

# Emergency Preparedness Assessment

Agencies now have the ability to assess and document individual client risk to be prepared in the event of a Public Health emergency. Documentation is in **Client Details**, or in **Activity Details**, if preferred as part of a comprehensive assessment for a Home Health Client.

## Opting In to use this Feature is Required in Agency Details Setup

The screenshot shows the 'Agency Details' setup page in a web browser. The page has a header with 'Agency Info' and 'OASIS Data' tabs. Below the header, there are several configuration options:

- Receipt message**: A text area for a message that will appear at the top of the receipt. The character count is 256.
- Lock activities after\***: A dropdown menu set to '14' days.
- First day of the week is:** A dropdown menu set to 'Monday'.
- Default scheduler start time\***: A dropdown menu set to '7:00 AM'.
- Show scheduler conflicts**: A checked checkbox.
- Show program-restricted client names**: A dropdown menu set to 'Do not show name and message'.
- Default to include only Actual problems**: An unchecked checkbox.
- Show emergency preparedness features**: A checked checkbox, which is circled in red.
- Contact Tracing**: A section with a checked checkbox for 'Show contact tracing'.

## Emergency Preparedness Documentation in Client Details

After the setup is complete, a blue **Emergency Prep** tab at the **Client Details** level will now appear as follows:

[Name and Address](#)
[Providers/Programs](#)
[Demographics](#)
[Health History](#)
[Contacts](#)
[Allergies](#)
[Medications](#)
[Subscribers](#)
[Authorizations](#)
[Claim Data](#)
[Emergency Prep](#)

[Discharge](#)
[General Notes](#)
[Files](#)
[Comprehensive Con...](#)
[TB](#)
[Primary Employee](#)
[Ticklers or Remin...](#)
[TANF/MCH Eligibil...](#)
[Target Group](#)
[Enrollment](#)

[New Emergency Plan](#) +

Recorded on	Priority	Options
No emergency plans have been recorded for this client yet		

This is the assessment you will see when you select **New Emergency Plan** under **Client Details** option:

**New Emergency Plan**
✕

✕ **Cancel**
Save

### New Emergency Plan

*Recorded on*

*Respiratory:*

- Ventilator Dependent
- Oxygen
- Suctioning
- Nebulizer treatment
- Tracheostomy care

*Nutrition:*

- Enteral Nutrition
- Parenteral nutrition

*Elimination:*

- Ileostomy/colostomy
- Urinary catheter Indwelling/intermittent
- Dialysis

*Infection:*

- Communicable
- MRSA, VRE, C Diff

*Skin:*

- Wound care

*Other clinical assessment (list):*

characters remaining: **1000**

*List the clinical areas for which the agency is the responsible party:*

characters remaining: **1000**

*Medication management:*

- IV medications
- Narcotics
- Oral meds
- Subcutaneous or IM injections
- Medication Setup (C...

*Supervision:*

- Dementia/Alzheimer's*
- MR/MI*

*Communication needs:*

- Aphasic*
- Blind*
- Deaf*
- Non-English Speaking*

*List medication management, ADL, supervision, or communication needs for which the agency is the responsible party:*

characters remaining: **1000**

*Transportation:*

- Another person able to transport*
- No car*
- No public transportation*
- No other transportation option*
- Unable to Drive*

*List the transportation and equipment management for which the agency is the responsible party:*

characters remaining: **1000**

As Emergency Plans are added, the current and historical documents will continue to be available in the record, with the most recent plan on top.


Name and Address	Providers/Programs	Demographics	Health History	Contacts	Allergies	Medications	Subscribers	Authorizations	Claim Data	Emergency Prep
Discharge	General Notes	Files	Comprehensive Con...	TB	Primary Employee	Ticklers or Remin...	TANF/MCH Eligibil...	Target Group	Enrollment	
New Emergency Plan +										
Recorded on	Priority								Options	
10/27/2017	Medium Risk - medically unstable and care is required within a day									
09/01/2017	Low Risk - client is stable if basic care provided									







A report is available at the individual client level entitled “Latest Emergency Plan,” which will list the detail from the most recently completed Emergency Plan, along with other client details including address, providers and medications.

## Emergency Preparedness Documentation in Activity Details

You can choose to complete an Emergency Plan as part of a comprehensive assessment within **Activity Details**.


First, complete the fields as required by your agency. You will also see a new option in the list of fields as shown below. Note adding a plan will not be active until after you create the activity.


Create Create & New

<b>Activity Details</b>	Supplies	Files	Progress Note	Case Management
<i>Date</i>	*	<input type="text" value="11/03/2017"/>		
<i>Service</i>	*	<input type="text" value="Home Visit"/>		
<i>Employee</i>	*	<input type="text" value="Durch, Jean"/>		
<i>Start time</i>		<input type="text" value="10:00 AM"/>		
<i>End time</i>		<input type="text" value="11:00 AM"/>		
<i>Hours</i>		<input type="text" value="1"/> h <input type="text" value="0"/> m	 	
<i>Miles</i>		<input type="text" value="5"/>		
<i>Travel Time</i>		<input type="text" value="0"/> h <input type="text" value="10"/> m		
<i>Add Travel to total hours</i>		<input checked="" type="checkbox"/>		
<i>Total Hours</i>		1.17		
<i>Client</i>		<input type="text" value="444648 (DOB:11/22/1950) - Homecare, Harry"/>		
<i>Location</i>		<input type="text" value="Home"/>		
<i>Pay source</i>		<input type="text" value="Home Care -Medicare"/>		
<i>Cost Center</i>		<input type="text" value="Home Care"/>		
<i>Program</i>		<input type="text" value="No Restrictions"/>		
<i>Homebound?</i>		<input type="text" value=""/>		
<i>Group size</i>		<input type="text" value=""/>		
<i>Immunization screening</i>		<input type="text" value=""/>		
<i>Emergency preparedness plan</i>		Please save the activity with a client to add an emergency plan		
<i>Activity Summary</i>		characters remaining:1000		

Once you create the activity, select the **Edit** option in the upper right corner.

You now have the option to add an Emergency Plan by clicking on the **Add emergency plan** option shown:

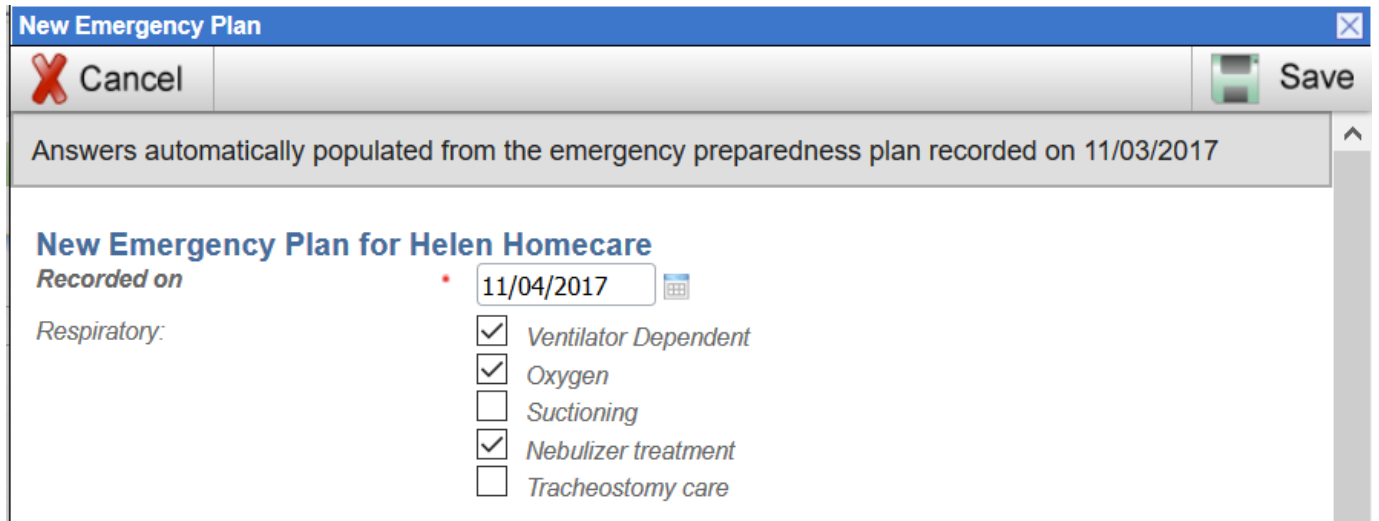
*Emergency preparedness plan*    Add emergency plan 

If this is an initial plan, a blank Emergency Plan appears in a popup window to complete the assessment.



If a plan was completed in a prior activity or in the **Emergency Prep** tab in **Client Details**, the answers from the most current assessment will populate in the added Emergency Plan. Review and edit the fields that need updating, scrolling down the page. When your assessment is complete, select **Save**. A copy of the saved assessment can be viewed in the **Emergency Prep** tab in the **Client Details** for the individual.

The saved Emergency Plan in the activity can be edited or deleted until the activity is e-signed. You will see the following options:

*Emergency preparedness plan*      [Edit plan](#) [Delete plan](#)




**New Emergency Plan**

 **Cancel**  **Save**

Answers automatically populated from the emergency preparedness plan recorded on 11/03/2017

**New Emergency Plan for Helen Homecare**

*Recorded on*      \*      11/04/2017 

*Respiratory:*

- Ventilator Dependent*
- Oxygen*
- Suctioning*
- Nebulizer treatment*
- Tracheostomy care*

A new report is available as an **Agency Administration Report** entitled “All Client Emergency Prep Plans.” The report filters for all clients without a closure date. Other filters are available to sort clients by select fields as shown.



Please provide filters for the emergency preparedness report:

Caregiver ability:	<input type="text"/>
What level of care would be most appropriate for this individual if the usual services and equipment were not available?	<input type="text"/>
How long would this person be safe in their home if the usual services/equipment were not available?	<input type="text"/>
Emergency priority based on assessment:	<input type="text"/>

## Using Report Writer

Custom reporting is also available. The Emergency Preparedness Plan data that shows in the report writer is always the most recently completed plan for that client.

Here is a list of screens where the Emergency Preparedness Plan data for the most recently completed plan is available:

- 485 info
- Activity info
- Activity supply rate info
- Allergies info
- Assignment info
- Authorization info
- CAHPS info
- Charting info Note: only if charting is completed with the activity
- Client charges info
- Client info
- Contact info
- CSA client info
- FHV info
- Hospice medication info
- Immunization info
- Intervention info Note: only if interventions are completed with the activity
- KBS info
- Ledger detail info
- Ledger summary info

- Medication info
- OASIS info
- PPS discipline info
- Program info
- Receipt info
- Subscriber info
- Supervision info
- Supply info
- Verbal order info

Historical information from past EP plans can be retrieved by printing the visit report and/or e-signed document of the activity to which they are attached. The historical information is not available in the report writer.