

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES**

Procedure No. I.C.1.PR.001.d

Subject: eCAMRIS Automated Data System Maintenance

Section: Services and Supports, Case Management/Broker Services

Issue Date: July 30, 2003

Effective Date: Upon release

Revised: November 30, 2008

A. Purpose

The purpose of this procedure is to develop a standard, consistent approach to case management eCAMRIS record maintenance to ensure automated data fields contain complete and current information and are updated in a timely manner.

B. Applicability

This procedure shall apply to all individuals eligible to receive supports and services from the department.

This procedure shall apply to all DDS case managers, case manager supervisors or designee assigned to maintain the electronic record.

C. Definitions

See Case Management Definitions at the beginning of this section.

D. Implementation

1. eCAMRIS Data Entry

The DDS case manager or designee will complete or update information in the automated data system within 30 days of the initial visit or by the end of the month when the case manager learns that information has changed. Additionally, the case manager or designee shall review all designated client data for accurateness and completeness at the time of the annual individual plan.

Automated data system fields that are the responsibility of the case manager or designee include:

a. Client Data Maintenance

1. Demographics
2. Status
3. Responsible Persons
4. Benefits
5. Functional Profile
6. Client Medical Profile

b. Client Daily Movement – Targeted Case Management

1. The case manager or designee is also responsible for completion of the electronic Targeted Case Management records to document that each individual has received services as specified in the Targeted Case Management procedure.

c. Client Service Referral

1. Residential Service
2. Day Service
3. Fiscal Intermediary (if applicable)

2. Ongoing Monitoring.

Case management supervisors will monitor eCAMRIS accuracy and completeness for a sample of individuals at the time the case management supervisors quality service reviews are completed. Case managers and supervisors may use the Case Management Reporting Menu for this purpose. Supervisors will also review waiver audit eCAMRIS reports generated by regional Quality Improvement staff and will share the information with case managers for eCAMRIS addition, corrections and entries.

E. References

1. Targeted Case Management Procedure