

Bureau of Behavioral Health Wellness and Prevention Provider Training for CARA

This article will go over how to use the Bureau of Behavioral Health Wellness and Prevention's Smartsheet Dynamic View to submit Comprehensive Addiction and Recovery Act (CARA) Plan of Care forms, and access submitted information.

Log into Dynamic View

The first step will be to log into Dynamic View for Smartsheet. Below is a link to the Dynamic View.

[Comprehensive Addiction and Recovery Act \(CARA\) - Dynamic View](#)

NOTE: Dynamic View cannot be accessed if the respective email address for login is not on file with the Bureau. If a new user needs to request access to Dynamic View, please reach out to the Bureau's current program contact to be added to the CARA Dynamic View.

Access the Dynamic View Dashboard

Next, use the link below to gain access to the CARA Dynamic View Dashboard.

[CARA Dynamic View Dashboard - Smartsheet.com](#)

NOTE: If access to the dashboard is restricted, reach out to the Bureau's current program contact to be added to the dashboard view. Viewing all of the information on the dashboard requires the user to be logged into both Smartsheet and Dynamic View. Pop-ups may also need to be enabled to view the web content on the dashboard. Check for empty boxes or errors upon login.

Fill out the Smartsheet CARA Form Located on the Dashboard.

Fill out the Comprehensive Addiction and Recovery Act (CARA) Smartsheet form located on the dashboard. The form should look like the image located to the upper-right.

The links located at the top of the dashboard (image lower-right) are only for reference documents. Documents completed using these links will not have their data logged into Smartsheet or tracked.

Once the Smartsheet form has been submitted, refresh the page, then scroll down the dashboard to the bottom. This section has a view of the Dynamic View. The newest submission should be located at the top of the view. Below is an example of this view, with patient information omitted.

Comprehensive Addiction and Recovery Act (CARA) ⓘ							
Filter							
Parent/Caregiver Email Address	Date of Requested Updated DocuSign	Provider Contact	Name of Hospital	Hospital Primary Care Physician	Actual Infant Discharge Date	Name and Title Person Comp Form	

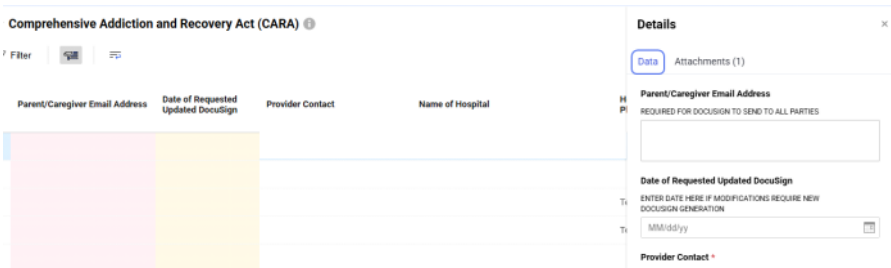


[Click Here for a Blank Copy of the CARA Plan of Care Form](#)

[Click Here for a Blank Copy of the CARA Plan of Care Consent Release Form](#)

Click on the Newest Row of the Dynamic View Located on the Dashboard

Click on the newest row of the Dynamic View located on the dashboard. The Details panel should display. From the details panel, enter the parent/caregiver email address that the DocuSign can be sent to. If the parent/caregiver is unable to sign with DocuSign, please enter the email address the personnel filling out the form uses to log into Smartsheet. Then, click "save".

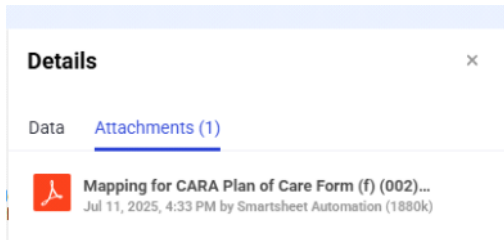


Capture Signatures

Once the parent/caregiver email has been saved into Smartsheet, the parent/caregiver will receive an email from DocuSign, prompting them to sign the CARA form.

If the hospital personnel used their own email on behalf of the parent/caregiver, then the hospital personnel will receive the email on behalf of the parent/caregiver. In which case, the hospital personnel should open the DocuSign, and print it to receive wet signatures. After wet signatures are obtained, personnel can upload the file to the respective Dynamic View Dashboard row for retention by navigating to the Details panel, then the Attachments section.

If not capturing wet signatures, then after the DocuSign is signed by the parent/caregiver, the respective hospital personnel will receive an email prompting them to review and sign the DocuSign. After signatures have been



to the respective Dynamic View Dashboard row for retention by navigating to the Details panel, then the Attachments section.

If not capturing wet signatures, then after the DocuSign is signed by the parent/caregiver, the respective hospital personnel will receive an email prompting them to review and sign the DocuSign. After signatures have been obtained by the hospital personnel, the completed DocuSign will automatically attach into the Attachments section of the Details panel on the respective Dynamic View Dashboard row (see right).

Corrections

If a correction is made prior to submitting the parent/caregiver email address for signature, no action is needed.

If a correction is made after submitting the parent/caregiver email address for signatures, please fill in a date for the "Date of Requested Updated DocuSign", then click "save" to receive an updated DocuSign. The signature process for DocuSign starts over if this action is done. **Every time different information is added to the "Date of Requested Updated DocuSign", a new DocuSign form with updated information is generated.**



Mapping for CARA Plan of Care Form (f) (002)...
Jul 11, 2025, 4:33 PM by Smartsheet Automation (1880k)