



Module 9

Administrative Reassessments and Administrative Discharges



Helpful information about the National Outcome Measures (NOMS) and the SPARS web-based system for data entry and data management

What's covered in this module

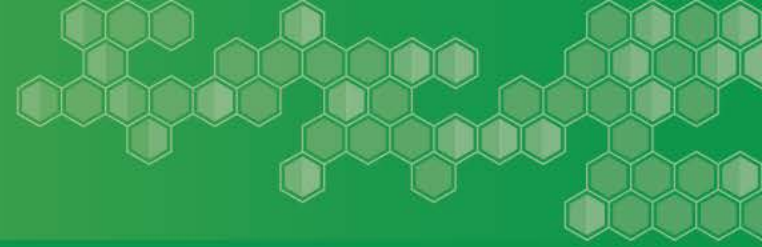


- Administrative Reassessments (do when reassessment interviews cannot be conducted)
- Administrative Clinical Discharges
- A Summary Table of Required Sections for Administrative Reassessments and Administrative Discharges

In the [NOMS Question-By-Question Instruction Guide](#) see pages 8-11 for detailed information.

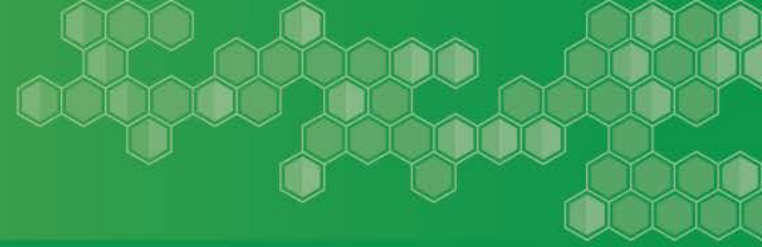
- An administrative reassessment should be entered in SPARS by program staff when:
 - You are unable to find or connect with a student to conduct the reassessment interview with the required time period
or
 - You contacted the student, but they refuse to participate in the reassessment interview.
- Administrative Reassessments– should be entered into SPARS within 30-days of the interview due date.

[Administrative Reassessment Interview Guidance](#) provides detailed information.



- NOMS sections to complete include:
 - Record Management-
For question 2 (Was the interview conducted?), select No and choose the reason why not.
 - Sections I. Reassessment Status
(Note- For question 2 (Have you or other grant staff had contact with the consumer within 90-days of the last encounter?), if you select No this indicates that the episode of care had ended. No need to do a clinical discharge.)
 - Sections K. Services Received
- Unfortunately, Administrative Reassessments do not count toward your reassessment interview rate.

Administrative Clinical Discharges



- Administrative Clinical Discharge— should be entered into SPARS within 30-days from when the student is discharged from Tier 3 services.
- NOMS sections to complete include:
 - Record Management-
For question 2- Was the interview conducted? Select No and choose the reason why not.
 - Sections J. Clinical Discharge Status
 - Sections K. Services Received

A Summary Table of Required Sections for Administrative Reassessments and Administrative Discharges

Data Collection Point	Record Management*	Behavioral Health Diagnoses	Section A	Sections B, C, D, E and G (SKIP H)	Section F	Section I*	Section J*	Section K*
Baseline	X		X					
Administrative Reassessment	X					X		X
Administrative Clinical Discharge	X						X	X

*Completed by program staff

