Magellan Healthcare of Idaho

Outcomes and Assessments System – Adding a new assessment

Overview

One of the primary features of Magellan's outcomes and assessments system (accessed through Availity Essentials) is the coordinated ability to complete assessments. This step-by-step guide shows how to add an assessment to a member's profile in the outcomes and assessments system. This guide also includes the steps supervisors will take to review assessments and how system users will modify assessments if they are returned by supervisors.

Roles and responsibilities

- Users – Add assessments for members and submit to a supervisor for review. If a supervisor returns an assessment, users make any necessary modifications to the assessment, and resubmit to the supervisor.
- Supervisors – Review the assessments submitted by system users and approve or return the assessments.

Locate the member

There are three ways to access a member in the outcomes and assessments system:
1. Using the Search Bar at the top of the page.
2. Using the Individuals module on the left navigation ribbon.
3. Using the Individuals table on the Dashboard.

If you need additional assistance with locating members within the system, please reference the Searching for a Member Step-by-Step Guide on the Outcomes and Assessments Training page for guidance.

Adding an assessment

1. From the member's profile, click the **Assessment Templates** tab.
2. Click the radio button to open the assessment.
3. Click the **ADD** button.
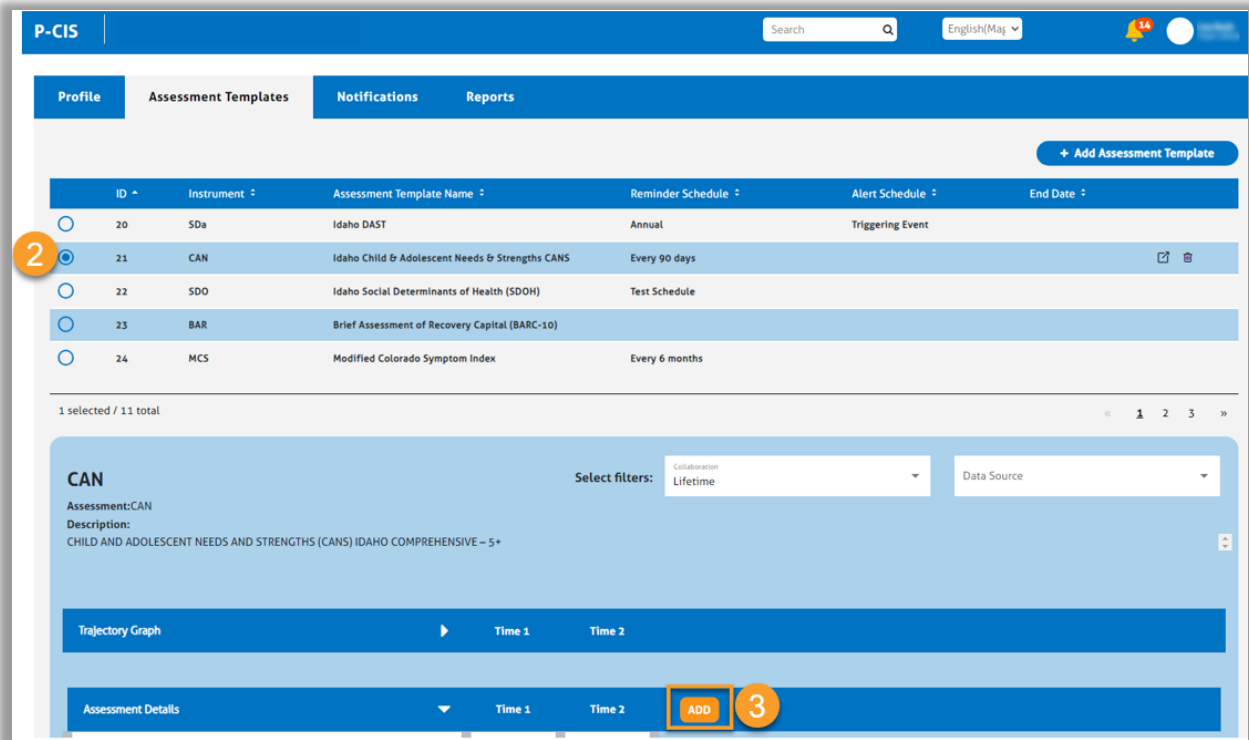
4. Complete the fields of the Add New Assessment screen.
    A. **Date** – Auto populates to the **current date** and can be changed if needed.
    B. **Data Source** – Select the appropriate option.
    C. **Reason** – Select the appropriate option.
    D. **Notes** – Optional and can be used to provide additional information as needed.
5. Establish the assessment in the system by selecting one of the following options:
    A. **Start Blank** – Will start a new assessment from scratch.
    B. **Copy Previous** – Will log a new assessment with previous responses included in the most recent version of the assessment.
       NOTE: If this is an initial assessment, you will not have this option.
    C. **Invite to Complete** – Will send a link to the selected natural support's (support person/family member/guardian) email or phone number indicated in the member's profile.
       NOTE: For this option to be available, the person selected must have a phone number and/or email address entered in the member's profile with the text or email permission selected.

Add New Assessment

| Date* 6/18/2024 | A | Data Source* | B | Reason * | C |

Notes D

Cancel | Start Blank | Copy Previous | Invite To Complete | 5

6. Complete the fields of the assessment as required and applicable.
   NOTE: You can navigate through the assessment by selecting the appropriate responses from the drop-down for each question or by using the number pad on your keyboard. If using the number pad, the system will automatically move you to the next question once you input a response.
7. As you complete the assessment, be sure the Time column is highlighted as this will let you know the assessment is in edit mode.

Assessment Details ▼	Time 1	Time 2	Time 3	Time 4	Time 5	Time 6 ✏	ADD
Status	Approved	Submitted	Approved	Approved	Approved	In Progress	
Data Source	Communi...	Communi...	Communi...	Communi...	Communi...	Communi...	
Days in Care	3	95	204	210	218	225	
Time Period	Month 1	Month 4	Month 7	Month 7	Month 8	Month 8	
Date	05/04/2023	08/04/2023	11/21/2023	11/27/2023	12/05/2023	12/12/2023	
Individual Score	161.00	113.00	134.00	98.00	126.00	126.00	
Aliana Kirsten							
Saarah Rahman							

+/- Categories   Form V
+/- Items   Focuse

8. When done, click the **Save** button.
9. Choose the appropriate option for how you would like to proceed with the assessment:
   A. **Submit & Approve** – Means you are submitting the assessment as **final**. The assessment can no longer be edited.
   B. **Save & Close** – Will save your current progress but will close out the assessment; you can then come back to it if you need to and change/modify any assessment details/answers before submitting it as final.
   C. **Save & Continue** – Will save your current progress and allow you to keep working on the assessment; you can always Save & Close and come back later as well. If you select this option, you can still modify any assessment information before submitting as final.

Magellan HEALTHCARE®

Search

English(Mag)

Tori Creech

MSD (3) = Moderately severe physical damage; medical hospitalization and likely intensive care required (e.g., comatose with reflexes intact; third-degree burns less than 20% of body; extensive blood loss but can recover; major fractures). (3)

SEV (4) = Severe physical damage; medical hospitalization with intensive care required (e.g., comatose without reflexes; third-degree burns over 20% of body; extensive blood loss with unstable vital signs; major damage to a vital area). (4)

DEA(5) = Death (5)

Potential Lethality: Only Answer if Actual Lethality=0   NOT

Potential Lethality

Since last visit: Likely lethality of actual attempt if no medical damage (the following examples, while having no actual medical damage, had potential for very serious lethality: put gun in mouth and pulled the trigger but gun fails to fire so no medical damage; laying on train tracks with oncoming train but pulled away before run over).

NOT(0) = Behavior not likely to result in injury (0)

LIK(1) = Behavior likely to result in injury but not likely to cause death (1)

DEA(2) = Behavior likely to result in death despite available medical care (2)

Magellan HEALTH.

9

➤ Submit & Approve

🖫 Save & Close

✔ Save & Continue

Delete   Cancel   8   Save

Magellan HEALTHCARE®