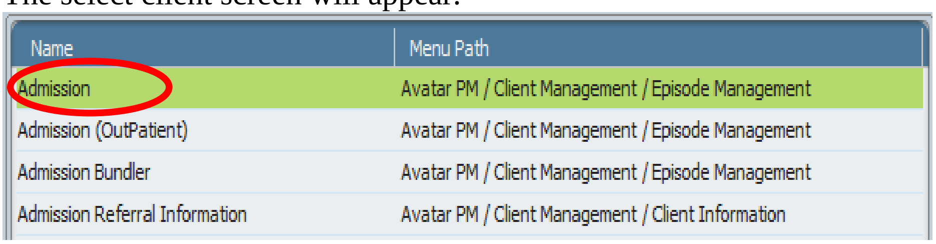
1.0 Policy

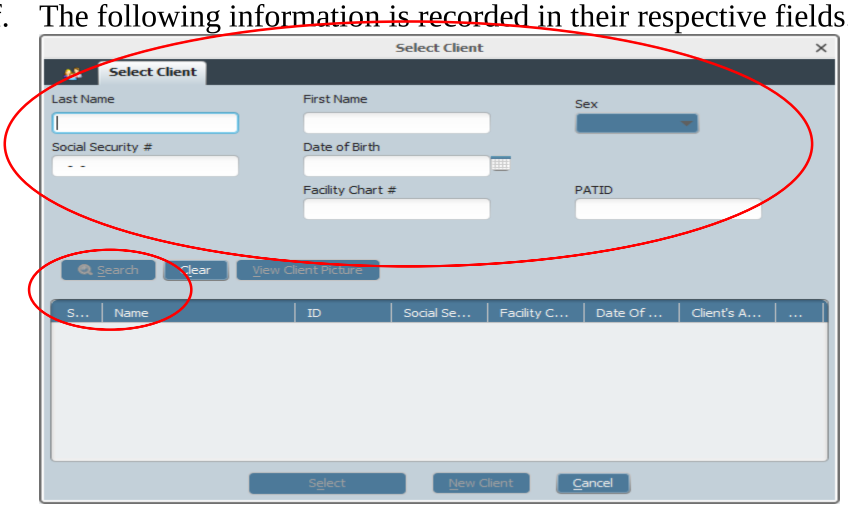
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

2.0 Procedure

1. Type **Admission** in the **Search Forms** field.
   a. A selection menu will appear.
2. Select the **Admission** form by double clicking on it from the selection menu.
   a. The select client screen will appear.

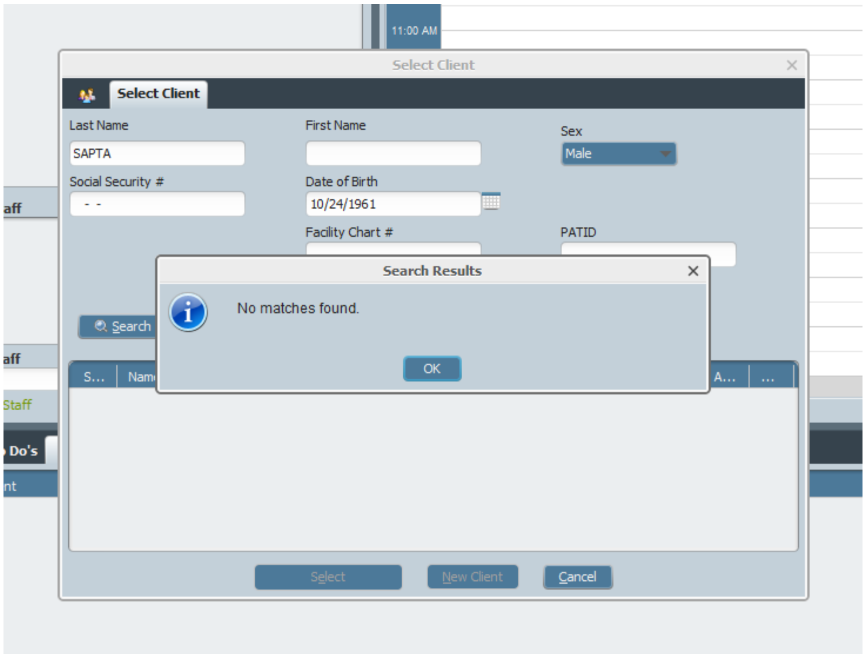


3. Enter at least three of the following options into the select client window.
   a. Last Name
   b. First Name
   c. Sex
   d. Social Security #
   e. Date of Birth.
   f. The following information is recorded in their respective fields.

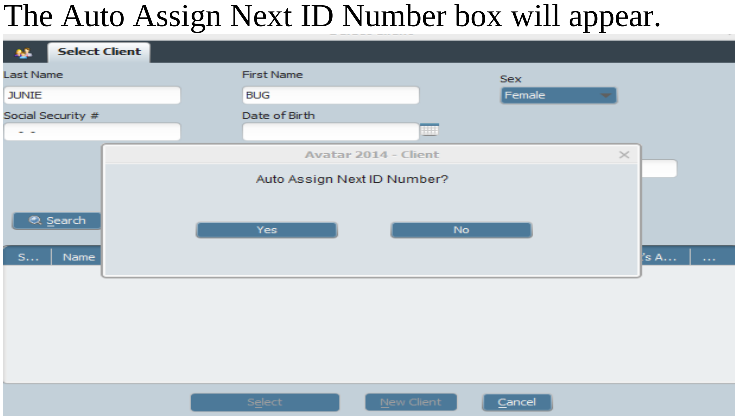


4. Click the **Search** button.

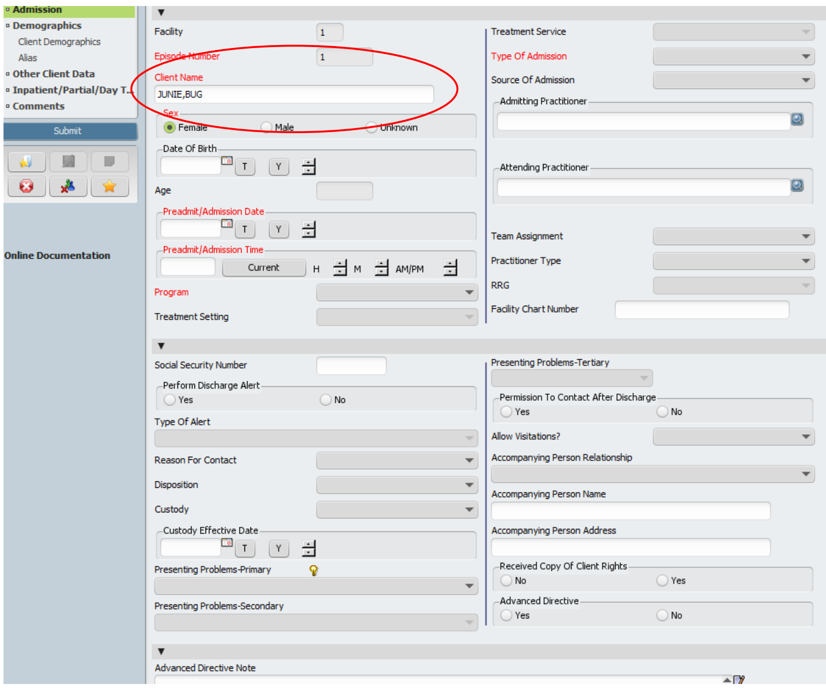
   a. If the client appears, select the green box with their name and then click the **Add** button to continue.
   b. Otherwise, the Search Results text box will appear and state "No matches found."
5. Click the **OK** button within the Search Result text box.



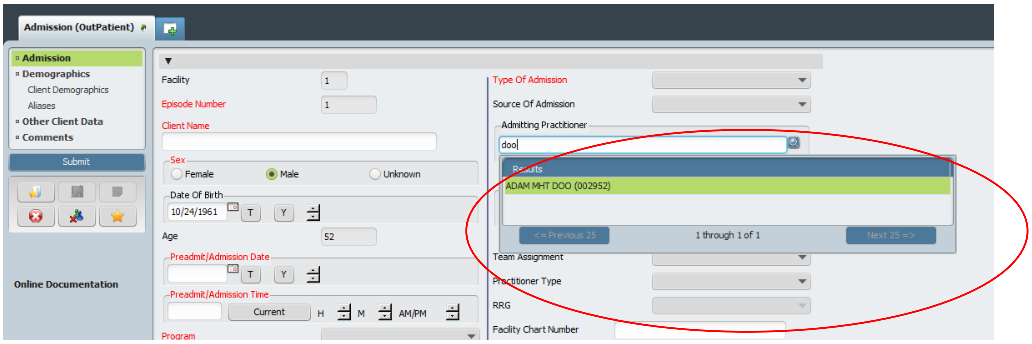
   a. The Search Results text box will disappear.
6. Click **New Client** at the bottom of the screen.
   a. The Auto Assign Next ID Number box will appear.



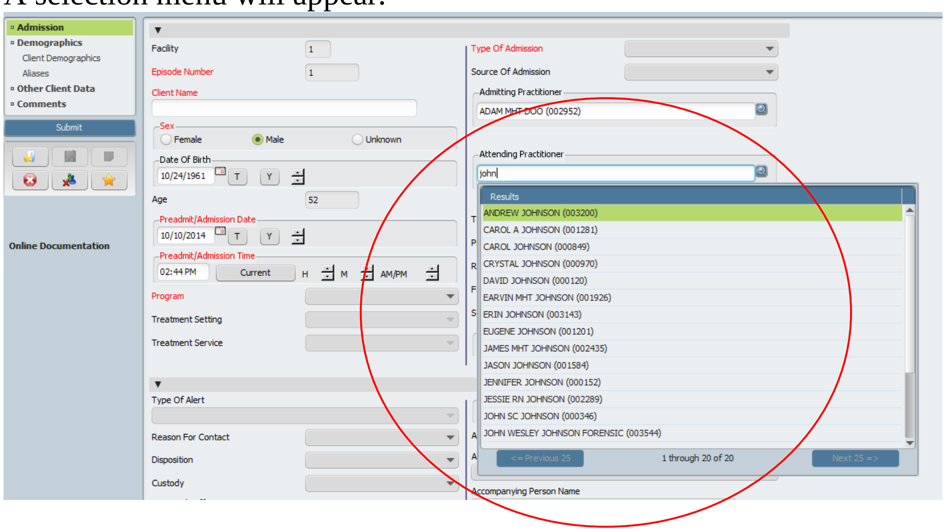
7. Click **Yes.** The Admission form will open.
8. Verify that your information added from the New Client screen auto-populated.
   a. The Facility, Episode Number, Client Name, Sex, Date of Birth, and Social Security Number will auto populate from the New Client screen; however, if any are missing, fill in those fields.

b. 

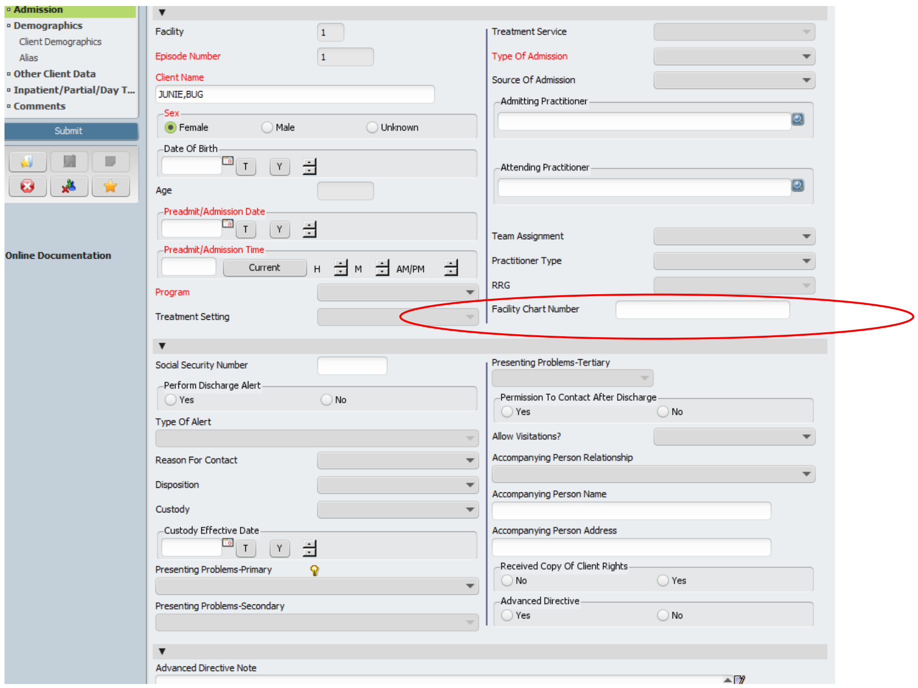
9. Fill in the **Date of Birth** field using the MM/DD/YYYY format.
    a. The client's date of birth is recorded.
    b. The Age field will auto-populate based on the date of birth entered.
10. Fill in the **Preadmit/Admission Date** field using the MM/DD/YYYY format or click the T or Y button.
    a. The client's admission date is recorded.
11. Fill in the **Preadmit/Admission Time** field by either typing it in or clicking the Current button.
    a. For quick typing, enter the time followed by A (for AM) or P (for PM).
    b. The client's admission time is recorded.
12. Select an option from the **Program** drop-down menu.
    a. The client's program type will be selected. Also, the Treatment Setting, Treatment Service, and RRG fields will auto-populate.
13. Select an option from the '**Type of Admission**' drop-down menu.
    a. The client's admission type is recorded.
14. Select an option from the '**Source of Admission**' drop-down menu. The client's admission source is recorded.
15. Type a practitioner in the Admitting Practitioner field using the **LAST NAME, FIRST NAME** format.
    a. A selection menu will appear.

b. 

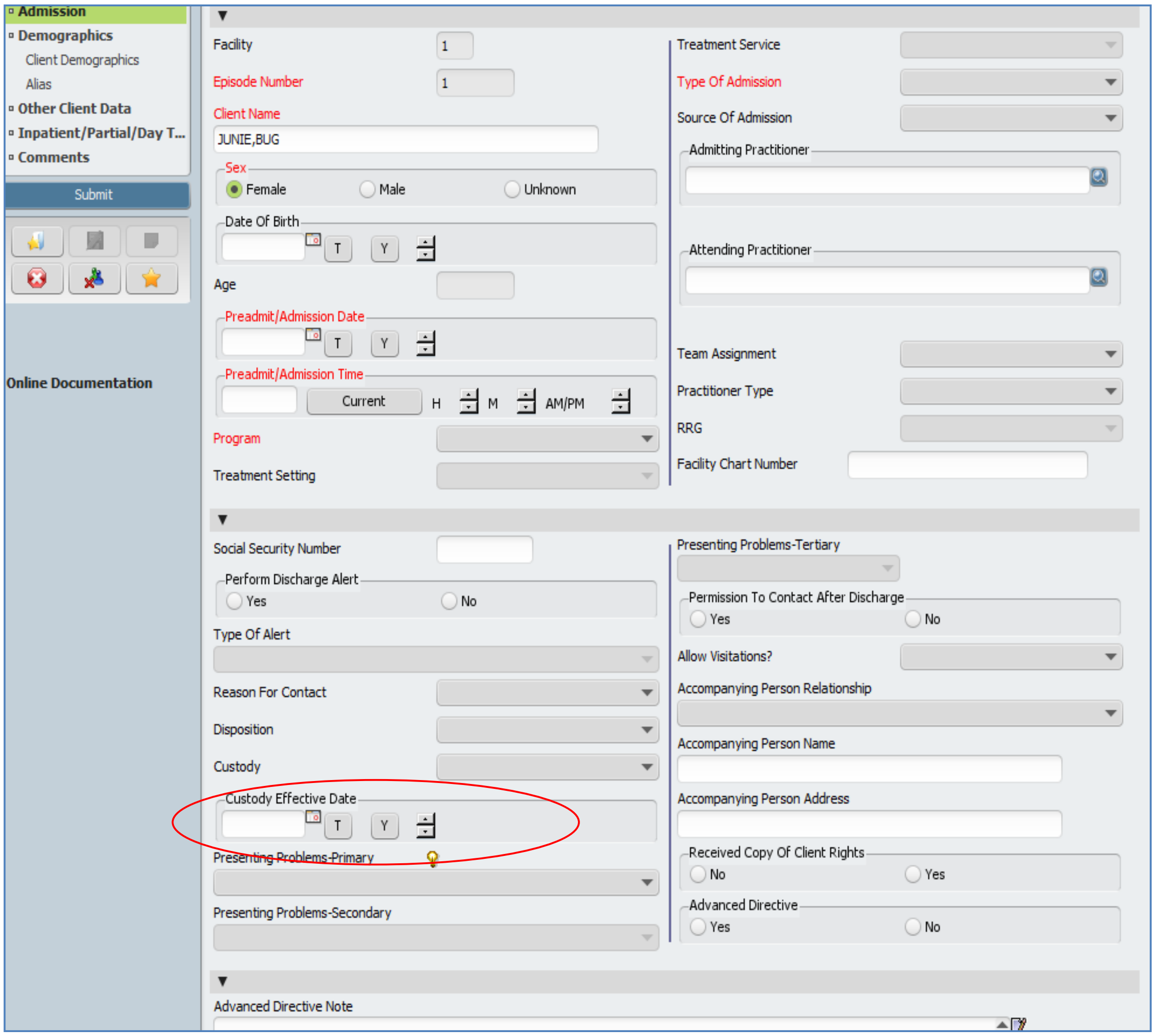
16. Select your practitioner by double-clicking on him/her.
    a. The admitting practitioner field is selected.
17. Type a practitioner in the **Attending Practitioner** field using the LAST NAME, FIRST NAME format.
    a. A selection menu will appear.

b. 

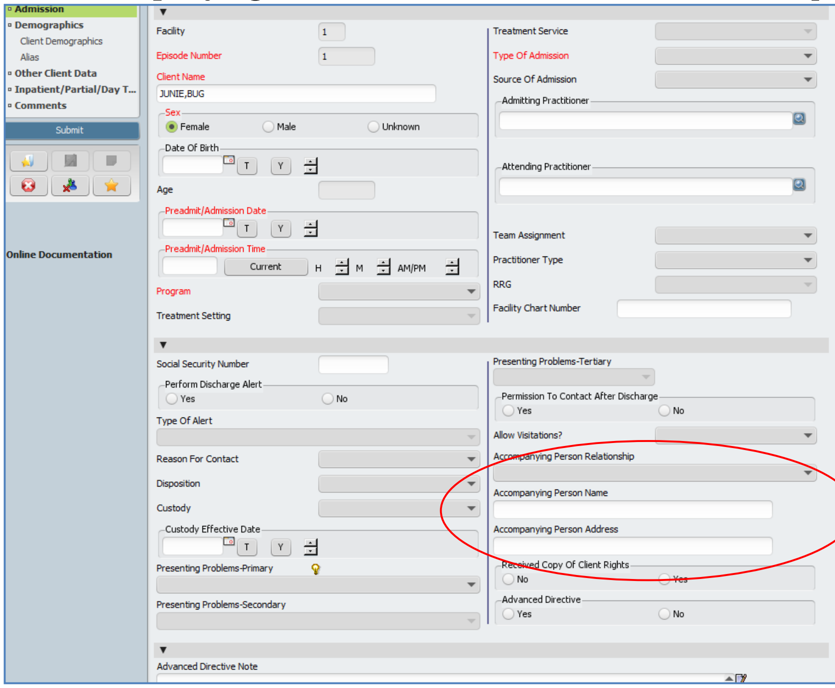
18. Select your practitioner by double-clicking on him/her.
    a. The attending practitioner is selected.
19. Select an option from the **Practitioner Type** drop-down menu.
    a. The practitioner type is selected.
20. Type the **Facility Chart Number** field.
    a. The facility chart number is recorded.

b. 

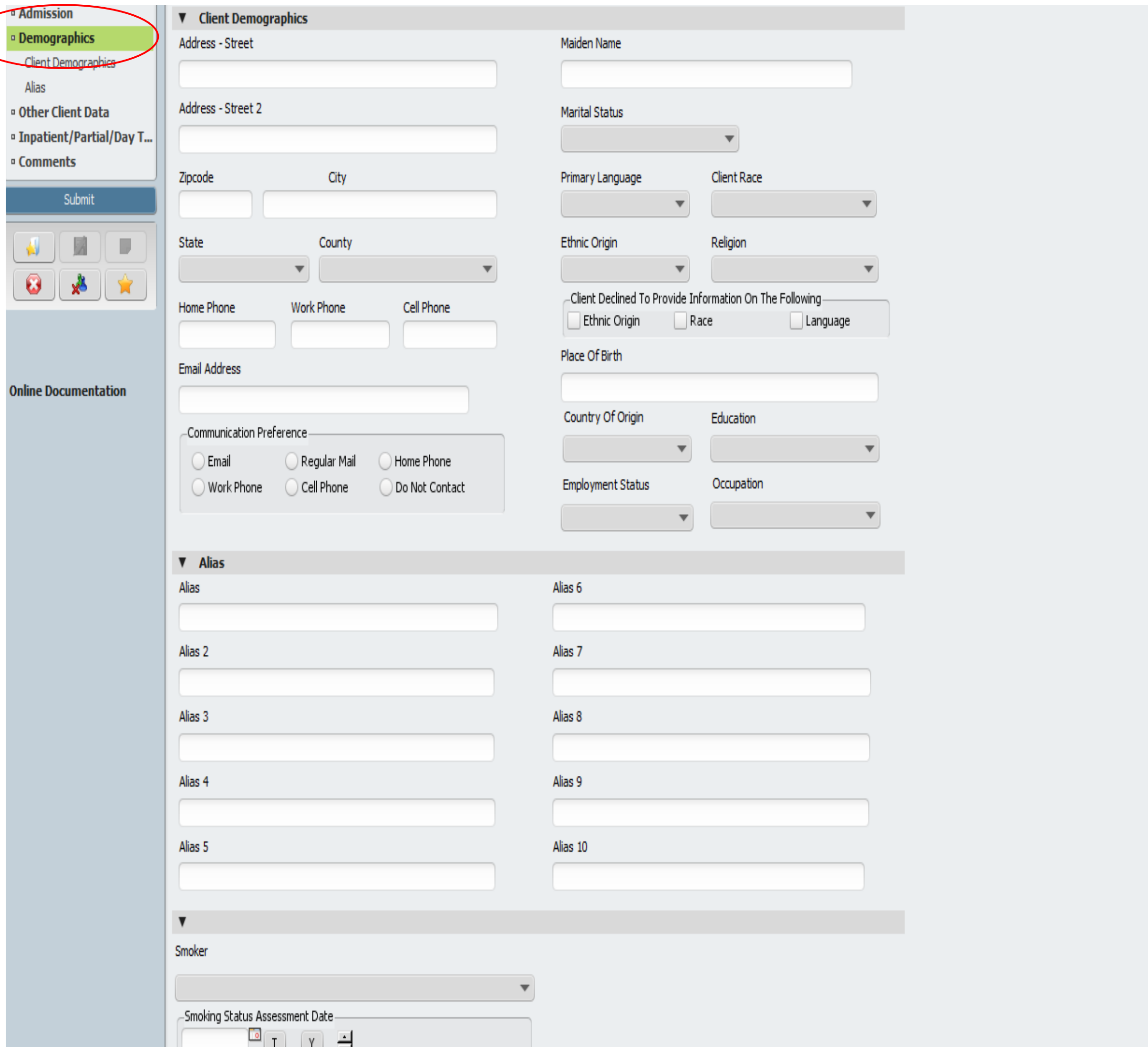
21. Type in the **Social Security Number** field.
    a. The client's social security number is recorded.
22. Select either the **Yes** or **No** radial button in the Preform Discharge Alert field.
    a. If you select **Yes**, the **Type Of Alert** field will become required, and you will need to select an option.
    b. If you select **No**, the **Type Of Alert** field will not allow for any selection.
23. Select an option from the **Type Of Alert** drop-down menu.
    a. The client's alert is recorded.
24. Select an option from the **Reason For Contact** drop-down menu.
    a. The reason for contact field is now recorded.
25. Select an option from the **Disposition** drop-down menu.
    a. The client's disposition is recorded.
26. Select an option from the **Custody** drop-down menu.
    a. The client's custody is recorded. If you select **None/NA**, the **Custody Effective Date** field will become inactive.
27. Fill in the **Custody Effective Date** field using the MM/DD/YYYY format or by click the T or Y button.
    a. The client's custody date is recorded.



28. Select an option from the **Presenting Problems-Primary** drop-down menu.
    a. The client's primary problem is recorded, and the **Presenting Problems-Secondary** field is now available for selection.
29. Select an option from the **Presenting Problems-Secondary** drop-down menu.
    a. The client's secondary problem is recorded, and the **Presenting Problems-Tertiary** field is now available for selection.
30. Select an option from the **Presenting Problems-Tertiary** drop-down menu.
    a. The client's final problem is recorded.
31. Select either the **Yes** or **No** radial button from the **Permission to Contact After Discharge** field.
    a. The client's contact restrictions are recorded.
32. Select an option from the **Allow Visitations** drop-down menu. The client's visitation restrictions are recorded.
33. Type in the **Accompanying Person Name** field. The client's accompany party is recorded.

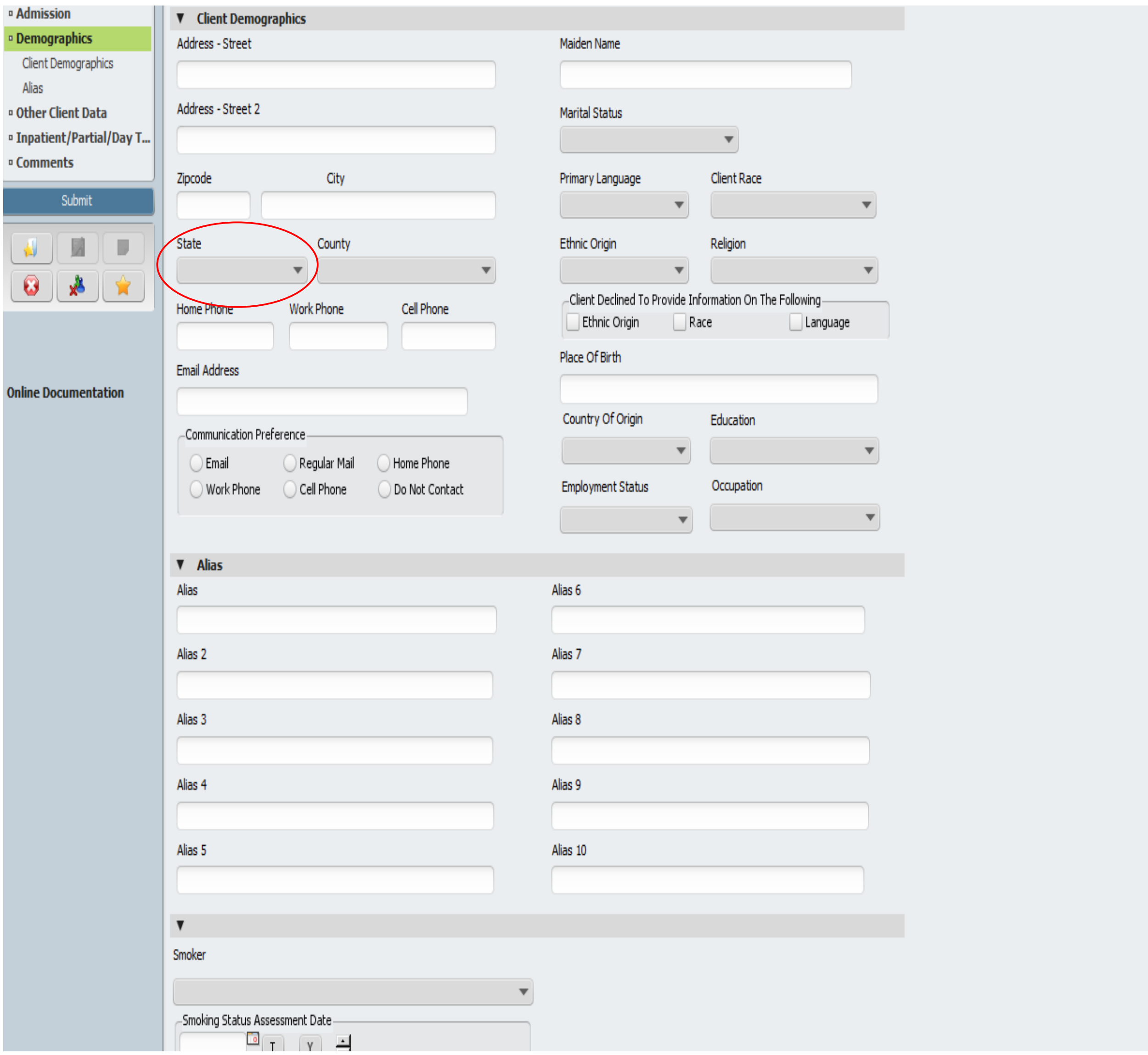
34. Type in the **Accompanying Person Address** field. The client's accompany party address is recorded.
    a. 

35. Select either the **Yes** or **No** radial button in the **Received Copy Of Client Rights** field. Whether the patient received or did not receive his/her rights is recorded.
36. Select either the **Yes** or **No** radial button in the **Advanced Directive** field. The advanced directive is recorded. If **Yes** is selected, the **Advanced Directive Note** field becomes required. If **No** is selected, the **Advanced Directive Note** field becomes inactive.
37. Type in the **Advanced Directive Notes** field. The client's advanced directive notes have been recorded.
38. Click on the **Demographics Section**.
    a. The **Demographics section** will open. **Note:** if the client was pre-admitted, the client's demographics will auto-populate. Update these as needed.
    b. If the client was not pre-admitted, continue to follow steps 39 through 61.



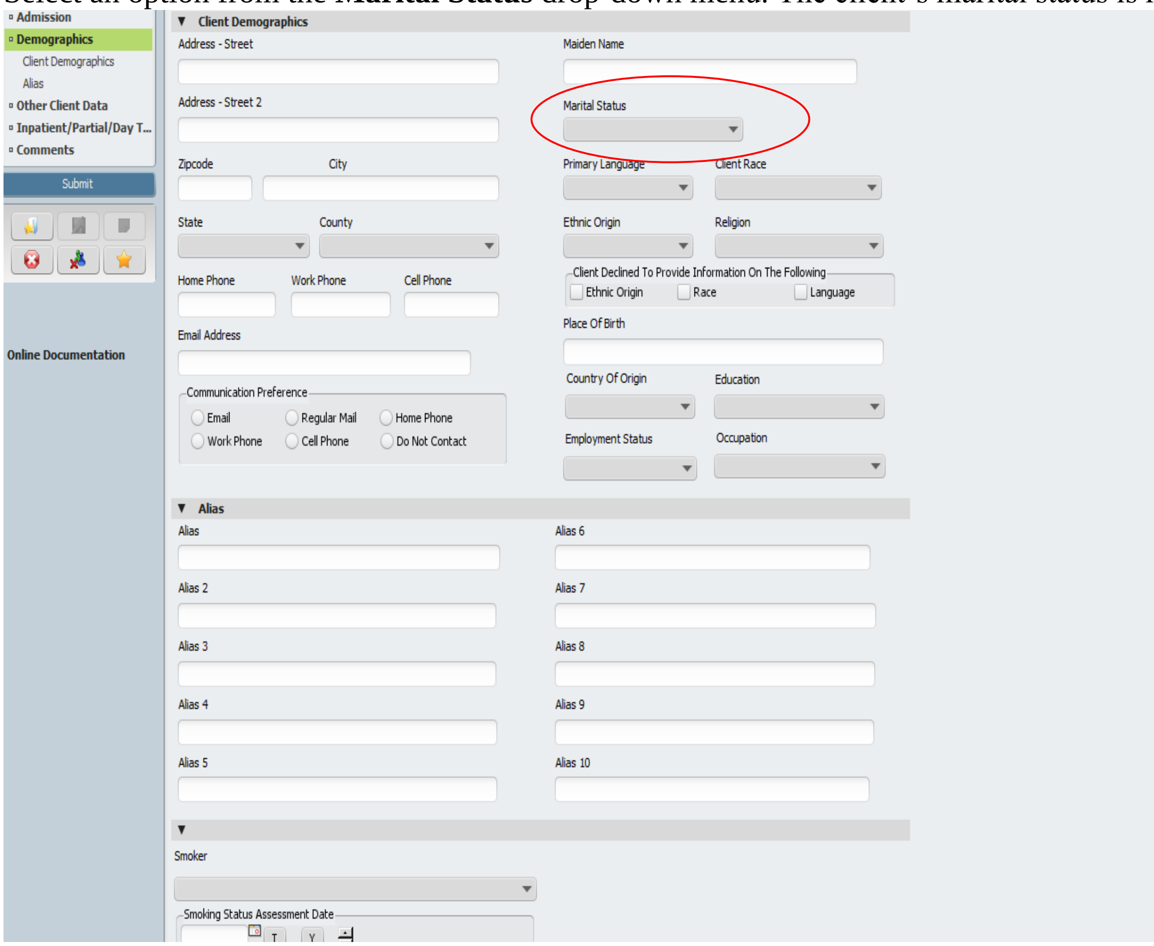
39. Type in the **Client's Address – Street** field. The client's street address is recorded.
40. Type in the **Client's Address – Street 2** field. The client's additional street address is recorded.

41. Type in the **Client's Address** – **Zipcode** field using the 9-digit code. The client's zip code is recorded. If the 9-digit zip code is not known, the 5-digit code will work.
42. Type in the **Client's Address** – **City** field. The client's city is recorded.
43. Select an option from **Client's Address – County** drop-down menu. The client's county is recorded.
44. Select an option from the **Client's Address** – **State** drop-down menu. The client's state is recorded.



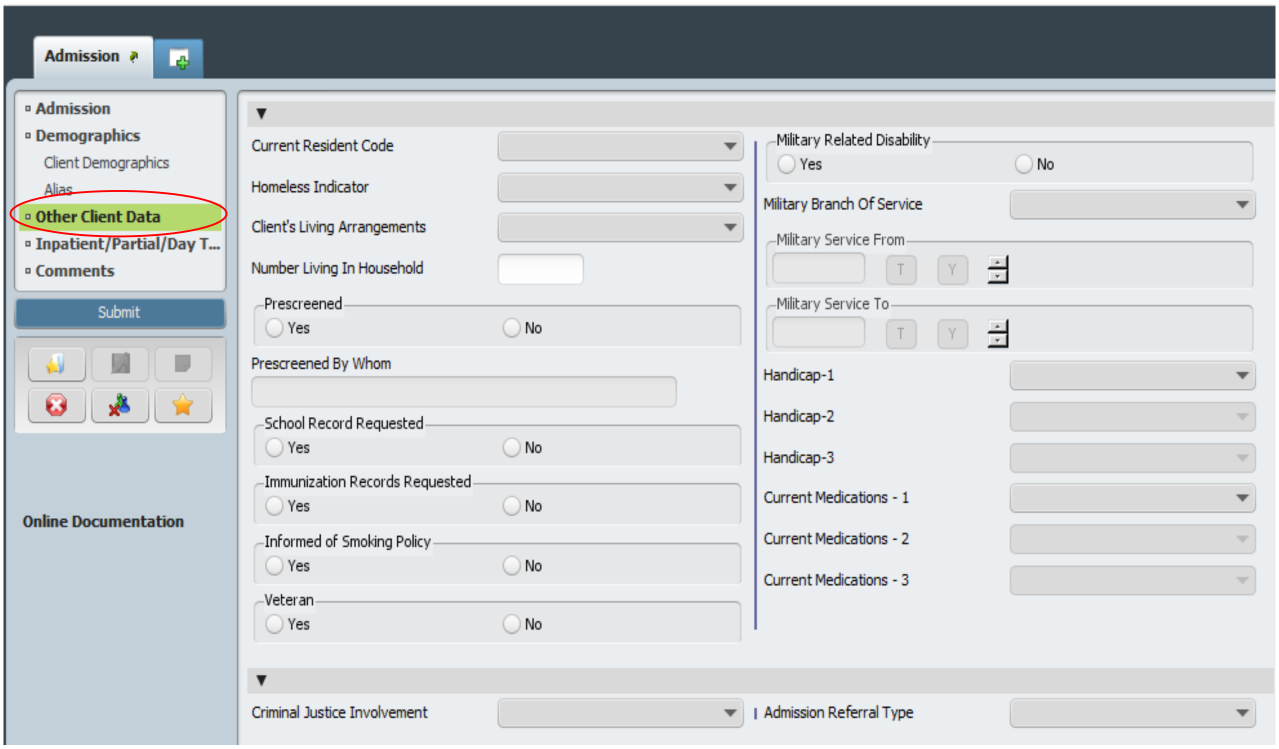
45. Type in the **Client's Home Phone** field. The client's primary phone number is recorded
46. Type in the **Client's Work Phone** field. The client's primary work phone number is recorded.
47. Select an option from the **Primary Language** drop-down menu. The client's primary language is recorded.
48. Select an option from the **Client Race** drop-down menu. The client's race is recorded.
49. Select an option from the **Ethnic Origin** drop-down menu. The client's ethnic origin is recorded.
50. Select an option from the **Religion** drop-down menu. The client's religion is recorded.
51. Type in the **Place of Birth** field. The client's birthplace is recorded.

52. Select an option from the **Country Of Origin** drop-down menu. The client's country of origin is recorded.
53. Type in the **Maiden Name** field. The client's maiden name is recorded. This is only an active field if the client has had a last name change.
54. Select an option from the **Marital Status** drop-down menu. The client's marital status is recorded.

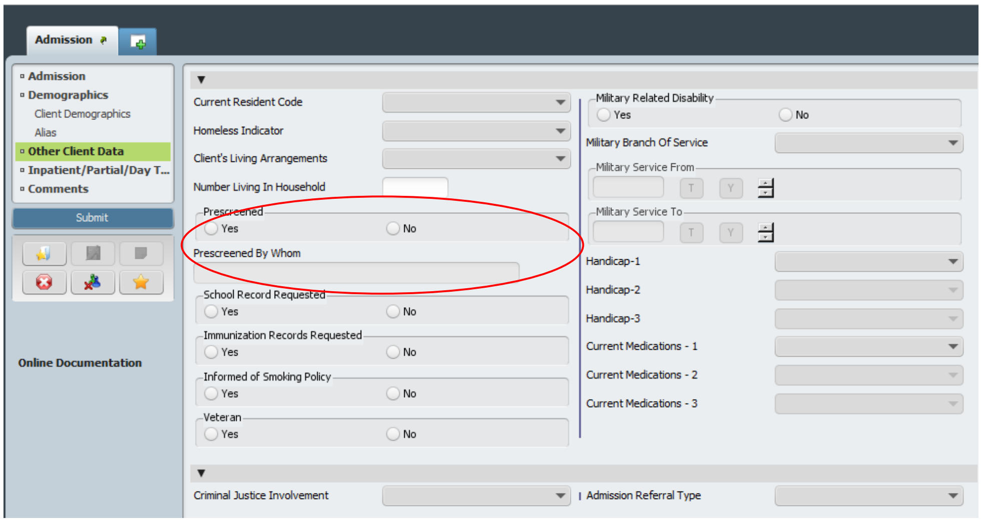


55. Select an option from the **Education** drop-down menu. The client's education is recorded.
56. Select an option from the **Employment Status** drop-down menu. The client's employment status is recorded.
57. Select an option from **Occupation** drop-down menu. The client's occupation is recorded.
58. Type in the **Client's Cell Phone** field. The client's cell phone is recorded.
59. Type in the **Client's Email Address** field. The client's email address is recorded.
60. Select either **Email**, **Work Phone**, **Regular Mail**, **Cell Phone**, **Home Phone**, or **Do Not Contact** radial button from the **Communication Preference** field. The client's communication preference is recorded.
61. Type in the **Alias** field, and repeat for the other **Alias** fields until complete. The client's alias(es) are recorded.

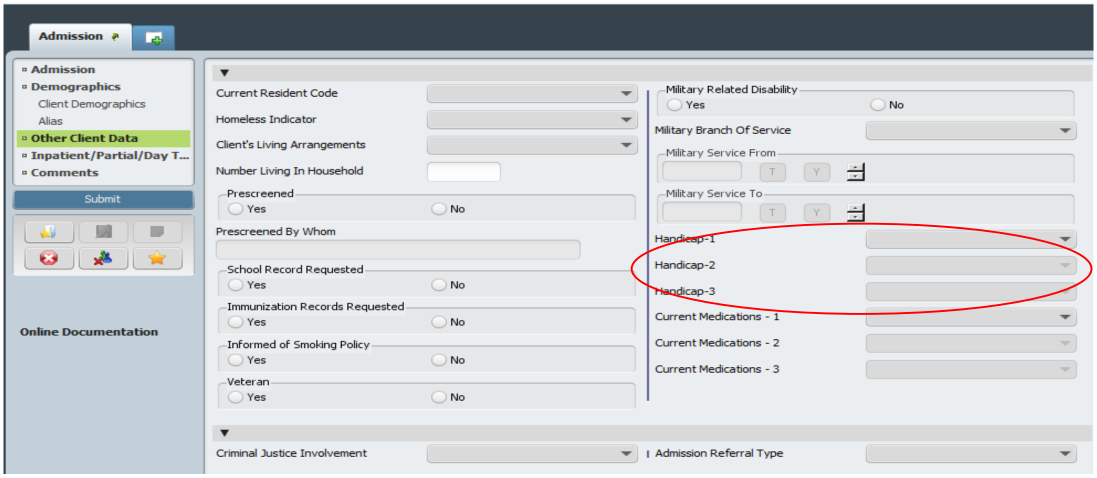
62. Click on the **Other Client Data** section. The **Other Client Data** section will appear.



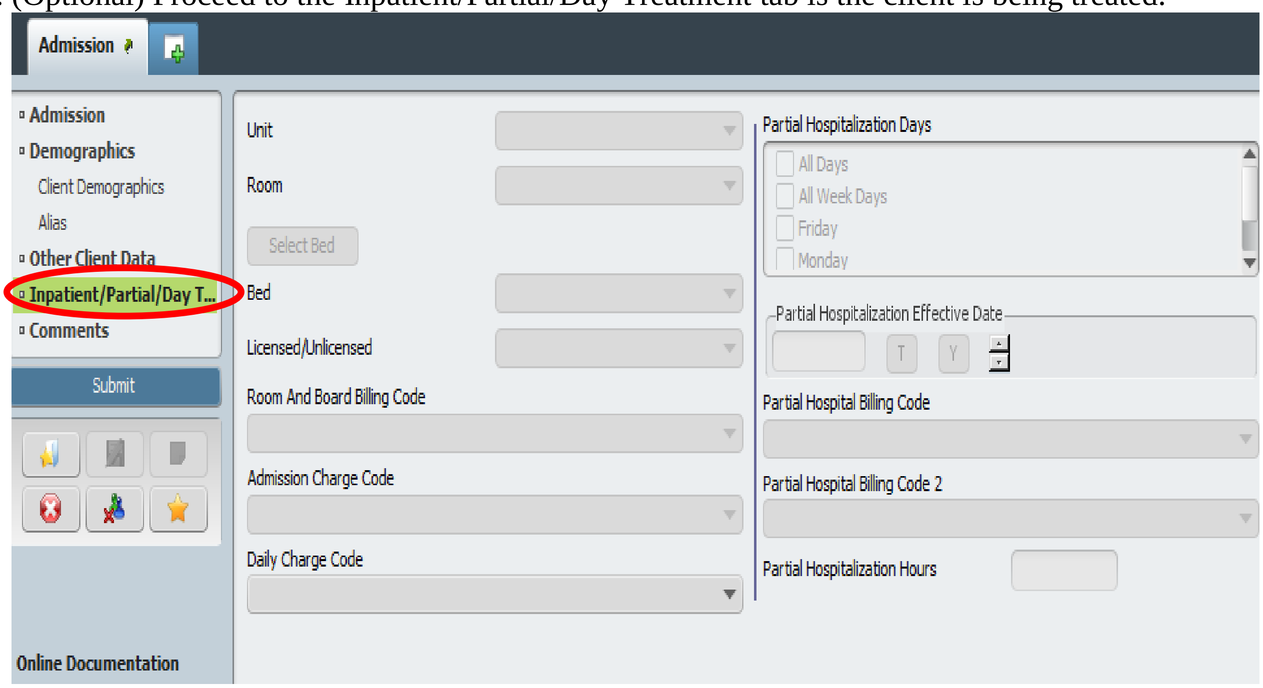
63. Select an option from the **Current Resident Code** drop-down menu. The client's current resident code is recorded.
64. Select an option from the **Homeless Indicator** drop-down menu. The client's homeless status is recorded.
65. Select an option from the **Client's Living Arrangements** drop-down menu. The client's living arrangements are recoded.
66. Type in the **Number Living In Household** field. The number is recorded.
67. Select either **Yes** or **No** from the **Prescreened** field. By selecting **Yes**, the **Prescreened By Whom** field is activated. If **No** is selected, the **Prescreened By Whom** field remains inactive.



68. Type in the **Prescreened By Whom** field. The person who prescreened the patient is recorded.
69. Select either **Yes** or **No** in the **School Record Requested** field. The client's school records requested is recorded.
70. Select either **Yes** or **No** in the **Immunization Records Requested** field. The client's immunization records requested is recorded.
71. Select an option from the **Smoker** drop-down menu. The client's smoking status is recorded.
72. Select either **Yes** or **No** in the **Informed of Smoking Policy** field. The information is recorded.
73. Select either **Yes** or **No** in the **Veteran** field. The client's information is recorded. If **Yes** or **No** is selected, both the **Military Service From** and the **Military Service To** fields will become inactive.
74. Select either **Yes** or **No** in the **Military Related Disability** field. The client's information is recorded.
75. Select an option from the **Military Branch Of Service** field. The client's military branch is recorded. If an option is selected, the **Military Service From** field becomes a required field.
76. Fill in the **Military Service From** field using the MM/DD/YYYY format. The client's information is recorded.
77. Fill in the **Military Service To** field using the MM/DD/YYYY format. The client's information is recorded.
78. Select an option from the **Handicap-1**, **Handicap-2**, and **Handicap-3** drop-down menus. The client's primary handicaps are recorded.

a. 

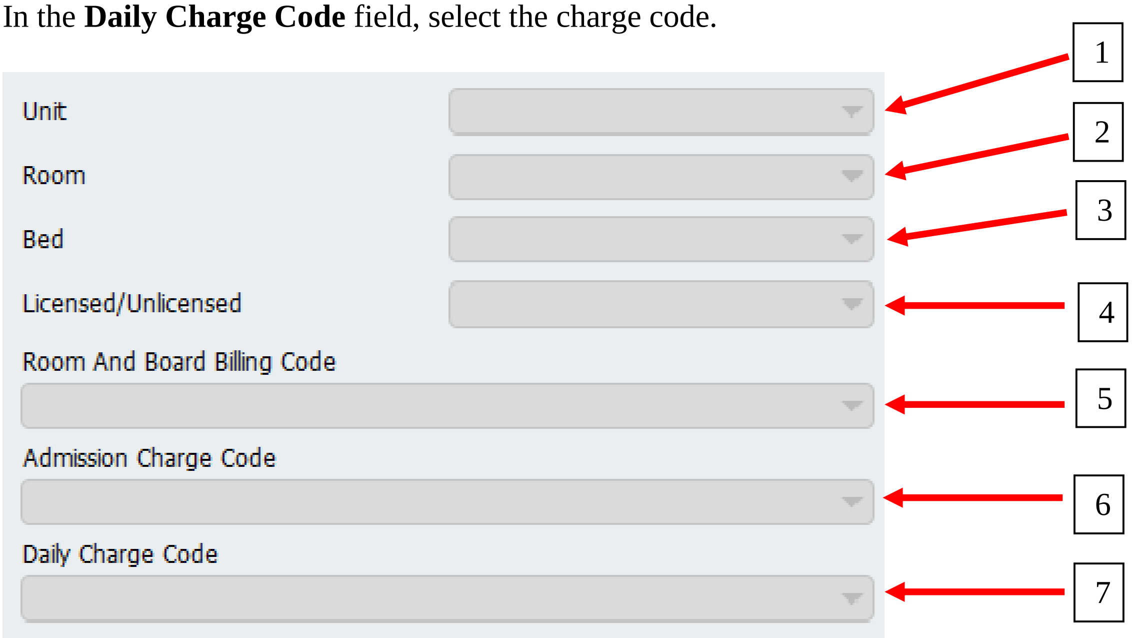
79. Select an option from the **Current Medications – 1**, **Current Medications – 2**, and **Current Medications - 3** drop-down menus. The client's medications are recorded.
80. (Optional) Proceed to the Inpatient/Partial/Day Treatment tab is the client is being treated.



81. (Optional) A) **Inpatient Treatment Programs**

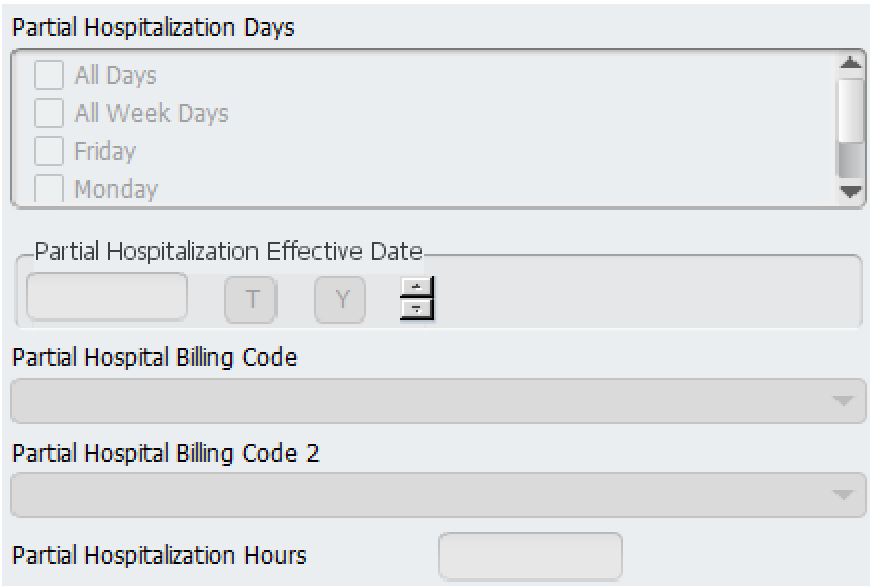
1. In the **Unit** field, select the unit.
2. In the **Room** field, select the room.
3. In the **Bed** field, select the bed.
4. The **Licensed/Unlicensed** field shows the bed license status.

5. In the **Room and Board Billing Code** field, select the billing code.
6. In the **Admission Charge Code** field, select the charge code.
7. In the **Daily Charge Code** field, select the charge code.



(Optional) B) **Partial Hospitalization, Day Treatment Programs**

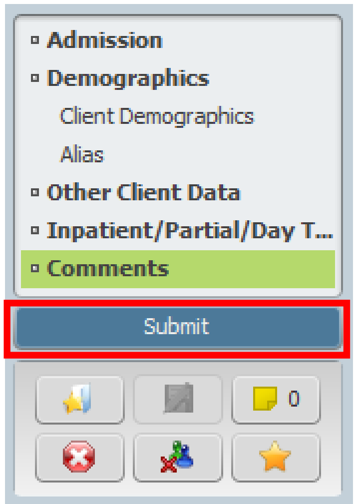
1. In the **Partial Hospitalization Days** field, select the days of the week the client will be treated in the hospital.
2. In the **Partial Hospitalization Effective Date** field, enter the first day the client will be treated.
3. In the **Partial Hospitalization Billing Code** field, select the billing code.
4. In the **Partial Hospitalization Billing Code 2** field, select the billing code.
5. In the **Partial Hospitalization Hours** field, enter partial hospitalization session hours.
6. Click **Submit**.



82. Click on the **Comments** section. The Comments section will appear.
83. Fill in the **Admission Comments** field. The client's additional comments are recorded.

a. 

84. Fill in the **Admission Department Time Out** field using the MM/DD/YYYY format or by clicking the **Current** button. The client's admission leave time is recorded.
85. Click on the **Submit** button. The client's admission data is recorded. You will now return to the Avatar home screen.



Admission
Demographics
Client Demographics
Alias
Other Client Data
Inpatient/Partial/Day T...
Comments
Submit
0