



COUNTY OF SANTA CLARA
Behavioral Health Services

STEP/RE-ENTRY

12/23/2022

REVISIONS

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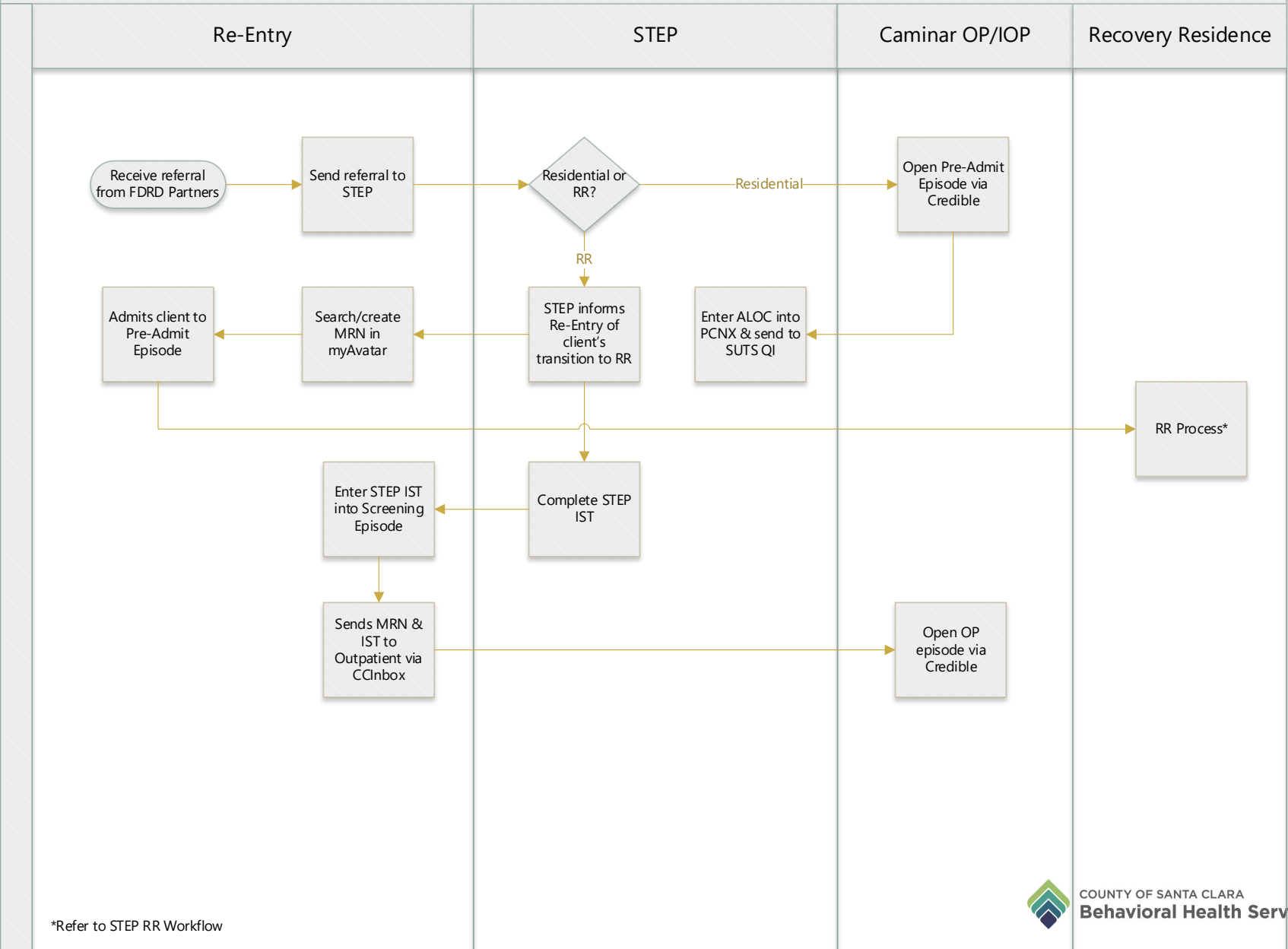
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WORKFLOW

1. Re-Entry gives the referral to STEP
2. STEP informs Re-entry of the client's transition to RR.
3. Re-Entry Team will search the client in myAvatar and create the client if they are not in the system.
4. Re-Entry Team admits client into 'ySUTS Adult RR – Pre-Admit'.
5. STEP completes transition to Recovery Residence (RR).
6. STEP will complete STEP IST and send to Re-Entry.
7. Re-Entry Team will input the data from the STEP IST into the IST form in the Screening Episode.
8. Re-Entry Team will send the IST and MRN to Caminar Outpatient through CC Inbox.
9. RRs complete Recovery Residence Client Disposition Admission to inform STEP and Re-Entry if the client is enrolled or not.
10. If client is not enrolled into RR, Re-Entry Team will close Pre-Admit. If client is enrolled, RRs will admit the client into their program.
11. When the client's stay gets close to 90 days, Outpatient Provider will request STEP for an extension if needed.
12. If no extension is needed or If extension is denied, RRs will discharge client. If extension is approved, client will continue to stay until the end of extension and review if another extension is needed.

STEP/Re-Entry



*Refer to STEP RR Workflow

OPENING OUTPATIENT EPISODE

If a client is going to be admitted to a Recovery Residence, an outpatient episode will need to be opened by Caminar.

Caminar staff will open an outpatient episode through Credible and send the Admission across PCE to County's myAvatar/PCNX.

ADDING ALOC FOR RESIDENTIAL CLIENTS

When a client goes from in-custody to Residential, an ALOC would need to be submitted.

An episode will need to be opened for an ALOC to be entered into County's myAvatar/PCNX.

Caminar will admit client to the Pre-Admit episode in Credible.

STEP will log into County's myAvatar/PCNX to enter the ALOC.

Once the ALOC has been completed, Caminar will discharge client from Pre-Admit episode in Credible.

ADDING ALOC FOR RESIDENTIAL CLIENTS

When adding the ALOC, search and select **ALOC Assessment for Level of Care**.

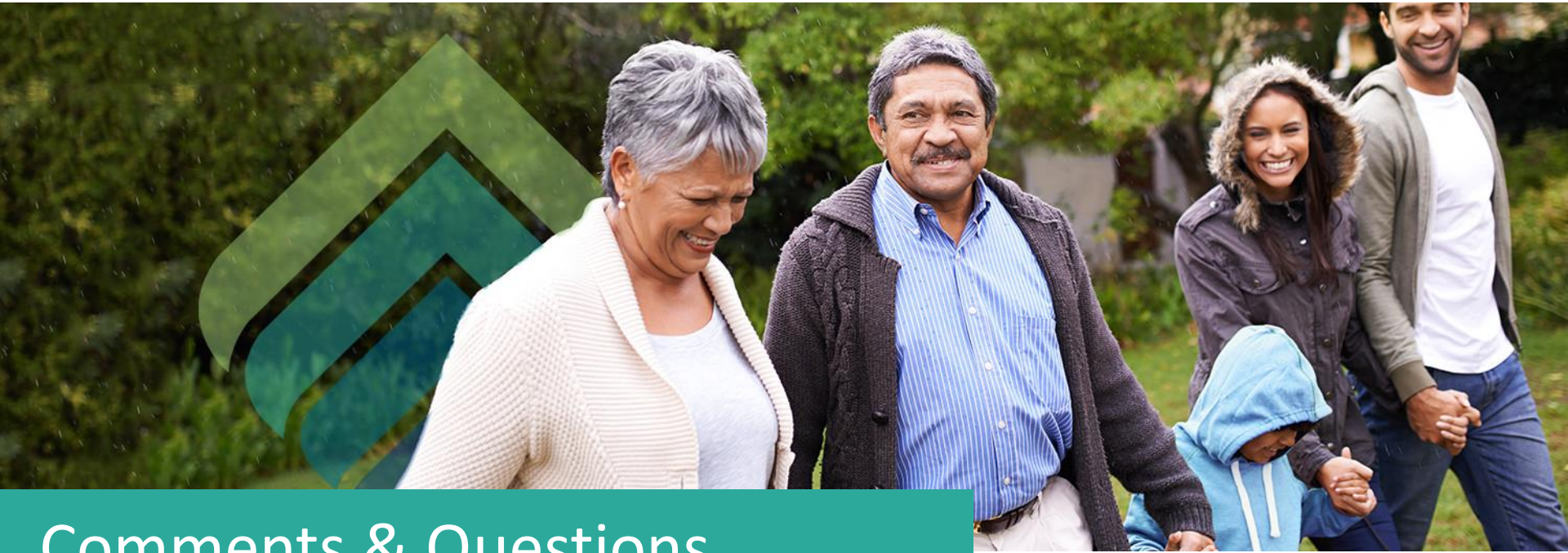
The screenshot shows the 'Advanced Client Search' interface. A search bar at the top contains the text 'aloc'. Below the search bar, a message reads 'Here is what I found:'. There are four filter buttons: 'All 5', 'Clients 0', 'Staff 0', and 'Forms 5'. The 'Forms' filter is selected. Below the filters, a table titled 'Forms' is displayed. The table has three columns: 'Undock', 'Name', and 'Menu Option'. The first row contains an undock icon, the name 'ALOC Assessment for Level of Care', and the menu path '/ Avatar PM / Assessments / User Defined Assessments'.

Undock	Name	Menu Option
	ALOC Assessment for Level of Care	/ Avatar PM / Assessments / User Defined Assessments

Select 'ySUTS CAMINAR – Pre-Admit' episode and enter the ALOC*.

The screenshot shows the 'Select Episode' dialog box. At the top, the client's name is 'STEPH TEST', ID is '2790', sex is 'Female', and date of birth is '01/01/1990'. Below this information is a table with four columns: 'Episode', 'Program', 'Start', and 'End'. The first row is highlighted, and a blue arrow points to the 'Program' cell 'ySUTS CAMINAR- Pre-Admit'.

Episode	Program	Start	End
40	ySUTS CAMINAR- Pre-Admit	12/22/2022	
39	ySUTS LifeMoves - Adult RR	11/16/2022	12/13/2022
38	ySUTS ADVENT SUMMIT - YOUTH RES	11/14/2022	



Comments & Questions