IDD Case Management System
ISP Clinical Reviewer
User Guide

Disclaimer: Please note that screens used in this presentation are for demonstration purposes only and actual content may vary.
Introduction

The user guide for the IDD Connects System describes how a specific user will interact with the system based upon their role. This guide helps the user understand how to perform tasks and navigate through the system. Each task includes step by step instructions with the accompanying screenshot taken from the IDD Connects System and a description of the screen. Each user of the system accesses the IDD Connects System entering the URL https://IDDgeorgiacollaborative.com/IDDPortal/dbhdd.

User Role: ISP Clinical Reviewer

1. Evaluation Tab

1.1 Discipline Specific Evaluations

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: View Tasks in the View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the Evaluation tab.
- Step 5: Click on the Discipline Specific Assessments on the left side of the navigation to view assessments.
- Step 6: Click on the hyperlink to view the assessments.

![Figure 1: Evaluation Module](image)

1.2 Clinical Recommendations

- Step 1: Login to the IDD Connects portal and click on the Open Tasks tile.
- Step 2: View Tasks in the View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the Evaluation tab.
- Step 5: Click on the Clinical Recommendations on the left side of the navigation to view assessments.
- Step 6: Click on the arrow to expand each section to view the recommendations.
2. ISP Clinical Reviewer reviews the sections of the Individual Service Plan (ISP)

- Step 1: Log in IDD Connects portal.
- Step 2: View Tasks in View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to Demographic tab of the Individual.
- Step 4: Click on the ISP tab.
- Step 5: Click on the ISP Content Completed to expand the different sections of the ISP.
- Step 6: Review the sections, which includes the Current Needs, Clinical Recommendations, Goals, Service Summary, Informed Choice, and Signature.
Figure 4: SIS Domain

Figure 5: Exceptional Medical Supports

Figure 6: Exceptional Behavioral Supports
3. ISP Clinical Reviewer Approves the Individual Service Plan (ISP)

- Step 1: Log in to IDD Connects portal.
- Step 2: View Tasks in View My Tasks tab.
- Step 3: Click on the CID# for a particular task to navigate to the Demographic tab of the Individual.
- Step 4: Click on the ISP tab.
- Step 5: Click on ISP which needs to be approved.
- Step 6: Click on ISP Clinical Approval tab.
- Step 7: Enter the Approval Decision and other details and click on the Submit button.
- Step 8: Click on the Save button.

![Figure 7: ISP Page](image)

![Figure 8: ISP Clinical Reviewer approval section](image)
Note: the ISP Clinical Reviewer contacts the Medical Director directly to review and add comments in the Clinical Approval section.

Figure 9: Medical Director Comments