



## Division of Public and Behavioral Health Policy

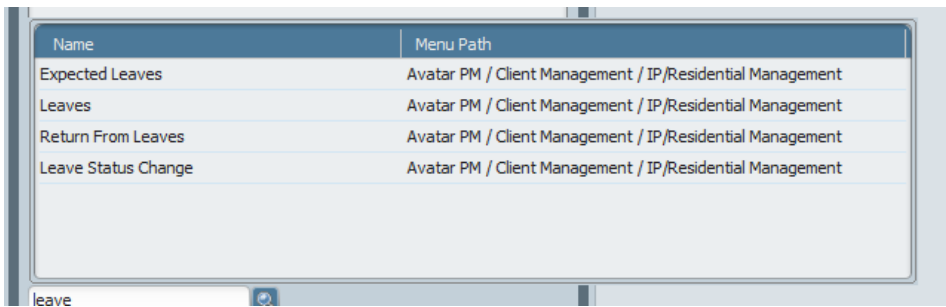
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### 1.0 Policy

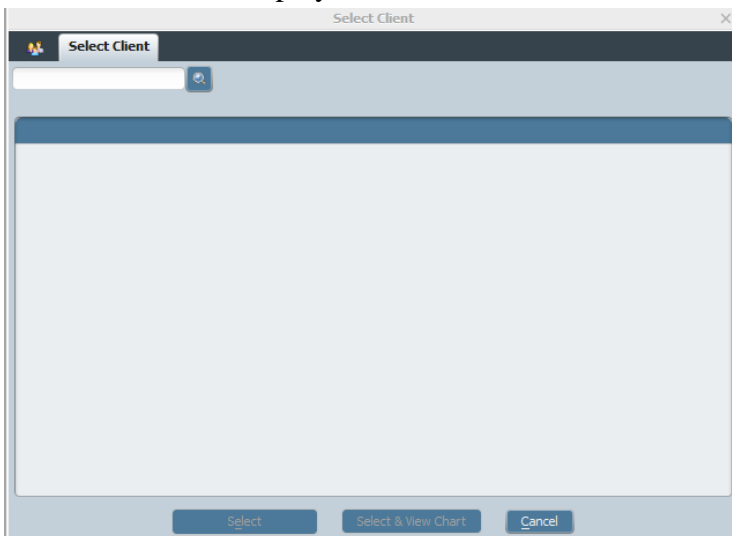
It is the Policy of the Division of Public and Behavioral Health (DPBH), Substance Abuse, Prevention, and Treatment Agency (SAPTA) that all providers, in accordance with 505 (a) of the Public Health Service Act (42 US code 290aa-4) which directs the Administrator of the Substance Abuse and Mental Health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

### 2.0 Procedure

1. On the Search Forms field type Leaves.
  - a. Smart search lists all the results that match the search criteria.



2. Select Leaves from the search results.
  - a. Select Client window pops up.
3. Search for an inpatient client by typing the user ID or last name.
  - a. Search results display on the window.



4. Select the client whose leave you are recording.
  - a. Leaves form opens.
5. Click T button in the Leave Date field.



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- a. Today's date displays in the field.
6. Click Current button in the Leave Time field.
  - a. Current time displays in the field.

The screenshot shows a web form for submitting a leave request. The form is divided into two columns. The left column contains the following fields: Leave Date (with a calendar icon and 'T' and 'Y' buttons), Leave Time (with a 'Current' button), Type Of Leave From (a drop-down menu), Unit From (a drop-down menu with 'Quest House' selected), Reason For Leave (a drop-down menu), Leave Responsible Person (a text input field), and Leave Comments (a large text area). The right column contains: Leave Location (a text input field), Leave Location Address (a text input field), Mode Of Transportation (a text input field), Date Guardian Notified (with a calendar icon and 'T' and 'Y' buttons), Notified By Whom? (a text input field), and Type Of Outside Service (a text input field). Four red arrows point to the Leave Date, Leave Time, Type Of Leave From, and Reason For Leave fields.

7. Select a type of leave from the Type Of Leave From drop-down menu.
  - a. Drop-down displays client's values for this menu.
8. Select a reason for leave from the Reason For Leave drop-down menu.
  - a. Drop-down displays client's values for this menu.
9. Complete the following fields if information is available:
  - Leave Location
  - Leave Location Address
  - Mode of Transportation
  - Date Guardian Notified
  - Notified by Whom
  - Type of Outside Service.
10. Click Submit.
  - a. Data files and form closes.