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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Created: June 2015
Revised: June 2019
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.
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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**.
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7. **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.

8. **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.

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