



COUNTY OF SANTA CLARA
Behavioral Health Services

DISCHARGE - SUTS

REV. 06/20/24

REVISIONS

DISCHARGE

Purpose of Form:

Discharge a client from a SUTS treatment program.

Discharging a client from Avatar is a two-step process.

1. Complete the CalOMS Discharge form first. (Refer to Cal-Oms guide)
2. Complete the Episode Discharge Form after CalOMS.

After login click on **Search** and type discharge and select **Discharge**.


Q Discharge

[Advanced Client Search](#)

Here is what I found:

All 21 Clients 0 Staff 0 Forms 21

Forms

Undock	Name	Menu Option
	Discharge	/ Avatar PM / Client Management / Episode Management

After selecting the Discharge form, enter Client's name in the Search bar, and select client.

Select Client

Q Test, Steph

Client Name / Client ID	Gender	Date Of Birth	Social Security Number
TEST,STEPH (000002790)	Female	01/01/1990	

Select corresponding Episode

✓ Selected Client : TEST-EHR, TEST-EHR (000002790)

Select Episode

Name: TEST-EHR TEST-EHR

ID: 2790

Sex: Female

Date of Birth: 01/01/2018

Episode ↕	Program ↕	Start ↕	End ↕
9	yMH [REDACTED]	10/19/2023	
8	ySUTS I [REDACTED]	09/01/2023	
7	ySUTS I [REDACTED]	08/01/2023	

DISCHARGE

Enter **Date of Discharge** (discharge date is often after the date on CalOMS Discharge form). **Length of Stay** and **Discharge Day of Week** will auto populate but remain disabled.

Enter **Discharge Time**, **Type of Discharge***, **Discharge Practitioner**.

DISCHARGE

Submit

Discharge

- Demographics
 - Client Demographics
 - SOGI Required
 - Alias
 - Smoking Assessment
 - Protection Assessment
 - Pregnancy Assessment
 - Agricultural Questions
 - Military Service
- CSI
 - Sub-Section 1
- OSHDP
 - Online Documentation

Episode Number *

Date Of Discharge *

Discharge Day Of Week

Discharge Time *

Type Of Discharge *

Discharge Practitioner *

Discharge Remarks/Comments

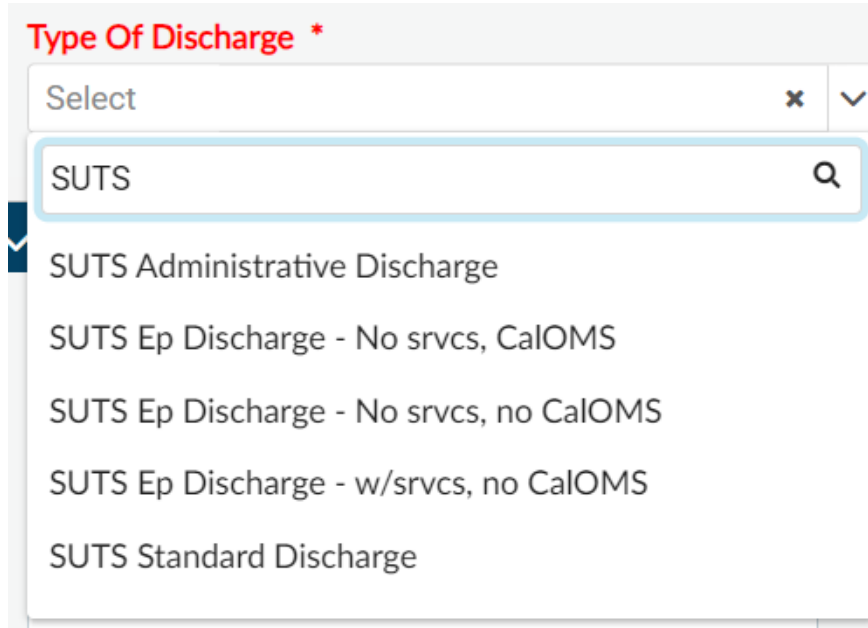
Hospital Discharge Instructions

Discharge Client Living Arrangement

DISCHARGE

There are only 5 SUTS **Type of Discharge** to choose from.

1. SUTS Administrative Discharge
2. SUTS Ep Discharge – No srvcs, CalOMS
3. SUTS Ep Discharge – No srvcs, no CalOMS
4. SUTS Ep Discharge – w/srvcs, no CalOMS
5. SUTS Standard Discharge



The image shows a screenshot of a web form with a dropdown menu. The dropdown is titled "Type Of Discharge *" in red text. The selected option in the dropdown is "SUTS". Below the dropdown, a search bar contains the text "SUTS" and a magnifying glass icon. The search results are listed below the search bar:

- SUTS Administrative Discharge
- SUTS Ep Discharge - No srvcs, CalOMS
- SUTS Ep Discharge - No srvcs, no CalOMS
- SUTS Ep Discharge - w/srvcs, no CalOMS
- SUTS Standard Discharge

DISCHARGE

Additional Comments may be added in the **Discharge Remarks/Comments**.

Discharge Client Living Arrangement is required to be completed.

DISCHARGE

Submit

Discharge

- Demographics
 - Client Demographics
 - SOGI Required
 - Alias
 - Smoking Assessment
 - Protection Assessment
 - Pregnancy Assessment
 - Agricultural Questions
 - Military Service
- CSI
 - Sub-Section 1
- OSHPD
 - Online Documentation

Episode Number *
11

Date Of Discharge * **Discharge Time ***

Discharge Day Of Week **Length Of Stay**

Type Of Discharge *
Select x v

Discharge Practitioner *

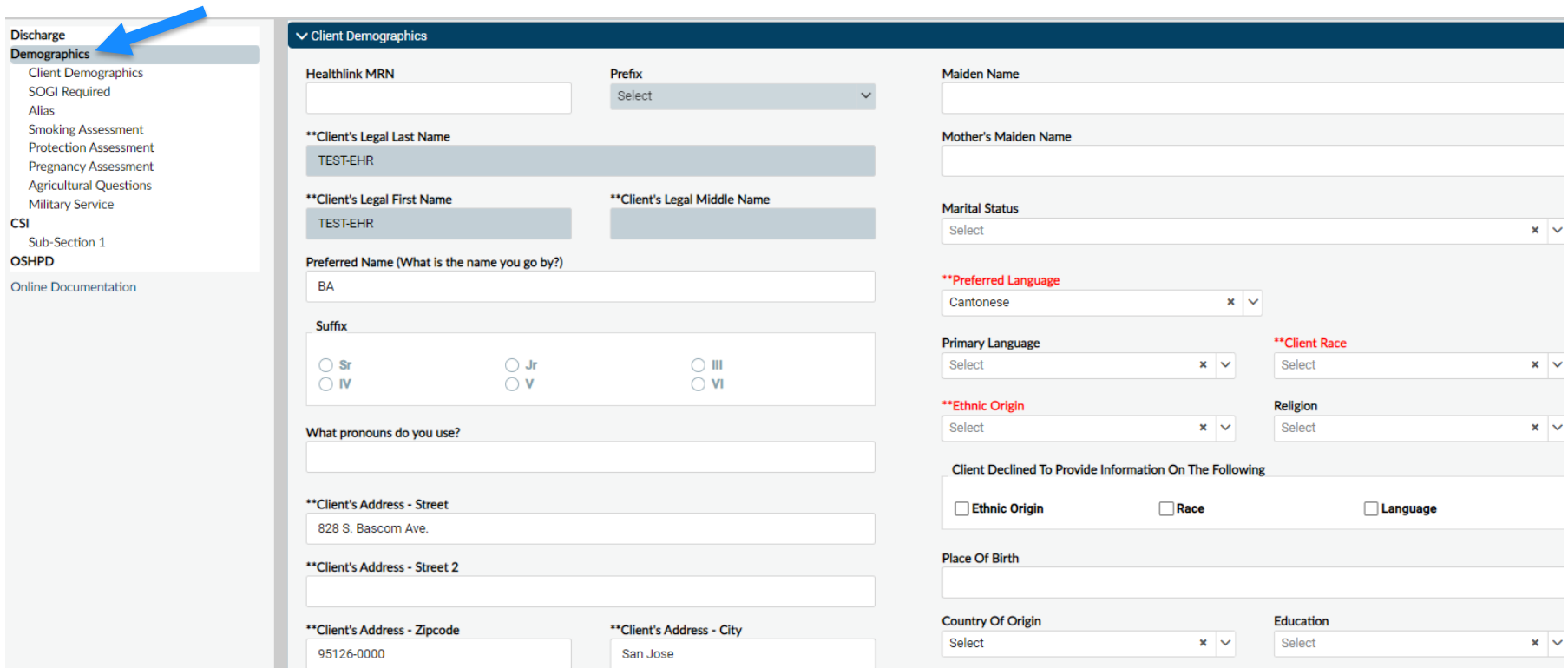
Discharge Remarks/Comments

Hospital Discharge Instructions

Discharge Client Living Arrangement
Select x v

DEMOGRAPHICS

Demographic information will be auto-populated from the Admission or Update Client Data forms. Click on **Demographics** to update client information, if needed.



The screenshot shows a web application interface for 'Client Demographics'. On the left is a sidebar menu with 'Demographics' highlighted and a blue arrow pointing to it. The main content area is titled 'Client Demographics' and contains several form fields:

- Healthlink MRN:** Text input field.
- Prefix:** Dropdown menu with 'Select'.
- Maiden Name:** Text input field.
- Mother's Maiden Name:** Text input field.
- Marital Status:** Dropdown menu with 'Select'.
- **Preferred Language:** Dropdown menu with 'Cantonese' selected.
- Primary Language:** Dropdown menu with 'Select'.
- **Client Race:** Dropdown menu with 'Select'.
- **Ethnic Origin:** Dropdown menu with 'Select'.
- Religion:** Dropdown menu with 'Select'.
- Client Declined To Provide Information On The Following:** Three checkboxes for 'Ethnic Origin', 'Race', and 'Language', all of which are unchecked.
- Place Of Birth:** Text input field.
- Country Of Origin:** Dropdown menu with 'Select'.
- Education:** Dropdown menu with 'Select'.
- **Client's Legal Last Name:** Text input field with 'TEST-EHR'.
- **Client's Legal First Name:** Text input field with 'TEST-EHR'.
- **Client's Legal Middle Name:** Text input field.
- Preferred Name (What is the name you go by?):** Text input field with 'BA'.
- Suffix:** Radio button options for 'Sr', 'Jr', 'III', 'IV', 'V', and 'VI'.
- What pronouns do you use?:** Text input field.
- **Client's Address - Street:** Text input field with '828 S. Bascom Ave.'.
- **Client's Address - Street 2:** Text input field.
- **Client's Address - Zipcode:** Text input field with '95126-0000'.
- **Client's Address - City:** Text input field with 'San Jose'.

CLIENT SERVICES INFORMATION (CSI)

The **CSI** section is not needed for SUTS programs.

The screenshot displays a software interface with a navigation menu on the left and a form on the right. The navigation menu includes the following items: Discharge, Demographics (with sub-items: Client Demographics, SOGI Required, Alias, Smoking Assessment, Protection Assessment, Pregnancy Assessment, Agricultural Questions, Military Service), CSI (highlighted with a blue arrow), Sub-Section 1, OSHPD, and Online Documentation. The form on the right is titled 'Sub-Section 1' and contains two dropdown menus: 'Patient Status Code' and 'Discharge Legal Class', both of which are currently set to 'Select'.

OSHPD

OSHPD section will be disabled and does not need to be completed.

Discharge

Demographics

- Client Demographics
- SOGI Required
- Alias
- Smoking Assessment
- Protection Assessment
- Pregnancy Assessment
- Agricultural Questions
- Military Service

CSI

- Sub-Section 1
- OSHPD**
- Online Documentation

OSHPD Type Of Care

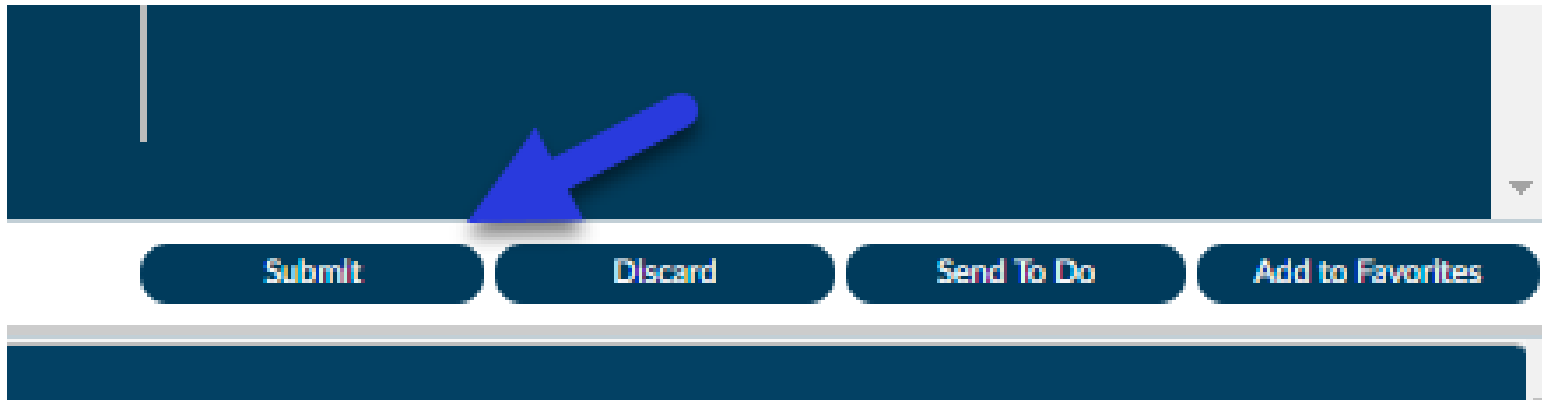
- Acute Care
- Skilled Nursing/Intermediate Care
- Psychiatric Care
- Chem Dependency Recovery Care
- Physical Rehabilitation Care

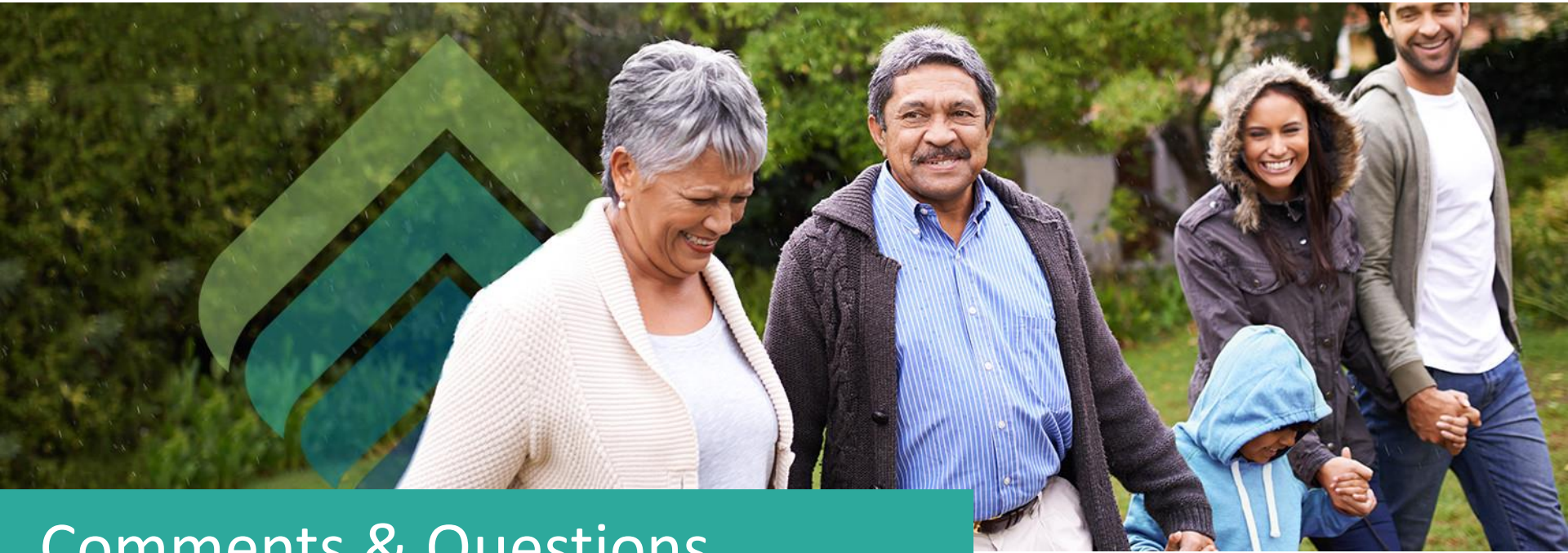
Source Of Admission Point of Origin

- Non-Health Care Facility Point of Origin
- Clinic or Physician's Office
- Transfer from a Hospital (Different Facility)
- Transfer from a SNF, ICF, or Assisted Living Facility (ALF)
- Transfer from another Health Care Facility
- Court/Law Enforcement
- Information not Available
- Born Inside this Hospital
- Born Outside of this Hospital
- Transfer from One Distinct Unit of the Hospital to another Distinct Unit of the Same Hospital Resulting in a Separate Claim to the Payer
- Transfer from Ambulatory Surgery Center
- Transfer from a Hospice Facility
- Transfer from a Designated Disaster Alternate Care Site

OSHPD Zip Code

Click Submit to complete the process.





Comments & Questions