

Avatar Corrections

Client Entered into the Wrong Program or Incorrect Admission Date Entered

1. Search Forms for "Change Program/Admission Date" & Select

Search Forms 2021-01-21

change program

Name	Menu Path
Change Program/Admission Date	Avatar PM / System Maintenance / Client Maintenance

2. Enter Client ID or Client Name & Select

Client ID

testing

Results

TESTING,CLIENT (13138)

3. Select the Episode Number that you are trying to correct (only episodes your program has access to will display)

Episode Number

Episode # 16 Admit : 07/01/2019 Discharge : 11/30/2020 Program : Progress House-Camino Perinatal-R31

4. Enter correct admission date/program (only episodes your program has access to will display)

- a. If correcting Admission Date, enter New Admission Date

New Admission Date

Today Yesterday

- b. If correcting Program, select New Program using drop down option

New Program

Progress House-Garden Valley W+C-R31

5. Click Submit

Change Program/Admis...

Submit

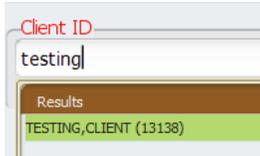
Wrong Discharge Date Entered

1. Search Forms for “Delete Last Movement” & Select



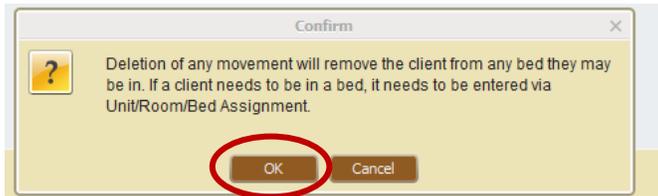
The screenshot shows a search interface with a search bar containing 'delete last movement'. Below the search bar, a list of results is displayed. The first result, 'Delete Last Movement', is highlighted in green and circled in red.

2. Enter Client ID or Client Name & Select



The screenshot shows a search interface with a search bar containing 'testing'. Below the search bar, a list of results is displayed. The first result, 'TESTING,CLIENT (13138)', is highlighted in green.

3. Notification will pop up. Select ‘OK’



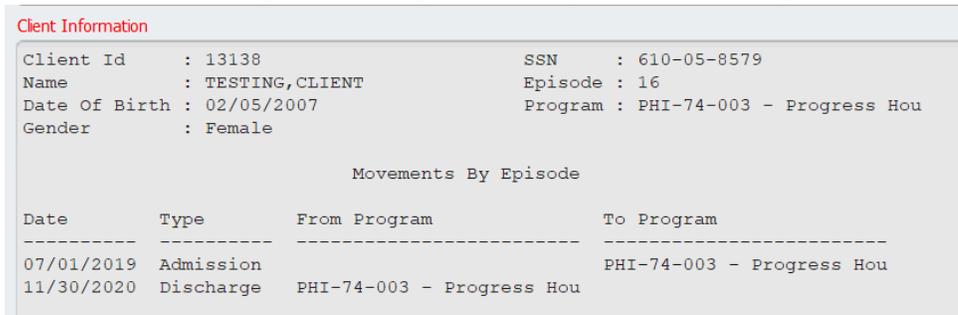
The screenshot shows a 'Confirm' dialog box with a question mark icon. The text inside the dialog box reads: 'Deletion of any movement will remove the client from any bed they may be in. If a client needs to be in a bed, it needs to be entered via Unit/Room/Bed Assignment.' The 'OK' button is circled in red.

4. Select the Episode Number that you are trying to correct (only episodes your program has access to will display)



The screenshot shows a search interface with a search bar containing 'Episode Number'. Below the search bar, a list of results is displayed. The first result, 'Episode # 16 Admit : 07/01/2019 Discharge : 11/30/2020 Program : Progress House-Camino Perinatal-R31', is highlighted in green.

5. Client Information will display. Ensure you have the correct client/episode by reviewing the information, including the discharge date that you need to change.



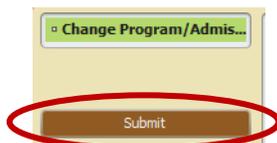
The screenshot shows a 'Client Information' section with the following details:

Client Id	: 13138	SSN	: 610-05-8579
Name	: TESTING,CLIENT	Episode	: 16
Date Of Birth	: 02/05/2007	Program	: PHI-74-003 - Progress Hou
Gender	: Female		

Below the client information is a table titled 'Movements By Episode':

Date	Type	From Program	To Program
07/01/2019	Admission		PHI-74-003 - Progress Hou
11/30/2020	Discharge	PHI-74-003 - Progress Hou	

6. Click Submit.



The screenshot shows a form with a search bar containing 'Change Program/Admis...'. Below the search bar, a 'Submit' button is circled in red.

7. The episode will now be re-opened and you will need to follow the regular discharge process to discharge the client with the correct discharge date.