

SMART Tip Sheets

Non-Episode Contact

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This tip sheet focuses on how to enter non-episode contacts.

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Non-Episode Contacts

1. **Entry Steps:** Login, Select Facility, Client List, select client, Non-Episode Contacts.
2. This module allows you to document contacts with a client, before or after the episode of care (emergency notes, aftercare notes, critical incident report notes, etc.).
3. From the left toolbar, click **Non-Episode Contacts**.
4. To review an existing contact click **Review** under Actions column.
5. To add a new note click **Add New Non-Episode Contact Record** found in the upper right hand corner of the screen.
6. Complete all of the yellow colored fields.
7. Click **Save** or **Finish**.

The screenshot shows the SMART QA IGRS application interface. At the top, the user is identified as Black, Dovella, located at Middle Earth Treatment Clinic, Gandalf Lane, with client Finch, Jeremy (M110355553F1 | Case #: 1). The date is October 2010. A navigation menu on the left includes options like Home Page, Agency, Group List, Drug Testing Check In, Client List, Client Profile, MCASP Risk Assessment, Linked Consents, Non-Episode Contact, Activity List, Episode List, System Administration, My Settings, Reports, and Support Ticket. The main content area displays a table titled "Non-Episode Contact List" with columns for Contact Date, Contacted By, Contact Type, Severity Rating, and Actions. A single record is shown for 11/18/2010, contacted by Black, Dovella, via Walk-in, with a Low severity rating. A "Review" link is present in the Actions column. In the top right corner, a button labeled "Add New Non-Episode Contact Record" is circled in red.

Contact Date	Contacted By	Contact Type	Severity Rating	Actions
11/18/2010	Black, Dovella	Walk-in	Low	Review

The screenshot shows the "Non-Episode Contact Note for Finch, Jeremy" form. The form fields are as follows:

- Contact Date: 11/18/2010
- Time (hh:mm): 4:42 PM
- Contact Reason: Seeking info
- Contacted By: Black, Dovella
- If Other, Specify: (empty)
- Referral: None
- Location: Office
- Referring Agency: (empty)
- Contact Type: Walk-in
- Referred By - First Name: (empty)
- Duration (hrs): 1.00
- Referred By - Last Name: (empty)
- Severity Rating: Low
- Referred By - Phone: (empty)
- Created Date: 11/18/2010 4:49 PM

The "Signed Notes" section is empty. The "Unsigned Notes" section contains the text: "Client is moving into permanent housing. Client needs to find support groups that are closer to his new location." A "Sign Note" button is located below the unsigned notes.

The "Follow-Up" section includes a list of "Follow-Up Steps" (Alcohol treatment, Clinic, Drug treatment, Law enforcement) and a "Follow-Up Steps Selected" dropdown menu currently set to "None". At the bottom right, there are "Cancel", "Save", and "Finish" buttons.