


## Client Assessment Protocols (CAPs) Summary Instructions

<b>CAPs</b>	<p><b>Identify CAPs</b> - Each issue category has a drop-down box to select the CAP to be addressed. You will care plan for the following CAPs:</p> <ul style="list-style-type: none"> <li>• CAPs that triggered on the participant summary,</li> <li>• CAPs that are important to the participant and they wish to address, and</li> <li>• CAPs that concern the assessor and/or family.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>CAP: SELECT A CAP</b> <span style="float: right;"><b>TRIGGER LEVEL:</b> Enter Trigger Level. If CAP does not have a Trigger Level put N/A.</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #0070C0; color: white; padding: 2px;"><b>Choose an item.</b></td> <td style="padding: 2px;"><input type="checkbox"/> Person chooses not to address.</td> </tr> <tr> <td style="padding: 2px;"><b>Home Environment Optimization</b></td> <td style="padding: 2px;"><b>Goal:</b> Write a person-centered goal; ensure that the goal does not conflict with the CAP Trigger Level.</td> </tr> <tr> <td style="padding: 2px;"><b>Institutional Risk</b></td> <td style="padding: 2px;"><b>INFORMAL SUPPORTS: Strategies and Interventions:</b> Strategies/Interventions: Describe measures to be taken to meet the goal as well as any preferences he/she may have. Include specific information about who will assist with these tasks including formal and informal support.</td> </tr> <tr> <td style="padding: 2px;"><b>Physical Activities Promotion</b></td> <td style="padding: 2px;"><b>FORMAL SUPPORTS: Strategies and Interventions:</b> Strategies/Interventions: Describe measures to be taken to meet the goal as well as any preferences he/she may have. Include specific information about who will assist with these tasks including formal and informal support.</td> </tr> <tr> <td style="padding: 2px;"><b>Physical Restraints</b></td> <td style="padding: 2px;"><b>FORMAL SUPPORTS: Strategies and Interventions:</b> Strategies/Interventions: Describe measures to be taken to meet the goal as well as any preferences he/she may have. Include specific information about who will assist with these tasks including formal and informal support.</td> </tr> </table> </div> <p><b>NOTE:</b> To add Multiple CAPs under a particular issue category, select the  at the bottom of the “Strategies &amp; Intervention” section to populate a new drop-down box.</p>	<b>Choose an item.</b>	<input type="checkbox"/> Person chooses not to address.	<b>Home Environment Optimization</b>	<b>Goal:</b> Write a person-centered goal; ensure that the goal does not conflict with the CAP Trigger Level.	<b>Institutional Risk</b>	<b>INFORMAL SUPPORTS: Strategies and Interventions:</b> Strategies/Interventions: Describe measures to be taken to meet the goal as well as any preferences he/she may have. Include specific information about who will assist with these tasks including formal and informal support.	<b>Physical Activities Promotion</b>	<b>FORMAL SUPPORTS: Strategies and Interventions:</b> Strategies/Interventions: Describe measures to be taken to meet the goal as well as any preferences he/she may have. Include specific information about who will assist with these tasks including formal and informal support.	<b>Physical Restraints</b>	<b>FORMAL SUPPORTS: Strategies and Interventions:</b> Strategies/Interventions: Describe measures to be taken to meet the goal as well as any preferences he/she may have. Include specific information about who will assist with these tasks including formal and informal support.
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<b>Trigger Level</b>	Input trigger level as indicated on the participant’s CAPs summary. If the CAP does not have a trigger level or the CAP did not trigger put N/A.										
<b>Person Chooses Not to Address</b>	<p>If the participant does not wish to discuss the particular CAP, check the box. <input type="checkbox"/> <b>Person chooses not to address.</b></p> <p>When you check this box, there will not be a goal but you are required to include <b>WHY</b> the participant did not want to address the CAP in the “Strategies &amp; Interventions” section. Assessor(s) will need to evaluate the risk to the health and welfare of the participant and address the risk accordingly.</p>										
<b>CAPs Goals</b>	<p>There <b>MUST</b> be a goal for each addressed CAP. The individual CAP goal should identify what the participant wants to achieve within the plan of care year. The goal should also be the desired result of the interventions that are in place. Ensure that the goal does not conflict with the CAP trigger level.</p> <p>There are three types of goals indicated in the manual:</p> <ul style="list-style-type: none"> <li>• Resolve the Problem;</li> <li>• Reduce the Risk of Decline; and</li> <li>• Increase potential for improvement.</li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; text-align: center;"> <p><b>Examples of Goals:</b></p> <p><b>Falls</b> – Reduce fall risk.</p> <p><b>Pressure Ulcers</b> – Maintain skin integrity.</p> </div>										

## Strategies and Interventions

There **MUST** be a strategy and intervention(s) for every addressed CAP. Strategies and interventions should list the specific actions/services that will be implemented to achieve the desired goals.

### How to Begin Writing Strategies and Interventions:

Assessors should ask the following questions when developing strategies and interventions:

- What interventions and strategies are currently in place to address the issue? If nothing is currently in place, what is the participant's perspective/preference on how this issue or potential issue can or should be addressed?
- What problems pose the greatest imminent risk to the participant?
- What is the underlying cause of the problem and can the problem be resolved?
- What expertise and resources are available?

Assessors will work with participants to develop strategies that enable them to meet their goals, focusing on the participant's strengths, needs, preferences, supports and desired outcomes. They may use the guidelines section of the CAPs manual to aid in creating appropriate interventions/strategies; however, they are still required to incorporate person-centered information while addressing the CAPs.

- Strategies and interventions for each Activity of Daily Living (ADL) and Instrumental Activity of Daily Living (IADL) **MUST** be listed in the CAPs summary.
  - ADL/IADL tasks should include concise person-specific/person-centered information that details the participant's requests and allows for flexibility in order to address the participant's varying condition.
  - Information indicating **HOW** medications are administered and **WHO** administers medications should be included in the IADL CAP.
- Strategies and interventions will address any recurrent and/or chronic problems/trends discovered by reviewing last year's critical incident reports (CIRs) and all support coordination documentation (SCD).
  - Address the working strategies and interventions within the appropriate CAP on the summary.

**Example: Fall** - In the past year, a participant had several falls. The CIR fall assessment and analysis shows that employing staff to assist in transferring, having handrails installed in the bathroom and wearing gripper socks at night helped. The assessor would address the Fall CAP by incorporating the interventions that are working to prevent the participant from falling.

- Information regarding the management of health-related tasks should be included in the CAPs summary.

	<ul style="list-style-type: none"> <li>○ Health-related tasks include but are not limited to catheterization, tube feeding, tracheotomy suctioning, etc. These health-related tasks will be included within the appropriate CAP.</li> </ul> <p style="text-align: center;"><b>Example: Urinary Incontinence</b> - Mr. Car’s daughter, Honda, has been trained and fully manages his catheter.</p>
<p><b>Informal Supports:</b> Strategies &amp; Interventions</p>	<p>Strategies and interventions that address the <b>actions and/or services</b> that are provided by <b>NON-PAID</b> individuals to achieve the individual CAP goal.</p> <p>Specify actions of the unpaid individuals/caregivers by describing:</p> <ul style="list-style-type: none"> <li>• What are the needs of the individual/participant?</li> <li>• Who is helping address these needs?</li> <li>• How are the tasks being performed to decrease the participant’s risks when addressing these needs?</li> <li>• What support/assistance is the non-paid caregiver providing?</li> </ul> <p><b>NOTE: When informal and formal supports have the EXACT SAME strategies and interventions, assessors do not have to type duplicate information in both sections. For formal supports, the assessor may reference the informal supports section by including a general statement.</b></p> <p><b>Example:</b> Family will provide assistance as described above in informal supports.</p>
<p><b>Formal Supports:</b> Strategies and Interventions</p>	<p>Strategies and interventions that address the <b>actions and/or services</b> that are provided by <b>PAID</b> individuals/agencies to achieve the individual CAP goal.</p> <p>The strategies and interventions specific to <b>ANY</b> formal supports should be addressed in the formal supports section. This includes both waiver and non-waiver services (e.g. VA Benefits, THSCI etc.).</p> <p><b>NOTE: Assessors must remember that some formal supports ARE NOT ALLOWED to provide assistance with certain health-related tasks. When using a general statement for formal supports, make sure the listed informal support strategies and interventions DO NOT include non-delegable tasks (e.g. Administration of oxygen).</b></p>