

Magellan Healthcare of Idaho

Outcomes and Assessments System – Wraparound process and expectations for Wraparound providers

Overview

One of the primary features of Magellan’s outcomes and assessments system (accessed via Availity Essentials) is the coordinated ability to complete assessments. Assessments refer to each time a member completes a questionnaire, or each time the member is assessed. The Wraparound assessment process is only used by Wraparound providers. The Wraparound COE trains and coaches on the Wraparound process. Wraparound providers use the outcomes and assessments system for Plan of Care (POC) documentation in the Wraparound process. All other providers can use the Person Centered Services Plan (PCSP) in their planning process.

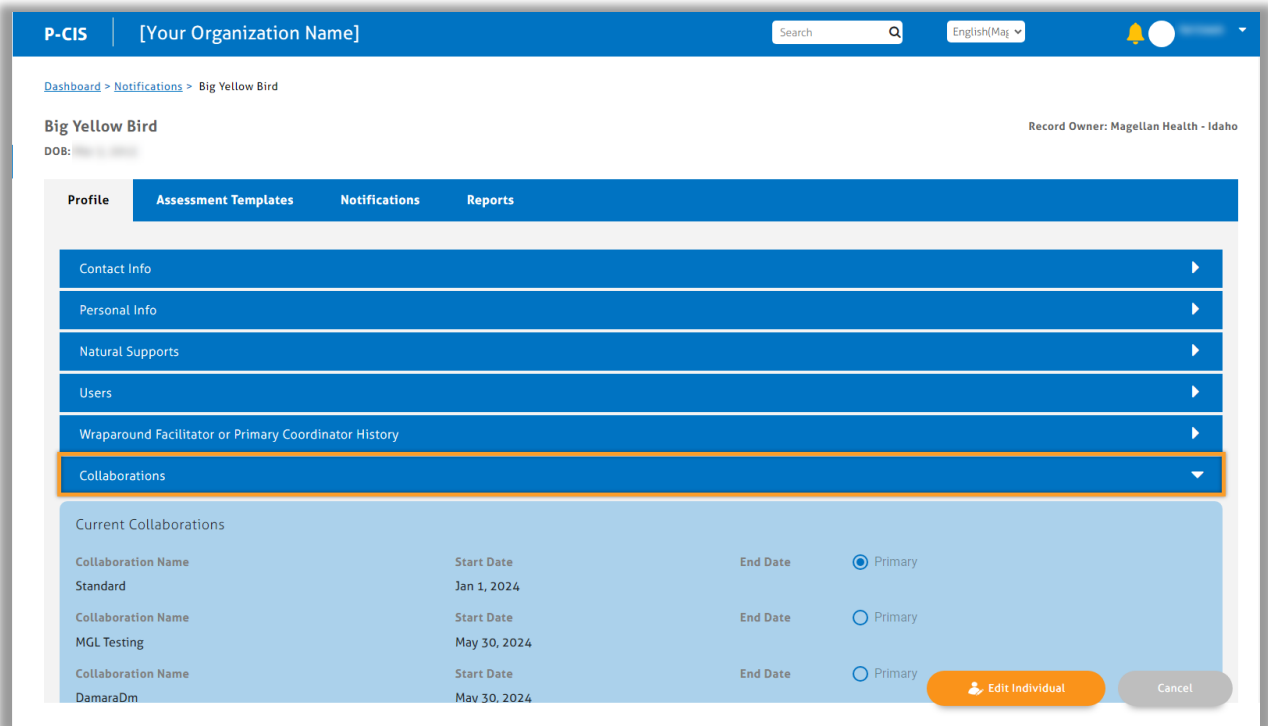
The Plan of Care documents the services and supports identified as medically necessary in the child and family team meeting. All services and supports funded by the IBHP must be identified in these sections of the POC as the services request. For more information on completing a Person Centered Services Plan or Plan of Care within the outcomes and assessments system, see the [Adding a Person Centered Services Plan/Plan of Care Step-by-Step Guide on the Outcomes and Assessments Systems Training page](#).

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Locate the youth

Finding the youth in the outcomes and assessments system will depend on if a consent has already been signed for Wraparound agency access. If a consent form has been signed for access to the youth’s record in the system, the Wraparound agency will appear on the youth’s Profile page under the **Collaborations** header, with a start and end date.



If you cannot find the youth’s name via one of the first three search options below, use the advanced search feature and follow the [Adding consent](#) section further below. Note that if the youth was assessed through Liberty, the youth will have an account in the outcomes and assessments system.

There are four ways to locate a youth’s name in the outcomes and assessments system:

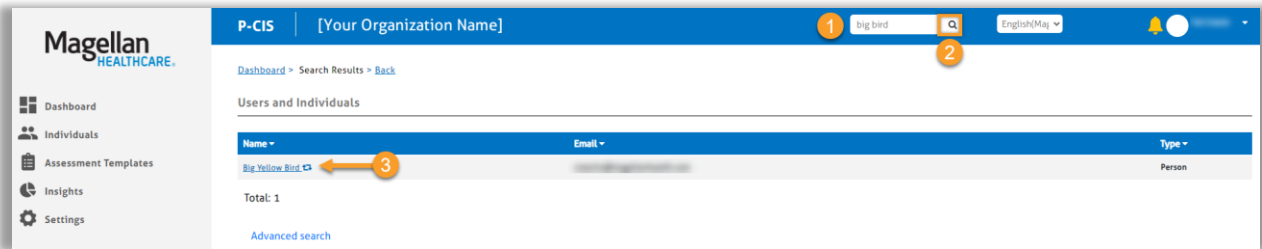
1. Using the Search Bar at the top of the page.
2. Using the Individuals module on the left navigation ribbon.
3. Using the Individuals table on the Dashboard.
4. Using the Advanced Search feature.

Option 1: Locate the member via the Search Bar

1. From the Dashboard, type the youth’s name into the **Search Bar** at the top of the page.

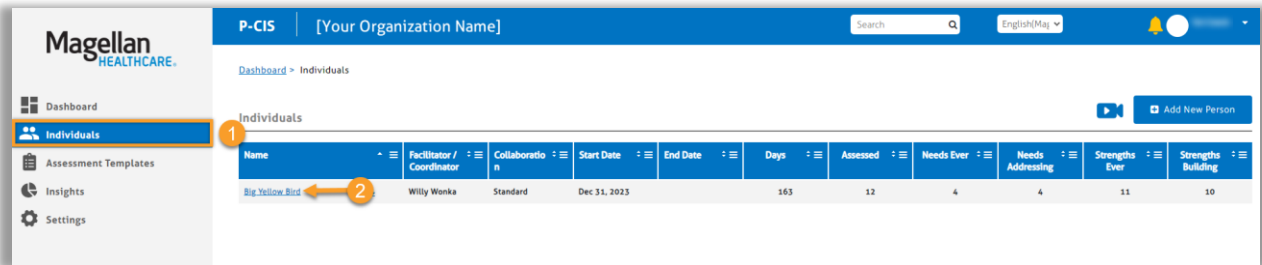
NOTE: The Search Bar will appear at the top of the page, regardless of the module you're viewing. You can enter the youth's entire name or just part of it. For example, if you are trying to locate "John Smith," you can type in "John Smith," "John," "Jo," "Smith," "Sm," "S," etc.

2. Click the **magnifying glass** icon or press **Enter** on your keyboard.
3. Locate the appropriate youth within the Search Results and click the hyperlinked name to navigate to their profile.



Option 2: Locate the youth via the Individuals module

1. From the Dashboard, select the **Individuals** module on the left side navigation ribbon.
2. Locate the appropriate youth within the Individuals list and click the hyperlinked name to navigate to the youth's profile.



Option 3: Locate the member via the Individuals table on the Dashboard

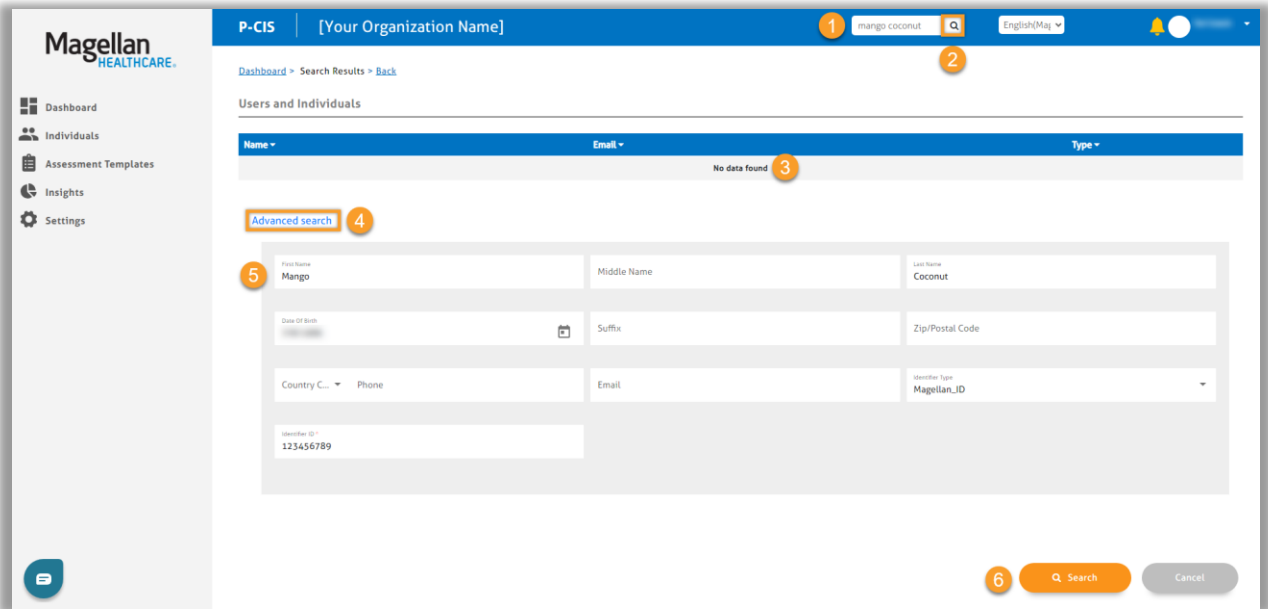
1. From the Dashboard, scroll down to the **Individuals** section.
2. Locate the appropriate youth within the Individuals list and click the hyperlinked name to navigate to their profile.

The screenshot displays the Magellan Healthcare P-CIS interface. At the top, the header shows 'P-CIS [Your Organization Name]' with a search bar and language settings. The sidebar on the left contains navigation icons for Dashboard, Individuals, Assessment Templates, Insights, and Settings. The main content area is titled 'Individuals' and shows 'Directly Helping: 0'. Below this are two empty tables: 'Notifications' and 'Strengths'. The 'Users' section shows a table with columns for Name, Helping, Days, Assessments, Needs Ever, Needs Addressing, Strengths Ever, and Strengths Building. The 'Individuals' section shows a table with columns for Name, Facilitator / Coordinator, Collaboration, Start Date, End Date, Days, Assessed, Needs Ever, Needs Addressing, Strengths Ever, and Strengths Building. A red box highlights the 'Individuals' link in the breadcrumb, and a red arrow points to the 'Big Yellow Bird' link in the Individuals table.

Option 4: Locate the youth via an advanced search

If you cannot find the youth via one of the three search options above, perform an advanced search to locate the youth. Upon locating the youth via the advanced search, proceed to the [Adding consent](#) section to obtain full access to the youth's profile.

1. From the Dashboard, type the youth's name into the **Search** bar at the top of the page.
2. Click the **magnifying glass** icon *or* press **Enter** on your keyboard.
3. The search results will display **No data found** as the youth is not yet assigned to your caseload.
4. Click the **Advanced search** button.
5. Search by first name, last name, date of birth, and Identifier Type.
 - A. Be sure the **Identifier Type** field is set to **Magellan ID**.
 - B. Add the youth's ID number in the **Identifier ID** field.
6. Click **Search**.



7. The outcomes and assessments system will automatically direct you to the youth's profile.
8. On the youth's profile, verify that there is a phone number and/or email address within the **Contact Info** section.
NOTE: To send the consent form to the youth/guardian, there must be an email address and/or a phone number on file, *and* the Texting Permitted and/or Email Permitted box(es) must be checked.
9. Does the youth/guardian have a phone number and/or email address on file?
 - A. If yes, then proceed to the [Adding consent](#) section.
 - B. If no, then proceed to *Step 10*.
10. Click **Edit Individual**.

The screenshot shows a user profile editing interface. At the top, there's a blue header with 'P-CIS' and '[Your Organization Name]'. Below that, a search bar and language dropdown are visible. The main content area shows the profile for 'Mango Coconut'. The 'Contact Info' section is expanded, showing various fields. The 'Phone 1' field and the 'Email' field are highlighted with orange boxes. The 'Texting Permitted' checkbox is also highlighted. At the bottom right, there are 'Edit' and 'Cancel' buttons.

11. Enter a phone number into the **Phone 1** field and/or enter an email address into the **Email** field.

NOTE: When editing the youth's profile, it is important to not edit anything other than phone number and/or email address. All other fields must remain untouched.

12. If a phone number appears, check the box for **Texting Permitted**.

13. If an email address appears, check the box for **Email Permitted**.

14. Click **Save**.

15. Proceed to the [Adding consent](#) section.

Adding consent – youth/guardian is *not* present

If the youth or family is self-referred, use the consent process below. Once consent has been completed and returned, the Magellan Healthcare of Idaho Compliance team will review it. Upon review and approval, you will have access to the youth’s profile in the Outcomes and Assessments System. This process may take up to 48 hours.

NOTE: If the Wraparound agency has documentation outside of the Outcomes and Assessments System, such as the Combined Behavioral Health Assessment and the CANS, and can make a determination of Wraparound need, do not interrupt the Wraparound process waiting for access to the youth’s record.

The following steps apply if the youth/guardian is not present to sign the consent form with you. If the youth/guardian is present, you can refer to the Adding an Assessment Step-by-Step Guide on the [Outcomes and Assessments Systems Training page](#) for further steps.

1. From the youth’s profile, click the **Assessment Templates** tab.
2. Click the radio button to open the **Idaho Consent Form** assessment.
3. Click the **ADD** button.

P-CIS | [Your Organization Name] Search English/Ma Record Owner: Magellan Health - Idaho

Mango Coconut DOB: [REDACTED]

Profile Assessment Templates 1

ID	Instrument	Assessment Template Name	Reminder Schedule	Alert Schedule	End Date
44	SAU	Idaho AUDIT			
45	ICP	Idaho Crisis Plan			
46	AUD	Idaho Consent Form			
47	MHC	Combined BH Assessment			
48	POC	Person Centered Services Plan			

1 selected / 16 total

AUD Select filters: Collaboration Data Source

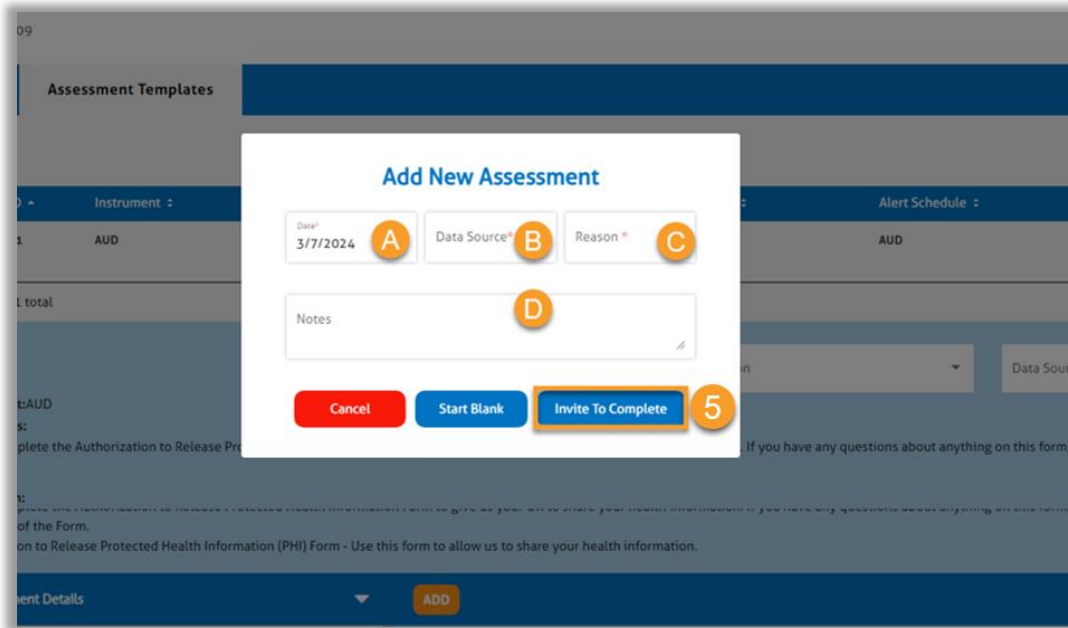
Assessment: AUD
Description: Please complete the Authorization to Release Protected Health Information Form to give us your OK to share your health information. If you have any questions about anything on this form, please call the phone number listed in Section 10 of the Form.

Trajectory Graph

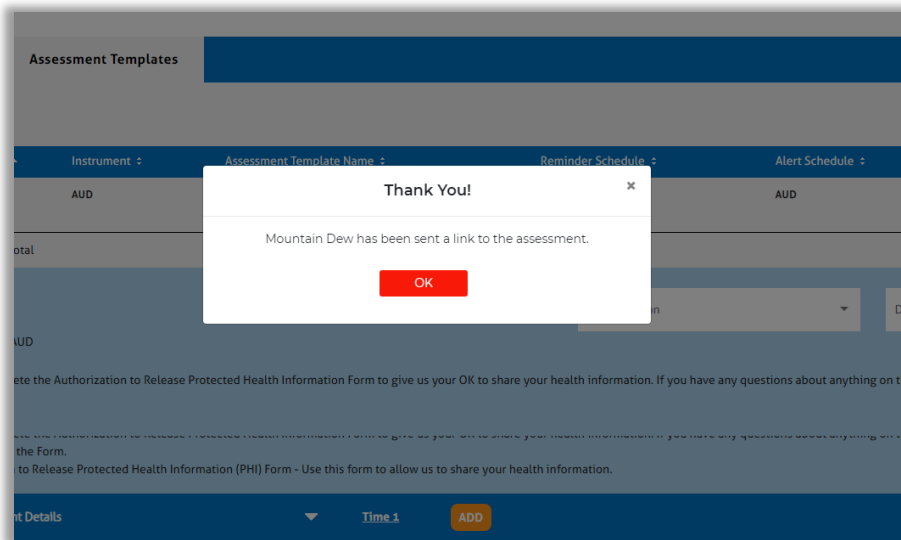
Assessment Details ADD 3

Status
Data Source
Days in Care
Time Period
Date
Individual Score

4. Complete the fields of the Add New Assessment screen.
 - A. **Date** – Auto populates the **current date** and can be changed if needed.
 - B. **Data Source** – Select the appropriate option. In this situation, indicate either the individual or the natural support person, depending on who completes the assessment.
 - C. **Reason** – Select the appropriate option.
 - D. **Notes** – Optional and can be used to provide additional information as needed.
5. Click the **Invite to Complete** button. This will send a link to the youth, or their natural support (support person/family member/guardian) person’s email or phone number indicated in the youth’s profile.



6. A **Thank You!** window will appear indicating that the natural support person has been sent a link to complete the consent assessment.



7. Once the Consent Form has been completed and returned, the Magellan Healthcare of Idaho Compliance team will review it. Upon review and approval, you will have access to the youth's profile in the outcomes and assessments system. This process may take up to 48 hours. If the Wraparound agency has documentation outside of the system such as the Combined Behavioral Health Assessment and the CANS, and can make a determination of Wraparound need, do not interrupt the Wraparound process waiting for access to the youth's record in the system.

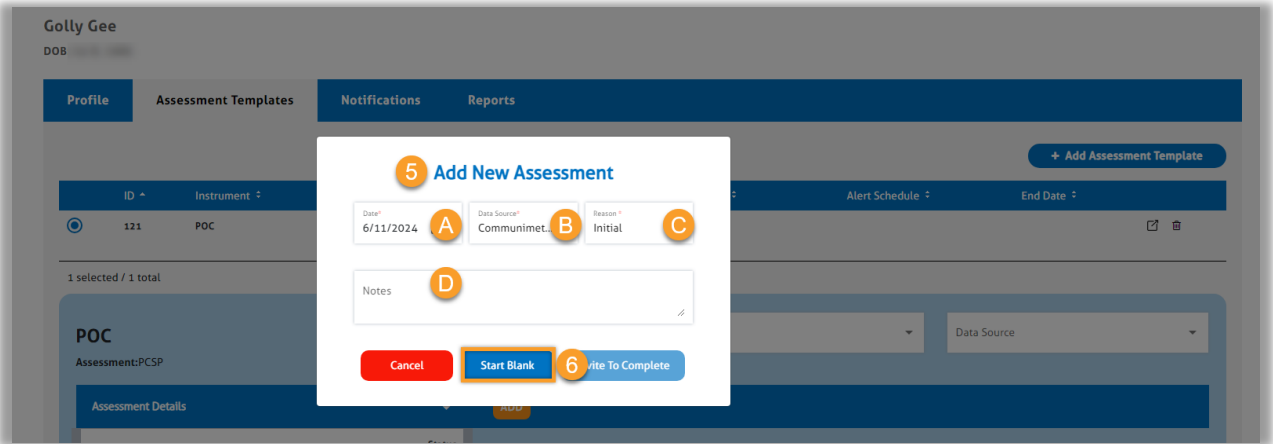
Complete the Crisis Plan

Follow the Wraparound process for the Crisis Plan in the initial meeting. If an online connection is available, complete the Crisis Plan within the outcomes and assessments system as shown in the steps below, and send the PDF to the family and youth. If unable to connect online, complete the Crisis Plan and leave a handwritten copy with the family and youth. Within 24 business hours, and preferably the same day, document the Crisis Plan in the outcomes and assessments system and submit it. The Crisis Plan is then available to other consented providers and a PDF of the plan is sent to Magellan Care Management. In the event of a crisis, this plan is then available.

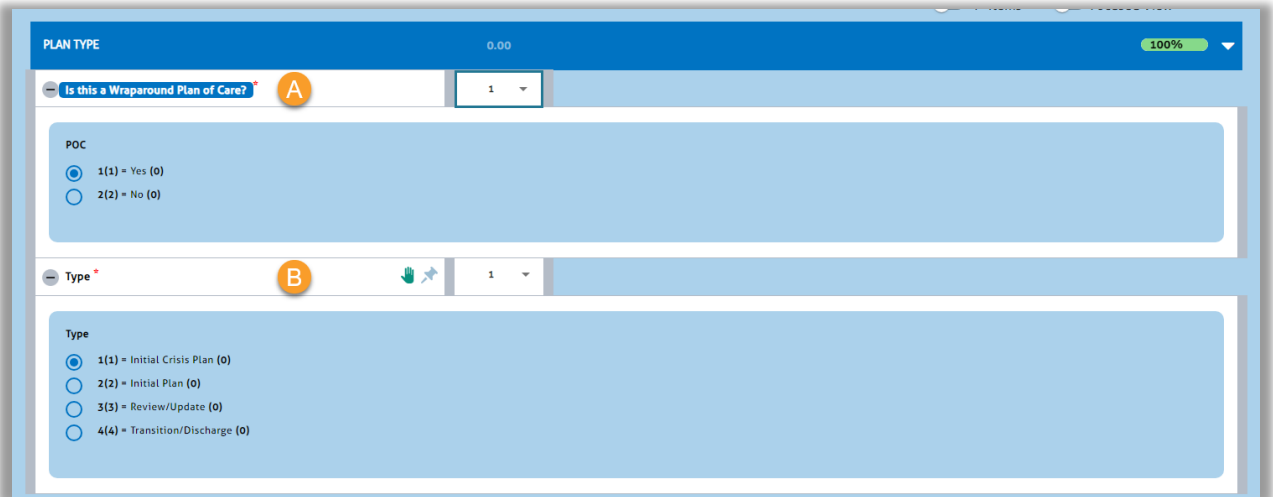
1. Locate the youth via one of the search methods above.
2. From the youth's profile, click the **Assessment Templates** tab.
3. Select the radio button next to the **Person Centered Services Plan (PCSP)** assessment.
4. Once the assessment template opens, click the **ADD** button.

The screenshot displays the P-CIS system interface for a youth profile named Golly Gee. The top navigation bar includes the P-CIS logo, the organization name, a search bar, and a language dropdown set to English(Mag). The breadcrumb trail is Dashboard > Notifications > Golly Gee. The profile information shows Golly Gee with a redacted DOB. The main navigation tabs are Profile, Assessment Templates (highlighted with a red box and a '2' callout), Notifications, and Reports. A '+ Add Assessment Template' button is visible in the top right. Below the tabs is a table of assessment templates with columns for ID, Instrument, Assessment Template Name, Reminder Schedule, Alert Schedule, and End Date. The first row is selected, indicated by a radio button (callout '3') and contains the values 121, POC, Person Centered Services Plan (PCSP), and icons for edit and delete. Below the table, the 'POC' assessment details are shown, including 'Assessment:PCSP', 'Select filters' (Collaboration: Lifetime, Data Source), and an 'Assessment Details' table with fields for Status, Data Source, Days in Care, Time Period, and Date. A red 'ADD' button (callout '4') is positioned above the table.

5. 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 **Communimetric**.
 - C. **Reason** – Select **Initial**.
 - D. **Notes** – Optional and can be used to provide additional information as needed.
6. Click **Start Blank**.



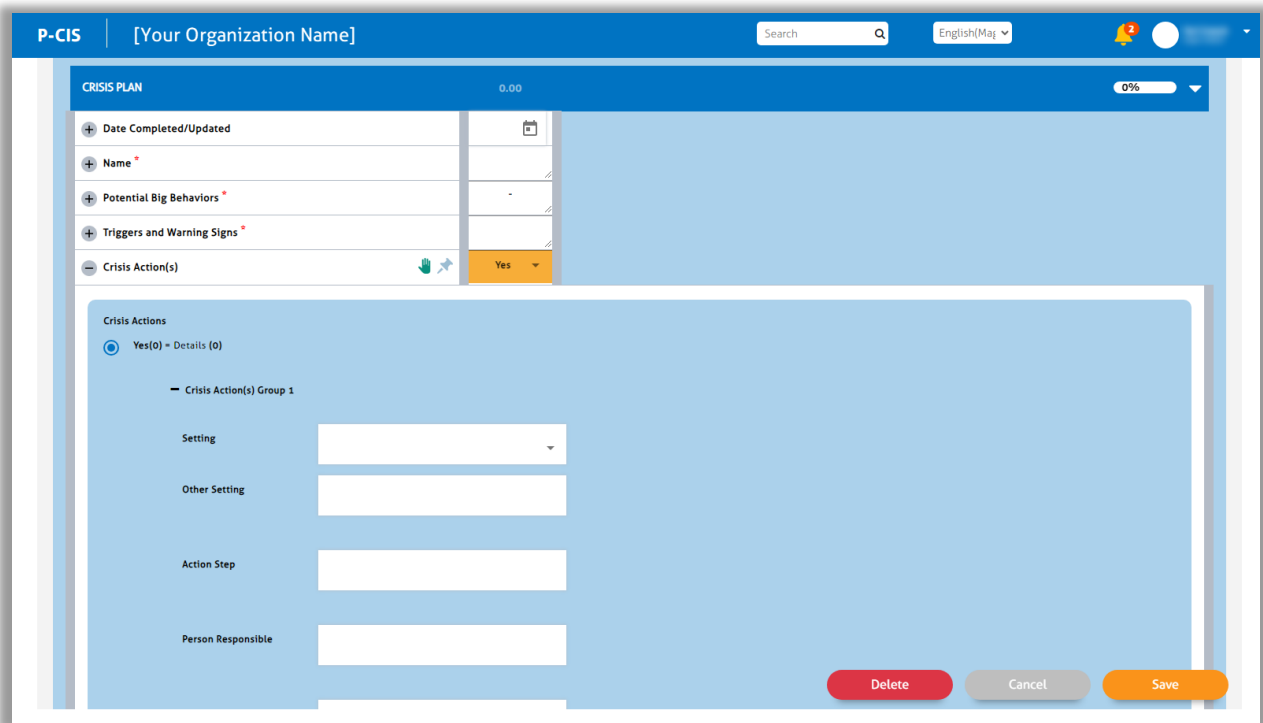
7. Complete the **PLAN TYPE** section.
 - A. **Is this a Wraparound Plan of Care?** – Select **Yes**.
 - B. **Type** – Select **Initial Crisis Plan**.



8. The Crisis Plan only requires the **CRISIS PLAN** section and the **Signature** section. If you toggle the assessment view options and minimize all, the collapsed view with the categories will have the closed (non-required) sections in gray.



9. Open the **CRISIS PLAN** section by clicking the **caret** ► in the header and complete as appropriate.



10. Open the **Signature** section by clicking the **caret** ► in the header and complete as appropriate.

Signature 0.00 0%

+ Care Coordinator Name *

+ Signature *

+ Date *

- All participants have signed for acceptance and receipt of the plan *

Signed for acceptance

Y(0) = Yes (0)

N(1) = No (0)

11. Use the **(Optional) Upload Document(s)** section to attach the signature page or signed Crisis Plan.

- A. Click the **caret** ► to expand the category.
- B. Click the **(+)** next to the **Upload a Signed Document** item.
- C. Click **Browse**.

(Optional) Upload Document(s) 0.00 0.00 0.00

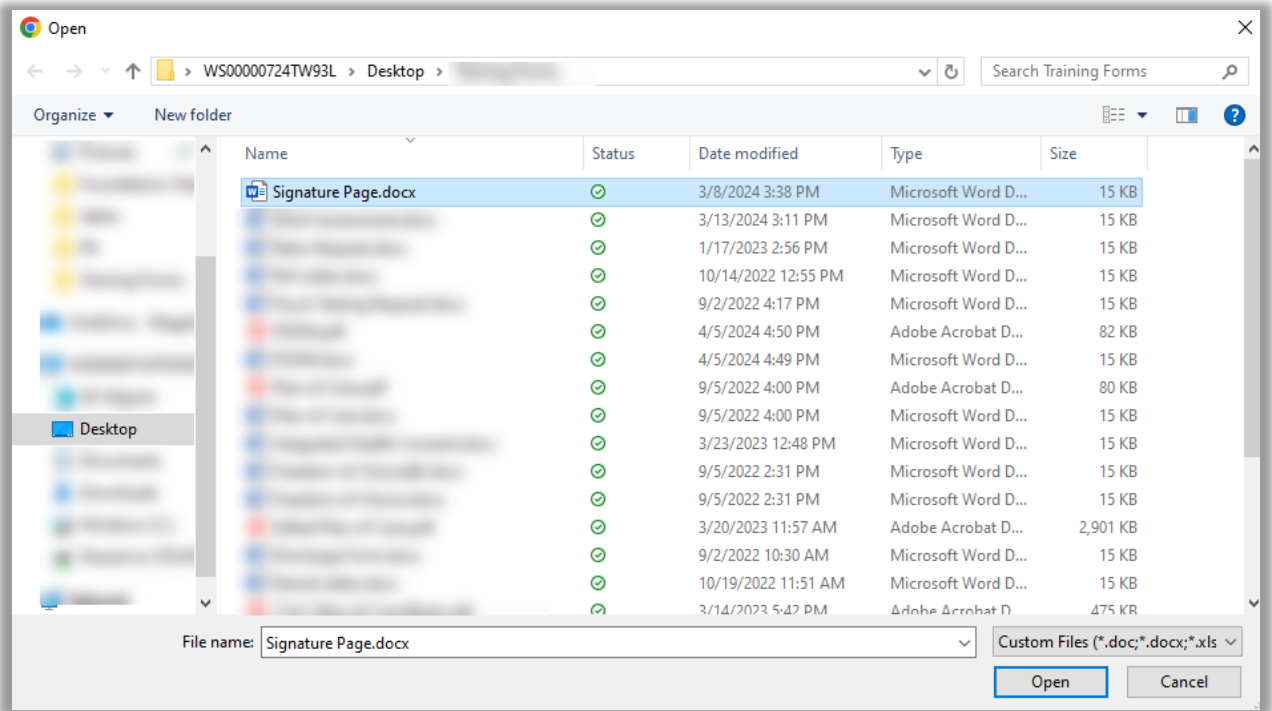
- Upload a Signed Document

Signed Document

Browse

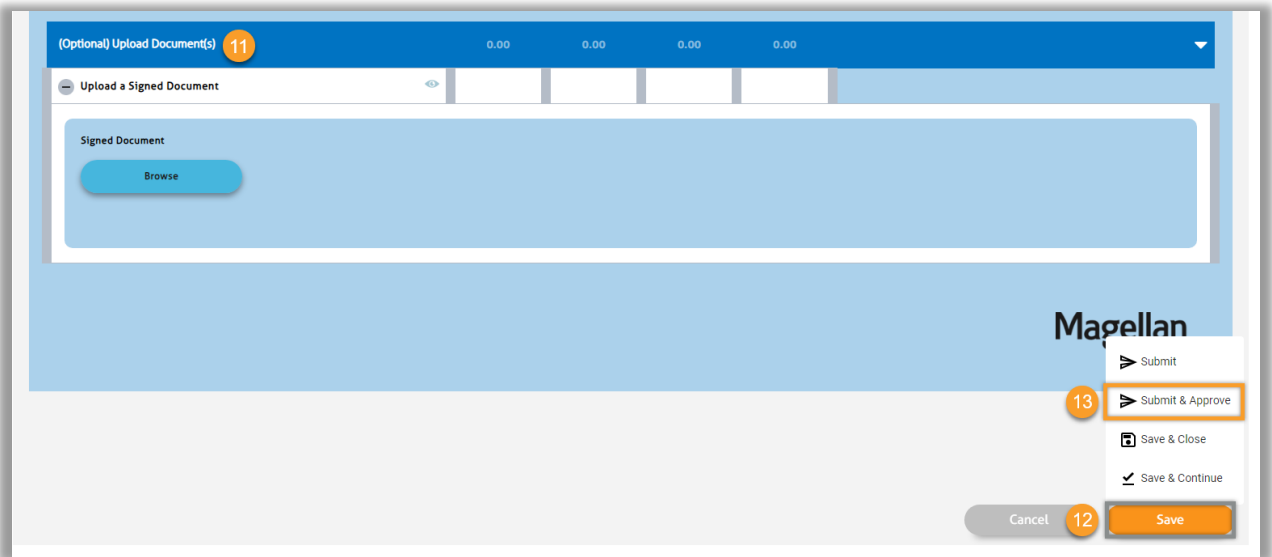
Signature Page.docx Created on 06/11/2024 by Tori Creech

D. Locate the signature page document on your computer and click **Open**.



12. Click **Save**.

13. Click **Submit & Approve**.



14. Once the Crisis Plan has been submitted and approved, you can locate it by clicking the **Reports** tab in the youth's profile.

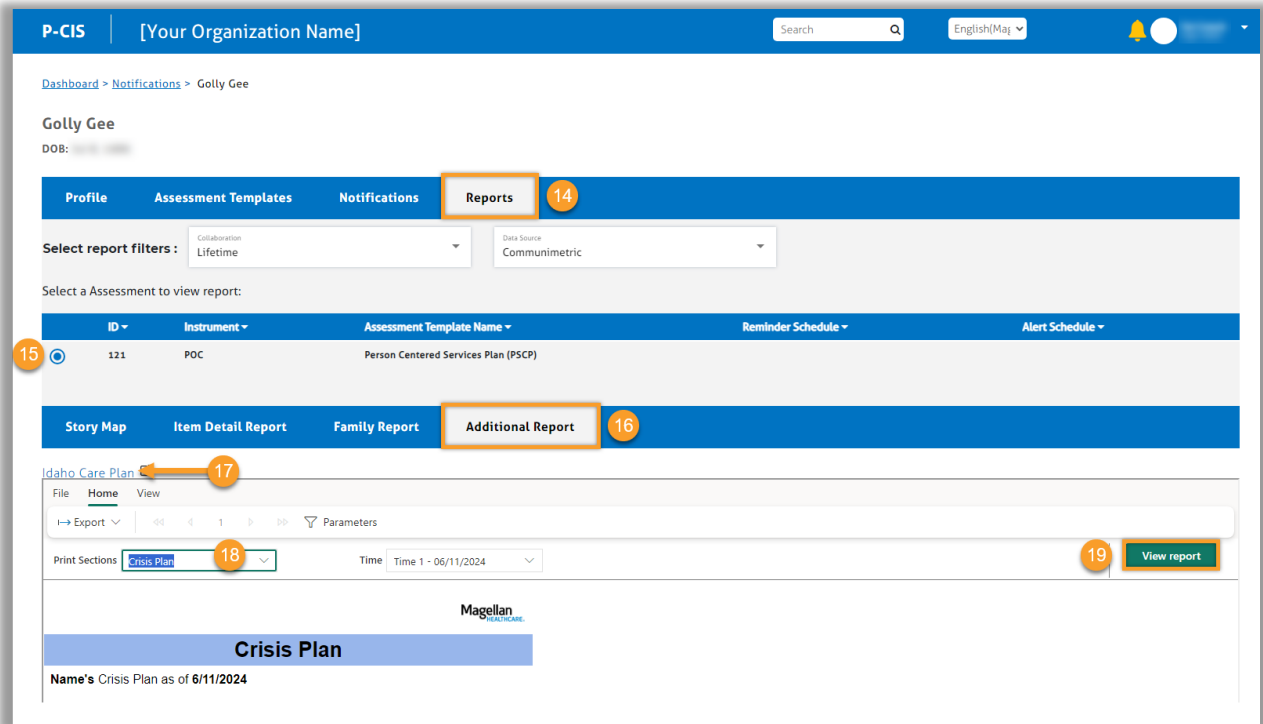
15. Select the radio button next to the **Person Centered Services Plan (PCSP)** assessment.

16. Click **Additional Report**.

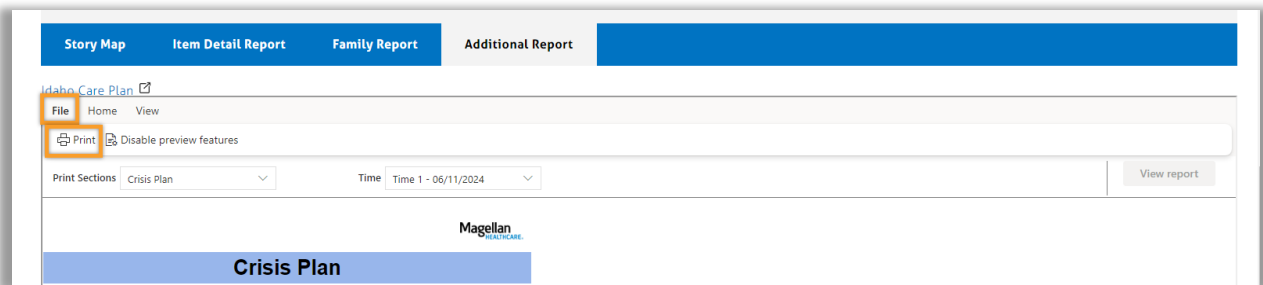
17. Click the **Idaho Care Plan** hyperlink.

18. Under the **Print Sections** drop-down, select **Crisis Plan**.

19. Click **View report** to update the view.



20. When the view loads, you can create a PDF by selecting **File** and **Print**.



Complete the Initial Plan of Care

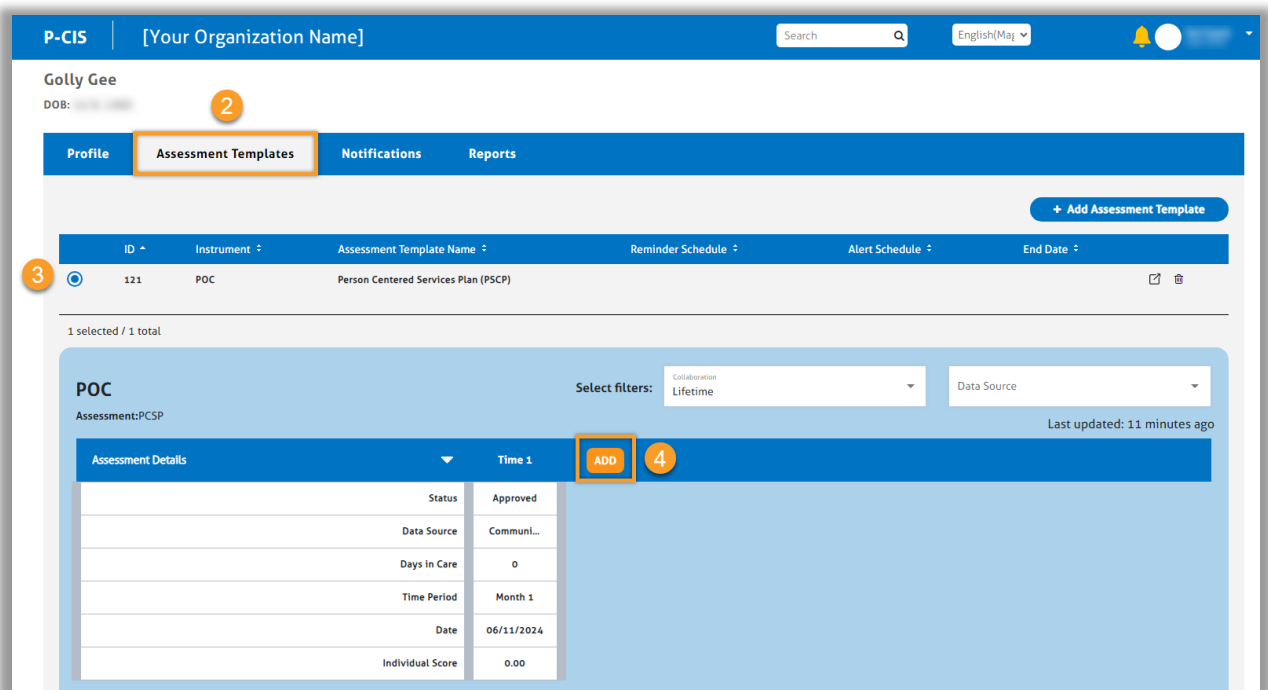
Wraparound agencies should follow the Wraparound process as trained and coached. This will include many activities in Wraparound process documented in agency files and not in the outcomes and assessments system, such as brainstorming strategies, the entire Family Story, and working iterations prior to the Initial POC. You can save the POC to be continued later and updated at "Date Completed/Updated." We recommend building the POC such as adding the CFT members with contact information, which once entered, can be copied to the subsequent POCs and edited as needed.

The Initial Plan of Care reflects the POC signed by the family and youth and agreed upon by the team. The Initial POC should be documented in the outcomes and assessments system within five (5) business days, and preferably within one (1) business day. Upon submission and approval, this Initial POC will upload to the Magellan Care Management clinical record. Team

members in collaboration can directly access and download the Initial POC. Family, youth, and team members not in collaboration should be given the PDF or printout of the POC as preferred.

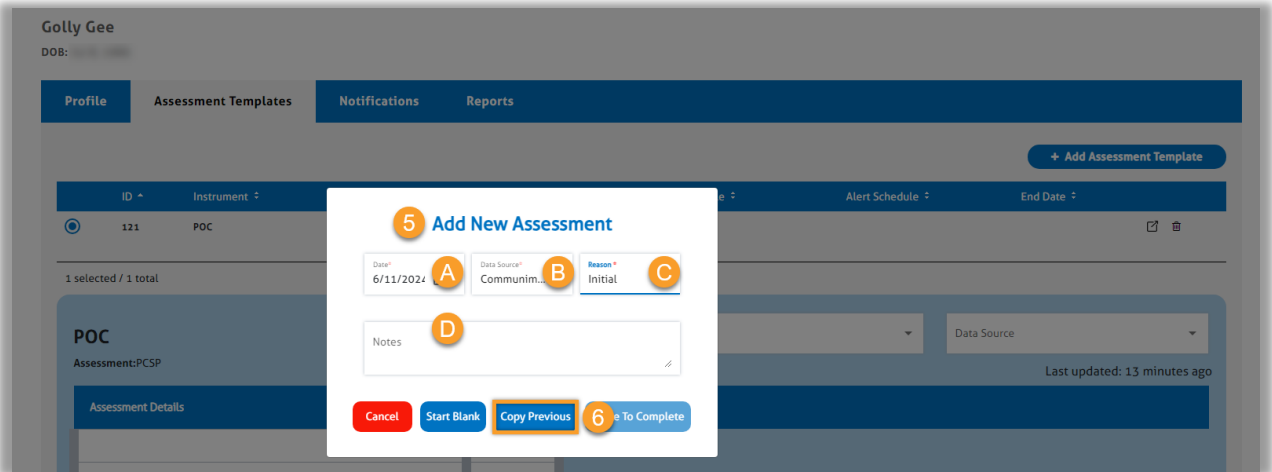
As you complete the PCSP/POC assessment in the outcomes and assessments system, note that the Wraparound terminology may differ from this combined PCSP/POC assessment. Please see the Wraparound Outcomes and Assessments Crosswalk on the [Outcomes and Assessments Systems Training page](#) (coming soon) and consult your supervisor or coach for additional information.

1. Locate the youth via one of the search methods above.
2. From the youth's profile, click the **Assessment Templates** tab.
3. Select the radio button next to the **Person Centered Services Plan (PCSP)** assessment.
4. Once the assessment template opens, click the **ADD** button.

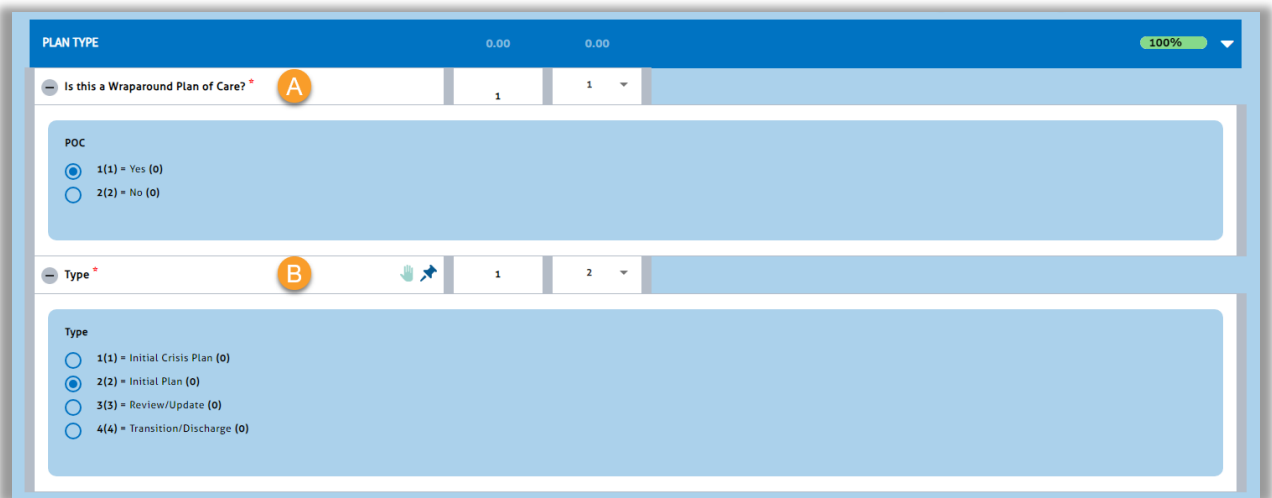


5. Complete the fields of the Add New Assessment screen.
 - A. **Date** – Auto populates to the **current date** and can be changed if needed.
 - B. **Data Source** –Select **Communitmetric**.
 - C. **Reason** – Select **Initial**.
 - D. **Notes** – Optional and can be used to provide additional information as needed.
6. Click **Copy Previous**.

NOTE: Selecting **Copy Previous** will bring the initial Crisis Plan into the Initial Plan of Care. If you do not do this, you'll need to create the Crisis Plan from blank.



7. Complete the **PLAN TYPE** section.
 - A. **Is this a Wraparound Plan of Care?** – Select **Yes**.
 - B. **Type** – Select **Initial Plan**.



8. Complete all sections of the assessment in order.

NOTE: The assessment uses logic to pre-populate some of the later sections as you enter the initial information. For example, the information entered into the **Team Summary** section and the **CHILD AND FAMILY TEAM MEMBERS** section will be pre-populated into the **NEEDS AND OBJECTIVES** section, which appears later. **NEEDS AND OBJECTIVES** then populates into **ACTION STEPS**. You can enter the information in any order. However, the best practice is to enter the assessment details into the template consecutively. This should follow the timeline of the Wraparound process.



9. Document in the Plan of Care the services and supports identified as medically necessary in the child and family team meeting.
10. All services and supports funded by the IBPH are located under **IBHP Services**.
 - A. All IBHP services, regardless of authorization requirements, should be identified as the service and support request.
 - B. These supports are listed in the **Service** dropdown.
 - C. The user can begin typing in the **Search** field to pull up all listed services, and use the arrow keys to navigate to the correct service.
 - D. The first service request for a POC should be **80 Wraparound Intensive Services (WInS)**.
 - E. If referencing a new service, or if the system does not feature any service that matches the request, use **Other** and specify the service in the field below.

NOTE: Text boxes allow for inputting more characters than the viewable size. There is also a section later in the POC for **Additional Information** should additional notes be needed.

The screenshot displays the 'IBHP Services' form within the P-CIS system. The interface includes a top navigation bar with 'P-CIS' and '[Your Organization Name]', a search bar, and a language dropdown set to 'English(Maj)'. The main form area is titled 'IBHP Services' and features a progress indicator at 25%. The form is divided into sections, with the primary section titled 'Is the youth receiving IBHP Services?' containing radio buttons for 'Yes(1) = Enter Information Below: (0)' (selected) and 'No(0) = (0)'. Below this, a sub-section 'Is the youth receiving IBHP Services? Group 1' contains the following fields:

- Service:** A dropdown menu currently showing '80 Wraparound Intensive Services (WInS)'.
- If Other, specify:** A text input field.
- Status:** A dropdown menu.
- Provider:** A text input field.
- MIS #:** A text input field.
- Start Date:** A date picker field.
- End Date:** A date picker field.
- Contact Person:** A text input field.
- Contact Number:** A text input field.
- Total Units:** A text input field.
- Unit Type per Month:** A dropdown menu.
- Ad hoc needed:** A radio button.

At the bottom of the form, there is a link to 'Add Is the youth receiving IBHP Services? Group' and an '+ Add Note' button.

11. All services and supports funded outside of the IBHP are located under the **COMMUNITY SUPPORTS AND SERVICES** header.

P-CIS | [Your Organization Name] Search English(Maj)

COMMUNITY SUPPORTS AND SERVICES 0.00 0.00 100%

Is the youth receiving CSS services? Yes

CSS Information

Yes(1) - Enter information below. (0)
 No(0) - (0)

Is the youth receiving CSS services? Group 1

Service -

If Other, specify -

Status -

Provider -

Start Date - Date

End Date - Date

Contact Person -

Contact Number -

Frequency -

[Add Is the youth receiving CSS services? Group](#)

+ Add Note

12. Be sure you have completed all required information before submitting. All required sections feature a percentage slider in the category header. The POC will not submit until you have completed all required sections.

P-CIS | [Your Organization Name] Search English(Maj)

+/- Categories Form View
+/- Items Focused View

Category	Value 1	Value 2	Progress
PLAN TYPE	0.00	0.00	100%
Ground Rules and Preferences	0.00	0.00	100%
CRISIS PLAN	0.00	0.00	100%
Team Summary	0.00	0.00	100%
GRADUATION/TRANSITION INFORMATION	0.00	0.00	33%
PLAN OF CARE INFORMATION	0.00	0.00	50%
LIVING SETTING	0.00	0.00	100%
MEDICAL/PHYSICAL HEALTH INFORMATION	0.00	0.00	17%
CHILD AND FAMILY TEAM MEMBERS	0.00	0.00	100%

13. Complete the **Signature** section.

The screenshot shows a 'Signature' section with a progress bar at 100%. It contains a table with the following data:

	Care Coordi...	Care Coordi...	Care Coordinator
Care Coordinator Name			
Signature	https://mag...	https://mag...	
Date	Tue Jun 11 ...	Tue Jun 11 ...	6/11/2024
All participants have signed for acceptance and receipt of the plan	Y	Y	Y

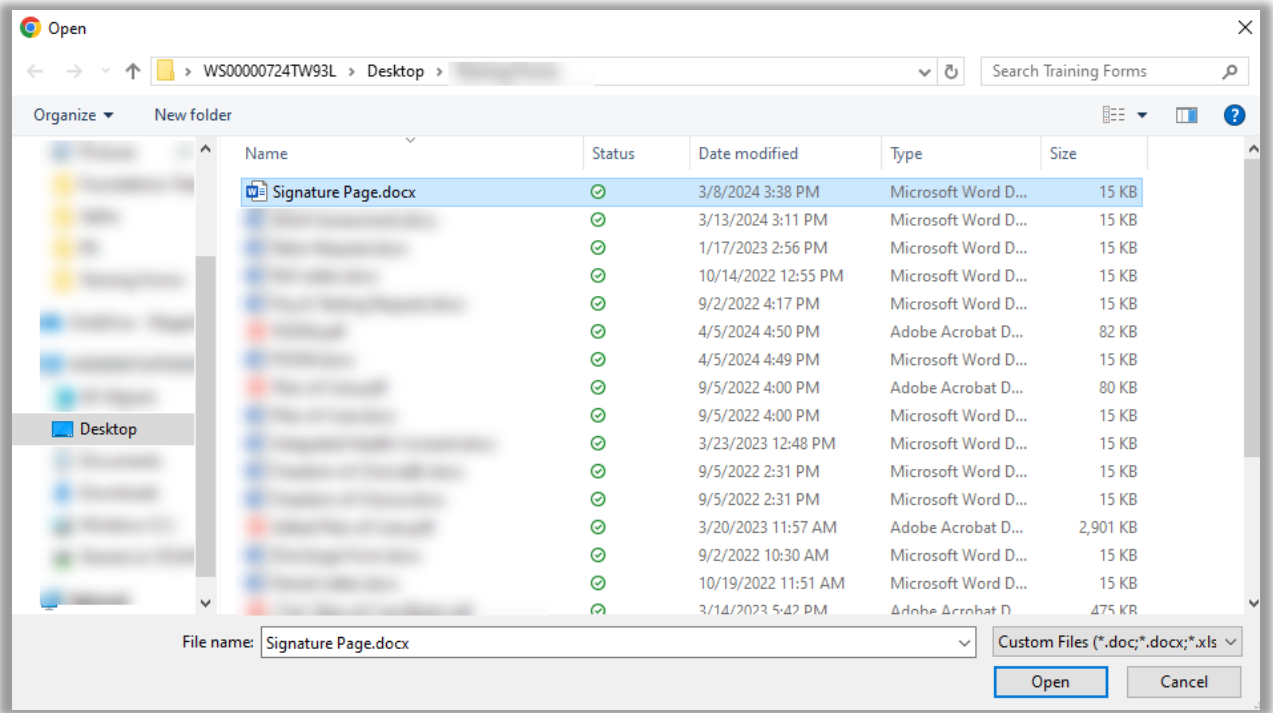
Below the table, there is a section titled 'Signed for acceptance' with two radio buttons: 'Y(0) = Yes (0)' (selected) and 'N(1) = No (0)'. An 'Add Note' link is visible in the bottom right corner.

14. Use the **(Optional) Upload Document(s)** section to attach the signature page.

- Click the **caret** ▶ to expand the category.
- Click the **(+)** next to the **Upload a Signed Document** item.
- Click **Browse**.

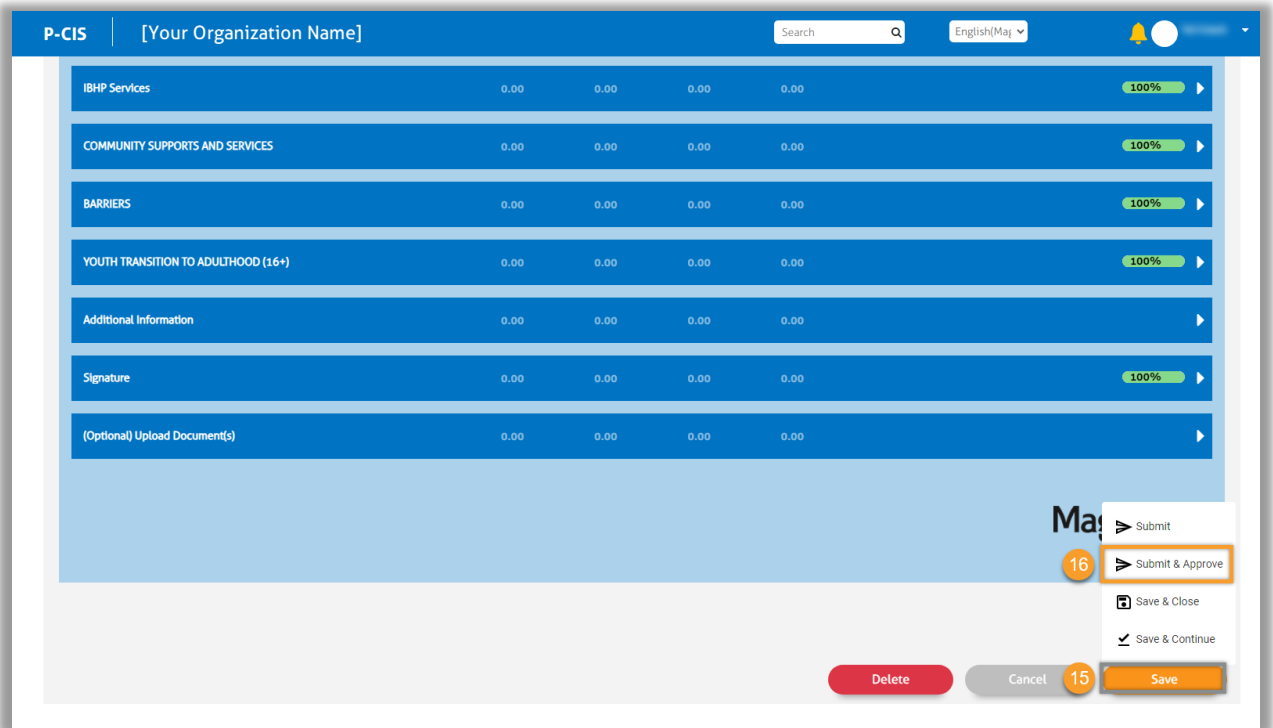
The screenshot shows the '(Optional) Upload Document(s)' section. It features a collapsed 'Upload a Signed Document' item. Below it, the 'Signed Document' area is expanded, showing a 'Browse' button with a camera icon. A document titled 'Signature Page.docx' is listed, created on 06/11/2024 by Tori Creech.

- Locate the signature page document on your computer and click **Open**.



15. Once done, click **Save**.

16. Click **Submit & Approve**.



Complete the monthly Plan of Care review

At each Plan of Care review, use the Copy Previous function and update the POC. Complete the signature, attach the signature page, and submit.

1. Locate the youth via one of the search methods above.
2. From the youth's profile, click the **Assessment Templates** tab.
3. Select the radio button next to the **Person Centered Services Plan (PCSP)** assessment.
4. Once the assessment template opens, click the **ADD** button.

The screenshot displays the P-CIS system interface for a youth profile. The header shows 'P-CIS | [Your Organization Name]' with a search bar and a language dropdown set to 'English(Maj)'. The user is identified as 'Golly Gee' with a partially obscured DOB. The 'Assessment Templates' tab is selected, and a table lists the available templates. The 'Person Centered Services Plan (PCSP)' template is selected, and its details are shown in a table below. The 'ADD' button is highlighted in the top right of the details table.

ID	Instrument	Assessment Template Name	Reminder Schedule	Alert Schedule	End Date
121	POC	Person Centered Services Plan (PCSP)			

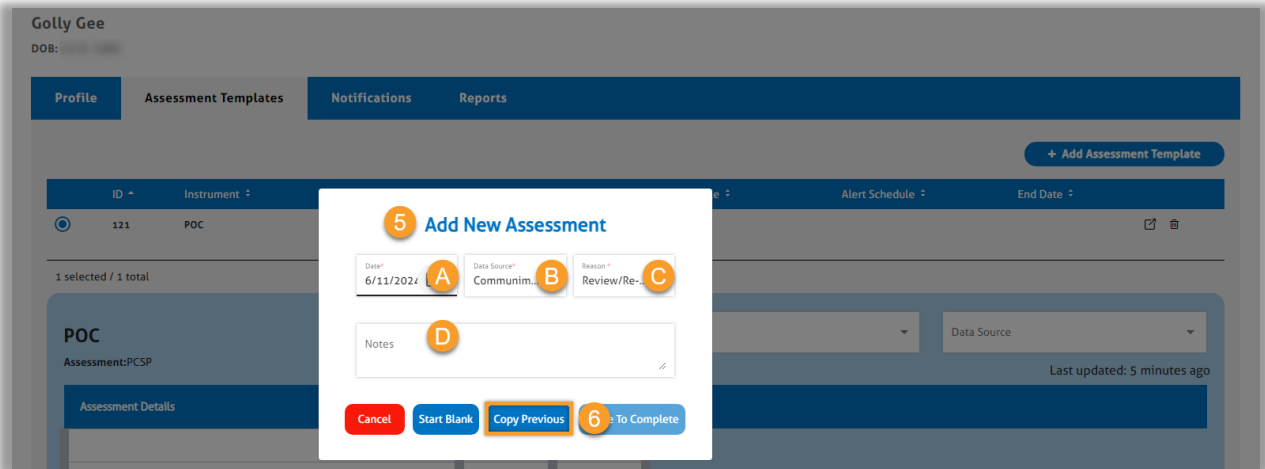
1 selected / 1 total

POC
Assessment:PCSP
Last updated: a few seconds ago

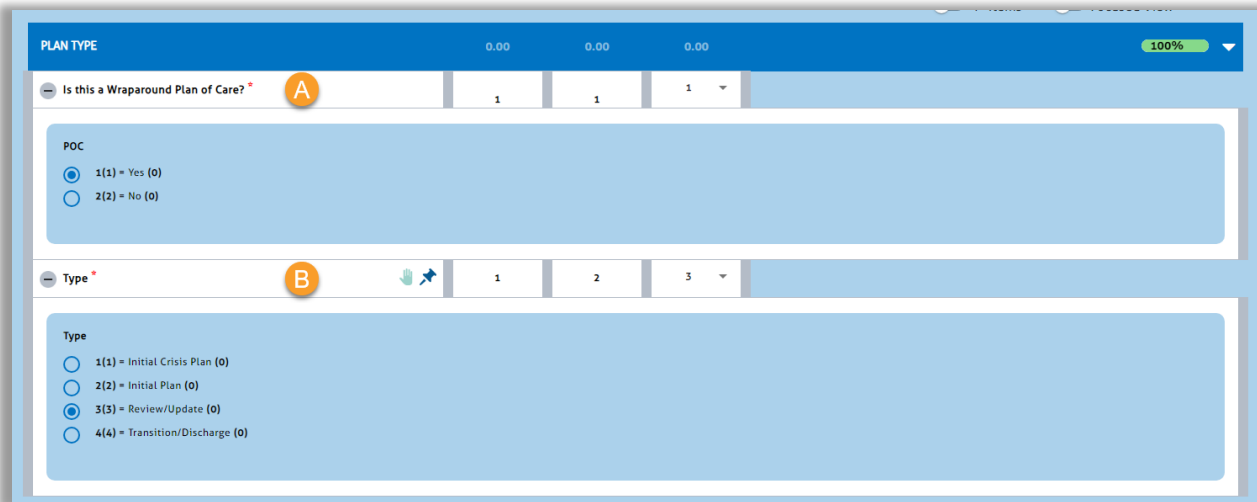
Select filters: Collaboration Lifetime, Data Source

Assessment Details	Time 1	Time 2
Status	Approved	Approved
Data Source	Communi...	Communi...
Days in Care	0	0
Time Period	Month 1	Month 1
Date	06/11/2024	06/11/2024
Individual Score	0.00	0.00

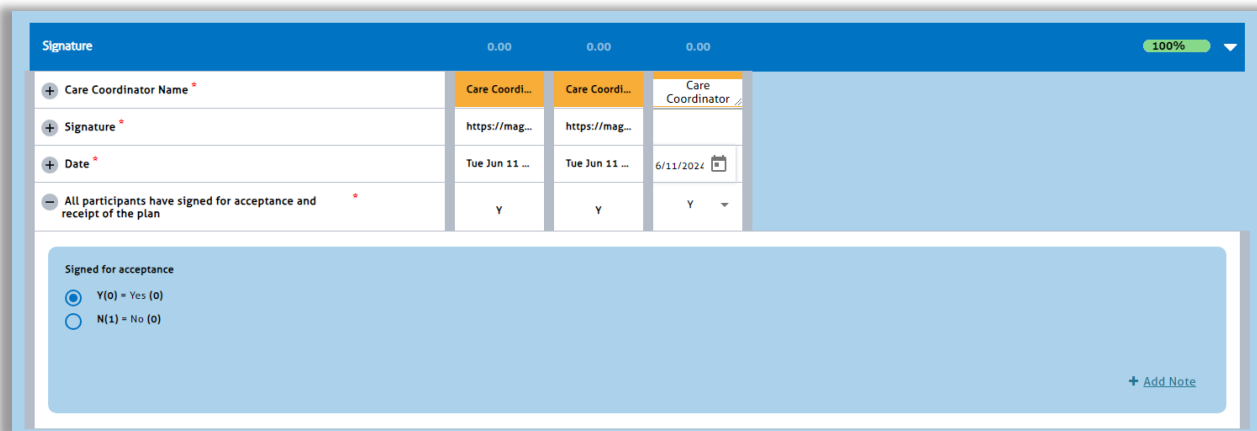
5. Complete the fields of the Add New Assessment screen.
 - A. **Date** – Auto populates to the **current date** and can be changed if needed.
 - B. **Data Source** –Select **Communitmetric**.
 - C. **Reason** – Select **Review/Re-assessment**.
 - D. **Notes** – Optional and can be used to provide additional information as needed.
6. Click **Copy Previous**.



7. Complete the **PLAN TYPE** section.
 - A. **Is this a Wraparound Plan of Care?** – Select **Yes**.
 - B. **Type** – Select **Review/Update**.

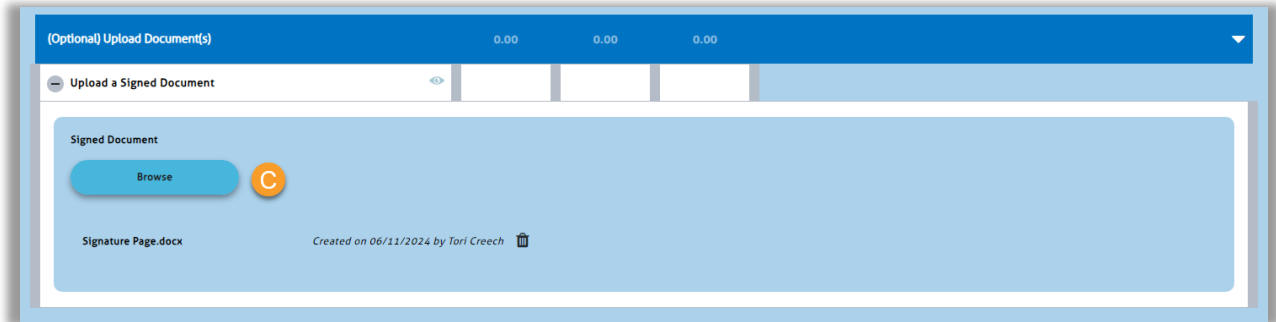


8. Update the POC as needed.
9. Complete the **Signature** section.

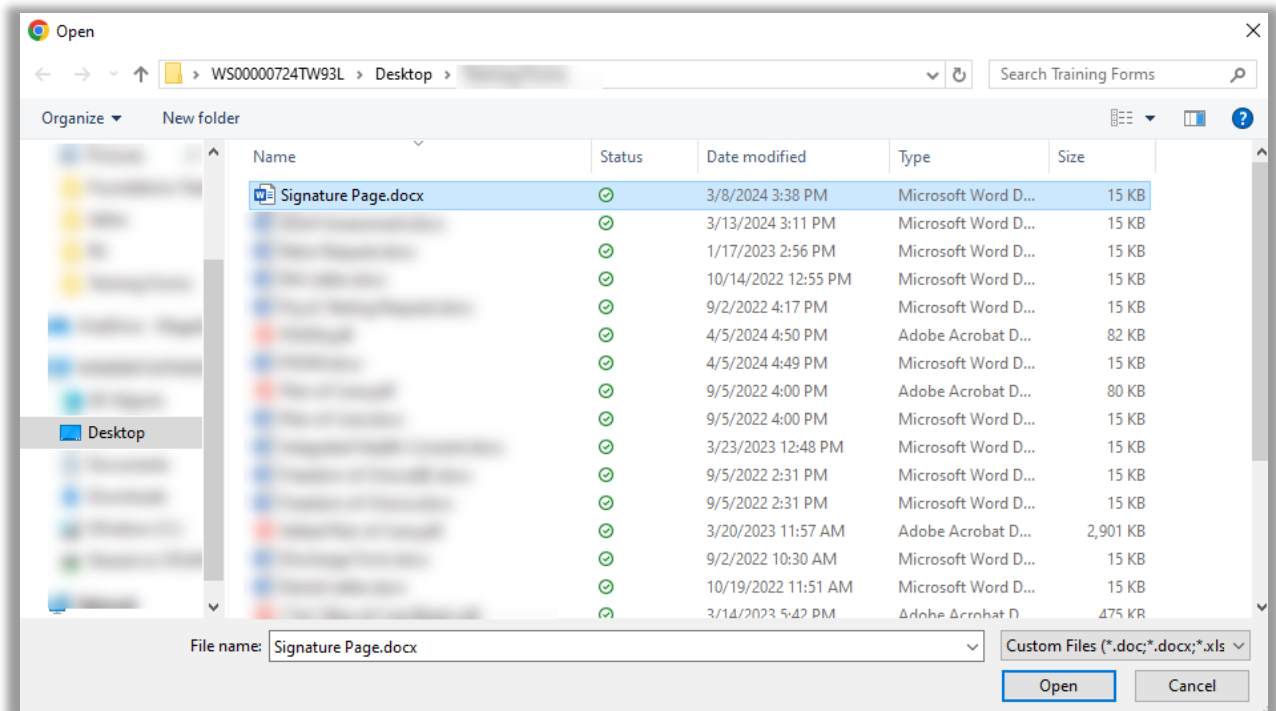


10. Use the **(Optional) Upload Document(s)** section to attach the signature page.

- A. Click the **caret** ▶ to expand the category.
- B. Click the **(+)** next to the **Upload a Signed Document** item.
- C. Click **Browse**.

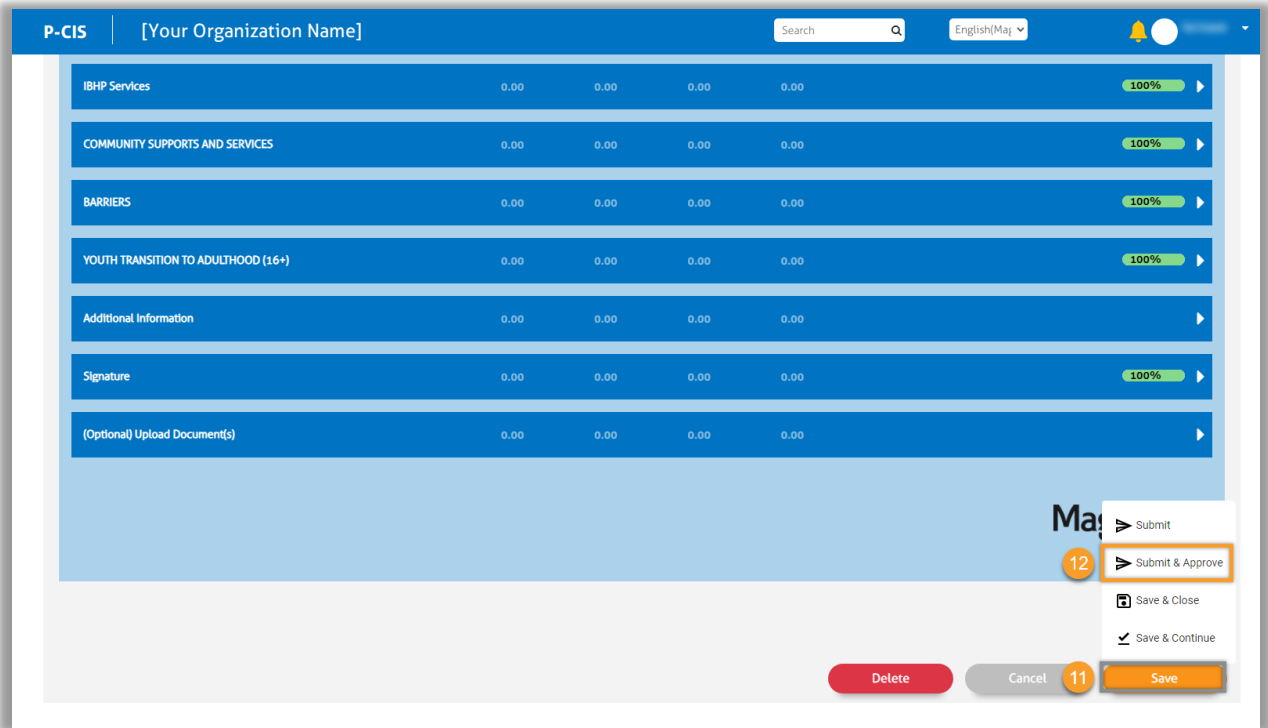


D. Locate the signature page document on your computer and click **Open**.



11. When done with the review, click **Save**.

12. Click **Submit & Approve**.



Complete a Crisis Plan update

If there is a triggering event requiring a Crisis Plan update, select the Triggering Event as the reason for the assessment and complete the fields for Event Date, Event Notes (required) and Notes (not required). Use the Copy Previous function to copy in the entire POC including the previous Crisis Plan.

1. Locate the youth via one of the search methods above.
2. From the youth's profile, click the **Assessment Templates** tab.
3. Select the radio button next to the **Person Centered Services Plan (PCSP)** assessment.
4. Once the assessment template opens, click the **ADD** button.

The screenshot shows the 'Assessment Templates' section for user Golly Gee. A table lists assessment templates with columns for ID, Instrument, Assessment Template Name, Reminder Schedule, Alert Schedule, and End Date. One template is selected. Below the table, a detailed view for the selected 'POC' template is shown, including a table with columns for Time 1, Time 2, and Time 3, and an 'ADD' button.

Assessment Details	Time 1	Time 2	Time 3
Status	Approved	Approved	Approved
Data Source	Communi...	Communi...	Communi...
Days In Care	0	0	0
Time Period	Month 1	Month 1	Month 1
Date	06/11/2024	06/11/2024	06/11/2024
Individual Score	0.00	0.00	0.00

5. 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 **Communitric**.
 - C. **Reason** – Select **Triggering Event**.
 - D. **Event Date** – Select the appropriate date.
 - E. **Event Notes** – Provide details about the Triggering Event.
 - F. **Notes** – Optional and can be used to provide additional information as needed.
6. Click **Copy Previous**.

NOTE: This will copy the entire POC, including the previous Crisis Plan.

The screenshot shows the 'Add New Assessment' modal form. The form includes fields for Date, Data Source, Reason, Event Date, Event Notes, and Notes. The 'Copy Previous' button is highlighted.

7. Edit the **CRISIS PLAN** category as needed.

CRISIS PLAN					0.00	0.00	0.00	0.00	100%
+ Date Completed/Updated	06/11/2024	06/11/2024	06/11/2024	6/11/2024					
+ Name *	Name	Name	Name	Name					
+ Potential Big Behaviors *	Big behavio...	Big behavio...	Big behavio...	Big behaviors					
+ Triggers and Warning Signs *	Triggers an...	Triggers an...	Triggers an...	Triggers and warning signs					Triggers and warning signs
+ Crisis Action(s)	Yes	Yes	Yes	Yes					

8. Complete the **Signature** category.

Signature					0.00	0.00	0.00	0.00	100%
+ Care Coordinator Name *	Care Coordi...	Care Coordi...	Care Coordi...	Care Coordinator					
+ Signature *	https://mag...	https://mag...	https://mag...						
+ Date *	Tue Jun 11 ...	Tue Jun 11 ...	Tue Jun 11 ...	6/11/2024					
- All participants have signed for acceptance and receipt of the plan *	Y	Y	Y	Y					

Signed for acceptance

Y(0) = Yes (0)

N(1) = No (0)

[+ Add Note](#)

9. Use the **(Optional) Upload Document(s)** section to upload additional signature documents.

NOTE: Do not use the upload documents section for any documents needed for other processes related to the event, such as incident reports or service requests.

- A. Click the **caret** ► to expand the category.
- B. Click the **(+)** next to the **Upload a Signed Document** item.
- C. Click **Browse**.

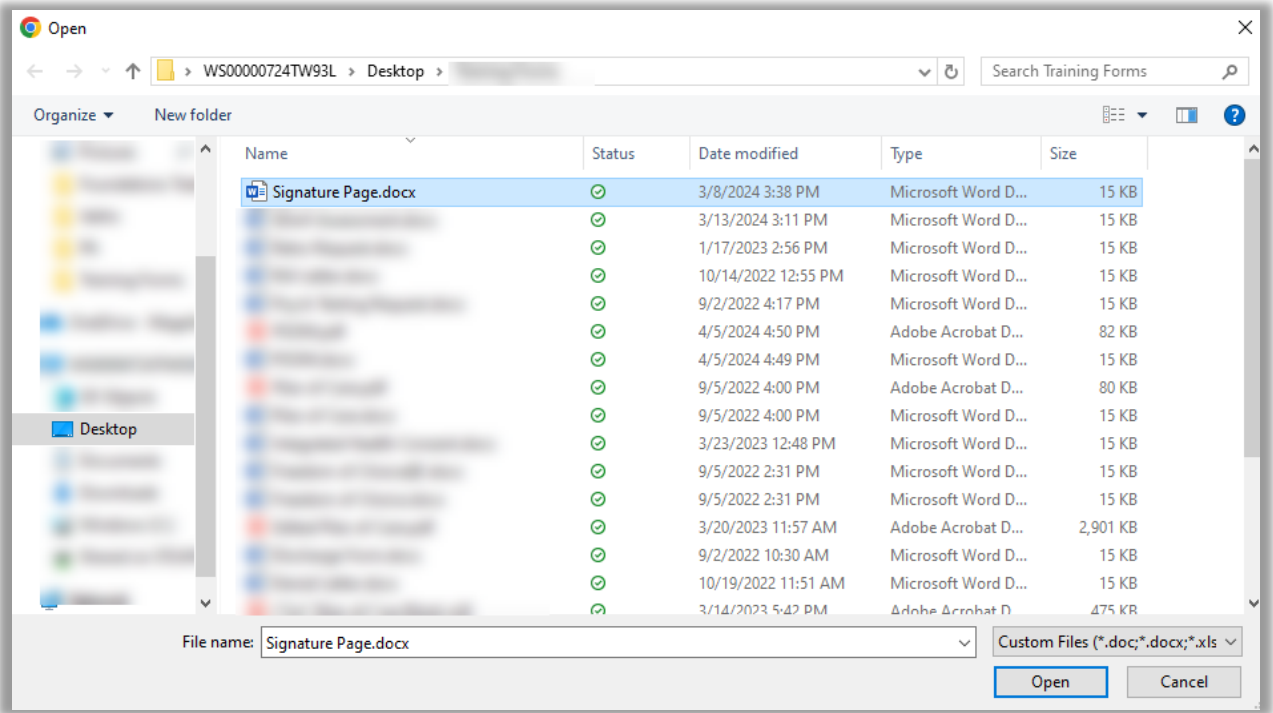
(Optional) Upload Document(s)					0.00	0.00	0.00		
- Upload a Signed Document									

Signed Document

[Browse](#) C

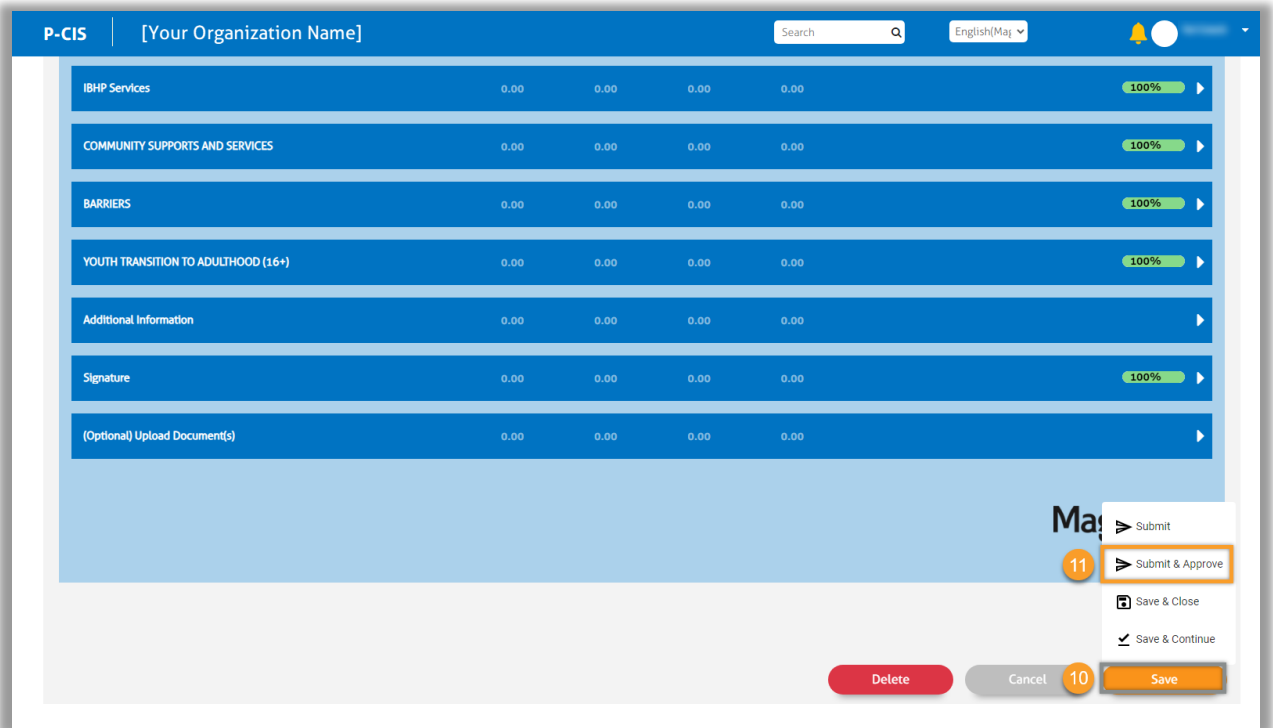
Signature Page.docx Created on 06/11/2024 by Tori Creech

D. Locate the additional signature document(s) on your computer and click **Open**.



10. When done with the update, click **Save**.

11. Click **Submit & Approve**.



Complete the Transition Plan of Care

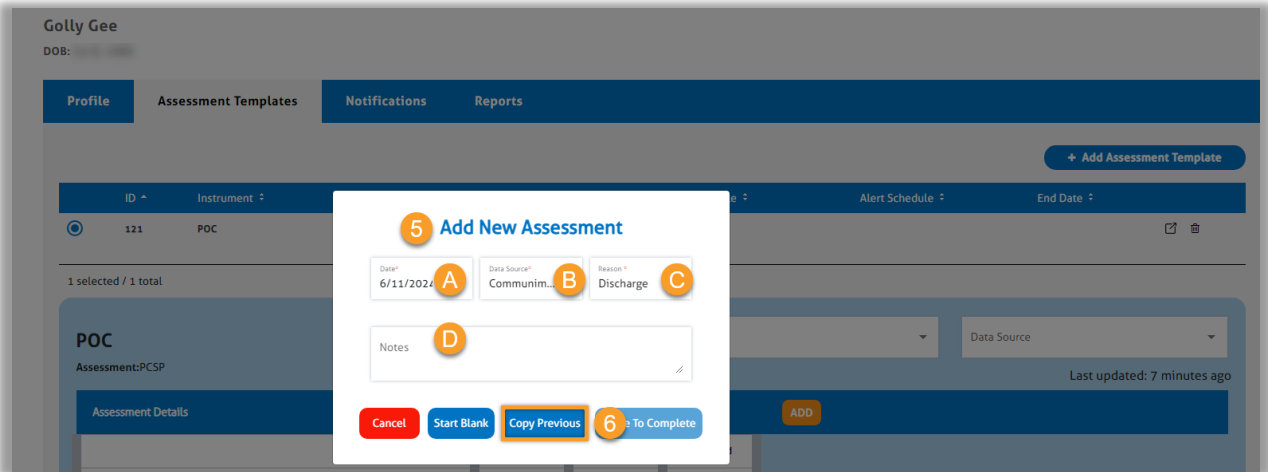
Follow the wraparound process in training and coaching to start the Transition Plan of Care for formal Wraparound graduation. For the Add New Assessment, select Discharge and Copy Previous to update the POC.

1. Locate the youth via one of the search methods above.
2. From the youth's profile, click the **Assessment Templates** tab.
3. Select the radio button next to the **Person Centered Services Plan (PCSP)** assessment.
4. Once the assessment template opens, click the **ADD** button.

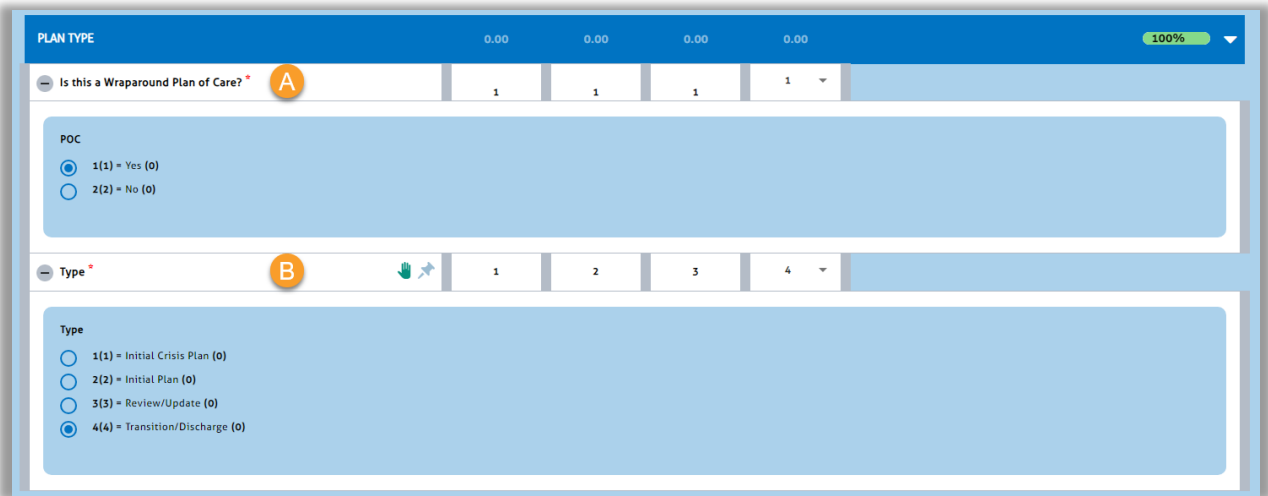
The screenshot shows the P-CIS interface for a youth named Golly Gee. The 'Assessment Templates' tab is selected. A table lists the available assessment templates, with the 'Person Centered Services Plan (PCSP)' entry selected. The 'ADD' button is highlighted, and the 'Assessment Details' table is visible below.

Assessment Details	Time 1	Time 2	Time 3
Status	Approved	Approved	Approved
Data Source	Communi...	Communi...	Communi...
Days In Care	0	0	0
Time Period	Month 1	Month 1	Month 1
Date	06/11/2024	06/11/2024	06/11/2024
Individual Score	0.00	0.00	0.00

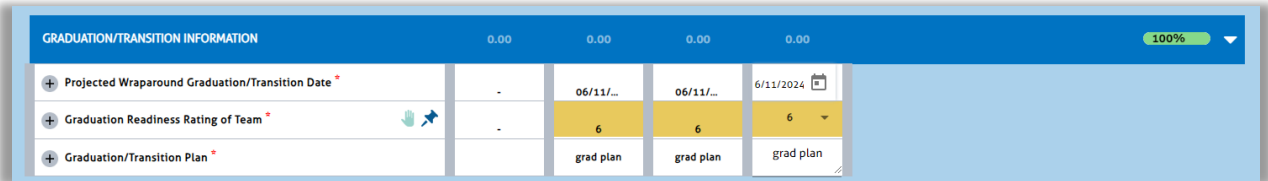
5. Complete the fields of the Add New Assessment screen.
 - A. **Date** – Auto populates to the **current date** and can be changed if needed.
 - B. **Data Source** –Select **Communimetric**.
 - C. **Reason** – Select **Discharge**.
 - D. **Notes** – Optional and can be used to provide additional information as needed.
6. Click **Copy Previous**.



7. Complete the **PLAN TYPE** section.
 - A. **Is this a Wraparound Plan of Care?** – Select **Yes**.
 - B. **Type** – Select **Transition/Discharge**.



8. As the **GRADUATION/TRANSITION INFORMATION** category gets updated with each POC, this activity will fulfill with a more detailed Graduation/Transition Plan.



9. As the **YOUTH TRANSITION TO ADULthood (16+)** category gets updated with each POC, this activity will fulfill with more details as well.

YOUTH TRANSITION TO ADULTHOOD (16+)					0.00	0.00	0.00	0.00	100%
+ Is the youth over 16 years old or older?	-	No	No	No					
+ What are youth's transition to adulthood needs? *		None	None	None					
+ Has youth been linked to any adult services? *	-	No	No	No					
+ Barriers and Possible Solutions *		barrier...	barrier...	barriers and possible					

10. Complete the **Signature** category.

Signature					0.00	0.00	0.00	0.00	100%
+ Care Coordinator Name *	Care Coordi...	Care Coordi...	Care Coordi...	Care Coordinator					
+ Signature *	https://mag...	https://mag...	https://mag...						
+ Date *	Tue Jun 11 ...	Tue Jun 11 ...	Tue Jun 11 ...	6/11/2024					
- All participants have signed for acceptance and receipt of the plan *	Y	Y	Y	Y					

Signed for acceptance

Y(0) = Yes (0)

N(1) = No (0)

[+ Add Note](#)

11. Use the **(Optional) Upload Document(s)** section to attach the signature page.

- A. Click the **caret** ▶ to expand the category.
- B. Click the **(+)** next to the **Upload a Signed Document** item.
- C. Click **Browse**.

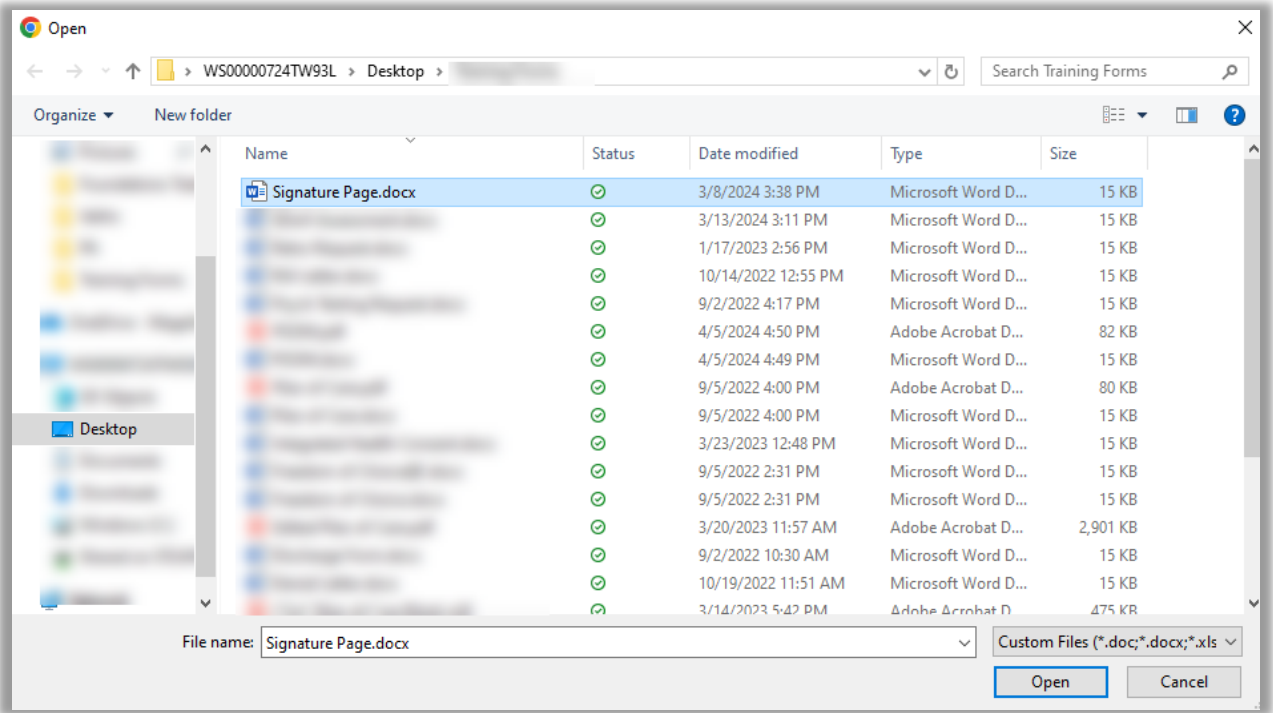
(Optional) Upload Document(s)					0.00	0.00	0.00		
- Upload a Signed Document									

Signed Document

Browse C

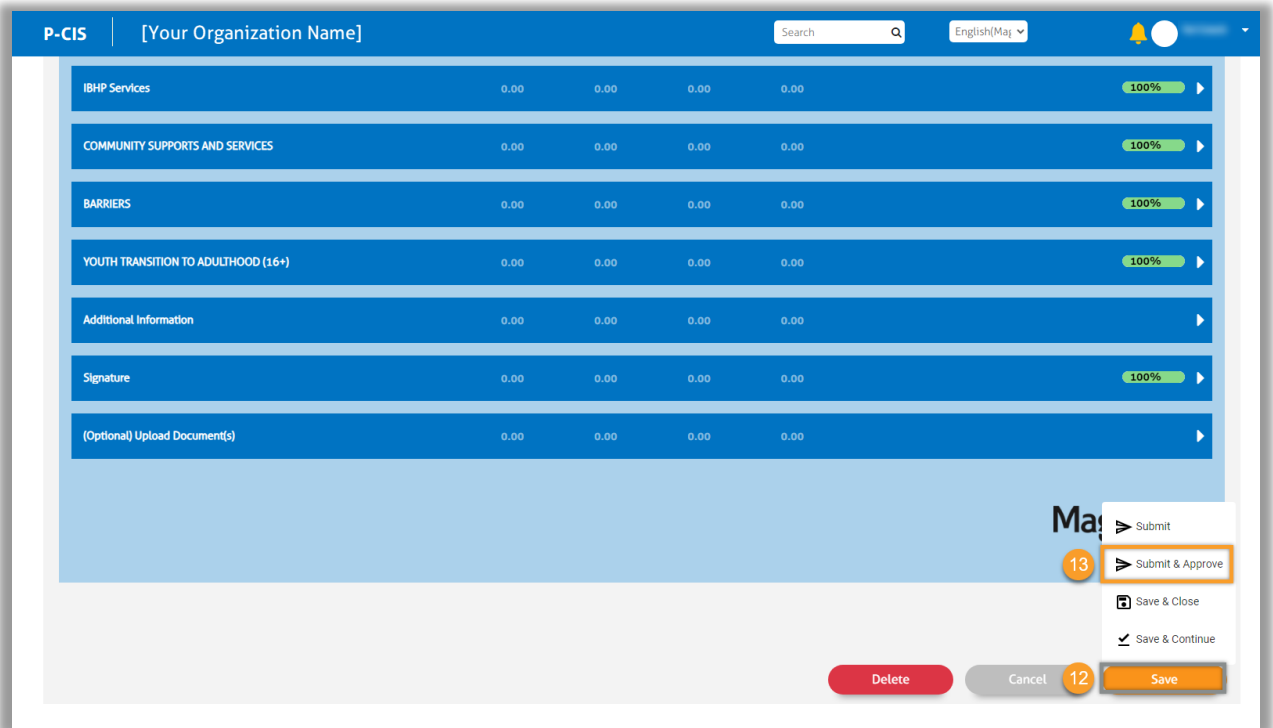
Signature Page.docx Created on 06/11/2024 by Tori Creech

- D. Locate the signature page document on your computer and click **Open**.



12. When done with the update, click **Save**.

13. Click **Submit & Approve**.



Coach access to the wraparound Plan of Care

This process is in development and more information will be provided when available.

Quality Check History

Review Phase	Reviewer	Review Date
ISD Review	Britta Burdett	6/7/2024
Advisory SME Review	Tori Creech	6/11/2024
Operational SME Review	Barbara Dunn	6/11/2024