

FCSP TCARE and Supplemental Guidance for King County users – *Updated February 2021 (Updates indicated in red.)*

- **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 **an end date of today.**
 - 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 or 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.
 - **Staff should create and edit enrollments only for work completed by their own agency. If a TCARE referral is made from another agency and TCARE intake has already been provided, do not create a Step 1 enrollment. The agency who did the intake is responsible for creating the Step 1 enrollment in GetCare and recording service units.**
 - **No Step 1 enrollment is needed for re-screen, re-assessment or care plan updates.**
 - 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 Initial 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 should show “FCSP PSA4 – Aging and Disability Services” as the service provider, as opposed to a particular agency. In order to indicate the correct agency providing the service and record service units, staff should 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, 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 (ongoing). 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, 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 should show “FCSP 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.
- Supplemental Goods/Services
 - When a purchased good or service is received by caregiver, a Supplemental Service enrollment should be created in GetCare with a start date of today and marked “ongoing”, creating an end date of 12/31/9999.
 - Then, in Service Recording or from within the client record, select the Supplemental Service Enrollment and record one unit of service for each purchase received by the caregiver.
 - If there is an existing supplemental service enrollment for your agency, ensure it has an ongoing end date and record one unit of service for each purchase made.
 - If there is not an existing supplemental service enrollment for your agency, you should create a new enrollment for your agency.
 - 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 Case Ownership and Progress Notes

- When TCARE case ownership is transferred to a new provider, the Case Manager field should be updated to indicate the new staff contact. The TCARE case owner is responsible for maintaining Progress Notes in the GetCare client file.
- 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.