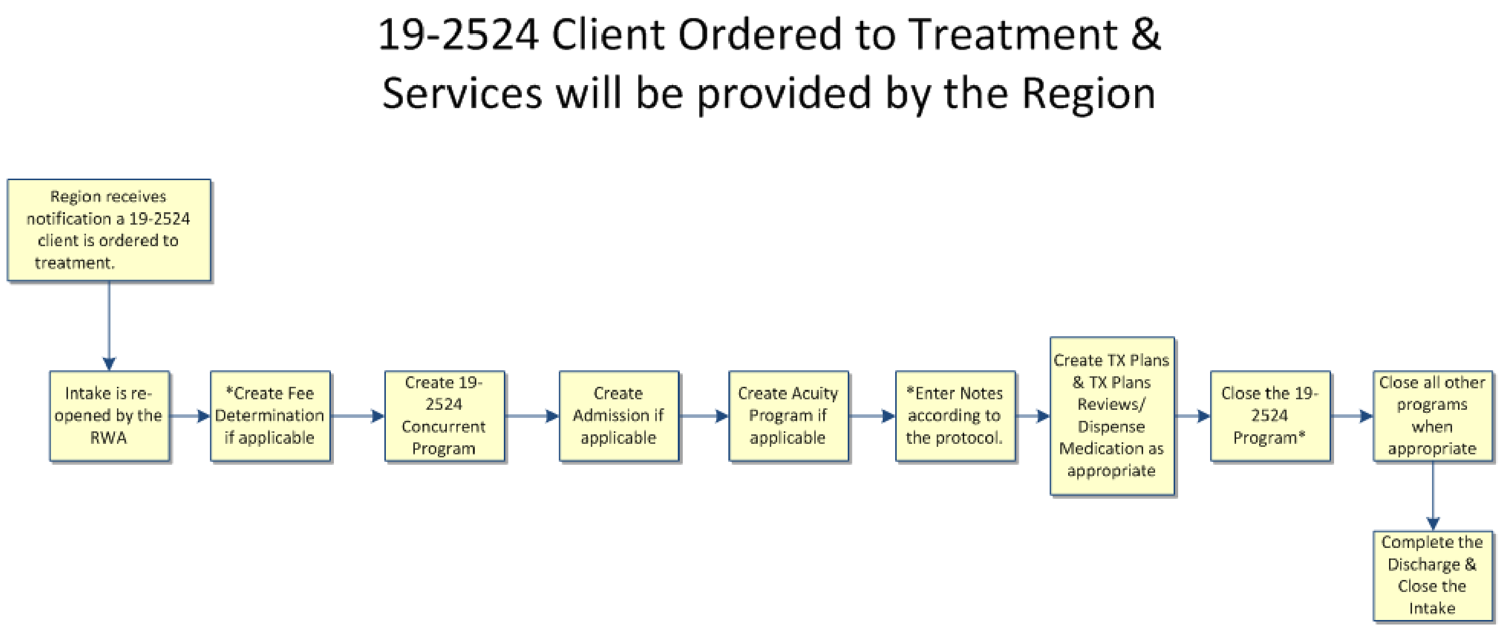
Regional Process for a 19-2524 client ordered to treatment and services will be provided by the Region

Client Flow



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

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

B. **Create a fee determination record if applicable (fee determinations can be created when a Judge indicates a client must pay for treatment).**

C. **Create a 19-2524 Concurrent program enrollment using the directions below** (click here for printable instructions).

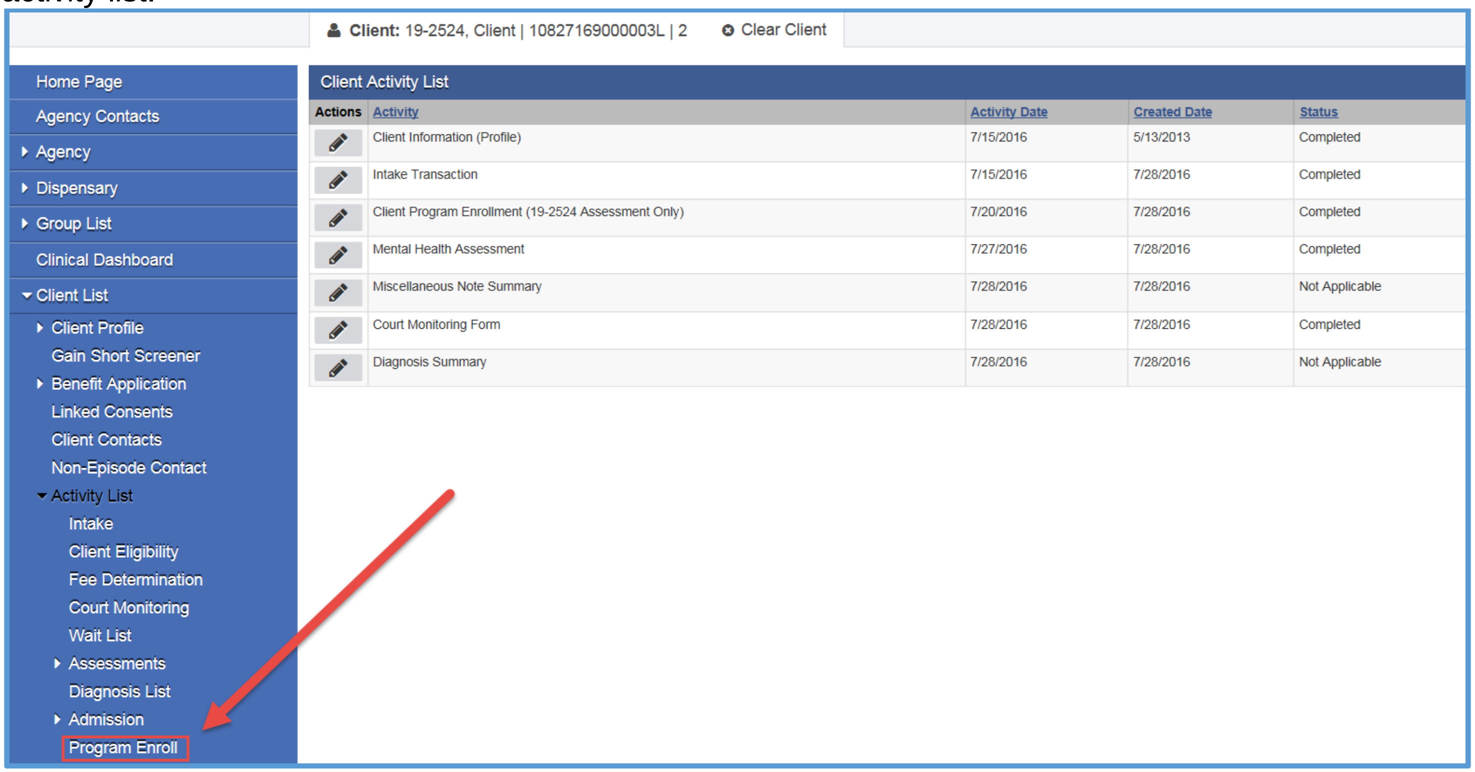
Creating a 19-2524 Concurrent Program Enrollment

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

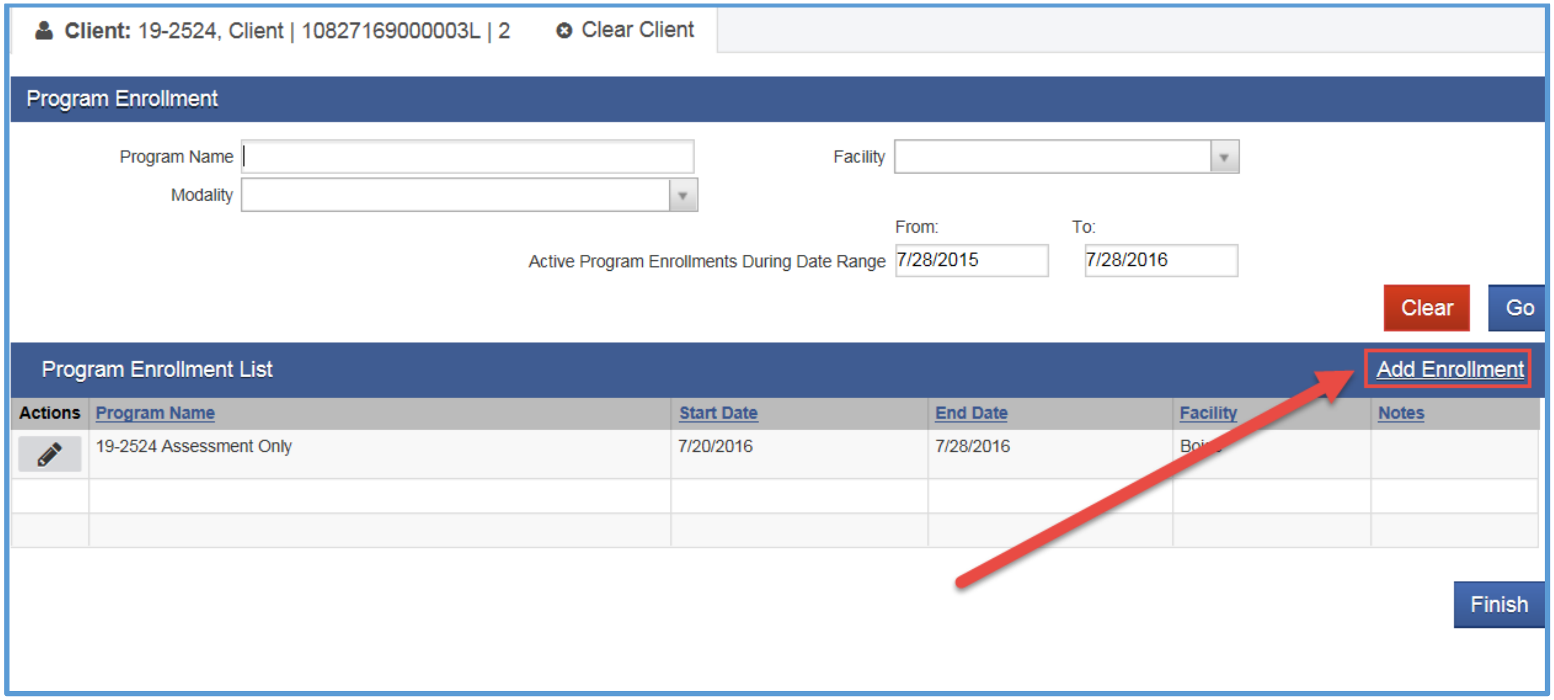
Encounter notes cannot be released under this program.

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

Begin on the client activity list.

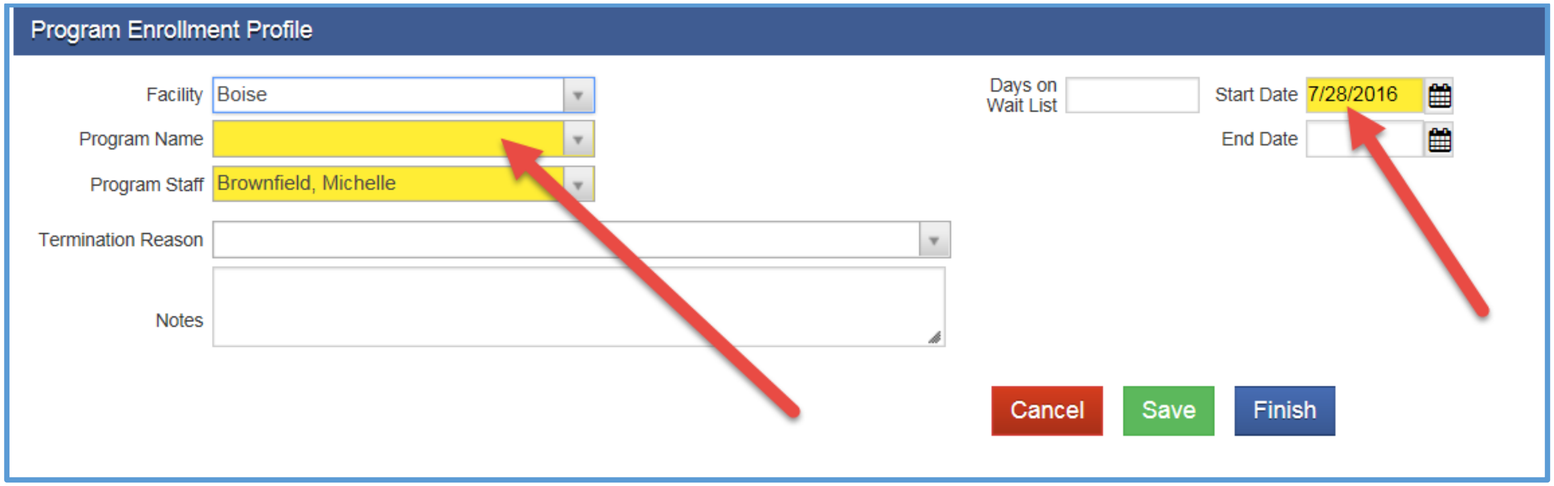


1. Once you're in the activity list, click **Program Enroll** on the blue navigation pane.

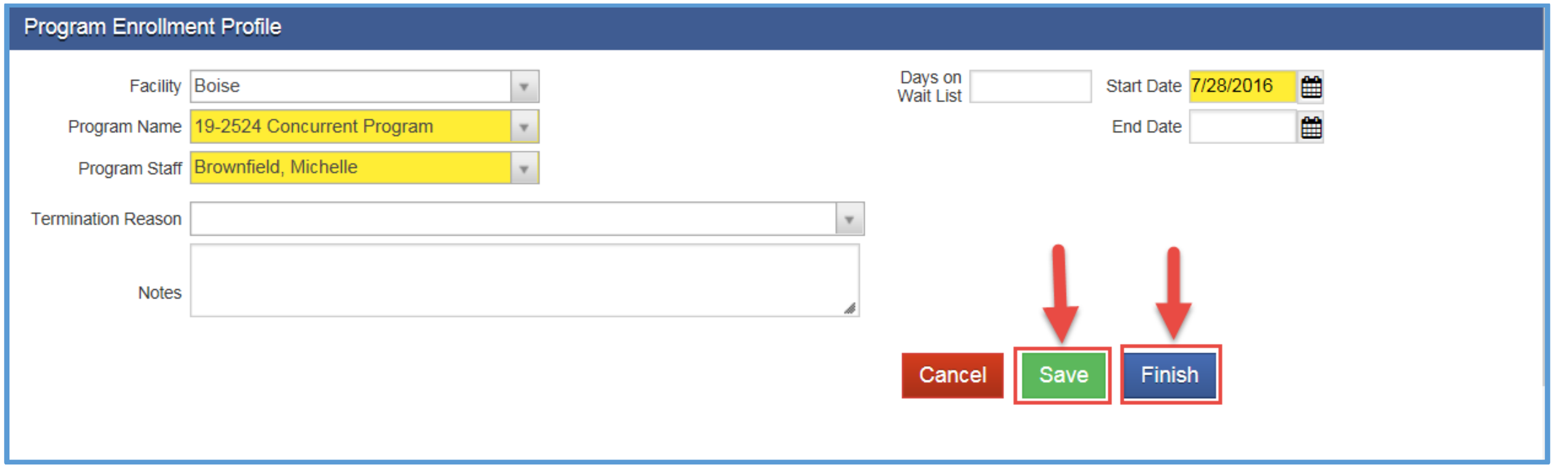


2. Click Add Enrollment on the right side of the program enrollment list bar.

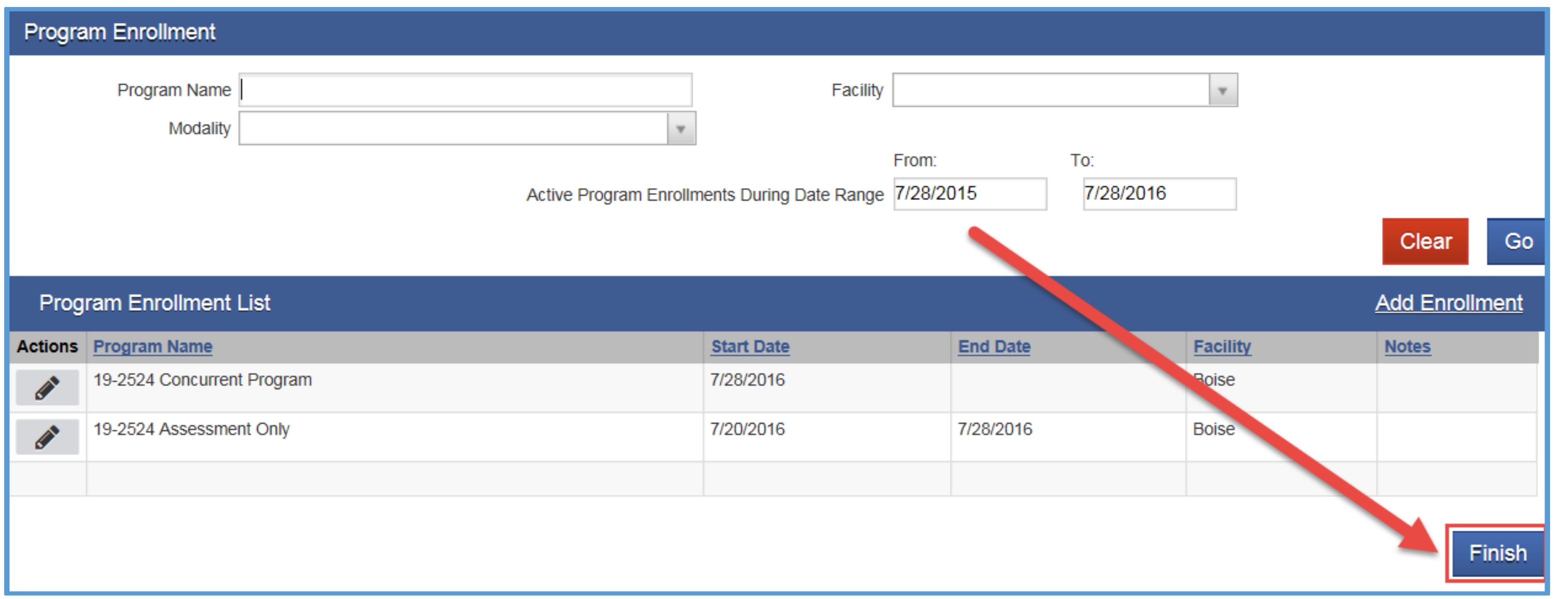
The Start date of the program enrollment is the day the Region is notified the client is ordered to treatment



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



4. Click Save and Finish.



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

D. Create admission if applicable.

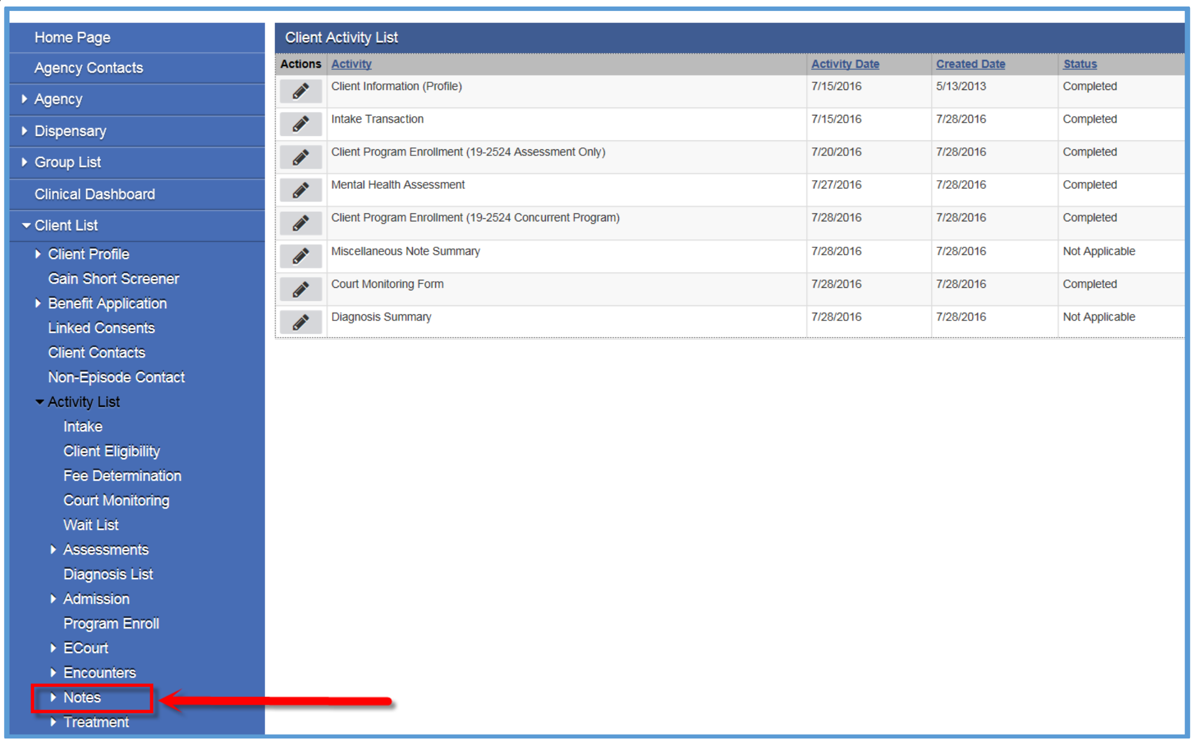
E. Create acuity program enrollment if applicable (the program may already exist if this is an active client).

F. Create Notes to document all activity related to a 19-2524 Concurrent program enrollment using Miscellaneous Notes, and select any note type <u>except for 19-2524 Note.</u> While this may seem odd, the 19-2524 Note is <u>only used</u> 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

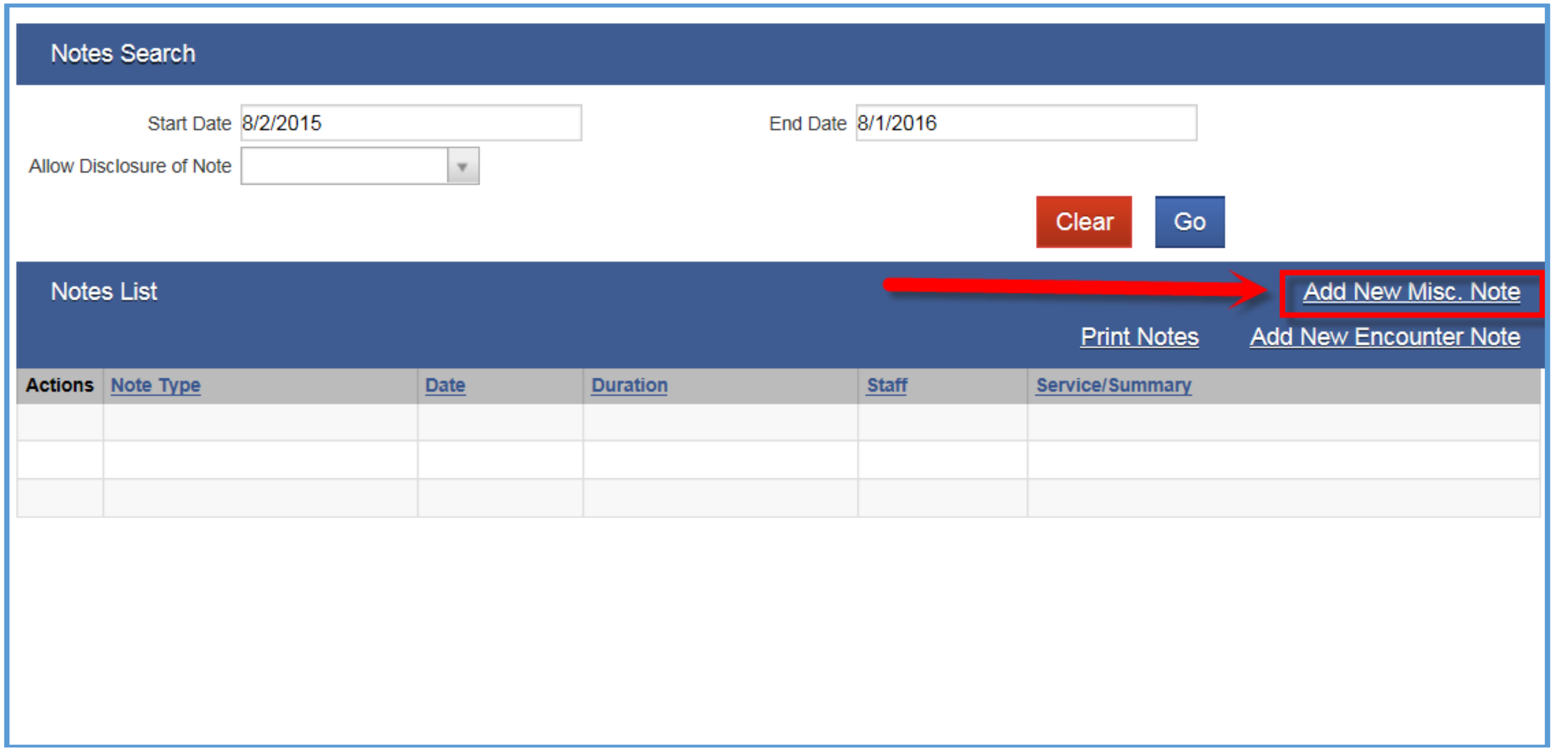
Regions will only select the type of 19-2524 on a note when documenting the time spent on an IDMHA assessment**.**

Begin on the client activity list.



1. 

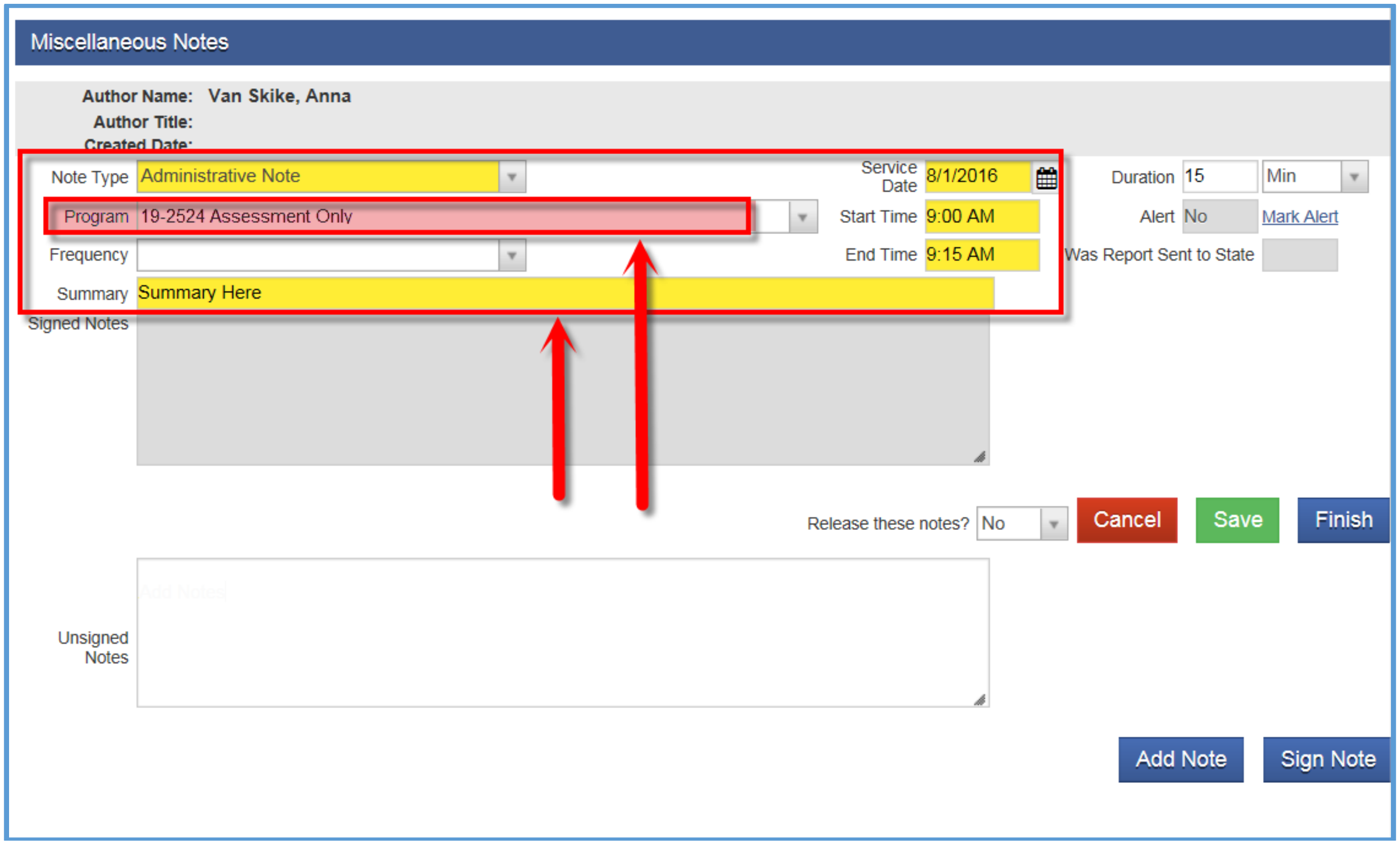
on the blue navigation pane.



2. Click Add New Misc. Note on the right side of the notes list blue bar.

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

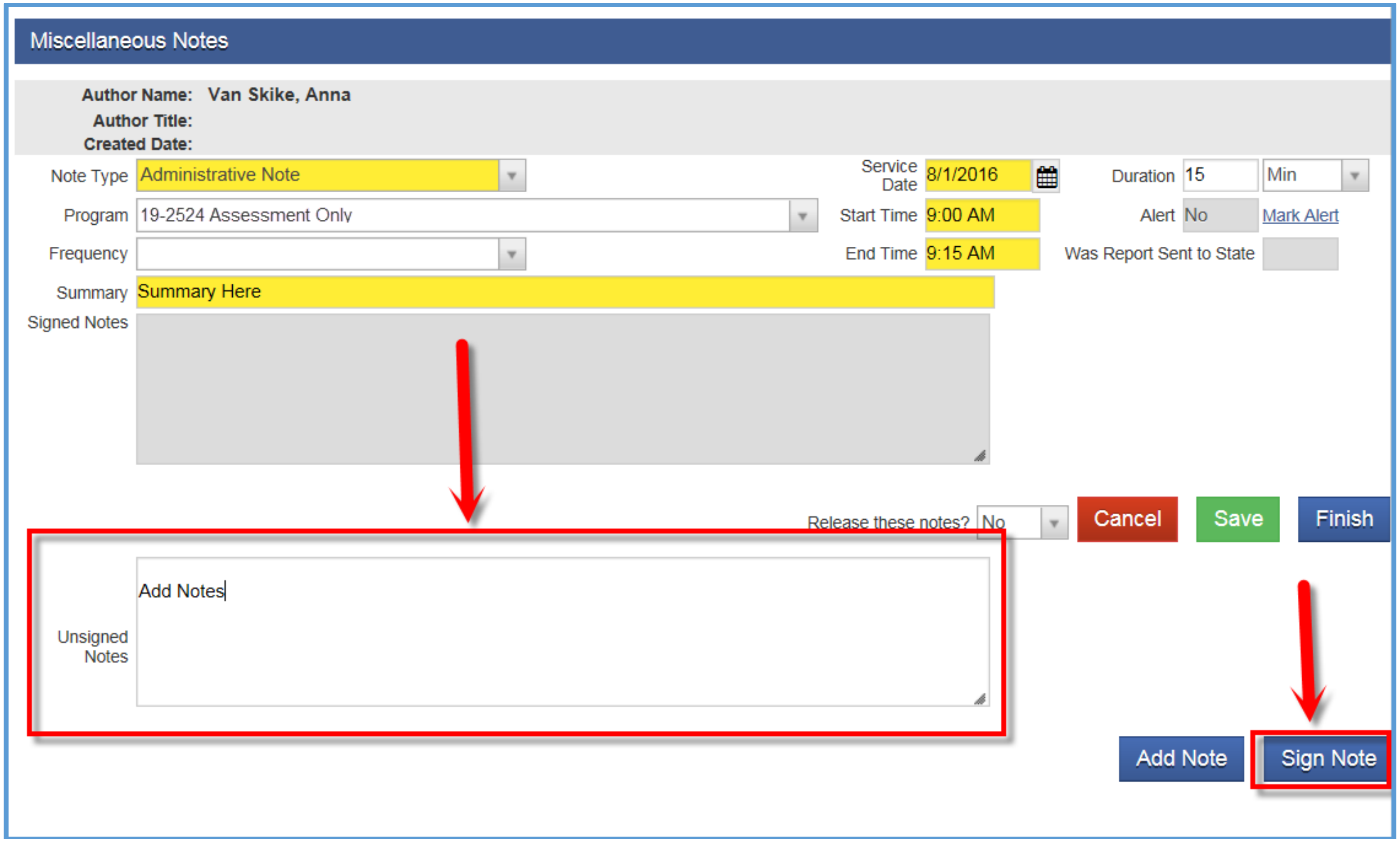
Select the note type that reflects the type of note you are entering. The most commonly used note types will likely be the following: Case Management, Administrative, Collateral.



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.



6. Enter notes in the Unsigned note section and click 

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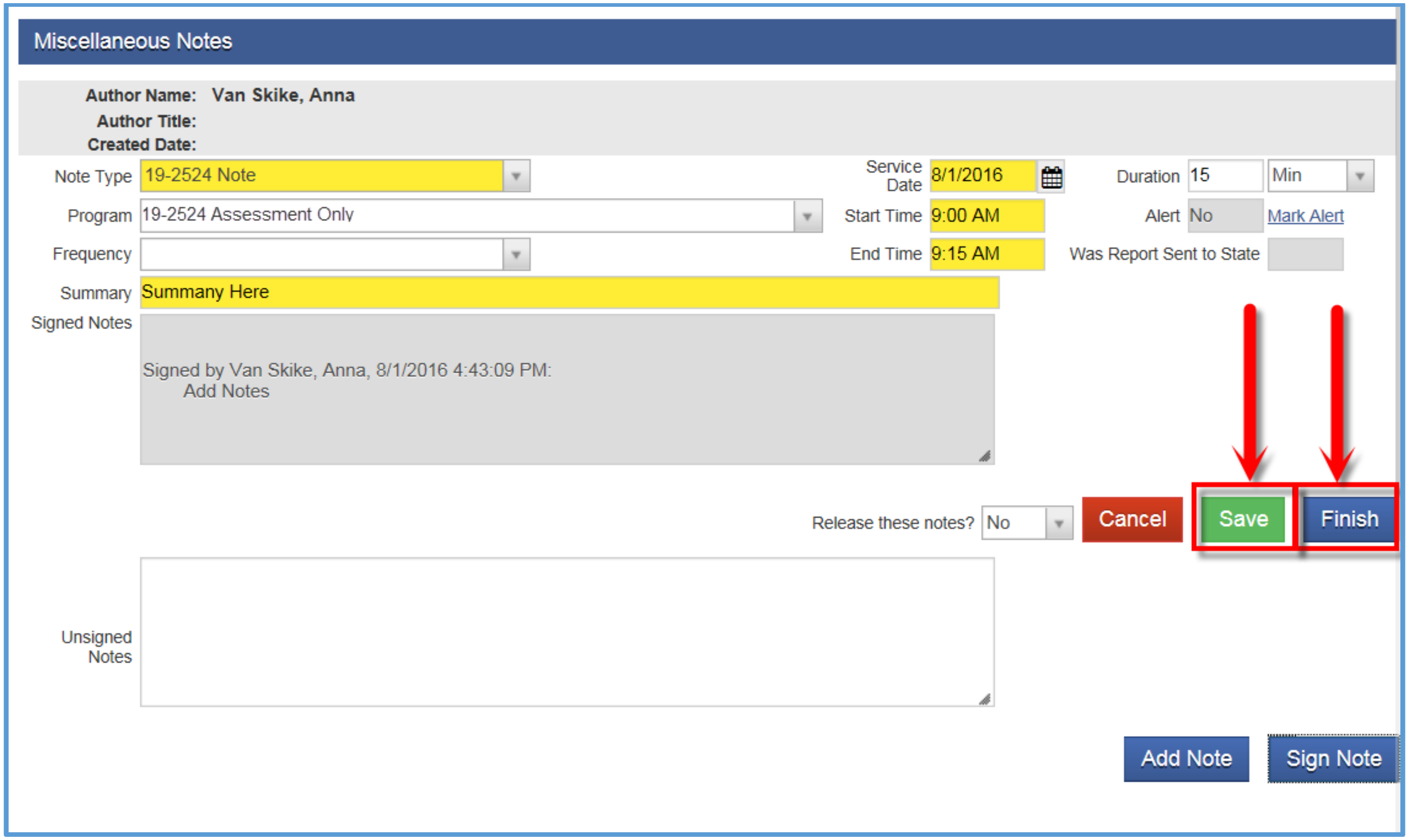


7. When your note is signed it will move up to the signed note section and will include a date and time stamp. Click Save and Finish .

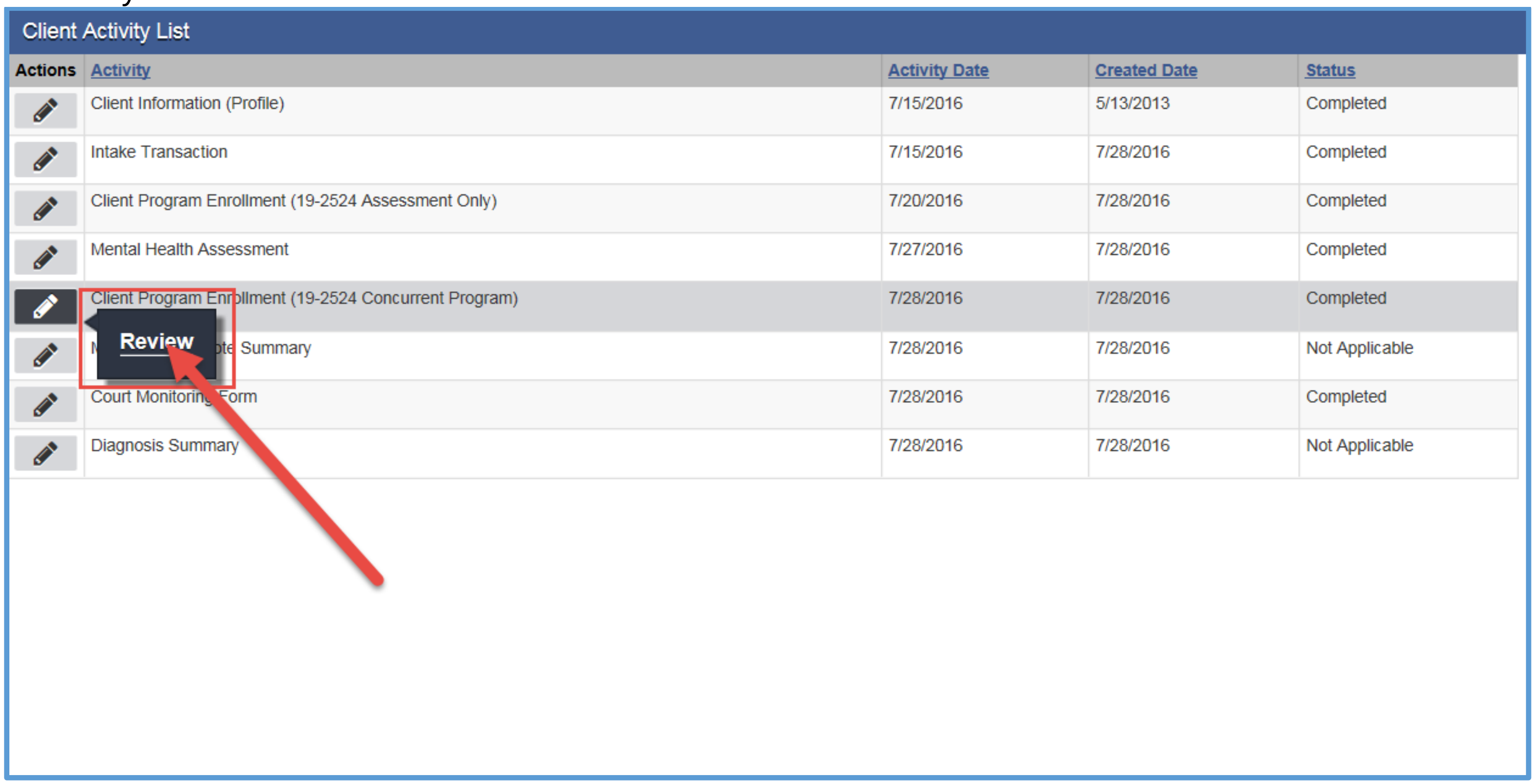
G. Create treatment plans, treatment plan reviews, and dispense medication as appropriate.

H. 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.

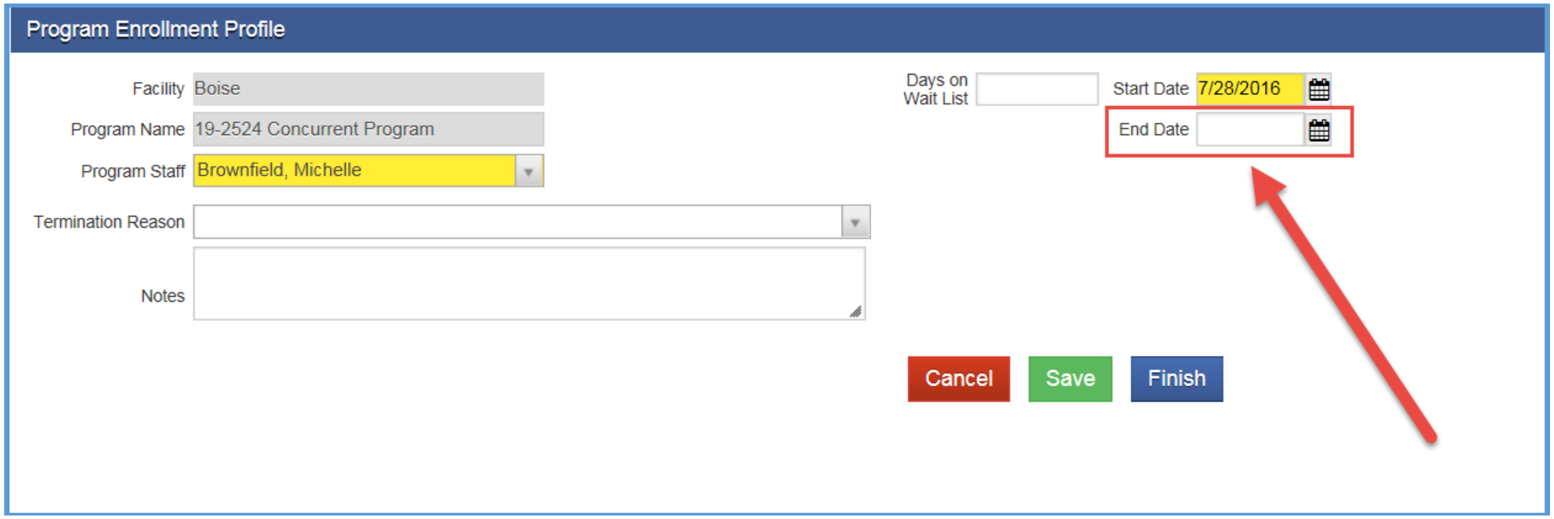


Client Activity List

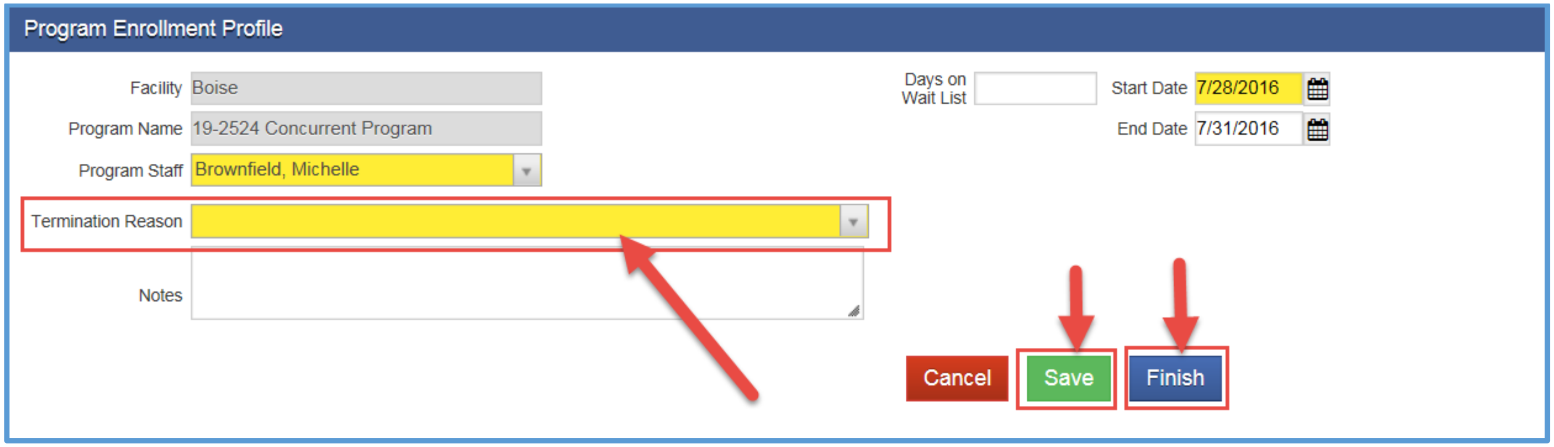
Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	7/15/2016	5/13/2013	Completed
	Intake Transaction	7/15/2016	7/28/2016	Completed
	Client Program Enrollment (19-2524 Assessment Only)	7/20/2016	7/28/2016	Completed
	Mental Health Assessment	7/27/2016	7/28/2016	Completed
	Client Program Enrollment (19-2524 Concurrent Program)	7/28/2016	7/28/2016	Completed
Review	[illegible] 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.

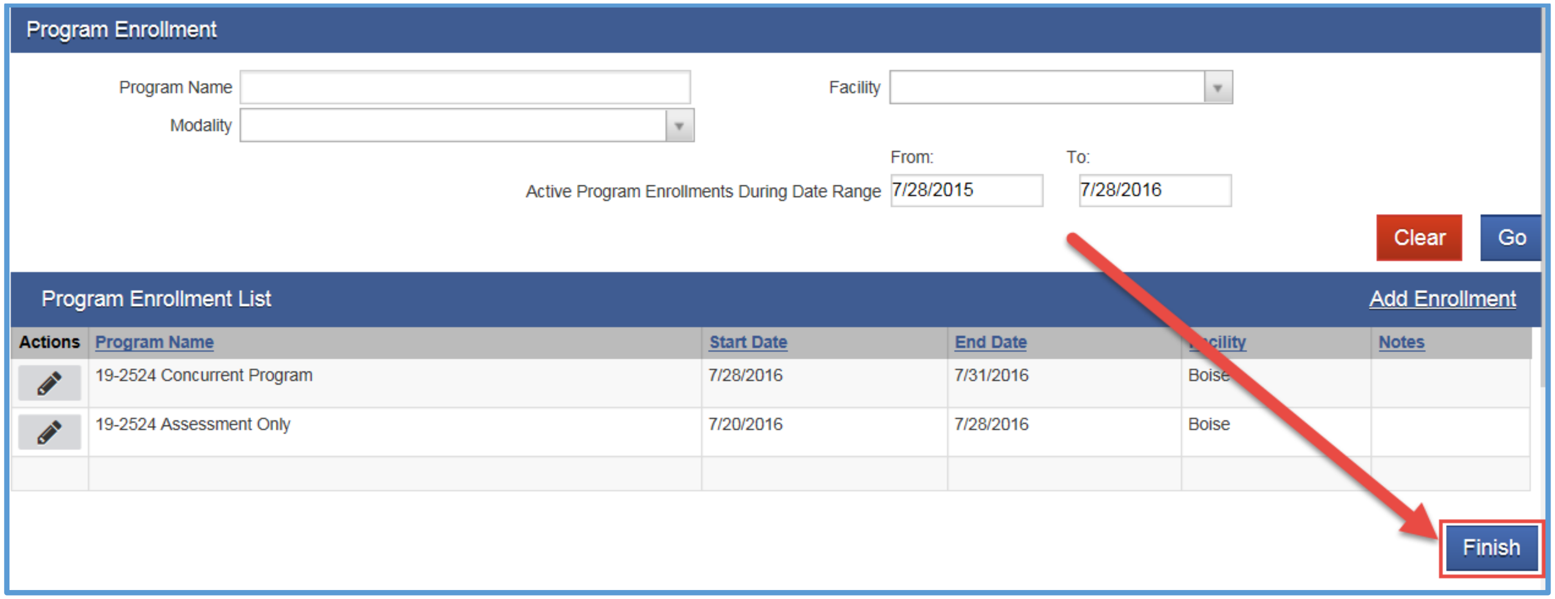


2. Enter the end date **(when services are complete, or the client is referred to a community provider, or if the order expires and the client is not actively in services)**.



3. Select the termination reason and
   - **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.



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

to return to the client activity list.

I. Close all other programs when appropriate.

J. Complete the discharge and close the intake.