BHS PROVIDER UPDATES

2015-3



Making Changes in

Client Categories Maintenance

- When a client has been assessed for PWB criteria and found to meet either Class or Subclass, the program must "flip the switch" in Anasazi
- This is done via "Client Categories Maintenance" (CCM)
- When checking or changing the status of the youth in the CCM, do not "***overwrite***" a previous entry of data for Class or Subclass
- The appropriate procedure is to select an "End Date" on the current classification, and then **TAB** down to the ***next blank line*** and enter the new classification on that line
- After entering the new classification on the new line, tab down to the next line in order to ensure that the data is saved

*It is important to note that any "overwrite" of a previous classification results in that data being lost forever. Due to state reporting, all current and previous classifications in Client Categories maintenance must be captured.