



DDS HEALTH CARE RECORD GUIDANCE

The Health Care Record (HCR) serves as a comprehensive tool for documenting an individual's health history and medical records.

While many providers already maintain extensive records, the electronic HCR centralizes an individual's medical information, providing a comprehensive resource for program staff, DDS staff, and health care providers. This centralized system ensures consistent and effective support for everyone, enhancing the quality of care and coordination among providers, and allows for more complete data analysis, enhancing data-driven decisions and systemic improvement.

Any individual who receives services from DDS where the provider is contractually responsible for the individual's health care and has an Individual Support Plan must have a Health Care Record in HCSIS.

The provider responsible for the individual's health care is required to enter and maintain the Health Care Record in HCSIS.

The Health Care Record must be updated:

- Annually at the time of the Individual Support Plan (ISP)
- Within 30 days of any of the following:
 - Annual physical exam
 - Annual dental exam
 - Significant healthcare provider encounter (including but not limited to telehealth visit)
 - New medical condition(s)
 - Change in functional status (including changes in one's ability to perform activities of daily living (ADLs) and the introduction or modification of adaptive or medical devices.)
 - Immunization(s)
 - Hospitalization
 - Change in Code status
 - Change in Guardian/Health Care Proxy status

NOTE ON REFUSALS:

If an individual or guardian refuses an annual physical or dental exam, the provider will document the refusal by answering the following question as "Yes":

(130) Were any Evaluations deferred: X Yes ____ No



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Then the provider will answer (130A) If yes, describe the evaluation that was deferred, by whom, reason for deferral and date with the following language:

- For annual physical: Annual Physical exam was refused by individual/guardian on MM/DD/YY due to _____.
- For dental: Annual Dental exam was refused by individual/guardian on MM/DD/YY due to _____.

NOTE ON INDIVIDUALS WHO ARE EDENTULOUS:

If an individual doesn't receive an annual dental exam because the individual is edentulous (has no teeth), the provider will document this status by answering the following question as "Yes":

(130) Were any Evaluations deferred: X Yes ____No

Then the provider will answer (130A) If yes, describe the evaluation that was deferred, by whom, reason for deferral and date with the following language:

- For dental: Annual Dental exam was not required by individual because individual is edentulous as documented on MM/DD/YY.

DDS considers it best practice to present a paper copy of the Health Care Record to an individual's primary care providers during appointments and when transitioning to a new healthcare provider. The information in the Health Care Record is invaluable for providing the new provider with a comprehensive history, ensuring accurate and effective care.

Note: Health Care Records (HCRs) should not remain open for extended periods. They are expected to be updated and finalized in a timely manner