COVID – 19 UPDATE
5-11-2020
How to use the Side Panel

How do I see the screen under the side panel?
The orange arrow closes and opens the side panel.

How can I make my screen bigger?
To have a bigger view of the screen, select the square icon.
How to use the Side Panel

How do I raise my hand?
Select the hand with green arrow going up.
When hand is raised, the arrow is red.

Where are the handouts?
How do I ask a question?
Enter your question or comment.
Select “Send” or use “Enter” on the keyboard.
Today’s Agenda

- Welcome – Terri Trisler
- Opening remarks – Paul Throne
- Signature on Release of Information – Cathy Franklin
- Follow-up to Cascades reports – Michaela Phillips
- Questions and answers – Heidi Feston
NWA Virtual National Conference

https://www.nwica.org/events/info/2020-virtual-conference
Pick your battles.

Nope. That's too many battles.

Put some battles back.

Pick fewer battles.
Signature on Release of Information

What counts as a signature on Release of Information (ROI)?

- Document in the individual Care Plan the information was read to the participant and understood/acknowledged.

- A view of a signed (“wet” or electronic) signature on the ROI.
Follow-up to Cascades Reports

- What reports can agencies use to track activity?
  - Daily Appointments to be Rescheduled Detail
  - Summary of Actions Due Listing Details
  - Detail and Summary Issuance Due Report
  - Detail Clinic Daily Appointment Schedule

- How to use the VLOOKUP formula in Excel to look up appointment information in the Detail Clinic Daily Appointment Schedule?

- Where to store reports that have confidential information?
Questions?

Contact us with your questions:

Policy Support phone: 1-800-841-1410, press 3, then press 1 or email at wicpolicysupport@doh.wa.gov

Your Local Program Consultant (LPC) or email at wiclpc@doh.wa.gov
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