# ANASAZI USER GUIDE

### **BH CRISIS INTERVENTION PROGRESS NOTE**

#### **BH CRISIS INTERVENTION PROGRESS NOTE**

- 1. To launch a **BH Crisis Intervention** progress Note, click on the lower portion of the **New Progress** Note Icon and select **BH Crisis Intervention**. Please see the guide, How to Save Commonly Used Assessments to your Homepage to add to add the **BH Crisis Intervention Note** to your **Frequently** Used Progress Notes List.
- 2. Verify that the *Date* entered is the correct date needed for your progress note, and then click Save to launch the note.



COUNTY

New Progress

Note -

1

SAN LUIS OBISPO

New

Assessment \*

**BH** Crisis Intervention

**HEALTH AGENCY** 

**1** 

New Treatment

Plan \*





#### Note:

If you do not have the **BH Crisis Inervention Progress Note** available to you from the lower portion of the **New Progress Note Icon**, you must use the upper portion of the New Progress Note Icon to search for and select BH Crisis Intervention.

2

A. Type "BHCI" into the Progress Note field and then press the Tab button on your keyboard.

Or

B. Click on the Upper Portion of the New Progress Note Icon and click on the Progress Note "hyperlink." Then select **BH Crisis Intervention**.

#### ANASAZI USER GUIDE COUNTY HEALTH AGENCY SAN LUIS OBISPO **BH CRISIS INTERVENTION PROGRESS NOTE** Similar to Individual Progress Notes, the **BH Crisis** *Intervention Note* is sectioned off by *three tabs*: Clinical BH Crisis Intervention - HEINTZ, MOLLY Current Client Information -**Signatures** 1 MH CLIENT, FICTIONAL A See BH Crisis Intervention Assessment on (date). Case Number: 400001 DOB: 01/01/1988 Age: 31 yrs Gender: Male **Encounters** Allergies: Haldol, Beechams Veno's for Kids Chesty Cough, Insect Stings Client Narratives 0 You can navigate to each section by clicking on the Lock Va... Type 🔺 Date 🔺 Owner corresponding tab. Clinical Signatures Encounters Related Treatment Plan e **CLINICAL SECTION** No Treatment Plan Within the *Clinical Section*, you will need to do the **Related Treatment Plan** following: Treatment Plan - MH Treatment Plan Revision: 1 Start: 09/02/2018 End: 09/01/2019 1. In the *Client Narrative Section* use either Intervention(s) -Objective(s) ~ the **Standard Text Template** or type a brief statement referring to the **BH Crisis** Intervention Assessment. \* Related Clinical Documentation 2. Link the *Related Treatment Plan* to the note. To do this, click on the **Green Plus** Va... Type Documents Date Linked By sign next to **Related Treatment Plan** and There are no items to show. then Select and Save the appropriate Treatment Plan. 3 3. In the **Related Clinical Documentation** Assessments Import Assessment **Section**, click the **Green Plus Sign** to select Add BH Crisis Intervention Assessments and then select Add BH *Crisis Intervention*. Select the correct . ▲ June, 2019 Su Mo Tu We Th Fr Sa Date to be used for the Assessment. 26 27 28 29 30 31 1 2345678 This will launch the **BH Crisis Intervention** 9 10 11 12 13 14 15 16 17 18 19 20 21 22 **Assessment** in a separate window. 23 24 25 26 27 28 29 3 4 5 6 30 Today None Page 2 of 4

# ANASAZI USER GUIDE BH CRISIS INTERVENTION PROGRESS NOTE



### **BH CRISIS INTERVENTION ASSESSMENT**

Complete and sign the *BH Crisis Intervention Assessment*. Note the following:

- If you have a *Clinical Supervisor* who *Co-Signs* your work, do not *Final Approve* the *Assessment*.
- If you do not need a clinical co-signature, then be sure to *Final Approve* the *Assessment* before you *Final Approve* the *BH Crisis Intervention Progress Note*.

### **ENCOUNTERS AND SIGNATURES SECTION**

Complete the *Encounter Data* and *Signatures Sections* as you would with any *Progress Note*.

If you need a clinical **Co-Signature**, route the **BH Crisis Intervention Note** to your clinical **Supervisor** for review.

When the review is complete, the clinical *Supervisor* will *Final Approve* the *Assessment* and then *Sign* and *Final Approve* the *BH Crisis Intervention Progress Note*.

Signatures				
Search Progress Note Signatures	🔀   M Mj	y Signat	tures	P Pending Signatures
F/A Sig 🛛 Va Related To 🛛 🔺	Related Client		Ent	Signature Line Heading
? Event Level			Staff	Staff

6		Pe	ending BH Crisis 1	nterventio	on for FICTION	NAL A MH	CLIENT 40000	1 dated 06	
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BH Crisis Ir	ntervention					<b>→</b> ₽	Validations		
Crisis Inte	ervention					ф.	Seve Validati	on 🔺	
		Behavioral H	ealth Department				Critical Pending Staff Signat		
		CRISIS IN	TERVENTION				Critical Staff Si	gnature Requ	
Client Con	tact Information	(If any client contac	ct information needs	to be update	ed, please launch	haDe			
Telephone:	555-5551								
Address:	11 Fiction W	/ay	Apt			- 11			
City/State/Z	Zip: SAN LUIS C	BISPO	CA 93	401		- 11			
Presenting	Presenting Problems: (Describe the crisis)								
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						Í			
Collateral	Contacts: What	do significant others	or credible 3rd partie	es sau? Are	they concerned	about			
recent beha	vior?)	do significant others	or creations and partic	s say : Alt	andy concerned	obout			

	Tuesday	June 4, 2019		
*	1 hour	MH Crisis Interv HEINTZ, MOLLY (1	<u>3)</u>	
ssignment —				
Α	MH - SLO Adult (14	400) / SLO Generic Cli	ents Only /	<u> Adult (1487)</u>
	Opened: 12/01/2013			
illing ———				
La	b			Participants 1
Provided T	client		C	Days
Provided A	t			Quantity
Outside Facilit	/			Fee
Contact Typ	2			
Appointment Typ	Unscheduled/Walk-in	1	2	
Billing Typ	Standard Service		S	

# ANASAZI USER GUIDE BH CRISIS INTERVENTION PROGRESS NOTE



### LOCATION OF BH CRISIS INTERVENTION PROGRESS NOTE AND ASSESSMENT

- 1. The *BH Crisis Intervention Progress Note* can be found in the *Progress Note Tab* of the client's chart.
- 2. The *BH Crisis Intervention Assessment* can be accessed again (to *Review, Edit* or to *Final Approve*) by clicking on it within the *Related Clinical Documentation* section of the *BH Crisis Intervention Progress Note*.
- 3. The **Assessment** can also be accessed from within the **Assessment Tab** by double clicking on it. Remember you may need to **Refresh** first.

🛃 FICTIONAL A	MH CLIENT 400001 Male	e Born: 01/01/1988
Progress Notes		
Search Progress Notes		
Treatment Plan	Туре	F/A   Date 🔍
TP MH Treatment Plan 09/02/2	018-09/ BH Crisis Intervention	06/04/2019
TP MH Treatment Plan 09/02/2	018-09/ Informational Note	04/29/2019

may need to <b>Refres</b>	<b>h</b> first.	kemember y	Su				A	Descriptior	nts	3	
* Related Clinical	Documentation		_			-0		ate 🔺			
Va Type	Documents	Date	Linked By		Void		E	Descrip	tion: BH Crisis	Interventio	n
🕴 Assessment	BH Crisis Intervention	06/04/2019	MOLLY HEINTZ	2			06	/03/2019			
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			Scheduled Servi	ices S	iervices 🛛	Progress Notes	Treatme	nt Plans	Assessments	Substance Ab	use

#### Note:

You can view, open and edit a saved **BH Crisis Intervention Assessment** from the **Assessment Tab** but you can only **launch** a new **BH Crisis Intervention Assessment** from within a **BH Crisis Intervention Progress Note**.

You will not see the **BH Crisis Intervention Assessment** listed as a choice when you use the **New Assessment Icon** in your **Client Ribbon Menu**. This is because a crisis assessment is always a service.

Additionally, if you **Delete** or **Void** the **BH Crisis Intervention Progress Note**, you will lose all service data, but the **BH Crisis Intervention Assessment** will still be listed in the **Assessment Tab**. If the service was created in error, you must delete or void **BOTH** the **BH Crisis Intervention Progress Note** and the **BH Crisis Intervention Assessment** separately. Note that you can **Delete** before **Final Approval**. After **Final Approval** then you or your supervisor will nee to use **Void**.