

# HCBS Provider Self-Assessment

## REDCap Portal Access

Instructions for Providers of DD Waiver Services:

- ✓ Group Home
- ✓ Sponsored Residential
- ✓ Supported Living
- ✓ Group Day Services
- ✓ Group Supported Employment Service

# Create Your Password



## Set Your Password

Your password has not been set yet or has been reset. You will need to set your password here to whatever value you wish. Please enter your desired password below and click the 'Submit' button. Once your password has been set, you may use it with your username whenever you log in to REDCap. Please make sure that you write down or remember your new password for future use.

**The new password entered must be AT LEAST 9 CHARACTERS IN LENGTH and must consist of AT LEAST one lower-case letter, one upper-case letter, and one number.**

Username:	tmprov1
Password:	<input type="password"/>
Re-type password:	<input type="password"/>

**1. Your NPI Number will be in the User Name field.**

**2. Create a unique password.**

REDCap 7.4.5 - © 2017 Vanderbilt University

# Password Recovery

### Set Up Password Recovery Question

To help you easily and quickly recover your REDCap password (in case you forget it in the future), we need you to select a security question of your choice below and then provide an answer for it. Once you have filled out this information, if you forget your password, you can click the 'Forgot Your Password?' link on the REDCap login screen, and it will ask you to provide a correct answer to your security question (the one you will select below). In such a case, it will send a new temporary password to the email address associated with your REDCap account. Setting up your password recovery question below will prevent you from having to wait on a REDCap administrator to reset it manually if you ever forgot your password.

**NOTICE:** It is highly recommended that you set your password recovery question now, or else you might get accidentally locked out of your REDCap account.

Select a question:

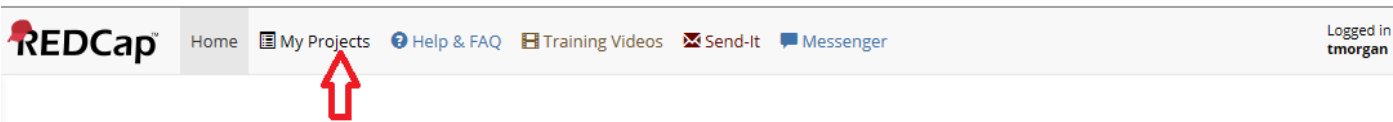
Provide answer to question:  (not case sensitive)

Please confirm your email address:   
(If you attempt to recover your password, your new password will be sent to this email address.)

[Not now. Remind me again in 2 days.](#)

Select a security question to reset password if needed.

# Click My Projects Tab



## Welcome to REDCap!

REDCap is a mature, secure web application for building and managing online surveys and databases. Using REDCap's stream-lined process for rapidly developing projects, you may create and design projects using 1) the online method from your web browser using the Online Designer; and/or 2) the offline method by constructing a 'data dictionary' template file in Microsoft Excel, which can be later uploaded into REDCap. Both surveys and databases (or a mixture of the two) can be built using these methods.

REDCap provides automated export procedures for seamless data downloads to Excel and common statistical packages (SPSS, SAS, Stata, R), as well as a built-in project calendar, a scheduling module, ad hoc reporting tools, and advanced features, such as branching logic, file uploading, and calculated fields.

Learn more about REDCap by watching a [brief summary video \(4 min\)](#). If you would like to view other quick video tutorials of REDCap in action and an overview of its features, please see the [Training Resources](#) page.

**NOTICE:** If you are collecting data for the purposes of human subjects research, review and approval of the project is required by your Institutional Review Board.

If you require assistance or have any questions about REDCap, please contact [DMAS Survey Administrator](#).

## REDCap Features

**Build online surveys and databases quickly and securely** - Create and design your project rapidly using secure web authentication from your browser. No extra software is required.

**Fast and flexible** - Conception to production-level survey/database in less than one day.

**Export data to common data analysis packages** - Export your data to Microsoft Excel, PDF, SAS, Stata, R, or SPSS for analysis.

**Ad Hoc Reporting** - Create custom queries for generating reports to view or download.

**Scheduling** - Utilize a built-in project calendar and scheduling module for organizing your events and appointments.

**Easily manage a contact list of survey respondents or create a simple survey link** - Build a list of email contacts, create custom email invitations, and track who responds, or you may also create a single survey link to email out or post on a website.

**REDCap Mobile App** - Collect data offline using an app on a mobile device when there is no WiFi or cellular connection, and then later sync data back to the server.

**Send files to others securely** - Using 'Send-It', upload and send files to multiple recipients, including existing project documents, that are too large for email attachments or that contain sensitive data.

**Save your data collection instruments as a PDF to print** - Generate a PDF version of your forms and surveys for printing to collect data

# Click Provider Self Assessment 2017 OR Group Supported Employment Link

You may have the Provider Self-Assessment 2017 AND/OR Group Supported Employment Self-Assessment 2017 depending on the services you provide.

Listed below are the REDCap projects to which you currently have access. Click the project title to open the project. [Read more](#)

Project Title	Records	Fields	Instrument	Type	Status
Provider Self Assessment 2017	4	130	5 forms		
Group Supported Employment Self Assessment 2017	0	69	5 forms		



# Click Add/Edit Records Link

**REDCap™**

Logged in as NPI00007 | Log out

My Projects


Project Home or Project Setup

REDCap Messenger

Project status: Development

**Data Collection**

Record Status Dashboard  
- View data collection status of all records

**Add / Edit Records**   
- Create new records or edit/view existing ones

Show data collection instruments ▼

## Provider Self Assessment 2017

Project Home | Project Setup

### Quick Tasks

**Codebook**  
The Codebook is a human-readable, read-only version of the project's Data Dictionary and serves as a quick reference for viewing field attributes.

**Export data**  
Export your data from REDCap to open or view in Excel or various stats packages.

**Create a report**  
Build custom reports for quick views of your data, and export reports to Excel/CSV.

### Project Dashboard

# Enter NPI/API (user name) in Enter a new or existing Record ID field and press enter. This creates your record Id.

**REDCap™**

Logged in as **NPI00007** | Log out

My Projects

Project Home or Project Setup

REDCap Messenger

Project status: **Development**

**Data Collection**

- Record Status Dashboard  
- View data collection status of all records
- Add / Edit Records**  
- Create new records or edit/view existing ones

Show data collection instruments ▼

**Applications**

- Calendar
- Data Exports, Reports, and Stats
- Field Comment Log
- File Repository

**Help & Information**

- Help & FAQ
- Video Tutorials
- Suggest a New Feature

### Provider Self Assessment 2017

**Add / Edit Records**

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/respo new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text bo populate with existing record names as you begin to type in it, allowing you to select it.

Total records: 4 / In group: 0

<b>Choose an existing Record Id</b>	-- select record --
<b>Enter a new or existing Record Id</b>	<input type="text"/>

**Data Search**



<b>Choose a field to search</b> (excludes multiple choice fields)	All fields
<b>Search query</b> Begin typing to search the project data, then click an item in the list to navigate to that record.	<input type="text"/>

# After you create your record Id for the first time, you will click the select record drop down box and click on your record Id to access your self-assessment

## Provider Self Assessment 2017

### Add / Edit Records

You may view an existing record/response by selecting it from the drop-down lists below. To create a new record/response, type a new value in the text box below and hit Tab or Enter. To quickly find a record without using the drop-downs, the text box will auto-populate with existing record names as you begin to type in it, allowing you to select it.


Total records: 1 / In group: 1	
Choose an existing Record Id	-- select record --  
Enter a new or existing Record Id	<input type="text"/>



# Provider Self-Assessment Home Page










## Provider Self Assessment 2017

### Record Home Page







 **Record "00007" is a new Record Id.** To create the record and begin entering data for it, click any gray status icon below.

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event.

#### Legend for status icons:






-  Incomplete  Incomplete (no data saved) 
-  Unverified    Many statuses (all same)
-  Complete  Many statuses (mixed)

### NEW Record Id 00007

 Data Collection Instrument	Status
Provider Information	
Contact Person	
Services/Settings	
Part 1: Questions 1-11 must be completed one time by the provider organization.	
Part 2: Questions 12-18 must be completed for each setting/site and Part 3: Questions 19-34 must be completed for each Residential setting/site.	

# Self-Assessment

- ❑ Click on “Status” button to access self-assessment sections.

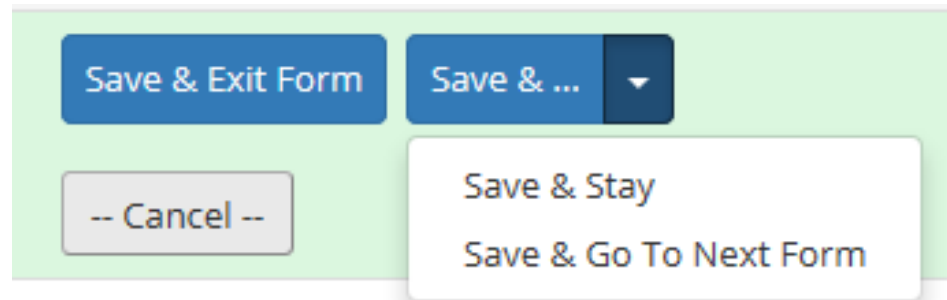
Data Collection Instrument	Status
Provider Information	
Contact Person	
Services/Settings	
Part 1: Questions 1-11 must be completed one time by the provider organization.	
Part 2: Questions 12-18 must be completed for each setting/site and Part 3: Questions 19-34 must be completed for each Residential setting/site.	



- ❑ Work your way through each section of the self-assessment.

# SAVING DATA

- ❑ Drop down tabs at the top and bottom of each form allow you to “Save & Exit Form”, “Save & Stay” or “Save & Go To Next Form”



- ❑ If you exit a form you will have the ability to go back; your data will be saved and safe.

# PARTS 1 & 2

- ❑ Part 1: Questions 1-11 must be completed **one time** by the provider organization.
- ❑ Part 2: Must be completed **for each setting/site**. That is, each physical address where HCBS services are provided. This includes both residential and day services. If you select group day services for the site being assessed the questions will end with Part 2.



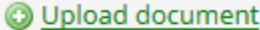


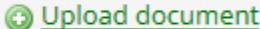


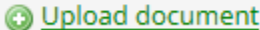
# PART 3

- ❑ Part 3: Must be completed for each residential setting/site. There may be multiple Part 3's completed.
- ❑ If you select a residential service for the site being assessed Part 3 will automatically populate.

(Use the companion guide to assist with responding to the questions and submitting evidence)

# Uploading Evidence

There are 3 “Upload document” buttons for each question requiring evidence to be submitted.

Part2-Q16b1. Upload your evidence .	 	
Part2-Q16b2. Upload your evidence .	 	
Part2-Q16b3. Upload your evidence .	 	

If you have more than 3 documents to upload, scan evidence into a PDF file and submit.



**DO NOT** submit an entire policy and procedure manual. Submit only the document(s) that provides evidence to verify narrative response, i.e. specific policy, training information, photo, staff meeting minutes, sample person centered plan, sample lease, etc...






# Uploading Evidence

- ❑ One piece of evidence may apply to multiple questions. If you choose, you do not need to upload the same piece of evidence multiple times. In your narrative response you may indicate that the evidence was submitted with a previous question and provide the question number.

When you complete a section click on the drop down button under Form Status and click complete. When you do this the status button in the dashboard will turn green

**Form Status**

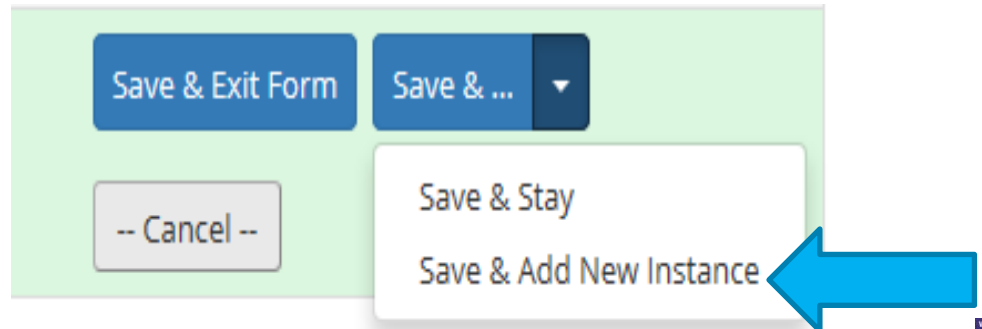
**Complete?**  Complete ▾ 

Data Collection Instrument	Status
Provider Information	 
Contact Person	
Services/Settings	
Part 1: Questions 1-11 must be completed one time by the provider organization.	



# Adding A New Setting

Once you have responded to all required questions for the assessment of a setting you can click on the “Save & Add New Instance” button. You will return to the Part 2 and can add a new setting. You **WILL NOT** be able to add a new instance until all required questions have been responded to in the current setting you are assessing.



# Ignore and Leave record (or) go to next form

## NOTE: Some fields are required!

Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.

## NOTE: Some fields are required!

Your data was successfully saved, but you did not provide a value for some fields that require a value. Please enter a value for the fields on this page that are listed below.

Provide a value for...

- HCBS Setting Address (Line 1)
- HCBS Setting City/ Town
- HCBS Setting State/Province
- HCBS Setting Zip Code
- This self-assessment is for the following HCBS setting (check one):
- Number currently served in setting
- Part2-Q12. Is the location of the HCBS setting being assessed integrated into the community?
- Part2-Q12a. Describe the location of the setting you are assessing and how integration is assured:
- Part2-Q13. Do individuals have the opportunity to regularly access the community as part of their service?
- Part2-Q13a. Describe how individuals become aware activities outside of the setting and regularly access the community as part of their service:
- Part2-Q14. Are provider policies outlining the HCBS rights of individuals receiving services available to staff, volunteers and individuals receiving services?
- Part2-Q14a. Please provide a brief overview of how those policies are made available:
- Part2-Q15. Are relationships with community members/people not receiving Medicaid HCBS fostered?
- Part2-Q15a. Please tell us how and provide specific examples:
- Part2-Q16. Do individuals receiving services, or a person of their choosing, have an active role in the development and update of their person-centered service plan?
- Part2-Q16a. Please provide a brief overview and identify your evidence of compliance:
- Part2-Q17. Does the setting ensure freedom from coercion and restraint?
- Part2-Q17a. Please provide specific examples:
- Part2-Q18. How are individuals' choices and preferences honored and respected? For example, in daily activities, with whom to interact, and with control of personal resources. Please provide specific examples:

Okay

Ignore and leave record

Ignore and leave record

Ignore and go to next form

If you leave a record, or form, without completing all required fields you will see this pop-up. You can select the ignore option. You will be able to go back to it later. **You will not be able to create a new instance (aka setting) without completing the required fields for the setting you are assessing.**

# Creating a Printable PDF

Click on the **Download PDF** drop down, click **All data entry forms with saved data**. A printable PDF document will be created.

The screenshot displays the 'Provider Self Assessment 2017' interface. At the top, the title 'Provider Self Assessment 2017' is shown. Below it, the 'Actions:' section contains a 'Download PDF of instrument(s)' dropdown menu and a link for 'VIDEO: Basic data entry'. An orange arrow points to the dropdown menu. A 'Save & Exit Form' dialog box is open, showing options for 'Save & Exit Form', 'Save & ...', and '-- Cancel --'. Below the 'Actions:' section, a table lists various data entry forms. The table has columns for 'Part', 'Edit', and 'Record'. The 'Record' column contains the number '123456789'. A yellow highlighted row contains the text: 'A series of 11 questions designed to determine organizational and systemic approach to compliance with HCBS settings requirements. Part 1 is completed one time by the provider organization. \*Submission of evidence to support narrative responses to questions is required.' Below this, a question is partially visible: 'clustered on a street or property?'. An orange arrow points to the 'All data entry forms with saved data' option in the dropdown menu.

**Provider Self Assessment 2017**

Actions: [VIDEO: Basic data entry](#)

**Provider Self Assessment 2017**

Actions: [VIDEO: Basic data entry](#)

Part	Edit	Record
		123456789

**Record ...**

A series of 11 questions designed to determine organizational and systemic approach to compliance with HCBS settings requirements. Part 1 is completed one time by the provider organization.  
\*Submission of evidence to support narrative responses to questions is required.

clustered on a street or property?  No  Yes  
\* must provide value reset

Q5. Are ANY settings in which HCBS are provided located in a  Yes

# Ending the Self-Assessment

- ❑ When you have completed the self-assessment for all settings your dashboard status buttons should be GREEN.
- ❑ At this time, email [hcbscomments@dmas.virginia.gov](mailto:hcbscomments@dmas.virginia.gov). Put in the subject line: **“DD Waiver self-assessment complete”** In the email include your provider name and NPI number used as your user name. You will receive a confirmation from [hcbscomments@dmas.virginia.gov](mailto:hcbscomments@dmas.virginia.gov) and your self assessment portal access will be ended.

# Self-Assessment Portal Helpful Tips



- ❑ REDCap will automatically log you out after 30 minutes of inactivity.
- ❑ Use the self-assessment companion document as a side by side tool to assist with responding to questions and determining evidence.
- ❑ All of your settings will be a part of your record and included under your record Id.
- ❑ The portal does not have a spell check feature. On the DMAS website the self assessment is available in Word format. You can cut and paste responses from a Word document into the assessment:

[http://www.dmas.virginia.gov/Content\\_pgs/hcbs.aspx](http://www.dmas.virginia.gov/Content_pgs/hcbs.aspx)