OPI Module 3
CAPS Assessment
ACCESS CAPS

ACCESS is an acronym for Automated Computer Capture and Storage System.

CAPS or CA/PS is a acronym for Client Assessment and Planning System.
Basic Navigation

The CAPS ‘book’ icon (located on the OACCESS toolbar) brings up the CAPS Menu for:

1. The Assessment Program
2. Client Details
3. Service Planning

These are the 3 parts of CAPS
Launching a New Assessment

**Step 1:** Click on the CAPS Book icon from the toolbar.

**Step 2:** Select “Assessments” from the CAPS Menu and click, “Next.”

**Step 3:** If there are no previous assessments you will be taken immediately to the Create Assessment pop-up window.
Launching a New Assessment

Step 3: (continued)

If there are previous assessments you will see a list of those assessments with a blue arrow pointing to the most recent assessment. To begin a new OPI assessment, right click on the word “Assessments” and a pop-up window will open.
Launching a New Assessment

Step 4:

Click on the word, “New,” in the pop-up to launch a new assessment.

Notice that all other options in the pop-up are grey and disabled.
Launching a New Assessment

**Step 5:** Select the button - “Create a New Assessment”.

**Step 6:** For OPI, use the drop down list and select “OPI”
Launching a New Assessment

Step 7: Check the box: “Copy and Create from existing” to use the Copy & Create feature for the new assessment. You must have a previous OPI assessment to copy to use this feature.
Launching a New Assessment

**Note:** If there is no OPI assessment to copy, you will not be able to use the Copy & Create feature. You will **Press “Next”** and continue to the Assessment date page.
Copy & Create

Step 8: If you are using the Copy & Create feature and press “Next,” you will be taken to a list of assessments:

<table>
<thead>
<tr>
<th>Assessment Status</th>
<th>Assessment Type</th>
<th>Worker</th>
<th>Assessment Date</th>
<th>Valid Until</th>
<th>Status Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>OPI</td>
<td>RAINING ID MF TRAININ</td>
<td>10/13/2014</td>
<td>10/31/2015</td>
<td></td>
</tr>
<tr>
<td>Incomplete</td>
<td>OPI</td>
<td>RAINING ID MF TRAININ</td>
<td>10/02/2014</td>
<td>10/31/2015</td>
<td></td>
</tr>
<tr>
<td>Completed</td>
<td>OPI</td>
<td>RAINING ID MF TRAININ</td>
<td>10/01/2014</td>
<td>10/31/2015</td>
<td></td>
</tr>
</tbody>
</table>

Please select an assessment to copy

Next  Cancel
Copy & Create

Click on the OPI assessment you want to copy. It will highlight blue. Press “Next”
A new “Treatment” window will open up. If there are no Treatments to copy, **Press “Next”**
Copy & Create

Treatments: Note that if you do have treatments you want to copy and carry over to a new assessment, you will have to select the treatments, edit the end date and synchronize the treatments to the Mainframe.

Instructions for this and all Copy & Create functions in CAPS can be found on a separate Power Point training, posted on the State Unit on Aging website entitled:

“EHCW-Copy and Create.”
Launching a New Assessment

Next you will be asked to enter an assessment date. This is the actual date you met with the consumer to conduct the home visit assessment.
Launching a New Assessment

The “Valid Until” date defaults to one year from the assessment date, at the end of the month.

The “Review Before” date also defaults to one year from the assessment date, but can be adjusted sooner than a year.
Launching a New Assessment

If you click on the “Next” button without entering an assessment date, you will get an error message. Enter a date and continue.
The Navigation Tree

- **Completed Screens** (green check marks indicate information in the screen segment is complete)
- **Open Screen** (blue arrow – the screen currently open)
- **Screens to be completed** (yellow open folders indicate these screen segments are incomplete)
- **Information screens** – a red X indicates the assessment is not fully complete.
Navigating CAPS

- Move from top to bottom, and left to right when completing fields and screens in CAPS.
- Try to enter ADL & IADL comments at the same time you make the appropriate selections to assessment statements, to avoid an incomplete screen.
- A Full Assessment for OPI includes: the 4 ADLs, additional ADLs, and all IADLs.
Assessment Screens

Each ADL & IADL screen contains a statement (based on the ADL Rules 411-015). The worker is asked to select the most appropriate answer to that statement as it relates to the individual being assessed.

The answers are chosen from a multiple choice list with alphabetical headings - A, B, C, etc.
Multiple Choice Answers

Multiple choice answers appear below the Assessment statement for the topic.

Toileting

Needs **HANDS-ON** assistance from another person to accomplish one or more tasks of toileting, with or without assistive devices. Toileting tasks include the following:
- Getting to and from and on and off the toilet (including bedpan, commode or urinal);
- Cleansing after elimination **or** adjusting clothing;
- Cleaning and maintaining assistive devices, **or** cleaning the toileting area after elimination because of unsanitary conditions that would pose a health risk. The need must be greater than routine housekeeping. Hands-on assistance does not apply to these tasks.

Select the most appropriate response:

A. Independent
B. At least MONTHLY, needs assistance to accomplish some of the tasks of bowel care.
C. ALWAYS needs assistance with toileting. The assistance must include the tasks in the first 2 bullets.
Multiple Choice Answers

Use the right side “Scroll Bar” to access the multiple choice answers that do not appear in the screen window.
Choose the most appropriate response in the drop down list.

There will be a solid horizontal line below the last multiple choice answer, to indicate you are at the bottom of the list.
Quick Help Header

Transfer means the activity of moving to or from a chair, bed or wheelchair using assistive devices, if needed. The assistance must be needed inside the individual's home or care setting.

Assessing Transfer:
- Capture the tasks of repositioning an individual in transfers.
- Time Frame means thirty days prior and thirty days following the assessment date and expect the need to be on-going beyond the assessment time frame.
- See the Ambulation header for quick help details on Mobility in general.

Use your mouse to click on the screen title header to access the “Quick Help Header.” This help screen contains OAR definitions of the ADL or IADL and rule-based helps for Assessing this topic.

(See example – next slide)
Ambulation Help Header Example

**Ambulation** means the activity of moving around both inside the home or care setting and outside, during the assessment time frame while using assistive devices, if needed. Ambulation does not include exercise or physical therapy.
Assessing Mobility (ambulation and transfer) in general:

- **Does not** include the following activities: getting in and out of a motor vehicle, getting in or out of a bathtub / shower, moving on or off the toilet, or moving to and from the toilet.

- Inside means inside the entrance to the individual’s home or apartment unit or inside the care setting.

- Outside means outside the home or care setting, such as courtyards, balconies, stairs, hallways ...
The “Quick Help Header,” screen has a scrollbar on the right. Scroll up and down to view the full contents of the help screen. The solid line indicates the end of the information.
Quick Help Header

After you have consulted the Quick Help Header information; Click on the header topic bar to return to the assessment statement and make your answer selection.

**Transfers**

**Transfer** means the activity of moving to or from a chair, bed or wheelchair using assistive devices, if needed. The assistance must be needed inside the individual's home or care setting.

**Assessing Transfer:**
- Capture the tasks of repositioning an individual in transfers.
- **Time Frame** means thirty days prior and thirty days following the assessment date and expect the need to be on-going beyond the assessment time frame.
- See the Ambulation header for quick help details on Mobility in general.
The Navigation Tree

Move from topic to topic, completing each screen as you move down the Assessment “tree.”

As you complete a topic by selecting answers to statements, a green circle checkmark will mark the topic screen as complete.

You can see from this example that the Mobility, Ambulation, Transfers, and Eating topic screens have been completed.
The Navigation Tree

In order to open up the additional ADL / IADL topic screens on the assessment tree, click on the plus sign, or double click on the yellow folder. This will open up new topics that need to be completed.

Some topics, such as “Sleep,” also need to be opened fully.
The Navigation Tree

Notice that by clicking on the “Additional ADL/IADL” plus sign, two folders open.

By additionally double clicking on the ADL folder plus sign, it opens to reveal other ADLs, namely: Bathing, Personal Hygiene, Dressing, & Grooming.

The same would apply to double clicking the IADL plus sign.
Considerations: Does the individual need ADL or IADL assistance at unpredictable times throughout most 24 hour periods (including night), and requires assistance with ambulation or transfer?

Can the provider get at least five continuous hours of sleep in an 8 hour period, during a 24 hour work period?
The Navigation Tree

After moving down the assessment tree and completing all the ADLs and IADLs, you will come to the Treatments topic.

Use the information you gathered at the home visit interview to list all the Treatments the consumer receives.
Treatments

Note: CAPS Treatments were recently changed in the new Version of CAPS. For a full description of those changes and for detailed instructions on how to complete the Treatments section, see the Power Point entitled: “EHCW-Copy and Create,” found on the State Unit on Aging website.
To add a treatment, enter a start date and an end date.

Note: Calendar icons can also be used to select dates from a calendar.
Treatments

Select the **Type** of treatment from the drop down list.

Select from the **Description** options drop down list.
Treatments

Select the **Frequency** of treatment from the drop down list.

This example shows a frequency of three times a day (TID).
Treatments

Select the **Frequency** of treatment from the drop down list.

This example shows a frequency of three times a day (TID).

Use the **Clear** button to delete all data and start over.
Treatments

After you have entered the Treatment date, type, description and frequency, click on the “Sync MF” button (Synchronize to the Main Frame)
Treatments

The Sync Status should change from “Pend” to “Pass”

You are ready to add another Treatment.

If you are copying Treatments, highlight each treatment, set the new date range and Sync to the Main Frame to move the status from Pend to Pass.
Treatments

At times when you press the “Snyc” button, you will get a message that the synchronization for the treatments is being processed. Click, “OK”

In time the treatment will Sync.
The Supports screen identifies (in white rows) the ADL & IADL assistance needs from the CAPS assessment. Grey rows are needs that have been assessed as Indep. Select a need by clicking on a white row and it will highlight blue.
The worker will select a need status - met or unmet; and a provider type – paid, unpaid, or a mix of both, for each white row. Ignore the grey rows.
The Supports Screen

Indicate the **Need Status**, by using the drop down list to make a selection.

Indicate a paid or unpaid (or both) **Provider** by using the drop down list to make a selection.

The **Supports/Contacts** button identifies the person providing support.
The Synopsis screen is next on the Assessment tree. Use the Synopsis screen to provide information not captured in the CAPS comments. There is no need to duplicate information already found in the Assessment. The Synopsis screen has spell check.
Synopsis Content

- General statement of age, health, physical & mental status.
- Recent events that might affect the individual’s functioning.
- Important interests, motivators, family or other significant supports.
- Significant changes in any of the above (if re-assessment).
- Quick summary of major issues, individual preferences or needs.
- Quick summary of needs and planned services.
- Other issues such as: pets, smoking, substance abuse, etc.

Usage of the synopsis is not mandatory, but recommended.
This screen gives the Service Priority Level (SPL) result for the CAPS Assessment. It also gives a summary of the Consumer’s needs and supports. After viewing, click “Next” to continue.
<table>
<thead>
<tr>
<th></th>
<th>Requires Full Assistance in Mobility, Eating, Elimination, and Cognition.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Requires Substantial Assistance with Mobility and Assistance with Elimination.</td>
</tr>
<tr>
<td>7</td>
<td>Requires Assistance with Elimination.</td>
</tr>
<tr>
<td>2</td>
<td>Requires Full Assistance in Mobility, Eating, and Cognition.</td>
</tr>
<tr>
<td>8</td>
<td>Requires Minimal Assistance with Mobility and Assistance with Eating and Elimination.</td>
</tr>
<tr>
<td>14</td>
<td>Requires Assistance with Eating.</td>
</tr>
<tr>
<td>3</td>
<td>Requires Full Assistance in Mobility, or Cognition, or Eating.</td>
</tr>
<tr>
<td>9</td>
<td>Requires Assistance with Eating and Elimination.</td>
</tr>
<tr>
<td>15</td>
<td>Requires Minimal Assistance with Mobility.</td>
</tr>
<tr>
<td>4</td>
<td>Requires Full Assistance in Elimination.</td>
</tr>
<tr>
<td>10</td>
<td>Requires Substantial Assistance with Mobility.</td>
</tr>
<tr>
<td>16</td>
<td>Requires Full Assistance in Bathing or Dressing.</td>
</tr>
<tr>
<td>5</td>
<td>Requires Substantial Assistance with Mobility, Assistance with Elimination and Assistance with Eating.</td>
</tr>
<tr>
<td>11</td>
<td>Requires Minimal Assistance with Mobility and Assistance with Elimination.</td>
</tr>
<tr>
<td>17</td>
<td>Requires Assistance in Bathing or Dressing.</td>
</tr>
<tr>
<td>6</td>
<td>Requires Substantial Assistance with Mobility and Assistance with Eating.</td>
</tr>
<tr>
<td>12</td>
<td>Requires Minimal Assistance with Mobility and Assistance with Eating.</td>
</tr>
<tr>
<td>18</td>
<td>Independent of the above levels but requires structured living for supervision for complex medical problems or a complex medication regimen.</td>
</tr>
</tbody>
</table>
Full Benefit Results Screen

Information on this screen is used for Title XIX benefits and is not applicable to OPI cases. (i.e. ALF rates)

All information on this screen is pulled from the CAPS Assessment and could be the basis for a referral to APD if needs are greater than can be met by OPI.
The Full Benefit Results screen identifies each ADL & IADL assessed with needs. Assist levels include:

- Minimal Assist
- Substantial Assist
- Full Assist

Assist levels are defined in the In-Home Rules: 411-0030
Maximum Assessed Hours are listed in the “Hours” column. 24 Hour Availability is not considered for OPI.

Other hours will later be adjusted in the Service Plan according to the AAA Area Plan limits.

To move forward, click “Next.”
Assessment Decision Point

After completing the end of the Assessment tree and clicking the “Next” button, you are brought to a decision point window:
Assessment Decision Point

Select the first button if you want to complete the assessment and move on to the Service Planning.
Assessment Decision Point

Select the second button if you want to complete the assessment without moving to Service Planning.
Assessment Decision Point

In addition, a new checkbox has been added to acknowledge that the assessment treatments and comments are complete and accurate.

![Image of Full Assessment Decision Point interface]
Assessment Decision Point

Check the box and click, “Next.”
Assessment Decision Point

Warning - Once you move your CAPS to complete, no information can be added or changed on the assessment. A **warning window** will pop up when you move the assessment to complete.
Assessment Decision Point

If you click “Yes,” your CAPS assessment will be moved from **Pending** status to **Complete**.
OPI Assessment Dates

- Changes to the assessment can only be done while the assessment is in **Pending** status. Once the assessment has been moved to complete, no changes can be made.

- If an assessment was started and never finished, the pending assessment will default to **Incomplete** status after 60 days. This will render the assessment unusable.

- If a CAPS assessment remains in Complete status without a Service Benefit, it will become **Invalid**, after 90 days.
Tier 2 Assessment Override

Tier 2 staff (Local Office Managers, Supervisors, and Lead Workers) have the security rights to override an assessment status as follows: (Invalidate Benefit & Plan before requesting a status change)

- Incomplete ➔ Pending ➔ Complete or Incomplete
- Completed ➔ Pending ➔ Complete or Incomplete
- Invalid ➔ Complete ➔ Pending or Invalid

In addition, Tier 2 staff have rights to invalidate all CAPS service benefits.
ADL ASSISTANCE TYPES

**ADL** | **ASSISTANCE TYPE**
--- | ---
AMBULATION | HANDS-ON
TRANSFERS | HANDS-ON
EATING | HANDS-ON
BLADDER | HANDS-ON
BOWEL | HANDS-ON
TOILETING | HANDS-ON
ADAPTATION | SUPPORTS
AWARENESS | Monitoring
JUDGMENT | Monitoring

**ADL** | **ASSISTANCE TYPE**
--- | ---
MEMORY | Requires assistance from another person to remember and appropriately use current information that impacts the health and safety
ORIENTATION | Able to accurately understand or recognize person or place or time to maintain health and safety
DANGER | REDIRECTION
DEMANDS | Behavioral symptoms, other than wandering, that negatively impact and affect living arrangements, providers or other residents
WANDERING | Moving about aimlessly, or elopement, without relationship to needs and safety
BATHING | HANDS-ON
HYGIENE | HANDS-ON
DRESSING | HANDS-ON
GROOMING | HANDS-ON
MEDS/O2 | SET-UP

**Keys**
- Hands On
- Set-up
- Stand-By
- Cueing
- Monitoring
- Redirection
- Supports
- Reassurance
Client Details

OPI rules require only one section of Client Details to be completed – **The Diagnosis Tab**.

There must be at least one diagnosis entered for the OPI consumer.
Client Details

The CAPS ‘book’ icon (located on the OACCESS toolbar) brings up the CAPS Menu for:

1. The Assessment Program
2. Client Details
3. Service Planning

Select “Client Details,” then “Next.”
Client Details

Select the Diagnosis tab by clicking on the Diagnosis folder.

This will open up the Diagnosis screen.
The search defaults to search by diagnosis name. Enter the name of a diagnosis in the **Diagnosis** search box. Use the drop down list to find the most appropriate diagnosis.
Some people have better success using the Diagnosis ICD9 Code list found on the APD CM Tools page or download from the internet.
To remove a Diagnosis from the list, highlight the diagnosis (blue) by clicking on it.

Then click on the “Invalid Entry” button. This will remove the diagnosis.
Thank You!