

FOCUS - Program & Staff Assignment Definitions – Effective 10/1/2012

Access Center adds Primary Assignment for new consumers – unless starting services through walk-in clinic.

Program & Staff assignments

If consumer is changing providers, removing or adding services or clinical staff changes, the Support/Billing Staff will update admission assignments via “**change form**” submitted by supervisor.

Primary assignment

- Identifies the lead or primary agency the consumer is open with. The primary agency is usually where the consumer is seeing a case manager/supports coordinator or provider who is responsible for the consumer's treatment plan.
- The consumer must have a “Primary” admission/assignment before adding multiple program assignments.
- To make a program assignment “*Primary*” check the box “is this the primary program?” or click on “make primary” link”.

Program Assignment

- Identifies consumer is receiving services from other MCCMH agencies in addition to the Primary provider. For example, the consumer is getting treatment at FSE, but then is admitted to the hospital. The hospital will be a program assignment along with FSE's primary assignment.
- To change primary program assignments (Transfers) – Add a new program assignment for the receiving agency & make primary as needed. Enter expiration date to end referring agency's program assignment.
- To end program assignment /close case – enter expiration date (date of closing)

Staff Assignment:

- Each provider will need program assignment in order for any of their staff to view the consumer's medical chart – if clinical staff is associated with that program, then they will have access, each staff will not need a separate assignment
- Staff assignment are added individually & no limit on the number of staff that can be added into FOCUS
- Indicate primary case holder by checking box “make this primary” (case manager/supports coordinator)
- To end Staff assignment - fill in expiration date (effective date of change from change form)
- To change Staff assignment – fill in expiration date (effective date of change) to end current assignment and ADD staff assignment for newly assigned clinician, using effective date of change as start date.

Some providers will not have staff assignment but only a program assignment – hospital, residential, skill building, CLS/Respite.

Discharge Report:

- Completed by primary assigned clinician when consumer is no longer receiving services at all from MCCMH.
- Completion of discharge report will close the primary assignment & all other program assignments.