# UCR - Family Caregiver Support Program

This program is designed to provide support for the Caregiver.

UCR - Family Caregiver Support Program <u>Client Search</u> Add a Caregiver and/or Care Receiver Add a Referral Add Care Receiver Add New Assessment Add Household Income How to Request a Grant for a Caregiver

#### **Client Search**

Do a Client Search to see if the **Caregiver** and the **Care Receiver** are already in UCR. Both the Caregiver and Care Receiver need to be in UCR to add the Referral.

- Find Person Page
- Enter Search Criteria

Multnomah County	UAT - RealD	UCR	U Your searc	ch returned no results	
Search 🛩 Person Referra	I Administration 👻 Contract De	liverables 🔻 Contract Payme	ent Management 🔻	NMTP Transfer Caseloads	Reports 👻 LTSS Reports 🛛 N
Find Person					
Last Name: Duck	First Name: Dor	Nic	kname/Alias:		
SSN:	Prime #:		Alt ID:		
Date of Birth:	0		Client ID:		
Search Clear					
Didn't find who you were lo	oking for? Create New Person				
Show 25 🗸 entries					Filte
Last Name ^ F	irst Name 🔺 MI 🄺 Nicknar	me ^ DOB ^ SSN ^	Prime # ^ Alt I	D ^ Gender ^ OA	Status ^ UCR Status ^
		No	person found.		

# Add a Caregiver and/or Care Receiver

If your search is returned with "no results", add the Caregiver and/or Care Receiver

• Create New Person

Multnom	ah UAT - Re	alD U	ICR	😲 Your sear	ch returned no results		
Search 👻 Person	Referral Administrat	ion 👻 Contract Deliverables	Contract Payment N	lanagement 👻	NMTP Transfer Caseload	ls Reports 🛩	LTSS Reports N
Find Person							
Last Name: Duck		First Name: Donald	Nickna	me/Alias:		]	
SSN:		Prime #:		Alt ID:			
Date of Birth:	0			Client ID:		)	
Search Clear							
Didn't find who you	were looking for?	eate New Person					
Show 25 🗸 entries							Filte
Last Nam	e ^ First Name *	MI * Nickname * D	OB ^ SSN ^ Pri	me# ^ Alt J	ID ^ Gender ^ O	A Status ^	UCR Status ^
			No per	son found.			

• Enter the Name, Date of Birth and Prime if applicable

	<sup>ih</sup> UAT - RealD	U	CR				
Search > Person	Referral Administration 🛩	Contract Deliverables 👒	Contract Payment Management	NMTP Transfer Caseloads	Reports 👻 LTSS Repo	rts NMTP Reports	1
Find Person							
Last Name: Duck SSN: Date of Birth: Search Clear	First	Name: Donald	Nickname/Alias: Alt ID: Client ID:				
Didn't find who you v	vere looking for? <u>Create M</u>	lew Person					
Show 25 🗸 entries						Filter:	
Last Name	Add Person						ж
Last Name	Last Name: Duck SSN: Save Cancel	F	irst Name: Donald Prime#:	Date of B Alternate	irth: 01/01/1960 : ID:	Declined To State:	

# Add a Referral

- Edit Person Page
- Referrals Tab
- 🕂 Add New Referral

Mu	ltnoma unty	ah <mark>U</mark>	AT - Real[	<mark>) U</mark>	CR					
Search 👻	Person	Referral	Administration 👒	Contract Deliverables	Contract	Payment Managemen	NMTP Transfer Caseloads	Reports 👻	LTSS Reports	NMTP Reports
Edit Person										
Na	ame: DU	CK, DONA	ALD	DOB: 01/01/1960	<b>\ge:</b> 63					
Prime Num	ber:			Alt ID: MCX97YNB S	SN: M	ledicare #:				
Ger	der:		Primary La	nguage:						
Other Sys	tem Info t Status	rmation Not Imp	orted							
UCR	lient ID	170777		MOW Client ID:	GetCa	are ID:				
Demograp	ohics	Contact	Info Financ	ial OAA Notes	Client	Alerts Referral				
Active Re	ferrals	Clo	sed Referrals	Request History						
List of active	referrals / Referra	only. See I	history tabs for li	st of all referrals/service	5.					
Show 25	Show 25 • entries									
Referral 1	D P	rogram		^ S	tatus ^	Referred On *	Assigned To/Staff			
						No refe	rrals found for this person			
Showing 0	to 0 of 0	entries								

- 1. Program: Family Caregiver Case Management
- 2. Referral Received On:
- 3. Source of Referral:
- 4. Assigned To:
- 5. Staff Member:

Add Program Referral	×
Program: Family Caregiver Case Management	
Assigned To: URBAN LEAGUE PDX Staff Member: Case Worker, Temporary (DNJ)	
Save Cancel	

### Add Care Receiver

- Edit Program Referral Page
- Care Receiver (s) Tab
- Add Care Receiver

Mu	ltnomah unty	U/	AT - Real	ID	U	ICR	ł							
Search 👻	Person Refe	erral	Administration	~ C	ontract Deliverables	- Contra	act Payment /	lanagement 👻	NMTP	Transfer Caseloads	Reports 👻	LTSS Reports	NMTP	Reports
Edit Program	n Referral													
Family C	aregiver	Case	Managem	nent	Referral Status:	Pending	Service Requ	uest R	eferra	ID: 135915	Add/	View Notes		
	Person:		UCK, DONALD		DOB: 01/01/1960	Age: 63		Prime	#/AI	t ID: MCX97YNB	Clie	nt ID: 17077	7	
Re	eferral Date:	08/01	1/2023		Referral Source:	Self (Clie	ent)	Assigned	i To/S	taff: URBAN LEAG	UE PDX:			
Care	Receiver(s):	No C	are Receiver	s Sele	ected									
Referral [	Detail Se	rvice l	Requests	Note	s Documents	Servi	ce History	Close Refe	erral	Referrals				
Informat	ion Care	Recei	iver(s)											
Care Rece	e Receiver													
Action	Name	:	^		Prime / Alt ID		* DOB	^ A	je	^ CG Relation	ship ^	Disability		Last As
								No Car	e Rece	eiver(s) found				
Prior Care	Receivers													
Action	Name							^		Prime / Alt ID	) ^	DOB	*	Age
								No Prior C	are R	eceiver(s) found				

#### 1. Last Name

2. First Name

Add Care Receiver	×
Prime/Alt ID:     Find	
Care Receiver Details	
DUCK, DONALD is the Select One v of	
Care Receiver has a disability: Diagnosis of Care Receiver:	

• Select the Care Receiver

Identify the	e Care Receiver				×
Last Na Prime/Alt Search	ame: duck t ID: Clear	First Name: dais			
Select	Name	Prime/Alt ID	SSN	DOB	Age
Select	💄 Duck, Daisy	MC0F6VN5		11/11/1965	57
Showing 1 t	o 1 of 1 entries		Firs	t Previous 1 Ne	xt Last

Enter the Care Receiver Details

- 1. Add the Relationship to the Care Receiver
- 2. Care Receiver has a disability? 🔽 if applicable
- 3. Diagnosis of Care Receiver: 🔽 all that apply
- 4. Active Dates:
  - a. Start Date

Add Care Receiver
Care Receiver     First Name: Daisy       Last Name: Duck     First Name: Daisy       Prime/Alt ID: MC0F6VN5     Find
Name:     DUCK, DAISY     Age: 57       Care Receiver Details
DUCK, DONALD is the Select One   of DAISY DUCK
Care Receiver has a disability: 3 Diagnosis of Care Receiver:
Alzheimers/Dementia       Hospice/Palliative Care         Parkinsons       Cancer         Hypertension       Multiple Sclerosis (MS)         Stroke       Other
Active Dates Start Date End Date Inactivation Reason
Save Cancel

### Add New Assessment

In order for the Caregiver to be eligible to receive an Award for "Goods and Services" or Respite, the Care Receiver must have a minimum of 2 Substantial Assistance ADLs.

- Edit Program Referral Page
- Referral Detail Tab
- FCSP ADL/IADL Tab
- Add New Assessment

Multnomah County UAT -	RealD UC	2			
Search 🛩 Person Referral Adminis	stration 👻 Contract Deliverables 👻 Cont	tract Payment Management 👻	NMTP Transfer Caseloads	Reports 👻 LTSS Reports	NMTP Reports
Edit Program Referral					
Family Caregiver Case Man	agement Referral Status: Pendin	g Service Request R	eferral ID: 135915	Add/View Notes	
Person: 🚨 <u>DUCK, D</u>	DOB: 01/01/1960 Age: 63	B Prime	#/Alt ID: MCX97YNB	Client ID: 17077	7
Care Receiver(s): Daisy Duck	Referral Source: Self (C	lient) Assigned	1 To/Staff: URBAN LEAG	SUE PDX:	
Referral Detail Service Reques	sts Notes Documents Ser	vice History Close Refe	erral Referrals 💶		
Information Care Receiver(s)	) FCSP ADL/IADL FCG Award I	History			
Add new assessment					
Full Name	Assessment Date	ADL Score IADL Sco	ore	Entered By	

- 1. Assessment Date
- 2. Care Receiver

Enter details of assessment								
1 Assessment Date: *	Assessment Date	٦		•				
			Get Questions	Cancel				

• Answer all the questions

Enter details of assessm	ent	$\times$
Food Preparation: *	-	
Heavy Housework: *	•	
Housekeeping: *	-	
Managing Finances: *	-	
Medical Management: *	•	
Shopping: *	•	
Taking Medication: *	•	
Using Telephones: *	•	
Using Transportation: *	•	
	Save Cancel	

### Add Household Income

In order to be eligible to receive an Award for "Goods and Services" or Respite, the Caregiver must have an income level of less than 400% of the FPL - medical expenses.

• Select the client's name

County UAT - RealD	UCR						
Search - Person Referral Administration - Contra	act Deliverables 👻 Contra	ct Payment Managem	nent 👻 NMTP	Transfer Caseloads Reports 👻	LTSS Reports NA	MTP Reports	
Edit Program Referral							
Parsini Caregiver Case Management       Referral Status: Pending Service Request       Referral ID: 135915       Iddd/View Notes         Person:       DUCK_DONALD       DOB: 01/01/1960 Age: 63       Prime #/Alt ID: MCX97YNB       Client ID: 170777         Referral Date:       08/01/2023       Referral Source: Self (Client)       Assigned To/Staff: URBAN LEAGUE PDX:       Client ID: 170777							
Referral Detail Service Requests Notes Documents Service History Close Referral Referrals							
Information Care Receiver(s) FCSP ADL/IADL FCG Award History							
G Add new assessment							
Full Name	Assessment Date	ADL Score IA	ADL Score	Entered By		Agency	
Duck, Daisy	8/1/2023	7/8 87.5% 9	9/9 100%	FITZGERALD, Mich	elle	ADVSD-CS	

- Edit Person Page
- Demographics Tab
  - 1. Real-D Q11: Monthly Income
    - a. Tab
  - 2. Calculate Income Range

	Multnomah County UAT - RealD UCR										
Search	👻 Person	Referral	Administration	Contract De	eliverables 👻	Contract Payme	nt Management 👻	NMTP Transfer Caseloads	Reports 👻	LTSS Reports	NMTP Reports
Edit Pers	on										
Prime I	Name: D Number: Gender:	UCK, DON	ALD Primary I	DOB: 01, Alt ID: MC Language:	/01/1960 A X97YNB S	ge: 63 SN: Medica	'e #:				
OA In U	port Statu CR Client I	<b>b:</b> Not Imp <b>D:</b> 170777	orted	MOW Client	ID:	GetCare ID:					
Demo	graphics	Contact	Info Fina	ncial OAA	Notes	Client Alerts	Referrals	D			
▶ Ident	tification										
▶ Real-	D Q1-Q7:	Language	, SOGI								
▶ Real-	D Q8-Q9:	Race/Ethn	nic Identificati	on							
▼ Real-	D Q10-Q1	5: Househ	old								
10 St	). What is elect one	your cur	rent marital	or relations	nip status?	•					
111 FPL 20	L. What is L: Monthly Calculate Ir	your cur Income	rent monthly	y income? 3,000.00	🗌 Unkno	wn/Decline to A	nswer				
Eff Cli Po	fective Dat ient's FPL: verty Guid	e: eline Used	Number i Income R d: Monthly <sup>-</sup>	n Household: lange: Fhreshold:							

- 1. Effective Date
- 2. Number in Household
  - a. Tab

Calculate Income Range					
Current monthly income:	3,000.00				
1 Effective Date:	08/01/2023				
2 Number in Household (including yourself):	2				
Poverty Guideline in use: Annual Threshold: Monthly Threshold:	2023 \$19,720.00 \$1,643.00				
Client's FPL: 183% Real-D Income Range: Above 150%					
	Continue Cancel				

• Select Save at the bottom of the Real-D Section

11. What is your current mo	nthly income? 3,000.00 Unknown/Decline t	o Answer
Calculate Income Range		
Effective Date: 08/01/2023	Number in Household: 2	
Client's FPL: 183%	Income Range: Above 150%	
Poverty Guideline Used: 2023	Monthly Threshold: \$1,643.00	
12. Do you live alone or with	someone else?	-
Select one	v	
If Other Specify:		
13. What type of home do ye Select one	ou live in, for example, do you own a h 🔻	ome, rent, or live in an assisted living facility?
If Other, Specify		
14. Urban/ Rural/ Frontier?		
Jrban 🖌		
15. Has anyone in your hous	schold ever served in the military?	
Select one	•	
Veteran ID#		

How to Request a Grant for a Caregiver

- 1. Fill out the Caregiver Grant Intake Form
- 2. Email the form to: <u>family.caregiver@multco.us</u>