# Chapter 34 – Care Level I Status Report

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| **Important** | The required fields referenced in this chapter refer to system-required fields.  These fields are required in order for the form to be saved in approved status.

The information that is required due to policy may be different from those that are system required. |

# CARE Level I Status Report

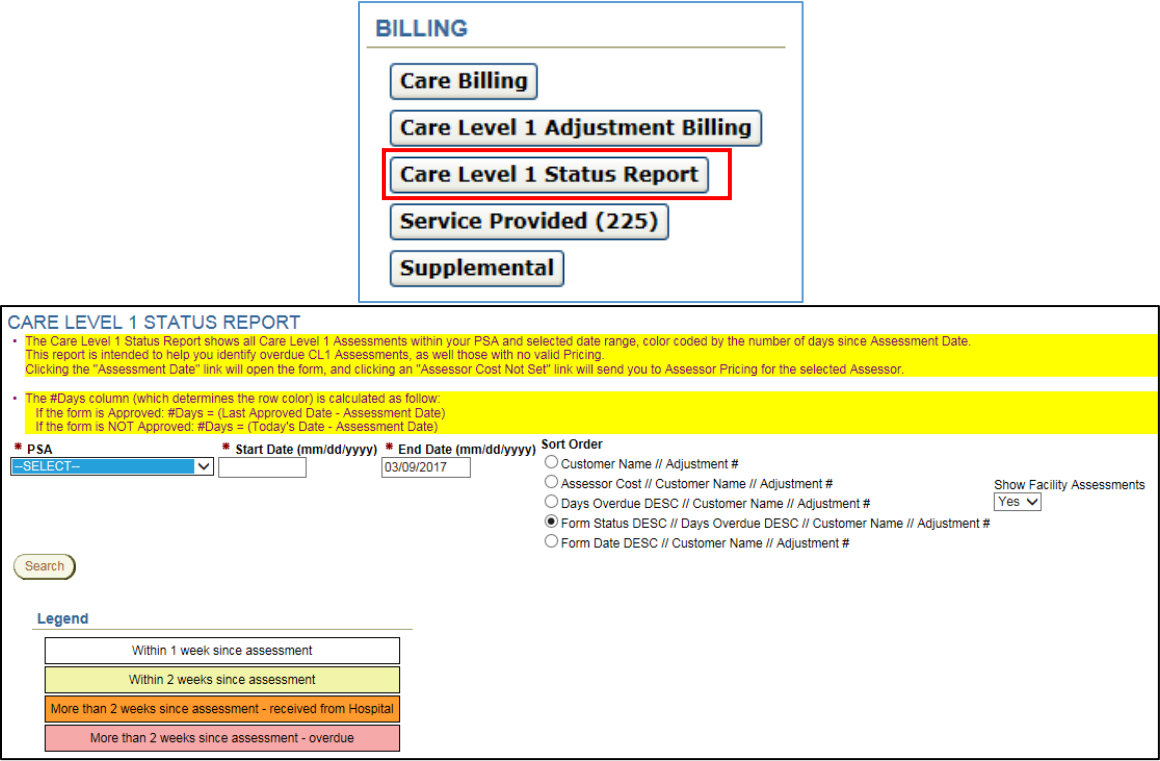| | |
|---|---|
| **Introduction** | The CARE Level I Status Report lists all assessments entered by an ADRC with an assessment date within the specified start/end date range. This report: |

- Helps identify overdue entry of CARE Level I Assessments
- Identifies CARE Assessors that do not have valid Assessor Pricing

The listing is color coded based on the number of days between the assessment date and the date the form was approved in KAMIS.

If the CARE Assessor associated with the assessment does not have valid Assessor Pricing set up, the record will display an 'Assessor Cost Not Set' message instead of the actual cost.

**How To**  Follow the steps in the table below to access the CARE Level I Status Report.

| Step | Action | Result |
|---|---|---|
| 1. | On the KAMIS II home page, click on **Care Level 1 Status Report** button under the BILLING region. | The Care Level 1 Status Report page displays. |
| |  | |
| 2. | Select your ADRC from the **PSA** drop-down list. | Only assessments entered by your ADRC display. |
| 3. | Enter the **Start Date** of the date range for the report. | Required |
| 4. | Enter the **End Date** of the date range for the report. | Required. The current system date displays by default. |

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# CARE Level I Status Report, continued

**How To**          *continued*

| Step | Action | Result |
|---|---|---|
| 5. | Select **Search**. | A list of customers with CARE Level I Assessment dates between the start and end dates displays. |



The **#Days** column (which determines the row color) is calculated in one of two ways:
- If the form is Approved:   #Days = Last Approved Date - Assessment Date
- If the form is NOT Approved:   #Days = Today's Date - Assessment Date

Refer to the **Legend** for the definitions of the different row colors.

The Monthly Totals region provides an assessment count and total Assessor cost for each month represented in the list.

# Care Level I Assessment Listing

| | |
|---|---|
| **Introduction** | The CARE Level I Assessment Listing provides information on the status of the customers' CARE Assessment for the date range requested.

Links are built in to the **Asmt. Date** column for easy access to the customer's assessment. The link for **Assessor Cost** is only used by the ADRC holding the contract for processing CARE Assessment payments.

<u>Note</u>: The assessment must be in Approved status for the assessor cost to be displayed. If the assessment is not approved, the Assessor Cost will indicate 'Assessor Cost Not Set.' |

| Column | Use/Purpose |
|---|---|
| PSA | This is the organization number of the ADRC that entered the assessment. |
| KAMIS ID | The KAMIS ID of the listed customer |
| Customer Name | The customer's name (Last, First) associated with the KAMIS ID |
| Adj. # | This column is not currently active. The most current adjustment always displays in the listing. |
| Asmt. Date | The date of the CARE assessment. Clicking on the date link opens the assessment. If the assessment is in Work in Progress status, it can be updated, and saved as Approved or whichever status is appropriate. |
| Assessor | The Assessor listed in the assessment. |
| Assessor Cost | \*\*Only the contracting ADRC for CARE Assessment payments uses this link.\*\*

If the listed Assessor has had their pricing set in KAMIS, the amount will appear here. If no Assessor Pricing can be found for this assessor, an 'Assessor Cost Not Set' message displays. Contact the ADRC responsible for entering Assessor Pricing and provide the assessor name and ADRC he or she is associated with. Once you have been informed that the Assessor Pricing has been entered, an updated CARE Level I Status Report should show the correct pricing. |
| Location | The location that was selected in the CARE assessment.

HOME = Home
HOSP = Hospital
OTHE = Other
NURS = Nursing Facility
PRIS = Prison |
| #Days | The number of days from the form's assessment date to the date it was Approved in KAMIS. |

# Report Sort Order

| | |
|---|---|
| **Introduction** | There are five different sort order options available for the report.  There is also an option to display or not display the assessments done at a facility.  The determination of a facility assessment is from the Assessment Location field on the assessment form. |

| | |
|---|---|
| **How To** | Follow the steps in the table below to change the sort order of the status report. |

| Report Sort Order | Note |
|---|---|
| Sort Order<br>○ Customer Name // Adjustment #<br>○ Assessor Cost // Customer Name // Adjustment #<br>○ Days Overdue DESC // Customer Name // Adjustment #<br>◉ Form Status DESC // Days Overdue DESC // Customer Name // Adjustment #<br>○ Form Date DESC // Customer Name // Adjustment #<br><br>Show Facility Assessments<br>Yes ▾<br><br>*Unless otherwise noted, all sorting is Ascending in field order listed* | |
| Customer Name // Adjustment # | Last name, First name |
| Assessor Cost // Customer Name // Adjustment # | 'Assessor Cost Not Set' will be first, then cost numbers |
| Days Overdue Desc // Customer Name // Adjustment # | #Days (DESCENDING order), Customer name (last, first) |
| Form Status Desc // Days Overdue Desc // Customer Name // Adjustment # | **This is the default Sort Order**<br>Asmt. Status (DESCENDING order), #Days (DESCENDING order), Customer name (last, first) |
| Form Date DESC // Customer Name // Adjustment # | Asmt. Date (DESCENDING order), Customer Name (last, first) |
| Show Facility Assessments | Yes or No.  Default is 'Yes' so all assessments done in a facility will display. |