

Substance Use Treatment Services

SYSTEM ALERT

DATE: April 15, 2019
TO: SUTS System of Care
TOPIC: Cloning the ALOC
CURRENT: ALOC is not locked
CHANGE: Create a new ALOC for each residential authorization

IMPLEMENTATION DATE: April 15, 2019

Presently: The ALOC form in Pro-filer/Unicare is not locked. This means counselors can clone and write over an existing ALOC.

When counselors clone an ALOC and use the existing ALOC for a new residential authorization we have found data errors. Using the existing ALOC results in alteration of the original ALOC.

Going forward, counselors shall not clone an existing ALOC form. It is a legal medical record and cannot be altered. Counselors need to complete a new ALOC form for residential authorization for re-authorization.

The MCP is exploring how to lock the ALOC and a means by which one can copy information to a second ALOC. We will let you know of our results as soon as possible. We want to be supportive of your time and desire to support your clients in receiving needed care. Contact Tianna Nelson, Ph.D., LMFT at (408) 577-7841 or tianna.nelson@hhs.sccgov.org with questions.