
COMPREHENSIVE ADDICTION AND RECOVERY ACT FACES.NET INTERVENTION PLANNING CONTACT NOTE

CREATION DATE: October 31, 2017

Pointers to Remember:

1. In collaboration with practice governance related to CARA, two additional Purpose select options have been added to the Contact screen.
 - **“Intervention Plan – Services Offered, Yes”**
 - **“Intervention Plan – Services Offered, No”**
2. Enter all clients who were discussed during the intervention planning in the Client Discussed select box. Always select the substance exposed infant and the affected caregiver.
3. In the Comment narrative box, document details related to the intervention strategy. If no intervention plan or no services offered, data must include an explanation.

Entering Intervention Plan via Contact Note

Steps include: *After placing Referral in focus*

Step 1: Hold cursor over **Referral** then **Investigations**.

Step 2: Click on **Contacts** screen.

The screenshot shows the 'Contact History' table at the top with one entry: ADMIN TRAINER, Face to Face (Hospital), Completed, InvestigationAssessment. Below is the 'General Information' section with fields for Staff Name (ADMIN TRAINER), Type / Location (Face to Face (Hospital)), Source (Investigation/Assessment), Date (11/01/2017), Time (09:00), and Status (Completed). The 'Clients Discussed' section has a dropdown menu with 'SHANTE JACKSON' and 'KEYSHAWN JACKSON' selected, indicated by a red arrow. The 'Contact Participants' section has a dropdown menu with 'SHANTE JACKSON' selected. The 'Purpose' section has a dropdown menu with 'Intervention Plan - Services Offered, Yes' selected, indicated by a red arrow. The 'Type of Contact' section has an empty dropdown menu. The 'Comments' section has a text area with the text 'Enter all notes regarding the intervention planning strategy for caretaker and exposed infant...' and a red arrow pointing to the text area. At the bottom, there are buttons for 'New', 'Save', 'Cancel', and 'Find'.