“Flipping the Switch” Reminders

- The first step when making any changes in the Client Categories Maintenance section in Cerner (formerly Anasazi) is to click the “All” radial button to view the client’s history of open/closed episodes (if any), to avoid duplication and/or errors in data entry.

- The start/stop dates **cannot** be the same for Subclass and Class.

- Be sure that the Subclass episode for the youth includes all Enhanced-related services within that timeframe and that the Class episode begins the day after the last Subclass service was provided (if Class eligible after Subclass eligibility ends).

- **No episodes should ever overlap**, regardless of Class or Subclass status.

- When closing a client out of a program, do not flip the switch off if the youth is still eligible for Enhanced services- the client should remain open to Subclass/Class until the youth is no longer eligible.

- Call the Optum Help Desk at (800) 834-3792 if there has been a duplication/data entry error.

- Document any changes (turning on, off, switching from Subclass to Class) with an Informational note.

- **For a thorough review of “Flipping the Switch” in Cerner (Anasazi), visit the Pathways website at**: [http://theacademy.sdsu.edu/programs/bheta/pathways/](http://theacademy.sdsu.edu/programs/bheta/pathways/)