

Cathy Cooper
Authorized Signature

Number: SPD-AR-11-007
Issue Date: 1/19/2011

Topic: Licensing

Due Date: 1/31/2011

Subject: SPD DD Licensing Access to electronic records

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): DD 24-Hour and Vocational Providers |

Action Required: Providers utilizing Therap or other electronic systems to track incident reports, MARs, ISP goals, appointments and other information related to the care of individuals receiving DD services are asked to confirm with Therap your agency's understanding (via email or phone call) that SPD OLQC will be utilizing a single administrative log-on that accesses individual information.

A telephone conference call-in has been scheduled for 1/31/2011 from 1:00 – 2:00 p.m. to answer questions regarding this request. To join the call, dial: 877-455-8695, guest access code 772325.

Reason for Action: An increasingly large number of Oregon providers within the DD system have been utilizing electronic records systems over the past several years or are currently transitioning into various electronic systems (e.g. Therap, CaSPER). The majority of providers now use some form of electronic system. These new methods of electronic record keeping change how information must be reviewed in order to gain the same type of access to elements required during a manual review of services. This provides an opportunity for a more efficient and streamlined way to review the same information currently reviewed manually during lengthy on-site reviews.

DD Licensing and Quality of Care will be working with Therap, and other electronic providers, to develop a single administrative sign-on and access to the Therap system for all subscribing providers in the State of Oregon. This is being undertaken in order to facilitate a more efficient and consistent review process of records and individual care as required by Oregon Administrative Rule and provider contracts.

Streamlines paper review

Currently, onsite reviews last an average of seven to nine hours in the home or worksite with the majority of the time spent reviewing paperwork. Review of the same elements on-line will allow a shorter period in the home which can then be devoted to visiting residents and staff and prevent individuals from being displaced during a day-long review. This natural shift in process also diminishes your concentrated staff time involved in a day-long review.

Single sign-on

Each agency currently sends OLQC individual passwords and time periods for accessing records. This process has become cumbersome for our office to track and ineffective for conducting reviews. The single sign-on for the OLQC will allow licensors the flexibility to log on in order to complete sections of paper reviews, accessing the same information that we currently review on site, as time permits.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s):	Barbara Southard, Manager DD Licensing and Quality of Care		
Phone:	503-945-9816	Fax:	503-945-7811
E-mail:	Barbara.l.southard@state.or.us		