

# DDP Naming Conventions

## Care Plan Naming:

Fiscal Year, member last name, PSP and type (Initial, Annual, Review/Revision, Exit)

Example: FY21BenetarPSPAnnual

## Cost Plan Naming:

Fiscal Year, member last name.

Example: FY21Benetar

## Action Plan Naming:

Fiscal Year, member last name, PSP and type, Objective Description as entered on Care Plan

Example: FY21BenetarPSPAnnual Community Orientation

## Documents:

Any documents uploaded must include date in YYYY.MM.DD format followed by member's name, followed by document description. Use the evaluation/report creation date, not the date you received or are uploading the document.

Example: 2020.11.10 Benetar Psychological Report

## Shared Calendar Appointments (\*):

Start by selecting the appropriate Appointment Type; PSP Meeting or PSP Assessment.

- If checking the "PSP Assessment" name the appointment: Provider Agency Name, checking out Assessment Summary Tool.
  - Example: Aware TCM, checking out Information Gathering Tool
- If checking out Smull or other assessment or information gathering tools name the appointment: Provider Agency Name, checking out Assessment Name.
  - Example: ABC Provider, Checking out Smull 3

## \*Do not use when creating Shared Calendar Appointments:

The following terms and acronyms will generate the automatic sending of the PSP Notification Letter:

- PSP
- PCP
- POC
- Person Center
- Person Support
- Plan of Care