

# LTSS Common Functions





# Access Control

- ◆ All LTSS functions are governed by:
  - ◆ User role
    - ◆ Example: Only certain users are allowed to assign cases
  - ◆ Jurisdiction
    - ◆ Staff working in agencies limited by jurisdiction will only be able to work on clients in their jurisdiction (i.e. Baltimore County AERS, Baltimore County AAA)
  - ◆ Form Status
    - ◆ Example: An approval section may appear only after a form is submitted





# Client Management

# Client Management

**Long Term Services and Support**

FEI\hghafir (On behalf of: DHMH, dhmhadministrator1)  
Location: DHMH

Menu Account

[Home](#) [Clients](#) [My Lists](#) [Alerts](#) [Dashboard](#) [Reports](#)

Client ID:

Last Name:

First Name:

SSN#

MA Number

Date of Birth:

Search: [Cases](#) [Profiles](#) [Clear](#)

[Create Client](#)

Client ID	Last Name	First Name	Date Of Birth	Jurisdiction	Facility	SSN #	Current MA #	Primary Phone #	Actions
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[Home](#) [Clients](#) [My Lists](#) [Alerts](#) [Dashboard](#) [Reports](#) **Client Details**

**Jonathan Smith**  
ID: 2119044OJ445110 DOB: 01/11/1950  
MFP Eligible: N

[Profile](#)  
[Client Summary](#)  
**Assessment, POC & LOC**  
Assessment & AERS POC  
**Additional Forms**  
MFP Questionnaire List  
MDS Data List

**Client Summary**

[Add Case Program](#) [Expand All](#)  
[Close Case Program](#) [Go to Tasks](#)

**MFP**  
Case Program Start Date: 01/02/2013 Case Program End Date: N/A

**Program Case List**

# Program-level Task List

**MFP**  
Case Program Start Date: 01/02/2013      Case Program End Date: N/A

[Close Case Program](#)      [Go to Tasks](#)

**Long Term Services and Support**      **FBI\ghafir** (On behalf of: DHMH, dhmhadministrator1)  
Location: DHMH

[Home](#)   [Clients](#)   [My Lists](#)   [Alerts](#)   [Dashboard](#)   [Reports](#)   **[Client Details](#)**   [Menu](#)   [Account](#)

**Jonathan Smith**  
ID: 21190440J445110 DOB: 01/11/1950  
MFP Eligible: N

**MFP — Task List**   Status: Open   [Collapse All](#)

**Profile**  
**Client Summary**  
**MFP Program Menu**  
**Case Program Summary**  
**Task List**   [▶](#)  
Resident Contact Sheets  
Ongoing Peer Support  
Options Counseling  
Peer Mentoring  
Housing Assistance  
Quality Of Life  
DDA  
TBI  
Flexible Funds  
Case Notes

**Ongoing Peer Support**   [Referral List](#)

**History:**  
In Progress Referral: 0  
Active Referral: 0  
Inactive Referral: 0

**Active OPS Referral Information:**  
No active OPS Referral information to display.

**Options Counseling**   [Referral List](#)

**History:**  
Pending Referral: 0  
Active Referral: 0  
Inactive Referral: 0

**Active OC Referral Information:**  
No active OC Referral information to display.

**Peer Mentoring**   [Referral List](#)

**History:**  
In Progress Referral: 0  
Active Referral: 0  
Inactive Referral: 0

**Active PM Referral Information:**  
No active PM Referral information to display.

**Housing Assistance**   [Referral List](#)

**History:**  
In Progress Referral: 0  
Active Referral: 0  
Inactive Referral: 0

**Active HA Referral Information:**  
No active HA Referral information to display.





# Navigation



# Global Navigation - Level 1



Client Summary - LtSS x

← → ↻ feiapp07/lts/QAI/Ltss.Web/CasePrograms/CaseProgram/ClientSummary/?clientId=clients%2F1

**Long Term Services and Support** FEI\hghafir (On behalf of: DHMH, dhmadministrator1) Location: DHMH

Menu Account

Home Clients My Lists Alerts Dashboard Reports Client Details

**Jonathan Smith**  
ID: 21190440J445110 DOB: 01/11/1950  
MFP Eligible: N

Profile

**Client Summary**

Alerts

[Add Case Program](#) Expand All

Authorize  
Sign Out

Client Summary - LtSS x

← → ↻ feiapp07/lts/QAI/Ltss.Web/CasePrograms/CaseProgram/ClientSummary/?clientId=clients%2F1

**Long Term Services and Support** FEI\hghafir (On behalf of: DHMH, dhmadministrator1) Location: DHMH

Menu Account

Home Clients My Lists Alerts Dashboard Reports Client Details

**Jonathan Smith**  
ID: 21190440J445110 DOB: 01/11/1950  
MFP Eligible: N

Profile

**Client Summary**

**MFP**  
Case Program Start Date: 01/02/2013 Case Program End Date: N/A

**Alerts**

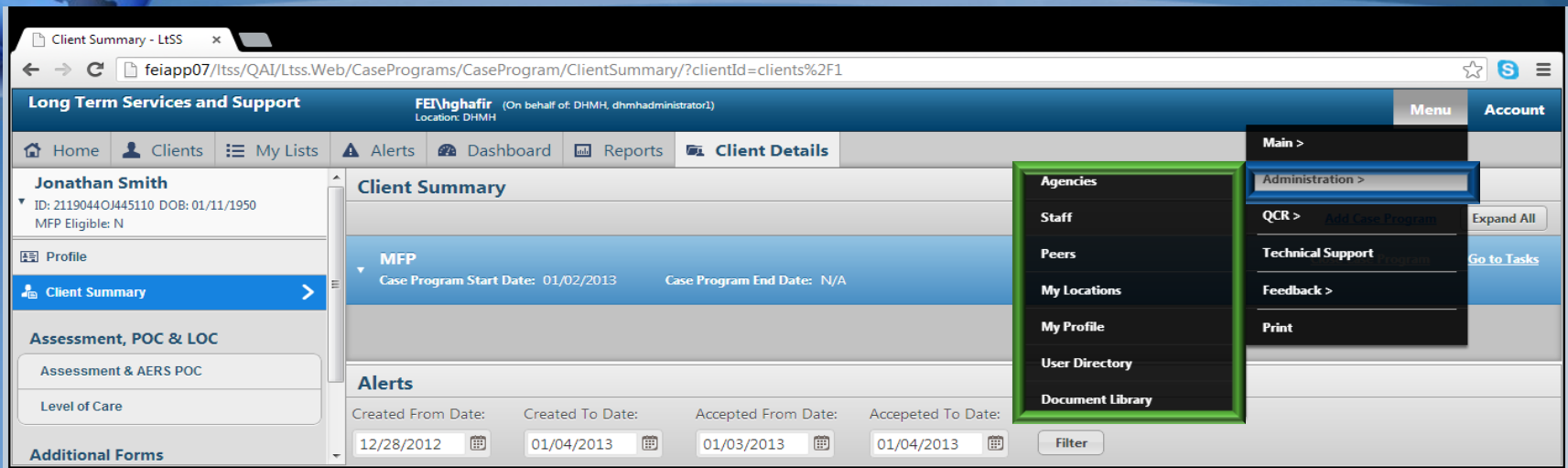
Created From Date: Created To Date: Accepted From Date: Accepted To Date:

Main >  
Administration >  
QCR > [Add Case Program](#)  
Technical Support  
Feedback >  
Print

Expand All

Assessment, POC & LOC  
Assessment & AERS POC

# Global Navigation – Level 2



This screenshot shows the 'Client Summary' page for Jonathan Smith. The 'Client Details' menu is open, displaying a list of navigation options. The 'Administration >' option is highlighted with a blue box. The 'Agencies' option is highlighted with a green box. The 'Main >' option is also visible at the top of the menu.

**Client Summary - LtSS**

feiap07/ltss/QAI/Ltss.Web/CasePrograms/CaseProgram/ClientSummary/?clientId=clients%2F1

**Long Term Services and Support** FEI\hghafir (On behalf of: DHMH, dhmhadministrator1) Location: DHMH

Menu Account

Home Clients My Lists Alerts Dashboard Reports **Client Details**

**Jonathan Smith**  
ID: 21190440J445110 DOB: 01/11/1950  
MFP Eligible: N

Profile  
**Client Summary**  
Assessment, POC & LOC  
Assessment & AERS POC  
Level of Care  
Additional Forms

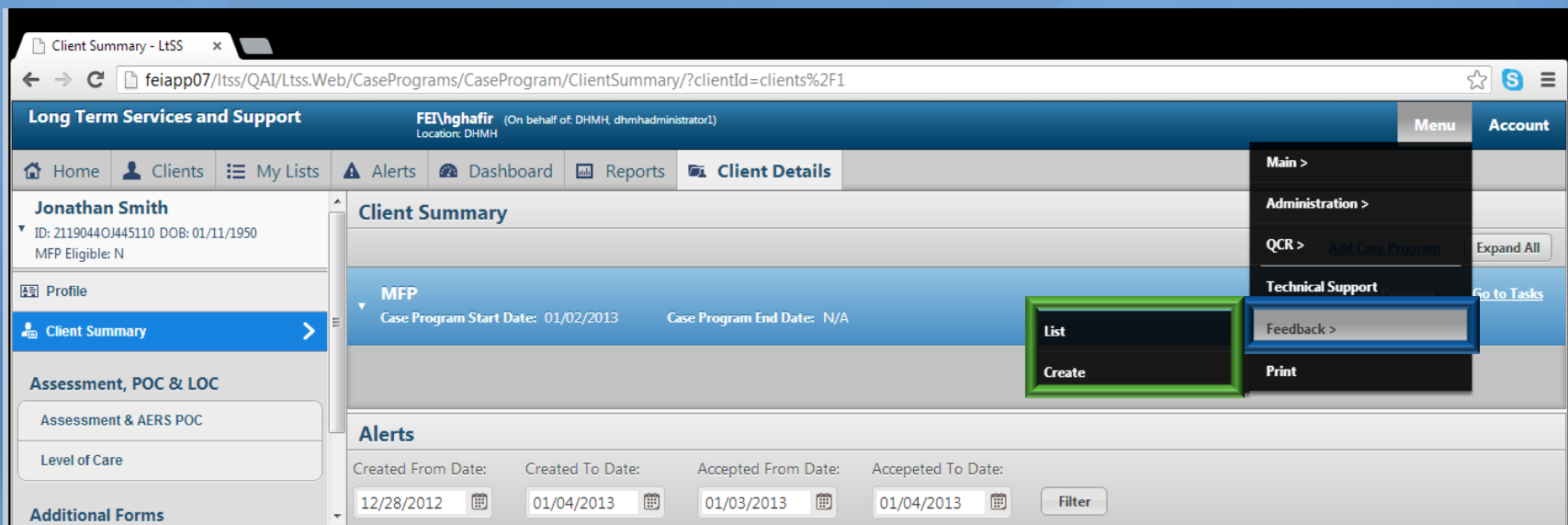
**Client Summary**

MFP  
Case Program Start Date: 01/02/2013 Case Program End Date: N/A

**Alerts**  
Created From Date: 12/28/2012 Created To Date: 01/04/2013 Accepted From Date: 01/03/2013 Accepted To Date: 01/04/2013 Filter

Main >  
Administration >  
QCR > Add Case Program Expand All  
Technical Support Go to Tasks  
Feedback >  
Print

Agencies  
Staff  
Peers  
My Locations  
My Profile  
User Directory  
Document Library



This screenshot shows the 'Client Summary' page for Jonathan Smith. The 'Client Details' menu is open, displaying a list of navigation options. The 'List' option is highlighted with a green box. The 'Create' option is also visible. The 'Administration >' option is highlighted with a blue box. The 'Main >' option is also visible at the top of the menu.

**Client Summary - LtSS**

feiap07/ltss/QAI/Ltss.Web/CasePrograms/CaseProgram/ClientSummary/?clientId=clients%2F1

**Long Term Services and Support** FEI\hghafir (On behalf of: DHMH, dhmhadministrator1) Location: DHMH

Menu Account

Home Clients My Lists Alerts Dashboard Reports **Client Details**

**Jonathan Smith**  
ID: 21190440J445110 DOB: 01/11/1950  
MFP Eligible: N

Profile  
**Client Summary**  
Assessment, POC & LOC  
Assessment & AERS POC  
Level of Care  
Additional Forms

**Client Summary**

MFP  
Case Program Start Date: 01/02/2013 Case Program End Date: N/A

**Alerts**  
Created From Date: 12/28/2012 Created To Date: 01/04/2013 Accepted From Date: 01/03/2013 Accepted To Date: 01/04/2013 Filter

Main >  
Administration >  
QCR > Add Case Program Expand All  
Technical Support Go to Tasks  
Feedback >  
Print

List  
Create



# Program Navigation

**MFP**  
Case Program Start Date: 01/02/2013      Case Program End Date: N/A

[Close Case Program](#)

[Go to Tasks](#)

**Long Term Services and Support**      **FBI\ghafir** (On behalf of: DHMH, dhmhadministrator1)  
Location: DHMH

Menu      Account

Home      Clients      My Lists      Alerts      Dashboard      Reports      Client Details

**Jonathan Smith**  
ID: 211904401445110    DOB: 01/11/1950  
MFP Eligible: N

**MFP — Task List**    Status: Open    [Collapse All](#)

**Profile**

**Client Summary**

**MFP Program Menu**

**Case Program Summary**

**Task List** >

Resident Contact Sheets

Ongoing Peer Support

Options Counseling

Peer Mentoring

Housing Assistance

Quality Of Life

DDA

TBI

Flexible Funds

Case Notes

**Ongoing Peer Support**    [Referral List](#)

**History:**

In Progress Referral: 0

Active Referral: 0

Inactive Referral: 0

**Active OPS Referral Information:**

No active OPS Referral information to display.

**Options Counseling**    [Referral List](#)

**History:**

Pending Referral: 0

Active Referral: 0

Inactive Referral: 0

**Active OC Referral Information:**

No active OC Referral information to display.

**Peer Mentoring**    [Referral List](#)

**History:**

In Progress Referral: 0

Active Referral: 0

Inactive Referral: 0

**Active PM Referral Information:**

No active PM Referral information to display.

**Housing Assistance**    [Referral List](#)

**History:**

In Progress Referral: 0

Active Referral: 0

Inactive Referral: 0

**Active HA Referral Information:**

No active HA Referral information to display.



# Actions, Lists & Fields

Form Actions

Save

Submit

Discard

## AERS Assessment List

[Add Assessment](#)

Created Date	Start Date	End Date	AERS Staff	Assessment Type	Status	Active	Actions
07/20/2012	07/20/2012	07/20/2013	AersNurse1 AERS	Initial	Discarded	No	<a href="#">View</a>
07/20/2012	07/20/2012	07/20/2013	AersNurse1 AERS	Initial	Submitted	Yes	<a href="#">View</a>

## III. Services

### Service Information

POS/POC Service: \*

Required to Save

Provider: \*\*

Search

Add

Provider Number:

Provider Start Date:

Provider End Date: \*\*

☐ MCO Waiver to pay for 2 months of services.

☐ Medicare/Medicaid Waiver will pay 20% Medicare/Medicaid to pay 80%.

Monthly Cost: \$0.00

Annual Cost: \$0.00

Comments:

Required to Submit