



COUNTY OF SANTA CLARA
Behavioral Health Services

ALOC – FINAL TO DRAFT

01/27/22

ALOC ASSESSMENT LEVEL OF CARE – FINAL TO DRAFT

If there needs to edit/delete an ALOC in PCNX the team will need to reach out for support. Please send an email to ccppcnxdoccorrection@hhs.sccgov.org and a team member will be in contact with you to address the issue. Once the ALOC has been reverted to draft the team member can edit/delete the form accordingly.

PLEASE COMPLETE INFORMATION BELOW FOR DOCUMENT CORRECTION TEAM TO REVIEW AND PROCESS

Client's myAvatar ID:

Client's Name (Last, First):

Episode #:

Episode Name:

Document Date:

Document / Form Name: Assessment Level of Care (ALOC)

Date and Time Document/Form was Created:


Practitioner's Name:

Action Request: Revert to Draft

Reason for the Request:

TO SAVE ALOC REPORT

Save ALOC report to reference from if ALOC needs to be re-entered.

1. Search for **ALOC Report**
2. Select **Client, Episode, Record**, and click Process once all fields are filled out.
3. Once in the report, click the Printer icon  to Print to PDF and save report.

ALOC REPORT

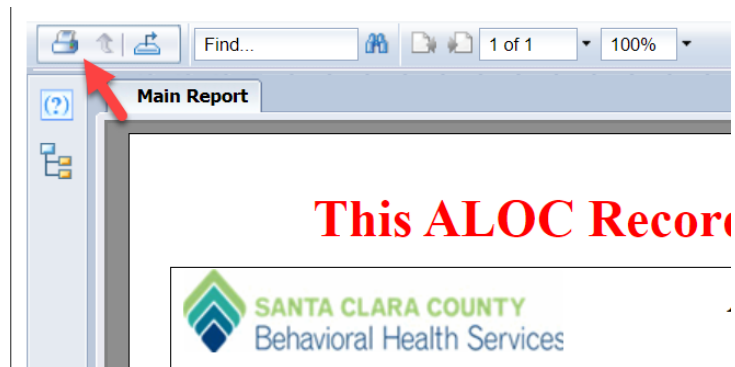
ALOC Report

Process Discard Add to Favorites

Select Client *
TEST,STEPH (2790)

Select Episode *
Episode # 1 Admit: 12/08/2021 Discharge: NONE Program: [v]

Select Record *
Date: 01/13/2022 /Time: 10:57 AM /Type: Initial Assessment [v]



TO DELETE ALOC

If a finalized ALOC needs to be deleted, request ALOC to be reverted to draft first.

1. Search for **ALOC Assessment for Level of Care Episodic** form.
2. Select the Episode the ALOC form is attached to.
3. Select Record and click **Delete**.

Assessment Date	Assessment Type	Data Entry By (Login)	Draft/Final
01/13/2022	Initial Assessment	Stephannie Tran	Draft

