Steps to Complete the Level of Care Utilization System, (LOCUS)

When you are ready to complete the LOCUS you will begin by selecting "Enter a New Patient"

New Patient Data Entry Form

Fields that must be completed:

-Pt. Id.#

-Pt. Name

-DOB

-Admit date

-Facility

Adult Service Manager - [New Patient Data Entry]

Control Help

New Patient Data Entry

Patient Identification: 12536554
Client ID

Patient Name: Doe | John | D
Last | First | Middle

Social Security: 111-11-1111 Gender: Male DOB: 02/24/1965
Please enter a 4-digit year

Patient Notes: This is a free form space where you can enter data, up to 255 characters

Admission Date: 11/12/2008 Facility: Select facility from drop down list
You are currently at Training Facility 1

Cancel Patient | Save and Return to Main Menu | New Evaluation

"Cancel Patient" will return you to the Home menu.

"Save and Return" will send you to the Home window but save the information.

"New Evaluation" will bring you to the "Evaluation for client named" form.

Evaluation for

Adult Service Manager - [New LOCUS P.A.S. Evaluation]

Control Help

Evaluation for Doe, John

Primary Diagnosis Facilitating Admission

You may enter a diagnosis from the drop down list. It contains the DSM-IV-TR

Additional AXIS-I and II Diagnoses

Rule Out

You may also pick an Axis I or II and identify them as "Rule Out"   **You do not need to enter a diagnosis to complete LOCUS.**

LOCUS Evaluations During Selected Occurrence

Date   Time   Disposition

If the consumer had been in your facility, you would be able to see the evaluations already completed during this occurrence of treatment.

Date: 11/28/2008   Time: 09:15 AM

Valid dates: 11/12/08 to 12/15/08

Cancel Evaluation   Start Evaluation

This will Cancel the Evaluation.   This will bring you to the beginning of the LOCUS instrument.

LOCUS Instrument

Control   Jump to Rating   Help

Risk of Harm

Next Dimension

from misinterpretations of reality, from inability to adequately care for oneself, or from altered states of consciousness due to use of intoxicating substances in an uncontrolled manner. For the purposes of evaluation in this parameter, deficits in ability to care for oneself are considered only in the context of their potential to cause harm. Likewise, only behaviors associated with substance use are used to rate risk of harm, not the substance use itself. In addition to direct evidence of potentially dangerous behavior from interview and observation, other factors may be considered in determining the likelihood of such behavior such as: past history of dangerous behaviors, ability to contract for safety, and availability of means. When considering historical information, recent patterns of behavior should take precedence over patterns reported from the remote past. Risk of harm may be rated according to the following criteria:
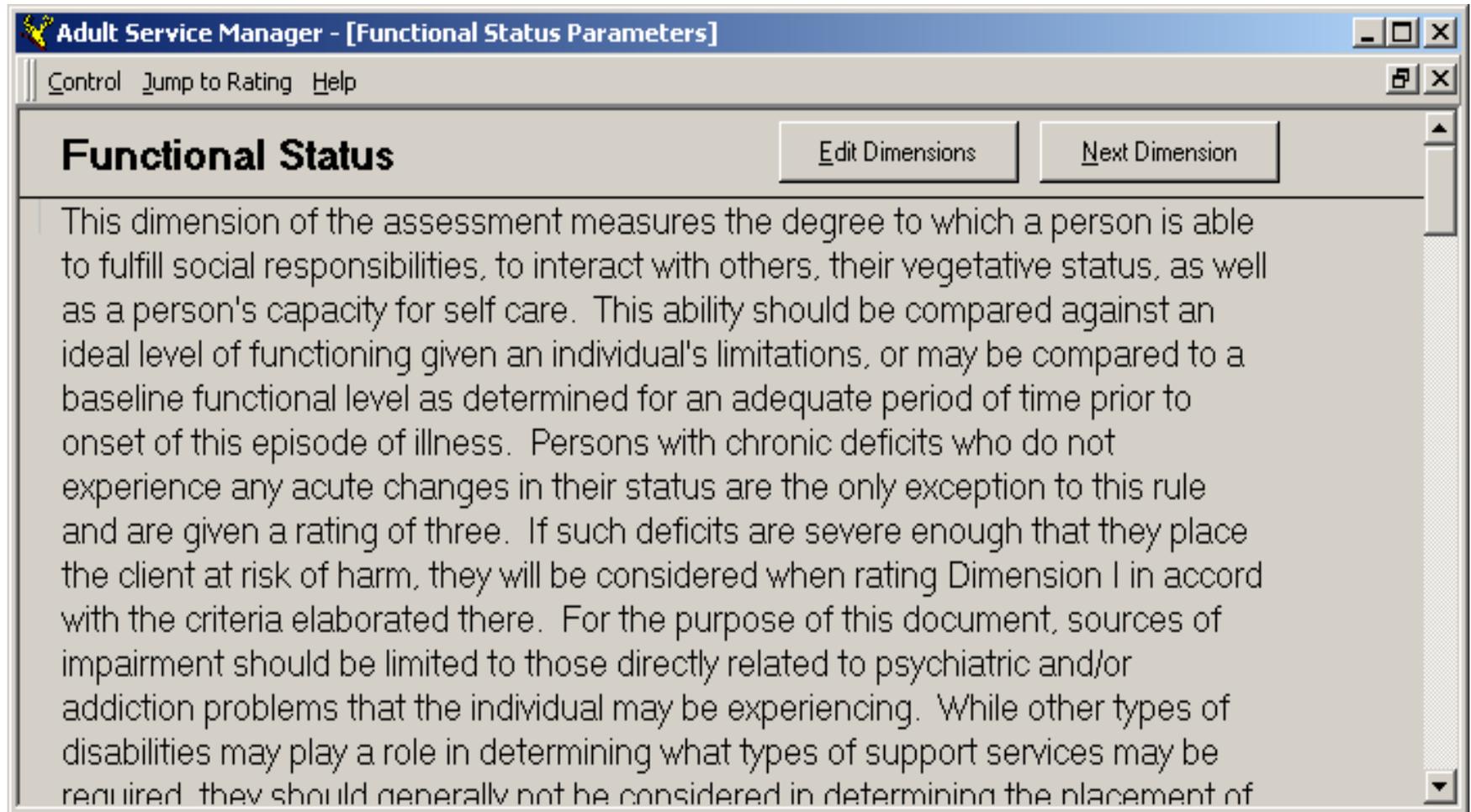
1 – Minimal risk of harm

☐ No indication of suicidal or homicidal thoughts or impulses, and no history of

Each dimension begins with a description of what is to be evaluated followed by the criteria in five levels of intensity.

Dimension Risk of Harm

Adult Service Manager - [Risk of Harm Parameters]

Control   Jump to Rating   Help

Risk of Harm

Next Dimension

Once you have chosen the criteria for the dimension click "Next Dimension" to move to the next Dimension.

1 – Minimal risk of harm

☐ No indication of suicidal or homicidal thoughts or impulses, and no history of suicidal or homicidal ideation, and no indication of significant distress

☐ Clear ability to care for self now and in the past

2 – Low risk of harm

■ No current suicidal or homicidal ideation, plan, intentions or severe distress, but may have had transient or passive thoughts recently or in the past

☐ Substance use without significant episodes of potentially harmful behaviors

☐ Periods in the past of self-neglect without current evidence of such behavior

Here is an illustration of the criteria for Risk of Harm , Level 1 and Level 2 are shown but all dimension have 5 levels of criteria. You choose the criteria by clicking on the box to the left of the criteria. Remember you can pick more than one criteria and criteria at different levels if appropriate. The computer will pick the highest criteria to use for scoring.
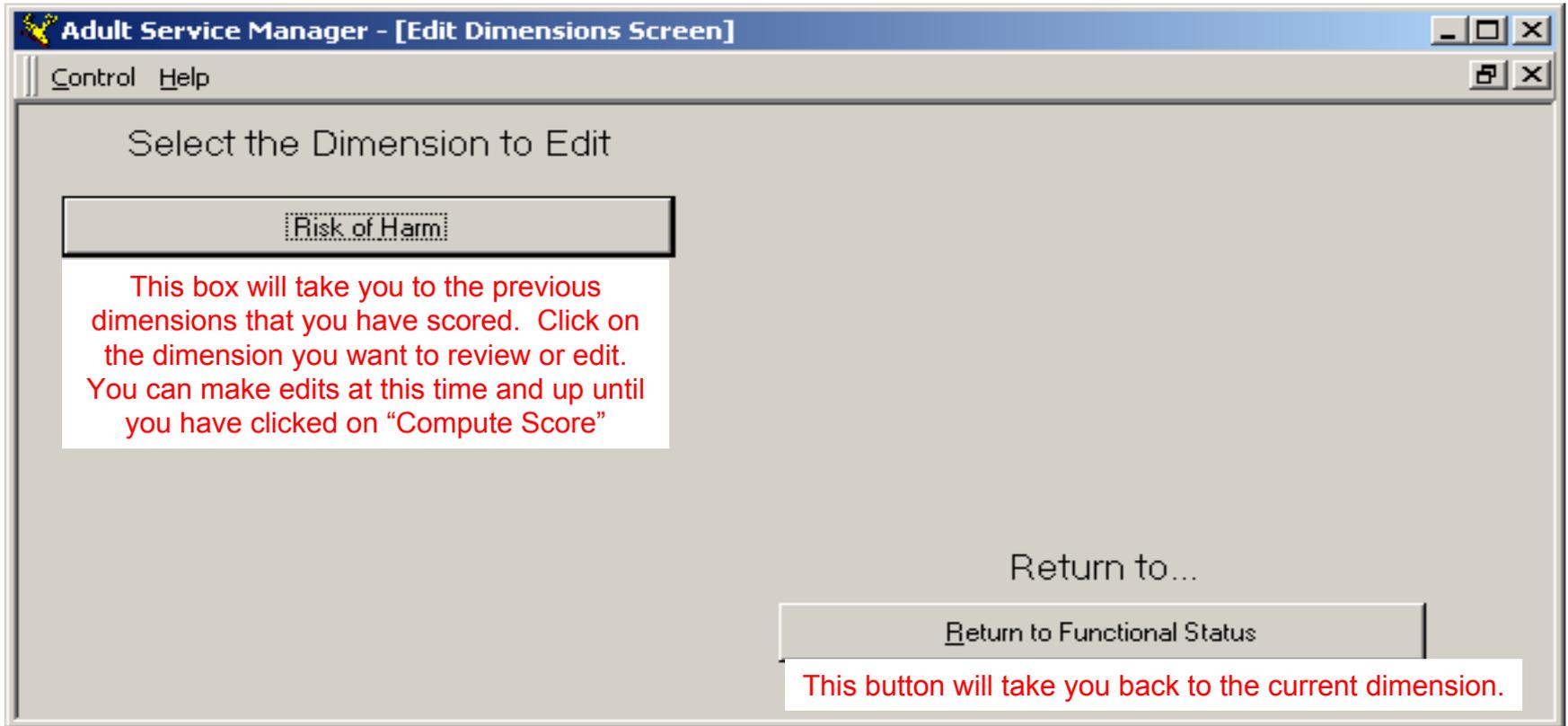
Functional Status

Control   Jump to Rating   Help

Functional Status

[Edit Dimensions]   [Next Dimension]

This dimension of the assessment measures the degree to which a person is able to fulfill social responsibilities, to interact with others, their vegetative status, as well as a person's capacity for self care. This ability should be compared against an ideal level of functioning given an individual's limitations, or may be compared to a baseline functional level as determined for an adequate period of time prior to onset of this episode of illness. Persons with chronic deficits who do not experience any acute changes in their status are the only exception to this rule and are given a rating of three. If such deficits are severe enough that they place the client at risk of harm, they will be considered when rating Dimension I in accord with the criteria elaborated there. For the purpose of this document, sources of impairment should be limited to those directly related to psychiatric and/or addiction problems that the individual may be experiencing. While other types of disabilities may play a role in determining what types of support services may be required, they should generally not be considered in determining the placement of

All dimensions are set up uniformly. Select the appropriate criteria and select "Next Dimension" to continue through the instrument. If you wish to review or edit criteria previously selected click on "Edit Dimensions"

Edit Dimension Screen

Adult Service Manager - [Edit Dimensions Screen]

Control   Help

Select the Dimension to Edit

Risk of Harm

This box will take you to the previous dimensions that you have scored. Click on the dimension you want to review or edit. You can make edits at this time and up until you have clicked on "Compute Score"

Return to...

Return to Functional Status

This button will take you back to the current dimension.

If you clicked the "Edit Dimension" button, this screen will open.

Last Dimension

"Engagement" is the last dimension. Here you will notice that a "Compute Score" button has replaced the "Next Dimension" button. After selecting the appropriate criteria in this dimension you will be able to click on "Compute Score". ***Remember, once you click on "Compute Score" you will no longer be able to change your criteria in any of the dimensions and the Level of Care will be determined by your criteria selections.***

Adult Service Manager - [LOCUS P.A.S. Evaluation Results]

Control   Help

Date/Time:
11/28/08
9:15 AM

Patient Name: Doe | John |

Social Security: 111-11-1111   **Gender:** Male   **DOB:** 02/24/1965

Primary Diagnosis Facilitating Admission:

Current Level of Care: None

LOCUS Recommended Disposition: Low Intensity Community Based Services

Actual Disposition: Low Intensity Community Based Services

Reason For Variance:

Program / Referred to: Use drop down list for selection.

Attending Physician: Not Applicable | N/A

Notes: This is another free form box where data can be entered, up to 255 characters.

If you change the "Actual Disposition" the "Reason for Variance." field will be activated and you will be required to give the reason why a consumer was sent to another LOC. You can use the pre-populated reasons in the "Reason for Variance" field

[...]evel of Care Description | Preview Report | Print Report | Complete Evaluation

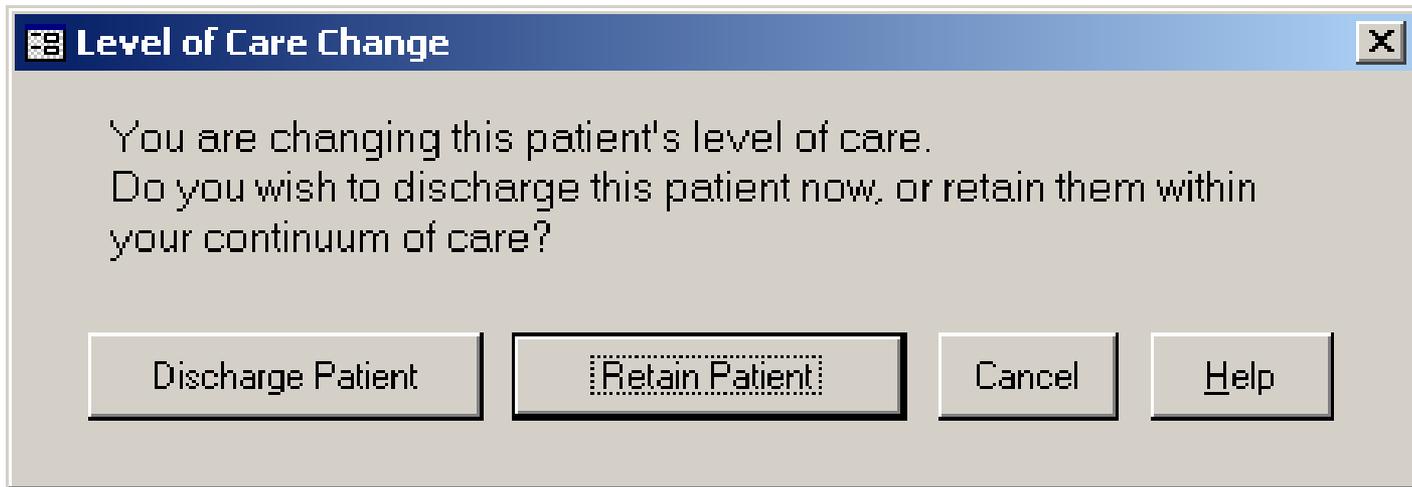"Level of Care Description" (LOC) will allow you to see how a particular LOC is defined by LOCUS

"Preview Report" will allow you to view the report.

"Print Report" will allow you to print the report.

"Complete Evaluation will allow you to retain or discharge a consumer.

"Remember, clinical judgment as well as a number of other reasons can result in an alternative LOC being selected. LOCUS is a recommendation tool and therefore, the actual disposition may vary from the "LOCUS Recommended Disposition." If the "Actual Disposition" needs to be changed, change it here."

Make appropriate selection for the consumers LOC. Remember if this is a new consumer they are not yet active in a LOC until you complete this screen.

Level of Care Change

You are changing this patient's level of care.
Do you wish to discharge this patient now, or retain them within your continuum of care?

| Discharge Patient | Retain Patient | Cancel | Help |

If you select "Discharge Patient" you will move to the Discharge Patient Screen.

If you select "Retain Patient" you will be sent to the Home page.

Discharging Screen

Discharging Doe, John

You have chosen to discharge the patient.
Please select a discharge disposition.

Discharge Date:

Enter date

Valid Dates:
12/15/08 to 12/15/08

Discharge Type:

Left AMA
Patient Deceased
Transferred to Another Organization
Transferred Within This Organization

Select Discharge Type from list

Discharge Notes:

Another free form box that can accommodate 255 characters.

Discharge Patient   Cancel Discharge   Help

This will allow you to discharge the consumer.

This will allow you to cancel the discharge and retain the consumer.