



Division of Public and Behavioral Health Policy

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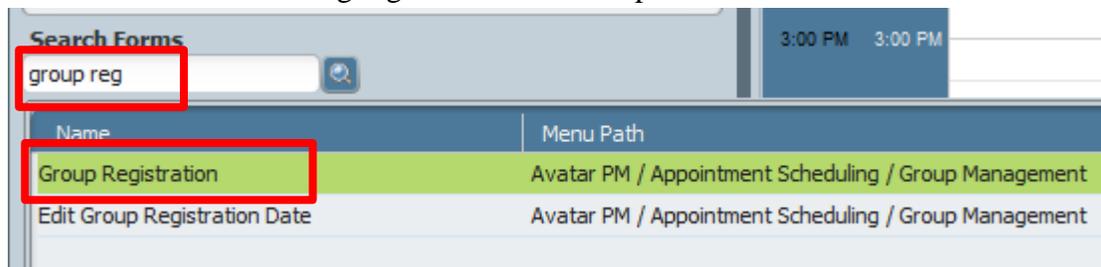
1.0 Policy

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.

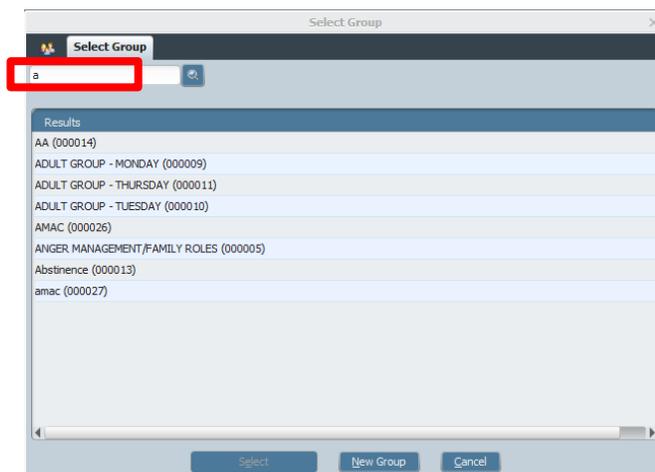
In order to manage groups and their clients, all facilities using Avatar will need to maintain their groups. See **Group Termination** policy if you have a group that had ended.

2.0 Procedure

1. On the Home Screen in Avatar, in the **Search Forms** field, search for the **Group Registration** form.
 - a. Double-click the highlighted selection to open the form.



2. The **Select Group** box will appear. In order to edit a group, double click the group name. If you are entering a new group, continue to the next step.
 - a. Double-click the selection.

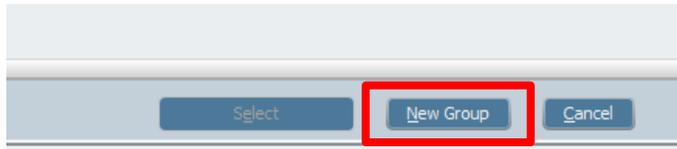


3. If a group needs to be added, search for the group first. The system will then open up the **New Group** button at the bottom in order to add a new one if the group is not already in the system.



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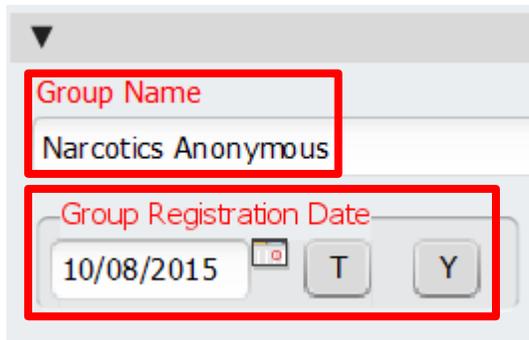
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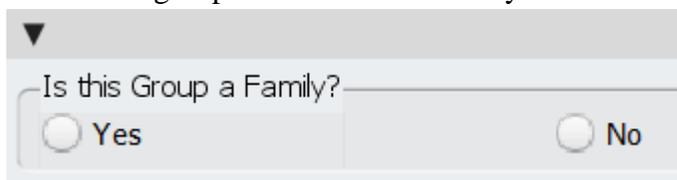
4. A pop-up will display asking to auto assign the next ID number.
 - a. Click **YES**.



5. The **Group Registration** form will open.
 - a. The **Group Name** should auto-populate.
 - b. Edit if needed.
6. Enter the **Group Registration Date**.
 - a. Click **T** for today.
 - b. Click **Y** for yesterday or
 - c. Enter the date.



7. Click **Yes** or **No** for **Is this Group a Family?**
 - a. Some groups that are conducted may involve a group of family members. In that case, you can build a group that lists all the family members as long as they are in the Avatar system.





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8. Enter a **Group Description** (as needed).

- Counselor who conducts the group
- Day of the week the group occurs
- Special location of the group
- Other details regarding the group

Group Description

Shannon Smith conducts this class in Room A of the Main Building.

9. On the left hand side of the page, click on **Group Member Assignment** in order to add clients to this group.

- a. You do not have to add clients. This can always be done during the **Group Progress Note**.



10. To add a client, click **Add New Item** in the middle of the page, underneath the **Group Member Assignment** box.

- a. A new row will highlight in green.

Group Member Assignment

Client	Episode Number	Group Assignment Start Date	Group Assignment End Date	Actual Assignment Date
				10/08/2015

Add New Item Edit Selected Item Delete Selected Item

11. Search for the client in the **Client** field.

- a. Search by last name or ID #.

12. Choose the client's **episode number**.

- a. Client can only be assigned to a group for an open episode.

Client

NICHOLAS SCHMIDT (1064)

Episode Number

Episode # 3 Admit : 06/25/2015 Discharge : None Program : ...



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13. Enter the **Group Assignment Start Date**.
- This is the date the group officially started.
 - Click **T** for today.
 - Click **Y** for yesterday or
 - Enter the date.

14. Enter the **Group Assignment End Date**.
- This is not a mandatory field. It can be left blank.

Group Assignment Start Date

Group Assignment End Date

15. The **Actual Assignment Date** will auto-populate.

Actual Assignment Date

10/08/2015

16. Continue to enter clients by using the **Add New Item** button in the middle of the page.

Add New Item

Edit Selected Item

Delete Selected Item

17. When finished, click the **Submit** button on the upper left hand side of the form.

Group Registration

Group Registration

Group Member Assignm...

Submit



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18. The group information will be saved.

19. Group members can be added and deleted from the group while entering in a **Progress Note (Group and Individual)**. Refer to that policy and procedure for more information.