



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 [DDaP User Documentation and Forms](http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736) found at the following link: <http://www.ct.gov/dmhas/cwp/view.asp?a=2900&q=334736>

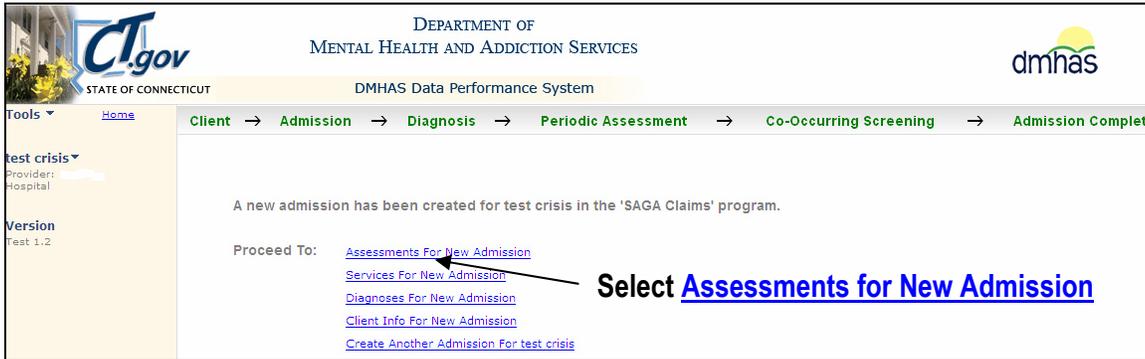
Refer to the **DDaP Training Guide** for instructions on admitting a new client, updating an existing client, entering and updating Services and Assessments and Discharging clients.

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

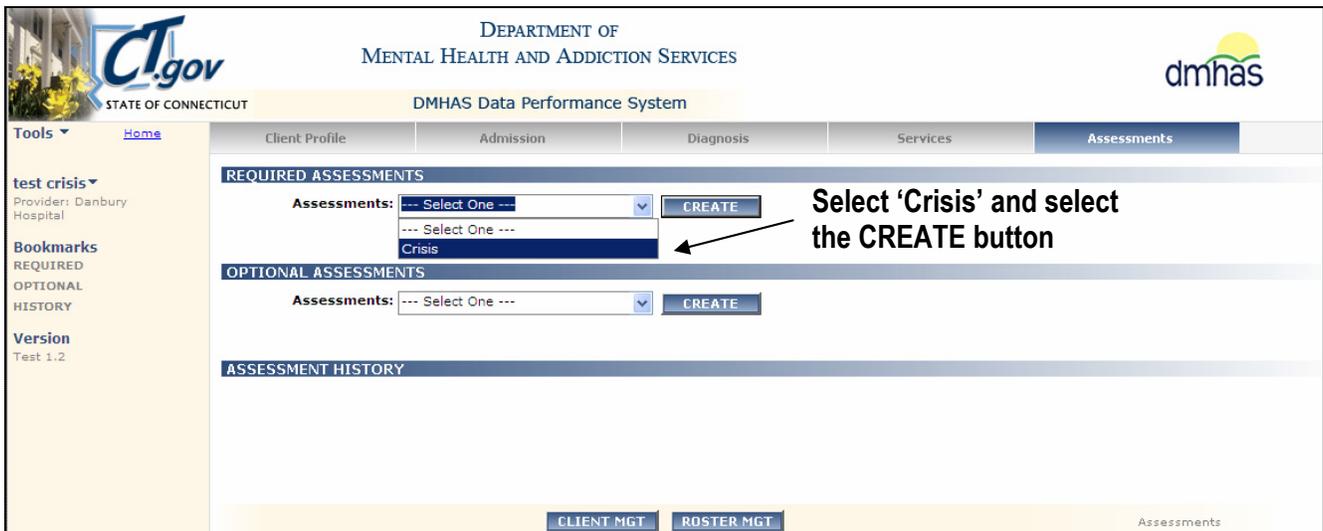
- In the DDaP Application on the Sidebar in the **'Tools'** link under **'Documentation'**

Adding a Crisis Assessment:

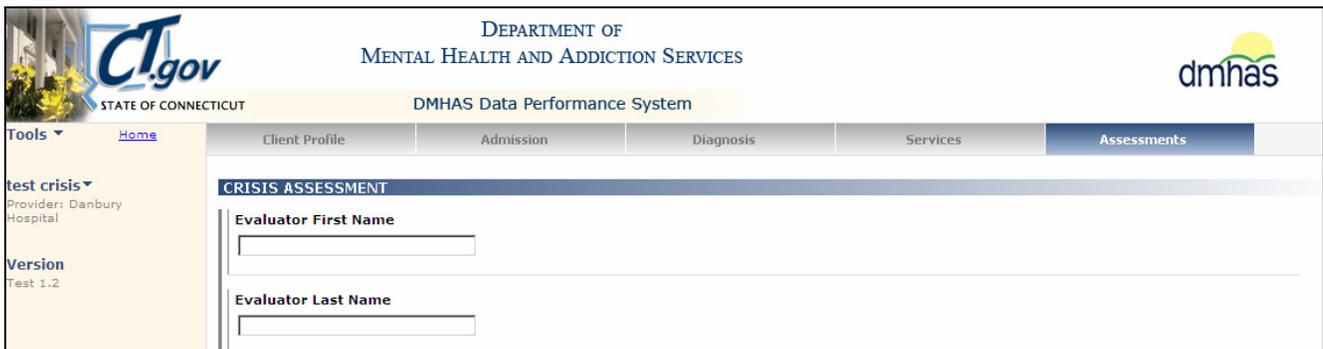
1. If adding the **Crisis Assessment** immediately following a new admission, select the [Assessments for New Admission](#) link on the **Admission Complete** screen.



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



4. The **CRISIS ASSESSMENT** screen will display.



OR

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

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

STATE OF CONNECTICUT DMHAS Data Performance System

Tools Home Client Management Roster Management File Management

Version Training 1.7

CLIENT SEARCH

Provider: ALL

Search By: Last Name SSN Advanced Last Name: white

CLIENT(S) FOUND

Last Name	First Name	SSN	DOB	
white	snow	999888777	06/14/1962	Find Admissions Create New Admission

- Select [Details](#) next to the client admission in the **ADMISSION(S) FOUND FOR:...** grid.

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Tools Home Client Management Roster Management File Management

Version Training 1.7

CLIENT SEARCH

Provider: ALL

Search By: Last Name SSN Advanced Last Name: white

CLIENT(S) FOUND

Last Name	First Name	SSN	DOB	
white	snow	999888777	06/14/1962	✓ Create New Admission
WHITE	SNOW	123112222	04/10/1970	Find Admissions Create New Admission

ADMISSION(S) FOUND FOR: SNOW WHITE - SORTED BY ADMIT DT

Program(s): ALL

Provider	Program	Status	Admit Dt	Discharge Dt	
Danbury Hospital	24 Hospital Ave. Crisis506-201	Open	02/07/2011		Details Discharge

8. The **Client Profile** screen will display.

9. Select the **Assessments** tab in the Navigator Bar.

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DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | **Assessments**

DEMOGRAPHICS

First Name: Mid Initial: Last Name: Suffix:

SSN: SSN Unavailable Reason: Religion:

DOB: DOB Unavailable Reason: Marital Status:

Ethnicity: Primary Language: Second Lang:

Veteran Status: Military Start Date: Military End Date:

Gender: Provider Client ID:

Race:

ADDRESS

Address 1: Address 2:

City: State: Zip:

INSURANCE

Insurance	Type	Policy Number	Start Date	End Date
	Other private insurance			

CLIENT MGT | ROSTER MGT | EDIT

Client 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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DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | **Assessments**

REQUIRED ASSESSMENTS

Assessments:

OPTIONAL ASSESSMENTS

Assessments:

ASSESSMENT HISTORY

CLIENT MGT | ROSTER MGT

Assessments

13. The **CRISIS ASSESSMENT** screen will display.

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

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

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

CRISIS ASSESSMENT data fields (cont.)

<p>test crisis ▾ Provider: Danbury Hospital</p> <p>Version Test 1.2</p>	<p>Requestor Type</p> <p>-- Select One -- ▾</p>
	<p>Request Date</p> <p><input type="text"/> <input type="button" value="Calendar"/></p>
	<p>Request Time</p> <p><input type="text"/> : <input type="text"/> <input type="radio"/> AM <input type="radio"/> PM</p> <p>HH MM</p>
	<p>Diagnosis Type</p> <p>-- Select One -- ▾</p>
	<p>Police Department</p> <p>-- Select One -- ▾</p>
	<p>Disposition Referral</p> <p>-- Select One -- ▾</p>
	<p>Disposition Date</p> <p><input type="text"/> <input type="button" value="Calendar"/></p>

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

REQUESTOR TYPE	REQUIRED FIELD. 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	REQUIRED FIELD. Enter the time the Office of the Commissioner or LMHA was notified of the crisis in HH:MM AM/PM format.
DIAGNOSIS TYPE	REQUIRED FIELD. Enter the High-level diagnosis of the client.
POLICE DEPT	REQUIRED FIELD if the value in the Requestor Type field is Police or Police Community Relations Officer. Enter the name of the police department involved, or select from the drop list, if applicable.
DISPOSITION REFERRAL	REQUIRED FIELD. 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.)

test crisis ▾

Provider: Danbury Hospital

Version

Test 1.2

Disposition Time

: AM PM

HH MM

Facility Name

Transported to ER Via

-- Select One -- ▾

Arrest Made

Yes No Pending

Most Serious Charge Type

-- Select One -- ▾

Clinician Present

Yes No

SAVE **SAVE & EXIT** **CANCEL**

Crisis Assessment

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

DISPOSITION TIME	REQUIRED FIELD. Enter the time that the evaluator gave a disposition to a client in HH:MM AM/PM format.
FACILITY NAME	REQUIRED FIELD. Enter the name of the facility where a client is referred.
TRANSPORT ED	REQUIRED FIELD. Enter the circumstances under which the client arrives at the emergency department, (e.g. police, voluntary), or select from the drop list.
ARREST MADE	Required if the value in the Requestor Type field is Police or Police Community Relations Officer. 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 Home

Client Profile Admission Diagnosis Services **Assessments**

REQUIRED ASSESSMENTS

Assessments: --- Select One --- CREATE

OPTIONAL ASSESSMENTS

Assessments: --- Select One --- CREATE

ASSESSMENT HISTORY

Assessment Date	Assessment	
09/14/2010	Crisis	X [edit icon]

CLIENT MGT ROSTER MGT

SSN: Test Crisis
Provider: Danbury Hospital

Bookmarks
REQUIRED
OPTIONAL
HISTORY

Version
Test 1.2

Select [edit icon] to view or edit the Crisis Assessment

The date the Crisis Assessment was entered in DDaP.

Select X to delete the Crisis Assessment

20. Select the open [edit icon] icon in the **ASSESSMENT HISTORY** grid to view or edit the assessment.

21. Select the delete [X] 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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Tools Home

Client Profile Admission Diagnosis Services **Assessments**

REQUIRED ASSESSMENTS

Assessments: --- Select One --- CREATE

OPTIONAL ASSESSMENTS

Assessments: --- Select One ---
--- Select One ---
Co-Occurring
Hospital Emergency Room
Hospitalization
Periodic
Crisis

ASSESSMENT HISTORY

Assessment Date	Assessment	
09/14/2010	Crisis	X [edit icon]

CLIENT MGT ROSTER MGT

SSN: Test Crisis
Provider: Danbury Hospital

Bookmarks
REQUIRED
OPTIONAL
HISTORY

Version
Test 1.2

The Crisis Assessment displays in the Optional Assessments drop list