



HEALTH ASSESSMENT TRAINING GUIDE

DMHAS Information Systems Division



April 2015

OVERVIEW

The **Health** assessment is completed for clients with the Medicaid BHH Insurance type. It is located in DDaP on the Assessment screen under 'Optional Assessments'.

The **Health** assessment is comprised of the following data:

- Health Assessment Date
- BMI (Body Mass Index)
- Blood Pressure (Systolic and Diastolic)
- What tobacco/nicotine cessation related services/activities were received by the person in the past 90 days?

This training guide takes you through the process of completing the **Health** assessment for a client.

The **Health Assessment Form** and the **Health Assessment Training Guide** are located on the **DMHAS EQMI Home Page** under [DDaP User Documentation and Forms](http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334744) found at the following link: <http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334744>

Refer to the **DDaP Training Guide**, for instructions on admitting a new client, admitting an existing client, entering and updating Services and Assessments and Discharging clients.

The **DDaP Training Guide** can be found at the following location:

- In the **DDaP Application** on the Sidebar in the '**Tools**' link under '**Documentation**'

HEALTH ASSESSMENT DATA DESCRIPTIONS AND REQUIREMENTS

#	Data Element	Description	Data Type	Required ?	Conditional Requirements	Allowable Values
1	Health Assessment Date	Date on which Health Assessment was performed	Date mm/dd/yyyy	Y	Must be greater than or equal to admission date	>= Admission date
2	BMI	Client(s) BMI at the time of assessment	Decimal	Y	Format - One decimal place (Example: 20.0, 20.1)	10.0 - 100.0
3	Systolic Blood Pressure	Client(s) systolic blood pressure at the time of assessment	Numeric	Y		Allowable Values : 70 - 200
4	Diastolic Blood Pressure	Client(s) diastolic blood pressure at the time of assessment	Numeric	Y		Allowable Values: 30 - 130
5	What tobacco/nicotine cessation related services/activities were received by the person in the past 90 days?	Indicates whether the client received tobacco cessation in past 90 days	Checkboxes	Y	Should be able to choose multiple checkboxes. <i>Cannot select any other value if N/A, None or Refused is selected.</i>	<ul style="list-style-type: none"> - Group Intervention - Individual Intervention - Nicotine Replacement Therapy (gum, lozenges, patch, etc.) - Rewards to Quit Program - Educational Materials - N/A - None - Refused

ADDING A HEALTH ASSESSMENT

If adding the **Health** assessment immediately following a new admission:

1. Select the [Assessments for New Admission](#) link on the **Admission Complete** screen.

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DMHAS Data Performance System

Client → Admission → Diagnosis → Periodic Assessment → Co-Occurring Screening → Admission Complete

A new admission has been created for DDap Test

Proceed To: [Assessments For New Admission](#) [Services For New Admission](#) [Diagnoses For New Admission](#) [Client Info For New Admission](#) [Create Another Admission](#)

2. The **ASSESSMENTS** screen will display.

OR

If adding the **Health** assessment to an existing admission:

1. Log into DDaP and search on the client's **Last Name** or **SSN** on the **Client Management** screen.

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Client Management Roster Management File Management

CLIENT SEARCH
Provider: ALL
Search By: Last Name SSN Advanced Last Name: ddap

CLIENT(S) FOUND

Last Name	First Name	SSN	DOB	
ddap	test		01/01/1976	✓ Create New Admission
ddaptest	jane		02/01/1966	Find Admissions Create New Admission

ADMISSION(S) FOUND FOR: TEST DDAP - SORTED BY ADMIT DT
Program(s): ALL

Provider	Program	Status	Admit Dt	Discharge Dt	
Provider	CIProgram	Open	07/01/2014		Details Discharge
Provider	Next Steps Supportive	Discharged	11/12/2013	11/22/2013	Details

2. Select [Find Admissions](#) and select the [Details](#) link next to the desired program.

3. The Client Profile screen will display. Select the **Assessments** tab.

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Client Profile | Admission | Diagnosis | Services | **Assessments**

DEMOGRAPHICS

First Name: test Mid Initial: Last Name: ddap Suffix:
 SSN: 123456789 SSN Unavailable Reason: Religion:
 DOB: 01/01/1976 DOB Unavailable Reason: Marital Status: Divorced/Annulled
 Ethnicity: Non-Hispanic Primary Language: English Second Lang:
 Veteran Status: No Military Start Date: Military End Date:
 Gender: Male Provider Client ID:
 Race: White/Caucasian

ADDRESS

Address 1: street
 Address 2:
 City: stafford springs State: Connecticut Zip: 06076

INSURANCE

Insurance:	Type	Policy Number	Start Date	End Date
	Medicaid Husky C	001234567	03/01/2014	
	Medicaid BHH	001234567	04/01/2015	

CLIENT MGT ROSTER MGT EDIT Client Profile

4. The **ASSESSMENTS** screen will display.

5. Select 'Health' from the **OPTIONAL ASSESSMENTS** drop list and select the **CREATE** button.

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Client Profile | Admission | Diagnosis | Services | **Assessments**

REQUIRED ASSESSMENTS

Assessments: --- Select One --- CREATE

OPTIONAL ASSESSMENTS

Assessments: --- Select One --- x CREATE

ASSESSMENT HISTORY

Assessment Date	Assessment Type
11/02/2014	Health
	Hospital Emergency Room
	Hospitalization
	Periodic

CLIENT MGT ROSTER MGT Assessments

6. The **HEALTH ASSESSMENT** screen will display.

7. Complete the **HEALTH ASSESSMENT** data fields as noted below:

HEALTH ASSESSMENT DATE	REQUIRED. Enter the date when Health Assessment was completed in the correct MM/DD/YYYY date format, or select the date from the calendar.
BMI	REQUIRED. Enter the Body Mass Index number. <i>(Include decimal point.)</i>
BLOOD PRESSURE	REQUIRED. Enter the Systolic and the Diastolic blood pressure numbers.
What tobacco/nicotine cessation related services/activities were received by the person in the past 90 days?	REQUIRED. Select all that apply. Select N/A if they do not apply. Select None if the client has not participated in or received any of the nicotine cessation services. Select Refused if the client refused nicotine cessation services. <i>If N/A, None or Refused is selected, no other services or activities can be selected.</i>

8. Once the fields have been completed, select the **SAVE & EXIT** button at the bottom of the screen. (Select **SAVE** to save and remain on the screen. Select **CANCEL** to not save the Health Assessment.)

Note: Once the **Health** assessment data has been completed and the **SAVE** button is selected, the **CANCEL** button will take you off the screen with the original **Health** assessment data saved.)

9. The **Health** assessment information will display in the **ASSESSMENT HISTORY** grid.

The screenshot shows the DMHAS Data Performance System interface. The top navigation bar includes 'Client Profile', 'Admission', 'Diagnosis', 'Services', and 'Assessments'. The 'Assessments' tab is active. Below the navigation bar, there are sections for 'REQUIRED ASSESSMENTS' and 'OPTIONAL ASSESSMENTS', each with a dropdown menu and a 'CREATE' button. The 'ASSESSMENT HISTORY' section contains a table with the following data:

Assessment Date	Assessment		
04/15/2015	Health		
11/02/2014	Periodic		

An arrow points to the 'edit' icon in the 'Health' assessment row. At the bottom of the page, there are buttons for 'CLIENT MGT' and 'ROSTER MGT'.

10. Select the open icon in the **ASSESSMENT HISTORY** grid to view or edit the assessment.
11. Select the delete icon in the grid to delete the assessment.
12. Select the **CLIENT MGT** button to return to the **Client Search**.
13. Select the **ROSTER MGT** button to return to the **Roster Search**.
14. Select any of the tabs in the Navigator Bar to go to another screen to view or update data.
15. The **Health** assessment now displays in the **OPTIONAL ASSESSMENTS** drop list and another **Health** assessment can be added in the future.

This screenshot shows the same interface as the previous one, but with the 'OPTIONAL ASSESSMENTS' dropdown menu open. The menu lists several assessment types, with 'Health' selected and highlighted in blue. The 'ASSESSMENT HISTORY' table is still visible below the dropdown.