SANWITS FLOW FOR TREATMENT PC 1000 CLIENTS

Below are the steps for entering PC 1000 clients who have been assessed and are going to be admitted into a SUD treatment program. There are specific indicators in SanWITS 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 required for all clients receiving SUD treatment services regardless of the individual client's funding source.

Required SanWITS records: Client Profile, Contact, Intake Screen, Admission, Diagnosis, Program Enrollment, Payor Group Enrollment, Annual Update (if applicable), Encounters, and Discharge

Getting Started:

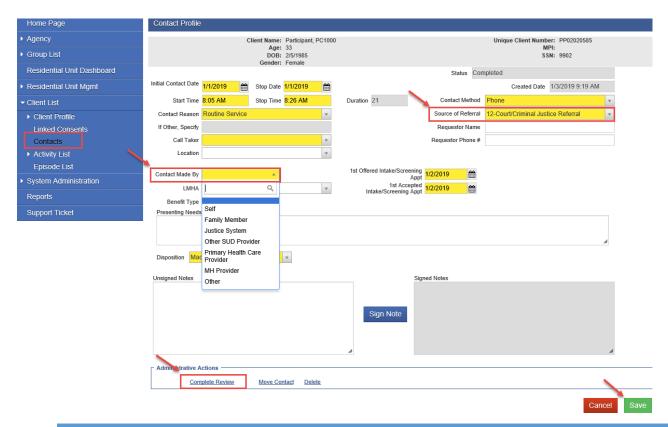
- Create Client Profile
 - If the client profile already exists in SanWITS, please review for accuracy before proceeding
 - If the client does not exist, select Add Client and complete

2. Create Contact Screen

- Select Contacts from the Navigation Pane and complete
 - For "Source of Referral" select "12-Court/Criminal Justice Referral" (this entry will populate the Intake screen)
 - Contact Made By should be the person making first contact with the Provider
- 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.

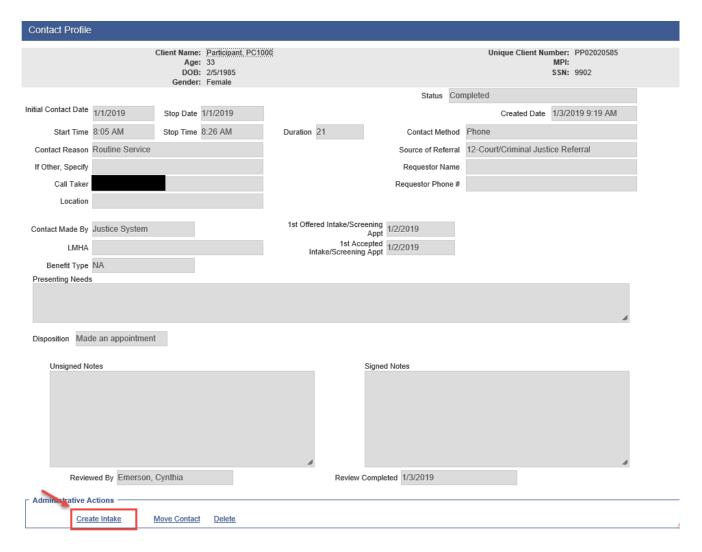
Select Complete Review – under Administrative Actions at the bottom left of screen



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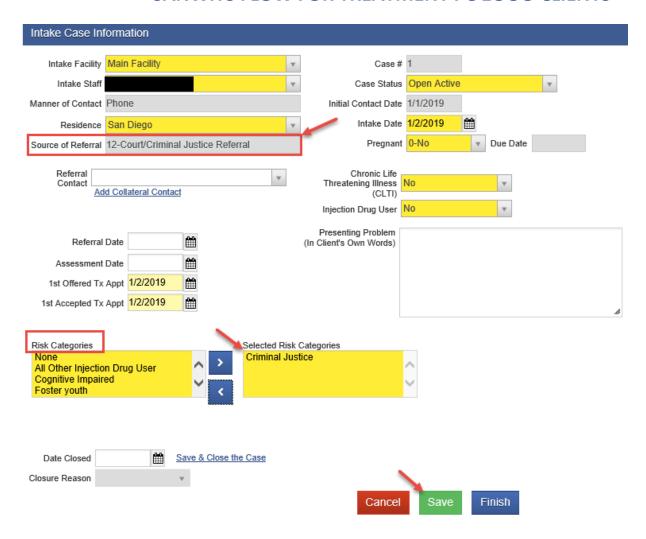
Select Create Intake – under Administrative Actions



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

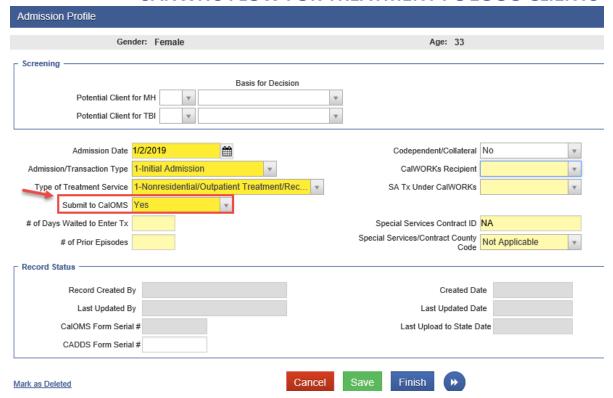
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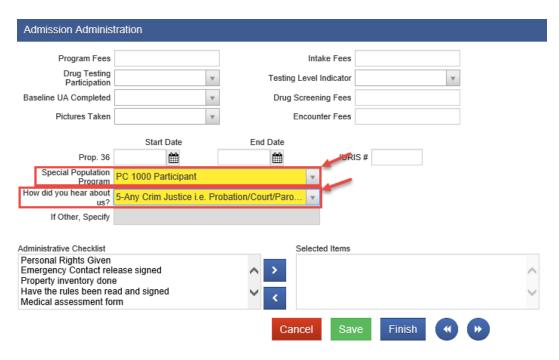
4. Create Admission Record

- Select Admission from the Navigation Pane and complete
- On the Admission Profile screen
 - Type of Treatment Service select what is appropriate value for treatment
 - Submit to CalOMS select "YES"

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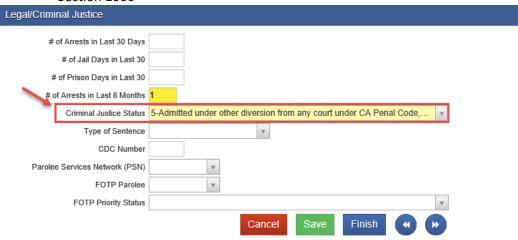
- On the Admission Administration Screen
 - Special Population Program select "PC 1000 Participant"
 - How did you hear about us? select "5-Any Crim Justice i.e. Probation/Court/Parole/Law Enforcement"



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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"

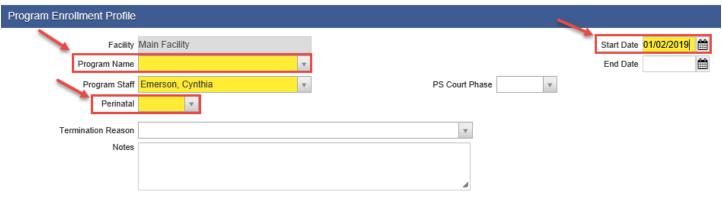


5. Create Diagnosis via Admission

- o Select Edit Diagnosis Diagnosis must be a SUD Diagnosis and one must be designated as principal diagnosis
- Type Behavioral
- o Diagnosis must be a SUD related
- o Principle Diagnosis Yes

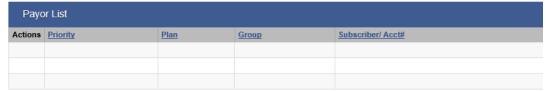
6. Create Program Enrollment -

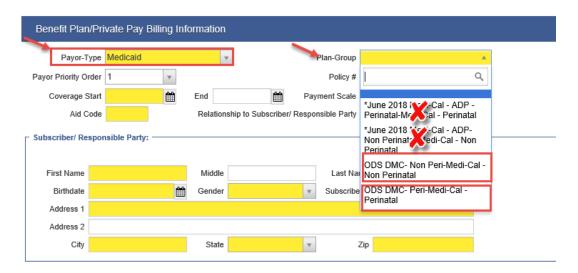
- Select Program Enrollment from the Navigation Pane
 - Select Add Enrollment
 - Select the program enrollment from the drop-down menu under Program Name (Do not use PC1000 Education Only)
 - Start date should match the Admission date
 - Perinatal this is connected to Perinatal rates on the claim. Select No if the provider is not able to bill DMC for Perinatal services



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- 7. Create Payor Group Enrollment if billing DMC
 - Select Add Benefit Plan from Navigation Pane and complete
 - Payor-Type Medicaid
 - ❖ Plan Group Should be either "ODS DMC Non-Peri" **OR** "ODS DMC Peri"





- 8. Create Encounters
 - o Select Encounter from the Navigation Pane and Complete for each service as applicable
- 9. Create Annual Update if applicable
 - Select Annual Update from the Navigation Pane and Complete- refer to timeline requirements
- 10. Create Discharge -
 - 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.