

Avatar

Residential User Guide



City and County of San Francisco

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Select the appropriate Admission Bundle

The screenshot displays the Avistar 2011 software interface. The top navigation bar includes 'Home', 'Client', 'Staff', 'Forms & Data', and 'My Calendar'. The 'Client' tab is active, showing a list of recent clients with 'Jerry Avastarmatt (000000001)' selected. The 'Forms & Data' section is open, displaying a list of forms under 'My Forms' and 'Recent Forms'. A search bar is visible below the forms lists. The 'My Calendar' tab shows a calendar for Friday, Dec 28, 2012, with a time slot from 11:00 AM to 12:00 PM highlighted. A context menu is open over the 'Browse Forms' section, listing various forms and bundles. The 'Admission Bundles' menu is expanded, showing a list of bundles including 'MH Admission Residential Bed Mgmt Bundle', which is highlighted.

Client Jerry A

Recent Clients

- Jerry Avastarmatt (000000001)

Search Clients

Close Open Clients

Did you know?

Online Documentation can be accessed from the help menu or utilizing a link provided on the Product Forms.

Message Center

Effective Date: 12/28/2012
Avistar will not be available @ 7:30 am on 12/28/2012

Effective Date: 12/27/2012
Avistar will be offline from 5:30-7am on 12/28/12 for maintenance

Effective Date: 12/22/2012
Obtain copy of Avistar Bulletin regarding 2013 OPT Code Changes.

Forms & Data

My Forms

- Plan of Care
 - Adult/Older Adult Treatment Plan of Care/Reassessment
 - Prog Dir Tx Plan Next Review Date Rpt 2
 - Tx Plan Next Review Date Rpt CLINICIAN 2
 - CYF Treatment Plan of Care
 - CYF TPOC Next Review Date Rpt Supervisor
 - Print Treatment Plan
- Activity Reports
 - Staff Activity Report
 - Service List by Program / Client
 - Indirect Services List by Program
 - Units by Program Detail Report
- Clean up reports
 - Absence of Service
 - Possible Duplicate Services Report

Recent Forms

- Mental Health Error Report
- Official Census Report
- Billing 934 Eligibility Match Report
- MH Admission Residential Bed Mgmt Bundle

Search Forms

Browse Forms

- Avistar PMS
- Avistar
- Avistar
 - Appointment Scheduling
 - Billing
 - Client Management
 - Executive Reporting System
 - Fiscal Reports
 - Operations Reports
 - Practitioner
 - Services
 - Special Programs
 - System Maintenance
 - RADplus Utilities
 - New Forms
- Eligibility Management
- 31/Residential Management
- Account Management
- Client Information
- Census Management Reports
- California Request EOI
- Family and UMDAP Management
- California Data Reporting
- AB3632 Unit Trading Bundle
- AB3632 Trading
- ICM Request for Authorization Report
- AB3632 PM Bundle
- AB 3632 Client Information Sheet
- AB3632 Caseload Report
- AB3632
- Disclosure Management
- MH Admission Outpatient Bundle
- MH Admission Residential Bed Mgmt Bundle
- MH Admission Inpatient SFGH Bundle
- IND/ICF Admission Bundle
- SA Admission OP CalOMS Program Bundle
- SA Admission OP Non CalOMS Prgm Bundle
- SA Admission Res CalOMS Prgm Bundle
- SA Admission Res Non CalOMS Prgm Bundle
- Call Intake
- Assign Permanent MR#
- Pte Admit
- Pte Admit Discharge
- Admission
- Admission (Outpatient)
- Program Transfer
- Program Transfer (Outpatient)
- Discharge
- Discharge (Outpatient)
- Discharge Bundle

Contents of Each Admission Bundle

1. MH Admission Residential Bed Mgmt Bundle

- Admission
- CSI Admission
- Episode Guarantor Information
- Admission Referral Information
- Contact Information
- Forms (Consent)
- Diagnosis

2. SA Admission Res CalOMS Prgm Bundle

- Admission
- CalOMS Admission
- Episode Guarantor Information
- Admission Referral Information
- Contact Information
- Forms (Consent)
- Diagnosis

3. SA Admission Res Non CalOMS Prgm Bundle

- Admission
- Episode Guarantor Information
- Admission Referral Information
- Contact Information
- Forms (Consent)
- Diagnosis

Viewing Admission form (Inpatient/Residential Section):

JENNIFER LOPEZ (00000307)
F, 57, 05/05/1955

Chart Admission

- Admission
- Demographics
- Inpatient/Partial/Day T...**
- SF Additional Admission

Submit

Unit: 1East - CATS
Room: 101
Bed: C
Licensed/Unlicensed: Unlicensed

Room And Board Billing Code: (H0019R) Drug Residential Day DMC

Admission Charge Code: [Empty]

Monday

Partial Hospital Billing Code: [Empty]

Partial Hospitalization Hours: [Empty]

Online Documentation

Select Unit = Residential Site (e.g., Baker Street House)

Select Room = 1,2,etc... (Note that all SF beds at site will be counted in same room in Avatar even if beds actually span across several rooms).

Select Bed = an available bed in designated room. Do not select a bed that belongs to other client (present or on leave).

Select correct billing code (probably H0019R)

Running the “Current Unit Census”(report)

This report displays a snapshot of current (now) bed occupancy at site.

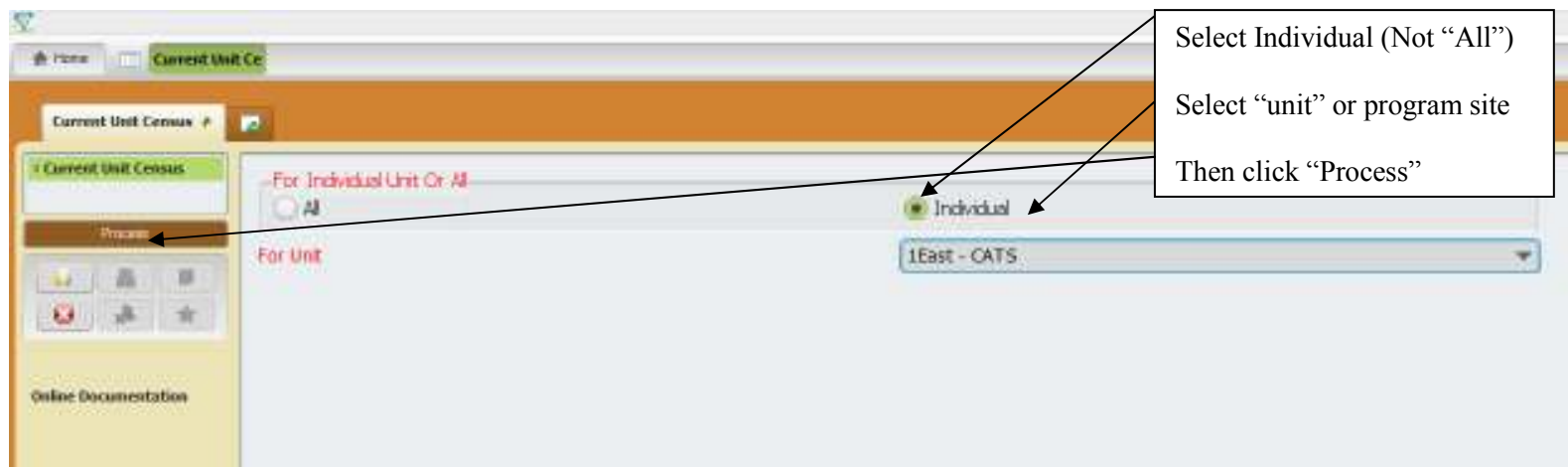
Run this report to confirm:

- (a) that clients are placed into beds
- (b) discharges are complete
- (c) leaves and return from leave status is updated.

Then perform “Compile” and “Post” of worklist.

Note: All leaves must be recorded prior to verifying unit census.

Note: Most 24 hour facilities run a census report as 12:01 AM for the day before.



Current Unit Census Report page 1-- Shows any activity in the past 24 hour period.

```

PAGE NO. 1                                CURRENT UNIT CENSUS
UNIT = Progress Foundation - Avenues
** ACTIVITY LAST 24 HRS **
RUN DATE : 06/16/2010
RUN TIME : 6:28 PM

MEDICAL      CLIENT      ATTENDING
RECORD #     NAME          PRACTITIONER
-----
No activity recorded for this 24 hour period.
  
```

Current Unit Census Report page 2-- Shows current census information. Unit name, bed, BIS number, client name, attending, etc. This report is reviewed to validate occupancy.

```

PAGE NO. 2                                CURRENT UNIT CENSUS                                RUN DATE : 06/16/2010
San Francisco DPH
1380 Howard St
San Francisco, CA 94013

UNIT = Progress Foundation - Avenues

L/MEDICAL      ATTENDING      LV      FACILITY      LEGAL      LEGAL
RM/BED U RECORD # CLIENT NAME     PRACTITIONER  PROG LOS TYPE  CHART #     STATUS     EFF DATE
-----
Avenues Room/1L170 BLUE, SKY        CUMMINGS, JENNIF 38A41  0
Avenues Room/10L434BAGGINS, FRODO CUMMINGS, JENNIF 38A41  0
Avenues Room/12L1919REYNOLDS, MALCOLHULSEMAN, KAREN 38A41  0
Avenues Room/2L1647MONEY, EDDIE    CUMMINGS, JENNIF 38A41  0
Avenues Room/3L1685RIVERS, JOE     CUMMINGS, JENNIF 38A41  0
Avenues Room/4L1696BLANK, BLANCA   CUMMINGS, JENNIF 38A41  0

TOTAL NUMBER OF CLIENTS 6
  
```

Current Unit Census Report page 3-- Shows summary of unit in past 24 hours.

```
PAGE NO. 3                                CURRENT UNIT CENSUS                                RUN DATE : 06/16/2010
                                           San Francisco DPH
                                           1380 Howard St.
                                           San Francisco, CA 94013
                                           CENSUS SUMMARY TOTALS

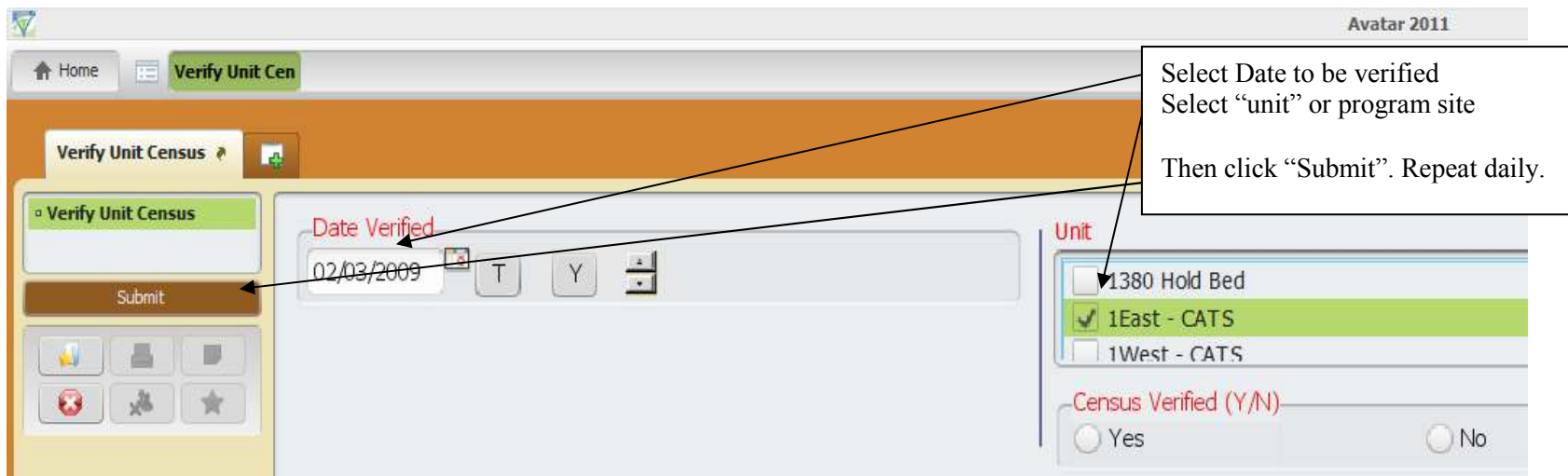
UNIT          ADMISSION  TRANSFER  DISCHARGE  L/U      L      OCC%
              CURRENT
-----
Progress Foundation - Avenues00          0         6         12       50.00
```

Make any adjustments to admissions and discharge before proceeding to Verify Unit Census.

Verify Unit Census

Important: Make any updates to admission/discharge before proceeding to this form.

Use this form daily to verify the census report is correct. After this step, you can proceed to “Compiling” and “Posting” occupancy.



The screenshot shows a web browser window titled "Avatar 2011" with a "Verify Unit Cen" tab. The page content includes a "Verify Unit Census" header, a "Date Verified" field with a calendar icon and the date "02/03/2009", a "Submit" button, and a "Unit" selection list. The list contains three items: "1380 Hold Bed" (unchecked), "1East - CATS" (checked), and "1West - CATS" (unchecked). Below the list is a "Census Verified (Y/N)" section with "Yes" and "No" radio buttons. A callout box on the right contains the text: "Select Date to be verified", "Select 'unit' or program site", and "Then click 'Submit'. Repeat daily." Arrows point from the callout box to the date field and the "1East - CATS" unit selection.

Compile Residential/Inpatient Charges

Make any adjustments to admissions and discharge before proceeding to this option.

Use this form to select a date range of service that will become “posted” in subsequent step.

Perform the Compile, weekly.


The screenshot shows a web application interface for compiling charges. The main form area includes:

- Individual Or All Units:** Radio buttons for 'All' and 'Individual'. 'Individual' is selected.
- Select Unit(s):** A list box containing '1380 Hold Bed', '1East - CATS' (which is checked and highlighted in green), and '1West - CATS'.
- Compile Charges From Date:** A date field set to '01/01/2000' with 'T' and 'Y' buttons.
- Compile Charges Through Date:** A date field set to '01/01/2000' with 'T' and 'Y' buttons.
- Do You Wish To Recreate The Residential/Inpatient Worklist:** Radio buttons for 'Yes' and 'No'. 'Yes' is selected.
- Process:** A large button on the left side of the form.

Five callout boxes provide instructions:

- (1) Select Individual (unit). NEVER select “All”
- (2) Select a single unit (site)
- (3) Then select Date range. Ideally this would be inclusive from Sunday to Saturday.
- (4) Click “Yes” to recreate work list.
- (5) Click “Process” to submit your compile.

Report will automatically appear for review. Important – this is your only opportunity to print.
 Print entire report and place into manila folder labelled – “Sunday to Saturday, Dates of week”

Compile And Post Residential/Inpatient Worklist 				
PAGE NO. 1	San Francisco DPH ROOM AND BOARD BILLING WORKLIST FOR 04/01/2013 UNIT 1East - CATS			DATE RUN: 04/02/2013
ID #	EP #	CLIENT NAME	R&B / DC CODE/CHARGE	ADMISSION CODE/CHARGE
525	1	BLACK, JET	H0018	355.00
321	2	CARR, NICHOLAS	H0019R	95.21
67	1	CHANOS, JENNY MS	288	125.00
148	3	CUNNINGMAN, MICHAEL	H0019R	95.21
55	1	DELMAN, DAVID JR	288	125.00
61	1	FOURTH, CLIENTESS O MRS	288	125.00
610	1	LOPEZ, JEN	H0019R	95.21
524	1	MARKOV, NIKOLAI	H0019R	95.21
503	2	PAN, PETER	H0019R	95.21
150	3	PETTET, ANDREW	H0019R	95.21
149	3	TIMBERLANE, JUSTEN	H0019R	95.21
TOTAL	11			1396.47

Click “Dismiss” on to exit from report.
 Note: If you have not verified for the dates selected you will see an error message.

Post Residential/Inpatient Worklist

Use this from to post occupancy charges. This has similar appearance to “Compile”
Perform for date range that corresponds to that of the previously completed “Compile”.


The screenshot shows a web application interface for "Post Residential/Inpatient Worklist" within the "Avatar 2011" system. The interface includes a navigation bar with "Home" and "Post Residential" tabs. The main content area is divided into several sections:

- Post Residential/Inpatient Worklist**: A header section with a green plus icon.
- Post Residential/Inpatient**: A sub-section with a "Process" button and a set of icons (print, refresh, star, etc.).
- Individual Or All Units**: A selection area with two radio buttons: "All" (unselected) and "Individual" (selected).
- Select Unit(s)**: A list of units with checkboxes:
 - 1380 Hold Bed
 - 1East - CATS
 - 1West - CATS
- Post Charges From Date**: A date selection field showing "01/01/2000" with "T" and "Y" buttons.
- Post Charges Through Date**: A date selection field showing "02/03/2009" with "T" and "Y" buttons.

At the bottom left of the interface, there is a link for "Online Documentation".

Report of posted amount will automatically appear for review.

This report is evidence that services have posted - and will appear on client's ledger (after lag time of 12 hours).

Compile And Post Residential/Inpatient Worklist 				
PAGE NO. 1	San Francisco DPH		DATE RUN: 04/02/2013	
ROOM AND BOARD BILLING WORKLIST				
FOR 04/01/2013				
UNIT 1East - CATS				
ID #	EP #	CLIENT NAME	R&B / DC CODE/CHARGE	ADMISSION CODE/CHARGE
525	1	BLACK, JET	H0018	355.00
321	2	CARR, NICHOLAS	H0019R	95.21
67	1	CHANOS, JENNY MS	288	125.00
148	3	CUNNINGMAN, MICHAEL	H0019R	95.21
55	1	DELMAN, DAVID JR	288	125.00
61	1	FOURTH, CLIENTESS O MRS	288	125.00
610	1	LOPEZ, JEN	H0019R	95.21
524	1	MARKOV, NIKOLAI	H0019R	95.21
503	2	PAN, PETER	H0019R	95.21
150	3	PETTET, ANDREW	H0019R	95.21
149	3	TIMBERLANE, JUSTEN	H0019R	95.21
TOTAL	11			1396.47

Click on "Dismiss" to exit from report.

Note: If you have not verified or compiled for the dates selected you will see an error message.

Complete verify and compile steps before "Posting".

Edit Residential/Inpatient Worklist

Only use this form if you have the need to change any charges that have already been compiled, but NOT posted. This form is submitted for each client and for each day in which the charge needs correction. (This cannot be submitted in batch). After completion of this form, you will need to re-compile and then post.

The screenshot shows the 'Edit Residential/Inpatient Worklist' form. The form is titled 'Edit Residential/Inpatient Worklist' and has a 'Submit' button. Below the title is a section for 'Edit Compiled Worklist For Date' with a date field set to '11/28/2012' and a 'T' button. Below this is a section for 'For Individual Unit Or All' with radio buttons for 'All' and 'Individual' (selected). To the right, there is a 'For Unit' field with a dropdown menu showing '1East - CATS' and a 'Client ID' field. Below these fields is a section for 'Client Charge Information' with several input fields: 'Room and Board Charge Code', 'Room and Board Charge', 'Daily Charge Code', 'Daily Charge', 'Admit Charge Code', and 'Admit Charge'. At the bottom of the form is an 'Update Worklist' button. Six numbered callouts are present: (1) points to the date field; (2) points to the 'Individual' radio button; (3) points to the '1East - CATS' dropdown; (4) points to the 'Client ID' field; (5) points to the 'Room and Board Charge' input field; and (6) points to the 'Update Worklist' button.

(1) Enter Date of service

(2) Select Individual (Unit)

(3) Select unit (site)

(4) Enter client name

(5) Enter charge info

(6) Click "Update Worklist"

Leaves

Use this option to record a client leave from residential unit.

Select-Leave Date, Leave Time, Type of Leave From, Reason for Leave and any more of the necessary information.

Click “Submit”.

JOHN ADAMS (00000756)
M, 112, 07/02/1901

Ep: 1 : CATS Golden ... Location: 1East - CATS / 1...
Problem P: - Attn. Pract.: GIBSON, JANET
DX P: No Entry Adm. Pract.: WHITE, JIM

Note: Type of Leave From (Leave Type)
Billable = bed is saved for client + full charge per day until discharge
Non-billable = removes client from bed + reduced charge per day until discharge

Leave Input

Submit

Leave Date: 09/01/2013

Leave Time: 03:50 PM

Type Of Leave From: Leave Dcs (Billable)

Unit From: 1East - CATS

Reason For Leave: Medical

Leave Responsible Person: Albert Eng

Leave Location: to OP visit at clinic

Leave Location Address: 1001 Potero

Mode Of Transportation:

Date Guardian Notified:

Notified By Whom?:

Type Of Outside Service:

Return From Leaves

Use this form to record a client returning from leave - back into the residential unit.
Select Return Date, Return Time, Type of Leave from, Reason for Closure of Leave, Unit, Room, Bed, Room and Board Billing Code.
Click Submit.

The screenshot shows a user interface for recording a client's return from leave. At the top, a header bar displays client information: a profile picture, name 'PETER PAN (00000503)', birth date 'M, 17, 01/01/1996', episode 'Ep: 2 : CATS Golden...', location 'Location: 1East - CATS / 1...', problem 'Problem P: -', attention 'Attn. Pract.: WHITE, JIM', and diagnosis 'DX P: 293.9 MENTAL D...' and 'Adm. Pract.: DAME, NAN'. Below the header is a navigation bar with 'Chart', 'Return From Leaves', and a plus icon. The main form area is divided into several sections:

- Return From Leaves** (Section Header)
- Submit** (Button)
- Return Date**: 09/02/2013 (with calendar icon), T, Y, and a dropdown arrow.
- Return Time**: 05:56 PM, Current, H, M, AM/PM, and a dropdown arrow.
- Type Of Leave From**: Leave (dropdown menu).
- Unit From**: 1East - CATS (dropdown menu).
- Reason For Closure Of Leave**: Return From Leave (dropdown menu).
- Return Condition**: As Scheduled (dropdown menu).
- Return Condition Description**: (Empty text field).
- Unit**: 1East - CATS (dropdown menu).
- Room**: 100 (dropdown menu).
- Bed**: A (dropdown menu).
- Licensed/Unlicensed**: Licensed (dropdown menu).
- Room And Board Billing Code**: (H0019R) Drug Residential Day DMC (dropdown menu).
- Daily Charge Code**: (Empty text field).

On the left side, there is an 'Online Documentation' section with several icons for navigation.

Bed Availability Report

Bed Availability Report

For Individual Unit Or All
 All Individual

Sort By Room/Bed Or Alpha
 Alpha Room/Bed

For Unit: Baker Street House Residential

Process

Actual report displayed below:

San Francisco DPH
1380 Howard St
San Francisco, CA 94015
* Bed Availability Report *
UNIT: 1E
LICENSED BEDS: 17

Page 1

RUN DATE: 04/02/2013

RM/BED	L/ U	CLIENT NAME	RSV	S	AGE	ATTENDING CLINICIAN	TYPE OF LEAVE	EXPECTED DISCHARGE DATE	ADMISSION DATE	CURRENT LOS
100/A	L	PAN, PETER		M	17	WHITE, JIM			11/08/2012	145
100/B	L	DELMAN, DAVID JR		M	18	GIBSON, JANET			02/03/2009	1519
100/C	U	CARR, NICHOLAS		M	32	DAME, NAN			11/13/2012	140
101/A	L	MARKOV, NIKOLAI		M	30	DAME, NAN			11/13/2012	140
101/B	L	CHANOS, JENNY MS		F	38	GIBSON, JANET			02/03/2009	1519
101/C	U	LOPEZ, JENNIFER		F	57	WHITE, JIM	1		12/09/2012	114
102/A	L	LOPEZ, JEN		F	55	DAME, NAN			02/13/2013	48
102/B	L	BLACK, JET		F	27	DAME, NAN			11/14/2012	139
102/C	L	FOURTH, CLIENTESS O MRS		F	72	PYE, LARRY			02/03/2009	1519
103/1	L	PETTET, ANDREW		M	50	CHOU, STEPHEN			08/01/2009	1340
103/2	L	---								
103/3	L	---								
103/4	L	---								
103/5	L	---								
103/6	L	CUNNINGMAN, MICHAEL		M	45	BOROWS, SUSAN			08/01/2009	1340
103/7	L	---								
103/8	L	---								
103/9	L	---								
103/10	L	TIMBERLANE, JUSTEN		M	36	COREN, HARRY			08/01/2009	1340
TOTAL NUMBER OF LICENSED BEDS									17	
TOTAL NUMBER LICENSED BEDS OCCUPIED									10	
TOTAL NUMBER LICENSED BEDS UNOCCUPIED									7	

Bed Assignment

After admission, Use this form to assign client a bed – or to change bed assignment.

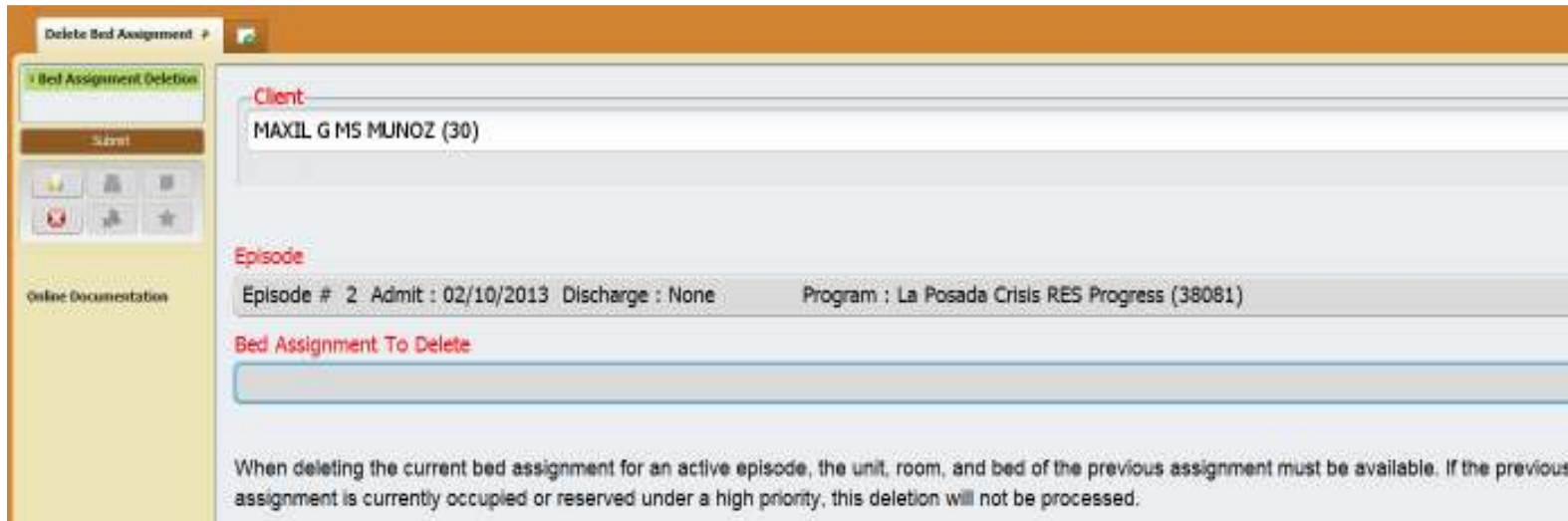
The screenshot shows a web-based 'Bed Assignment' form. At the top, the client's name 'MAXIL G MS MUNOZ' and ID '(000000030)' are displayed. The episode is identified as 'Ep: 2 : La Posada Crisis RES Progress (38081)'. The form includes several input fields and dropdown menus:

- Date Of Bed Assignment:** A date picker set to 04/02/2013.
- Time Of Bed Assignment:** A time picker set to 02:46 PM, with a 'Current' button and AM/PM options.
- Unit:** A dropdown menu currently showing '1East - CATS'.
- Room:** A dropdown menu currently showing '103'.
- Bed:** A dropdown menu currently showing '2'.
- Licensed/Unlicensed:** A toggle switch currently set to 'Licensed'.
- Room And Board Billing Code:** A dropdown menu showing '(H0018) ADULT CRISIS RESIDENTIAL'.
- Admission Charge Code:** An empty text input field.
- Daily Charge Code:** An empty text input field.

On the left side of the form, there is a sidebar with a 'Submit' button and an 'Online Documentation' section.

Delete Bed Assignment

Use this form to delete a bed that was assigned to a client.



The screenshot shows a web application interface for deleting a bed assignment. The page has an orange header bar with the title "Delete Bed Assignment". On the left side, there is a sidebar with a "Bed Assignment Deletion" section containing a "Submit" button and several icons. Below the sidebar is a link for "Online Documentation". The main content area is divided into sections: "Client" with the name "MAXIL G MS MUNOZ (30)", "Episode" with details "Episode # 2 Admit : 02/10/2013 Discharge : None Program : La Posada Crisis RES Progress (38061)", and "Bed Assignment To Delete" which is currently empty. At the bottom, there is a warning message: "When deleting the current bed assignment for an active episode, the unit, room, and bed of the previous assignment must be available. If the previous assignment is currently occupied or reserved under a high priority, this deletion will not be processed."

Additional Reports

- Official Census Report
- Bed Availability Report
- Unit Verification Report

My Forms list

- MH Residential Admission Bundle
- SA Residential CalOMS Admission Bundle
- SA Residential non CalOMS Admission Bundle
- Admission
- CSI Admission
- CalOMS Admission
- Episode Guarantor Information
- Admission Referral Information
- Contact Information
- Forms
- Diagnosis
- Family Registration
- Current Unit Census
- Edit Residential/Inpatient Worklist
- Verify Unit Census
- Compile Residential/Inpatient Charges
- Post Residential/Inpatient Worklist
- Leave
- Return from Leave
- Bed Reservation
- Bed Assignment
- Delete Bed Assignment
- Discharge
- CalOMS Discharge
- Inpatient/Residential Progress Notes

Inpatient/Residential Progress Notes

Use this form to enter a note for client. This form will not generate billing.

Select Independent Note, Draft/Final, Note Type, enter notes in Notes Field and click Submit.

The screenshot shows a web-based form titled "Inpatient/Residential Progress Notes". The form is divided into several sections:

- Progress Note For:** Contains a radio button labeled "Independent Note" and a "Draft/Final" section with a radio button labeled "Draft".
- Note Type:** A dropdown menu is open, showing a list of note types: "NH Residential Daily (Co-sign)", "NH Residential Daily", "NH Residential Monthly (Co-sign)", "NH Residential Monthly", "NH Residential Weekly (Co-sign)", "NH Residential Weekly", "NH Weekly Day Treatment (Co-sign)", and "NH Weekly Day Treatment". The "NH Residential Daily" option is highlighted in green.
- Notes Field:** A large text area for entering the note content.
- Select T.P. Version:** Located at the bottom, with radio buttons for "Client Treatment Plan" and "CYF Treatment Plan".

Three callout boxes with arrows point to specific elements:

- (1) Select "Independent Note" - points to the "Independent Note" radio button.
- (2) Select "Note Type" - points to the "NH Residential Daily" option in the dropdown menu.
- (3) Type in Notes Field - points to the "Notes Field" text area.

Inpatient/Residential Progress Notes

The screenshot shows a web-based form for entering progress notes. The form is titled "Inpatient/Residential Progress Notes" and includes a "Submit" button in the left-hand navigation pane. The main content area contains several sections: "Select T.P. Version" with radio buttons for "Client Treatment Plan" and "CYF Treatment Plan of Care" (the latter is selected); "Select T.P. Item Note Addresses" with a button; "Note Addresses Which Treatment Plan Problem" with a large text input field; "Clear 'Note Addresses Which Treatment Plan Problem' Text." with a button; "User To Send Co-Sign To Do Item To" with a text input field; "Discipline" with a dropdown menu; and "Additional Service Information" with a text input field and a lightbulb icon. Two callout boxes provide instructions: one points to the "Submit" button, and another points to the "CYF Treatment Plan of Care" radio button.

(4) Select CYF Treatment Plan or "0-4..." as appropriate. Otherwise, reference adult Tx Plan in notes field.

(5) Click "Submit"

Discharge

Complete this form when discharging client. If program is CalOMS billable, subsequent “CalOMS Discharge” must be completed. This form must be completed in order for client to be admitted to another residential program in Avatar.

The screenshot displays the Avatar 2011 software interface. At the top right, the text "Avatar 2011" is visible. The main header area includes a home icon, a user profile picture, and a name field. Below this, the episode information "Ep: 2 : La Posada Crisis RES Progress (38081)" and the location "Location:" are shown. A "Problem" field is partially visible. The "Discharge" form is the central focus, featuring several input fields: "Episode Number" (with the value "2"), "Date Of Discharge" (with a calendar icon), "Discharge Time" (with a "Current" button and AM/PM selection), "Discharge Day Of Week", "Length Of Stay", and "Type Of Discharge" (a dropdown menu). To the right of these fields are "Discharge Practitioner" (with a user selection icon) and "Discharge Remarks/Comments" (a large text area with a scroll bar). On the left side of the form, there is a sidebar with a "Discharge" section containing "Demographics", "CSI", and "OSHDP" options, a "Submit" button, and "Online Documentation" link.

Discharge/Demographics

The screenshot shows a web application interface for 'Discharge/Demographics'. The top navigation bar includes 'Home', 'Discharge', and 'Atalar 2011'. A 'Location' field is set to 'Attn: [redacted]'. The main form is divided into several sections:

- Client Information:** Client Last Name (MUNOZ), Client First Name (MAXL), Client's Middle Initial (G), Suffix (I, II, III, IV, V, VI), and Prefix (Ms.).
- Address:** Client's Address - Street (1380 Howard, Suite 300), Client's Address - Street 2, Client's Address - Zipcode (94103), Client's Address - City (San Francisco), Client's Address - County (San Francisco), and Client's Address - State (CALIFORNIA).
- Communication:** Client's Home Phone (415-255-3926), Client's Work Phone (415-255-3400), Client's Cell Phone, and Client's Email Address.
- Demographics:** Primary Language (Armenian), Client Race (Filipino), Ethnic Origin (Mexican/Mexican American), Religion (Buddhist), Place of Birth (Mexico), and Country of Origin (Mexico).
- Client Declined To Provide Information On The Following:** Ethnic Origin, Race, and Language.
- Personal Information:** Maiden Name (Mendez), Marital Status (Single / Never Married), Education (1 Yr Preschool), Employment Status (Not In Labor Force - Other Not ...), Occupation (Extractive Occupations), and Smoker.
- Aliases:** A list of alias fields labeled Alias 6 through Alias 9.

The interface includes a sidebar with 'Online Documentation' and a 'Submit' button. The bottom of the page shows 'AYCALPHS.DVE (SARPHZ)' and a page number '93'.

Discharge/CSI

Use this step for Mental Health programs only.

The screenshot shows a medical software interface with a top navigation bar containing 'Avatar 2011'. Below the navigation bar, there is a patient information section with a redacted area, a patient ID '(000000030)', and a name 'ES Progress (38081)'. The 'Location:' field is empty, and the 'Attn:' field contains 'HOMMAF'. A sidebar on the left contains a menu with 'Discharge', 'Demographics', 'CSI' (highlighted), and 'OSHPD', along with a 'Submit' button and several icons. The main content area has a 'Discharge' tab selected. The 'Discharge Legal Class' dropdown menu is open, showing the following options:

- Discharged to home, self care, foster care, shelter care
- Discharged/transferred to Acute Care Hospital or Psychiatric Health Facility (PHF)
- Discharged/transferred to Community Residential Treatment (not locked, custodial)
- Discharged/transferred to Community Treatment Facility (locked, no nursing care)
- Discharged/transferred to Jail
- Discharged/transferred to Residential/Board and Care (not locked, supervised living, no treatment)
- Discharged/transferred to Skilled Nursing Facility/Intermediate Care Facility (unlocked or locked)
- Discharged/transferred to State Hospital

Discharge/OSHPD

Avatar 2011

Location:

Attn: [REDACTED]

Home

Problem

OSHPD Type Of Care

Acute SN/IC Psychiatric

Chem Dep Physical Rehab

OSHPD Zip Code

Source Of Admission Site

Home

Residential Care Facility

Ambulatory Surgery

SN/IC

Acute Inpatient Hospital Care

Other Inpatient Hospital Care

Newborn

Prison/Jail

Other

Licensure Of Site

This Hospital Another Hospital Not A Hospital

Route

Your ER Not Your ER

OSHPD Type Of Admission

Scheduled Unscheduled

Infant, Under 24hrs Old Unknown

Expected Source Of Payment-Payer Category

Medicare Medi-Cal

Private Coverage Workers' Compensation

County Indigent Other Government

Other Indigent Self Pay

Other Payer

Type Of Coverage

Managed Care (Knox-Keene/MCOHS)

Managed Care Other

Traditional Coverage

Name Of Plan

OSHPD Principal Language Spoken Code

OSHPD Principal Language Spoken

Disposition Of Patient

Against Medical Advice

Died

Home Health Service

Other

Routine (Home)

Acute Care Within This Hospital

Other Care Within This Hospital

SN/IC Within This Hospital

Other E-Code 1

Other E-Code 1 Present At Admission

No Uncertain

Clinically Undetermined Yes

Other E-Code 2

Other E-Code 2 Present At Admission

Submit

Online Documentation

AVCALP/IN/IV (SAR/PRF)

03/14/20