

Tips

- ✓ Be sure to enter the UCare ID #, not the PMI #.
- ✓ **Column G** – “*Date of last activity in 2020*” only enter the last date in **2020**, not any other year. Only needed for annual assessments or change in condition assessments. Do not need to enter a 2020 date for NEW members.
- ✓ **Column H** – “*Date of current activity in 2021*” only enter the date of **2021** activity, not any other year.
- ✓ **Column I** – “*Type of activity in 2021*” choose the correct drop down choice for the type of assessment/activity.
 - If a member **refuses** an assessment, enter the refusal date and choose the drop down choice of **refusal**.
 - If a member is **unable to reach**, make sure all four attempts were completed within 30 days of enrollment or before the 365th day of the last assessment. Enter the date as the date you completed all four attempts to reach the member and choose the drop down choice of **unable to reach**.
 - Choose what actually happened, not what would have happened. Example, don’t choose assessment and then mark in comments that member refused. If a member refuses, mark as refusal.
- ✓ **Do not** log any 6 month assessments as they are not considered a full Health Risk Assessment.
- ✓ **Do not** log transfers between UCare delegates or transfers within your organization. Example: Member was care managed by Fairview and moved to Rochester, MN. Member now care managed by Olmsted County. Follow the requirements grid but **do not** put on the log unless you are completing a new assessment or product change. Review of the existing assessment/POC does not constitute a new Health Risk Assessment.
- ✓ **Product Changes:** Complete Health Risk Assessment, enter on the log, and mark as an assessment. Example: a member changes from MSC+ to MSHO. Refer to MSHO/MS C+ Requirements grid.

✓ **Reminders:**

- ❖ Only enter **MSHO members** on the monthly log.
- ❖ If a month had no assessments, still complete a log and state “no assessments” on it.
- ❖ Complete assessments due during future termination windows-refer to MSHO/MS C+ requirements grid.
- ❖ For any member where you have indicated Unable to Reach, ensure you have **4 documented attempts**.
- ❖ Be sure you indicate your delegate name in the first column of the spreadsheet. Change from UCare to your delegated name.
- ❖ Ensure you label the spreadsheet: delegate/month/year-
EXAMPLE: BlueearthMay2021.