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INTRODUCTION

The Unified Health Systems application may be accessed by entering the URL www.uhs.illinois.gov in the address line of your browser.

This is the first page that the user will see once they have accessed the Unified Health Systems application.

1. The user should type in his/her Unified Health Systems User ID.

2. After entry of a valid User ID, the Unified Health Systems prompts the user for a “Password”. The user should type in his/her unique password. When the password is entered, it will not be visible.
   - The user must not login to the Unified Health Systems again, unless the user has followed the logout procedures. The user should only have one active session of Unified Health Systems running at a time.

3. The user must select “Login”. The Unified Health Systems Home Page will be displayed.

Illinois Statutes and DHS policy prohibit unauthorized access or disclosure of DHS client, employee or any other confidential information. Any unauthorized use of DHS computers or disclosure of confidential client or employee information may be cause for disciplinary action, including termination of employment and/or criminal prosecution.

Do not attempt to login unless you are an authorized user.

By logging into any Illinois Department of Human Services System, using your assigned user ID, you acknowledge that you are an authorized user and agree to abide by all rules and regulations of the Illinois Department of Human Services System. It is your responsibility to ensure that your user ID and password are kept private. Do NOT share your login information with anyone. No representative of DHS will ever ask for your password.
The **UHS Worker Home Page** is displayed after logging into Unified Health Systems.

The lists shown on this page will be dependent upon the worker’s security role.

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**Unfinished Screenings** will be displayed with **Consumer Name**, **Referral Received Date** and **Screening Type**. **Consumer Name** is a link that when clicked on will display the MH PAS Screening Level I, Level II or Resident Review depending on what is in progress. **Screenings Ready for Billing Approval** will display the **PAS Specialist Name**, **Completion Date** and **Screening Type**. **Completed Screenings Within Last 60 Days** will display the **Consumer Name**, **Date of Birth**, **RIN** and **Screening Type**. **Consumer Name** is a link that when clicked on will display the **Consumer Summary** page for the consumer. **Notifications** will display the **Consumer Name**, **Facility Name**, **Message Type** and the number of **Days Remaining**. **Consumer Name** is a link that when clicked on will display the **Resident Review Information** page.

Depending on the role of the Worker there will also be a section for **Notifications** when Resident Reviews are required. This section will contain **Consumer Name**, **Facility Name**, **Message Type** and the number of **Days Remaining**.
SECTION 1 – UPDATE OR ADD A CONSUMER

1.1 CONSUMER SEARCH

The UHS Consumer Search page is displayed after selecting Search from the Unified Health Systems Home Page. A search is to be implemented to determine if a consumer already exists or will need to be added to the system. A basic search must consist of either Last Name, SSN or RIN. If Last Name/First Name are entered a Name Search Type may be selected for Sounds Like, Exact Match or Begins With to limit the number of matches. There is also additional search criteria which may be entered to limit the number of matches. After the selected information has been entered click on Search.

When a match was not found using the Unified Health Systems data, conduct the search again using the Statewide search. It is important that the information be located if consumer is in either system.
1.1 CONSUMER SEARCH - continued

When it has been determined that the consumer does not exist in the system the UHS Consumer Search Results will be displayed with the message “No Matches were Found for your Search”. Select Add to enter new consumer information or Search to search for another consumer.
1.1 CONSUMER SEARCH - continued

When search criteria was entered and a match found the above page will be displayed with a list of the Name(s) found for the match. Name(s) is a hyperlink which can be clicked on to add/edit Consumer Summary information. Details is also a hyperlink that will allow viewing only of details on the consumer.
The **Preparing Consumer for Intake** page will be displayed when a new consumer is to be added to the system. Fields marked with an asterisk (*) are required but it is recommended to fill in all information that is available. Enter the *Last Name* and *First Name* of the consumer. The *Date of Birth* may be entered or selected by clicking on the calendar and selecting the appropriate date. Select the *Gender*, *Address Type*, *State*, *County* and appropriate *Township* from the drop down lists. All other information should be entered if available on the consumer.

Select **Save** to create the Consumer Intake record or **Cancel** when information has been entered in error and is not to be saved. This will then return to the **UHS Consumer Search** page.
2.1 CONSUMER SUMMARY

The Consumer Summary page will be displayed after saving the Preparing Consumer for Intake page or when a consumer name was selected from the UHS Consumer Search Results page. Hyperlinks are below each section to allow addition of a Name, Address or Phone Number and editing of Demographics and Guardian Info. The Last Name and Type of Address can also be clicked on to update this information. The information can also be updated or added by clicking on Person and selecting the appropriate drop down list as shown on the page below.
2.2 DEMOGRAPHIC INFORMATION

The Additional Demographic Information page will be displayed after clicking on Edit Demographics on the Consumer Summary page. Fields marked with an asterisk (*) are required fields but it is recommended to fill in all information that is available. The Date of Birth may be entered or selected by clicking on the calendar and selecting the appropriate date. Select the appropriate Gender and Race. Select Hispanic Origin, Residential Status, Education Level and Employment Status from the drop down lists.

Select Save to create Additional Demographic Information. After the information has been saved the page will be displayed with the message “Demographic Information Saved” at the top of the page. To return to the Consumer Summary page double click on Person from the Menu Bar or select the specific area to be added or edited from the drop down list.
2.2.1 ADD NAME

The Add Name page will be displayed when Add Name was selected on the previous page. Fields marked with an asterisk (*) are required fields. Select a Name Type of Alias, Birth Name or Known By from the drop down list.

Enter the appropriate information and click on Save to save the information or Cancel when information has been entered in error.
2.2.2 ADD ADDRESS

The Add Address page will be displayed when Add Address was selected on the Consumer Summary page or by clicking on Person from the Menu Bar and selecting Address from the drop down list. Fields marked with an asterisk (*) are required fields.

Enter the appropriate information and click on Save to save the information or Cancel when information has been entered in error.
2.2.3 ADD PHONE NUMBER

The **Add Phone Number** page will be displayed when *Add Phone* was selected on the **Consumer Summary** page or by clicking on *Person* from the Menu Bar and selecting *Phone* from the drop down list. When *Person* was selected from the Menu Bar the above page will be displayed with a link to *Add Phone*. Fields marked with an asterisk (*) are required fields. When the *Add Phone* is selected the *Add Phone Number* page (below) will then be displayed.

Enter the appropriate information and click on **Save** to save the information or **Cancel** when information has been entered in error.
2.2.4 GUARDIAN INFORMATION

The Guardian Information page will be displayed when Edit Guardian Info was selected on the Consumer Summary page or by clicking on Person from the Menu Bar and selecting Guardian from the drop down list.

Enter the Guardian Information for the consumer and click on Save to save the information or Cancel to clear the page. To remove the Guardian click on Delete. Fields marked with an asterisk (*) are required fields.
If there are no active screenings in progress, select **Person** from the Menu Bar, **Pre-Admission Screening** and **PAS Specialist Information** from the drop down list. This will display the **PAS Specialist Information** page. If a screening is already in progress select **Pre-Admission Screening** and the particular information to be accessed from the drop down menu.
3.1 PAS Specialist Information

The PAS Specialist Information page is displayed after selecting Person from the Menu Bar and Pre-Admission Screening and PAS Specialist Information from the drop down lists on the Consumer Summary page. Fields marked with an asterisk (*) are required fields.

Enter the appropriate information and click on Save to save the information or Cancel when information has been entered in error.
The **Level I Checklist** page is displayed after the *PAS Specialist Information* has been entered and saved. A (T) next to *PAS Specialist Information* indicates the information is complete and passed validation; no further information to be entered. Worker can save partial information (to be completed at a later date) without completing all checklist items. All fields are hyper links and can be clicked on to access the information on the following pages. A PDF document can be printed for the “Authorization of Release” forms.

When all information has been entered, select **Save** to save the information or **Cancel** when information has been entered in error. If information has been saved, select **Complete** to “complete” the Level I Screening and submit for billing.
This page is displayed after selecting Referral Source Information from the Level I Checklist page or by selecting Person from the Menu Bar, Pre-Admission Screening and Referral Source Information from the drop down lists on the Consumer Summary page. Fields marked with an asterisk (*) are required fields. Select the appropriate Referring Organization Type from the drop down list, enter the Referring Person Name and enter other information if available.

Select Save to save the information or Cancel when information has been entered in error.
4.2 LEVEL I ASSESSMENT

In order to determine whether there is a reasonable basis to suspect a severe mental illness, complete all of the following items:

*Severe Mental Illness Evaluation Criteria.*
There is evidence that the individual may have one of these conditions.

**Axis I Diagnosis**
A formal diagnosis, following the DSM-IV criteria, of a licensed physician.

*The individual has a history of psychiatric hospitalization.*
- Yes  - No [Add Hospitalization(s)]

*The individual has a history of outpatient mental health services.*
- Yes  - No

List psychotropic medications prescribed to the individual.

**Exemptions To PAS Mental Health**
Persons who meet any of the following conditions, without a concurrent primary diagnosis of a severe mental illness, may not require a PAS MN level II Evaluation. (Check any that apply)

1. Primary Diagnosis of severe or pre-severe dementia. (Includes Alzheimer's or related disorders). This also applies to persons with a traumatic brain injury. This should be based on current medical records and confirmed by a physician's diagnosis.

2. Transitory or situational depression or anxiety or adjustment disorders related to a debilitating physical illness e.g., someone on psychotropic medications secondary to a serious physical condition. This applies to persons who suffer a primary health problem that may manifest some behavioral symptoms which require mental health attention.

3. The individual is returning to an NF after an acute hospital stay or returning to an NF after an absence of less than 66 days. This includes transfers from one NF to another.

4. Severe physical illnesses, such as dementia, ventilator dependent, Parkinson's disease, Huntington's disease, ALS, renal failure, advanced cancer.

5. A discharge from a non-psychiatric acute hospital inpatient stay for a medically prescribed period of recovery. The convalescent period should not exceed 120 days and should be provided specificaly for medical recuperation. If a longer stay is required the NF should refer for additional PAS/MN assessments.

6. Terminal illness with life expectancy of six months or less referred to nursing facility for hospice care. This condition should be verified by a physician's statement.

Information for Level I Assessment on following page.
4.2 LEVEL I ASSESSMENT - continued

The **Level I Assessment** page is displayed after having been selected from the **Level I Checklist** page or by selecting Person from the Menu Bar and **Pre-Admission Screening** and **Level I Assessment** from the drop down lists on the **Consumer Summary** page. Fields marked with an asterisk (*) are required fields. Select the appropriate **Severe Mental Illness Evaluation Criteria** and **Axis I Diagnosis** from the drop down lists. If the individual has a history of psychiatric hospitalization the hospitalizations will need to be added. If the individual has previously entered hospitalization, select **Show Hospitalizations** to display a list. If there is a history of outpatient mental health services requiring psychotropic medications, enter the medications. Indicate any exemptions to PAS Mental Health.

Select **Save** to save the information or **Cancel** when information has been entered in error.
4.2.1 PAS HOSPITALIZATIONS

The Add Hospitalizations page is displayed after selecting to add a hospitalization on the Level I Assessment page. Click on the Add Hospitalization link to display the inset on the above page. Fields marked with an asterisk (*) are required fields.

Select Add to save the information or Cancel when information has been entered in error.
The **Level I Determination** page is displayed after selecting *Level I Determination* from the **Level I Checklist** page or by selecting *Person* from the Menu Bar and *Pre-Admission Screening* and *Level I Determination* from the drop down lists on the **Consumer Summary** page. Fields marked with an asterisk (*) are required fields. If a “Determination” should not have been entered, select *Entered in error*.

Select **Save** to save the information or **Cancel** when information has been entered in error.
4.4 LEVEL I DISPOSITION

The **Level I Disposition** page is displayed after selecting *Level I Disposition* from the **Level I Checklist** page or by selecting *Person* from the Menu Bar and *Pre-Admission Screening* and *Level I Disposition* from the drop down lists on the **Consumer Summary** page. Fields marked with an asterisk (*) are required fields.

Select **Save** to save the information or **Cancel** when information has been entered in error.
After all pertinent information has been entered on a screening, select **Save** to save the information or **Cancel** when information has been entered in error.

After **Save** has been selected, select **Complete** to complete Level I. If the Level I Determination selected was for 'Suspect Severe Mental Illness (SMI)' the system will continue on with a Level II otherwise a Level I Determination report can now be printed by clicking on **Print Level I Determination**. The page below will then be displayed. Select the date for data to be displayed and click on **Run**. A Level I Summary report can now be printed or the Level I Checklist information may be viewed.
The MH PAS Level II Checklist page is displayed after a Level I Checklist has been completed and it is determined that a Level II is needed. All the Checklist items are hyperlinks and can be clicked on to access the information on the following pages.

When all information has been entered, select Save to save the information or Cancel when information has been entered in error. If information has been saved, select Complete and Submit to Billing to “complete” the MH PAS Level II Checklist.
5.1 SCREENING LOCATION INFORMATION

The Screening Location Information page is displayed after selecting Screening Location Information from the MH PAS Level II Checklist page. Select the appropriate fields from the drop down lists.

Select Save to save the information or Cancel when information has been entered in error.
5.2 INTERIM MH HISTORY INFORMATION

The Interim MH History Information page is displayed after selecting Interim MH History Information from the MH PAS Level II Checklist page. Click on Add Recent/Current MH Services to add this information or Back to List to return to the MH PAS Level II Checklist page.

The Add Interim MH History page is displayed after selecting Add Recent/Current MH Services. Enter all information and select Save to save the information or Cancel when information has been entered in error. When information has been saved the system will return to the Interim MH History Information page. Then click on Back to List to return to the MH PAS Level II Checklist page.
The **General Consumer Information** page is displayed after selecting **General Consumer** from the **MH PAS Level II Checklist** page.

Enter all pertinent information and select **Save** to save the information or **Cancel** when information has been entered in error. When information has been saved the system will return to the **MH PAS Level II Checklist** page.
5.4 LEVEL 2 PSYCHIATRIC MEDICAL EXAM

The **Level 2 Psychiatric Medical Exam** page is displayed after selecting *Psychiatric/Medical Exam Assessment* from the **MH PAS Level II Checklist** page. To add an Exam click on **Add** or **Cancel** when no Exam is to be entered.

When **Add** was selected from the **Level 2 Psychiatric Medical Exam** page the **Add Psychiatric Medical Exam** page is displayed. Fields marked with an asterisk (*) are required fields.

Enter all pertinent information and select **Save** to save the information or **Cancel** when information has been entered in error.
5.4 LEVEL 2 PSYCHIATRIC MEDICAL EXAM - continued

The above page is displayed when a Level 2 Psychiatric Medical Exam has been added. A justification is required when a valid Psychiatric Medical Exam exists but a different exam is to be used for this screening.

Fields marked with an asterisk (*) are required fields.

Select **Save** to save the information or **Cancel** when information has been entered in error.
### 5.5 LOCUS 2000/ DON ASSESSMENT

The LOCUS 2000/ DON Assessment page is displayed after selecting LOCUS 2000/DON Scores and Ratings Assessment from the MH PAS Level II Checklist page. Fields marked with an asterisk (*) are required fields.

Enter all pertinent information and select **Save** to save the information or **Cancel** when information has been entered in error.
## 5.6 MENTAL STATUS AND PRESENTING BEHAVIORS

The **Mental Status and Presenting Behaviors Assessment** page is displayed after selecting **Mental Status and Presenting Behaviors Assessment** from the **MH PAS Level II Checklist** page.

At least one option from each category is required. Select **Save** to save the information or **Cancel** when information has been entered in error.
5.7 **SUBSTANCE USE/ABUSE ASSESSMENT**

The **Substance Use/Abuse Assessment** page is displayed after selecting the same from the **MH PAS Level II Checklist** page.

Enter all information and select **Save** to save the information or **Cancel** when information has been entered in error.
5.8 HISTORY OF ANTI-SOCIAL/ MALADAPTIVE/ RISK BEHAVIORS

The History of Antisocial/Maladaptive/Risk Behaviors page is displayed after selecting the History of Antisocial/Maladaptive/Risk Behavior Assessment from the MH PAS Level II Checklist page.

Update information if necessary and select **Save** to save the information or **Cancel** when information has been entered in error. If additional behavior assessments need to be added, click on Add Behavior Assessment at the top of the page.

### History of Antisocial/Maladaptive/Risk Behaviors

Add Behavior Assessment
or, Click the specific occurrence to Update.

| **Antisocial behaviors:** Drug involvement, gang activity, other aberrant behavior irrespective of prosecution. |
| **Criminal justice system involvement:** If suspect incarceration in state penitentiary or local/county jail, nature of offenses, from record and self reports. |
| **Fire setting or arson:** |
| **Physical assault/injury threatening to others:** |
| **Physical violence towards others:** |
| **Poor judgement placing self or others at risk:** |
| **Property damage:** |
| **Self injurious behaviors:** e.g., suicidal gestures or threats, suicide attempts, self mutilation |
| **Sexual aggression:** Check all referrals against this registered sex offender website: Link opens in a new window. http://www.jspd.state.il.us/sor/ |

Additional comments/explanations:

500 characters left:

Notes: If a positive determination is made regarding admission into a NF, these findings should be forwarded with other reports to the receiving NF.

**Save**  **Cancel**
5.8.1  ADD BEHAVIOR ASSESSMENT

The **Add Behavior Assessment** page is displayed after clicking on the link for **Add Behavior Assessment** on the **History of Antisocial/ Maladaptive/ Risk Behaviors** page.

Enter all information and select **Save** to save the information or **Cancel** when information has been entered in error.

The page will return to the **History of Antisocial/ Maladaptive/ Risk Behaviors** page. Additional comments will be required at the bottom of this page. Then select **Save** to save the information or **Cancel** when information has been entered in error.
5.9 LEVEL 2 DETERMINATION AND DISPOSITION

The **Level 2 Determination and Disposition** page is displayed after selecting **Determination and Disposition** from the **MH PAS Level II Checklist** page. Select a determination from the drop down list.

Select **Save** to save the information or **Cancel** when information has been entered in error.

The **Disposition** will change to reflect the **Determination** selected as shown in the screen below and on the following pages.
When the Determination has been selected that the consumer is “Eligible for Nursing Facility” the above page will be displayed. Fields marked with an asterisk (*) are required fields. Select a Nursing Facility from the drop down list and enter all other required information.

Select Save to save the information or Cancel when information has been entered in error.
After all pertinent information has been entered for a MH PAS Level II place a (T) next to each level of information that was complete. Click on **Save** to save all Checklist fields. This will allow the **Level I Summary Report** and the **Level I Checklist Review** pages to be viewed.

Click on **Complete and Submit to Billing** to submit the completed billing for processing or **Cancel** when information is not complete and will be returned to at a later time to complete.
The **Report Selection** page is displayed after selecting **Print Packet** from the **MH PAS Level II Checklist** page when all items have been completed and submitted to billing.

Select the date for which you wish to display the data. Click on **Run** under the specific report requested. When the Transmittal Letter is to be ran, select the type of information indicating copies that will be attached to the letter. The reports may take a few seconds to be displayed on the screen and are created in PDF format. Once a report is displayed it can then be printed.
SECTION 6 - PSYCHIATRIC MEDICAL EXAM

The Psychiatric Medical Exam page is displayed by selecting Person from the Menu Bar and selecting Psychiatric Medical Exam from the drop down list as shown above.

Click on Add Psychiatric Medical Exam as shown below to add a new exam or click on the Psychiatric exam date link to access a previous exam.
6.1 PSYCHIATRIC MEDICAL EXAM - ADD

The **Add Psychiatric Medical Exam** page will be displayed after *Add Psychiatric Medical Exam* was selected on the previous page. Fields marked with an asterisk (*) are required fields.

Enter the appropriate information or select from the drop down lists and click on **Save** to save the information or **Cancel** when information has been entered in error.
SECTION 7 - NOTIFICATIONS FOR RESIDENT REVIEW

Resident Review Notifications are displayed at the bottom of the UHS Worker Home Page. The Consumer Name is a link that when clicked on will display the Resident Review Information page.
7.1 RESIDENT REVIEW INFORMATION

The **Resident Review Information** page will be displayed when a *Consumer Name* is selected under the *Notifications* on the **UHS Worker Home Page**. Fields marked with an asterisk (*) are required fields. Select the *Consumer Status*, *Nursing Facility*, *PAS Specialist* and *Reason for Resident Review* from the drop down lists. Enter other pertinent information.

Select **Save** to save the information or **Cancel** when information has been entered in error.
The **Resident Review Checklist** page is displayed after a **Consumer Name** is selected under the **Notifications** section on the **UHS Worker Home Page** and the **Resident Review Information** page has been entered and saved. A (T) next to **Resident Review Information** indicates the information is complete and passed validation; no further information to be entered. Worker can save partial information (to be completed at a later date) without completing all checklist items. All fields are hyper links and can be clicked on to access the information on the following pages.

When all information has been entered, select **Complete and Submit to Billing** to save and submit the information.

The **Resident Review Summary Report** may be ran at any time. It contains a summary of any of the Resident Review information that has been entered.
7.2 RESIDENT REVIEW FUNCTIONAL ASSESSMENT

The Resident Review Functional Assessment page is displayed after selecting Functional Assessment from the Resident Review Checklist page. Fields marked with an asterisk (*) are required fields.

Select Save to save the information or Cancel when information has been entered in error.
7.3 **LOCUS 2000 SCORES AND RATINGS ASSESSMENT**

The **LOCUS 2000/DON Assessment** page is displayed after selecting **LOCUS 2000 Scores and Ratings Assessment** from the **Resident Review Checklist** page. Fields marked with an asterisk (*) are required fields.

Enter all pertinent information and select **Save** to save the information or **Cancel** when information has been entered in error.
7.4 CLINICAL SUMMARY

The **Resident Review Clinical Summary** page is displayed after selecting **Clinical Summary** from the **Resident Review Checklist** page. Fields marked with an asterisk (*) are required fields.

Enter all pertinent information and select **Save** to save the information or **Cancel** when information has been entered in error.
7.5 CONSUMER NEED

The Resident Review Consumer Need page is displayed after selecting Consumer Need from the Resident Review Checklist page. Fields marked with an asterisk (*) are required fields.

Enter all pertinent information and select Save to save the information or Cancel when information has been entered in error.
7.6 LIVING ARRANGEMENT PREFERENCE

The **Living Arrangement Preference** page is displayed after selecting *Living Arrangement Preference* from the **Resident Review Checklist** page. If Guardian information was not entered previously only the *Living Arrangement Length*, *Consumer Choice* and *Consumer Living Arrangement Preference* fields will be displayed. Fields marked with an asterisk (*) are required fields.

Enter all pertinent information and select **Save** to save the information or **Cancel** when information has been entered in error.
7.7 DETERMINATION AND DISPOSITION

The Resident Review Determination and Disposition page is displayed after selection Determination and Disposition from the Resident Review Checklist page. This page will change depending on the selection for Determination from the drop down list as shown above. Fields marked with an asterisk (*) are required fields.

Enter all pertinent information and select Save to save the information or Cancel when information has been entered in error.
8.1 CONSUMER SUMMARY

The **Consumer Summary** page is displayed by selecting *Person* from the Menu Bar and selecting *Consumer Summary* from the drop down list as shown above. Consumer Summary information may be added or edited.
8.2 CONSUMER PROFILE

The Consumer Profile page is displayed by selecting Person from the Menu Bar and selecting Consumer Profile from the drop down list as shown above.

The Consumer Profile page will allow access for viewing of SOF (State Operated Facility) Admissions, OBRA (Omnibus Reconciliation Act) Screenings or PAS (Pre-Admission Screening information) Screenings by clicking on the appropriate link. When no information exists for a consumer, a message will be displayed to indicate this.

SOF Admissions will display detailed information about a consumer who has resided at a state operated facility such as the start end stop dates, type of service and location of service.

OBRA Screenings will display information about a consumer extracted from the OBRA system such as date screened, disposition type, determination code and agency name.

PAS Screenings will display information about a consumer extracted from the Pre-Admission Screening system such as the completion date, screening type, agency name and PAS specialist name.
8.2.1 PAS SCREENINGS

The above page is an example of what is displayed when PAS Screenings are selected on the Consumer Profile page. The Completion Date is a link that will direct the User to the Level II Checklist page.

Below is an example of what is displayed when OBRA Screenings are selected on the Consumer Profile page.
The Agency **Billing** and **Voucher** pages are displayed by selecting *Agency* from the Menu Bar and selecting either *Billing* or *Vouchers* from the drop down list as shown above.
The PAS Billing Approval page displays the PAS Billings approved with the Voucher amounts and the completion date.

"Show details" is a link which can be clicked on to display the breakdown of billing information as shown below.

<table>
<thead>
<tr>
<th>Assessment Classification</th>
<th>Assessment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH PAS Level I</td>
<td>$80.00</td>
</tr>
<tr>
<td>MH PAS Level II - Full</td>
<td>$240.00</td>
</tr>
<tr>
<td>Determination</td>
<td>$80.00</td>
</tr>
</tbody>
</table>
9.2 PAS SUBMITTED VOUCHERS

The PAS Submitted Vouchers page displays the submitted vouchers with the Total Bill Amount, Voucher Date, Voucher Number, Voucher Status and Warrant Date. The Voucher Number is a link that when clicked on will display the PAS Voucher Details page. The values for Voucher Status are; New - no voucher has been issued, DHS - is in processing at DHS, not sent to Comptrollers, Comptroller - has been sent to Comptrollers office, no waiver as yet, Paid - Comptroller has issued a warrant, and Voucher Missing - voucher is missing from DHS and Comptrollers office.

From the PAS Voucher Details page the link show details will display information on the particular voucher (see below).
To access the InfoView reporting system, click InfoView from the Menu Bar and then click Enterprise Reporting Development Environment. If you do not have required authorization to access InfoView reporting system, follow the steps to request necessary authorization. For more information on how to use InfoView reporting system, refer to the Help section after login.
ADD A NEW CONSUMER

A new Consumer may be added by selecting Search from the UHS Worker Home Page. Enter the consumers Last Name and First Name and click on Search.
ADD A NEW CONSUMER - continued

When search criteria is entered and a match found the above page will be displayed with a list of the Name(s) found for the match. Name(s) is a hyperlink which can be clicked on to add/edit Consumer Summary information. Details is also a hyperlink that will allow viewing only of details on the consumer.

When a match was not found using the Unified Health Systems data, conduct the search again using the Statewide search. It is important that the information be located if consumer is in either system. If a match is still not found, click on Add to add the new consumer information.
ADD A NEW CONSUMER - continued

Fields marked with an asterisk (*) are required fields. All other information should be entered if possible. When Save is selected the Consumer Summary page will be displayed. All other information such as guardian info, phone numbers, etc. should be entered if possible. Click on the appropriate links (Edit Demographics, Edit Guardian Info, Add Phone, Add Name or Add Address) on the Consumer Summary page to add this information.
ENTERING PRE-ADMISSION SCREENING (Level I)

Select Person from the Menu Bar and Pre-Admission Screening from the drop down list. This will display the PAS Specialist Information page. If a screening is already in progress select Pre-Admission Screening and the appropriate level to access the screening in progress. If a new screening is being entered the system will display the PAS Specialist Information page for entry. When the specialist information has been entered and saved the system will return to the Level I Checklist page where other Level I screening information is to be accessed and entered. After all Level I information has been saved, click on Complete on the Level I Checklist page to submit the Level I information for billing or if it has been determined that a Level II Screening is required the system will then go to the Level II Checklist page. (More detailed information on the Level I screening pages are given in Section 4.)
ENTERING PRE-ADMISSION SCREENING (Level II)

If the Level I screening has been completed and a determination has been made that a Level II screening is necessary the system will display the **Level II Checklist** page where Level II screening information is to be accessed and entered. (More detailed information on the Level II screening pages are given in Section 5.)
After all pertinent information has been entered for a MH PAS Level II, place a (T) next to each level of information that was complete. Click on Save to save all Checklist fields. Click on Complete and Submit to Billing to submit the completed billing for processing or Cancel when information is not complete and will be returned to at a later time to complete.