Arizona Health Care Cost Containment System

QuickStart Guide

Independent Oversight Committee

Note: Test data/information is displayed in the screenshots listed in this document

Table of Contents

1. General remarks

After each action, notification about the outcome with the appropriate message is displayed in the right upper corner of the screen. Successful actions will be in green and unsuccessful in red color. Message will automatically disappear from the screen after 5 seconds.

Validations are set for text fields that expect data input in certain format e.g. Date fields or number fields. If invalid data in entered in the field, error notification will appear next to the field in question and will be visible for 5 seconds. Field will be marked with red color drop shadow until error is corrected.

All Date fields are date pickers which functionality is activated by clicking anywhere on the field.
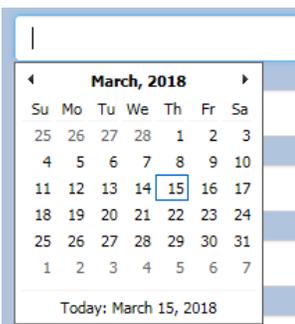
2. Independent Oversight Committee Page

Separate portion of QM Portal is used to search and review IOC documents.

After login, user is presented with the Statutory Notification, with only option to click on the "Continue" button.

Statutory Notification

Subject to federal law, committee members and consultants have access to client information and records maintained by the appropriate department, provider or regional behavioral health authorities to the extent necessary to conduct committee duties. Each person who receives information or records pursuant to this subsection shall maintain the information or records as confidential and sign an agreement to comply with all confidentiality requirements. Any client information or records shall be released to the committee without the designation of personally identifiable information unless the personally identifiable information is required for the official purposes of the committee. "Personally identifiable information" includes name, address, date of birth, social security number, tribal enrollment number, telephone or telefacsimile number, driver license number, places of employment or school identification or military identification number or any other distinguishing characteristic that tends to identify a particular person. A violation of this subsection is a class 2 misdemeanor (A.R.S. 41-3804)

Continue

AHCCCS, 801 E. Jefferson St., Phoenix, AZ 85034, (602) 417-7000
©Copyright 2017 AHCCCS, All Rights Reserved

3. Search criteria

Page contains Search Criteria section with a form to enter criteria and to narrow down possible results. Leaving any field blank will exclude that field from the search criteria:

- **Incident Date (from)** limit search results to only those Cases which incident date is greater or equal to entered date.
- **Incident Date (to)** limit search results to only those Cases which incident date is less or equal to entered date.
- **Document Date (from)** limit search results to only those Cases which document upload date is greater or equal to entered date.
- **Document Date (to)** limit search results to only those Cases which document upload date is less or equal to entered date.
- **Provider** limit search results by whole or part of the Provider name.
- **IOC Committee** is showing current Independent Oversight Committee.
- **Category** is a list of behavior health categories.
- **Status** is a list which filters search results based on their "Reviewed" status.
- **Allegations Category** is a list of all incident types.
- **Results per page** is a list which limits number of Cases returned from the search, displayed per page.
- **IAD Number** if entered will search for particular Case.
- **Order By** is defining sort order of the returned search results.

SEARCH CRITERIA

Incident Date (from): MM/DD/YYYY	Incident Date (to): MM/DD/YYYY
Document Date (from): MM/DD/YYYY	Document Date (to): MM/DD/YYYY
Provider: Enter Provider	IOC Committee: Arizona State Hospital ▼
Category: -- Search All -- ▼	Status: -- Search All -- ▼
Allegation: -- Search All -- ▼	Results per page: 10 ▼
IAD Number: e.g. IAD-2018-1234	Order By: DATE CREATED descending ▼

Search for Reports

Search action is activated by clicking on the button "Search for Reports".

4. Search Results

Only Cases for which documents are uploaded for IOC review will be visible in the search result section.

SEARCH CRITERIA

Incident Date (from):	MM/DD/YYYY	Incident Date (to):	MM/DD/YYYY
Document Date (from):	MM/DD/YYYY	Document Date (to):	MM/DD/YYYY
Provider:	Enter Provider	IOC Committee:	Arizona State Hospital ▾
Category:	-- Search All -- ▾	Status:	-- Search All -- ▾
Allegation:	-- Search All -- ▾	Results per page:	5 ▾
IAD Number:	e.g. IAD-2018-1234	Order By:	DATE CREATED descending ▾

Search for Reports

Reports Found: 1655 | Export | | | Previous 1 2 3 4 5 ... Next |

IRF-2019-10638   DocTest62119_1   **Download PDF Document**

Provider:	INTERNAL REFERRAL	**BHC:**	Serious Mental Illness (SMI)	**Document Date:**	6/21/2019 3:36:39 PM
Allegation:		**Reviewed:**	☐	View Member IAD History	Inquiry Form

IRF-2019-126   IRF-2019-126   **Download PDF Document**

Provider:	INTERNAL REFERRAL	**BHC:**	Serious Mental Illness (SMI)	**Document Date:**	4/3/2019 9:41:44 AM
Allegation:		**Reviewed:**	☐	View Member IAD History	Inquiry Form

IRF-2019-70   IRF-2019-70-Test3   **Download PDF Document**

Provider:	INTERNAL REFERRAL	**BHC:**	General Mental Health (GMH)	**Document Date:**	4/1/2019 1:23:47 PM
Allegation:		**Reviewed:**	☐	View Member IAD History	Inquiry Form

IRF-2019-70   DocTest3719-2   **Download PDF Document**

Provider:	INTERNAL REFERRAL	**BHC:**	General Mental Health (GMH)	**Document Date:**	3/7/2019 11:25:45 AM
Allegation:		**Reviewed:**	☐	View Member IAD History	Inquiry Form

IRF-2019-70   DocTest3719-1   **Download PDF Document**

| **Provider:**	INTERNAL REFERRAL	**BHC:**	General Mental Health (GMH)	**Document Date:**	3/7/2019 11:23:47 AM
Allegation:		**Reviewed:**	☐	View Member IAD History	Inquiry Form

A search result contains total number of **Reports Found** by search. Navigating through the pages of the search results is done by using **Pager** located on the top right side of the section.

Export button is used to download search results data into table like format file (e.g. Excel).

Beside information about the Case, search results contain **Reviewed** check box field, which is used to toggle reviewed status of the IOC document.

Download PDF Document is a link to download IOC document. Clicking on that link user will be presented with an option to open or save downloaded file.

View Member IAD History is a link which opens new modal window with information about all past incidents recorded for that particular member.
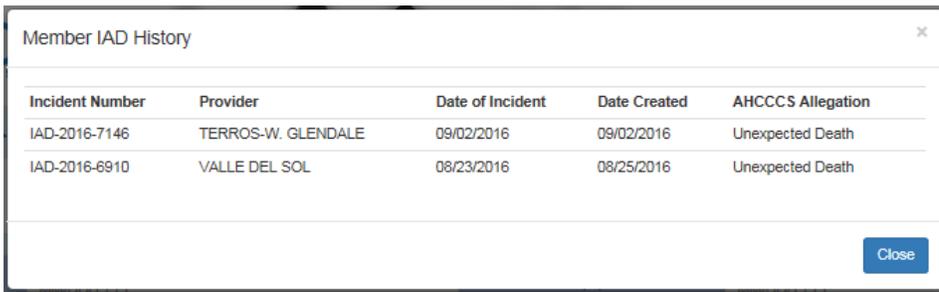
Member IAD History				✕
Incident Number	**Provider**	**Date of Incident**	**Date Created**	**AHCCCS Allegation**
IAD-2016-7146	TERROS-W. GLENDALE	09/02/2016	09/02/2016	Unexpected Death
IAD-2016-6910	VALLE DEL SOL	08/23/2016	08/25/2016	Unexpected Death
				Close

5. Request for additional information

Clicking on **Inquiry Form** link in search results section, new modal window will open with a form that is used to request additional information about the Case

Request To text field is used to enter additional multiple email addresses to whom that request will be sent beside Contractor/TRBHA shared address and AHCCCS IOC Coordinator. Email addresses may be separated by semicolon (;) or a comma (,). Users confirms sending request by clicking on the "Send Request" button.