

Entering Required Quarterly Data in CAPRIS

The quick reference guide is intended to provide skilled nursing facility and intermediate care facility (facility) staff with instructions on entering required data into the California Patient Representative Information System (CAPRIS). For technical assistance, please contact the Office of the Long-Term Care Patient Representative (OLTCPR) at OPR@aging.ca.gov.

Getting Started

1. Log in to [CAPRIS](#).
2. Click on **Quarterly Data** (last tab on the left-side of menu).
3. Click on **Start Reporting** from the table.

Check Box Responses

1. **Select check box if facility *did not* conduct any IDT reviews pursuant to HSC § 1418.8.**
If facility *did not* conduct any interdisciplinary team (IDT) reviews pursuant to [HSC § 1418.8*](#) during the quarter, click check box, then click submit. If your facility *did* conduct IDT reviews pursuant to HSC § 1418.8, do not select the check box and proceed to question 2.
2. **Select the check box which most accurately describes the patient representative present at the IDT meetings held pursuant to HSC 1418.8. Users must select only one check box from the options below.**
 - a. **All IDT review meetings held during the quarter included a public patient representative.**
If *all* IDT reviews held pursuant to HSC § 1418.8 included a public patient representative from the OLTCPR Patient Representative (PPR), click check box. CAPRIS will automatically navigate user to Question G.
 - b. **One or more IDT review meetings held during the quarter included a family member or friend as the patient representative.**
If one (1) or more IDT reviews held during the quarter included a **family member** or **friend** as the patient representative, click the check box. CAPRIS will automatically navigate user to Question A.

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IMPORTANT: Do not include counts for quarterly care conferences, monthly care meetings, planning meetings, annual care conferences, etc. or your data form will be returned for revision. **Do not** count IDT reviews held with a PPR in data reporting below. Data from IDT reviews held with PPRs is retained in CAPRIS and will be validated by the OLTCPR.

Required Data Elements	What to Enter in CAPRIS
A. Total Number of IDT reviews that included a Family or Friend as the Patient Representative	Users must enter the total number of IDT reviews held pursuant to HSC § 1418.8 that included a family member or a friend .
B. Total number of unique** residents who have had an interdisciplinary team review conducted	Users must enter the total number of residents who have had one (1) or more IDT reviews conducted during the quarter. This value must be less than or equal to question A.
C. Total number of emergency medical interventions authorized	Users must enter the total number of emergency medical interventions authorized during the quarter. This value must be less than or equal to question A.
D. Total number of unique** residents who have had an emergency medical intervention authorized	Users must enter the total number of unique residents who have had an emergency medical intervention authorized this quarter. This value must be less than or equal to question C.
E. Authorized Medical Interventions/Treatments (Check all that apply)	<p>1. Users must select checkboxes under each medical intervention/treatment that was authorized during the quarter.</p> <p>2. Once a checkbox is selected, the user must enter the total number of times the facility authorized the medical intervention during the quarter.</p> <p>Question E.9 users must indicate if there were additional medical interventions/treatment (not previously listed) that were authorized during the quarter. If so:</p> <p>1. Facility must click checkbox.</p> <p>2. Describe one (1) intervention/treatment that was authorized during the quarter.</p> <p>3. Enter the total number of times facility authorized the medical intervention/treatment.</p>
F. Outcomes of IDT Reviews	<p>1. User must enter the total number of times the IDT authorized the proposed medical interventions/treatments during the quarter. Enter 0 if applicable.</p> <p>2. User must enter the total number of times the IDT did not authorize the proposed medical interventions/treatments during the quarter. Enter 0 if applicable.</p>

	<p>3. User must enter the total number of times the IDT did not authorize the proposed medical interventions/treatments, but facility asked the court to approve treatment. Enter 0 if applicable.</p>
G. Judicial Review	<p>Enter the total number of times judicial review was sought by the resident for each of the following reasons:</p> <ol style="list-style-type: none"> 1. User must enter total number of times judicial review was sought by resident to contest the physician/and or surgeon's determination during the quarter. Enter 0 if applicable. 2. User must enter total number of times judicial review was sought by resident to contest the use of an IDT to review and administer medical treatment during the quarter. Enter 0 if applicable. 3. User must enter the total number of times judicial review was sought by resident to contest any decision(s) made by the IDT during the quarter. Enter 0 if applicable.
H. Reasons for failure to convene IDT Reviews within required timeframe (Check all that apply)	<ol style="list-style-type: none"> 1. Users must select checkboxes 1-3 to indicate if facility failed to convene IDT(s) within the required timeframe for the following emergency medical interventions: <ul style="list-style-type: none"> H.1: A medical intervention to treat severe and sustained emotional distress. H.2: Application of physical restraints H.3: Application of chemical restraints 2. Once a checkbox is selected, the user must enter the cause of the delay and 3. the total number of days after the intervention/treatment that the IDT finally met in the spaces provided. H.4 If facility failed to convene an IDT review(s) within the required timeframe for a reason other than those indicated in H.1 – H.3, then select check box and provide the following details in the spaces provided: <p>Describe the medical treatment/intervention and enter the total number of days after the intervention that the IDT finally met.</p> <p>Note: please enter only one additional medical intervention/treatment in spaces provided. If additional spaces are needed, click the tab key.</p>

Entering Optional Data in CAPRIS

Optional Data Elements	What to Enter in CAPRIS
I. Unrepresented IDT Reviews (Optional)	<ol style="list-style-type: none"> 1. Indicate if facility conducted any IDTs during the quarter for residents pursuant to HSC § 1418.8 without any representative present (family, friend, or public patient representative) by clicking the checkbox. 2. If the checkbox is selected, users will enter the reason why an IDT review was conducted without a patient representative present in the space provided. 3. Users will enter the total number of times an IDT was conducted without a patient representative present.

Before you Submit:

- ✓ Review your data to ensure accuracy.
- ✓ Ensure your data does not include counts for quarterly care conferences, monthly care meetings, planning meetings, annual care conferences, etc.
- ✓ Do not include counts for IDT reviews held with a PPR. Data for IDT reviews held with PPRs are retained in CAPRIS.
- ✓ Click the submit button at bottom of the data form to submit your data for review.
- ✓ The OLTCPR will begin validating your data submission. **Note:** Please allow 3-5 business days for the OLTCPR to review your data submission. Users **will not** be able to edit the information while the OLTCPR is reviewing the data.
- ✓ If the data submission requires revision(s), the OLTCPR will return the data form to facility user.
- ✓ Once data submission has been accepted by the OLTCPR, user will receive an automated acceptance email from CAPRIS.

* *"Pursuant to HSC § 1418.8"* = This law requires the facility interdisciplinary team to meet and review a proposed medical intervention for a resident when:

1. The attending physician orders a medical treatment/intervention that requires informed consent; and
2. The resident lacks capacity to provide informed consent; and
3. The resident lacks a legal decision-maker.

***Unique* refers to the unduplicated number of residents who were subject to IDT reviews convened pursuant to HSC 1418.8 during the quarter. **For example**, if a facility convened two (2) non-emergency IDT reviews for the same resident in the quarter, they would count that resident only once when reporting the number of unique residents who have had an IDT review conducted and report two (2) IDTs total.

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