



Division of Public and Behavioral Health Policy

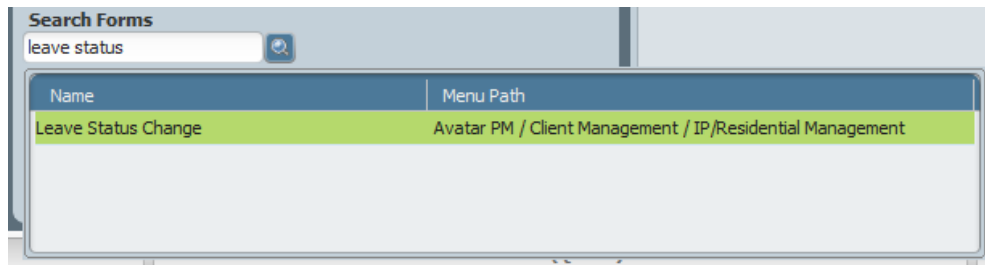
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1.0 Policy

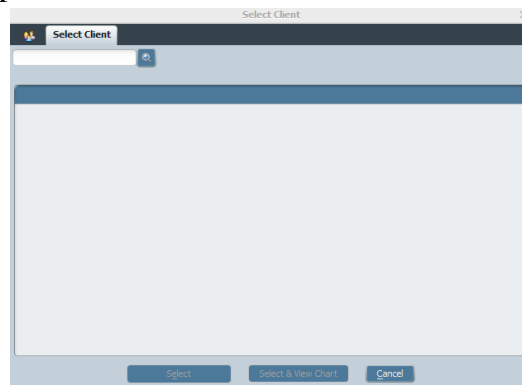
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

2.0 Procedure

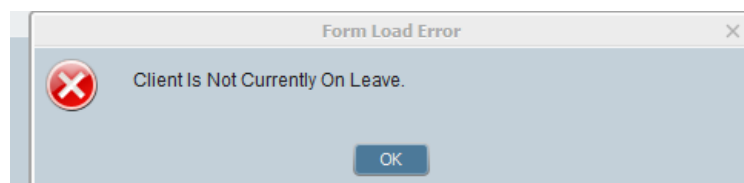
1. While logged into Avatar, on the Search Forms field type Leave Status Change.
 - a. Smart search lists all the results that match the search criteria.



2. Select Leave Status Change from the search results.
 - a. Select Client window pops up.



3. Search for an inpatient client by typing the ID or last name. Search results display on the window.
 - a. You must select a client who has an active leave on file at the present date and time or this pop-up will display:



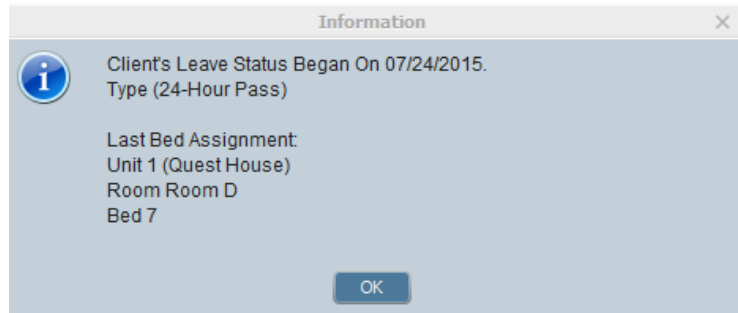
- b. Select the client to change the leave status.



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4. Leave Status Change form opens and displays leave status information. Click OK.



5. Click on the T button on the Effective Date Of Leave Status Change field.
 - a. Today's date displays on the field.
6. Click on the Current button on the Effective Time of Leave Status Change field.
 - a. Current time displays on the field.
7. Select a value from the Reason for Closure of Leave drop-down menu.
8. Select a value from the Type of Leave From drop-down menu.



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9. The following fields should be entered if the information is available:

- Leave Responsible Person
- Leave Location
- Leave Location Address
- Mode of Transportation
- Date Guardian Notified
- Notified by Whom
- Type of Outside Service
- Leave Comments

10. Click Submit. Data files and form closes.

