

Re-Enrolling a Discharged Client



Breadcrumbs: Client > Client Information > Critical Information > Enrollment Information

myEvolv | Taskbar | Referral | Program Referrals | **Client** | People Search | Family Cases | Incidents | Outreach | Groups | Attendance Tracking | Resources Families

My Client
Client Information
Case Management
Referrals

Personal Information | Health Information | **Critical Information**
Demographics | COVID-19 Screening | **Enrollment Information**
Physical Characteristics | Vitals | Placement Disruptions

Open client.

Select Client
Actions ▾

Click the yellow folder on the Agency line to open Re-Admission form.

TEST, CARLITA | ID# 7186 | DOB 12/01/2017 | Intake 08/05/2020 | Discharge 11/03/2020 | Location Address Not Found... [i]

2 yrs Female

Enrollment Information | Placement Disruptions | Worker Assignments | Alerts/Restrictions | Workgroup Assignments | Auto Assigned Workgroups | Discharge Information

Display: All Programs Hutchinson, Katie Has Access To

Agency: **Apache Behavioral Health Services** [i] [f] | Intake: 08/05/2020 08:00am | Discharge: 11/03/2020 05:00pm

Current Location: Address Not Found...	Actions	Start Date	End Date
Program: THRIVE	[i] [x]	08/05/2020 08:00am	11/03/2020 08:00am
Facility Providers:			
Whiteriver (Lic.# 00001) Unit: Room 1	[i]	08/05/2020 08:00am	11/03/2020 08:00am
Worker Assignments:			
Hutchinson, Katie Role: Clinician	[i]	08/05/2020 08:00am	11/03/2020 08:00am
Workgroup Assignments:			
THRIVE - Direct Care Workgroup	[i]	08/05/2020 08:00am	
Administrators - Direct Care Workgroup	[i]	08/05/2020 08:00am	
All Clients for Finance/Med Records - Direct Care Workgroup	[i]	08/05/2020 08:00am	
All Staff Access - Direct Care Workgroup	[i]	08/05/2020 08:00am	
Emergency Access - Direct Care Workgroup	[i]	08/05/2020 08:00am	
Administrator Workgroup - Direct Care Workgroup	[i]	08/05/2020 08:00am	
On Call Clinicians - Direct Care Workgroup	[i]	08/05/2020 08:00am	

Scroll/Use menu on the left to navigate to Re-Admission section

Re-Admission

- Re-Admission Date: Use calendar/clock icons to complete fields.
- Re-Admit to Program: Previous program will automatically populate. Use magnifying glass to edit.
- Placement Type: Select Facility Placement
- Re-Admit to Facility: Previous facility will automatically populate. Use magnifying glass to edit.

Re-Enrolling a Discharged Client



- Unit: Select NA

The screenshot shows the 'Agency Re-Admission [EDIT]' form. The 'Discharge' section is expanded, showing a 'Discharge History' table with one entry: Discharge Date: 11/03/2020 05:00 PM, Re-Admission Date: (blank), Discharge Type: Unplanned Discharge, Closing Reason: Discharged from Foster Care, Outcome: Discharged to Less Restrictive Setting, Discharged To: (blank), Transfer Type: (blank). Below this is the 'Re-Admission' section with several fields: 'Re-Admission Date*' (11/15/2020 08:00 AM), 'Re-Admit to Program*' (INT Intake Program), 'Placement Type*' (FP Facility Placement), 'Re-Admit To Facility*' (00001 Whiteriver (Lic.# 00001)), 'Unit*' (NA NA), 'Bed', 'Grade' (code), and 'Schedule of Sessions*'. The 'Re-Admission Date*', 'Re-Admit to Program*', 'Placement Type*', and 'Re-Admit To Facility*' fields are highlighted with red boxes.

New Workers

- Initial Primary Worker: This field will automatically populate as previous primary worker. Use binoculars to edit as necessary
- Worker Role: Use magnifying glass to complete field.
- Workers: Enter additional Direct Staff Assignments as necessary

The screenshot shows the 'New Workers' section of the 'Agency Re-Admission [EDIT]' form. The 'Initial Primary Worker' field is populated with 'Hutchinson, Katie' and has a binoculars icon. The 'Worker Role*' field is populated with 'Clinician' and has a magnifying glass icon. Below these are 'Workers' with a table header 'Worker*' and 'Worker Role*', and an 'Actions' button. The 'Initial Primary Worker' and 'Worker Role*' fields are highlighted with red boxes.

Click Save.

The screenshot shows the top of the 'Agency Re-Admission [EDIT]' form with a row of buttons: 'Save', 'Cancel', 'Print', 'Send Alert', 'History', 'Refresh', and 'Form Info'. The 'Save' button is highlighted with a red box.

Client will now be re-enrolled to the agency.

Additional program enrollments can be entered at this point by clicking the box with three dots > New Program Enrollment.

Re-Enrolling a Discharged Client



TEST, CARLITA ID# 7186 DOB 12/01/2017 Intake 08/05/2020 Readmitted 11/15/2020
2 yrs Female

Enrollment Information Placement Disruptions Worker Assignments Alerts/Restrictions

Display: All Programs Hutchinson, Katie Has Access To

Agency: Apache Behavioral Health Services

Current Location: Address Not Found...

Program: Intake Program

Facility Providers:
Whiteriver (Lic.# 00001) Unit: NA

Worker Assignments:

- Open Form
- Discharge From Agency
- Modify Re-Admission Information
- Delete Agency Enrollment
- New Program Enrollment**