

GetCare Overview (Training Part 1)

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GetCare Overview (Training Part 1)



GetCare Training Part 1

- GetCare general Overview Training.
- 11 sessions in August/September 1 & 2
- All session content will repeat, and a recording will be available later.
- Intended for anyone from 32 different agencies who will be using GetCare to enter or review data

GetCare Overview (Training Part 2)



GetCare Training Part 2- Coming soon after you get GetCare Access

- Program- Specific Entry Sessions
- Starting September/October
 - All the sessions will be posted on ADS website
 - You will be fully trained before entering data into GetCare
- Continue working with your contract specialist for any support needs

Learning Objectives



- GetCare Login Process
- Searching for a client & Adding a new client
- Reviewing Sections of the Client File
 - ✓ Identification
 - ✓ Demographics
 - ✓ Contacts
 - ✓ Assessments
 - ✓ Service Enrollments
 - ✓ Progress Notes
 - ✓ Electronic File Cabinet

***We will be using Staging GetCare to show all these.**

GetCare Login Page

Go to

<https://wacalc.org>

or

<https://www.washingtoncommunitylivingconnections.org/>

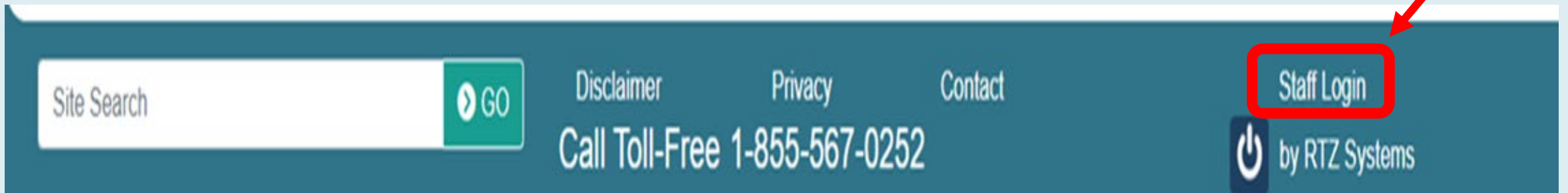


How to log into GetCare

Step 1

- Go to **CLC website** main page
(<https://wacalc.org>)

- Then, go to the bottom of the screen and click on “Staff Login”



How to log into GetCare



Step 2

- You will be taken to **Secure Access Washington (SAW) log-in screen**. Enter SAW credentials and complete the SAW log-in steps.

- If you don't have a SAW account, you will be creating one when you get your GetCare access. We will provide the guide on how to create your SAW account on your own.

SecureAccess
Washington

LOGIN

USERNAME

PASSWORD

How to log into GetCare



Step 3

- Once you log into SAW, you will land on the **GetCare Log-in screen**. You will enter your GetCare Username and Password that will be provided after GetCare access is granted.
- This process happens only initially. Once your GetCare account is linked to your SAW account, you won't see this screen anymore.



COMMUNITY LIVING
CONNECTIONS
LINKING YOU TO
Personalized Care & Support Options

Enter GetCare User Name and Password here:

Username:

Password:

Consumer Site

Search for a client

COMMUNITY LIVING CONNECTIONS
LINKING YOU TO
Personalized Care & Support Options

Password expires in: 2914041 day(s) Session Timer 32:2

User Preferences | Dashboard | Help Library | Jungmin Lee | Log

I & A CLC SET Operations Admin ? Help

Full Client Search

Client File

Assessment Manager

TCARE Manager

MTD Manager

Dashboard

This system contains Personalized Care & Support Options for clients who are being served by the Community Living Connections. All federal and state laws protecting confidential client information apply. You are authorized to view only those records of information of patient privacy may subject you to substantial monetary penalties and/or civil or criminal action pursuant to the Health Insurance Portability and Accountability Act (HIPAA) and the Washington State Code of Washington (RCW) Chapter 70.02, RCW 74.04.060, and other federal and state privacy laws.

Reports

Full Client Search Results

Full Client Search

Name

test

test

Gender

Region

Internal ID

Nickname

Last Four SSN

City

☐ Pending Region Reassign

DOB

DOB Range

 to

GetCare ID

Phone number

Search

Reset

To Add New Client
First use the search to make sure the client is not already in the system.

Please check to see if your client is listed.
If your client is listed, click on their name to begin working with their file.
Note: If you need to change any of the ID information, click "Edit". If your client is not listed, click "Add New Record" at the bottom of the page

Enrolled	GetCare ID	Name (Last, First MI)	Nickname	SSN	DOB	Gender	City	Region	Reassign	Mark Dups.	
										Master	Dup.
	516804	test, test		XXX-XX-		Unknown		PSA 5 - Pierce County Aging and Disability Resources	Reassign	<input type="checkbox"/>	<input type="checkbox"/>
	614494	test, test		XXX-XX-	02/06/1938			PSA 5 - Pierce County Aging and Disability Resources	Reassign	<input type="checkbox"/>	<input type="checkbox"/>
	776639	Test, Test T		XXX-XX-	05/25/1945	Male		PSA 5 - Pierce County Aging and Disability Resources	Reassign	<input type="checkbox"/>	<input type="checkbox"/>
	85899	Test Rb, Test Middle	test	1234	01/01/1945	Male	Oakland	PSA 1 - Olympic Area Agency on Aging	Reassign	<input type="checkbox"/>	<input type="checkbox"/>

View Excluded Clients

View Excluded Clients

558563	test, Test		XXX-XX-				PSA 5 - Pierce County Aging and Disability Resources	Reassign	<input type="checkbox"/>	<input type="checkbox"/>
558565	test, Test		XXX-XX-				PSA 5 - Pierce County Aging and Disability Resources	Reassign	<input type="checkbox"/>	<input type="checkbox"/>
570174	test rb, test		XXX-XX-	01/01/1945			PSA 11 - Aging & Long Term Care of Eastern Washington	Reassign	<input type="checkbox"/>	<input type="checkbox"/>
637219	Test Rb, Test Middle	test	XXX-XX-	01/01/1945	Male	oakland	PSA 1 - Olympic Area Agency on Aging	Reassign	<input type="checkbox"/>	<input type="checkbox"/>
589913	test, test		7676	09/30/1925	Female		PSA 3 - Snohomish County LTC and Aging Division	Reassign	<input type="checkbox"/>	<input type="checkbox"/>
527841	Test, Test Whitman		XXX-XX-				PSA 11 - Aging & Long Term Care of Eastern Washington	Reassign	<input type="checkbox"/>	<input type="checkbox"/>

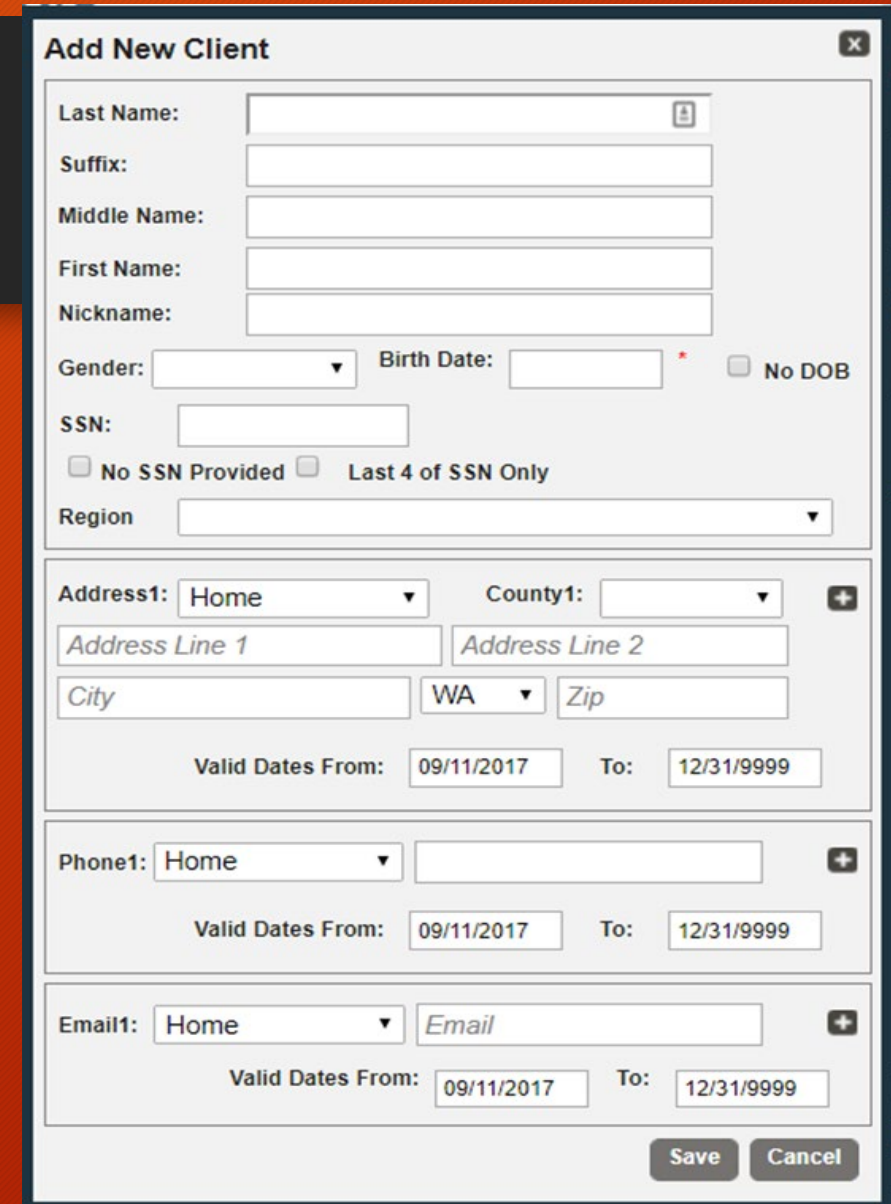
Submit Duplicate Report

Add New Record

Adding a New Client


Once the 'Add New Client' overlay comes up, you can type in the information that you have for the client. You have to add a first and last name, and then one of the 4 criteria below in order to save the new record.

- Last Name, First Name, DOB, Gender
- Last Name, First Name, SSN
- Last Name, First Name, Phone Number
- Last Name, First Name, Email



The 'Add New Client' form is a modal window with a title bar containing a close button (X). It contains several input fields and dropdown menus for client information. The form is organized into sections: Name, Gender/DOB/SSN, Region, Address, City/State/Zip, Phone, and Email. Each section has a 'Valid Dates From' and 'To' field, and a 'Save' button at the bottom right.

Add New Client

Last Name: 

Suffix:

Middle Name:


First Name:

Nickname:

Gender: Birth Date: ☐ No DOB

SSN: ☐ No SSN Provided ☐ Last 4 of SSN Only


Region:

Address1: County1: 


Address Line 1: Address Line 2:

City: WA Zip:

Valid Dates From: 09/11/2017 To: 12/31/9999

Phone1: 

Valid Dates From: 09/11/2017 To: 12/31/9999

Email1: Email: 

Valid Dates From: 09/11/2017 To: 12/31/9999

Unit Recording



There are **two ways** you can record your units.

1. Progress Notes

2. Service Reporting Monthly reports

Unit Recording - Progress Notes



1. Click on “**Progress Notes**”
2. Click on “**Add New Note**”

Progress Notes

Add New Note

☐ All Clients

☒ Specific Client

Lee, Amy

☐ Linked Records

Enrollment
Region:

Provider:

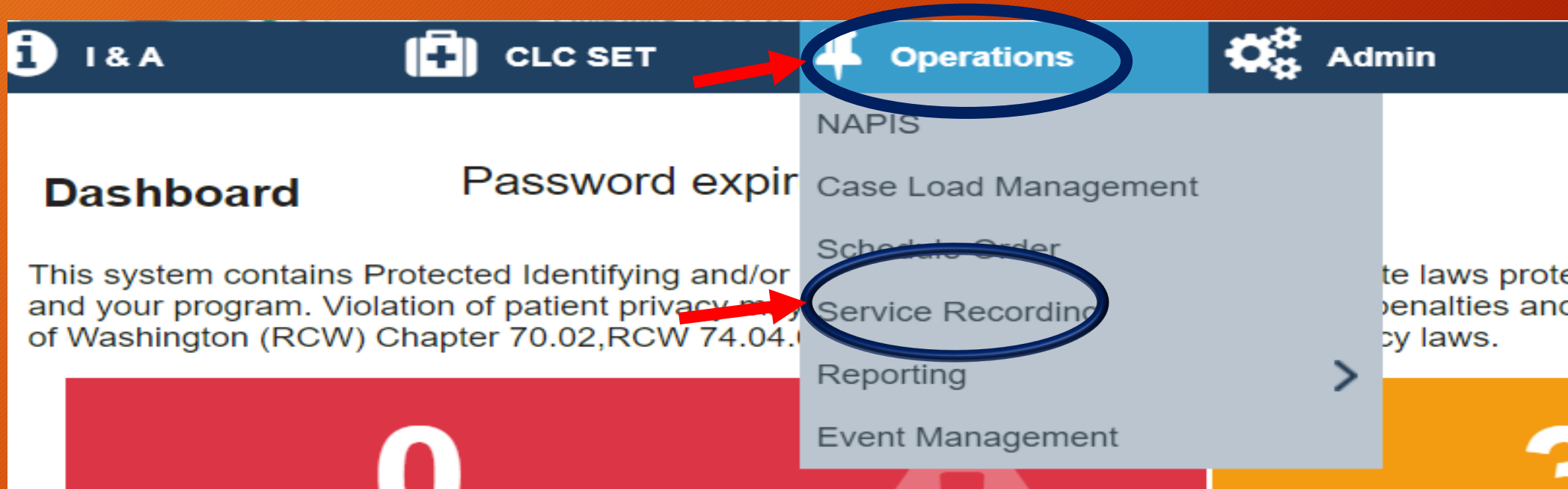
Scope of Work:

Note Contains:

Signature
Status:

Unit Recording - Service Recording

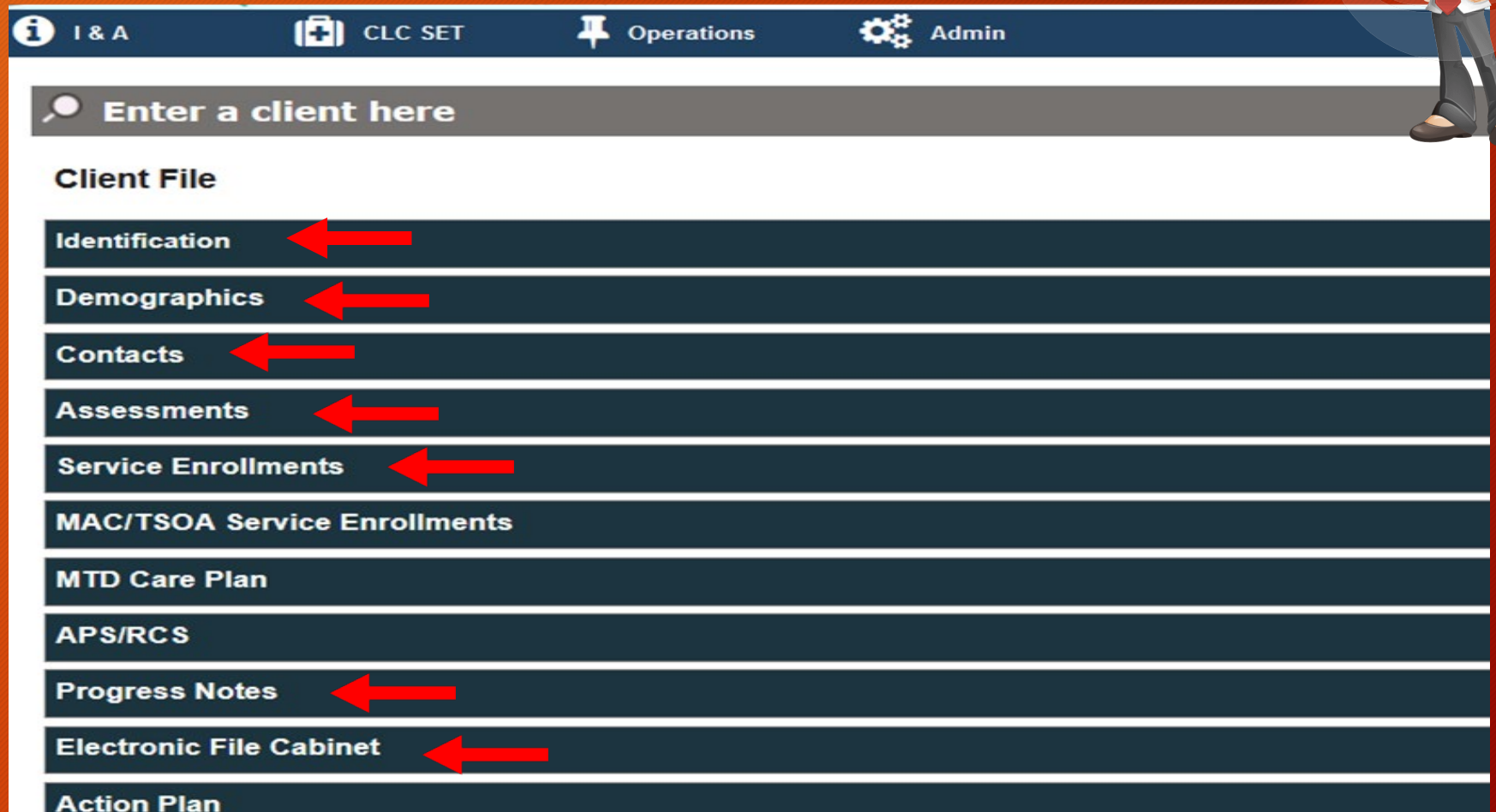
1. Click "Operations"
2. Click "Service Recording"



Sections of Client File



As a reminder, GetCare is a **role-based application**, you may not see all the ribbons on this screen shot.



GetCare Implementation on ADS Website



- The GetCare Implementation website is live! Direct link:
<https://www.agingkingcounty.org/getcare/>
- This site is intended as a one-stop repository of info for providers related to the GetCare transition and will be kept updated throughout the coming months. (Posting GetCare training recording, GetCare training PPT, Training dates)

Let's open GetCare!