

## Division of Public and Behavioral Health Policy

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### 1.0 Policy

It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA), to collect items including admission and discharge data.

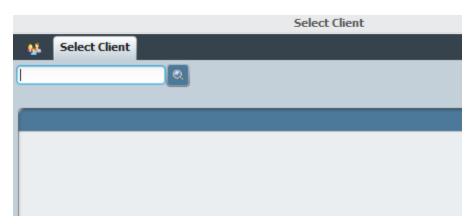
#### 2.0 Procedure

### NOTE: THIS FORM IS USED TO UPDATE CLIENT DEMOGRAPHICS THAT WERE PREVIOUSLY ENTERED.

1. Click in the Search Forms field and type Update Client Data.



- 2. Double-click on the Update Client Data form. It does not matter which one you choose. Both selections link to the same form.
- 3. The Select Client display box will appear. Search for client by ID or last name.

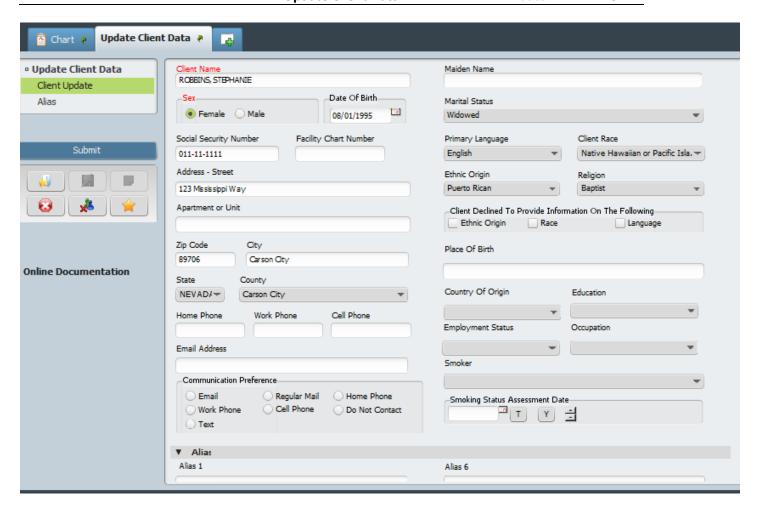


- 4. Double-click on the client.
- 5. The Update Client Data form will open.



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- 6. Make updates to the client's information.
- 7. Click Submit when finished.

