

UWITS Tip Sheet

Client Referral

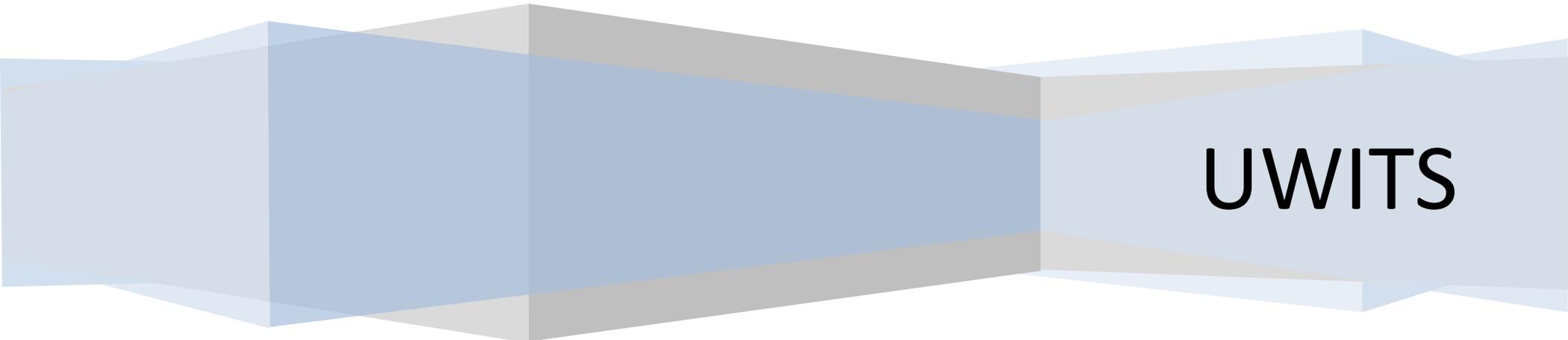
Consent

Referral

Accepting Referrals

This tip sheet focuses on how to share client records and make client referrals using UWITS.

Total Pages: 6



UWITS

Client Referral Consent

Entry Steps: Client Profile, Intake. Additionally, if your agency has a standard set of information that is regularly shared with one or all agencies when making a referral, an Agency Disclosure Agreement(s) should be established prior to initiating client consent. Consents are required before sharing any information about a client with anyone outside the agency. In UWITS, an independent consent/disclosure must be established before information can be shared.

1. Navigate to client's Activity List. Click **Consent** from the Left Menu. Existing consents will be listed in the Client Consent List.

2. **Review Existing Consents:** There may be several consents already on record. Click **Review** to review any existing consents.

Note: make sure there is no active existing consent with the agency you are about to initiate consent to. If a client consent has been revoked, it will be noted in the Status.

3. To initiate client consent, click **Add New Client Consent Record** hyperlink.

The screenshot shows the 'Client Consent List' interface. On the left is a blue navigation menu with the following items: Home Page, Agency, Group List, Clinical Dashboard, Client List (expanded), Client Profile, Linked Consents, Non-Episode Contact, Activity List (expanded), Intake, Lab/Radiology, Wait List, Outcome Measures, Tx Team, Screening, Assessments, Admission, Program Enroll, Diagnosis List, Encounters, Immunization, Notes, Treatment Plan, Treatment, Outcomes, Discharge, and Consent. A red arrow points from the 'Consent' item in the Activity List to the 'Review' button in the table. A red circle with the number '1' is around the 'Consent' item. A red circle with the number '2' is around the 'Review' button. A red circle with the number '3' is around the 'Add New Client Consent Record' hyperlink at the top right of the table.

Actions	Start Date	Disclosed To	Status	Signed?
	1/1/2010	SLCo Outreach Unit	Active	Yes
	8/1/2013	FEl Testing - Provider Agency	Active	Yes
	8/1/2013	Catholic Community Services	Active	Yes
	8/1/2013	Fourth Street Clinic	Active	Yes
	9/1/2012	Clinical Consultants	Active	No
	7/1/2015	Asian Association	Active	Yes
	8/21/2015	SLCo Outreach Unit	Active	Yes
	1/1/2016	SLCo Outreach Unit	Active	Yes
	6/1/2016	Odyssey House of Utah	Active	Yes
	1/1/2004	ATR_SLCo Recovery Support	Active	Yes
	5/25/2017	SLCo Outreach Unit	Active	Yes

4. System Agency: Select this if you will be sharing this information with an agency that is using or not using WITS. **Note:** If you select yes, “Disclosed to Entity (Non-System Agency)” will be grayed out.

5. Disclosed To Agency: Select the agency you will share information with (only one agency per consent is allowed). You will get a warning message if you have not established a Disclosure Agreement with this Agency in red that says “No Agency Consent Policy Exists.”

6. Disclosed To Non System Agency: Document the sharing of information with agencies not using WITS, you may select “Non System Agency” and enter the agency. If System agency is yes, then “Disclose to Agency” will be grayed out) **Enter the Purpose For Disclosure.** Type the reason for disclosure. For example, “court records” “police investigation.”

7. Earliest Date of services to be consented: The consent date is the date that triggers the sharing of information (i.e., if a user enters 1/15/10, only information entered on 1/15/10 and forward from the client’s episode will be shared-nothing entered prior to 1/15/10 will be shared.

8. The “Has the client signed the paper agreement form”. If client has signed the paper form select “**Yes**”. If this is not marked “**Yes**” the agency you are consenting to will not be able to view the consented data.

9. The Client Information Options may be included on a client by client basis using the mover boxes to add information to be shared. Elements selected need to be moved to the **Disclosure Selection** with the arrow buttons. **Note:** an expiration type must be associated with each element of information selected in the consent.

10. Once the Screen is completed click “**Save**”. **Note:** By clicking “**Save**” the record becomes un-editable and this consent must be revoked and a new consent must be created if any changes need to be made. At this point, information has been disclosed to the other agency.

The screenshot shows the 'Client Disclosure Agreement' form for a client named Bruce Wayne. The form includes the following fields and callouts:

- 4:** 'System Agency' dropdown menu set to 'Yes'.
- 5:** 'Disclosed To Agency' dropdown menu set to 'SLCo Outreach Unit'.
- 6:** 'Disclosed To Entity (Non System Agency)' dropdown menu, which is grayed out.
- 7:** 'Earliest date of services to be consented' date field set to '1/5/2010'.
- 8:** 'Has the client signed the paper agreement form' dropdown menu set to 'Yes'.
- 9:** 'Client Information To Be Consented' section with 'Expiration Type' set to 'Date Signed(DS)' and a '+ Days' field.
- 10:** 'Save' button at the bottom right of the form.

The 'Client Information To Be Consented' section contains two panes: 'Client Information Options' and 'Disclosure Selection'. The 'Client Information Options' pane lists items such as Admission, ASAM, ASAM TX Plan, Behavioral Health Assessment, Client Information (Profile), Client Screening, Consent, CONTINUUM™, DENS ASI Assessment, DENS ASI Lite, and Diagnosis List. The 'Disclosure Selection' pane is currently empty. Arrow buttons are used to move items between these panes.

11. Create a Referral using this Consent: Click on the link [Create Referral Using this Disclosure Agreement](#) or go to the Left Menu and click **Referrals** to access the Referral List.

12. Revocation: A client may revoke consent prior to its expiration. To revoke a consent, click the **Revoke** button at the bottom of the screen. The status of the consent will change to 'Revoked' on the Activity List.

Client Disclosure Agreement 11 [Create Referral Using this Disclosure Agreement](#)

Note: Consented information may not be redisclosed.

Client Name: Clifton, Hillary
Unique Client Number: H9C021467F
Disclosed From Agency: Administrative Agency

Entities with Disclosure Agreements: FEI Testing - Provider Agency
 System Agency: Yes
 Disclosed To Agency: FEI Testing - Provider Agency
 Disclosed To Entity (Non System Agency):
 Purpose for disclosure: disclosure to agency
 Facility: All Facilities

Earliest date of services to be consented: 7/19/2018
 Has the client signed the paper agreement form: Yes Date client signed consent: 7/18/2018

Client Information To Be Consented

Expiration Type:

*Expiration type is required for disclosure activities.

Client Information Options	Disclosure Selection
ASAM	Admission (DS, 8/7/2018)
ASAM Tx Plan	Client Information (Profile) (DS, 10)
Behavioral Health Assessment	Discharge (UD, +90)
Client Screening	
Consent	
CONTINUUM™	
DENS ASI Assessment	
DENS ASI Lite	
Diagnosis List	
Drug Test Results	
Encounter Detail	

Note: Revocation is not retro-active. Any information that was already shared prior to revocation will continue to be shared.

Client Referral List 11 [Add New Client Referral Record](#)

Actions	Name	Referred To Agency	Referred To Facility	Non System Agency	Referred To Modality	Referral Status

Comments:

Other Disclosures:

Finish **Revoke** 12

Referrals

The client disclosure agreement allows you to create a referral for the client. Many of the fields on the referrals screen are pre-populated.

1. 'Referred By' column: Select a 'Reason' for the referral from the drop-down box. Select 'Yes' for **"Is Consent Verification Required?"** Select 'Yes' for **"Is Consent Verified?"** Select 'No' if client is not enrolled in a Program for **"Continue this Episode of Care"?** Enter any comments you wish to share with the agency you are making the referral to in the **'Comments'** box. Referral Status is pre-populated with **'Referral Created/Pending'** do not change.

Referral

Referred By

Agency Administrative Agency

Facility Administrative Unit

Staff Member Thompson, Kim

1 Program

State Reporting Category Adult outpatient

Reason

If Other

Is Consent Verification Required?

Is Consent Verified?

Continue This Episode of Care? Yes

Comments

Referral Status Referral Created/Pending

Referral Date 7/18/2018

Projected End Date

Created Date 7/18/2018 12:32 PM

Referred To

2 Signed Consents

Agency Administrative Agency

Facility

Staff Member

Program

State Reporting Category

Non-System Agency

Non-System Modality

Non-System Specifier

Appt Date Undetermined

Consents Granted

3 Cancel Save Finish

2. 'Referred To' column: Enter the Facility, the Program, and the Appointment Date (if known). Review the **'Consents Granted'** to ensure this is the correct consent.

3. Click the **'Save'** button then **'Finish'** button. Once you have clicked the **'Finish'** button the referral is automatically sent, and you will be taken to the Client Referral Status screen.

Accepting Referrals (Referrals In)

*Referrals coming into and leaving your agency can be tracked by accessing 'Referrals' from the 'Agency' section of the Left Menu. (**Referrals In** or **Referrals Out**).

1. Accepting client referrals is considered an Agency function. Select '**Agency**' from the left menu.

2. To view referrals made to your agency, click **Referrals In**.

3. To begin, select the **Referral Status Codes** and move them to the **Search Criteria** box (using the arrow). **Note:** Searching with no criteria selected will show results with all status codes.

4. Then click **Go**. This will generate a list of clients referred in to your facility by status code.

5. To view a referral, click **Review** next to the appropriate client. This will generate the Referral screen displaying the referral information, including any comments entered by the referring agency.

6. To accept a referral, select **Placed/Accepted** for **Referral Status**. (locks down the referral and no changes can be made). Enter the Appointment Date and status (if known). Or you may select another **Referral Status**. **Note:** If the client already exists in your agency, select **Rejected by Program**. This removes the referral from the Referrals **Created/Pending** list and notification from the home page. Screen. However, you will still be able to view the consented information by the referring agency

7. To view the information the referring agency agreed to share with you, use the scroll bar to view consented information under '**Consents Granted**'.

8. Click **Finish**. This will take you immediately to the Client Profile screen. Once a case is accepted, follow the procedures for entering client data in your agency.

Actions	Unique Client #	Client Name	DOB	Created Date	Referring Agency/Facility	Referred To Modality	Referral Status	Ref to Facility
	W9C091649M	Coyote, Wile	9/16/1949	3/19/2008	SLCo Outreach Unit/Assessment and Referral Unit	Amb. Outpatient	Placed/Accepted	Administrative Unit
		Gordon, Barbara	1/2/1934	11/18/2008	SLCo Outreach Unit/Assessment and Referral Unit	Amb. Intensive Outpatient	Placed/Accepted	Administrative Unit

Referred By:

- Agency: SLCo Outreach Unit
- Facility: Assessment and Referral Unit
- Staff Member: Westergard, Cory, BA; Administrator
- Program: 0-Assessment and Referral Unit/99_1.0_A&R Svcs : 9/3
- State Reporting Category: Youth/Family outpatient
- Reason: No capacity
- If Other:
- Is Consent Verification Required?: Yes
- Is Consent Verified?: Yes
- Continue This Episode of Care?: Yes

Referred To:

- Signed Consents: Administrative Agency
- Agency: Administrative Agency
- Facility: Administrative Unit
- Staff Member:
- Program: 99_MH1_MHSOP (MHSOP)
- State Reporting Category: Adult outpatient
- Non-System Agency:
- Non-System Modality:
- Non-System Specifier:

Appt Date: Undetermined

Consents Granted:

- Consent Date: 1/1/2010
- Disclosure Domains: Admission (UD, +2)
- Treatment Plan (DS, 11/17/2016)
- Treatment Plan (DS, 11/17/2016)

Referral Status: Referral Created/Pending

Projected End Date:

Created Date: 11/17/2016 11:49 AM