

How to Input Closing Codes in AIM

For the services involved in the VDA Productivity Measure (see list below), a set of closing codes identifies the conditions under which a client exits the program. These codes are available in AIM on the client assessment.

These are the services for which Closing Code tracking is to be implemented July 1, 2009:

- Adult Day Care
- Checking
- Chore
- Home Delivered Meals
- Personal Care
- Homemaker

The AAA is responsible for entering the appropriate closing code when a client ceases to receive the services listed above. For more information, please review the [Tuesday E-mailing](#) on the topic from May 5, 2009 and Closing Codes [documentation](#) on VDA's website.

To collect the data, go to the client assessment screen in AIM and open the client's most recent assessment.

Category	Question	Answer
VDA Productivity Closing Codes	Closing Codes Adult Day Care	Deceased
		Family provided assistance
		Hospital
		Moved from the area
		Moved to Assisted Living Facility
		Needs met
		No longer able to meet client needs
		No longer eligible
		Not Eligible for Service
		Nursing Home

Scroll to the Category named VDA Productivity Closing Codes.

There is a Question for each service type. For example, "Closing Codes Adult Day Care" is displayed here.

Select the appropriate Answer for closing this service for this individual. Repeat as appropriate for each service.

Save and Close the assessment.

If the client is no longer receiving any services from your agency, it is recommended that you also change the individual's status to "Closed" and enter the Status Date. Save and Close.