



## 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 Problem List.
  - a. Double-click the Problem List Form

Name	Menu Path
Problem List	Avatar CWS / Assessments / Product Assessments

2. The Search Client window will display.
  - a. Search client by Client ID # or Last Name.
  - b. Double-click desired client.

Select Client

robb

Results

STEPHANIE ROBBINS (000000002)

3. The Problem List form will display.

Problem List

Problems To Record

Yes  No

Enter Problems

Status

Active  
 Inactive  
 Monitoring  
 Resolved  
 Unresolved

View Problems

Submit

Online Documentation

4. To enter a new problem, click on Enter Problems on the right side of the page.



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Problems To Record:  Yes  No

Enter Problems

---

Status

Active  
 Inactive  
 Monitoring  
 Resolved  
 Unresolved

View Problems

5. The Problem List will auto populate (from forms such as the treatment plan) the current problems have already been noted.

<span style="float: left;">Chart</span> <span style="margin-left: 20px;">Problem List</span> <span style="float: right;">+</span>												
Problem	Other	Type	Date Identified	Date of Onset	Time Of Onset	Status	Severity	Chronicity	Date Resolved	Action	Comment	System Notes
1	Drug abuse (S...			06/01/2015		Active (A)						View
2	Accidental can...			07/01/2015		Active (A)						View

6. To enter a new problem, click on the New Row button at the bottom of the screen.

New Row
Delete Row
Save
Close/Cancel
Copy/Paste Row
Copy Cell
Paste Cell

7. Type in the problem in the first cell labeled “Problem” and press the TAB key to see the options to choose from.
- a. A drop-down menu lists all the match results for the search criteria.
  - b. Click on the description that most appropriately matches your client.
  - c. For example, type “headache” in the problem cell, and click “tab” on the keyboard. It will result in the following options:

**Problem search results:**

Code	Description
SNOMED-103006007	(103006007) Unilateral headache
SNOMED-103008008	(103008008) Postpartum headache
SNOMED-103010005	(103010005) Headache associated with sexual activity
SNOMED-103011009	(103011009) Benign exertional headache
SNOMED-103012002	(103012002) Analgesic overuse headache
SNOMED-112101004	(112101004) Dental headache
SNOMED-122751000119105	(122751000119105) Acute posttraumatic headache
SNOMED-128187005	(128187005) Vascular headache
SNOMED-129610005	(129610005) Headache due to intracranial disease
SNOMED-13322008	(13322008) Postseizure headache
SNOMED-162299003	(162299003) Generalized headache
SNOMED-162301005	(162301005) Bilateral headache
SNOMED-162307009	(162307009) Aching headache

Select
Cancel



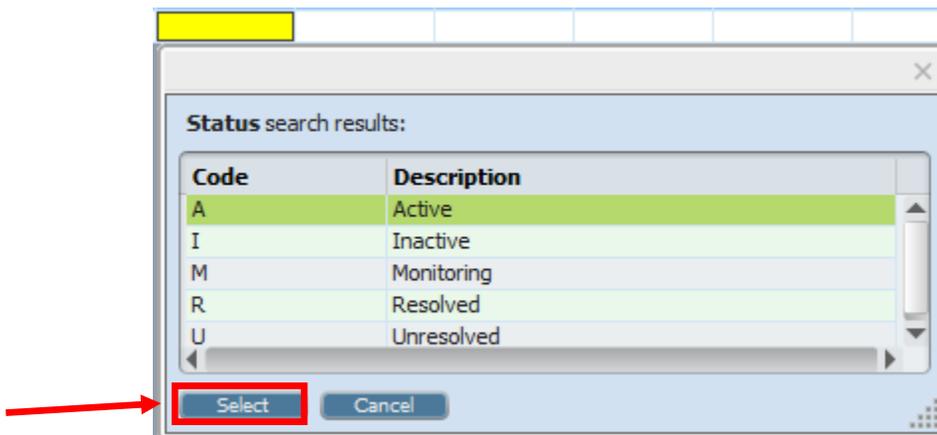
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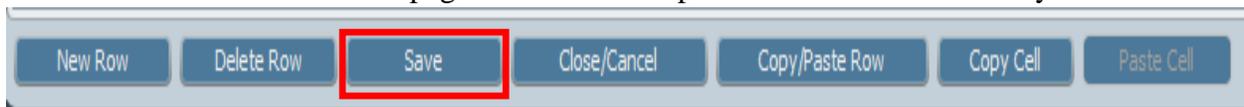
8. Click on Date of Onset cell and type a date in the format of MM/DD/YYYY.

	Problem	Other	Type	Date Identified	Date of Onset
1	Abdominal disc...				01/01/2014
2	Breathing-rela...				01/01/2015
3	Cervicogenic h...				02/03/2015

9. Click on Status cell and type “active” and press the TAB key.  
a. A drop-down menu lists all the match results for the search criteria “active”.



10. Click on the status results to highlight the correct status of the condition and then click on the Select button to choose that status.  
11. Click Save at the bottom of the page in order for the problem to be saved in the system.

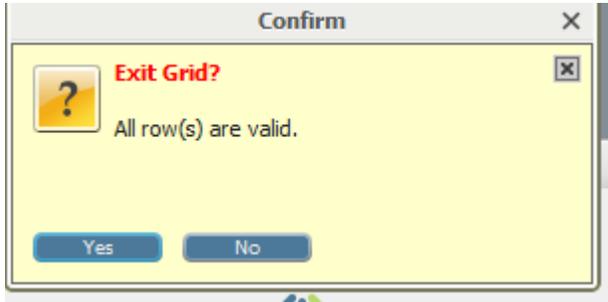


12. If more problems need to be entered, repeat steps 6 to 9 to add more rows.  
13. When complete, click Save at the bottom of the page.  
14. Then click Close/Cancel.  
15. You must confirm the rows are valid by clicking yes to the following pop-up.



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16. Once you have returned to the Problem List's main screen you have the other option to View Problems.
  - a. A report will generate showing the client's problems.
17. When all problems have been entered and verified, click Submit on the upper left hand corner of the screen to save the data.
  - a. The Problem List will then be filed and the form will close.

