Division of Public and Behavioral Health					
Policy					

Control #	Rev.	Type	Title	Effective Date	Page
			Discharge Alert Input	date	1 of 2

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

When a client is admitted to a program, and a discharge alert needs to be generated (based on the specific needs of each facility), complete the following steps in order to document the alert.

1. In the Search Forms field, enter Discharge Alert Input.
   a. Double-click the form.

2. Search by Client ID # or last name.
   a. Double-click client name.

3. The Discharge Alert Input form will open.
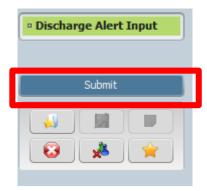   a. If the client has more than one episode, choose the correct episode that the discharge alert belongs to.

Division of Public and Behavioral Health
Policy

Control #	Rev.	Type	Title	Effective Date	Page
			Discharge Alert Input	date	2 of 2

4. Click YES to Perform Discharge Alert.
5. Choose the Type of Alert.
6. Click Submit to file the alert.

NOTE: When a staff member goes to discharge the client from that episode, an alert will pop-up, like the one shown below. (See Discharge Policy on procedure to discharge.)