

SMART Tip Sheets Admission

Admission

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Enrollment

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

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Admission Admission Profile

The **Client Profile** and **Intake** screens (to open an **Episode of Care**) are required in order to initiate the **Admission** process.

1. Entry Steps: Login, Select Facility, Client List, find client, click Activity List, Admission.
2. Complete all the yellow fields on the **Admission** screen.
*Note: 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. 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.*
3. Click ➔ to proceed and continue completing the fields in each **Admission** screen. When the **Admission** is complete, click **Finish**.
Note: Clicking ➔ will save each screen.

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.

SMART Administrative Agency (MD-100100), IGSR North

Koch, Christina | Logout

Koch, Carlos | M1127896677KO | 1

Generate Report | Snapshot

Home Page

Agency

Group List

Client List

Client Profile

Linked Consents

Non-Episode Contact

Provider Appointments

Activity List

Court Monitoring

Judicial Cont Care

Intake

Fee Determination

Drug Testing

Wait List

Tx Team

Screening

Assessments

Admission

Profile

Addl Info

Financial/Household

Youth

Substance Abuse

Tobacco

Legal

Assmt Scores

ASAM

Diagnosis

Treatment Team

Program Enroll

PSCourt

Admission Profile

Full Name: Koch, Carlos

Residence/Borough: Baltimore City

Referral Source: Drug Court

Race: Other

Gender: Male

Ethnicity: Not of Hispanic Origin

DOB: 11/27/1989

Age: 29

Agency Client ID: 123456

Basis for Decision

Potential Client for SA

Potential Client for MH

Potential Client for TBI

Est. Duration of TX (days): 50

Treating Here For: SA

Client Type: primary substance user

Event Type: Admission

Admission Type: First admission

Admission Staff: Koch, Christina

Admission Date: 6/20/2019

Codependent/Collateral: No

of Prior SA TX Admissions

of SA Hospitalizations in Past 6 Months

of Prior MH TX Admissions

of Prior MH Hospitalizations

of Months Since Last Discharge

of Days Since Last Discharge

Placement Screening Date

Date Client Profile Reviewed

Crisis Intervention Date

Client Reported Health Status

Mental Health Problem: Yes

Pharmacotherapy Planned: No

Functional Assessment Done

On Psychotropics

Gambling Evaluation Done?: No

of times the client has attended a self-help program in the 30 days preceding the date of admission to treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence

No attendance in the past month

Cancel Save Finish ➔

Click ➔ to move to the next screen

Admission Admission Tips

4. 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.
5. 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.
6. 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 of FIRST Use** and **# of Days Since LAST Use**.

Admission Admission Tips Cont.

- 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.

- ASAM:** If the client's **Recommended Level of Care** differs from the actual **Level of Care**, perform a **Clinical Override** by clicking the **Clinical Override** drop down menu, making a selection, and entering a comment in the **Comments** field.

- Diagnosis:** If a diagnosis is selected for the client, it will also appear on the **Discharge** and **Treatment Plan** screens.

This screenshot shows the SMART interface for user Koch, Carlos. The 'Client List' menu is open on the left, with 'Load Latest Assessment Scores' and 'Clear Assessment Scores' highlighted in a red circle. A blue callout box with an arrow points to these buttons, containing the text: 'Click Load Latest Assessment Scores to input ASI data and Clear Assessment Scores to remove'. The main content area shows a form with various assessment categories like Employment, Drug, Alcohol, Legal, Family, and Psychiatric. At the bottom, there are 'Cancel', 'Save', and 'Finish' buttons.

This screenshot shows the ASAM - PPC2R form in SMART. The form lists six dimensions with corresponding Level of Risk and Level of Care dropdowns. At the bottom, the 'Recommended Level of Care' is set to '0.5 - Early Intervention'. A red circle highlights the 'Clinical Override' dropdown menu, which is currently set to 'Clinical Judgement'. A blue callout box with an arrow points to this dropdown, containing the text: 'If necessary, use the Clinical Override drop down menu'. The 'Comments' field for the 6th dimension is empty. At the bottom, there are 'Cancel', 'Save', and 'Finish' buttons.

Admission

Admission Tips Cont.

10. **Enrollment:** It is mandatory to enroll the client into a program. Click **Add Enrollment** to create a new enrollment for the client.

Note: Remember, the SMART protocol indicates an **Admission** (Facility) is followed by an **Enrollment** (Program).

11. For multiple enrollments within the same facility (i.e., client is admitted into both Level III.7 and Level I), click **Finish** on the current enrollment screen when complete, and then repeat the process for each additional enrollment.

Note: 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.

12. Click the **Pencil Icon**, then **Review** under the **Actions** column to modify existing enrollments. If an entry was entered in error, click the **Pencil Icon**, then **Delete**.

The screenshot shows the SMART system interface for Administrative Agency (MD-100100), IGSR North. The user is logged in as Koch, Carlos. The main content area displays the 'Program Enrollment' section with search filters for Program Name, Facility, Modality, and Active Program Enrollments During Date Range (From: 7/22/2018, To: 7/22/2019). Below the filters is a 'Program Enrollment List' table with columns for Program Name, Start Date, End Date, Facility, and Notes. The first row shows 'Program Enrollment without Admission' with a Start Date of 6/20/2019 and Facility of IGSR North. A pencil icon in the 'Actions' column and an 'Add Enrollment' button are circled in red. Arrows point from text boxes below to these elements.

Program Name	Start Date	End Date	Facility	Notes
Program Enrollment without Admission	6/20/2019		IGSR North	

Click the Pencil Icon to Review or Delete an Enrollment

Click Add Enrollment to enroll the client in a program