

## 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.

#### 2.0 Procedure

The form is used to document parent/guardian information for clients, if applicable.

- 1. From the **HOME** screen, in the **Search Forms** widget, search for parent/guardian information.
  - a. Double-click.



- 2. The **Select Client** screen will appear.
  - a. Search for the client by ID or Last Name.
  - b. Double-click on selection.



- 3. The **Episode Selection** screen will appear.
  - a. Double-click on the specific episode—most likely will be the first.





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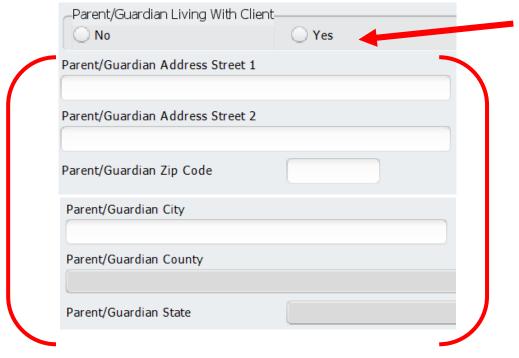
- 4. Enter the Parent Guardian Name.
  - a. Enter LAST NAME, FIRST NAME.
- 5. Enter the Parent/Guardian Relationship.



- 6. Choose the **Marital Status** of the parent/guardian, if applicable.
- 7. Enter the **Date of Birth** for the parent/guardian, if applicable.
- 8. Enter the **Social Security** # for the parent/guardian, if applicable.



- 9. Choose **Yes** or **No** if the parent/guardian is living with the client.
- 10. Enter the Address Street 1, Address Street 2, Zip Code, City, County, State of the parent/guardian.

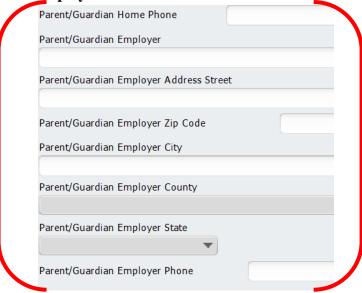




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- 11. Enter the **Home Phone** for the parent/guardian.
- 12. Enter the **Parent/Guardian Employer** information.



13. Click **Submit** when completed.

