

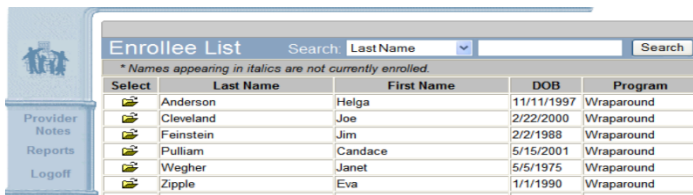
Synthesis Instruction Guide

For... Discharge Note Entry

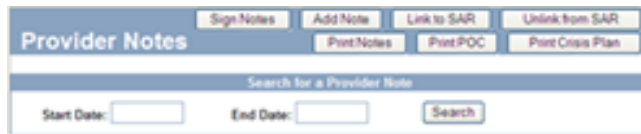
All discharges of youth from programs and/or services must be documented. **A discharge note must be entered ON OR AFTER the youth has been officially discharged from the program and/or service.** The date of the note does NOT have to be an actual contact with the youth, but a note solely for the purpose of discharging the youth.

A) **TO ENTER A DISCHARGE NOTE:** Click the following Synthesis tabs to enter a discharge note:

1. Log into Synthesis
2. Select the “Provider Notes (NEW)” option along the left hand column
3. Access the youth the note is for



4. Select “Add Note” Option



5. Select the “Without SAR” option



6. Complete Note with all pertinent details, including the Note Type and select “closing note” and CLICK INSERT (do not answer discharge questions before completing this step),
7. Answer three Discharge questions and CLICK UPDATE (Is enrollee being discharged, discharge reason, discharge date)

The screenshot shows a web-based form for entering provider notes for Adam Enrollee. The form is titled 'Adam .Enrollee - Provider Notes' and includes a navigation sidebar on the left with options like Demographics, Name Search, Eval Tools, Case Notes, Provider Notes (NEW), Services, Vendors, Invoicing, Resource Guide, Reports, and Logout. The main form area contains several input fields and a dropdown menu. The 'Note Type' dropdown is currently open, displaying a list of note types. Below the dropdown is a table for converting minutes to hours.

* Enter numbers and decimal points; no text.	
** Use the minutes to hours conversion below:	
1-6 m = 0.1 h	31-36 m = 0.6 h
7-12 m = 0.2 h	37-42 m = 0.7 h
13-18 m = 0.3 h	43-48 m = 0.8 h
19-24 m = 0.4 h	49-54 m = 0.9 h
25-30 m = 0.5 h	55-60 m = 1.0 h

❖ **DISCHARGE REASONS INCLUDE:**

1. No Longer Desire Services: Youth/service recipient indicated that they no longer want services
2. Sent to Corrections
3. Successful Completion: Needs were met as identified in the care plan
4. Transferred to a Higher Level of Care: Youth was engaged in services and it was noted that their Needs necessitated a move to a higher level of care
5. Transferred to Wraparound: Youth services will be authorized through Wraparound Program.
6. Transferred to a Lower Level of Care: Youth was engaged in services and it was noted that their Needs did not necessitate that level of care thus they were moved to a lower level of care OR youth made progress in meeting their needs and was able to be transferred to a lower level of care
7. Unable to Engage: Contact was never made or youth/service recipient consistently cancelled appointments/no-shows/unresponsive to attempts made to provide services
8. Youth has been missing (Runaway)
9. Youth Moved

