Section 12: AOD Consent and Compliance Tracking

The purpose of this document is to record that important clinical documents are completed and the date each document was completed. The documents tracked by this form are:
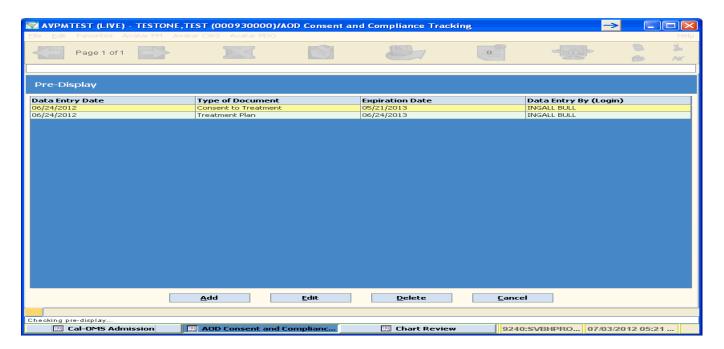
- Consent for Treatment
- Consent to Share ASI
- Client Treatment Plan
- Adolescent ASI

When information for these documents is entered, Avatar reports can display what documents are complete, what documents are missing and what documents are expiring. After the document is reviewed with the client and signed, it is ready to record in the Consent and Compliance Tracking form.

Path: PM Client Management→ Client Information → AOD Consent and Compliance Tracking

If the client has previous documents entered into this option, a Pre-Display screen will appear first . You have the option to Add a new entry, Edit an existing entry, Delete an entry or Cancel out of this screen. Remember: You **cannot edit an expired entry**!

You can *add a new entry* by selecting **ADD**

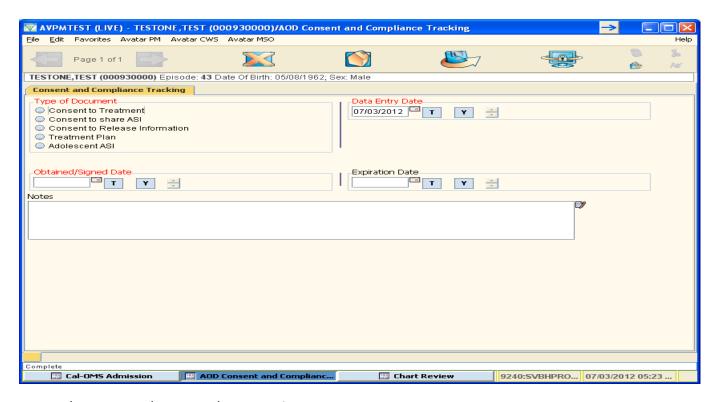When you select ADD, a new blank form will display similar to the screen shot below.

- *Type of Document (required)*– select the type of document whose information you're entering.
- *Data Entry Date (required)* – date you're recording the information. Click on the blue button labeled "T" to enter today's date.
- *Obtained/Signed Date (required)* – enter the date the document was signed.
- *Expiration Date (not required)* – if the document has an expiration date, enter it here. An example of such a document is the Treatment Plan.

Save the form by clicking on the **Submit** icon.

Follow these same instructions for all document types listed on the Avatar AOD Consent and Compliance Tracking document.

Remember to scan the paper document into Avatar.