



Division of Public and Behavioral Health Policy

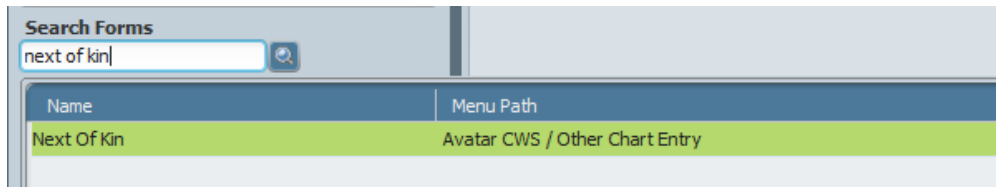
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1.0 Policy

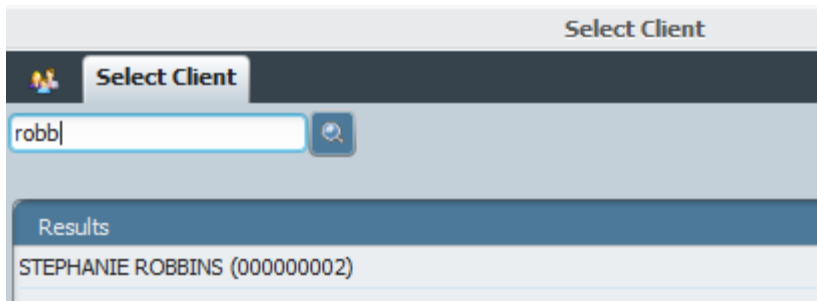
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

2.0 Procedure

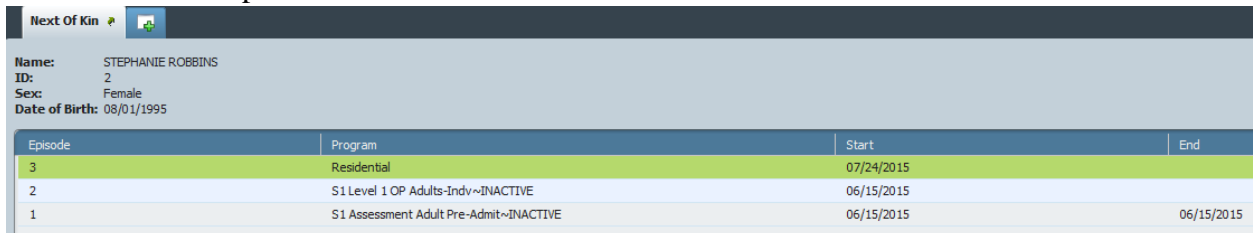
1. In the Search Forms field, type Next of Kin.
 - a. Double-click the Next of Kin form.



2. The Select Client screen will appear.
 - a. Search by Client ID # or Last Name.
 - b. Double-click client's name.



3. If the client has more than one episode, the episode selection screen will appear.
 - a. Double-click the episode to attach the Next of Kin to.



4. The Next of Kin form will appear.



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5. Enter the **Next of Kin Name**.
 - a. Name must be entered in the format: LAST NAME, FIRST NAME. (No spaces are allowed).
 - b. This field is mandatory.
6. Tab to the **Next Of Kin Relationship** column and select the relationship from the drop-down menu.
7. In the **Next Of Kin Living With Client** column select the **Yes** or **No** radio button to choose the correct living status.
8. Enter the Next of Kin's street address in the following fields:
 - **Next Of Kin Street 1**
 - **Next Of Kin Street 2**
 - **Next Of Kin Zip Code**
 - **Next Of Kin City**
 - **Next Of Kin County**
 - **Next Of Kin State**
9. Enter the Next of Kin's phone numbers in the following fields:
 - **Next Of Kin Home Phone**
 - **Next Of Kin Employer Phone**
 - **Next Of Kin Other Phone**
10. When completed, click on the **Submit** button on the upper left hand corner of the screen. This will save your data and return you to the Avatar main screen.

