



Division of Public and Behavioral Health Policy

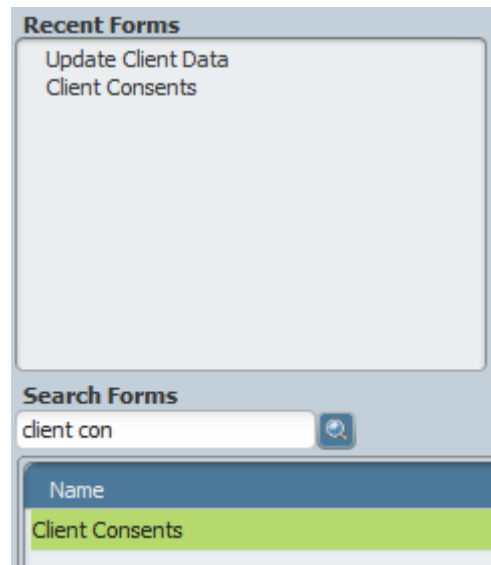
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1.0 Policy

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. In the Search Forms field, type Client Consents.
 - a. Double click on the highlighted green section that says Client Consents to continue:



2. The Select Client Screen will pop-up.
 - a. Search by Client ID # or Last Name.
 - b. Double-click on client name.



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Select Client

robb

Results

STEPHANIE ROBBINS (000000002)

3. If the client has more than one episode, the Client Episodes Screen will open.
 - a. Double-click on the correct episode.
4. The Clients Consents screen will open.

Client Consents

Submit

Exclude Client From Reports?

Yes No

Manage Consents

View Consents

Select Consent To Print

Print

5. ALWAYS choose NO for Exclude Client From Reports.
 - a. If YES is marked, the reports ran for your facility will be inaccurate.

Client Consents

Submit

Exclude Client From Reports?

Yes No

Manage Consents

View Consents

Select Consent To Print

Print

Online Documentation

6. Click Manage Consents to add new entries to edit previous entries.



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- a. If you need to view the consents on file, click view consents. A report will display with the current consent data.

The screenshot shows a web interface for managing client consents. On the left, there is a sidebar with a 'Client Consents' header, a 'Submit' button, and several icons. The main area contains a form with a dropdown menu, a radio button selection for 'Exclude Client From Reports?' (with 'No' selected), a 'Manage Consents' button (highlighted with a red box and a red arrow), a 'View Consents' button, a 'Select Consent To Print' dropdown, and a 'Print' button. The bottom left corner of the interface says 'Online Documentation'.

7. The Manage Consents window will open.

The screenshot shows a table with the following columns: Consent Type, Status, Consent Date, Reason for Consent, Last Review Date, Signed receipt on File, and Comments. The first row has a red box around the 'Consent Type' cell, which contains the text 'Active (A)'. The other cells in the first row are empty.

Consent Type	Status	Consent Date	Reason for Consent	Last Review Date	Signed receipt on File	Comments
Active (A)						

8. Click in the first red box, labeled Consent Type.
9. Type “a” and click tab in order to see the Consent Type choices.
10. The following box will open and allow you to choose a Consent Type.



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	Consent Type	Status	Consent Date	Reason for Consent	Last
1	a	Active (A)			
2					

Consent Type search results:

Code	Description
1	Advanced Directive
4	Criminal Justice
8	Grievance
2	HIPAA Privacy Practice
9	Insurance

Select Cancel

11. Click on Consent Date field, to where the box turns yellow.
 - a. Enter the date the consent was given to client/signed.

	Consent Type	Status	Consent Date	Reason for Consent
1	Advanced Directiv...	Active (A)		

12. Click on Reason for Consent box that is outlined in red.
 - a. Type “a” into the field and click tab.
 - b. This will display the various choices to choose from.

Reason for Consent search results:

Code	Description
7	Authorization Waiver of Treatment
3	Authorization for Treatment
9	Authorization to Drug Screen
6	Authorization to Notify Next of Kin
5	Authorization to Release Financial Info

Select Cancel



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- c. Choose a reason by double-clicking the row, or single-clicking and choosing “select” at the bottom of the box.
13. Enter the last Review Date.

Control #	Reason for Consent	Last Review Date
015	Authorization for T...	

14. Click of the Signed Receipt on File box that is highlighted in red.
- a. Type “1” in field and click tab to review the options available.
OR type N or Y and click tab.

Last Review Date	Signed receipt on File	Comments
	1	

Signed receipt on File search results:

Code	Description
N	No
Y	Yes

Select Cancel

15. Add comments.
- a. This field is not mandatory.

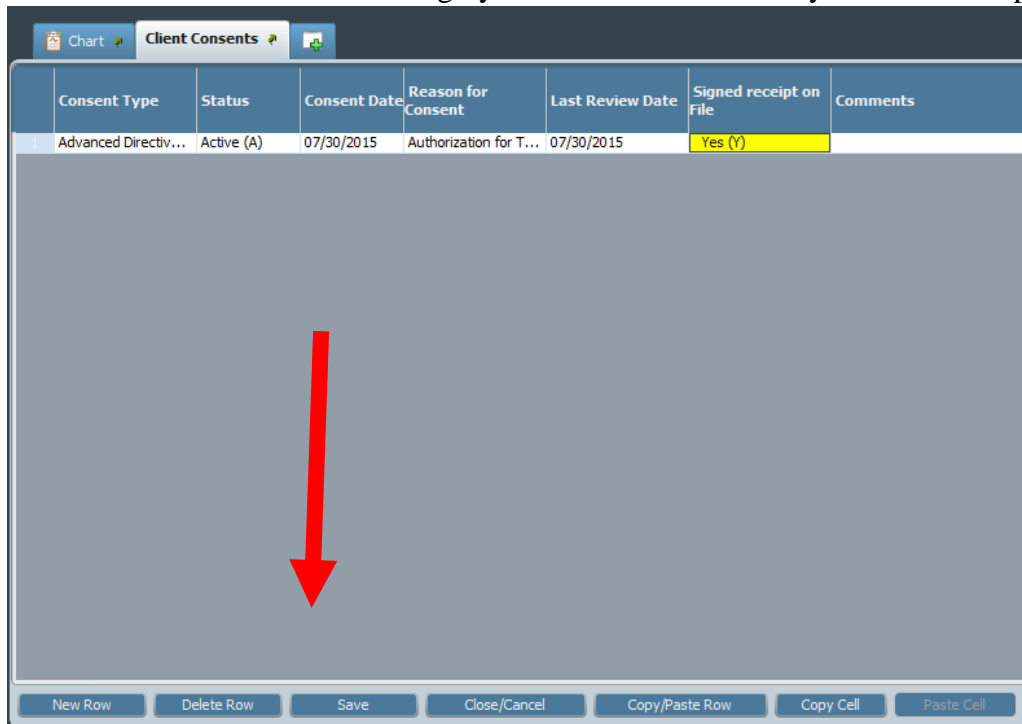
Review Date	Signed receipt on File	Comments
	Yes (Y)	



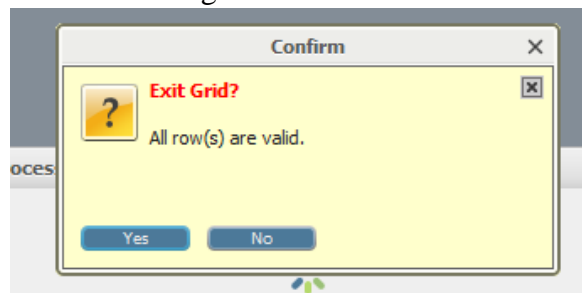
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16. When all consents are entered into the system, click SAVE at the bottom of the screen.
 - a. The SAVE button will be greyed out until all mandatory fields are completed.



17. A pop-up will be displayed confirming that all rows are valid.
 - a. Click YES to exit the grid.



18. You will be returned to the main Client Consents Screen.
19. Click Submit to save your work.



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