

# UWITS Tip Sheet

## Discharge

Discharge      Closing a Case

This tip sheet outlines the procedures required to Discharge a client

Total Pages: 3



UWITS

# Discharge

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**Note-** You must complete a “FINAL” Outcome measure prior to your Program Dis-enrollments and Discharge.

You must dis-enroll all Program Enrollments prior to completing a discharge.

Your discharge should be after all treatment services have ceased.

1. Enter your client's discharge date if it differs from the current default date in the Discharged field.
2. Complete all fields highlighted in yellow.
3. ASAM data will be pulled forward from the first SUD ASAM and display as “At Intake”.
  - a. If the client's episode contained SUD treatment the ASAM “At Discharge” should be completed as of last contact with client and address all ASAM dimensions.
  - b. For MH discharges only the yellow required fields need to be completed.

Discharge Profile

Discharged 03/18/2016

Discharge Staff W, Cory Discharge Referral ▼

Reason ▼

Disposition ▼

ASAM Criteria

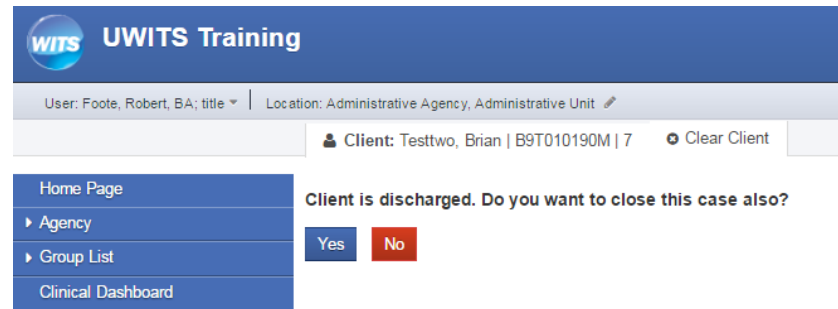
Dimension	Level of Risk	Level of Care	Comments
<b>1 - Acute Intoxication and/or Withdrawal Potential</b>			
At Intake	Low	6-II.1	For too long, too many hardworking Americans paid the price for policies that handed free rein to insurance companies and put barriers between patients and their doctors. The Affordable Care Act gives hardworking families in Utah the security they deserve. The new
At Discharge	▼	▼	//
<b>2 - Biomedical Conditions and Complications</b>			
At Intake	Low	6-II.1	For too long, too many hardworking Americans paid the price for policies that handed free rein to insurance companies and put barriers between patients and their doctors. The Affordable Care Act gives hardworking families in Utah the security they deserve. The new
At Discharge	▼	▼	//
<b>3 - Emotional, Behavioral, or Cognitive Conditions and Complications</b>			
At Intake	Low	6-II.1	For too long, too many hardworking Americans paid the price for policies that handed free rein to insurance companies and put barriers between patients and their doctors. The Affordable Care Act gives hardworking families in Utah the security they deserve. The new
At Discharge	▼	▼	//
<b>4 - Readiness to Change</b>			
At Intake	Low	6-II.1	hole. Covering preventive services with no deductible or co-pay
At Discharge	▼	▼	//
<b>5 - Relapse, Continued Use, or Continued Problem Potential</b>			
At Intake	Low	6-II.1	For too long, too many hardworking Americans paid the price for policies that handed free rein to insurance companies and put barriers between patients and their doctors. The Affordable Care Act gives hardworking families in Utah the security they deserve. The new
At Discharge	▼	▼	//
<b>6 - Recovery / Living Environment</b>			
At Intake	Low	6-II.1	For too long, too many hardworking Americans paid the price for policies that handed free rein to insurance companies and put barriers between patients and their doctors. The Affordable Care Act gives hardworking families in Utah the security they deserve. The new
At Discharge	▼	▼	//

Cancel
Save
Finish

# Discharge

## Closing a Case (Episode)

**1. Closing the Case:** After clicking **Finish** in the discharge screen, the client has been discharged. In some instances, UWITS may then ask “Do you want to close this case also?” Clicking **Yes** will close the client’s episode of care via the Intake. **Note:** if a user mistakenly clicks **Yes**, please ask the agency’s UWITS liaison to immediately re-open the case from the bottom-left corner of the Intake screen.



**Note:** when a client’s record is closed, the entire client record becomes read-only. If the client returns for another treatment episode, a new episode of care must be opened from the **Episode List** screen.

**2.** Before a case can be closed, review the client’s Activity List to ensure that all events show **Completed** in the Status column. **Note:** To satisfy State requirements, the Intake, Client Information, Admission, Outcome Measures and Discharge activities must display **Completed**. Any **In Progress** Activities should be reviewed and completed. If edits are made, save the record and check the Activity List again to ensure that the Status displays **Completed**.

Actions	Activity	Activity Date	Created Date	Status
	Client Information (Profile)	10/10/2012	9/14/2012	Completed
	Intake Transaction	10/10/2012	10/10/2012	Completed
	Admission	10/10/2012	10/10/2012	Completed
	Multi-Dimensional Assessment (Inactive - Old Version)	10/10/2012	10/10/2012	Completed
	Outcome Measures - Client Status (Migrated)	10/10/2012	7/1/2015	Completed
	Multi-Dimensional Assessment (Active - Signed Off)	11/2/2012	11/2/2012	Completed
	Vital Signs	11/2/2012	11/2/2012	Not Applicable
	Client Program Enrollment (Migrated)	12/1/2012	12/14/2012	Completed
	Outcome Measures - Client Status (Migrated)	12/1/2012	7/1/2015	Completed
	Consent (OPTUM)	12/21/2012	1/11/2013	Completed
	Client Program Enrollment (Migrated)	1/1/2013	1/22/2013	Completed
	Outcome Measures - Client Status (Migrated)	1/1/2013	7/1/2015	Completed
	Outcome Measures - Client Status (Migrated)	1/1/2013	7/1/2015	Completed
	Client Program Enrollment (Migrated)	2/11/2013	3/21/2013	Completed
	Encounter Summary	2/11/2013	12/17/2012	Completed
	Outcome Measures - Client Status (Migrated)	2/11/2013	7/1/2015	Completed
	Outcome Measures - Client Status (Migrated)	2/11/2013	7/1/2015	Completed
	Behavioral Health Assessment	2/21/2013	2/21/2013	Active - Signed Off
	Treatment Plan (Initial TXPlan)	2/21/2013	3/21/2013	Active - Signed Off
	Miscellaneous Note Summary	2/21/2013	2/21/2013	Not Applicable