

Uniform Reporting System (URS)

How to Enter Individual Level Interventions

Individual Level Interventions Form

This is the Individual Level Interventions Form, which is accessed from the Prevention Services Menu. This form must be completed by all agencies using the URS. Please follow the following instructions:

To add Individual Level Interventions:

- Click the [Client] button to select a client name.
- Click the [Encounter Type] button and select the appropriate intervention.
Click the [Actual Date] button and enter a date, enter the rest of the information requested.
- Click the [Program] button and enter appropriate program.
- Click the [Staff] button and enter appropriate staff.
- Click the [Team] and [Site] button and enter appropriate information.
- Complete the Collaterals Involved and Problems Identified fields and select or add appropriate information.
- Click the [View referrals made], [View progress notes] and [View HIV/AIDS Risks] buttons and enter appropriate information

To edit Individual Level Interventions information:

- Click the [Edit] button to make the changes, and click the [Save] button to save all changes.

To delete Individual Level Interventions information:

- Click the [Delete] button and click the [OK] button to confirm the deletion or click the [Cancel] button to leave the item unaffected.

Click the [Save] button to close the Individual Level Interventions screen.

The screenshot shows the 'VIEW Individual Level Interventions' window in the URS. The client is ELMER, FUDD (ID: ELFU112047F1). The encounter type is 'Multiple Session Structured Intervention' with an actual date of 09/25/2003. The program is 'Claudio's Prevention Education' and the staff is 'SANTORO, CLAUDIO'. The site is 'DPH AIDS Prevention Site'. The 'Problems Identified' section includes 'Medical', 'Health', and 'Dental'. The 'Services Provided' section includes 'HIV/STD Education'. The window has buttons for 'Add', 'Edit', 'Delete', 'Cancel', 'Save', 'Print', and 'Close'. The status is 'Active'.