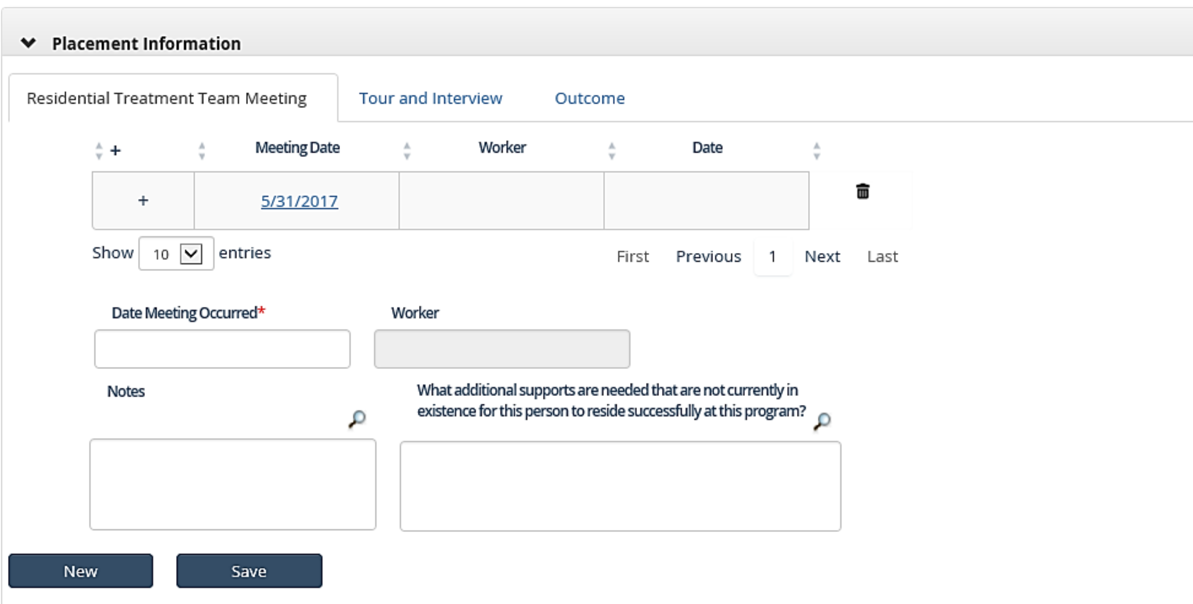
Referral – Placement Outcome – DHS MH Residential Job Aid

The *Placement Outcome* screen allows Placement Provider staff to document Residential Treatment Team Meetings regarding the placement, the Consumer's tour and interview of the placement as well as the placement outcome.

Placement Outcome

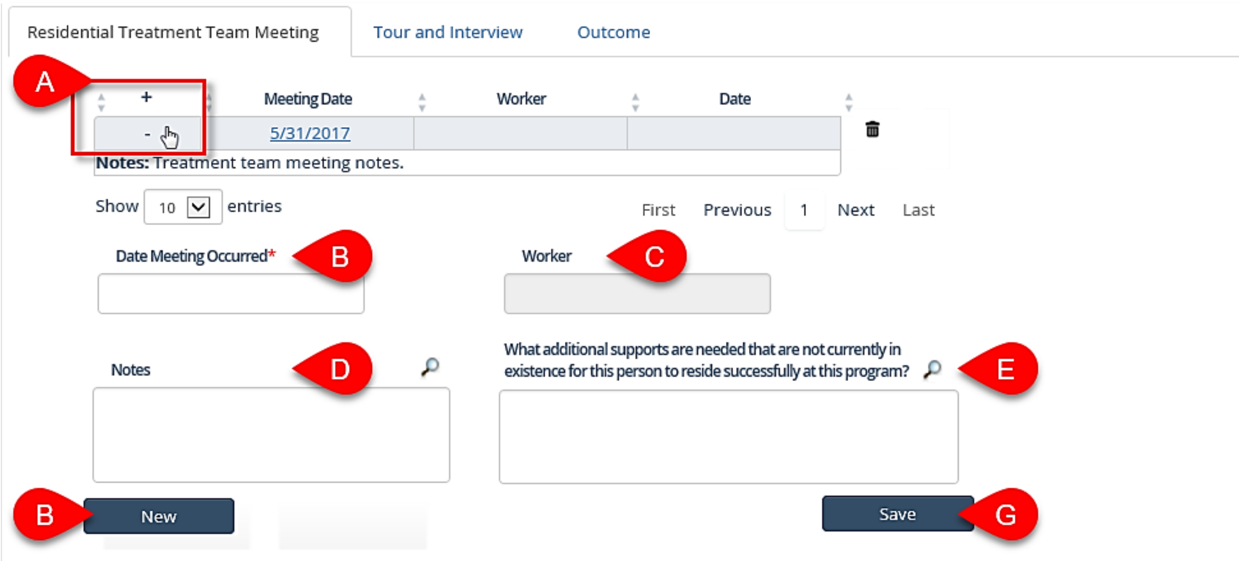


Navigation

1. From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
    a. Click on the **Referral Outcome** tile.
2. The **Previous** and **Next** buttons can be used to navigate up or down one screen within the Left Navigation tiles.
    a. CAUTION: The **Back** button at the top of the screen will navigate the user back to the Dashboard and any unsaved information will be lost. If this button is clicked before a new Referral has been saved for the first time, the user will have to start over again on that Referral.
3. Once all of the mandatory fields have been entered, click **Save** at the bottom of the screen to complete this screen.

Residential Treatment Team Meeting

1. [Residential Treatment Team Meeting] tab:



   a. To view the Meeting *Notes* from the grid without opening the Meeting, click on the [**+**] to the left of the Meeting in the grid. To close the *Notes* view, click on the [**-**] that now appears to the left of that Note in the grid.
      i. To view the *Notes* for all of the Meetings in the current page of the grid, click on the [**+**] above the grid. To collapse all of the *Notes*, click on the [**-**] that now appears above the grid.

   b. Click **New** to start documenting a new Treatment Team Meeting.

   c. *Date Meeting Occurred*: Enter the date that the Treatment Team Meeting occurred.

   d. *Worker*: The name of the logged in user will automatically be entered here.

   e. *Notes*: Enter notes about the Meeting in the narrative text field.

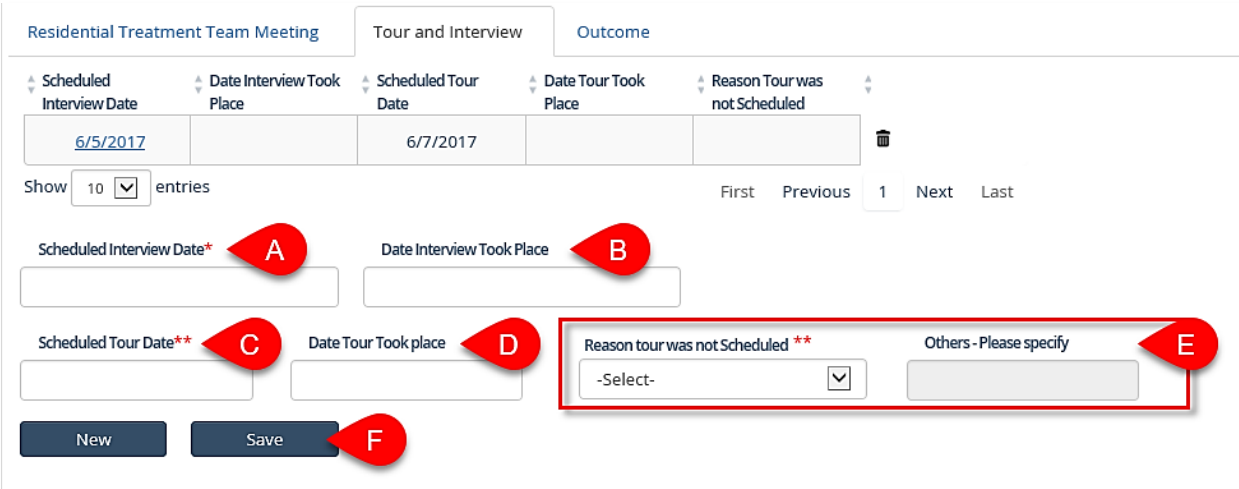
   f. *What additional supports are needed that are not currently in existence for this person to reside successfully at this program?:* If applicable, enter what supports would be needed.

   g. Click **Save** to add the Meeting to the grid.

2. To delete a Meeting, click the Delete Icon [🗑] to the right of the Meeting in the grid.
      i. A *Confirm Delete* pop-up will appear: Clicking **Yes** will delete the Meeting. Clicking **No** will cancel the action and the Meeting will not be deleted.

Tour and Interview

1. Tour and Interview tab: Click **New** to start documenting a new Tour and Interview.



   a. *Scheduled Interview Date*: Enter the date of the scheduled interview.

   b. *Date Interview Took Place*: If applicable, enter the date the interview took place.

   c. *Scheduled Tour Date*: If applicable, enter the scheduled tour date.

   d. *Date Tour Took Place*: If applicable, enter the date the tour took place.

   e. *Reason tour was not scheduled*: If the tour has not been scheduled, select the reason why from the drop-down.

      Note that both the *Scheduled Tour Date* and *Reason tour was not Scheduled* are half-mandatory fields. The user must either enter a scheduled tour date or select the reason why the tour was not scheduled.

      If the reason the tour was not scheduled is not listed in the drop-down, select “Other – Please Specify” and enter the reason in the *Others-Please specify* field.

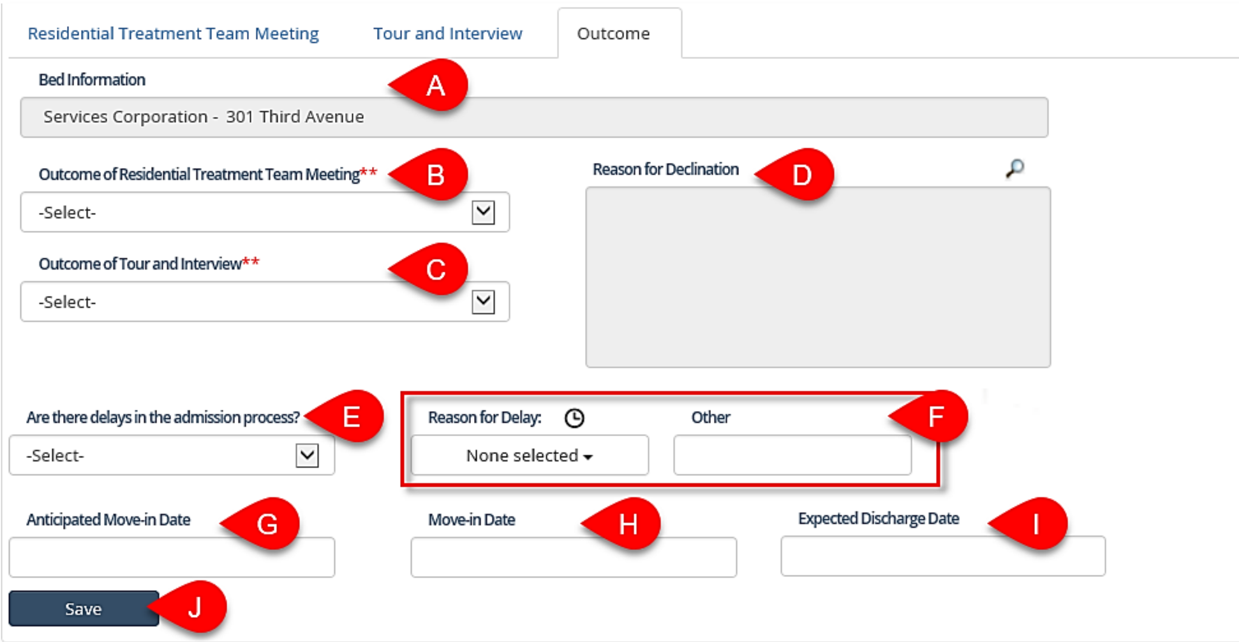
   f. Click **Save** to add the Tour and Interview information to the grid.

2. To delete a Tour and Interview entry, click the Delete Icon [🗑] to the right of the Tour and Interview entry in the grid.

   i. A *Confirm Delete* pop-up will appear: Clicking **Yes** will delete the Tour and Interview entry. Clicking **No** will cancel the action and the Tour and Interview entry will not be deleted.

Outcome

1. Outcome tab: Click New to start documenting a new Tour and Interview.



a. *Bed Information*: This is a read-only field that displays the specific bed that is being considered for placement.

b. *Outcome of Residential Treatment Team Meeting*: Select the outcome of the Meeting from the drop-down.

c. *Outcome of Tour and Interview*: Select the outcome of the Tour and Interview from the drop-down.

   Note that both the *Outcome of Residential Treatment Team Meeting* and *Outcome of Tour and Interview* are half-mandatory fields. The user must select an outcome from at least one of the two drop-downs in order to save this tab.

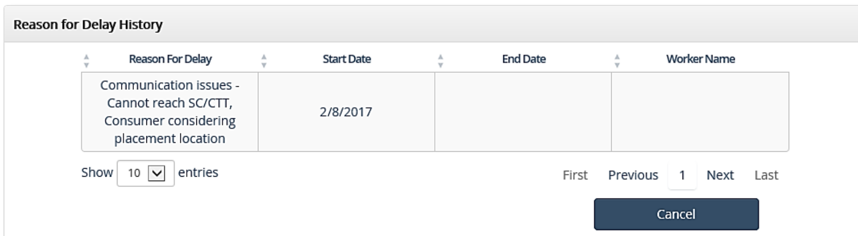
   If the reason the tour was not scheduled is not listed in the drop-down, select “Other – Please Specify” and enter the reason in the *Others-Please specify* field.

d. *Reason for Declination*: If either of the *Outcome of Residential Treatment Team Meeting* and *Outcome of Tour and Interview* are that the “Consumer Declined” then enter the reason for declination in the narrative text field.

e. Are there delays in the admission process?: Indicate whether or not there are delays in the admission process by selecting “Yes” or “No” from the drop-down.

f. *Reason for Delay*: If there are delays in the admission process select all of the delays that apply using the multi-select drop-down.
If the a reason for the delay is not listed in the drop-down, select "Others-please specify" and enter the reason in the *Other* field.

i. Once the screen is completed and saved, it can be updated as necessary. To view the history of delays, click on the History Icon [ ] to the right of the *Reason for Delay* drop-down. The *Reason for Delay History* pop-up will open.



Click **Cancel** to close the pop-up.

g. Anticipated Move-in Date: If the outcome is "Accepted", enter an anticipated move-in date.

h. Move-in Date: When the Consumer has moved in, enter the actual move-in date.
i. Expected Discharge Date: If known, enter an expected discharge date.

j. Click **Save** to save the Outcome information.

For more information…

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: https://servicedesk.alleghenycounty.us

This and other Job Aids can be found at: http://s3.amazonaws.com/dhs-application-support/index.htm or http://dhsassist.dhs.allegheny.local for internal users.