DEBS CHECKLIST

Division of Mental Health and Addiction

ADDING NEW CLIENTS TO DEBS

☐ Click on the **Clients** option on the menu on the left side of the screen.

☐ Click on **Create Client** using the blue button on the top right side of the screen.

☐ On the next screen, type in your **Organization**, **Facility** and **Fund**.

- Type or click within the text box to see the drop-down options.
- If your Organization only has one Facility, select the drop-down option and select the one Facility option or type in the name of your Organization.

☐ Fill in the client information in the blocks that appear after completing step 3.

- For **State Opioid Response (SOR)** funds, you will need to enter a **GPRA ID**. *(This does not apply to Jail Treatment or SUPTRS Residential Treatment funds.)*
  - Under the GPRA ID box, click on the **Generate GPRA ID** link for the system to automatically create a GPRA ID. GPRA ID is required to start a new GPRA Intake.
- Depending on facility or program, you may not have to submit a **DARMHA ID** and **SSN**.
- **Internal ID** is for use by the agency if needed and is optional. Internal ID can match your agency's client identification number.

☐ Mark the checkboxes that come up (varies by program)

- **42 CFR Compliant Release of Information** ensures that data can be released to be viewed by the DMHA team. These forms should be kept on record at the agency's location or in the client's internal file.
  - This form is available to download under **Resources** on the menu on the left side of the screen.
- **Client Eligibility Attestation** confirms that the agency is in compliance with all documentation requirements and eligibility standards for the fund being used.

☐ Click on the **Create Client** button on the bottom right side.

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