

## MCCMH – FOCUS: MESSAGES & ALERTS

### FOCUS SYSTEM AUTOMATED MESSAGES EFFECTIVE 10/1/2012:

<b>Name</b>	<b>Description / Comments</b>	<b>Sent As</b>
Access – Not Eligible Notification	Notice when an initial intake is completed with the disposition 'Not Eligible For Service'. Reminder to send Due Process Letter.	Message
Access Hospital Team CON Completed		Message
Access New CON Notification		Message
Accounting Retroactive Account Assignments Run		Message
ATO: Non Compliance	Notification to court liaison staff when clinical staff indicate 'Non-compliance' on the Progress Note ATO page	Message
Claim Reconsideration Approval		Message
CW Authorization Approval Notice	Notice of request awaiting approval	Message
New Hospital - Contract Provider Management		Message
New Provider – Finance Notification	Notice to set up account mapping.	Message
New Staff Added		Message
Respite Authorization Approval Notice	Notice of request awaiting approval	Message
Self Determination Contract Notification		Message
Spend Down Notice	List of new consumers who met Medicaid Spend-Down	Message
Staff Credentials Modified		Message
When <u>authorization</u> is approved, denied, early terminated or voided, notice sent to staff saving & staff submitting request (if different). See content of messages below.		Message
When <u>authorization</u> is approved, denied, early terminated or voided, notice sent to staff at contract agency authorized to provide service (per option 'This staff should be notified		Message

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of authorizations' in their FOCUS staff record)		
When a <u>CON</u> disposition is completed & Access staff have signed the document, notice sent to case manager per consumer's primary open admission and case manager's supervisor (per staff file) and user specified in 'Face-To-Face Assessment Completed By' field on CON.		Message
When a new <u>CSR</u> request is submitted for approval by the hospital – Access notified through 'New CSR Request' distribution list		Message
When a <u>CSR</u> request is sent back to the hospital for follow up – a notification exists in the system but the distribution list is not set up		Message
When a <u>CSR</u> request is returned to Access Center after a request for follow up and being updated by the hospital – Access notified		Message
When a <u>CSR</u> request is approved – Hospital notified		Message
When a <u>CSR</u> request is denied – Hospital notified		Message
When a <u>discharge CSR</u> is approved – Hospital notified		Message
List of <u>consumers who met Medicaid Spend-Down, but have not had a letter generated</u>		Message
When <u>claim batch is returned to previous step</u> (for example, claim approver returns the batch to adjudication, the email will go to whoever submitted the batch for approval).		Message

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### FOCUS SYSTEM AUTOMATED ALERTS EFFECTIVE 10/1/2012:

<b>Description</b>	<b>Comments</b>	<b>Sent As</b>
When <u>PCP</u> expiration approaching in 3 weeks, notice sent to case manager, nurse and psychiatrist identified in MCCMH admission & therapist, nurse and psychiatrist in any open program admissions		Alert
When <u>PCP</u> expiration approaching in 6 weeks, notice sent to case manager, nurse and psychiatrist identified in MCCMH admission & therapist, nurse and psychiatrist in any open program admissions		Alert
When <u>PCP Progress Review</u> Date approaching in 6 weeks, notice sent to case manager, nurse and psychiatrist identified in MCCMH admission & therapist, nurse and psychiatrist in any open program admissions		Alert
When there are overdue <u>call tracking tasks</u> on the To-Do list, notice sent to user task assigned to		Alert
Overdue <u>Call Tracking tasks</u>		Alert
18th B-Day coming up in 3 months or was within the last 3 months		Alert
Last PCP (IPOS) expiration 2 weeks or 1 month past due	See also existing notifications expiration approaching in 3 weeks & 6 weeks.	Alert
Initial Intake/Annual Assessment (BPS) Assessment Due 3 months in the future or 2 weeks or 1 month past due		Alert
Consent/ROI expires in 1 month in the future or 2 weeks or 1 month past due		Alert
Financial Review is due in 1 month in the future or 2 weeks or 1 month past due		Alert
Cases not seen in 30, 60, 90 days		Alert

### MCCMH – FOCUS: MESSAGES & ALERTS

CAFAS due in the next 3 weeks or 3 weeks past due		Alert
HAB Recertifications due in 3 months in the future or 2 weeks or 1 month overdue		Alert
PCP Review due in 2 weeks or 1 month past due	See also existing notification review due in 6 weeks.	Alert