

Chapter 11 – Client Follow-Up

1. **Entry Steps: Client Profile, Intake, Admission, Discharge.**
2. You have completed the **Client Profile, Intake, Admission and Discharge.** Go to **Client List** and select the client of interest.

Activity List: Go to the **Activity List** menu and select **Follow-up.** You will be taken to the Follow-up List screen. Any previously entered Follow-ups will be listed. To review an existing Follow-up record click **Review** in the **Actions** column. To add a new Follow-up record click the **Add New Annual Update Record** hyperlink.

3. Select the **Follow-up Type, Neighborhood, Health Insurance, and Follow-up Status** from the drop down boxes.
4. The **Admission and Discharge Date** fields are system generated and read only.
5. Enter the **Follow-up Date.**
6. The **Record Status** fields are system generated and read only.
7. Click **Next.**
8. Select the appropriate response from the drop down boxes or type in the information for all fields based on the client's status at Follow-up.
9. Click **Next** to go to the **Substance Abuse** screen

Substance Abuse

10. This screen is used to capture the substances abused by the client at time of Follow-up. Once you select a **Substance Used for Primary Drug**, you must complete the associated **Frequency of Use and Route of Administration.** Follow the same process for **Secondary** and **Tertiary** drugs if appropriate.
11. Indicate if the client **Received Substance Abuse Treatment Since Discharge**, if the client is **Currently in Substance Abuse Treatment**, and the **# of Days in the Past 30 Missed School/Work Due to Drinking/Drug Use.**
12. Click **Next** to go to the **Health** screen

Health

13. Indicate if the client has had **Significant Periods of Psychological Distress in the Past 30 Days.**
14. Enter the **# of Emergency Room Visits Since Discharge** and the **# of Hospitalizations for Medical Problems Since Discharge.**
15. Indicate if the client is **Pregnant at Time of Follow-up.**

16. Click **Finish** to save and exit the Follow-up module.