PROS Redesign 2024

  **AWARDS Request Form**

The purpose of this form is to request a new PROS program to be added to your database in preparation for PROS Redesign. Please review and complete the form in its entirety, then email it as an attachment to requests@footholdtechnology.com, or submit it via a Help Desk ticket.

**Please allow two weeks for program setup to be completed.**

# Requestor Information

**Agency Name:**

**Requestor Name:**

# Request Details

Upon receipt of this form, Foothold will add a new PROS program to your database. This new program will copy the settings of your current PROS program (with exceptions noted below.) You can make additional configuration changes and complete other program preparation steps in the new program while operating your current PROS program as usual.

We will be making two configuration changes that make your new PROS program different from your current PROS program:

1. A new list of PROS Service Types
2. New Locations in your Progress Notes and Group Notes

## Program Details

Please provide a few details to guide us in creating your new PROS program:

1. Name of your current PROS program in AWARDS:
2. What should we name your new PROS program? (cannot be identical to your current program name):

## Service Types

The service types listed below will be available for selection in Progress Notes, Group Notes, and Plans & Reviews.

|  |  |  |
| --- | --- | --- |
| **Instructions** | **Select** | **List** |
| The default PROS Service Type list is shown in the **List column** to the right. Choose to enable the **Default** **list**, which includes Clinic Treatment services**OR** choose to enable the list **WITHOUT Clinic Treatment** services**OR** choose to enable a **different list** altogether and let us know what that list should be | [ ]  Check here to enable the **Default list** | **Default List**CRS-Alcohol/Tobacco and Other Drug AssessmentCRS-Complex Care Management CRS-Crisis Intervention CRS-Individualized Recovery Planning CRS-Peer Support CRS-Pre-Admission Screening CRS-Psychiatric Rehabilitation Assessment CRS-Psychosocial Rehabilitation CT-Clinical Counseling and Therapy CT-Health Assessment CT-Medication ManagementCT-Psychiatric Assessment CT-Symptom Monitoring IR-Cognitive Remediation IR-Intensive Rehabilitation Goal Acquisition IR-Intensive Relapse Prevention IR-Integrated Treatment for Co-Occurring Disorders IR-Family Psychoeducation/ Intensive Family Support ORS-Ongoing Rehabilitation and Support |
| [ ]  Check here to enable to default list **WITHOUT Clinic Treatment (CT)** services. |
| [ ]  Check here to enable a **different list of Service Types,** then provide the list below:  |
| Enter different list here, if applicable: |

## Service Locations

Locations are available for selection in *Progress Notes* and *Group Notes* and lead to AWARDS including the right modifier codes in billing claim files. The claim file modifiers identify services as either Onsite, Offsite, or Telehealth. When we create your new PROS program, we will copy the list of Locations found in your current PROS program, and we will **add the following** if they are not already included in your program’s list:

* This program site
* Co-Located Site
* Telehealth

[ ]  Check here if you would like to request a **different list of Locations,** then provide the new list of Locations below:

Enter new list here, if applicable:

## Please Read! Internal PROS Redesign Program Setup

**Exceptions to What Foothold Can Copy**

While we can copy most of your current PROS program settings, there are several important settings that must be configured by an AWARDS administrator internally at your agency.

**1) Plans and Reviews** – add the new PROS program to your current IRP format OR use our new Plan template called “PROS Redesign 2024.”

Learn how here: <https://awards.clickhelp.co/articles/administrator-guide/planbuilder>

Important! If your PROS program is not using *Plans and Reviews* (meaning, you don’t see the “Plans & Reviews” button on the *Services – Individual* menu for your PROS program), we urge you to complete the transition to *Plans and Reviews*. Learn more here: <https://awards.clickhelp.co/articles/administrator-guide/service-plans-planbuilder>

**2) Program Details in System Setup**

* *Agency Program Information* – update OMH Settings and Address/Contact Information.
	+ Learn how here: <https://awards.clickhelp.co/articles/administrator-guide/add-edit-entire-program>
* *Configure Administration* – set the Program Director and Deputy/ies
	+ Learn how here: <https://awards.clickhelp.co/articles/administrator-guide/configure-administration>
* *Business Rules* – configure Service Records Editing Rules for the new program
	+ Learn how here: <https://awards.clickhelp.co/articles/administrator-guide/business-rules/a/h3_1962863552>
* *Service Records Editing Rules* – set the number of days service documentation records can be edited.
	+ Learn how here: <https://awards.clickhelp.co/articles/administrator-guide/business-rules/a/h3_1962863552>
* *Electronic Signatures Rules* – set the e-sign rules for *Group Notes* and *Discharge*, and for *Individual Progress Notes* (unless you’re using the newer *E-Signatures Configurations* functionality).
	+ Learn how here: <https://awards.clickhelp.co/articles/administrator-guide/business-rules/a/h3__814008692>

**3) E-Signatures Configurations for Individual Progress Notes** – if you’re using *E-Signatures Configurations*, add the new program type to your current e-signatures rules or create rules for the new program.

Learn how here: <https://awards.clickhelp.co/articles/administrator-guide/esignature-configurations>

**4) Set Program Chart Access Permissions** – grant access to the program to the staff who need it.

Learn how here: <https://awards.clickhelp.co/articles/administrator-guide/permissions-maintenance>

**5) Additional settings to check:**

* *Waiting Lists*
* *Central Intake* placements
* *Program Groupings*
* *Operations > Property Maintenance* – if you use this feature, ask the Help Desk to add the new program to your list of locations.
* *Interoperability* settings – if you use AWARDS to exchange data with a RHIO, ask the Help Desk to add the new program to your list of participating programs.