

Chapter 31 – Caregiver Assessment

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Important

The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved in approved status.

The information that is required due to policy may be different from those that are system required.

Person Administration Requirements

Introduction Some KAMIS assessments require specific fields within Person Administration be completed before the assessment can be saved in Approved status. If these fields are blank, the assessment will return an error message when an attempt is made to save it as Approved, indicating the missing Person Administration fields.

Required Fields for Approved Caregiver Form Person Admin/Home tab of the Caregiver:
Legal Name - First and Last (Middle is optional)
Date of Birth
Gender
Race
Ethnicity
Residential Address
Person Roles – must include Customer and Caregiver

Caregiver Person Role If the caregiver’s Customer Status does not display as ‘ACTIVE CAREGIVER’ in the Customer Info header, the person record does not have a role of ‘Caregiver,’ and a Caregiver Assessment cannot be created.

Person record without Caregiver role:

KAMIS ID: 5722210 Name: SMURF, KID Customer Status: ACTIVE [More Person Info...](#)
Orgs: Primary: NORTHEAST KANSAS AAA No Secondary

Person record with Caregiver role:

KAMIS ID: 5722210 Name: SMURF, KID Customer Status: ACTIVE CAREGIVER [More Person Info...](#)
Orgs: Primary: NORTHEAST KANSAS AAA No Secondary

Continued on next page

Person Administration Requirements, continued

Add the Caregiver Role

To add the Caregiver role to a Person record, go to the person's *Person Admin/Home* page and use the Person Roles region to add the Caregiver role.

The screenshot displays the 'Person Administration' page for KAMIS ID 5722210, SMURF, KID. The 'Role Administration' section is active, showing a list of role types. The 'CAREGIVER' role is selected with a radio button. A red arrow points from the 'CAREGIVER' role to the 'Create New Role' button in the 'Person Roles' section. The 'Person Roles' section contains a table with one row: EDIT, CUSTOMER, 03/08/2017, ACTIVE, and Termination Date. The 'Create New Role' button is highlighted with a red box.

KAMIS ID: 5722210 Name: SMURF, KID Customer Status: ACTIVE [More Person Info...](#)
Orgs: Primary: **NORTHEAST KANSAS AAA** No Secondary

Person Search Person Admin
Home Associates and Affiliations

Person Administration
NAME: KID (first) (middle)
**Enter Middle name or initial if known
Nickname:
Date of Birth:
SSN:
Gender: --
Marital Status: --
View / Attach File(s) Nbr Of Attachments

Ethnicity / Language
Race: --
Ethnicity: --
Ethnicity Remarks:
Speaks: ENGLISH Reads: ENGLISH
Interpreter Needed: No Yes

Person Aliases [Add New Alias](#)
no data found

Role Administration
Select Role Type
 ADMINISTRATOR
 APPLICANT EMPLOYEE
 APPLICANT VOLUNTEER
 ASSESSOR
 ASSOCIATE
 CARE RECIPIENT
 CAREGIVER
 CAREGIVER GRANDPARENT
 CASE MANAGER
 CONTRACT TEACHER
 DOCTOR
 EMPLOYEE
 EMPLOYEE CAREGIVER
 FOSTER GRANDPARENT
 FOSTER PARENT
 INTERN
 NURSE
 OPTIONS COUNSELOR
 SOCIAL WORKER
 STUDENT NURSE
 VOLUNTEER
Status: ACTIVE
Effective Date: 03/08/2017
[Create New Role](#) [Cancel](#)

Alert
Remarks:

Address Information [Add New Address](#)
no data found (Effective Date and Termination Date are sortable columns. To sort click on column titles.)

HCBS Waiver Eligibility Information
No HCBS Waiver Eligibility data found
Medicaid ID Number:

HCBS Wait List Info
no data found

Person Status
(To see the "To Deceased" button, enter the Date of Death and save.)
[To Inactive](#)

Person Roles [Create New Role](#)

View/Modify	Role Type	Effective Date	Role Status	Termination Date
EDIT	CUSTOMER	03/08/2017	ACTIVE	

row(s) 1 - 1 of 1

For more information on adding a Person Role, refer to 'Adding Person Roles' in *Chapter 6 – Person Administration* in the KAMIS II User Manual.

Caregiver Overview

Overview

The Caregiver Assessment and its associated Plan of Care are used to report when a caregiver receives temporary, intermittent respite services when providing some kind of informal support to a care recipient.

A caregiver can receive up to seven (7) consecutive days of respite service, and can have more than one Caregiver Assessment/Plan of Care, as long as the seven consecutive days length of service is not exceeded.

The Plan of Care process is not covered in this chapter. For information on creating a Plan of Care, refer to *Chapter 19a – Plan of Care* in the KAMIS II User Manual.

Definitions

Caregiver: A Caregiver is an adult family member or other individual who is an informal provider of in-home and community care to an older individual, an adult with a severe disability, or a child under 19 years of age.

Care Recipient: A care recipient is an individual as described above who receives informal support from a qualified caregiver.

Caregiver Assessment: The form that defines who the caregiver is, and the care recipient that is receiving informal support from the caregiver.

For more information on who qualifies as a Caregiver or Care Recipient, refer to Section 3.8 *Family Caregiver Support Program* in the KDADS Field Services Manual.

Prerequisite

If the individual receiving Caregiver respite services does not yet exist in KAMIS, add the person record before continuing.

For information on creating a new person in KAMIS, refer to *Chapter 6 – Person Administration* in the KAMIS II User Manual.

Creating the Caregiver Assessment

Introduction A Caregiver Assessment form must be completed for a caregiver that is receiving Caregiver respite services (excluding Assistance and Information). Once the assessment is completed, a Plan of Care for Caregiver respite services can be created.

Page Navigation The Caregiver Assessment starts out as one page. Once the initial page is created, the rest of the Caregiver information will be accessible.

Create New Assessment Follow the steps in the table below to start a new Caregiver Assessment for an Active Caregiver.

Step	Action	Result
1.	Using Person Search, locate the Caregiver.	The person record displays in Search Results.
2.	Click on the Update Person icon.	The Person Admin/Home page displays.
3.	Check the <i>Customer Status</i> of the person to confirm he/she is an Active Caregiver	Confirms the Person record has the Caregiver role. Note: Refer to the previous 'Person Administration' section on adding the role, if necessary.
4.	Confirm other required fields are complete: <ul style="list-style-type: none"> • First and Last Name (Middle is optional) • Date of Birth • Gender • Race • Ethnicity • Residential Address 	Ensures the Assessment can be saved in Approved status.
5.	If any updates were made in step 4, click on the Save button in the <i>Person Administration</i> region.	Changes are saved.
6.	Click on the Person Forms button in the main navigation bar.	The Customer Forms Listing for the Caregiver displays.

The screenshot shows the software interface. At the top, there is a navigation menu with buttons for Home, Person Search, Person Admin, **Person Forms** (highlighted with a red box), Case Log, Organizations, and Org. Members. Below the navigation menu, the user's information is displayed: KAMIS ID: 5722161, Name: SMURF, MAMA, Customer Status: ACTIVE CAREGIVER. Below this, there is a section titled 'Customer Forms Listing' with buttons for 'Create New Form' and 'To Person Search'. A table below this section lists the forms:

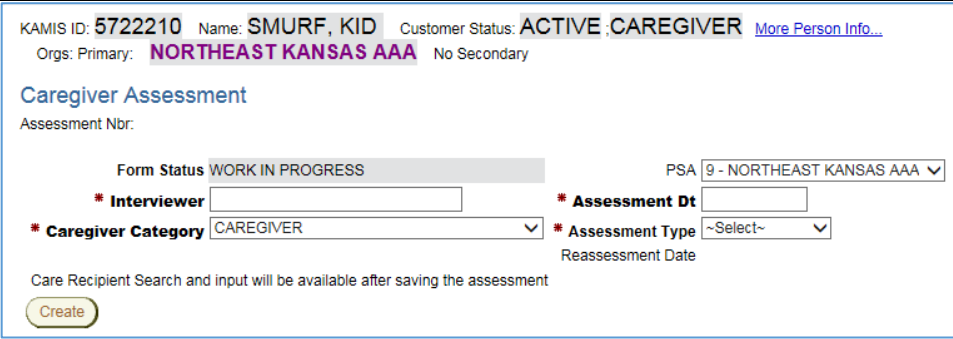
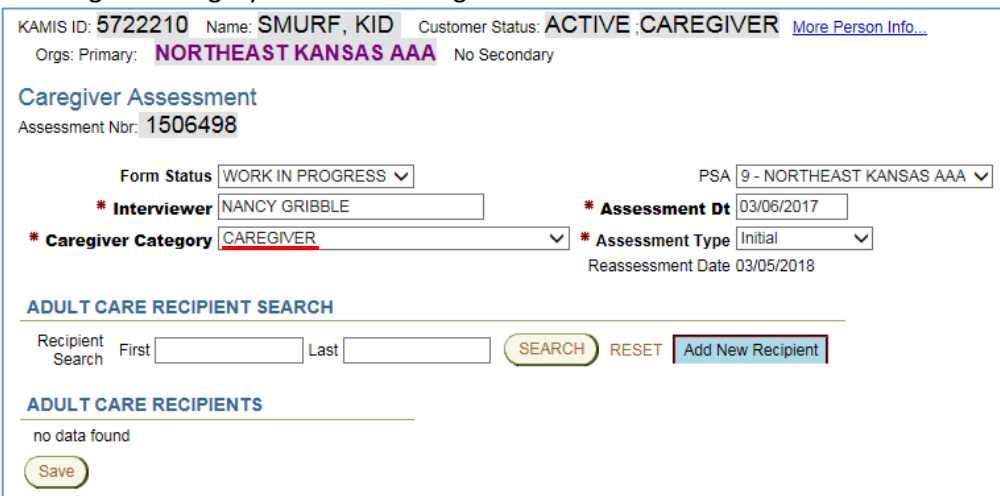
Form Type	Form Date	Form Status	Organization	Unmet Needs	Plan of Care or Service Authorization
CAREGIVER ASSESSMENT	03/07/2017	APPROVED	9		CREATE
UNIFORM PROGRAM REGISTRATION	02/06/2017	APPROVED	9	UMN	APPROVED (2)

Continued on next page

Creating the Caregiver Assessment Form, continued

Create New Assessment

continued

Step	Action	Result
7.	Click on the Create New Form button.	A list of available forms displays.
8.	Click on the Caregiver Assessment button.	The form opens with the Form Status defaulting to 'Work in Progress,' and the PSA populated with the logged-in user's organization.
	 <p>KAMIS ID: 5722210 Name: SMURF, KID Customer Status: ACTIVE : CAREGIVER More Person Info... Orgs: Primary: NORTHEAST KANSAS AAA No Secondary</p> <p>Caregiver Assessment Assessment Nbr:</p> <p>Form Status: WORK IN PROGRESS PSA: 9 - NORTHEAST KANSAS AAA</p> <p>* Interviewer: [] * Assessment Dt: [] * Caregiver Category: CAREGIVER * Assessment Type: ~Select~ Reassessment Date</p> <p>Care Recipient Search and input will be available after saving the assessment</p> <p>Create</p>	
9.	Type the interviewer's name in the Interviewer field.	Required
10.	Enter the Assessment Dt (mm/dd/yyyy format)	Required
11.	Select the Caregiver Category from the drop-down list.	Required.
12.	Select the Assessment Type from the drop-down list.	Required. If this is the first assessment for this Caregiver/Care Recipient combination, choose Initial.
13.	Click on the Create button.	The form is created, an assessment number is assigned, and the appropriate Care Recipient regions display.
	<p>If the Caregiver Category selected is Caregiver:</p>  <p>KAMIS ID: 5722210 Name: SMURF, KID Customer Status: ACTIVE : CAREGIVER More Person Info... Orgs: Primary: NORTHEAST KANSAS AAA No Secondary</p> <p>Caregiver Assessment Assessment Nbr: 1506498</p> <p>Form Status: WORK IN PROGRESS PSA: 9 - NORTHEAST KANSAS AAA</p> <p>* Interviewer: NANCY GRIBBLE * Assessment Dt: 03/06/2017 * Caregiver Category: CAREGIVER * Assessment Type: Initial Reassessment Date: 03/05/2018</p> <p>ADULT CARE RECIPIENT SEARCH</p> <p>Recipient Search First: [] Last: [] SEARCH RESET Add New Recipient</p> <p>ADULT CARE RECIPIENTS no data found</p> <p>Save</p>	

Continued on next page

Creating the Caregiver Assessment Form, continued

Create New Assessment

continued

Step	Action	Result
	<p>If the Caregiver Category selected is Grandparent for Child(ren):</p> <div data-bbox="669 474 1268 695" style="border: 1px solid black; padding: 5px;"> <p>* Caregiver Category GRANDPARENT FOR CHILD(REN) ▼</p> <p>Number Of Children <input type="text"/></p> <p>* Relationship to Child(ren)/Disabled Adult(s): Grandparent <input type="checkbox"/> Elderly Relative <input type="checkbox"/> Elderly Non-Relative <input type="checkbox"/></p> <p><input type="button" value="Save"/></p> </div> <p>If the Caregiver Category selected is Grandparent for Disabled Adult(s):</p> <div data-bbox="669 772 1268 957" style="border: 1px solid black; padding: 5px;"> <p>* Caregiver Category GRANDPARENT FOR DISABLED ADULT(S) ▼</p> <p>Number Of Disabled Adults <input type="text"/></p> <p>Grandparent <input type="checkbox"/> Elderly Relative <input type="checkbox"/> Elderly Non-Relative <input type="checkbox"/></p> <p><input type="button" value="Save"/></p> </div> <p>If either of the Grandparent categories is selected, the only other information required for the assessment is the number of Children/Disabled Adults and selecting the caregiver type checkbox (Grandparent, Elderly Relative, or Elderly Non-Relative).</p>	

Adding Care Recipient Information

Introduction

When the Caregiver Category selected in the assessment is 'Caregiver,' a care recipient must be added to identify who the caregiver is receiving respite services for. Once the Caregiver Assessment has been created (saved), additional regions display to aid in searching for and adding the care recipient that the caregiver supports.

The *Adult Care Recipient Search* region is used to search for an adult care recipient in the Person database tables. If the care recipient does not exist, the 'Add New Recipient' button provides a link to create a new person record. The *Adult Care Recipients* region displays the care recipient that has been associated to the caregiver in this assessment.

KAMIS ID: 5722210 Name: SMURF, KID Customer Status: ACTIVE ; CAREGIVER [More Person Info...](#)
 Orgs: Primary: NORTHEAST KANSAS AAA No Secondary

Caregiver Assessment
 Assessment Nbr: 1506498

Form Status: WORK IN PROGRESS PSA: 9 - NORTHEAST KANSAS AAA
 * Interviewer: NANCY GRIBBLE * Assessment Dt: 03/06/2017
 * Caregiver Category: CAREGIVER * Assessment Type: Initial
 Reassessment Date: 03/05/2018

ADULT CARE RECIPIENT SEARCH

Recipient Search First: [] Last: []

ADULT CARE RECIPIENTS
 no data found

This section covers adding an existing person record to the assessment. The next section will cover creating a new person record.

How To

A Care Recipient must be associated with the Caregiver to continue with the Assessment.

Follow the steps in the table below to search for and add an existing person record as a care recipient to the Caregiver assessment.

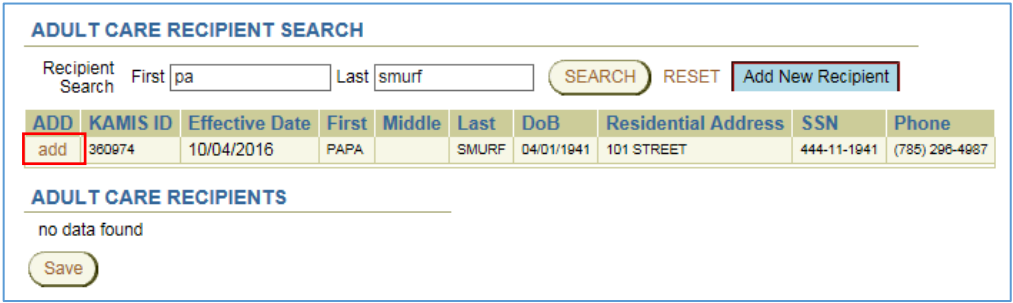
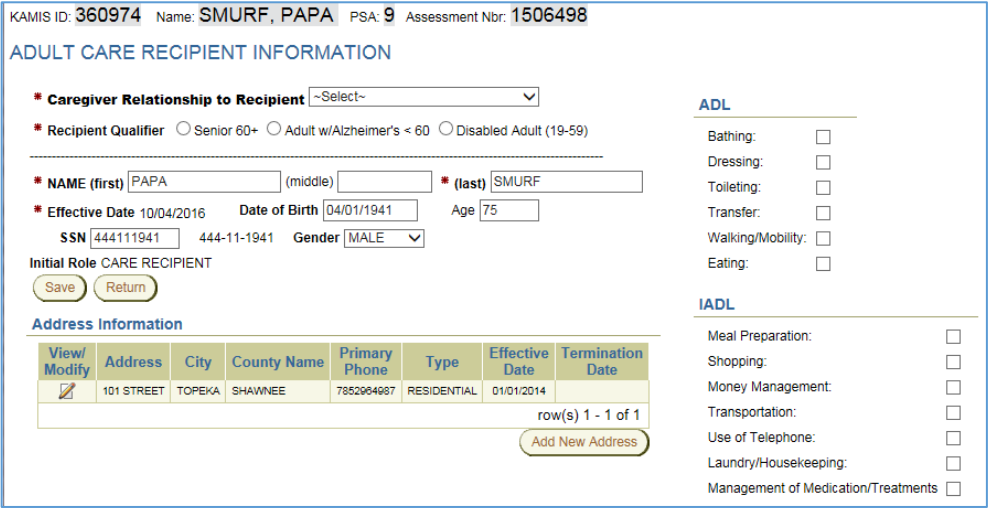
Step	Action	Result
1.	In the <i>Adult Care Recipient Search</i> region, enter at least the first letter of the care recipient's First name	Required
2.	Enter at least the first two letters of the care recipient's Last name	Required. The more of the name you enter, the more narrowed down the Search Results list will be.

Continued on next page

Adding Care Recipient Information, continued

How To

continued

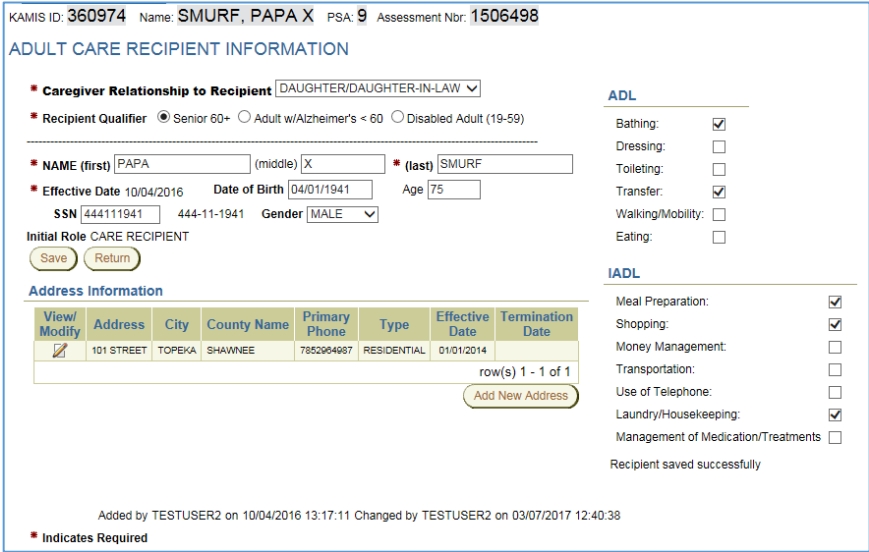
Step	Action	Result
3.	Click on the Search button.	All customer records* matching the search criteria displays.
	 <p>*Only person records that have the 'Customer' role are included in the Recipient Search results.</p>	
4.	Click on the add link at the beginning of the row to be added as the care recipient. Note: If the desired care recipient does not display, skip to the <i>Care Recipient Not Found – Add a New Care Recipient</i> section of this chapter.	The <i>Adult Care Recipient Information</i> page displays.
		
5.	Select the Caregiver Relationship to Recipient from the drop-down list.	Required
6.	Select the Recipient Qualifer category that this care recipient falls within.	Required
7.	Review the Care Recipient person information to confirm its accuracy, making any corrections if necessary.	If you determine this is not the correct care recipient click the Return button and repeat 'How To' steps 1-4 above.

Continued on next page

Adding Care Recipient Information, continued

How To

continued

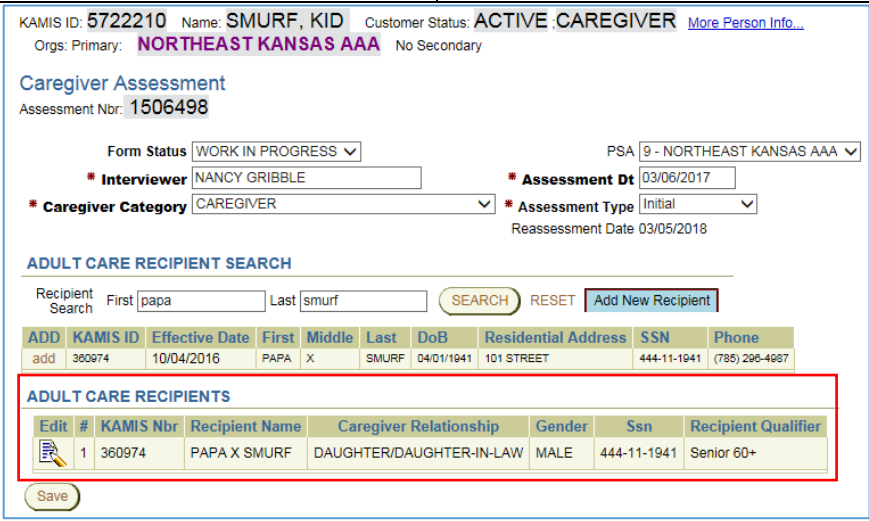
Step	Action	Result
8.	Review the care recipient's Address Information and make any corrections as necessary.	Address is confirmed or updated
9.	Click the appropriate ADL and IADL checkboxes.	Optional
10.	Click on the Save button.	<p>The <i>Adult Care Recipient Information</i> page is saved.</p> <p>If person information was changed, the changes will be checked against existing customer records for duplicates that may already exist. If a duplicate record message displays, follow the steps outlined in the 'Possible Duplicate Record Found' section in Chapter 6 – Person Administration in the KAMIS II User Manual.</p>
		

Continued on next page

Adding Care Recipient Information, continued

How To

continued

Step	Action	Result																																				
11.	Click on the Return button.	The main Caregiver Assessment page displays, with the added <i>Adult Care Recipients</i> table now displayed.																																				
	 <p>The screenshot shows the 'Caregiver Assessment' page for KAMIS ID 5722210, Name SMURF, KID, Customer Status ACTIVE CAREGIVER. The assessment number is 1506498. The form status is 'WORK IN PROGRESS' and the interviewer is Nancy Gribble. The assessment date is 03/06/2017. Below the form, there is an 'ADULT CARE RECIPIENT SEARCH' section with search criteria for 'papa' and 'smurf'. A table of recipients is displayed, with one recipient highlighted in red:</p> <table border="1"> <thead> <tr> <th>ADD</th> <th>KAMIS ID</th> <th>Effective Date</th> <th>First</th> <th>Middle</th> <th>Last</th> <th>DoB</th> <th>Residential Address</th> <th>SSN</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>add</td> <td>360974</td> <td>10/04/2016</td> <td>PAPA</td> <td>X</td> <td>SMURF</td> <td>04/01/1941</td> <td>101 STREET</td> <td>444-11-1941</td> <td>(785) 296-4987</td> </tr> </tbody> </table> <p>Below this table is the 'ADULT CARE RECIPIENTS' table, which is highlighted with a red border in the screenshot:</p> <table border="1"> <thead> <tr> <th>Edit</th> <th>#</th> <th>KAMIS Nbr</th> <th>Recipient Name</th> <th>Caregiver Relationship</th> <th>Gender</th> <th>Ssn</th> <th>Recipient Qualifier</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>360974</td> <td>PAPA X SMURF</td> <td>DAUGHTER/DAUGHTER-IN-LAW</td> <td>MALE</td> <td>444-11-1941</td> <td>Senior 60+</td> </tr> </tbody> </table> <p>A 'Save' button is located at the bottom of the recipient table.</p>		ADD	KAMIS ID	Effective Date	First	Middle	Last	DoB	Residential Address	SSN	Phone	add	360974	10/04/2016	PAPA	X	SMURF	04/01/1941	101 STREET	444-11-1941	(785) 296-4987	Edit	#	KAMIS Nbr	Recipient Name	Caregiver Relationship	Gender	Ssn	Recipient Qualifier		1	360974	PAPA X SMURF	DAUGHTER/DAUGHTER-IN-LAW	MALE	444-11-1941	Senior 60+
ADD	KAMIS ID	Effective Date	First	Middle	Last	DoB	Residential Address	SSN	Phone																													
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Edit	#	KAMIS Nbr	Recipient Name	Caregiver Relationship	Gender	Ssn	Recipient Qualifier																															
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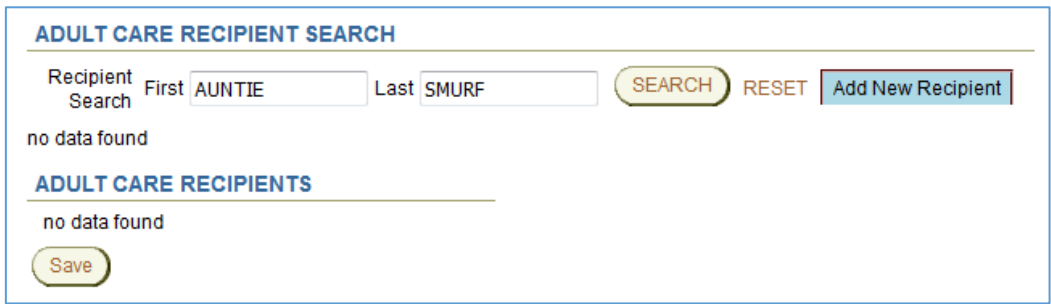
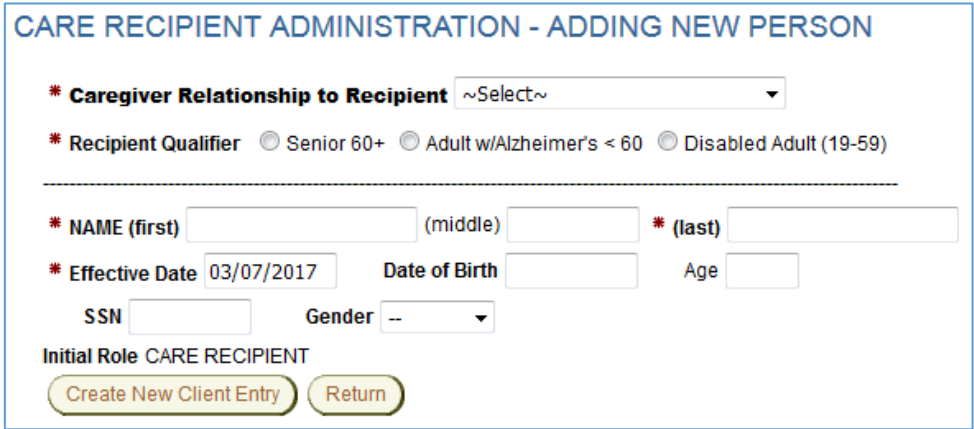
Care Recipient Not Found – Add a New Care Recipient

Introduction

If a Recipient Search results in a ‘no data found’ message, a new person record will need to be created and added as the Care Recipient.

How To

Follow the steps in the table below to create and add a new Care Recipient to the Caregiver Assessment.

Step	Action	Results
1.	Complete the Search for the care recipient.	The search results table displays with the ‘no data found’ message.
		
2.	Click on the blue Add New Recipient tab.	The <i>Care Recipient Administration – Adding New Person</i> page displays.
		

Continued on next page

Care Recipient Not Found – Add a New Care Recipient, continued

How To

continued

Step	Action	Results
3.	Select the Caregiver Relationship to Recipient from the drop-down list.	Required
4.	Select the Recipient Qualifier category that this care recipient falls within.	Required
5.	Enter the care recipient's NAME (first) and (last) .	Required (Middle initial/name is optional)
6.	The Effective Date defaults to the current date. It can be changed to an earlier date if appropriate.	Required
7.	Enter the care recipient's Date of Birth (mm/dd/yyyy format) and press the Tab key or click in a different field.	Optional. Age will calculate automatically when the cursor moves out of the Date of Birth field.
8.	Enter the care recipient's Social Security Number (SSN).	Optional
9.	Select the care recipient's Gender	Optional
Note: The Initial Role is automatically assigned to 'Care Recipient'		
10.	Click on the Create New Client Entry button	<ul style="list-style-type: none"> • The Person record is created* • A KAMIS ID number is assigned • The Person record is associated with the same organization (PSA) as the logged-in user • An 'Add New Address' button is available for care recipient address entry <p>*The new person information will be checked against existing customer records for duplicates that may already exist. If a duplicate record message displays, follow the steps outlined in the 'Possible Duplicate Record Found' section in Chapter 6 – Person Administration.</p>

Continued on next page

Care Recipient Not Found – Add a New Care Recipient, continued

How To

continued

Step	Action	Results																																				
10.	<p><i>continued</i></p> <div data-bbox="548 407 1409 957" style="border: 1px solid black; padding: 10px;"> <p>KAMIS ID: 5722211 Name: SMURF, AUNTIE PSA: 9 Assessment Nbr: 1506500</p> <p>ADULT CARE RECIPIENT INFORMATION</p> <p>* Caregiver Relationship to Recipient: OTHER RELATIVE</p> <p>* Recipient Qualifier: <input checked="" type="radio"/> Senior 60+ <input type="radio"/> Adult w/Alzheimer's < 60 <input type="radio"/> Disabled Adult (19-59)</p> <hr/> <p>* NAME (first): AUNTIE (middle): (last): SMURF</p> <p>* Effective Date: 03/07/2017 Date of Birth: 04/01/1950 Age: 66</p> <p>SSN: 444111950 444-11-1950 Gender: FEMALE</p> <p>Initial Role: CARE RECIPIENT</p> <p><input type="button" value="Save"/> <input type="button" value="Return"/></p> <p>Address Information</p> <p>no data found <input type="button" value="Add New Address"/></p> </div>																																					
11.	Click on the Add New Address button and add an address.	Optional, but adding a Residential address is recommended																																				
12.	Click on the Save button.	Saves the address and returns to the <i>Adult Care Recipient Information</i> page																																				
13.	Click the appropriate ADL and IADL checkboxes for the care recipient.	Optional																																				
14.	Click on the Save button.	The <i>Adult Care Recipient Information</i> page is saved and the Caregiver Assessment main page displays with the new Adult Care Recipient information.																																				
<div data-bbox="493 1331 1357 1896" style="border: 1px solid black; padding: 10px;"> <p>KAMIS ID: 5722161 Name: SMURF, MAMA Customer Status: ACTIVE :CAREGIVER More Person Info...</p> <p>Orgs: Primary: NORTHEAST KANSAS AAA No Secondary <small>(ISD, as JOBAUER, PSA 9.) Note that MCOs are in PERSON_PSA, not -MCO; fix if/when MCOs pulled from _PSA.</small></p> <p>Caregiver Assessment Assessment Nbr: 1506500</p> <p>Form Status: WORK IN PROGRESS PSA: 9 - NORTHEAST KANSAS AAA</p> <p>* Interviewer: NANCY GRIBBLE * Assessment Dt: 03/07/2017</p> <p>* Caregiver Category: CAREGIVER * Assessment Type: Initial Reassessment Date: 03/06/2018</p> <p>ADULT CARE RECIPIENT SEARCH</p> <p>Recipient Search: First: AUNTIE Last: SMURF <input type="button" value="SEARCH"/> <input type="button" value="RESET"/> <input type="button" value="Add New Recipient"/></p> <table border="1"> <thead> <tr> <th>ADD</th> <th>KAMIS ID</th> <th>Effective Date</th> <th>First</th> <th>Middle</th> <th>Last</th> <th>DoB</th> <th>Residential Address</th> <th>SSN</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>add</td> <td>5722211</td> <td>03/07/2017</td> <td>AUNTIE</td> <td></td> <td>SMURF</td> <td>04/01/1950</td> <td>33377 2017TH CR</td> <td>444-11-1950</td> <td></td> </tr> </tbody> </table> <p>ADULT CARE RECIPIENTS</p> <table border="1"> <thead> <tr> <th>Edit</th> <th>#</th> <th>KAMIS Nbr</th> <th>Recipient Name</th> <th>Caregiver Relationship</th> <th>Gender</th> <th>Ssn</th> <th>Recipient Qualifier</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>5722211</td> <td>AUNTIE SMURF</td> <td>OTHER RELATIVE</td> <td>FEMALE</td> <td>444-11-1950</td> <td>Senior 60+</td> </tr> </tbody> </table> <p><input type="button" value="Save"/></p> </div>			ADD	KAMIS ID	Effective Date	First	Middle	Last	DoB	Residential Address	SSN	Phone	add	5722211	03/07/2017	AUNTIE		SMURF	04/01/1950	33377 2017TH CR	444-11-1950		Edit	#	KAMIS Nbr	Recipient Name	Caregiver Relationship	Gender	Ssn	Recipient Qualifier		1	5722211	AUNTIE SMURF	OTHER RELATIVE	FEMALE	444-11-1950	Senior 60+
ADD	KAMIS ID	Effective Date	First	Middle	Last	DoB	Residential Address	SSN	Phone																													
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Edit	#	KAMIS Nbr	Recipient Name	Caregiver Relationship	Gender	Ssn	Recipient Qualifier																															
	1	5722211	AUNTIE SMURF	OTHER RELATIVE	FEMALE	444-11-1950	Senior 60+																															

Approve the Caregiver Assessment

Final Steps

When all the required Caregiver Assessment fields are completed, and the Adult Care Recipient has been added (if 'Caregiver' category) the final step to completing the assessment is to approve it.

Approving the assessment triggers form validations that ensure all required information has been entered, and links to the Plan of Care display in the Caregiver Assessment and on the Forms List. The Plan of Care is where the caregiver's respite services are added.

KAMIS ID: 5722161 Name: SMURF, MAMA Customer Status: ACTIVE ; CAREGIVER [More Person Info...](#)
 Orgs: Primary: NORTHEAST KANSAS AAA No Secondary
 (ISD; as JOBAUER, PSA 9.) Note that MCOs are in PERSON_PSA, not -MCO; fix if/when MCOs pulled from _PSA.

Caregiver Assessment
 Assessment Nbr: 1506500 [Plan of Care](#)

Form Status APPROVED PSA 9 - NORTHEAST KANSAS AAA

* Interviewer NANCY GRIBBLE * Assessment Dt 03/07/2017
 * Caregiver Category CAREGIVER * Assessment Type Initial
 Reassessment Date 03/06/2018

ADULT CARE RECIPIENTS

Edit	#	KAMIS Nbr	Recipient Name	Caregiver Relationship	Gender	Ssn	Recipient Qualifier
	1	5722211	AUNTIE SMURF	OTHER RELATIVE	FEMALE	444-11-1950	Senior 60+

KAMIS ID: 5722210 Name: SMURF, KID Customer Status: ACTIVE ; CAREGIVER [More Person Info...](#)
 Orgs: Primary: NORTHEAST KANSAS AAA No Secondary

Customer Forms Listing

Create New Form To Person Search

Form Type	Form Date	Form Status	Organization	Unmet Needs	Plan of Care or Service Authorization
CAREGIVER ASSESSMENT	03/06/2017	APPROVED	9		CREATE

How To

Follow the steps in the table below to Approve a Caregiver Assessment.

Step	Action	Result
1.	From the main page of the Caregiver Assessment, select 'APPROVED' from the Form Status drop-down list.	The status changes to APPROVED
2.	Click on the Save button.	<ul style="list-style-type: none"> Validations run to make sure all required fields are completed Assessment is saved in Approved status All fields change to read only A link to create the Plan of Care is available

Continued on next page

Approve the Caregiver Assessment, continued

How To *continued*

Note: If any required fields are missing when the Assessment is Approved, an error list will display on the right side of the assessment page. After the missing required fields are completed and the information saved, return to the Caregiver Assessment main page and Approve it again.

Attempt to Approve a Caregiver Assessment with missing required fields:

KAMIS ID: 5722210 Name: SMURF, KID Customer Status: ACTIVE CAREGIVER [More Person Info...](#)
Orgs: Primary: **NORTHEAST KANSAS AAA** No Secondary
(ISD: as JOBAUER, PSA 9.) Note that MCOs are in PERSON_PSA, not -MCO; fix if/when MCOs pulled from _PSA.

Caregiver Assessment
Assessment Nbr: 1506498

1 error has occurred

Form Status: WORK IN PROGRESS PSA: 9 - NORTHEAST KANSAS AAA

* Interviewer: NANCY GRIBBLE * Assessment Dt: 03/06/2017
* Caregiver Category: CAREGIVER * Assessment Type: Initial
Reassessment Date: 03/05/2018

ADULT CARE RECIPIENT SEARCH
Recipient Search: First [] Last []

ADULT CARE RECIPIENTS

Edit	#	KAMIS Nbr	Recipient Name	Caregiver Relationship	Gender	Ssn	Recipient Qualifier
	1	360974	PAPA X SMURF	DAUGHTER/DAUGHTER-IN-LAW	MALE	444-11-1941	Senior 60+

The following are required for Approved status:

Customer:

- Birth Date is Required
- Gender is Required
- Race is Required
- Ethnicity is Required
- Complete Residential Address is Required
- Date of Birth is Required -
Go to Person Maintenance to add the Date of Birth

Fix these errors then Approve again

The errors are in reference to the Caregiver's (Kid Smurf) person record.

Plan of Care

For assistance in completing the Plan of Care for Caregiver respite services, refer to Chapter 19 – Plan of Care in the KAMIS II User Manual.

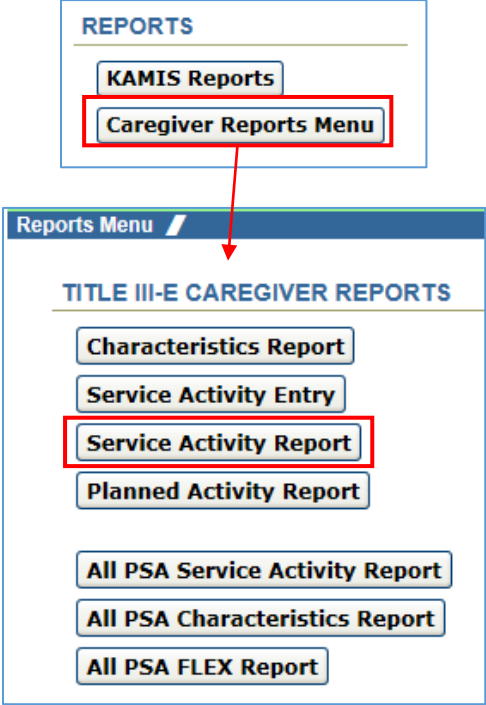
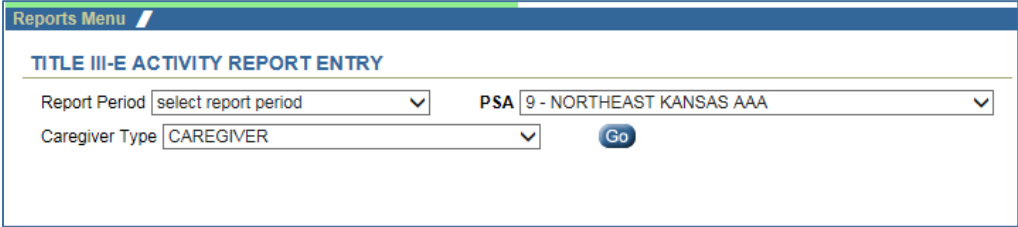
Caregiver Reporting – Assistance & Information

Introduction

Twice a year, in April and in October, information needs to be reported for Assistance and Information services that were offered during the defined timeframes. The *Service Activity Entry* form is used for reporting this information.

How To

Follow the steps in the table below to access the *Service Activity Entry* form and enter information regarding Assistance and Information services activity.

Step	Action	Results
1.	On the KAMIS II home page, under the Reports region, click on the Caregiver Reports Menu button.	The Title III-E Caregiver Reports menu displays.
		
2.	Click on the Service Activity Entry button.	The <i>Title III-E Activity Report Entry</i> page displays.
		

Continued on next page

Caregiver Reporting – Assistance & Information, continued

How To

continued

Step	Action	Results
3.	From the Report Period drop-down list select the reporting period for which data is being entered.	The October-March or October-September period and years display.
4.	PSA populates automatically with the logged-in user's organization.	
5.	Select the Caregiver Type for the data being reported.	
6.	Click on the Go button.	The Group 2 Services entry table displays for the selected criteria.

Reports Menu /

TITLE III-E ACTIVITY REPORT ENTRY

Report Period: PSA:

Caregiver Type:

Reports Menu /

TITLE III-E ACTIVITY REPORT ENTRY

Report Period: PSA:

Caregiver Type:

2) GROUP 2 Services	Estimated Unduplicated Caregivers	Units of Service	Number of Providers
d. Access Assistance from tally entry	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Estimated Audience Size	Number of Activities	Number of Providers
e. Information (Excluding Newsletters/ Publications/Mass Media Campaigns)	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Newsletters/Publications	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Mass Media Campaigns	<input type="text"/>	<input type="text"/>	<input type="text"/>

5) What percent of caregivers reported Information received helped to relieve caregiving stress?

6) What percent of caregivers reported Assistance increased their access to support services?

Comments:

Continued on next page

Caregiver Reporting – Assistance & Information, continued

How To

continued

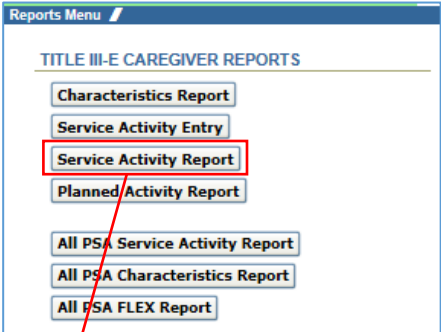
Step	Action	Results
7.	Enter the total amounts as appropriate.	Required
8.	Enter any Comments as desired.	Optional
9.	Click on the create button.	<p>The data is saved and the create button is replaced by a Save button so any updates or corrections can be saved.</p>

Continued on next page

Caregiver Reporting – Assistance & Information, continued

How To

continued

Step	Action	Results																																																																																												
	Once saved, the data entered in this form is reflected in the <i>Service Activity Report</i> , accessible from the Reports Menu.																																																																																													
	 <p>Reports Menu</p> <p>TITLE III-E CAREGIVER REPORTS</p> <ul style="list-style-type: none"> Characteristics Report Service Activity Entry Service Activity Report Planned Activity Report All PSA Service Activity Report All PSA Characteristics Report All PSA FLEX Report <p>Reports Menu</p> <p>TITLE III-E SERVICE ACTIVITY REPORT</p> <p>Report Period: <input type="text" value="October 2015 - September 2016"/> [Choose a period OR enter a start and end date]</p> <p>Start Date: <input type="text"/> End Date: <input type="text"/> PSA: <input type="text" value="9 - NORTHEAST KANSAS AAA"/></p> <p>Caregiver Type: <input type="text" value="CAREGIVER"/> <input type="button" value="Go"/> <input checked="" type="checkbox"/> ReSelect the Data <input type="button" value="Reset"/></p> <p>To Print Report, click on 'KANSAS DEPARTMENT OF AGING' link below. Make sure the paper orientation is for 'Portrait'.</p> <p>NOTE: All date parameters only use month and year for data selection. Dates and report periods reference service paid dates. After initial "ReSelect the Data", you do not need to reselect the data to view other reports, or information for other PSA's or caregiver types. You must "ReSelect the Data" if you change the start or end date or the report period.</p> <p>KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES</p> <p>Title III-E Activity Report - Caregiver</p> <p>Report Period: October 2015 - September 2016 FFY: 2016 PSA: 9</p> <table border="1"> <thead> <tr> <th>1) GROUP 1 Services</th> <th># Caregivers Served</th> <th>Units of Service</th> <th>Number of Providers</th> </tr> </thead> <tbody> <tr> <td>a. Counseling/Support Groups/Training Totals</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>*Individual Counseling</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>*Support Groups</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>*Individual Training</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>*Group Training</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>b. Respite</td> <td>38</td> <td>2,615</td> <td>3</td> </tr> <tr> <td>c. Supplemental Services Total</td> <td>4</td> <td>2,700</td> <td>2</td> </tr> <tr> <td>*Attendant/Personal Care</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>*Bathroom Items</td> <td>2</td> <td>0</td> <td>1</td> </tr> <tr> <td>*Chore</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>*Flex</td> <td>2</td> <td>2,700</td> <td>2</td> </tr> <tr> <td>*Homemaker</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>*Nutrition Counseling</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>*Repair/Maintenance/Renovation</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>*Transportation</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>GROUP 1 Total Unduplicated</td> <td>40</td> <td>5,315</td> <td>5</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>2) GROUP 2 Services</th> <th>Estimated Unduplicated Caregivers</th> <th>Units of Service</th> <th>Number of Providers</th> </tr> </thead> <tbody> <tr> <td>d. Access Assistance from tally entry</td> <td>111</td> <td>121</td> <td>4</td> </tr> <tr> <td>e. Assistance from CAP</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>e. Information (Excluding Newsletters/ Publications/Mass Media Campaigns)</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>f. Newsletters/Publications</td> <td>111</td> <td>444</td> <td>1</td> </tr> <tr> <td>g. Mass Media Campaigns</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>4) Items or services purchased with Flex Service Funds POWER CHAIR FROM FUNK MEDICAL & MOBILITY APPROVED</p> <p>5) What percent of caregivers reported Information received helped to relieve caregiving stress? <input type="text" value="100"/></p> <p>6) What percent of caregivers reported Assistance increased their access to support services? <input type="text" value="100"/></p> <p>Comments:</p>	1) GROUP 1 Services	# Caregivers Served	Units of Service	Number of Providers	a. Counseling/Support Groups/Training Totals	0	0	0	*Individual Counseling	0	0	0	*Support Groups	0	0	0	*Individual Training	0	0	0	*Group Training	0	0	0	b. Respite	38	2,615	3	c. Supplemental Services Total	4	2,700	2	*Attendant/Personal Care	0	0	0	*Bathroom Items	2	0	1	*Chore	0	0	0	*Flex	2	2,700	2	*Homemaker	0	0	0	*Nutrition Counseling	0	0	0	*Repair/Maintenance/Renovation	0	0	0	*Transportation	0	0	0	GROUP 1 Total Unduplicated	40	5,315	5	2) GROUP 2 Services	Estimated Unduplicated Caregivers	Units of Service	Number of Providers	d. Access Assistance from tally entry	111	121	4	e. Assistance from CAP	0	0	0	e. Information (Excluding Newsletters/ Publications/Mass Media Campaigns)	0	0	0	f. Newsletters/Publications	111	444	1	g. Mass Media Campaigns	0	0	0	
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