



BHS PROVIDER UPDATES

2016-9

Change in Procedure:

Entering an End Date in Client Categories Maintenance at Discharge

Effective October 1, 2016, when a Pathways to Well-Being client is open to a single BHS program and is discharged from the program while still eligible for Class or Subclass, the program is expected to put an **END DATE** in the **Client Categories Maintenance (CCM)** (aka **flip the switch off**). This needs to occur regardless of whether the Class or Subclass eligibility criteria are still being met as the end date should match the client's discharge date from the BHS Program. This is important because Pathways to Well-Being clients discharged from BHS Programs are no longer being tracked in CCBH.

Important Instructions and Reminders:

- Upon discharge from one BHS Program, if a client will remain open to another BHS Program, collaboration must occur between providers to determine if eligibility criteria are still met and if an end date should be entered. In other words, **don't flip the switch off at discharge if there is another provider still open.**
- Click the **"All"** radio button whenever viewing data in the CCM in order to reflect all current and previous Class or Subclass designations.
- Always tab to a new row when entering a new designation and **never delete any information in CCM.**

A screenshot of a software window titled "Client Categories Maintenance (Full Access)". The window contains a form with fields for "Client:" (filled with "SCARPET, CARROT") and "SAL:". Below these is a "Category" section with a table. The table has columns: "Category", "Description", "Effective", "End Date", and "Status". One row is visible with "12" in the Category column, "Katie A Subclass" in the Description column, "05/26/2015" in the Effective column, "07/31/2016" in the End Date column, and "Closed" in the Status column. At the bottom of the window are radio buttons for "Active", "Inactive", and "All" (which is selected). There are also buttons for "Clear", "Delete", and "Exit".

This is an example of a client with a Subclass End Date entered in the CCM.