I. PURPOSE

The purpose of this policy is to outline required components of Health Tracker within Therap. Electronic tracking of health data is intended to improve health care coordination and communication on the IDT. It is also intended to minimize the risk of knowledge gaps and negative health outcomes.

II. POLICY STATEMENTS

A. Each IDT will follow the hierarchy to identify the primary provider for data entry within Therap (use of all components of Health Tracker is optional if the case manager is the primary provider):
   a. Community Living
   b. Private Duty Nursing
   c. Community Inclusion in the following order: Adult Habilitation, Community Access, then Supported Employment

B. Appointments – this section of Health Tracker is required to be completed by the primary provider for any and all appointments the provider assisted the individual to arrange or attend. Appointments and follow-up information must be maintained on an ongoing basis in the Appointments section of Health Tracker.

C. Lab Test – this section of Health Tracker is required to be completed by the primary provider if the individual has routine or standing lab orders and the provider assists the individual to arrange or obtain such lab work.

D. Height/Weight – this section of Health Tracker is required to be completed by all agencies that support the individual by gathering this data (both primary and secondary). The frequency of data collection is dependent upon recommendation from the physician, nutritionist, team, individual themselves, or other specialist. Data collected must be entered into this section of Health Tracker within one week.

E. Medication History – this section of Health Tracker is required to be completed by the primary provider for all individuals. Any changes to medication for the individual must
be updated in this section no later than one week from the change. If the agency is using the MAR within Therap please see the DDSD Therap MAR instruction letter for associated timeframes.

F. The following sections of Health Tracker are required by all agencies (primary and secondary) when tracking is part of a Healthcare Plan or Medical Emergency Response Plan (MERP) during the time of service delivery: Blood Glucose, Immunization, Infection, Intake/Elimination, Menses, Respiratory Treatment, Seizures, Skin/Wound, and Vitals. If tracking of any of these items is regularly occurring for an individual but is not part of a Healthcare Plan or MERP it is strongly encouraged by DDSD that the primary provider utilize Health Tracker for this purpose.

G. All agencies will develop an internal implementation plan for Health Tracker that clarifies at least the following elements:
   a. Roles and responsibilities for gathering, entering, reviewing and analyzing data (both on an individual level and agency-wide);
   b. Timeframes for entering, reviewing and analyzing data;
   c. Data collection process (i.e. paper, electronic, or a combination);
   d. How data from Health Tracker will be used as part of the agency’s QA/QI plan.

III. APPLICABILITY

Providers approved to provide Community Living, Community Inclusion, Private Duty Nursing, and Case Management services funded by the Developmental Disabilities Waiver when delivered to adults. This policy does not apply to Therapy providers, or Behavioral Support Consultation providers.

This policy only applies to individual’s receiving services via State General Funds or the Mi Via Waiver if the provider agency voluntarily chooses to use Therap for individuals within these funding sources.

IV. DEFINITIONS

Adult: means an individual who is age twenty-one or older, or who is at least eighteen years of age and receiving a Community Living Service.

Health Tracker: means the module within Therap containing sections for tracking health related occurrences and treatment.

Primary Provider: means the agency responsible as per the hierarchy to create and maintain the client record within Therap.

Secondary Provider: means any other agency that is not the Primary Provider on the individual’s team that is also required to utilize Therap.

Therap: means the secure online documentation system provided under contract by Therap Services, LLC
V. REFERENCES

DDSD Medical Emergency Response Plans Policy