



Division of Public and Behavioral Health Policy

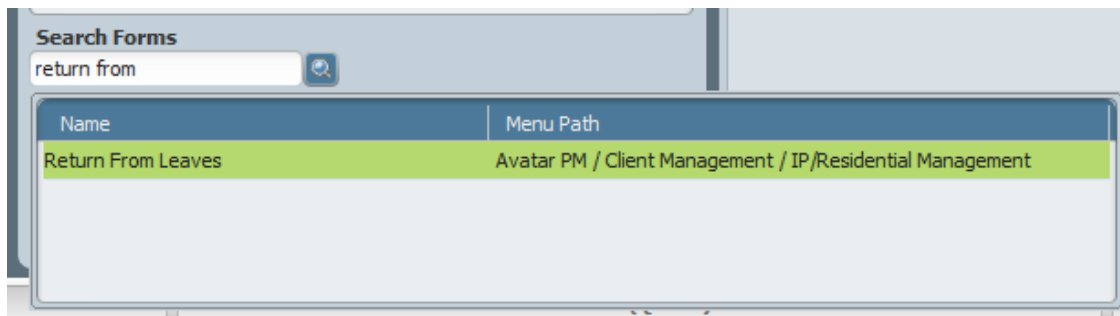
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1.0 Policy

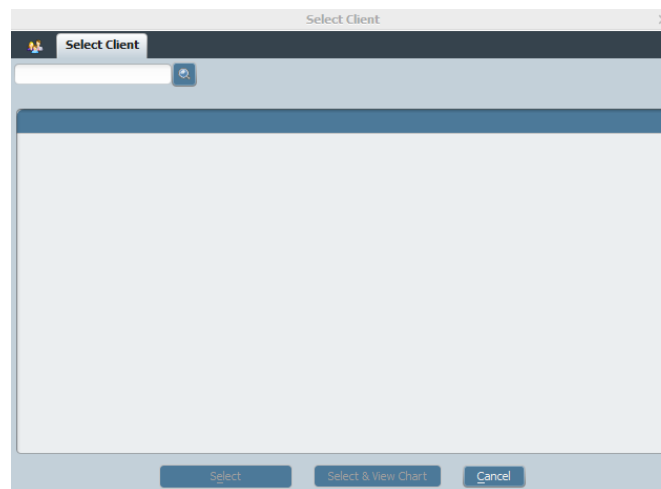
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

2.0 Procedure

1. On the Search Forms field type Return from Leaves.
 - a. Smart search lists all the results that match the search criteria.



2. Select Return From Leaves from the search results.
 - a. Select Client window pops up.



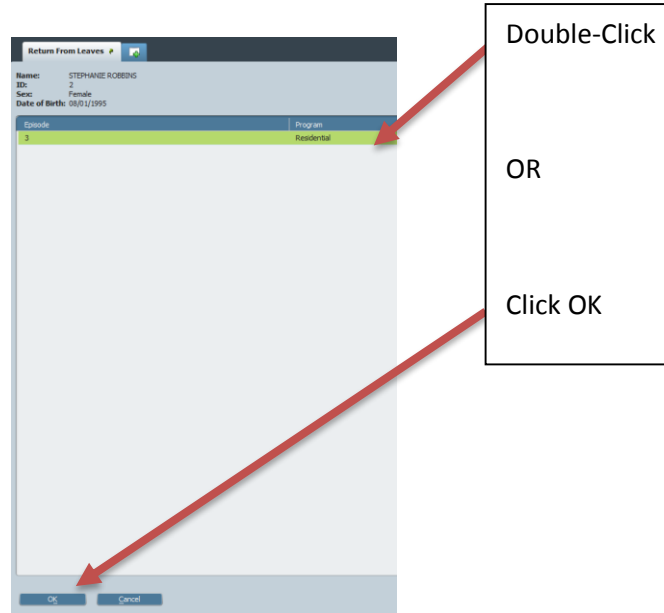
3. Search for an inpatient client by typing client ID or last name.
 - a. Search results display on the window.
 - b. You must select a client who's on leave at the present date and time.



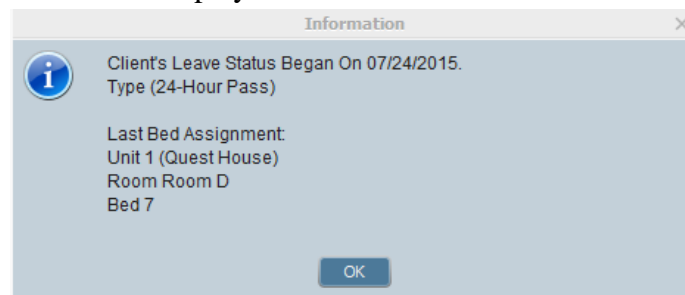
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- Choose the correct episode the leave pertains to by double-clicking on the highlighted episode or highlighting the episode and clicking OK at the bottom of the screen.
- Leaves form opens and Type Of Leave From, Unit From, Unit, Room and Bed fields already display the client's information.



- Client leave information box will be displayed. Click OK.



- Click on the T button on the Return Date field.
 - Today's date displays on the field.
- Click on the Current button on the Return Time field.
 - Current time displays on the field.
- Select a Reason for Closure of Leave from the drop-down menu.
 - Drop-down menu lists client's values for this menu.



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Return Date <input type="text"/> <input type="button" value="T"/> <input type="button" value="Y"/>	Return Condition Description <input type="text"/>
Return Time <input type="text"/> <input type="button" value="Current"/>	Unit Quest House
Type Of Leave From 24-Hour Pass	Room Room D Bed 7
Unit From Quest House	Licensed/Unlicensed Licensed
Reason For Closure Of Leave Return From Leave	Room And Board Billing Code (101) Room + Board
Return Condition <input type="text"/>	Daily Charge Code <input type="text"/>

10. Choose Room and Board Billing Code.

11. Click Submit.

a. Data files and form closes.