

GAPP Sentinel Event Entry via the Portal

Purpose

Georgia Pediatric Program (GAPP) Providers may submit and edit sentinel events, involving GAPP members, via the *Georgia Web Portal/Provider Workspace*. The following rules apply to entering and editing sentinel events:

- Only providers with a GAPP category of service have access to sentinel event functionality on the *Provider Workspace*.
- Each sentinel event is associated with a specific member that the provider must specify by entering a Member Medicaid ID.
- The specified member must be currently identified as a GAPP member in the PA system.
- Providers **may view all sentinel events** associated with the specified GAPP member.
- Providers can **ONLY edit events that they entered**.
- Providers cannot delete events.

Instructions

Add a Sentinel Event

1. Log into the *Georgia Web Portal*.
2. On the *Secure Home* page, click the **Prior Authorization** tab, and then **Provider Workspace**.
3. On the workspace, under **Enter and Edit Authorization Requests**, click the link: **View, Add or Edit GAPP Sentinel Events**.

Provider Workspace

Last 10 Requests : - Denied

Enter and Edit Authorization Requests

[Enter a New Authorization Request](#) - Use this link to enter a new prior authorization request. [More...](#)

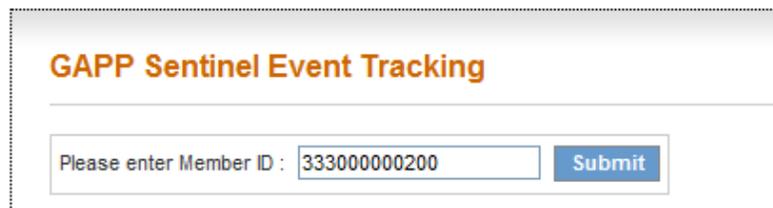
[Search, Edit or Attach Documentation to Requests](#) - Use this link to search, edit or attach documentation to authorization requests. [More...](#)

[Member Medicaid ID Updates](#) - Use this link to Search, Edit, and modifying Member Medicaid IDs for SwingBed or Katie Beckett requests.

[View, Add or Edit GAPP Sentinel Events](#) - Use this link to view, add and edit GAPP Sentinel Events.

Figure 1

4. On the next page, enter the Member Medicaid ID for the GAPP member associated with the event.



GAPP Sentinel Event Tracking

Please enter Member ID :

Figure 2

5. Click **Submit**.
6. The Member Medicaid ID is validated by the system to determine if the member is identified as a GAPP participant in the PA system. If the validation fails (member is not a GAPP participant), a message will display with an alert to check the Medicaid ID. If the Medicaid ID is checked and is determined to be a valid member ID for a member in GAPP, notify GMCF staff via *Contact Us* and let them know that the sentinel event could not be entered.
7. If the Member Medicaid ID passes validation (member is a GAPP participant), then the *GAPP Sentinel Event Tracking* page (entry page) opens.
8. Go to the bottom of the page and click **Add New Sentinel Event**.
9. The following information is prepopulated on the tracking/entry page:
 - Member information
 - Provider ID and Provider name
 - Sentinel Event Report Date –defaults to the current date.

10. Fill out the sentinel event form. The **following information is required in order to submit the event** so be sure that this information is available when entering the event:

- **Sentinel Event Date** – The date on which the event actually occurred.
- **Sentinel Event Type** – The type of sentinel event. Select one or more checkboxes. If a main event category is checked, such as *Inappropriate Behavior, Injury or Abuse/Neglect*, a sub-category must also be selected, as shown in the figure below. If ‘Other Event Type’ is selected, provide a description of the ‘other’ event in the text box provided.

Sentinel Event Type

<input checked="" type="checkbox"/> Inappropriate behavior	<input type="checkbox"/> Member eloped	<input checked="" type="checkbox"/> Self-injurious behavior	<input type="checkbox"/> Verbal altercation with caregiver/other
	<input type="checkbox"/> Physical altercation with caregiver/other	<input type="checkbox"/> Illegal/inappropriate substance use	<input type="checkbox"/> Inappropriate sexual behavior
<input checked="" type="checkbox"/> Injury	<input type="checkbox"/> Resulting in ER visit <input checked="" type="checkbox"/> Not resulting in ER visit		
<input type="checkbox"/> Abuse/Neglect/Exploitation	<input type="checkbox"/> Self-neglect <input type="checkbox"/> By another person		
<input type="checkbox"/> Major Medical Change	<input type="checkbox"/> Medication Error	<input type="checkbox"/> Sexual Harassment	
<input type="checkbox"/> Substandard Living Conditions	<input type="checkbox"/> Unmet Needs	<input type="checkbox"/> Failed Emergency Back-Up Plan for Care	
<input type="checkbox"/> Death	<input type="checkbox"/> Hospitalization	<input checked="" type="checkbox"/> Other Event Type	

Other Event Type description :

If other selected, describe here

Figure 3

- **Sentinel Event Description** – A description of the event. Enter in the textbox provided.
- **Persons Involved in the Incident** – The person or persons involved in the event. Select one or more checkboxes. If ‘Other’ selected, describe in the textbox provided.

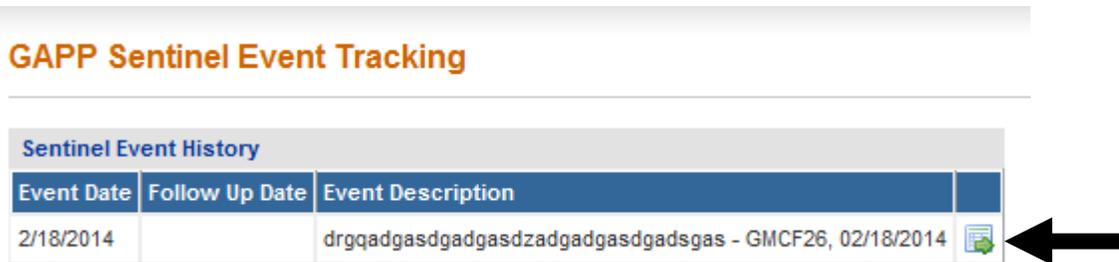
11. In addition to the required information, enter additional event information, if available. Whenever ‘Other’ is checked on the form, remember to describe in the text box provided.

12. Click **Submit** to save the sentinel event.
13. Once submitted, the event information is saved to a **History** table, and may be edited later.

Edit a Sentinel Event

When an event is first entered, the event follow-up information, resolution information or other information may not be available. In order to complete the sentinel event, return to the event and edit the event. **Do not enter a new event.**

1. On the workspace, under **Enter and Edit Authorization Requests**, click the link: **View, Add or Edit GAPP Sentinel Events**.
2. On the next page, enter the Medicaid ID for the GAPP member associated with the event to be edited. Click **Submit**.
3. The event page opens and, at the top, the member's existing events display in a **History** table.
4. Select the event to be edited and then click the  **Edit** symbol at the end of the event line.



The screenshot shows the 'GAPP Sentinel Event Tracking' page. Below the title is a 'Sentinel Event History' table. The table has four columns: 'Event Date', 'Follow Up Date', 'Event Description', and an empty column. The first row contains the date '2/18/2014', an empty follow-up date, and the event description 'drgqadgasdgadgasdzadgadgasdgadsgas - GMCF26, 02/18/2014'. At the end of this row is a small icon representing an edit function, which is pointed to by a black arrow.

Event Date	Follow Up Date	Event Description	
2/18/2014		drgqadgasdgadgasdzadgadgasdgadsgas - GMCF26, 02/18/2014	

Figure 4

5. The sentinel event opens in an editable format, and may be added to or modified.
6. After editing, click **Submit**. The event will be re-saved to the **History** table.