

Exit Interview Misc. Notes

The Exit Interview is done when the client transfers to another ASAC component and/or primary counselor. This session is used to wrap up the file and ask some questions that will help the receiving counselor. This form can be found in Section G of the ISmart on-line manual.

1. Was the client's address and phone number updated in the Client Profile module?: Answer this question with a Yes or a No. If the client's address and/or phone number has changed since time of admission you are required to update it in their Client Profile.
2. Treatment Summary: These are the same two comments boxes that are used in Treatment Summary screen of the Discharge module. Please see Section J or Appendix B for more information on these two items.
3. Client Satisfaction: These are the same client satisfaction questions that are used in the Discharge module. For more information on what is needed for these questions please see Section J or Appendix B for more information on how to fill these out.
4. Current Living Arrangements, Current Employment Status, Current Income, Legal History and Current Worker: Fill these in with the appropriate answer.

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 = Exit Interview from XXX (where XXX=the name of the component.)
 - e. Notes box: Post the clients Exit Interview. Word document outline form can be found in Section G of the ISmart on-line in the manual.
3. Once the note is posted click on the Sign Notes button.