



INFORMATION MEMORANDUM

SUA-20-IM-14

12/2/2019

TO: Subrecipients of the State Unit on Aging

FROM: Cynthia Brammeier, Administrator, State Unit on Aging

BY: Ben Stromberg, Program Coordinator, State Unit on Aging

SUBJECT: Peer Place Case Notes

CONTENT: This Information Memorandum is designed to provide subrecipients of the State Unit on Aging with guidance on creating case notes in Peer Place.

Peer Place utilizes a Case Notes section to assist Care and Case Managers in tracking client events. Once notes are made final, they are signed electronically by whoever finalized the note and the note becomes un-editable. Please see pages 76-78 in the Peer Place User Manual for details.

Please be aware that some notes may be viewable agency wide. Individual agency staff may or may not be authorized to view notes containing private information. Please review agency specific policies and procedures for consent to view private information and how the case note is saved to ensure maintenance of privacy.

Case note entry is a local agency business decision. The SUA is not requiring AAAs to enter case notes at this time. Only the Care Management Assessment and service units are required. This is in line with current software capabilities.

If you have questions, please contact Ben at 402-471-4555 or at DHHS.aging@nebraska.gov