



## Division of Public and Behavioral Health Policy

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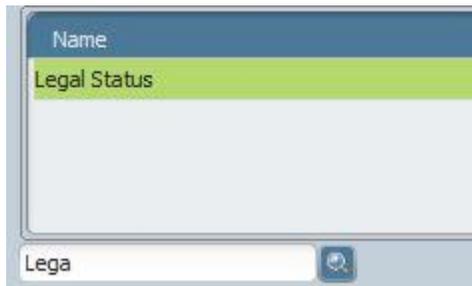
### 1.0 Policy

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.

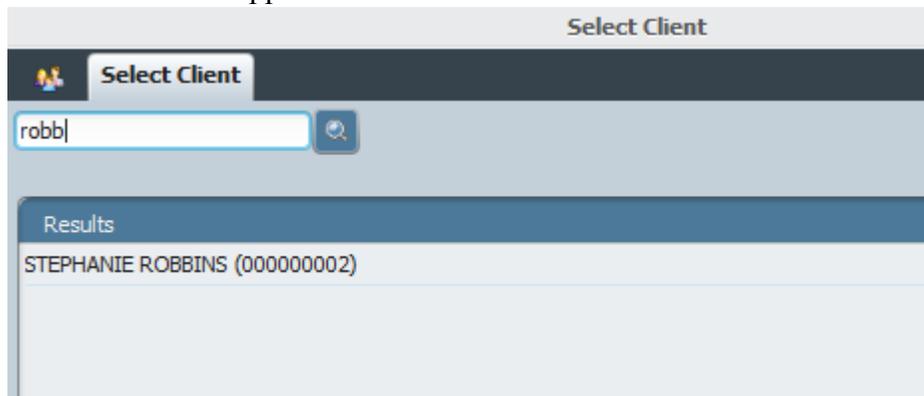
The legal status of a client is important to analyze the impact of alcohol and drugs on our legal systems and how those in turn affect our treatment centers and communities.

### 2.0 Procedure

1. Type **Legal Status** in the **Search Forms** field.
  - a. A drop-down menu will appear.
2. Select the **Legal Status** form by double-clicking it from the drop-down menu.
  - a. A client search screen will pop up.



3. Enter either the Assigned ID# or the client's last name in the search field.
  - a. The client's name should appear in the Results window.



4. Double-click on the client's name.
  - a. The client's episodes open in a new window (unless they only have one episode and then continue to step 6).



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Episode	Program	Start	End
3	Residential	07/24/2015	
2	S1 Level 1 OP Adults-Indv~INACTIVE	06/15/2015	
1	S1 Assessment Adult Pre-Admit~INACTIVE	06/15/2015	06/15/2015

5. Double-click on the episode that you want to add or modify the Legal Status for.
  - a. The **Legal Status** form opens.

**Legal Status**

Submit

Effective Date Of Legal Status: [Date Picker]

Effective Time Of Legal Status: [Time Picker] Current

Legal Status: [Dropdown Menu]

Number Of Committed Days: [Input Field] Expiration Date Of Legal Status: [Date Picker]

Legal Status Certified By: [Text Field]

County Of Commitment: [Dropdown Menu]

Current Legal Charges: [Text Field]

Legal Charges Pending: [Radio Buttons] Yes No

Legal Charges Specific: [Text Area]

Judicial Review Of Release: [Radio Buttons] Yes No

Type Of Court: [Dropdown Menu]

Return To: [Text Area]

Date Of Death: [Date Picker]

6. Enter the **Effective Date of Legal Status**.
7. Enter the **Effective Time of Legal Status**.
8. Select the **Legal Status** from the drop-down menu.
9. Enter the **Number of Committed Days**.
10. Enter the **Expiration Date of Legal Status**.
  - a. This field will auto populate after you enter the Number of Committed Days.
11. Enter who certified the **Legal Status**.
12. Select **County of Commitment**.
13. Select the **Current Legal Charges**.
14. Select whether or not there are **Legal Charges Pending**.
15. Enter the specific charges in **Legal Charges Specific**.

Effective Date Of Legal Status: 01/23/2015 [Time Picker]

Effective Time Of Legal Status: 04:08 PM [Current]

Legal Charges Specific: First Degree Assault with a deadly weapon



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16. Select whether or not there needs to be a **Judicial Review of Release**.

a. Yes or No.

17. Select the **Type of Court**.

18. Enter who you would like the information to **Return To**.

19. Enter the **Date of Death** (only if the client has died).

The screenshot shows a form titled "Legal Charges Specific" with the following fields and values:

- Legal Charges Specific:** First Degree Assault with a deadly weapon
- Judicial Review Of Release:** Yes (selected)
- Type Of Court:** Criminal
- Return To:** Courts.
- Date Of Death:** (Empty field with T and Y buttons)

Red arrows point to each of these fields.

20. Once all of the information is entered, click **Submit** on the left side of the form.

A close-up of the bottom of the form showing a blue "Submit" button highlighted with a red box. Below the button are several icons: a star, a document, a speech bubble, a red X, a person with a red X, and a yellow star.



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- a. Clicking **Submit** saves the information and takes you back to the Avatar home screen.
- b. The **Legal Status** has been recorded and saved.
  - i. Make sure that all required fields contain information and that all of the information is correct.

**Note:** If at any time you need to add to or edit the client's **Legal Status**, you will need to open **the Legal Status** form, choose the appropriate episode, and then Avatar will give you the option of adding or editing the client's Legal Status. The date should remain once you enter the client's Legal Status form.

Eff. Date	Legal Status	Episode Number
01/23/2015	Req Cond Rel Court/Law Enforcement/State	9

Then click on one of the following buttons on the bottom of the screen to enter the client's Legal Status form:



The **Add** button will allow you to add a new status, the **Edit** button will allow you to edit the currently chosen status, the **Delete** button will allow you to delete your client's current legal status, and the **Cancel** button will return you to the Avatar home screen.