

Enter a Crisis Episode (Admission/Discharge) User Guide

Summary

NOTE: Due to the dynamics of state government and the changing needs for the OASAS CDS (Client Data System), some items in this User Guide might have been removed from the live CDS. Similarly, some new information may appear in the live system that is not reflected in this User Guide. To find the most updated versions of CDS forms and instructions, click the Forms and Instructions tab on the [OASAS Applications Home](#) page, located under CDS Documentation.

This User Guide will show you the process for entering a new crisis episode into the CDS System.

There are four sections in this User Guide:

- Open the CDS Application
- Enter Program and Client ID Information
- Enter the Crisis Episode Information
- Fixing Errors

When you are entering the Crisis Episode data for a client, you will probably have a completed Crisis Episode Form (PAS-46N) for the client. The Crisis Episode Form, containing admission and discharge data for clients in crisis programs, is submitted for processing only after the client has been discharged.

NOTE: Crisis Admission/Discharge data are submitted only for clients admitted to and discharged from Medically Managed Detox (816.6), Medically Supervised Withdrawal Inpatient/Residential (816.7), Medically Supervised Withdrawal Outpatient (816.7), and Medically Monitored Withdrawal (816.8). All other treatment categories must report client admissions and discharges using the client Admission Form (PAS-44N) and Discharge Form (PAS-45N).

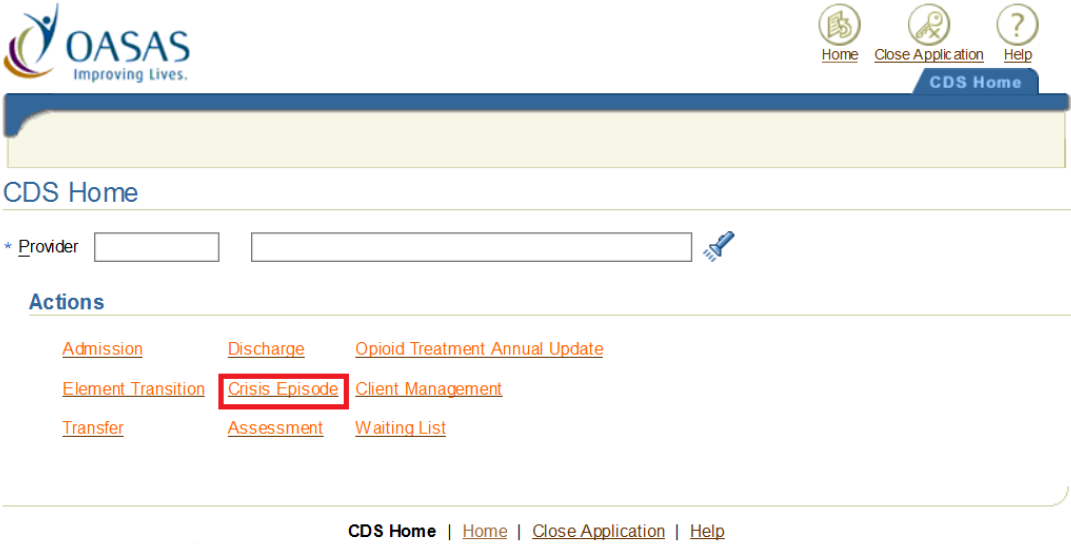
NOTE: It would be most helpful to be logged into the OASAS Client Data System application to better follow this User Guide. For more information on logging into the OASAS Client Data System application, please review the Login and Change Password Tutorial or User Guide on the OASAS Applications Home page, located at <https://apps.oasas.ny.gov> .

Open the CDS Application

Step	Instructions	Image
1	<p>After you log into OASAS Applications, you will be taken to the <i>OASAS Applications</i> page.</p> <p>To access OASAS Applications, click the Applications tab.</p>	<p>The screenshot shows the OASAS Applications web interface. At the top, there is a header for 'New York State' and 'State Agencies'. Below this, a welcome message for 'Kristin Marando' is displayed. A navigation bar contains tabs for 'Home', 'Applications' (which is highlighted with a red box), 'Data Warehouse', and 'Inquiry Reports'. Below the navigation bar, there are two main content areas. The left area is titled 'Application Documentation' and contains links for 'OASAS Applications Quick Tips / Help Desk Contact Info', 'CDS Quick Reference', 'MSD (PAS-48) Frequently Asked Questions', 'Login and Change Password User Guide', 'OASAS External Access Request Form (IRM-15)', 'PPSI Instructions - Revised 2019', 'Changing Contact Information Instructions', and 'Client Data System Bulletins'. Below this is a 'Links' section with 'NY State Links' including 'Office of Addiction Services and Supports', 'Department of Health', 'Office of Mental Health', 'Office for People With Developmental Disabilities', 'Office of Child Services', 'County Planning System (CPS)', 'Perception of Care (PoC)', and 'Perception of Care Documentation'. The right area is titled 'CDS Documentation' and contains sub-sections for 'Forms and Instructions', 'User Guides', and 'Online Tutorials'. Below these are 'Consent Forms' with links for 'Authorization for Release of Behavioral Health Information (TRS-61, October 2014)', 'FAQ', 'Criminal Justice Consent for Drug Law Reform (TRS-49, October 2009)', and 'FAQ'. At the bottom, there are 'Forms and Instructions' for 'Admission Form (PAS-44N, October 2018)' and 'Assessment Form (PAS-64N, October 2018)'. A 'New Tab' button is also visible.</p>

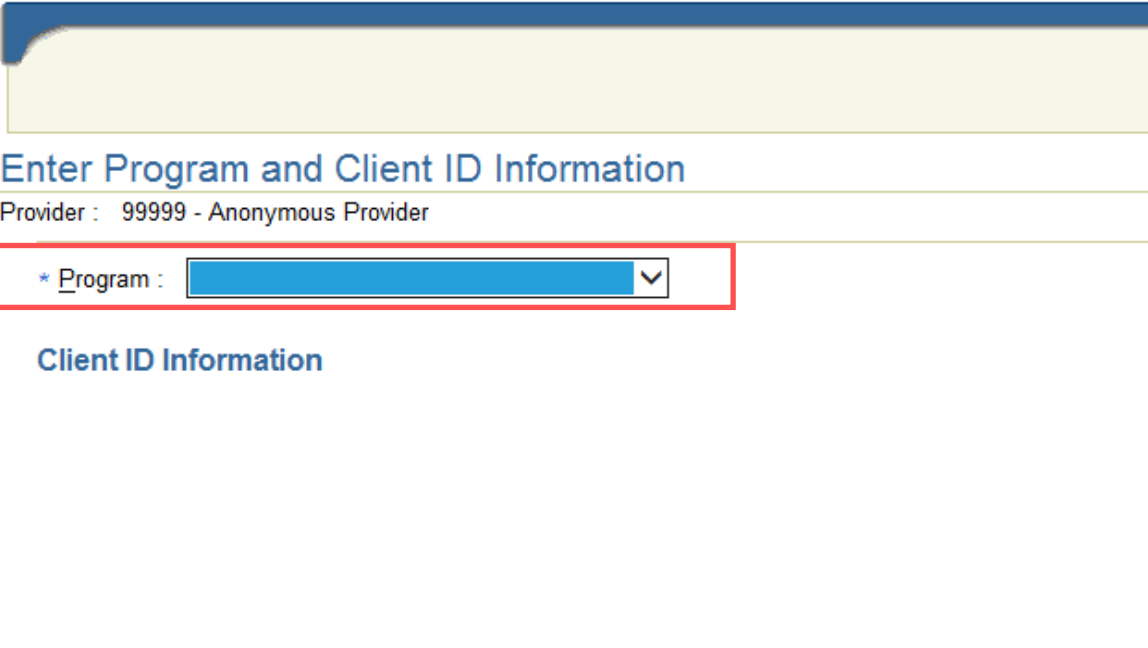
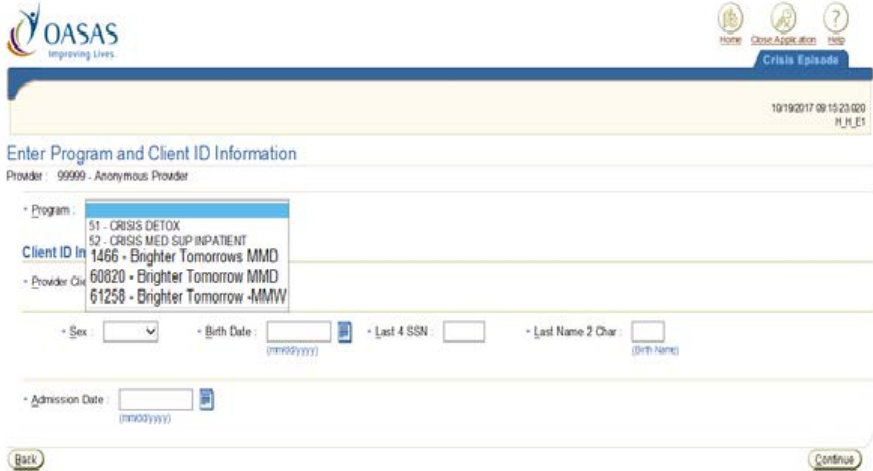
Step	Instructions	Image
2	To open the CDS Application, click the Client Data System link to go to the “CDS Home” page.	<p>The screenshot displays the New York State Client Data System (CDS) application interface. At the top, there is a header with 'New York State' and 'State Agencies'. Below this, a welcome message for 'CDS TestUser01' is shown, along with a 'Manage Account' link. A navigation bar contains links for 'Home', 'Applications', 'Client Data System', 'Gambling', 'Provider Directory System', 'Monthly Service Delivery', 'IPMES/Workscope', and 'Help'. A yellow notification box states: 'Applications and reports open in a separate browser and require pop-ups to be allowed for this website. Click the notepad icon next to each report link for details about the report.' The main content area is titled 'Client Data System Application' and features a red-bordered link for 'Client Data System'. Below this are links for 'Client Data System - Inquiry' and 'STAR-QI'. The 'STAR-QI Reports' section is divided into three columns: 'Performance Summary' (with a 'Summary Report' link), 'Data Quality Monitoring' (with links for 'Admitted to CDS but not STAR-QI in Last 30 Days', 'Admitted to CDS but not STAR-QI in Last 12 Months', 'Admitted to CDS but not STAR-QI (All)', 'Discharged from CDS but not STAR-QI in Last 30 Days', 'Discharged from CDS but not STAR-QI in Last 12 Months', and 'Discharged from CDS but not STAR-QI (All)'), and 'Missing Data Monitoring' (with links for 'First Request for Service Date Missing Report', 'Appointment Status Missing Report', 'First Clinical Service Date Expected Report', 'Service Dates Missing Report', and 'Discharge Data Missing Report'). At the bottom, there are sections for 'Client Data System Batch System' (with a 'CDS Batch Process (Production)' link) and 'Client Data System Reports'.</p>

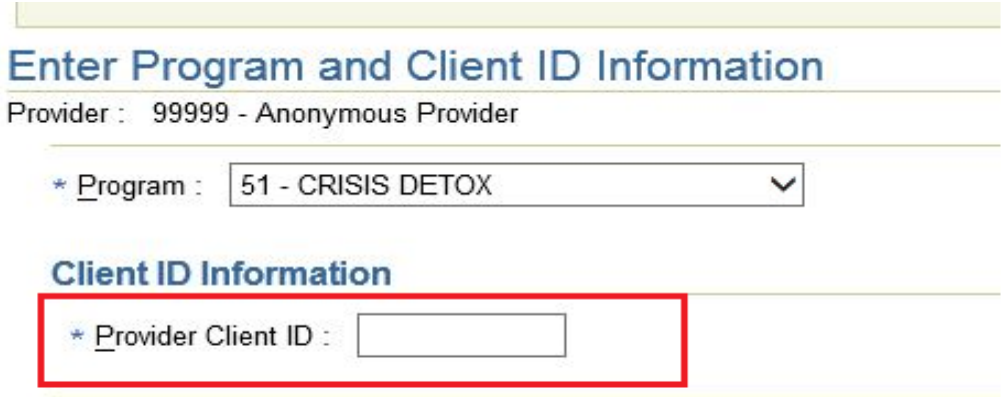
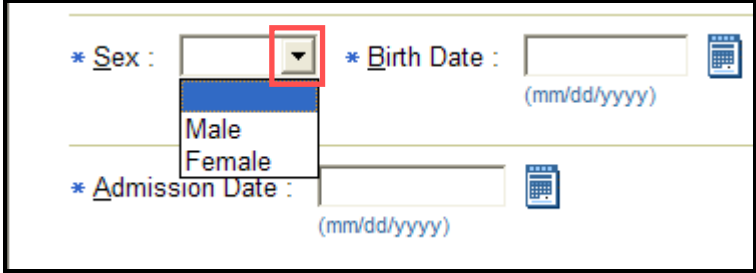
Enter a Crisis Episode (Admission/Discharge)

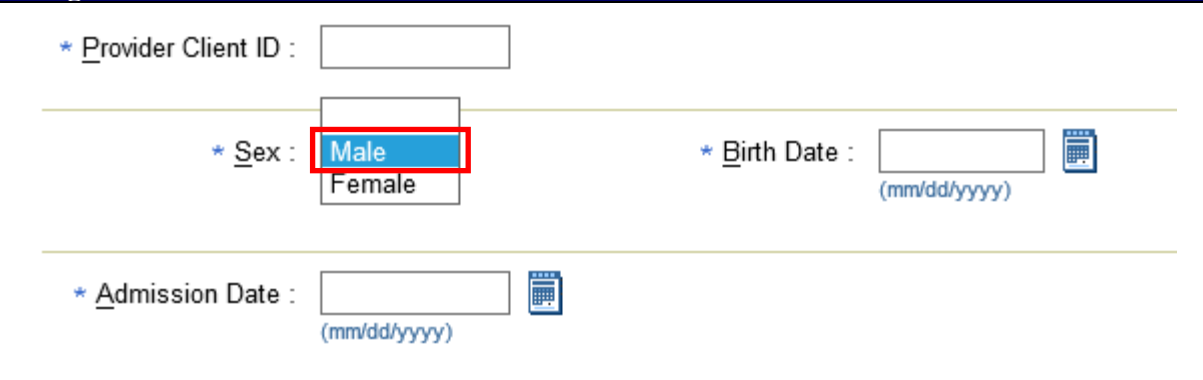


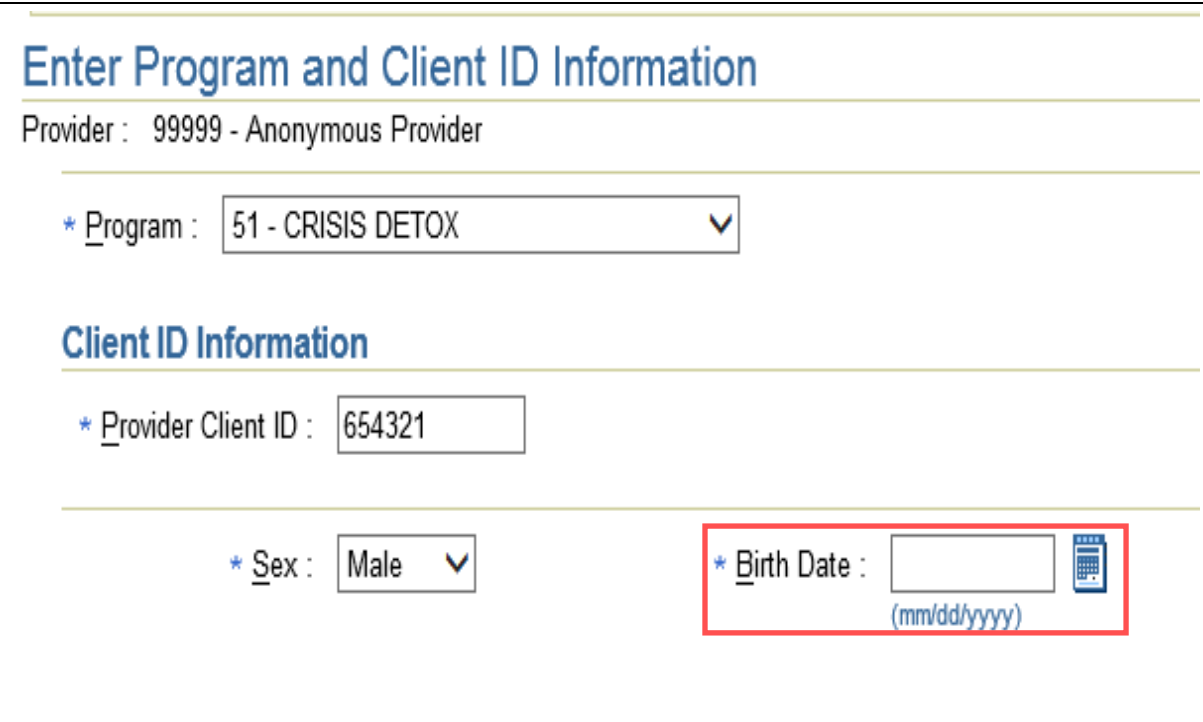

Step	Instructions	Image
3	<p>This is the “CDS Home” page. From here you can choose any of the links shown.</p> <p>Click the Crisis Episode link to begin the Crisis Episode entry process.</p>	

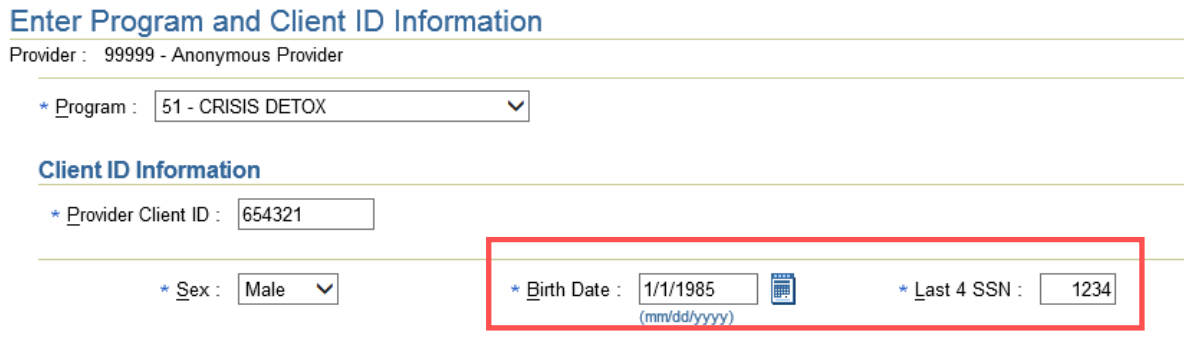
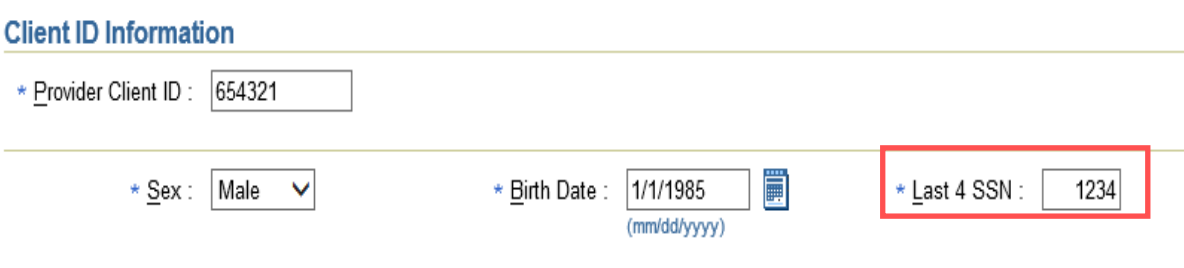
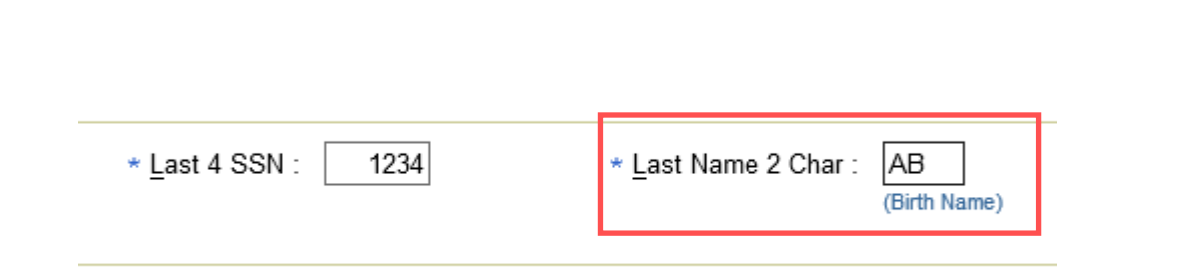
Step	Instructions	Image
4	<p>The Crisis Episode entry process involves two pages. To begin, you will start on the “<i>Enter Program & Client ID Information</i>” page, which contains the program and client information.</p> <p>NOTE: If you entered an admission date that is prior to 4/1/2017, you will see different fields that were required for that time period.</p> <p>For more information on this, please review the documentation on the OASAS Applications web site, under the “Home” tab or follow this link, OASAS Applications Home. There you can find subordinate tabs which allow you to choose the time period for the form that you need.</p> <p>NOTE: The asterisk (*) indicates a required field (i.e., it must be completed). All fields are required on this page.</p>	


Enter Program and Client ID Information

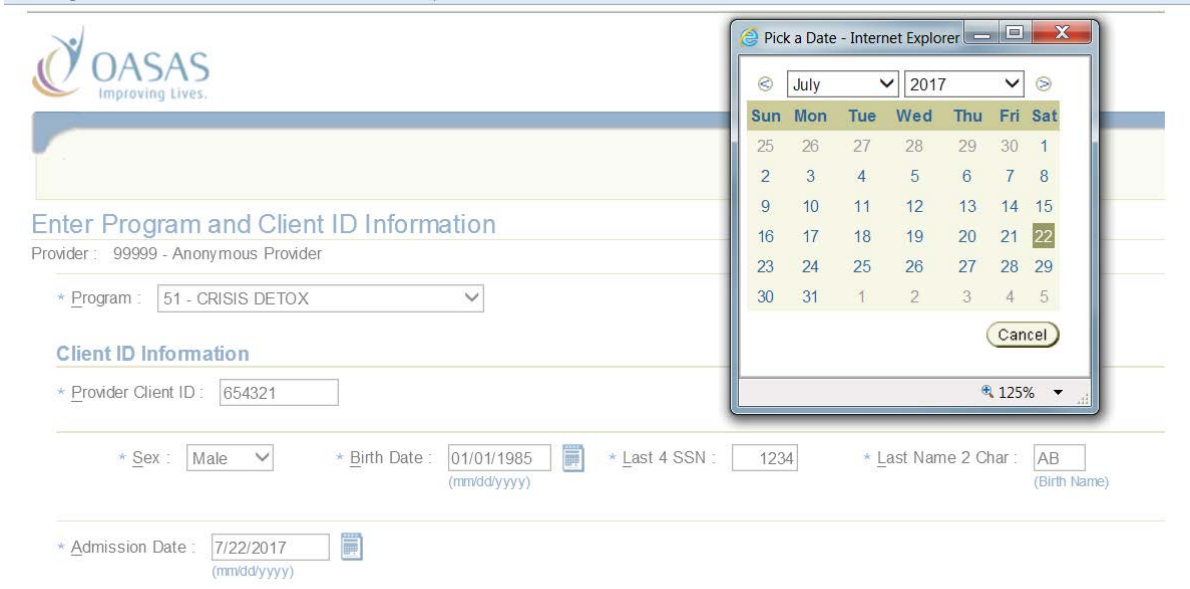
Step	Instructions	Image
5	<p>First, you will need to select a Program from the dropdown list.</p> <p>NOTE: You could use the keyboard to select items from the dropdown lists. You would right-click into the dropdown list box and then type the first digit of one of the program numbers. This would choose the first entry beginning with that digit. If you press the same digit again, you will move to the next entry beginning with that digit.</p> <p>This User Guide will show how to use the mouse to open the dropdown list and select a Program. This is the easiest method.</p> <p>Click the down arrow for the Program field to open the dropdown list.</p>	
6	<p>Select the appropriate program from the Program dropdown list.</p> <p>The programs that will appear when you access the CDS Application for your provider will be different from what you see here.</p>	

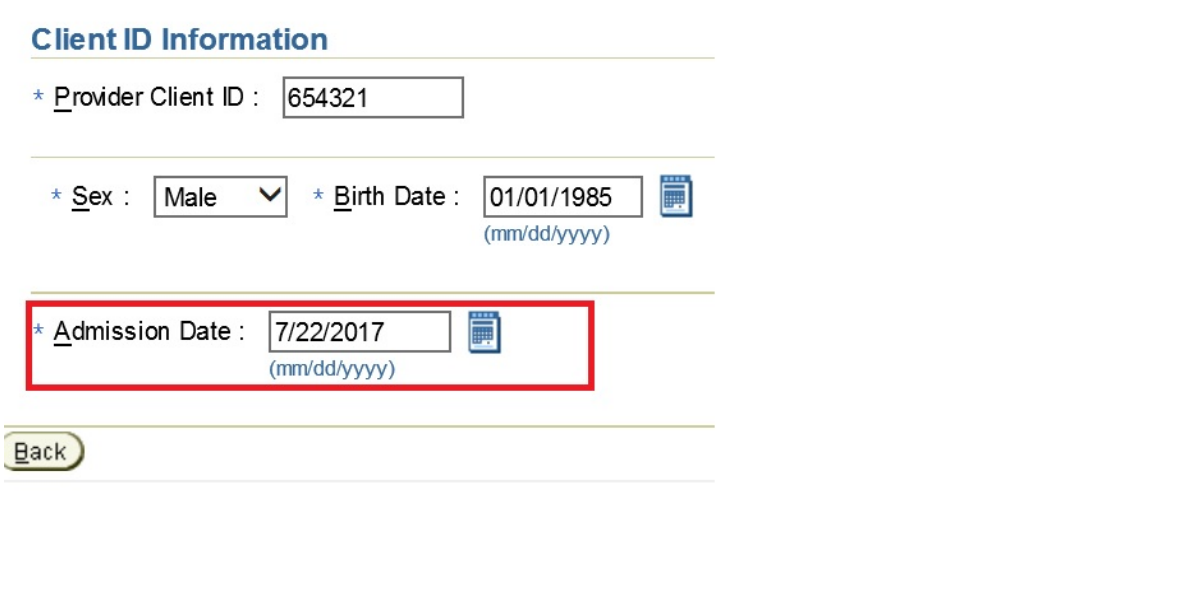
Step	Instructions	Image
7	<p>Next, you will enter all of the required fields for this page. The asterisk (*) indicates a required field (i.e., it must be completed).</p> <p>The first field is the Provider Client ID. This is the ID number that your program has assigned to this client.</p> <p>Enter the appropriate number into the Provider Client ID textbox. Then move to the next field.</p> <p>NOTE: To move between fields throughout the application, you can either press the Tab key on your keyboard (i.e., cursor moves to the next field) or use the mouse to click on the desired field.</p>	 <p>The screenshot shows a form titled "Enter Program and Client ID Information". At the top, it says "Provider : 99999 - Anonymous Provider". Below that is a dropdown menu for "Program" with "51 - CRISIS DETOX" selected. Underneath is a section titled "Client ID Information" with a red box around the "Provider Client ID" field, which is currently empty.</p>
8	<p>Next is the Sex field.</p> <p>Click the down arrow to open the Sex dropdown list.</p>	 <p>The screenshot shows a close-up of the form fields. The "Sex" dropdown menu is open, showing "Male" and "Female" options. The "Sex" field is highlighted with a red box. Other fields visible include "Birth Date" and "Admission Date", both with calendar icons and "(mm/dd/yyyy)" format indicators.</p>

Step	Instructions	Image
9	<p>Select the appropriate option from the Sex dropdown list.</p> <p>For this example, “Male” was selected.</p>	 <p>* <u>P</u>rovider Client ID : <input type="text"/></p> <hr/> <p>* <u>S</u>ex : Male Female</p> <p>* <u>B</u>irth Date : <input type="text"/>  (mm/dd/yyyy)</p> <hr/> <p>* <u>A</u>dmission Date : <input type="text"/>  (mm/dd/yyyy)</p>
10	<p>Next, enter the appropriate Birth Date of the client into the Birth Date textbox.</p> <p>NOTE: When entering dates, you can enter the date directly or use the calendar icon to select the date. It is usually easier to enter the birth date manually, as most clients will have birth dates far in the past. The Birth Date should be entered in the following format: MM/DD/YYYY so July 3, 1978 will display as 07/03/1978.</p> <p>To see how to use the calendar function to enter date field information, see the Admission Date field in Step 14.</p>	 <p>Enter Program and Client ID Information</p> <p>Provider : 99999 - Anonymous Provider</p> <hr/> <p>* <u>P</u>rogram : 51 - CRISIS DETOX ▼</p> <p>Client ID Information</p> <hr/> <p>* <u>P</u>rovider Client ID : 654321</p> <hr/> <p>* <u>S</u>ex : Male ▼</p> <p>* <u>B</u>irth Date : <input type="text"/>  (mm/dd/yyyy)</p>

Step	Instructions	Image
11	<p>NOTE: To move to the next field after entering data into a CDS date field (e.g., Birth Date), you need to either press the Tab key twice using your keyboard, or click on the next field directly (e.g., Last 4 SSN) with your mouse. Pressing the Tab key once normally moves you to the Calendar Icon for the date field.</p>	 <p>Enter Program and Client ID Information Provider : 99999 - Anonymous Provider * Program : 51 - CRISIS DETOX Client ID Information * Provider Client ID : 654321 * Sex : Male * Birth Date : 1/1/1985 (mm/dd/yyyy) * Last 4 SSN : 1234</p>
12	<p>Next, enter the information for the last four digits of the client's Social Security Number in the Last 4 SSN field.</p>	 <p>Client ID Information * Provider Client ID : 654321 * Sex : Male * Birth Date : 1/1/1985 (mm/dd/yyyy) * Last 4 SSN : 1234</p>
13	<p>Enter the Last Name 2 Char (Birth Name) data into the textbox.</p> <p>The Last Name 2 Char (Birth Name) field is for the first two characters of the client's last name (birth name). That means, if a client is a married woman and changed her name, you should use her maiden name. This helps OASAS track the client through treatment.</p>	 <p>* Last 4 SSN : 1234 * Last Name 2 Char : AB (Birth Name)</p>

Step	Instructions	Image
14	<p>You can enter data in the Admission Date field either directly or by using the calendar function. The calendar function allows you to scroll through a monthly calendar view in a pop up window to pick a date.</p> <p>To open the Admission Date calendar, click the Calendar Icon next to the Admission Date textbox.</p>	 <p>The screenshot shows a form titled "Enter Program and Client ID Information". The provider is listed as "99999 - Anonymous Provider". The "Program" dropdown is set to "51 - CRISIS DETOX". Under "Client ID Information", the "Provider Client ID" is "654321". The "Sex" is "Male", "Birth Date" is "1/1/1985", "Last 4 SSN" is "1234", and "Last Name 2 Char" is "AB". The "Admission Date" field is empty, and a red box highlights the calendar icon next to it.</p>

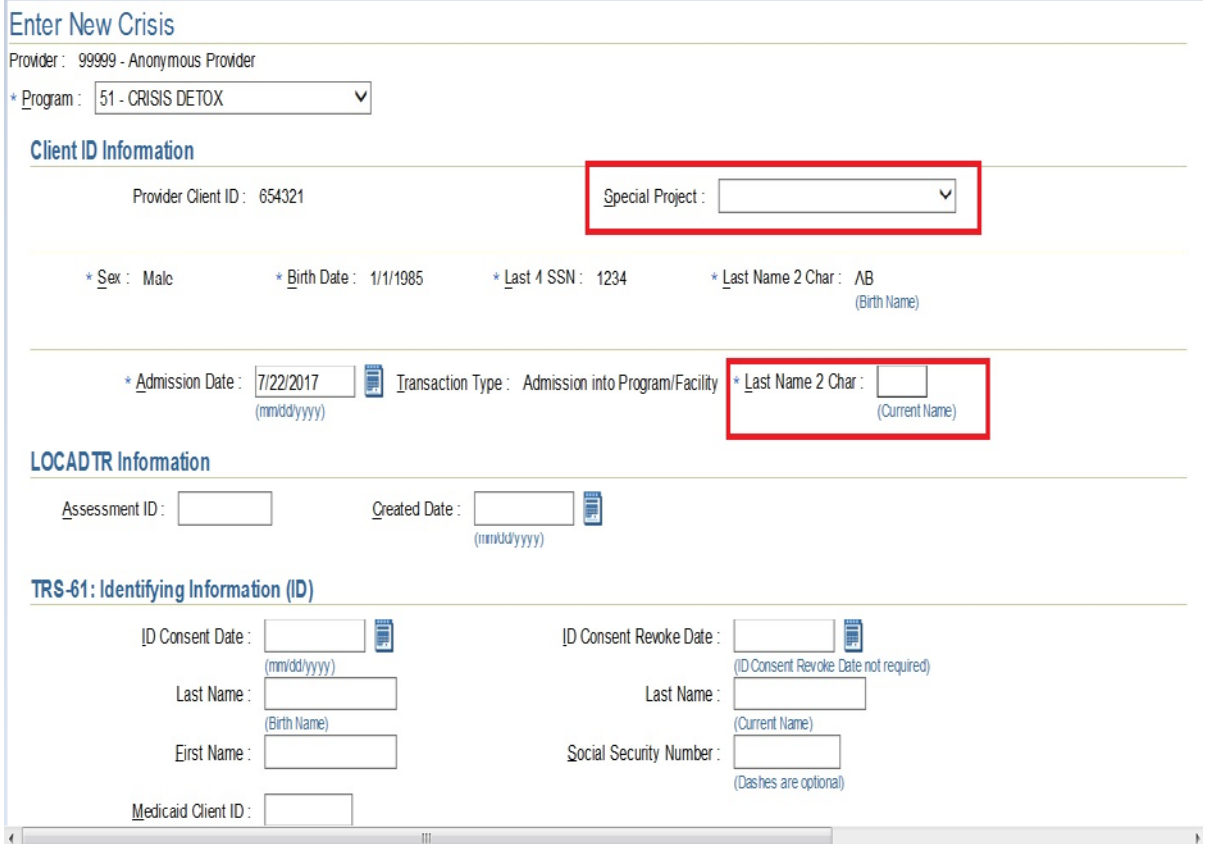
Step	Instructions	Image
15	<p>Here is how the calendar appears when opened. If you were entering dates from the past, you would choose the month or year from the dropdown list. You can scroll backward and forward, by month, by clicking on the left and right arrows next to the dropdown lists.</p> <p>Once you are on the appropriate month and year, click on the appropriate number to choose a date (i.e., day).</p>	 <p>The screenshot displays the OASAS web interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. Below the logo is a header area. The main content area is titled 'Enter Program and Client ID Information'. It contains several form fields: <ul style="list-style-type: none"> Provider: 99999 - Anonymous Provider * Program: 51 - CRISIS DETOX (dropdown menu) * Client ID Information section: <ul style="list-style-type: none"> * Provider Client ID: 654321 * Sex: Male (dropdown menu) * Birth Date: 01/01/1985 (calendar icon) * Last 4 SSN: 1234 * Last Name 2 Char: AB (Birth Name) * Admission Date: 7/22/2017 (calendar icon) A date picker window is open over the form, showing a calendar for July 2017. The date 22 is highlighted. The window has a title bar 'Pick a Date - Internet Explorer' and a 'Cancel' button. </p>

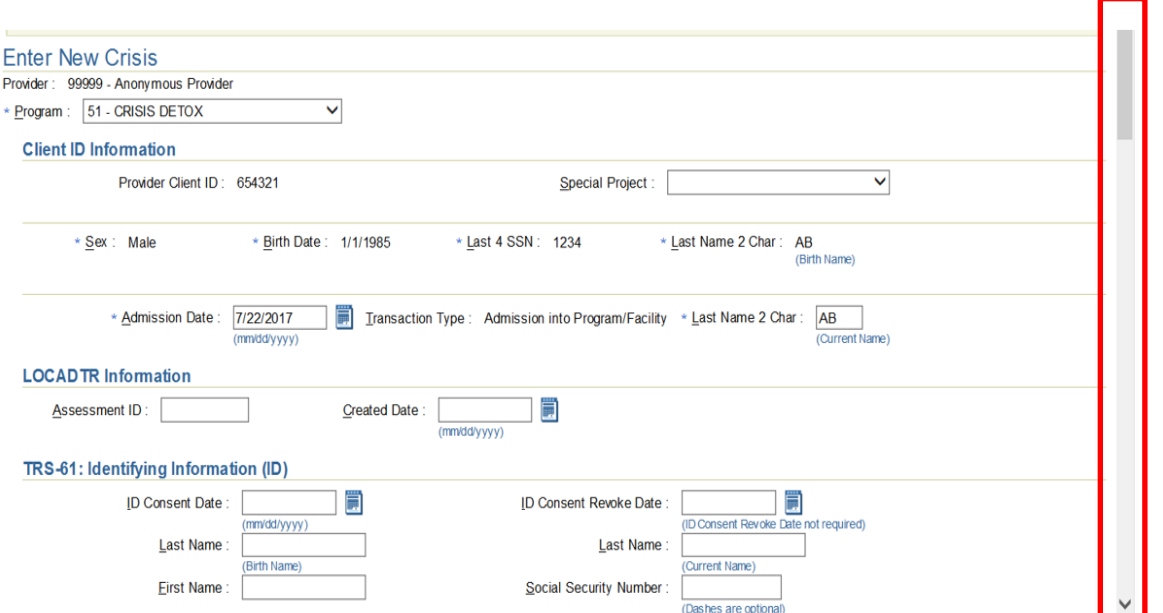
Step	Instructions	Image
16	After you click on the date in the Calendar, the Calendar window closes automatically, and the date that you chose fills in the Admission Date textbox.	 <p>The screenshot displays a form titled "Client ID Information". It contains several input fields: "Provider Client ID" with the value "654321", "Sex" with a dropdown menu set to "Male", "Birth Date" with the value "01/01/1985" and a calendar icon, and "Admission Date" with the value "7/22/2017" and a calendar icon. The "Admission Date" field is highlighted with a red rectangular border. Below the form is a "Back" button.</p>

Step	Instructions	Image
17	<p>Next, click the Continue button in the lower right corner of the page.</p> <p>The system will then validate the client information and, if valid, proceed to the “<i>Enter New Crisis</i>” page.</p> <p>During validation by the system, the OASAS Client Tracking ID (combination of Sex, Birth Date, Last 4 SSN, and Last Name 2 Char) are checked to ensure that this client is not already enrolled in the program or in another program at the provider that prohibits dual enrollment. If the client is already enrolled, you will see an error message.</p>	<p>The screenshot shows a web form titled "Enter Program and Client ID Information". At the top, it says "Provider : 99999 - Anonymous Provider". Below this is a dropdown menu for "Program" with "51 - CRISIS DETOX" selected. A section titled "Client ID Information" contains several input fields: "Provider Client ID" with "654321", "Sex" with a dropdown set to "Male", "Birth Date" with "01/01/1985" and a calendar icon, "Last 4 SSN" with "1234", and "Last Name 2 Char" with "AB". Below these is an "Admission Date" field with "7/22/2017" and a calendar icon. At the bottom of the form, there are two buttons: "Back" on the left and "Continue" on the right, which is highlighted with a red rectangular box.</p>

Enter Crisis Episode Information

Step	Instructions	Image
<p>18</p>	<p>Once the client information is entered and is validated, you then proceed to the “<i>Enter New Crisis</i>” page, where you will continue to enter the client’s admission and discharge data.</p> <p>All of the information you entered on the first page is displayed at the top of this page.</p> <p>See the tutorial “Client Management & change Provider/Tracking ID” and its related User Guide to find out how to change the Client ID Information once it has been entered.</p> <p>Some fields will be verified in the system by comparing them to other fields. This will be explained further along in the User Guide. Verification does not occur until you click the Save button at the bottom of the page.</p>	<p>The screenshot shows the 'Enter New Crisis' form. The 'Client ID Information' section is highlighted with a red border. This section includes the following fields:</p> <ul style="list-style-type: none"> Provider Client ID: 654321 Special Project: [Dropdown menu] * Sex: Male * Birth Date: 1/1/1985 * Last 4 SSN: 1234 * Last Name 2 Char: AB (Birth Name) <p>Below the highlighted section, there are additional fields:</p> <ul style="list-style-type: none"> * Admission Date: 7/22/2017 (mm/dd/yyyy) Transaction Type: Admission into Program/Facility * Last Name 2 Char: [Dropdown menu] (Current Name) <p>The 'LOCADTR Information' section includes:</p> <ul style="list-style-type: none"> Assessment ID: [Text box] Created Date: [Text box] (mm/dd/yyyy) <p>The 'TRS-61: Identifying Information (ID)' section includes:</p> <ul style="list-style-type: none"> ID Consent Date: [Text box] (mm/dd/yyyy) ID Consent Revoke Date: [Text box] (ID Consent Revoke Date not required) Last Name: [Text box] (Birth Name) Last Name: [Text box] (Current Name) First Name: [Text box] Social Security Number: [Text box]

Step	Instructions	Image
<p>19</p>	<p>The first section on the <i>Enter New Crisis</i> page is the Client ID Information section.</p> <p>The Special Project designation is assigned to programs by OASAS. Do not use this field unless you have been assigned a Special Project designation.</p> <p>The program used for this User Guide has not been assigned a Special Project designation, so that field is left blank.</p> <p>Enter data into the Last Name 2 Char (Current Name) field.</p> <p>This field refers to the first two characters of the client's current last name. For example, if a client is a married woman and changed her name, you should use her current married name. This data provides additional information to help OASAS improve the chances of tracking the client through treatment.</p>	 <p>The screenshot shows the 'Enter New Crisis' form. At the top, it says 'Provider: 9999 - Anonymous Provider' and '* Program: 51 - CRISIS DETOX'. The 'Client ID Information' section includes 'Provider Client ID: 654321' and a 'Special Project' dropdown menu, which is highlighted with a red box. Below this, there are fields for '* Sex: Male', '* Birth Date: 1/1/1985', '* Last 4 SSN: 1234', and '* Last Name 2 Char: AB (Birth Name)'. The 'Last Name 2 Char (Current Name)' field is also highlighted with a red box. The 'LOCADTR Information' section has 'Assessment ID' and 'Created Date' fields. The 'TRS-61: Identifying Information (ID)' section includes 'ID Consent Date', 'ID Consent Revoke Date', 'Last Name (Birth Name)', 'Last Name (Current Name)', 'First Name', 'Social Security Number', and 'Medicaid Client ID'.</p>

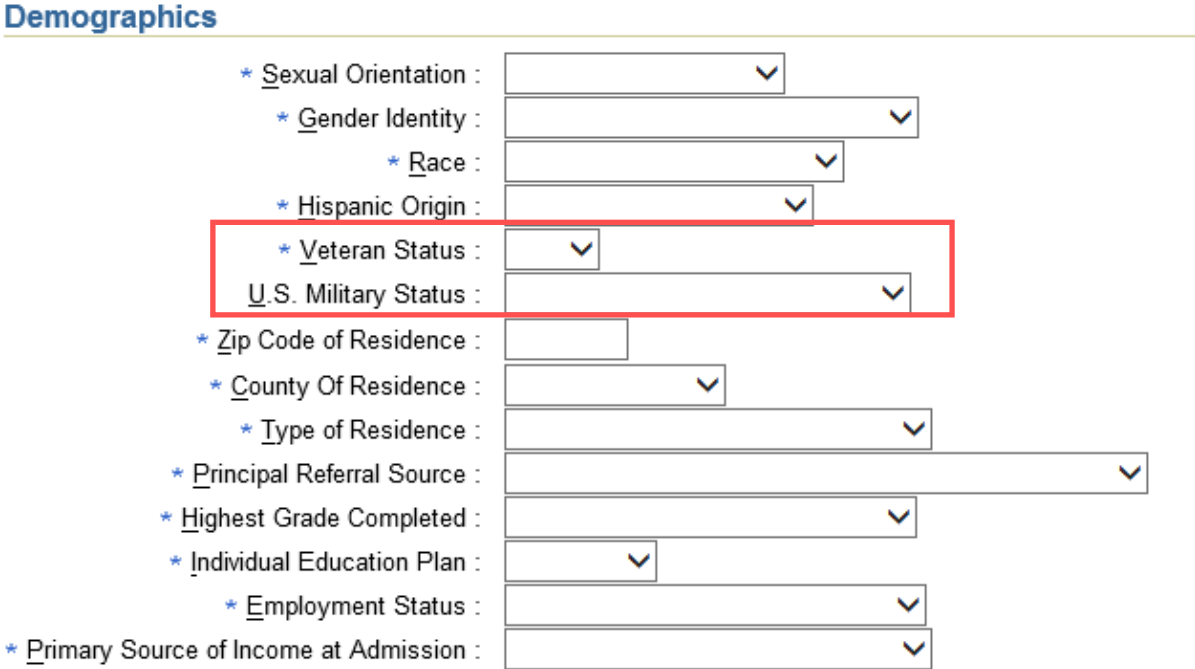
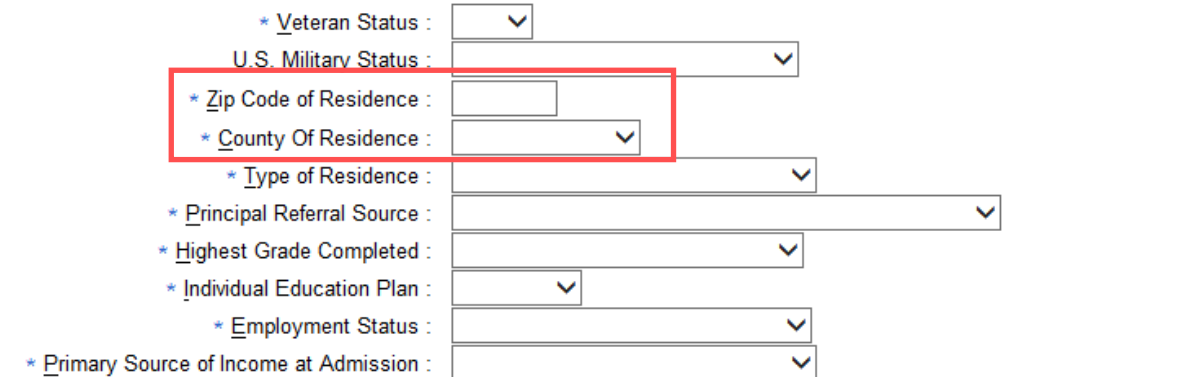
Step	Instructions	Image
20	When you are entering data, you will need to scroll down (or use the Tab key) and enter the required information.	 <p>The screenshot shows the 'Enter New Crisis' form with the following sections and fields:</p> <ul style="list-style-type: none"> Enter New Crisis <ul style="list-style-type: none"> Provider: 99999 - Anonymous Provider * Program: 51 - CRISIS DETOX Client ID Information <ul style="list-style-type: none"> Provider Client ID: 654321 Special Project: [Dropdown] * Sex: Male * Birth Date: 1/1/1985 * Last 4 SSN: 1234 * Last Name 2 Char: AB (Birth Name) <ul style="list-style-type: none"> * Admission Date: 7/22/2017 (mm/dd/yyyy) Transaction Type: Admission into Program/Facility * Last Name 2 Char: AB (Current Name) LOCADTR Information <ul style="list-style-type: none"> Assessment ID: [Field] Created Date: [Field] (mm/dd/yyyy) TRS-61: Identifying Information (ID) <ul style="list-style-type: none"> ID Consent Date: [Field] (mm/dd/yyyy) ID Consent Revoke Date: [Field] (ID Consent Revoke Date not required) Last Name: [Field] (Birth Name) Last Name: [Field] (Current Name) First Name: [Field] Social Security Number: [Field] (Dashes are optional)

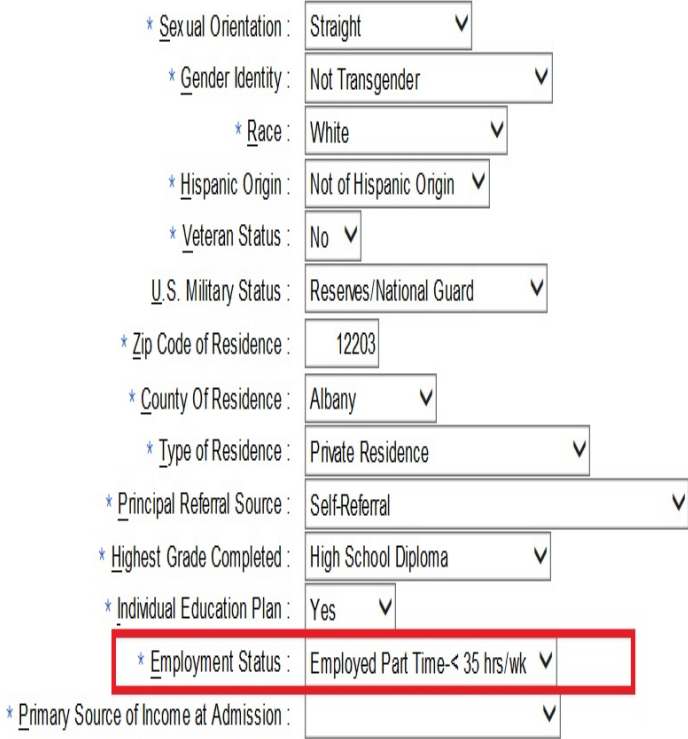
Step	Instructions	Image
21	<p>For LOCADTR Information, both Assessment ID and Created Date are optional items and can be entered at the program's discretion.</p> <p>For more information on the fields and how the questions should be answered, see the Crisis Episode Form Instructions on the OASAS Applications Home page or you can review the LOCADTR 3.0 here - LOCADTR 3.0</p>	<p>The screenshot shows the 'Enter New Crisis' form. The 'LOCADTR Information' section is highlighted with a red box. This section contains two fields: 'Assessment ID' and 'Created Date'. The 'Created Date' field has a calendar icon and a format hint '(mm/dd/yyyy)'. Below this section is the 'TRS-61: Identifying Information (ID)' section, which includes fields for 'ID Consent Date', 'ID Consent Revoke Date', 'Last Name', 'First Name', and 'Social Security Number'. The 'ID Consent Revoke Date' field has a format hint '(ID Consent Revoke Date not required)'. The 'Last Name' field has a format hint '(Current Name)'.</p>

Step	Instructions	Image
<p>22</p>	<p>The second section consists of the Identifying Information (ID) related to the <i>Authorization for Release of Behavioral Health Information Form (TRS-61)</i>.</p> <p>All clients should be offered the opportunity to sign the <i>Authorization for Release of Behavioral Health Information Form (TRS-61)</i> at the time of admission into any OASAS-certified treatment program beginning October 1, 2014.</p> <p>If the client consented to the release of this information, a date should be entered in ID Consent Date and all applicable information entered into this section.</p> <p>If the client refuses to sign the <i>Authorization for Release of Behavioral Health Information Form (TRS-61)</i>, leave this section blank.</p> <p>Links to the <i>Authorization for Release of Behavioral Health Information Form (TRS-61)</i> as well as an FAQ document can be found on the Forms and Instructions tab of the OASAS Applications Home.</p>	<p>The screenshot shows the 'Enter New Crisis' form with the following sections:</p> <ul style="list-style-type: none"> Enter New Crisis: Provider: 99999 - Anonymous Provider; * Program: 51 - CRISIS DETOX. Client ID Information: Provider Client ID: 654321; Special Project: [dropdown]; * Sex: Male; * Birth Date: 1/1/1985; * Last 4 SSN: 1234; * Last Name 2 Char: AB (Birth Name). * Admission Date: 7/22/2017 (mm/dd/yyyy); Transaction Type: Admission into Program/Facility; * Last Name 2 Char: AB (Current Name). LOCADTR Information: LOCADTR Assessment ID: [input]; Created Date: [input] (mm/dd/yyyy). TRS-61: Identifying Information (ID) (highlighted in red): <ul style="list-style-type: none"> ID Consent Date: [input] (mm/dd/yyyy) ID Consent Revoke Date: [input] (ID Consent Revoke Date not required) Last Name: [input] (Birth Name) Last Name: [input] (Current Name) First Name: [input] Social Security Number: [input] (Dashes are optional) Medicaid Client ID: [input]

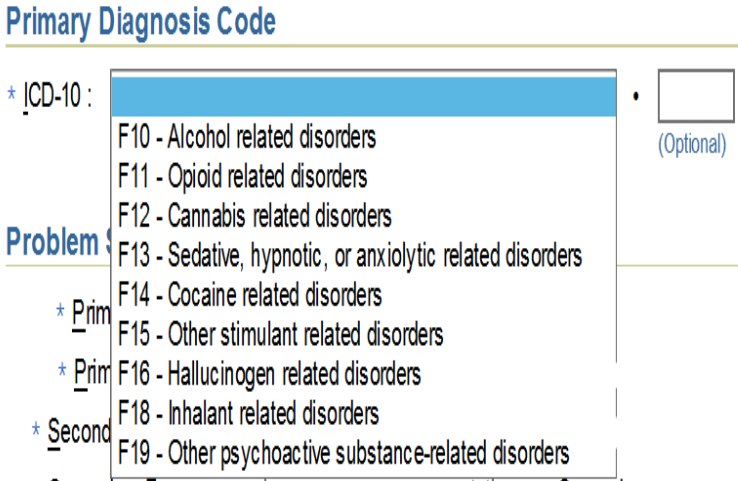
Step	Instructions	Image
<p>23</p>	<p>The third section consists of information found in TRS-49 Criminal Justice (CJ) Consent.</p> <p>The TRS-49 form is for Criminal Justice Clients who have given consent to release information concerning their Chemical Dependence Treatment. The (NYSID) is assigned for all Criminal Justice cases.</p> <p>For more information on the fields and how the questions should be answered, see the Crisis Episode Form Instructions on the OASAS Applications Home page</p>	<p>The screenshot shows a web-based form for entering a crisis episode. At the top, there are fields for Admission Date (7/22/2017), Transaction Type (Admission into Program/Facility), and Last Name 2 Char (AB). Below this is the LOCADTR Information section with fields for LOCADTR Assessment ID and Created Date. The TRS-61: Identifying Information (ID) section includes fields for ID Consent Date, ID Consent Revoke Date, Last Name (Birth and Current), First Name, and Medicaid Client ID. The TRS-49: Criminal Justice (CJ) Consent section, highlighted with a red box, includes fields for NYSID, CJ Consent Date, and CJ Consent Revoke Date.</p>


Step	Instructions	Image
24	<p>The next two sections found on this page are the <i>Demographics</i> and <i>Criminal Justice Information</i> sections. However, this User Guide will focus specifically only on selected fields.</p> <p>Use the dropdown windows to select the demographics related to the client.</p> <p>Under Criminal Justice Status select all descriptions that apply and move them to the field on the right by clicking the “Move” arrow. An error message will occur when saving the form if “Move All” is used. “None” cannot be included if any other Criminal Justice Status is selected. Use “Remove” or “Remove All” to remove any status incorrectly selected.</p> <p>(For multiple choices) Hold down the Ctrl button and click on multiple selected choices (if applicable). Then click “Move.”</p> <p>Then found below Criminal Justice Status, indicate if the admission is a result of incarceration by using the dropdown window.</p>	<p>Demographics</p> <ul style="list-style-type: none"> * Sexual Orientation : <input type="text"/> * Gender Identity : <input type="text"/> * Race : <input type="text"/> * Hispanic Origin : <input type="text"/> * Veteran Status : <input type="text"/> U.S. Military Status : <input type="text"/> * Zip Code of Residence : <input type="text"/> * County Of Residence : <input type="text"/> * Type of Residence : <input type="text"/> * Principal Referral Source : <input type="text"/> * Highest Grade Completed : <input type="text"/> * Individual Education Plan : <input type="text"/> * Employment Status : <input type="text"/> * Primary Source of Income at Admission : <input type="text"/> <p>Criminal Justice Information</p> <ul style="list-style-type: none"> * Criminal Justice Status (Select All That Apply) <div style="border: 1px solid black; padding: 5px; display: inline-block;"> None Probation Parole Work Release In Prison/Jail In OCFS Facility Charges Pending Any Trtmt or Specialty Court Other </div> <div style="display: inline-block; vertical-align: top; margin-left: 10px;"> <input type="button" value="Move"/> <input type="button" value="Move All"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/> </div> <div style="border: 1px solid black; width: 150px; height: 80px; margin-left: 10px;"></div> <p>* Is this admission a result of an alternative to incarceration? : <input type="text"/></p>

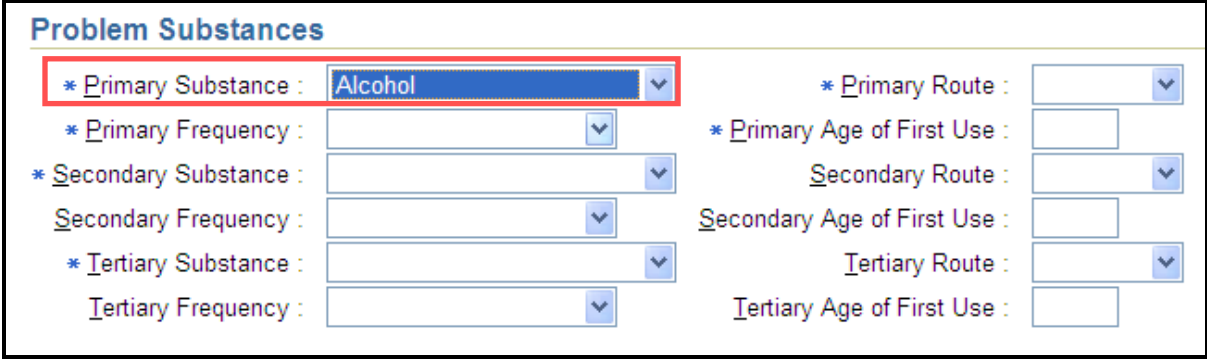
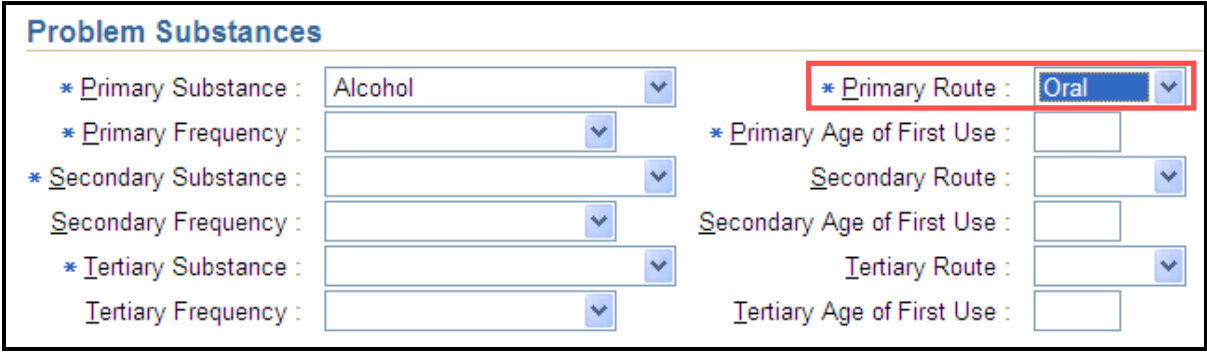
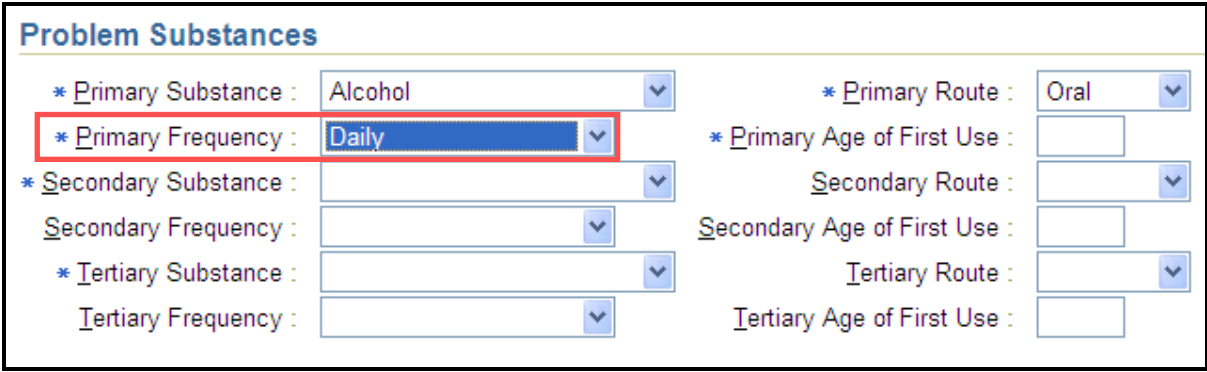
Step	Instructions	Image
<p>25</p>	<p>A veteran is any person who has served on active duty in the armed forces of the United States, including the Coast Guard. Not counted as veterans are those whose only service was in the Reserves, National Guard or Merchant Marines and were never activated.</p> <p>NOTE: The field U.S. Military Status captures a client’s Active Duty and/or Reserves/National Guard status at the time of admission.</p>	 <p>Demographics</p> <ul style="list-style-type: none"> * <u>S</u>exual Orientation : <input type="text"/> * <u>G</u>ender Identity : <input type="text"/> * <u>R</u>ace : <input type="text"/> * <u>H</u>ispanic Origin : <input type="text"/> * <u>V</u>eteran Status : <input type="text"/> * <u>U</u>.S. Military Status : <input type="text"/> * <u>Z</u>ip Code of Residence : <input type="text"/> * <u>C</u>ounty Of Residence : <input type="text"/> * <u>T</u>ype of Residence : <input type="text"/> * <u>P</u>rincipal Referral Source : <input type="text"/> * <u>H</u>ighest Grade Completed : <input type="text"/> * <u>I</u>ndividual Education Plan : <input type="text"/> * <u>E</u>mployment Status : <input type="text"/> * <u>P</u>rimary Source of Income at Admission : <input type="text"/>
<p>26</p>	<p>NOTE: If the Zip Code of Residence for a client is not available, use the zip code of the program location.</p> <p>Remember, the OASAS system matches the Zip Code of Residence field to the County of Residence field, so be sure that the zip code you are using is actually in the county you choose. If not, you will get an error message.</p>	 <ul style="list-style-type: none"> * <u>V</u>eteran Status : <input type="text"/> * <u>U</u>.S. Military Status : <input type="text"/> * <u>Z</u>ip Code of Residence : <input type="text"/> * <u>C</u>ounty Of Residence : <input type="text"/> * <u>T</u>ype of Residence : <input type="text"/> * <u>P</u>rincipal Referral Source : <input type="text"/> * <u>H</u>ighest Grade Completed : <input type="text"/> * <u>I</u>ndividual Education Plan : <input type="text"/> * <u>E</u>mployment Status : <input type="text"/> * <u>P</u>rimary Source of Income at Admission : <input type="text"/>

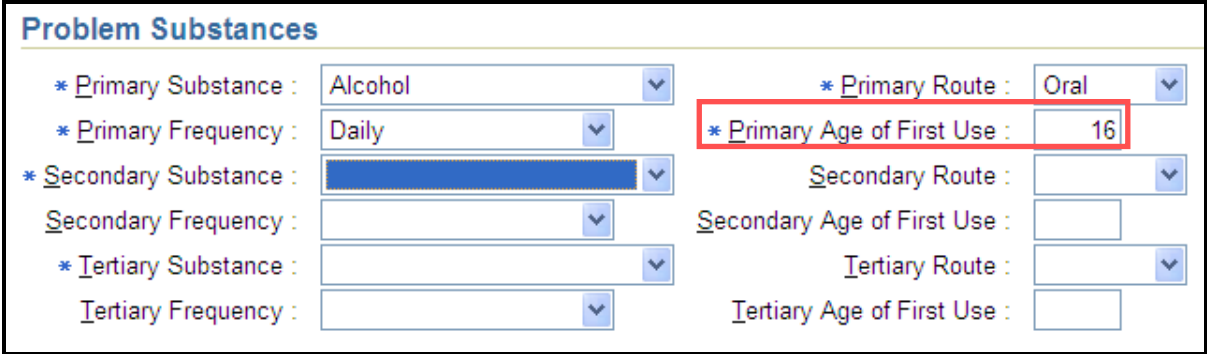
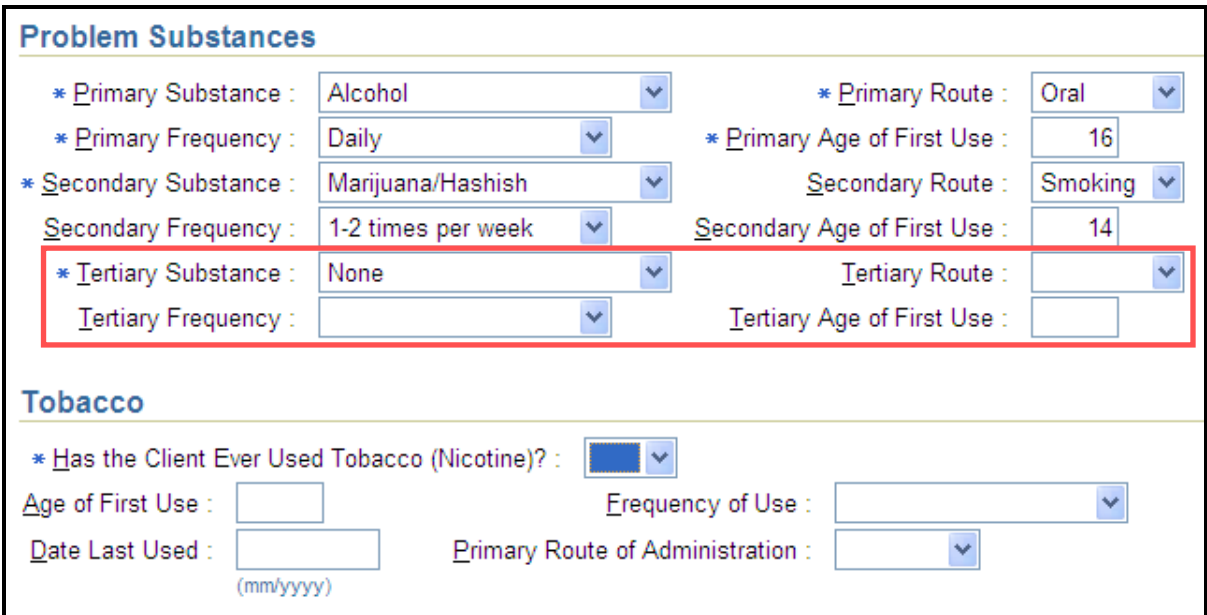
Step	Instructions	Image
27	<p>Select the client's employment status from the dropdown list.</p> <p>NOTE: This should reflect his/her status at time of admission to the program.</p>	 <p>* <u>S</u>exual Orientation : Straight ▼</p> <p>* <u>G</u>ender Identity : Not Transgender ▼</p> <p>* <u>R</u>ace : White ▼</p> <p>* <u>H</u>ispanic Origin : Not of Hispanic Origin ▼</p> <p>* <u>V</u>eteran Status : No ▼</p> <p><u>U</u>.S. Military Status : Reserves/National Guard ▼</p> <p>* <u>Z</u>ip Code of Residence : 12203</p> <p>* <u>C</u>ounty Of Residence : Albany ▼</p> <p>* <u>T</u>ype of Residence : Private Residence ▼</p> <p>* <u>P</u>rincipal Referral Source : Self-Referral ▼</p> <p>* <u>H</u>ighest Grade Completed : High School Diploma ▼</p> <p>* <u>I</u>ndividual Education Plan : Yes ▼</p> <p>* <u>E</u>mployment Status : Employed Part Time-< 35 hrs/wk ▼</p> <p>* <u>P</u>rimary Source of Income at Admission : ▼</p>

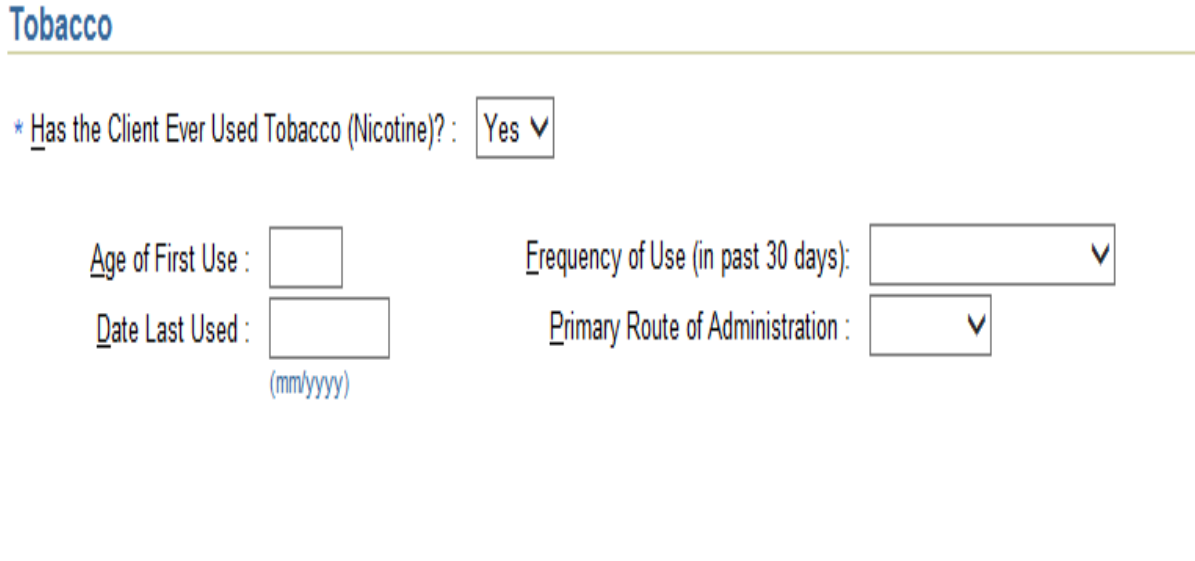
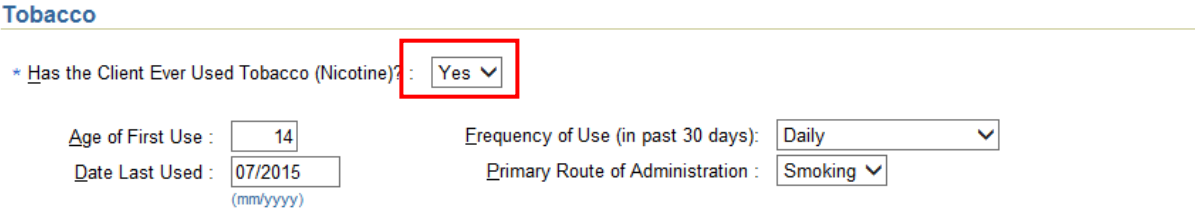
Step	Instructions	Image
28	This is how the <i>Demographics</i> and <i>Criminal Justice Information</i> sections might look when they are completed.	<p>The image shows a screenshot of a web form with two main sections: Demographics and Criminal Justice Information.</p> <p>Demographics Section:</p> <ul style="list-style-type: none"> * Sexual Orientation : Straight * Gender Identity : Not Transgender * Race : White * Hispanic Origin : * Veteran Status : No U.S. Military Status : Reserves/National Guard * Zip Code of Residence : 12203 * County Of Residence : Albany * Type of Residence : Private Residence * Principal Referral Source : Self-Referral * Highest Grade Completed : High School Diploma * Individual Education Plan : Yes * Employment Status : Employed Part Time-< 35 hrs/wk * Primary Source of Income at Admission : Wages/Salary <p>Criminal Justice Information Section:</p> <ul style="list-style-type: none"> * Criminal Justice Status (Select All That Apply) <p>Two side-by-side list boxes are shown. The left box contains the following items: Probation, Parole, Work Release, In Prison/Jail, In OCFS Facility, Charges Pending, Any Trtmt or Specialty Court, and Other. The right box contains the item: None. Between the two boxes are navigation buttons: Move, Move All, Remove, and Remove All.</p> <p>At the bottom of the section, there is a question: * Is this admission a result of an alternative to incarceration? : No</p>

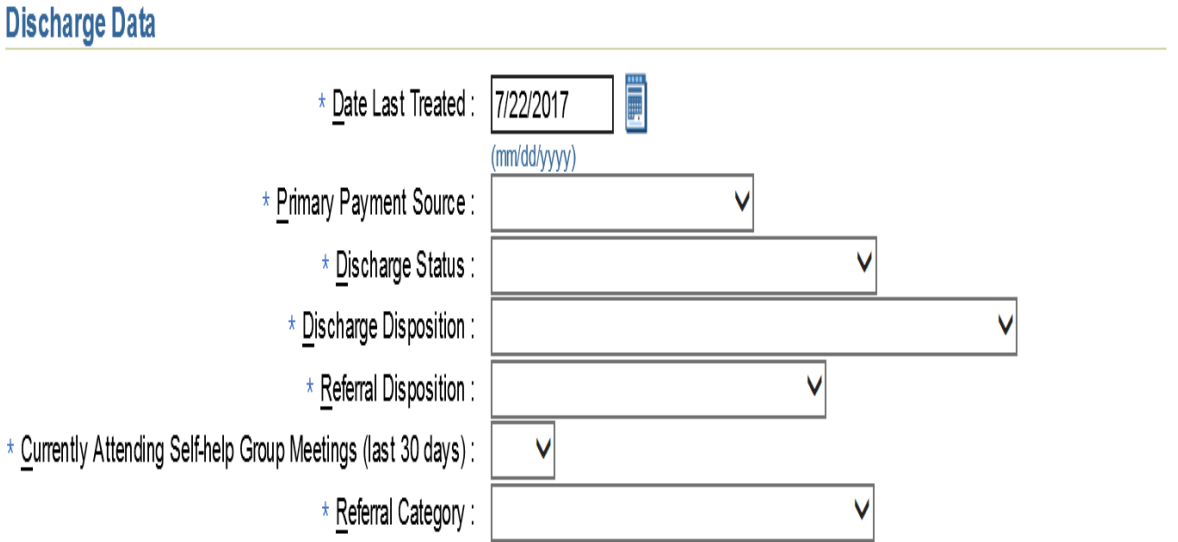
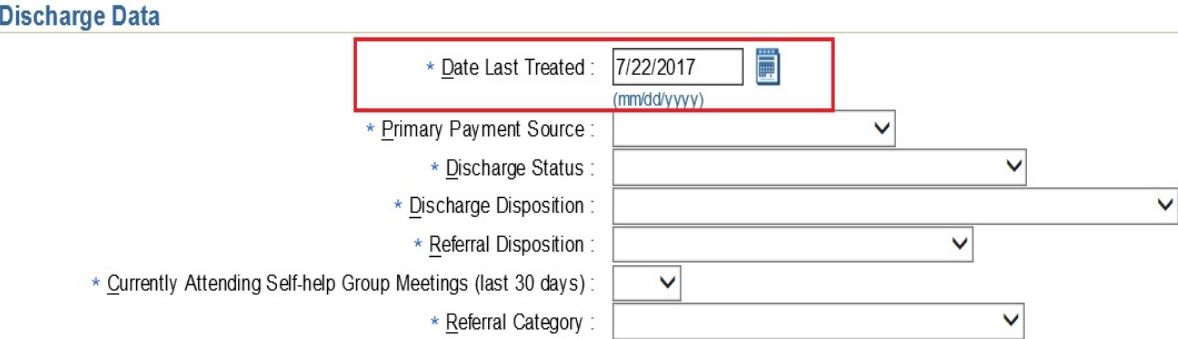
Step	Instructions	Image
29	<p>The next section is Primary Diagnosis Code. From the dropdown, enter one of the following Primary Diagnosis Codes based on ICD-10. Enter up to 3 additional characters to specify clinical detail. These 3 additional characters are optional.</p>	 <p>The screenshot shows a dropdown menu titled "Primary Diagnosis Code". The menu is open, displaying a list of ICD-10 codes and their descriptions. The codes are: F10 - Alcohol related disorders, F11 - Opioid related disorders, F12 - Cannabis related disorders, F13 - Sedative, hypnotic, or anxiolytic related disorders, F14 - Cocaine related disorders, F15 - Other stimulant related disorders, F16 - Hallucinogen related disorders, F18 - Inhalant related disorders, and F19 - Other psychoactive substance-related disorders. To the right of the dropdown is a text input field with a small square icon and the label "(Optional)".</p>

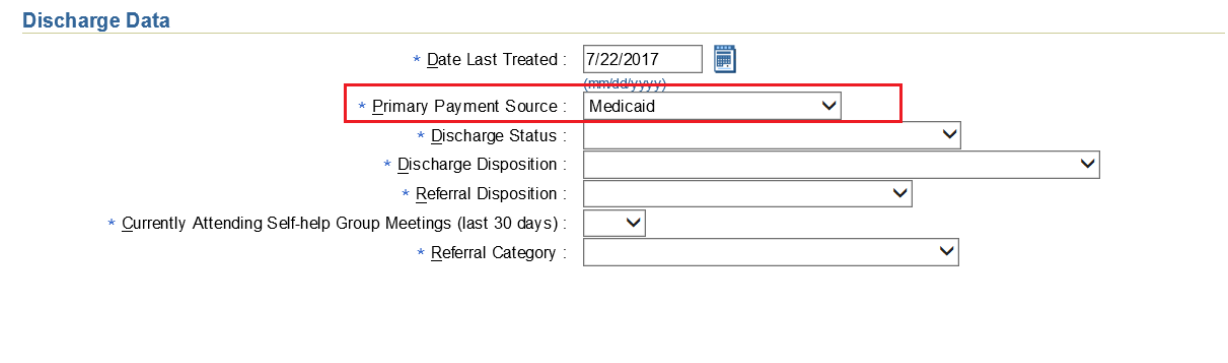
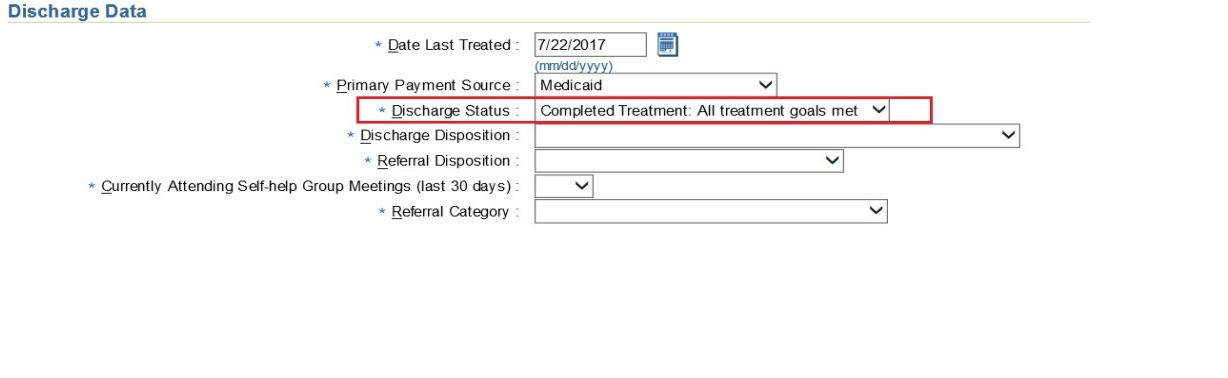
Step	Instructions	Image
<p>30</p>	<p>Next is the Problem Substances information section. This section will be used to further demonstrate the different methods of data entry. You can:</p> <ol style="list-style-type: none"> 1. Use the arrow keys to scroll through a dropdown list. 2. Type a letter to jump to choices in the dropdown list that begin with that letter. 3. Press the Tab key on your keyboard to move to the next field. <p>Below are instructions for using the keyboard to do data entry.</p> <p>The first field is the Primary Substance field. For the purposes of this User Guide, the Primary Substance is 'Alcohol'.</p> <p>Press the down arrow key on your keyboard to display each choice consecutively in the Primary Substance dropdown list, and move to the appropriate option (e.g., "Alcohol").</p>	 <p>The image shows a screenshot of a web form titled "Problem Substances". The form contains several dropdown menus and text input fields. The first dropdown menu, labeled "* Primary Substance", is highlighted with a red border. Other dropdown menus include "* Primary Route", "* Secondary Substance", "Secondary Route", "* Tertiary Substance", and "Tertiary Route". Text input fields are provided for "* Primary Frequency", "* Primary Age of First Use", "Secondary Frequency", "Secondary Age of First Use", "Tertiary Frequency", and "Tertiary Age of First Use".</p>

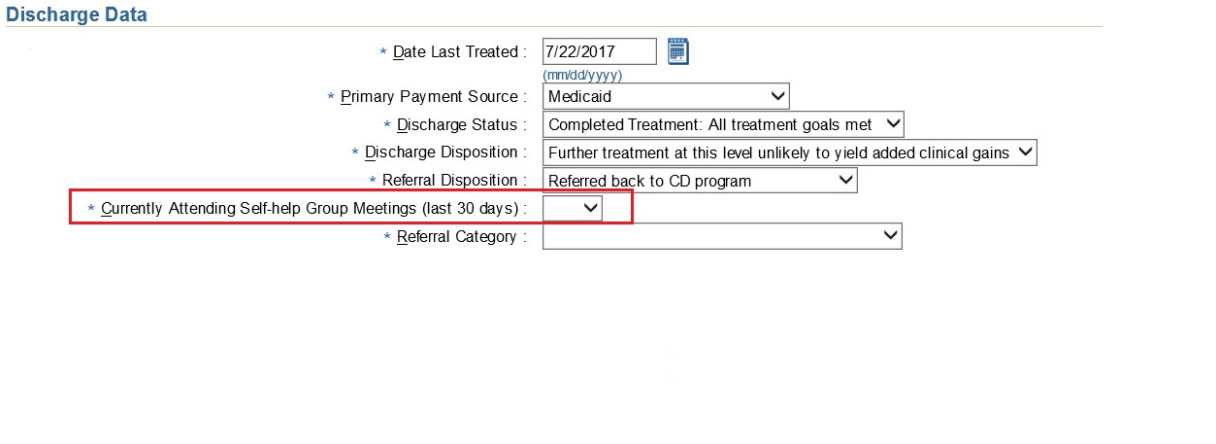
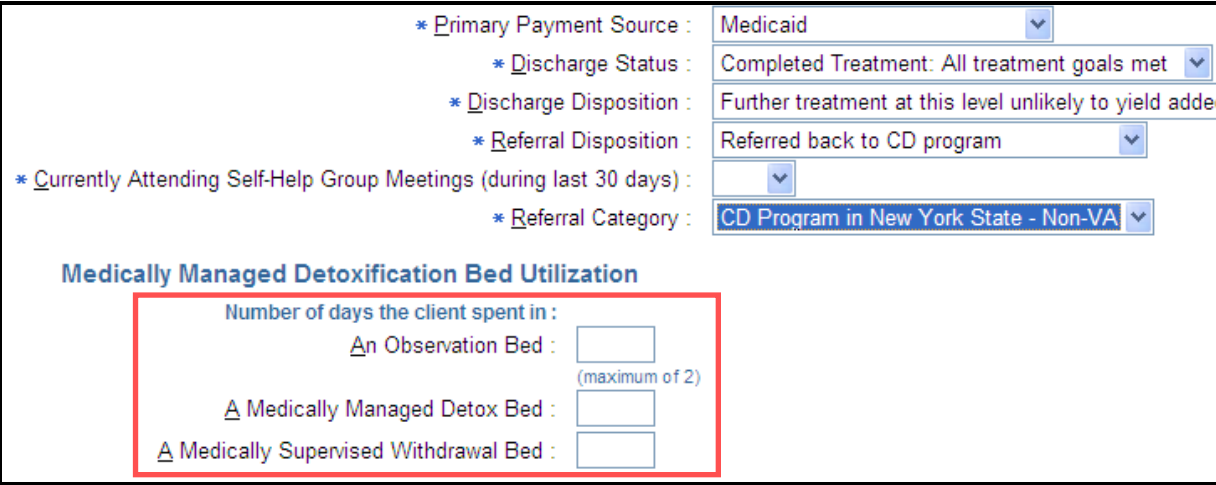
Step	Instructions	Image
31	<p>To move to Primary Route, the next field following the Primary Substance field, without using the mouse, press the Tab key once.</p>	 <p>The screenshot shows the 'Problem Substances' form. The 'Primary Substance' dropdown is highlighted with a red box and contains the text 'Alcohol'. Other fields include 'Primary Frequency', 'Secondary Substance', 'Secondary Frequency', 'Tertiary Substance', 'Tertiary Frequency', 'Primary Route', 'Primary Age of First Use', 'Secondary Route', 'Secondary Age of First Use', 'Tertiary Route', and 'Tertiary Age of First Use'.</p>
32	<p>To choose “Oral” as the primary route, you could type the letter “O” in the Primary Route dropdown list since it is the first choice starting with “O”.</p> <p>NOTE: If you wanted to select the second choice starting with the letter “O” (i.e., “Other”), you would type the letter “O” twice.</p>	 <p>The screenshot shows the 'Problem Substances' form. The 'Primary Route' dropdown is highlighted with a red box and contains the text 'Oral'. Other fields are the same as in the previous screenshot.</p>
33	<p>Press the Tab key to move to the next field, Primary Frequency.</p> <p>Enter the appropriate frequency in the Primary Frequency dropdown list.</p> <p>For the Primary Frequency field, you could type “d” to choose “Daily” from the dropdown list (i.e., the first choice starting with “D”).</p>	 <p>The screenshot shows the 'Problem Substances' form. The 'Primary Frequency' dropdown is highlighted with a red box and contains the text 'Daily'. Other fields are the same as in the previous screenshots.</p>

Step	Instructions	Image
34	<p>Press the Tab key to move to the Primary Age of First Use field, where you type the appropriate age (e.g., “16”), and press the Tab key to move to the next step.</p> <p>Type “16” in the Primary Age of First Use field, and press the Tab key. to move to the next step.</p>	 <p>Problem Substances</p> <p>* Primary Substance : Alcohol * Primary Frequency : Daily * Secondary Substance : [Redacted] Secondary Frequency : [Redacted] * Tertiary Substance : [Redacted] Tertiary Frequency : [Redacted]</p> <p>* Primary Route : Oral * Primary Age of First Use : 16 Secondary Route : [Redacted] Secondary Age of First Use : [Redacted] Tertiary Route : [Redacted] Tertiary Age of First Use : [Redacted]</p>
35	<p>Next, are the Secondary and Tertiary substance information data fields.</p> <p>All three Substance fields (i.e., Primary, Secondary, and Tertiary substances) are required.</p> <p>However, note that the remaining Tertiary Problem Substance-related fields (i.e., route, frequency, and age of first use), which are not required, are skipped in this example since Tertiary Substance is None.</p>	 <p>Problem Substances</p> <p>* Primary Substance : Alcohol * Primary Frequency : Daily * Secondary Substance : Marijuana/Hashish Secondary Frequency : 1-2 times per week * Tertiary Substance : None Tertiary Frequency : [Redacted]</p> <p>* Primary Route : Oral * Primary Age of First Use : 16 Secondary Route : Smoking Secondary Age of First Use : 14 Tertiary Route : [Redacted] Tertiary Age of First Use : [Redacted]</p> <p>Tobacco</p> <p>* Has the Client Ever Used Tobacco (Nicotine)? : [Redacted] Age of First Use : [Redacted] Frequency of Use : [Redacted] Date Last Used : [Redacted] Primary Route of Administration : [Redacted] (mm/yyyy)</p>


Step	Instructions	Image
<p>36</p>	<p>Next is the Tobacco section, which consists of the following five items on tobacco use:</p> <ul style="list-style-type: none"> • Has Client Ever Used Tobacco (Nicotine)? • Age of First Use • Frequency of Use • Date Last Used • Primary Route of Administration <p>For more information on the Tobacco fields, see the Crisis Episode Form Instructions found on the OASAS Applications web site under the CDS Documentation Section, in the Forms and Instructions tab.</p>	
<p>37</p>	<p>NOTE: When entering data into fields with Yes/No responses such as the first Tobacco field (i.e., Has the Client Ever Used Tobacco (Nicotine)?), it is faster to type in “Y” for Yes and “N” for No.</p>	

Step	Instructions	Image
38	<p>This is the Discharge Data section, which also contains fields on Discharge Status, Discharge Disposition, Referral Disposition, Self-Help, and Referral Category.</p> <p>The data entered into these fields must be consistent and meet cross-edit rules built into the system. Violations of these rules will result in error messages upon saving the form.</p> <p>For more details on appropriate code combinations, download the document “Discharge Edit Codes,” which details the cross-edits among these items. It can be found on the OASAS Applications web site under the CDS Documentation section, in the Forms and Instructions tab.</p>	 <p>The screenshot shows the 'Discharge Data' section of a form. The fields are as follows:</p> <ul style="list-style-type: none"> * <u>D</u>ate Last Treated : 7/22/2017 (with a calendar icon and '(mm/dd/yyyy)' format hint) * <u>P</u>rietary Payment Source : [dropdown menu] * <u>D</u>ischarge Status : [dropdown menu] * <u>D</u>ischarge Disposition : [dropdown menu] * <u>R</u>eferral Disposition : [dropdown menu] * <u>C</u>urrently Attending Self-help Group Meetings (last 30 days) : [dropdown menu] * <u>R</u>eferral Category : [dropdown menu]
39	<p>The Date Last Treated field is for the date of the client’s last face-to-face treatment contact with program staff. Notice that this definition varies slightly by program type.</p> <p>For further information, see the Crisis Episode Form Instructions found on the OASAS Applications web site under the CDS Documentation Section, in the Forms and Instructions tab.</p>	 <p>This screenshot is identical to the one above, but the 'Date Last Treated' field (7/22/2017) is highlighted with a red rectangular box to draw attention to it.</p>

Step	Instructions	Image
40	<p>NOTE: The next field, Primary Payment Source, includes a choice called “Medicaid Pending.” This is used if a client has applied for Medicaid, but has not yet been approved.</p>	 <p>The screenshot shows the 'Discharge Data' section of a form. The fields are: <ul style="list-style-type: none"> * Date Last Treated : 7/22/2017 (calendar icon) * Primary Payment Source : Medicaid (dropdown menu, highlighted with a red box) * Discharge Status : (dropdown menu) * Discharge Disposition : (dropdown menu) * Referral Disposition : (dropdown menu) * Currently Attending Self-help Group Meetings (last 30 days) : (dropdown menu) * Referral Category : (dropdown menu) </p>
41	<p>For this User Guide, an error was entered for Discharge Status to illustrate how an entry in one field may be inconsistent with another field and create an error. Later, you will see how to save the form and correct the inconsistency error.</p>	 <p>The screenshot shows the 'Discharge Data' section of a form. The fields are: <ul style="list-style-type: none"> * Date Last Treated : 7/22/2017 (calendar icon) * Primary Payment Source : Medicaid (dropdown menu) * Discharge Status : Completed Treatment: All treatment goals met (dropdown menu, highlighted with a red box) * Discharge Disposition : (dropdown menu) * Referral Disposition : (dropdown menu) * Currently Attending Self-help Group Meetings (last 30 days) : (dropdown menu) * Referral Category : (dropdown menu) </p>

Step	Instructions	Image
42	<p>The Currently Attending Self-Help Group Meetings (during last 30 days) field will be left blank in order to create an error that results from leaving a required field blank. You will see how to fix that error as well.</p>	 <p>Discharge Data</p> <ul style="list-style-type: none"> * Date Last Treated : 7/22/2017 * Primary Payment Source : Medicaid * Discharge Status : Completed Treatment: All treatment goals met * Discharge Disposition : Further treatment at this level unlikely to yield added clinical gains * Referral Disposition : Referred back to CD program * Currently Attending Self-help Group Meetings (last 30 days) : [Blank] * Referral Category : [Blank]
43	<p>NOTE: The “Enter New Crisis” page includes three items on medically managed detox bed utilization:</p> <ul style="list-style-type: none"> • Number of days the client spent in an observation bed (max 2), • Number of days the client spent in a medically managed detox bed, and • Number of days the client spent in a medically supervised withdrawal bed. <p>These three fields are required and can only be filled in by Medically Managed Detoxification programs. Otherwise, all three fields should be left blank.</p>	 <ul style="list-style-type: none"> * Primary Payment Source : Medicaid * Discharge Status : Completed Treatment: All treatment goals met * Discharge Disposition : Further treatment at this level unlikely to yield added * Referral Disposition : Referred back to CD program * Currently Attending Self-Help Group Meetings (during last 30 days) : [Blank] * Referral Category : CD Program in New York State - Non-VA <p>Medically Managed Detoxification Bed Utilization</p> <p>Number of days the client spent in :</p> <ul style="list-style-type: none"> Δn Observation Bed : [] (maximum of 2) Δ Medically Managed Detox Bed : [] Δ Medically Supervised Withdrawal Bed : []

Step	Instructions	Image
44	<p>This is the Addiction Medications Used During Treatment section, where you can enter any/all addiction medications that the client used during treatment.</p> <p>NOTE: This section includes medications prescribed by the program and by any external physicians.</p>	<p>Medically Managed Detoxification Bed Utilization</p> <p>Number of days the client spent in :</p> <p> An Observation Bed : <input type="text" value="2"/> (maximum of 2)</p> <p> Medically Managed Detox Bed : <input type="text" value="3"/></p> <p> Medically Supervised Withdrawal Bed : <input type="text" value="0"/></p> <hr/> <p>Addiction Medications Used During Treatment</p> <p>* Addiction Medications (Select All That Apply)</p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid gray; padding: 5px; width: 300px;"> <p>↑</p> <p>Methadone</p> <p>Buprenorphine</p> <p>Zyban/Wellbutrn</p> <p>Naltrexone(Re)</p> <p>Naltrexone(Vi)</p> <p>Antabuse</p> <p>Nicotine Lozen</p> <p>Nicotine Gum</p> <p>Nicotine Patch</p> <p>Chantix</p> <p>Campral</p> <p>Naloxone</p> <p>Vaccines(NicV)</p> <p>Clonidine(Cat)</p> <p>Baclofen</p> <p>Gabapentin(Ne)</p> <p>Other Med</p> <p>None</p> <p>↓</p> </div> <div style="margin-left: 20px;"> <p>> Move</p> <p>>> Move All</p> <p>< Remove</p> <p><< Remove All</p> <p>All</p> </div> <div style="border: 1px solid gray; width: 150px; height: 150px; margin-left: 20px;"></div> </div>

Step	Instructions	Image
45	<p>To select each applicable addiction medication used, you can employ one of a few methods:</p> <ol style="list-style-type: none"> 1. Click on the substance in the box on the left to select it and then click “Move” to move it to the selection box on the right. 2. Double-click each selected substance to move it to the selection box on the right. 3. (For multiple choices) Hold down the Ctrl button and click on multiple selected choices (if applicable). Then click “Move.” 	<p>Addiction Medications Used During Treatment</p> <p>* Addiction Medications (Select All That Apply)</p> 

Step	Instructions	Image
46	NOTE: If you make a mistake, you can move a medication back to the left-hand box by selecting it and clicking on Remove or Remove All .	<p data-bbox="806 204 1524 237">Addiction Medications Used During Treatment</p> <p data-bbox="806 272 1503 305">* Addiction Medications (Select All That Apply)</p> 

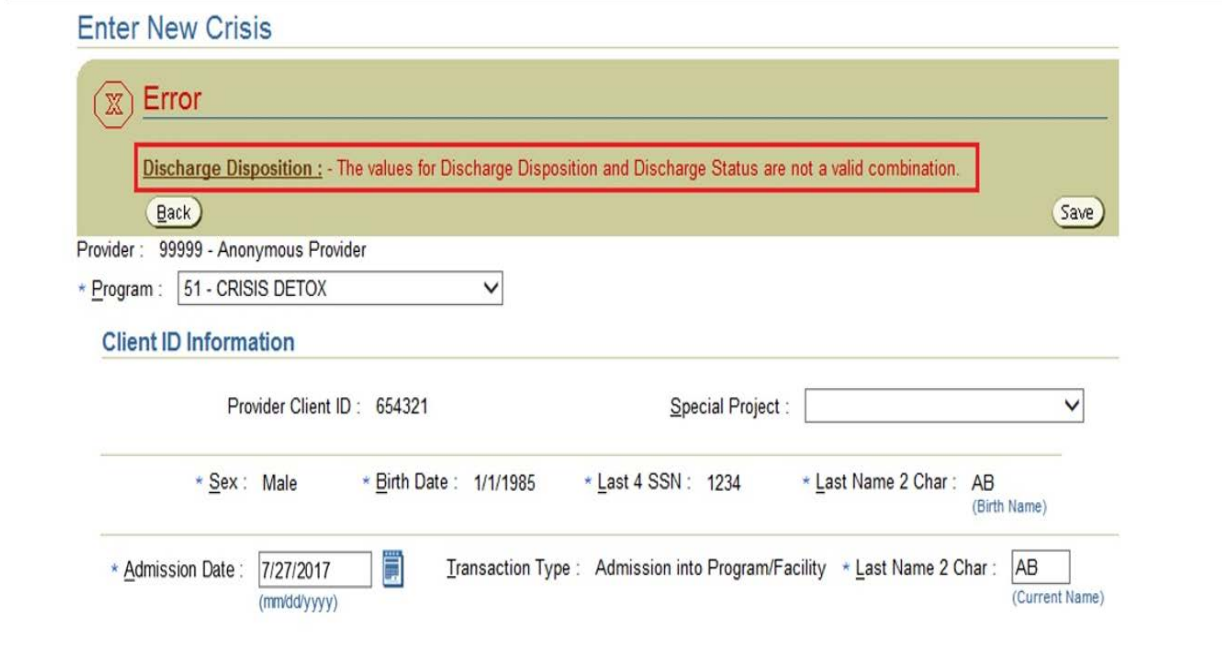
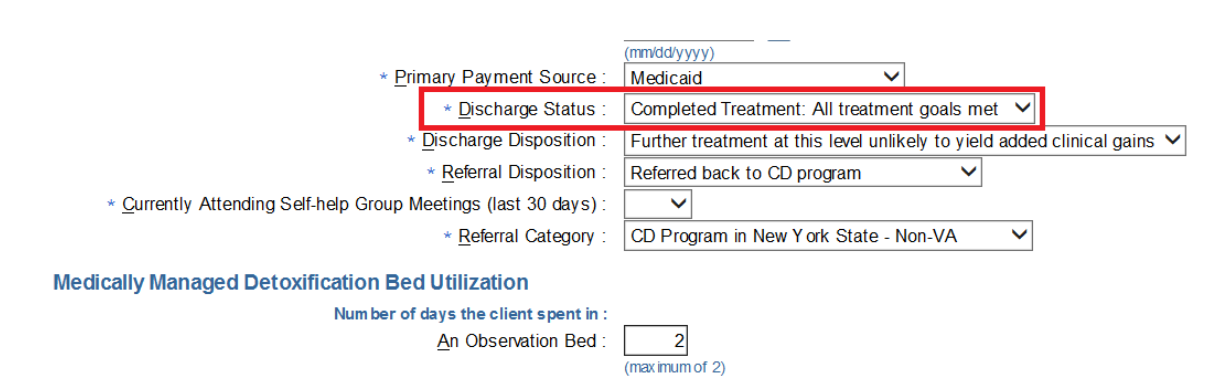
Step	Instructions	Image
47	<p>Once you have completed the Crisis Episode information, you should save the data.</p> <p>When you click the Save button, the system will first verify that you have entered all of the required fields, and then validate the data according to the Crisis Episode business rules.</p> <p>Click the Save button to save the transaction.</p>	<p>The screenshot shows a web form with the following sections:</p> <ul style="list-style-type: none"> Medically Managed Detoxification Bed Utilization: <ul style="list-style-type: none"> Number of days the client spent in: <ul style="list-style-type: none"> Δn Observation Bed: <input type="text" value="2"/> (maximum of 2) Δ Medically Managed Detox Bed: <input type="text" value="3"/> Δ Medically Supervised Withdrawal Bed: <input type="text" value="0"/> Addiction Medications Used During Treatment: <ul style="list-style-type: none"> * Addiction Medications (Select All That Apply) Two columns of medication names: <ul style="list-style-type: none"> Column 1: Methadone, Buprenorphine, Zyban/Welbutm, Naltrexone(Vi), Antabuse, Nicotine Lozen, Nicotine Gum, Nicotine Patch, Chantix, Campral, Naloxone, Vaccines(NicV), Clonidine(Cat), Baclofen, Gabapentin(Ne), Other Med, None. Column 2: Naltrexone(Re). Navigation buttons between columns: Move, Move All, Remove, Remove All, All. <p>At the bottom of the form, there are two buttons: Back on the left and Save on the right, which is highlighted with a red box.</p>

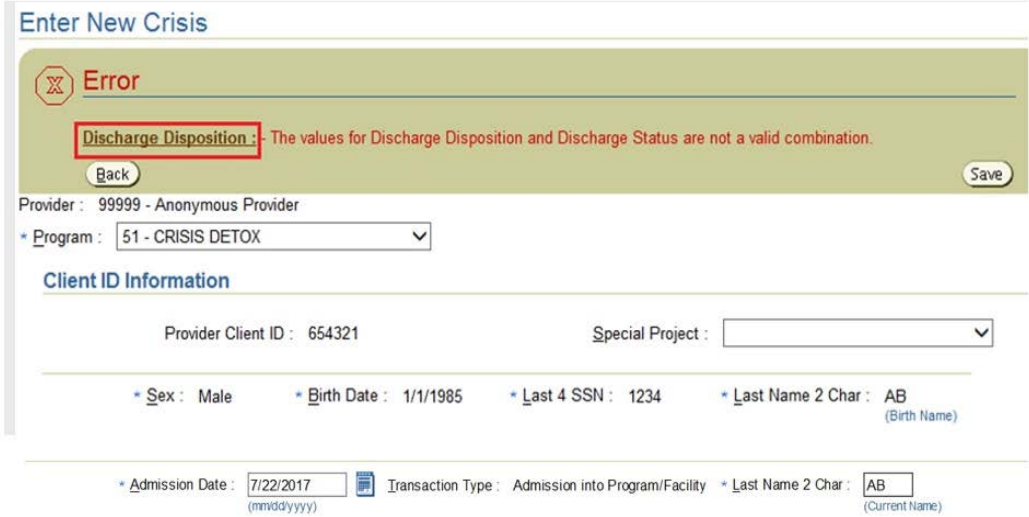
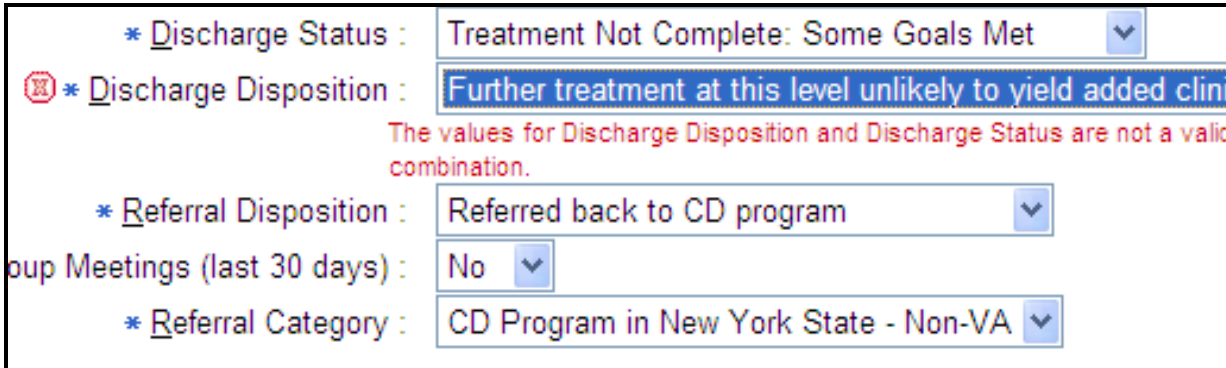
FIXING ERRORS

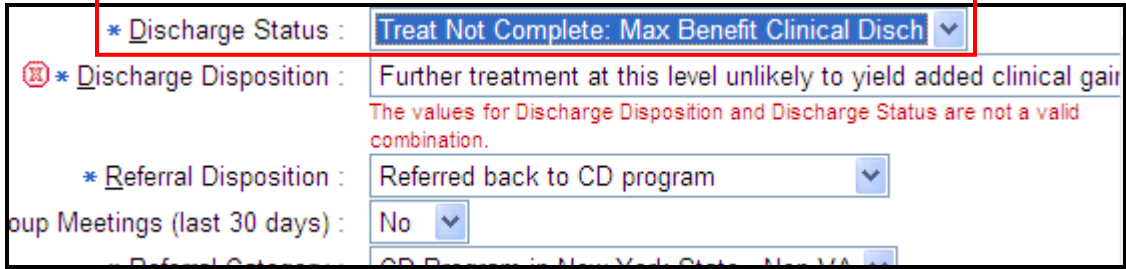
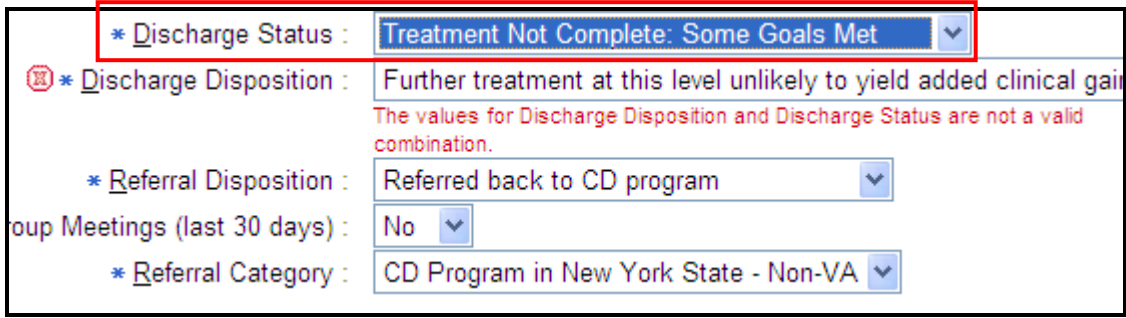
Step	Instructions	Image
<p>48</p>	<p>If any required fields are left blank upon saving the form, you will first see a pop-up error message indicating those fields still requiring data, as in the pop-up example shown here. It may make reference to one or more fields.</p> <p>If this pop-up appears, click the OK button to close the message window. The first field missing required data will be selected (i.e., Self Help).</p> <p>Enter values for all required fields that are missing data.</p> <p>To close the message window, click the OK button. The first field missing required data will be selected (i.e., Currently Attending Self-Help Group Meetings (during last 30 days)).</p>	<p>The screenshot shows a web form with the following elements:</p> <ul style="list-style-type: none"> * <u>C</u>urrently Attending Self-Help Group Meetings (during last 30 days) : [dropdown menu] * <u>R</u>eferral Category : CD Program in New York State - Non-VA [dropdown menu] Medically Managed Detoxification Bed Utilization <ul style="list-style-type: none"> Number of days the client spent in: <ul style="list-style-type: none"> Δ <u>O</u>bservation Bed : [input: 2] (maximum of 2) Δ <u>M</u>edically Managed Detox Bed : [input: 3] Δ <u>M</u>edically Supervised Withdrawal Bed : [input: 0] Addiction Medications Used During Treatment <ul style="list-style-type: none"> * <u>A</u>ddiction [dropdown menu] Medication list: Nicotine Gum, Nicotine Patch, Chantix, Campral, Other Med, None Buttons: Remove, Remove, All <p>A "Windows Internet Explorer" error dialog is displayed over the form. The dialog contains a yellow warning icon and the text: "Form validation failures: A value must be entered for 'Currently Attending Self-Help Group Meetings (during last 30 days) :'. The 'OK' button in the dialog is highlighted with a red rectangular box.</p> <p>At the bottom of the form, there are "Back" and "Save" buttons, and a footer with "Crisis Episode Home Close Application Help".</p>

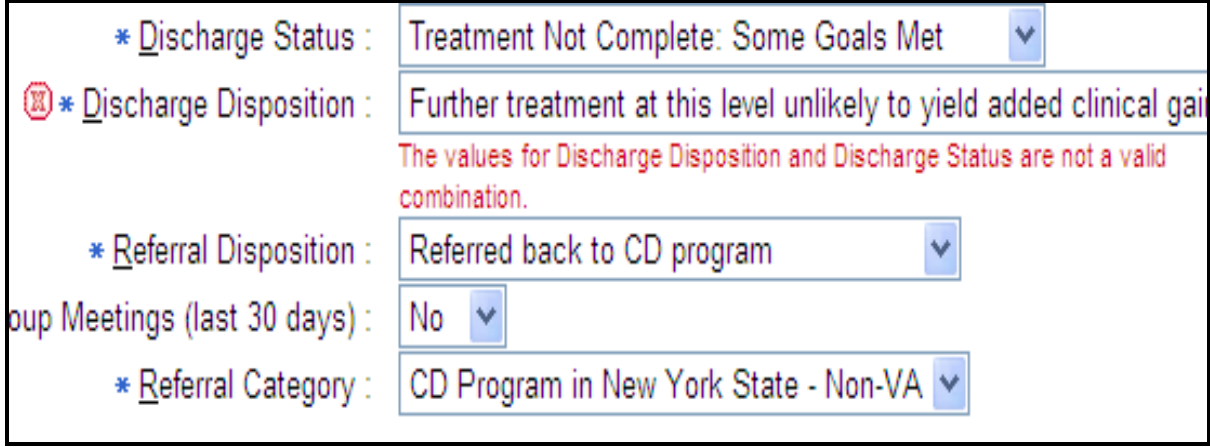
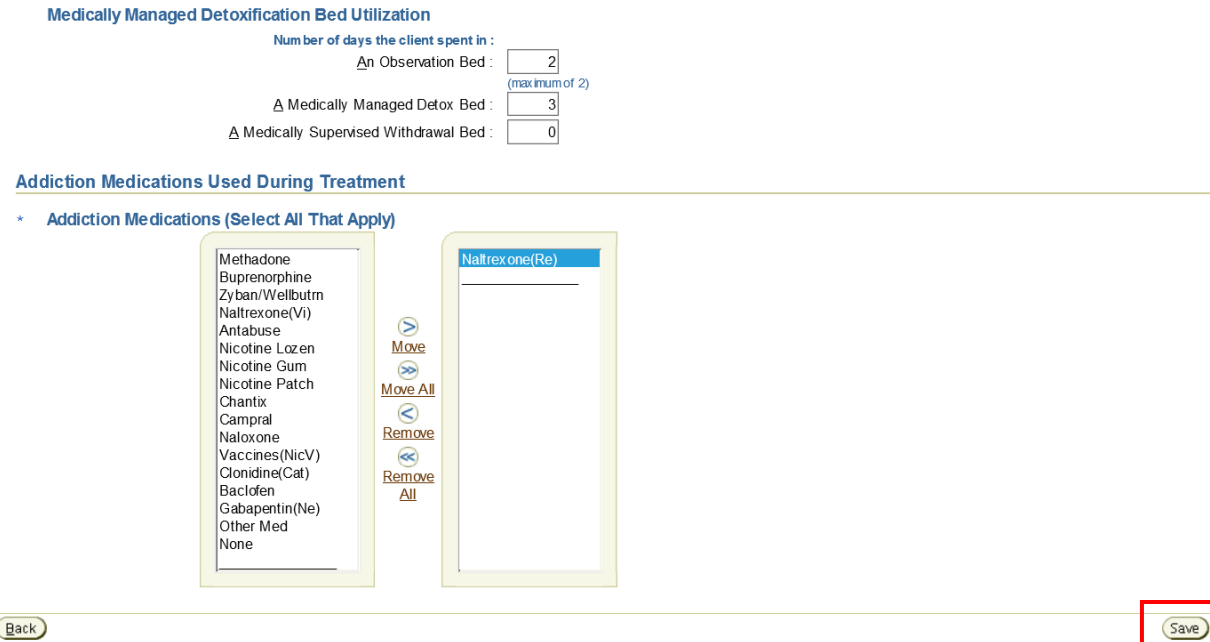
Step	Instructions	Image
49	<p>In this example, the appropriate answer for the required Currently Attending Self-help Group Meetings (last 30 days) field has been entered.</p>	<p>The screenshot shows a web form with the following elements:</p> <ul style="list-style-type: none"> * Referral Disposition : Referred back to CD program * Currently Attending Self-help Group Meetings (last 30 days) : No * Referral Category : CD Program in New York State - Non-VA Medically Managed Detoxification Bed Utilization <ul style="list-style-type: none"> Number of days the client spent in : <ul style="list-style-type: none"> Δ Observation Bed : 2 (maximum of 2) Δ Medically Managed Detox Bed : 3 Δ Medically Supervised Withdrawal Bed : 0 Addiction Medications Used During Treatment <ul style="list-style-type: none"> * Addiction Medications (Select All That Apply) <ul style="list-style-type: none"> Left box: Methadone, Buprenorphine, Zyban/Wellbutrin, Naltrexone(Vi), Antabuse, Nicotine Lozen Right box: Naltrexone(Re) Move button between boxes

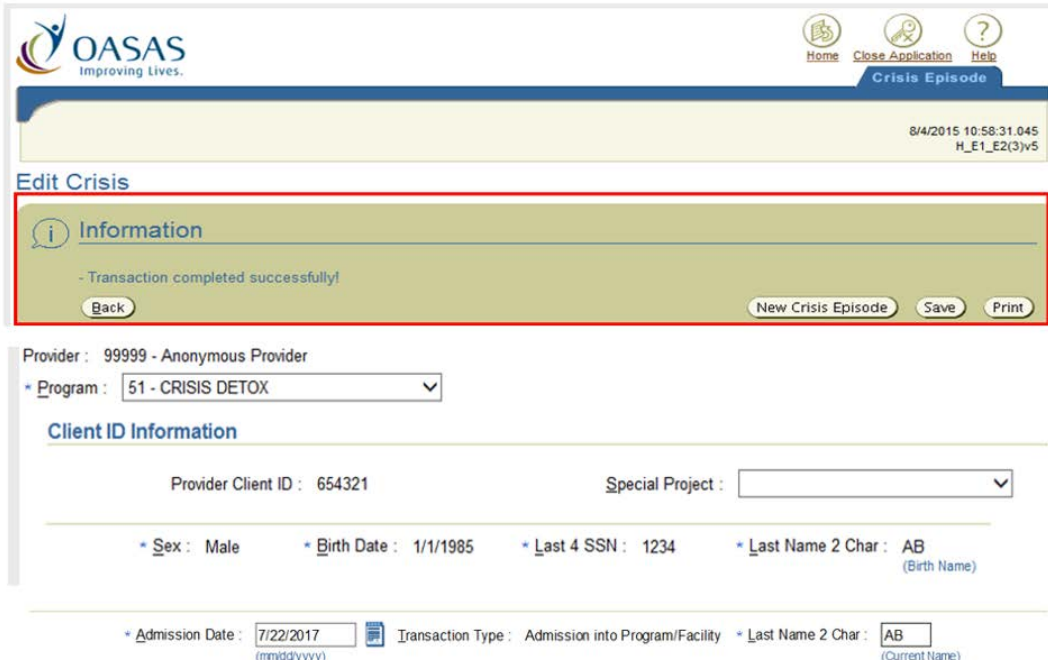
Step	Instructions	Image
50	<p>Once you have fixed all the initial errors (i.e., complete required fields), you can save the changes.</p> <p>Click the Save button to save the changes.</p> <p>The system will then validate the data per the Crisis Episode Business Rules.</p>	

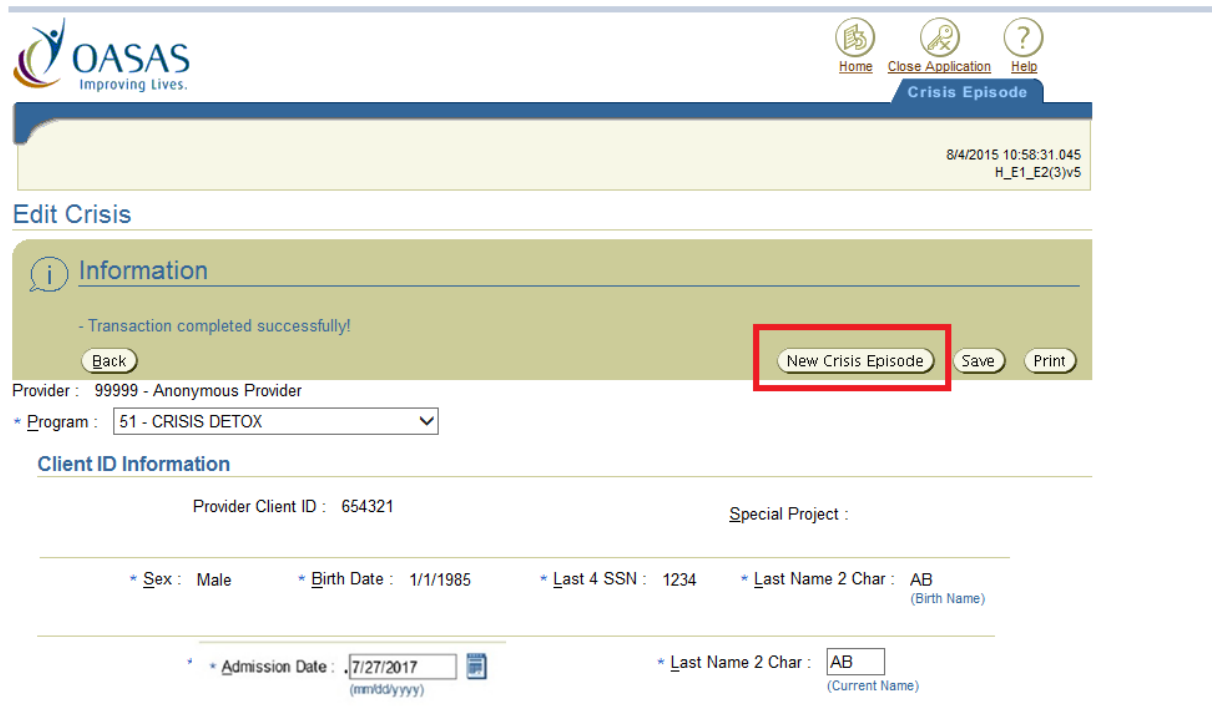
Step	Instructions	Image
<p>51</p>	<p>Notice that any Business Rule error messages appear at the top of the page. Fields in error will be marked with a red X and display the error message.</p> <p>The name of the field contains a link to move to that field on the page. The link will save you time when correcting errors.</p> <p>NOTE: When you jump to a text entry field in error in CDS, the text will automatically be highlighted so that you can type right over it.</p> <p>The error message in this example, linked to Discharge Disposition, indicates that the values entered for Discharge Disposition and Discharge Status do not make a valid combination.</p>	 <p>The screenshot shows the 'Enter New Crisis' form. At the top, there is an error message: 'Error: Discharge Disposition: - The values for Discharge Disposition and Discharge Status are not a valid combination.' This message is highlighted with a red box. Below the error message, there are buttons for 'Back' and 'Save'. The form fields include: Provider: 99999 - Anonymous Provider; * Program: 51 - CRISIS DETOX; Client ID Information: Provider Client ID: 654321, Special Project: [dropdown]; * Sex: Male, * Birth Date: 1/1/1985, * Last 4 SSN: 1234, * Last Name 2 Char: AB (Birth Name); * Admission Date: 7/27/2017 (mm/dd/yyyy), Transaction Type: Admission into Program/Facility, * Last Name 2 Char: AB (Current Name).</p>
<p>52</p>	<p>In this example, the incorrect response is determined to be in the field Discharge Status (rather than Discharge Disposition). Discharge Status should be “Treatment Not Complete: Some Goals Met.” The initial answer “Completed Treatment: All treatment goals met” is causing an error as it conflicts with Discharge Disposition.</p>	 <p>The screenshot shows the 'Enter New Crisis' form. The 'Discharge Status' field is highlighted with a red box and contains the text 'Completed Treatment: All treatment goals met'. Other fields include: * Primary Payment Source: Medicaid; * Discharge Disposition: Further treatment at this level unlikely to yield added clinical gains; * Referral Disposition: Referred back to CD program; * Currently Attending Self-help Group Meetings (last 30 days): [dropdown]; * Referral Category: CD Program in New York State - Non-VA; Medically Managed Detoxification Bed Utilization: Number of days the client spent in: An Observation Bed: 2 (maximum of 2).</p>

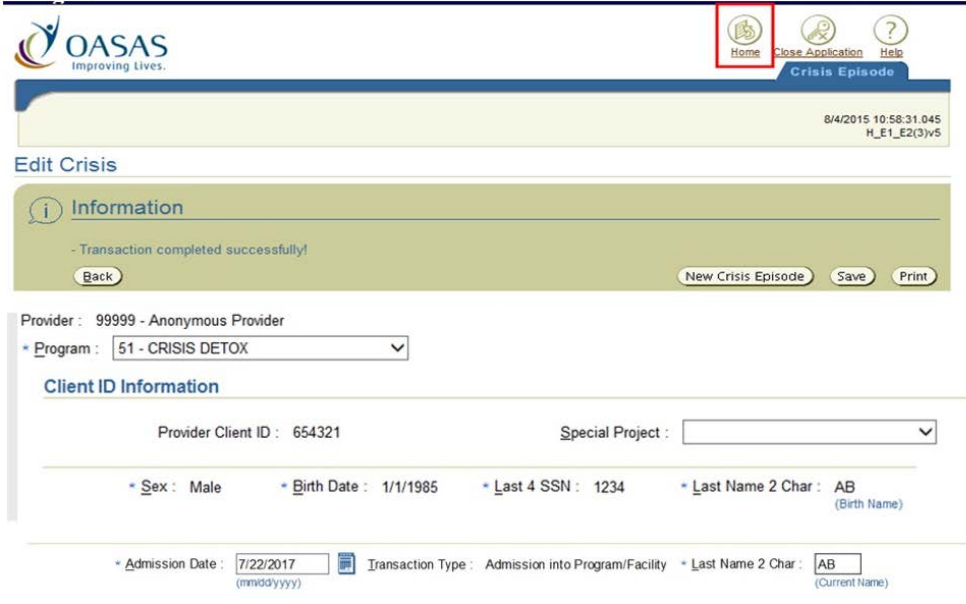
Step	Instructions	Image
53	<p>Click the error link in the error message to move to the field in error. In this example, the link will bring you to Discharge Disposition.</p>	 <p>The screenshot shows the 'Enter New Crisis' form with an error message: 'Discharge Disposition: - The values for Discharge Disposition and Discharge Status are not a valid combination.' The error message is highlighted with a red box. Below the error message, there are fields for 'Provider' (99999 - Anonymous Provider), 'Program' (51 - CRISIS DETOX), 'Client ID Information' (Provider Client ID: 654321, Special Project), and 'Admission Date' (7/22/2017). The 'Discharge Disposition' field is highlighted in blue.</p>
54	<p>Although Discharge Disposition is the selected field, Discharge Status is considered here as the field really in error. Therefore, you would first need to move back to that field to fix the error.</p> <p>To move back from Discharge Disposition to the Discharge Status field, you would press Shift and Tab at the same time.</p>	 <p>This close-up screenshot shows the error message: 'Discharge Disposition: - The values for Discharge Disposition and Discharge Status are not a valid combination.' The error message is highlighted with a red box. Below the error message, there are fields for 'Discharge Status' (Treatment Not Complete: Some Goals Met), 'Discharge Disposition' (Further treatment at this level unlikely to yield added clinical benefit), 'Referral Disposition' (Referred back to CD program), 'Group Meetings (last 30 days)' (No), and 'Referral Category' (CD Program in New York State - Non-VA). The 'Discharge Disposition' field is highlighted in blue.</p>

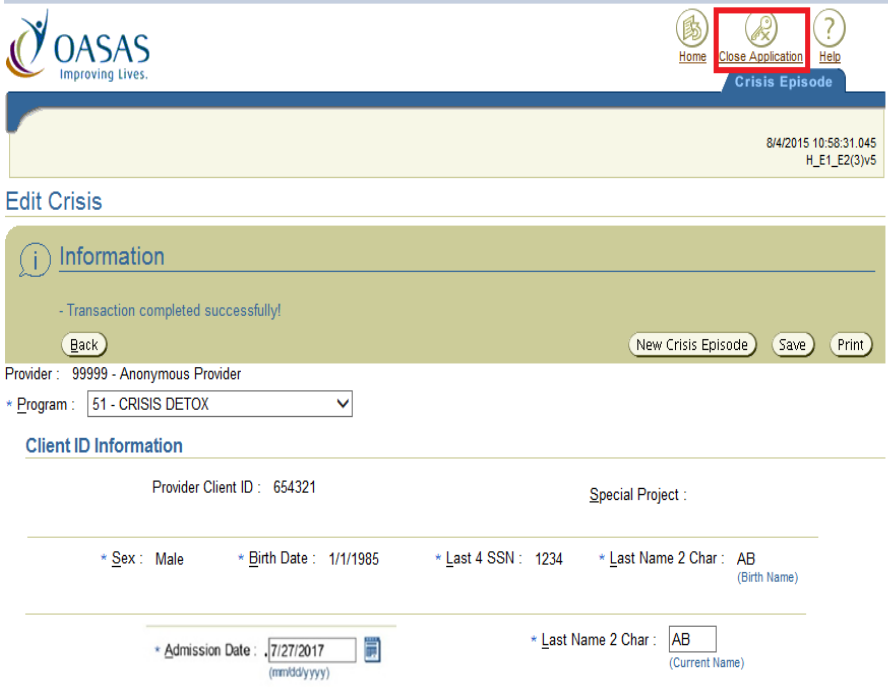
Step	Instructions	Image
55	<p>Here the Discharge Status field could then be corrected.</p> <p>NOTE: If you used the keyboard to perform the fix, there are two steps to correcting this Discharge Status field.</p> <p>Typing “T” would first select “Treat Not Complete: Max Benefit Clinical Disch”.</p>	
56	<p>Typing “T” again would then select “Treatment Not Complete: Some Goals Met” as the Discharge Status field entry, since it is the second option in the dropdown list starting with “T”.</p> <p>Alternatively, you could correct this field with the mouse by clicking the down arrow to open the Discharge Status dropdown list and then selecting the appropriate option.</p>	

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57	<p>If there were other errors to correct, you would move to the next field in error by scrolling to the top of the page and clicking on the next link in the error message or by clicking directly on the field in error.</p> <p>This example has no remaining errors.</p> <p>If you suspect that one field may be causing multiple errors (as in this example), you can then save the form first to confirm whether other errors still require correcting.</p>	
58	<p>Click the Save button at the top or bottom of the screen to save the correction and determine if there are any remaining errors.</p>	

Step	Instructions	Image
<p>59</p>	<p>When the transaction has been saved, you will see the following confirmation message: “Transaction completed successfully!”</p> <p>NOTE: No remaining errors are listed.</p>	 <p>The screenshot shows the OASAS web interface. At the top, there is a navigation bar with 'Home', 'Close Application', and 'Help' links. Below this, a 'Crisis Episode' header is visible. A green information box is highlighted with a red border, containing the message: 'Transaction completed successfully!'. Below the message are buttons for 'Back', 'New Crisis Episode', 'Save', and 'Print'. The page also displays client information including 'Provider: 99999 - Anonymous Provider', 'Program: 51 - CRISIS DETOX', 'Sex: Male', 'Birth Date: 1/1/1985', 'Last 4 SSN: 1234', and 'Last Name 2 Char: AB (Birth Name)'. At the bottom, there are fields for 'Admission Date: 7/22/2017' and 'Transaction Type: Admission into Program/Facility'.</p>

Step	Instructions	Image
60	If you need to enter another crisis episode, you can click the New Crisis Episode button.	 <p>The screenshot shows the OASAS 'Edit Crisis' page. At the top left is the OASAS logo with the tagline 'Improving Lives.'. On the top right, there are navigation links for 'Home', 'Close Application', and 'Help', along with a 'Crisis Episode' tab. Below this is a header area with the date and time '8/4/2015 10:58:31.045' and version 'H_E1_E2(3)v5'. The main content area is titled 'Edit Crisis' and contains an 'Information' section with a message: '- Transaction completed successfully!'. Below the message are three buttons: 'Back', 'New Crisis Episode' (highlighted with a red box), 'Save', and 'Print'. Underneath, there is a 'Provider' field set to '99999 - Anonymous Provider' and a 'Program' dropdown menu set to '51 - CRISIS DETOX'. A section titled 'Client ID Information' displays 'Provider Client ID : 654321' and 'Special Project :'. Below this are several fields: '* Sex : Male', '* Birth Date : 1/1/1985', '* Last 4 SSN : 1234', and '* Last Name 2 Char : AB (Birth Name)'. At the bottom, there are fields for '* Admission Date : 7/27/2017 (mm/dd/yyyy)' and '* Last Name 2 Char : AB (Current Name)'.</p>

Step	Instructions	Image
61	To return to the “CDS Home” page to perform a different task, click the Home button at the top of the page.	 <p>The screenshot displays the OASAS 'Edit Crisis' interface. At the top right, the 'Home' button is circled in red. Below the navigation bar, there is a timestamp '8/4/2015 10:58:31.045' and a version identifier 'H_E1_E2(3)v5'. The main content area features an 'Information' section with a green background and a message: '- Transaction completed successfully!'. Below this, there are buttons for 'Back', 'New Crisis Episode', 'Save', and 'Print'. The form includes a 'Provider' dropdown set to '99999 - Anonymous Provider' and a 'Program' dropdown set to '51 - CRISIS DETOX'. The 'Client ID Information' section contains fields for 'Provider Client ID' (654321), 'Special Project' (dropdown), 'Sex' (Male), 'Birth Date' (1/1/1985), 'Last 4 SSN' (1234), and 'Last Name 2 Char' (AB). At the bottom, there are fields for 'Admission Date' (7/22/2017), 'Transaction Type' (Admission into Program/Facility), and another 'Last Name 2 Char' field (AB).</p>

Step	Instructions	Image
62	<p>When you are finished entering transactions, return to the “OASAS Applications” page by clicking on the Close Application button to exit the application.</p>	 <p>The screenshot displays the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives.". To the right are navigation icons for Home, Close Application (highlighted with a red box), and Help. Below the navigation is a "Crisis Episode" header. A timestamp "8/4/2015 10:58:31.045 H_E1_E2(3)v5" is visible. The main content area features an "Edit Crisis" section with an "Information" icon and a message: "- Transaction completed successfully!". Below this are buttons for "Back", "New Crisis Episode", "Save", and "Print". The "Provider" is listed as "99999 - Anonymous Provider" and the "Program" is "51 - CRISIS DETOX". The "Client ID Information" section includes fields for "Provider Client ID" (654321), "Special Project", "Sex" (Male), "Birth Date" (1/1/1985), "Last 4 SSN" (1234), and "Last Name 2 Char" (AB). At the bottom, there are fields for "Admission Date" (7/27/2017) and "Last Name 2 Char" (AB).</p>