



COUNTY OF SANTA CLARA  
**Behavioral Health Services**

**DISCHARGE**

REV. 8/22/22

## REVISIONS

Date	Slides	Revisions
08/22/2022	8	Added reference to <i>Type of Discharge Dictionary</i> supporting document
08/22/2022	11	Added Discharge Legal Class as a required section for MH programs


# DISCHARGE

## **Purpose of Form:**



Discharge a client from a treatment program.

# SIGN ONTO PROVIDERCONNECTNX


Enter the System Code, Username, and Password that were provided to you.

 **Netsmart**  
ProviderConnect NX


**System**

 SCC LIVE 



**System Code**

 Enter System Code

**Username**

 Enter Username

**Password**

 Enter Password 

Login

**Attention**

The information contained in this information system is private and confidential, it is fully bound by the provisions of all federal and state regulations governing confidentiality of alcohol and drug abuse patient records. This system is intended only for the professional use of authorized agents of a Substance Abuse or Mental Health Treatment program or related agency. If you have reached this site in error, please contact Netsmart Technologies, Inc. at (877) 899-8800 immediately.

After login click on **Search** and type discharge and select **Discharge**.


Q Discharge

[Advanced Client Search](#)

Here is what I found:

All 21 Clients 0 Staff 0 Forms 21

### Forms

Undock	Name	Menu Option
	Discharge	/ Avatar PM / Client Management / Episode Management

After selecting the Discharge form, enter Client's name in the Search bar, and select client.

Select Client

Q Test, Steph

Client Name / Client ID	Gender	Date Of Birth	Social Security Number
TEST,STEPH (000002790)	Female	01/01/1990	

# Select corresponding Episode

✓ Selected Client : TEST,STEPH (000002790)

## Select Episode

Name: STEPH TEST  
ID: 2790  
Sex: Female  
Date of Birth: 01/01/1990

Episode	Program	Start	End
1	DTN SMH OP -Wellness	12/08/2021	

Enter **Date of Discharge**. **Length of Stay** and **Discharge Day of Week** will auto populate but remain disabled.

Enter **Discharge Time**, **Type of Discharge**, **Discharge Practitioner**.

Refer to *Type of Discharge Dictionary* supporting document for **Type of Discharge**.

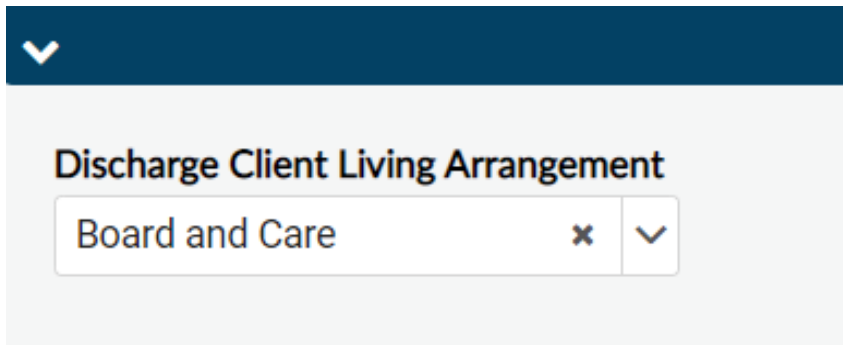
Additional Comments may be added in the **Discharge Remarks/Comments**.

The screenshot shows a digital form for recording a patient's discharge. The form is organized into several sections:

- Episode Number:** A text input field containing the value "24".
- Date Of Discharge \*:** A date picker showing "01/05/2022" with a calendar icon and dropdown arrows for month and year.
- Discharge Time \*:** A time picker showing "12:30 PM" with a "Current Time" button and dropdown arrows for hours, minutes, and AM/PM.
- Discharge Day Of Week:** A dropdown menu showing "WEDNESDAY".
- Length Of Stay:** A text input field containing the value "195".
- Type Of Discharge \*:** A dropdown menu showing "Achieved Goals-Client Req'd Discharge".
- Discharge Practitioner \*:** An empty searchable text input field with a magnifying glass icon.
- Discharge Remarks/Comments:** A large, empty text area for entering additional notes, with a small icon in the top right corner.



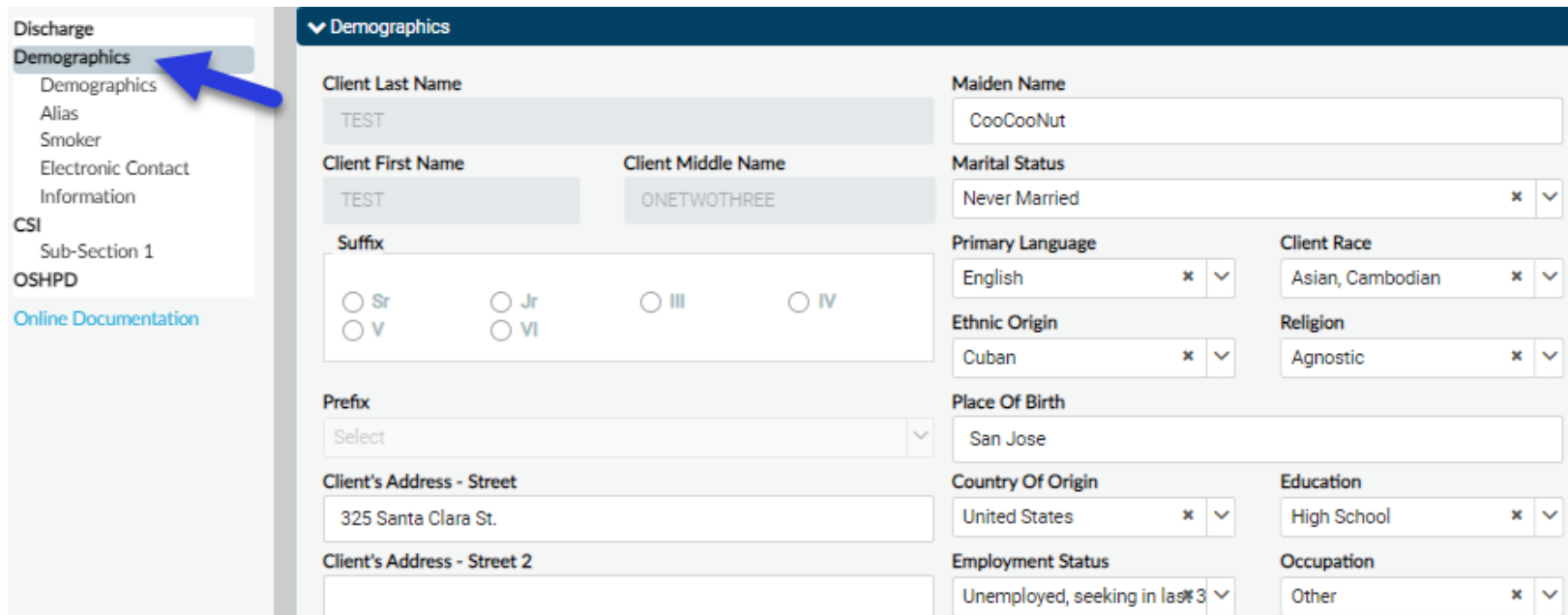
Must select **Discharge Client Living Arrangement** from the drop-down menu.



A screenshot of a web application interface. At the top, there is a dark blue header bar with a white downward-pointing chevron icon. Below this, the text "Discharge Client Living Arrangement" is displayed in a bold, black font. Underneath the text is a white input field with a thin grey border. Inside the input field, the text "Board and Care" is visible. To the right of the text in the input field are two small icons: a grey "x" for clearing the field and a grey downward-pointing chevron for the dropdown menu.

# DEMOGRAPHICS

Demographic information will be auto-populated from the Admission form or Update Client Data. Click on **Demographics** to update client information, if needed.



**Demographics**

Client Last Name: TEST

Client First Name: TEST

Client Middle Name: ONETWOTHREE

Suffix:  Sr  Jr  III  IV  V  VI

Prefix: Select

Client's Address - Street: 325 Santa Clara St.

Client's Address - Street 2:

Maiden Name: CooCooNut

Marital Status: Never Married

Primary Language: English

Client Race: Asian, Cambodian

Ethnic Origin: Cuban

Religion: Agnostic

Place Of Birth: San Jose

Country Of Origin: United States

Employment Status: Unemployed, seeking in last 3 months

Education: High School

Occupation: Other

# CSI

**Complete Patient Status Code** if applicable.

If client is in a MH program, **Discharge Legal Class** section must be completed.

The screenshot displays a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: 'Discharge Demographics', 'Demographics', 'Alias', 'Smoker', 'Electronic Contact Information', 'CSI' (highlighted), 'Sub-Section 1', 'OSHPD', and 'Online Documentation'. The main content area has a dark blue header with a dropdown arrow and the text 'Sub-Section 1'. Below the header, there are two dropdown menus. The first is labeled 'Patient Status Code' and has a 'Select' option. The second is labeled 'Discharge Legal Class' and also has a 'Select' option. Both dropdown menus have an 'x' icon to clear the selection and a downward arrow to expand the list.

# OSHPD

OSHPD section will be disabled and does not need to be completed.

Discharge

Demographics

- Demographics
- Alias
- Smoker
- Electronic Contact Information

CSI

- Sub-Section 1
- OSHPD**
- [Online Documentation](#)

OSHPD Type Of Care

- Acute Care
- Skilled Nursing/Intermediate Care
- Psychiatric Care
- Chem Dependency Recovery Care
- Physical Rehabilitation Care

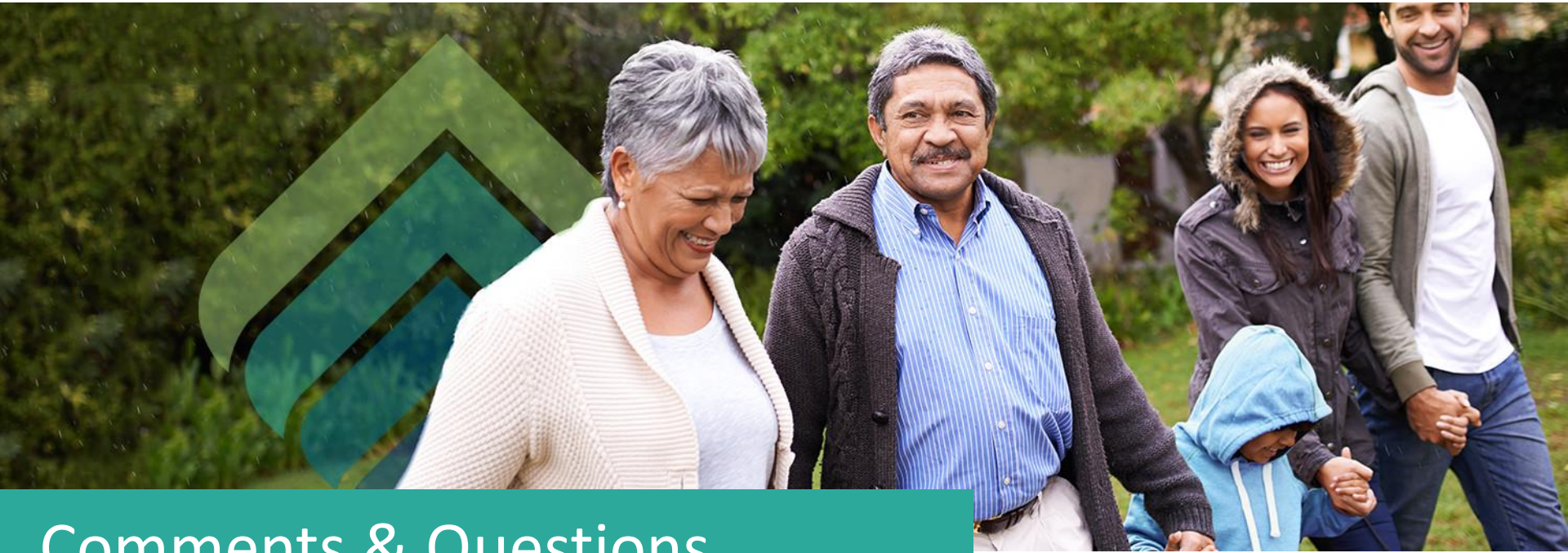
Source Of Admission Point of Origin

- Non-Health Care Facility Point of Origin
- Clinic or Physician's Office
- Transfer from a Hospital (Different Facility)
- Transfer from a SNF, ICF, or Assisted Living Facility (ALF)
- Transfer from another Health Care Facility
- Court/Law Enforcement
- Information not Available
- Born Inside this Hospital
- Born Outside of this Hospital
  - Transfer from One Distinct Unit of the Hospital to another Distinct
- Unit of the Same Hospital Resulting in a Seperate Claim to the Payer
- Transfer from Ambulatory Surgery Center
- Transfer from a Hospice Facility

OSHPD  
Zip  
Code

Click Submit to complete the process.





# Comments & Questions