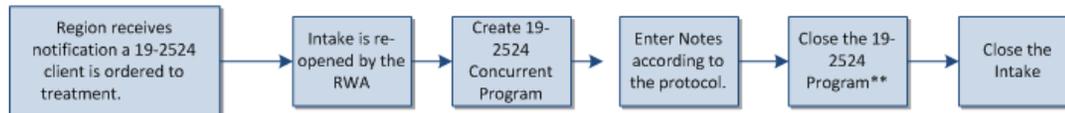


Regional Process for a 19-2524 client ordered to treatment and services will not be provided by the Region

Client Flow

19-2524 Client Ordered to Treatment & Services will not be provided by the Region



*Fee Determinations and Encounter (billable) notes can be created when a Judge indicates that a client must pay for treatment.

Region receives notification a 19-2524 client is ordered to treatment.

A. Intake is reopened by the Regional WITS Administrator (RWA).

B. Create a 19-2524 Concurrent program enrollment using the directions below [\(click here for printable instructions\)](#).

Creating a 19-2524 Concurrent Program Enrollment

The program enrollment will be created by Regional Staff when the Region is notified that a client is ordered under I.C. 19-2524 to receive treatment services.



Encounter notes cannot be released under this program.



When the client receives treatment services directly from the Region, the clinician must also enroll the client in a program for treatment (acuity) such as Med-only clinic, FACT, MH Court or ACT.

Begin on the client activity list.

Client: 19-2524, Client | 10827169000003L | 2 Clear Client

Home Page
Agency Contacts
▶ Agency
▶ Dispensary
▶ Group List
Clinical Dashboard
▼ Client List
▶ Client Profile
Gain Short Screener
▶ Benefit Application
Linked Consents
Client Contacts
Non-Episode Contact
▼ Activity List
Intake
Client Eligibility
Fee Determination
Court Monitoring
Wait List
▶ Assessments
Diagnosis List
▶ Admission
Program Enroll

Client Activity List

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	7/15/2016	5/13/2013	Completed
	Intake Transaction	7/15/2016	7/28/2016	Completed
	Client Program Enrollment (19-2524 Assessment Only)	7/20/2016	7/28/2016	Completed
	Mental Health Assessment	7/27/2016	7/28/2016	Completed
	Miscellaneous Note Summary	7/28/2016	7/28/2016	Not Applicable
	Court Monitoring Form	7/28/2016	7/28/2016	Completed
	Diagnosis Summary	7/28/2016	7/28/2016	Not Applicable

1. Once you're in the activity list, click **Program Enroll** on the blue navigation pane.

Client: 19-2524, Client | 10827169000003L | 2 ✖ Clear Client

Program Enrollment

Program Name Facility

Modality

From: To:

Active Program Enrollments During Date Range

Clear Go

Program Enrollment List

Add Enrollment

Actions	Program Name	Start Date	End Date	Facility	Notes
	19-2524 Assessment Only	7/20/2016	7/28/2016	Boh...	

Finish

2. Click **Add Enrollment** on the right side of the program enrollment list bar.



The start date of the program enrollment is the day the Region is notified the client is ordered to treatment.

The screenshot shows a web form titled "Program Enrollment Profile". It contains several input fields: "Facility" (Boise), "Program Name" (highlighted in yellow), "Program Staff" (Brownfield, Michelle), "Termination Reason", and "Notes". On the right side, there are "Days on Wait List", "Start Date" (7/28/2016), and "End Date" fields. A red arrow points from the "Start Date" field to the "Program Name" field. At the bottom right, there are three buttons: "Cancel", "Save", and "Finish".

3. Select the program of 19-2524 Concurrent and enter the start date (**day the Region is notified the client is ordered to treatment**).

Program Enrollment Profile

Facility: Days on Wait List: Start Date: End Date:

Program Name: Program Staff:

Termination Reason:

Notes:

4. Click and .

Program Enrollment

Program Name: Facility:

Modality:

Active Program Enrollments During Date Range: From: To:

Program Enrollment List [Add Enrollment](#)

Actions	Program Name	Start Date	End Date	Facility	Notes
	19-2524 Concurrent Program	7/28/2016		Boise	
	19-2524 Assessment Only	7/20/2016	7/28/2016	Boise	

5. WITS will take you back to the program enrollment list. Click to return to the client activity list.

C. Create Notes to document all activity related to a 19-2524 Concurrent program enrollment using Miscellaneous Notes, and select any note type except for 19-2524 Note. While this may seem odd, the 19-2524 Note is only used for documenting 19-2524 Assessment activities under that program enrollment. Create notes using the instructions below ([click here for printable instructions](#)).

Creating a Regional 19-2524 Non-Assessment Note



Regions will only select the type of 19-2524 on a note when documenting the time spent on an IDMHA assessment.

Begin on the client activity list.

The screenshot shows a web application interface. On the left is a blue navigation pane with a tree view. The 'Notes' option is highlighted with a red box and a red arrow. On the right is a table titled 'Client Activity List' with columns for Actions, Activity, Activity Date, Created Date, and Status.

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	7/15/2016	5/13/2013	Completed
	Intake Transaction	7/15/2016	7/28/2016	Completed
	Client Program Enrollment (19-2524 Assessment Only)	7/20/2016	7/28/2016	Completed
	Mental Health Assessment	7/27/2016	7/28/2016	Completed
	Client Program Enrollment (19-2524 Concurrent Program)	7/28/2016	7/28/2016	Completed
	Miscellaneous Note Summary	7/28/2016	7/28/2016	Not Applicable
	Court Monitoring Form	7/28/2016	7/28/2016	Completed
	Diagnosis Summary	7/28/2016	7/28/2016	Not Applicable

1. **Notes** on the blue navigation pane.

Notes Search

Start Date End Date

Allow Disclosure of Note

Notes List [Add New Misc. Note](#) [Print Notes](#) [Add New Encounter Note](#)

Actions	Note Type	Date	Duration	Staff	Service/Summary

2. Click [Add New Misc. Note](#) on the right side of the notes list blue bar.



Do not select the type of 19-2524 on a note when documenting the time spent on any activity outside of an IDMHA.



Select the note type that reflects the type of note you are entering. The most commonly used note types will likely be the following: Case Management, Administrative, Collateral.

Miscellaneous Notes

Author Name: Van Skike, Anna
Author Title:
Created Date:

Note Type: Administrative Note
Program: 19-2524 Assessment Only
Service Date: 8/1/2016
Start Time: 9:00 AM
End Time: 9:15 AM
Duration: 15 Min
Alert: No
Mark Alert
Was Report Sent to State
Frequency:
Summary: Summary Here
Signed Notes
Release these notes? No
Cancel Save Finish
Unsigned Notes
Add Note Sign Note

3. Select the note type that reflects the information you are documenting. For example, if you are documenting the time it took to schedule an appointment, you could select the type of Administrative Note.
4. **Select the program of 19-2524 Assessment Only.**
5. Complete all other required fields.

Miscellaneous Notes

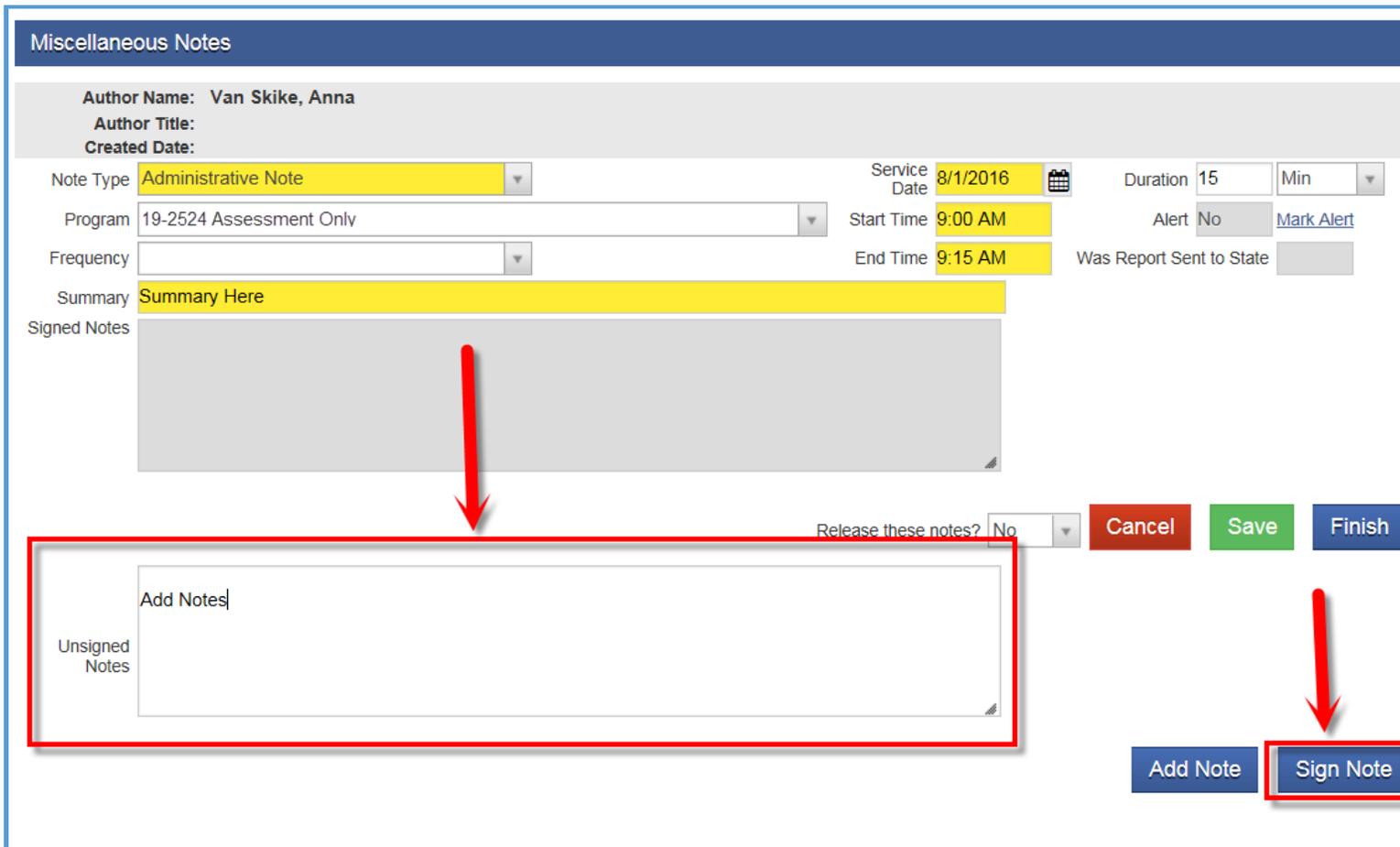
Author Name: Van Skike, Anna
Author Title:
Created Date:

Note Type: Administrative Note Service Date: 8/1/2016 Duration: 15 Min
Program: 19-2524 Assessment Only Start Time: 9:00 AM Alert: No Mark Alert
Frequency: End Time: 9:15 AM Was Report Sent to State:
Summary: Summary Here
Signed Notes:

Release these notes? No Cancel Save Finish

Unsigned Notes: Add Notes

Add Note Sign Note



6. Enter notes in the Unsigned note section and click **Sign Note**.

Miscellaneous Notes

Author Name: Van Skike, Anna
Author Title:
Created Date:

Note Type: 19-2524 Note
Program: 19-2524 Assessment Only
Frequency:
Summary: Summary Here
Signed Notes: Signed by Van Skike, Anna, 8/1/2016 4:43:09 PM: Add Notes
Unsigned Notes:
Release these notes? No

Service Date: 8/1/2016
Duration: 15 Min
Start Time: 9:00 AM
End Time: 9:15 AM
Alert: No Mark Alert
Was Report Sent to State:
Cancel Save Finish
Add Note Sign Note

7. When your note is signed it will move up to the signed note section and will include a date and time stamp. Click  and .

D. Close the 19-2524 Concurrent program enrollment using the directions below ([click here for printable instructions](#)).

Closing a 19-2524 Concurrent Program Enrollment

 The program enrollment should be closed when services are complete, or the client is referred to a community provider, or if the order expires and the client is not actively in services.

Begin on the client activity list.

Client Activity List				
Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	7/15/2016	5/13/2013	Completed
	Intake Transaction	7/15/2016	7/28/2016	Completed
	Client Program Enrollment (19-2524 Assessment Only)	7/20/2016	7/28/2016	Completed
	Mental Health Assessment	7/27/2016	7/28/2016	Completed
	Client Program Enrollment (19-2524 Concurrent Program)	7/28/2016	7/28/2016	Completed
	Review Note Summary	7/28/2016	7/28/2016	Not Applicable
	Court Monitoring Form	7/28/2016	7/28/2016	Completed
	Diagnosis Summary	7/28/2016	7/28/2016	Not Applicable

1. Find the 19-2524 concurrent program enrollment in the activity list and hover over  and click **Review**.



The program enrollment should be closed when services are complete, or the client is referred to a community provider, or if the order expires and the client is not actively in services.

The screenshot shows a web form titled "Program Enrollment Profile". The form contains several fields: "Facility" with the value "Boise", "Program Name" with "19-2524 Concurrent Program", and "Program Staff" with a dropdown menu showing "Brownfield, Michelle". There are also fields for "Days on Wait List", "Start Date" (7/28/2016), and "End Date" (which is highlighted with a red box and a red arrow). Below these are "Termination Reason" and "Notes" fields. At the bottom right, there are three buttons: "Cancel" (red), "Save" (green), and "Finish" (blue).

2. Enter the end date **(when services are complete, or the client is referred to a community provider, or if the order expires and the client is not actively in services).**

Program Enrollment Profile

Facility	Boise	Days on Wait List	<input type="text"/>	Start Date	7/28/2016
Program Name	19-2524 Concurrent Program			End Date	7/31/2016
Program Staff	Brownfield, Michelle				
Termination Reason	<input type="text"/>				
Notes	<input type="text"/>				

Cancel Save Finish

3. Select the termination reason:

- **Select Admin termination if the court order expires, or you are unable to make initial contact with client**
- **Select Referred if the client is referred for services to community provider**
- **Select Transferred if the client is transferred to another Region**
- **Select Treatment Completed when the client has completed the court ordered treatment**
- **Select Left w/notice or Left w/o notice according to the specific circumstances.**

4. Click **Save** and **Finish**.

Program Enrollment

Program Name Facility

Modality

From: To:

Active Program Enrollments During Date Range

Program Enrollment List

Actions	Program Name	Start Date	End Date	Facility	Notes
	19-2524 Concurrent Program	7/28/2016	7/31/2016	Boise	
	19-2524 Assessment Only	7/20/2016	7/28/2016	Boise	

5. WITS will take you to the program enrollment list. Click to return to the client activity list.

E. Close the intake.