

Article 16

Progress Note

New Format & New Display in myAvatar

Why the change?

- The current format for the Progress Note in Avatar did not correspond to the traditional note format used at the Article 16.
- This meant that information that was normally documented in a note was missing.
- Also, the implementation of the APG system by OPWDD allows for multiple procedures during certain therapy sessions. The old format does not allow for that type of documentation.
- The new format offers an electronic note that includes all the traditional data fields and captures information re: multiple procedures.
- And it provides the ability to document 6-Month Review!!!

The myAvatar view of the note

The screenshot displays the myAvatar software interface for creating an Article 16 Progress Note. The window title is "Avatar 2011". The user is logged in as "SUZANNE". The interface is divided into several sections:

- Navigation:** Home, Article 16 Prog, Courses, Preferences, Lock, Sign Out, Switch, Help.
- Article 16 Progress Note Section:**
 - Select Consumer / Patient:** A text input field.
 - Select Program:** A dropdown menu.
 - Progress Note For:** Radio buttons for Existing Service, Existing Appointment, Independent Note, and New Service.
 - Note Type:** A dropdown menu.
 - Note Addresses Which Appointment:** A dropdown menu.
 - Date Of Service:** A date picker.
 - Start Time:** A time picker with AM/PM options.
 - End Time:** A time picker with AM/PM options.
 - Service Duration:** A text input field.
 - Select Service Location:** Radio buttons for Clinic, Home or Residence, and Other.
 - Select Service Address:** A dropdown menu.
 - Indicate Type of Service (check all relevant choices):** Checkboxes for Collateral, Group, and Independent Note.
 - FOR PT, OT or REHAB COUNSELING ONLY. Check all services that were provided during this session.**
 - Rehabilitation Counseling:** Checkboxes for Cognitive Skill Development and Community / Work Reintegrati.
 - Physical Therapy:** Checkboxes for Assistive Technology Assessm and C/O for Orthotic/Prosth Use.
 - Occupational Therapy:** Checkboxes for Cognitive Skills Development and Community / Work Reintegrati.
 - Service Charge Code:** A text input field.
 - Program:** A dropdown menu.
 - Location:** A dropdown menu.
 - Select Draft Note To Edit:** A dropdown menu.
 - Diagnosis:** A text input field.
 - Practitioner (Enter Supervisor's name for ABSS services only):** A text input field containing "TIMMERHANS, SUZANNE (001200)".
 - Select Supervisor for Co-Signature Workflow:** A dropdown menu.
 - Unlicensed Service Provider:** A text input field.
- Online Documentation:** A section with a "Submit" button and several icons.
- Taskbar:** Shows the system tray with the date and time "07/19/2012 09:40 AM" and "9:41 AM 7/19/2012".

Page 1

<p>Select Consumer / Patient</p> <input type="text"/>	<p>Service Charge Code</p> <input type="text"/>
<p>Select Program</p> <input type="text"/>	<p>Program <input type="text"/></p>
<p>Progress Note For</p> <p><input type="radio"/> Existing Service <input type="radio"/> Existing Appointment</p> <p><input type="radio"/> Independent Note <input type="radio"/> New Service</p>	<p>Location <input type="text"/></p>
<p>Note Type</p> <input type="text"/>	<p>Select Draft Note To Edit</p> <input type="text"/>
<p>Note Addresses Which Appointment</p> <input type="text"/>	<p>Diagnosis</p> <input type="text"/>
<p>Date Of Service</p> <input type="text"/> T Y <input type="text"/>	<p>Practitioner (Enter Supervisor's name for ABSS services only)</p> <input type="text"/>
<p>Start Time</p> <input type="text"/> Current H <input type="text"/> M <input type="text"/> AM/PM <input type="text"/>	<p>Select Supervisor for Co-Signature Workflow</p> <input type="text"/>
<p>End Time</p> <input type="text"/> Current H <input type="text"/> M <input type="text"/> AM/PM <input type="text"/>	<p>Unlicensed Service Provider</p> <input type="text"/>
<p>Service Duration</p> <input type="text"/>	

What's the same on page 1?

- Although the appearance of myAvatar is very different than the original Avatar, the functionality is the same.
- The fields that appear on the new Article 16 Note that should be familiar include:
 - Select Consumer/Patient
 - Select Program
 - Progress Note Type
 - Note Addresses which Appointment (if applicable)
 - Date of Service
 - Service Duration
 - Service Charge Code
 - Program
 - Location
 - Select Draft Note to Edit
 - Diagnosis
 - Select Supervisor for Co-Signature Workflow

What's different on page 1?

- The note now includes fields for “Start Time” and “End Time”. The information entered into these fields will automatically populate or change the number in the “Duration” field.
- The “Practitioner” field will automatically populate with the user’s name as always, but now the label indicates that if this is an ABSS service that the name should be changed to the Supervisor’s name for billing purposes.
- The user must then enter his/her name in the field “Unlicensed Service Provider” and still select the supervisor’s name in the field “Select Supervisor for Co-Signature Workflow”.

Page 2

Select Service Location

- Clinic Home or Residence
 Other

Select Service Address

Indicate Type of Service (check all relevant choices)

- Collateral
 Group
 Independent Note

FOR PT, OT or REHAB COUNSELING ONLY. Check all services that were provided during this session.

Rehabilitation Counseling

- Cognitive Skill Development
 Community / Work Reintegrati

Physical Therapy

- Assistive Technology Assessm
 C/O for Orthotic/Prosth Use

Occupational Therapy

- Cognitive Skills Development
 Community / Work Reintegrati

What is up with page 2?


- Page 2 is brand new for this note format.
- The field “ Select Service Location” inserts that address onto the note as per OPWDD’s requirement. If you check:
 - Clinic – the Steinway Clinic address will appear on the note.
 - Home/Residence – the consumer’s home or residential address will appear on the note.
 - Other – you will need to choose the site from the drop down dictionary that includes all day program locations and the program’s address will appear on the note.
- The field “Indicate Type of Service” is a multi-select option and all relevant choices must be checked. The choices will dictate which fields on the following pages are required. The choices are:
 - Collateral
 - Group
 - Independent Note
 - Primary
 - Six-Month Review

PT, OT or Rehab Counseling

- Under the new APG requirements, these services need to indicate the different procedures completed during a session.
- The fields on page 2 allows these therapists to select all relevant procedures. The selected procedures will be included on the progress note.
- It is essential that the content of the note supports the selections made in these fields.

Page 3

Date of Service

T Y 

Goal (Goal / Objective from Treatment Plan)

Treatment (Description of session) Who? What? How? How well? Any issues or concerns and use for Independent Note.

Has the patient shown progress?

Yes No

Progress / Plan (Specify progress or specify plan)

Is this a Psychiatric note?

Yes No

Draft/Final

Draft Final

More familiar fields

- Page 3 closely replicates the traditional paper note used at the Article 16 by providing separate fields for:
 - Goal / Objective
 - Treatment
 - Progress / Plan
- If the user selects “yes” in response to the question, “Is this a Psychiatric Note?” fields on the next page will become required and force the user to move onto page 4.

OR

- If the user had selected “Six-Month Review” as one of the types of service on page 2, other fields on page 4 will become required and force the user to move onto page 4.

Page 4

For Use by Psychiatrist Only

Medication(s)

Was Medication Education provided?

Yes

No

Was medication initiated or changed?

Yes

No

Were labs ordered?

Yes

No

Six-Month Review

During the past six months, the patient has demonstrated progress on treatment plan.

Yes

No

During the past six months, the patient has met long term goals.

Yes

No

Based on the patient's need for service, this service should be continued.

Yes

No

Please provide justification for the continuation of the service.

If services are to continue, indicate recommendations below.

Frequency

per

Week

Month

Quarter

Year

Session Duration (in minutes)

If this is a Psychiatric note ...

- Fields under the section marked “For Use By Psychiatrist Only” will be required.
- All these fields are identical to those on the current Progress Note.

If this is a Six-Month Review ...

- The section under “Six-Month Review” will be required.
- This is new to the note and allows for the incorporation of the 6-Month Review into the Progress Note. Although it is new to the Progress Note, it replicates the fields on the current 6-month review form.
- Responses to the questions will either activate or deactivate certain fields. For example, if you respond “yes” to the question re: whether the service should continue – the fields for “Justification”, “Frequency”, “Per” and “Session Duration” will become required fields.

Summary

- Although the appearance in myAvatar is very different and the navigation of the pages has changed (scrolling vs. tabs), more is familiar than different.
- The new note reflects the paper formats used by the Article 16 clinic for years.
- So look past the surface and you will find that you can easily use this new note.