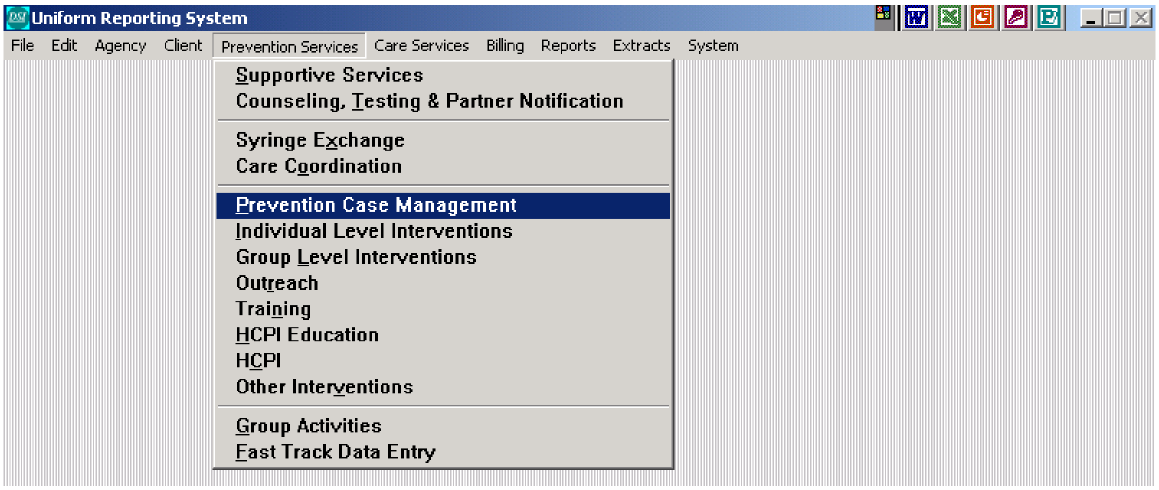
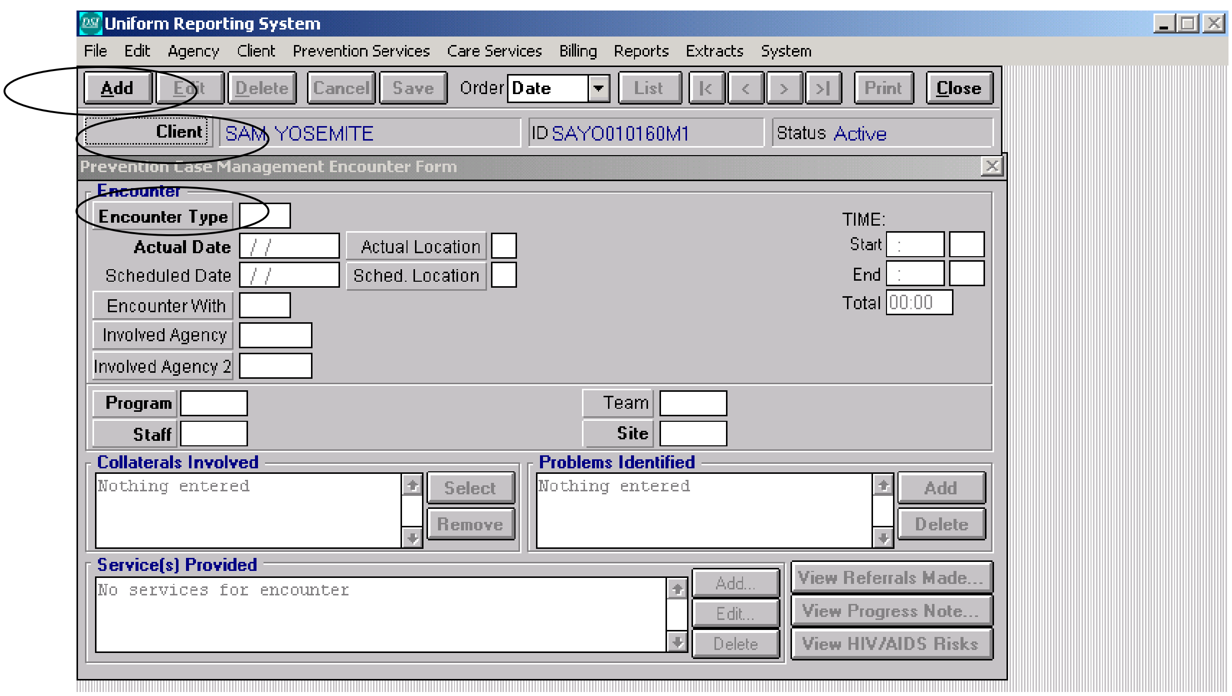
How to enter a Case Closure Activities Encounter

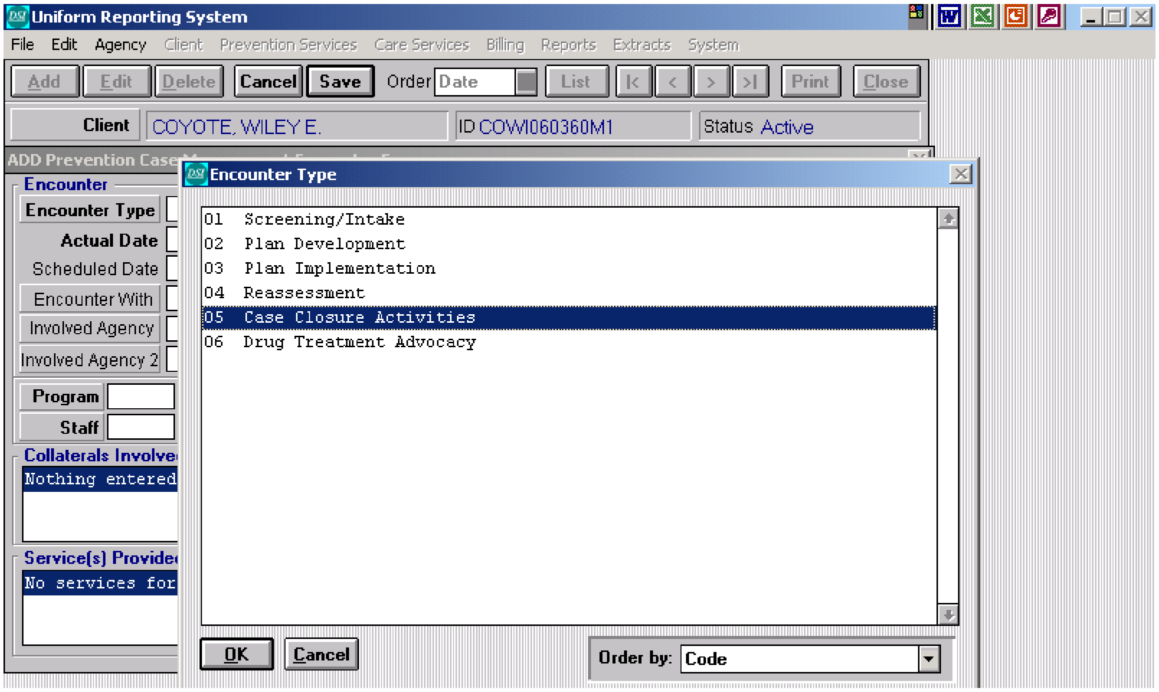
Each client must be already entered into URS before any Prevention Case Management encounters can be entered.



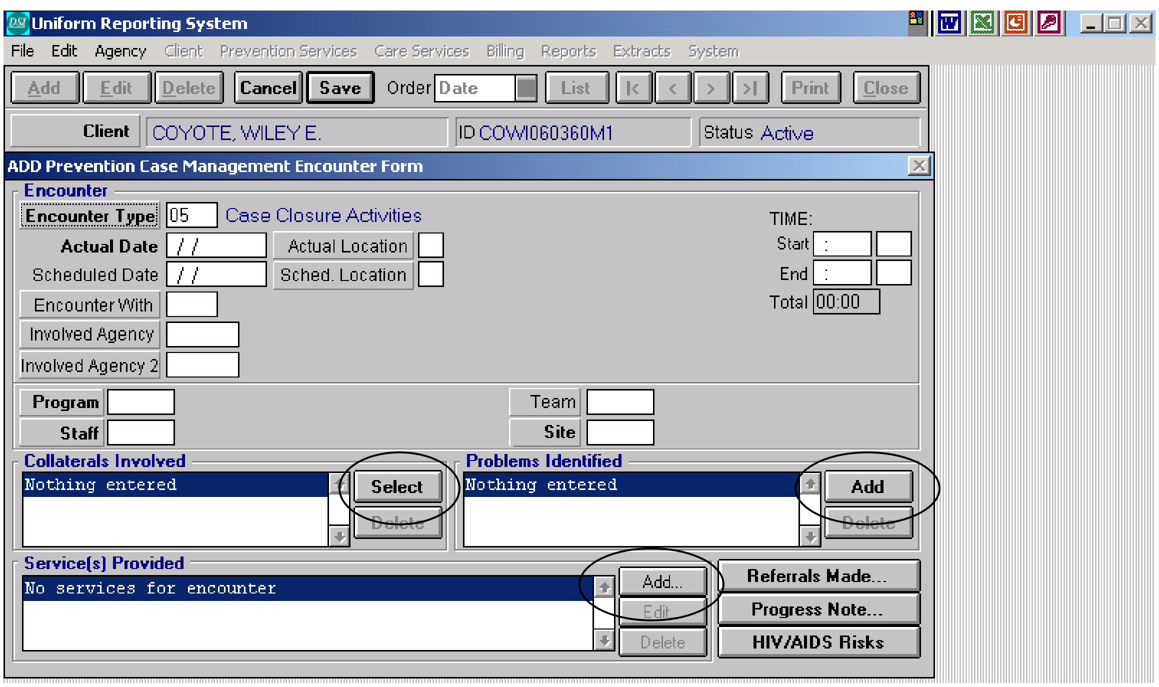
1. Press **Prevention Services** menu
2. Select **Prevention Case Management**



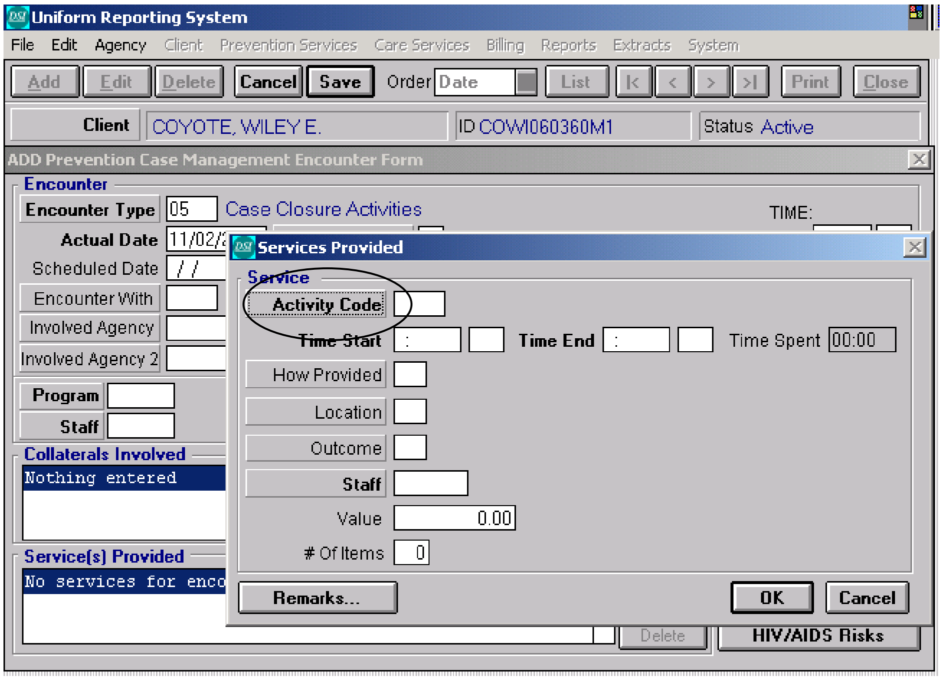
3. Press **Client** button
4. In the **Select a Client** screen, press **List** button
5. Select a client from the client list and press **OK**
6. Back in the **Prevention Case Management Encounter Form**, press **Add** button to add encounter
7. Press **Encounter Type** button



1. Select **05 Case Closure Activities** in the **Encounter Type** screen



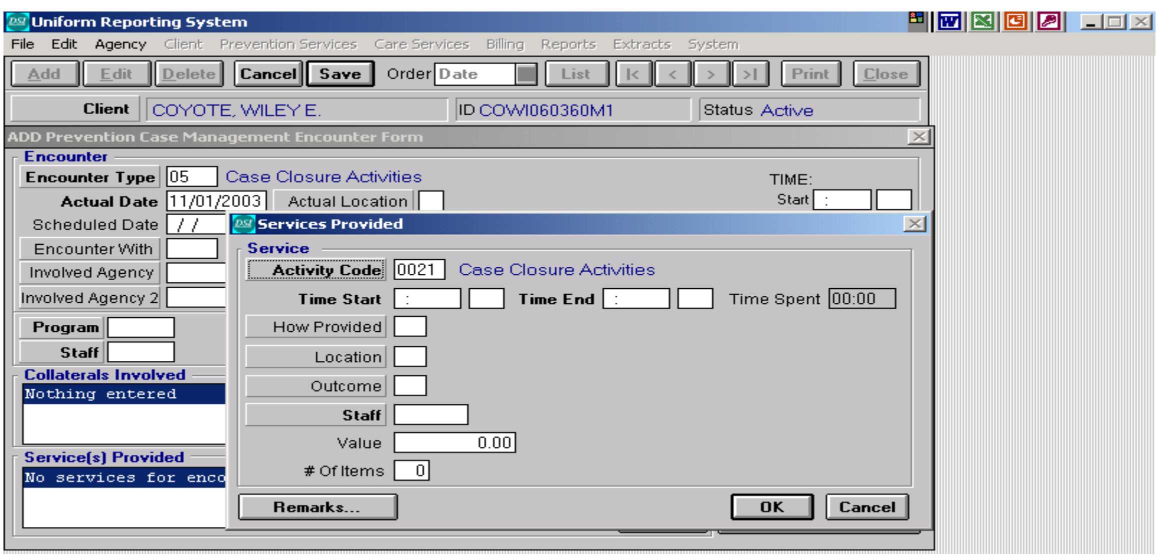
2. Enter bold fields, including **Actual Date, Program, Staff, Site**
3. Enter any **Collaterals Involved** by pressing **Select** button. Collaterals have to be entered at client intake.
4. Enter any **Problems Identified** by pressing **Add** button
5. Under **Service(s) Provided** press **Add** button



1. In **Services Provided** screen, press **Activity Code** button to access activity codes defined below:

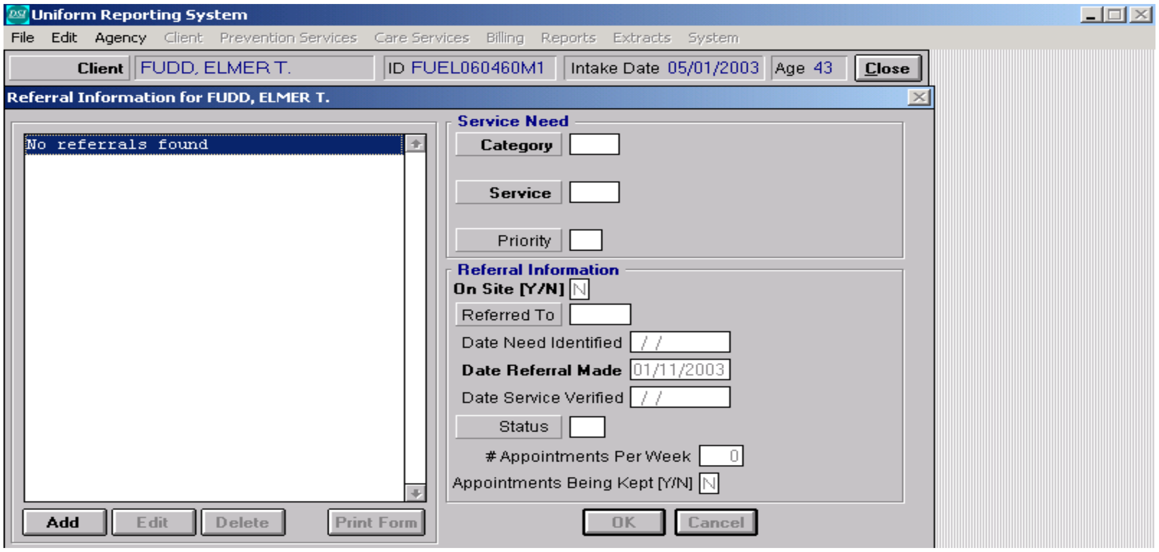
PCM/Case Closure ACTIVITY CODES DEFINITIONS

<u>0021 Case Closure Activities</u> – Services may be terminated when the client no longer meets the eligibility criteria, is no longer in need of services, refuses services or passes away.



1. Enter **Time Start** and **Time End**
2. Press **Location** to select location where the Case Closure Activities encounter took place
3. Enter **Outcome** to select an outcome

4. Enter **Staff** to select a staff member who performed the Case Closure Activities
5. Press **OK** exit **Services Provided** screen
6. In main encounter form, press **Referrals Made** button



1. Press **Add** button
2. Fill in bold fields on right side of screen including **Category, Service, On Site (Y/N), Date Referral Made**
3. Under **Referral Information** press **Referred To** button to select organization where the client was referred
4. Press **Status** button to select a status of the referral
5. Press **OK**
6. Press **Close**
7. Press **Save** on main encounter form