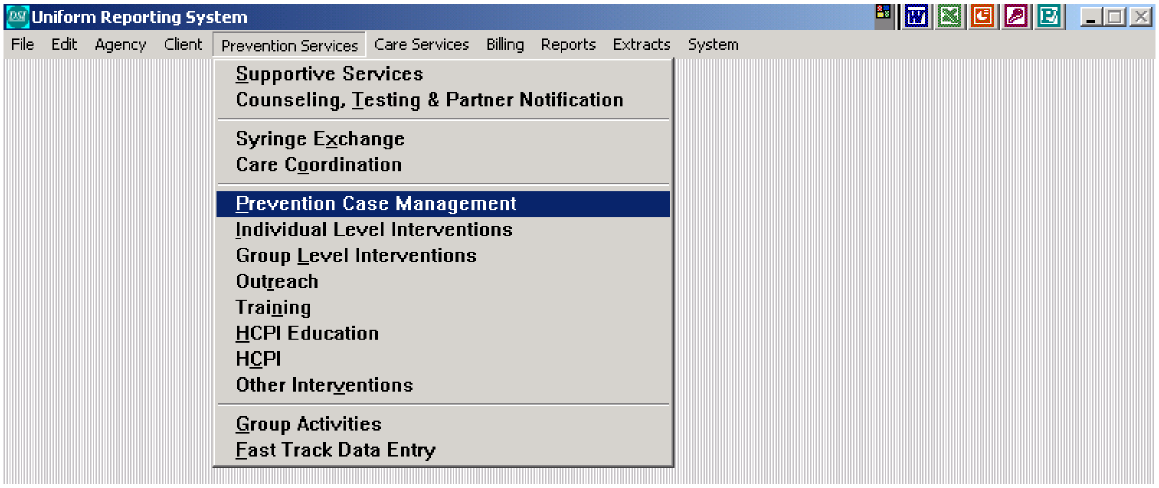
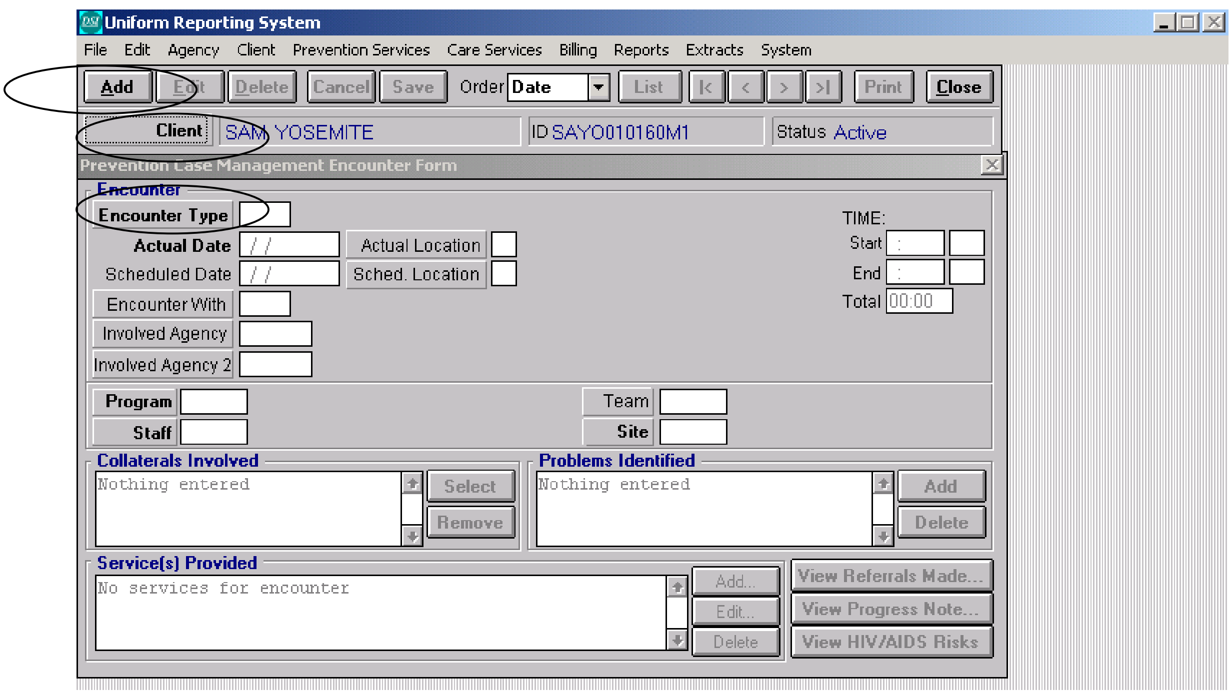
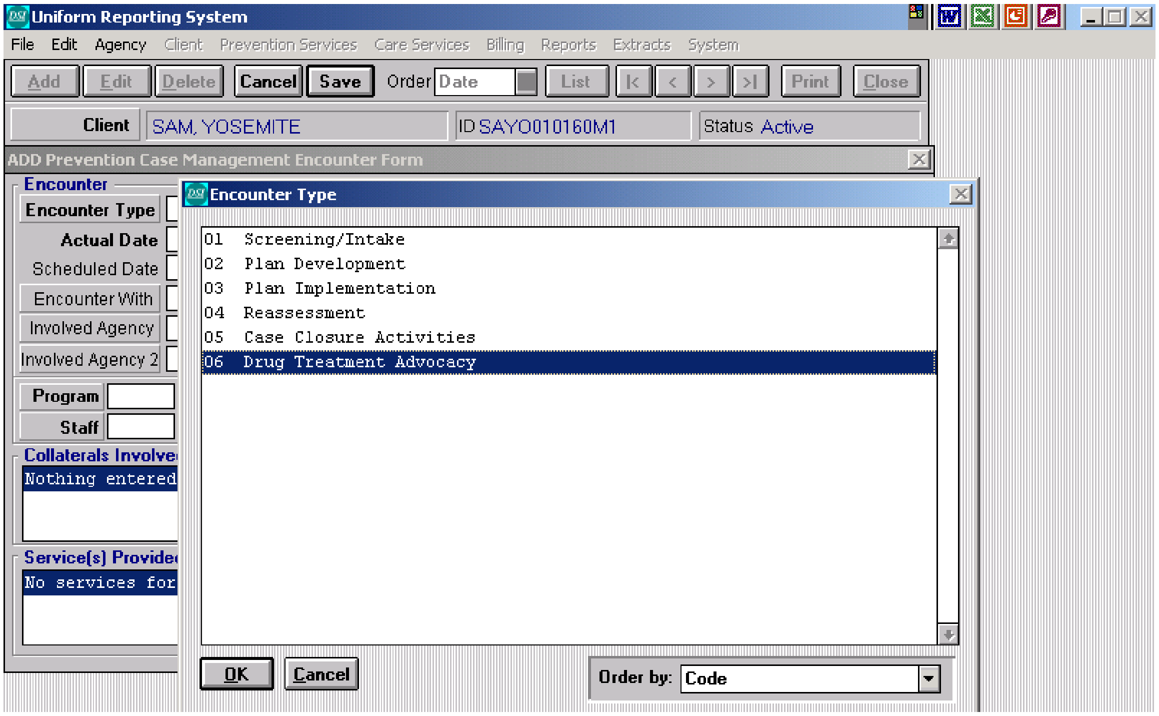
How to enter a Drug Treatment Advocacy Encounter



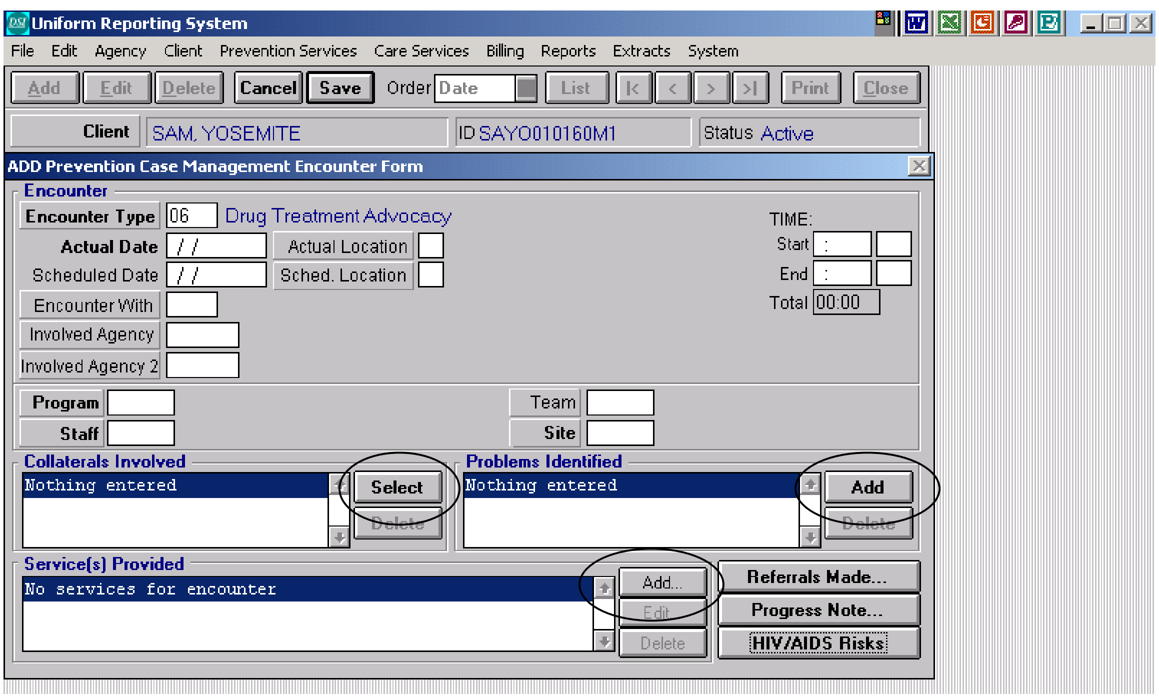
1. Press **Prevention Services** menu
2. Select **Prevention Case Management**



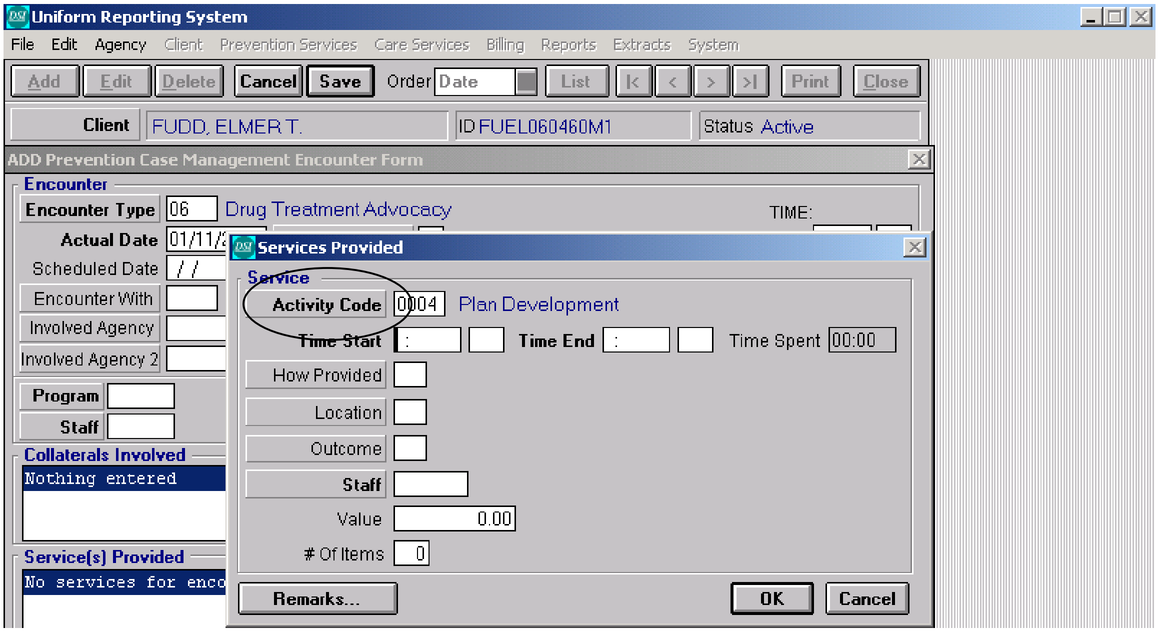
3. Press **Client** button
4. In the **Select a Client** screen, press **List** button
5. Select a client from the client list and press **OK**
6. Back in the **Prevention Case Management Encounter Form**, press **Add** button to add encounter
7. Press **Encounter Type** button



1. Select **06 Drug Treatment Advocacy** in the **Encounter Type** screen



2. Enter bold fields, including **Actual Date, Program, Staff, Site**
3. Enter any **Collaterals Involved** by pressing **Select** button
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/DTA ACTIVITY CODES DEFINITIONS

0001 Client Recruitment and Engagement- The process of identifying, approaching, and developing a trusting and professional relationship with individuals who might be appropriate clients for the program.

0002 Screening and Assessment- The process to determine a client's needs for services and assistance. The assessment process serves as the basis for assisting the client in the formulation of a plan to reduce risk.

0003 Client Enrollment/Intake- The process to obtain demographic information and other pertinent data and consents from the client. This information will be used by the agency to assist the client with his/ her needs and for reporting purposes to funding sources.

0004 Plan Development- Using information gathered from the client assessment, the DTA assist the client in developing a service plan. The plan should focus on behavioral change and addressing unmet needs.

0005 Individual HIV, STD, & Substance Use Education- Prevention education is offered to an individual to increase awareness of basic information about HIV/AIDS, STDs and Substance abuse. Written and audiovisual risk reduction materials may be used with clients as well as condom and needle cleaning demonstrations.

0006 Individual HIV, STD, & Substance Use Risk Reduction Counseling-Client centered counseling that may reduce the risk of acquiring or transmitting HIV, STDs, and focusing on substance use prevention. Risk reduction counseling results in a client generated plan for incremental behavior change. Condom and needle cleaning demonstrations may be incorporated into the counseling as well as other methods of preparing for behavioral change such as role-play.

0007 Group Level HIV, STD & Substance Use Education- This is prevention education provided in a group format. The goal is to increase awareness of basic information about HIV, STDs, and substance use prevention. Written and audiovisual materials as well as condoms should be culturally and linguistically appropriate for group or client population.

008 Individual Supportive Counseling- This type of counseling supports clients in their efforts to make behavioral changes.

0009 Relapse Prevention group counseling- Self-help groups such as NA (Narcotic Anonymous) or AA (Alcoholic Anonymous) that offer supportive counseling for clients who have achieved safer behavioral goal objectives but experience relapse and face ongoing barriers to risk reduction

0010 Referral for Service- This is the process of assessing client needs that cannot be met by the DTA program, identifying resources that may meet the need, connecting the client with resources.

0011 Client Advocacy- Assisting clients in achieving the goals of his/her prevention plan by addressing barriers to access to services.

0012 Crisis Intervention- Providing assistance to a client during a time of emergency when he/she is experiencing difficulties coping with events or situations for which they feel they have no control. The goal is to help stabilize the client's immediate situation.

0013 Client Monitoring and Follow-up- Is to ensure the provision of the minimum level of contact, screen for changes in service need, determine the client's progress in accessing services to which they have been referred, and provide continued support to the client. Monitoring includes at least monthly contact with clients or their designated representatives.

0014 Client Escort- providing transportation to various treatment facilities and accompanying the client to make sure they arrive safely.

0015 Case Conferencing- Collaborating with service providers and other professionals to use their expertise on the client's behalf.

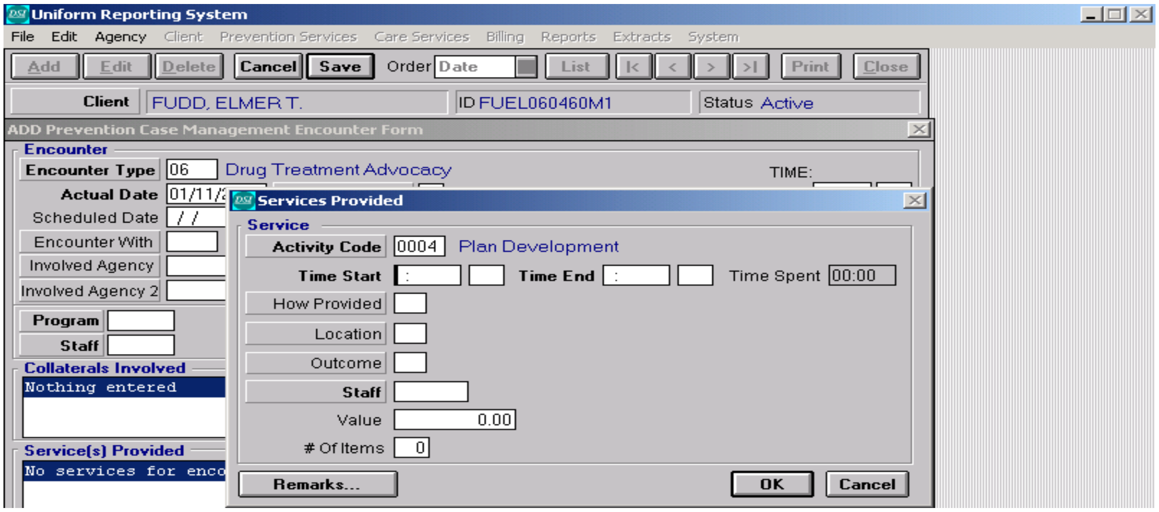
0016 Family Counseling- This intervention involves giving support to caregivers. Helping the family and others in client's support system deal with stress arising from the client's impairment.

0017 Home visit- Meeting with the client in his/her home.

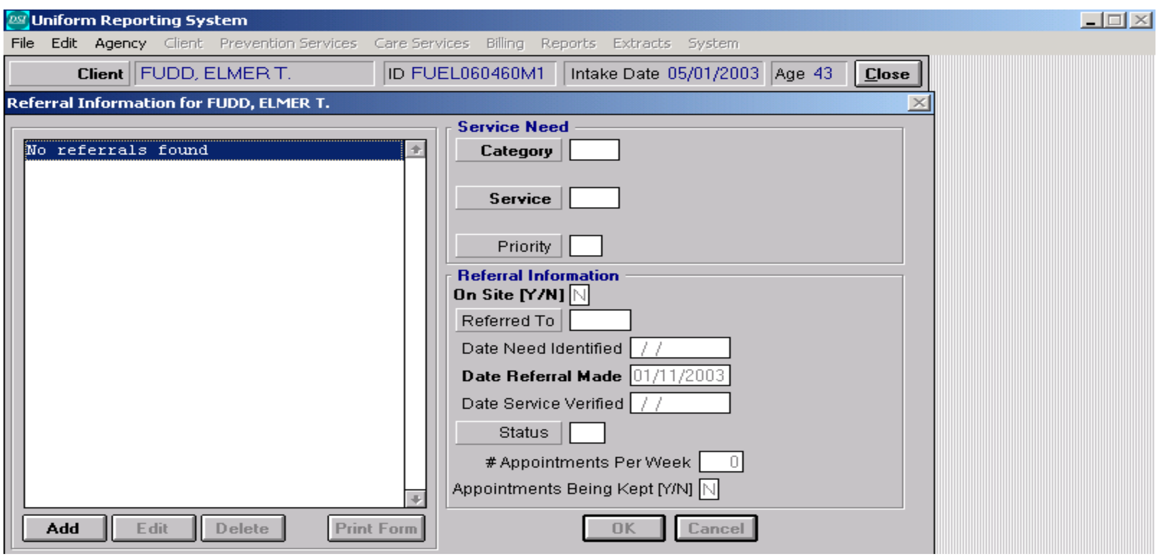
0018 Aftercare- Providing support to clients after they successfully complete a drug treatment program. This support may be a support group, helping them with their GED, job training, transportation and other services that assist clients in integration back into the community.

0019 Reassessment- Review of the client's service plan should be conducted at least every ninety days. This review should include an assessment of the client's changing needs and progress towards meeting the goals and objectives outlined in their service plan. It is during the reassessment that the plan should be revised and updated if necessary. The client's needs, abilities, resources, and level of assistance needed should be re-examined. If all of the existing goals have been met and there are no new goals or needs then case closure should be considered.

0020 Case Closure Activities – 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 DTA encounter took place
3. Enter **Outcome** to select an outcome
4. Enter **Staff** to select a staff member who performed the DTA
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