

## Permission for Follow-Up Note

You will utilize this note to record the client's permission for Follow Up that is signed at the time Admission into Treatment on the components Expectation Agreement form. The purpose of this Note is to let the Data Department know if the client gave permission for us to conduct a 30-day and a 6-month follow up on the client. In addition to this it gives the Discharging Counselor a chance to ask the client, if in the event they answered No to permission for follow up at the time of Intake, to reconsider and re-sign the Expectation Agreement form again to allow us to follow up on this client.

Why the importance of having a client say Yes to our follow-up? We use our 30-day and 6-month follow up results in most of the grants that ASAC writes and also for our annual United Way reports. The money that ASAC receives helps with our Sliding Fee scale, which helps our clients with low income. So to keep that funding available it helps if our clients say Yes to follow up and they participate in our follow up surveys.

Since the purpose of this note is to just give us some quick information the data that is entered into this note is very short and unlike most Misc. Notes it does not contain any other information inside the Note. All the information that is needed will be typed into the Summary field so that the info can be seen with out viewing the Note.

To enter in the Permission for Follow-Up Note:

1. At the 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. This should be the same day as the client signed his/her Expectation Agreement form.
  - c. Program: Choose the program this note pertains to.
  - d. Summary = Follow Up – xxx
    - i. Where xxx = Yes or No, depending on what the client marked on the Documentation of Understanding.
    - ii. For example this is a how it would be typed for a client who gave permission for follow up: Follow Up - Yes