

UCR - Nutrition

Follow this guide to enter Nutrition Assessment information into UCR. This guide covers the following Nutrition Assessment steps:

[Client Search](#)

[Add a Client](#)

[Demographics Tab](#)

[Contact Info Tab](#)

[Financial Tab](#)

[OAA Tab](#)

[Add Referral](#)

[Household Income:](#)

[Nutritional Risk Assessment - Edit Person page](#)

[HDM ADL/IADL Tab](#)

[Adding a Note](#)

[Notes Tab](#)

[Referrals Tab](#)

[Find Assessments Due](#)

Client Search

Do a Client Search to see if the Client is already in UCR

- Find Person
- Enter Search Criteria
- Search

Multnomah County UAT - RealD UCR

Search Person Referral Administration Contract Deliverables Contract Payment Management NMTP Transfer Caseloads Reports LTSS Reports NMTP Reports

Find Person

Last Name: Zzzbob First Name: Sponge Nickname/Alias:

SSN: Prime #: Alt ID:

Date of Birth: Client ID:

Didn't find who you were looking for? [Create New Person](#)

Show 25 entries Filter:

											Mark Duplicates	
Last Name	First Name	MI	Nickname	DOB	SSN	Prime #	Alt ID	Gender	OA Status	UCR Status	Primary	Duplicate
No person found.												

Add a Client

If your search is returned with “no results”, Add a Client.

- Create New Person

Multnomah County UAT - RealID UCR

Search Person Referral Administration Contract Deliverables Contract Payment Management NMTP Transfer Caseloads Reports LTSS Reports NMTP Reports

Find Person

Last Name: Zzzbob First Name: Sponge Nickname/Alias:
SSN: Prime #: Alt ID:
Date of Birth: Client ID:
Search Clear

Didn't find who you were looking for? [Create New Person](#)

Show 25 entries Filter:

											Mark Duplicates	
Last Name	First Name	MI	Nickname	DOB	SSN	Prime #	Alt ID	Gender	OA Status	UCR Status	Primary	Duplicate
No person found.												

- Enter the Name, Date of Birth and any other information you have.
- Save

Multnomah County UAT - RealID UCR Logged in

Search Person Referral Administration Contract Deliverables Contract Payment Management NMTP Transfer Caseloads Reports LTSS Reports NMTP Reports

Find Person

Last Name: Zzzbob First Name: Sponge Nickname/Alias:
SSN: Prime #: Alt ID:
Date of Birth: Client ID:
Search Clear

Didn't find who you were looking for? [Create New Person](#)

Show 25 entries Filter:

											Mark Duplicates	
Last Name	First Name	MI	Nickname	DOB	SSN	Prime #	Alt ID	Gender	OA Status	UCR Status	Primary	Duplicate
No person found.												

Add Person

Last Name: Zzzbob First Name: Sponge Date of Birth: 01/01/1960 Declined To State:
SSN: Prime #: Alternate ID:
Save Cancel

Demographics Tab

REALD Demographics

- Fill out each section. "Save" each section before moving on.

Multnomah County UAT - RealD **UCR**

Search Person Referral Administration Contract Deliverables Contract Payment Management NMTP Transfer Caseloads Reports LTSS Reports NMTP Reports

Edit Person

Name: ZZZBOB, SPONGE DOB: 01/01/1960 Age: 63
Prime Number: ALT ID: MCDHX1WE SSN: Medicare #:
Gender: Primary Language:

Other System Information
OA Import Status: Not Imported
UCR Client ID: 170325 MOW Client ID: GetCare ID:

Demographics Contact Info Financial OAA Notes Client Alerts Referrals

Identification

Last Name: Zzzbob First Name: Sponge Middle:
Nickname/Alias: SSN:
Date of Birth: 01/01/1960 Age: 63 Declined to state DOB Date of Death:
Prime #: ALT ID: MCDHX1WE MOW ID: GetCare ID:
Save Cancel

Real-D Q1-Q7: Language, SOGI
Real-D Q8-Q9: Race/Ethnic Identification
Real-D Q10-Q15: Household
Real-D Q16-Q24: Conditions/Disabilities
Real-D Q25-Q34: Other

Contact Info Tab

1. Add Address
2. Add Telephone
3. Add Email
4. Add Other Contact

Multnomah County UAT - RealD **UCR**

Search Person Referral Administration Contract Deliverables Contract Payment Management NMTP Transfer Caseloads Reports LTSS Reports NMTP Reports

Edit Person

Name: ZZZBOB, SPONGE DOB: 01/01/1960 Age: 63
Prime Number: ALT ID: MCDHX1WE SSN: Medicare #:
Gender: Man/Boy Primary Language: English,Bengali

Other System Information
OA Import Status: Not Imported
UCR Client ID: 170325 MOW Client ID: GetCare ID:

Demographics **Contact Info** Financial OAA Notes Client Alerts Referrals

1 Is this client designated as Do Not Disclose? No Yes

2 **Add Address**

Action	Type	Address	City/State/Zip	County	Directions	Reported On	Reported By
No Address found for this person.							

3 **Add Telephone**

Action	Type	Telephone	Description	Reported On	Reported By
No Telephone found for this person.					

4 **Add Email**

Action	Type	Email	Description	Reported On	Reported By
No Email found for this person.					

Add Other Contact

Action	Name	Relationship	Phone	Primary	Emergency Contact	Comment
No Other Contacts found for this person.						

Financial Tab

- Information in this tab is imported from Oregon Access
- All Financial Information entered directly into UCR should be done on the Demographics tab, as part of REALD - Q11.

OAA Tab

Add Referral

Multnomah County UAT - RealD UCR

Search Person Referral Contract Deliverables Contract Payment Management Reports

Edit Person

Name: ZZZBOB, SPONGE DOB: 01/01/1960 Age: 63
Prime Number: ALT ID: MCDHX1WE SSN: Medicare #:
Gender: Man/Boy Primary Language: English,Bengali

Other System Information
OA Import Status: Not Imported
UCR Client ID: 170325 MOW Client ID: GetCare ID:

Demographics Contact Info Financial **OAA** Notes Client Alerts Referrals

OAA Details

Active OAA Referrals

+ Add Referral

Show 25 entries Filter:

Referral ID	Program	Status	Referred On	Assigned To/Staff	Services	SN/FCSP Role	HDM	Notes	Care Receivers
No active OAA referrals.									

Showing 0 to 0 of 0 entries First Previous Next Last

Household Income Nutrition Risk HDM ADL/IADL Special Diet

Use Demographics tab to record Household Income (Q11)

Effective Date	# In HH	Monthly Income	Income Range	FPL Level	Entered By	Agency	FPL Year	Threshold
3/1/2023	1	\$1,200.00	At or Below 100% FPL	99%	CASE WORKER Tempor...	IMPACT-NW SE DC	2023	\$1,215.00

1. Program: Nutrition Services
2. Referral Received On:
3. Source of Referral:
4. Assigned To:
5. Staff Member:

Multnomah County UAT - RealD UCR

Search Person Referral Administration Contract Deliverables Contract Payment Management NMTP Transfer Caseloads Reports LTSS Reports NMTP Reports

Edit Person

Name: ZZZBOB, SPONGE DOB: 01/01/1960 Age: 63
Prime Number: ALT ID: MCDHX1WE SSN: Medicare #:
Gender: Man/Boy Primary Language: English,Bengali

Other System Information
OA Import Status: Not Imported
UCR Client ID: 170325

Add Program Referral

Program: Nutrition Services

MO Referral Received On: 03/01/2023 Source of Referral: Self (Client)

Assigned To: IRCO (EE) Staff Member: IRCO(EE), Staff_Test

Save Cancel

Active OAA Referrals

+ Add Referral

Show 25 entries Filter:

Referral ID	Program	Status	Referred On	Assigned To/Staff	Services	SN/FCSP Role	HDM	Notes	Care Receivers
No active OAA referrals.									

Showing 0 to 0 of 0 entries First Previous Next Last

The referral will remain in “[Pending Intake](#)” status until the Nutrition Deliverable is uploaded into UCR. Once services have been added, the referral status will change to [Active](#).

Active OAA Referrals

[+ Add Referral](#)

Show **25** entries Filter:

Referral ID	Program	Status	Referred On	Assigned To/Staff	Services	SN/FCSP Role	HDM	Notes	Care Receivers
134142	Nutrition	Pending Intake	03/01/2023	IRCO (EE): Test IRCO(EE)_Staff	0				

Showing 1 to 1 of 1 entries First Previous 1 Next Last

While still on the Edit Person page, from the OAA Tab, follow the tabs below:

Household Income:

- Use the Demographics tab to record Household Income (Q11).

Edit Person

Name: ZZZBOB, SPONGE DOB: 01/01/1960 Age: 63
 Prime Number: Alt ID: MCDHX1WE SSN: Medicare #:
 Gender: Man/Boy Primary Language: English,Bengali

Other System Information
 OA Import Status: Not Imported MOW Client ID: GetCare ID:

Demographics Contact Info Financial **OAA** Notes Client Alerts Referrals (2)

OAA Details

Active OAA Referrals

[+ Add Referral](#)

Show **25** entries Filter:

Referral ID	Program	Status	Referred On	Assigned To/Staff	Services	SN/FCSP Role	HDM	Notes	Care Receivers
134143	FCSP Case Mgmt	Pending Intake	04/01/2023	IRCO MID DC: Anna Solano Molino	0	Caregiver			
134142	Nutrition	Active	03/01/2023	IRCO (EE): Test IRCO(EE)_Staff	1				

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Household Income Nutrition Risk HDM ADL/IADL Special Diet

Use Demographics tab to record Household Income (Q11)

Effective Date	# In HH	Monthly Income	Income Range	FPL Level	Entered By	Agency	FPL Year	Threshold
3/1/2023	1	\$1,200.00	At or Below 100% FPL	99%	CASE WORKER Tempor...	IMPACT-NW SE DC	2023	\$1,215.00

Nutritional Risk Assessment - Edit Person page

1. OAA Tab
2. Nutrition Risk
3. Add New Assessment

The screenshot shows the 'Edit Person' page for a user named ZZZBOB, SPONGE. The OAA (Old Age Assessment) tab is selected, and the 'Nutrition Risk' section is highlighted. A table of active OAA referrals is visible, with the second entry (Referral ID 134142) selected. The 'Add New Assessment' button is also visible.

Referral ID	Program	Status	Referred On	Assigned To/Staff	Services	SN/FCSP Role	HDM	Notes	Care Receivers
134143	FCSP Case Mgmt	Pending Intake	04/01/2023	IRCO MID DC: Anna Solano Molino	0	Caregiver			
134142	Nutrition	Active	03/01/2023	IRCO (EE): Test IRCO(EE)_Staff	1				

Enter Details of Nutrition Assessment

1. Assessment Date
2. Get Questions

The screenshot shows the 'Enter details of nutrition assessment' form. The 'Assessment Date' field is set to 3/1/2023. The 'Get Questions' button is highlighted.

- Answer all of the questions before saving.

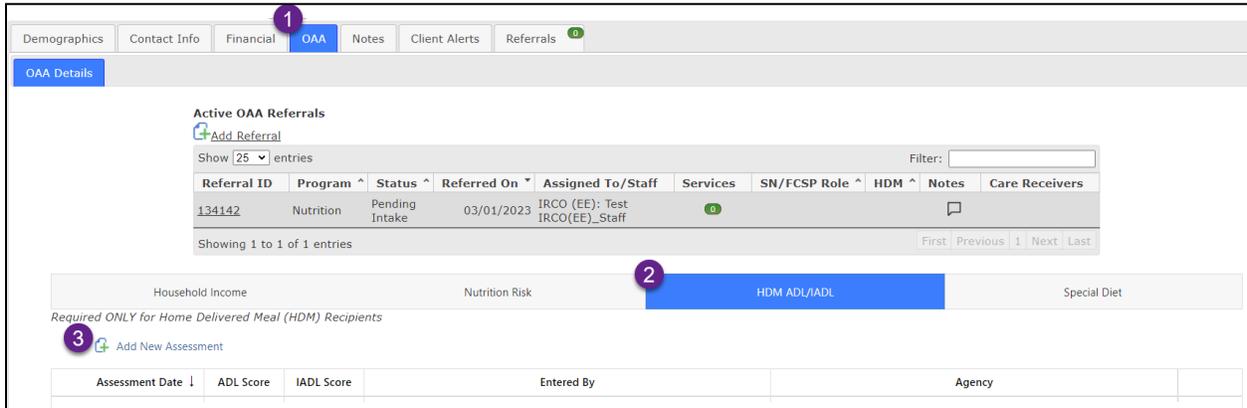
The screenshot shows the 'Enter details of nutrition assessment' form with a list of questions and their corresponding answers. The 'Save' button is highlighted.

Eats fewer than 2 meals per day?: *	Yes
Eats few fruits or vegetables, or milk products?: *	No
Has 3 or more drinks of beer, liquor or wine almost everyday?: *	No
Has tooth or mouth problems that make it hard to eat?: *	Yes
Doesn't always have enough money to buy the food needed?: *	Yes
Eats alone most of the time?: *	No
Takes 3 or more different prescribed or over-the-counter drugs a day?: *	Yes
Without wanting to, has lost or gained 10 pounds in the last 6 months?: *	No
Is not always physically able to shop, cook and/or feed herself/himself?: *	No

HDM ADL/IADL Tab

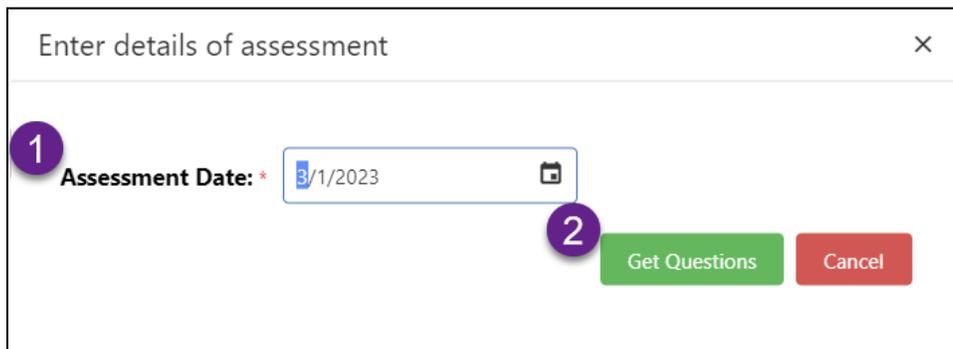
Required ONLY for Home Delivered Meal (HDM) Recipients

1. OAA Tab
2. HDM ADL/IADL
3. Add New Assessment



Enter details of assessment

1. Assessment Date
2. Get Questions



- Answer all of the questions before saving.

Enter details of assessment

Food Preparation: *	Assistance	ⓧ	▼
Heavy Housework: *	Dependent	ⓧ	▼
Housekeeping: *	Dependent	ⓧ	▼
Managing Finances: *	Independent	ⓧ	▼
Medical Management: *	Independent	ⓧ	▼
Shopping: *	Assistance	ⓧ	▼
Taking Medication: *	Independent	ⓧ	▼
Using Telephones: *	Independent	ⓧ	▼
Using Transportation: *	Dependent	ⓧ	▼

Save Cancel

Adding a Note

1. OAA Tab
2. 🗨️

Demographics Contact Info Financial **OAA** Notes Client Alerts Referrals

OAA Details

Active OAA Referrals

[Add Referral](#)

Show 25 entries Filter:

Referral ID	Program	Status	Referred On	Assigned To/Staff	Services	SN/FCSP Role	HDM	Notes	Care Receivers
134142	Nutrition	Pending Intake	03/01/2023	IRCO (EE): Test IRCO(EE)_Staff	0			🗨️	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Add New Note

Add/View Notes

Add New Note

Referral #134142 (0) Nutrition Services *** Referral Being Viewed

Close

Type the Note:

1. Sign Note: This Note will be auto-signed after 7 calendar days.

Adding a Note

Created On: 7/7/2023 Created By: Michelle Fitzgerald Signed On: Signed By:

Test Note

Sign Note: This Note will be auto-signed after 7 calendar days.

Save Cancel

Alert: Are you sure you want to sign this note? Once the note is signed, no further edits to this note will be allowed: "Yes, Sign Note"

Notes Tab

View all Notes for Client with two different views:

1. All Notes by Referral
2. All Notes by Creation Date

Multnomah County UAT - RealID UCR

Search Person Referral Administration Contract Deliverables Contract Payment Management NMTP Transfer Caseloads

Edit Person

Name: ZZZBOB, SPONGE **DOB:** 01/01/1960 **Age:** 63
Prime Number: **Alt ID:** MCDHX1WE **SSN:** **Medicare #:**
Gender: Man/Boy **Primary Language:** English,Bengali

Other System Information
OA Import Status: Not Imported
UCR Client ID: 170325 **MOW Client ID:** **GetCare ID:**

Demographics Contact Info Financial OAA **Notes** Client Alerts Referrals 0

1 All Notes By Referral **2** All Notes By Creation Date

Close All Open All Print Notes

Referral #134142 (1) Nutrition Services

Referrals Tab

Select the Referral ID to view the details of the referral

Multnomah County UAT - RealID **UCR**

Search Person Referral Administration Contract Deliverables Contract Payment Management NMTP Transfer Caseloads Reports LTSS Reports NMTP Reports

Edit Program Referral

Nutrition Services Referral Status: Pending Service Request Referral ID: 134142 [Add/View Notes](#) 7/7/2023-Michelle Fitzgerald

Person: [ZZZBOB, SPONGE](#) DOB: 01/01/1960 Age: 63 Prime #/Alt ID: MCDHX1WE Client ID: 170325

Referral Date: 03/01/2023 Referral Source: Self (Client) Assigned To/Staff: IRCO (EE): Test IRCO(EE)_Staff

Referral Detail Service Requests Notes Documents Service History Close Referral **Referrals** 1

Active Referrals 1 Closed Referrals 0 Request History

List of active referrals only. See history tabs for list of all referrals/services.

[Add New Referral](#)

Show 25 entries

Referral ID	Program	Status	Referred On	Assigned To/Staff
134142	Nutrition	Pending Intake	03/01/2023	IRCO (EE): Test IRCO(EE)_Staff

Showing 1 to 1 of 1 entries

Find Assessments Due

Search Tab

- Find Assessments Due

Multnomah County UAT - RealID **UCR**

Search Person Referral Administration Contract Deliverables Contract Payment Management NMTP Transfer Caseloads Reports LTSS Reports NMTP Reports

Find Person

Find Referral

Find MDT Referral

Find LTSS Referral

Find NMTP Referral

Find Family Caregiver Referrals

Find Service Request

Find Service Event

Find Non-Client Activity

Find Provider

Find User

Find Assessments Due

View LTSS Caseloads

First Name: [] Nickname/Alias: []

Prime #: [] Alt ID: []

Client ID: []

Filter: []

Name	MI	Nickname	DOB	SSN	Prime #	Alt ID	Gender	OA Status	UCR Status	Primary	Duplicate
			01/01/1960			MCDHX1WE	Man/Boy	Not Imported	Active	<input type="checkbox"/>	<input type="checkbox"/>

Mark Duplicates

1. Select your Agency
 - Nutrition Risk

Multnomah County | UAT - RealD | UCR | Logged in as Michelle Fitzgerald (Logout)

Search | Person | Referral | Administration | Contract Deliverables | Contract Payment Management | NMTP Transfer Caseloads | Reports | LTSS Reports | NMTP Reports | User Guide

1 Assessments Due

Assigned To Agency: Immigrant and Refugee Community Outreach (EE)

Assessment Type: Nutrition Risk HDM ADL/IADL

Search | Clear

[Export To Excel](#)

Show 25 entries

Client	Assessment Type	Last Assessed	Entered By	Agency	Due Date	Assigned To
	Nutrition Risk	05/24/2023	Koirala, Krishna	IRCO (EE)	05/24/2024	IRCO (EE)
	Nutrition Risk	05/24/2023	Koirala, Krishna	IRCO (EE)	05/24/2024	IRCO (EE)
	Nutrition Risk	05/24/2023	Koirala, Krishna	IRCO (EE)	05/24/2024	IRCO (EE)
	Nutrition Risk	05/24/2023	Koirala, Krishna	IRCO (EE)	05/24/2024	IRCO (EE)
	Nutrition Risk	05/24/2023	Koirala, Krishna	IRCO (FF)	05/24/2024	IRCO (FF)