HI-WITS Training: Co-dependent/Collateral Client
Lesson 10

Some government contracts will pay for the care of a co-dependent/collateral client while the primary caregiver of the co-dependent/collateral client is in treatment. A co-dependent/collateral client is defined to be a person who has no alcohol or drug abuse problem, but (1) is seeking services because of problems arising from his/her relationship with an alcohol or drug user; (2) has been formally admitted for services to a treatment unit; and (3) has his/her own client record or has a record within a primary client record.

The procedure of identifying and entering a Co-dependent/Collateral client into WITS is:

1.   Create the mother's profile, and enroll her in a program.

2.   For the Co-dependent/Collateral client:

   a.   Create the Client Profile.

   b.   Create the Intake Profile.

   c.   Create the Admission Profile. Only the following data fields are required for a Co-dependent/Collateral client.

      i.   Select Type of Admission

      ii.   Verify/change Admission Date. The default is today's date. The Admission Date must be greater than or equal to the Intake Date.

      iii.   Select Yes from the Co-dependent/Collateral dropdown list.

For a Co-dependent/Collateral client, a full admission is not required. However, you must associate the Co-dpendent/Collateratl client with another client, e.g., the mother/father, who has an active program enrollment at the time you associate the Co-dependent/Collateral client. A Co-dependent/Collateral client cannot be the Associated Client.

iv. Click on **Associate Client** link. When the Associate Client Search screen is displayed, enter a full/partial Unique Client Number and click the Go button.

v. Select the Associated client, e.g., mother/father.
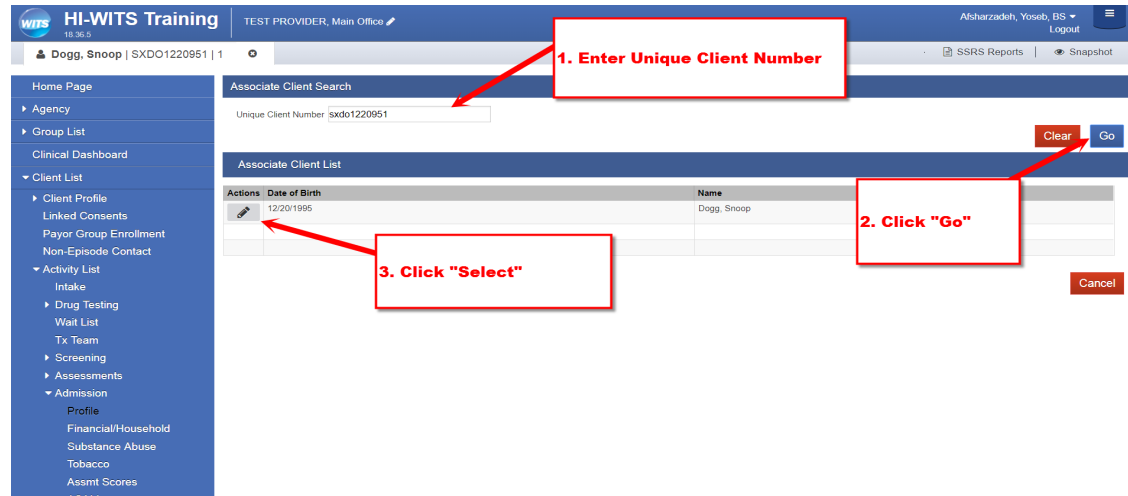
NOTE: You can only associate a client who has an active program enrollment at the time of this association.

d. Enroll Child in Program. The Program Enrollment for any Codependent/Collateral client will only require the program name and the start date. Click on the Finish button to complete program enrollment.
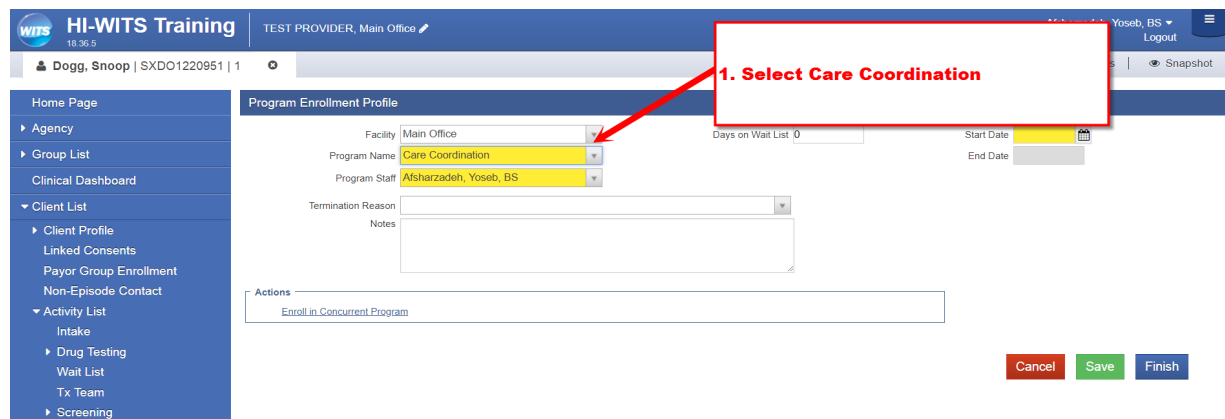
d. Enter encounters, disenroll, discharge, and close case just like other clients.