Great Plains VMS
Users Manual

Created by Orion Healthcare Technology, in partnership with
Great Plains Tribal Chairmen’s Health Board

This manual has been created to help guide the VMS user
through ATR Menu in MyAccuCare website and VMS Tabs
found in the Voucher Management System website

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12/10/12
OST VMS Revision 1.0.7.0
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Overview of the GP AccuCare to VMS Path

Verify Client is or is not in VMS

1. Decide to either request a Clinical Assessment and Treatment OR Recovery Support Services for a VMS Voucher

2. **Important Step:** Verify if this Client is or is not already in VMS
   - If Yes – Go to VMS to request additional vouchers
   - If No – Create Assessment Voucher
   - Enter Client into Client Intake

3. Administer Simple Screening for Substance Abuse

4. Request an AccuCare ASI Assessment Voucher - VMS will return a Voucher ID in an email

5. Request Initial Treatment Services Voucher with following reports:
   1) ASI Assessment
   2) American Indian/Alaska Native (AI/AN) Supplement *
   3) Fagerstrom Supplement *
   4) Intimate Partner Violence Screening *
   5) GPRA Questionnaire *

6. Submit request Treatment Services Voucher to VMS

7. Request Initial Recovery Support Services Voucher with following reports:
   1) Recover Support Screening
   2) American Indian / Alaska Native (AI/AN) Supplement *
   3) GPRA Questionnaire *

8. Submit Request Recovery Support Services Voucher to VMS

* The AI/AN Supplement and GPRA Questionnaires are only required to be administered ONCE for either the initial treatment or recovery support services voucher
How to Initiate an Assessment Voucher Request in the AccuCare website

The Assessment Voucher is the first part of the ATR process. These steps explain how to initiate an Assessment Voucher Request for each new client.

Step #1
Enter Client Intake

Step #2
Administer Simple Screening

Step #3
Request Clinical Assessment (or) Recovery Support Screening Voucher

Step #4
Check Voucher Status
Step #1 Important Step - Search VMS prior to creating a new client in AccuCare

Scenario: New client Jane Test has come into the office to see clinician Jack Frost. Jack works at Happy Trails Clinic.

**Important Note:** Before attempting to add a client to your AccuCare database verify the Client isn’t already in VMS. Click here to important message.

Highly Recommend!! – Check VMS before adding any client

1) Sign into the VMS website you plan to either add or lookup the client
2) Do a search of the client under the Voucher Lookup Tab
3) Search by inputting the First and Last name
4) If the clients exist and you find a completed Initial Assessment and Treatment then only request additional Treatment Vouchers in VMS
5) If you don’t find the client in VMS then continue on to the next page
Step #2 – Enter Client Intake

- Clinician Jack Frost enters Jane Test to list of clients in Client Intake
- Click on ATR then Menu as seen on the from the screen shot below

When selecting ‘ATR’, the user will be directed to an initial ATR main menu, where the user will select one of two choices, based on which ATR funding program they wishes to proceed with: (OST) Oglala Sioux Tribe or (GP) Great Plains Tribal Chairmen’s Health Board
When you choose GP ATR Menu you will be given this screen. Here you choose to either create Clinical Assessment and Treatment or Recovery Support Services voucher type.

- Click on Enter **Client Intake** to start the process for either Clinical or Recovery Service
You will need to enter information under the Demographics, Contact Info, Military Status, AI/AN, and Legal Status Tabs before saving this client the database.

**Demographics Tab**

![Image of Demographics Tab](image-url)
- Fill-in as much information at possible

Contact Info Tab
- Ask the client the following questions - all responses will be sent to client VMS record when you request an Assessment voucher

Military Status Tab

File > Client Intake and Administration

Search by: [ ] Last Name [ ] SSN [ ] Client Ref. #

Begins with or matches: [ ]

Jane Test
SSN: 222-22-2222
DOB: 10/10/1980

[Search] [Display All]

Demographics | Contact Info | Military Status | AI/AN | Legal Status | Case Management | Schedule | Comments
---|---|---|---|---|---|---|---
Military Status
Military Branch
Client Has Family Members with Military Background
Number of Family Members In Military

Active
Air Force
Yes

2

[ ] Don't know [ ] Refused

Depending on your responses the following pick list boxes will become active or not
- Collect the information for the General and Community of Residence areas

**AI/AN Tab**

Information gathered in this tab is for the use of the IHS National Data Warehouse (NDW) submission process and/or the ATR Voucher program only. The purpose of gathering this information is based on the data requirements of these initiatives.
- Ask each question and then enter the appropriate response

Legal Tab

Depending on your responses the following pick list boxes will become active or not

When you have filled out all four tabs click the [Save] button then [Exit] to save the client to the database and go the AccuCare Main Menu.
Step #3 – Administer Simple Screening

- Click on Administer Simple Screening for Substance Abuse either under Clinical Assessment and Treatment or Recovery Support Services.

**Important Note:** This is the point where you decide to go through either a full Clinical Assessment and Treatment or Recovery Support Service.

Choose the Voucher Type and stick with it through the entire session.
- Click on the New Supplement Button

- Choose Simple Screening for Substance Abuse then click on [Create Supplement] button
- Ask the client the following questions and add any comments the end of this questionnaire.
9. Have you lost your temper or gotten into arguments or fights while drinking or using other drugs?  
10. Are you needing to drink or use drugs more and more to get the effect you want?  
11. Do you spend a lot of time thinking about or trying to get alcohol or other drugs?  
12. When drinking or using drugs are you more likely to do something you wouldn't normally do?  
   (Such as break rules, break the law, sell things that are important to you, or have unprotected sex with someone.)  
13. Do you feel bad or guilty about your drinking or drug use?  

The next questions are about your lifetime experiences.  
14. Have you ever had a drinking or other drug problem?  
15. Have any of your family members ever had a drinking or drug problem?  
16. Do you feel that you have a drinking or drug problem now?  

Score:  

Comments:  

- To save the responses click the [Stop] button at the bottom of the page
You have the ability to Modify, Preview, Print or Exit - Click the [Exit] button
Step #4 – Request ASI Assessment or Recovery Support Voucher

Remember to stick with the same Voucher Type throughout this session

- Following your choice of Voucher Type throughout this session click on:
  Request Clinical Assessment Voucher or Recovery Support Screen Voucher
Initial Voucher Request Screen – Making a choice

In AccuCare, the user will enter the Initial Voucher Request Screen menu. As the user goes through the following screens, there will be some form of identification of the screen, confirming that this voucher request is for Great Plains ATR program (or OST ATR).

- Click on [Create Assessment Voucher Request] Button

The initial Voucher Request screen will provide the users with 4 drop down listed options for voucher request:

1) Clinical Assessment (Request approval for AccuCare Assessment, Case Management, Screening)
2) Clinical Treatment Services (Request additional Clinical Treatment Services from VMS)
3) Recovery Support Screening (Request approval for Case Management, Recovery Support Screening and Screening)
4) Recovery Support Services (Request additional Recovery Support Services from VMS)
Clinical Assessment Voucher Request

If the user selects “Clinical Assessment Voucher” they will go to the Clinical Assessment Voucher Request page. Because the “Clinical Assessment Voucher” is a predetermined bundled voucher and it is automatically approved, the user cannot select additional services to add to this voucher. The user must submit the Simple Screen that was done initially to qualify the client, along with the voucher request because it is a required record.
Recovery Support Screening Voucher Request

If the user is requesting Recovery Support Services and Screening, they will be taken to the Recovery Support Screening Voucher Request page. It appears similar to the Clinical Assessment request page however the difference is the main service is RSS Screening, not the AccuCare Assessment. Submission for this voucher also requires the simple screen to be attached as a record. This would also be automatically approved, and is why the user cannot add services to this already predetermined bundled voucher for RSS.
Step #5 – Check Voucher Status

- You should receive this confirmation if your voucher request was successful

STOP! - Go to your email program and print out the Assessment Voucher Request.

The printout should look similar to this

```
From: Voucher Management System [vms@atr.com]
To: relai@orionhealthcare.com
Cc: 
Subject: Assessment Voucher Request Status

Your assessment voucher request has been received.

Please click on the link provided to see the status for Voucher ID: 606

```
- If you click on the link in your email and sign-in as user you should see the following screen? Enter Voucher ID number from the email you just received in this box and click on [Voucher Lookup] button.

In this example you can see I have been approved to conduct a Clinical Assessment

You now have approval to initiate the Treatment Voucher Request.

Click on Select to view and print out the Assessment Voucher
- When you click on the [Select] you will a a dialog box like the one below showing the services
- You must Click on [Accept] to Redeem the units

Click on the Print Voucher button to get a preview of the Voucher. See next screenshot of the printout.
Voucher Management System

- Screen Shot of Approved Assessment Voucher (partial view only)

**Voucher Details**

- Name: Jack Frost
- Client ID: ASWM1B2F23QVUU
- Voucher Requested by: ASM Provider
- Voucher Status: Approved
- Voucher ID: 655
- Expiration Date: 11/27/2012

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Amount</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3080</td>
<td>Care Management - Case Management</td>
<td>16</td>
<td>Each</td>
</tr>
<tr>
<td>3080</td>
<td>AccuCare Assessment</td>
<td>1</td>
<td>Each</td>
</tr>
<tr>
<td>2010</td>
<td>Screening</td>
<td>1</td>
<td>Each</td>
</tr>
</tbody>
</table>

**Services**

**Care Management - Case Management**

ASW Provider
1016 Leavenworth Street
Sta 101
Omaha, NE 68102
Phone Number: (402)343-0900
Hours: 8am - 5pm CST
(Distance from your home address: 421.16 Miles)

bkg test prov 3

, Phone Number: (____)___ -
Hours: (Distance from your home address: 0 Miles)

bkg test prov 6

, Phone Number: (____)___ -
Hours: (Distance from your home address: 0 Miles)
After print out the Voucher exit VMS by clicking on Logout

At this point you have either completed the Initial Clinical Assessment or Recovery Support Screening Voucher Request.

It is important they understand this request will be automatically approved, so you can continue to the next step in AccuCare which is the Initial Treatment Voucher or Recovery Support Voucher.

**Depending on what you have just completed above**

If you have just completed an Initial Clinical Assessment then:

Go to page 28 - How to Request Initial Treatment Voucher

If you have just completed an Initial Recovery Support Screening then:

Go to Page 51 - How to Request Initial Recovery Support Voucher
How to Request Initial Treatment Voucher

The Treatment Service is the second part of the ATR process. These steps explain how to initiate either voucher for each new client after you have received approval from VMS.

1. ASI Assessment
2. Fagerstrom Supplement
3. Intimate Partner Violence Screening
4. Administer American Indian / Alaska Native Supplement
5. Administer GPRA Questionnaire
6. Request Clinical Treatment Service Voucher
7. Check Voucher Status
Step #1 - Complete ASI Assessment

Click on Complete ASI Assessment

*Note: The AI/AN Supplement and the Intake GPRA Questionnaire are only required to be administered ONCE per client. For example, if the client was administered a GPRA and AI/AN supplement for a treatment voucher request, then the provider does NOT need to administer another GPRA or AI/AN supplement to request Recovery Support Services (and vice versa).
- Verify you are still working the same client by checking these areas before starting the Assessment

- Click the [New Assessment] button and complete the Assessment and return to AccuCare Main Menu

Add note: [Client Reports] button allows you to print the out the completed assessment
Step #2 - Administer Fagerstrom Supplement

Click on Administer Fagerstrom Supplement

For customer support call 800-324-7966
Or visit the GP/ATR website

To Request Initial Clinical Assessment Voucher:
1. Search VMS to avoid creating a duplicate client
   - If the client IS in VMS, click here
   - If the client IS NOT in VMS, then proceed to Step 2
2. Enter Client Intake
3. Administer Simple Screening for Substance Abuse
4. Request Clinical Assessment Voucher
5. Check Voucher Status

To Request Initial Treatment Services Voucher:
1. Complete ASI Assessment
2. Administer Fagerstrom Supplement
3. Administer Intimate Partner Violence Screening
4. Administer American Indian/Alaska Native Supplement
5. Administer GPRA Questionnaire
6. Request Clinical Treatment Services Voucher
7. Check Voucher Status

*NOTE: The AI/AN Supplement and the intake GPRA Questionnaire are only required to be administered ONCE per client. For example, if the client was administered a GPRA and AI/AN supplement for a treatment voucher request, then the provider does NOT need to administer another GPRA or AI/AN supplement to request Recovery Support Services (and vice versa).
- Click on [New Supplement] button

Select and complete the **Fagerstrom Tolerance Scale Screening**
- You should now see Fagerstrom Partner Violence Screening on the list

- Click the [Exit] button to return the AccuCare Main Menu

Added note:
- **[Modify Supplement]** allow you make changes to supplement
- **[Preview]** allows you to see a preview of the report on screen
- **[Print]** will send a copy of the supplement to your printer
Step #3 - Administer Intimate Partner Violence Screening

Click Administer Intimate Partner Violence Screening

To Request Initial Clinical Assessment Voucher:
1. Search VMS to avoid creating a duplicate client
   - If the client IS in VMS, click here
   - If the client IS NOT in VMS, then proceed to Step 2
2. Enter Client Intake
3. Administer Simple Screening for Substance Abuse
4. Request Clinical Assessment Voucher
5. Check Voucher Status

To Request Initial Treatment Services Voucher:
1. Complete ASI Assessment
2. Administer Fagerstrom Supplement
3. Administer Intimate Partner Violence Screening
4. Administer American Indian/Alaska Native Supplement*
5. Administer GPRA Questionnaire*
6. Request Clinical Treatment Services Voucher
7. Check Voucher Status

*NOTE: The AI/AN Supplement and the Intake GPRA Questionnaire are only required to be administered ONCE per client. For example, if the client was administered a GPRA and AI/AN supplement for a treatment voucher request, then the provider does NOT need to administer another GPRA or AI/AN supplement to request Recovery Support Services (and vice versa).
You should now see three first screen supplements. Click on [New Supplement] to select the Intimate Partner Violence Screening.

Click on the drop down arrow to find and select the Intimate Partner Violence Screening.
- You should now see Intimate Partner Violence Screening on the list

- Click the [Exit] button to return the AccuCare Main Menu

Added note:
- [Modify Supplement] allow you make changes to supplement
- [Preview] allows you to see a preview of the report on screen
- [Print] will send a copy of the supplement to your printer
Step #4 - Administer American Indian / Alaska Native Supplement

Click on Administer American Indian/Alaska Native Supplement

GP ATR Menu

Select Voucher Type Menu:

- Clinical Assessment and Treatment
- Recovery Support Services

To Request Initial Clinical Assessment Voucher:
1. Search VMS to avoid creating a duplicate client
   - If the client is in VMS, click here
   - If the client is NOT in VMS, then proceed to Step 2
2. Enter Client Intake
3. Administer Simple Screening for Substance Abuse
4. Request AccuCare ASI Assessment Voucher
5. Check Voucher Status

To Request Initial Treatment Services Voucher:
1. Complete ASI Assessment
2. Administer Facerstrom Supplement
3. Administer Intimate Partner Violence Screening
4. Administer American Indian/Alaska Native Supplement
5. Administer GPRA Questionnaire
6. Request Treatment Services Voucher
7. Check Voucher Status

*NOTE: The AVAN Supplement and the Intake GPRA Questionnaire are only required to be administered ONCE per client. For example, if the client was administered a GPRA and AVAN supplement for a treatment voucher request, then the provider does NOT need to administer another GPRA or AVAN supplement to request Recovery Support Services (and vice versa).
- Select and complete the American Indian/Alaska Native Supplement
- You should now see completed the American Indian / Alaskan Native Supplement

- Click the [Exit] button to return the AccuCare Main Menu

Added note:
- [Modify Supplement] allow you make changes to supplement
- [Preview] allows you to see a preview of the report on screen
- [Print] will send a copy of the supplement to your printer
Step #5 - Administer GPRA Questionnaire

Click on Administer GPRA Questionnaire

Select Voucher Type Menu:
- Clinical Assessment and Treatment
- Recovery Support Services

To Request Initial Clinical Assessment Voucher:
1. Search VMS to avoid creating a duplicate client
   - If the client is in VMS, click here
   - If the client is NOT in VMS, then proceed to Step 2
2. Enter Client Intake
3. Administer Simple Screening for Substance Abuse
4. Request Clinical Assessment Voucher
5. Check Voucher Status

To Request Initial Treatment Services Voucher:
1. Complete ASI Assessment
2. Administer Fagerstrom Supplement
3. Administer Intimate Partner Violence Screening
4. Administer American Indian/Alaska Native Supplement*
5. Administer GPRA Questionnaire
6. Request Clinical Treatment Services Voucher
7. Check Voucher Status

*NOTE: The AI/AN Supplement and the Intake GPRA Questionnaire are only required to be administered ONCE per client. For example, if the client was administered a GPRA and AI/AN supplement for a treatment voucher request, then the provider does NOT need to administer another GPRA or AI/AN supplement to request Recovery Support Services (and vice versa).
- Verify you are still working the same client by checking these areas before starting the GPRA Questionnaire

- Click [New Questionnaire] button start the questionnaire

- When you have completed GPRA Questionnaire return to the AccuCare Main Menu
Step #6 – Request Clinical Treatment Services Voucher

Click on Request Treatment Services Voucher

GP ATR Menu

Select Voucher Type Menu:

Clinical Assessment and Treatment  Recovery Support Services

To Request Initial Clinical Assessment Voucher:
1. Search VMS to avoid creating a duplicate client.
   - If the client is in VMS, click here
   - If the client is NOT in VMS, then proceed to Step 2
2. Enter Client Intake
3. Administer Simple Screening for Substance Abuse
4. Request AccuCare ASI Assessment Voucher
5. Check Voucher Status

To Request Initial Treatment Services Voucher:
1. Complete ASI Assessment
2. Administer Facercstrom Supplemen
3. Administer Intimate Partner Violence Screening
4. Administer American Indian/Alaska Native Supplement
5. Administer GPRA Questionnaire
6. Request Treatment Services Voucher
7. Check Voucher Status

*NOTE: The AVAN Supplement and the Intake GPRA Questionnaire are only required to be administered ONCE per client. For example, if the client was administered a GPRA and AVAN supplement for a treatment voucher request, then the provider does not need to administer another GPRA or AVAN supplement to request Recovery Support Services (and vice versa).
- Verify you are still working the same client by checking these areas before starting the Treatment Voucher.

- Click on the [Treatment Voucher Service] to begin the process to send your information to VMS.
- When you click on the [Next] button you will need to enter the client’s VMS Client ID number. Go to VMS look up the client and copy the Client ID from VMS then paste it into the box below:

*Important Note:* This is an example number only do not use this number when working on a real client.
The final screen is where the user requests Treatment Services. This is where the user will select the services Treatment for the client. Several records are required to be submitted, depending on what services are selected. For example, if the user requested outpatient therapy (a treatment service) then the user must attach the items mentioned above.
Important Note: Verify you have correct Client ID before sending this request to VMS.

Click on this Drop menu to choose the Treatment Services you wish to provide. You can choose more than one service if additional Treatment Services are required.

Here is an example of a filled out Treatment Voucher Request with four (4) treatment services prior to sending the request to VMS.

Provider Email Address – Put your email address (Clinician) here.
After you have requested additional services with the number of units, do a review of your selections and then click on [Submit Voucher Request to VMS] button or [Cancel] if you need to make more review or have the wrong client.
If the voucher has been sent successfully you should receive the following notice on your screen.

- Click [Close] button and check your emails

**Step #7 – Check Voucher Status**

- You (The clinician) should receive an email from the Voucher Management System. Click on the URL sign-in to view the status of the Treatment or RSS Voucher.

Your voucher request has been received.

Please click on the link provided to see the status for Voucher ID: 670

https://ost-atr.org/vms/VoucherLookup.aspx?S313c73dV0uch3r=670
Go to VMS and do a Voucher Lookup for using the Voucher Id give you in the email.

View/Redeem Voucher Services

| Voucher Id: | 078 |
| Client Id: | TFHU04T6N846HC |
| Client Name: | Jack Smith |

<table>
<thead>
<tr>
<th>Redeem Units</th>
<th>Service</th>
<th>Service Description</th>
<th>Unit</th>
<th>Units Remaining</th>
<th>Accepted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redeem Units</td>
<td>Outpatient Individual Counseling</td>
<td>A face-to-face contact between a single client and the counselor or therapist to address the emotional, psychiatric, and social concerns related to the client's OUD use and/or abuse. In addition to regularly scheduled sessions, individual counseling should be billed for sessions related to orientation to treatment, updating treatment plans, crisis intervention, and discharge planning.</td>
<td>Quarter Hour</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Redeem Units</td>
<td>Spiritual Support</td>
<td>Includes helping an individual or group of individuals to develop spiritually to initiate or sustain recovery. This service provides spiritual support in establishing a higher power, acquiring skills needed to cope with life-changing events, adopting positive values or principles, identifying a sense of purpose and mission for one's life, achieving serenity and peace of mind, responsible decision making, social engagement and family responsibility.</td>
<td>Each</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Redeem Units</td>
<td>Employee/Employment Assistance</td>
<td>Services provided to clients to assist in finding employment. Services can be directed towards improving and maintaining employment. Services can include skill assessment and development, job coaching, career exploration or placement, job shadowing or internship, resume writing, interviewing skills and tips for retaining a job or employment. Other services could include training in a specific skill or trade to assist individuals to prepare for, find and obtain competitive employment such as skills training, technical skills, vocational assessment and job referral.</td>
<td>Quarter Hour</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Redeem Units</td>
<td>Talking Circle</td>
<td>Group process that promotes healing through combining indigenous ceremony with verbal discussion.</td>
<td>Per Person Per Occurrence</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

- Click on the [Print Voucher] button to see preview of the voucher.

Requesting additional vouchers from VMS is currently disabled during system improvements. Please request additional vouchers for this client from AccuCare.
Click the [Print] button to print out the voucher details.

You have completed the Initial Clinical Assessment Voucher.

Please insure the client gets a copy the voucher printout. They can go any of locations listed for services. It is important to understand this request is just a requesting voucher which still needs to be approved. **It may take up 24 hour for the approval to come in.** Please revisit the VMS website for approval, disapproval or modification.
How to Request Initial Recovery Support Services Voucher

The Treatment Voucher is the second part of the ATR process. These steps explain how to initiate a Treatment Voucher Request for each new client after you have received approval from VMS.

1. Recovery Support Screening
2. Administer American Indian / Alaska Native Supplement
3. Administer GPRA Questionnaire
4. Request Recovery Support Service Voucher
5. Check Voucher Status
Step #1- Complete Recovery Support Service

Click on Complete Recovery Support Screening

**GP ATR Menu**

**Select Voucher Type Menu:**
- Clinical Assessment and Treatment
- Recovery Support Services

**To Request Initial Recovery Support Assessment Voucher:**
1. Search VMS to avoid creating a duplicate client
   - If the client IS in VMS, [click here]
   - If the client IS NOT in VMS, then proceed to Step 2
2. Enter Client Intake
3. Administer Simple Screening for Substance Abuse
4. Request Recovery Support Screening Voucher
5. Check Voucher Status

**To Request Initial Treatment Services Voucher:**
1. Complete Recovery Support Screening
2. Administer American Indian/Alaska Native Supplement*
3. Administer GPRA Questionnaire*
4. Request Recovery Support Services Voucher
5. Check Voucher Status

*NOTE: The AI/AN Supplement and the Intake GPRA Questionnaire are only required to be administered ONCE per client. For example, if the client was administered a GPRA and AI/AN supplement for a treatment voucher request, then the provider does NOT need to administer another GPRA or AI/AN supplement to request Recovery Support Services (and vice versa).
- Verify you are still working the same client by insuring you have highlighted the correct client. Check this area before starting the Recovery Support Screening.

Click the [New Screening] button and complete the Recovery Support Screening.

Click the [Modify Screening] button to back into the original to make changes.

Click the [Delete Screening] button allows you to delete the screening if you have the proper permissions.

Click the [Report] button to bring up a preview of the report to review or print printout.

Click the [Close] button to exit out of the Report Support Screening.
Step #2 - Administer American Indian / Alaska Native Supplement

Click on Administer American Indian/Alaska Native Supplement

Special Note: You may already have American Indian / Alaska Native Supplement done from a previous submission for this client if so then will not need to create a new one.
- Select and complete the American Indian/Alaska Native Supplement
- You should now see completed the American Indian / Alaskan Native Supplement

- Click the [Exit] button to return the AccuCare Main Menu

Added note:

- [Modify Supplement] allow you make changes to supplement
- [Preview] allows you to see a preview of the report on screen
- [Print] will send a copy of the supplement to your printer
Step #3 - Administer GPRA Questionnaire

Click on Administer GPRA Questionnaire

Special Note: You may already have GPRA done from a previous submission for this client if so then **will not need** to create a new one
- Verify you are still working the same client by checking these areas before starting the GPRA Questionnaire

- Click [New Questionnaire] button to start the questionnaire

- When you have completed GPRA Questionnaire return to the AccuCare Main Menu
Step #4 – Request Recovery Support Services Voucher

Click on Request Recovery Support Services Voucher

To Request Initial Recovery Support Assessment Voucher:

1. Search VMS to avoid creating a duplicate client
   - If the client IS in VMS, click here
   - If the client IS NOT in VMS, then proceed to Step 2
2. Enter Client Intake
3. Administer Simple Screening for Substance Abuse
4. Request Recovery Support Screening Voucher
5. Check Voucher Status

To Request Initial Treatment Services Voucher:

1. Complete Recovery Support Screening
2. Administer American Indian/Alaska Native Supplement
3. Administer GPRA Questionnaire
4. Request Recovery Support Services Voucher
5. Check Voucher Status

*NOTE: The AI/AN Supplement and the Intake GPRA Questionnaire are only required to be administered ONCE per client. For example, if the client was administered a GPRA and AI/AN supplement for a treatment voucher request, then the provider does NOT need to administer another GPRA or AI/AN supplement to request Recovery Support Services (and vice versa).
- Verify you are still working the same client by checking these areas before starting the Recovery Support Service Request.

- Click on the [Recovery Support Services] to bring the process to send your information to VMS
- Click on the [Next] button
The final screen is where the users go to request Treatment Services or Recovery Support Services, or in some cases both. This is where the user will select the services (Treatment or RSS) for the client. Several records are required to be submitted, depending on what services are selected. For example, if the user requested outpatient therapy (a treatment service) then the user must attach the items mentioned above.

![Voucher Request Screen](image)

<table>
<thead>
<tr>
<th>Service Name</th>
<th># of Units</th>
<th>Unit Type</th>
<th>Unit Cost</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Healing Services</td>
<td>16</td>
<td>Quarter Hour</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Spiritual Support</td>
<td>2</td>
<td>Each</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Sweat Lodge/Inipi</td>
<td>2</td>
<td>Per Person Per Occurrence</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>Physical Fitness and Well Being Activities</td>
<td>1</td>
<td>Each</td>
<td>$200.00</td>
<td></td>
</tr>
</tbody>
</table>

**Voucher Total:** $0.00

**Select Records to Attach**

<table>
<thead>
<tr>
<th>Recovery Support Services Screen</th>
<th>Date</th>
<th>User</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/21/2012</td>
<td>Run User</td>
<td>RSS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>American Indian/Alaskan Native Supplement</th>
<th>Date</th>
<th>User</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/20/2012</td>
<td>Run User</td>
<td>Cultural</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GPRA Questionnaire</th>
<th>Date</th>
<th>User</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/20/2012</td>
<td>Run User</td>
<td>GPRA</td>
</tr>
</tbody>
</table>
**Important Note:** Verify you have correct Client ID before sending this request to VMS.

Provider Email Address – Put your email address (Clinician) here

Click on this Drop menu to choose the Recovery Support Services you wish to provide. You can choose more than one service if additional Services are required – **See example on next page of filled out Treatment Voucher Request**
- After completing all areas you are now ready to click on the [Submit Voucher Request to VMS] button

- Click on the [Cancel] button if you have the wrong client or wish to submit at a later time
- If the voucher has been sent successfully you should receive the following notice on your screen.

![Voucher Request Successful](image)

- Click [Close] button

**Step #5 – Check Voucher Status**

- You (The clinician) should receive an email from the Voucher Management System. Click on the URL sign-in to view the status of the Treatment or RSS Voucher.

```
From: Voucher Management System [vms@post-atr.org]
To: ralai@orionhealthcare.com
Cc: 
Subject: Voucher Request Status

Your voucher request has been received.

Please click on the link provided to see the status for Voucher ID: 671

Here is a view of what you might see when you go to the voucher in VMS:

- Go to the bottom of the voucher and click on the [Print Voucher]
Here is a screen shot of what you will see when you click on the print button

Click on the [Print] button to get a printout of Recovery Services

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Amount</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>5050</td>
<td>Traditional Healing Services</td>
<td>16</td>
<td>Quarter Hour</td>
</tr>
<tr>
<td>5050</td>
<td>Spiritual Support</td>
<td>2</td>
<td>Each</td>
</tr>
<tr>
<td>5050</td>
<td>Sweat Lodge/Inipi</td>
<td>2</td>
<td>Per Person Per Occurrence</td>
</tr>
<tr>
<td>2100</td>
<td>Physical Fitness and Well Being Activities</td>
<td>1</td>
<td>Each</td>
</tr>
</tbody>
</table>

You have completed the Initial Recovery Support Services Voucher.

Please insure the client gets a copy the voucher printout. They can go any of locations listed for services. It is important to understand this request is just a requesting voucher which still needs to be approved. *It may take up 24 hour for the approval to come in.* Please revisit the VMS website for approval, disapproval or modification.
How to Lookup a Client on the VMS website

1) After signing into VMS as VMS user click on the [Voucher Lookup] tab – You will need to know as least one of following pieces of information Voucher id, Client ID, Client Info to look up the client in VMS.

2) You will given three ways to search for the client (select one)
   a. Voucher Id
   b. Client ID
   c. Client Info

3) The first way is with the Voucher Id. It can be a 3 or 4 position number – type in the number and click on the [Search] button.
4) You will be given following information about the selected voucher including the Client ID and Client Name. Please verify this information is correct so you don’t accidently accept or redeem services for the wrong client.

<table>
<thead>
<tr>
<th>Service</th>
<th>Service Description</th>
<th>Unit</th>
<th>Units Remaining</th>
<th>Accepted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redemt Units</td>
<td>Outpatient Group Counseling</td>
<td>Quarter</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A face to face contact in which one or more therapists or counselors treat two or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>more clients at the same time, focusing on the needs of the clients. Groups</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>where the participants watch a video or listen to a didactic presentation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>must be billed at the education group rate, not as group counseling.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5) A second way to lookup vouchers on a client would be to type-in the Client ID – this might be difficult unless you can remember the 15 letter and number combination. You will be finding yourself copy and pasting this ID number when you plan to use this option from other sources.
6) This option gives you more than just one voucher to review. It will give a list of all the vouchers created for the client. Here you see Jane Test has four vouchers for you to choose, review and redeem. Click on the Select to look at services for a specific voucher.

<table>
<thead>
<tr>
<th>Voucher ID</th>
<th>Voucher Type</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Approval Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Clinical Treatment Services</td>
<td>Expired</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Clinical Treatment Services</td>
<td>Expired</td>
<td>Approved</td>
<td>zeroed out the voucher 3/30/2011</td>
</tr>
<tr>
<td>Select</td>
<td>Clinical Treatment Services</td>
<td>Expired</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Clinical Assessment</td>
<td>Expired</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Clinical Treatment Services</td>
<td>Expired</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

7) The third option also gives you a view of all the vouchers requested for the client. This will probably be the most used option since you will only need to know the client first name and last with an optional entry for the date of birth if you know it.
8) After clicking on the [Search] button you will be given the following dialog box. Click on Select to view a list of all voucher associated to this client.

9) Here is a list of all vouchers associated to Jane Test. You also have the ability to request additional vouchers. See [Request Voucher] button.
How to Request a Voucher on the VMS website

1) After the initial Assessment and Treatment Voucher have been created the client might require additional services. You will need to log into the VMS website to request additional voucher.

2) The first step is to find the client on the VMS website. Use the Voucher Lookup tab and select the Client info radio button. Type in the client’s first and last name – date of birth is optional but might be helpful if the first and last names are common names.

3) The next step would to click on Select to select the client to see all associated vouchers
4) A voucher can be selected in two locations:
   a. Choose either Clinical Treatment Services or Recovery Support Services to bring up
      the correct list of services you wish to request.
   b. Click on this button to request a new voucher for services.
   c. When you are looking an individual voucher for that client, you should click on
      the lower right corner. Click on this button to request a new voucher for services.
5) Once you have clicked on the [Request Voucher] button you will be given a dialog box to request more services. You should see your email address and the Client ID already filled out.

![Voucher Builder dialog box](image)

6) Breakdown of Voucher Builder dialog box

- **(First)** Select the service using the dropdown
- **(Second)** Add Services by clicking on the [Add Service] button
- **(Third)** Calculate the total amount by clicking on the [Calculate Total] button
- **(Fourth)** Either click the [Submit Voucher] button to request or [Cancel] button to exit without requesting
7) If you have requested the service by clicking on the [Submit Voucher] button you will see this confirmation dialog box. Check your email inbox for confirmation a new Voucher id number which you use to find the services in VMS

Voucher Request Successful

<table>
<thead>
<tr>
<th>Voucher Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID Number: 733</td>
</tr>
<tr>
<td>VMS Client ID: 7EUGULTG2V17HUB</td>
</tr>
<tr>
<td>Current Voucher Status: Requested</td>
</tr>
</tbody>
</table>

8) Here is screen shot of the email confirmation with Voucher ID number

From: Voucher Management System [vms@ost-at.org]
To: ralai@orionhealthcare.com
Cc: 
Subject: Treatment Voucher Request Status

Your treatment voucher request has been received.

Please click on the link provided to see the status for Voucher ID: 632

9) Use Voucher Lookup to find the newly created voucher. Type in the number and click on [Search] button
How to Accept and Redeem Units on the VMS website

1) When you submit a request for an Assessments Voucher then go into VMS you will see the following dialog box. By clicking [Accept] you are accepting to provide those services. You are also locking this service to your organization. No other organization can redeem any of the units once the [Accept] has been click on by you.

<table>
<thead>
<tr>
<th>Service</th>
<th>Service Description</th>
<th>Unit</th>
<th>Units Remaining</th>
<th>Accepted by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Redeem Units</strong></td>
<td>AccuCare Assessment</td>
<td></td>
<td>1</td>
<td>Accept</td>
</tr>
<tr>
<td></td>
<td>Includes all of the following: Opening client file; conducting and documenting a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>psychosocial assessment using AccuCare, providing an unbiased explanation of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>services available and service providers available to ensure that the client can</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>make an informed, independent choice; conducting the intake GPR A interview and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>submitting the data via the voucher management system (VMS).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Redeem Units</strong></td>
<td>Screening</td>
<td></td>
<td>$30.00 Flat Rate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes all of the following: screening potential client to determine eligibility;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>reviewing client handbook, obtaining consent and release of information; providing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>client with a choice of Care Managers and setting up an appointment with Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manager.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Redeem Units</strong></td>
<td>Care Management - Case Management</td>
<td></td>
<td>10</td>
<td>Accept</td>
</tr>
<tr>
<td></td>
<td>Includes helping the client choose services, linking the client with other needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>services (including recovery support services not vouchered for but available with</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>other means), coordinating linkages with other systems, monitoring service delivery,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>requesting voucher changes, supporting the client, administering the 6-month and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>discharge GPR A and submitting the data via the VMS.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note the Redeem Units are grayed out and disabled. They will remain disabled until someone has selected [Accept] service link.
2) When you click on Accept the following message will come up on the screen if you select [Yes] your organization (Provider) will be locked into this service. If you select [No] no change will be made and this service remains open until someone accepts the service.
3) When you click on the [Accept] it will automatically display your organization’s name in this location, which announces to other users that this Voucher has been accepted for services. (By accepting, this qualifies the organization to redeem/bill for this service Voucher)

In the screen shot above: I belong to an organization called Test Providers. When I click on [Accept] it automatically changes the “Accept” link to my organization’s name [Test Provider].

Now, the [Redeem Unit] link is unlocked, to allow anyone in my organization to redeem the units.
4) I can redeem units for services now that I have clicked on [Accept].

5) If I attempt to redeem units on a **date prior** to an approval date the program **will not** let me.

   In this example I was given approval on 1 August 2011 but I am attempting to redeem units on 31 July 2011 (past date prior to approval).
6) If I attempt to redeem units on a date after an approval date which reflects a future date or a date that has not happened, then it will not allow the user to redeem units.

7) If today’s date is 1 August 2011 and the voucher was approved on 1 August so I should be able to redeem units with a date of Service of 1 August.

**Important Summary Notes:**

1) You will only be able to redeem units for dates of service after the Voucher has been approved.

2) The date of service must fall in the day of or after the approval date and before the current date of redemption.
EXAMPLE Date Scenario:

If you have received approval on the 4th of August 2011:
- And today is the 15th of August you could enter any Date of service from the 4th to the 15th of August.
- And today was the 10th of August you could enter any Date of service from the 4th to the 10th of August.
- If today was the 12th of August you could not enter a Date of service on the 13th of August. (It hasn’t happen yet)

The length of time a Voucher maybe redeem and the Dates of Service you can enter in the when attempting to Redeem Units
- Unit can be redeemed for the 30 day period plus 14 days (grace period) after the initial 30 days
  - Example – The Voucher was approved on 1 August so the provider has from the 1st thru 30th of August and 14 days (until the 14th of Sept) to redeem units.
  - Important: When entering the date of service the provider must use a date within the initial time 30 days (1st thru 30th of August) the Voucher was approved when attempting to redeem units even if they happen to be redeeming units on the 3rd of Sept.
8) The screen shot below shows I have redeemed 5 units compared to the screen shot above.

<table>
<thead>
<tr>
<th>Service</th>
<th>Service Description</th>
<th>Unit</th>
<th>Units Remaining</th>
<th>Accepted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redeem Units</td>
<td>AccuCare Assessment</td>
<td>Episode</td>
<td>1</td>
<td>Accept</td>
</tr>
<tr>
<td></td>
<td>Includes all of the following: Opening client file; conducting and documenting a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>psychosocial assessment using AccuCare, providing an unbiased explanation of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>services available and service providers available to ensure that the client can</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>make an informed, independent choice, conducting the intake GPRA interview and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>submitting the data via the voucher management system (VMS).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redeem Units</td>
<td>Screening</td>
<td>$30.00 Flat Rate</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes all of the following: screening potential client to determine eligibility;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>reviewing client handbook, obtaining consent and release of information; providing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>client with a choice of Care Managers and setting up an appointment with Care</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manager.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redeem Units</td>
<td>Care Management - Case Management</td>
<td>Quarter Hour</td>
<td>5</td>
<td>Test Providers</td>
</tr>
<tr>
<td></td>
<td>Includes helping the client choose services, linking the client with other needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>services (including recovery support services not vouched for but available with</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>other means), coordinating linkages with other systems, monitoring service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>delivery, requesting voucher changes, supporting the client, administering the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-month and discharge GPRA and submitting the data via the VMS.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No additional treatment vouchers can be requested via VMS for this client. Please request the initial treatment voucher via AccuCare.
How to Create a Progress Report on the VMS website

1) Prior to redeeming units in VMS you will be required to submit a progress reports for those services. You will need to enter the Client ID that is connected to the services you just provided. First click on the Progress Report tab. You will see two sub-tabs called Existing Reports and Create Report. The Existing Reports tab allows you see the pre-existing reports that have been created. You can only view these reports. The other tab called Create Report allows you create a new progress report.

2) Click on the Create Report tab. Here you put in the Voucher Id number then click on the [Show Voucher] button
3) You will be given some information to verify you have selected the correct client. If you have selected the correct client click on the underscore Enter Progress Report.

Voucher

Voucher ID: 631

Show Voucher

<table>
<thead>
<tr>
<th>Voucher Type</th>
<th>Client</th>
<th>Expiration Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment</td>
<td>Jane</td>
<td>3/23/2012</td>
<td>Approved</td>
</tr>
</tbody>
</table>

4) There are five areas you will need to address:
   a. Reporting Period
   b. Attendance
   c. Level of Involvement and Progress
   d. Expected Outcome and Prognosis
   e. Comments

Client ID: L9RD7V5Q237T9U8

Reporting Period:
1. Progress From [ ] to [ ]
   [ ] Client Is Being Discharged

Attendance
2. Please select the number of visits that you have had with the client during this reporting period.
3. Please indicate the number of absences during this reporting period.
4. Please select their general average of attendance (0%, 25%, 50%, 75%, 100%).
5. Have services been discontinued with this client? If so, what was the reason?
   Services are being continued [ ]

Level of Involvement and Progress

Expected Outcome and Prognosis

Comments

Create  Cancel
5) **Progress Period** –
   a. Enter the dates this progress note will cover.

   ![Progress Period Image]

   b. If the client is being discharged you will want to check this box and give the discharge date.

   ![Discharge Image]

6) **Attendance** – Read and answer each question using the corresponding dropdown response

   ![Attendance Table]
7) **Level of Involvement and Progress** – Read and answer each question using the corresponding dropdown response.

![Level of Involvement and Progress](image)

8) **Expected Outcome and Prognosis** – Read and answer each question using the corresponding dropdown response.

![Expected Outcome and Prognosis](image)

9) **Comments** – Put additional comments here to support your progress report

![Comments](image)

Click on the [Create] button to save this report on the VMS web site.

**Important note:** Once you click on the [Create] button this progress note becomes read–only. You will not be able to change it later. You will need to create a new progress report.

Click on Cancel if you wish to not save this progress report to the VMS website.
10) Here is screen shot of the output from my progress report. You have the ability to preview or printout the progress report.

**Client ID:** L9BD7V5QJ37T9U8

### Reporting Period
- Progress from 2/1/2012 to 2/15/2012
- Date Entered: 02/22/2012
- Discharge Date: N/A

### Attendance
- Number of Visits With Client During Reporting Period: 1
- Number of Absences During Reporting Period: 0
- Average Percent Attendance: 100%
- Discontinuation of Services: Services are being continued

### Level of Involvement and Progress
- Client's Level of Involvement in Their Treatment Goals: Excellent
- Client's Level of Progress: Progressing and improving but needs more sessions
- Progress Notes:

### Expected Outcome and Prognosis
- Prognosis: Return to normal function
- Perceived Level of Improvement (0-10 scale): 7

**Comments:** This is where you would enter an additional comment to support or explain the progress report.
How to Printout a Voucher from the VMS website

1) Below is partial screen shot of a voucher printout. Notice that we have added service codes and displayed this part of printout in a grid format.

![Voucher Details]

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Amount</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3080</td>
<td>AccuCare Assessment</td>
<td>1</td>
<td>Episode</td>
</tr>
<tr>
<td>2010</td>
<td>Screening</td>
<td>1</td>
<td>$30.00 Flat Rate</td>
</tr>
<tr>
<td>3080</td>
<td>Care Management - Case Management</td>
<td>10</td>
<td>Quarter Hour</td>
</tr>
</tbody>
</table>

Eligible Providers

AccuCare Assessment

ASM Test (Faith Based)
1016 Leavenworth
Omaha, NE 68124
Phone Number: (402)343-0900

2) At the bottom of the voucher printout you will see a new statement the client would need to read and sign.

![Super Provider 1]

Super Provider 1
1313 13th Street
Apartment 13
Omaha, NE 68123
Phone Number: (402)555-5555
Hours: 9-5

Test Providers
1502 North 113th Plaza
Omaha, NE 68154
Phone Number: (402)229-3884

By signing this voucher I attest that I was provided a choice of providers and services and that I have circled my choices.

Client Signature: ___________________________
How to use the My Billing Tab

1) The “My Billing“ tab gives you a quick snap shot of all redeemed requests being worked by your organization VMS users.

2) The top part allows you change the criteria. In the screen shot below I am looking at all Voucher Types within a date range and no specific Voucher ID.
3) Here I have added a specific Voucher ID to my date range so my view narrows down to a specific Voucher ID within a date range

Voucher Search Criteria

<table>
<thead>
<tr>
<th>Voucher ID</th>
<th>Client</th>
<th>Service</th>
<th>Redemption Transaction Status</th>
<th>Approval Notes</th>
<th>Units Used</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>625</td>
<td>Sam Jones</td>
<td>AccuCare Assessment</td>
<td>Requested</td>
<td>1</td>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
<td>03/04/2012</td>
</tr>
<tr>
<td>625</td>
<td>Sam Jones</td>
<td>Screening</td>
<td>Requested</td>
<td>1</td>
<td>1</td>
<td>$30.00</td>
<td>$30.00</td>
<td>03/04/2012</td>
</tr>
<tr>
<td>625</td>
<td>Sam Jones</td>
<td>Care Management - Case Management</td>
<td>Requested</td>
<td>4</td>
<td></td>
<td>$5.00</td>
<td>$20.00</td>
<td>03/04/2012</td>
</tr>
</tbody>
</table>

4) In this example I have set my criteria to show me all vouchers that are expired only within a date range. The output result shows no vouchers meet these criteria.

Voucher Search Criteria

<table>
<thead>
<tr>
<th>Voucher ID</th>
<th>Client</th>
<th>Service</th>
<th>Redemption Transaction Status</th>
<th>Approval Notes</th>
<th>Units Used</th>
<th>Unit Cost</th>
<th>Total Cost</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

No vouchers were returned. Please enter a different voucher number.

5) My Voucher allows the VMS user to query the VMS website to get a preview only view of all vouchers pertaining to their organizations activities depending on the given search criteria. VMS Program Director Reports
VMS Program Director Reports

How to Print Out the AP Redemption Status Report – Revision 1.0.3.0

1) You must be given an access level of a VMS Program Director to see Provider Billing Status Report
2) This level is given the same access as a VMS user with the added bonus to create a report called Provider Billing Status
3) When you click on the report you will be given a Filter Dialog Box called AP Status Report. You can make your filter selections here.

Click on the [Run] button after you have made your filter selections
4) After you click on the [Run] button you should see the following Dialog box which can be previewed before printing it out. You can also Export to Word, Excel and PDF. Click the [Close] when you are done to return back to the previous screen.
How to Print Out the Missing Treatment Voucher Report – Revision 1.0.4.0

1) You must be given an access level of a VMS Program Director to see Missing Treatment Voucher Report
2) This level is given the same access as a VMS user with the added bonus to create a report called Missing Treatment Voucher Report.

3) When you click on the report you will be given a choice to choose the sort order you would like to see the report. After making your selection click on the [Run] Button to see a preview of the report.
4) After you click on the [Run] button you should see the following Dialog box which can be previewed before printing it out. You can also Export to Word, Excel and PDF. Click the [Close] when you are done to return back to the previous screen.
How to Print Out the New Clients Report – Revision 1.0.4.0

1) You must be given an access level of a VMS Program Director to see New Clients Report.
2) This level is given the same access as a VMS user with the added bonus to create a report called New Clients Report.

3) When you click on the report you will be given a Filter Dialog Box called New Clients Report. Enter the date range. The dates you enter will create a list of clients you added to the VMS database during this time period.
4) After you click on the [Run] button you should see the following Dialog box which can be previewed before printing it out. You can also Export to Word, Excel and PDF. Click the [Close] when you are done to return back to the previous screen.
How to Print Out the Voucher Count Summary – Revision 1.0.4.0

1) You must be given an access level of a VMS Program Director to see Voucher Count Summary Report

2) This level is given the same access as a VMS user with the added bonus to create a report called Voucher Count Summary Report.

3) When you click on the report you will be given a Filter Dialog Box called Voucher Count Summary Report. You can make your filter selections here.

Click on the [Run] button after you have made your filter selections.
4) After you click on the [Run] button you should see the following Dialog box which can be previewed before printing it out. You can also Export to Word, Excel and PDF. Click the [Close] when you are done to return back to the previous screen.

Contact Information

AccuCare and VMS Customer Support:

Phone: (800)324-7966 (follow prompts)
Fax: (402)341-8911
Email: info@orionhealthcare.com