



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**

The screenshot shows a software window titled "AVPMTEST (LIVE) - TESTONE,TEST (000930000)/AOD Consent and Compliance Tracking". The window contains a "Pre-Display" section with a table of document entries. The table has four columns: "Data Entry Date", "Type of Document", "Expiration Date", and "Data Entry By (Login)".

Data Entry Date	Type of Document	Expiration Date	Data Entry By (Login)
06/24/2012	Consent to Treatment	05/21/2013	INGALL BULL
06/24/2012	Treatment Plan	06/24/2013	INGALL BULL

Below the table are four buttons: "Add", "Edit", "Delete", and "Cancel". The status bar at the bottom shows "Checking pre-display..." and several open windows including "Cal-OMS Admission", "AOD Consent and Complianc...", and "Chart Review".

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.

The screenshot shows a web browser window titled "AVPMTST (LIVE) - TESTONE,TEST (000930000)/AOD Consent and Compliance Tracking". The browser's address bar shows "Page 1 of 1". The main content area is titled "Consent and Compliance Tracking" and contains the following fields:

- Type of Document:** A list of radio buttons with options: "Consent to Treatment", "Consent to share ASI", "Consent to Release Information", "Treatment Plan", and "Adolescent ASI".
- Data Entry Date:** A text box containing "07/03/2012" and two buttons labeled "T" and "Y".
- Obtained/Signed Date:** A text box and two buttons labeled "T" and "Y".
- Expiration Date:** A text box and two buttons labeled "T" and "Y".
- Notes:** A large empty text area for entering notes.

At the bottom of the window, a status bar shows "Complete" and several tabs: "Cal-QMS Admission", "AOD Consent and Complianc...", "Chart Review", and "9240:SVBHPRO...". The system clock in the bottom right corner displays "07/03/2012 05:23 ...".

Remember to scan the paper document into Avatar.