



Division of Public and Behavioral Health Policy

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			Change Program/Admission Date	2016-03-30	1 of 2

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.

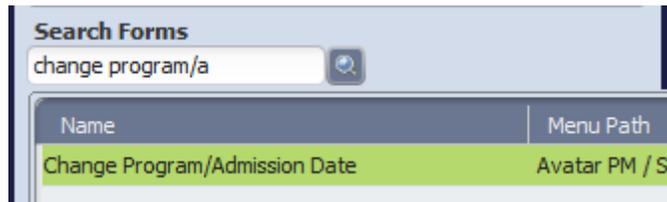
Once an Admission is entered into Avatar, there are three data fields that can be fixed using the **Change Program/Admission Date** form if an error was made:

- **Program** (level of care)
- **Admission Date**
- **Admission Time**

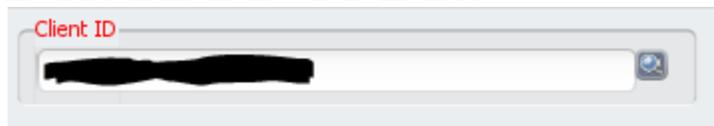
Only designated Superusers from each facility will have the ability to access the **Change Program/Admission Date** form in Avatar. Questions and concerns should be directed to the Avatar Training and Support Team.

2.0 Procedure

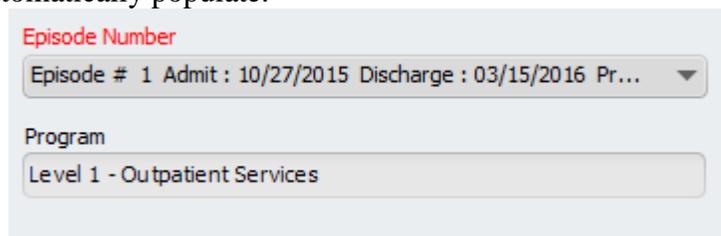
1. From the HOME screen, search for **Change Program/Admission Date** from the **Search Forms** widget.
 - a. Double-click to open.



2. Search for the client by ID or last name in the **Client ID** field.



3. Choose the episode from the dropdown in the **Episode Number** field.
 - a. The **Program** will automatically populate.





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4. To change the Program, choose the correct program from the **New Program** dropdown.
 - a. In this example, the client was admitted to Level 1 – Outpatient Services, but is being changed to Level 2.1 – Intensive Outpatient Program.

New Program
Level 2.1 - Intensive Outpatient Program

5. If the Admission Date was entered incorrectly, enter the correct date in the **New Admission Date** field.
 - a. In this example, the initial admission date was entered for 10-27-2015 but the date is being corrected to 11-05-2015.

New Admission Date
11/05/2015 Today Yesterday

6. *However, if the client was initially entered into a residential level of care (where room and board is involved), and you are fixing the level of care to an outpatient setting, this process will also include:*
 - *Deleting Room & Board Charges (using the Delete Services form)*
7. *Vice versa – if the client was initially admitted to an outpatient setting, and should have been admitted to a residential level of care, this process will also include:*
 - *Entering in the Room & Board Charges manually (using the Client Charge Input form)*

FOR ASSISTANCE, WITH ITEMS #6 AND 7, PLEASE CONTACT THE AVATAR TRAINING & SUPPORT TEAM.

8. If the Admission Time was entered incorrectly, enter the correct time in the **New Admission Time** field.

New Admission Time
08:00 AM Current

9. When the information is complete, click **Submit** on the left hand side of the form to save and close. This will update the system with the information you've selected.

Change Program/Admissio
Change Program/Admis...
Submit
[Navigation icons: Home, Back, Forward, Stop, Refresh, Star]