



Five Key Steps to take in Care Navigator

Log in at <https://onecare.mycarenav.com>

User Support: HelpDesk@onecarevt.org or (802) 847-7220 Option 2

1. What is the person's status (Care Coordination section) with care coordination overall?
 - a. Record it! (Needs Outreach, In-Outreach, Engaged) do this in the Care Coordination section
2. Who is on the care team? (Care Coordination section)
 - b. Add yourself, invite others to team
3. Who has the most trusted relationship with the person, who is taking point for communication and ensuring a shared care plan is created? (Care Coordination section)
 - c. Add a Lead Care Coordinator
4. What care coordination activity is happening with the person? (Encounter section)
 - d. Record an Encounter
5. What are the person's treatment, personal or future goals and how will he/she accomplish them? (Care Plan section)
 - e. Add (two) goals and (two) associated tasks per goal