UWITS Tip Sheet

Discharge

Discharge   Closing a Case

This tip sheet outlines the procedures required to Discharge a client

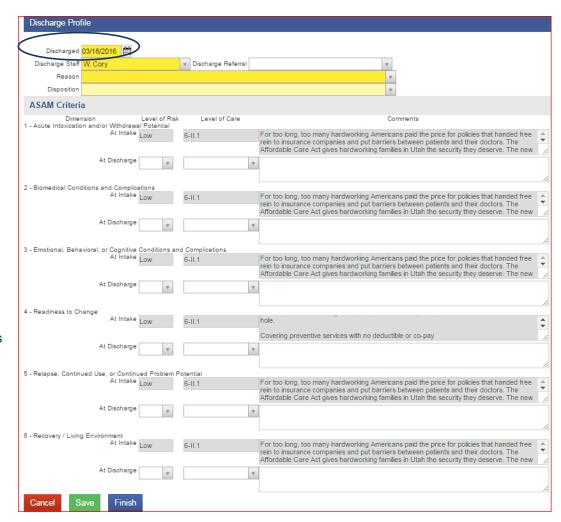**Total Pages: 3**

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
1 - Acute Intoxication and/or Withdrawal Potential			
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			
2 - Biomedical Conditions and Complications			
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			
3 - Emotional, Behavioral, or Cognitive Conditions and Complications			
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			
4 - Readiness to Change			
At Intake	Low	6-II.1	hole. Covering preventive services with no deductible or co-pay
At Discharge			
5 - Relapse, Continued Use, or Continued Problem Potential			
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			
6 - Recovery / Living Environment			
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**.