



ANSA Workflow

The ANSA is to be completed upon admission, and at the annual treatment plan.

UPON ADMISSION:

1. Client seeks care from HCRS and has been seen through Open Access.
2. Access Navigator/Staff schedule **Adult Assessment/ANSA: (Form Group)** service in the assessing clinician's schedule.
 - a. Go to provider schedule (schedule tab)
 - b. Click the appropriate time in schedule
 - c. Enter details for service
 - i. Client name:
 - ii. Service Type: **Adult Assessment/ANSA: (Form Group)**
 1. This service is a *form group*, which includes:
 - a. Adult Assessment
 - b. ANSA
 - iii. Location
 - iv. Date/Time
 - d. Click **Schedule** (if not completing immediately) or **Begin Service** (If completing immediately)
 - e. Fill in form (use the drop down on the left to toggle between Adult Assessment and ANSA) **See below for navigating form group in Credible.*
 - f. Complete Service
 - g. Sign & Submit Service

AT TREATMENT PLAN – *client has already had their initial ANSA completed upon admission. A new ANSA is required at annual treatment planning. 30-60 days prior to due date, assigned clinician must complete another ANSA for treatment planning purposes. A notification will be triggered in Credible to remind providers when it's coming due. If there is no assigned clinician, the primary provider will arrange for the completion of the ANSA with identified clinician.*

1. Schedule ANSA service
 - a. Go to provider schedule (schedule tab)
 - b. Click appropriate time within the schedule
 - c. Enter details for service:
 - i. Client name:
 - ii. Service Type: **ANSA**
 - iii. Location:
 - iv. Date/Time:

- d. Click **Schedule** (if not completing immediately) or **Begin Service** (If completing immediately)
- e. Fill in form (use the drop down on the left to toggle between Adult Assessment and ANSA) **See below for navigating form group in Credible.*
- f. Complete Service
- g. Sign & Submit Service

Adult Assessment Group: (Form Group) Procedure

To be completed at initial Assessment and Reassessment

1. Go to pre-scheduled service within the Schedule Tab: **Adult Assessment/ANSA: (Form Group)**
2. Click **Begin Service**
3. Click **Adult Assessment** to bring you into the form.
4. Fill out information received from your interview with the client.
5. Use the drop down on the left menu, to select the ANSA.

The image displays two screenshots of a software interface, likely for a mental health or social services system, showing the process of selecting a form group for an adult assessment.

Top Screenshot: The interface shows a header "MOUSE, MICKEY" and a dropdown menu with "MOUSE, MICKEY (ADULT ASSESSMENT)" selected. Below the header, there are links for "BILLING INFO / SIGN & SUBMIT", "INCOMPLETE VIEW", and "CLIENT INTAKE". The main content area is titled "ADULT ASSESSMENT" and contains a list of items: "START ADULT ASSESSMENT", "ADULT ASSESSMENT", "ADULT ASSESSMENT", and "Formulation". To the right of the screenshot is a flowchart titled "START ADULT ASSESSMENT" with steps: "ADULT ASSESSMENT", "Formulation", and "Complete".

Bottom Screenshot: The interface shows the same header "MOUSE, MICKEY" and dropdown menu, but now "MOUSE, MICKEY (ANSA)" is selected. The main content area is titled "ADULT ASSESSMENT" and contains the same list of items. To the right of the screenshot is the same flowchart titled "START ADULT ASSESSMENT" with steps: "ADULT ASSESSMENT", "Formulation", and "Complete".

6. Toggle between Adult Assessment/ANSA as needed throughout your assessment process.
 - a. IMPORTANT: *Be sure to select “next” at the bottom of each screen before toggling to another form within the form group. If you do NOT do this, your work will be lost. See Below.*

- i. Step 1: Click “Next” to save your work

MOUSE, MICKEY

MOUSE, MICKEY (ADULT ASSESSMENT) ▼

- BILLING INFO / SIGN & SUBMIT
- INCOMPLETE VIEW
- CLIENT INTAKE

ADULT ASSESSMENT

- START ADULT ASSESSMENT
- ADULT ASSESSMENT
- ADULT ASSESSMENT
- Formulation

basic needs, exploitation risk, recklessness and criminal behavior: ☒

TEST

Crisis/Wellness Plan (Include resources to mitigate the risk) *if current risk is identified, complete Crisis/Wellness Plan and/or refer to HCRS Crisis Team: ☒

TEST

PSYCHIATRIC AND HOSPITAL HISTORY (ANSA Domain)

History of Psychiatric Hospitalization and Crisis Episode (Include psychiatric hospitalization history, crisis utilization and other treatment history): ☒

TEST

* Indicates required field

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- ii. Step 2: Change forms by using menu on left

MOUSE, MICKEY

MOUSE, MICKEY (ADULT ASSESSMENT) ▼

- BILLING INFO / SIGN & SUBMIT
- INCOMPLETE VIEW
- CLIENT INTAKE

ADULT ASSESSMENT

- START ADULT ASSESSMENT
- ADULT ASSESSMENT
- ADULT ASSESSMENT
- Formulation

basic needs, exploitation risk, recklessness and criminal behavior: ☒

TEST

Crisis/Wellness Plan (Include resources to mitigate the risk) *if current risk is identified, complete Crisis/Wellness Plan and/or refer to HCRS Crisis Team: ☒

TEST

PSYCHIATRIC AND HOSPITAL HISTORY (ANSA Domain)

History of Psychiatric Hospitalization and Crisis Episode (Include psychiatric hospitalization history, crisis utilization and other treatment history): ☒

TEST

* Indicates required field

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7. Once Adult Assessment/ANSA are complete, sign and submit each form *separately*.