ISmart Admit

This procedure is for a client who is being admitted into ISmart following a current ISmart evaluation. For more information on if an ISmart evaluation is current see section C.2 Assessment Time Line Definition of your Manual.

Here is how to enter the admission:

1. Client Search Screen – Search for client.
   (For more information on performing a Client Search, please see section A.3 – Client Search.)
   a. Find client name in list and click on Activity List hyperlink to the right of the client's name. (If you cannot find the client in the ISmart system then please call Data or your supervisor for further assistance.)

2. At the Activity List, click on Review of the Client Profile.

3. Even though the Client Profile was already entered you need to make sure that all the information in the module is current. –
   (For more information on the Client Profile, please see Appendix B.)
   a. Left hand menu, click on Contact Info.
   b. *Contact Info screen* – make sure phone and address are current.
   Next
   *c.* *Collateral Contacts* screen – make sure that the releases (if applicable) are up to date.
   Finish

4. Left Hand menu click on Activity List.

5. Left Hand menu click on Admission. You will notice at the top of the Profile screen that the system displays a note: "Your admission data is populated by existing Placement Screening record." Even though the data is populated from the Placement Screening you still need to verify that it is all correct and current.
   (For more information on Admission module, please see Appendix B.)
   a. *Profile screen* – enter in the Admission Date field and update any other fields if necessary. The Wait Time field can be found from the Admit Info Misc. Note that was entered after the assessment was completed.
   Next
   b. *Financial Info screen* – Update the Expected Payment Source field. Check the back of the client's Financial Form for pay codes or if there isn't a paper file you can get these codes from the Admit Info Misc. Note that was entered after the assessment was completed. All boxes should be filled in, verify that employer and household information are still correct, update if necessary.
   Next
   c. *Youth Admission screen* – you may just skip this screen.
   Next
   d. *Substance Abuse screen* – All boxes should be filled in. Update any appropriate substance information.
   Next
   e. *Legal History screen* – All boxes should be filled in, update if necessary.
   Next
   f. *ASAM screen* – enter in the empty yellow fields and update the Comments Box. All other boxes should be filled in, update if necessary. (For more information on the ASAM, please see Appendix A.)
   Save

g. Left hand menu bar, click on *Diagnosis*. Make sure this screen has at least one diagnosis entered. (For more information on Diagnosis, please see Appendix A.)
Save

h. Left hand menu bar, click on *Treatment Team*.

i. Click on the Add Team Member hyperlink – enter info. (For more information on Treatment Team, please see Appendix B.)
Save

6. Left Hand menu bar, click on Program Enroll
(For more information on the Program Enrollment, please see Appendix B.)
Click on Add Enrollment – enter info
Finish

7. Left Hand menu bar, click on Notes
Depending on the type of admission you just entered would decide on what type of Note you would enter. Residential notes are entered differently then Outpatient Notes. For more information on which Note type to enter, please see Section F.

a. Click on Add New Billable Note (if applicable.)

b. *Profile screen* – enter info
Next

c. *Encounter Note screen* – enter note.
Next

d. *Services screen* – enter info
Finish

8. Left Hand menu bar, click on Notes
Click on Add New Misc. Notes Record
(For more information on Miscellaneous Notes see Section F)

a. Enter in the Permission for Follow Up Note.
(For more information on the Permission for follow up Note see Section F.)
Finish

9. Left hand menu bar, click on Activity List.
All the entries listed on the Activity List need to have a Status of Completed. If one entry does not then click on the Details hyperlink next to the module that is In Progress. A box opens up with the items that need to be entered. Go back to the module and see that all those boxes are filled in. This is a Federal requirement to have all of the yellow boxes in ISmart filled in. If you cannot get all the yellow boxes entered (due to assessment not being completed, etc.) then contact the Data Department for further instructions.