

Client Status Review

Path: Client List → Select or Create Client → Activity List → Outcomes → CSR FY2011

Prerequisite: You must have;

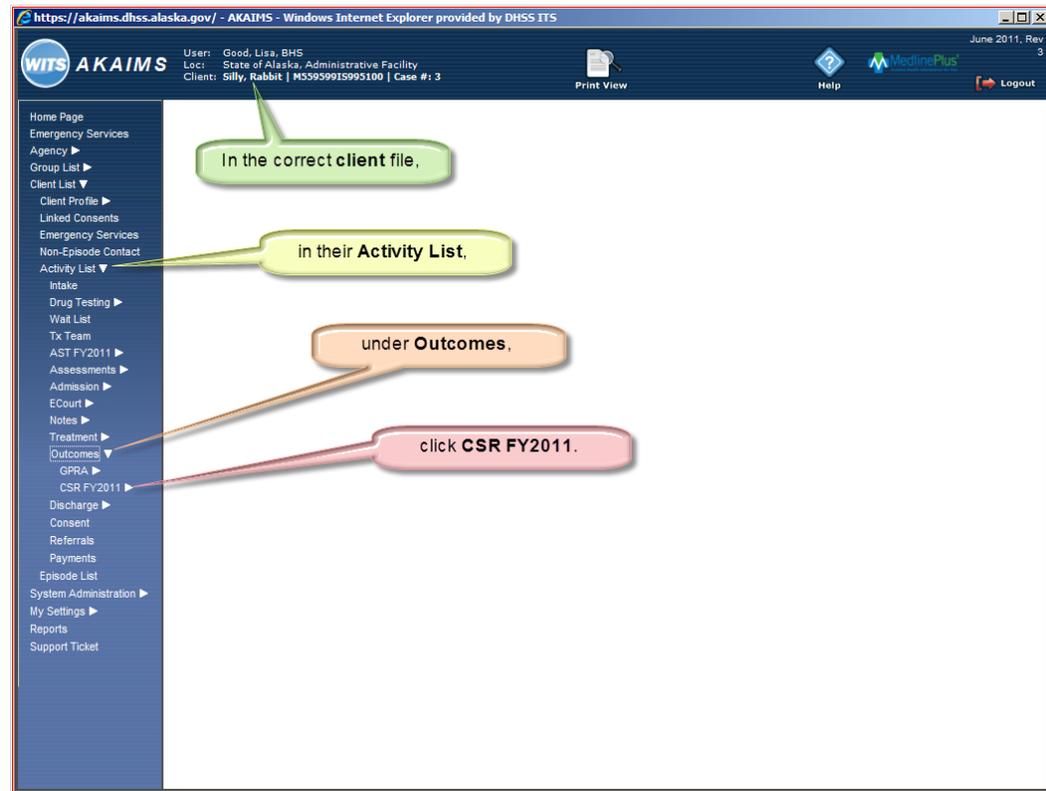
- ✓ Logged into the system.
- ✓ Selected a facility.
- ✓ Searched and retrieved an existing client record or created and saved a client profile if none existed.
- ✓ Completed a client intake.

Introduction

The **Client Status Review (CSR)** measures the level of client function in several different life domain areas. The CSR was completely revised in 2010, and is labeled now in AKAIMS with FY 2011. If your agency uses a paper form, the text in the footer should say "Version Date: June 21, 2010." If it does not, all copies should be discarded and the new one printed to replace it. Blank forms are available in AKAIMS under Help - Forms.

1. From the **Activity List**, select **Outcomes**, and then select **CSR FY2011**, which will take you to the **Client Status Review List** screen. If you have completed any reviews previously you will see them listed here.

Note: As a Condition of the Grant Award, all agencies receiving grants from the Division of Behavioral Health are required to complete Client Status Reviews (**CSR FY2011**) on every client. Types of CSRs in one Episode of Care must include one **Initial CSR**, one or more Follow Up CSR(s) **Every 90–135 Days**, and/or one **Discharge CSR**.



- Click the **Add New Client Status Review Record** link to create a new review. You will be placed in the **Identifying Info** screen, the first of four related screens.

Note: You can review previous CSRs from this list or the Client Activity List. Click the link **Add New...** to create a new one.

The screenshot displays the AKAIMS web application interface. The main content area is titled "Client Status Review FY2011 List". It contains a table with the following data:

Date of Review	Reviewed By	Interview Type	Actions
9/11/2010	Boop, Betty	Initial	Review
12/12/2010	Boop, Betty	Every 3 Months (Youth)	Review
3/7/2011	Boop, Betty	Every 3 Months (Youth)	Review
5/31/2011	Boop, Betty	Every 3 Months (Youth)	Review
9/1/2011	Boop, Betty	Every 90 to 135 days	Review

In the top right corner of the table area, there is a link: [Add New CSR FY2011 Record](#). A green arrow points from a callout box to this link. The callout box contains the text: "Click on Add New... to create a new CSR".

3. **Type of Review:** Select the appropriate choice from the drop-down list; the first CSR in a client file is “Initial”. There can only be one Initial CSR in one Episode of Care.
4. **Method of Administering:** Select as appropriate from the drop-down list.
5. **Administered By:** This defaults to the user currently logged in. Select a different name if needed from the drop-down list.
6. **Date Administered:** This defaults to today’s date – change if needed.
7. **Printing:** To print a *blank* form, on the first screen, click on PDF Version. To print a *completed* CSR for a paper file, click on **Print Report**.
8. Navigate to the other screens using the arrows or the left menu, and continue to enter the responses until you have filled in all of the required fields on all four screens.
9. All fields that allow numeric answers will accept “97”, which counts as “unknown”.
 - o **Save** or **Finish** is not possible until all required fields on the four screens of this document are completed.
 - o **Cancel** erases all data entered and takes you back out to the **CSR FY2011** List.

Note: You can click the [PDF Version](#) link to open and print a blank paper copy of the form; this form is also available under Help – Forms. Clicking **Print Report** produces a PDF of the filled in form for printing and adding to a paper file. Check your paper CSRs for the date *June 21, 2010* in the footer.

The screenshot shows the AKAIMS web application interface. At the top, there is a navigation bar with a 'Print Report' button circled in red. Below the navigation bar, the main content area displays the 'Identifying Info for Silly, Rabbit' form. The form includes fields for Name, Address, Parent(s)/Guardian(s), Type of Review, Method of Administering, Date Administered, Date of Last Review, Administered By, Date Administered, and Date of Discharge. A 'PDF Version' link is also visible. Callout boxes provide instructions: 'To print a completed document, click here.' pointing to the 'Print Report' button, and 'To print a blank CSR form, click here.' pointing to the 'PDF Version' link. Below the screenshot is a preview of the 'CLIENT STATUS REVIEW' form, which contains a list of 8 questions about the client's health and living arrangements over the past 30 days.

CLIENT STATUS REVIEW Case Number:

Date completed: ___/___/___ Name

If you are filling this out for someone else, please answer from their view. # of Days

1. How many days during the past 30 days was your physical health (including physical illness and/or injury) **not** good?
2. How many days during the past 30 days was your mental health (including depression and/or problems with emotions, behavior, or thinking) **not** good?
3. How many days during the past 30 days did poor physical or mental health keep you from doing your usual activities, such as taking care of yourself, work, or recreation?
4. How many days during the past 30 days have you had thoughts about suicide or hurting yourself?
5. How many days during the past 30 days have you used alcohol?
6. How many days during the past 30 days have you used illegal drugs (including medications not as prescribed/directed)?
7. In the past 30 days, how many times have you used emergency medical services such as the hospital, emergency room, emergency medical technicians or health aides for physical, substance abuse, or mental health problems?
8. Which one of the following best describes your living arrangement in the past 30 days? (please check one)
 - Adult in private residence – independent living (house, apartment, trailer, hotel, room, etc.)
 - Adult in private residence – dependent living (house, apartment, trailer, hotel, room, etc.)
 - Child living with family/extended family or with
 - Crisis residence (short term stabilization)
 - Residential care facility (assisted living, halfway house, group homes, board & care)
 - Residential treatment facility for:
 - Mental health
 - Substance abuse
 - Co-occurring disorder