



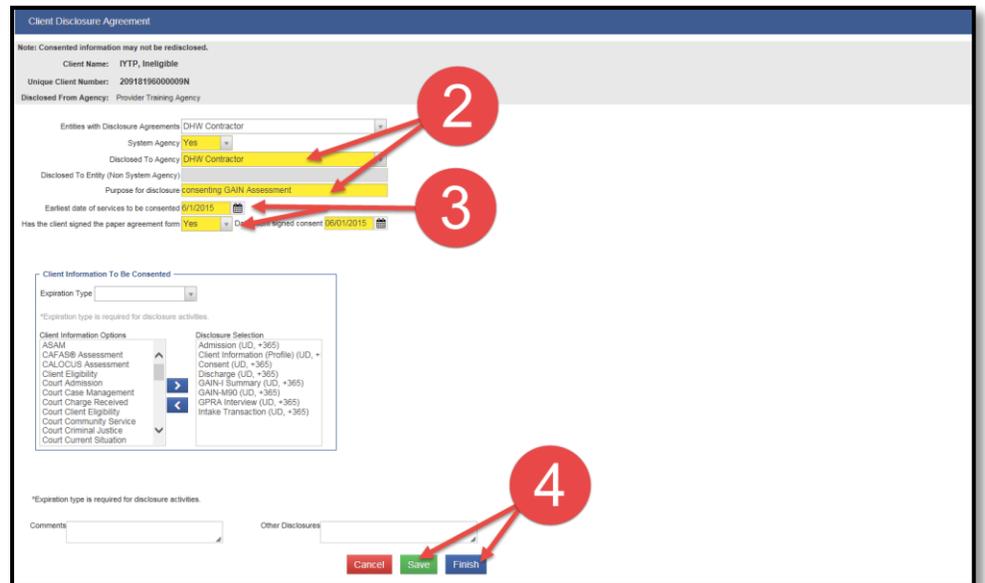
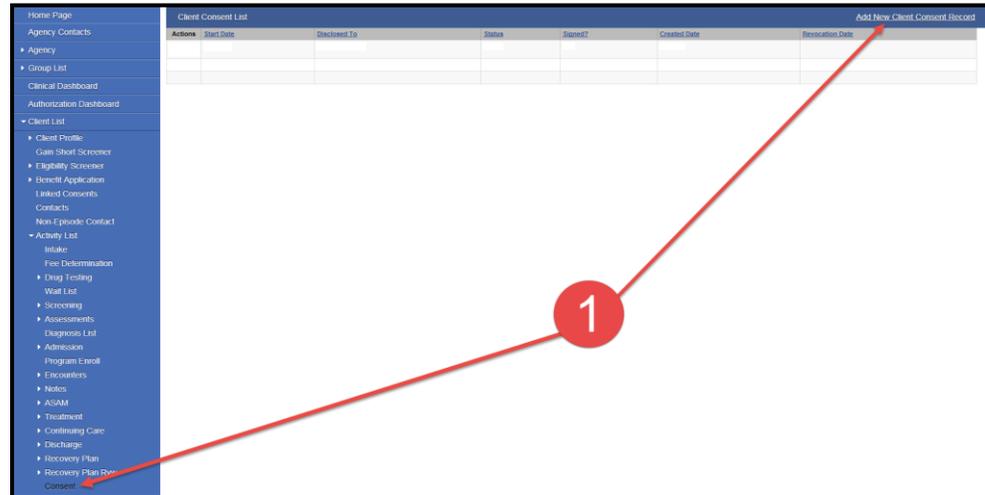
Guide for Clients Determined Ineligible for IYTP

Follow this guidance after a client has screened or has been assessed and determined ineligible for treatment services under ITYP funding.

CREATE A CONSENT TO DHW CONTRACTOR

1. After conducting a search for the client record under Client List, and clicking on Activity List, click **Consent** under the **Activity List** on the Navigation Pane (left menu) and click **Add New Client Consent Record**.
2. Select **DHW Contractor** in **Disclosed to Agency** and enter a **Purpose for Disclosure**.
3. Enter the **Intake Date** as the **Earliest date of services to be consented**. Select **Yes** for **Has the client signed the paper agreement form**.
4. Click **Save** and **Finish**.

NOTE: The Disclosure Selection has been preset to include the records that need to be consented.



CREATE THE REFERRAL TO DHW CONTRACTOR

1. Click **Create Referral Using this Disclosure Agreement**.
2. Select the **Reason**.
3. Select **Yes** for **Is Consent Verification Required?** and **Is Consent Verified?**. Select **No** for **Continue this Episode of Care?**.
4. Select **Central Office** for **Facility** and **IYTP** for **Program**.
5. Click **Save** and **Finish**.

Client Disclosure Agreement

Note: Consented information may not be redisclosed.

Client Name: IYTP, Ineligible
Unique Client Number: 20918196000009N
Disclosed From Agency: Provider Training Agency

Entities with Disclosure Agreements DHW Contractor
System Agency Yes
Disclosed To Agency DHW Contractor
Disclosed To Entity (Non System Agency)
Purpose for disclosure IYTP Ineligible
Earliest date of services to be consented 2/16/2015
Has the client signed the paper agreement form Yes Date client signed consent 2/17/2015

Client Information To Be Consented

Expiration Type

*Expiration type is required for disclosure activities.

Client Information Options

ASAM
CAFAS® Assessment
CALOCUS Assessment
Client Eligibility
Court Admission
Court Case Management
Court Charge Received
Court Client Eligibility
Court Community Service
Court Criminal Justice
Court Current Situation

Disclosure Selection

Admission (UD, +365)
Client Information (Profile) (UD, +
Consent (UD, +365)
Discharge (UD, +365)
GAIN-I Summary (UD, +365)
GAIN-M90 (UD, +365)
GFRA Interview (UD, +365)
Intake Transaction (UD, +365)

Create Referral Using this Disclosure Agreement

Referred By

Agency Provider Training Agency
Facility Treatment Location 1
Staff Member Schreiber, Kimberlee
Program Treatment Location 1/IYTP Ineligibles : 2/17/2015
State Reporting Category
Reason Client didn't meet target population
If Other
Is Consent Verification Required? Yes
Is Consent Verified? Yes
Continue This Episode of Care? No

Comments

Referral Status Referral Created/Pending
Referral Date 6/11/2015
Projected End Date
Created Date 6/12/2015 1:16 PM

Referred To

Signed Consents DHW Contractor
Agency DHW Contractor
Facility Central Office
Staff Member
Program IYTP (I)
State Reporting Category
Non-System Agency
Non-System Modality
Non-System Specifier
Appt Date Undetermined

Consents Granted

Consent Date:2/16/2015
Disclosure Domains:
Admission (UD, +365)
Client Information (Profile) (UD
Consent (UD, +365)
Discharge (UD, +365)
GAIN-I Summary (UD, +365)

Cancel Save Finish

CREATE THE CLIENT GROUP ENROLLMENT

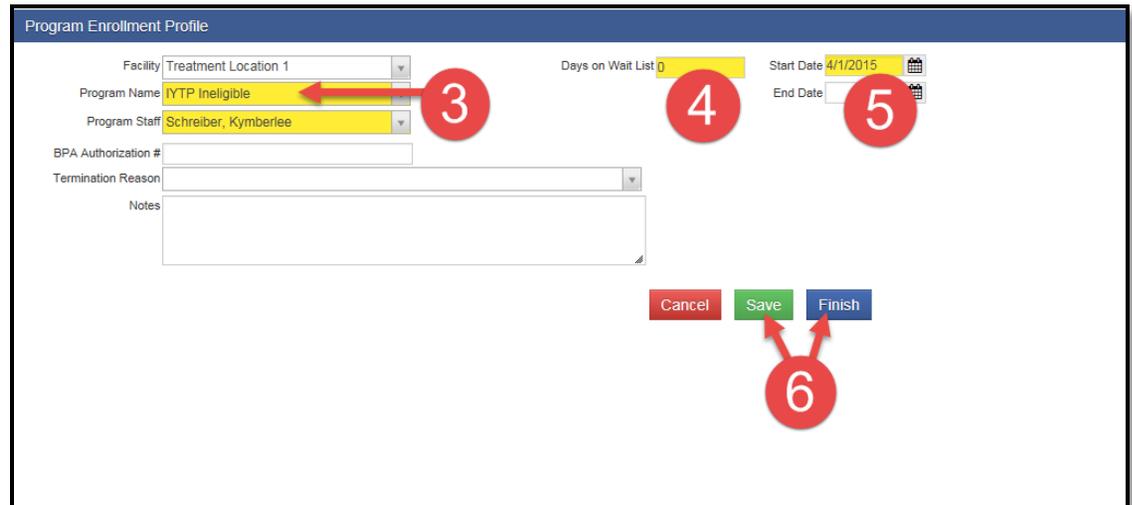
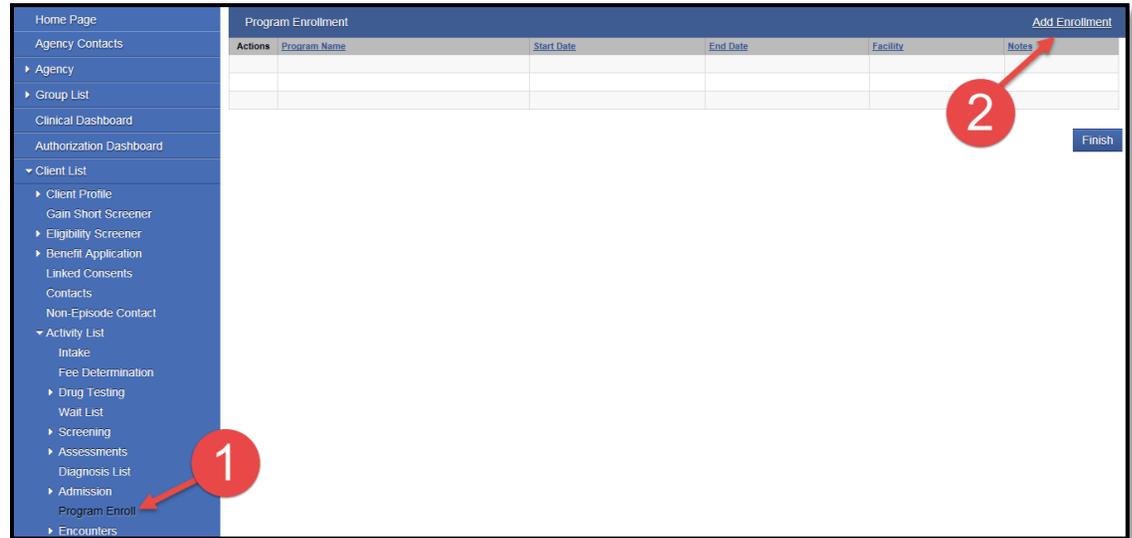
1. Click **Client Profile** on the Navigation Pane (left menu). Click **Client Group Enrollment**.
2. Click **Add Government Contract Enrollment**.
3. Select the **IYTP Contract**.
4. Select the **IYTP Ineligible** Plan-Group.
5. Enter a **Start Date**.
6. Click **Save**.

The screenshot shows the 'Client Profile' page in a web application. The left navigation pane is expanded to 'Client Profile'. The main content area is titled 'Benefit Plan/Private Pay Billing Information'. At the top right, there are two buttons: 'Add Benefit Plan Enrollment' and 'Add Government Contract Enrollment'. The 'Add Government Contract Enrollment' button is highlighted with a red circle containing the number 2. Below the buttons is a table with columns: Actions, Priority, Plan, Group, Contract, Subscriber/ Acct#, Subscriber/ Resp Party, Start Date, and End Date. Below the table are several form fields for entering subscriber information, including Payor-Type, Plan-Group, Policy #, Birthdate, Gender, Subscriber #, Address 1, Address 2, City, State, and Zip.

The screenshot shows the 'Government Contract Billing Information' form. The left navigation pane is expanded to 'Client Profile'. The main content area is titled 'Government Contract Billing Information'. The form contains several fields: Plan Type (Government Contract), Contract (IYTP1_DHW-Provider Training...), Plan-Group (IYTP-IYTP Ineligible), and Subscriber # (10405196000016E). The 'Start Date' field is highlighted with a red circle and the number 5, and contains the date 8/1/2015. The 'Contract' field is highlighted with a red circle and the number 3. The 'Plan-Group' field is highlighted with a red circle and the number 4. The 'Subscriber #' field is highlighted with a red circle and the number 4. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red circle and the number 6.

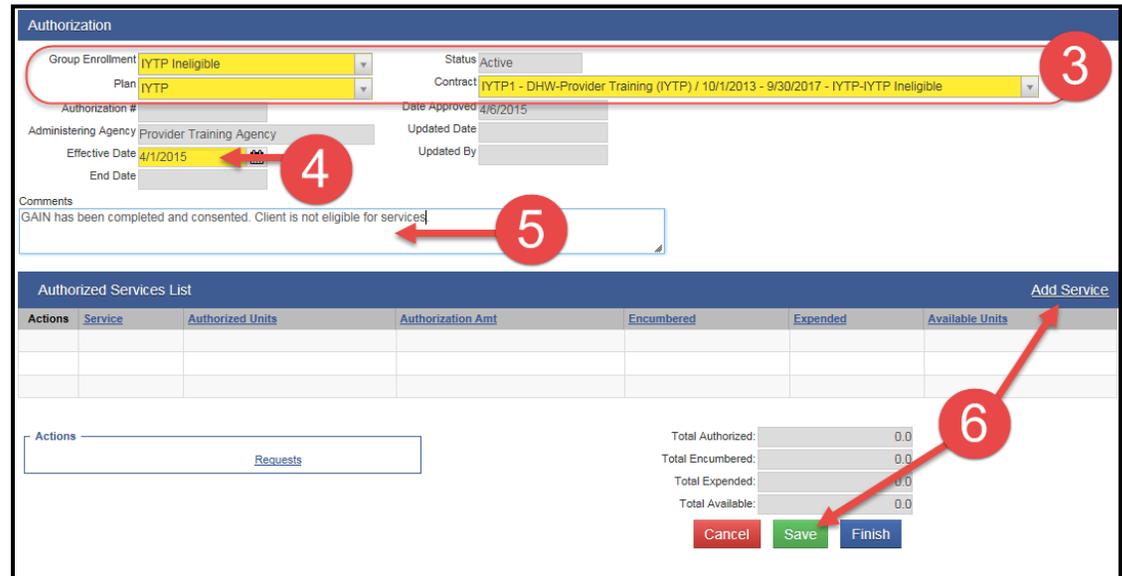
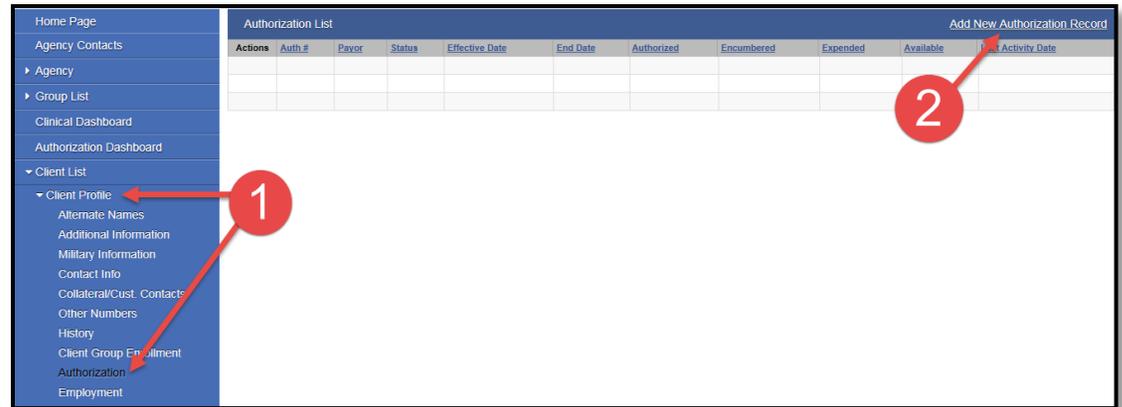
CREATE THE PROGRAM ENROLLMENT

1. Under the client's Activity List, click **Program Enroll** on the Navigation Pane (left menu).
2. Click **Add Enrollment**.
3. Select the Program Name **IYTP Ineligible**.
4. Enter a **Zero (0)** for **Days on Wait List**.
5. Enter a **Start Date**. This date should not be later than the assessment or screening date.
6. Click **Save** and **Finish**.



CREATE A PROVISIONAL VOUCHER

1. Click **Client Profile**, and click **Authorization**.
2. Click **Add New Authorization Record**.
3. **Group Enrollment** and **Contract** will default to **IYTP Ineligible**. The **Plan** will default to **IYTP**.
4. The **Effective Date** defaults to the date of entry; change this to the date of the assessment or screening date.
5. Enter a note in the **Comments** box that the **GAIN has been completed and consented and the client is deemed ineligible for services**.
6. Click **Save**, then click **Add Service**.



7. Choose **IYTP Ineligible Services** as the **Service**. Do not enter anything in #Used Units, this information will be added when your request is approved.

8. Click **Save** and **Finish**.

9. Click **Save** and **Finish**, again.

NOTE: An Encounter Note can be entered at this time, if it has not been done already. You will not be able to release anything to billing until BPA has approved the Provisional Voucher.

Authorized Services

Service: IYTP Ineligible Services

Authorization #: 156685

Authorized Units: 0

Used Units: 0

Authorized Amount:

Buttons: Cancel, Save, Finish

Authorization

Group Enrollment: IYTP Ineligible | Status: Provisional

Plan: IYTP | Contract: IYTP1 - DHW-Provider Training (IYTP) / 10/1/2013 - 9/30/2017 - IYTP-IYTP Ineligible

Authorization #: 3360 | Date Approved: 4/6/2015

Administering Agency: Provider Training Agency | Updated Date: 4/6/2015 1:46 PM

Effective Date: 4/1/2015 | Updated By: Schreiber, Kimberlee

End Date:

Comments: GAIN has been completed and consented. Client is not eligible for services.

Actions	Service	Authorized Units	Authorization Amt	Encumbered	Expended	Available Units
	IYTP Ineligible Services	0	\$0.00	\$0.00	\$0.00	0.00

Summary:

Total Authorized: \$0.00

Total Encumbered: \$0.00

Total Expended: \$0.00

Total Available: \$0.00

Buttons: Cancel, Save, Finish