Document Upload Naming Convention, Requirements, Retention and Frequency

All users of the Electronic Medicaid Waiver System (EMWS) shall use the Division's standardized naming convention for saving documents to a participant's file on the Electronic Medicaid Waiver System.

Documents will be named in the following manner:

- 1. WAIVER INITIALS: ALF or LTC
- 2. PARTICIPANT: LastName.FirstName
- 3. DOC TITLE ABBREVIATED: (see list below)
- 4. DATE: YYYY.MM.DD (This is the date the document is signed and dated by the participant not the date it is uploaded.)

Example:

LTC.Jones.George.CCS.2013.10.28 (separate with a period)

Example: For Uploading the ALF/LTC-6 –PROVIDER DUTIES SHEETS

Use the name of service provider

LTC.Jones.George.PDS.HomeStyleDirect.2011.10.28 (separate with a period)

REMINDER!

Documents not saved using the proper naming convention will be returned for correction.

DOCUMENT UPLOAD REQUIREMENTS, RETENTION AND FREQUENCY		
DOCUMENT	DOCUMENT NAME	FREQUENCY
ABBREVIATION		
FOR NAMING		
CONVENTION		
ITEMS THAT ARE UPLOADED TO THE PLAN MOD DOCUMENTS		
PCS	ALF/LTC-1 Participant Choice of	Wait List, Initial Plan and each
	Service	renewal
PRR	ALF/LTC-3 Participant Rights and	Wait List, Initial Plan and each
	Responsibilities	renewal
SDCCCD	SDC-1 Participant Capability	Wait List, Initial Plan and each
	Document	renewal
SDCCA	SDC-2 Participant Agreement	Wait List, Initial Plan and each
		renewal

ITEMS THAT	Γ ARE UPLOADED TO THE PLAN M	IOD DOCUMENTS CONT.
SDCCP	SDC-3 Participant Profile	Wait List, Initial Plan, each
		renewal and any time there is
		a change
PDS	ALF/LTC-6 Provider Duties Sheet	Initial Plan, each renewal and
		with each addition, removal
		and change of service
MTHEV	ALF/LTC-7 Monthly Evaluation	Monthly
CPVDR	ALF/LTC-14 Participant Choice of	Initial Plan, each renewal and
	Provider	any time there is a change
DRO	Doctor's Orders	As required for Skilled Nursing
CL	Clinical notes	As necessary (these can be
		typed directly into the Plan of
CC	Case Conference	Care Notes if desired)
NS		Monthly Each time the nurse
INO	Nurse Supervision	
AAL	Aide Assignment List	completes the supervision Initial Plan, each renewal and
AAL	Aide Assignment List	any time there is a change
ML	Medication List	Optional
IVIL	Wedication List	Optional
ITEMS TH	AT ARE UPLOADED TO THE WAIV	ER LINK DOCUMENTS
MAD	Medical Advanced Directive	If Participant has
	Documentation	·
AUTHREP	Authorized Representative	If Participant has
		ii i aitioipaiit iiao
POA	Power of Attorney	If Participant has
POA GUARD	Power of Attorney Guardianship Papers	
GUARD ROI	Power of Attorney Guardianship Papers Release of Information	If Participant has
GUARD ROI CONFLICT	Power of Attorney Guardianship Papers Release of Information Conflict of Interest	If Participant has If Participant has If Participant has As necessary
GUARD ROI CONFLICT CIR	Power of Attorney Guardianship Papers Release of Information Conflict of Interest Critical incident Reporting	If Participant has If Participant has If Participant has
GUARD ROI CONFLICT CIR CTR	Power of Attorney Guardianship Papers Release of Information Conflict of Interest Critical incident Reporting Complaint Tracking Response	If Participant has If Participant has If Participant has If Participant has As necessary As necessary As necessary
GUARD ROI CONFLICT CIR CTR TERM	Power of Attorney Guardianship Papers Release of Information Conflict of Interest Critical incident Reporting Complaint Tracking Response ALF/LTC –10 Notice of Termination	If Participant has If Participant has If Participant has If Participant has As necessary As necessary As necessary As necessary
GUARD ROI CONFLICT CIR CTR	Power of Attorney Guardianship Papers Release of Information Conflict of Interest Critical incident Reporting Complaint Tracking Response	If Participant has If Participant has If Participant has If Participant has As necessary As necessary As necessary As necessary When the provider sends the
GUARD ROI CONFLICT CIR CTR TERM	Power of Attorney Guardianship Papers Release of Information Conflict of Interest Critical incident Reporting Complaint Tracking Response ALF/LTC –10 Notice of Termination	If Participant has If Participant has If Participant has If Participant has As necessary As necessary As necessary When the provider sends the participant a 30 day notice of
GUARD ROI CONFLICT CIR CTR TERM	Power of Attorney Guardianship Papers Release of Information Conflict of Interest Critical incident Reporting Complaint Tracking Response ALF/LTC –10 Notice of Termination	If Participant has If Participant has If Participant has If Participant has As necessary As necessary As necessary When the provider sends the participant a 30 day notice of termination of services and
GUARD ROI CONFLICT CIR CTR TERM	Power of Attorney Guardianship Papers Release of Information Conflict of Interest Critical incident Reporting Complaint Tracking Response ALF/LTC –10 Notice of Termination	If Participant has If Participant has If Participant has If Participant has As necessary As necessary As necessary When the provider sends the participant a 30 day notice of termination of services and need to locate new case
GUARD ROI CONFLICT CIR CTR TERM	Power of Attorney Guardianship Papers Release of Information Conflict of Interest Critical incident Reporting Complaint Tracking Response ALF/LTC –10 Notice of Termination	If Participant has If Participant has If Participant has If Participant has As necessary As necessary As necessary When the provider sends the participant a 30 day notice of termination of services and

ITEMS FOR WAIVER LINK NOTES			
	Employer training provided (SDC only)	Initial Plan and any changes	
	All other notes related to the case not plan specific	As necessary	
	ITEMS FOR WAIVER MORAL	OTEC	
	ITEMS FOR WAIVER MOD N		
	Documentation on <1200	All plans over 1200	
	Documentation on Modification	All Modifications	
	All other notes related to the plan	As necessary	
ITEMS THAT ARE UPLOADED BY STATE OFFICE ONLY			
PGMAPP	Program Application	When received	
SDCARP	SDC Authorized Representative Packet	As necessary	
CHCCCM	ALF/LTC-11 Change of CM/CC	When the participant changes	
	Agency	a case manager or care coordinator agency	