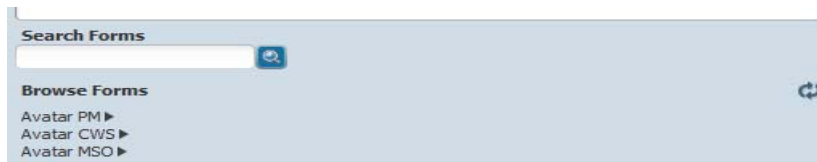


Admission (Avatar)

The purpose of this desk reference is to provide guidance in how to open an admission to an Episode.

Menu Path

Avatar PM > Client Management > Episode Management or you can enter “Admission” under Search Forms

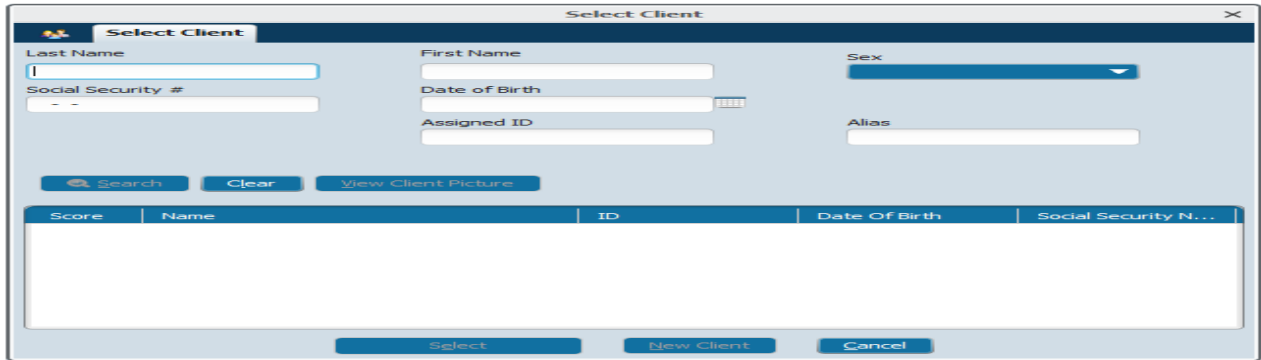


Details

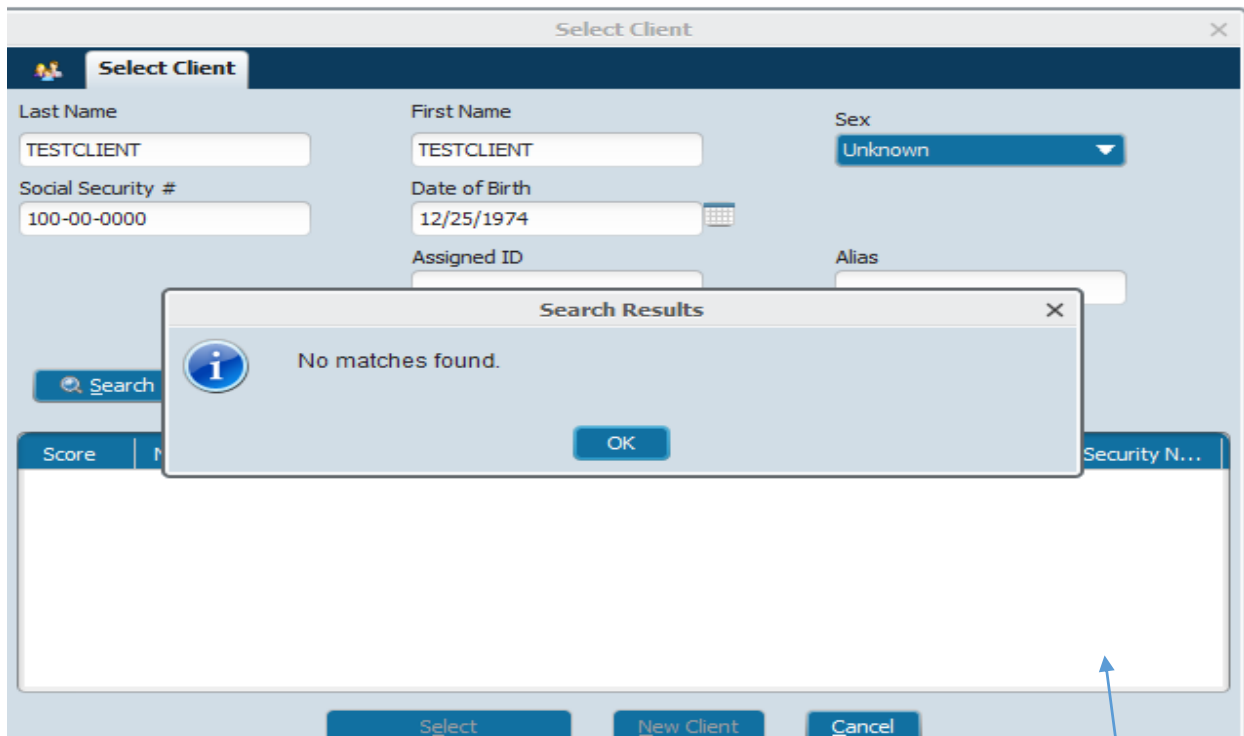
- The Admission form is used to admit clients into an episode.
- If the client is being admitted into a treatment program that is associated with CSI data, the CSI Admission form will open for submission. If a client is being admitted into a treatment program that is associated with Cal-OMS data, the Cal-OMS Admission will need to be completed.

Steps

- Open the Admission form.



- Enter the Last Name, First Name, Sex, Social Security # and Date of Birth.
- Click on Search



- If there is not a match in the system, then a No match found will appear. If there is a potential match the system will display all possible matches in the display area.
- If the client is listed in the display area, then double click on it.
- A list of all episodes that are currently open will display.

Admission #	Admit Date	Discharge Date	Program
31	04/27/2017	05/10/2017	2-1984A PIP EPISODE
30	03/04/2018		EPISODE HISA (SOS) EXPIRES 4-30-2017
29	04/04/2018	05/04/2018	Safe Harbor Crisis House EPISODE-30-17
28	06/20/2018	06/20/2018	Safe Harbor Crisis House EPISODE-30-17
17	08/11/2018	11/20/2018	2-TROUSE EPISODE
26	01/05/2018	01/05/2018	John Muir Behavioral Hosp EDPA-30-17
25	01/04/2018	02/03/2018	WPA Woodland EPISODE 4-30-17
24	08/07/2018	02/03/2018	Samuelson ACT Crisis EPISODE 4-30-17
23	01/08/2018	07/06/2018	EPISODE HISA (PSP) EXPIRES 4-30-2017
22	08/11/2017		2-EPISODE ALCOHOL & DRUGS
21	12/04/2011	12/04/2011	2-EPISODE ALCOHOL & DRUGS
20	01/17/2008	01/17/2008	Serra Vista Hospital EPISODE-30-17
19	08/19/2008	08/20/2014	2-ADDD DSM Level II DO NOT USE-INACTIVE
18	07/02/2008	05/14/2012	2-EPISODE ALCOHOL & DRUGS
17	06/26/2008	06/07/2017	EPISODE HISA (PSP) EXPIRES 4-30-2017
16	03/27/2008	06/20/2008	2-AD Srv Prp 36 (In County) DONT USE-INACTIVE
15	03/04/2008	03/04/2008	2-IRMA AC DO NOT USE-INACTIVE
14	03/04/2008	03/04/2008	2-AD Srv Prp 36 (Out-Of-County) DONT USE-INACTIVE
13	01/27/2008	01/28/2008	2-IRMA EPMA 11 (w/Behavior) DO NOT USE-INACTIVE
12	01/14/2008	03/04/2008	2-ADDD Behavior 10-INACTIVE
11	01/09/2008	03/04/2008	2-IRMA HISA Woodland DO NOT USE-INACTIVE
10	03/04/2008	03/04/2008	2-AD Alcohol OP Crisis DONT USE-INACTIVE
9	08/13/2007	03/04/2008	2-IRMA OP EPST 1P Crisis DO NOT USE-INACTIVE
8	04/02/2007	03/04/2008	2-IRMA TAT EPST HSB DO NOT USE-INACTIVE
7	04/27/2007	03/04/2008	2-IRMA HISA Crisis DO NOT USE-INACTIVE
6	04/26/2008	03/04/2008	2-IRMA W Series DO NOT USE-INACTIVE
5	04/26/2008	03/04/2008	2-IRMA OP Assessment INACTIVE
4	04/01/2008	01/21/2008	2-IRMA Safe Harbor Crisis DO NOT USE-INACTIVE
3	04/01/2008	03/04/2008	2-IRMA HSB DO NOT USE-INACTIVE
2	01/18/2008	03/04/2008	2-IRMA Crisis DO NOT USE-INACTIVE
1	01/14/2003	03/04/2008	2-AD Srv Prp 36 (In County) DONT USE-INACTIVE

- Click on Add. The system will open to the data entry form
- If there is no match, then click on New Client.

Select Client

Last Name: TESTCLIENT
 First Name: TESTCLIENT
 Sex: Unknown
 Social Security #: 100-00-0000
 Date of Birth: 12/25/1974

Avatar 2016 - Client
 Auto Assign Next ID Number?
 Yes No

Select New Client Cancel

- The system will ask to assign the next ID number.
- Click Yes. The data entry form will appear.

The screenshot shows a web application interface for an admission form. At the top, there is a navigation bar with 'Home', 'Yolo T', and 'Delete/Re-Assig'. Below this, a client profile summary is displayed: 'TESTCLIENT, YOLO (000011136)', 'M, 50, 05/06/1967', and 'Ht: 5' 11", Wt: 186 lbs, BMI: 25.9'. A blue box labeled 'MR' is positioned to the right of the client name, with a blue arrow pointing to the MR # field in the top navigation bar. The main form area is titled 'Admission' and contains various input fields and dropdown menus. On the left side, there is a sidebar with 'Admission' and 'Demographics' sections, and a 'Submit' button. The form fields include: Episode Number (33), Client Name (TESTCLIENT, YOLO), Sex (Male), Date of Birth (05/06/1967), Age (50), Pre-admit/Admission Date, Pre-admit/Admission Time (Current), Program, Type of Admission, Source of Admission, Received Copy of Client Rights (Yes/No), Admitting Practitioner, Attending Practitioner, Team Assignment, Practitioner Type, Reflections Client #, Social Security Number (000-00-0000), Perform Discharge Alert (Yes/No), Type of Alert, and Disposition.

- Record the MR # number on the admission packet.
- The Client Name field displays the client name.
- If appropriate, in the Sex field select the client's sex.
- If appropriate, in the Date of Birth field enter the client's date of birth.
- The Age field displays the client age.
- In the Pre-admit/Admission Date field, enter the admission date. This data should be the date of initial contact.
- In the Pre-admit/Admission Time field, click on Current.
- In the Program field, select the appropriate treatment program.
- In the Type Of Admission field, select the admission type (First Admission should be used for when the client is a new client or the client is coming back into our system of care within 30 days of a final discharge, readmission should be used when the client is an existing client).
- In the Source Of Admission field, select the admission source.
- In the Received Copy of Client Rights, Select Yes or No

- In the Admitting Practitioner field, enter the practitioner name that the case will be assigned to or 19 for the generic HHSA practitioner, click Process Search to select. Click OK.
- In the Attending Practitioner field, enter the practitioner name that the case will be assigned to or 19 for the generic HHSA practitioner, click Process Search to select. Click OK. (Attending practitioners can be re-assigned to the client throughout the duration of the client episode. This field is disabled when a client episode is opened for editing.)
- Leave Team Assignment field blank, unless Turning Point FSP ACT/AOT episode, in which select the appropriate team.
- In the Practitioner Type field, select the type of practitioner.
- Leave the Reflection Client # field blank.
- In the Social Security Number field, enter the client's social security number.
- No entry required for the Perform Discharge Alert field
- No entry required for the Type Of Alert field
- In the Disposition field, enter the disposition.

The screenshot shows a form with the following sections:

- Presenting Problems-Primary**: A dropdown menu with a lightbulb icon.
- Presenting Problems-Secondary**: A dropdown menu.
- Presenting Problems-Tertiary**: A dropdown menu.
- Client's Living Arrangements**: A dropdown menu with the selected option "House or apartment (includes trailers, hotels, dorms, barracks, etc.)".
- Disabilities-1**: A list of radio buttons: None (selected), Visual, Hearing, Speech, Mobility, Mental, Developmentally Disabled, Other.
- Disabilities-2**: A list of radio buttons: None, Visual, Hearing, Speech, Mobility, Mental, Developmentally Disabled, Other.
- Disabilities-3**: A list of radio buttons: None, Visual, Hearing, Speech, Mobility, Mental, Developmentally Disabled, Other.
- Current Medications - 1, - 2, - 3**: Three dropdown menus.
- Advanced Directive**: Radio buttons for Yes and No.
- Advanced Directive Note**: A large text area with a scroll bar.

- In the Presenting Problem –Primary, Secondary and Tertiary fields, enter problems accordingly.
- In the Client’s Living Arrangements field, Select the appropriate living arrangement
- In the Disabilities-1 field, Select disabilities
- No entry is required for Current Medication -1,-2,-3 fields
- For the Advanced Directive field, Select Yes or No

The screenshot shows a software interface with a left-hand side navigation menu. The menu items are:

- Admission (highlighted in green)
- Hospital Admissions Only
- Demographics
- Client Demographics
- Inpatient/Partial/Day T...

Below the menu is a blue "Submit" button and a row of six icons: a star, a document, a speech bubble, a red circle with a white 'X', a group of people, and a yellow star.

- Select Demographics on the left hand side tab

Please turn your CAPS LOCK ON.

- In Client Last Name field, enter the last name of the client (this should match to the Medi-Cal Swipe if there is one).
- In Client First Name field, enter the first name of the client (this should match to the Medi-Cal Swipe if there is one).
- In Client Middle Initial field, enter the initial of the client
- In the Suffix field, select the appropriate suffix if applicable.
- In the Prefix field, select the appropriate prefix if applicable.
- In the Alias field, enter any alias names the client had used. This is where you would enter the name provided, if it doesn't match Medi-Cal swipe.
- In the Remarks field, enter any remarks if applicable.

Client's Billing Address - Street
137 N COTTONWOOD

Client's Billing Address - Street 2

Client's Billing Address - Zip code
95695

Client's Billing Address - City
Woodland

Client's Billing Address - State
CALIFORNIA

Client's Billing Address - County

Client's Home Phone
530-555-5555

Client's Work Phone

Client's Cell Phone
530-666-6666

Client's Email Address

Communication Preference

Email Regular Mail Home Phone

Work Phone Cell Phone

Physical Address-Street (if different than billing address)

Physical Address-City (if different than billing address)

- In the Client's Billing Address- Street field, enter the client billing street name.
- In the Client's Billing Address- Street 2 field, enter the client billing apartment number.
- In the Client's Billing Address- Zip code, enter the client billing Zip code.
- The System will auto generate, the City, State and County fields.
- In the Client's Home Phone/Work Phone/Cell Phone fields, enter the client phone number details.
- In the Client's Email Address field, enter the client's email address if available.
- In the Communication Preference field, select the appropriate preference.
- In the Physical Address-Street and City fields, enter the client's physical address if different from the billing address.

Client Declined To Provide Information On The Following

Ethnic Origin Race Language

Primary Language
English

Client Race
White

Ethnic Origin
Not Hispanic

Religion
Baptist

Place Of Birth
WOODLAND

Country Of Origin
United States

Maiden Name

Mother's Maiden Name

Marital Status
Married

Education
12 Years

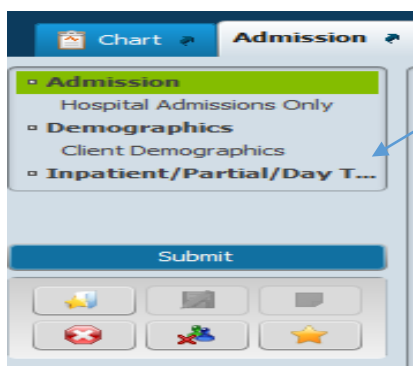
Employment Status
Not In Labor Force - Other ...

Occupation
Never Employed

Smoker

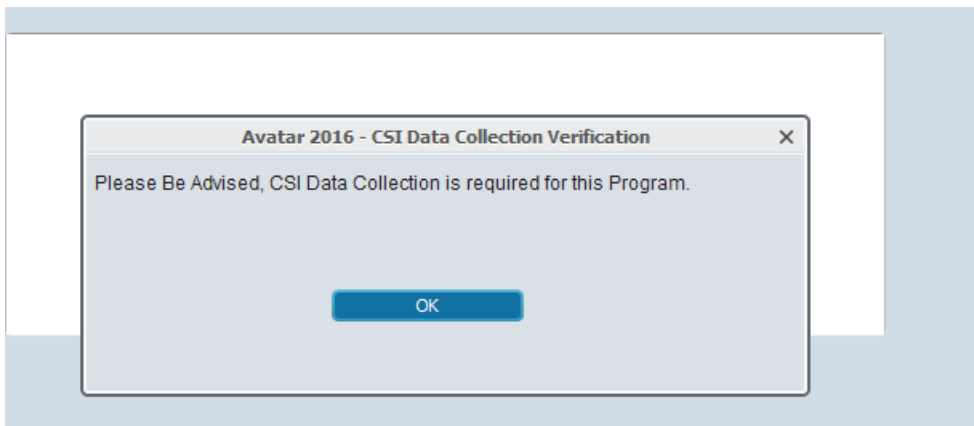
Smoking Status Assessment Date

- In the Primary Language field, select the appropriate language. If the client declined to provide information, then check the box under Client Declined to Provide Information On the Following field.
- In the Client Race field, select the appropriate race. If the client declined to provide information, then check the box under Client Declined to Provide Information On the Following field.
- In the Ethnic Origin field, select the appropriate ethnicity. If the client declined to provide information, then check the box under Client Declined to Provide Information On the Following field
- In the Religion field, select the appropriate religion.
- In the Place of Birth field, enter City, State, if born outside of the United States enter equivalent information.
- In the Country of Origin, select the appropriate country.
- If the client has been identified as a female, the Maiden name field will be available for input. Enter the client's maiden name (Birth Name). If the client is a Male, this field will be greyed out and not available.
- In the Mother's Maiden Name field, enter the mother's last name prior to marriage (Birth Name).
- Complete the Marital, Education, Employment Status and Occupation fields.
- In the Smoking Status Assessment Date field, enter the date the intake packet was completed and signed.
- For Inpatient or Day Treatment Facilities, click on the Inpatient/Partial/Day Treatment tab

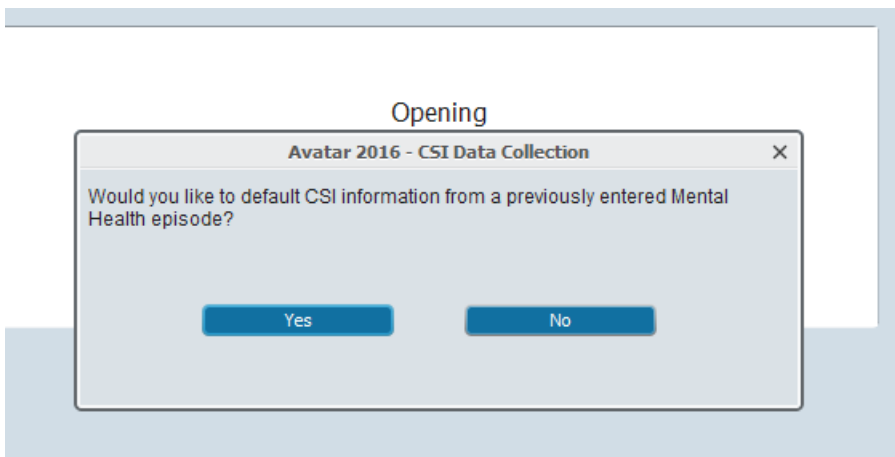


- In the Unit field, select an available unit
- In the Room field, select an available room
- In the Bed field, select an available bed
- In the Room and Board Billing Code, select the appropriate billing code
- The remaining fields are not used.
- When the admission data entry is complete, click SUBMIT.

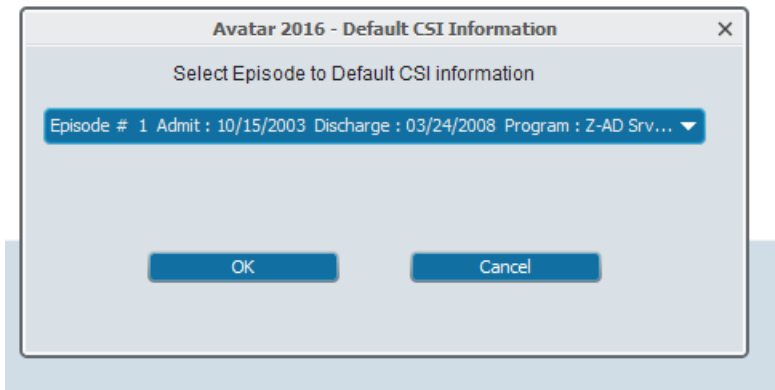
CSI Admission



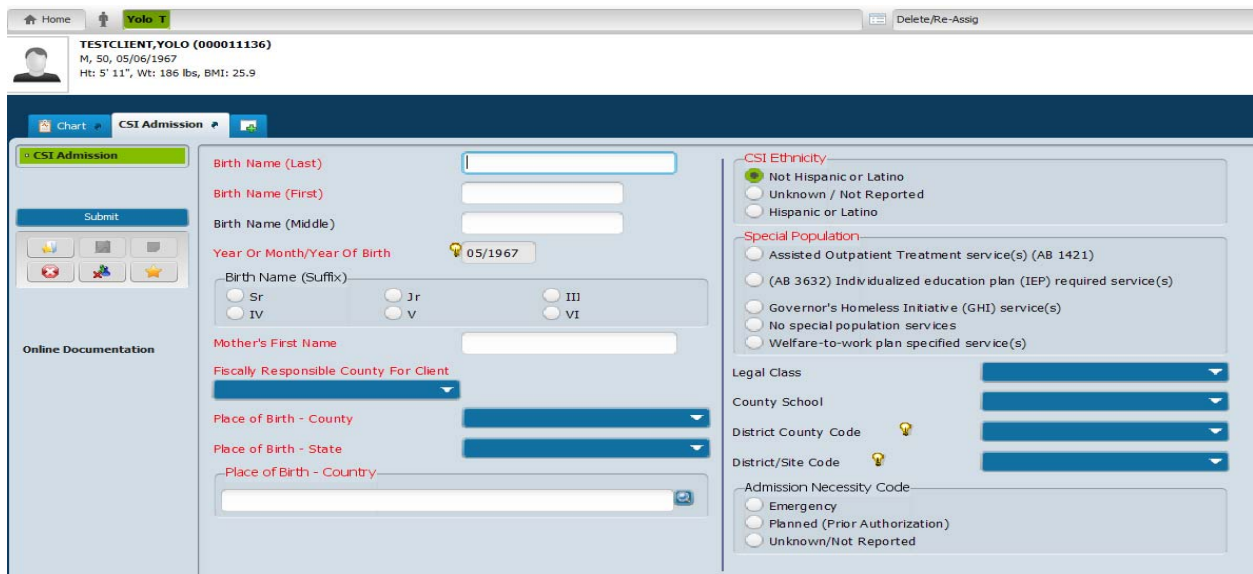
- An information box will appear informing of a CSI Data Collection, if the episode is a CSI reportable admission.
- Click OK
- If there is exiting CSI data in another episode, the system allows you to default data in.



- Select Yes for defaulting data into the new episode or No to start a new admission.



- If Yes is selected, then the system will provide a list of episodes that can be defaulted in. Select the required episode information and click on OK.



- If default was selected, then the fields would be auto populated with previous information. The information in the CSI admission should be verified and updated accordingly.
- For New CSI Admissions, in the 'Birth Name' fields, enter the client's name given at birth. Note, this may be different from the current name.
- In the Mother's First Name field, enter the mother's information.
- In the Fiscally Responsible County for Client field, select the county that is fiscally responsible for the client. This can be obtained from the Medi-Cal swipe.
- In the 'Place of Birth' - County field, select the client's birthplace county. If the client was born outside of the state of California, select Not California County, if the client declines to provide this information, enter Unknown County.

- In the 'Place of Birth' - State field, select the client's birthplace state. If the client was born outside of the US, select Not US State, if the client declines to provide this information, enter Unknown State.
- In the 'Place of Birth' - Country fields, select the client's birthplace country, if the client declines to provide this information, enter Unknown County
- In the CSI Ethnicity field, select the client's ethnicity.
- In the Special Population field, select the client's special population information.
- In the Legal Class field, select the client's legal class.
- In the County School field, select the county school.
- In the District County Code and District/Site code fields, select the county and site.
- In the Admission Necessity Code field, select the admission necessity.

The screenshot shows a web form with the following sections:

- Is Substance Abuse Affecting Mental Health?** with radio buttons for Yes, No, and Unknown.
- Are Developmental Disabilities Affecting Mental Health?** with radio buttons for Yes, No, and Unknown.
- Are Physical Health Disorders Affecting Mental Health?** with radio buttons for Yes, No, and Unknown.
- Conservatorship/Court Status:** a list of radio button options including Temporary Conservatorship, Lanterman-Petris-Short, Murphy, Probate, PC 2974, Representative Payee Without Conservatorship, Juvenile Court, Dependent of the Court, Juvenile Court, Ward - Status Offender, Juvenile Court, Ward - Juvenile Offender, Not Applicable, and Unknown/Not Reported.
- Preferred Language:** a dropdown menu.
- Race (Select Up To Five):** a list of checkboxes for American Indian or Alaska Native, Asian Indian, and Black or African American.
- Number of children less than 18 years of age that the client cares for / is responsible for at least 50% of the time:** a text input field.
- Number of dependent adults 18 years of age and above that the client cares for / is responsible for at least 50% of the time:** a text input field.

- In the Substance Abuse Affecting Mental Health, Are Developmental Disabilities Affecting Mental Health and Are Physical Health Disorders Affecting Mental Health fields, select how the client conditions affect their mental health.
- In the Conservatorship/Court Status field, select the client status.
- In the Preferred Language field, select the client's language.
- In the Race (Select Up to Five) field, select the client's race.
- In the 'Number of children less than 18 years of age' field, enter the number of children.
- In the 'Number of dependent adults 18 years of age and above' field, enter the number of defendants.

- Click Submit.

- If the CSI needs to be updated within the episode at a later date or has been missed. Select menu path Avatar PM>Client Management>Client Information>CSI Admissions.