

# NAME THIS NEWSLETTER

(SEE PAGE 2 FOR DETAILS!)

Division of Developmental Disabilities Services

## Electronic Case Record

We have been in discovery sessions with the vendor, Core Solutions to identify important business processes. During each session, participants were invited from Community Providers and DDDS staff according to their knowledge of the business operation being discussed. After the sessions, Core Solutions will submit, in August, a Design Specification Document that will outline their findings during the discovery sessions.

The session schedule is/has been:

- 5/27 DDDS Client Management – Forms, workflow & Data Capture
- 5/26 DDDS Client Service Delivery – Intake & Registration
- 6/2 a.m. DDDS Operational Reports
- 6/2 p.m. Fiscal – Billing, Authorizations, Payer Needs
- 6/3 Fiscal – Billing, Authorizations, Payer Needs
- 6/4 DDDS Operational Reports
- 6/9 Stockley Center

## Visit the DDDS Website!

If you haven't been to the DDDS Website recently, you are invited to visit!

On the left side under "Information" you will find a link for the "Electronic Case Record" where updates regarding the system development, Guidances issued regarding the Therap process and Lists for System Advisory Committee Members and Communication Contacts for all agencies can be found. It is the responsibility of each agency to make contact with Bob Goodhart, the Project

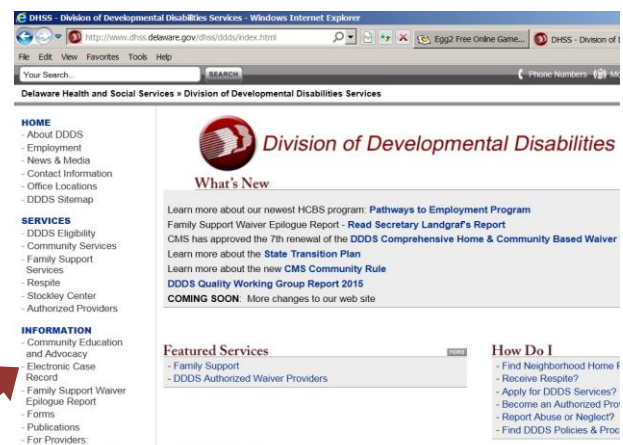
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## Electronic Case Record (continued)

- 6/10 Provider Workflow Review (Residential, Clinical)
- 6/25 Community Provider Requirements (Day Services, Shared Living, OBRA)
- 7/8 Ad Hoc session
- 7/9 Ad Hoc session

\* Thank you to everyone who participated in these sessions and for the valuable information you provided to assist in designing the foundation of the new DDDS electronic record!



Facilitator ([bob.goodhart@state.de.us](mailto:bob.goodhart@state.de.us)) should a contact need to be changed or updated. This is the list that will be used to disseminate information as we proceed through the project.

## User Acceptance Testing

User Acceptance Testing (UAT) team members will be contacted in the near future as we are nearing a point in the project where UAT members will be assigned a login ID for the demonstration system to explore and check out the system in more detail. The list of UAT team members will be sent to the Communication Contacts to confirm the membership and advise us of any changes. It will be vital that UAT members be interested in exploring the system, testing updates (as we proceed through development of the system) and become system experts as a resource for agency

staff to contact for user issues as we roll out the new system in mid-2016.



*"The people we serve live fulfilling lives."*

## Therap 2015–2016 Billing Cycle

Therap is preparing to run their billing cycle for 2015 – 2016 after July 1, 2015. Providers are encouraged to request a copy from Therap of individuals for whom you have been invoiced and submit this detailed listing when verified to OBCBS with your request/invoice for reimbursement of Therap fees. It is our hope that after provider agencies have completed the reconciliation of their rostersd within Therap (as was requested to have been done by June 1) that invoices will be in alignment with the rosters. Where individuals have active records in numerous providers, those will be

billed to the account of the provider in the following order; Day Services, Residential Services, then DDDS State/Stockley. We want to thank those of you who invested the time and effort to reconcile your agency's rosters.

### Name this Newsletter!

This newsletter will provide DDDS and Provider staff with news and updates about the electronic case record and related information. We're having a contest to name this newsletter! There will be a prize of a \$10 Wawa gift card for the winning entry and a mention by name in the next newsletter!

Submit your ideas to Leslie Hailey at: [leslie.hailey@state.de.us](mailto:leslie.hailey@state.de.us)

Entries MUST be received by close-of-business July 22, 2015

*Valuing persons with intellectual and developmental disabilities, honoring abilities, respecting choice, achieving possibilities... working together to support healthy, safe and fulfilling lives.*