Admission Bundle (Outpatient)

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Admission Bundle (Outpatient)

In this lesson you will learn to admit a client to an episode. You will use the Select Client screen to determine if the client is already known to BHRS.

During the process, you will gather pertinent client information, assign a primary therapist and/or a psychiatrist, and assign the client to a program.

You will also collect the client's demographic information and CSI, state-required information, such as the fiscally responsible county, birth name, language, ethnicity, and race information.

The admission bundle includes the Diagnosis window, which admini-strators use in locations where the clinicians do not use Avatar. In this lesson you will learn where to find training for the Diagnosis if your administrators enter the diagnosis.

Lesson Objectives

- State the purpose of the Admission Bundle (Outpatient)

- Distinguish the difference between the bundled and non-bundled approaches

- Learn that you must assign an MR # to a P # client *prior to* admission

- Admit a new client to the BHRS system

- Gather CSI information

- Learn to edit admission information

- Find out how you can learn to complete the Diagnosis window if administrators perform that function in your location

LESSON SCENARIO

Raul Elizondo is an administrator at a BHRS clinic. Today he will admit a client who is new to BHRS. Raul quickly conducts a Select Client lookup to verify that the client is not known to the BHRS system.

Avatar's automated features allow Raul to quickly complete the admission.

Avatar auto-assigns the MR # (Client ID).

Entering the Date of Birth auto-calculates the client's age.

The click of a button enters today's date and the current time.

Dropdown lists provide a menu of choices for quickly entering the Program, Type of Admission, and Source of Admission.

UNDERSTANDING THE ADMISSION BUNDLE (OUTPATIENT)

The purpose of the admission bundle is to admit a new client to a BHRS episode or to admit an existing client to a new episode. The admission bundle consists of the following windows:

- Admission (Outpatient) Window
  - **Admit New Client:** Completing this window admits a new client in Avatar and assigns an MR # (Client ID) if the client does not have one. Call Intake P # clients are an exception. They are assigned an MR # (Client ID) in a separate step. (See the Assigning a Permanent Medical Record Number (Client ID) lesson.)
  - **Admit Existing Client to a New Episode:** If the client is already known to BHRS, you use this window to admit the client to a new episode.

- CSI (Case Services Information) Admission Window
  - The CSI Admission window supplies data for reporting to the Department of Mental Health regarding services clients receive at the county level.

- Diagnosis
  - Administrators complete a Diagnosis in locations where the clinicians are not using Avatar. If you need to complete a Diagnosis, refer to the "Using Diagnosis" lesson; otherwise, just close the Diagnosis window when it opens.

THE BUNDLED APPROACH

In the admission process, three windows are bundled together: the Admission (Outpatient) window, the CSI Admission window, and the Diagnosis window. This means that when you submit the Admission (Outpatient) window, the CSI Admission window opens automatically, and when you submit the CSI Admission window, the Diagnosis window opens automatically—they are bundled together.

THE NON-BUNDLED APPROACH

While the bundled approach is convenient when admitting a client, if you only have to change one or two items subsequent to the admission, it is more convenient to bypass the bundled approach and directly access a specific window.

- Admission (Outpatient) Window

  - Avatar PM→Episode Management→Admission (Outpatient)

- CSI Admission Window

  - Avatar PM→Client Management→Client Information→CSI Admission

- Diagnosis

  - Avatar PM→Client Management→Client Information→Diagnosis

WHO CAN PERFORM THIS FUNCTION

Administrators perform this function.

WHAT TYPE OF CLIENT ARE YOU ADMITTING?

There are several types of clients you might admit to an episode.

- ICI clients, which includes the following categories:

  o New client with no MR # (Client ID)

  o P # client for whom you are opening an ICI episode

  o Client with an MR # and no open episodes

  An ICI client is admitted to an ICI (99XX) episode while the clinician is performing outreach and evaluation services. If a clinician determines the client can benefit from BHRS services, the clinician will ask the administrator to close the ICI episode and admit the client to a new billable episode.

  NOTE: Not all locations use the Initial Contact Screening (ICI) feature.

- New client with no MR # (Client ID) who needs to be evaluated (Initial Client Screening (ICI)) to determine if they need BHRS services. These clients are admitted to a non-billable ICI 99XX Program episode.

- New client with no MR # (Client ID) who needs to be admitted immediately without an Initial Client Screening (ICI).

- P # client who was assigned a permanent MR # (Client ID) in Avatar using the Assign Permanent MR # feature and who is now ready for admission.

- Existing client with MR # (Client ID)

SELECT CLIENT SCREEN

When you begin the admission process, the Select Client screen appears. This is where you perform a Select Client lookup to determine whether the client is known to BHRS. (See Lesson 3 in the Introduction to Avatar lesson for information on how to use this screen.)

⚠️ **IMPORTANT**

- **New Client with No MR # (Client ID):** If the client has not gone through the Call Intake process and the client is new to BHRS, you will either see a Not Found message or a list of clients with *similar* names. At this point, you would click the New button at the bottom of the screen to start a new record in Avatar for the client.

Clients with *similar* names.

- **Client with MR # (Client ID):** If the client appears in the search results table with an MR # (Client ID), *do not* click the New button at the bottom of the screen. That would open the client under a second MR # (Client ID) and create a duplicate record. You would click the OK button instead.

Clients MR # (Client ID).

IMPORTANT

If there is any doubt about the identity of the client, it's important to complete additional fields such as Social Security # or Date of Birth to determine if the client is already in Avatar.

OVERVIEW OF CLIENT SEARCH PROCESS AND WORKFLOW FOR NEW CLIENTS VERSUS MR # (CLIENT ID) CLIENTS
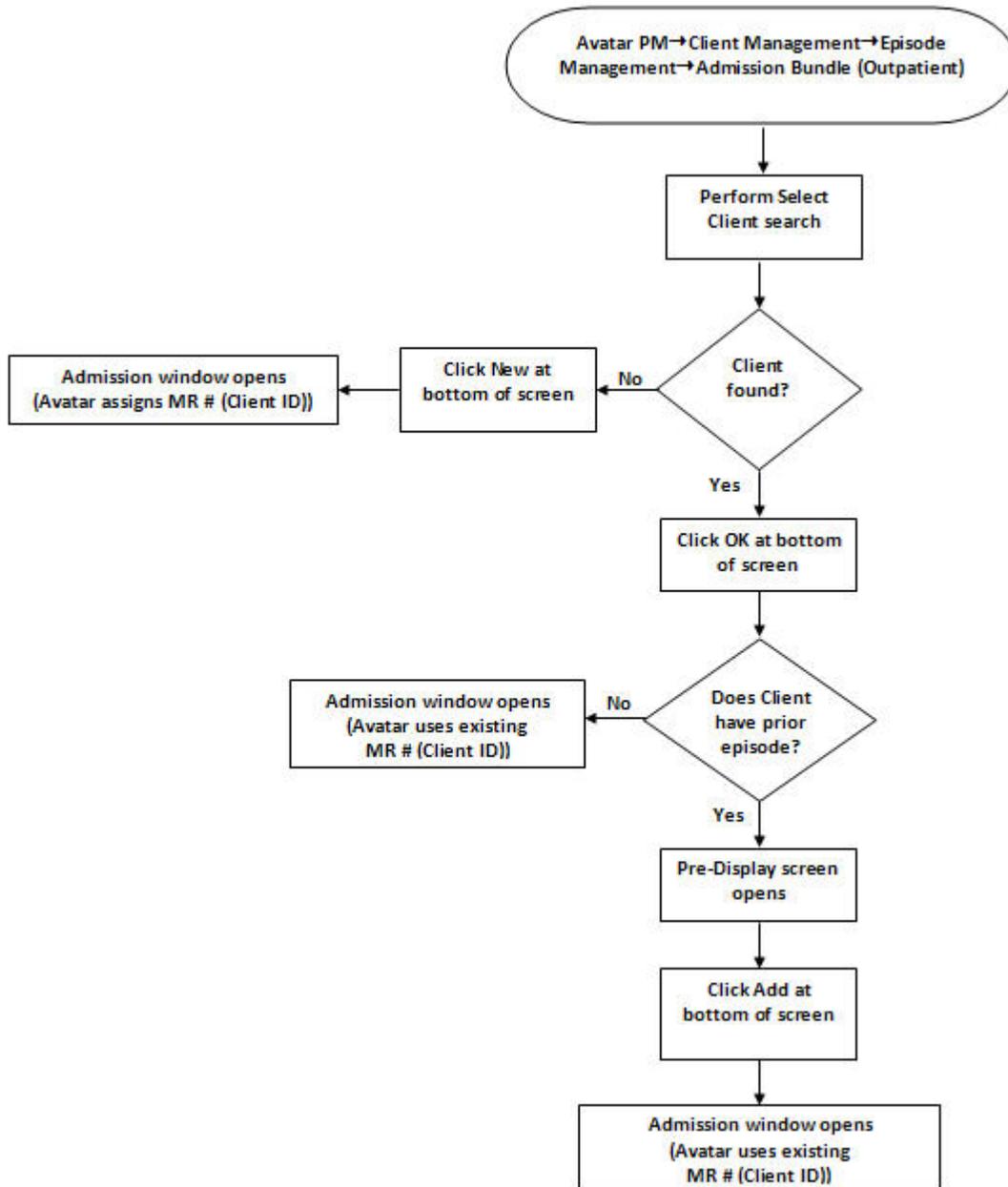
```
        ┌─────────────────────────────────────────┐
        │  Avatar PM→Client Management→Episode      │
        │  Management→Admission Bundle (Outpatient) │
        └─────────────────────────────────────────┘
                            │
                            ▼
                   ┌─────────────────┐
                   │ Perform Select  │
                   │  Client search  │
                   └─────────────────┘
                            │
                            ▼
┌──────────────────┐  ┌──────────────┐  No   ╱────────╲
│ Admission window │◄─│ Click New at │◄──────│  Client │
│ opens            │  │ bottom of    │       │  found? │
│ (Avatar assigns  │  │ screen       │       ╲────────╱
│ MR # (Client ID))│  └──────────────┘           │
└──────────────────┘                           Yes
                                                 │
                                                 ▼
                                      ┌──────────────────┐
                                      │ Click OK at bottom│
                                      │   of screen       │
                                      └──────────────────┘
                                                 │
                                                 ▼
┌──────────────────┐   No           ╱──────────────╲
│ Admission window │◄───────────────│  Does Client   │
│ opens            │                │  have prior    │
│ (Avatar uses     │                │  episode?      │
│ existing         │                ╲──────────────╱
│ MR # (Client ID))│                       │
└──────────────────┘                     Yes
                                           │
                                           ▼
                                ┌──────────────────┐
                                │ Pre-Display screen│
                                │     opens         │
                                └──────────────────┘
                                           │
                                           ▼
                                ┌──────────────────┐
                                │  Click Add at     │
                                │ bottom of screen  │
                                └──────────────────┘
                                           │
                                           ▼
                                ┌──────────────────┐
                                │ Admission window  │
                                │ opens             │
                                │ (Avatar uses      │
                                │ existing          │
                                │ MR # (Client ID)) │
                                └──────────────────┘
```

MENU PATH

ADMISSION TAB PAGE 1

The Admission tab uses three pages (BHRS does not use the fourth page), which you complete to specify information such as the admission date, the program, and the name of the primary therapist.

Field	Description
A) Episode Number	Following the client's first episode, this field autofills with the next consecutive episode number.
B) Client Name	This field autofills from Select Client screen.
	This name should be the same name as the Medi-Cal name. Use the spelling as it appears in the Monthly MEDS Report. (Avatar PM→ Reports→MMEF Lookup By <choose item by which to lookup>.)
	If client does not have a Medi-Cal number, use the name that the client indicates.
	If this is the client's first episode, if necessary, you can modify the name at this time. The format should be LASTNAME,FIRSTNAME. If this is an episode other than the first episode and you need to modify the client's name you can do so on page 1 of the Demographics tab.

Field	Description
C) Sex	*Other* includes gender changes, undetermined gender and persons with congenital abnormalities which obscure gender identification.
	Unknown indicates that the gender of the client was not available.
D) Preadmit/ Admission Date	Enter admission date. (BHRS does not use Preadmit.)
Preadmit/Admission Time	Enter admission time. (BHRS does not use Preadmit.)
E) Program	The entries in this list start with the program team number and they are listed in numeric order.
F) Source of Admission	Note the option, "Transfer from an SNF." SNF stands for Skilled Nursing Facility.
G) Anniversary Date	The Anniversary Date is the month/day of the client's admission to the first team that requires a Treatment Plan. If a client is opened to the Access Team, for example, the Anniversary Date would not be established. If the same client is opened to North County, for example, the month/day of admission to the North County episode becomes the Anniversary Date.
	The Anniversary Date is the due date for all annual documents, such as the Treatment Plan, Annual Assessment, and Financials.
H) Primary Therapist	In most cases you will search by the therapist's name. If you need to search for the primary therapist using the ID Number and you do not know it, contact the MIS Department.
I) Primary Psychiatrist	If there is no psychiatrist, leave this field blank.
	In most cases you will search by the psychiatrist's name. If you need to search for the psychiatrist using the ID Number and you do not know it, contact the MIS Department.
J) SMMC MRN/ID (MIS use ONLY)	This is the identifier for the San Mateo Medical Center. If there is a number in this field, it indicates that the client has been treated at the medical center. This field is for MIS use only.

Field	Description
K) Social Security Number	• If the client has a valid social security number, and the client is not a foster care child, the social security number goes in this field. Use the format shown here: XXX-XX-XXXX • If the client does not have a social security number, enter all zeros. Use the format shown here: 000-00-0000 • If the client is undocumented. Enter 8 zeros followed by a 2. Use the format shown here: 000-00-0002 • If the client is a foster care child, enter a pseudo social security number for the child in this field. A pseudo social security number is eight numeric digits followed by a P as shown here: XXX-XX-XXXP If the foster care child also has a valid social security number, it goes in the Alternate Social Security Number. If the child leaves foster care and has a valid social security number, move the pseudo social security number to the Alternate Social Security Number field and place the valid social security number in the Social Security Number field.
L) Alternate Social Security Number	If the client is a foster care child who has a valid social security number and a pseudo social security number. See the previous row in this table for a discussion of how to use the Social Security Number and Alternate Social Security Number fields with a foster care child. **NOTE:** Because Alternate Social Security Numbers will be the same for many clients, and because the system checks for duplicate social security numbers, you will receive a message indicating that the social security number has already been filed for other clients. Just click OK. It is not necessary to take any further steps.

ADMISSION TAB PAGE 2

Use this page to specify client disabilities, particularly any disabilities that require special accommodation, such as a wheelchair.

Field	Description
Disabilities-1, -2, -3	If you choose a disability from the first list, the second list then becomes available, and if you make a choice from the second list, the third list becomes available. You should primarily be concerned with indicating disabilities that need some type of accommodation, such as a wheelchair.

ADMISSION TAB PAGE 3

This is the page where you specify that the client received a copy of the client's rights and whether the client has an advanced directive.

Field	Description
A) Received Copy of Client Rights	You should always give a client a copy of the Client Rights booklet; therefore, you should normally choose Yes.
B) Advanced Directive	Choose No unless the clinician asks you to input an advanced directive. If so, choose Yes and scan a copy of the directive into Avatar.
	If you choose Yes, the Advanced Directive Note field becomes a required field. You should type the following text into the Advanced Directive Note field: "See scanned copy of Advanced Directive."

ADMISSION TAB PAGE 4

BHRS does not use this page.

 Exercise 1:   Enter Data in the Admission Tab

In this exercise you will begin the process of admitting a new client into the BHRS system using the Admission Bundle (Outpatient). You will complete the necessary information in the three pages of the Admission tab.
Before You Begin: Think of a fictitious client First Name and Last Name that you will use in this exercise.

SELECT THE CLIENT

1.   Choose Avatar PM→Client Management→Episode Management→Admission Bundle (Outpatient) from the Menu Frame.

2.   Complete the Select Client selection screen as shown here, using your fictitious client's last name, first name, and sex, and then click the Search button.

3.   Click the New button at the bottom of the screen to begin the admission.

4.   When the system prompts you to assign the next ID number, click Yes.

The Admission (Outpatient) window opens with the New MR # (Client ID) and the client's name and sex, which come from the Select Client screen.

5. Follow these steps to complete the left side of the window:

A Type your client's birth date here. Your client should be an adult.

B Click the T button to use today's date as the Admission Date.

C Click the Current button to insert the current time.

D Choose a program from the Program dropdown list.

E Choose First Admission from this dropdown list.

F Choose Physician Referral from this dropdown list.

G Enter the Anniversary Date shown here. Click Yes when asked if you want to change the anniversary date.

6. On the right side of the window, follow these steps to search for the Primary Therapist:

A Type all or part of the therapist's name here.

B Click the Process Search button.

C Choose the appropriate therapist from this list.

Primary Therapist

MUR

[Process Search]

⦿ Name/ID Number   ○ Unique Practitioner ID

MURPHY,ANNMARIE (060085)
MURPHY,CONNELLY (084283)
MURPHY,GREER (091823)
MURPHY,GREER (091859)
MURPHY,JENNIFER (080708)
MURPHY,JENNIFER (091987)
MURPHY,JILL (000098)

7. Use the technique in the previous step to search for a Primary Psychiatrist.

8. Enter a social security number and make a choice from the Client's Living Arrangements dropdown list.

Social Security Number   999-99-9999

Alternate Social Security Number

Client's Living Arrangements

House/Apt incl trailers,hotels,dorms,etc

9. Click the Forward button in the upper-left corner of the window to move to page 2 of the Admission tab.

🖳 AVPMCONV (LIVE) - NEW Client (000930

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10.   Choose Semi-Ambulatory from the Disabilities-1 list.

Notice that choosing an item from the first list activates the second list, which in turn would activate the third list. In this example you will only enter one disability.

11.   Click the Forward ➡️ button in the upper-left corner of the window to move to page 3 of the Admission tab.

12.   Follow these steps to complete page 3 of the Admission tab:

A Click Yes to indicate the client received a copy of the Client Rights.

B Click No to indicate there is no Advanced Directive.

C Enter the Admission Note shown here.

Leave this window open for the next exercise.

DEMOGRAPHICS TAB PAGE 1

You use the Demographics tab to record the client's contact information.

Field	Description
A) Client Last Name Client First Name	These fields autofill. If you misspelled the client's name, you can change it here. Avatar will correct it in earlier records.
B) Client Address - Street Client Address - Street 2	Follow these data entry conventions for address information: • Do not use punctuation or special symbols such as the pound sign (#) for apartment numbers. • If possible, place the Street 2 information, such as apartment number (APT 3) in the Client's Address - Street field and leave the Street 2 field blank. • If the address doesn't fit in Client Address - Street, use Client Address - Street 2 as well.
C) Client's Address - Zipcode	Entering the zipcode autofills City, County, and State.
D) Client's Home Phone	See the SMC BHRS Fields tab for the Cell Phone field.
E) Maiden Name	This field is active if the client is female.
F) Marital Status	Choose the appropriate Marital Status from the dropdown list. If you cannot determine marital status, choose Unknown.
G) Occupation	Choose an occupation from the dropdown list. If you cannot determine the occupation, choose Unknown.

DEMOGRAPHICS TAB PAGE 2

You use page 2 of the Demographics tab to record any client aliases or nicknames.

Field	Description
Alias	The client name that appears on page 1 of the Admission tab should be the Medi-Cal name. If the client uses a nickname that is different from the Medi-Cal name, the nickname should be recorded here as well as any aliases the client uses. Enter the alias in LASTNAME,FIRSTNAME format.

SMC BHRS Fields Tab Page 1

The SMC BHRS Fields tab contains information specifically requested by BHRS staff.

NOTE: If there is an assigned team within the program, you should add the client to the caseload of every team member. (See the "Assigning to and Removing from Caseload," lesson.)

Field	Description
A) Cell Phone	⚠️ **IMPORTANT** The top portion of the Face Sheets lists the client's cell phone, which clinicians find very helpful. That entry comes from this field, but it *does not* autofill from other episodes. If the client has a cell phone, be sure to enter the number here.
B) Parent's Language	If parents speak different languages, ask the client to choose one language.
C) Team Assigned	If you have team names within your unit (for example GREEN or YELLOW), enter the team name here. This refers to special team names, not Youth and Adult.
D) GLBTQQI	Click the lightbulb icon for a description of this field.

Exercise 2:   Enter Data in the Demographics and SMC BHRS Fields Tabs

In this exercise you will complete the entries for the Demographics tab and the SMC BHRS Fields tab. This will include the client's address information and the team assigned to provide the client's services.

Before You Begin: *The Admission (Outpatient) window should still be open from the last exercise.*

1.   Click the Demographics tab.

2.   Follow these steps to enter the demographic data:

A The client name
information autofills.

B Enter the address
shown here.

C Enter the Zipcode
shown here.

D The City, County, and
State fields autofill based
on the zipcode.

E Enter a maiden name if your client is female.

F Choose the Marital Status shown here.

G Choose the Occupation shown here.

H Choose the Employment Status shown here.

I Choose 12 Years for Education.

3. Click the Forward icon to move to page 2 of the Demographics tab.

4. Enter an alias as shown in the following illustration:

5. Click the SMC BHRS Fields tab.

6. Enter the information shown in the following illustration.

7. Click the Submit ![icon] icon on the Option toolbar to save the information.

Because you are using the admission bundle, the CSI Admission window opens automatically. Leave it open for the next exercise.

UNDERSTANDING CSI ADMISSION

The State's Client Services Information (CSI) system requires that counties provide information for clients receiving mental health services. The State uses the information to meet routine information needs of the Legislature, the Department of Finance, the Department of Mental Health, and the Office of Statewide Planning and Development. The information is also used for BHRS-required statistics.

WHO CAN PERFORM THIS FUNCTION?

Administrators perform this function.

MENU PATH

The CSI Admission window is part of the Admission Bundle (Outpatient); therefore, the window opens automatically when you submit the Admission (Outpatient) window. You can also access the window directly using the following menu path:

Avatar PM→Client Management→Client Information→CSI Admission

![warning icon]**IMPORTANT**

Complete as many CSI Admission fields as possible or choose Unknown or Not Reported. Empty fields that are required by CSI will appear on an error report.

CSI ADMISSION TAB PAGE 1

Use this tab to enter information including birth name, the fiscally responsible county, and ethnicity and race.

Field	Description
A) Birth Name (Last) Birth Name (First) Birth Name (Middle) Birth Name (Suffix)	These Name fields should be the client's name as it appears on the birth certificate.
B) Fiscally Responsible County for Client	This field specifies the county that is fiscally responsible for the client's services. If the client has Medi-Cal, choose the county under which the client has Medi-Cal. If the client does not have Medi-Cal, choose the county in which the client lives.

Field	Description
C) Place of Birth - County	Choose a county from the dropdown list.
	If the client was born in California, choosing a California county autofills the State and Country fields.
	A client may have been born in California, but the county is unknown. Choosing *Unknown County* is connected to California and Avatar autofills the State and Country accordingly.
	Choosing *Not California County* opens up State for use.
D) Place of Birth - State	*Unknown State* is connected to the United States and Avatar autofills country accordingly.
	Not US State opens up Country for use.
E) Place of Birth - Country	Choose *Not US State* to open this field for use.
F) CSI Ethnicity	This field identifies whether or not the client is of Hispanic or Latino ethnicity. Choose *Unknown/Not Reported* if the information is not available.
G) Race (Select up to Five)	If the client's race does not appear in the dropdown list, choose one of the categories that begins with *Other*.
H) Special Population	Be sure to choose *(AB 3632) Individualized education plan (IEP) required...* if the child is a 26.5 client. Choose *No Special Population Services* if the client is not a 26.5 child. Be sure to choose one or the other.
I) County School	This field lists all schools in San Mateo County. If you chose *(AB 3632) Individualized education plan (IEP) required...* in Special Population, you must select a county school. Use this field for 26.5 children only.
J) Number of children less than 18 years…	This information is necessary in order to allocate funds or to determine if a client is capable of taking care of these children. If you cannot establish the answer, leave the field blank.
K) Number of dependent adults 18 years of age and above…	This information is necessary in order to allocate funds or to determine if a client is capable of taking care of these dependents. If you cannot establish the answer, leave the field blank.

CSI ADMISSION TAB PAGE 2

Use this tab to answer questions about the client's mental health, conservatorship/court status, language preference, race, and the number of people the client is responsible for.

Field	Description
A) Legal Class (Inpatient ONLY)	MIS use ONLY.
B) Conservatorship/Court Status	This field identifies whether or not the client has a conservatorship or juvenile court status. These options include clients on probation and in some cases may apply to clients who are seniors.
	Choose Not Applicable or Unknown/Not Reported if other options do not apply.
C) Admission Necessity Code	MIS use ONLY.

Exercise 3:   CSI Admission

In this exercise you will complete the CSI information for your client.
Before You Begin: *The CSI Admission window should still be open from the last exercise.*

1. Follow these steps to complete the left side of page 1 of the CSI Admission tab:

A Enter the first and last names here.

B Enter the Mother's First Name here.

C Choose San Mateo from this list.

D Choose San Mateo as the birth county and State and Country autofill.

E Choose Hispanic or Latino for CSI Ethnicity.

F Choose Spanish for Primary Language.

2. Follow these steps to complete the right side of page 1 of the CSI Admission tab:

A Choose Other for Race.

B Choose this special population option.

C Enter **2** in this field.

D Enter **0** in this field.

3. Click the Forward ⬛ icon on the Option toolbar to move to the next page.

   You will not make any changes on this page.

4. Click the Submit ⬛ icon on the Option toolbar to save the information.

DIAGNOSIS

Administrators complete a diagnosis in locations where the clinicians are not using Avatar. If you need to complete a diagnosis, refer to the "Using Diagnosis" lesson; otherwise, just close the Diagnosis window when it opens in Admission Bundle (Outpatient).

EDIT ADMISSION INFORMATION

If you need to edit admission information, you can go directly to the Admission window using the non-bundled approach. When you submit the changes from the Admission (Outpatient) window, Avatar returns you to the Avatar Homepage rather than opening the CSI Admission window as it does when you use the bundled approach.

NOTE 1: You cannot edit the client name through the Admission (Outpatient) window. Use Update Client Data to modify the client's name. See the "Updating Client Data" lesson.

NOTE 2: If you need to edit the client's social security number, modify it through the Admission (Outpatient) window, the Admission bundle or Update Client Data. See the "Updating Client Data" lesson.

If you want to edit CSI Admission data, you can go directly to the CSI Admission window rather than going through the Admission (Outpatient) window first.

To edit information in either window, display the window, edit the desired information, and submit the window to save the changes.

MENU PATH

Use the following menu paths to access the windows using the non-bundled approach:

- Avatar PM→Client Management→Episode Management→Admission (Outpatient)
- Avatar PM→Client Management→Client Information→CSI Admission
- Avatar PM→Client Management→Client Information→Diagnosis

 Exercise 4:   Edit Admission and CSI Information

In this exercise you will edit admission and CSI information for your client. Your client moved to a new address, and you have also discovered that your client is responsible for one child under the age of eighteen rather than two.

EDIT THE CLIENT'S ADMISSION INFORMATION

1. Choose Avatar PM→Client Management→Episode Management→Admission (Outpatient) from the Menu Frame.

2. When the Select Client screen appears, enter your client's last name, first name, and sex.

3. Click the Search button to locate your client.

4. If necessary, select your client in the search results list.

5. Click the OK button at the bottom of the screen.

6. If necessary, select the desired episode and then click the Edit button in the Pre-Display screen.

7. Click the Demographics tab.

8. Edit the client's street information as shown in the following illustration.

9. Click the Submit icon to save the change.

EDIT THE CLIENT'S CSI INFORMATION

10. Choose Avatar PM→Client Management→Client Information→CSI Admission from the Menu Frame.

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11.   Make the change shown in the following illustration.
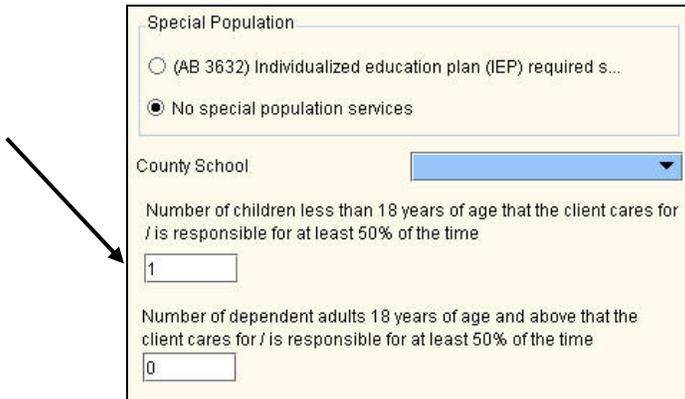
12.   Click the Submit icon to save the change.

CONCEPT REVIEW

See appendix for answers.

1.   Using the bundled approach, what happens when you submit the Admission (Outpatient) window in the Admission bundle?

   a.   Avatar offers to assign an ID number to the client.

   b.   The CSI Admission window opens.

   c.   Avatar assigns a P # to the client.

2.   You use the Select Client screen to determine if a client is known to BHRS.

   a.   True

   b.   False

3.   CSI information is _____.

   a.   unique to San Mateo BHRS

   b.   not necessary for the admission process

   c.   required by the state

4.   If you wish to edit admission information, you *must* use the Admission Bundle (Outpatient) approach.

   a.   True

   b.   False

5. During the admission process, for a new client who is *not* a P # client, Avatar _____.

    a. assigns a CSI #

    b. assigns an MR #

    c. assigns a P #

6. You use the Admission Bundle (Outpatient) to admit an existing client to an episode.

    a. True

    b. False

7. You use the Admission Bundle (Outpatient) to admit a new client to BHRS.

    a. True

    b. False

8. You gather client demographic information during the admission process.

    a. True

    b. False

9. If you leave fields empty that are required by CSI, they will appear on an error report.

    a. True

    b. False

10. You use a pseudo social security number for a child who is in foster care.

    a. True

    b. False

APPENDIX—CONCEPT REVIEW ANSWERS

1. b
2. a
3. c
4. b
5. b
6. a
7. a
8. a
9. a
10. a