Clients Changing Facilities following an Assessment

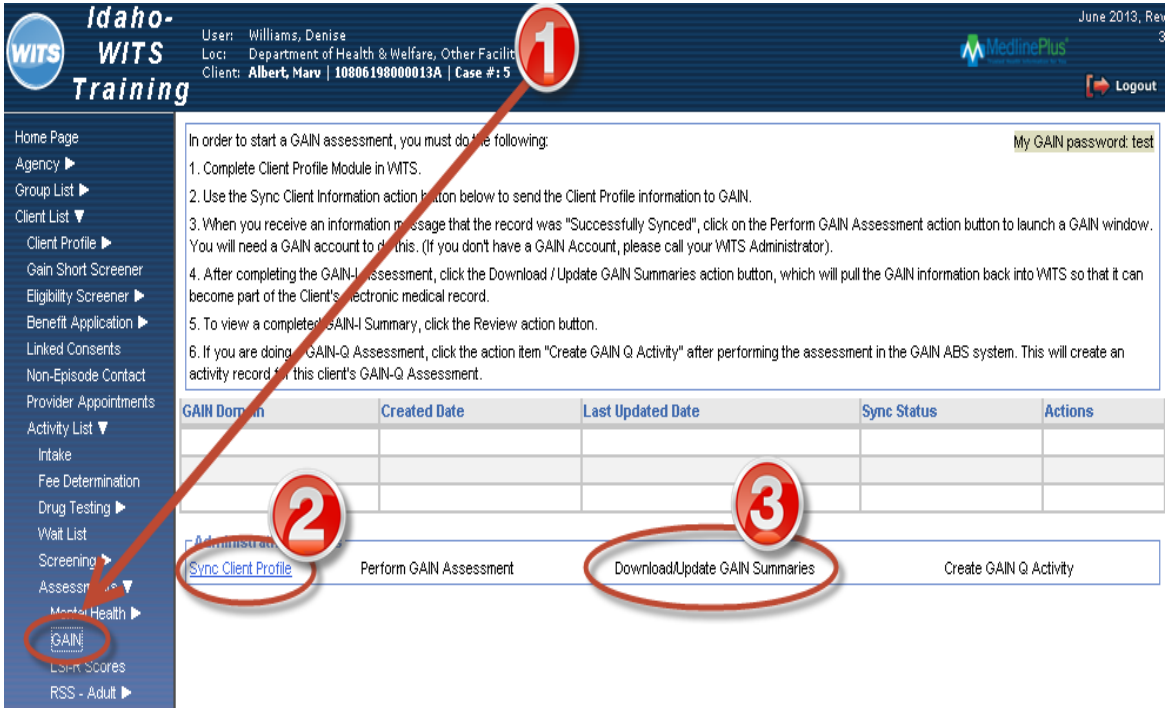
Download the GAIN-I Summary

These instructions should be used ONLY after a GAIN-I assessment has been completed and the client will be changing facilities for continued services.

1. **Getting here:** Login, select **Facility 1**, select **Client List** from left menu to generate the Client Search Screen, find client, select **Activity List,** select **Assessment** and select **GAIN.**

2. Select **Sync Client Profile**.

3. Select **Download/Update GAIN-I Summaries**.



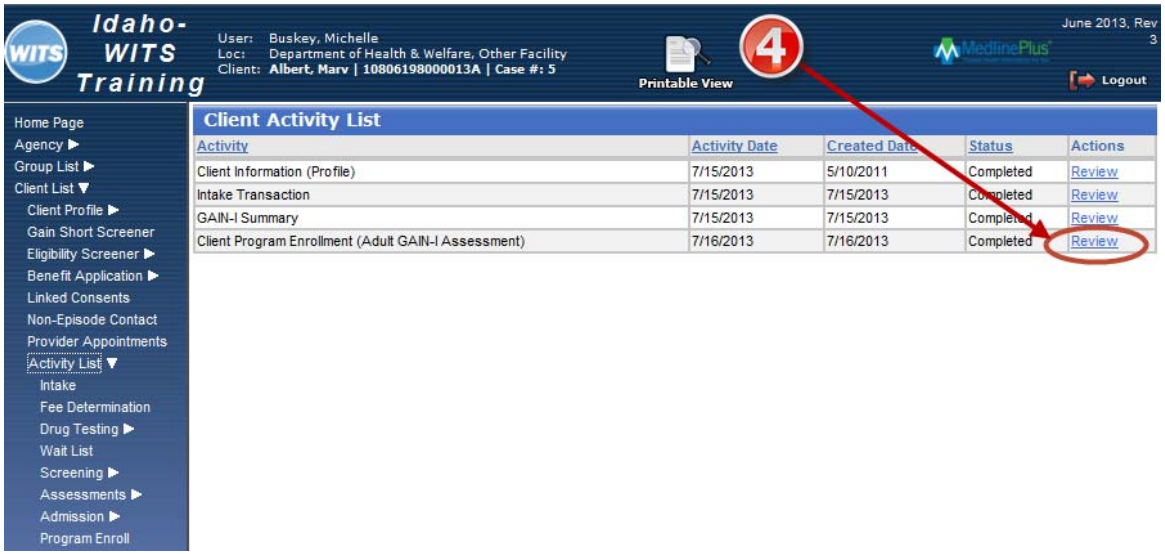
Close the Assessment Program Enrollment

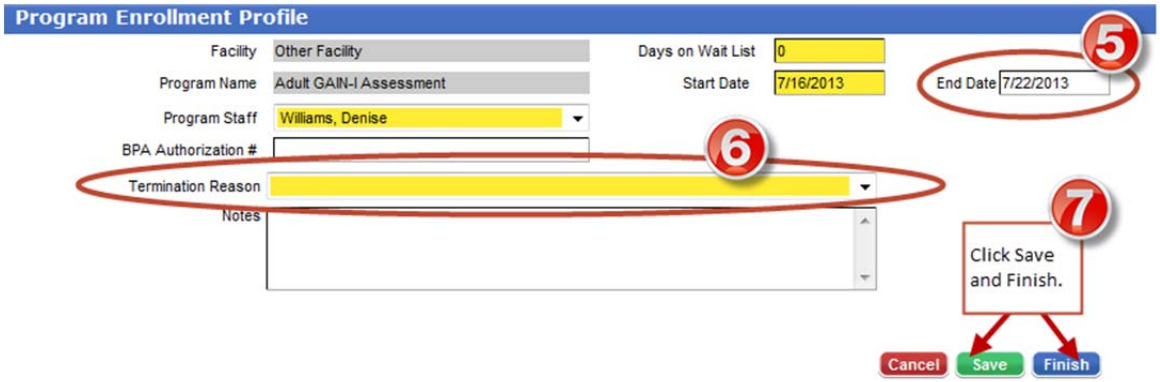
4. **Review** the Client Program Enrollment for the GAIN-I Assessment.

5. Enter the **End Date**

6. Select the **Termination Reason**.

7. Click **Save** and click **Finish.**

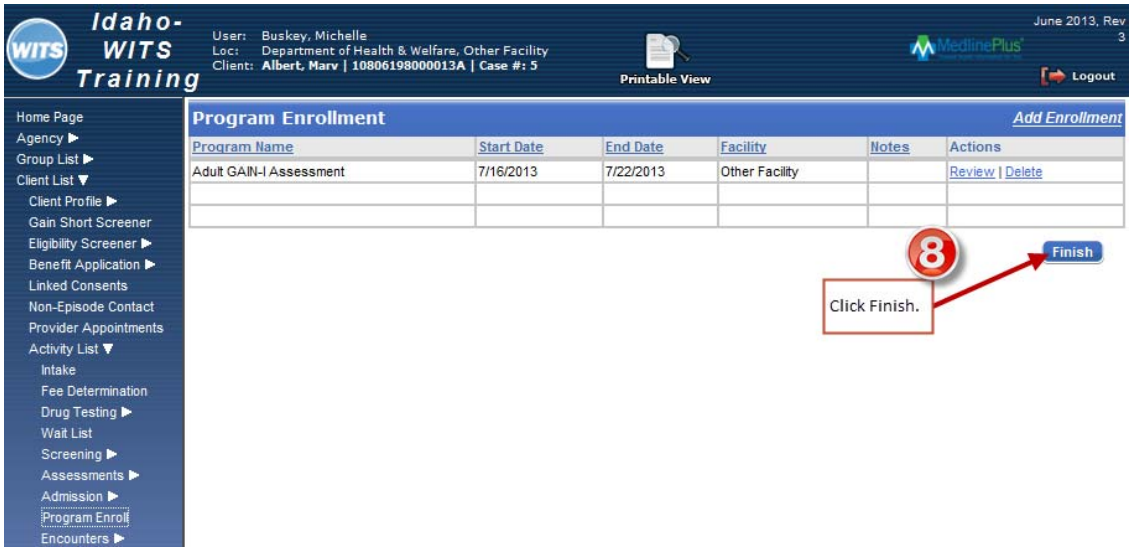


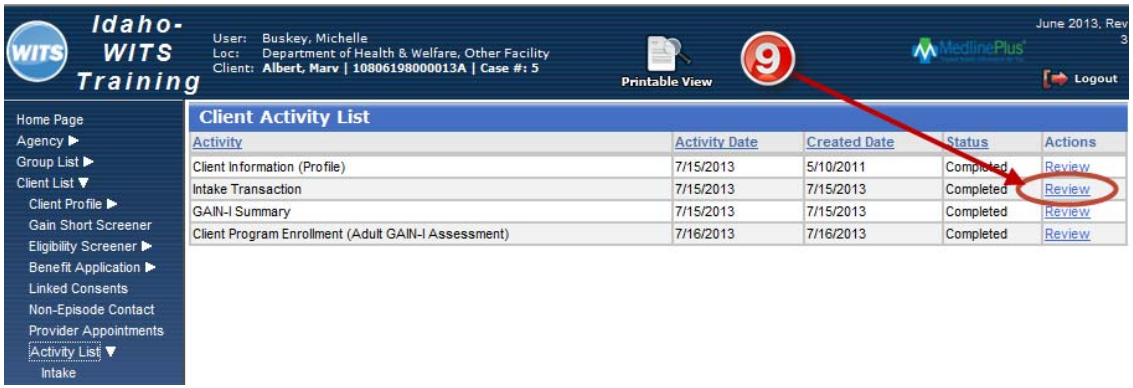


Close the Intake

8. Click **Finish** to return to the Activity List.

9. **Review** the Intake.





10. Enter **Date Closed**.

11. Click **Save & Close the Case**.

12. Click **Finish**.

13. The case is closed and the Intake is Read Only.

Intake Case Information for Albert, Marv

Intake Facility: Other Facility
Intake Staff: Williams, Denise
Initial Contact: Appointment
County of Res.: CARIBOU
Source of Referral: Health Care Provider
Referral Contact:
Add Referral Contact Info

Case #: 5
Case Status: Open Active
Date of First Contact: 7/15/2013
Intake Date: 7/15/2013
Pregnant: Not Applicable Due Date:
Priority Population: IDHW
HIV Tested?:
Past IV Drug Use: No

Presenting Problem (In Client's Own Words): Need help because I cannot stop on my own

Inter-Agency Service: Child Protective Services (CPS), Court/Legal Interface, Developmental Disabilities, Domestic Violence
Inter-Agency Service Selected: *None
Domains:
Selected Domains: Substance Abuse

Date Closed: 7/22/2013 Save & Close the Case

Click Finish.

Cancel Save Finish

Intake Case Information for Albert, Marv

Intake Facility: Other Facility
Intake Staff: Williams, Denise
Initial Contact: Appointment
County of Res.: CARIBOU
Source of Referral: Health Care Provider
Referral Contact:

Case #: 5
Case Status: Closed
Date of First Contact: 7/15/2013
Intake Date: 7/15/2013
Pregnant: Not Applicable Due Date:
Priority Population: IDHW
HIV Tested?:
Past IV Drug Use: No

Presenting Problem (In Client's Own Words): Need help because I cannot stop on my own

Inter-Agency Service: Child Protective Services (CPS), Court/Legal Interface, Developmental Disabilities, Domestic Violence
Inter-Agency Service Selected: *None
Domains:
Selected Domains: Substance Abuse

Date Closed: 7/22/2013

Finish

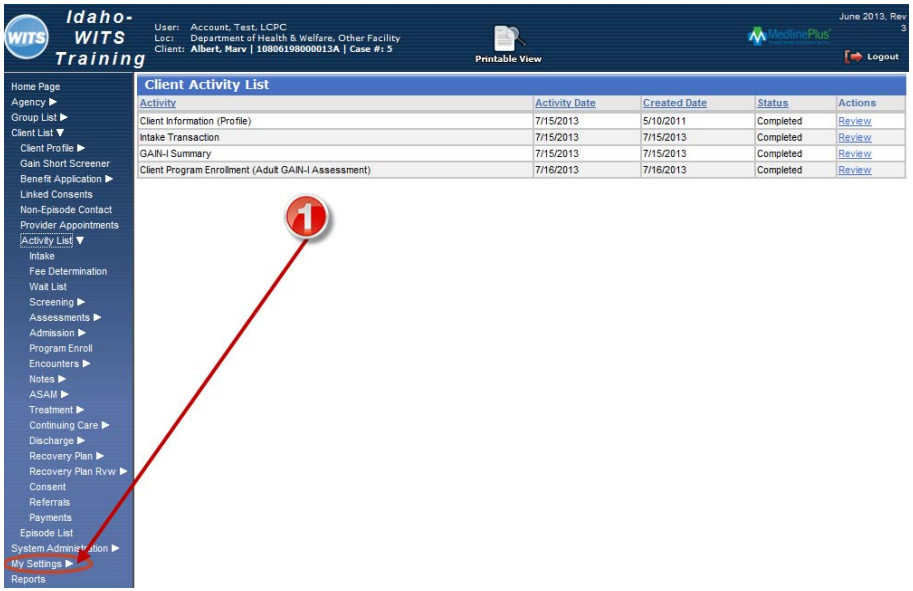
Change Facilities

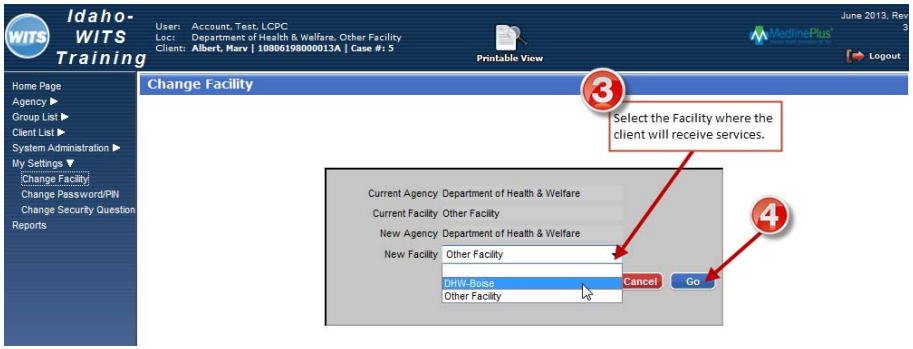
1. Click **My Settings**.

2. Click **Change Facility**.

3. Select the **Facility** where the client will receive services.

4. Click **Go**





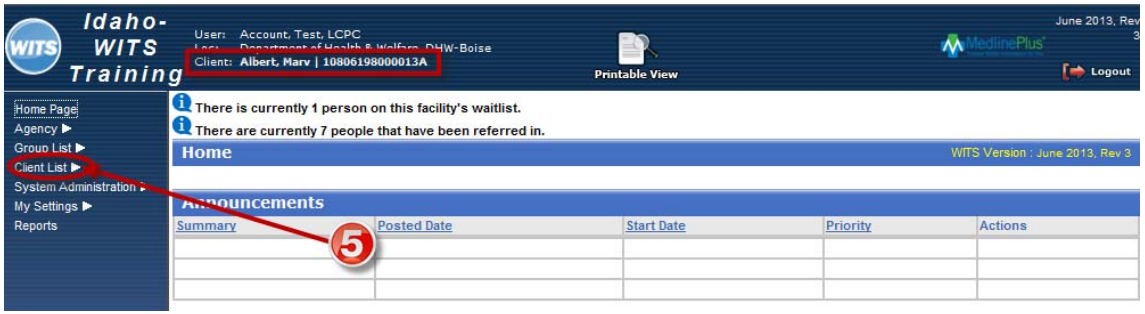
Create the Intake, Admission, and Program Enrollment

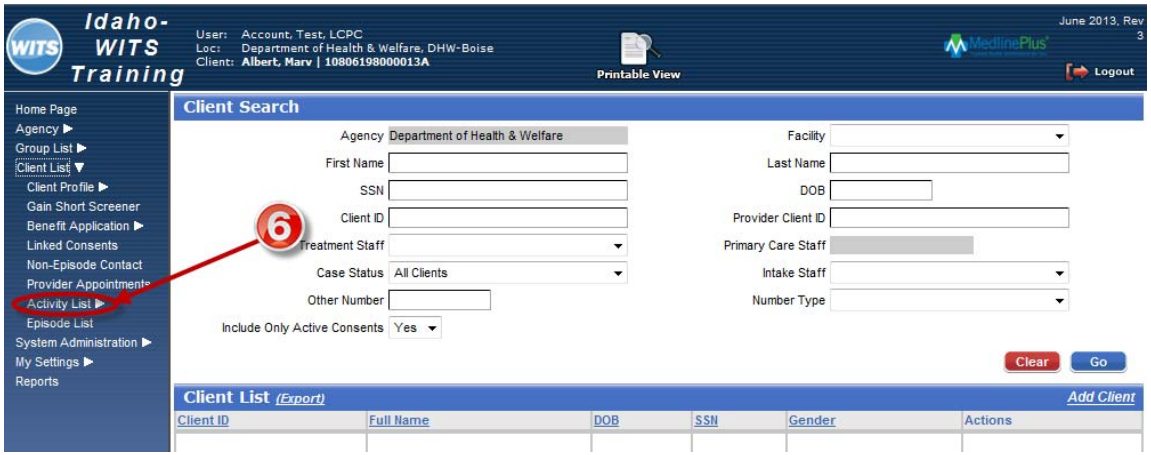
5. Click **Client List**.

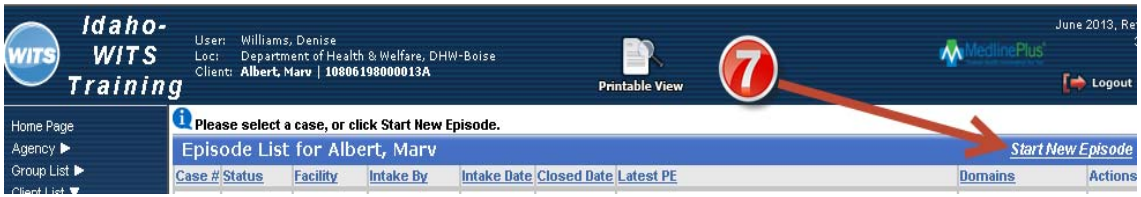
   NOTE: the client is still selected, and the other Facility is listed at the top of the screen.

6. Click **Activity List**.

7. Click **Start New Episode**



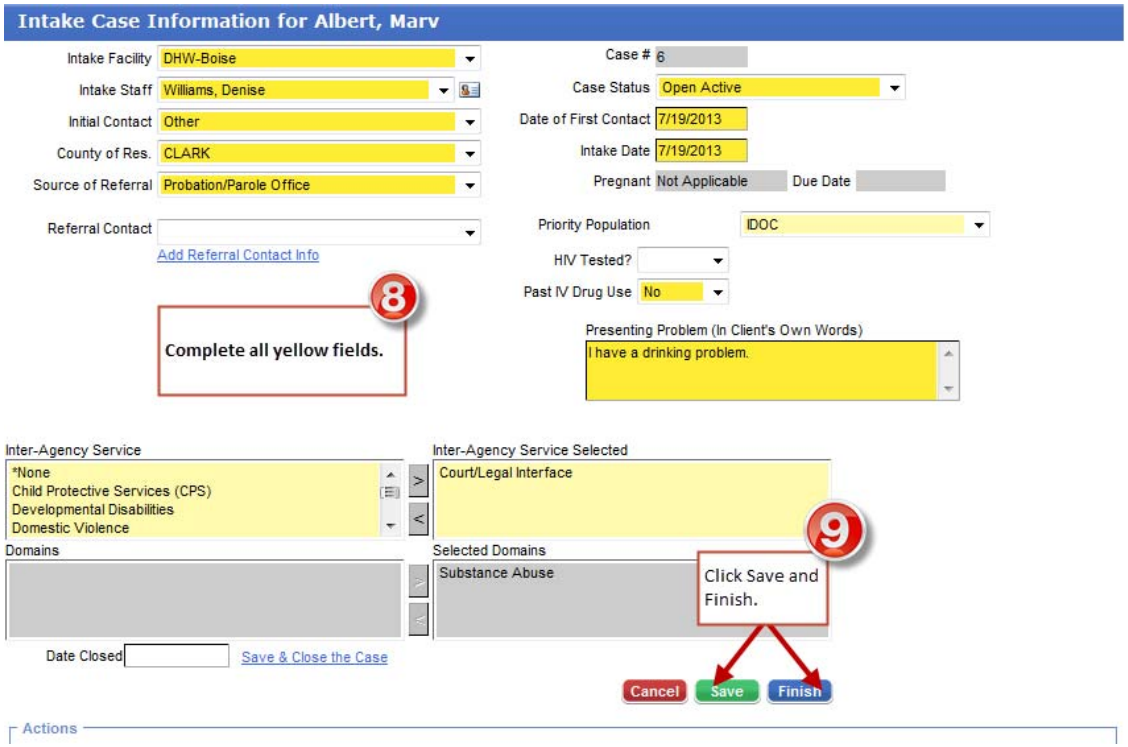


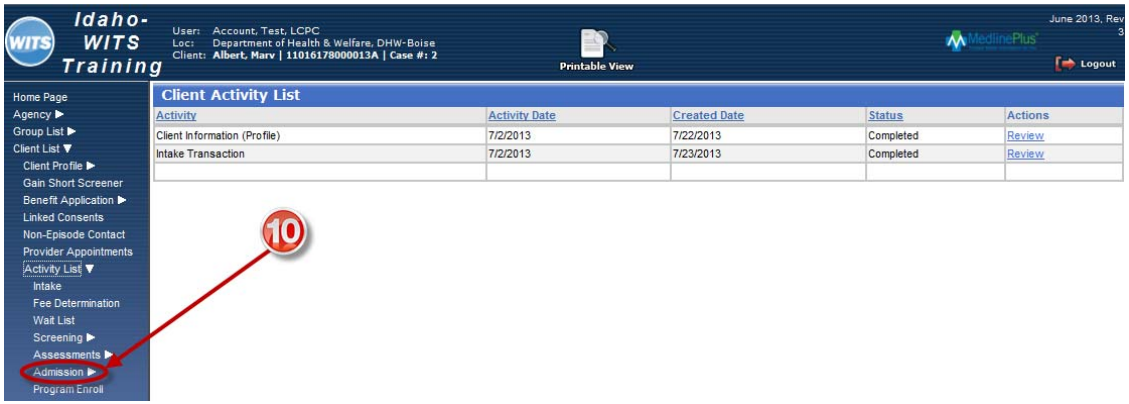


8. **Complete all yellow fields** on the Intake.

9. Click **Save** and **Finish** to return to the Activity List.

10. Click **Admission**.





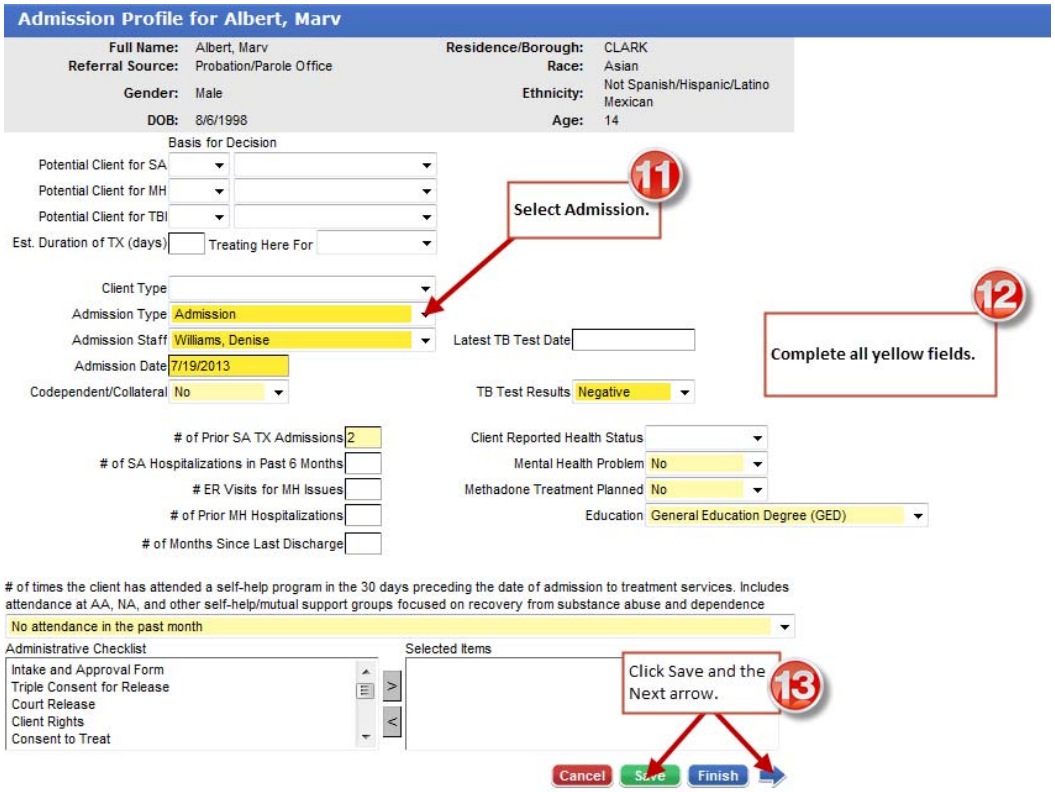
11. Select **Admission** as the Admission Type.

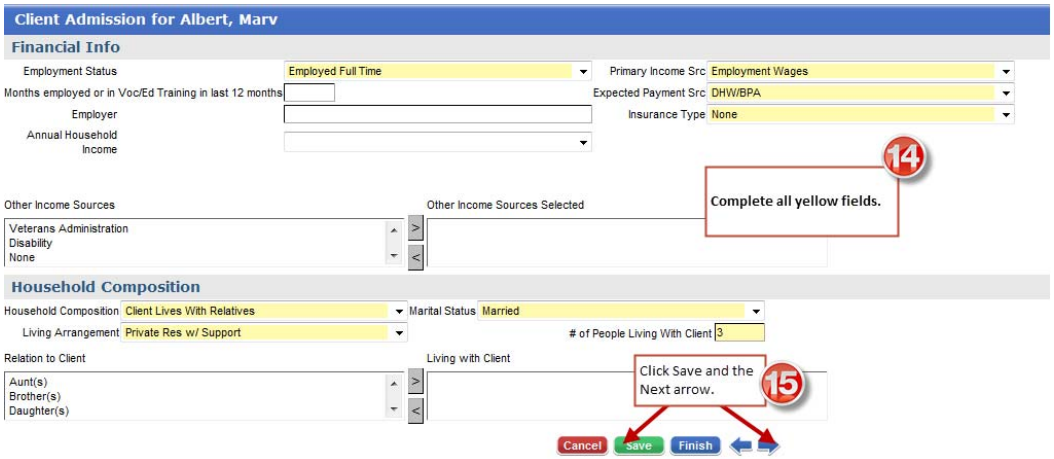
12. **Complete all other yellow fields** on the Admission Profile.

13. Click **Save** and .

14. **Complete all yellow fields** on the Admission Financial/Household.

15. Click **Save** and .





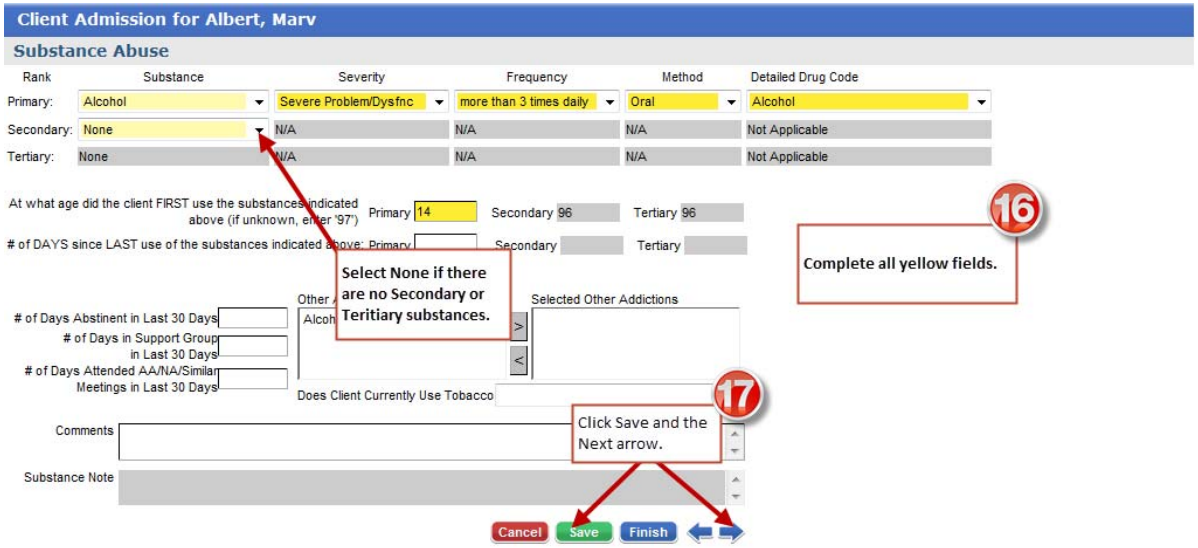
16. **<u>Complete all yellow fields</u>** on the Admission Substance Abuse.

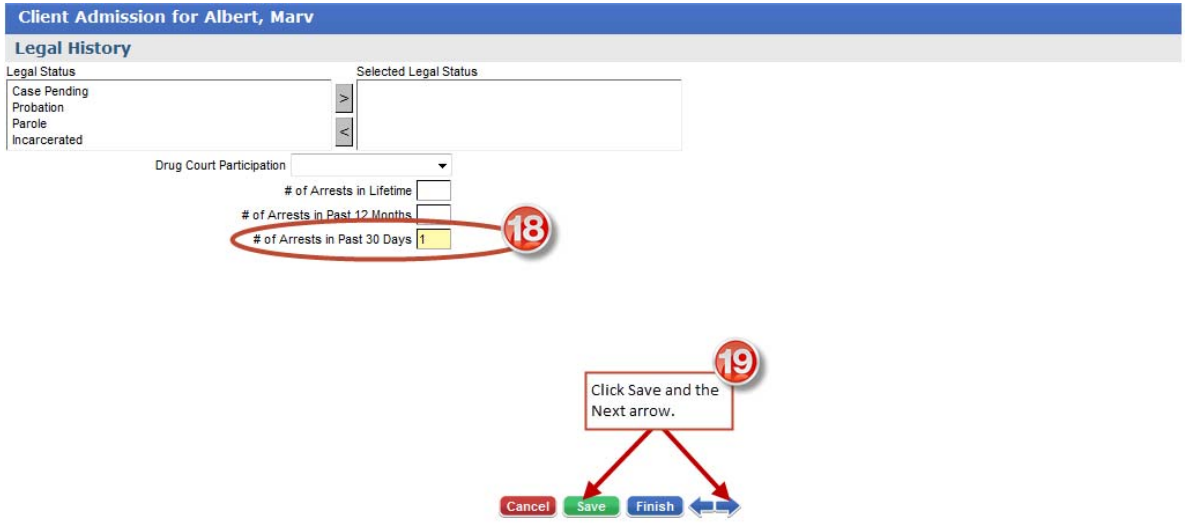
NOTE: select None if there are no secondary or tertiary substances reported by the client.

17. Click **<u>Save</u>** and .

18. Complete **<u># of Arrests in Past 30 Days.</u>**

19. Click **<u>Save</u>** and .



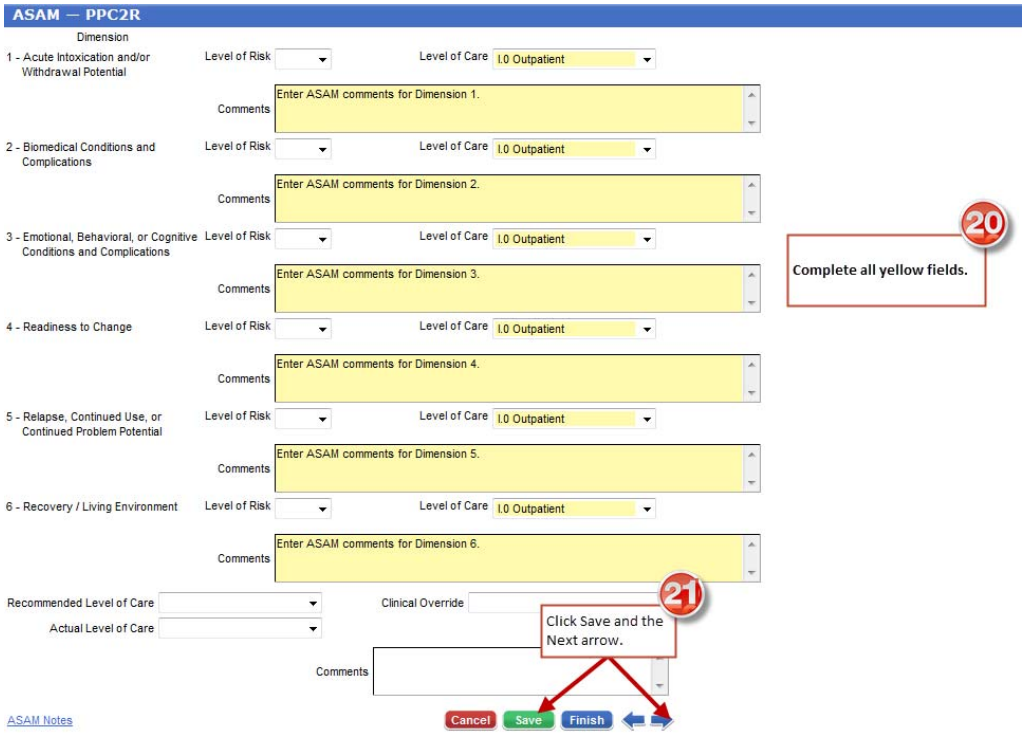


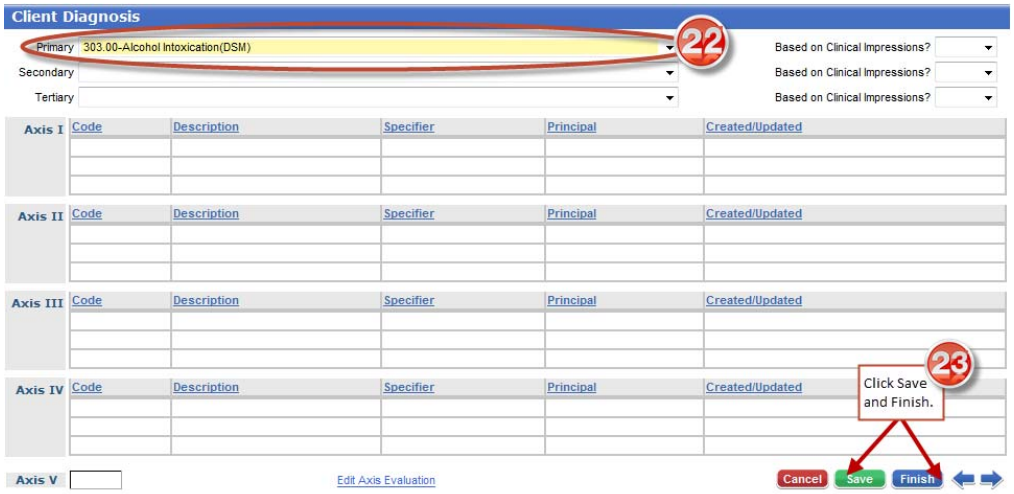
20. **Complete all yellow fields** on the Admission ASAM.

21. Click **Save** and ➡ .

22. Complete **Primary Diagnosis.**

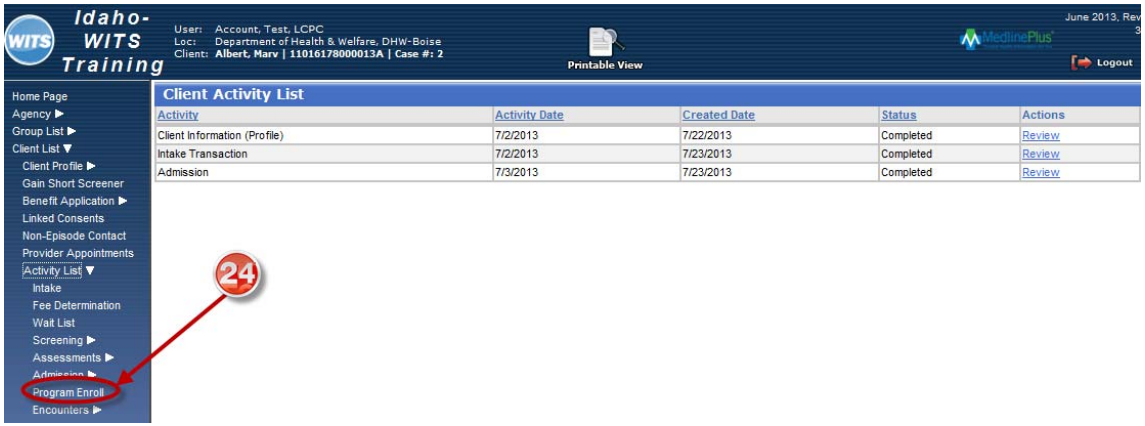
23. Click **Save** and **Finish** to return to the Activity List.





24. Click **<u>Program Enrollment</u>**.

25. Click **<u>Add Enrollment.</u>**



26. Enter **Days on Wait List**.

27. Select **Program Name**.

28. Click **Save** and **Finish**.

This is the initial admission. The enrollment admission status values are collected on Admission screens.

Program Enrollment Profile

Facility: DHW-Boise
Days on Wait List: 0
Program Name: Adult Outpatient
Start Date: 7/24/2013
End Date:
Program Staff: Williams, Denise
BPA Authorization #:
Termination Reason:
Notes:

Once the Treatment Program is selected, the TEDS/NOMS information from the Admission displays.

TEDS/NOMS Status at Program Enrollment (7/24/2013)

Enrollment Type	Initial Admission	DSM Diagnosis	290.43-Vascular Dementia, With Depressed Mood(DSM)		
# of Arrests in Last 30 Days	1	Marital Status	Married	Primary Income Src	Other
Pregnant at Enrollment	No	Living Arrangement	Hospital - Non-Psychiatric	Expected Payment Src	Medicaid
Methadone Used as Part of Tx	No	Employment Status	Employed Full Time	Health Insurance	Medicaid
Psychiatric Problem in Addition to Alcohol/Drug Problem	Yes	Highest Education Level Completed	11th Grade		

	Primary Drug	Secondary Drug	Tertiary Drug
Drug Type	Alcohol	None	None
Detailed Drug	Alcohol	Not Applicable	Not Applicable
Freq of Use	3-6 times per week	N/A	N/A
Route of Intake	Oral	N/A	N/A
Age of First Use	1	96	96

Click Save and Finish.

Actions
Complete TEDS/NOMS Disenroll Status
Enroll in Concurrent Program

Cancel Save Finish