



Contents

Advance Care Planning (ACP) and Goals of Care Designation (GCD)	3
View Advance Care Planning Documents and Goals of Care Designation	3
Edit ACP/GCD Related Information	3
Goals of Care Designation (GCD) Orders	4
Inpatient GCD Order - Most Responsible Health Provider (MRHP)	4
Inpatient GCD Order from ACP/GCD Navigator	5
Ambulatory	6
Change Current Goals of Care Designation (GCD) - Order	7
Advance Care Planning (ACP) Documents	8
Add a New Document	8
Expiring/Retiring Documents from the Documents Table	10
Capacity Assessment and Capacity Interview	11
Capacity Status.....	11
Over and Under 18 Legal Information	11
Decision Making Authority.....	12
Add a new Contact who is an Alternate Decision Maker	12
Update a Contact in the list to show they are an Alternate Decision Maker	12
Edit or remove a contact that is in the list	13
Change an Alternate Decision Maker Status to/from Active	13
Attach a Previously Scanned Decision Making Authority Document To a Listed Contact	14
Mature Minor Assessment	14
ACP/GCD Tracking Record	14
Create an ACP/GCD Tracking Record note entry	14
Add a New Tracking Record Note with Notes activity (Inpatient)	14
View All ACP Related Notes Entries	15
Printing ACP/GCD Documents for the Green Sleeve	15
Printing ACP/GCD Tracking Record	15
Reprinting a GCD Order	15
Reprinting a GCD Order – Inpatient Alternative	16
.....	16

MyAHS Connect Advance Care Planning Documents 18
Consent Documents 18

Advance Care Planning (ACP) and Goals of Care Designation (GCD)

View Advance Care Planning Documents and Goals of Care Designation

1. Enter the Patient Record and view Storyboard on the left hand side of the screen
2. View most current GCD Order below patient demographics
3. **A new order is required to update the GCD** (Use orders activity – see GCD Orders section of this guide).

Sophia-CNPALP Akubra
 Female, 8 y.o., 23/6/2013
 MRN: 1000374437
 ULI: No Value Set
 EDM STO WMC 4E4/F2
 MEDICINE-TRN CCM Sophia
 CNPALP-TRN CCM Sophia
 CNPALP
 ACP/GCD: GCD-R2
 Legal Guardian: 2 in total
 Other Clinical Systems: None
 Consent Navigator

4. Hover over **ACP/GCD**: to Discover and review information about current GCD status.

Current Code Status
 GCD-R2 - Set by Sam Stethoscope, MD on 18/8/2021 1308 ([View report](#))

Questions for Current Code Status

Question	Answer
Patient's location of care where this GCD Order was ordered	Clinic / Facility / Hospital
Has this GCD been ordered after relevant conversation with the patient or alternate decision maker?	Alternate Decision Maker
This GCD is an interim Order awaiting the outcome of a Dispute Resolution Process	No

Code Status History

Date Active	Date Inactive	Code Status	Order ID	Comments	User	Context
17/8/2021 1633	18/8/2021 1308	GCD-R1	2048997		Martin Stitch, MD	Inpatient
6/8/2021 1134	17/8/2021 1633	Full Code	2048865		Jim Urgent, MD	ED

Advance Care Planning Documents

Document Type	Status	Effective Date	Expiration Date	Received On	Description
Legal Document - Other	Received	18/08/15		18/08/21	Adoption Papers

***Please note the term “Code status” will be changing to reflect appropriate AHS terminology. This is displaying accurate screenshots of interim state.

Edit ACP/GCD Related Information


1. From Storyboard, click the ACP/GCD link to enter into activity.
2. Within an inpatient encounter, you can also click More > ACP/GCD to enter into this activity.
 - o If desired mark this activity as important by right clicking the ACP/GCD tab drop down arrow.


3. Click on the section you want to update.

You are not required to fill out or document all sections of the ACP/GCD Navigator. These sections exist to support current practice as required.

Goals of Care Designation (GCD) Orders

The GCD Order is added to Connect Care using a GCD order. This order will be entered by the Most Responsible Health Practitioner (MRHP, Physician or Nurse Practitioner) following an advance care planning discussion with the patient and/or alternate decision maker. An exception to this is a verbal or telephone order, whereby a nurse can enter the GCD order. This GCD order must be co-signed by the MRHP in Connect Care.

 Once a GCD Order is entered into Connect Care, it will remain active across all encounters and **will NOT expire**. Review/update of the GCD Order is required as per [AHS Advance Care Planning and Goals of Care Designation Policy](#) and [AHS Advance Care Planning and Goals of Care Designation Procedure](#)

 **Reminder:** Updates or changes to a GCD Order should have an associated ACP/ GCD Tracking Record documenting the conversation. Refer to the [Tracking Record](#) section in this document.

Inpatient GCD Order - Most Responsible Health Provider (MRHP)

On admission to an inpatient facility the MRHP (Physicians and Nurse Practitioners) will see a Best Practice Advisory (BPA) in their admission navigator reminding them to review the GCD Order .



Table 1 (Actions)

Button	Action
Revise the patient’s GCD	Opens the orders activity for order entry
Confirm current GCD and note the conversation	Opens the Tracking Record to document conversation

Table 2 (Acknowledge Reasons)

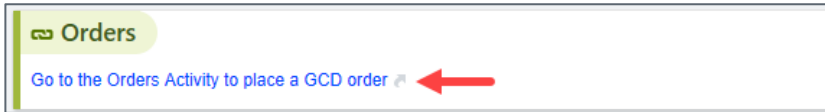
Button	BPA Suppression Time	Who it Applies To
GCD does not require review	Duration of Encounter	All users, current encounter only
I am not the MRHP	Duration of Encounter	Current user, current encounter only

The GCD order must also be reconciled by the MRHP (Physician or Nurse Practitioner) on discharge from an inpatient facility.

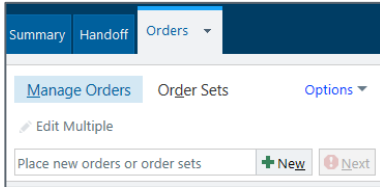
Use the links provided in the Best Practice Advisory to quickly jump to the appropriate activity in the chart to complete the required documentation.

Inpatient GCD Order from ACP/GCD Navigator

- To change a patient's GCD order from the ACP/GCD navigator: go to the **Orders** section of the navigator and click the link **Go to the Orders Activity to place a GCD order**

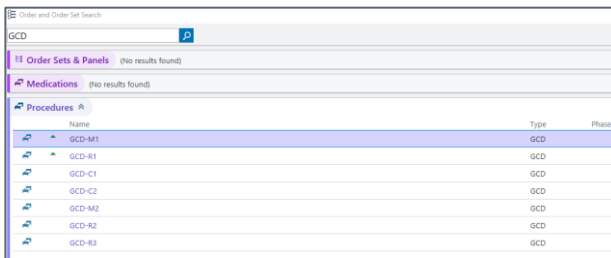


- You will be taken to the Orders Activity to place an appropriate GCD order.

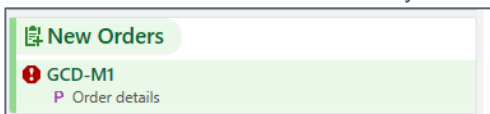


- Select 

- Enter **GCD** in the search field to view the orders available to choose from



- Once you have selected your order, click **Accept**.
- The order selection will now be in your New Orders Window on the right hand side of your workspace.



- Fill out the appropriate order details.

Information about the GCD Order has been provided.

Use the **Generate Tracking Record Note** link to quickly open a Tracking Record Note to document your ACP/GCD discussion.

GCD-M1 ✓ Accept ✗ Cancel

Process Instructions: M1 = Medical care with transfer to Acute care when required and without the option for life-saving ICU care

Directed at cure or control in any location of care, without accessing a tertiary level ICU. Treatment of illness may include transfer to an acute or tertiary care facility. All active medical and surgical interventions aimed at cure and control of conditions are considered, within the bounds of what is clinically indicated, and excluding the option of admission to a tertiary level ICU for life-saving interventions. If a person deteriorates further and is no longer amenable to cure or control interventions, the goals of care designation should be changed to focus on comfort primarily.

More detailed definitions are available via the "GCD Definitions" link below.

Connect Care GCD instructions are available via the "GCD Guidance" link below.

Document using the "Generate Tracking Record Note" link below.

Reference Links: [Generate Tracking Record Note](#) • [GCD Definitions](#) • [GCD Guidance](#)

Patient's location of care where this GCD Order was ordered
[Home](#) | [Clinic / Facility / Hospital](#)


Has this GCD been ordered after relevant conversation with the patient or alternate decision maker?
 Patient Alternate Decision Maker No - This is an interim order prior to conversation

This GCD is an interim Order awaiting the outcome of a Dispute Resolution Process
 Yes No

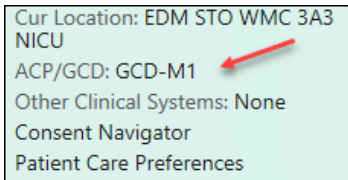
Clarifications to this GCD Order

✗ Next Required Link Order ✓ Accept ✗ Cancel

8. Click **Accept**.

9. Click  to place your GCD Order.

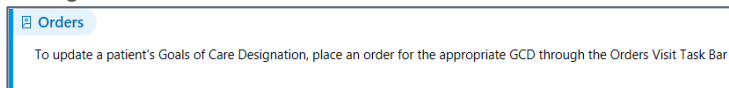
10. You should now see the patient's storyboard change to reflect the appropriate GCD Order.



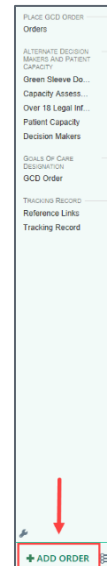
Cur Location: EDM STO WMC 3A3
NICU
ACP/GCD: GCD-M1
Other Clinical Systems: None
Consent Navigator
Patient Care Preferences

Ambulatory

1. To update a patient's GCD Order, Click **Add Order** at the bottom of the navigator through the Orders Visit Task Bar.



Orders
To update a patient's Goals of Care Designation, place an order for the appropriate GCD through the Orders Visit Task Bar



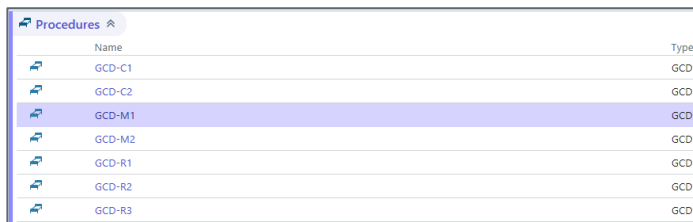
PHASE GCD ORDER
Orders
ALTERNATE DECISION
MAKERS AND PATIENT
CONSENT
Green Sleeve Do...
Capacity Asses...
Over 18 Legal Inf...
Patient Capacity
Decision Makers
GOALS OF CARE
DESIGNATION
GCD Order
TRACKING RECORD
Reference Links
Tracking Record
+ ADD ORDER

2. Type in **GCD** in the search field and click enter



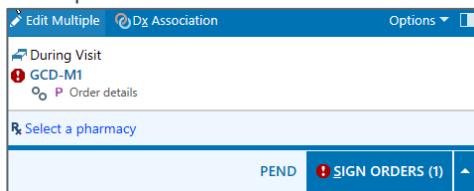
GCD

3. Enter **GCD** in the search field to view the orders available to choose from



Name	Type
GCD-C1	GCD
GCD-C2	GCD
GCD-M1	GCD
GCD-M2	GCD
GCD-R1	GCD
GCD-R2	GCD
GCD-R3	GCD

4. The order selection will now be in your New Orders Window on the bottom right hand side of your workspace.



Edit Multiple Dx Association Options
During Visit
GCD-M1
Order details
Select a pharmacy
PEND SIGN ORDERS (1)

5. Fill out the appropriate order details.

Information about the GCD Order has been provided.

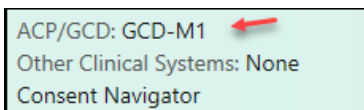
Use the **Generate Tracking Record Note** link to quickly open a Tracking Record Note to document your ACP/GCD discussion.


6. Click **Accept**.




7. Now, click


8. You should now see the patient's storyboard change to reflect the appropriate GCD Order.



 For all GCD orders, a printout of a GCD Order will occur at the time when the GCD Order is placed. Place the printout into the patient's Green Sleeve. Remember to VOID any previous orders in the Green Sleeve folder by drawing a diagonal line through the outdated GCD Order and entering the date and your initials.

Change Current Goals of Care Designation (GCD) - Order

1. Within a patient encounter, go to **Orders** activity(inpatient), or the **Orders Visit Task Bar** (ambulatory)
2. Search for **GCD**.
3. Choose the appropriate designation.
4. Click **Accept**.
2. Answer the  questions and comment as necessary.
3. Click **Accept**.
4. Sign orders.

 Placing a new GCD Order will automatically discontinue and replace the existing GCD Order for all patient encounters.

Advance Care Planning (ACP) Documents

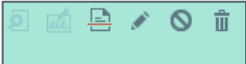


Documents that support Advance Care Planning may include Personal Directives, Guardianship & Decision-Making Records, Legal Orders, Forms under the Mental Health Act, or Public Health Act, ACP GCD Tracking Record from the current Green Sleeve folder, and other documents related to advance care planning or decision-making.

1. Advance Care Planning Documents previously scanned should display in the Advance Care Planning Documents section.
 - o If you do not see a document you think should be appearing in this list, click [Jump to Document List to update filed documents](#) to see additional documents.
 - o Scanned Documents can also be viewed in **Chart Review – Media** tab
2. To update documents on the list : Select **Jump to Document List to update filed documents**

Document Type	Status	Effective Date	Expiration Date	Received On	Description
Healthcare Decision Making	Received	29/05/21		08/06/21	Personal directive

[Jump to Document List to update filed documents](#)

3. The Documents' list will open and display advance care planning and consent documents on file.
4. Highlight a document name to view icons on the right side of the screen 
 - o Using the icons, the advance care planning document information can be scanned, edited, expired, or removed.


Add a New Document.

1. To add a new document, click [New Document Type](#) **+ Add** choose the appropriate type of document from the list that appears (e.g. Personal Directive)

*** If you are not sure what to call your document see the [Document Type List](#) on your Learning Home Dashboard or on the Universal Learning Home Dashboard. Look under HIM Scanning Guides.*


HIM Scanning Guides
Document Type List
Media Manager How to Guide
Scanning Quick Start Guide
Scanning Insite Homepage

- The Document Information screen will open. Add information as appropriate.


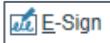

- If you have access to the document and a scanner, Click  from the toolbar in the window, otherwise, click Accept and arrange to have the document scanned at a later time.



Tip: Do not use the Documents List to scan Informed Consent documents. The Consent Navigator – Forms section should be used to electronically create or scan this type of document.

- When Scan  is chosen, the Scan window will open. You can scan or import the document from this screen

- Click Scan to use your scanning hardware
- Click Import to load a document or picture from a shared drive
 - You are able to import pdf, bmp, jpg and tiff document types
- Click upload to upload your scanned document or to import
- Click Ok to acknowledge the document has been uploaded

- Some document types in the  list will have the **E-sign** option. When this option is available the  button or icon  will be available. When clicked:

- An Electronic Form will open



For information on completing E-Forms and using E-signatures refer to the [Consent Navigator Quick Start Guide - Completing the Consent Form](#) . Also available on the Universal Learning Home Dashboard – HIM Guides





For more information on scanning Green Sleeve documents in Connect Care, refer to the [Document Scanning in Connect Care – Green Sleeve Documents Tip Sheet](#) available on insite.

Expiring/Retiring Documents from the Documents Table

1. Click on the hyperlink **Jump to Document List to update filed documents.**

Green Sleeve Documents					
Advance Care Planning Documents					
Document Type	Status	Effective Date	Expiration Date	Received On	Description
Healthcare Decision Making	Received	29/05/21		08/06/21	Personal directive
Jump to Document List to update filed documents					

3. The **Documents List** will open showing all Consent and ACP/GCD documents.
4. Find the document you want in the Documents table.
 - o Selecting **Show All Documents** will display active and inactive documents.
5. Select the document you want to expire/retire. Look for the action icons to the right of the row. Select the pencil to edit. Select  to expire the document with today's date.
6. If editing, click the double chevrons  to find **Expiration date/time** field and enter an expiry date. Remember to use Day/Month/Year or click on the calendar.
7. Other key information about the document can be edited from this window if appropriate. When editing is complete click **Accept**.

Document Information

Edit Healthcare Decision Making (Attached to Patient)

View | E-Sign | Scan | Expire | Delete

Document Type: Healthcare Decision Making | Status: Received

Description: Personal Directive

Received By: ELEPHANT, EMERY | Received On: 18/2/2022 1:16 PM

Dates

Effective On: [Calendar]

Expires On: 25/5/2022 5:52 PM

Service On: [Calendar]

Miscellaneous

Group: [Field] | Location: [Field]

Accept Cancel



Retiring a document retires that document for all users, so care should be taken to only retire clearly expired documentation.

Retiring a document, within Connect Care does not mean that the document is removed from Media Manager.



Note that documents can also be expired in Media Manager. See the [Scanning Quick Start Guide](#) for detailed information.

Expire status is also visible within Media Manager and the Chart Review tab.

Capacity Assessment and Capacity Interview

Information on and steps to use the Capacity Assessment and Capacity Interview sections in the ACP/GCD navigator can be found in the [Patient Capacity Assessment Quick Start Guide](#).

Capacity Status

Information on how to document an adult's decision-making capacity status can be found in the Documenting Capacity Status in Connect Care section of the [Consent Navigator Tip Sheet Package](#).

In the storyboard, a patient deemed **Incapacitated** is identified with yellow bar below the ACP/GCD

- If the Alternate Decision Maker is not yet Active the following will show

ACP/GCD: GCD-M1
Alt. Decision Maker: Needs Activation
Other Clinical Systems: None
Consent Navigator

- If an alternate decision maker is active, the following will show

ACP/GCD: GCD-M1
Alt. Decision Maker: Active
Other Clinical Systems: None
Consent Navigator

- Hover to view an assigned Capacity Status

ACP/GCD: Not on file	Capacity Interview
Alt. Decision Maker: Needs Activation	Patient Capacity
Other Clinical Systems: None	Incapacitated
Consent Navigator	Last changed by Edward John Aasman, MD on 25/05/22
Collection: Unit	Active Alternate Decision Makers
Search	There are no active Alternate Decision Makers on file.
Isolation: None	Alternate Decision Makers
CP: HF Pre-discharge	CarePath, Frank Agent - All - Spouse

Over and Under 18 Legal Information

The title of this section in the navigator will be determined by the patient's age.




1. Click >[Jump to Under 18 Legal Information Flowsheet](#)
2. The appropriate flowsheet will open based on the patient's age
3. Use the standard Flowsheet tools and methods to document the assessed information or to view last filed information.
4. Once you have finished, return to the ACP/GCD navigator.









While these tools are accessible by anyone with access to the ACP/GCD or Consent Navigators, it is important that they are only documented by clinicians within their scope of practice.

Decision Making Authority



Add a new Contact who is an Alternate Decision Maker

- Click  to open the Decision Making Authority Section.
- Click 
- Enter in the new Alternate Decision Maker's contact information.
- Click **Add**
- Click the **pencil icon**  to the right of the patient's name.

+ Add Contact							Show: <input type="checkbox"/> Inactive Contacts
	Name	Relationship	Home Phone	Work Phone	Mobile Phone	Comment	
1	 Jones,Jeffery	Significant Other			780-924-7638		    


- Complete contact details such as address, relationship, Alternate Decision Maker and legal guardian information.
- Click Accept.
- Click Accept again

Update a Contact in the list to show they are an Alternate Decision Maker

- Click  to open the Decision Making Authority Section.
- Find the contact in the contact list
- Click the magnifying glass  in **Decision Maker** box .

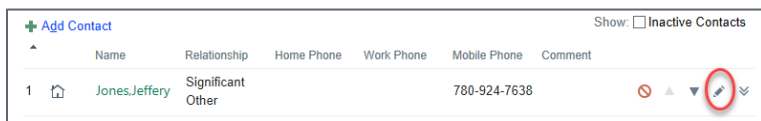
- Select the type of Decision Maker from the list that appears.
- Click **Accept**

Edit or remove a contact that is in the list

- Click  to open the Decision Making Authority Section
- Select the contact you want to edit
- To remove a listed contact: click the highlighted symbol shown in the screenshot below.



- To edit contact details: Click the pencil icon 




- Edit contact details such as Address, Relationship, Alternate Decision Maker and Legal Guardian information.

- Click **Accept**.
- Click **Accept** again.

Change an Alternate Decision Maker Status to/from Active

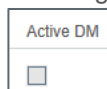
If an Alternate Decision maker's authority has been officially activated or removed

- Click  to open the Decision Making Authority Section
- Find the contact listed as the alternate decision maker for the area that has been activated



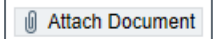
- Select the **Active** box to indicate the contact as an active decision maker.
- When these steps are complete, the ADM field in Storyboard will show the updated decision maker status as Active and the updated details will display when you hover.

- Remove the active status of an alternate decision maker using the same steps



- Remove the check mark from the active box

Attach a Previously Scanned Decision Making Authority Document To a Listed Contact

1. Click the  button to the right of the listed Decision Making Authority Contact.
2. A new window will open. Select the appropriate scanned document from the list of media previously scanned into Media Manager.
3. When the correct document appears in the selected documents list, click Accept.

Mature Minor Assessment

The Mature Minor Assessment is a tool available in Connect Care to support a Clinician's assessment of a minor's capacity to make healthcare decisions. It is available from the Consent Navigator or the ACP/GCD Navigator.

Information on how to document a Mature Minor Assessment in Connect Care can be found in the **Mature Minor Assessment** section of the [Consent Navigator Quick Start Guide](#).

For Clinical practice guidance and FAQ information, the following resources are available:

- Resources around Minors and Consent can be found on [Insite](#).
- [Consent and Minors/Mature Minors Health Law FAQ](#)
- The AHS Procedure, '[Consent to Treatment/Procedure\(s\): Minors/Mature Minors](#)'
- Mature Minor Assessment section in the [Consent Navigator Tip Sheet](#).

ACP/GCD Tracking Record

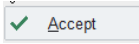
Create an ACP/GCD Tracking Record note entry

1. In the ACP/GCD navigator , select Tracking Record.
2. Click, **Create Note**.
3. The right sidebar opens for the user to enter narrative. Smart Tools are allowed.
4. Choose service area if requested.
5. Once you sign the note, you will see your filed note pull into the Tracking Record.



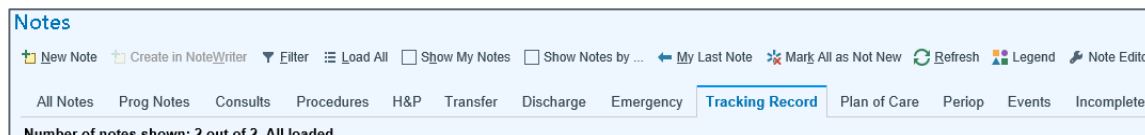
You should be creating a Tracking Record note following every ACP/GCD conversation, when reviewing and/or updating a GCD Order, and/or when updating the Decision Making Authority information.

Add a New Tracking Record Note with Notes activity (Inpatient)

1. In the Notes Activity Section click New Note.
2. In Type: Tracking Record 
3. Choose Service Area if requested
4. Complete narrative – Smart tools are allowed.
5. Once you sign the note, the note will show in Notes Activity under Tracking Record.

View All ACP Related Notes Entries


1. In ACP/GCD navigator, select Tracking Record.
2. Tracking Record Notes will display
3. Click **See All Notes** to go to the notes activity.
4. Select Tracking Record tab. This is where you can see all notes of this type that have been filed during the inpatient admission



All ACP Tracking Record notes are also visible in Chart Review Notes tab. Sort or filter by Note Type

Printing ACP/GCD Documents for the Green Sleeve

Printing ACP/GCD Tracking Record

1. In Chart Review, select Notes.
2. Find and Select the Tracking Note you would like to print. When you select the tracking note, a preview window will open on the right hand side.
3. Click the  print symbol.
4. A print window will open allowing you to select the printer of your choice.


Reprinting a GCD Order




For all GCD orders, a printout of a GCD Order will occur at the time when the GCD Order is placed, and must be added to the front of the patient's Green Sleeve at that time.

There may be times when a patient requests a copy of a historical GCD Order or and order becomes lost .

To reprint a GCD Order:

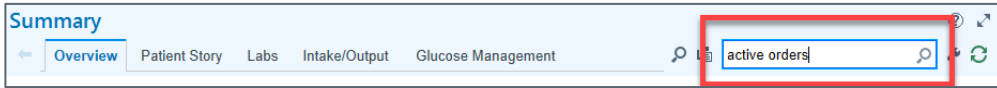
1. From Storyboard open the ACP/GCD navigator
2. Go the Goals of Care Designation Section
3. Find the Current or Historical GCD Order that you want to reprint and click the blue link
4. Click the link in Reprint Order Requisition
5. The Green Sleeve version of the order will open
6. Click the  print symbol.

 To reprint a historical GCD Order from **Chart Review**, go to **Other Orders**. Find the correct GCD Order, Click once to open the order, Click the link in **Reprint Order Requisition**. **TIP:** You may need to unhide cancelled orders if you need to find a GCD Order that is no longer active.

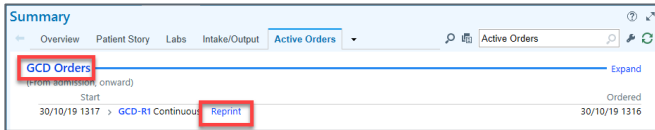
Reprinting a GCD Order – Inpatient Alternative

1. Open the patient's chart and go to the Summary activity

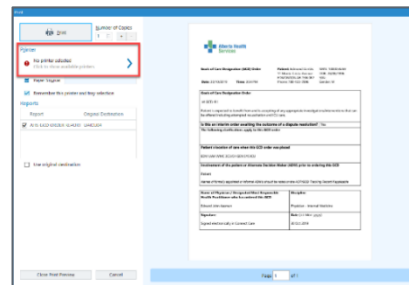
2. Search for the “Active Orders” report



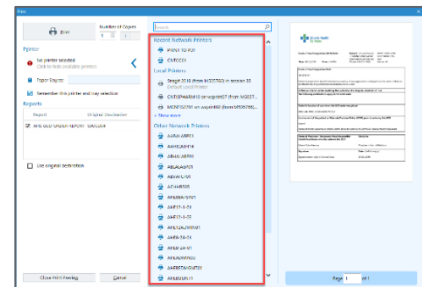
3. Look for the “GCD Orders” section and click Reprint



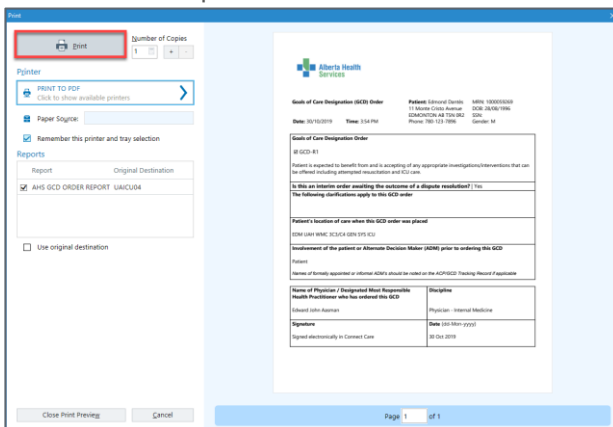
4. Click on the printer selection button to select a printer



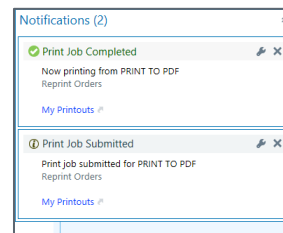
5. Select the printer you want to print to from the list that appears



6. Click “Print” to reprint the GCD Order



- You should receive a notification that the print job has been submitted and completed. Collect the print job from the selected printer.



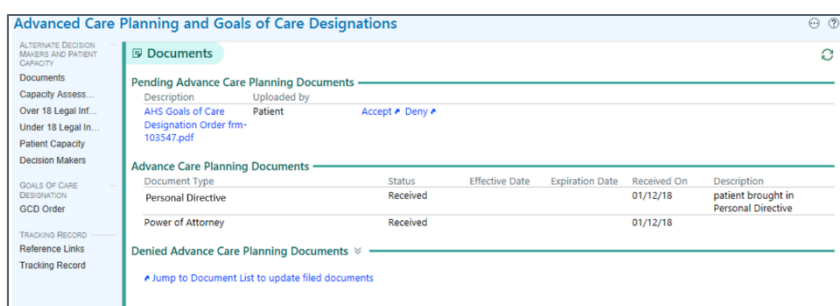
MyAHS Connect Advance Care Planning Documents

Patients have the ability to upload Advance Care Planning and Decision Making documents to their MyAHS Connect.

The following is a list of approved documents that can be added to MyAHS Connect:

- o Advance Care Planning/Goals of Care Designation Tracking Record
- o Capacity Assessment Report
- o Decision Making Authority Form
- o Enduring Power of Attorney
- o Goals of Care Designation Order
- o Guardianship Order
- o Incapacity/Regained Capacity Declaration
- o Jehovah Witness- Refusal of Blood and Blood Products
- o Organ & Tissue Donation
- o Personal Directive
- o Trusteeship Order

These documents will display in the ACP/GCD navigator in the Documents section.



Documents that have been uploaded by the patient will need to be reviewed with their health care provider at the patient’s next appointment. The health care provider can then accept or deny the document.

Consent Documents

For workflows related to consent documents, please refer to the [Consent Navigator Quick Start Guide](#) and [Ambulatory Scanning Consents Tip Sheet](#)