

Processing Section Q Referrals

AGENDA

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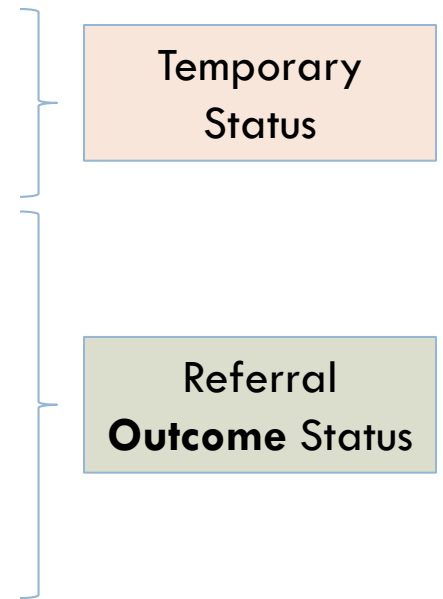
Overview/Refresher

- Process walk-through:
 - ▣ SNF adds referral on Q Reporter website
 - ▣ Email notification to designated contact
 - ▣ Contact logs in to Section Q Reporter

<https://ummscwmuhs.quickbase.com/db/bigngj23b>

Referral Status Options

Referral Status Options in Section Q Reporter	
Active	Not yet viewed
Viewed	
ASAP Referral	Outcome = ASAP Services
Non-ASAP Referral	Outcome = external org
No Further Action	Referred in error / withdrawn
MFP	Outcome = MFP



1. ASAP receives email notification

To: ag.qasap@gmail.com
Cc:
Subject: Section Q Referral 1364-2384 (Pilot Test House)

Section Q Referral submitted, referral number 1364-2384.

Click here to log in and view your referral: <https://ummscw>

2. ASAP logs into Section Q Reporter

Section Q Referral Tracking System

ASAP User Dashboard

If submitting a NEW Section Q Referral on behalf of a associated SNF, type in the SNF name below and click on the "Find" b

SNF Name: Find

▼ New Referrals (Most Recent on top)

Full Report	Email	More	2 Referrals			
	Referral ID Number	SNF Name	SNF ID Number	Referral Status	Date of SNF Submission	Date of ASAP Review
NEW	1364-2384	Pilot Test House	1364	Active	06-29-2015	

3. ASAP views referral

▼ SNF Detail

Please make sure that the correct SNF is listed and that the SNF informs

SNF ID Number 1364 - Pilot Test House

SNF Name Pilot Test House

SNF Town

Referral ID Number 1364-2384

Submitter Email Address * ag.snf.reporter@gmail.com

View Referral

▼ ASAP Review

Please select your ASAP Acronym from the drop down.

ASAP Acronym UMMS-ASAP ASAP Name TestASAP-UMass

ⓘ Patient DOB 06-29-2015

Payor * Medicaid

Acquired Brain Injury ⓘ

Referral Status Viewed

Date of SNF Submission 06-29-2015



4. ASAP changes referral status to reflect referral outcome

▼ ASAP Review

Please select your ASAP Acronym from the drop down.

ASAP Acronym UMMS-ASAP ASAP Name Te

ⓘ Patient DOB 06-29-2015

Payor * Medicaid

Referral Status

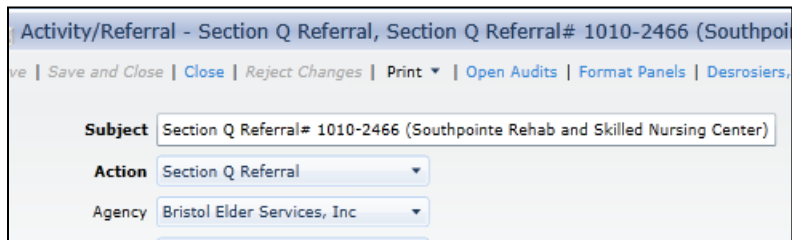
Date of SNF Submission

ASAP Contact

Submitted
Viewed
ASAP Referral
Non-ASAP Referral
No Further Action
Active
MFP

Some Best Practices

- Save email notifications
 - ▣ Add SAMS ID to saved email
- Use SAMS tools to track progress of referral
 - ▣ Activities
 - ▣ Journal Notes



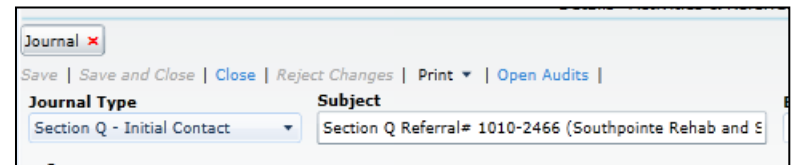
Activity/Referral - Section Q Referral, Section Q Referral# 1010-2466 (Southpoi

ve | Save and Close | Close | Reject Changes | Print ▾ | Open Audits | Format Panels | Desrosiers.

Subject Section Q Referral# 1010-2466 (Southpointe Rehab and Skilled Nursing Center)

Action Section Q Referral ▾

Agency Bristol Elder Services, Inc ▾



Journal x

Save | Save and Close | Close | Reject Changes | Print ▾ | Open Audits |

Journal Type Section Q - Initial Contact ▾

Subject Section Q Referral# 1010-2466 (Southpointe Rehab and E

- Redirect SNF who refers outside of Q Reporter
- Each login – view recent referrals and adjust status if outcome is known

Anything else?



Sectionq.support@state.ma.us

Support Website

<http://section-q-reporter.800ageinfo.com/>