

## How to Create an HQ ACA App Tracking Encounter

Open OMNI and select the 'Health Services' tab

Washington State  
Department of Corrections

Offender Management Network Information

DOC No.:  Go

Selected DOC No.:

Home Assignments Offender **Health Services** Plans Programs Facility Search Administration

From the Health Services Menu select 'Encounters'

**Health Services Menu** -

Scheduler Queue

Appointments

**Encounters**

Consults

Rosters

General Information

Providers

Census

From the Encounters Menu select 'Create Encounter'

**Encounters Menu** -

Search Encounter

**Create Encounter**

Create Mass Encounter

Search UM Encounters

Create UM Encounter

The Offender demographic information will populate from OMNI.

All fields marked with an (\*) are mandatory fields and must be filled in for the appointment to be 'Saved'

- **Date** – this will be today's date
- **Time** – the current time
- **Duration** – should be a minute or two for each encounter
- **Origin** – Referred by Other
- **Origin Date** – Callout Date or Date App Received
  - **Encounter Category** - Category – Admin(HQ)
  - **Encounter Type** - Type – HQ ACA App Tracking
- **Venue** – On-site DOC
- **Facility** – Release Facility – THIS DEFAULTS TO AHCC – MAKE SURE YOU CHANGE THIS!
- **Staff/Provider**

Click 'Continue'

**Create Encounter**

**Offender**

\*DOC No:  Offender Name:  Offender Location: SCCC - H3 Category: Regular Inmate ERD: 06/20/2021  
 Gender: Male Birthdate:  Age:

**Encounter**

\*Date: 05/11/2016 \*Time: 100 \*Duration: 5 minutes Primary Therapist  
 \*Encounter Category: Admin(HQ) \*Encounter Type: HQ ACA App Tracking \*Origin: Refer By Other \*Origin Date: 05/11/2016  
 \*Venue: On-Site DOC \*Facility: SCCC HS Unit: Any \*Staff/Provider: Sherwood, Jody L

Last Updated By :

Clicking 'Continue' will cause the 'ACA Application' Information section of the encounter to open

**Create Encounter**

**Offender**

\*DOC No:  Offender Name:  Offender Location: SCCC - H3 Category: Regular Inmate ERD: 06/20/2021  
 Gender: Male Birthdate:  Age:

**Encounter**

\*Date: 05/11/2016 \*Time: 01:00 \*Duration: 5 minutes Primary Therapist: Alyea, Maureen F  
 \*Encounter Category: Admin(HQ) \*Encounter Type: HQ ACA App Tracking \*Origin: Refer By Other \*Origin Date: 05/11/2016  
 \*Venue: On-Site DOC \*Facility: SCCC HS Unit: Any \*Staff/Provider: Sherwood, Jody L

**ACA Application Information**

\*Date App Received At HQ: 05/11/2016 \*Partner Name: Sherwood, Jody L Placed On 60 Day List:   
 \*Date App Started: 05/11/2016 Determination Date:  Mailing Address:   
 \*Application Status:  
☐ Pending ☐ Submitted-Classic ☐ Approved ☐ Denied ☐ Not Received ☐ Suspend  
 \*Determination Letter Sent:  \*Reason Denied: Please Select \*Reason Not Received: Please Select \*Reason For Suspend: Please Select  
 Notes:  (200 characters remaining)

Last Updated By :

All fields marked with an (\*) are mandatory fields and must be filled in for the appointment to be 'Saved'

- **Date App Received at HQ**
- **Partner Name**
- **Date App Started**
- **Determination Date**
- **Application Status**
  - Select one of the following
    - Pending
    - Submitted Classic
    - Approved
    - ✓ Determination Letter Sent

- Denied
    - ✓ Covered Under Another Policy
    - ✓ Exceeds Income/Resource Limit
    - ✓ No SSN
    - ✓ Non US Citizen
    - ✓ Releasing to Law Enforcement
    - ✓ Residing Outside of WA
    - ✓ Residing with Dependents
    - ✓ SSN not Verifiable
    - ✓ Unable to Collect Required Information
  - Not Received
    - ✓ No-Show to Call-Out
    - ✓ Not Submitted – Received After Release
    - ✓ Offender Refused to Apply
  - Reason for Suspend
    - ✓ Benefits Stopped – Offender Not Released
- Copy the address from SharePoint and Paste into OMNI address section
- Copy the Notes from the SharePoint and Paste into OMNI
- If not date is used use, such as in no application, use 12/31/2999 as the date for all fields requiring a date

The following screen shots show the selections under 'Application Status' and their drop down menu selections. The application can be saved several times but the fields marked with an (\*) must be filled in before the encounter can be saved. The fields will remain editable (able to be changed) as long the application is saved. Once the application is submitted, the mandatory fields are no longer editable. Only the OMNI-HS Super User can amend the encounter after it has been submitted.

ACA Application Information

\*Date App Received At HQ: 05/11/2016 \*Partner Name: Sherwood, Jody L Placed On 60 Day List:

\*Date App Started: 05/11/2016 Determination Date: 05/09/2016 Mailing Address: 2222 Cherry Tree Lane Candy Land, Washington 22222

\*Application Status:

☐ Pending ☐ Submitted-Classic ☒ Approved ☐ Denied ☐ Not Received ☐ Suspend

\*Determination Letter Sent: 05/11/2016 \*Reason Denied: Please Select \*Reason Not Received: Please Select \*Reason For Suspend: Please Select

Notes: (700 characters remaining)

Save Reset Submit

Last Updated By : Sherwood, Jody L

**ACA Application Information**

\*Date App Received At HQ: 05/11/2016 \*Partner Name: Sherwood, Jody L Placed On 60 Day List:

\*Date App Started: 05/11/2016 Determination Date: 05/09/2016 Mailing Address: 2222 Cherry Tree Lane Candy Land, Washington 22222

\*Application Status:

☐ Pending ☐ Submitted-Classic ☐ Approved ☒ Denied ☐ Not Received ☐ Suspend

\*Determination Letter Sent: \*Reason Denied: **Please Select**

**Please Select**  
 Covered Under Another Policy  
 Exceeds Income/Resource Limit  
 No SSN  
 Non-US Citizen  
 Releasing to Law Enforcement  
 Residing Outside of WA  
 Residing with Dependents  
 SSN not Verifiable  
 Unable to Collect Required Information

\*Reason Not Received: **Please Select** \*Reason For Suspend: **Please Select** (200 characters remaining)

Notes:

Save Reset Submit

Last Updated By : Sherwood, Jody L

**ACA Application Information**

\*Date App Received At HQ: 05/11/2016 \*Partner Name: Sherwood, Jody L Placed On 60 Day List:

\*Date App Started: 05/11/2016 Determination Date: 05/09/2016 Mailing Address: 2222 Cherry Tree Lane Candy Land, Washington 22222

\*Application Status:

☐ Pending ☐ Submitted-Classic ☐ Approved ☐ Denied ☒ Not Received ☐ Suspend

\*Determination Letter Sent: \*Reason Denied: **Please Select**

**Please Select**  
 No-Show to Call-out  
 Not Submitted - Received After Release  
 Offender Refused to Apply

\*Reason Not Received: **Please Select** \*Reason For Suspend: **Please Select** (200 characters remaining)

Notes:

Save Reset Submit

Last Updated By : Sherwood, Jody L

**ACA Application Information**

\*Date App Received At HQ: 05/11/2016 \*Partner Name: Sherwood, Jody L Placed On 60 Day List:

\*Date App Started: 05/11/2016 Determination Date: 05/09/2016 Mailing Address: 2222 Cherry Tree Lane Candy Land, Washington 22222

\*Application Status:

☐ Pending ☐ Submitted-Classic ☐ Approved ☐ Denied ☐ Not Received ☒ Suspend

\*Determination Letter Sent: \*Reason Denied: **Please Select**

**Please Select**  
 Benefits Stopped - Offender Not Released

\*Reason Not Received: **Please Select** \*Reason For Suspend: **Please Select** (200 characters remaining)

Notes:

Save Reset Submit

Last Updated By : Sherwood, Jody L

Update SharePoint that an Encounter was done.

## SUSPENSION

- A. If there is ProviderOne suspension, the offender will not need to go on a Callout. An encounter will still need to be created.
- The same field as above will need to be filled out in the Encounter
    - **Date** – this will be today’s date (callout)
    - **Time** – the current time

- **Duration** – should be a minute or two for each encounter
- **Origin** – Referred by Other
- **Origin Date** – Callout Date or Date App Received
  - **Encounter Category** - Category – Admin(HQ)
  - **Encounter Type** - Type – HQ ACA App Tracking
- **Venue – On-site DOC**
- **Facility** – Release Facility – THIS DEFAULTS TO AHCC – MAKE SURE YOU CHANGE THIS!

2. Under the ACA Application Information section the dates will be updated to the callout date, this is because no application will be received or worked.

- **Date App Received at HQ enter callout date. It should match the Callout Date**
- **Partner Name-should be your name.**
- **Date of Callout It should match the Callout Date**
- **Date App Started enter callout date. It should match the Callout Date**
- **Determination Date – leave blank. Will be filled closer to release**
- **Application Status select “Pending”**
- **Add to “Notes” – ProviderOne Suspended**
- **Save. Do not submit, as the ERD/PRD gets closer, the address will need to be verified and/or updated**

B. Update SharePoint

1. App Received Date - enter callout date “mm/dd/yyyy”
2. Callout Date - enter callout date “mm/dd/yyyy”
3. Application Status – leave “Not Selected” so as the ERD/PRD gets closer the address will get verified and/or updated
4. Notes – add “ProviderOne Suspension” so when staff work it, they know benefits are established and the address and chrono need to be added.