



ADS Data Systems is a cloud based software application offered in web and desktop versions for community based health services. This SaaS (Software as a Service) provides secure servers, IT staff and software developers so you don't have to. This cloud based system works for single or multi-facility organizations.

Our health record system, with electronic billing, enables you to streamline workflow and focus on client care. Here are some benefits that enhance efficiencies and reduce costs:

- Automated and streamlined day to day operations
- Integrated attendance and billing for multiple payer types (837 batch files, CMS1500, UB-04)
- Simplified data collection and retrieval
- Secure platform for HIPAA compliance
- Due Date Tracking for enhanced ability to maintain regulatory compliance

By streamlining tasks, which reduces costs, you change the economics of technology while building an infrastructure that delivers lower costs and supports growth now and into the future.

At ADS Data Systems

We install and support the software

We maintain the secure servers in HIPAA Compliant Data Centers

No internal network upgrades needed

ADS Data Systems provides an affordable software application that is designed to enhance operations, compliance and cash flow. The Windows-based desktop or Web-based application is easy to use, manages your participant documents, and tracks due dates for regulatory compliance.

ADS Desktop –ADS Data Systems provides the servers, installs the software, handles the updates and provides back-up services for you. You provide the hardware you need (desktops, laptops, tablet/laptop convertibles) in your facility and a high-speed internet connection. Monthly subscription fees are based on the number of staff user licenses for the system. Be sure to ask about our multi-user discounts.

ADS Web-based – this cloud based application provides an easy to use, simplified version of the software features found on our Desktop Application. It can be accessed from any computer using a web browser – including tablets and iPads. Low cost group licensing is available.



Intake & Referral

The intake and referral database will help you capture incoming inquiries, track referral sources and length of time participants are in the admission process. This database enables you to produce standard marketing letters, with your logo and company information, for inquiries at the click of a button. Follow up contact notes are captured within the I&R Form. Finally, when the participant is enrolled, your I&R data will populate to the new EHR record.

The intake and referral module tracks all inquiries with caller and participant demographic information, date of inquiry, reason for referral and referral source. You can track and generate reports on all inquiries by:

- referral source
- inquiry date
- reason for referral
- active vs. inactive vs. admitted inquiries
- number of days active in the referral system
- number of days from inquiry to admission

Generate letters to inquiries with standardized letters for: general inquiry information, tour confirmation and follow up letters. Inactive inquiries can be tracked by 'reason for inactive' and by 'inactive date' with number of days in the intake system.

Contact notes can be generated within the Intake form throughout the intake process. Create and track contact notes for all contacts and discussions regarding the admission process. Track contact notes by date and by follow up date. Flag potential admissions requiring an expedited admission process.

Electronic Health Record (EHR)

The electronic health record tracks the participant demographics, responsible party and other contacts. Tracks diagnosis (ICD-10 and non-coded Dx) and health history, physicians and other specialists, pharmacies, therapy services and medical equipment suppliers can all be tracked within the electronic health record. Features of the EHR include:

- Medication Administration Records (MARs)
- Treatment Administration Records (TARs) - [desktop only]
- Doctors Orders
- CACFP Annual Eligibility Tracking
- LOC Assessment -- [desktop only]
- Immunization Tracking
- Participants By Payer
- Track Participants by Admission Date and Discharge Date
- Participants by Scheduled Days of Attendance
- Participant Face Sheet
- Emergency Contact Form
- Periodic Assessment



Attendance & Billing

Daily attendance is generated each day based on the scheduled days for each participant. Each participant has a 'payer document' associated with it so when you generate billing the data is pulled from the days of attendance making for more accurate billing and reporting. Participants may have more than one payer assigned to them. Private pay participants may be billed in advance of service or after services have been provided. Private pay invoicing may include ancillary charges for Depends, showers, flu shots, glucose monitoring, or anything you would normally charge to private pay participants. Private pay participants may also be invoiced if they do not attend. These are 'setup options' for your facility upon installation.

Attendance & Billing features include:

- Flexible billing program that generates billing from the daily attendance for:
 - Electronic 3rd party payers such as Medicaid or MCO batch billing (837P or 837i)
 - Track Participants By Authorization End Date
 - Invoicing for VA and other 3rd party payers [UB04, CMS 1500]
 - Private Pay invoicing
 - Other 3rd Party billing files in csv, text file or Excel spreadsheet
- CACFP Tracking & Reporting
- Generate Transportation Routing
- Track days of attendance with Time In and Time Out (multiple time in/out per day available)
- Track days of attendance, billing, invoicing:
 - by date
 - by client
 - by payer source
- Track absences with reason for absence
- Generate attendance reports
- Accounts receivables:
 - by client
 - by payer source
- Aging reports

QuickBooks Interface

- Allows you to easily transfer all Invoices created in the ADS System to QuickBooks. This includes Private Pay and Third Party Invoices
- Takes Medicaid billing information from the ADS System and creates an Invoice in QuickBooks.
- Accommodates almost any unique style of invoicing
- Incorporates your QuickBooks Customers, Items, Classes, and Templates
- Invoices include charges as separate line items or as groups of similar items
- Automatically add invoices to Print Lists or Email Lists (assuming QuickBooks is setup for this)
- Saves time by not having to generate invoices in 2 separate locations
- Supports many older versions of QuickBooks and all new versions of QuickBooks

Activities Module [desktop only; anticipated Web release late 2017]

The Activities Module enables you to create activities in the Activity Library and then schedule them in the monthly activity calendar. The calendar can then be printed and distributed to your participants. The activities module enables you to assign which participants will attend and which staff will conduct the activity. Reports can be generated for each participant outlining which activities they have participated in and which goals (from the Care Plan and/or Activity Goals) are being met by those activities. Tracking the level of participation for each participant for each activity is also available. Progress Notes can be generated (individually or group notes) for those who participated in the activity outlining their attendance, level of participation and indication of goals met. Periodic Activity Assessments are also available.

Documentation

Progress Notes and other documentation are created and maintained in the Documentation Module. Special or periodic progress notes can be created and tracked on a monthly or other periodic basis. Progress notes can be viewed by Date or by Participant. There is also a *Monthly Nursing Notes* section with a reminder of when notes are due each month. The documentation module also includes:

- Appointment Scheduling - doctors
- Appointment Scheduling - therapy, outings, hair appointments, etc. - Desktop Only
- Monthly Nursing Notes
- Assessment tools such as: Falls Risk, Vital Signs, BIMS
- Assessment tools: Tinetti Balance Scale, Choking Risk, PHQ-9, Pain Scale, Advanced Dementia Pain Scale, PsychoSocial Assessment and many more - Desktop Only
- Due Date Tracking View for Drs. Orders, Care Plans, Periodic Assessment, Periodic Nursing Note - available Web and Desktop
- Due Date Tracking Dashboard - forms that are due on a recurring basis - Available Desktop Enterprise ONLY

Care Plans

The Care Plan module starts with the *Care Plan Library*. You can modify care plans in the library or create new standard CPs. Create a Care Plan for the individual participant. Then choose a care plan item from the CP library and modify it for the individual participant. The participant's 'Long Term Goals', 'Diagnosis' and 'Medical History' will import from the electronic health record to the Care Plan form. You may also import the medication list (desktop only). Knowing this information will help you decide potential care plan problems you might choose for the participant's Plan of Care from within the Care Plan Library.

- Automatic spell check upon saving your documents
- Care Plan *Problem List* keeps a history of active or discontinued needs & problems
- The *Care Plan Printed Report* feature keeps a history of old Care Plans
- The *Care Plan Meeting Report* keeps a history of each care plan meeting with the Participant's information and meeting notes.
- eSignatures available for staff, caregiver and participant CP signatures (desktop only)
- Automatic Care Plan Due Date reminders are based on the frequency you set for your facility's requirements



File Locker - [desktop only]

The File Locker Module enables you to attach files to the participant record in MS Word, Excel, pdf, jpg or other formats. Documents are then stored by participant name, file type (Application, Service Contract, Drs. Orders, Prescription, Insurance or ID Card, etc.) or by date attached.

Human Resources (HR) Module- [desktop only]

The HR Module enables facilities to track their employee information, date of hire, position, emergency contact, credentials, equipment assigned, training, notes, health screenings, evaluations, etc.). This is NOT a payroll system but a means to track employee information.

Software Benefits

The *ADS Software* will help keep you in compliance with Medicaid and Licensing regulations and minimize risk for errors by eliminating duplication of tasks. It enables portability of standard information that is timely and easily accessible. This standardized software application helps you:

- Reduce administrative burdens
- Stay in compliance with due dates
- Reduce unnecessary redundancies - minimizing risk for errors
- Reduce inefficiencies in the care process, and
- Reduce overall costs of care

This design format gives care providers information that is straightforward and useful for reducing costs, maintaining compliance and improving the welfare of the consumer. The Software Application:

- Enables center directors and regional managers to easily audit records
- Corporate Managers and Owners have multi-facility oversight
- Streamlines center management, processes and interventions
- Tracks attendance & billing for accurate reimbursement across multiple payers
- Automatically triggers and compiles mandated data for compliance with reimbursement, licensing, accreditation and other regulatory requirements
- Gives facilities the capability to electronically bill by compiling and formatting service data for timely and accurate reimbursement
- Produces concise and meaningful reports

ADS Help Module

The ADS Help Module is filled with instructions and screen shots on how to use the ADS Software. This module is updated as changes are made to the system keeping our instructions and help information up to date. - Web and Desktop



Additional Benefits

This server-based software application is easily accessed from any location through HIPAA compliant secure servers. This allows:

- State of the art technology for a low monthly cost
- No outlay of large capital expenditures for servers, IT staff or software developers
- User access 24/7 (remote or on-site)
- Numerous security levels to ensure HIPAA compliance
- Automatic updates and software scalability
- Annual IBM License Renewals

HIPAA Compliance

HIPAA security compliance is integral to the ADS Data Systems Software. Data is store on HIPAA Compliant Secure Servers. Each facility staff member is assigned a unique user identifier through a personal electronic ID and password. The automatic 'log out' system closes the patient data screen to maintain confidentiality when the user is away from their computer terminal.

ADS Data Systems complies with the Health Insurance Portability and Accountability Act (HIPAA), administered by the Department of Health and Human Services (DHHS). The text of specific HIPAA regulations can be downloaded from the U.S. Department for Health and Human Services (DHHS) web site at <http://www.hhs.gov/ocr/privacy/index.html>

Backup Service

A backup service for your data is provided as part of the monthly subscription agreement. In the unfortunate event your computer crashes, your data will be ready for you to get back online within minutes.

Upgrades

All ADS Data Systems software updates are received automatically over the internet and are included in the monthly subscription service. With continuous changes in State and Federal regulations along with provider feedback we are continuously working to improve our product

Training & Support

Education is the key to success with software. High turnover and demanding schedules can make it difficult for staff to keep up with all the things your facility has to offer. ADS Data Systems offers a full spectrum of training tools designed for the real world of adult day services:

- Unlimited support during the first 90 days
- On-line training sessions
- ADS Help User's Module