Division of Public and Behavioral Health
Policy

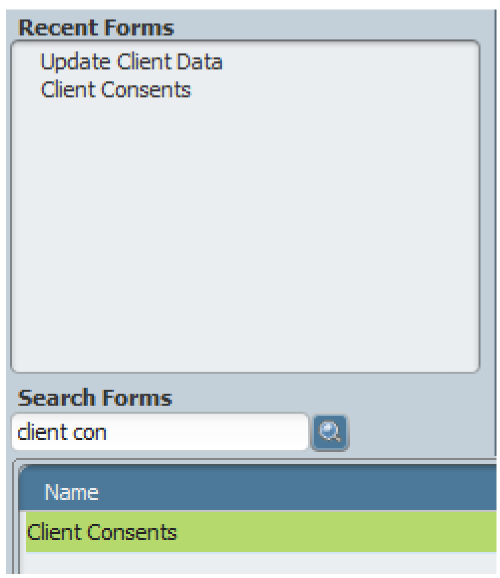
Control #	Rev.	Type	Title	Effective Date	Page
			Client Consents	date	1 of 7

1.0 Policy

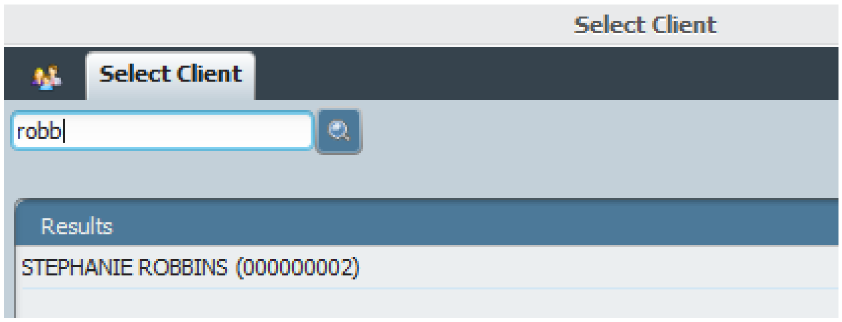
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

2.0 Procedure

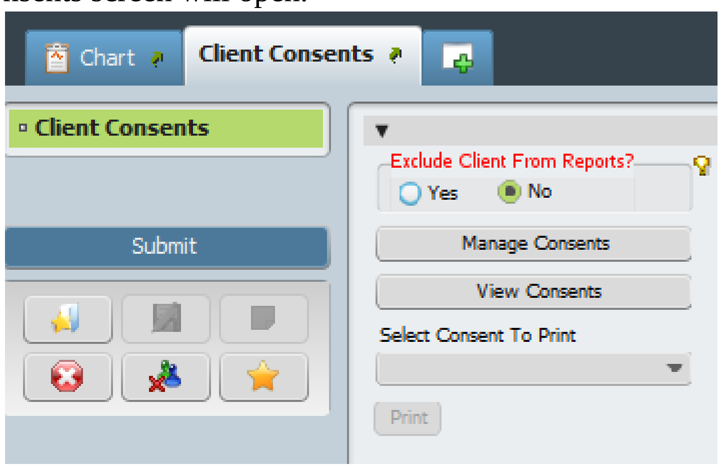
1. In the Search Forms field, type Client Consents.
   a. Double click on the highlighted green section that says Client Consents to continue:



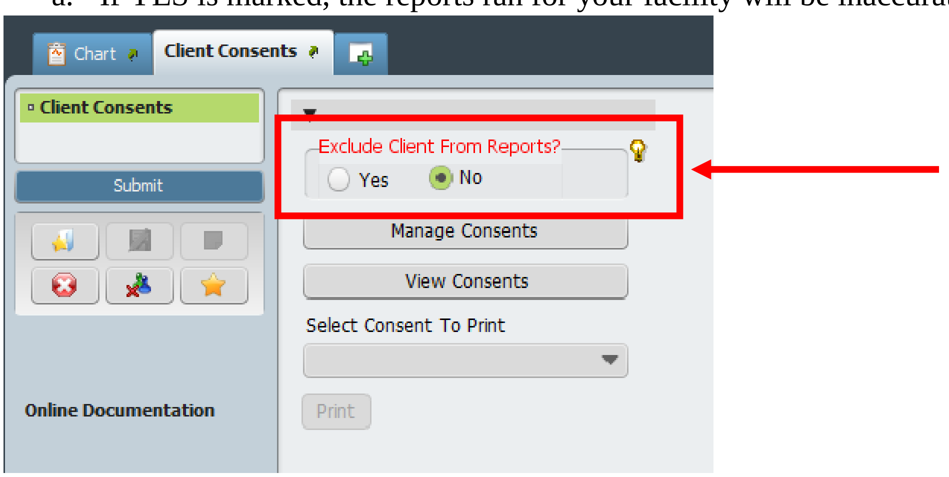
2. The Select Client Screen will pop-up.
   a. Search by Client ID # or Last Name.
   b. Double-click on client name.



3. If the client has more than one episode, the Client Episodes Screen will open.
   a. Double-click on the correct episode.
4. The Clients Consents screen will open.

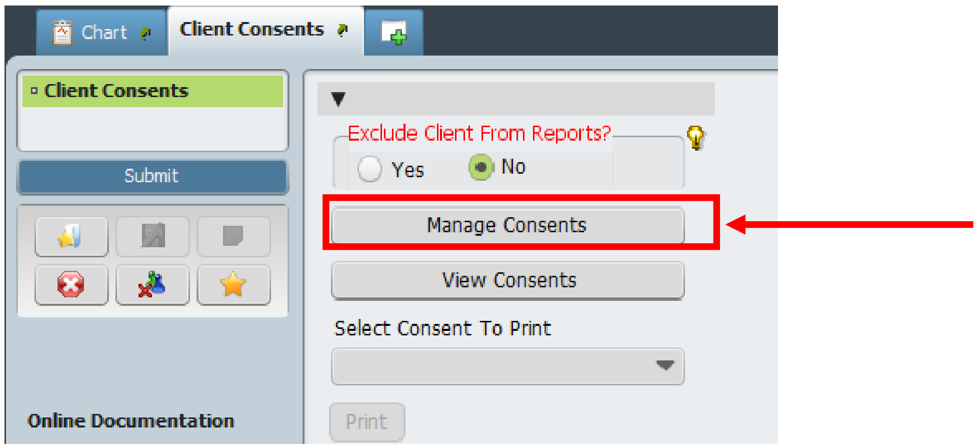


5. <u>ALWAYS choose NO for Exclude Client From Reports</u>.
   a. If YES is marked, the reports ran for your facility will be inaccurate.

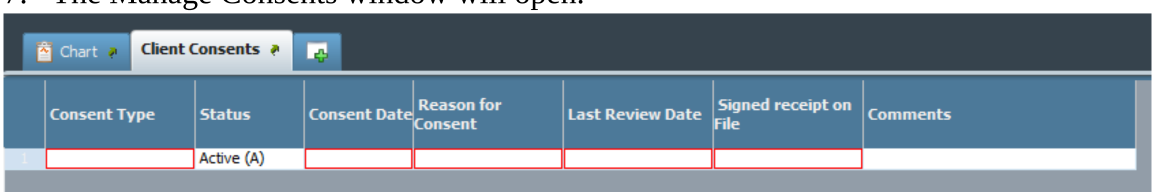


6. Click Manage Consents to add new entries to edit previous entries.

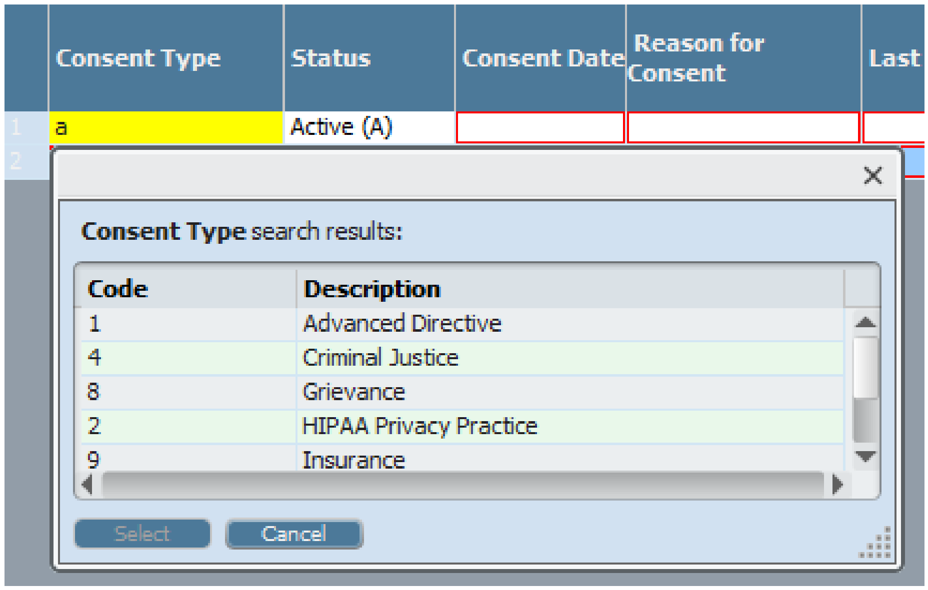
a. If you need to view the consents on file, click view consents. A report will display with the current consent data.



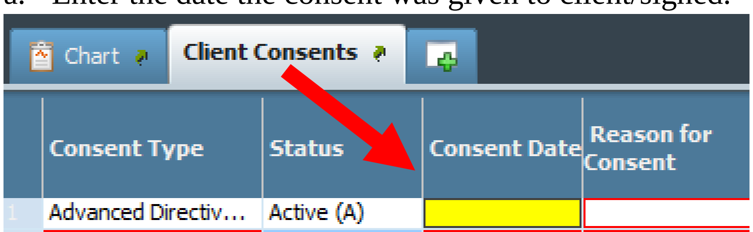
7. The Manage Consents window will open.



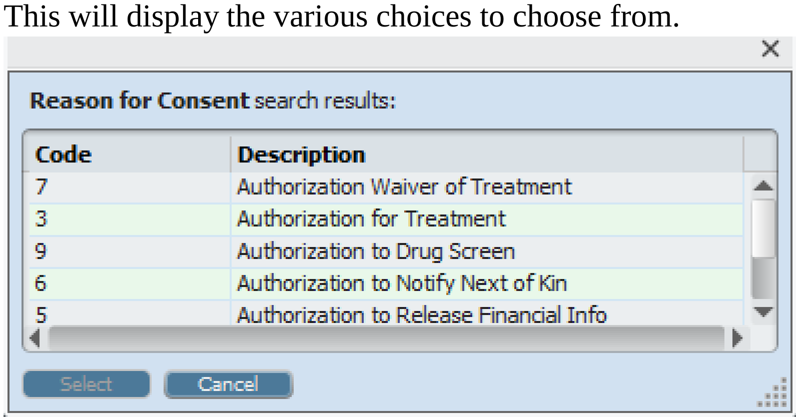
8. Click in the first red box, labeled Consent Type.
9. Type “a’ and click tab in order to see the Consent Type choices.
10. The following box will open and allow you to choose a Consent Type.



11. Click on Consent Date field, to where the box turns yellow.
    a. Enter the date the consent was given to client/signed.

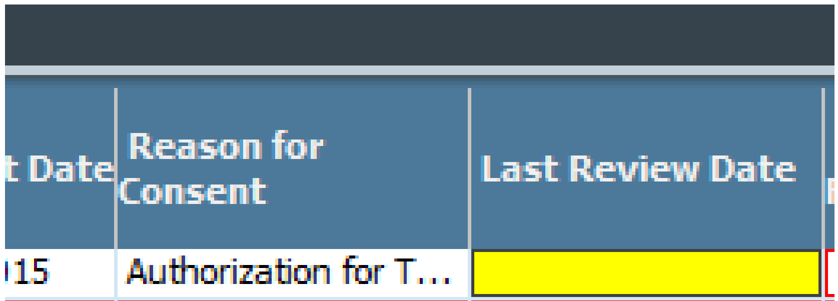


12. Click on Reason for Consent box that is outlined in red.
    a. Type “a” into the field and click tab.
    b. This will display the various choices to choose from.

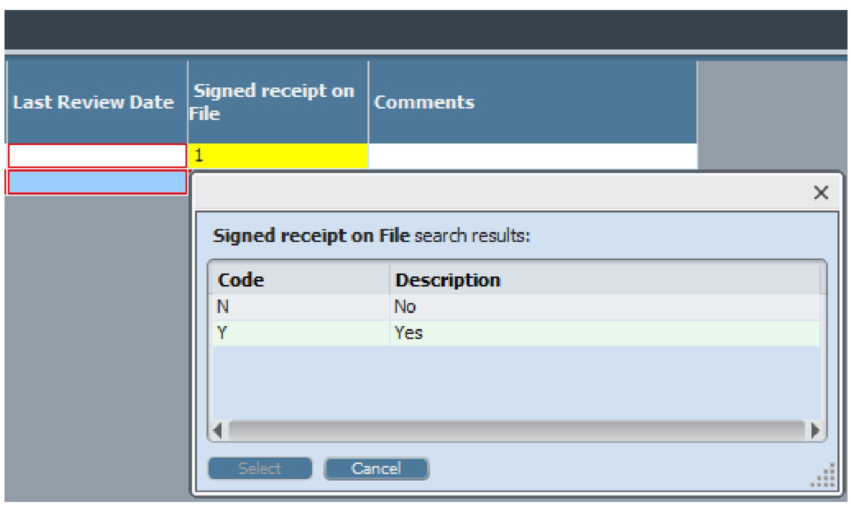


   c. Choose a reason by double-clicking the row, or single-clicking and choosing “select” at the bottom of the box.

13. Enter the last Review Date.

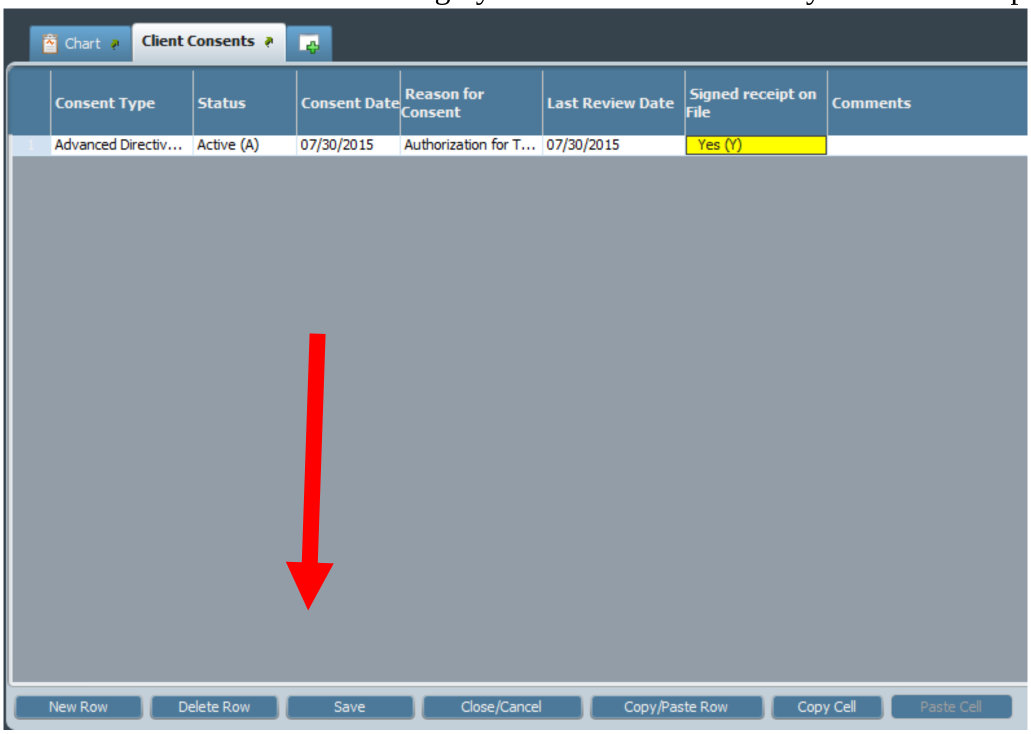


14. Click of the Signed Receipt on File box that is highlighted in red.
   a. Type “1” in field and click tab to review the options available.
      OR type N or Y and click tab.

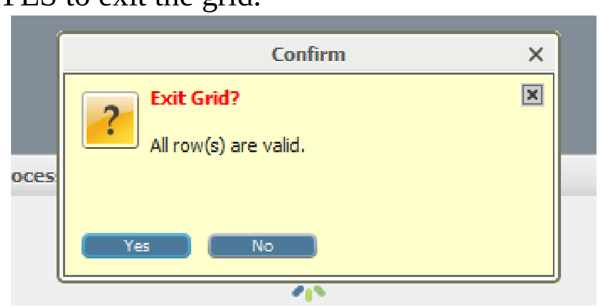


15. Add comments.
   a. This field is not mandatory.

16. When all consents are entered into the system, click SAVE at the bottom of the screen.
    a. The SAVE button will be greyed out until all mandatory fields are completed.



17. A pop-up will be displayed confirming that all rows are valid.
    a. Click YES to exit the grid.



18. You will be returned to the main Client Consents Screen.
19. Click Submit to save your work.

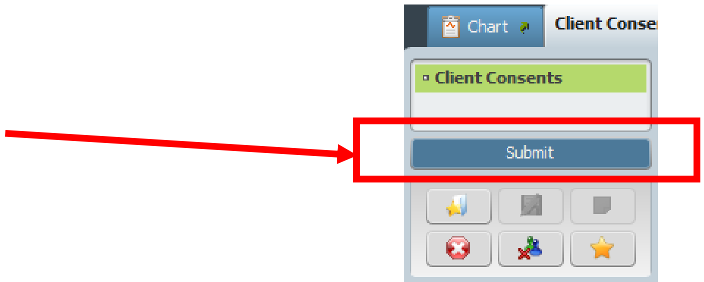


Chart
Client Conse
Client Consents
Submit