Avatar Leave & Return From Leave Instructional Handout

When an individual goes out of the the hospital and is considered not discharged this is considered a leave in Avatar. There are 4 Leave types in Avatar for specifics refer to policy 03-586 Daily Unit Census Procedures, Attachment B.

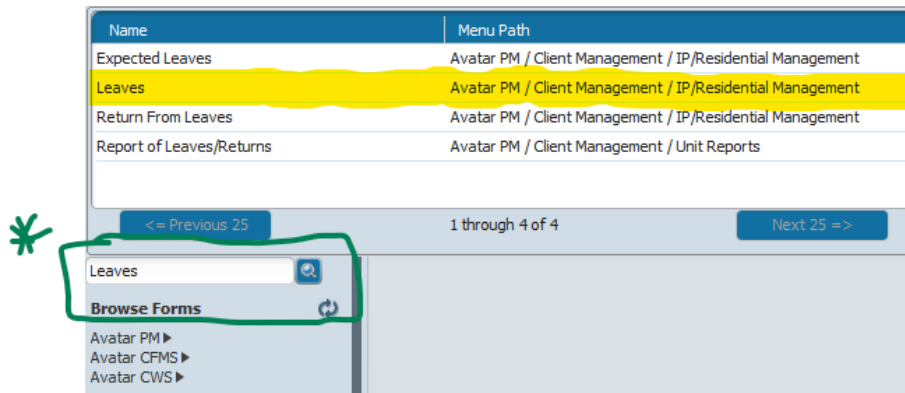Temporary Leave: Off Campus visits not medical in nature

Sick Leave: Medical Off Campus appointments, ER visits, inpt medical hospitalization

Medicaid Sick Leave used for ICF/SNF individuals with Medicaid coverage

AWOL/LWOC(Elopement): Leave without consent. This leave type must meet elopement criteria outlined in Incident Management Definitions A24 or A37.

LEAVES

To enter leave in Avatar: Type Leave in Browse Forms search window and select Leaves from the options window.

Select the current open episode and the Leave Input Screen appears

Enter Leave Date: MM\DD\YYYY format or use the T(Today) Y (Yesterday) buttons.

Enter Leave Time: HH:MM AM/PM format. Leave time will be time leaving facility with exceptions based on Leave Definitions Attachment B 03-586 Daily Unit Census Procedures

Type Leave From (Type of Leave): Select appropriate leave type.

Unit From: Auto populates based on unit assigned to in Avatar at time of leave.

Reason for Leave: Select appropriate reason the individual is going on leave.

Leave Responsible Person: Who will be responsible for care and safety while individual is away from state hospital. This is not a system required field but should be considered required entry for this screen.

Leave Destination: Specifically, where is the individual going. This is not a system required field but should be considered required entry for this screen.

Leave Location Address: Enter information if known

Mode of Transportation: How are they leaving the hospital? If by Ambulance, this field should be entered to indicate Ambulance was necessary.

Date Guardian Notified: MM\DD\YYYY format. If Guardian is notified concerning this leave, information should be entered.

Notified by Whom: If Guardian Notified, What Staff member notified guardian of leave details.

Type of Outside Service: If outside services are being provided to individual while on leave enter detail of service(s) here.

Leave Comments: Any specific information associated with this leave that are not captured should be entered in this field if there are any.

REVIEW FORM FOR ACCURACY – Ensure all fields are entered correctly paying close attention to required fields. If any changes are needed make them. When you are sure everything is correct on screen, Click submit to file the Leave in Avatar.

RETURN FROM LEAVE:

To enter a Return from Leave in Avatar, Type Return in Browse Forms search window and select Return From Leave from the options window.
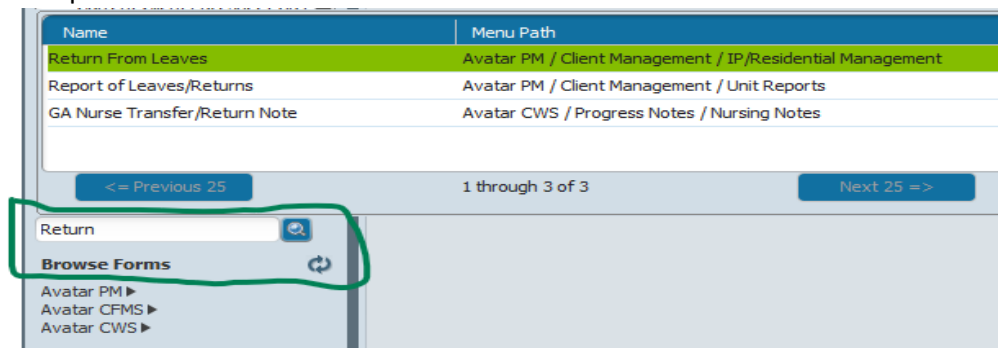
Select the current open episode. A dialog box will appear showing the type of leave the individual is currently on and what unit they were on when they went on leave. Click ok and the Return from Leave screen appears.

Enter the following:

Return Date: MM\DD\YYYY format or use the T (today) Y (yesterday) buttons

Return Time: HH:MM AM/PM format. Use time returning to state hospital unless doing a change in leave status. Details on Change in Leave stats are covered below.

Unit From: Auto Default

Reason for Leave Closure: Select appropriate reason for return

Return Condition: This is not a system required field it should be required for entry for this screen.

Return Condition Description: Enter information to describe conditions of return.

UNIT/ROOM/BED/ LICENSED-UNLICENSED\ROOM&BOARD BILLING CODE: Information in these fields default from where individual was located prior to being placed on leave. THIS SHOULD NEVER CHANGE!!! If returning to a different Unit/Living Area, a bed assignment or transfer would be done after the return from leave.

Daily Charge Code: NEVER ENTER THIS FIELD!!!!

CHANGE IN LEAVE STATUS

There are situations that arise where it may be necessary to change leave status. Here are a few examples:

Temporary Leave to Sick Leave – While on temporary leave individual may need to go to hospital due to illness

Temporary Leave to AWOL – While on temporary leave individual may become missing or leave designated leave destination and whereabouts not known.

Sick Leave – ER Visit to Inpatient hospitalization. ER staff may deem it medically necessary for individual to receive inpatient care.

To Change Leave status:

You would go to the return from Leave screen and enter return from leave as outlined above. The date and time of return would be the date and time the status changes from information gathered. For ER visit it would be one minute prior to inpatient hospitalization date and time.

You would then, one minute later in Avatar place individual back on appropriate leave type and reason for leave for the changed status.

If individual going from ER to inpatient, Return from Leave reason will be administrative return.