

UWITS Tip Sheet

Client Referral

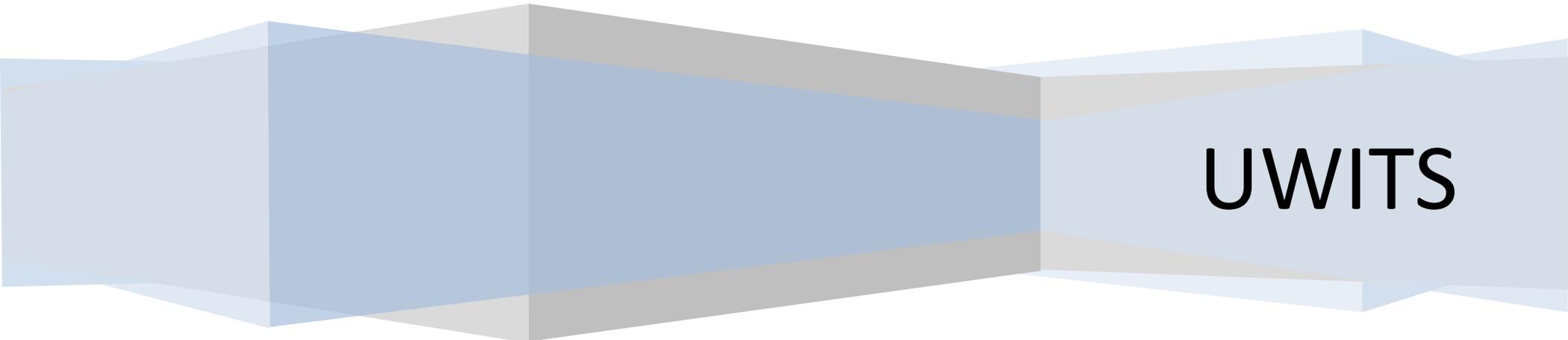
Consent

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 If a client consent has been revoked, it will be noted in the Status.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 displays the 'Client Consent List' interface. On the left, a blue sidebar contains a 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 (circled in red with a '1' in a red circle). The main content area shows a table with the following columns: Actions, Start Date, Disclosed To, Status, and Signed?. The table contains 10 rows of data. The first row has a 'Review' button (circled in red with a '2' in a red circle) in the Actions column. The top right of the table has a link 'Add New Client Consent Record' (circled in red with a '3' in a red circle).

| 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 |

Consent

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)

6. Enter the Purpose For Disclosure.

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. At the top, it displays client information: Client Name: wayne, Bruce; Unique Client Number: B9w041254M; Disclosed From Agency: Administrative Agency. Below this, there are several fields with numbered callouts: 4. 'System Agency' dropdown set to 'Yes'; 5. 'Disclosed To Agency' dropdown set to 'SLCo Outreach Unit'; 6. 'Purpose for disclosure' dropdown; 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 set to 'Yes'; 9. 'Client Information To Be Consented' section with an 'Expiration Type' dropdown set to 'Date Signed(DS)' and '+ Days' field; 10. 'Save' button. The 'Client Information To Be Consented' section includes two columns: 'Client Information Options' (with items like Admission, ASAM, ASAM Tx Plan, Behavioral Health Assessment, Client Information (Profile), Client Screening, Consent, CONTINUUM™, DENS ASI Assessment, DENS ASI Lite, Diagnosis List) and 'Disclosure Selection'. Arrow buttons are used to move items between these columns. At the bottom, there are 'Comments' and 'Other Disclosures' text areas, and 'Cancel', 'Save', and 'Finish' buttons.

Client Referral

Consent (continued)

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.

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

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
 System Agency
 Disclosed To Agency Facility
 Disclosed To Entity (Non System Agency)
 Purpose for disclosure
 Earliest date of services to be consented
 Has the client signed the paper agreement form Date client signed consent

Client Information To Be Consented

Expiration Type

*Expiration type is required for disclosure activities.

Client Information Options

- ASAM
- ASAM Tx Plan
- Behavioral Health Assessment
- Client Screening
- Consent
- CONTINUUM™
- DENS ASI Assessment
- DENS ASI Lite
- Diagnosis List
- Drug Test Results
- Encounter Detail

Disclosure Selection

- Admission (DS, 8/7/2018)
- Client Information (Profile) (DS, 10)
- Discharge (UD, +90)

Comments Other Disclosures

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| Client Referral List | | | | | | |
|--|------|--------------------|----------------------|-------------------|----------------------|-----------------|
| Actions | Name | Referred To Agency | Referred To Facility | Non System Agency | Referred To Modality | Referral Status |
| 11 Add New Client Referral Record | | | | | | |
| | | | | | | |
| | | | | | | |

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 'Yes' 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.**

The screenshot shows a web-based form titled "Referral" with two main sections: "Referred By" and "Referred To".

Referred By section (Callout 1): This section contains several fields. "Agency" is "Administrative Agency" and "Facility" is "Administrative Unit". "Staff Member" is "Thompson, Kim". "Program" is a dropdown menu. "State Reporting Category" is "Adult outpatient". "Reason" is a dropdown menu. "If Other" is a text input field. "Is Consent Verification Required?" is a dropdown menu. "Is Consent Verified?" is a dropdown menu. "Continue This Episode of Care?" is a dropdown menu with "Yes" selected. There is a "Comments" text area. "Referral Status" is a dropdown menu with "Referral Created/Pending" selected. "Referral Date" is a date field with "7/18/2018" and a calendar icon. "Projected End Date" is a date field with a calendar icon. "Created Date" is "7/18/2018 12:32 PM".

Referred To section (Callout 2): This section contains several fields. "Signed Consents" is a dropdown menu. "Agency" is "Administrative Agency". "Facility" is a dropdown menu. "Staff Member" is a dropdown menu. "Program" is a dropdown menu. "State Reporting Category" is a dropdown menu. "Non-System Agency" is a dropdown menu. "Non-System Modality" is a dropdown menu. "Non-System Specifier" is a dropdown menu. "Appt Date" is a date field with a calendar icon and "Undetermined" selected. "Consents Granted" is a large text area.

Buttons (Callout 3): At the bottom right, there are three buttons: "Cancel" (red), "Save" (green), and "Finish" (blue).

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.

Referrals In Search

Referral Status Codes: Placed/Accepted, Referral Created/Pending, Referral Terminated, Refused Treatment

Search Criteria: [Dropdown]

Unique Client Number: [Text] Created Date: [Text] Referred Date: [Text]

First Name: [Text] Last Name: [Text]

Clear [Go]

Referrals for Administrative Unit

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

Referral

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: [Text]
- Is Consent Verification Required?: Yes
- Is Consent Verified?: Yes
- Continue This Episode of Care?: Yes

Comments: test of access to TXPlan

Referred To:

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

Appt Date: [Text] [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: [Text]

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

Cancel [Finish]