **Active** again to resume the timer for treatment for the patient.
- **Waitlist –** When you select a treatment option in the **Referred To Treatment** field and click **Refresh**, the system changes this field to **Waitlist**.

Treatment Due In – Depending on the value in the **Referred to Treatment** and when the **Treatment Status** field is set to **Active**, when you click **Refresh**, the waiting for treatment timer clears and the system enters days and hours in this field. These values are the same is indicated in the **Individual Progress Note Due In** field.

Date Entered Treatment – When you change the **Treatment Status** field to **Active** and click **Refresh,** this field displays the date that you changed the status. Even if you change the status to Suspend/Other and change it back to Active, the system displays the date that you first changed the status to **Active**.

Time in Treatment – This field displays the number of days and hours the patient has been active in treatment.

MAT Program – This field displays a checkmark if the patient is actively enrolled in the MAT program from the **Admissions Management Queue.**

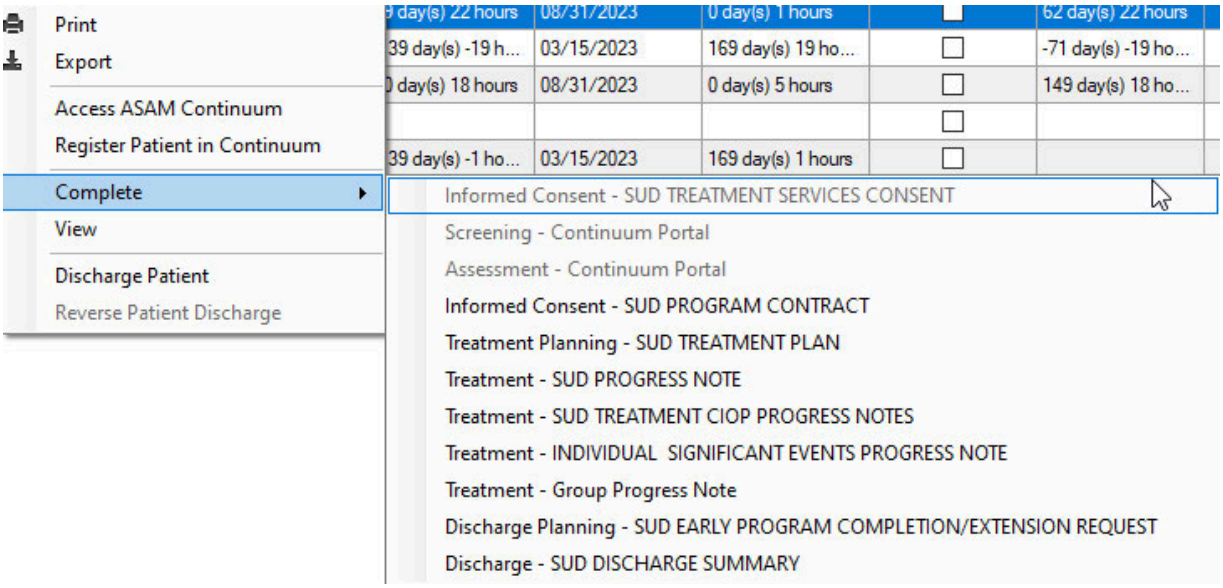
Discharge Planning Due In – Depending on the value in the **Referred to Treatment** and when the **Treatment Status** field is set to **Active**, when you click **Refresh**, the waiting for treatment timer clears and the system enters days and hours in this field.

- 2.1 IOPSAT – discharge planning is due in 98 days
- 2.1 COD IOPSAT – discharge planning is due in 133 days
- 3.5 RSAT – discharge planning is due in 150 days
- .5 Psychoeducational – no discharge planning needed
- 1.0 OP – individual progress note is due in 63 days

Discharged – When you right-click and select the **Discharge Patient** option, the patient is removed from the SUD dashboard and the system displays a checkmark in this field. To undo the discharge, right-click and select the **Reverse Patient Discharge** from the menu.

SUD Menu options

When you right-click the mouse anywhere on this screen, a list of options displays:



Print – Select this option if you want to print a list of patients on the SUD Dashboard. You can filter your list and print.

Export – Select this option to export the list of patients on the SUD Dashboard to an Excel file. You can filter your list and export.

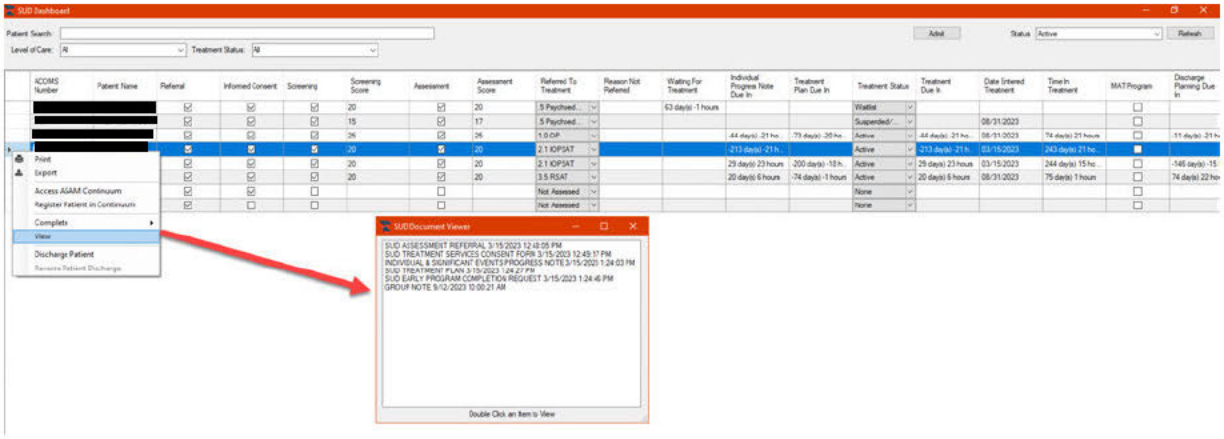
Access ASAM Continuum – This interface is not currently functional at this time.

Register Patient in Continuum – This interface is not currently functional at this time.

Complete – This option displays a list of forms that you can complete for the patient. If you have already completed a particular form for the patient, the system displays a checkmark in the appropriate field on the dashboard. Form options available are:

- Informed Consent – SUD TREATMENT SERVICES CONSENT
- Screening – Continuum Portal
- Assessment – Continuum Portal
- Informed Consent – SUD PROGRAM CONTRACT
- Treatment Planning – SUD TREATMENT PLAN
- Treatment – SUD PROGRESS NOTE
- Treatment – SUD TREATMENT CIOP PROGRESS NOTES
- Treatment – INDIVIDUAL SIGNIFICANT EVENTS PROGRESS NOTE
- Treatment – Group Progress Note
- Discharge Planning – SUD EARLY PROGRAM COMPLETION/EXTENSION REQUEST
- Discharge – SUD DISCHARGE SUMMARY

View – Select this option to view a list of the forms/actions that have been completed for the patient. The system displays the information in the SUD Document Viewer window. You can double-click on any of the forms to review or print the completed form for the patient.

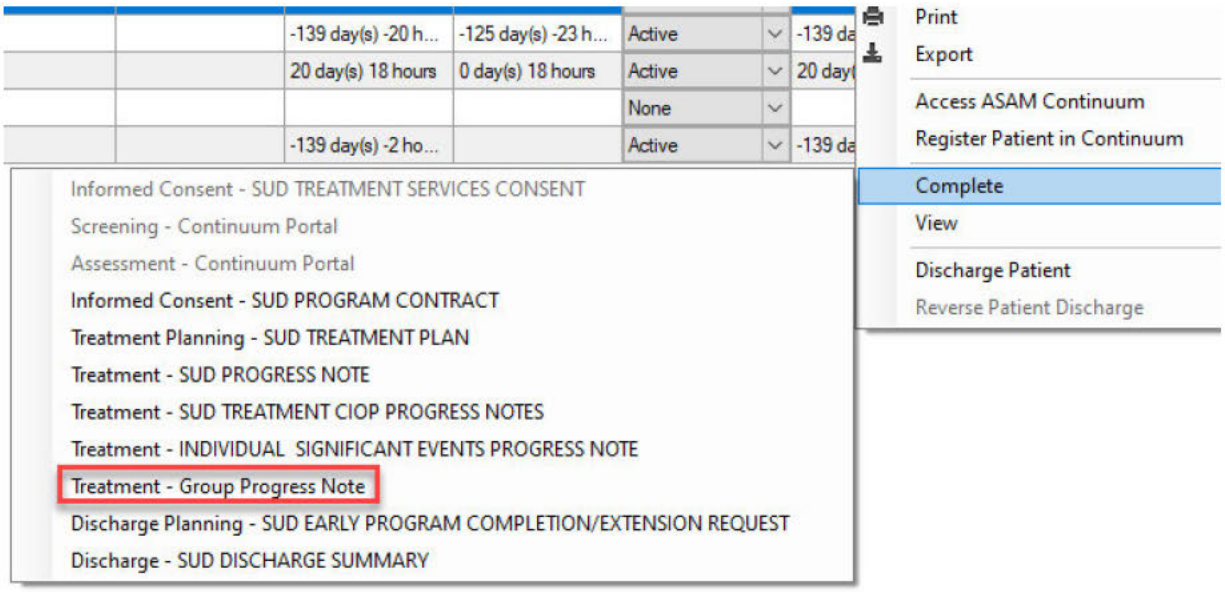


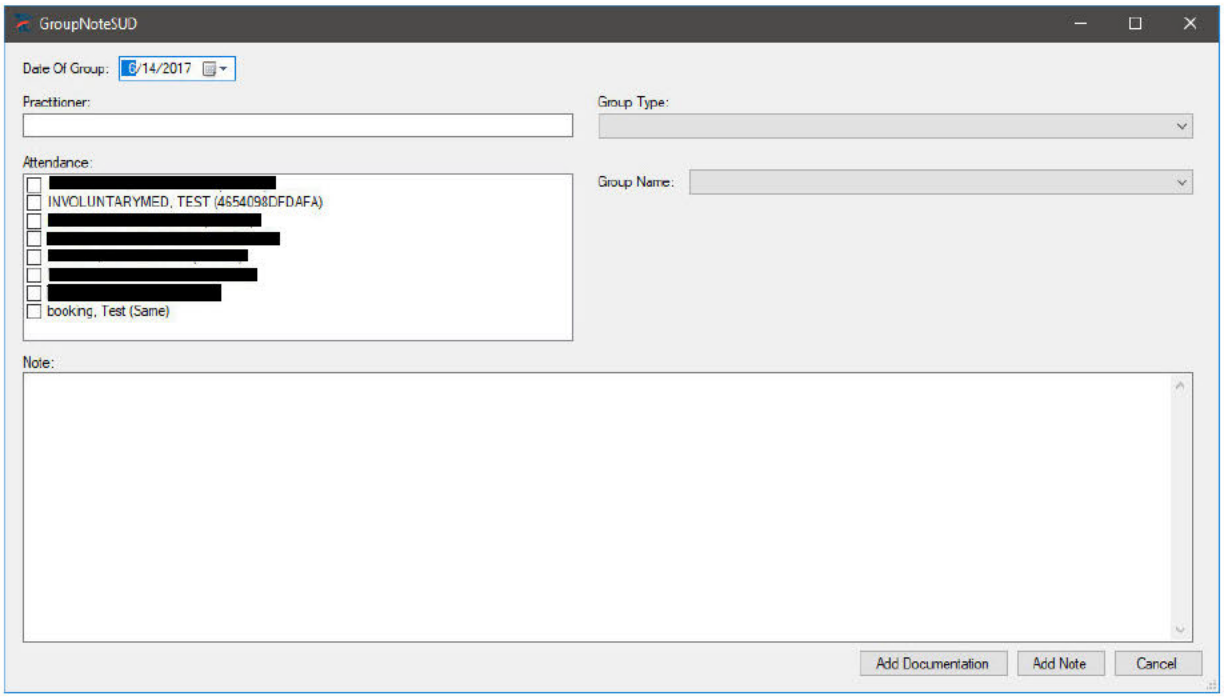
Discharge Patient – You can discharge a patient from the SUD Dashboard by selecting this option. The patient will be removed from the Active list on the SUD Dashboard to the Discharged list. If you change the status to view all patients, the patient will display in the list with a checkmark in the **Discharged** field.

Reverse Patient Discharge – Select this option if you removed the patient in error, or you need to add the patient back to the Active list on the SUD Dashboard. The checkmark will be removed from the **Discharged** field.

Group Progress Notes

You can utilize the **Group Notes** option in *TechCare*® to document one general note about all patients who participate in a group session and efficiently apply that note to multiple patients. From the **Main Screen**, select the **Group Management** menu option, then select **Group Notes**. You can also right-click on the SUD dashboard, select **Complete**, then select the **Treatment – Group Progress Note** option.





The system displays the **GroupNoteSUD** screen. All patients on the SUD Dashboard are displayed in the **Attendance**pane. You can filter the group type by selecting the Level of Care option from the **GroupType** dropdown menu. There are many treatment options available in the dropdown. Select the group type for which you want to enter notes. The system displays patients that are in the group in the **Attendance**field. To enter a note for the patient, select

the checkbox next to each patient's name, add the **Date of Group**, the **Practitioner** conducting the session, select the **Group Name**, and any enter informative notes about the session in the **Note** field.

Click **Add Note** to add the note to the patient charts. If a patient is absent from group and you do not want to attach the note to their chart, you can deselect the **Attendance** check box next to their name before you click the **Add Note** button.

You can click the **Add Documentation** button from the **GroupNoteSUD** screen to add various forms or other documentation for an individual patient. Options include:

- SUD Treatment Services Consent Form
- SUD Program Contract
- SUD Treatment Plan
- SUD Progress Note
- SUD Treatment CIOP Progress Notes
- SUD Individual and Significant Events Progress Note
- SUD Early Program Completion/Extension Request
- SUD Discharge Summary

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Detox Processes

Comprehensive Detoxification Screen

A Screening tool that acts to recommend possible detox processes including CIWA. This form is usually triggered from the Receiving Screening as a part of the intake process, if the patient reports use of alcohol, prescription drugs that may cause detox symptoms or illegal drugs. The form can also trigger from the form's menu.

Citation

The algorithm is derived from multiple correctional medical and mental health providers employed by NaphCare, Inc. Their resources include several publicly available tools and guidelines, but ultimately this algorithm is proprietary to NaphCare. This algorithm is for information purposes only and does not replace the judgement of a medical professional in the course of providing care.

General Form Logic

1. Actions in this form only prompt CIWA, COWS no medications
2. All questions disabled until Alcohol, Benzo, Opiate is selected (appropriate questions are then enabled)
3. Notify user if patient already on any detox
4. If CIWA or COWS prompted, add corresponding flag and add to corresponding dashboard

Alcohol Section – Business Logic

a. If 1A and (2B or 2C) are selected: Prompt CIWA
b. If 1B and 2A are selected: Prompt CIWA
c. If 1B and (2B or 2C) are selected: Prompt
d. If 2 or more responses to Question 3 and/or Question 4: Prompt
e. If Yes to Question 5: Prompt

Opiate Business Logic

a. If 1a is selected – prompt COWS protocol
b. If 2a is selected – prompt COWS protocol
c. If 2b and 3a are selected – do NOT prompt COWS protocol
d. If 2b and 3b or c are selected – prompt COWS protocol

e. Do not display Pregnancy question on
f. If pregnancy flag already set select Yes on question 4
g. If yes is checked on question 4 set pregnancy flag

Benzo Logic

a. If 1b is selected = CIWA is prompted
b. If 1a and 2a are selected – CIWA is NOT prompted
c. If 1a and any of 2b, c, d is selected = CIWA is prompted

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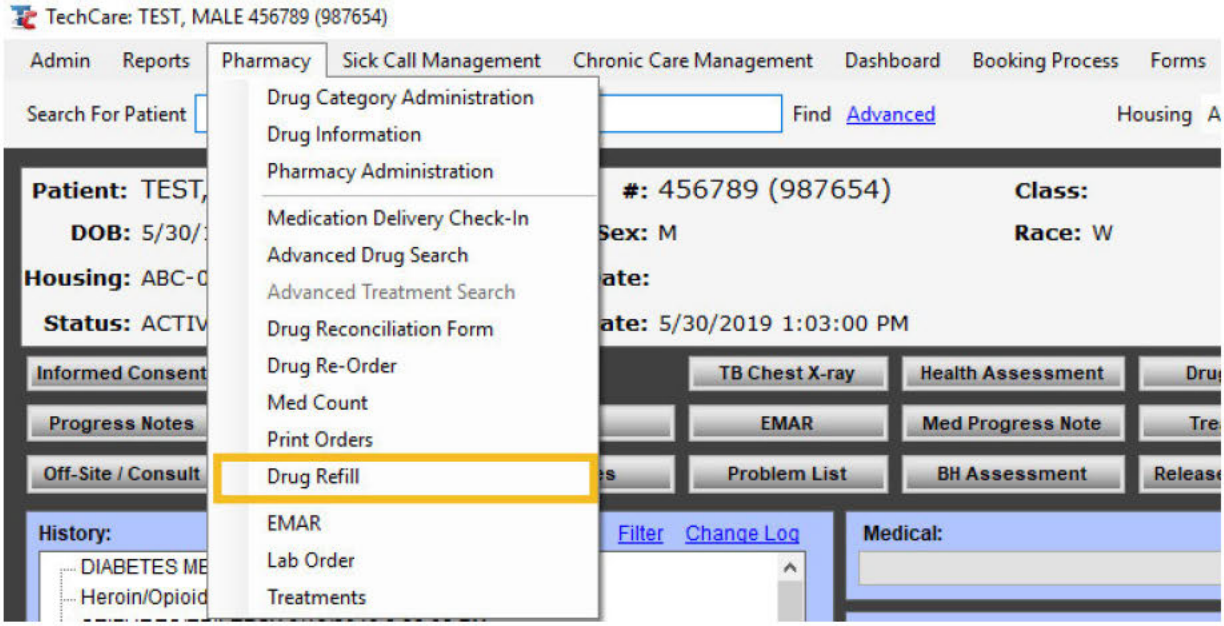
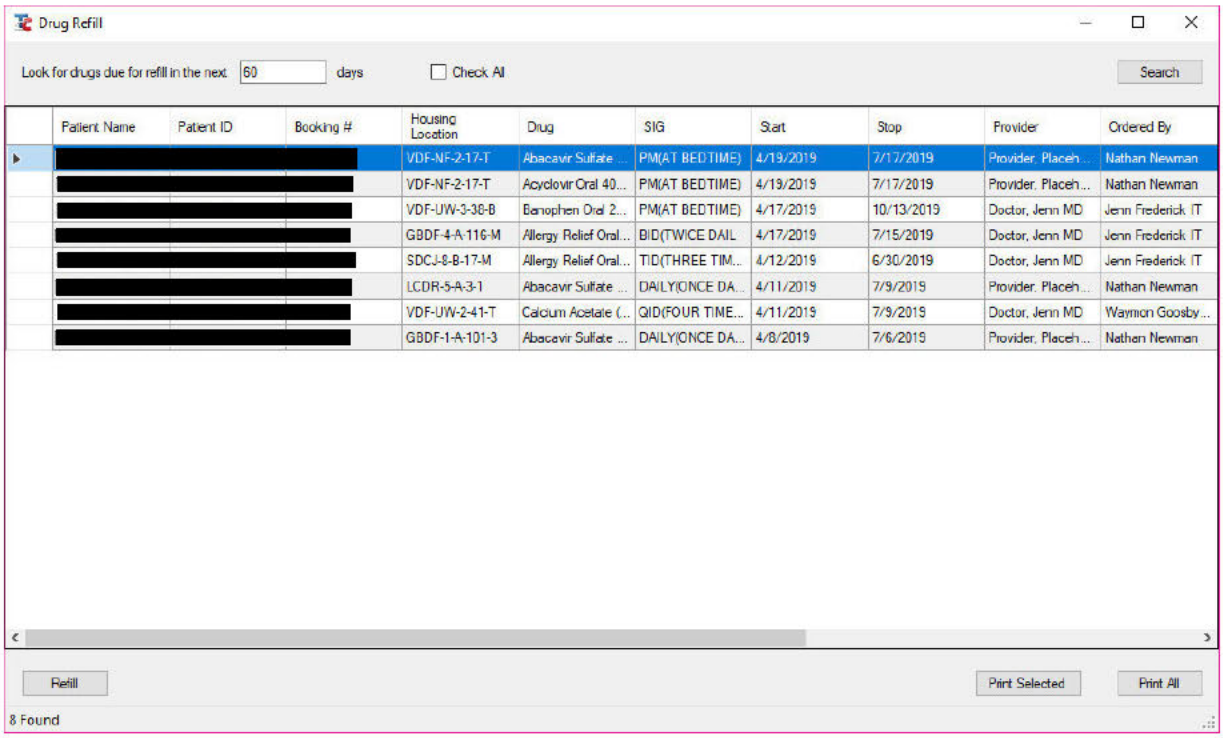
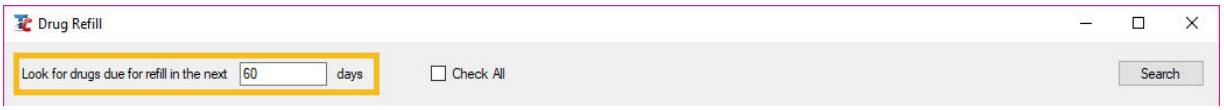
Drug Refill Queue

The **Drug Refill Queue**is accessible from the**Pharmacy** Tab on the main screen of *TechCare®*.

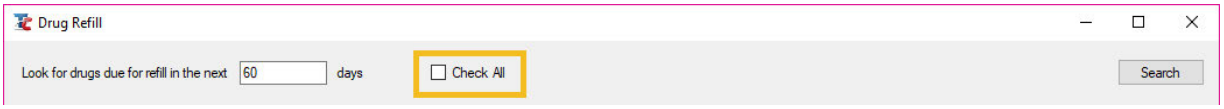




Users enter a value in **Due for Refill** to see medications that are authorized for refill, and have at least one refill remaining that is due within the specified number of days. The refill date will be calculated based on the order start date and the number of administered doses (example: a 15 day order with a start date of 1/1/19, a stop date of 1/30/19, one refill, 5 refusals, and 10 administrations will only appear in the refill queue on 1/16/19 if the value in the **Days** field is set to at least 5 – this is because there would be 5 doses left to administer on the 1/16/19 order). The number of refills remaining will be tracked in the *TechCare*® database, and will be used to determine when all authorized refills have been sent to the pharmacy.



Checking **Check All** checks the **Refill** checkbox on all medications in the queue, indicating that they should be submitted for refill when the **Refill** button that is located in the lower left-hand corner of the screen is clicked. Individual orders can be selected for refill by checking the corresponding box in the **Refill** column.



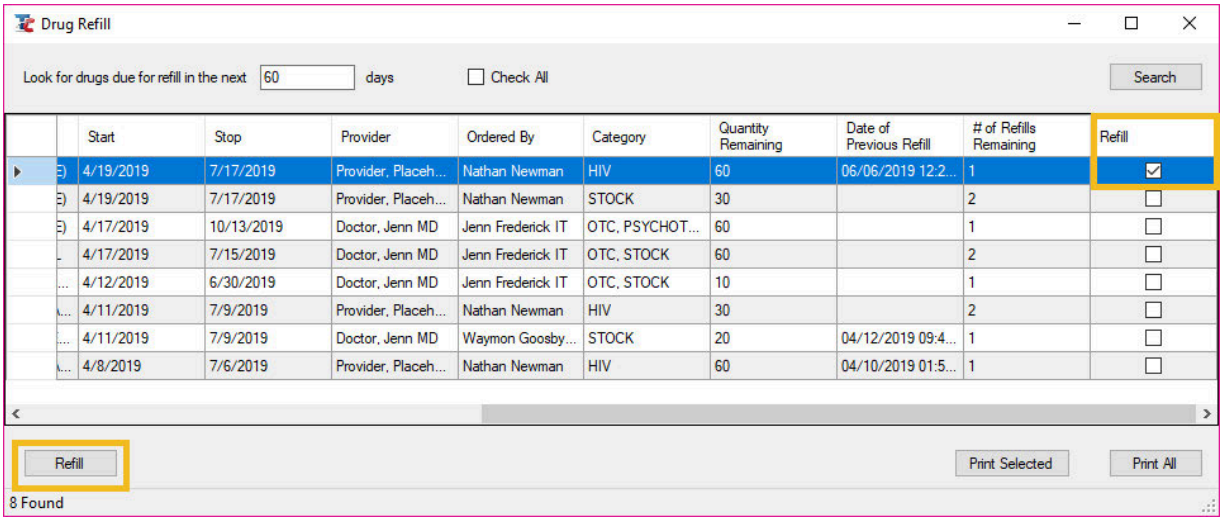
The quantity remaining for administration on the most recent (i.e., current) refill is displayed in the **Quantity Remaining** column.

The date that the most recent refill was submitted to the pharmacy is displayed in the **Date of Previous Refill** column.

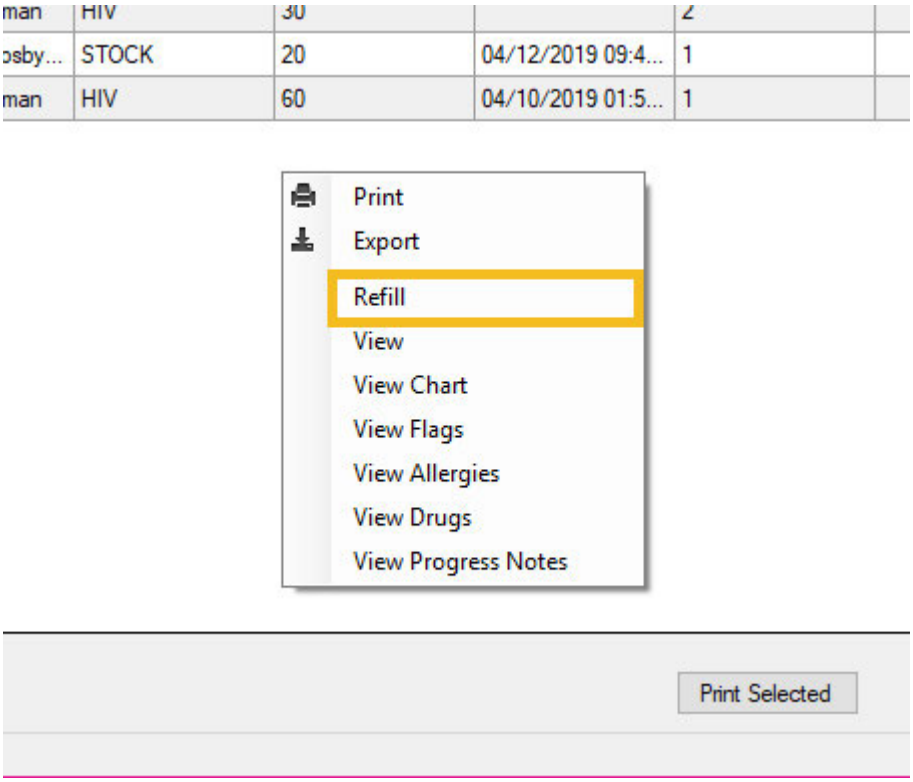
The number of refills remaining on each order is listed in the **# of Refills Remaining** column.

Checking the box/boxes in the **Refill** column and clicking the Refill button submits the selected order(s) for refill.

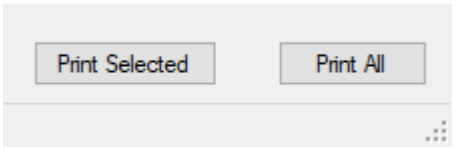
Quantity Remaining	Date of Previous Refill	# of Refills Remaining	Refill
60	06/06/2019 12:2...	1	☐
30		2	☐
60		1	☐
60		2	☐
10		1	☐
30		2	☐
20	04/12/2019 09:4...	1	☐
60	04/10/2019 01:5...	1	☐



The **Drug Refill** dashboard includes a contextual menu (right click) with standard options, including an option to trigger the refill.

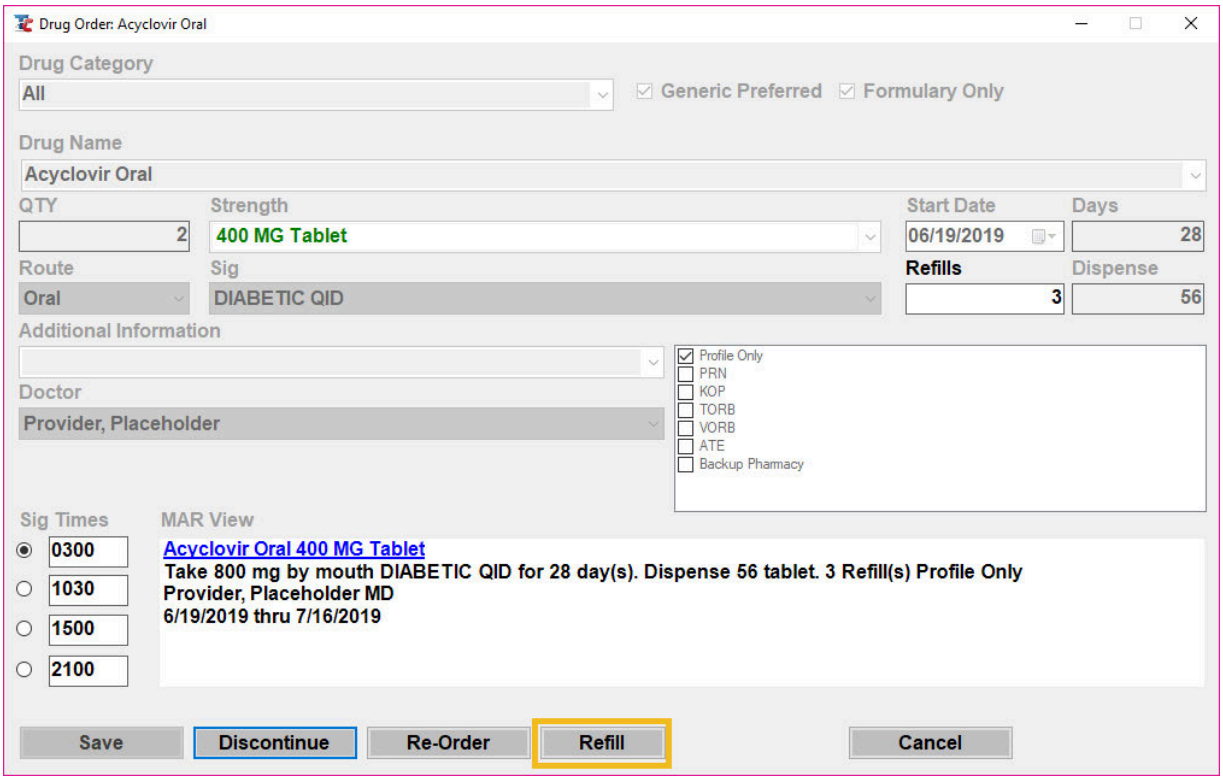


The Drug Refill dashboard includes standard *TechCare*® dashboard printing functionality.

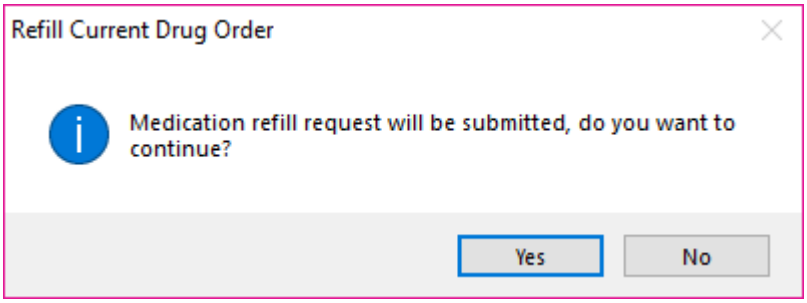


Drug Order Entry

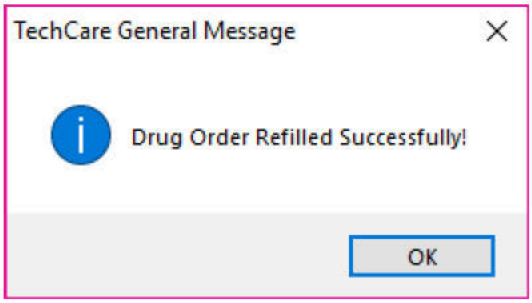
A **Refill** button has also been added to the **Drug Order Screen**. The button is only active if there are refills remaining on the order. If no refills remain, the button is grayed out.



When a user clicks the **Refill** button, the following message is displayed:



If Yes is selected, then the refill order is generated and sent to the pharmacy. If No is selected, then the message box closes, the refill order is not generated, and nothing is communicated to the pharmacy.



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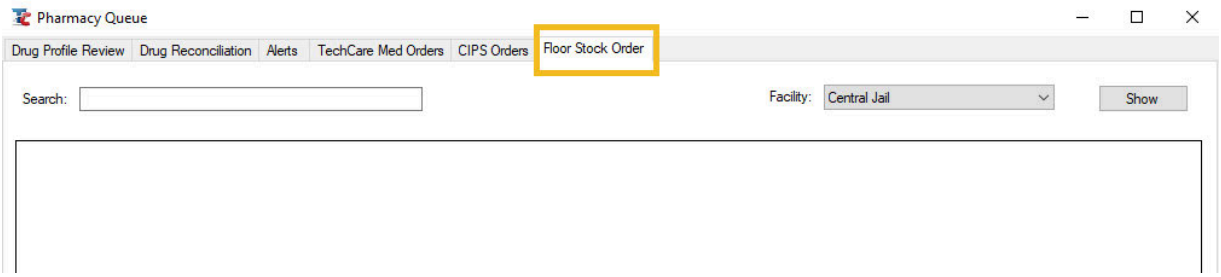
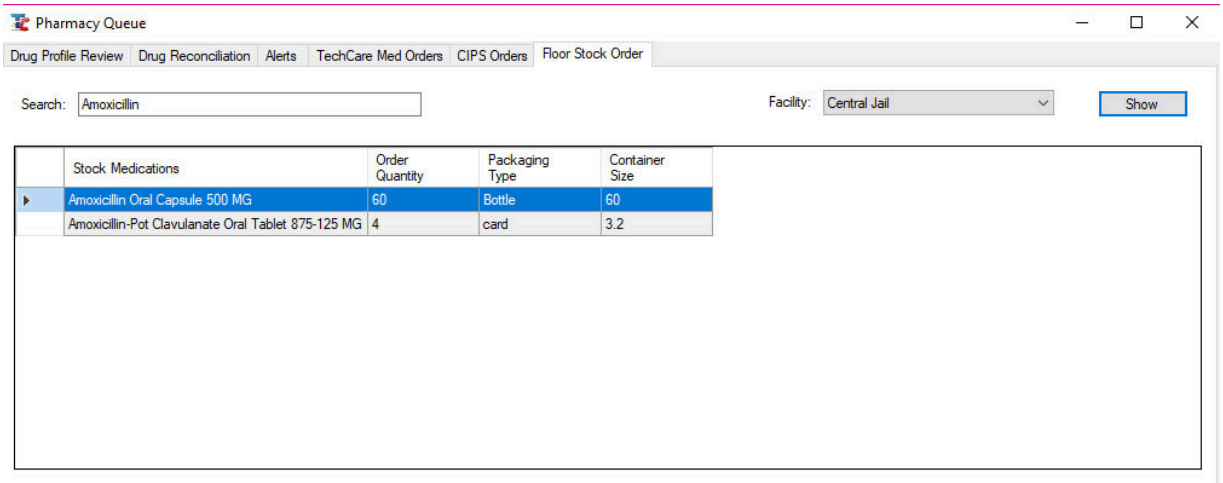
Floor Stock Order Queue

The **Floor Stock Order** tab is located in the **Pharmacy Queue** dashboard.

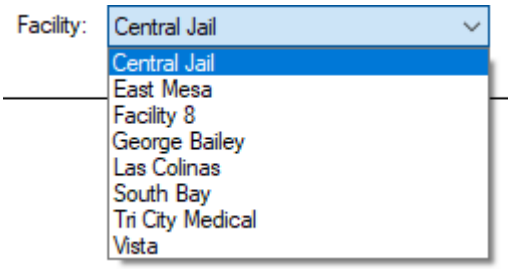


Selecting **Show** will update the top list to display Stock Medications filtered by **Facility**. The user can also use the **Search** bar to filter by Drug Name. Whether using Search, Facility, or Both, select "Show" to update results.

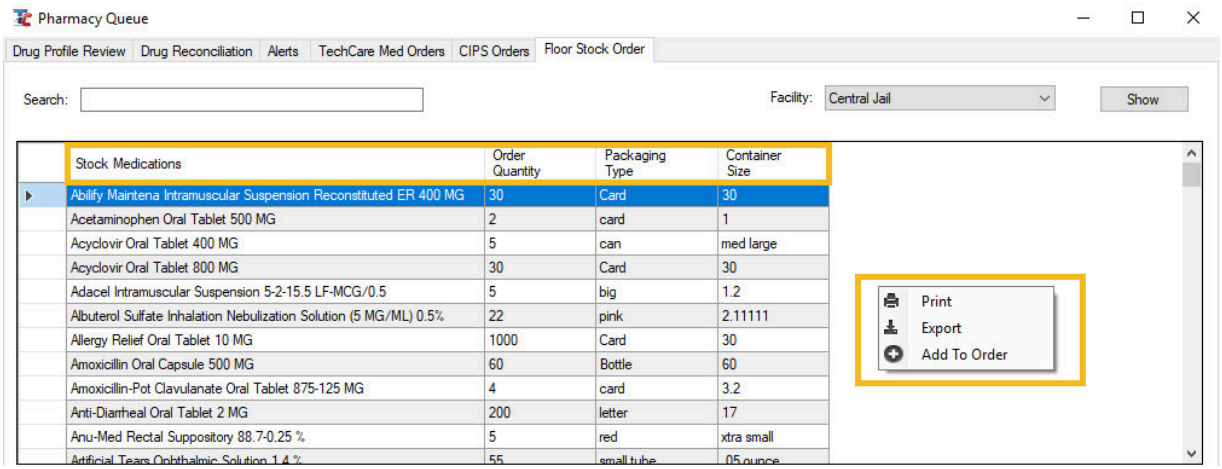


The **Facility** filter allows selection of each facility.

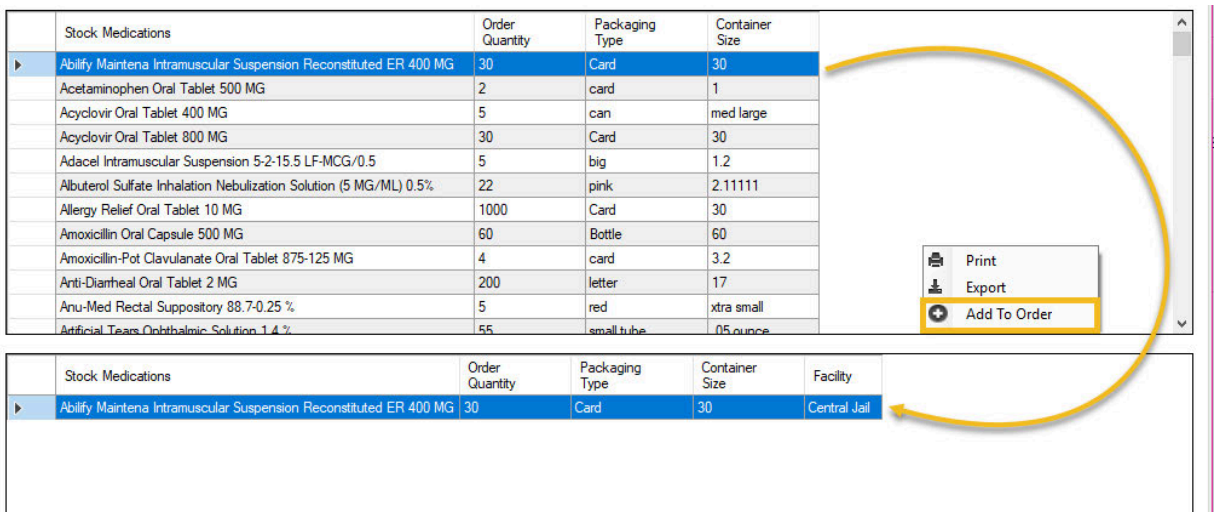
Note – Orders will be placed by facility.



All medications that are in the **Stock** drug category are displayed in this panel. The information displayed in this mockup will be displayed for all stock medications. The **Order Quantity**, **Packaging Type** and **Container Size** columns will display the corresponding values from the most recent stock order for each medication.



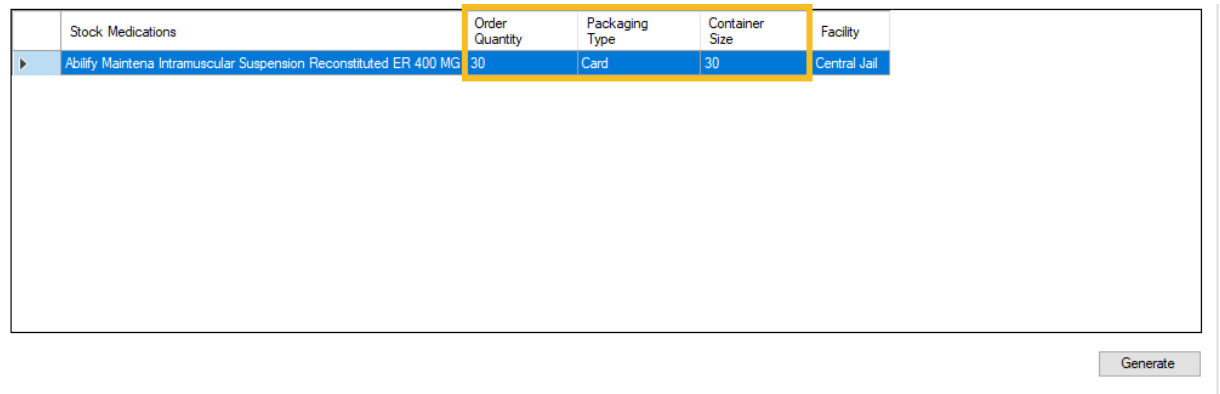
By right-clicking on a medication in the top panel, users can open a contextual menu with the following options: **Print**, **Export**, and **Add to Order**. Selecting Add to Order will copy the item to the bottom panel, which acts as a shopping cart.



Users can modify the quantity for each medication in the shopping cart by double-clicking on the medication's **Order Quantity** field and updating it before placing the order.

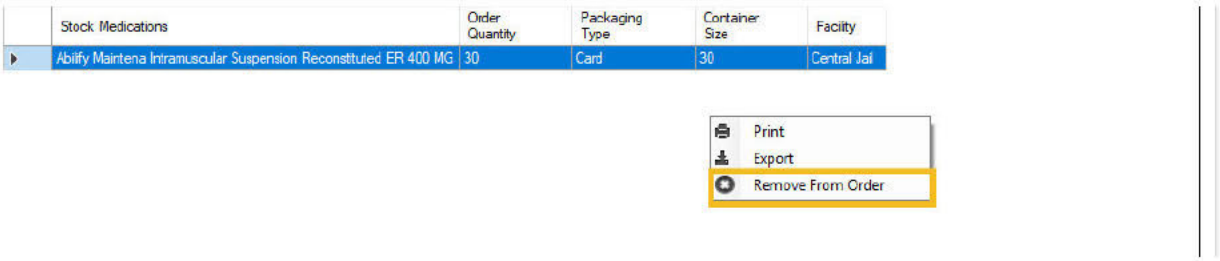
The **Packaging Type** field will contain the corresponding value from the most recent stock order for each medication. Users can enter the desired packaging type in this field by double-clicking on it. This field will be used to specify card, small bottle, etc.

The **Container Size** field will contain the corresponding value from the most recent stock order for each medication. Users can enter the desired container type in this field by double-clicking on it. This field will be used to specify the container size for creams, etc. (ex. 2.5 oz. tube).

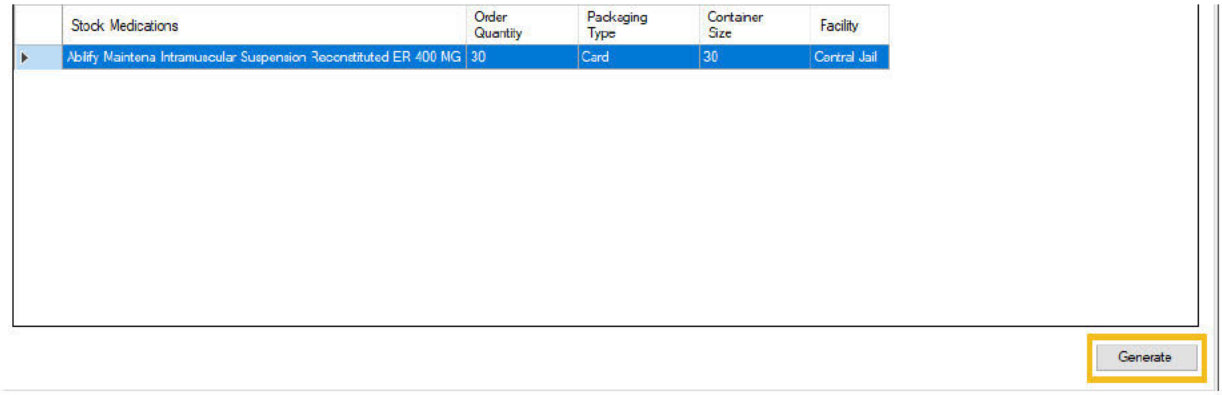


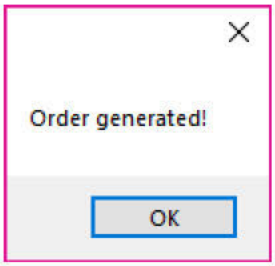
By right-clicking on a medication in the shopping cart, users can open a contextual menu with the following options. **Print**, **Export**, and **Remove from Order**. Selecting Remove from

Order will remove the order from the shopping cart. This indicates that a card is in the preferred packaging.



The **Generate** button will submit an order for all of the medications in the cart, display a confirmation message, and clear the cart's contents.





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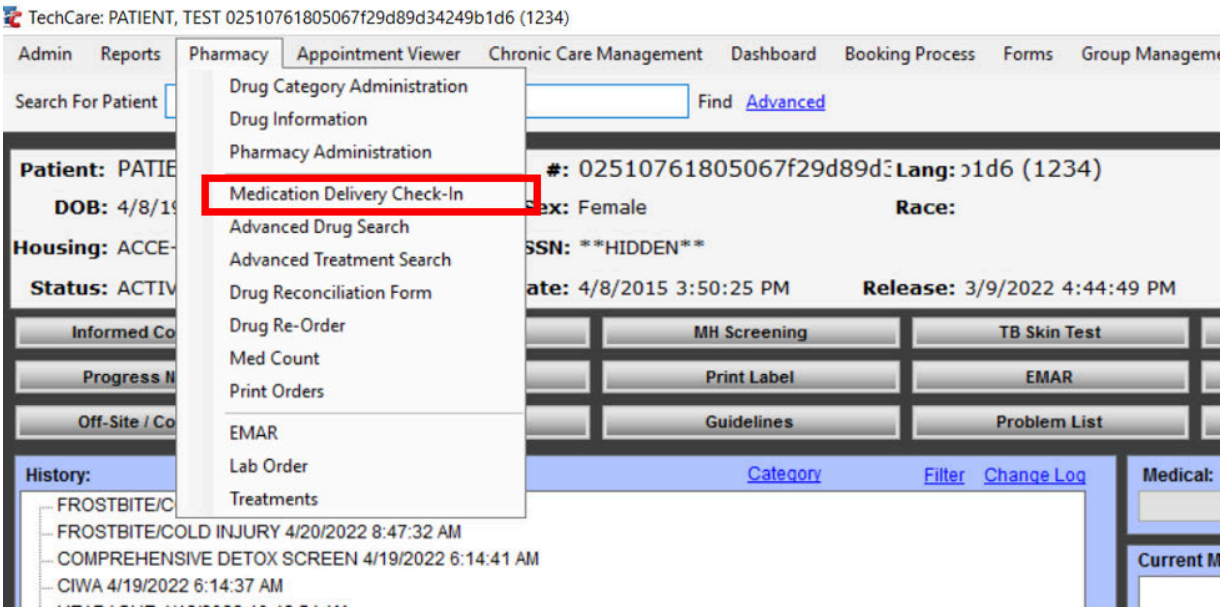
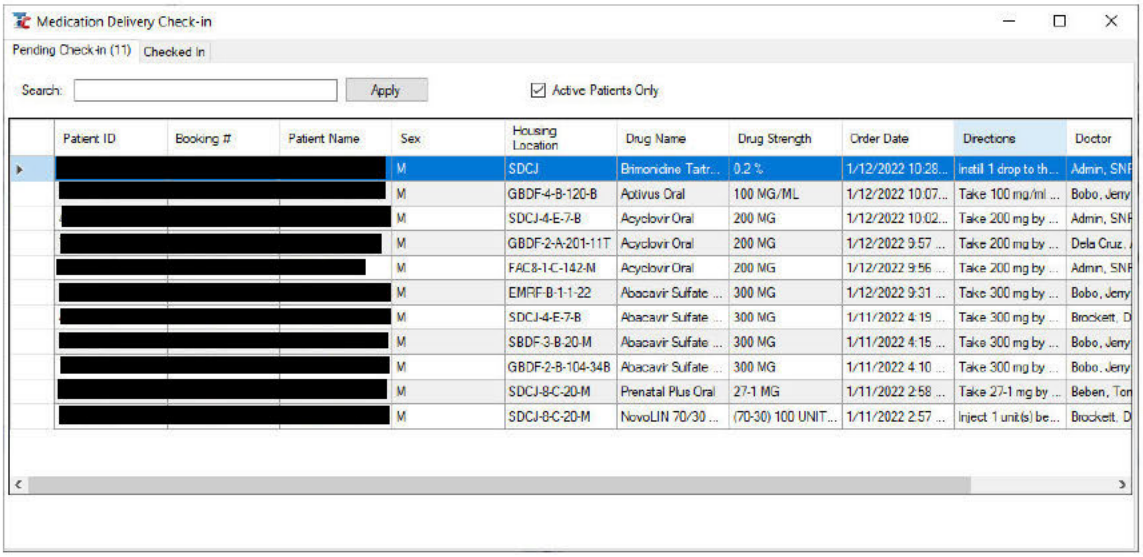
Medication Check-In Queue

From the Pharmacy menu, click **Medication Delivery Check-In**.



Check in medication

- Queue will allow barcode scanning and
- Right-Click and **Check-In**



- Both original and re-fill orders will require/allow check-in
- Medications cannot be administered until they are checked in
- **Note:** Non-formulary medications should not be active in the eMAR until they are checked in **and** the non-formulary request is approved

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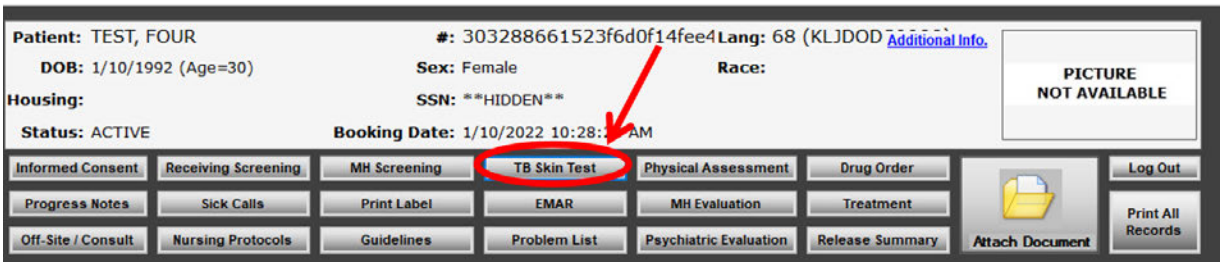
Vaccine/TB Lot Number Management

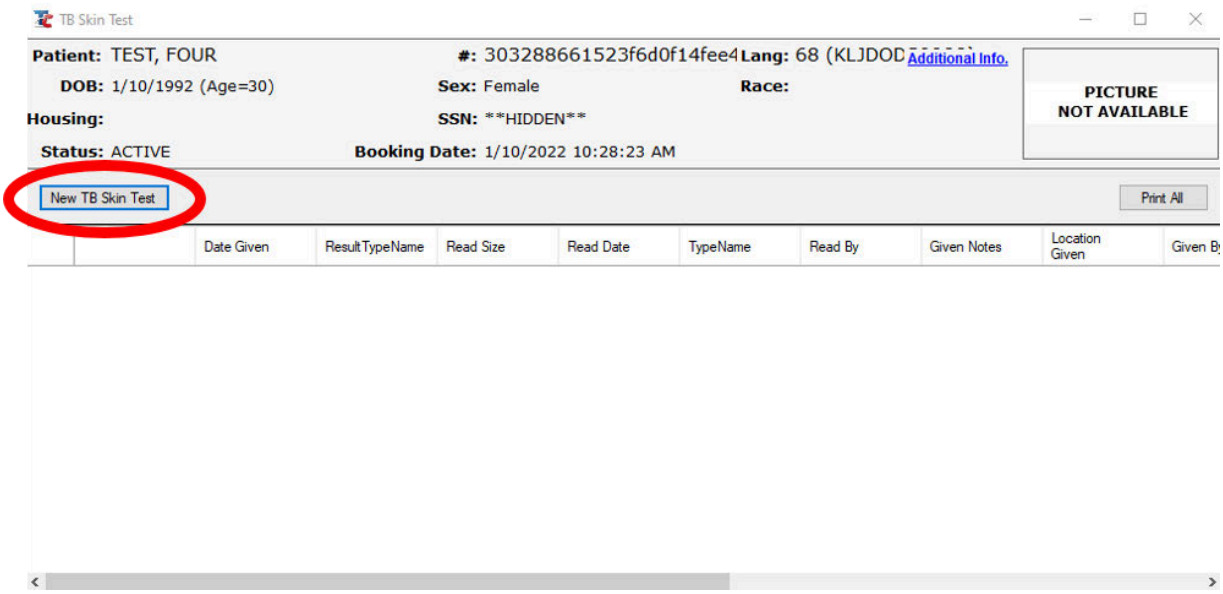
Search for your patient.

From the Patient Dashboard, click **TB Skin Test**.

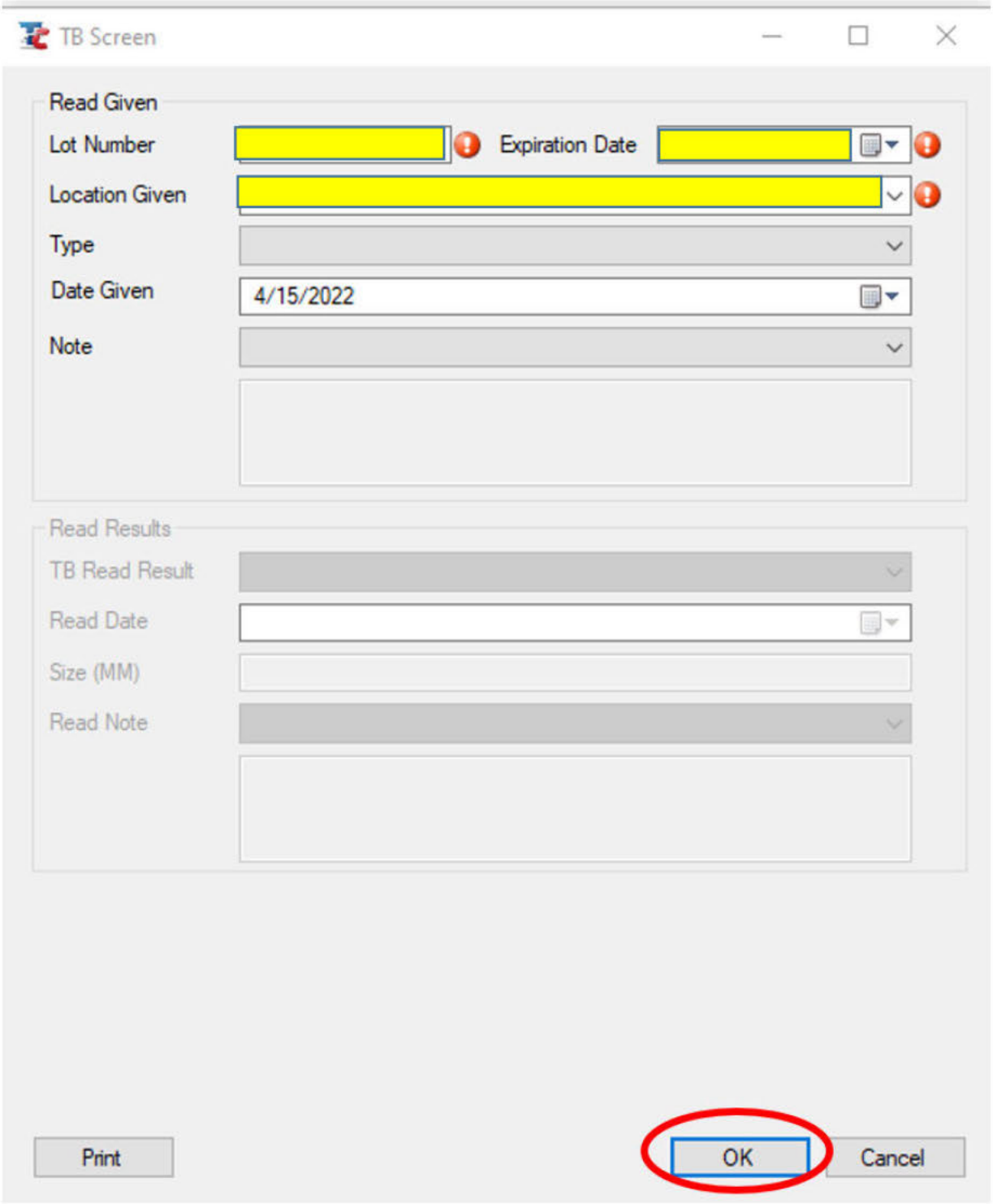


Note-The TB Skin Test window will populate. This window will show any historical TB Skin Tests data.

Click **New TB Skin Test**.



Enter details for TB Screen. Be sure to fill in all required fields (denoted by red circle with white exclamation mark).


TB Screen
Read Given
Lot Number
Expiration Date
Location Given
Type
Date Given
4/15/2022
Note
Read Results
TB Read Result
Read Date
Size (MM)
Read Note
Print
OK
Cancel

Click **OK**.

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