# Dual Program Enrollment in SPECT

February 27, 2020



FAMILY HEALTH INITIATIVES

### Overview

- Dual enrollment may be done by CI and Program Supervisors.
- Dual enrollment allows direct referral to programs by EC Specialists without first returning to HUB.
- Additional programs are at the discretion of the receiving program.
  - Receiving program receives client as a new referral and is responsible for outreaching and enrolling the client.
- Clients should be referred to other programs only after they express interest and agree to the additional program referral.

### **Rules**

- No client will be able to enroll in more than one primary program.
  - Primary programs include: NFP, HF, HF/TIP, PAT, HWHF CHW, HIPPY, EHS, IAFD, IPO Atlantic County HD, and Virtua Community Nursing Services of Burlington County.
- Clients may enroll in unlimited other programs as appropriate:
  - Other programs include: Recovery Support Programs, Community Partner Programs, Baby's Best Start, Parent Workshops, Asthma Workshops, Mommy & Me programs, etc.
- New HUB partner programs must execute Business Associate and Data Sharing Agreements prior to submitting or receiving client referrals in SPECT.



## Central Intake



From "New Referrals" in HUB:

- Any current programs are shown under "Program Enrollment Status"
- CI selects Primary Program
- CI selects "Program Assignment Reason"
- CI records any appropriate notes for the receiving program supervisor

Date	Name	Days in CI	Client Type	FTM/F	EDC	Lang	Gest Age	Days Attempt	Days Success Contact	Service Referrals	City	Zip	Program Optic	'n		
Camde	n County							Somedee	contact	reterret						
9/10/1	Pye, Pumkin	169	PG	No	12/01/19	English	52 wks	N/C	N/C	0	Camden	98765	Leave Patient	Unassigned	~	
9/24/1	Tragic, Magic	155	PR	No		English		N/C	N/C	0	Camden	98765	Leave Patient	Unassigned	~	
1/08/1	Owaddingtonfioranixsit, Ddeneya	110	PG	Yes	01/27/20	English	44 wks	N/C	N/C	0	Camden	98765	Leave Patient	Unassigned	~	Leave Patient Unassigned
gency							PRA P	lus Tes	ting Prov	rider						Community IRF - Training
RA / R	eferral						View	PRA / R	eferral							Early Childhood Specialist Trainin
rogran	n Enrollment Status						Progr	am			Status		10	Date		HS Camden CHW
-							Traini	ng Cent	tering		Pending	Enrol	Iment	11/08/19		HWHF CHW Training
atient	Encounter/Engagement	Add N	lew													Project Embrace Training
I Care	Coordination	ridd li					No									HF Training
rogran	n Assignment Reason						- Sele	ect Reas	on -		<ul> <li>✓ - Se</li> </ul>	lect Rea	ison -			NFP Training
lotes							Client	has evor	essed inte	restin	Inte	rested in	n Program			PAT Training
							HV. 1	st time m	om, 12 we	eks.	No C	Contact				No Program Assignment
											HW	HF Only	•			Case Completed
		1.7.7.7.1				10000						Interest	ted in Care Coord	ination		Duplicate
1/08/1	Daehlingxsit, Mmichaelena	110	PG	No	03/29/20	English	35 wks	N/C	N/C	0	Camaca		Leave Faueric	onassigned	~	Lost To Follow-Up
1/08/1	Ttuberlantixsit, Xsophiajan	110	PG	Yes	03/28/20	English	36 wks	N/C	N/C	0	Camden	98765	Leave Patient	Unassigned	$\sim$	No Program Available
gency						ł	lenry J. Au	ustin He	ealth Cen	ter At C	hamber	s Stree	et-No OB			Not Eligible
ne Pa	ge Referral (Community Healt	h Scre	ening	1)		1	lew Refer	ral								Not Referred to Hub
rograi	In Enrollment Status						rogram	antoring	Trentor		Bor	atus	Enrollmont	Date 01/21/20	2	Patient Refused Service
-							culatric C	encenng	g menteoi		10	iung i	Linominene	01/21/20		Services not avail in Pt lang
atient	Encounter/Engagement	Add N	lew													Unable to Contact
I Care	Coordination					1	lo									Unavailable during day
rogran	n Assignment Reason					[	- Select Rea	ason -		$\sim$						
lotes						[										
						1				-	-					
										Return Ma	enul Re	set All I	to Default Acci	n Patients		
										in the country into	ne ne	Jet All	Assig	in duenca		

If client is not currently at any status (new, pending enrollment, or enrolled) in any other program:

- CI Program Assignment Grid Days Client In CT Type EDC Lang Gest AgeAttemptSuccess Service City Zip Program Option Contact Contact Referrals Date Name 411 PR No English N/C N/C 0 Camden/96765 NFP Training System Training Institute **Camden County** 12/30/18Abdul, Paula One Page Referral (Community Health Screening) Program Enrollment Status Agency View Referral No Program Enrollm Program Enrollment Status Patient Encounter/Engagement Add New **CI** Care Coordination Program Assignment Reason Interested in Program Notes New to area with no support system 
   01/02/19/Bad\_Secouply
   408
   PG
   Yes
   10/10/19 English
   58 wks
   N/C
   N/C
   0
   Carden98765
   Leave Patient Unassigned

   01/07/19/Jargs\_Big
   403
   PG
   No
   08/14/19Spanish
   66 wks
   N/C
   N/C
   0
   Carden98765
   Leave Patient Unassigned

   01/10/19/Domy\_Poly
   400
   PG
   No
   08/22/19 English
   65 wks
   N/C
   N/C
   0
   Carden98765
   Leave Patient Unassigned
   Return Menu Reset All to Default Assign Patients
- "Program Enrollment Status" is "Not Program Enrollment"

From "Search Referrals" in HUB, current programs are identified under Program / Status History.

Patient Profile							
IAN BERNAF	RDXSIT						
Program			Train	ing Centering			
Client Program Stat	us		Enro	led			
Status Assignment	Date		11/2	6/2019			
Referral Date			11/0	8/2019			
EDC Date			05/2	2/2020			
Birth Date			10/2	0/2005			
Patient Information							
Street			302	Doggy Drive			
City, Zip			Cam	den 98765			
County update cour	<u>nty</u>		Cam	den County			
Home Phone			154-	545-4464			
Cell Phone							
Other Information							
Language		English					
Race	· · ·	White					
Referring Agency In	formation						
Referring Agency		PRA Plus I	esting Provide	er			
Agency Address		123 Blizzar	d Avenue				
Agongy Dhono		Camden, N	0 98/05				
Agency Phone		(856) 665	-6000				
							(
Children (0-5) in Ho	usehold						
DOR		Age			Nan	ne	
							(
Patient Encounters							
Date	Method	Οι	utcome				Service Referra
<u>11/13/19</u>	Email	Co	ntacted				N/A
11/12/19	Home Phone	As	ked to Call Ba	ck			View
Program / Status Hi	istory						
Program	Status	Initial Referral Date	Pending Enrollment	Enrollment	Pending Close	Closed	Close
HWHF CHW Training	Pending Enrollment	N/A	11/24/19	N/A	N/A	N/A	N/A
Training Centering	Enrolled	N/A	11/26/19	N/A	N/A	N/A	N/A



### Early Childhood Specialists - Central Intake



From "Pending Enrollment"

- Any current programs are shown under "Program / Status History"
- Programs for which client may be eligible appear under "Available Programs"
- Click pencil to assign another program
- Programs SHOULD be discussed with client and Supervisor of new program before referring in SPECT.

Diff DElition	RDXSIT						
							0
Client Status	-		Pe	nding Enrolme	nt		
Status Assignment	Date		11	/24/2019			
HWHP Level			Le	VEI 3			
Kererrai Date			11	/08/2019			
EUC Date			10	122/2020			
Perinatal Risk Asse	ssment		Vie	W PRA			
Patient Informat	tion						
Street	200		302	Doogy Drive			
City, Zip			Carr	den 98765			
County update cou	inty		Carr	den County			
Home Phone			154	-545-4464			
Cell Phone							
Other Informatio	on						
Married		Contract of the second s					
Language		English					
Race		White					
Referring Agenc	y Information	00.4.06.0	Testing Deside	las.			
Agency Address		PRA Plus	Testing Provid	xer			
Agency Address		Canden	N198765				
Agency Phone		(856) 66	5-6000				
							0
Children (0-5) in	Household				Nee		
000		Age			Nan	110	
	15						0
Patient Encounte	er/Engagements						Service
Date	Method	Ou	tcome			1	Referral
11/13/19	Email	Cor	ntacted				N/A
11/12/19	Home Phone	Asi	ed to Call Back	k			View
							0
Available Progra	ms						
There are 2 progra	ms for which this	patient may be	eligible.				
	Parento						
Parents Supporting	ning						
Parents Supporting Project Embrace Trai	s History		-2 1		-		-
Parents Supporting I Project Embrace Trai Program / Statu	a matory		Pending	Enrollment	Pending	Closed	Closed
-Parents Supporting I -Project Embrace Trai Program / Statu Program	Status	Initial Referral	Enrollment	CHI OILINGIN	Close		and the second se
-Parents Supporting -Project Embrace Train Program / Statu Program Training Centering	Status	Initial Referral	Enrollment 11/26/19	N/A	N/A	N/A	N/A
-Parents Supporting / -Project Embrace Trai Program / Statu Program Training Centering HWHF CHW Training	Status Enrolled Pending Enrollment	Initial Referral N/A N/A	Enroliment 11/26/19 11/24/19	N/A N/A	N/A N/A	N/A N/A	N/A N/A



To refer client to additional program

- Select the program from the list of available programs.
- Select the reason for referring client to program
- Record any appropriate notes for the receiving program supervisor.
- Select "Update Information"

Refer to Program		Select Program
kerer to Program		Parents Supporting Parents
Refer to Program	Select Program	Project Embrace Training
Program Assignment Reason	- Select Reason -	- Select Reason -
Notes		Interested in Program
		No Contact
		HWHF Only
		Interested in Care Coordination



## **Referring Program**



From Pending Enrollment **OR** Enrolled:

- Open Patient Profile Screen
- View any available programs for which client may be eligible and interested
- Click pencil

Paula A	bdul						
Client Status					adia a Facal	-	P
Clienc Status	mont Date			Pe	ending Enro	ment	
Referral Date	inencoace			12	2/14/2020		
EDC Date					930/2010		
Birth Date				04	/13/1990		
Initial Referra	I Form			V	ew Initial Re	ferral	
Community H	ealth Screening Form	n [Uodate]		V	ew CHS		
	and the second second	10 <del>70,000,000</del>		-	74.06.2012		-
Patient Info	mation						
Street			124 Higher Gro	und Street			
City, Zip	in an internal in the second se		Camden 98765				
Long Chara	re conntx		Campen Count	Y			
Cell Phone			030-443-////				
Other Inform	nation						
Married							
Language		Engle	h				
Race		Multi-	Racial				
Referring Ac	ency Information	- Store					
Referring Age	ency	Syste	m Training Inst	itute			
Agency Addr	ess	2500	McClelan Ave.	11			
		Penn	sauken, NJ 081	09			
Agency Phon	e	(856)	665-6000				
							0
Children (O-	5) in Household						-
children (o	DOB	1	Age		Na	me	
	N. 1997						0
Patient Enco	unter/Engagements	5					Convine
Date	Method		Outcome	1			Referral
							recentar
				_			0
Available Pr	ograms	his making the same h	a climitelo				
Inere are 3 p	programs for which u	nis patient may b	e elgible.				
-Project Emb -Parents Sup	prace Training porting Parents						
Program / S	tatus History						
Program	Status	Initial Referral	Pending	Enrollment	Pending	Closed	Closed
Program			Enroiment		Close		Reason
NED Training	Rending Encolorant	N//A	02/14/20	BI/A	11/4	A17.A	ALC A



After clicking the pencil

- Select the program from the list of available programs
- Select the reason for referring client to program
- Record any appropriate notes for the receiving program supervisor
- Select "Update Information"

		Select Program
Refer to Program		-Asthma Workshop-8 weeks
Refer to Program	Select Program	-Project Embrace Training -Parents Supporting Parents
Program Assignment Reason	- Select Reason -	
Notes		- Select Reason -
	Client is new to area with no social support.	Interested in Program
		No Contact
		HWHF Only
		Interested in Care Coordination

The newly referred program will appear on the patient profile screen under "Program / Status History"



## **Receiving Program**



Referred client shows up In list of "Newly Referred Clients"

- View Program Assignment Reason and notes from Referring Program
- Change Patient Program Status to "Pending Enrollment" and assign staff

Date	Name		EDC	Referred From		Options
New Referra	al					
02/23/20	Bernardxsit, Ian		05/22/20	PRA Plus Testing Pro	ovider	View
02/26/20	Smit, Stephanie		07/12/17	PRA Training		View
Patient Prog	gram Status	New	×	/		
Patient Clos	e Reason	Not Cl	osed			
Assign Staf	f	Staff N	Not Assigned	$\sim$		
Program As	signment Reason	Intere	sted in Progr	am		
PRA / Refer	ral	View P	RA / Referra			
Patient		Date		Гуре	Outcome	Src
Encounter/	Engagement	1/17/1	<u>17</u>	Screening		S
Add New		1/18/1	<u>17</u>	Home Phone	Contacted	S
Notes		/ Clien	t has been h	f client for 3 yrs. Is I	now pregnant with 2n	d child &
		admits	s to frequent	use of Dilaudid. Exp	ressed interest & agr	ee-ment to
		help in	) aettina off (	of it now during prea	inancy.	

Referred client is served as any other new client

- Outreach client and use the referring program case worker's recommendation for engagement
- Change Patient Program Status to "Pending Enrollment" and assign staff
- If agreeable, enroll the client in the usual way in SPECT



#### The Patient Profile Screen lists all Program and Status History

Patient Profile: Project Embrace Training

#### **Stephanie Smit**

Client Status		Pending Enrolment
Status Assignment Date		02/14/2020
Referral Date		12/30/2018
EDC Date		
Birth Date		04/13/1990
Initial Referral Form		View Initial Referral
Community Health Screening Forr	n [Update]	View OHS
Patient Information		
Street	124 Higher Grou	nd Street
City, Zip	Camden 98765	
County update county	Camden County	
Home Phone	856-443-7777	
Cell Phone		
Other Information		
Married		
Language	English	
Race	Multi-Racial	
<b>Referring Agency Information</b>	1	
Referring Agency	System Training Instit	tute
Agency Address	2500 McClellan Ave. Pennsauken, NJ 0810	9
Agency Phone	(856) 665-6000	
Children (0-5) in Household		
DOB	Age	Name

#### Patient Encounter/Engagements

Date	Method	Outcome	Service Referral

#### **Available Programs**

There are 0 programs for which this patient may be eligible.

Program / Status H	listory						
Program	Status	Initial Referral	Pending	Enrollment	Pending Close	Closed	Closed Reason
Project Embrace Training	Pending Enrolment	N/A	02/14/20	N/A	N/A	N/A	N/A
HF Training	Enroled	N/A	01/17/17	03/17/17	N/A	N/A	N/A
Parents Support	New	N/A	N/A	N/A	N/A	N/A	N/A
	Hub / In Process	01/17/17	N/A	N/A	N/A	N/A	N/A
Risks							

General Medical / Psychosocial Risk Factors Identified Health Risks / Concerns



NOTES:

Family Health Initiatives 2500 McClellan Avenue, Suite 270 Pennsauken, NJ 08109-4613

856-665-6000 SPECT@FHIWorks.org www.fhiworks.org

