

Dummy Care Plans for Care Recipients

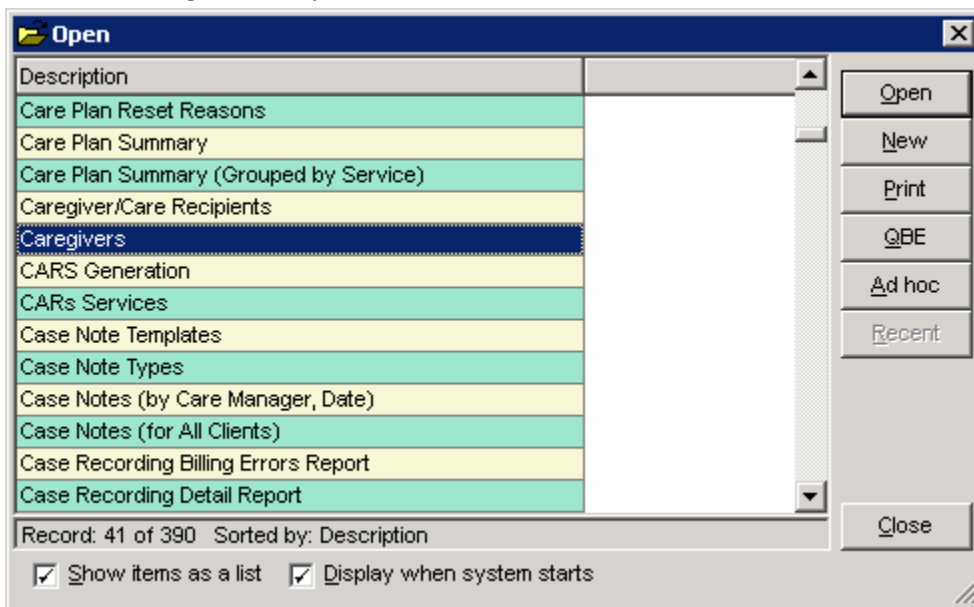
Care Recipients do NOT have Title III E Care Plans. This is because all of the Title III E Service Units are tracked with their Caregiver. Care Recipients do not have any normal means to associate them to the Agency that is tracking the Caregiver. There is a way to associate the Care Recipient with a particular Agency – it’s called a Dummy Care Plan.

The Dummy Care Plan’s purpose is to place a flag in the Care Recipient’s Record and to associate it with a particular Agency. This is beneficial in that you can then run queries directed towards only the Care Recipients (such as looking for missing CARs data).

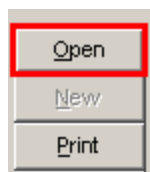
Building Dummy Care Plans

For existing Care Recipients, follow these instructions. If the Care Recipient does not yet exist, after the Care Recipient client record has been created, skip to Step 8 to create the dummy care plan.

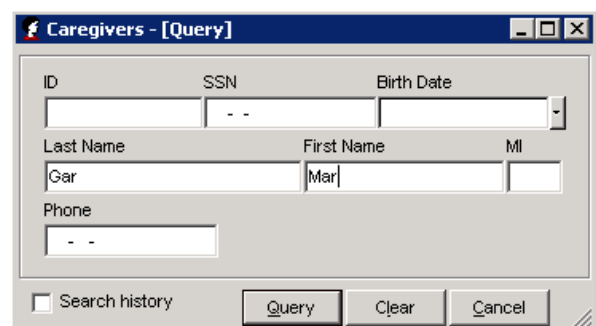
1. Select the Caregiver Query



2. Click on the Open Button



3. Type the name of the Caregiver in the search screen (suggest using three letters of first and last name to ensure you get a good list and don't create a duplicate Caregiver record.



- If more than one Caregiver appears, select the correct Caregiver record and double click to open.

Test, Joan (#3425) (Caregiver) - [View Only]

Client Information			Personal Information	
First Name	MI	Last Name	Phone	SSN
Joan		Test	- -	- -
Street/Address		City	Date of Birth	Age
2115 The Alameda		San Jose	05/05/1973	46
	State	Zip	Gender	Marital Status
	CA	95126-	Female	Married
			Language:	
			English	
Race		Ethnicity		
Black or African American		Hispanic / Latino		
Setting		Location		
Owns home/apartment		Urban		

Education

What is the highest level of education?

Employment

Are you currently employed?

Full time (35 hours/week or more)

Has your employment status changed because of care giving duties?

No change
 Leave of absence
 Early retirement
 Laid off
 Changed Jobs
 Increased hours
 Began working
 Other
 Family/medical leave
 Decreased hours
 Quit job

Care Recipients Assessments History Edit New Close

- Click on the Care Recipients button and a list of the Care Recipients for this Caregiver are listed.

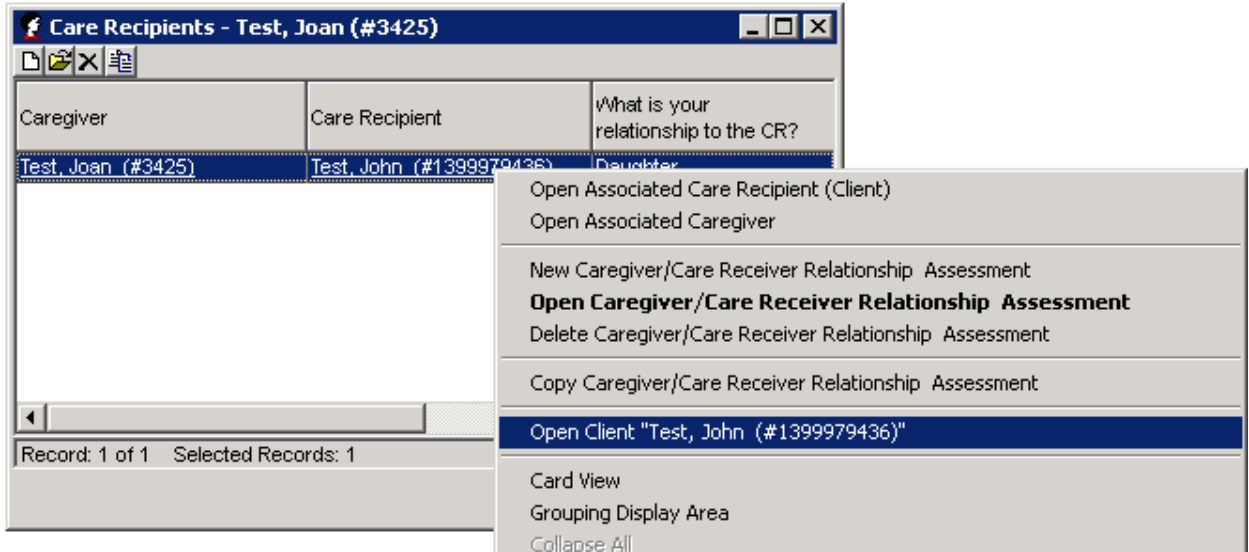
Care Recipients - Test, Joan (#3425)

Caregiver	Care Recipient	What is your relationship to the CR?
Test, Joan (#3425)	Test, John (#1399979436)	Daughter

Record: 1 of 1 Selected Records: 1

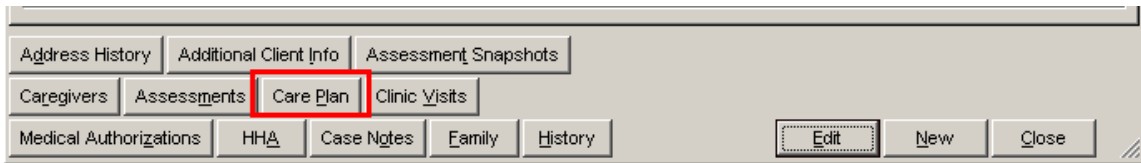
Close

6. Hover over the Care Recipient field and right click. Select **Open Client** and ensure that the Care Recipient's name is listed. If the Caregiver's name appears, move the mouse so it's over the Care Recipient's name and right click again.

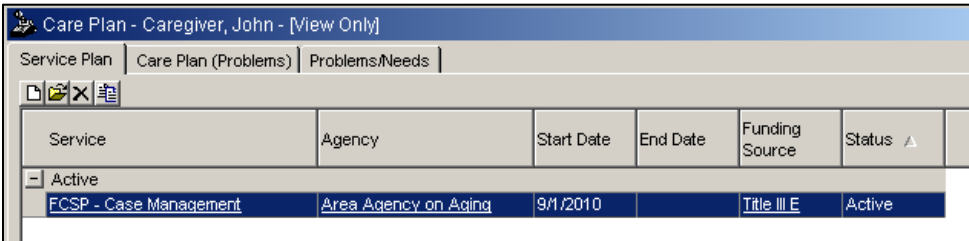


7. The Client record for the Caregiver is now displayed

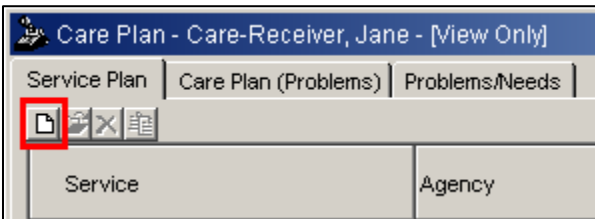
8. Click on the Care Plan button



9. The list of Care Plans is displayed

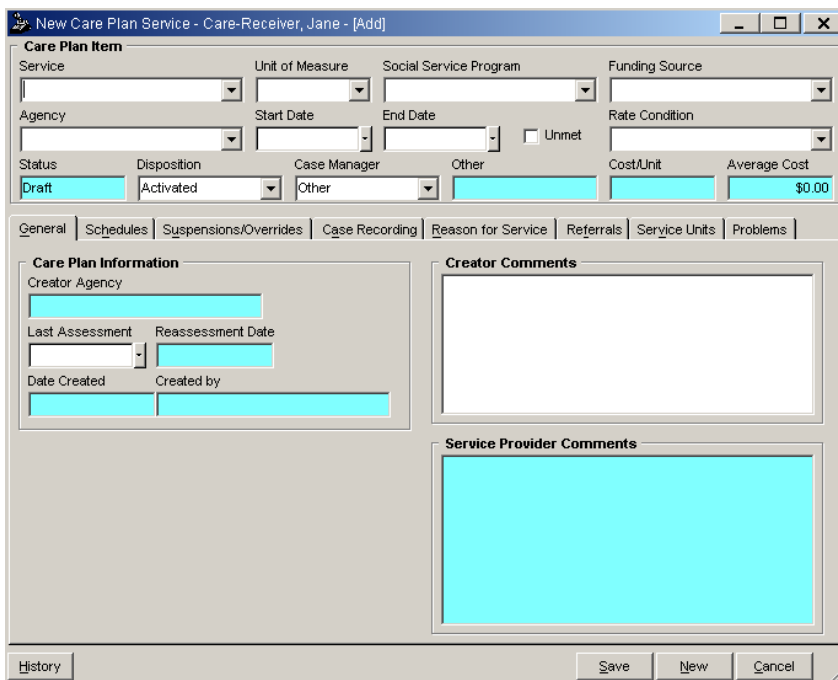


10. Click on the New Button

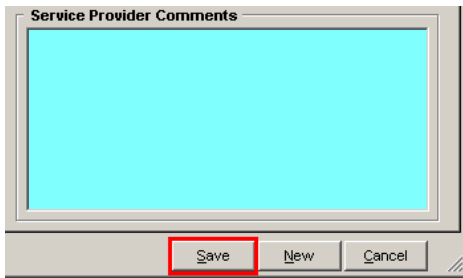


11. In the Care Plan Service window, enter the following information:

- a. **Agency:** Choose your agency
- b. **Service:** FCSP - Care Recipient
- c. **Funding Source:** Care Recipient
- d. Choose a start date

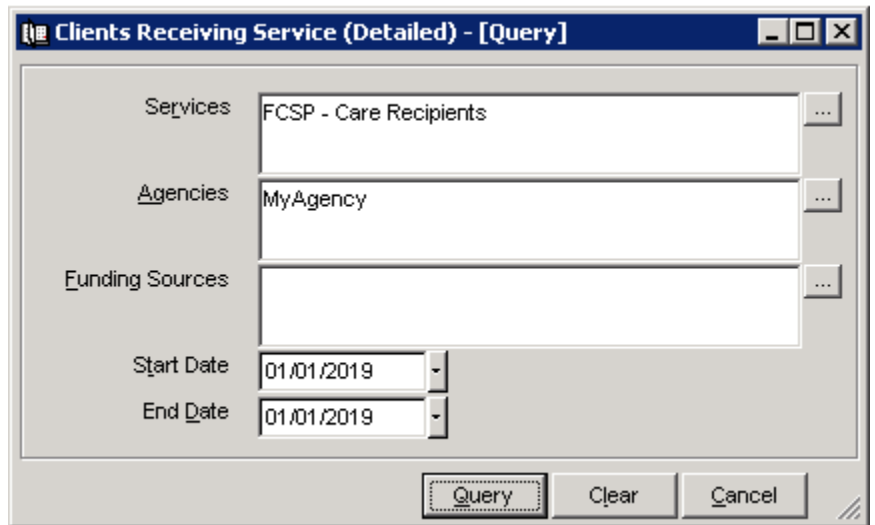


12. Click the Save button



13. Now the Care Recipient can be found in queries for that Service. Close the Care Recipient's Client Record. Repeat as necessary for your new Care Recipients.

14. Now you can search for your agency's Care Recipients by using the **Clients Receiving Services (Detailed) Query**. Type or select **FCSP – Care Recipients** in the Services field; type or select your Agency as the Agencies field; and put the current date as the Start and End Date (space bar in the date field). Now you'll see a list of all Care Recipients with an active FSCP – Care Recipients care plan.



You can apply a column setting to the Grid view, such as **"Null CARs Demographics No Name"** and see all the CARs required fields. Use the Ad-hoc query for null/missing data so you only see those records that have missing demographic data that's reported to the CDA.

Client: ID	Client: Age	Client: Ethnicity	Client: Living	Client: Poverty	Client: Race	Client: Rural	Client: Zip (5 digit)	Client: Sex at Birth	Client: Sexual	Client: Gender
12083032...	88	Hispanic / ...	Alone	At or belo...	White	Urban	95122	Female	Straight/He...	Female
13999659...	90	Not Hispan...	Int & Inp...	Above 100...	Other Paci...	Urban	95124	Male		
Column Settings for Clients Receiving Service (Detailed)										
14000043...										
14000043...					Public					
13999672...					x					
13999842...					x					
13999843...					x					
13999959...					x					
14000019...					x					
13999904...					x					
14000023...					x					
13999998...					x					
14000037...					x					
14000026...					x					
13999971...					x					
14000016...					x					
14000017...					x					
13999852...					x					
14000003...					x					
14000004...					x					
13999869...					x					
14000045...					x					
14000015...					x					
14000040...					x					
13999842...	93	Not Hispan...	Not Alone	Above 100...	White	Urban	95123	Female		

Remember to close the care plan for the recipient if you close the care plan for the associated care giver.