

## Update ASAM Misc. Notes

You will utilize this note to update the ASAM. Once the client is admitted to treatment the ASAM needs to be updated again with in the time frame defined by licensure standards for the current level of care the client is in. This is done throughout their entire treatment episode.

IOP/Res	= every 7 Days
EOP/Hwh/Continuing Care	=every 30 Days

The first time the ASAM is updated after the client as been admitted to treatment will be posted into a Misc. Note. This is usually posted around the same time the initial Treatment Plan is developed and entered into ISmart.

To enter in a Misc. Note:

1. In client's ISmart file go to the Notes module.
2. Click on Add New Misc. Note hyperlink.
  - a. Note Type = Note to File
  - b. Service Date = is automatically filled in with today's date, change if appropriate.
  - c. Program: Choose the name of the Program this note pertains to.
  - d. Summary = Update ASAM
  - e. Notes box: Post the clients updated ASAM in this box. Word document outline form can be found in Appendix A of the ISmart on-line in the manual.
3. Once the note is posted click on the Sign Notes button.