DIAGNOSIS (ADMISSION) & UPDATE, CONTRACTOR TX PLAN (INCLUDES ASSESSMENT DATE & CONSENT TO TREATMENT DATE),CSI ADMISSION,LOCUS & CALOCUS,

Diagnosis (Admission)

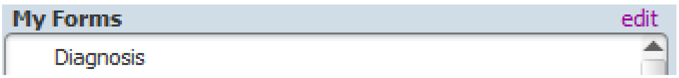
WHEN IS THE FORM USED?

The Diagnosis is entered at **Admission**, **Discharge** and should be **Updated** if the Diagnosis changes after admission.

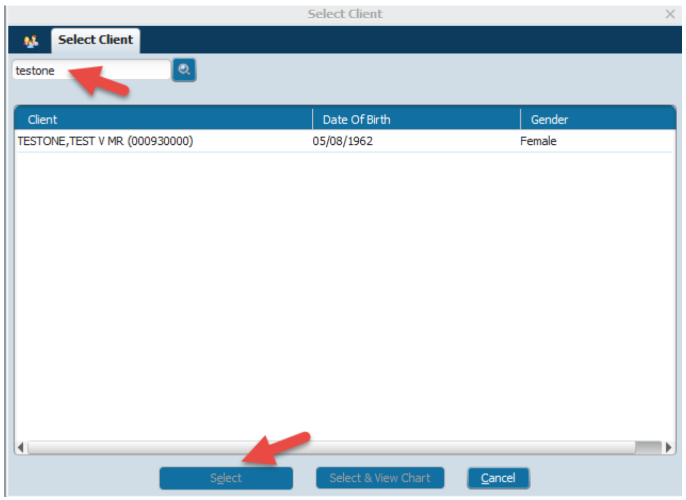
DIAGNOSIS (ADMISSION)

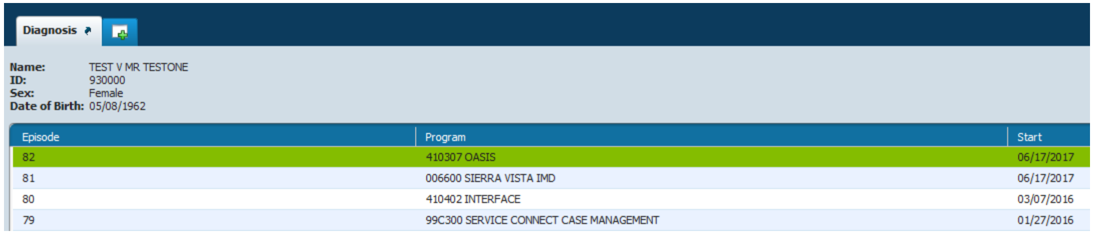
Entering an initial diagnosis: Menu Path > Avatar PM > Client Management > Client Information > Diagnosis or

Select from Forms & Data > My Forms



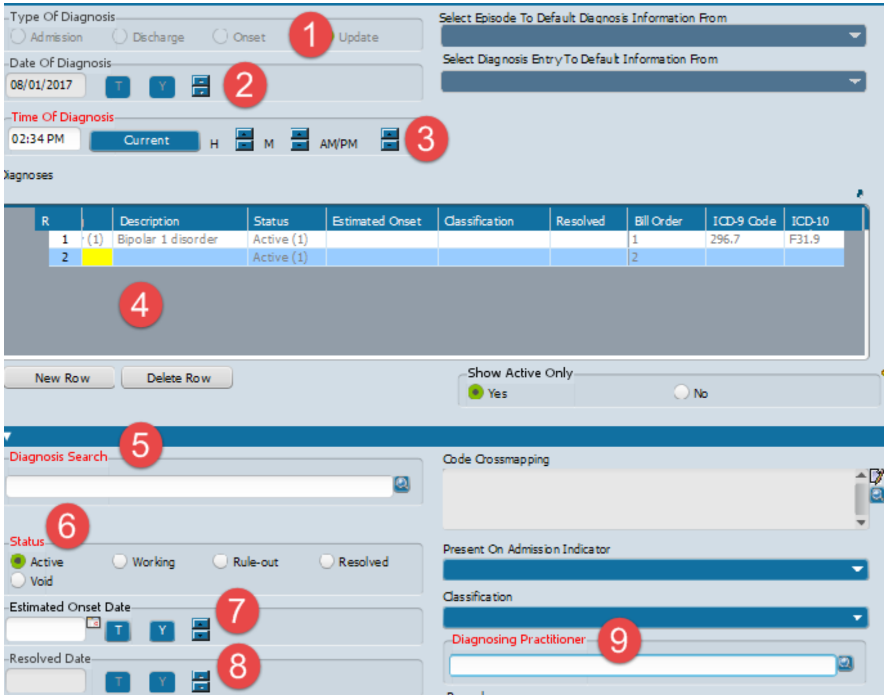
Select Client screen, enter the client ID in the Client Name/ID field, click the **Search** button, and select the corresponding entry.





The Episode Selection pre-display shows if the client has multiple episodes.
Select an episode, click OK.

DIAGNOSIS (ADMISSION)



1. In the Type Of Diagnosis field (Admission)
2. Selecting Admission or Discharge populates the client's admission or discharge date in the Date of Diagnosis field.
3. In the Time Of Diagnosis field, enter the diagnosis time.

4. In the Diagnosis Axis I field, click New Row. A blue row is added.

5. In the Diagnosis Search field, search for the diagnosis.

6. Select Status

7. Enter Estimated Onset Date (if necessary)

8 . Enter Resolved date (if necessary)

9. Enter Diagnosing Practictioner

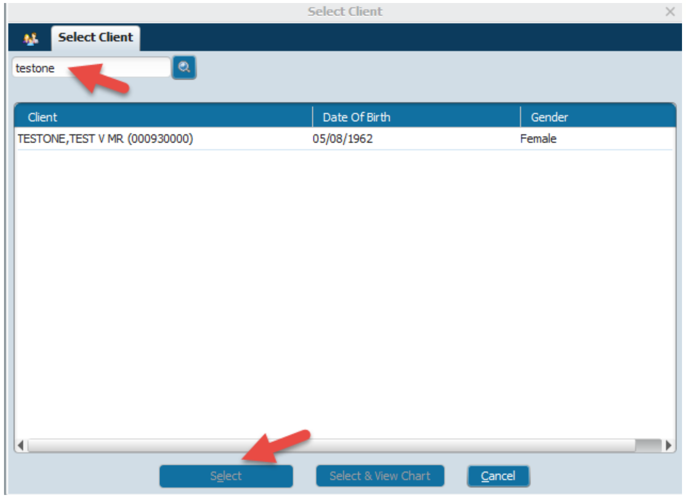
10. Select "Submit" to save the form.

Diagnosis Update & Discharge

DIAGNOSIS (UPDATE)

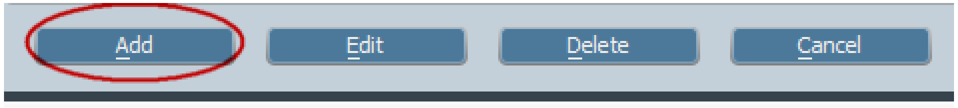
Select from **Forms & Data > My Forms**

Select Client screen, enter the client ID in the Client Name/ID field, click the **Select** button

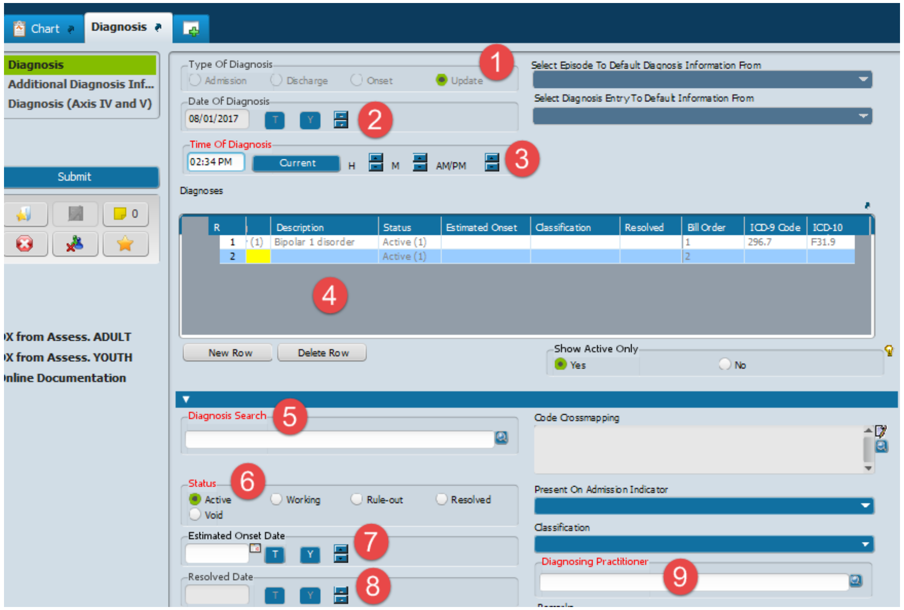


The Diagnosis pre-display shows if the client has multiple entries.

Select Add



DIAGNOSIS (UPDATE)



1. In the Type Of Diagnosis field (Update) , select the diagnosis is associated with the client.

2. Selecting Admission or Discharge populates the client's admission or discharge date in the

3. Date of Diagnosis field.

4. In the Diagnosis Axis I field, click New Row. A blue row is added.

5. In the Diagnosis Search field, search for the diagnosis.

6. Select Status

7. Enter Estimated Onset Date (if necessary)

8 . Enter Resolved date (if necessary)

9. Enter Diagnosing Practictioner

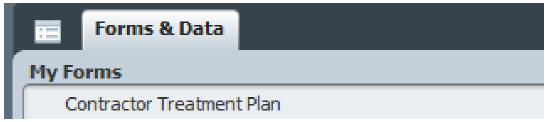
10. Select “Submit” to save the form.

Contractor Treatment Plan

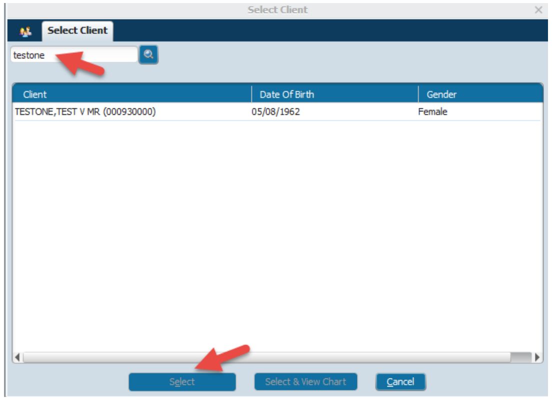
(Includes Entering the Assessment Date & Consent to Treatment Date)

CONTRACTOR TREATMENT PLAN

Select from **Forms & Data** > **My Forms**



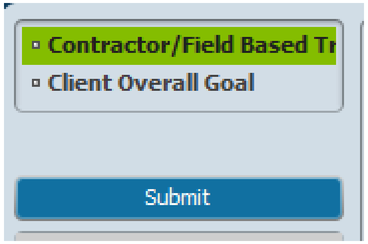
Select Client screen, enter the client ID in the Client Name/ID field, click the **Select** button



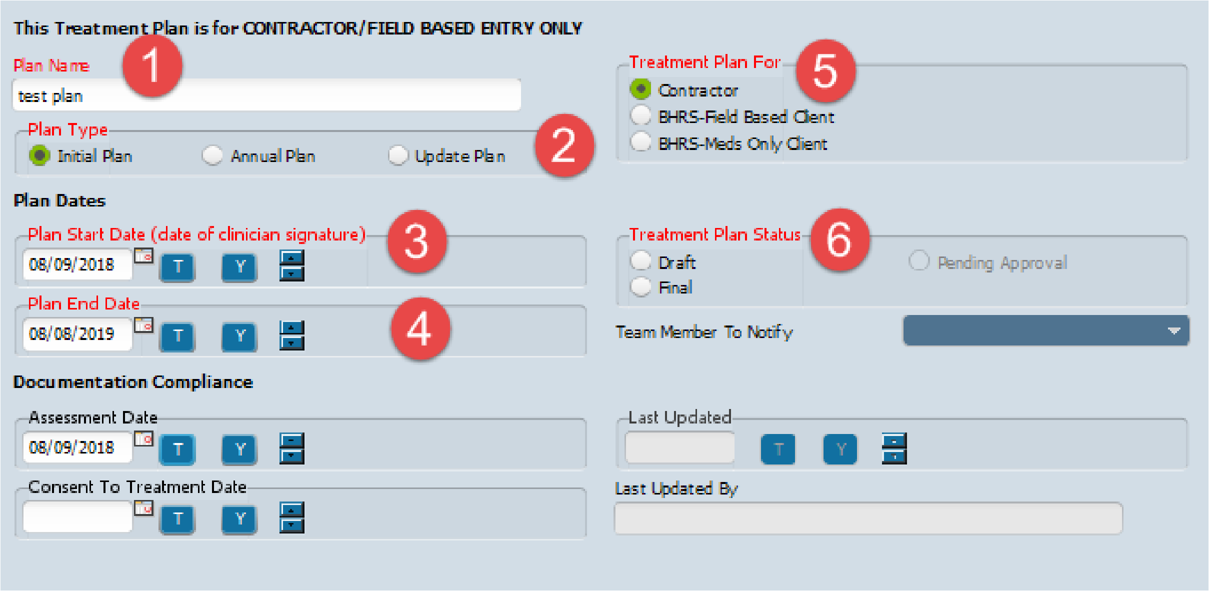
The **Contractor/Field based Treatment Plan** form has **2 sections**

1. Contractor/field Based Treatment Plan

2. Client Overall Goal



CONTRACTOR TREATMENT PLAN

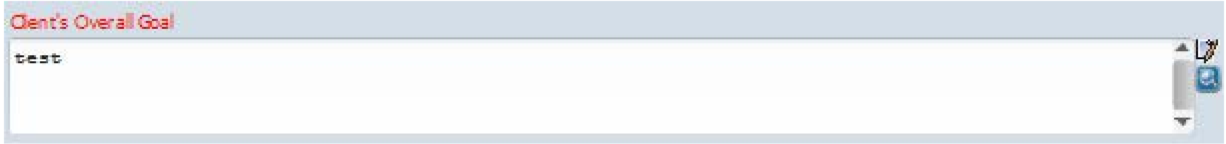


Red=Required fields

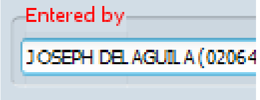
1. Plan Name , (*Naming convention = Client's preferred Name, Type of Plan & Year)* (example test plan)
2. Plan Type (Annual Plan, Initial Plan, Update Plan)
3. Plan Start Date (date of clinician signature).
4. Plan End Date (auto populates once the Plan Start is entered)
5. Treatment Plan For
6. Treatment Plan Status (Draft, Final, Pending Approval)

CONTRACTOR TREATMENT PLAN

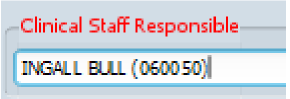
6. Type the (Client's Overall Goal – listed on paper Treatment Plan)



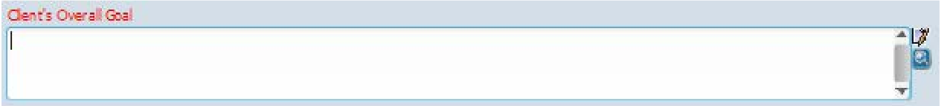
7. Entered by (auto populates & is based on user login)



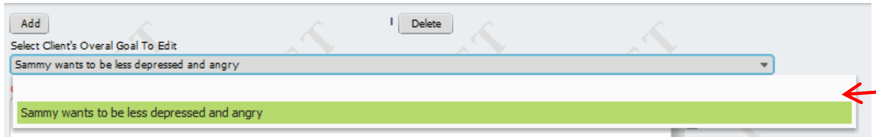
8. Clinical Staff Responsible



9. Select, Add – The goal disappears (not to worry)



10. Use **chevron** to select the goal



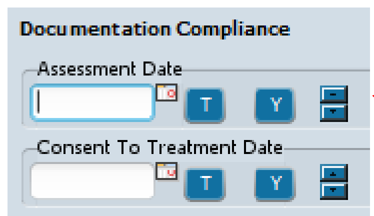
it appears in green on the dropdown list

11. Return to Contractor/Field Based Treatment Plan Section

ENTERING ASSESSMENT DATE & CONSENT TO TREATMENT DATE

Contractors who are also the Client's Care Coordinator should include the date when the client Assessment was completed

In the Documentation Compliance section

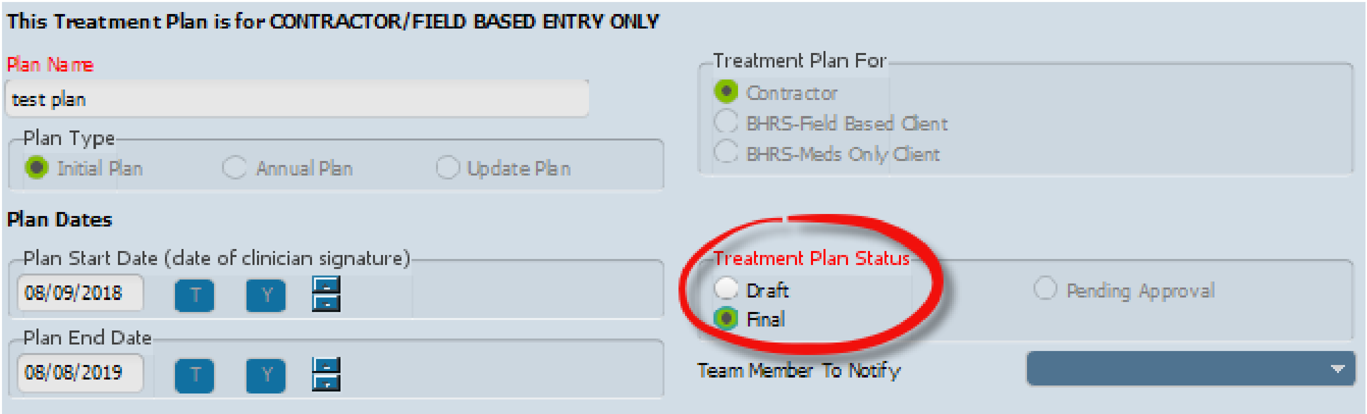


12. Enter date the Assessment was done

13. Enter Consent To Treatment Date

TREATMENT PLAN COMPLETION

14. If everything is complete, you can now change the status from Draft to **Final** (the (Draft watermark disappears)



- You can submit the form in Draft status if changes need to be made later.

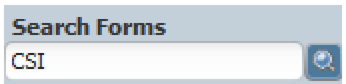
Forms left in Draft status will not be counted as having a up-to-date Tx Plan and services billed will not eligible to be paid.

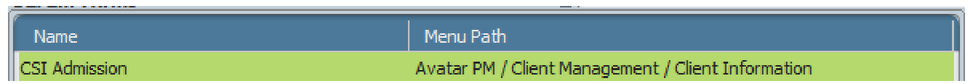
15. Click **Submit to save**

CSI ADMISSION

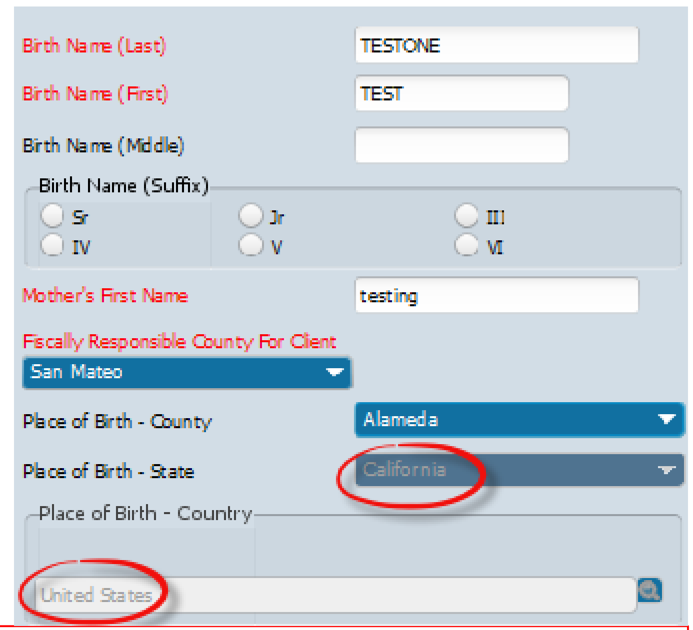
CSI ADMISSION

The CSI Admission form is part of the Admission Bundle (OUTPATIENT) or can be accessed from Forms & Data> My Forms or by Search Forms or





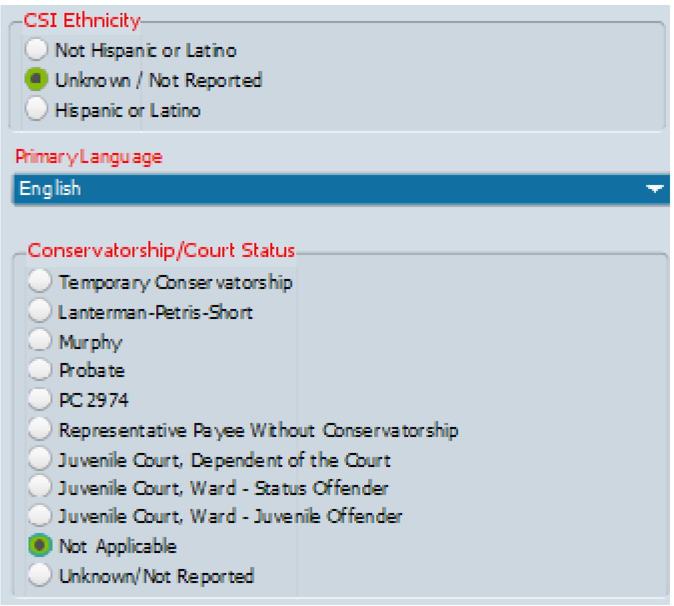
1. **Birth Name (Last)**
2. **Birth Name (First)**
3. Birth Name (Middle)
4. Birth Name (Suffix)
5. **Mother's First Name**
6. **Fiscally Responsible County**
7. Place of Birth – County
8. Place of Birth – State
9. Place of Birth -Country

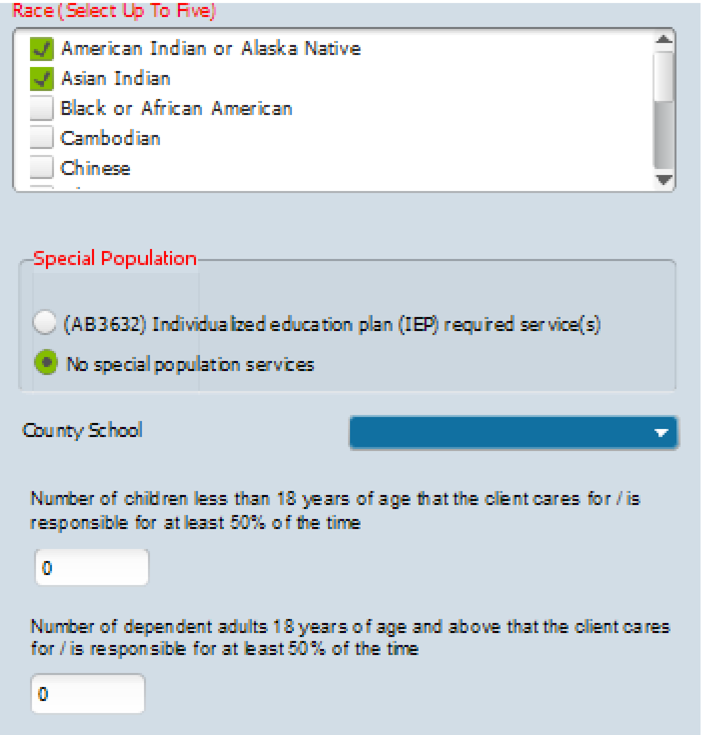


Once County is put in State and County auto populate

CSI ADMISSION

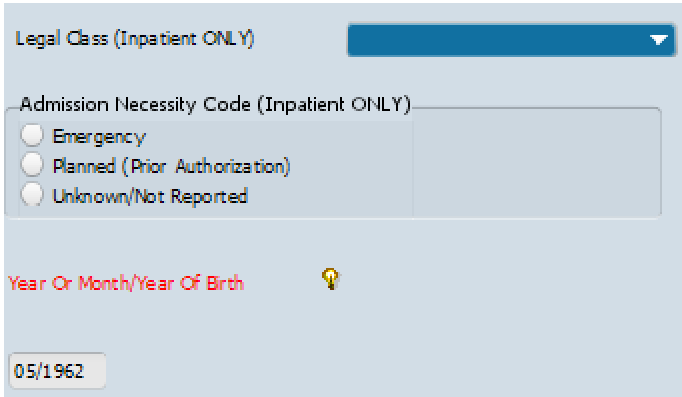
10. Ethnicity
11. Primary Language
12. Conservatorship/Court Status



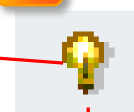


13. Race (Select up to 5)
14. Special Population - If client is a child then County School should be selected from the drop down box.
15. Number of children less than 18 client is responsible at least 50% of time
16. Number of dependent adults client is responsible at least 50% of time

CSI ADMISSION

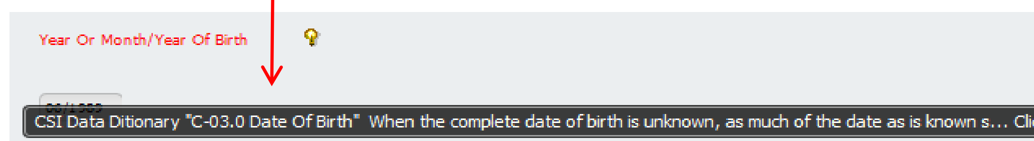


This section is for inpatient (ONLY)

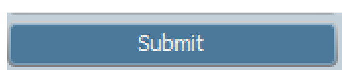


Light bulbs contain information about a particular field

Birth date carried over from Opening



Click Submit to save



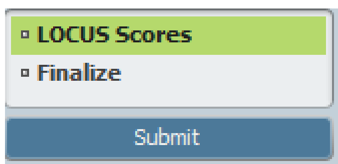
CONTRACTOR LOCUS & CALOCUS ENTRY

CONTRACTOR LOCUS ENTRY

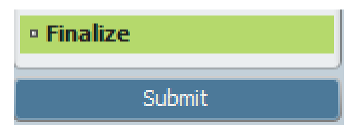
The **Contractor LOCUS & CALOCUS Entry** forms or can be accessed from **Forms & Data> My Forms** or by **Search Forms** or [Avatar CWS/Contractor Document Entry]

The **Contractor LOCUS & CALOCUS Entry** forms have **2 sections**

1. LOCUS Scores

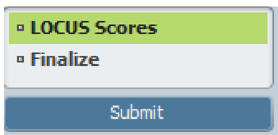


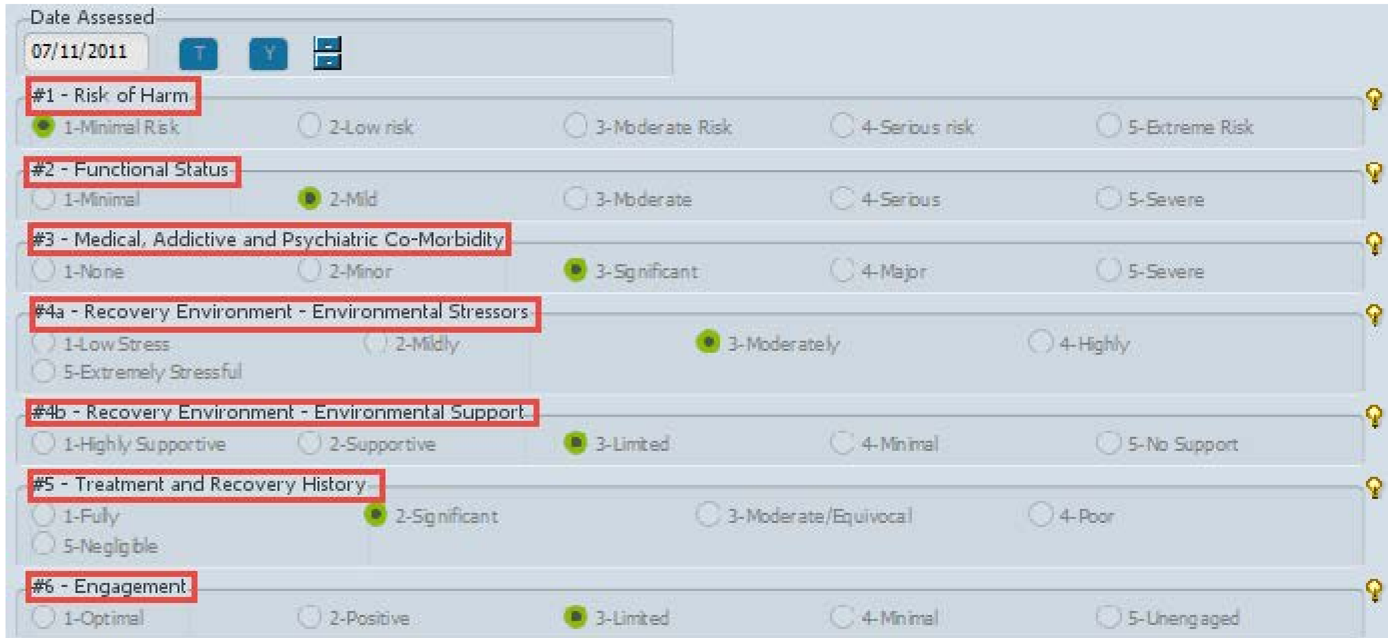
2. Finalize



CONTRACTOR LOCUS ENTRY

LOCUS Scores Section





1. **Risk of Harm**
2. **Functional Status**
3. **Medical, Addictive and Psychiatric Co-Morbidity**

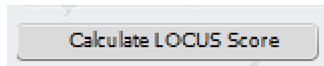
4a. Recovery Environment – Stressors

4b. Recovery Environment – Support

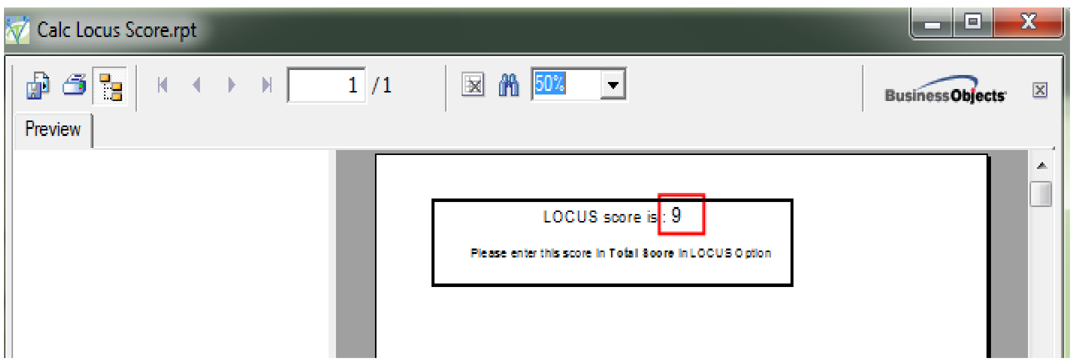
5. **Treatment and Recovery History**
6. **Engagement**

CONTRACTOR LOCUS ENTRY

Click, Calculate LOCUS Score



A crystal report will be generated showing the score

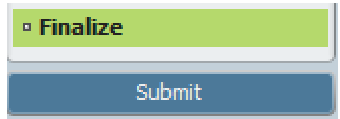


Once the score is shown, close by clicking on

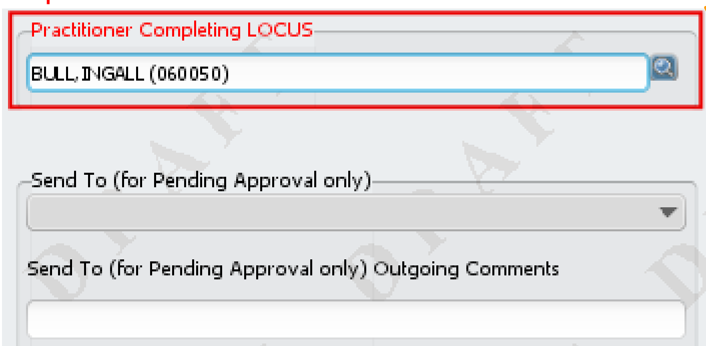
Place the score in the Total Score field

CONTRACTOR LOCUS ENTRY

Go to the **Finalize** Section

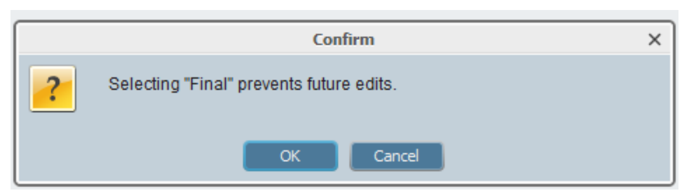


Input Practitioner Name

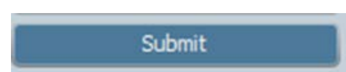


Select Draft/Pending/Final Status

Selecting Final prevent edits

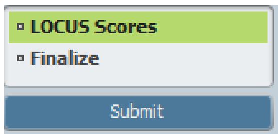


Click **Submit to save**

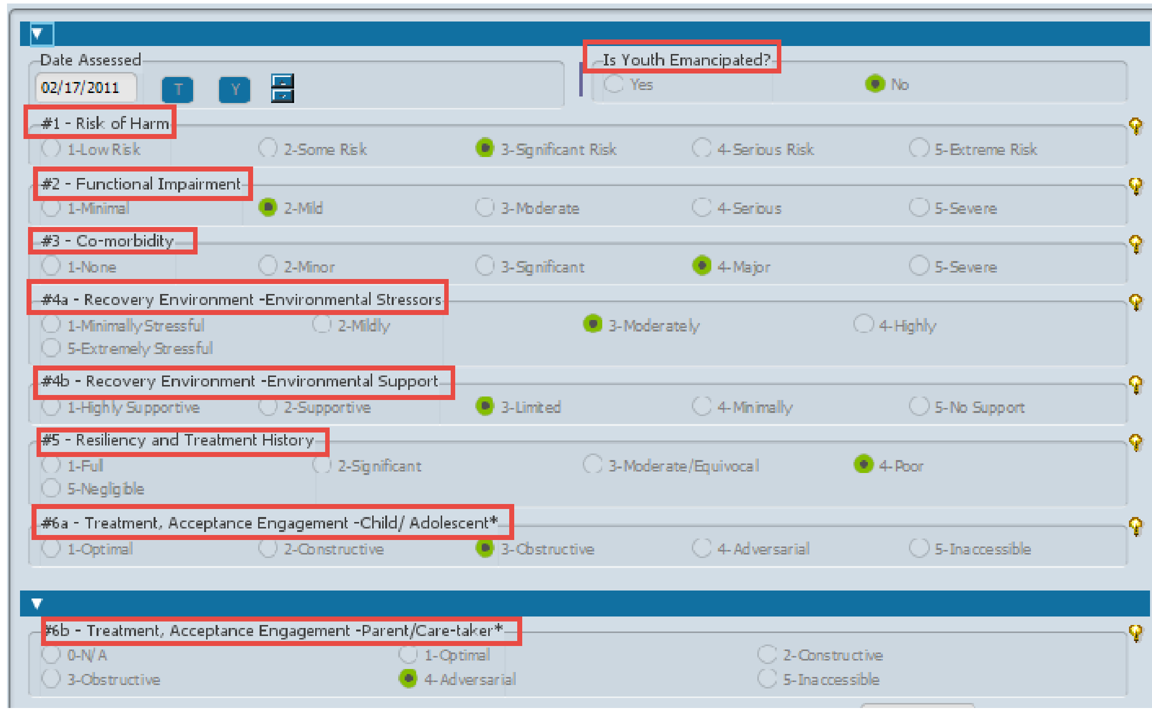


CONTRACTOR CALOCUS ENTRY (FOR YOUTH)

LOCUS Scores Section



Date Assessed **Is Youth Emancipated**



1. **Risk of Harm**
2. **Functional Impairment**
3. **Co-morbidity**

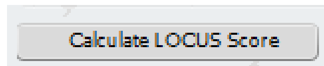
4a. Recovery Environment – Stressors
4b. Recovery Environment – Support

5. **Resiliency and Treatment History**

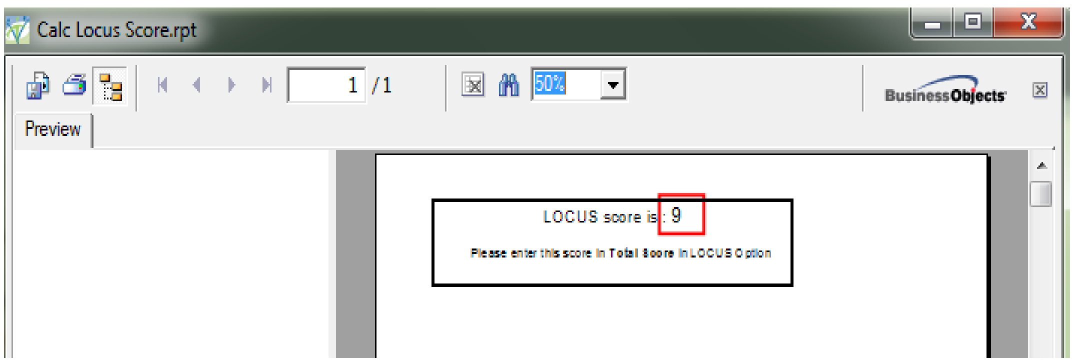
6a. Treatment, Acceptance Engagement – Child/Adolescent*
6b. Treatment, Acceptance Engagement – Parent/Care-taker*

CONTRACTOR CALOCUS ENTRY

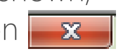
Click, Calculate LOCUS Score



A crystal report will be generated showing the score



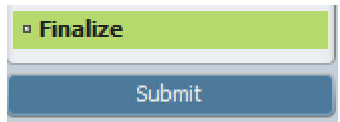
Once the score is shown, close by clicking on



Place the score in the Total Score field

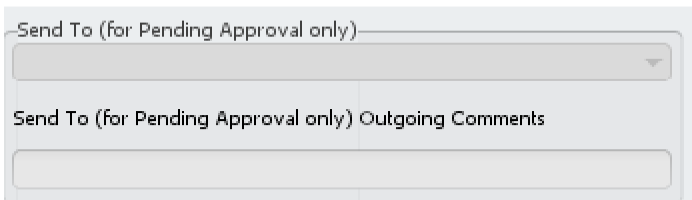
CONTRACTOR CALOCUS ENTRY

Go to the **Finalize** Section

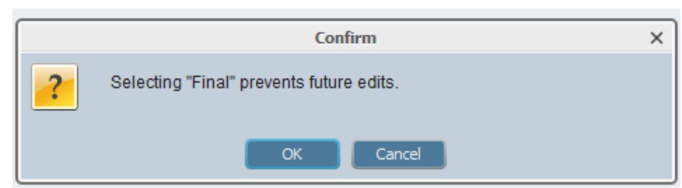


Select Draft/Pending/Final Status

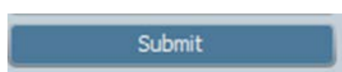
Send to (for Pending Approval only)



Selecting Final prevent edits



Click **Submit to save**



MISC

The question: What termination reason should an Agency use to discharge a client if they go AWOL?

Answer: If a client goes AWOL from a program, and is terminated in Avatar, the termination Program can use Other as the reason and explain in the discharge comments section.

Administrative Discharge is used in the AOD Programs not MH.