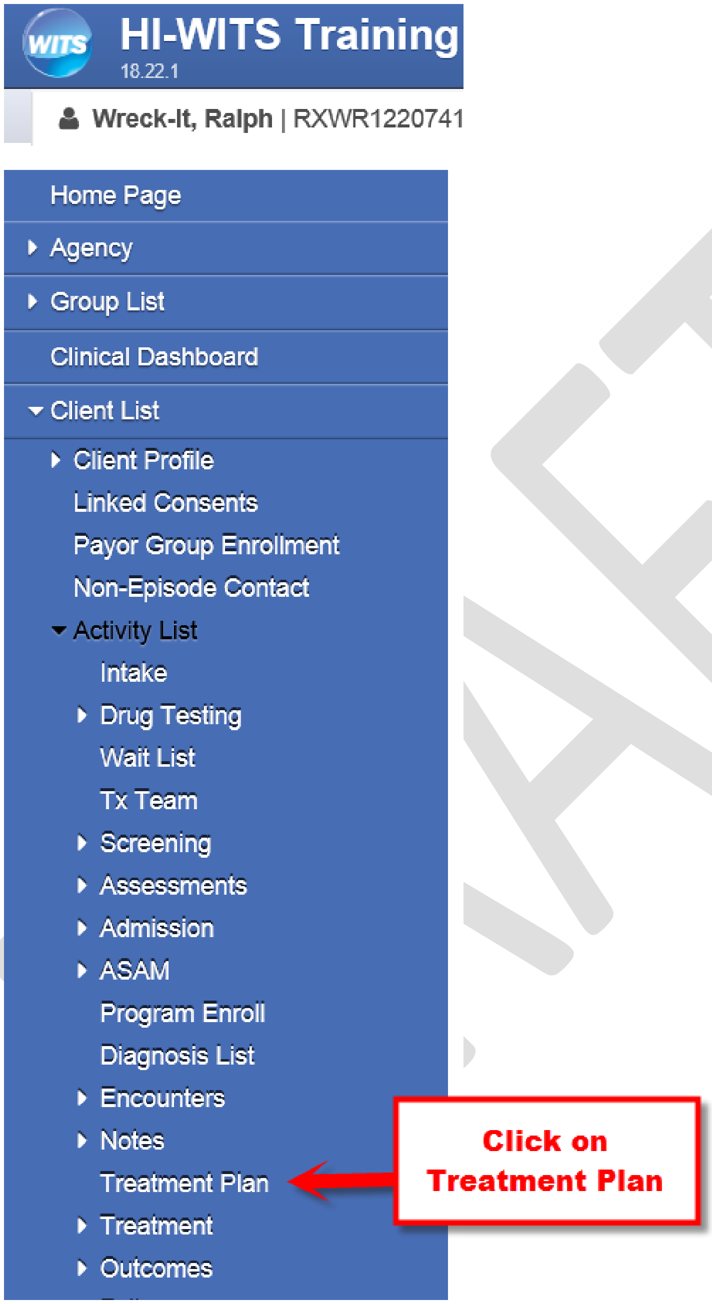
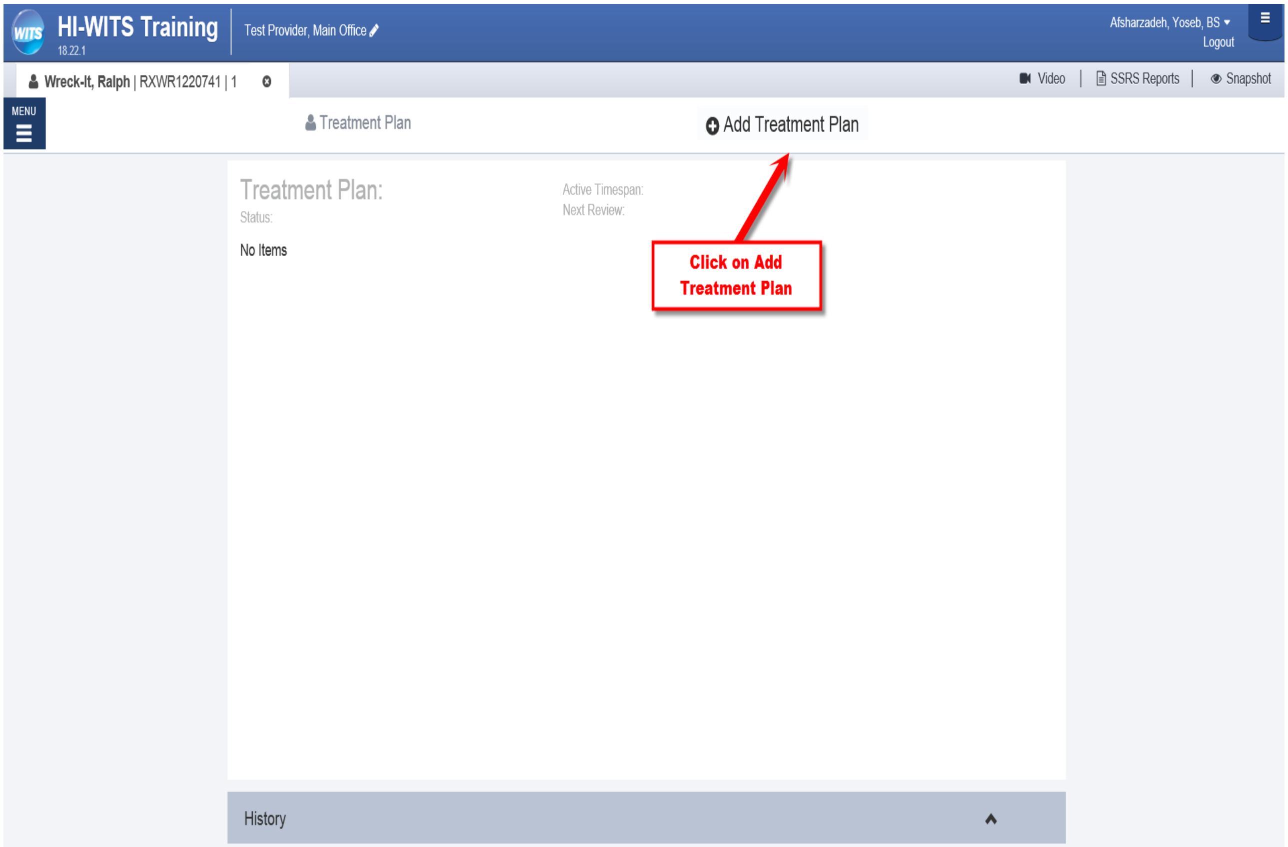
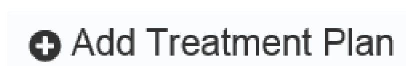
Adding A New EA Treatment Plan

Select Treatment Plan from the Menu Pick on the Left

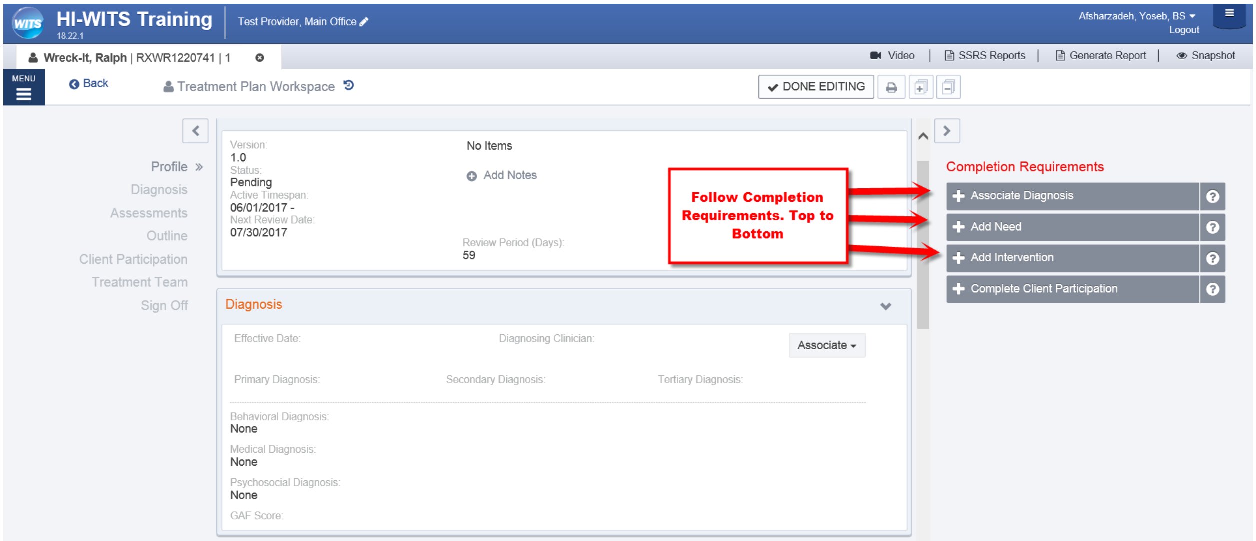


Note: TX Plan Menu Pick will no longer be available

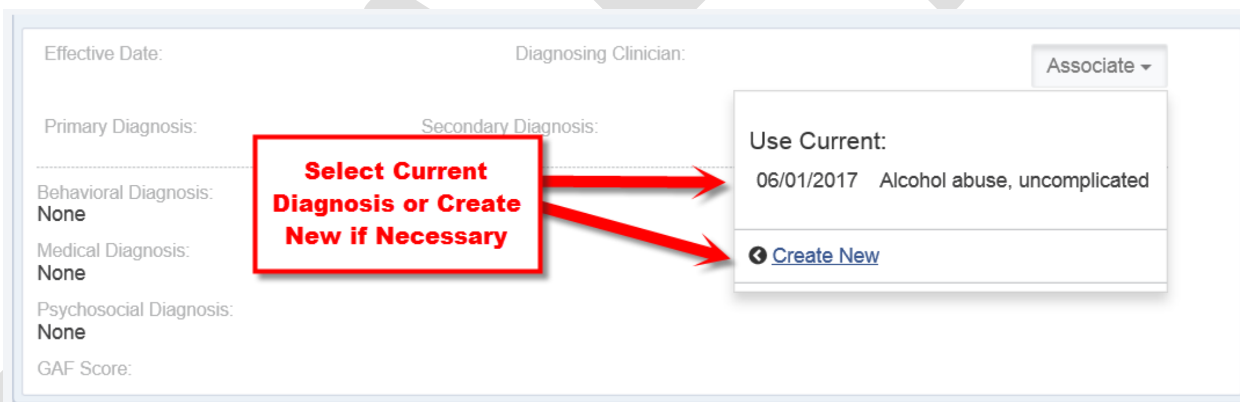


1. Click on the Add Treatment Plan button 

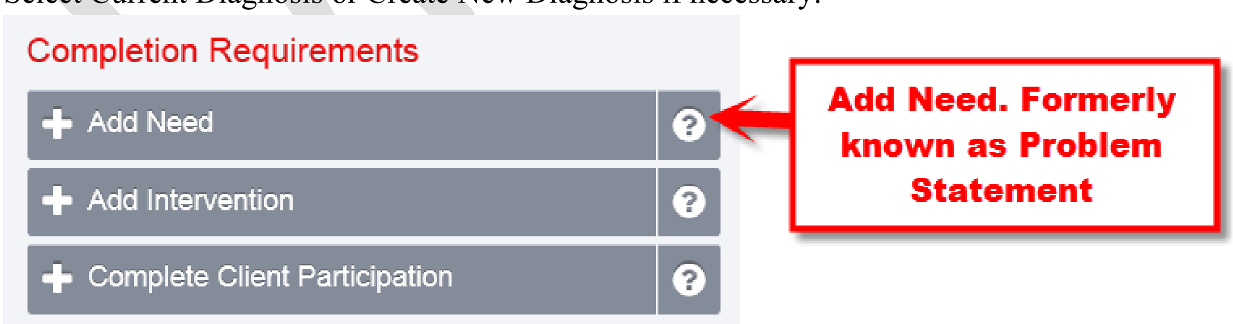
2. Add Active Timespan dates, Review Period and Next Review Date



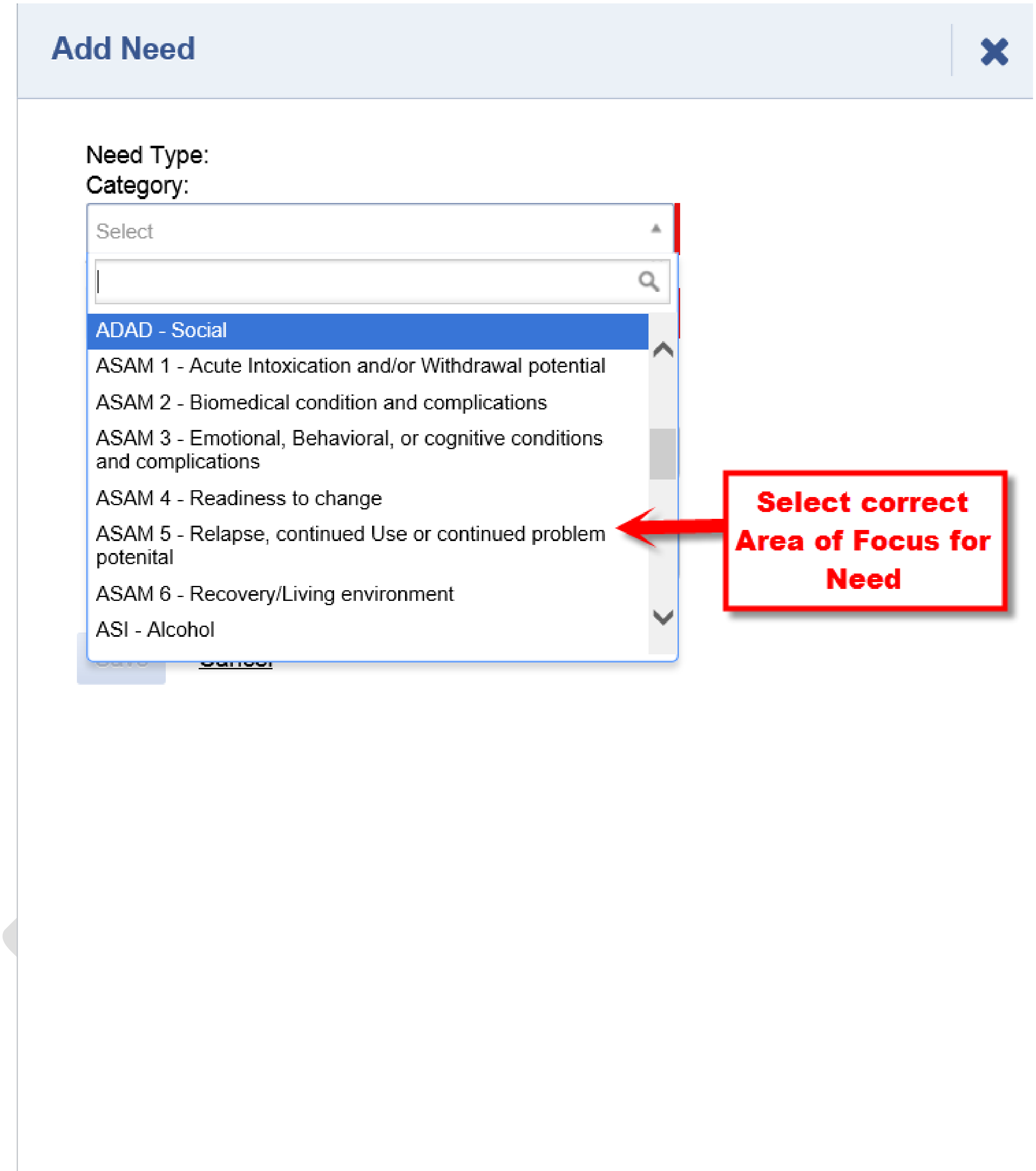
3. Follow Completion Requirements from Top to Bottom



4. Select Current Diagnosis or Create New Diagnosis if necessary.

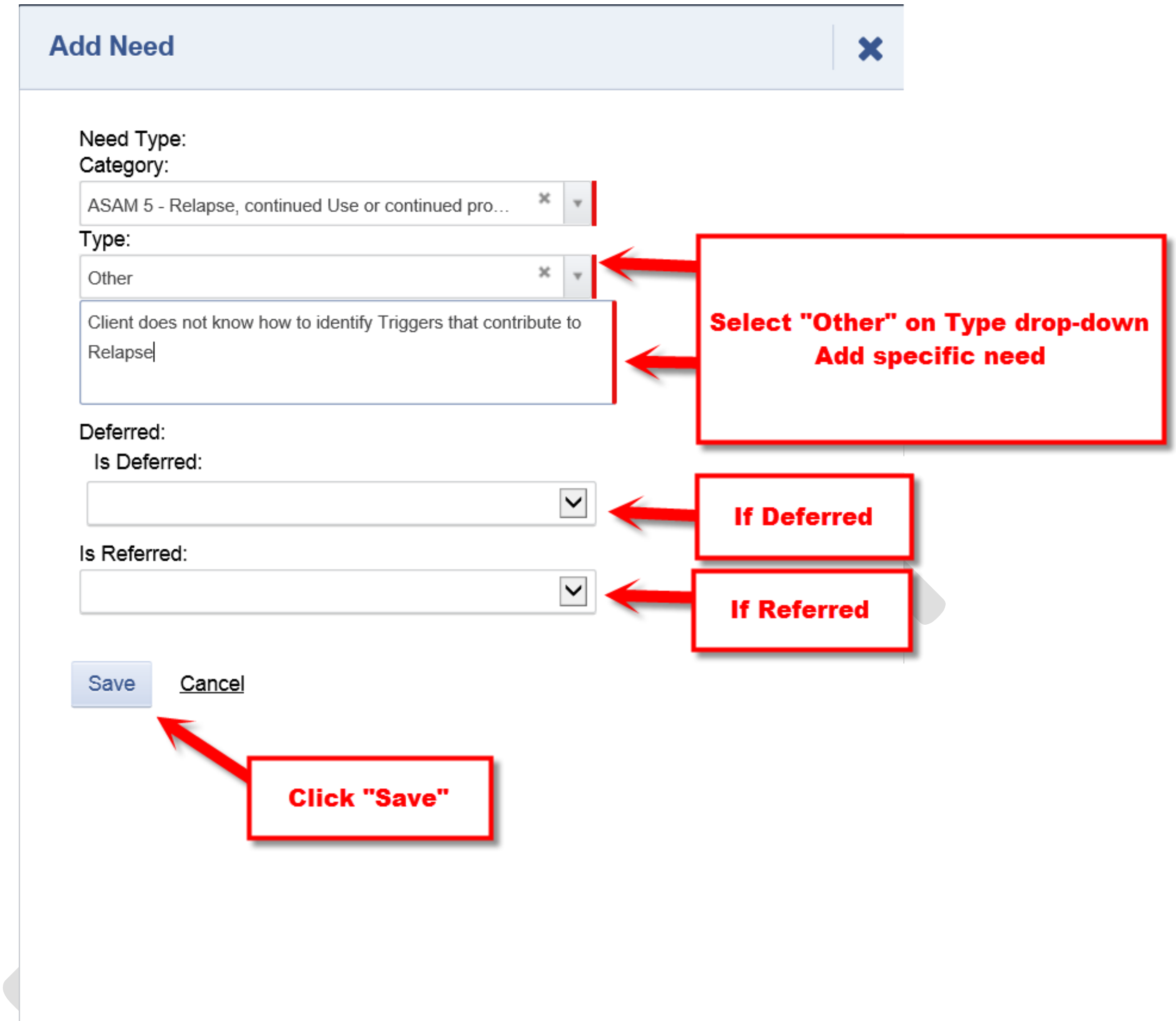


5. Add Need formerly known as Problem Statement in Prime Tx Plan



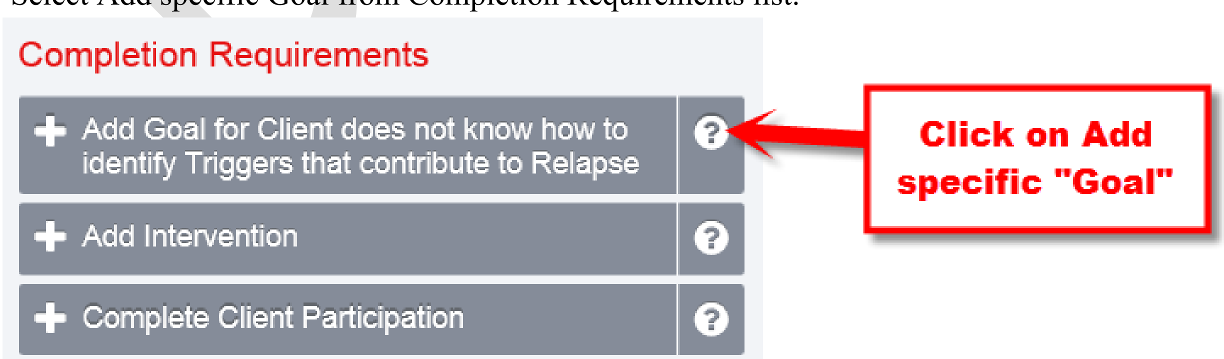
6. Choose the correct "Area of Focus" for selected Need

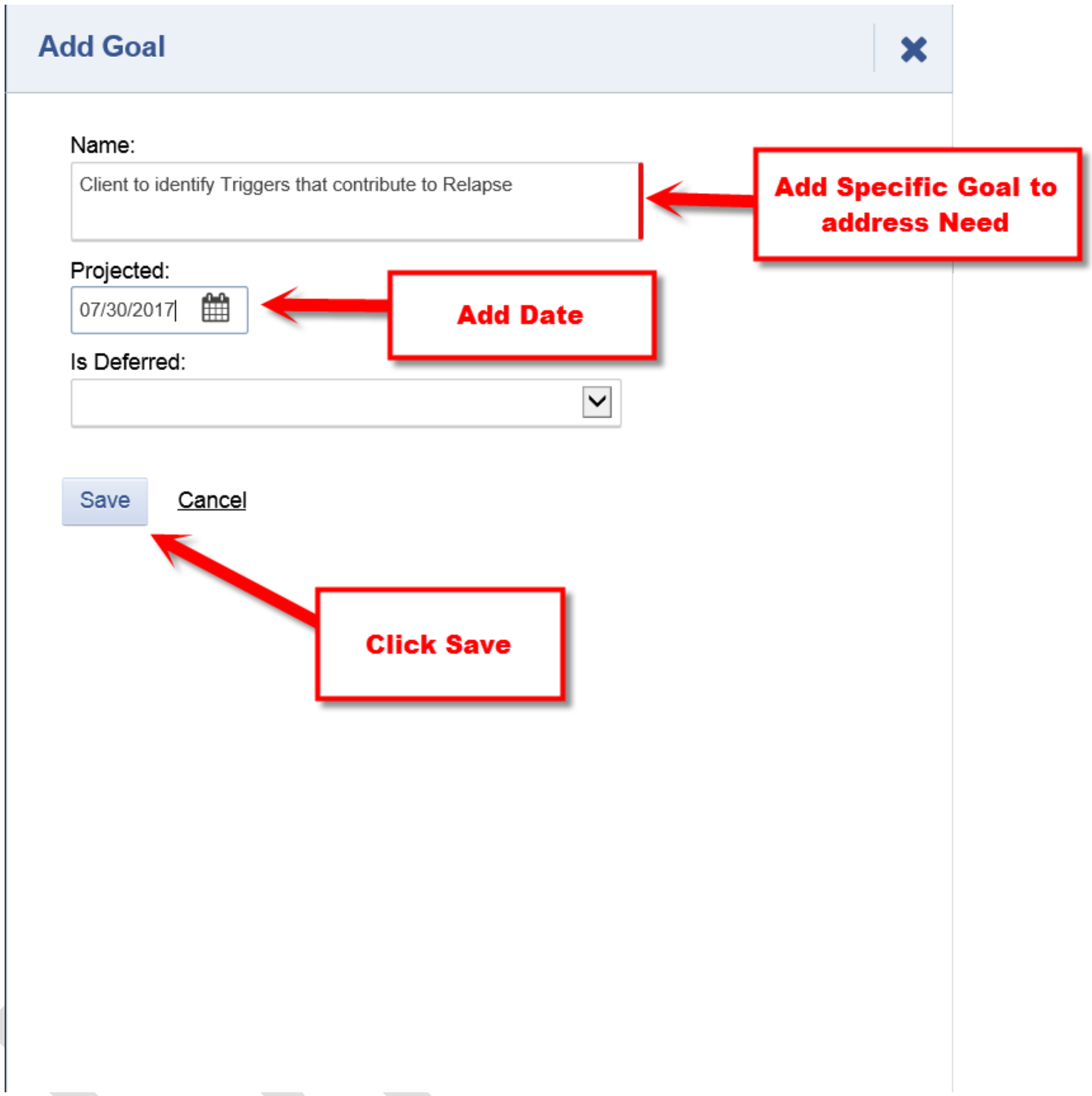
7. Select Correct Need Type Category. Add specific client "Need" and click Save



Note: If Deferred or Referred select "Yes" then choose Date

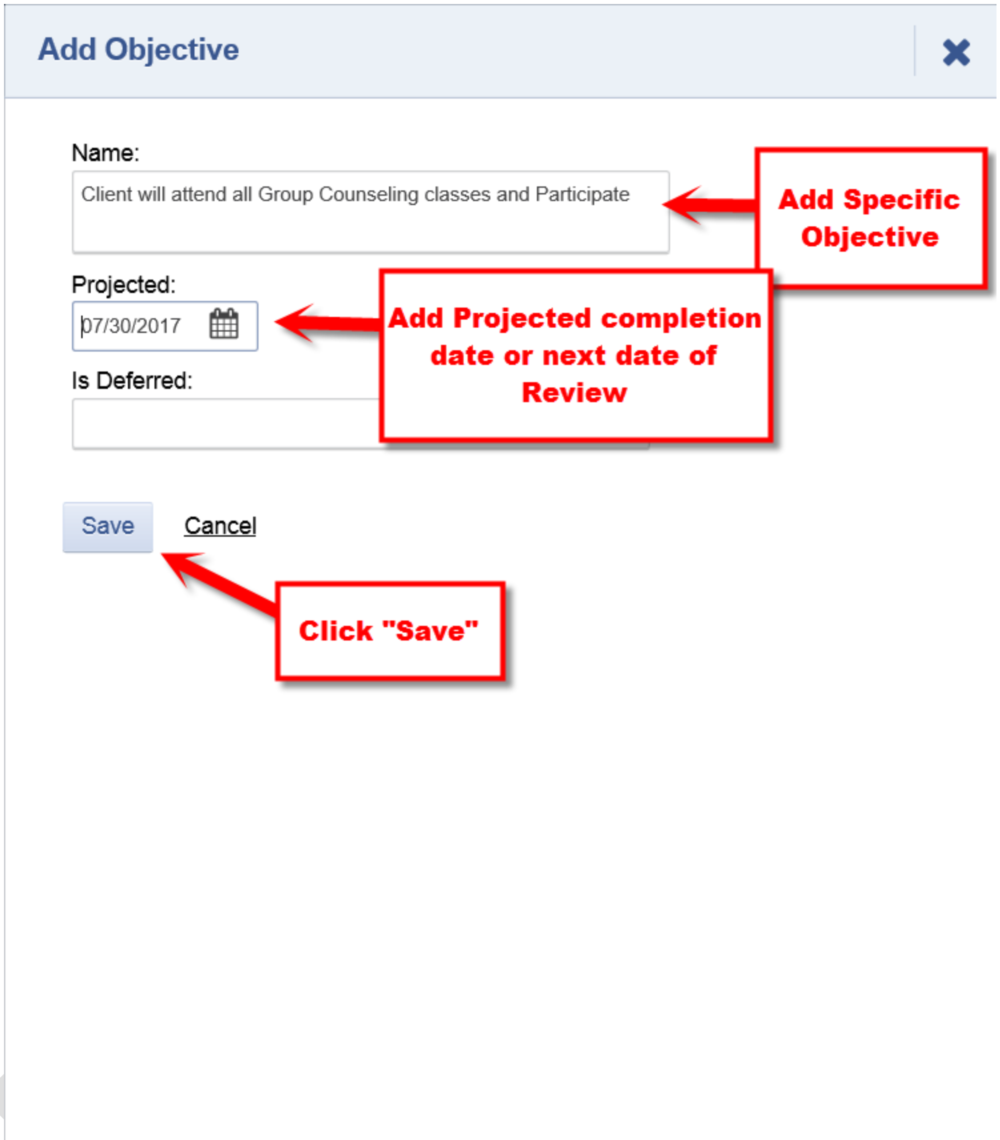
8. Select Add specific Goal from Completion Requirements list.



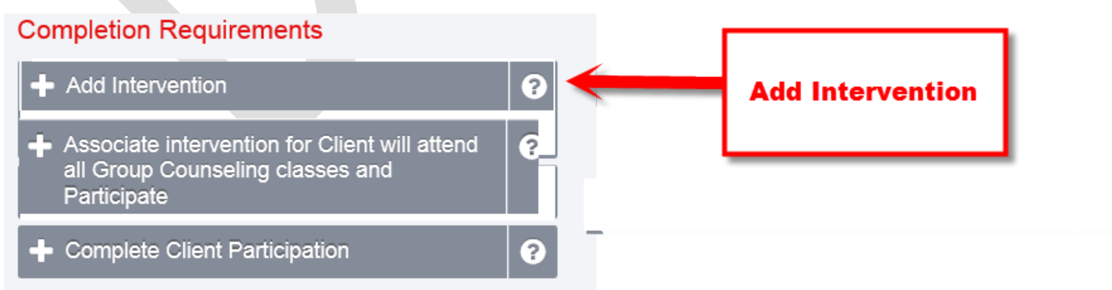


9. Add specific “Goal” to address the identified “Need” when finished click “Save”

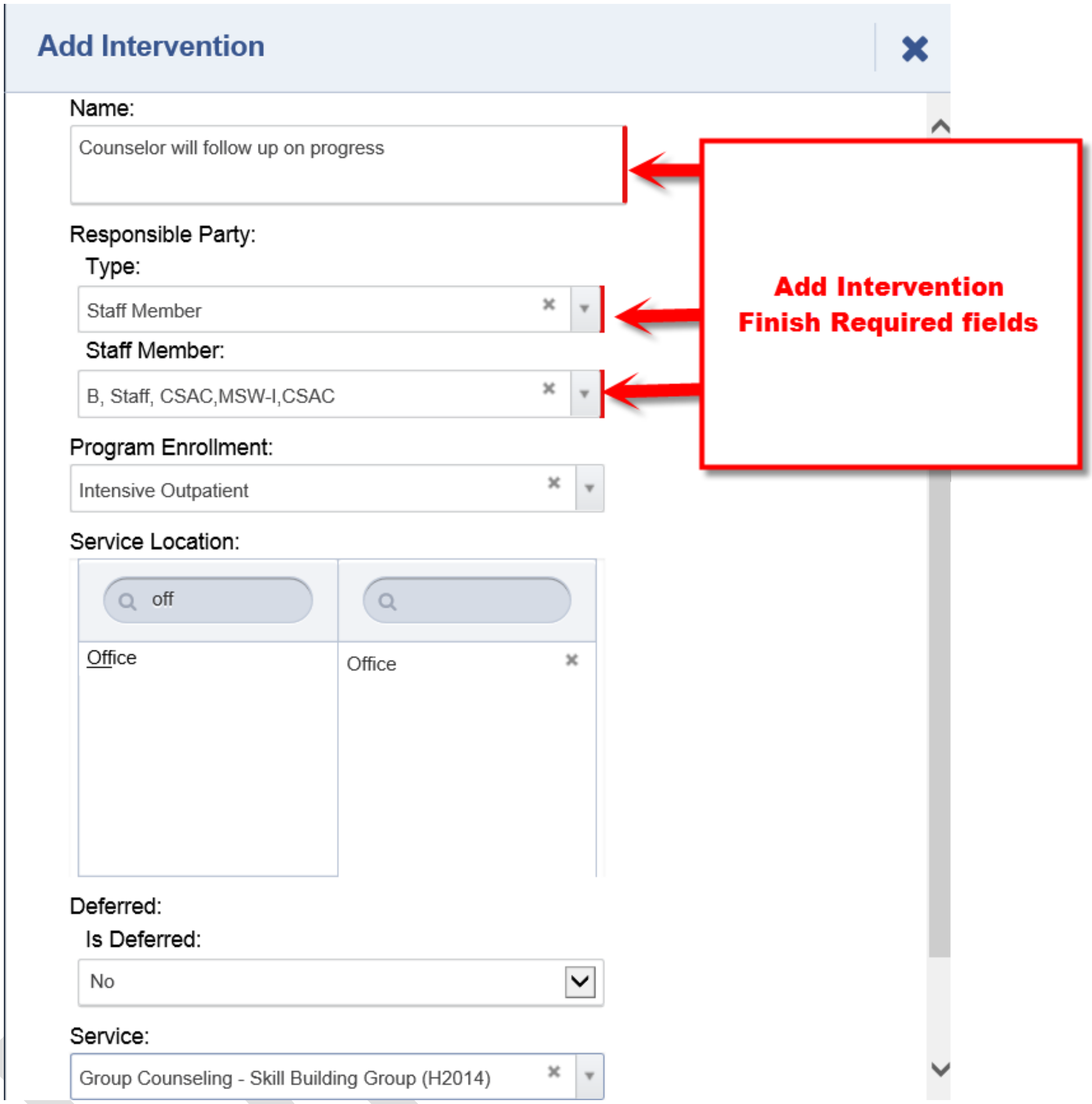
10. Click “Add Objective” from Completion Requirements list



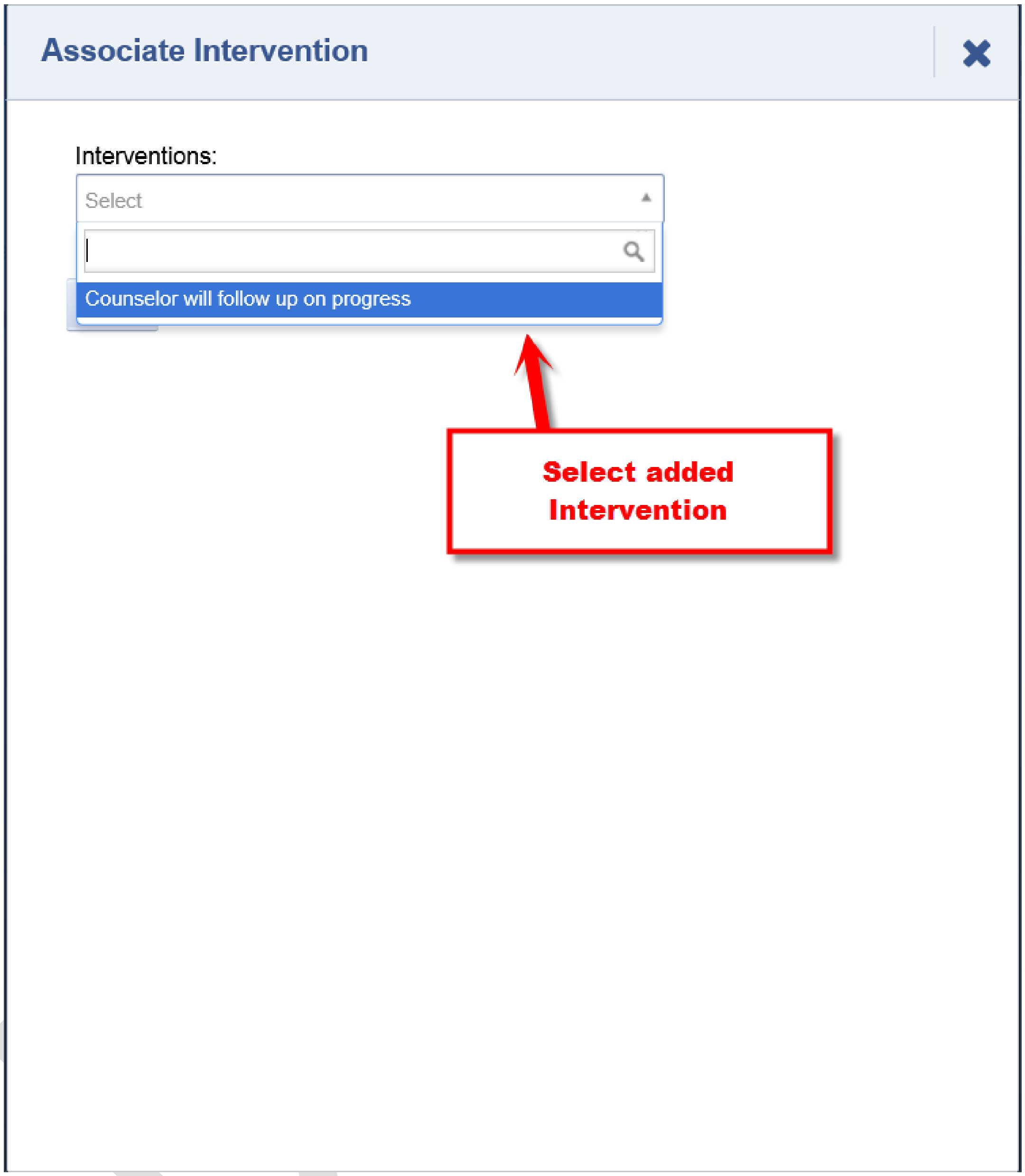
11. Add Specific Objective to obtain "Goal" set Projected Completion date, click "Save"



12. Click Add Intervention from Completion Requirement list

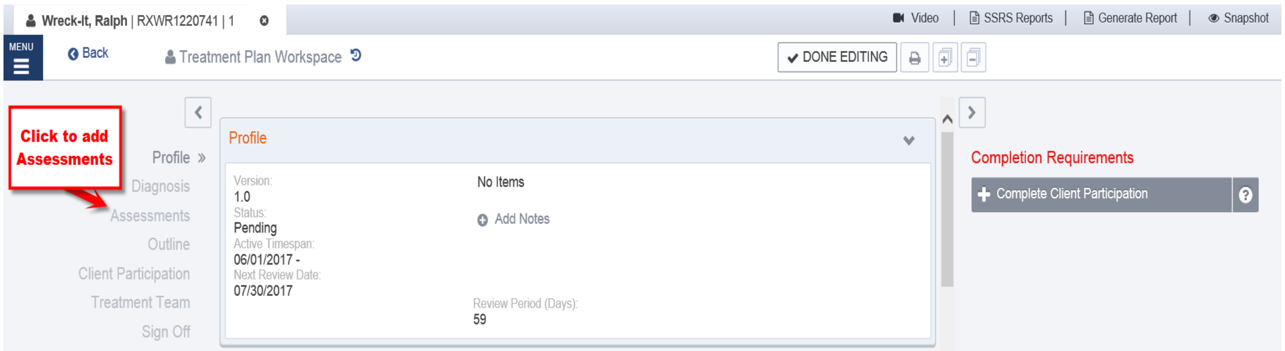


13. Add Intervention and fill in Required fields after making your selection click Finish

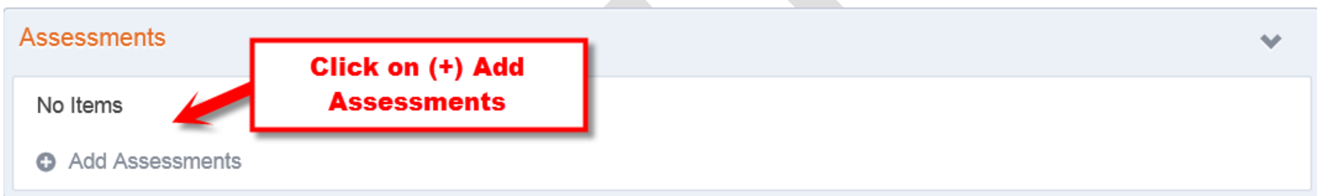


14. Select the correct Intervention then click "Save"

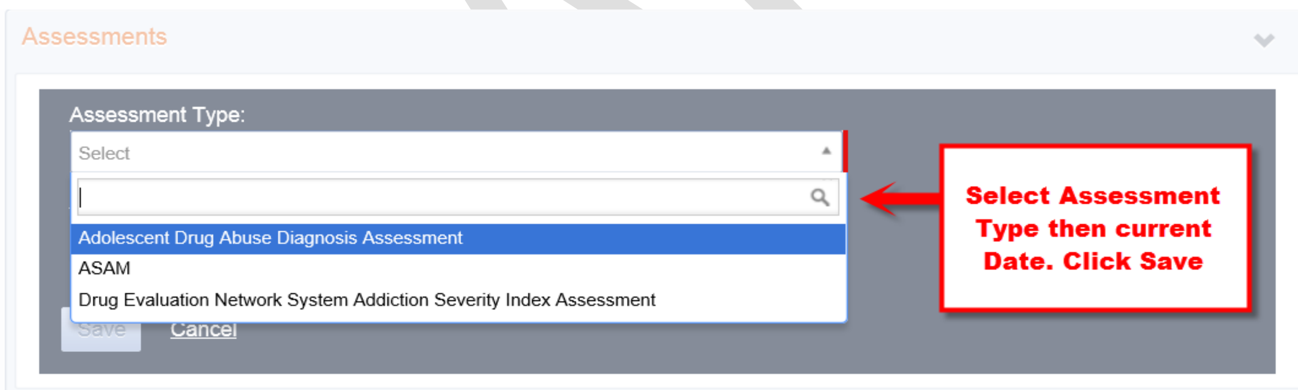
15. Click on Assessments on left Menu pick to Add Assessments (ASAM, ADAD or ASI)



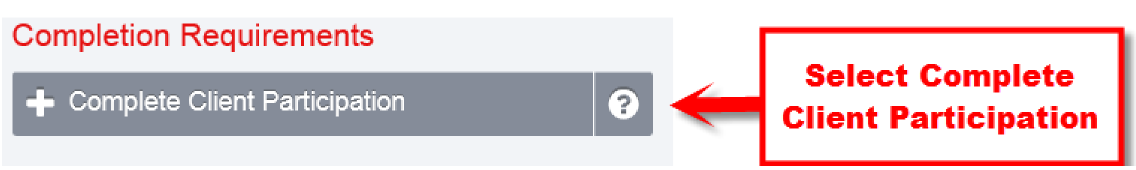
16. Click Add Assessment



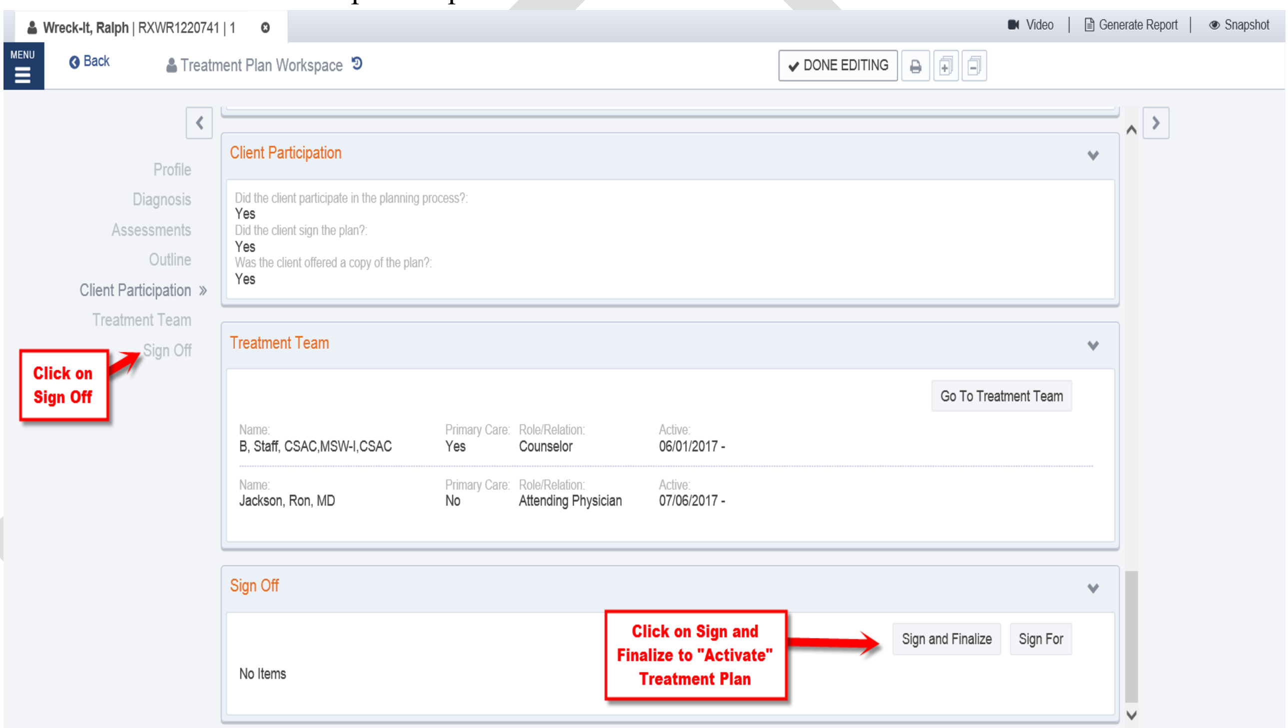
17. Choose desired Assessment type, select date of Assessment then click "Save"



18. Select Complete Client Participation from Completion Requirements list



19. Answer ALL Client Participation questions then click "Save" once finished.



Note: User must have Treatment Plan (Full Access) and SignOffAndFinalize TreatmentPlan Roles added to Profile

20. Click Sign and Finalize in order to "Activate" the Treatment Plan