



Division of Public and Behavioral Health Policy

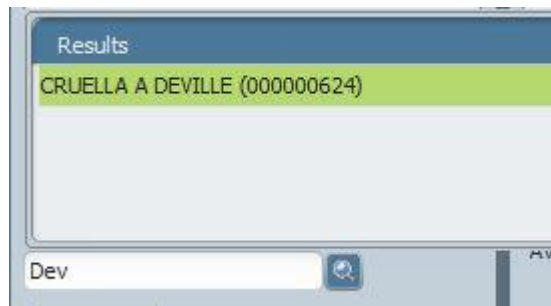
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1.0 Policy

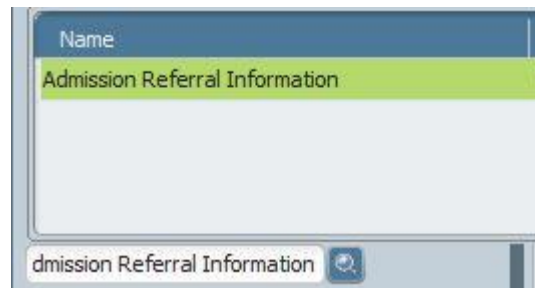
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

2.0 Procedure

1. To begin entering the client's Admission Referral Information, first login to Avatar. On the home screen, in the Search Clients column in the bottom left hand corner, enter the name of your client and select the green bar that appears:



2. Type Admission Referral Information into the Search Forms Column and click on the green bar to select it:



3. You will be taken to the client's Admissions Episodes screen. Choose the appropriate episode to which you are adding the Admission Referral Information and click on the OK button on the bottom of the screen when you are finished:



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Admission Referral Information

Name: CRUELLE A DEVILLE
ID: 624
Sex: Female
Date of Birth: 12/02/2000

Episode	Program
9	S1 Assessment Adult
8	S1 Level 1 OP Adults COD-Indv
7	S1 Comp Eval Adult Pre-Admit
6	S1 Level 1 OP Adults-Indv
5	S1 Assessment Adult
4	S1 Assessment Adult Pre-Admit
3	S1 Assessment Adult
2	S1 Assessment Adult Pre-Admit
1	S1 Assessment Adult

- You will then be taken to the client's Admission Referral Information screen. None of the fields in this screen are required; however it is in your best interest to be as complete as possible.
- To start, you will be at the Primary Referral tab on the left hand side. Please make sure you have the correct tab chosen as highlighted in green:

Primary Referral
 Secondary Referral
 Other Referral - 1
 Other Referral - 2

Submit

Icons: Blue star, Grey square, Grey square, Red X, Blue person with red X, Yellow star

- Enter the Primary Referral Source Code, the Primary Source Referral Category, the Primary Source Referral Specialty, the Primary Source Referral Phone, the Primary Source Referral Agency, the Primary Source Referral Street Address, (if necessary) the Primary Source Referral Street Address 2, the Primary Source Referral Zip Code, the Primary Source Referral City, the Primary Source Referral County, the Primary Source Referral Phone, and the Primary Source Referral Agency.

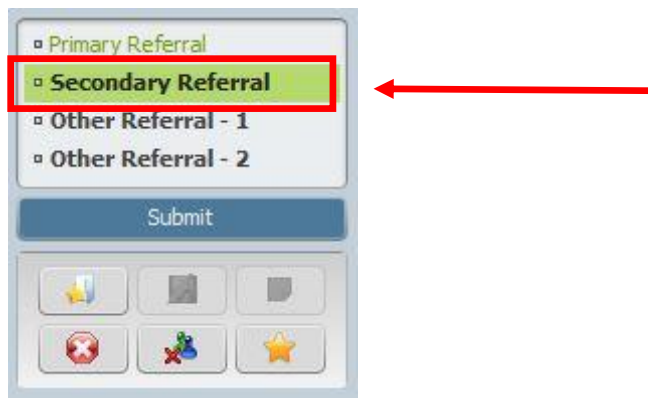


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A screenshot of a web form titled "Primary Referral Information". The form is organized into two columns of input fields. The left column includes: "Primary Referral Source Code" (text input), "Primary Referral Source Category" (dropdown), "Primary Referral Source - Specialty" (dropdown), "Primary Referral Source - Phone" (text input with value "775-123-4567"), "Primary Referral Source - Agency" (text input with value "SAPTA"), and "Primary Referral Source - Street Address" (text input with value "4126 Technology Way"). The right column includes: "Primary Referral Source - Street Address 2" (text input), "Primary Referral Source - Zipcode" (text input with value "89706"), "Primary Referral Source - City" (text input with value "Carson City"), "Primary Referral Source - County" (dropdown with value "Carson City"), "Primary Referral Source - State" (dropdown with value "NEVADA"), and "Primary Referral Source - Contact" (text input with value "SAPTA").

- Click on the Secondary Referral tab on the left hand side of the screen:



- Again, in the Secondary referral Section, enter the Secondary Referral Source Code, the Secondary Source Referral Category, the Secondary Source Referral Specialty, the Secondary Source Referral Phone, the Secondary Source Referral Agency, the Secondary Source Referral Street Address, (if necessary) the Secondary Source Referral Street Address 2, the Secondary Source Referral Zip Code, the Secondary Source Referral City, the Secondary Source Referral County, the Secondary Source Referral Phone, and the Secondary Source Referral Agency.
- Next, click on the Other Referral – 1 tab on the left hand side of the screen:



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A vertical menu with four options: Primary Referral, Secondary Referral, Other Referral - 1, and Other Referral - 2. The 'Other Referral - 1' option is highlighted with a red box and a red arrow points to it from the right. Below the menu is a blue 'Submit' button and a row of six icons: a blue star, a grey square, a grey square, a red 'X' in a circle, a blue globe with a red 'X', and a yellow star.

A form for entering 'Other Referral Source' information. It has two columns of fields. The left column includes: Name (Other), Specialty (Substance Abuse), Phone (775-123-4567), Agency (SAPTA), Street Address (4150 Technology Way), and Street Address 2. The right column includes: Zipcode (89706), City (Carson City), County (Carson City), State (NEVADA), and Contact (Contact Here).

10. In this section, please enter the Other Referral Source Agency, Other Referral Source Street Address, (if necessary) Other Referral Source Street Address 2, Other Referral Source Zip Code, Other Referral Source City, Other Referral Source County, Other Referral Source State, and Other Referral Source Contact.
11. If necessary, click on the Other Referral – 2 tab on the left hand side of the screen if there is a need to document more referrals:

A vertical menu with four options: Primary Referral, Secondary Referral, Other Referral - 1, and Other Referral - 2. The 'Other Referral - 2' option is highlighted with a red box and a red arrow points to it from the right. Below the menu is a blue 'Submit' button and a row of six icons: a blue star, a grey square, a grey square, a red 'X' in a circle, a blue globe with a red 'X', and a yellow star.



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12. Enter the Other Referral Source Agency, Other Referral Source Street Address, (if necessary) Other Referral Source Street Address 2, Other Referral Source Zip Code, Other Referral Source City, Other Referral Source County, Other Referral Source State, and Other Referral Source Contact.
13. When finished entering all of the referrals, click on the submit button and the referrals will be entered into Avatar. You will then be returned to the home screen.

A screenshot of a mobile application interface. It shows a list of referral types: "Primary Referral", "Secondary Referral", "Other Referral - 1", and "Other Referral - 2". Below the list is a blue "Submit" button, which is highlighted with a red rectangular border. Below the "Submit" button is a grid of six icons: a blue star, a grey square, a grey square, a red square with a white 'X', a blue square with a white 'X', and a yellow star.