

# DDAP CRISIS ASSESSMENT TRAINING GUIDE

DMHAS Information Systems Division



March 2011

## **CRISIS ASSESSMENT**

## Overview

A client is admitted to a crisis program when they are evaluated as part of a behavioral health crisis. Crisis evaluations are conducted by crisis teams, and are always tied to a crisis program admission. There is only one crisis assessment per admission to a crisis program. A crisis assessment can be modified at any time after it has been entered into the application. **Note:** A crisis assessment can only be associated with an admission to a crisis program.

Crisis data can only be entered into DDaP through the front end.

### Forms:

The following forms are used when admitting a client to a Crisis Program:

- DDaP Admission Form Abbreviated
- DDaP Crisis Evaluation Form

These forms are located on the **DMHAS / EQMI** under <u>DDaP User Documentation and Forms</u> found at the following link: http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736

Refer to the **DDaP Training Guide** for instructions on admitting a new client, updating an existing client, entering and updating Services and Assessments and Discharging clients.

The **DDaP Training Guide** can be found at the following location:

• In the DDaP Application on the Sidebar in the 'Tools' link under 'Documentation'

## Adding a Crisis Assessment:

1. If adding the **Crisis Assessment** immediately following a new admission, select the <u>Assessments for New Admission</u> link on the **Admission Complete** screen.

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Tools 🔻 Home	Client $ ightarrow$ Admission $ ightarrow$ Diagnosis $ ightarrow$ Periodic Assessment $ ightarrow$ Co-Occurring Screening $ ightarrow$	Admission Complet
<b>test crisis▼</b> Provider: Hospital	A new admission has been created for test crisis in the 'SAGA Claims' program.	
Version Test 1.2	Proceed To: Assessments For New Admission Services For New Admission Diagnoses For New Admission Client Info For New Admission Create Another Admission For test crisis	<u>mission</u>

- 2. Select Crisis from the REQUIRED ASSESSMENTS drop list.
- 3. Select the CREATE button.

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REQUIRED	1	OPTIONAL ASSESSMEN	rsis			
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		ASSESSMENT HISTORY				
			CLIENT	MGT ROSTER MGT		Assessments

4. The CRISIS ASSESSMENT screen will display.

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Tools <b>*</b>	<u>Home</u>	Client Profile	Admission	Diagnosis	Services	Assessments	
test crisis▼ Provider: Danbu Hospital Version Test 1.2	ury	CRISIS ASSESSMENT					

OR

- 5. If adding the Crisis Assessment by CLIENT SEARCH, search on the client's Last Name or SSN.
- 6. Select Find Admissions next to client in the CLIENT(S) FOUND grid.

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								Search on the client
		CLIENT SEARCH					•	
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Version Training 1.7		Search By: 📀	Last Name O	SSN C Ad	vanced	Last Name: wh	ite	
							Se Se	lect Find Admissions
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		Last Name	First Name	SSN D	OB	•		
		white	snow	999888777 0	6/14/1962	Find Admissions	Create New Admission	

7. Select <u>Details</u> next to the client admission in the ADMISSION(S) FOUND FOR:... grid.

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		Hospital	24 Hospita Ave Crisis	506- Oper	02/07/2011	L	Details Discharge	
		isophili	201					

- 8. The Client Profile screen will display.
- 9. Select the Assessments tab in the Navigator Bar.

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STATE OF	CONNECTICUT	DMHAS Data Performanc	e System			
Tools  Home	Client Profile	Admission	Diagnosis	Services	Assessmen	nts
test crisis <b>*</b>	DEMOGRAPHICS					
Provider: Danbury Hospital	First Name: test	Mid Initia	Last Name: crisis		Suffix:	~
Bookmarks	SSN:	SSN	Unavailable Reason: SSN is u	nknown 🗸	Religion: Catholic	~
DEMOGRAPHICS ADDRESS	DOB:	DOB	Unavailable Reason: DOB is u	nknown 🖌 M	arital Status: Divorced/An	nulled 🐱
INSURANCE	Ethnicity: Non-Hisp	anic 🖌	Primary Language: English	×	Second Lang:	~
Version Test 1.2	Veteran Status: No	~	Military Start Date:	Milita	ry End Date:	
	Gender: Male	~	Provider Client ID:			
	Race: White/Ca	icasian				
	ADDRESS					
	Address 1: street					
	Address 2:					
	City: hartford		State: Connec	ticut 👻	Zip: 06103	
	INSURANCE					
	Insurance: Type Other priv	ate insurance	licy Number Start	Date End Date		
		CLIENT MGT	ROSTER MGT EDI	г	Cli	ent Profile

- 10. The Assessments screen will display with Crisis listed in REQUIRED ASSESSMENTS.
- 11. Select Crisis in the REQUIRED ASSESSMENTS drop list.
- 12. Select the CREATE button.

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Tools  Mome	Client Profile	Admission	Diagnosis	Services	Assessments
test crisis▼	REQUIRED ASSESSMENT	S			
Provider: Danbury Hospital	Assessments:	- Select One	CREATE	Select 'Crisis' and	select
Bookmarks	c	risis		the CREATE butto	n
REQUIRED	OPTIONAL ASSESSMENT	S			
HISTORY	Assessments: -	- Select One	CREATE		
Version					
Test 1.2	ASSESSMENT HISTORY				
		CLIENT	MGT ROSTER MGT		Assessments

## 13. The CRISIS ASSESSMENT screen will display.

#### 14. Complete the CRISIS ASSESSMENT data fields

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STATE OF CONN	ECTICUT	OMHAS Data Performanc	e System		
Tools  Home	Client Profile	Admission	Diagnosis	Services	Assessments
test crisis  Provider: Danbury Hospital Version Test 1.2	CRISIS ASSESSMENT	  ♪ PM			

Complete the **CRISIS ASSESSMENT** data fields as noted below:

	<b>REQUIRED FIELD</b> . Enter the first name of the evaluator
EVALUATOR FIRST NAME	conducting the assessment.
	<b>REQUIRED FIELD</b> . Enter the last name of the evaluator
EVALUATOR LAST NAME	conducting the assessment.
	<b>REQUIRED FIELD</b> . Enter the location of the client crisis
EVALUATION LOCATION	evaluation, or select from the drop list.
	<b>REQUIRED FIELD</b> . Enter the date of the client crisis
EVALUATION DATE	evaluation in MM/DD/YYYY format.
	<b>REQUIRED FIELD</b> . Enter the time of the client crisis
	evaluation in HH:MM AM/PM format.

## CRISIS ASSESSMENT data fields (cont.)

<b>test crisis▼</b> Provider: Danbury Hospital	Requestor Type Select One
Version Test 1.2	Request Date
	Request Time
	Diagnosis Type
	Police Department Select One
	Disposition Referral Select One
	Disposition Date

Complete the **CRISIS ASSESSMENT** data fields as noted below:

REQUESTOR TYPE	<b>REQUIRED FIELD</b> . Enter the type of entity (e.g. Police) requesting crisis intervention for the client, or select from the drop list.
REQUEST DATE	REQUIRED FIELD. Enter the date the Office of the Commissioner or LMHA was notified of the crisis in MM/DD/YYYY date format. The date must be less than or equal to the current date, greater than the client's DOB.
REQUEST TIME	<b>REQUIRED FIELD</b> . Enter the time the Office of the Commissioner or LMHA was notified of the crisis in HH:MM AM/PM format.
DIAGNOSIS TYPE	<b>REQUIRED FIELD</b> . Enter the High-level diagnosis of the client.
POLICE DEPT	<b>REQUIRED FIELD if the value in the Requestor Type field</b> <b>is Police or Police Community Relations Officer.</b> Enter the name of the police department involved, or select from the drop list, if applicable.
DISPOSITION REFERRAL	<b>REQUIRED FIELD</b> . Enter the outcome for the client based on the disposition, or select from the drop list.
DISPOSITION DATE	REQUIRED FIELD. Enter the date that the evaluator gave a disposition to a client in MM/DD/YYYY date format. This date must greater than or equal to the Evaluation Date, and less than or equal to the current date.



The Diagnosis Type is not the same as the ICD-9/DSM-IV diagnoses. **Diagnosis Type** is given at the crisis center based upon the situation rather than a thorough assessment by a trained clinician.

### CRISIS ASSESSMENT data fields (cont.)

<b>test crisis▼</b> Provider: Danbury Hospital	Disposition Time
Version Test 1.2	Facility Name
	Transported to ER Via Select One
	Arrest Made C Yes C No C Pending
	Most Serious Charge Type Select One
	Clinician Present
	SAVE SAVE & EXIT CANCEL Crisis Assessment

Complete the **CRISIS ASSESSMENT** data fields as noted below:

DISPOSITION TIME	<b>REQUIRED FIELD</b> . Enter the time that the evaluator gave a disposition to a client in HH:MM AM/PM format.				
FACILITY NAME	<b>REQUIRED FIELD</b> . Enter the name of the facility where a client is referred				
TRANSPORT ED	<b>REQUIRED FIELD</b> . Enter the circumstances under which the client arrives at the emergency department, (e.g. police, voluntary), or select from the drop list.				
ARREST MADE	<b>Required if the value in the Requestor Type field is</b> <b>Police or Police Community Relations Officer.</b> Select 'Yes', 'No' or 'Pending' regarding whether or not a client was arrested in relation to this crisis.				
MOST SERIOUS CHARGE TYPE	Select the most serious charge type filed against the client, (e.g. Felony) from the drop list. Select 'None' if Arrest Made is 'No'.				
CLINICIAN PRESENT	Required if the value in the Requestor Type field is Police or Police Community Relations Officer. Select 'Yes' or 'No' for if CIT Clinician was present at a police call.				

**15.** Select the **SAVE** button to save the Crisis Assessment.



*Errors will display in red if required fields are missing values. Complete any missing fields accordingly.* 

- **16.** Select the **SAVE & EXIT** button to save the Crisis data and return to the Assessments screen.
- 17. Select the CANCEL button to Cancel out of the screen and not save. (Note: Once a Crisis Assessment has been added and saved, the CANCEL button will take you off the screen with the original Crisis data saved.)

- 18. When the SAVE & EXIT button is selected, the Assessments screen will display and the Crisis Assessment will display in the ASSESSMENT HISTORY grid.
- **19.** The **Assessment Date** in the **ASSESSMENT HISTORY** grid is the date the **Crisis Assessment** was entered into DDaP.

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Tools 🔻	<u>Home</u>	Client Profile	Admission	Diagnosis	Services	Assessments
		REQUIRED ASSESSM	ENTS			
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Provider: Dar Hospital	nbury					
Bookmarks	;	OPTIONAL ASSESSM	ENTS			
OPTIONAL HISTORY		Assessment	S: Select One	CREATE	Select 😂 t	o view or edit the
Version		ASSESSMENT HISTO	RY		011313 A330	Soment
		Assessment Date 09/14/2010	Assessment Crisis	×		
The da Asses entere	ate the Cri sment was ed in DDaP	sis s 9.	CLIENT MGT ROSTE	RMGT	Select X to Assessment	delete the Crisis

- **20.** Select the open in the **ASSESSMENT HISTORY** grid to view or edit the assessment.
- **21.** Select the delete  $\ge$  icon in the grid to delete the assessment.
- 22. Select the CLIENT MGT button to return to the Client Search.
- 23. Select the **ROSTER MGT** button to return to the **Roster Search**.
- 24. Select any of the tabs in the Navigator Bar to go to another screen to view or update client data.
- **25.** The **Crisis Assessment** now displays in the **OPTIONAL ASSESSMENTS** drop list and another **Crisis Assessment** can be added in the future.

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Test Crisis SSN: Provider: Danbury Hospital	REQUIRED ASSESSMENT Assessments:	rS Select One	CREATE		
Bookmarks REQUIRED OPTIONAL HISTORY Version	OPTIONAL ASSESSMENT Assessments:	TS Select One Select One :o-Occurring constite Emergency Room	CREATE	The Crisis Assess the Optional Asse	ment displays in ssments drop list
Test 1.2	ASSESSMENT HISTOR H Assessment Date 09/14/2010	lospitalization eriodic risis			