

SMART Tip Sheets Admission

Admission

Admission
Enrollment

This tip sheet focuses on the elements required to admit a client to a facility and enroll a client in a program.

Total Pages: 5

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Admission

Admission Profile

1. The Client Profile and Intake screens (to open an Episode of Care) are required in order to initiate the Admission process.
2. **Entry Steps:** Login, Select Facility, Client List, find client, click Activity List.
3. Click **Admission**.
4. Complete all the yellow fields. All other white fields may not be required by SMART but may be required by the agency. Therefore, check with the agency administrator about other required fields.
5. **Note:** All required fields are dark or light yellow. Refer to the ADAA SMART Manual if clarity is required in completing the Admission screens. Return to the Client Profile screen to correct client information inaccuracies, i.e., name, DOB, etc.
6. Click **➔** to proceed after completing the fields in each Admission screen. When the Admission is complete, click **Finish**. **Note:** Clicking **➔** will save each screen. If clicking **Save** then **➔** to proceed, SMART will display a long list of items in the Admissions module that has yet to be accessed. Therefore, please ensure that all required fields are complete and that there are no error messages before ignoring this list. Ultimately, it is always best to simply click **➔**.

This information pre-fills from the Client Profile screen, to edit this information, go back to the Client Profile screen, make the changes and then return to the Admission screen.

The screenshot shows the SMART Admission Profile form for Jeremy Finch. The form includes the following fields and values:

- Client Information:** Full Name: Finch, Jeremy; Residence/Borough: Baltimore City; Race: Alaskan Native, White; Gender: Male; Ethnicity: Not of Hispanic Origin; Age: 55; DOB: 11/3/1955; Referral Source: Drug Court.
- Admission Information:** Client Type: primary substance user; Admission Type: First admission; Admission Date: 8/1/2007; Admission Staff: Snavely, Kathleen; Event Type: Admission; Est. Duration of TX (days): 180.
- Other Fields:** Potential Client for SA, MH, and TBI; Basis for Decision; Treating Here For: SA; Placement Screening Date, Date Client Profile Reviewed, Crisis Intervention Date; Client Reported Health Status; Mental Health Problem: No; Pharmacotherapy Planned; Functional Assessment Done; On Psychotropics.

The left sidebar shows the navigation menu with 'Admission' highlighted. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Finish'. The 'Finish' button is circled in red, and a red arrow points to it from the text below.

Click **➔** to move to the next screen.

Admission

Additional Helpful Hints

- A. Mover Boxes:** Simultaneously press the **Ctrl** key and use your mouse to make multiple selections. Use the right (top) arrow located between the mover boxes to transfer the selected items from the left box to the right. Use the left (bottom) arrow to transfer information from the right box back to the left box.
- B. Youth Admission:** This screen is only required if your client is admitted to an Adolescent program. The POSIT is not in SMART so please enter only the scores.
- C. Substance Abuse Matrix:** Once you have selected a substance, you must complete the white fields for Severity, Frequency, and Method to proceed in SMART. **Note:** Please be sure to also document the corresponding **Age...** and **# of Days since First Use...** questions immediately below the substance matrix.
- D. ASI Scores:** If documenting the ASI in SMART, please note that the scores will not automatically appear on this screen. Click **Load Latest Assessment Scores** to allow SMART to populate these fields. Click **Clear Assessment Scores** to clear unwanted scores. **Note:** Please be sure to adhere to the ADAA ASI guidelines.

Treatment Services

Selected Treatment Services

Gender Specific - Men
Gender Specific - Women
Mental Health and Sub. Abs.
Buprenorphine

Counseling/Therapy

ADD Info- Right Arrow
REMOVE Info- Left Arrow

SMART

User: Snavelly, Kathleen
Loc: Middle Earth Tx Clinic (Training), Gandalf Lane
Client: Finch, Jeremy | M110355555FI | Case #: 1

Client Admission for Finch, Jeremy

Youth Admission

Client is a Student Client is a Gang Member

Guardian Name
Guardian Type
School Name
School Contact [Add School Contacts](#)
Attending Grade Days Suspended in Last 30 Days
Current GPA Days Absent in Last 30 Days

POSIT Scores

Substance Abuse Score Peer Score Leisure Recreational Score
Physical Health Score Education Status Score Aggression Score
Mental Health Score Vocational Status Score HIV Risk Score
POSIT Family Score Social Skill Score

Cancel Save Finish

Client Admission for Finch, Jeremy

Substance Abuse

Rank	Substance	Severity	Frequency	Method
Primary:	Alcohol	Moderate Problem/Dysfnc	3-6 times per week	Oral
Secondary:				
Tertiary:				

SMART

User: Snavelly, Kathleen
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Client Admission for Finch, Jeremy

Assessment Scores

Medical
Employment
Drug
Alcohol
Legal
Family
Psychiatric
Controlled Environment

Submit without Scores

[Load Latest Assessment Scores](#)
[Clear Assessment Scores](#)

Cancel Save Finish

To generate the ASI scores, click **Load Latest Assessment Scores**.

Admission

Additional Helpful Hints

- E. **ASAM:** Click **ASAM Notes** to reveal the ASAM definitions and examples. If the client's **Recommended Level of Care** differs from the **Actual Level of Care**, perform a clinical override by using the **Clinical Override** and **Comments** fields.
- F. **Diagnosis:** If a diagnosis is selected for the client, it will appear on the **Discharge** and **Treatment Plan** screens.
- Primary, Secondary & Tertiary are ICD-9 Codes.
 - The Table w/Axis I, Axis II, Axis III & Axis IV are DSM codes.

SMART
User: Snaveley, Kathleen
Loc: Middle Earth Tx Clinic (Training), Gandalf Lane
Client: Finch, Jeremy | M110355555FI | Case #: 1

ASAM — PPC2R

Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential			
2 - Biomedical Conditions and Complications			
3 - Emotional, Behavioral, or Cognitive Conditions and Complications			
4 - Readiness to Change			
5 - Relapse, Continued Use, or Continued Problem Potential			
6 - Recovery / Living Environment			

Recommended Level of Care: [Dropdown]
Recommended Environment: [Dropdown]
Actual Level of Care: LD - Outpatient Ambulatory Detox Se
Actual Environment: [Dropdown]

Clinical Override: [Dropdown]
Comments: [Text Area]

ASAM Notes

Cancel Save Finish

To generate a list of ASAM definitions and examples, click **ASAM Notes**.

• ASAM dimensions interact with one another. Do not look at only the individual dimensions, but look at the interaction of dimensions.
EX: Chronic pain increases chance of relapse
If client has a psyche diagnosis and is noncompliant with medication, this could increase the chance of relapse

SMART
User: Snaveley, Kathleen
Loc: Middle Earth Tx Clinic (Training), Gandalf Lane
Client: Finch, Jeremy | M110355555FI | Case #: 1

Client Diagnosis

Primary: 002.0-Typhoid fever(DSM-G)
Secondary: 305.90-Inhalant Abuse(DSM)
Tertiary:

Axis	Code	Description	Specifier	Principal	Clinical Impression	Created/Updated
Axis I	V71.01	Adult Antisocial Behavior		Yes	Yes	11/6/2008 2:28 PM
Axis II						
Axis III						
Axis IV	965.4	Acetaminophen		No	Yes	3/10/2008 3:50 PM
Axis V						

Edit Axis Evaluation

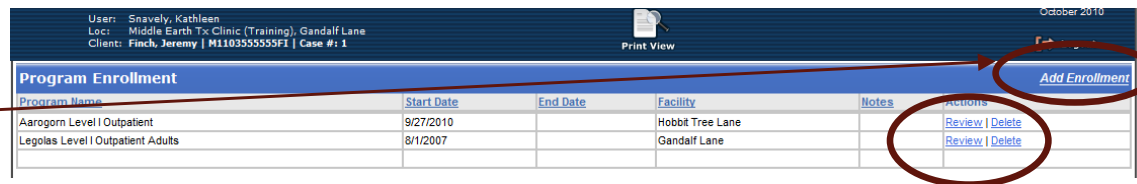
Cancel Save Finish

To add a DSM Diagnosis, click **Edit Axis Evaluation**

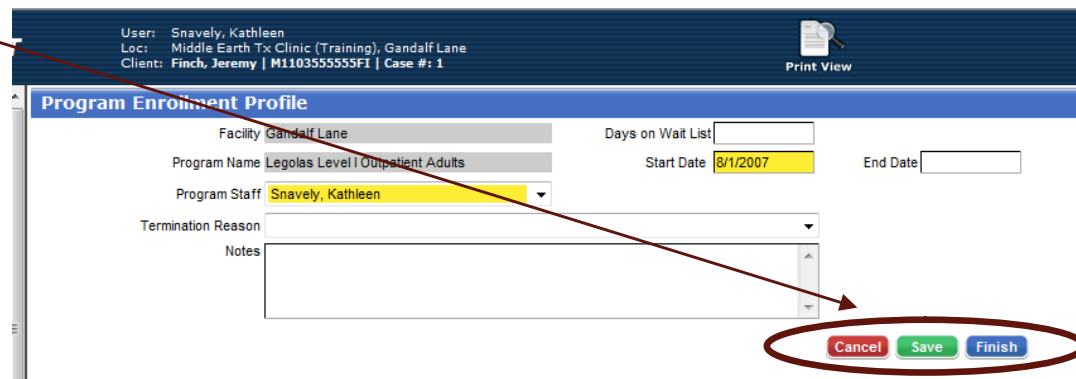
Admission

Additional Helpful Hints (cont'd)

- G. **Enrollment:** It is mandatory to enroll the client into a program. Click **Add Enrollment** to create a new enrollment for the client. Remember, the SMART protocol indicates an Admission (Facility) is followed by an Enrollment (Program). For multiple enrollments within the same facility (i.e., client is admitted into both Level III.7 and Level I), click **Save** to save the current enrollment and then click enter a current enrollment for each additional enrollment. **However, if the client is being admitted into multiple facilities within your agency, you must do an additional intake for that facility and then admit and enroll into the additional program.**
- H. Click **Review** to modify existing enrollments. Or if entered in error, click **Delete**.
- I. **Disenroll:** See the Discharge tipsheet.



Program Name	Start Date	End Date	Facility	Notes	Actions
Aarogom Level I Outpatient	9/27/2010		Hobbit Tree Lane		Review Delete
Legolas Level I Outpatient Adults	8/1/2007		Gandalf Lane		Review Delete



User: Snavelly, Kathleen
Loc: Middle Earth Tx Clinic (Training), Gandalf Lane
Client: Finch, Jeremy | M110355555F1 | Case #: 1

Print View

Program Enrollment Profile

Facility: Gandalf Lane
Program Name: Legolas Level I Outpatient Adults
Program Staff: Snavelly, Kathleen
Termination Reason:
Notes:
Days on Wait List:
Start Date: 8/1/2007
End Date:
[Cancel](#) [Save](#) [Finish](#)