



Division of Public and Behavioral Health Policy

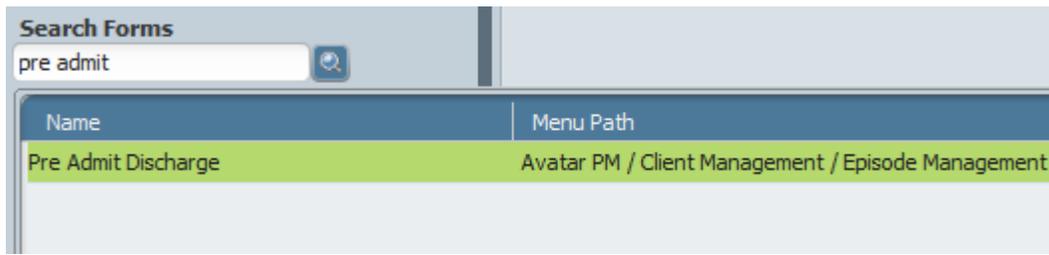
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1.0 Policy

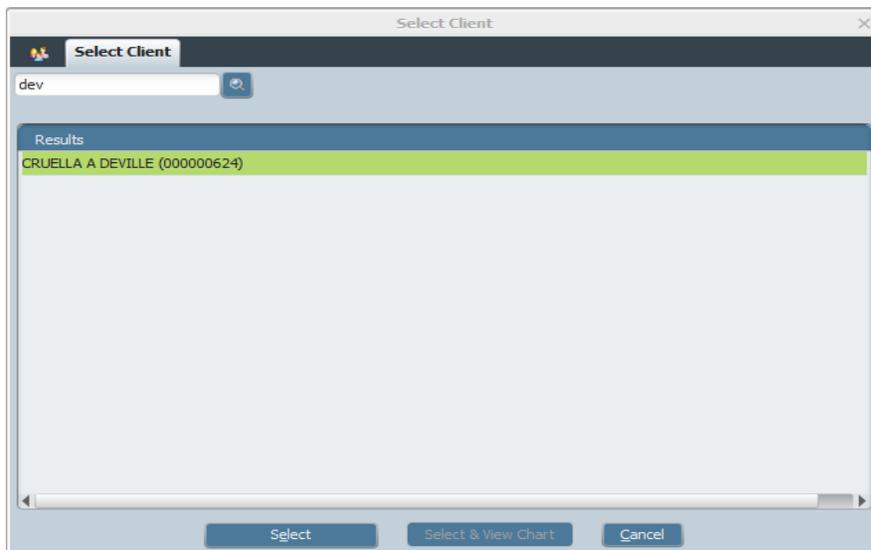
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

2.0 Procedure

1. To begin, type **Pre Admit Discharge** in the **Search Forms** field of the **Forms and Data** widget.
 - a. Results will appear dynamically in a drop-down menu.



2. Select the **Pre Admit Discharge** form by double clicking it from the drop-down menu. The current selection is highlighted by a green bar.
 - a. A client search screen will appear.
3. Enter either the Assigned ID# or the client's last name in the search field.
 - a. Results will appear dynamically in the window.





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4. Double click on the desired client's name. The current selection is highlighted by a green bar.
 - a. A new window appears listing the selected client's current episodes.
5. Double click on the episode in the Inpatient/Outpatient program that you want to Pre Admit Discharge the client from.
 - a. The **Pre Admit Discharge** form opens. The **Episode Number** field in the **Pre Admit Discharge** form should auto populate based on the selected episode.
 - b. Make sure that the episode you select has not already been Pre Admit Discharged.
 - i. If you select an episode that has already been Pre Admit Discharged an error message will be displayed.

Pre Admit Discharge

Name: CRUELLA A IV MS DEVILLE
ID: 624
Sex: Female
Date of Birth: 12/02/2000

Episode	Program	Start
10	S1 Assessment Adult Pre-Admit	02/05/2015
9	S1 Comp Eval Adult	01/23/2015
8	S1 Level 1 OP Adults COD-Indv	12/29/2014
7	S1 Comp Eval Adult Pre-Admit	12/29/2014
6	S1 Level 1 OP Adults-Indv	12/29/2014
5	S1 Assessment Adult	12/24/2014
4	S1 Assessment Adult Pre-Admit	12/24/2014
3	S1 Assessment Adult	12/18/2014
2	S1 Assessment Adult Pre-Admit	12/18/2014
1	S1 Assessment Adult	11/01/2014

6. You will then reach the Pre Admit Discharge main screen which looks like this:



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The screenshot shows a web-based form for 'Pre-Admit Discharge'. On the left, there is a sidebar with a 'Submit' button and 'Online Documentation' section. The main form area contains several input fields and dropdown menus. The 'Date of Discharge' field has 'T' and 'Y' buttons for today or yesterday. The 'Discharge Time' field includes a 'Current' button and dropdowns for hours, minutes, and AM/PM. The 'Discharge Practitioner' field has a search icon. The 'Discharge Presenting Problems' section has three dropdown menus for Primary, Secondary, and Tertiary. The 'Date Of Death' field also has 'T' and 'Y' buttons. At the bottom, there is a large text area for 'Discharge Remarks/Comments'.

7. Enter a date in MM/DD/YYYY format in the **Date of Discharge** field or select **T** or **Y** for today or yesterday, respectively.
 - a. The **Date of Discharge** and **Length of Stay** fields will auto populate based on the date selected in this step.
 - b. The selected date must be either current or prior to the system date of entry.



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The screenshot shows a form with the following fields: Episode Number (10), Date Of Discharge (with a calendar icon), Discharge Time (with a 'Current' button and AM/PM dropdown), Discharge Day Of Week, Length Of Stay, Type Of Discharge (dropdown menu), and Discharge Practitioner (search field containing 'GARY SMITH (000005)'). Two red boxes highlight the 'Date Of Discharge' and 'Length Of Stay' fields. Two red arrows point from the left margin to these highlighted fields.

8. Enter a time in HH:MM format in the **Discharge Time** or select **Current** for the current system time.
 - a. The applicable time remains in the field when the user tabs to the next field.
9. In the **Type of Discharge** field, click the down-arrow to display the drop-down menu.
 - a. Click the applicable selection from the menu.
 - b. The selection remains when the user tabs to the next field.
10. In the **Discharge Practitioner** field, enter either the practitioner ID# or last name in the search field.
 - a. Results will appear dynamically in a drop-down menu.

This screenshot is similar to the one above but includes three red arrows pointing to specific fields, each with a numbered box: arrow 8 points to the 'Discharge Time' field, arrow 9 points to the 'Type Of Discharge' dropdown menu, and arrow 10 points to the 'Discharge Practitioner' search field.

11. The **Accompanied By** field is a free-text field.
 - a. Type a brief description of who accompanied the patient at time of Pre Admit Discharge.



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- b. The entered text remains when the user tabs to the next field.
 - i. This field has a 40 character maximum.
- 12. If the patient has an issue affecting Pre Admit Discharge, click the down-arrow in the **Discharge Presenting Problems – Primary** field.
 - a. A drop-down menu will appear listing potential Pre Admit Discharge problems.
 - b. The selection will remain when the user tabs to the next field.
- 13. If the patient has a secondary issue affecting Pre Admit Discharge, click the down-arrow in the **Discharge Presenting Problems – Secondary** field.
 - a. A drop-down menu will appear listing potential Pre Admit Discharge problems.
 - b. The selection will remain when the user tabs to the next field.
- 14. If the patient has a tertiary issue affecting Pre Admit Discharge, click the down-arrow in the **Discharge Presenting Problems – Tertiary** field.
 - a. A drop-down menu will appear listing potential Pre Admit Discharge problems.
 - b. The selection will remain when the user tabs to the next field.
- 15. In the **Current Resident Code** field, click the down-arrow to reveal a drop-down menu. Single-click the applicable selection.

- a. The selection will remain when the user tabs to the next field.

The screenshot shows a form with several fields. Red arrows point from callout boxes to specific fields:

- Callout box 11 points to the "Accompanied By" text input field.
- Callout box 12 points to the "Discharge Presenting Problems - Primary" dropdown menu.
- Callout box 13 points to the "Discharge Presenting Problems - Secondary" dropdown menu.
- Callout box 14 points to the "Discharge Presenting Problems - Tertiary" dropdown menu.
- Callout box 15 points to the "Current Resident Code" dropdown menu.

Other visible fields include "Homeless Indicator", "Date Of Death" (with T, Y, and a calendar icon), and "Reason For Death".



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16. In the **Homeless Indicator** field, click the down-arrow to reveal a drop-down menu. Single-click the applicable selection.
 - a. The selection will remain when the user tabs to the next field.
17. If applicable, enter a date in MM/DD/YYYY format in the **Date of Death** field or select T or Y for today or yesterday, respectively.
 - a. The applicable date remains in the field when the user tabs to the next field.
 - b. This field is only active if Death was selected in the **Type of Discharge** field.
18. If applicable, on the **Reason For Death** pulldown, select the appropriate reason for the client's death.
 - a. The applicable reason remains in the field when the user tabs to the next field.
 - b. This field is only active if Death was selected in the **Type of Discharge** field.

Accompanied By

Discharge Presenting Problems - Primary

Discharge Presenting Problems - Secondary

Discharge Presenting Problems - Tertiary

Current Resident Code

Homeless Indicator

Date Of Death

Reason For Death

16

17

18

19. The **Discharge Remarks/Comments** field is a free-text field. Type any additional information regarding the Pre Admit Discharge of the patient.
 - a. The entered information will remain when the user tabs from the current field.



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Type Of Discharge
Left Against Professional Advice

Discharge Practitioner
SMITH, GARY (000005)

Discharge Remarks/Comments
Your comments here.

20. Once all the needed information/information provided is entered move to **Demographics** by clicking on the tab on the left side of the form.
 - a. The **Demographics** section should appear.

Pre-Admit Discharge

Demographics

Client Demographics

Alias

Submit

21. Most fields should auto populate from previous forms, but information can still be added/changed.
22. Make sure that all required fields contain information and that all of the information is correct.
23. Once all of the information is entered, click **Submit** on the left side of the form.
 - a. Clicking **Submit** saves the information and takes you back to the home view.

Pre-Admit Discharge

Demographics

Client Demographics

Alias

Submit