SANWITS FLOW FOR NON-TREATMENT PC 1000 CLIENTS

Below are the steps for entering PC 1000 clients who are receiving education classes and not SUD treatment. There are specific indicators in SanWITS as well as a specific program enrollment for tracking and reporting purposes. Some of these field values have changed as of July 1, 2018 with the onset of ODS. CalOMS reporting is not required for PC 1000 educational classes.

Required SanWITS records: Client Profile, Contact, Intake Screen, Admission, Program Enrollment, and Discharge

Getting Started:

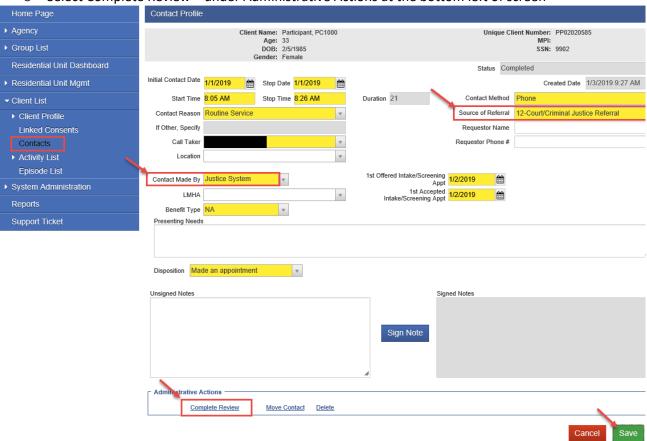
- 1. Create Client Profile -
 - If the client profile already exists in SanWITS, please review for accuracy before proceeding
 - If the client does not exist, select Add Client and complete

2. Create Contact Screen

- Select Contacts from the Navigation Pane and complete
 - Source of Referral select "12-Court/Criminal Justice Referral" (this entry will populate the Intake screen)
 - Contact Made By select "Justice System"
- Select Save

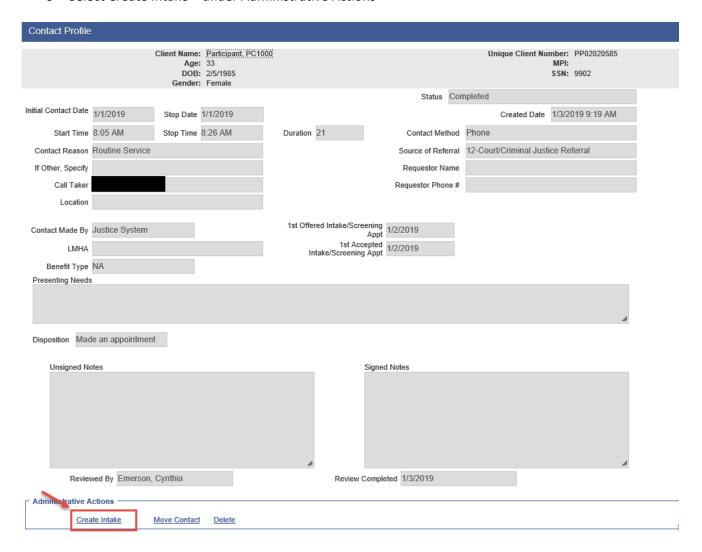
Important: Review for Accuracy before next step - Complete Review. Once the Complete Review has been clicked, the screen will become read only and cannot be edited.

Select Complete Review – under Administrative Actions at the bottom left of screen



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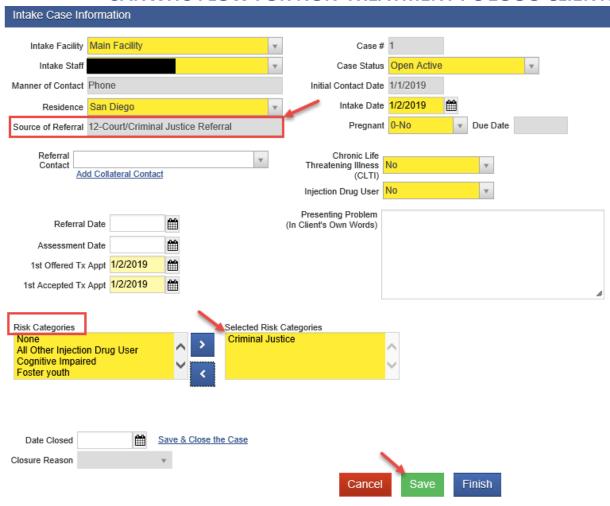
Select Create Intake – under Administrative Actions



3. Complete the Intake Screen

- Source of Referral will be read only
- o Risk Categories Select "Criminal Justice" and all that apply
- Save and Finish

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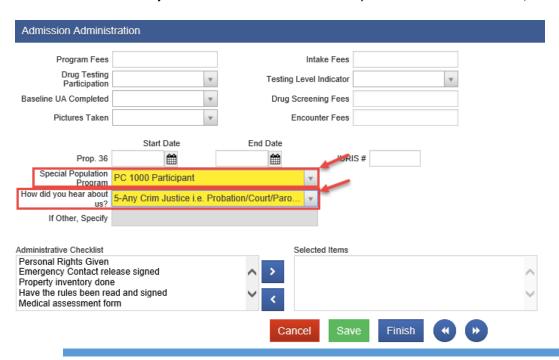
4. Create Admission Record

- Select Admission from the Navigation Pane and complete
- On the Admission Profile screen
 - **❖ Type of Treatment Service** − select 1-Nonresidential/Outpatient Treatment/Recovery (to be consistent use this option)
 - ❖ Submit to CalOMS select "No" (Important: Only Treatment Services get submitted to CalOMS)

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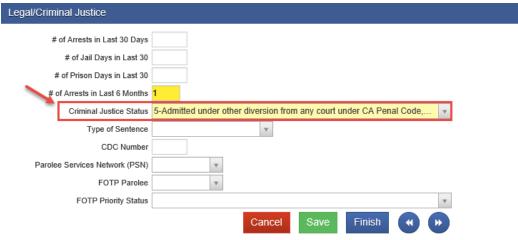


- On the Admission Administration Screen
 - Special Population Program select "PC 1000 Participant" (Note: this field is currently used to identify PC 1000 participants for reporting purposes)
 - ❖ How did you hear about us? select "5-Any Crim Justice i.e. Probation/Court/Parole/Law Enforcement"



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- On the Legal/Criminal Justice screen
 - Criminal Justice Status select "5 Admitted under other diversion from any court under CA Penal Code, Section 1000"



- 5. Create Program Enrollment Program enrollment is required to identify PC1000 clients receiving Education only
 - Select Program Enrollment from the Navigation Pane
 - Select Add Enrollment
 - Program Name Select the "PC 1000 Education Only"
 - Start date should match the Admission date
 - Perinatal select No (Note: this is connected to Perinatal rates on the claim for treatment services)



- 6. <u>Create Discharge</u> Upon completion or termination of PC 1000 education classes the client must be discharged. Client must **also** be discharged if admitted into treatment.
 - Select Discharge from the Navigation Pane and Complete

Please note: Program enrollment must be end dated for a user to discharge a client. The end date should be the same as the discharge date.