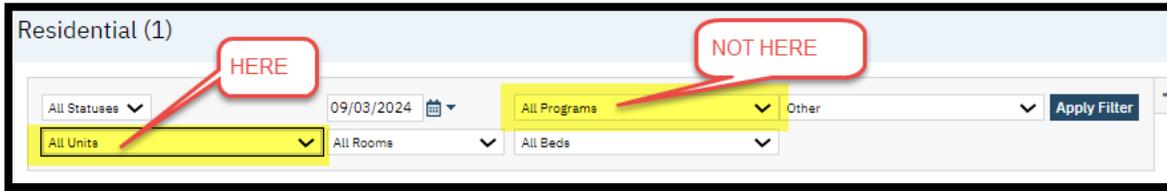


SUD Residential Level of Care Tip Sheet

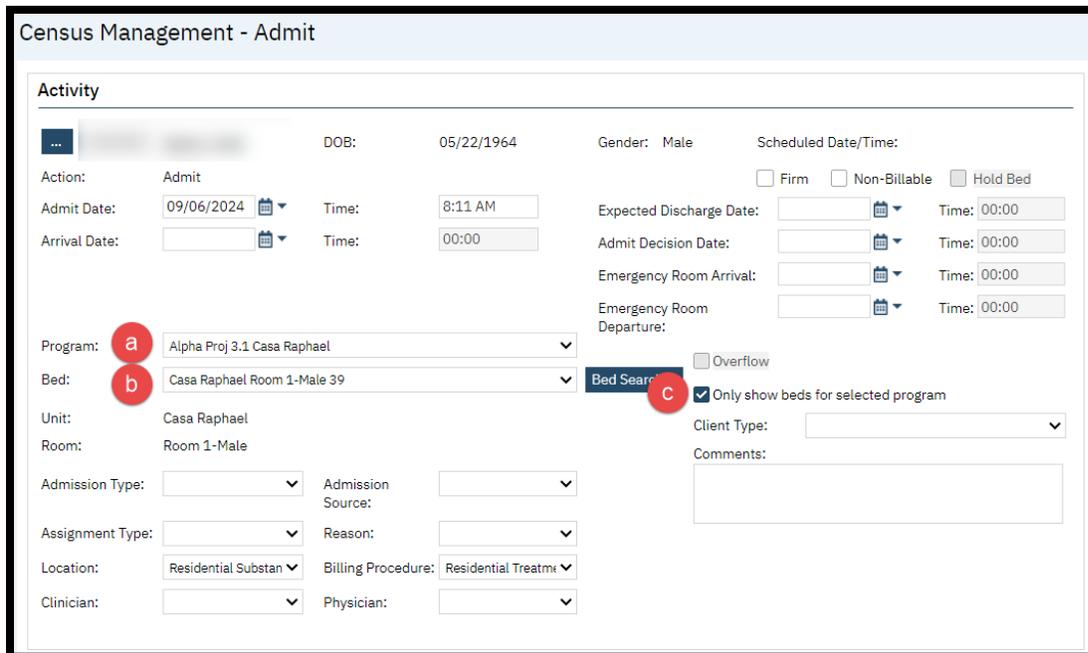
Residential Board Tip: Filter by Unit rather than Program to see all clients for 3.1 / 3.3 / 3.5



3.1 / 3.3 / 3.5

Due to system limitations, these facilities were built in SmartCare with all of the beds assigned to the 3.1 Program. This means that 3.3 and 3.5 Programs will appear to not have any beds to place clients in. It is possible to admit or transfer your client to a 3.3 or 3.5 bed by following these steps:

1. Look up the client
2. Navigate to Residential (My Office)
3. Choose the bed you would like to place the client in and choose Admit. If you are transferring an already admitted client choose Transfer.
4. When the Census Management widow opens, confirm the date and time and other details are all correct
5. We are now going to concentrate on items a, b and c.



- a. Program – This is the Program the client will be admitted to. By default on admission it will be a 3.1 program
- b. Bed – This is the Bed you selected on the Residential (My Office) screen
- c. Only show beds for selected program

- i. If this is checked, you will only see beds for the program selected. As stated above, there are no beds assigned to 3.3 or 3.5 programs. Changing to 3.3 or 3.5 while this is checked will clear the selected bed.
 - ii. If this is not checked, you may change the Program and keep the same bed. You must uncheck this box first if admitting or transferring to 3.3 or 3.5.
6. If admitting to 3.1, you don't have to change anything in these 3 items.
7. If admitting to 3.3 or 3.5, uncheck "Only show beds for selected program" and then change the Program to the correct Level of Care. If the Bed field becomes blank, close the window and try again. Be sure to uncheck the box before changing the Program.
8. If transferring from one LOC to another LOC, make sure to uncheck "Only show beds for the selected program" before changing the Program if you intend to leave the client in the same bed. If the Bed field becomes blank, close the window and try again. Be sure to uncheck the box before changing the Program.

3.2

3.2 Programs generally have beds set aside for 3.2 Level of Care only so these were built with beds assigned to them. Admitting clients to these beds is straightforward but transferring to or from 3.1 / 3.3 / 3.5 is more complicated:

1. If transferring from 3.2 to 3.1
 - a. Choose Transfer.
 - b. Check "Only show beds for selected program" if the client is changing beds.
 - c. Choose the Program the client is transferring to.
 - d. Choose the right bed from the Bed dropdown.
 - e. Change the Billing Procedure to "Residential Treatment – Substance Use".
2. If transferring from 3.2 to 3.3 / 3.5
 - a. Choose Transfer
 - b. Uncheck "Only show beds for selected program" if the client is changing beds.
 - c. Choose the Program the client is transferring to.
 - d. Choose the right bed from the Bed dropdown. In this case, you will see all beds throughout various residential Programs. Look for the correct bed with your Program's name on it. If you choose the wrong bed, the client will still be in your program but they will appear on the other Program's Residential (My Office) Screen. You should be able to move them using Bed Change. Do not try to transfer them again.
 - e. Change the Billing Procedure to "Residential Treatment – Substance Use".
3. If transferring from 3.1 / 3.3 / 3.5 to 3.2
 - a. Choose Transfer.
 - b. Check "Only show beds for selected program" if the client is changing beds.
 - c. Choose the Program the client is transferring to.
 - d. Choose the right bed from the Bed dropdown.
 - e. Change the Billing Procedure to "Residential Withdrawal Management".