

- **Creating Service Enrollments and Recording Units of Service:**
  - Note: Service Enrollments should only be created or edited for your own agency.
    - TCARE Step 1 – Intake/Demographics
      - Note: there is no auto-created enrollment for TCARE Step 1.
      - When TCARE Intake/Demographics collection is complete, a TCARE Step 1 Service Enrollment should be created with a start date of today and should be marked as Ongoing, creating an end date of 12/31/9999.
      - Then, in Service Recording or from within the client record, select the Step 1 Enrollment and record one unit of service, either in Service Recording from within the Service Enrollments section of the client file. Note: When adding service units in the Service Recording section, select the Scope of Work (FCSP/TCARE) first to narrow the provider list, and then select your agency.
      - See How to Use Service Enrollment Section in GetCare Help Library for step by step instructions for creating, editing and viewing Service Enrollments in GetCare.
    - TCARE Step 2 – Completion of Screening
      - When initial screening is complete, an auto-enrollment for Step 2 will be created by the system and will display in the Service Enrollments section of the client record.
      - Auto-created enrollments show PSA4 – Aging and Disability Services as the service provider, as opposed to a particular agency. In order to indicate the agency providing the service and record service units, staff need to open the enrollment and edit it to indicate their agency as the provider, and then add a unit of service, either in Service Recording or from within the Service Enrollments section of the client record. Note: When adding service units in the Service Recording section, select the Scope of Work (FCSP/TCARE) first to narrow the provider list, and then select your agency.
      - One unit of service should be added for each screening or re-screening.
      - See How to Use Service Enrollment Section in GetCare Help Library for step by step instructions for creating, editing and viewing Service Enrollments in GetCare.
    - TCARE Step 2 – Completion of Re-Screening
      - When an initial Care Plan is created and locked, the system will auto-create a Step 3 enrollment and disenroll the client from Step 2. When completing a re-screening, first update the Step 2 enrollment to change the end date to 12/31/9999. You can then add additional units of service, either in Service Recording or from within the client file.
      - One unit of service should be added for each screening or re-screening.
      - See How to Use Service Enrollment Section in GetCare Help Library for step by step instructions for creating, editing and viewing Service Enrollments in GetCare.
    - TCARE Step 3 – Completion or update of TCARE Care Plan

- When a Care Plan is created and locked, an auto-enrollment for Step 3 will be created by the system and will display in the Service Enrollments section of the client record.
  - Auto-created enrollments show PSA4 – Aging and Disability Services as the service provider, as opposed to a particular agency. In order to indicate the agency providing the service and record service units, staff need to open the enrollment and edit it to indicate their agency as the provider, and then add a unit of service, either in Service Recording or from within the Service Enrollments section of the client record. Note: When adding service units in the Service Recording section, select the Scope of Work (FCSP/TCARE) first to narrow the provider list, and then select your agency.
  - One unit of service should be added for the initial Care Plan and for each Care Plan update immediately after an assessment or reassessment. Do not record units for minor Care Plan updates done between assessments. These units are only meant to count Care Plans created or updated immediately after an assessment or reassessment.
  - Note: With integration of TCARE into GetCare, Assessments and Re-assessments are no longer tracked as a separate unit of service.
  - See How to Use Service Enrollment Section in GetCare Help Library for step by step instructions for creating, editing and viewing Service Enrollments in GetCare.
- GetCare Progress Notes
    - When working with a TCARE client, Progress Notes in the client file in GetCare should be used similarly to the way case notes in TCARE were used. Include any notes here that could help inform future TCARE Screenings, Assessments or Care Plan updates.