



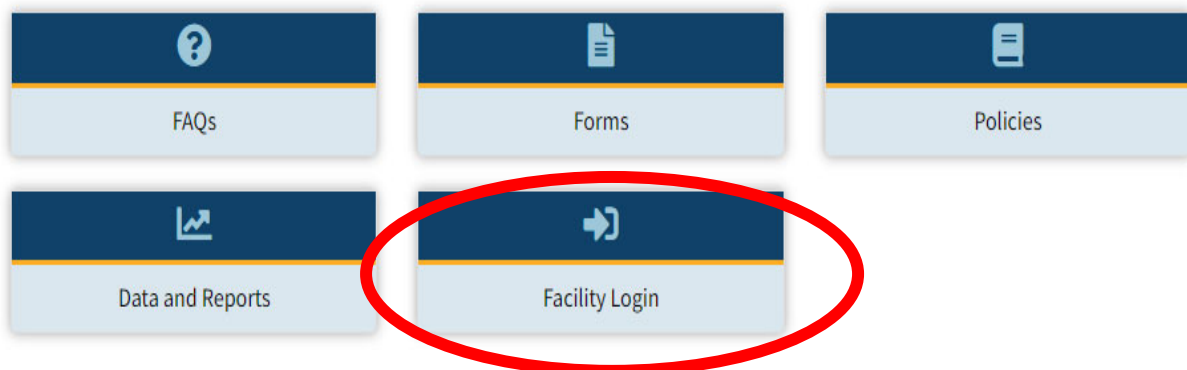
## California Patient Representative Information System 2023

### Uploading Required Notices in CAPRIS


<b>Developed by:</b>	Office of the Long-Term Care Patient Representative
<b>Date:</b>	January 19, 2023
<b>Version:</b>	1.0
<b>Resource(s):</b>	<a href="https://youtu.be/U1l6v_3ltYA">https://youtu.be/U1l6v_3ltYA</a>

This document is intended to provide instruction for facilities on [uploading required Notices](#) after submitting requests for a public patient representative to the Office of the Long-Term Care Patient Representative (OLT CPR) in the California Patient Representative Information System (CAPRIS).

CAPRIS is a secured web-based system accessed via weblink and can be found on the Office of the Long-Term Care Patient Representative's webpage at the following link: [https://www.aging.ca.gov/Providers\\_and\\_Partners/Office\\_of\\_the\\_Long\\_Term\\_Care\\_Patient\\_Representative/](https://www.aging.ca.gov/Providers_and_Partners/Office_of_the_Long_Term_Care_Patient_Representative/) in the Facility Login tab:



## 4.2 Uploading Required Notices:

1. To begin uploading required Notices, go to the **“Requests”** page and find the case that you would like to upload a Notice and **click the edit button**.  next to the record. It is very important to ensure that you are uploading Notices to the correct case record.
2. Clicking the edit button will take you to the case summary page. Scroll down to the Required Notice section located on the bottom the page.



Actions	Form Type	Resident Received Date	Translated Date	Translated By
	Notice of Outcome of IDT Review of Proposed Medical Intervention or Treatment			
	Notice of IDT Review of Proposed Medical Intervention or Treatment			

Previous 1 Next

2. To begin uploading required Notices, click the upload button next to the Notice type.

This action will open the Required Form Upload box.



### Required Form Upload



Form Type \*

Notice of IDT Review of Proposed Medical Intervention or 1 ▾

Resident Received Date \*

mm/dd/yyyy



Translated Date

mm/dd/yyyy



Translator



Drop file here, paste or [browse file](#)

CLOSE

3. Verify that the notice type is correct. If it is not, there is a drop-down menu where you can select a different notice.

4. Enter the date the resident received the form.

5. If the Notice required translation, enter the date that it was translated.

6. In the Translator field, enter the name of the translator.

7. locate the completed notice on your PC and drop the file into the designated space or browse and upload.

**Drop/Drag file or browse and upload.**

**Note:** to download a copy of the required Notices, click “Template” at the top of the section and download a copy of the Notices to your PC.

### Required Notice

TEMPLATE

Actions \*

Form Type

Resident  
Received Date

Translated  
Date

Translated  
By



Notice of Outcome of IDT Review of  
Proposed Medical Intervention or  
Treatment



Notice of IDT Review of Proposed Medical  
Intervention or Treatment

Required Form Upload

×

Form Type \*

Notice of IDT Review of Proposed Medical Intervention or 1

Resident Received Date \*

01/17/2023

Translated Date \*


01/13/2023

Translator \*

Doe, J

Cancel

1 file selected



Notice of IDT Review\_DEMO.pdf

194 KB

Upload 1 file

CLOSE




8. Review information entered to ensure accuracy.

9. Click upload file.

When you have successfully uploaded the required notice, you will see the resident received date populated, a translated date, and the translators name in the corresponding fields.

Required Notice

TEMPLATE

Actions	Form Type	Resident Received Date	Translated Date	Translated By
	Notice of Outcome of IDT Review of Proposed Medical Intervention or Treatment			
 	Notice of IDT Review of Proposed Medical Intervention or Treatment	1/17/2023	1/13/2023	Mr. J Doe

To download or delete the form you just entered, click the paperclip icon shown below.

Required Notice

TEMPLATE

Actions	Form Type	Resident Received Date	Translated Date	Translated By
<div>Download Form</div> <div>Delete Form</div> <div> </div>	of Outcome of IDT Review of osed Medical Intervention or ment			
	Notice of IDT Review of Proposed Medical Intervention or Treatment	1/17/2023	1/13/2023	Mr. J Doe

### Troubleshooting Uploading Required Notices:

For assistance troubleshooting the process for uploading required Notices into CAPRIS, please contact the Office of the Long-Term Care Patient Representative at (916) 800-5084 or via email at: [OPR@aging.ca.gov](mailto:OPR@aging.ca.gov)

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 2880 Gateway Oaks Drive, Suite 200 | Sacramento, CA 95833  
 Telephone: (916) 800-5084 | Email: [OPR@aging.ca.gov](mailto:OPR@aging.ca.gov)