INT-2 Service

Int-2 Services are used when the assessment was not completed in the first session, when the client is unsure at the Admission appointment, if more information is needed to make a proper recommendation, etc.

In order to do an Int-2 service in ISmart you will need to add in another program enrollment. In addition to that you can update any of the info in the Placement Screening module (or TAP if that module was done.) Remember that if the clients evaluation date was more then 30 days but less then 90 days ago then you are required to update the Substance Abuse history and the ASAM. If this Int-2 session is over 90 days from the assessment date then an Update Evaluation is needed, please see section C.4

1. Have the client's case re-opened if necessary.
2. Go to the client's Activity List.
3. Left hand menu, click on Program Enroll.
4. Click on Add Enrollment hyperlink.
    a. Change Facility (if necessary).
    b. Put in appropriate Assessment program in Program Name field.
    c. Start Date= Date of Int-2 session.
    d. End Date = Date of Int-2 session.
    e. In Termination Reason box select "Assessment Completed"
    f. In Notes box type in "Int-2 Session."
    g. Click on "Save" and "Finish"
5. Update the client's Substance Abuse history and the ASAM if appropriate in the Placement Screening module. (See section C.9 for more info on an Assessment Addendum.)
6. Left hand menu, click on Notes.

(For more information on the Notes, please see Appendix B or section F.)

Click on Add New Billable Note

a. *Profile screen* – enter info.
   Next
b. *Encounter Note screen* – enter note.
   Next
c. *Services screen* – enter info.
   Finish

Note: If this Int-2 session is from an OWI evaluation and no treatment was recommended then please remember to do your 321J form. (See section D of your manual for more details.)

Close the Case:

*****You would not close the case if you recommended the client for the Orientation group for the client. *****

1. Gray menu bar, click on "Activity List."
2. At the Activity List screen click on Review of the Intake Transaction module.
3. At the Intake Screen, at the bottom of the screen enter today's date in the Date Closed field. Then click on the Save & Close the Case hyperlink.
4. Click on "Finish". This takes you back to the Activity List screen.