



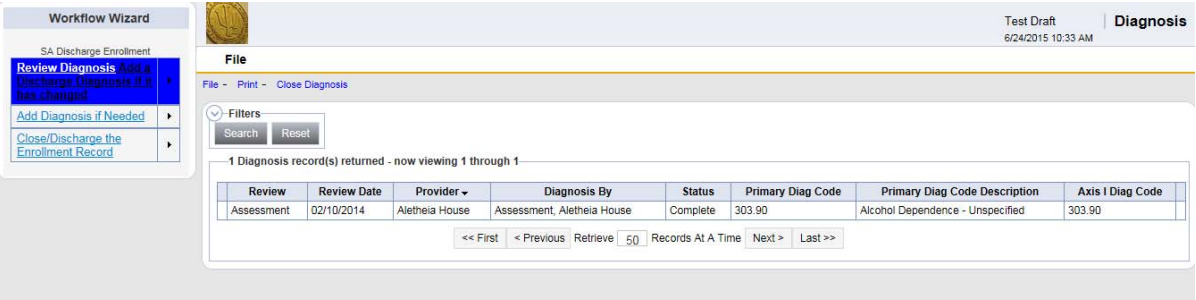
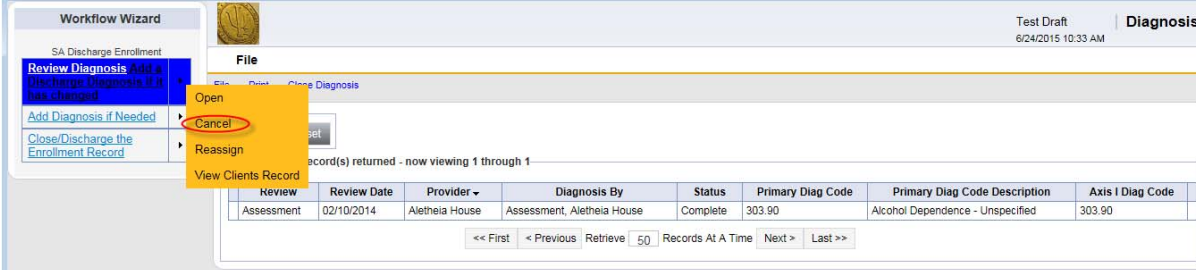
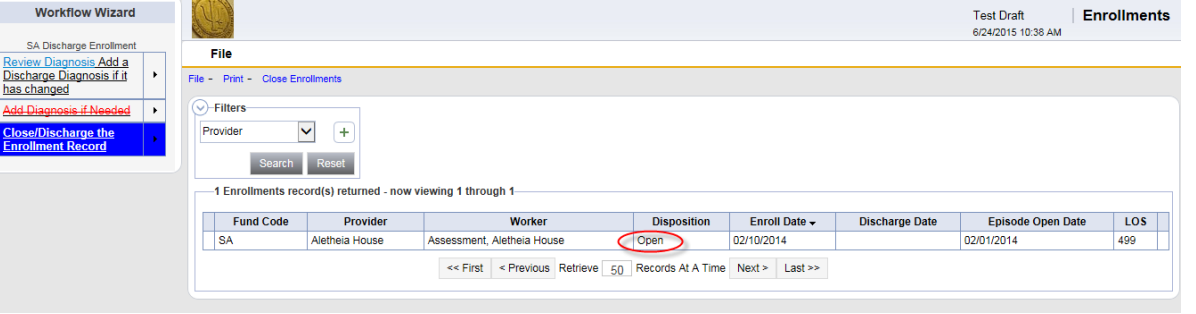
ASAIS Discharge Process

When you have received the information necessary to complete the discharge summary and you are ready to discharge a person's record in ASAIS:

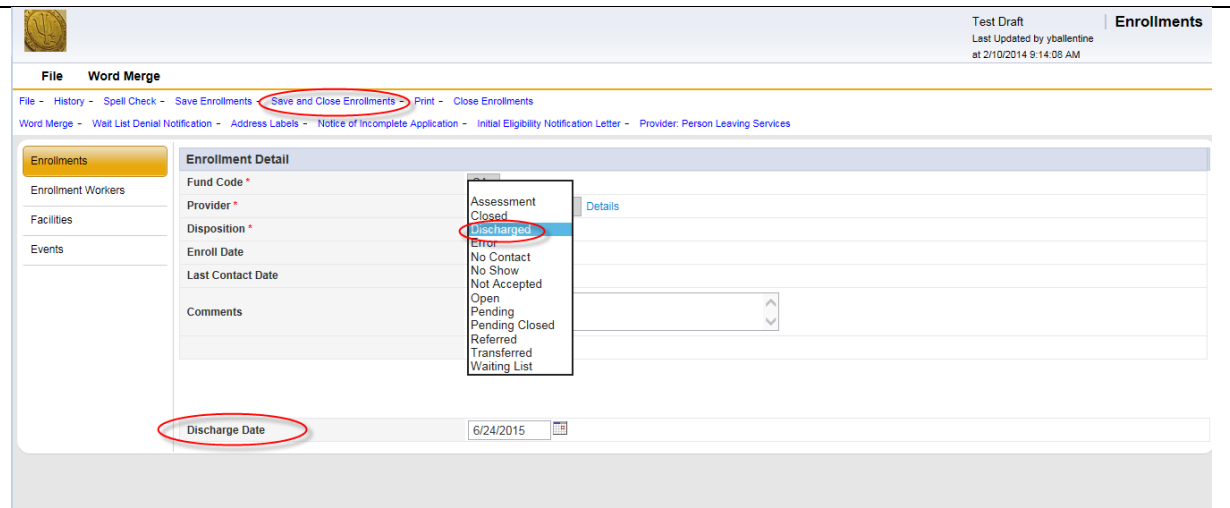
- 1. Search for that person's record

The screenshot shows the ASAIS system interface. At the top right, it says "Welcome, Aletheia House Assessment | Advanced Search | Sign Out" with a timestamp of "6/24/2015 10:26 AM". Below this is a "File" section with a "File - Print" link. The main search area is titled "Quick Search" and is circled in red. It contains a search input field, a "Clients" dropdown menu, a "Last Name" dropdown menu, a "GO" button, and a "Participating" checkbox. Below the search area are navigation tabs: "MY ASAIS", "CLIENTS" (highlighted), "PROVIDERS", "SCREENINGS", "INCIDENTS", and "REPORTS". A "Filters" section is visible, containing several search criteria: "Last Name", "Begins With", "Show Consumers", "Equal To", "ResCounty", and "AS AIS ID". Each criterion has a dropdown menu and a "Search" button. Below the filters, it says "11267 Advanced Search record(s) returned - now viewing 1 through 50". At the bottom, there is a table header with columns: "AS AIS ID", "Last Name", "First Name", "SSN", "DOB", and "Status".

<ol style="list-style-type: none"> Go to the Profiles and Discharge Summaries tab Click “Add Profile or Discharge Summary” 	
<ol style="list-style-type: none"> Set the fields to the appropriate values: Type = SA Discharge Summary Review = Discharge Review Date = Date of Discharge Fund Code = SA Status = Complete Provider = Your Agency Name Complete all of the information in the summary, paying particular attention to the red-starred fields (required fields). Click “Save and Close Profile or Discharge” 	

<p>7. A new Workflow Wizard (WFW) will appear</p> <p>8. Click on the first item in the WFW, Review Diagnosis</p> <p>9. Verify the diagnosis is the same as the most recent record in the person's file.</p>	
<p>10. "Cancel" the Review Diagnosis Tickler (by putting your mouse on the arrow pointing right, you will get a drop down box select Cancel).</p> <p>11. "Add Diagnosis If Needed" or Cancel that Tickler as well</p>	
<p>12. Click on "Close/Discharge the Enrollment Record"</p> <p>13. Click on the "Open" Enrollment for your agency</p>	

14. Change the disposition of that enrollment to “Discharged”
15. A “Discharge Date” field will appear, you should enter the last date of service unless they were in residential then you would enter the date the client walked out residential (i.e. the client’s last night in the residential was 7/14/2015 the discharge date would be 7/15/2015 the client has to stay through the night for you to bill for residential service for 7/14/2015).
16. Click “Save and Close Enrollment” (if there are still open facility records for that person, the records will be closed automatically).



You have completed the discharge/termination process for this person. This process does not affect the ability to bill claims, as long as the dates of the service fall between the open date and the discharge date on the enrollment.