

## CORNERSTONE REFERENCE MANUAL

### 17. Illinois Diabetes Prevention and Control Program (IDCP)

#### 17.1 Illinois Diabetes Prevention and Control Program Screen Flow for Participant (IDCP)

## CHAPTER 17 – ILLINOIS DIABETES PREVENTION AND CONTROL PROGRAM (IDCP)

### 17.1 ILLINOIS DIABETES PREVENTION AND CONTROL PROGRAM SCREEN FLOW FOR PARTICIPANT (IDCP)

- *Please refer to the "[Cornerstone Diabetes Program Screen Flow – Enrollment/Update of All Categories \(DIAB1\)](#)" displayed in Appendix A.*

Following is information about entry of data into the Cornerstone system for a participant in the Illinois Diabetes Prevention and Control Program (IDCP) formerly know as the Illinois Diabetes Control Program.

#### SEQUENCE OF SCREENS

##### **PARTICIPANT LOOK-UP (PA01)**

Prior to registration into the Cornerstone system, the Participant Look-up is used to verify the existence of a participant ID number by searching the Master Index to find a participant who may have previously been enrolled in Cornerstone.

The screen is used to copy minimal demographic information on a participant who is already enrolled in the Cornerstone system to the local computer files. A "copy-in" of this data is necessary prior to performing a shared data Wide Area Network (WAN) look-up.

**Use of the Participant Look-up reduces duplicate entry of participants. For this reason, the Participant Look-up must be performed before a new client can be enrolled into the Cornerstone system.**

*Please refer to Chapter 3 "Participant Screens" under "[3.1 Participant Look-up \(PA01\)](#)" for more information.*

*For information about resolving duplicate participants in Cornerstone, please refer to Chapter 3 "Participant Screens" under "[3.13 Participant Duplicate Browse \(PA21\)](#)".*

##### **PARTICIPANT ENROLLMENT (PA03) – add/edit Address as needed**

This screen is used to enroll a new client into the Cornerstone system and to capture demographic information for a new or existing participant. If the client is already enrolled in Cornerstone, this screen is used to view and update demographic information.

**The Participant Enrollment screen (PA03) is completed only once for each client participating in Cornerstone programs, but can be edited thereafter. Clients may be made active in several programs from the same enrollment record.**

The processing within this screen includes checking for duplicate enrollment; assigning a unique, permanent statewide participant ID number (when enrolling a client for the first time in the Cornerstone system); assessing potential eligibility for Cornerstone programs; and recording a participant's date of death.

The user has the option to select a Wide Area Network (WAN) look-up on this screen by pressing the <F2> shared data key. This will copy-in and add to the local data any additional information found in the statewide search of the participant look-up function.

From this screen, the "Address" pop-up box is used to record address and telephone information by pressing <F9>.

*Please refer to Chapter 3 "Participant Screens" under "[3.5 Participant Enrollment \(PA03\)](#)" for more information.*

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##### PROGRAM INFORMATION (PA15)

The Program Information screen (PA15) must be completed for every program in which the client will be participating. This screen is completed in order to determine eligibility for a program based on rules for household size, annual income, age, and category.

*Please refer to Chapter 12 "Program Information Screen (PA15) for All Programs" under "12.1 General Information and Enrollment" for more information.*

**NOTE:** After saving this screen, the status will automatically be set to "A" (active). It is not necessary to record activities on the Activity Entry screen (SV02) to activate participants in IDCP.

##### SERVICE ENTRY (SV01)

*NOTE:* Completion of this screen establishes the screen flow for the IDCP program participants. The <F11> fast path key will be shown at the top of each screen and will take the user through the screen flow.

This screen is used to add/edit service information any time during and after service is provided. This screen is used for entering the actual services that have taken place for the specified participant, regardless of whether the services were delivered at the agency or by an external provider.

*Please refer to Chapter 4 "Service/Activity Screens" under "4.1 Service Entry (SV01)" for more information, taking note of the following information:*

For step 4:

For this category, type or select one of the following service codes for the initial visit:

- "DMEA" (Diabetes Mellitus Enrollment Adult)
- "DMEC" (Diabetes Mellitus Enrollment Child)

For this category, type or select one of the following service codes for any visit after the initial visit:

- "DMUA" (Diabetes Mellitus Update Adult)
- "DMUC" (Diabetes Mellitus Update Child)

##### About Medical Screens

At this point, the appropriate medical screens may be completed as needed. Because the medical screens are not program specific, they already may have been completed for the participant through another program in the agency and do not need to be done again.

**NOTE:** In order to reduce duplication of data entry, medical screens should be completed before completing assessment screens. In some cases, this screen will be completed when services from other Cornerstone programs, such as WIC or FCM, are provided to the client.

The required medical screen for an adult is:

- PA08 Adult Health Visit

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The required medical screen for an infant or child under 18 years of age is:

- **PA09 Infant/Child Health Visit**

##### **ADULT HEALTH VISIT (PA08)**

This screen is used to add, edit, or inquire upon medical/health visit information for an adult participant. The screen can be used to record information about visits made either to the Cornerstone clinic or to an outside provider.

*Please refer to Chapter 3 “Participant Screens” under “3.6.1 Adult Health Visits (PA08)” for more information.*

##### **INFANT/CHILD HEALTH VISIT (PA09)**

This screen is used to add, edit, or inquire about a participant’s infant or child health visit information, regardless of the provider or the program in which the participant is enrolled. Information may be obtained from the parent, if the provider is an outside provider.

*Please refer to Chapter 3 “Participant Screens” under “3.6.4 Infant/Child Health Visit (PA09)” for more information.*

##### **DIABETES SCREENING (PA33)**

This screen is used to add, update, or inquire on the diabetes screening information for a participant.

*Please refer to Chapter 3 “Participant Screens” under “3.6.11 Diabetes Screening (PA33)” for more information.*

##### **ASSESSMENT (AS01)**

This screen is used to record/assess the needs of all case managed participants for additional services by completing designated assessment types or to inquire on previously completed assessments.

The assessment process assists the health professional in developing an individual care plan that addresses the participant and their specific needs. The purpose of the assessments is to identify the strengths, weaknesses, problems, risk factors, or barriers to the participant’s attainment of a specific goal or set of goals.

The Cornerstone system allows for multiple assessments of the same type to be given over time. The participant assessment responses will be kept historically in order to facilitate care plan development and case tracking.

The Assessment screen (AS01) is a feature of the Cornerstone system that is available for use in all program areas.

*Please refer to Chapter 7 “Assessment Screens” under “7.1 Assessment (AS01)” for more information.*

The following assessment is required for participant category “**IDCP**” in the Illinois Diabetes Control Program (IDCP):

- **DM - Diabetes Assessment**

##### **PARTICIPANT GOALS (CM02 ) – edit as needed**

This screen displays system-generated goals selected for the care plan, as well as a status and priority for each goal. The goals are generated as a result of the answers to assessment questions. The goals should be used as a guide in formulating the participant’s individual care plan.

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Goals may be added or changed from the standard list of goals, and the user may update goal detail information. Goals should not be deleted, per program policy. All goals should be addressed.

A minimum of one goal must be generated or developed for each participant. If all assessment questions were answered with the “norm”, then no goals or services will be system-generated; therefore, the user will have to develop a goal.

*Please refer to Chapter 6 “Case Management Screens” under “6.2 Participant Goals (CM02)” for steps on how to develop a goal and for more information.*

#### **PLANNED SERVICES/CARE PLAN (CM03)**

This screen displays system-generated services that are appropriate to the achievement of participant goals. As with goals, planned services are generated as a result of answers to assessment questions. Specifically, the screen is used:

- To view the services recommended for a participant based upon the goals that have been generated from the answers to assessment questions.
- To add or delete services as needed.
- To update the status and/or the planned completion date for a service.

Additional information on participant planned services is as follows:

- The planned services list only occurs as a result of conducting assessments. If the user adds to this list, it will be necessary to manually add services for the goals. Manually added goals and services will also be displayed on this screen.
- The case manager must select at least one planned service for each goal established for the participant.
- The order in which the services are to be addressed depends on the planned completion date.

*Please refer to Chapter 6 “Case Management Screens” under “6.3 Planned Services/Care Plan (CM03)” for more information.*

#### **SERVICE PROVIDER SELECTION (RF01)**

This screen is used to record/establish a referral for a participant to an outside provider for a specific type of service. Once a referral has been generated, certain information can be changed (appointment date/time and comments). When this screen is saved, the selected number of copies of the referral will be printed.

*Please refer to Chapter 5 “Scheduling and Referral Screens” under “5.7 Service Provider Selection (RF01)” for more information.*

#### **CASE NOTES (CM04)**

This screen is optional and may be used at any time.

This screen is used to enter and view case notes for participants that are related to a service or a case management activity. Specifically, it is used to provide documentation of services provided by the case manager. This screen is available for use by all Cornerstone programs. Case notes are available to other users in the local agency who have security access to this screen, unless the note is marked confidential. If marked confidential, only the participant’s case manager and the case manager’s supervisor can view the notes.

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The case notes must be written in a clear and focused manner. Notes are free-form and may be used to record information about the service or activity provided to the participant. There is no limit to the number of notes that may be entered.

To assure accuracy, all case notes should be completed prior to serving the next participant. The notes should document the program (IDCP) and type of visit or service code (e.g., **DMEA**, **DMUC**, etc). It is recommended that case notes maintained for IDCP utilize the "SAP" (**S**ubjective, **A**ssessment, **P**lan) note format:

- **S**ubjective information may include comments made by the client pertaining to dietary intake, groups attended, or progress in achieving previously set goals.
- **A**ssessment information clarifies the basis for risk factor assignment and plans for intervention.
- **P**lan information should include recommendations made and what change(s) the client agrees to make.

NOTE: Once case notes have been saved, they can not be edited or deleted. If errors occur, new case notes must be entered in order to correct the errors.

*Please refer to Chapter 6 "Case Management Screens" under ["6.5 Case Notes \(CM04\)"](#) for more information.*