

### ASAM Discussion Groups in September

- As a reminder, these are not trainings, but an opportunity to share with others about program successes, challenges, case presentations, and questions regarding ASAM Implementation.
- Groups will be limited to 25 participants and reservations are required by emailing [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)
- If you register and cannot attend, please cancel your registration to make room for other providers who may be on a wait list to attend.
- Meetings at the County Operation Center (Training Room 124, 5530 Overland Ave, San Diego)
  - Mon, 9/17/18, 10:00 A.M. to 11:30 A.M.
  - Fri, 9/28/18, 10:00 A.M. to 11:30 A.M.
- Meeting at the North Inland Live Well Center (Conf. Room D, 649 W. Mission Ave Escondido)
  - Thurs, 9/20/2018, 2:00 P.M. to 3:30 P.M.

### ASAM-C trainings by CIBHS (California Institute for Behavioral Health Solutions)

- Interactive trainings will give an overview of ASAM criteria, Levels of Withdrawal Management, and ASAM levels of care.
- Wednesday, September 26, 9 am to 4 pm
- Thursday, October 25, 9 am to 4 pm
- For registration go to:  
<https://www.eventbrite.com/e/asam-c-training-san-diego-multiple-dates-offered-registration-49359594877>



### BHS SUD Treatment Provider Meeting

- September 18, 10 am to 11:30 am
- Scottish Rite Center, Heald Room, 1895 Camino del Rio South, San Diego, CA 92108

### Conducting Groups in the Field

County of San Diego BHS is allowing groups in the field. In order to do so, programs need to have Policy and Procedures (P&Ps) in place to:

- Specify that staff providing services in the field are linked to the contracted DMC Certified program claiming the service;
- Specify that programs will ensure confidentiality is maintained;
- Specify that progress notes for these services must include the location services were provided and document the steps taken to ensure confidentiality;
- Specify that the field location cannot be a regular site for groups (i.e. services in the field can never be used in lieu of obtaining DMC Certification).

### Case Management

Helpful information about case management is explained in more detail on the Optum website at <https://www.optumsandiego.com/> under the following tabs:

- Toolbox tab: One-Page-Case Management in the DMC-ODS and Quick Guide-Case Management Activities
- Manuals Tab: page C.2 in the SUD Provider Services Guide
- SUDPOH tab: For details on case management refer to pages: A.13-15 and B.5, D.15, and D.26.

### **Weekly Progress Notes for Residential Programs: How “Week” is Defined**

- Per information from DHCS, a week is defined as Sunday – Saturday.
- Residential programs using Weekly Progress Notes (Narrative and Services) are to follow this definition.
- This information will be added to the next revisions of the SUDURM and SUDPOH.

### **New Tabs for the DMC-ODS page**

- Refer to <https://www.optumsandiego.com/>
- **NOABD Tab.** The Notice of Adverse Benefit Determination (NOABD) shows the various forms in all the threshold languages.
- **Manual Tab.** The following documents are posted: BHS Drug Medi-Cal Organizational Providers Billing Manual; DHCS AOD Program Certification; DHCS Drug Medi-Cal Billing Manual; and Provider Service Guide.
- **QM Training.** Contains information on BHETA eLearning, the QM Program Integrity Webinar, and CIBHS ASAM webinars.

If you have questions, please contact us at [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov) and someone will return your email within one business day.

### **SIR Reminders**

- In addition to reporting to the SIR line at 619-644-8800, Programs are to notify their CORs.
- On the SIR form the Legal Entity would list the Program’s Agency name.
- Updates to the Levels of Care to select on the SIR form are being made and new forms will be released in the near future.
- For more details on the SIR, review the SUDPOH, pages G.14-17.



### **Youth Assessment Index (YAI) – Better Copy**

- An improved copy of the YAI has been posted on the Optum site under the SUDURM tab.
- The content is the same, but print quality is better.

### **Updated SUDPOH**

- The latest version of the SUDPOH (revised 8-8-18) has been posted on the Optum website.
- A Summary of Changes document for the revisions is also posted.
- Go to the SUDPOH tab on the DMC-ODS page of the Optum website to locate these documents.

### **Recovery Services - Groups**

- Clients receiving group recovery services at a program cannot be included in groups with OS/IOS or Residential clients.

### **Unique Client Numbers (UCN)**

- The standard for client numbers on hard copy client files is to use the UCN as designated for the client in SanWITS.
- If your program is not currently following this practice, please begin to do this with all new admissions.

### **Advocacy Agency Record Requests**

- As part of the DMC-ODS Health Plan, clients are assured rights (as described in the DMC-ODS Beneficiary Handbook)
- These rights include, among other things, the right to file a grievance or appeal.

- When a client files a grievance or appeal, they can work with one of the advocacy agencies for assistance (CCEA for outpatient programs, JFS for residential).
- The goal of both advocacy agencies is to work with the providers and clients to resolve issues at the program level.
- The grievance and appeal processes follow timelines as established by Federal and State regulations.
- Please respond promptly to record requests from both CCEA and JFS.

### From the MIS Team

#### **Residential Bed Management**

- Only County Contracted Beds should be entered into SanWITS
- If your bed count changes due to contract amendments, notify MIS to make these changes to SanWITS

#### **Group Counseling – Outpatient and OTP Providers**

- All group counseling encounters will need to be created through the Group List in SanWITS
- Service =\*Group ODS on the Group Session for OS or IOS Group Counseling
- **Do not** create group counseling encounters from the encounter screen – if done, it will not calculate the correct rates

#### **SanWITS Encounters**

- # of service units/sessions field on the encounter defaults to 1 and should remain as 1 except for the following:
  - Consecutive days of dosing with same NDC#

#### **Census Bulk Encounters**

- Residential bed day encounters created through the Census will populate the encounter with the note type of “Bed Management Census Note”
- This Note type will need to be changed to the appropriate note type on each individual client’s encounter
  - DMC Billable, County Billable, or Non-Billable

#### **SanWITS and SSRS Trainings – Sep through Dec classes are on RegOnline**

- Register online for SanWITS Outpatient Basic (this includes OTP) or Residential Basic and SSRS trainings at <https://www.regonline.com/builder/site/Default.aspx?EventID=2260135>. If you have any questions please contact the SUD MIS support desk at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)
  - Registration will close 7 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
  - No walk-ins or substitutions will be allowed due to specific individual accounts.
  - If there is no staff registered for a training 7 days prior, the training for that date will be cancelled.
- SanWITS billing classes, register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
  - SanWITS Basic training is required before Billing training
  - If you have signed up for a class and are unable to attend, cancel the registration as soon as possible so that waitlist staff are able to attend.

#### **Save the Date**

- Next SanWITS Users Group Meeting will be Monday, October 1, 2018
- Time: 9:00 – 12:00 noon
- Location: Coronado Room at 3851 Rosecrans Street, San Diego, 92101

**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!*  
Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)**

### Documentation Skill Building Workshops in October

- Due to low attendance at the ASAM Discussion Groups for the last couple of months, we are discontinuing these groups
- Instead, we will be offering new documentation workshops as an opportunity to build and develop a SUD treatment provider's documentation skill set
- Each month, we will focus on 1 of 3 documentation areas:
  - Assessments with ASAM
  - Treatment Planning
  - Progress Notes
- In October, we will review the 3 different types of Progress Notes: SUD Treatment Progress Note, Weekly Progress Note, and the new Daily Progress Note
- Groups will be limited to 25 participants and reservations are required by emailing [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)
- Meetings at the County Operation Center (Training Room 124, 5530 Overland Ave, San Diego)
  - Wed, 10/24/18, 2:00 P.M. to 3:30 P.M.
  - Mon, 10/29/18, 10:00 A.M. to 11:30 A.M.
- Meeting at the North Inland Live Well Center (Conf. Room D, 649 W. Mission Ave, Escondido)
  - Tues, 10/30/2018, 10:00 A.M. to 11:30 A.M.

### ASAM-C trainings by CIBHS (California Institute for Behavioral Health Solutions)

- Interactive trainings will give an overview of ASAM criteria, Levels of Withdrawal Management, and ASAM levels of care.
  - Thursday, October 25, 9 am to 4 pm
  - Continuing Education Units will be offered!
  - For registration go to:  
<https://www.eventbrite.com/e/asam-c-training-san-diego-multiple-dates-offered-registration-49359594877>



### DMC-ODS Residential Documentation Training

Date: Friday, October 19, 2018

Time: 9 am-1pm

Where: County of San Diego-County Operations Center (COC)  
5500 Overland Avenue, 1<sup>st</sup> floor, Room 120, San Diego, 92123

- To register, please email the following to [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- Name of Person(s) Attending
- Program Name
- E-mail Address for each Individual

### DMC-ODS Treatment Provider Meeting

- Tuesday, October 16, 10 am to 11:30 am
- Scottish Rite Center, Heald Room, 1895 Camino del Rio South, San Diego, CA 92108

### **SanWITS Authorization Process and Open Bed Report Memo (9/19/18)**

- Memo to Residential DMC-ODS providers was emailed on 9/19/18
- Utilization of SanWITS Authorization Process is required by **10/1/18**
- If you did not receive this email, contact [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)

### **Group Size for Women/Children Groups in Perinatal Programs**

- DHCS has confirmed that the group size requirement (2-12) does not apply to mother/child habilitative and rehabilitative services (development of parenting skills, training in child development, which may include the provision of cooperative child care pursuant to Health and Safety Code Section 1596.792.
- These groups must have progress notes completed with all documentation standards and within timelines, and group sign-in sheets that meet all requirements as for all other group services.

### **Reminder: Voicemail Requirement**

- To assist clients' access to services and to promote coordination of care between providers, all programs are required to maintain a functioning voicemail that operates 24/7 for those times when a staff is not available to answer the phone.
- Outgoing voicemail message should include directions for accessing emergency services, as per community healthcare standards, including directing clients to the Access and Crisis Line (888-724-7240) for 24/7 access to a counselor, or if in need of referrals.

### **Reimbursement for Physician Phone Consultation**

- A Provider may be reimbursed for physician phone consultations to UCSF (University of California San Francisco)
- A SanWITS encounter must be entered to bill the County for this service.
- The MD must write a progress note in the chart documenting the consultation service call.
- The Provider would use a County-billable cost center on its monthly invoice to claim this cost.

### **Program Exclusions**

- In the very rare occasions that a program may exclude a client from their Program (example: clients become violent), Case Managers are to do a warm hand-off to appropriate services.
- Providers may be required to provide a NOABD to the client when a current client is being discharged in these circumstances.
- Medi-Cal beneficiaries are entitled to receive DMC services. Programs should consult with their Legal Entity when excluding DMC beneficiaries from receiving services as this does not align with the SOW and the SUDPOH requirements. Programs may discuss further with CORs.

### **New Tabs for the DMC-ODS Optum webpage**

- Refer to <https://www.optumsandiego.com/>
- **UTTM Tab:** Starting from September 2018 the SUD Provider Up to the Minute (UTTM) will be posted each month. For versions of the UTTM prior to September, please review the UTTM tab on the Organizational Provider Public Documents page.
- **SanWITS Tab:** The SanWITS User's Guide is posted and the Cal-OMS manuals will be posted soon.

### **SanWITS Unique Client Numbers (UCN)**

- The standard for client numbers on hard copy client forms is to use the SanWITS UCN
- If your program is not currently following this practice, please begin to do this immediately

### **New DHCS Perinatal Practice Guidelines FY 2018-19**

DHCS revised the Perinatal Service Network Guidelines (PSNG) FY 2016-17 to include requirements from the State Plan Drug Medi-Cal and the Substance Abuse Prevention and Treatment Block Grant. As part of this process, DHCS renamed the PSNG to the Perinatal Practice Guidelines (PPG).

- The PPG supersedes the PSNG FY 2016-17, and the PPG does not include any new requirements
- The PPG can be found on the DHCS website at:  
[http://www.dhcs.ca.gov/individuals/Documents/Perinatal\\_Practice\\_Guidelines\\_FY1819.pdf](http://www.dhcs.ca.gov/individuals/Documents/Perinatal_Practice_Guidelines_FY1819.pdf)
- If you have any questions regarding the PPG and/or this Information Notice, please contact DHCS at [DHCSOWPS@dhcs.ca.gov](mailto:DHCSOWPS@dhcs.ca.gov).
- The PPG FY 2018-19 is posted on the Optum DMC-ODS Page on the Manuals Tab

### **New and Updated SUDURM Forms**

- Updated the Health Questionnaire (Form 403) with 7 new questions
- Updated the Withdrawal Management Observation Log (Form 401) to include 24 hours
- New Residential or Withdrawal Management – Daily Progress Note (Form 603) as an optional way of documenting services at a WM or Residential program
- The New and updated required forms are to be fully implemented in programs by 11/1/18
- All the forms and instructions were emailed to the providers on 10/5/18 and will be posted on the SUDURM Tab of the DMC-ODS Page on Optum (<https://www.optumsandiego.com/>)

### **Reminder: TB Screening Questionnaire**

- Clients are NOT required to have a TB test PRIOR to admission to a SUD program
- All SUD Programs must complete the TB Screening Questionnaire with clients upon admit
- This form is in compliance with the County's TB Control Department standards as specified on the form:
  - Not known/no previous TB test done – client referred for TB testing ASAP (7 days max)
  - Negative (no documentation available) - client referred for TB testing ASAP (7 days max)
  - Negative (documented as done within the last 3 months) – no TB test needed now
  - Positive history (no documentation) - client referred for TB testing ASAP (7 days max)
  - Positive History (documented, date and results recorded) - chest x-ray needed within 7 days of admission UNLESS client presents documented proof of a normal x-ray done within the last 3 months. Program directed to copy x-ray report for clinic record and record date of the X-ray on the TB Screening Questionnaire
  - If client has recently coughed up blood, or has 2 or more other symptoms from the 5 symptoms at the top of the form, the program is directed to contact TB control to discuss (the number is listed on the form – (619) 692-5565)

### **Reminder: Discontinued Use of “10-Day Letter”**

- The “10-Day Letter to Client” form was discontinued when the County of San Diego implemented the DMC-ODS in July 2018
- This form is no longer a part of the Substance Use Disorder Uniform Record Manual (SUDURM) and should not be utilized by programs/given to clients
- Please destroy or recycle these forms – do not use.
- The correct form to use is the Notice of Adverse Benefit Determination (NOABD) form called “NOABD-Termination Notice”.
- This completed NOABD-Termination Notice must be accompanied by three additional forms:
  - The “NOABD -Your Rights” Notice

- The “NOABD – Language Assistance” Notice
- The Beneficiary Non-Discrimination Notice
- The “NOABD-Termination” Notice and the three enclosures described above must be given to the Drug Medi-Cal beneficiary within 10 days before the date of termination.
- The NOABD Forms and the three enclosures mentioned are available in all of the threshold languages and the Optum Website DMC-ODS Page on the NOABD Tab.
  - Go to: <https://www.optumsandiego.com/> a County Staff & Providers tab (top left of the screen), a Drug Medi-Cal Organized Delivery System (from the drop down menu), NOABD tab (on the Drug Medi-Cal Organized Delivery System page).

### ASAM Entry in SanWITS

- All programs (including OTPs) are to enter information in the ASAM Screen in SanWITS at intake and when updated (e.g., ASAM LOC Recommendation form with Tx Plan updates)
- Review the process on how to access and enter data in the ASAM Screen in SanWITS Manual posted on the Optum website under the SanWITS tab.

### From the MIS Team

#### Next New SanWITS Update:

- Program enrollment – added a new field to identify the last treatment received for Recovery Service clients. This field will need to be completed for all Recovery clients prior to release to bill. The identifier is necessary on the 837P.

The screenshot shows the 'Program Enrollment Profile' form. A red box highlights the 'Last Treatment Level of Care' dropdown menu, with a red arrow pointing to it from the left. Other fields include Facility (Residential #1), Program Name (Recovery Services), Program Staff (Emerson, Cynthia), Start Date (10/5/2018), End Date, PS Court Phase, Perinatal (No), Termination Reason, and Notes.

- Encounter – 3 new fields are added to identify session time, documentation time, and travel time. These 3 fields are required depending on the service provided and together populate the Total Duration field.

The screenshot shows the 'Encounter' form. Three new fields are highlighted with red boxes and arrows: 'Travel Duration', 'Documentation Duration', and 'Session Duration'. These fields are dropdown menus with 'Min' values. Other fields include Note Type (DMC Billable), ENC ID, Group Session ID, Created Date, Program Name (DMC Billing Test Facility/OS: 08/20/2018 -), Service (Individual Counseling OS), Billable, Service Location, Start Date, End Date, Start Time, End Time, and Total Duration.

## OTP/NTP

- Cannot bill for documentation or travel time (with the exception of OTPs that have an additional DMC Certification to provide OS or IOS services, who can bill documentation and travel time for case management services).
- If encounters have been created with documentation or travel time added, these encounters will need to be corrected prior to release to bill.

## Residential Providers:

- Authorizations are to be completed in SanWITS as of October 1, 2018
- All Residential Bed Day Billing should be completed via the daily Census
  - Encounters will have a Census ID # identifying they were created through the Census
  - Note type should be changed on the individual encounter from “Bed Management Census Note” to the appropriate note type – DMC Billable, County Billable, or Non Billable
  - Do not leave the individual encounter with the “Bed Management Census Note” type

## 3.2 Withdrawal Management

- Withdrawal management clients do not require an authorization in SanWITS
- BHS contracted 3.2 WM Clients will need to be entered into SanWITS beds with the appropriate LOC program enrollment

## BHS Contracted Perinatal Facilities

- Clients that receive Perinatal Services should have the Perinatal field marked in the program enrollment
- If this field is not marked, the appropriate modifier for peri rates will not be picked up on the 837

The screenshot displays the 'Program Enrollment Profile' form. The 'Perinatal' field is highlighted with a red box and a red arrow pointing to it. The form includes the following fields and values:

Facility	Residential #1
Program Name	Recovery Services
Program Staff	Emerson, Cynthia
PS Court Phase	
Perinatal	<input checked="" type="checkbox"/>
Last Treatment Level of Care	
Termination Reason	Yes
Notes	No

## Recovery Services Group Counseling for Providers offering Recovery Services

- \*Recovery Service Group is now available as the service for the Group Session Notes in SanWITS

## Reminder Staff Administration:

- Terminated staff and changes to staff access should be submitted to the County MIS unit with 24 hours of change
- Contact the SUD Support desk for forms and any questions at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)

## Optum Website

- SanWITS User Guide 2018 is now posted to the Optum Website
  - As changes occur, this document will be updated
- SanWITS tab has been added and will have tip sheets available as they are created

### **Special Population field no longer linked to funding source**

- The following special populations should be identified
  - Non BHS contracted ( this is for clients that are not BHS contracted clients, but have to submit CalOMS)
  - AB109 Participants
  - CalWORKS Participants
  - Drug court Participants
  - Juvenile Drug Court Participants
  - ReEntry Court Participants
  - Prop 47 Participants
  - PC 1000 Participants
- If the client does not fit into one of these populations, select **none**

### **SanWITS Quarterly Users Group Meeting**

- Will be scheduled early January 2019 due to the December holiday. Watch for details to be announced in next month's UTTM

### **SanWITS and SSRS Trainings – Oct through Dec classes are on RegOnline**

- Register online for SanWITS Outpatient Basic (this includes OTP) or Residential Basic and SSRS trainings at <https://www.regonline.com/builder/site/Default.aspx?EventID=2260135>. If you have any questions please contact the SUD MIS support desk at [SUD MIS Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)
  - Registration will close 7 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
  - No walk-ins or substitutions will be allowed due to specific individual accounts.
  - If there is no staff registered for a training 7 days prior, the training for that date will be cancelled.
- SanWITS billing classes, register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
  - SanWITS Basic training is required before Billing training
  - If you have signed up for a class and are unable to attend, cancel the registration as soon as possible so that waitlist staff are able to attend.

**RegOnline is being replaced with RegPack as of January 2019. More details to come.**

**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!*  
Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)**

# UP TO THE MINUTE – SUD PROVIDER EDITION

NOVEMBER 2018



## Documentation Skill Building Workshops on Treatment Plans in November

- Documentation workshops are an opportunity to build and develop a SUD treatment provider's documentation skill set and we will focus on Treatment plans in November
- Groups will be limited to 25 participants and reservations are required by emailing [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- Meetings at County Operation Center (Training Room 171, 5560 Overland Ave, San Diego)
  - Monday, 11/26/18, 1:30 P.M. to 3:30 P.M.
  - Friday, 11/30/18, 9:30 A.M. to 11:30 A.M.
- Meeting at North Inland Live Well Center (Grand Ave Room A, 649 W. Mission Ave, Escondido)
  - Tuesday, 11/27/18, 1:30 P.M. to 3:30 P.M.

## Outpatient Provider Documentation Training

Date: Monday, November 19, 2018

Time: 9 am-1pm

Where: County of San Diego-County Operations Center (COC)  
5560 Overland Avenue, 1<sup>st</sup> floor, Room 171, San Diego, 92123

- To register, please email the following to [stthomas@mhsinc.org](mailto:stthomas@mhsinc.org)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each Individual



## Residential Provider Documentation Training

Date: Wednesday, November 28, 2018

Time: 1 pm-5 pm

Where: County of San Diego-County Operations Center (COC)  
5530 Overland Avenue, 1<sup>st</sup> floor, Room 124, San Diego, 92123

- To register, please email the following to [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each Individual

## DMC-ODS Treatment Provider Meeting

- Tuesday, November 20, 10 am to 11:30 am
- Scottish Rite Center, Heald Room, 1895 Camino del Rio South, San Diego, CA 92108

## Residential Substance Use Disorder Providers Optum Phone Number Reminder

- Optum has a provider only number to call when Residential Substance Use Disorder Programs need to request authorization for residential SUD treatment. This line is for providers only, and this number is not for client calls.
- The Provider Authorization Optum number is: 1-800-798-2254, Option 3, then Option 2.
- Should a client need to call to request resources, please refer them to the San Diego Access and Crisis Line at 1-888-724-7240, which is for clients and can be called 24 hours/7 days a week.

## **Residential Authorizations in SanWITS Requirements and Reminders**

- Follow Residential Authorization Request timelines to Optum (SUDPOH Appendix D.1):
  - Initial authorization is due within 24 hours of program admit
  - Continuing authorization is due by day 10
  - Extension authorization is due by day 80 (Adolescent programs by day 30)
- DC Summary must be faxed to Optum upon completion (within 30 days of discharge)
- Confirm with Optum approved authorization dates prior to entering the Residential Authorization in SanWITS
- After the Residential Authorization has been completed in SanWITS, print it for the paper chart
- To print this in SanWITS, right click on the SanWITS screen displaying the SanWITS Residential Authorization and select “Print”
- If you have specific questions about how to enter the Residential Authorization in SanWITS, please follow up with the MIS Support desk at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)

## **Request Approval Prior to Using of Alternate Versions of County Required Forms**

- If Programs want to use a different version of one of the required SUDURM Forms or create one of the forms in their own EHR, then they need to submit a request for approval to the County SUD QM team.
- Please send the alternate version of the form for review to [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)

## **Title 22 State Fair Hearing Rights Form Discontinuation - Reminder**

- The Title 22 State Fair Hearing Rights Form is no longer used and should not be given to clients
- Clients are to receive the Personal Rights at an AOD Certified Program Form upon admission
- In addition, if they have Medi-Cal or are Medi-Cal eligible, they are to receive a DMC-ODS Beneficiary Handbook, which reviews additional client rights

## **Update to Acknowledgement of DMC-ODS Beneficiary Handbook and the Provider Directory (F209)**

- Form was updated on 10/25/18 to include the updated link to the Provider Directory
- Use this updated form for all new admits and dispose of all blank copies of the old form
- Posted on the Optum website under the SUDURM Tab

## **Assessed-No Admit and Assessed-Delayed Admit Processes**

- Review the QM Memo (10/18/18) and attachments for all the specific details, which is posted on the Optum website under the Communication Tab
- Review the SanWITS Flow processes (posted on Optum under the SanWITS Tab) on how to enter the services in SanWITS for “Assessed – No Admit” and “Assessed – Delayed Admit
- There is not currently a cap on the county billable claims for “Assessed – No Admit” as long as documentation substantiates all time claimed
- At this time, there is a 4 unit (1 hour) cap on the county billable claims for “Assessed – Delayed Admit” and these county billable claims are currently only permitted for referrals related to the collaborative courts

## **RN (Registered Nurse) as a LPHA (Licensed Practitioner of the Healing Arts) – Scope of Practice**

- DHCS has recently clarified that although RNs are considered LPHAs, they are not permitted to diagnose a client because it is not within their scope of practice
- Therefore, programs shall not use a RN as a LPHA to complete the diagnosis on the DDN (Diagnosis Determination Note) or on the Initial LOC Assessment (note: provisional diagnosis is required on this form for Residential programs)

### **Reminder: Cloned Documentation is Never Allowed**

- Cloned Documentation is defined as documentation that is worded exactly like or similar to other documentation in the same chart or another chart
- This can happen if a program is using templates or examples for progress notes or forms (e.g., Treatment Plans, ASAM LOC Recommendation)
- If documentation appears to be cloned, there is significant risk for disallowance of services
- Every client and every contact is unique, so documentation should be different for each client and each service

### **Charitable Choice Regulations Reminder**

- The SAMHSA Charitable Choice provisions apply to SAMHSA-funded (e.g., SABG or PATH funded) non-profit religious organizations only. When these organizations are providing substance abuse services, the standards are:
  - An individual who receives or is interested in services and disagrees with the religious nature of the program has a right to obtain a notice and a referral to an alternative program within a reasonable time period.
  - Programs must ensure that appropriate referrals are made and recorded
  - The number of referrals provided must be submitted to BHS via the QSR, so BHS can submit this information to DHCS (Review SUDPOH E.11-12).

### **Beneficiary Material Reminders**

- The following information is to be made available in a prominent public place (such as the Program's waiting room) in all threshold languages:
  - Grievance/Appeal Posters, Grievance/Appeal Brochures, Grievance/Appeal form for clients, Self-addressed envelopes for Grievances/Appeals, Limited English Proficiency (LEP) posters, and Access and Crisis Line posters
- Programs offer the County of San Diego Drug Medi-Cal Organized Delivery System Beneficiary Handbook (print, if client wants print version, or provide link to online version) and the provider directory (link) to clients upon admission
- Beneficiary materials are available on "Beneficiary" tab of the DMC-ODS page on the Optum website for programs to print
  - If you are printing posters, they need to be printed on 8.5 X 14 inch paper
- If ordering materials from BHS (order form is on the Beneficiary Tab), please only order materials in small batches
  - For example only order 1-2 months of materials at a time
  - This prevents waste of paper when updates are made to the beneficiary materials, per the County or DHCS requirements

### **Grievances and Exempt Grievances Clarification**

- A grievance is an expression of dissatisfaction about any matter other than an Adverse Benefit Determination
- An exempt grievance is resolved to the beneficiary's satisfaction by the close of the next business day following receipt of the grievance. It is exempt from the requirement to send a written acknowledgement and disposition letter.
- No distinction exists between informal and formal grievances
- A complaint is the same as a formal grievance and can be received over the phone or in-person

## **Difference between Recovery Services and Recovery Residences**

- Recovery Services (formally known as “aftercare”) are available after a client has completed a course of treatment with no indication of a need to transfer to another level of care
  - Recovery services serve to support the client when he/she is triggered, has relapsed, or as a preventative measure to prevent relapse
  - More information about Recovery Services will be coming soon
- Recovery Residences (also known as Sober Livings) are privately-owned homes or complexes that provide transitional housing for adults who are recovering from a substance use disorder
  - Recovery Residence supplemental funding is an option for clients actively receiving DMC-ODS Outpatient Treatment Services or Recovery Services. Refer to the Recovery Residences – Supplemental Funding Guidelines on the Optum website, Toolbox Tab for more details on the requirements and maximum costs.

## **Date of Discharge Clarification**

- Per CalOMS, the discharge date is based on the last contact with the client.
- Standard Discharges are planned discharges that involve an “exit interview”. This exit interview can take place either face-to-face or by telephone. The date of this exit interview is the discharge date for a standard discharges for Outpatient/Residential programs.
- Administrative Discharges are unplanned discharges typically resulting from the client not returning to the program. Since the client cannot be located for an exit interview, the discharge date is the last date the program had contact with the client (Face-to-face or by telephone).
- For OTPs, date of discharge for a standard discharge is the last oral medication the client had.

## **SUD QM Team Program Reviews**

- As onsite technical assistance reviews continue for programs, focus will be on working with program quality assurance staff to support internal quality review processes at the program.
- The SUD QM team requests program quality assurance staff participate in these TA reviews.

## **From the MIS Team**

### **Save the Date: SanWITS Quarterly Users Group Meeting**

- Date: Monday January 7, 2018
- Time: 9:30 am – 12: 00 pm
- Location: 1 Father Junipero Serra Trail, San Diego, CA 92119

### **Optum Website SanWITS Tab Updates**

- SanWITS Flow-Assessed Clients not Admitted
- SanWITS Flow-Delayed Admission
- SanWITS Flow-Group List for OTP Providers
- SanWITS Flow- Group List for Outpatient Providers

### **Reminder: Residential Providers**

- Residential Bed Management is meant to be done in real time so that an accurate count of beds can be maintained and used for referring clients to your facility
- Promptly discharge the client upon completion of treatment - this will take the client out of the bed so that the bed is available for new clients
- If the client has unreleased encounters, leave the case/episode open after discharge
- Only Authorized Residential Bed Days can be billed – Optum is the authorizing entity

## Important - Perinatal Services

- To bill DMC perinatal services, a facility must be licensed by DHCS to provide perinatal services in conjunction with being contracted with the County to provide perinatal services
- There are very few facilities that fall into this category – if you are not sure if your facility can bill DMC for perinatal services, please contact your COR and/or the Director of your facility
- If your facility is able to bill DMC for perinatal services, the client will need the following two items in SanWITS:

### 1. ODS DMC Perinatal Payor Group Enrollment – linked to perinatal rates

The screenshot displays the 'Benefit Plan/Private Pay Billing Information' section in the SanWITS system. The left sidebar shows the 'Payor Group Enrollment' option highlighted. The main form includes fields for Payor-Type (Medicaid), Plan-Group (ODS DMC- Peri-Medi-Cal -...), Payor Priority Order (2), Coverage Start, End, Payment Scale, Aid Code, and Relationship to Subscriber/ Responsible Party. Below this is the 'Subscriber/ Responsible Party' section with fields for First Name, Middle, Last Name, Birthdate, Gender, Subscriber #, Address 1, Address 2, City, State, and Zip.

### 2. Answer “yes” to the Perinatal question in the program enrollment- linked to perinatal rates

The screenshot displays the 'Program Enrollment Profile' section in the SanWITS system. The 'Perinatal' question is highlighted, and the answer is 'Yes'. Other fields include Facility (Residential #1), Program Name (Recovery Services), Program Staff (Emerson, Cynthia), PS Court Phase, Last Treatment Level of Care, and Termination Reason (Yes/No).

- Important: If your facility cannot bill DMC for perinatal services
  - Always answer NO to the Perinatal question in the Program enrollment
  - Do not create a payor group enrollment for peri services
- The question in the encounter “pregnant/postpartum” is used for reporting purposes and is not linked to the higher perinatal rates

## SanWITS and SSRS Trainings – Oct through Dec classes are on RegOnline

- Register online for SanWITS Outpatient Basic (this includes OTP) or Residential Basic and SSRS trainings at <https://www.regonline.com/builder/site/Default.aspx?EventID=2260135>. If you have any questions please contact the SUD MIS support desk at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)
  - Registration will close 7 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
  - No walk-ins or substitutions will be allowed due to specific individual accounts.
  - If there is no staff registered 7 days prior, the training for that date will be cancelled.
- SanWITS billing classes, register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
  - SanWITS Basic training is required before Billing training

- If you have signed up for a class and are unable to attend, cancel the registration as soon as possible so that staff on the waitlist are able to attend.

**RegOnline is being replaced with RegPack as of January 2019. More details to come.**

**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!***

Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)





December 2018



### **The QM Team has **MOVED** back to BHS Administration at 3255 Camino del Rio South, San Diego**

- Look for a new Serious Incident Report (SIR) phone number and an updated SIR form to be coming soon
- For now, continue to use the current SIR phone number **(619-641-8800)**
- All QM Staff also have new office phone numbers
- However, the QM Confidential Fax number will remain the same **(619-236-1953)**

### **Documentation Skill Building Workshops on ASAM Assessments in December**

- Documentation workshops are an opportunity to build and develop a SUD treatment provider's documentation skill set and we will focus on ASAM Assessments in December.
- Groups will be limited to 25 participants and reservations are required by emailing [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- Meeting at North Inland Live Well Center (Grand Ave Room D, 649 W. Mission Ave, Escondido)
  - Wednesday, 12/19/2018, 1:30 p.m. to 3:30 p.m.
- Meeting at County Operation Center (Training Room 124, 5530 Overland Ave, San Diego)
  - Thursday, 12/27/18, 1:30 p.m. to 3:30 p.m.

### **Residential Provider Documentation Training**

Date: Friday, December 21, 2018

Time: 9:00 a.m. -1 p.m.

Where: County of San Diego-County Operations Center (COC)

5560 Overland Avenue, 1<sup>st</sup> floor, Room 171, San Diego, CA 92123

- To register, please email the following to [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each Individual

### **Save the Date: SanWITS Quarterly Users Group Meeting**

- Date: Monday January 7, 2018
- Time: 9:30 a.m. – 12: 00 p.m.
- Location: 1 Father Junipero Serra Trail, San Diego, CA 92119



### **DMC-ODS Treatment Provider Meeting**

- **No meeting in December**
- Next meeting: Tuesday, January 15<sup>th</sup>, 2019, 10:00-11:30 a.m.
- Location: Scottish Rite Center, Heald Room, 1895 Camino del Rio South, San Diego, CA 92108

### **Cloned Documentation is Never Allowed**

- Cloned Documentation is defined as documentation that is worded exactly alike or similar to previous entries in the same chart or another chart.
- This can happen if a program is using templates or examples for progress notes or forms (e.g., Treatment Plans, ASAM LOC Recommendations).
- If documentation appears to be cloned, there is significant risk for disallowance of services.
- Every client and every contact is unique, so documentation should always be different
- For additional information review Compliance Bulletin #30 on the Communication Tab of the Optum website [https://www.optumsandiego.com/content/dam/san-diego/documents/dmc-ods/communications/Compliance\\_Bulletin\\_30\\_-\\_Cloned\\_Documentation\\_-\\_11-1017.pdf](https://www.optumsandiego.com/content/dam/san-diego/documents/dmc-ods/communications/Compliance_Bulletin_30_-_Cloned_Documentation_-_11-1017.pdf)

### **“Termination” Notice of Adverse Benefit Determination (NOABD)**

- The Termination NOABD is a similar document to what programs used to send to clients (this was the “10 Day Notice” which is no longer used) prior to an administrative discharge.
- Required when a client is administratively discharged and is mailed or hand delivered 10 days prior to the decision to discharge.
- The following three forms must be sent out with this (and all) NOABD forms:
  - The NOABD “Your Rights” notice
  - The NOABD “Language Assistance” Notice
  - The Beneficiary Non-Discrimination Notice
- All forms are located on the “NOABD” tab of the DMC-ODS page of the Optum Website



### **Reminder: Residential Bed Holds**

- Residential programs can only hold a client’s bed open for up to 7 days with rationale (e.g., hospitalization, AWOL, brief incarceration, etc.)
- As no services are being provided to the client, programs can only claim the room & board rate for these days
- Reference the “General Residential Tx Assumptions” One-Pager on the Toolbox Tab of the Optum website ([https://www.optumsandiego.com/content/dam/san-diego/documents/dmc-ods/toolbox/One-Pager\\_FINAL\\_General\\_Residential\\_Tx\\_Assumptions.pdf](https://www.optumsandiego.com/content/dam/san-diego/documents/dmc-ods/toolbox/One-Pager_FINAL_General_Residential_Tx_Assumptions.pdf))

### **Reminder: Physician Direction Form (# F406)**

- On this form, the Medical Director recommends what follow-up, if any, is indicated for the client based on a review of the Client Health Questionnaire and medical and drug history information of the client.
- MDs have an option to document these recommendations on the Physician Direction Form (#F406), a progress note, or an alternative form developed by the program.

### **Reminder: ASAM Training Requirement**

- Staff providing screening/intake, assessment and treatment planning services must be fully trained in ASAM prior to providing those services in one of 3 ways:
  - Participation in the County sponsored ASAM training by Dr. Mee-Lee in November 2017
  - Completed 2 e-learning modules through the Change Companies (ASAM Modules I & II)
  - Completed all three CIBHS trainings (ASAM-A, ASAM-B and ASAM-C)
- If your program staff is having difficulty meeting these training requirements, please contact your program COR to discuss options.

### **Entering ASAM Data in SanWITS**

- Data from the Initial Level of Care Assessment and ASAM Level of Care Recommendation form is to be entered SanWITS.
- For information on how to do this data entry, refer to Chapter 11 of the SanWITS User Guide on the Optum website at [https://www.optumsandiego.com/content/dam/sandiego/documents/dmc-ods/sanwits/SanWITS\\_Users\\_Guide\\_2018\\_v1\\_1\\_12-10-18\\_Redacted.pdf](https://www.optumsandiego.com/content/dam/sandiego/documents/dmc-ods/sanwits/SanWITS_Users_Guide_2018_v1_1_12-10-18_Redacted.pdf)
- For questions about SanWITS data entry, contact the SUD MIS Support Desk at [SUD MIS Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)

### **Medi-Cal Eligibility Verification**

- Providers must have access to Medi-Cal client information to verify eligibility for each month of service, prior to billing.
- Verify person presenting the Medi-Cal card is the recipient for whom the card was issued.
- Utilize the Medi-Cal Aid Code Master Chart to identify types of services the client is eligible for.
- For detailed instructions on how to obtain Medi-Cal eligibility verification access, visit the Medi-Cal website at <http://www.medi-cal.ca.gov/signup.asp> or contact the Telephone Service Center (TSC) at 1-800-541-555.
- Residential programs who are not yet DMC Certified should work with Optum during the Authorization process to verify Medi-Cal Eligibility.

### **Network Adequacy Requirements by the “Mega Regs”**

- Medicaid and Children’s Health Insurance Program (CHIP) Managed Care Final Rule (aka “Mega Regs”) requires states to establish and implement standards for network adequacy.
- The Department of Health Care Services (DHCS) issued a Mental Health and Substance Use Disorder Services (MHSUDS) Information Notice to establish federal network adequacy requirements.
- Network adequacy standards include time, distance, and timely access standards.
- Required documentation includes the Network Adequacy Certification Tool (NACT) for all providers.
- To determine compliance with the new standards, DHCS requires a quarterly data submission to evaluate and certify the DMC-ODS pilot counties on an annual basis.
- The first submission of the DMC-ODS NACT will be due on April 1, 2019
- BHS will be sending providers email correspondences with detailed instructions for completing the NACT in the next couple months.
- For more information on the information notice, click here: [Information Notice 18-011](#).



### **Billing Tab for the DMC-ODS Optum webpage**

- A new “Billing” tab has been added to the DMC-ODS page on the Optum website that includes the following:
  - BHS Drug Medi-Cal Organizational Providers Billing Manual
  - DHCS Drug Medi-Cal Billing Manual
  - OTP Billing SanWITS Screens
  - PGE or Benefit Plan Review Billing Tip Sheet
  - Residential Bed Day billing SanWITS Screens
  - Residential Billing Case Management-Recovery Services SanWITS Screens
- Have a look at <https://www.optumsandiego.com/content/sandiego/en/county-staff---providers/dmc-ods.html>



### From the MIS Team

#### Daily Encounters

- Encounters are meant to be created after each service, and should be created throughout the month
- We do understand that it is not always possible to enter encounters each day after each service, but they should be entered as soon as possible after the service and not held
- All Encounters should be completed by the end of the month which allows for the billing process to begin the 1<sup>st</sup> of the month to no later than the 10<sup>th</sup> of the month for the previous month's service
- If your facility has not been given the approval to release to bill, the billing process would not begin yet.
- All units of service should be in the SanWITS by the end of the service month – this allows the TUOS to be generated for the previous month's service
- OTP programs entering consecutive dosing encounters with the same NDC#, would need to end the encounter by the end of the month, OR the units of service would have to be picked up on the next month's TUOS. Consecutive dosing should not be longer than 30-31 days.

#### Important: Transferring Clients

- Clients should be discharged as referred and Admitted as a transfer when moving from one level of care to the next or from one facility to the next.
- **Do Not Use the "Intake Facility" field on the Intake screen to change the facility**

A screenshot of a software interface titled "Intake Case Information". It contains five dropdown menus: "Intake Facility", "Intake Staff", "Manner of Contact", "Residence", and "Source of Referral". The "Intake Facility" dropdown is highlighted with a red box, and a red arrow points to it from the right.

- The only exception to this - is moving between Residential levels of care within the **same** facility.

### **ASAM screen in SanWITS**

- All providers are required to enter the ASAM screen in SanWITS.
- A recent audit revealed missing ASAM data – Make sure your ASAM results are entered.

### **SanWITS Staff Changes:**

- Staff changes are to be reported to the County within 5 days. This includes terminated staff and any changes to staff facilities or profile roles.
- New employees will be required to attend SanWITS training before accessing the system.
- Do not lock staff out of SanWITS without informing the County.

### **Groups - Outpatient and OTP Programs:**

Effective January 1<sup>st</sup> 2019, it is required to update the Status of all Group Attendees in the Group Roster including No Shows and Excused attendees. For No Show and Excused attendees, it is a requirement to create a manual non-billable Encounter. No shows are part of the outcomes being tracked by EQRO.

- As a reminder, Group Rosters should include a minimum of 2 attendees and a maximum of 12 attendees.
- Effective 10/9/2018, Documentation duration for Group Counseling services should be added into each individual Encounter. Please enter **zero** for Documentation duration on the Group Session Notes screen.
- Please refer to the SanWITS Flow Tip sheets on Group List for OTP Providers or Group List for Outpatient Providers on the SanWITS Tab of the DMC-ODS Page of the Optum Website (<https://www.optumsandiego.com/content/sandiego/en/county-staff---providers/dmc-ods.html>)
- As a reminder, OTP providers cannot bill for Documentation or Travel time in either the group session or individual encounters and should always enter **zero**.

### **SanWITS and SSRS Trainings – through Dec classes are still located at RegOnline**

- Register online for SanWITS Outpatient Basic (this includes OTP) or Residential Basic and SSRS trainings at <https://www.regonline.com/builder/site/Default.aspx?EventID=2260135> . If you have any questions please contact the SUD MIS support desk at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)
  - Registration will close 7 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
  - No walk-ins or substitutions will be allowed due to specific individual accounts.
  - If there is no staff registered 7 days prior, the training for that date will be cancelled.
- SanWITS billing classes, register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
  - SanWITS Basic training is required before attending the Billing training.
- If you have signed up for a class and are unable to attend, cancel the registration as soon as possible so that staff on the waitlist are able to attend.
- **Important:** As of January 1, 2019 registration is changing from RegOnline to **Regpacks** at: [https://www.regpacks.com/reg/templates/build/?g\\_id=100901152](https://www.regpacks.com/reg/templates/build/?g_id=100901152)

**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!*  
Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)**

## **DMC-ODS Outpatient Documentation Training**

Date: Monday, January 14, 2019

Time: 1:00 p.m. - 5:00 p.m.

Where: County of San Diego-County Operations Center (COC)

5500 Overland Avenue, 1<sup>st</sup> floor, Room 120, San Diego, CA 92123

- To register, please email the following to [stthomas@mhsinc.org](mailto:stthomas@mhsinc.org)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each Individual

## **DMC-ODS Residential Documentation Training**

Date: Thursday, January 24, 2019

Time: 9:00 a.m.-1:00 p.m.

Where: County of San Diego-County Operations Center (COC)

5560 Overland Avenue, 1<sup>st</sup> floor, Room 171, San Diego, CA 92123

- To register, please email the following to [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each individual

## **Documentation Skill Building Workshops on Progress Notes in January**

- Documentation workshops are an opportunity to build and develop a SUD treatment provider's documentation skill set and will focus on Progress Notes in January.
- Groups will be limited to 30 participants and reservations are required by emailing [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- 2 Meetings at COC (5560 Overland Ave, 1<sup>st</sup> Floor, Room 171, SD)
  - Wednesday, January 16, 2019 at 1:30 p.m.-3:30 p.m.
  - Friday, January 18, 2019 at 1:30 p.m.-3:30 p.m.
- 1 Meeting at North Inland Live Well Center (Grand Ave Room A, 649 W. Mission Ave, Escondido)
  - Friday, January 25, 2019 at 1:30 p.m. – 3:30 p.m.



## **ASAM C Training Coming in February 2019**

- Save the date: Wednesday, 2/13/19
- Look for an email coming soon about how to register

## **BHS SUD Treatment Provider Meeting**

Meetings are held monthly, on the 3<sup>rd</sup> Tuesday of every month, 10:00 a.m.-11:30 a.m.

- Next meeting: **Tuesday, January 15<sup>th</sup>, 2019, 10:00 a.m.-11:45 a.m.**
- Location: Scottish Rite Center (Heald Room), 1895 Camino del Rio South, San Diego, CA 92108

### **New Serious Incident Report Phone Number and Updated Forms**

- **The new Serious Incident Report (SIR) phone number is (619)584-3022**
- Updated Serious Incident Report (SIR) and Serious Incident Report of Findings (SIROF) forms with the new phone number are available on the SUDPOH Tab of the DMC-ODS Page on the Optum Website (<https://www.optumsandiego.com/>)
- The QM Confidential Fax number will remain the same **(619)236-1953**.

### **Beneficiary Rights: Grievance/Appeal, State Fair Hearings, and the NOABD Process**

- SUD service providers contracted with the County of San Diego through BHS are part of a network of providers referred to as a PIHP; this is a type of managed care plan (e.g., DMC-ODS).
- Therefore, there are Federal Grievance and Appeal System requirements
- To increase awareness and education about these requirements, there is a 45-minute recorded webinar for “on-demand” viewing.
- All program staff with client contact are required to participate in this webinar by close of business on **Thursday, February 28, 2019**.
- The SSR will be updated to include the Beneficiary Rights training.
- Ensure all completed trainings are documented on the SSR.
- A Certificate of Completion may be requested by including the name of the webinar and email to [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)



### **County Billable vs. Non-Billable Services**

- “County Billable” services are defined as an individual or group service that has been delivered and documented within a treatment episode that is not billable to DMC for various reasons (e.g., client is not Medi-Cal eligible, justice over-ride clients, or medically necessary and authorized residential treatment days that exceed DMC-ODS benefits)
- “Non-Billable” services are defined as an individual or group service that has been delivered and documented within a treatment episode that is not DMC or County billable for various reasons (e.g., a clinical group with more than 12 clients, self-help groups, UA’s, documented more than 7 days after the service)
  - Non-billable encounters may be used for billing corrections
- See the BHS Drug Medi-Cal Organizational Providers Billing Manual for more details on the Billing Tab of the DMC-ODS Page on the Optum Website (<https://www.optumsandiego.com/>)

### **Reminder: Residential Bed Day Requirement of a Minimum of 1 hour of Service to Bill**

- To bill for a residential bed day at ASAM Level 3.1 or 3.5, a client must have received at least 1 hour of a billable activity (e.g., Assessment, Individual Counseling, Group Counseling, Family therapy, Collateral Services, Crisis Intervention, Treatment Planning, Discharge Services, Transportation Services, or Patient Education)
- Remember Case Management is billed separately and cannot count towards the 1 hour
- For more information review the [MHSUDS Information Notice #18-001](#) on the DHCS website and the [Quick Guide - Residential Service](#) on the Toolbox Tab of the Optum website

### **Units of Service**

- Most units of service in the DMC-ODS are in 15-minute increments, with some exceptions (e.g., residential services and withdrawal management services are billed as a daily unit of service, OTPs bill a daily unit of service for dosing, or in 10-minute increments for individual or group counseling).
- However, this does not mean that service provision of less than 15 minutes cannot be billed as DMC-ODS allows for billing of fractional units for Outpatient services or Case Management services in Residential programs. (OTPs cannot bill in fractional units).
- In SanWITS, for applicable programs/services, any time entered for services that is less than 15 minutes calculates on the back-end as a fractional unit.

### **Reminder: Unique Client Numbers (UCN) on Paper Forms**

- The standard for client numbers on hard copy client files is to use the SanWITS UCN #
- If your program is not currently following this practice, please begin to do this immediately

### **OS/IOS and Initial Level of Care Assessment Completion**

- The intention of the Initial Level of Care Assessment is to determine a preliminary level of care placement recommendation and is to be completed at admission.
- When completed by a registered/certified AOD Counselor, this must include a face-to-face meeting between that counselor and the program's MD or LPHA to review information, so the MD or LPHA can verify or make recommendations for changes to the level of care. The MD or LPHA documents on the form the date of this face-to-face meeting, and signs/dates the form.
- For OS/IOS programs, this Initial Level of Care Assessment (with face-to-face meeting and all required signatures) must be completed within 2 business days of admission.

### **New Law Regarding Prescribing of Naloxone (Assembly Bill No. 2760)**

- Effective January 1, 2019.
- Requires a prescriber to offer a patient naloxone (or other reversal agent) prescription when:
  - Prescribing  $\geq 90$  MME/day (morphine milligram equivalents)
  - Co-prescribing a benzodiazepine with an opiate.
  - Patient presents with an increased risk for overdose, including a history of overdose, a history of substance use disorder, or is at risk for returning to a high dose of opioid medication to which the patient is no longer tolerant.
- If a prescription for naloxone (or other reversal agent) is given, the prescriber must educate the patient, or someone designated by the patient, on overdose prevention and use of naloxone
- You can find the complete text of the law here:  
[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180AB2760](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB2760)



### **Reminder: Group Size**

- Group size must be 2-12 participants to be billable
- ONLY Residential Patient Education groups may be larger than 12 participants

### **Reminders from Recent DHCS Audits**

- Recent DHCS audits of programs in the County of San Diego DMC-ODS found deficiencies in the area of the Minimum Quality Drug Treatment Standards, such as program policies on use of volunteers/interns, personnel file requirements, code of conduct required elements, etc.
- It is recommended that programs review the Minimum Quality Drug Treatment Standards as written in the current version of the SUDPOH (pages G.4 – G.7) on the SUDPOH Tab of the DMC-ODS Page on the Optum Website (<https://www.optumsandiego.com/>)
- Other reminders:
  - LPHAs and MDs must receive a minimum of 5 continuing education hours each year related to addiction medicine
  - Providers are required to provide a summary in writing to each client outlining federal confidentiality requirements. The required elements of this written summary, per 42CFR, are [here](#).
  - Documentation requirements of admission (Current SUDPOH page D.13)
  - The client must be given a copy of the Discharge Plan and it must be documented (the current version of the [Discharge Plan](#), dated April 2017, has a prompt indicating the client was given a copy).
  - Group sign-in sheets must contain all required elements (see sample [group sign-in sheet](#) with these elements, from Appendix D.4 of the SUDPOH)
- Reminder, if a program is contacted by DHCS for any type of review or audit (be it a scheduled or unannounced visit), it is expected that the program will immediately notify the program COR and the BHS SUD QM unit. QM can be notified via email at [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)
- If a Corrective Action Plan (CAP) is required for any type of review, programs are to submit drafts directly to the BHS SUD QM unit for review and technical assistance (SUDPOH page G.11)



### **ASAM Screen in SanWITS**

- All providers are required to enter the ASAM screen in SanWITS
- A recent audit revealed missing ASAM data – Make sure your ASAM results are entered
- Providers who were not previously entering ASAM data must begin entering all new ASAM data as of 1/1/2019 into SanWITS
- Staff providing any ASAM assessment and treatment planning services must be fully trained in ASAM – for more information contact [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)

### **Introduction to Community Information Exchange (CIE) and Toolkit Webinar**

- Developed by 2-1-1, San Diego/Imperial
- Resource for providers to become familiar with—database tracking for the various providers working with mutual clients, to deliver enhanced community care planning
- Introductory session to kick-off the five-part webinar series recorded on December 20<sup>th</sup>
- Available for viewing on the CIE website at <https://ciesandiego.org/events/introduction-to-cie-and-toolkit-overview/>

### **Volunteer Requirements for the Staffing Status Report (SSR)**

- The SSR was developed by BHS in an effort to streamline reporting of new and existing requirements by consolidating multiple categories of data into a single, consolidated report.
- Providers are expected to complete the SSR for all staff who are employed by the program, to include subcontractors, and for any interns or volunteers who are providing direct services within the scope of the BHS contract. For purposes of completing the SSR, providers do not need to include volunteers that are not providing direct services.
- Exhibit A of the DMC-ODS Intergovernmental Agreement (IA), states that if a program utilizes the services of volunteers, it shall develop and implement written policies and procedures, which shall be available for, and reviewed by all volunteers to address all of the following:
  - 1. Recruitment; 2. Screening; 3. Selection; 4. Training and orientation; 5. Duties and assignments; 6. Supervision; 7. Protection of client confidentiality; and 8. Protection of beneficiary confidentiality**
- Providers are required to follow all contract requirements and regulations related to the use of volunteers and interns in their program. Provider records on volunteers/interns must be available upon County request.
- Programs are also required to develop and maintain a management and **staff training and development plan, to include volunteers and interns**
  - Programs that utilize interns who are providing clinical services (individual, group, treatment planning, etc.) would be required to take the same trainings as certified or registered AOD or LPHA staff

### **SanWITS Staff Changes**

- Staff changes are to be reported to the County within 5 days. This includes terminated staff and any changes to staff facilities or profile roles.
- Staff rendering services must have a valid NPI# reported to the County
- Sharing of passwords is NEVER allowed
- New employees or employees that have not had access will be required to attend SanWITS training before accessing the system.
- Do not lock staff out of SanWITS without informing the County.

### **Important Reminder: National Provider Identifier Number (NPI)**

- Healthcare Providers are required to register and acquire their own unique 10-digit NPI to identify themselves.
- All staff rendering services to clients must have a valid NPI# listed on their staff profile in SanWITS and must be confirmed on the NPPES NPI registry at <https://npiregistry.cms.hhs.gov/>
- Staff rendering services to clients cannot use the Facility's NPI# as their own
- Claims will be rejected for invalid NPI# and /or NPI# not covering the service/encounter dates
- The encounter will pre-populate with the name of the staff who is entering the encounter, **this should always be changed to the staff that rendered the service.**

## Clarification about billing Perinatal Services to DMC

- To bill DMC perinatal services, a facility must be licensed by DHCS to provide perinatal services in conjunction with being contracted with the County to provide perinatal services.
- There are very few facilities that fall into this category – if you are not sure if your facility can bill DMC for perinatal services, please contact your COR and/or the Director of your facility.
- If your facility is able to bill DMC for perinatal services, the client will need the following two items in SanWITS to connect the appropriate perinatal rates:

### 1. ODS DMC Perinatal Payor Group Enrollment – linked to perinatal rates

The screenshot shows the 'Benefit Plan/Private Pay Billing Information' form in the SanWITS system. The left sidebar contains a navigation menu with 'Payor Group Enrollment' highlighted. The main form area includes fields for 'Payor-Type' (Medicaid), 'Plan-Group' (ODS DMC- Peri-Medi-Cal -...), 'Payor Priority Order', 'Coverage Start', 'End', 'Aid Code', 'Relationship to Subscriber/ Responsible Party', 'Subscriber/ Responsible Party' (with fields for First Name, Middle, Last Name, Birthdate, Gender, and Subscriber #), and 'Address' (with fields for Address 1, Address 2, City, State, and Zip). A dropdown menu for 'Plan-Group' is open, showing options: 'ODS DMC- Non Peri-Medi-Cal - Non Perinatal' and 'ODS DMC- Peri-Medi-Cal - Perinatal'.

### 2. Answer “Yes” to the Perinatal question in the program enrollment- linked to perinatal rate

The screenshot shows the 'Program Enrollment Profile' form in the SanWITS system. The 'Facility' is 'DMC Billing Test Facility'. The 'Program Name' and 'Program Staff' are highlighted with yellow boxes. The 'Perinatal' dropdown menu is open, showing 'Yes' and 'No' options. A red arrow points to the 'Perinatal' dropdown. The 'Notes' field is set to 'Yes'. Other fields include 'Start Date' (12/28/2018), 'End Date', and 'PS Court Phase'.

- The question in the encounter “pregnant/postpartum” is used for reporting purposes and is not linked to the higher perinatal rates.
- **Important: If your facility cannot bill DMC for perinatal services**
  - **Always answer NO to the Perinatal question in the Program enrollment**
  - **Do not create a payor group enrollment for ODS DMC Perinatal services**

## OTP Programs – Encounter Screen Update

- SanWITS has been updated with two new fields for “Drug Quantity” and “Type” related to MAT dosing. These fields are required on the DMC claim.
- New fields will only be visible upon selecting the service for MAT Generic or MAT Brand dosing
- All existing MAT dosing encounters will need these fields completed before releasing to bill
- Consecutive dosing - each time the drug quantity and type change (new NDC#) a new encounter will need to be created.

The screenshot displays the 'Encounter' form in SanWITS. Key fields include:

- Note Type: DMC Billable
- ENC ID: [Blank]
- Group Session ID: [Blank]
- Program Name: OTP Facility/OTP : 10/1/2018 - 11/30/2018
- Service: D-MAT Generic OTP
- Billable: [Checked]
- Start Date: [Blank]
- End Date: [Blank]
- Start Time: [Blank]
- End Time: [Blank]
- Duration: [Blank]
- Contact Type: [Blank]
- Emergency: [Blank]
- # of Service Units/Sessions: 1
- Medi-Cal Billable: [Blank]
- Pregnant/Postpartum: No
- National Drug Code: [Blank]
- Drug Quantity: [Dropdown menu open with options: Gram(s), International Unit(s), Milligram(s), Milliliter(s), Unit(s)]
- Was an interpreter used?: [Blank]
- Language was the service provided?: English
- Which Evidence-Based Practices were used?: None, Motivational Interviewing, Relapse Prevention, Other

## SUD Diagnosis Required in SanWITS

- A SUD Diagnosis is required in SanWITS
- Billing cannot occur without a primary SUD diagnosis

## Optum Website SanWITS Tab Updates

- Census Tip Sheet
- SanWITS Flow- Courtesy Dosing
- Authorization Tip Sheet

## Residential Bed Management

- Virtual Beds are for temporary use (24 hour) only and not to be used as a client bed.
- Client must be discharged as soon as they leave treatment, so the bed becomes available for the next client.
- Do not move the client from one bed to the next if the client has been discharged.
- A Client must be placed in a bed in sequential order **OR** the system will think the bed days are overlapping and not allow you to enter the client into the bed.

### **Residential Providers-Census**

- All Residential programs should be using the daily Census
- Only Residential bed day encounters should be created through the Census.
- Residential bed day encounters created through the Census will populate the encounter with the note type of “Bed Management Census Note”
  - This Note type will need to be changed to the appropriate note type of “DMC Billable”, “County Billable”, or “Non-Billable” on each individual client’s encounter.
- **Case Management encounters are not created through the Census.**
- For DMC billing - clients should have two payor group enrollments – for “Benefit Plan Enrollment” and “Government Contract Enrollment”
- For DMC billing only these two Payor Groups under Benefit Plan should be used “ODS DMC-Non-Perinatal” or “ODS DMC-Perinatal”
- When billing DMC Residential Bed Day – on the encounter “Billable” should be Yes and “Medi-Cal Billable” should be No (This allows the claim to be released to the government contract area).
- DMC claims other than Residential Bed Day - on the encounter “Billable” should be Yes and “Medi-Cal Billable” should be Yes (This allows the claim to be released to the Clearing House).

### **SanWITS and SSRS Trainings on Regpacks**

- Register online for SanWITS Outpatient Basic (this includes OTP) or Residential Basic and SSRS trainings at [https://www.regpacks.com/reg/templates/build/?g\\_id=100901152](https://www.regpacks.com/reg/templates/build/?g_id=100901152)
- If you have any questions, please contact the SUD MIS support desk at [SUD\\_MIS\\_Support.HHSA@sdcountry.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcountry.ca.gov)
  - Registration will close 7 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
  - No walk-ins or substitutions will be allowed due to specific individual accounts.
  - If there is no staff registered 7 days prior, the training for that date will be cancelled.
- SanWITS billing classes, register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcountry.ca.gov](mailto:ADSBillingUnit.HHSA@sdcountry.ca.gov)
  - SanWITS Basic training is required before attending the Billing training.
- If you have signed up for a class and are unable to attend, cancel the registration as soon as possible so that staff on the waitlist are able to attend.



**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!*  
Send all personnel contact updates to [QIMatters.hhsa@sdcountry.ca.gov](mailto:QIMatters.hhsa@sdcountry.ca.gov)**

## **DMC-ODS Outpatient Documentation Training**

Date: Monday, March 11, 2019

Time: 1:00 p.m.-5:00 p.m.

Where: 211 Building (New Location)

3860 Calle Fortunada, Suite 101, San Diego, CA 92123

- To register, please email the following to [stthomas@mhsinc.org](mailto:stthomas@mhsinc.org)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each Individual

## **DMC-ODS Residential Documentation Training**

Date: Friday, February 22, 2019

Time: 9:00 a.m.-1:00 p.m.

Where: County of San Diego-County Operations Center (COC)

5560 Overland Avenue, 1<sup>st</sup> floor, Room 171, San Diego, CA 92123

- To register, please email the following to [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each individual

## **Documentation Skill Building Workshops - Treatment Plans (February) & ASAM Assessments (March)**

- Documentation workshops are an opportunity to build and develop a SUD treatment provider's documentation skill set.
- Groups will be limited to 30 participants and reservations are required by emailing [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- Treatment Plans Workshop – February Date/Location
  - North Inland Live Well Center (Grand Ave Room A, 649 W. Mission Ave, Escondido, CA 92025)
    - Thursday, February 14, 2019 at 1:30 p.m. – 3:30 p.m.
- ASAM Assessments Workshop – March Dates/Location
  - 211 Building (New Location) - 3860 Calle Fortunada, Suite 101, San Diego, CA 92123
    - Wednesday, March 6, 2019 at 1:30 PM to 3:30 PM
  - More dates and locations in March to be announced soon

Please Notice This



### **Changes for the February BHS SUD Treatment Provider Meeting**

- Meeting is renamed ***“Joint SUD Program and Fiscal Providers Meeting”***
- Date: Tuesday, February 19, 2019
- Time: 9:30 a.m.-12:00 p.m.
- Location: Scottish Rite Center (Morrison Room), 1895 Camino del Rio South, San Diego, CA 92108

### **Reminder: Beneficiary Rights Webinar Training**

- All program staff with client contact are required to participate in this webinar by close of business on **Thursday, February 28, 2019**.
- The webinar is available on the QM Training Tab of the DMC-ODS Page on the [Optum Website](#)
- To obtain a certificate of completion, please send an email attesting to your completion of the module to the QI training mailbox: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)

### **Documentation Training Webinars Available**

- These Modules are in addition to the live documentation trainings held monthly and are an optional resource to train staff.
- There are 8 different DMC-ODS documentation training webinar modules developed in a consecutive order:
  - Module 1: Introduction to DMC-ODS
  - Module 2: Medical Necessity
  - Module 3: Treatment Planning for Substance Use Disorders
  - Module 4: SUD Services in Residential
  - Module 5: SUD Services in Outpatient
  - Module 6: Progress Notes Documentation
  - Module 7: Discharge
  - Module 8: Recovery Services
- Each module is approximately 30 minutes in length
- The intended audience is any staff providing direct client services, such as counselors, LPHAs, and case managers.
- Each module is accompanied by a webinar transcript and PowerPoint handout
- Currently, the modules can be accessed via the DMC-ODS Training Crosswalk located at: [https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/dmc\\_ods/dmc\\_ods\\_provider/dmc\\_ods\\_trainingxwalk.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/dmc_ods/dmc_ods_provider/dmc_ods_trainingxwalk.html)
- The webinars are also on the QM Training Tab of the DMC-ODS Page on the [Optum Website](#)
- To obtain a certificate of completion, please send an email attesting to your completion of the module to the QI training mailbox: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)



### **New Law Regarding Controlled Substance Security Prescription Forms (Assembly Bill No. 1753)**

- Effective January 1, 2019
- Requires controlled substance security prescription forms to include a unique serialized number in a format approved by the Department of Justice (DOJ).
- The Medical Board of California encourages physician prescribers to utilize new forms that include the serialization number.
- Pharmacists and pharmacies will be looking for the unique serialization numbers on controlled substance security prescription forms on and after January 1, 2019.
- Pharmacists and pharmacies will be identifying prescribers who do not complete timely transitions to the new security prescriptions forms to the appropriate prescribing board, so that compliance can be encouraged.
- You can find the complete text of the law here: [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180AB1753](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1753)

### **Independent Peer Reviews of SUD Programs**

- The Integrated Substance Abuse Programs (ISAP) through UCLA has contracted with DHCS to perform annual peer reviews of SUD Programs in DMC-ODS County's
- The review will include staff and client interviews, review of charts, and a tour of the facility
- Focus is on strengths and areas of improvement in the program with a consultative approach
- Notify your COR and QM ([QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)) of these reviews when scheduled

### **Reminder: AOD Certification and/or Licensing**

- All programs are required to have AOD Program Certification, except for High School sites.
- All residential programs are required to be licensed by DHCS
- Certification (all programs) and Licenses (residential only) expire every two (2) years.
- If the Request for License and/or Certification Extension DHCS Form 5999 with renewal fees and all supporting documentation is not submitted 120 days prior to expiration, then the license and/or certification will terminate on the expiration date and programs will need to submit a whole new application.

### **New DMC-ODS Beneficiary Materials Order Form**

- Available on the Optum website at [www.optumsandiego.com](http://www.optumsandiego.com) on the “Beneficiary” tab of The DMC-ODS page
- This form is for hard copy requests of materials only
- Submit the order form to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov) or fax to 619-236-1953
- All Forms are also available in electronic format on the Optum website

### **ASAM Level of Care Recommendation Form**

- Recently, the instructions for the Treatment Plans were updated to indicate that the ASAM Level of Care (LOC) Recommendation form must be completed in conjunction with (not after) the treatment plan.
- This is to emphasize that completion of the ASAM LOC Recommendation form is a part of the treatment planning process and that information from that form should logically guide the development of the treatment plan.
- The ASAM LOC Form and Initial or Updated Treatment Plan may be conducted on the same day, with information from the ASAM LOC form incorporated into the treatment plan.

### **Reminder and Update: Required Face-to-Face between LPHA and SUD Counselor**

- When an Initial LOC Assessment and/or the ASAM LOC Recommendation form is completed by a registered/certified SUD Counselor, this must include a Face-to-Face meeting between the counselor and the program’s LPHA (or MD) to review the information, so the LPHA can verify or make recommendations for changes to the recommended level of care.
- For OS and IOS programs, the Initial Level of Care Assessment (with face-to-face meeting and signatures) must be completed within 7 calendar days of the admission date. *This is an update to the standard as previously communicated.*
- For Residential and WM programs, the Initial Level of Care Assessment (with face-to-face meeting and signatures) must be completed within 24 hours of the admission date.
- The LPHA will document the date of this Face-to-Face meeting, and sign/date the form.
- The Face-to-Face meeting between the LPHA and SUD Counselor to discuss the Initial LOC Assessment and the ASAM LOC Recommendation form is billable.
  - The LPHA must document it in a progress note and bill it as Case Management (CM).

### **Policy Change: Withdrawal Management (WM)**

- While IMS certification and using 24/7 nursing is highly recommended, it is not a mandatory requirement for 3.2 WM level of care.
- Providers are expected to implement P&Ps that have been developed with the Medical Director, that includes at a minimum, working collaboratively with ED/PCPs that client is safe to come back to the WM program (if not using an in-house 24/7 nursing staff).



### **DMC-ODS Updated Guidance for TRC Sites (CYF Memo: # 06-18/19)**

- Emailed on January 18, 2019
- DMC-certified TRC school sites are required to follow all rules, regulations, and DMC-ODS Special Terms and Conditions (STCs), which prohibits clients from receiving services at more than one DMC certified facility
- This means **a client can only receive services at the location where they were admitted, and cannot receive services at other DMC- certified sites.**
- **Group services may not be mixed with clients who are admitted to the TRC Primary site and the TRC school site.**
- If your TRC program provided services that are outside of the guidelines issued in the memo, **between July 1, 2018 to present**, please notify BHS by sending a list of these encounter ID's to the BHS contacts listed in the memo.
- For questions, input, or concerns, please contact your assigned COR

### **Upcoming: Medical Record Review (MRR)**

- Each program will be contacted by the program's assigned SUD QM Specialist within the next several weeks to schedule their MRR.
- At the MRR, the QM Specialist will review certain program Policies & Procedures (P&Ps), compliance with those P&Ps, availability of beneficiary informing materials, as well as conduct an in-depth chart review on a minimum of 5 charts.
- The chart reviews will address both billing compliance and clinical quality of documentation standards.
- Reviewing the MRR tool in preparation for the MRR and using the tool as part of your program's own internal QI Processes is highly recommended.
- The MRR process is collaborative with the goal of continued DMC-ODS improvement in services.



### **Updated: Substance Use Disorder Uniform Record Manual (SUDURM) Forms**

- Multiple SUDURM forms were recently updated as well as the development of some new forms.
- A Summary of these SUDURM form changes and access to the forms was emailed on 2/8/19.
- All new and updated forms are effective as of **March 1, 2019**. However, programs may begin using these forms any time prior to the effective date.
- Please institute a version control process at your program to ensure old/outdated forms are removed and that the new forms are in place by March 1, 2019.
- All forms and instructions are in the process of being uploaded to the Optum website DMC-ODS page, under the "SUDURM" tab.
- Forms are currently also accessible at the following link:  
[https://drive.google.com/drive/folders/16EzKP\\_3MOwKRxsZwXrUbPRzmWCUKb9m?usp=sharing](https://drive.google.com/drive/folders/16EzKP_3MOwKRxsZwXrUbPRzmWCUKb9m?usp=sharing)

### **Policy Update: Residential Bed Holds**

- Provider may be reimbursed room and board for up to 7 days when a client is hospitalized or AWOL or incarcerated while in residential treatment.
- **COR pre-approval is required if a client requires a bed hold beyond 7 days (e.g., client at crisis residential)**
- The number of days for the bed holds counts toward the client's 90-day DMC billable period.
- Provider would not need to discharge/readmit client, but the ASAM LOC, risk assessments, and medical information may need to be re-assessed upon client's return to the program.

### **Network Adequacy Requirements by the “Mega Regs”**

- Per the Medicaid Managed Care Final Rule (Mega Regs), DMC-ODS pilot counties must complete the Network Adequacy Certification Tool (NACT) for all providers at the organizational level (Exhibit A-1), site level (Exhibit A-2) and rendering provider level (Exhibit A-3).
- For more information on this requirement, please see the Mental Health and Substance Use Disorder Services (MHSUDS) Information Notice (IN) that was issued to address the federal network adequacy requirements at the following link: [Information Notice 18-011](#).
- Email correspondences regarding the NACT were disseminated to program managers on February 11, 2019.
- All programs must verify the information provided in the NACT, make corrections if needed, and **add** any missing information.
- The deadline to submit a completed NACT to [BHSQIPIT.HHSA@sdcounty.ca.gov](mailto:BHSQIPIT.HHSA@sdcounty.ca.gov) is **Friday, February 22, 2019**.
- If you need assistance or have any questions, contact the Optum Support Desk at [sdhelpdesk@optum.com](mailto:sdhelpdesk@optum.com) or 1-800-834-3792.



### **Claim Denials**

- Billing Unit emails the encrypted list of Medi-Cal denied claims to providers.
- Providers are required to review the list and determine if the claim denial is true or not.
- For claims denied due to data entry error, provider must fix the error in SanWITS and notify Billing Unit once it is done so they can proceed with the service adjustment/replacement and rebill the service to the State.
- For valid or “true” denials (claims are not replaceable), provider must submit the completed claim adjustment form to Billing Unit. Any questions on this form/process must be addressed to the Billing Unit.
- Providers must internally track Billed, Denied (True Denial), and Voided/Disallowed Units.

### **Medi-Cal Subscriber ID #**

- The Payor Group Enrollment (PGE) screen in SanWITS has a subscriber ID field.
- Providers billing DMC will have the benefit plan ODS-DMC Perinatal or ODS-DMC Non-Perinatal in PGE.
- The Subscriber ID # must be entered in Payor Group Enrollment screen in SanWITS using the required 9 bytes alphanumeric (8 numbers plus 1 upper case letter). Provider should have copy of the client’s Medi-Cal insurance or BIC card on file.
- Please do not use the Subscriber ID # for a different client.
- Entering incorrect information can lead to claim denials.

### **August Billing Due**

- All Providers who released billing for July services should now be releasing their billing for August services in SanWITS by no later than 2/20/19.
- Only a limited number of Residential providers were notified to release billing for August services



## Communication

- Providers with billing-related questions (after release to billing) must contact the Billing Unit at 619-338-2584 or send an email to [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
- Please contact the MIS Support Team for technical questions, SanWITS set-up, CalOMS, and DATAR questions at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)
- FOR QI, clinical, and documentation related questions, contact [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)



## Optum Website SanWITS Tab Updates

- SanWITS Flow – PC1000 SUD Treatment Track
- SanWITS Flow – PC1000 Education Only Track

## New SanWITS Training Changes

- **New Trainers** - Starting in March, Optum trainers Elsie Blancas and Ines Russo will join County MIS trainers, Janeth Nunez and Lourdes Rodriguez, in the SanWITS training rotation. Ms. Blancas has been training on the CCBH EHR since 2012 and Ms. Russo since 2011. Together they bring a wealth of knowledge in the areas of project management, data analysis, cross-departmental collaboration, instructional design, and training delivery.
- **New Course Adjustments** - Starting in March, Residential Basic and Outpatient/OTP Basic will be combined into a general Basic class which will cover the fundamental SanWITS functions that are applicable to all program types. The Basic class time will be from 9am-3:30pm. Two new classes have also been created, Residential Encounters and Bed Management and Outpatient/OTP Encounters and Group Modules. Staff who will be entering encounters will enroll in the course that applies to their program type. The encounter classes will be from either 9am-12pm or 1:30pm-4:30pm. Only staff who first complete the Basic class will be eligible for the encounter class. By isolating the general functions from the encounter processes, courses will have a narrower focus, thus improving learner confidence and data integrity. It will also provide an opportunity for those who would benefit from additional training exclusively on encounters, to attend a three-hour class specific to that area of focus.
- **Classes Closed for New Processing Timelines** – Starting in March, SanWITS classes will close in RegPack for processing 14 days in advance of the class date. This will allow lead-time for MIS to verify enrollee eligibility, such as paperwork submission, credentials, and prerequisites. If paperwork corrections are necessary, a window will be available to submit those corrections prior to outright excluding staff due to narrow turn-around times. The additional lead time will also create the opportunity for LIVE accounts and passwords to be available within 24 hours of successful class completion.

## Reminder: Parking at SanWITS Trainings

- Remember to park in the far west lot past the 2<sup>nd</sup> building
- When students register for these training they are provided parking instructions as part of the training confirmation emails.
- Parking information is also posted next to the sign in sheet for attendees to read while they are signing in at arrival, and there is a verbal parking reminder as attendees enter the room.

### **SanWITS and SSRS Trainings on RegPacks**

- Register online for SanWITS and SSRS  
[https://www.regpacks.com/reg/templates/build/?g\\_id=100901152](https://www.regpacks.com/reg/templates/build/?g_id=100901152)
- If you have any questions, please contact the SUD MIS support desk at  
[SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)
  - o Registration will close 14 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
  - o No walk-ins or substitutions will be allowed due to specific individual accounts.
  - o If there is no staff registered 14 days prior, the training for that date will be cancelled.
- SanWITS billing classes, register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
  - o Important reminder: SanWITS Basic training is required before attending the Billing training.
- If you have signed up for a class and are unable to attend, please cancel the registration as soon as possible so that staff on the waitlist are able to attend.



**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!*  
Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)**



### **BHS SUD Treatment Provider Meeting**

Meetings are held monthly, on the 3<sup>rd</sup> Tuesday of every month, 10:00 a.m.-11:30 a.m.

- Next meeting: Tuesday, March 19, 2019
- Location: **Marina Village (BAYVIEW ROOM) 1936 Quivira Way, San Diego, CA 92109**

### **FIRST MEETING: SUD Provider Quality Improvement Partners (SUD QIP) Meeting**

Date: Thursday, March 28, 2019

Time: 1:30 P.M. to 3:00 P.M.

Where: National University (9388 Lightwave Avenue, Room 114, San Diego, CA. 92123)

- The intent of the meeting is to have a regular place for County QI and program quality assurance staff to discuss processes and practices related to continuous quality improvement within the DMC-ODS.
- Intended audience is QI/QA staff and program management. Space is limited to 50 attendees, please plan accordingly for who will attend from your program.



### **Documentation Skill Building Workshops on ASAM Assessments in March**

- Documentation workshops are an opportunity to build and develop a SUD treatment provider's documentation skill set and will focus on ASAM Assessments in March.
- Groups will be limited to 30 participants and reservations are required by emailing: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- County Operations Center (Training Room 124, 5530 Overland Ave., San Diego, CA 92123)
  - Wednesday, March 20, 2019 at 1:30 P.M. to 3:30 P.M.
- North Inland Live Well Center (Grand Ave Room A, 649 W. Mission Ave., Escondido, CA 92025)
  - Tuesday, March 26, 2019 at 1:30 P.M. to 3:30 P.M.

### **DMC-ODS Residential Documentation Training for March and April**

Date: **Friday, March 15, 2019**

Date: **Monday, April 22, 2019**

Time: 1:00 P.M. to 5:00 P.M.

Time: 1:00 P.M. to 5:00 P.M.

Where: 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)

- To register, please email the following to: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each individual

### **DMC-ODS Outpatient Documentation Training for April**

Date: Monday, April 8, 2019

Time: 1:00 P.M. - 5:00 P.M.

Where: County Operations Center (5560 Overland Avenue, 1<sup>st</sup> floor, Rm. 171, San Diego, CA. 92123)

- To register, please email the following: Name of Person(s) Attending, Program Name, and E-mail Address for each individual to: [stthomas@mhsinc.org](mailto:stthomas@mhsinc.org)

### **Root Cause Analysis (RCA) Training is recommended for PM and QI staff**

- An interactive training to introduce Root Cause Analysis (RCA), a structured process to get to the “whys and hows” of an incident, without blame; and learn effective techniques for a successful RCA, along with Serious Incident Reporting requirements.
- To register, please RSVP to: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- County Operations Center (Training Rm. 171, 5560 Overland Ave., San Diego, CA 92123)
  - Thursday, April 4, 2019 at 1:00 P.M. to 4:00 P.M

### **Learning Collaborative: “Addiction Treatment Starts Here: Behavioral Health”**

- The Center for Care Innovations (CCI) announces funding availability to address the opioid crisis in California.
- A 15-month learning collaborative dedicated to working with outpatient behavioral health clinics in California to design MAT programs. Tools, one-on-one coaching, and tailored technical assistance provided to facilitate implementation.
- \$50,000 in funding provided to each participating organization. Follow the links: **Informational Webinar:** March 15, 9:00 a.m. PT  
**Application Deadline:** April 5, 5:00 p.m. PT



### **ASAM Training for LPHAs and Medical Directors**

- Staff providing screening/intake, assessment and treatment planning services must be fully trained in ASAM prior to providing those services in one of these ways:
  - Completed 2 e-learning modules through the Change Companies (ASAM Modules I & II)
  - Completed all three CIBHS trainings (ASAM-A, ASAM-B and ASAM-C)
- In order to adequately supervise staff, develop clinical policies and procedures consistent with the DMC-ODS, and assure quality of level of care assessment and recommendations, LPHAs and MDs are required to complete ASAM training as well.
- ASAM training counts toward the annual continuing education requirements (5 hours) for both LPHAs and Medical Directors.

### **Recent DHCS Information Notices**

- DHCS Information Notice 19-002 discusses the implementation of Senate Bill 1228 which prohibits specified persons, programs, or entities, including a licensed and/or certified alcoholism or drug abuse recovery and treatment facility, or an employee of that facility, from giving or receiving remuneration for the referral of a person who is seeking SUD recovery and treatment services. These prohibitions became effective January 1, 2019.
- DHCS Information Notice 19-003 discusses implementation of Assembly Bill 3162 and Senate Bill 992 which details new or updated regulations regarding certification and licensing. These laws went into effect January 1, 2019.
- To keep current with all Information Notices, it is recommended that you visit and bookmark the link below. The full versions of the Information Notices discussed above can be found there: <https://www.dhcs.ca.gov/formsandpubs/Pages/2019-MHSUDS-Information-Notices.aspx>

### **CAADE Recognized by DHCS as a Certifying Organization**

- DHCS Information Notice 19-014, dated March 11, 2019, announced that CAADE has been approved once again as a Certifying Organization.
- CAADE certificates issued prior to issuance of the Information Notice are invalid.
- As of March 11, 2019, there are three DHCS approved Certifying Organizations: CAADE, CADTP and CCAPP. To read the complete Information Notice, click [here](#)
- For questions about the Information Notice, please contact Crystal Sanchez at 916-345-7482 or by email at [crystal.sanchez@dhcs.ca.gov](mailto:crystal.sanchez@dhcs.ca.gov)

## **SB992 Requires A Relapse Plan for Licensed Residential SUD Treatment Facilities**

- A licensed residential treatment facility must develop and maintain a written plan to address resident relapses.
- A relapse plan is a written plan that addresses:
  - Resident relapse including when a resident is on the licensed premises after consuming alcohol or using illicit drugs;
  - How the treatment stay and the treatment plan of the resident will be adjusted to address the relapse episode;
  - How the resident will be treated and supervised while under the influence of alcohol or illicit drugs; and
  - Resident discharge and continuing care plan, including when a residential facility determines that a resident requires services beyond the scope of their license.
- Initial applicants for residential treatment facility licensure must submit a relapse plan with the Initial Treatment Provider Application (DHCS 6002).
- Applicants that submitted an application for licensure prior to January 1, 2019 but have not been approved for licensure will be required to submit a relapse plan prior to licensure.
- Existing licensees must submit a relapse plan to their assigned DHCS analyst no later than April 1, 2019.
- DHCS will review the submitted relapse plan to determine compliance with the statutory requirements. DHCS will notify the licensee within 30 working days whether the relapse plan is complete or incomplete.
- A copy of the relapse plan must be kept onsite, or at a central administrative location, provided that the plan is readily available to staff and DHCS upon request.
- For more information, refer to DHCS Information Notice 19-003. If you have questions about the relapse plan or Information Notice 19-003, contact Nadalie Meadows-Martin by email at [Nadalie.Meadows-Martin@dhcs.ca.gov](mailto:Nadalie.Meadows-Martin@dhcs.ca.gov) or Pelumi Abimbola at [Pelumi.Abimbola@dhcs.ca.gov](mailto:Pelumi.Abimbola@dhcs.ca.gov).



## **MAT Toolkit Available for Licensed Residential Treatment Providers**

- DHCS, in partnership with Harbage Consulting & the California Health Care Foundation, published a toolkit aimed at informing and engaging licensed residential treatment facilities about medication assisted treatment (MAT).
- As of January 2019, clients in licensed residential treatment facilities are required to have access to MAT. This toolkit contains information about the benefits of MAT, the process and requirements for providing access to MAT in licensed residential treatment facilities, and information on how practitioners can apply for a Drug Addiction Treatment Act (DATA) 2000 waiver to prescribe buprenorphine.
- An electronic version of the toolkit is available [here](#) on the DHCS website. In particular, [Part #1 of the toolkit](#) might be helpful as it contains basic information about MAT & addresses stigma.
- Over the next two years, DHCS & Harbage will roll-out a number of other resources aimed at informing key stakeholders & providers about MAT which will be available on the DHCS website.

## **OTP Providers – Encounters for Dosing**

- Effective immediately (as of Feb 27, 2019), if you have a client that is receiving two doses of the same medication in the same day, create one encounter with one NDC# and add the quantities together.
- Currently the State system does not allow for multiple NDC# on the same claim and is working on enhancing their system to allow for multiple NDC#s on the 837. More to come...
- Reminder: Consecutive dosing encounters – you **Must** enter the Start Date **AND** End Date. The # of units must match the number of days between the start date and end date, or the claim will be denied.

### **New: Withdrawal Management (WM) Treatment Plan and Withdrawal Management (WM) Standards**

- Effective **April 1, 2019**.
- However, programs may begin using this new WM Treatment Plan and Standards prior to April 1, 2019, if preferred.
- The new [WM Treatment Plan](#) and [WM Treatment plan Instructions](#) are posted on the Optum website, on the DMC-ODS page, under the SUDURM tab.
- The [updated WM Standards](#) are posted on the Optum website, on the DMC-ODS page, under the “Toolbox” tab.



### **Updated: Substance Use Disorder Providers Operations Handbook (SUDPOH)**

- A reminder that the SUDPOH is incorporated by reference into the Statements of Work, so keeping informed of SUDPOH changes is vital as the DMC-ODS continues to evolve based on County policy decisions and/or guidance from DHCS.
- A [Summary of Changes](#) documents the new SUDPOH updates of 3/1/19
- The [updated SUDPOH](#) as of 3/1/19 is available on the SUDPOH Tab of Optum

### **Now Available: General Practice Guidelines for Clients in the County of San Diego Drug Medi-Cal Organized Delivery System (DMC-ODS)**

- The new [Practice Guidelines](#) are posted on the Optum website, under the “Consumers & Families” tab, for clients to access
- The new Practice Guidelines can also be found on the County of San Diego website, on the BHS/Substance Use Disorder Services, under Treatment Services, on the Popular Services menu at the right at:  
[https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/alcohol\\_drug\\_services/dmc\\_ods\\_consumer.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/alcohol_drug_services/dmc_ods_consumer.html)

### **Reminder: Grievance and Appeal Information Posting**

- Providers shall have posters, brochures, and self-addressed envelopes with grievance/appeal forms in all 6 threshold languages, to include interpreter services and toll-free numbers that have adequate TTY/TTD and interpreter capability.
- These materials shall be displayed in a prominent public place at the facility.
- Grievance and Appeal Form Envelopes
  - Self-addressed envelopes that must accompany the grievance and appeal forms for CCHEA and JFS must be stamped or have postage-paid
  - CCHEA and JFS will provide self-addressed, metered envelopes upon request.
  - The Beneficiary Materials order form is updated to direct programs to those agencies to request envelopes.
- [Beneficiary Materials order form](#) is available on the Optum website under the “Beneficiary” tab of the DMC-ODS page

### **Reminder: Physician’s Direction Form**

- Although the form itself was made optional, it is still a requirement for the MD to review the clients’ health/medical information and drug history and to document their review along with any orders/recommendations.
- This documentation may be done on the Physician’s Direction Form or in a progress note.

### Important Reminder - CalOMS Collection Guide

- Under the new state system BHIS, the Mother's First Name requires at least two characters with no spaces. If mother's name is not available enter Mom or Mother.
- Refer to the DHCS CalOMS Tx Collection Guide for reference on what are acceptable values.



### Admission Issues Creating CalOMS Errors

- For corrections on admission date, please email the Unique Client ID (UCI) and Form Serial Number (FSN) to the support desk at [SUD\\_MIS\\_Support.HHSA@sdcountry.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcountry.ca.gov) to prevent your admission date correction from being rejected by the State. Due to the State's new system BHIS, the process for making corrections has been changed.
- If a client was admitted under the incorrect facility, contact the SUD support desk at [SUD\\_MIS\\_Support.HHSA@sdcountry.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcountry.ca.gov) to make the needed correction. Include the Unique Client ID (UCI) and Form Serial Number (FSN) along with the incorrect and correct facility information.
- **Do NOT make the correction** yourself. This can result in multiple admission records in the DHCS's Open Admission Report.

### Discharge Issues

- For withdrawal management clients who have gone through detoxification, as planned by the provider, and who are being referred for additional treatment services, providers must use discharge status 3 - Left Before Completion, with Satisfactory Progress (not discharge status 1 or 2). Neither discharge code 1 nor discharge code 2 can be used for withdrawal management discharges.
- Administrative discharge status 4 or 6, providers should be using 99901 – Unknown under the individual's primary drug since providers will not be able to obtain information about the client at discharge.
- After completing the Discharge record, the case/episode should be left open until the following circumstances have been completed:
  1. Billing – cannot be completed if the case is closed.
  2. Recovery Services (if applicable).
  3. Prop 47 aftercare (if applicable).

### SSRS Reporting

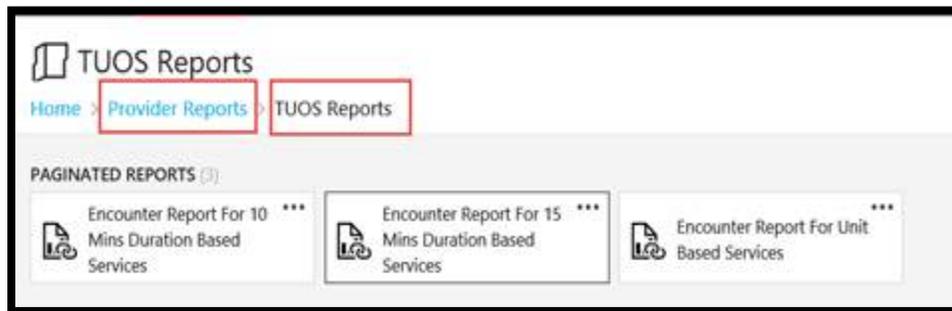
- The Provider Folder has been moved to the opening page/screen.
- Folders can be created within the Provider Reports folder only – If your facility does not have a specific folder and you would like one, contact the SUD support desk.



- Do not create/add any folders on the opening page/screen.

### **Required Reports Needed for Data Integrity**

- Unfinished Client Activities (any records that are still “in progress” are not sent to the state and non-compliant).
- Encounter Report
- Active Census Report (clients need to be discharged or an annual update completed by 11 months)
- TUOS Reports - 3 new reports have been created and placed in the TUOS Reports folder within the Provider folder as seen in screen shot below. Report #4 is still in development.
  1. Encounter Report for 10 mins duration-based services is for OTP services that are in 10 min increments = 1 unit – counseling services.
  2. Encounter Report for 15 mins duration-based services is for any services that are in 15 min increments = 1 unit and can be in fractional units – counseling services, case management, and recovery services.
  3. Encounter Report for unit-based services is for any services that are unit based – Dosing and Residential Bed Days.
  4. Encounter Report for group services is soon to come (still in development).



### **Residential**

- Census must be completed daily, and Bed Day encounters created through the Census.
- Each Residential Bed Day encounter must be reviewed to update the “Bed Management Census Note” note type to either 1) DMC Billable, 2) County Billable, or 3) Non-Billable.
- If Case Management is provided, these services are created through the encounter screen – not through the Census.
- Billable services are to be claimed after the client is discharged. Leave the case open to complete the billing.
- Authorizations are closed when the client’s case /episode is closed – not upon completing a Discharge record. The authorization must remain open to complete billing.
- Case Management services do not require authorization. DMC billable Case Management service should have the billable indicator marked “yes”, and Medi-Cal billable indicator marked “no.”

### **Program Enrollment – “Perinatal” field**

- Perinatal field – this field is directly linked to DMC Certified Perinatal Service Rates.
- This field should be answered “no” for all female clients that are not receiving DMC Certified Perinatal Services.
- This field does not indicate that the client is pregnant.
- DMC Perinatal Services are only for clients that are pregnant or 60 days postpartum.
- Additionally, DMC Perinatal Services are only for programs who are certified by DHCS to provide Perinatal Services and have it in their county contract to provide Perinatal Services.

### Update: Contact Screen

- Contact Reason field has a new value added – “Urgent”

### Update: Encounter Screen

- Contact Type field has a new value added – “In the Community”
- This should be utilized when a service is provided somewhere other than at the program where the client is enrolled.



### DMC-ODS Updated Guidance for TRC Sites (CYF Memo: # 06-18/19)

- Emailed on January 18, 2019
- Clients admitted to a TRC school site may receive services at the TRC primary site, on occasion, when the TRC school site is not available due to school closures, holidays, summer breaks, or other reasons as indicated by documentation in progress note (such as school suspension or expulsion). **Group services may not be mixed with clients who are admitted to the TRC primary site and the TRC school site.**
- When a service is provided to a client admitted to the TRC school site at the TRC primary site, the service location shall be documented as “in the community.” As with all services that are provided in the community, documentation shall explain how program staff maintained the client’s privacy in accordance with 42 CFR.
- “In the community” should be selected as the contact type for the SanWITS encounters when the services are provided at the primary TRC, as opposed to the HS site.

### New Changes to SanWITS Quarterly Users Group

- SanWITS Users Group will meet monthly starting in April 2019. The meetings will be specific to modality.
  - Outpatient programs will meet – Apr, Jul, Oct, Jan
  - Residential programs will meet – May, Aug, Nov, Feb
  - OTP programs will meet - Jun, Sep, Dec, Mar
- RSVP will be required to ensure we are able to accommodate participants due to room requirements.
- Meetings will be held the 3<sup>rd</sup> Monday of the month and locations announced two weeks prior to meeting.



### Clinical Staff Documentation Training

- To assist new or returning staff to be more successful in understanding of the clinical assessments, QM has developed both live and webinar documentation trainings.
- It is highly recommended to have newly hired staff complete Documentation Trainings prior to their SanWITS training, if possible.
- This will allow for newly hired staff to focus more fully on learning the functionality of SanWITS during the training on that software (which is the sole intent of SanWITS training – it is not to be a replacement for training in Documentation Standards).
- If staff is unable to participate in documentation trainings, the Program Manager may be able to assist with guiding/training staff on documentation standards.
- Documentation training webinars are available on the Optum website, under the QM Training tab at: <https://www.optumsandiego.com/content/sandiego/en/county-staff---providers/dmc-ods.html>

### **SanWITS and SSRS Trainings**

- Register online with RegPacks at:  
[https://www.regpacks.com/reg/templates/build/?g\\_id=100901152](https://www.regpacks.com/reg/templates/build/?g_id=100901152)
- Registration will close 14 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
- Types of Training Classes:
  - SanWITS Basic – Fundamental SanWITS functions that are applicable to All program types
  - Residential Facilities - Bed Management & Encounter Training
  - Outpatient / OTP Facilities – Group Module & Encounters Training
- All required forms are located on the “Downloadable Forms” tab, and must be completed and returned to SUD Support at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov) at least 14 days prior to scheduled training. If the 3 forms are not submitted, you will not be able to attend training regardless of receiving training confirmation.
- Upon completion of training, **competency must be shown in order to gain access to the system.** If competency is not achieved another training will be required before access is given.
- If you are unable to attend class, cancel the registration as soon as possible so that staff on the waitlist are able to attend.

### **SanWITS Billing Classes**

- Register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
- Prerequisite required: SanWITS Basic training

### **Tobacco Cessation Benefits**

- Tobacco use is one of the leading preventable causes of death while tobacco cessation services are proven to be effective to counter this threat.
- Medi-Cal managed care health plans (MCPs) are required by DHCS to implement and cover payment for the following tobacco cessation services:
  - Initial and annual assessment of tobacco use for each adolescent and adult beneficiary;
  - FDA-approved tobacco cessation medication (for non-pregnant adults of any age);
  - Individual, group, and telephone counseling for beneficiaries of any age who use tobacco products;
  - Tailored services for pregnant tobacco users;
  - Prevention of tobacco use in children and adolescents;
  - Identifying tobacco users;
  - Tracking treatment utilization of tobacco users.
- Options and specific requirements for these issues can be found in DHCS’s All Plan Letter 16-014

which can be accessed at:

<https://www.dhcs.ca.gov/formsandpubs/Documents/MMCDAPLsandPolicyLetters/APL2016/APL16-014.pdf>



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Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)**



APRIL 2019

### **DMC-ODS Residential Documentation Training**

Date: Monday, April 22, 2019

Time: 1:00 P.M. to 5:00 P.M.

Where: 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)

- To register, please email the following to: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each individual

### **Documentation Skill Building Workshops on Progress Notes in April**

- Documentation workshops are an opportunity to build and develop a SUD treatment provider's documentation skill set and will focus on Progress Notes in April. Groups will be limited to 30 participants and reservations are required by emailing: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)
  - Tuesday, April 23, 2019 at 9:30 A.M. to 11:30 A.M.
- County Operations Center (5560 Overland Ave., 1<sup>st</sup> floor, Room #171, San Diego, CA 92123)
  - Wednesday, April 24, 2019 at 1:30 P.M. to 3:30 P.M.

### **ASAM Criteria-(C) Training presented by Ca. Institute for Behavioral Health Solutions (CIBHS)**

This free interactive training will provide an overview of the ASAM Criteria, Levels of Withdrawal Management and ASAM Levels of Care. The training course meets qualifications for the provision of six continuing education credits (CEs).

Date: Wednesday, April 24, 2019

Time: 9:30 A.M. to 4:30 P.M.

Where: Marina Village Conference Center  
1936 Quivira Way (Coral Room)  
San Diego, CA 92109



Click here to register: [ASAM C Training in April](#)

### **DMC-ODS Outpatient Documentation Training**

Date: **Monday, May 13, 2019**

Time: 1:00 P.M. to 5:00 P.M.

Where: 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)

- To register, please email the following to: [stthomas@mhsinc.org](mailto:stthomas@mhsinc.org)
  - Name of Person(s) Attending;
  - Program Name
  - E-mail Address for each individual
  -

### **BHS SUD Treatment Provider Meeting**

Meetings are held monthly, on the 3<sup>rd</sup> Tuesday of every month, 10:00 A.M.-11:30 A.M.

- Next meeting: Tuesday, April 16, 2019
- Location: Scottish Rite Center (Heald Room), 1895 Camino del Rio South, San Diego, CA 92108

## **SUD Provider Quality Improvement Partners (SUD QIP) Meeting**

Date: Thursday, May 2, 2019

Time: 11:00 A.M. to 12:30 P.M.

Where: National University (9388 Lightwave Avenue, San Diego, CA. 92123)

- The intent of the meeting is to have a regular place for County QI and program quality assurance staff to discuss processes and practices related to continuous quality improvement within the DMC-ODS.
- Intended audience is QI/QA staff and program management. Space is limited to 50 attendees, please plan accordingly for who will attend from your program.
- WebEx participation is available. Details will be emailed to programs prior to the meeting.

## **Naloxone in Licensed Alcohol and Other Drug (AOD) Residential Treatment Programs and Certified AOD Outpatient Programs**

- Naloxone is a life-saving medication that works to reverse an opioid overdose while having little to no effects on an individual, if opioids are not present in their system.
- Naloxone blocks opioid receptor sites, reversing the toxic effects of the overdose. Naloxone is administered when a patient is showing signs of opioid overdose.
- The medication can be given by intranasal spray, intramuscular (into the muscle), subcutaneous (under the skin), or intravenous injection.
- As stated in DHCS Information Notice 19-009, effective March 5, 2019, licensed residential treatment programs and certified outpatient AOD treatment programs are permitted to utilize Naloxone at their program site. To read the complete Information Notice: [Click Here](#)
- If a program chooses to provide Naloxone, all forms of the medication shall be recorded, stored, and destroyed in the same manner as prescription medications.
- It is the responsibility of the program to develop policies, procedures, and protocols for how the program will store Naloxone, and accurately document the administration and disposal of it.
- The staff person who administers Naloxone must have successfully completed Naloxone administration training and the training must be documented in their individual personnel file.
- If you have questions about this information, as communicated through DHCS Information Notice 19-009, please contact the DHCS Officer of the Day at 916-322-2911.



## **Credentialing Through Optum**

- Optum Credentialing Services staff have been meeting with programs to discuss the credentialing process.
- One question that has come up from providers in these meetings is if the credentialing process is the same as a background check.
- The credentialing process is not a background check.
- If you have any questions about the Credentialing process through Optum, please contact Adina Patterson, Manager, Behavioral Health Credentialing Services at: 619-641-5356 or [adina.patterson@optum.com](mailto:adina.patterson@optum.com)

### **Reminder: Physician's Direction Form (F406)**

- Although this form is optional, it is still a requirement for the MD to review the clients' health/medical information and drug history and to document their review along with any orders/recommendations.
- This documentation may be done on the Physician's Direction Form or in a progress note.

### **Update: Coordination of Care Consent Form (F208)**

- The Coordination of Care Consent form (form F208) has been discontinued and has been removed from the SUDURM tab on the Optum website.
- This change is effective immediately – please stop use of this form and discard any saved copies you may have at your program.
- While the form has been discontinued, the requirement for coordination of care with a client's primary care physician and other treatment providers (e.g., Mental Health programs) is still required and should be started within 30 days of admit.
- For coordination of care, the client needs to sign a 42 CFR compliant Release of Information for each treatment provider.
- Then document in progress notes after program contact with each treatment provider the care coordination activities performed. Care Coordination is billable as case management.



### **Reminder: Entering ASAM Data in SanWITS**

- Data from the Initial Level of Care Assessment and ASAM Level of Care Recommendation form is to be entered SanWITS.
- For information on how to do this data entry, refer to Chapter 11 of the SanWITS User Guide on the Optum website at: [https://www.optumsandiego.com/content/dam/sandiego/documents/dmc-ods/sanwits/SanWITS\\_Users\\_Guide\\_2018\\_v1\\_1\\_12-14-18\\_Redacted.pdf](https://www.optumsandiego.com/content/dam/sandiego/documents/dmc-ods/sanwits/SanWITS_Users_Guide_2018_v1_1_12-14-18_Redacted.pdf)
- For questions about SanWITS data entry, contact the SUD MIS Support Desk at: [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)

### **Billing Reminders for Residential Providers Approved to Release Claims to Billing**

- For Bed days Services, if the client is already discharged please release all the claims up to the discharged date. You don't have to do it per month of service you can release all the claims up to the discharge date until you are caught up; please also batch all the released claims and bill it to the government contract.
- Case management services are not restricted to discharged clients and should be released in the months that each provider has been approved for. The due date for batch submission is every 10<sup>th</sup> of the month and please send your certification to [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)

### **CalOMS Entry for "# of Days Waited to Enter Tx" Field**

- The intention of this field is only to capture the number of days a client waited to enter treatment due to unavailability of slots.
- It is not meant to capture days waited due to other circumstances unique to the client's life (e.g., incarceration).

### **New: SanWITS Data Entry Standards**

- Data entry standards are required in order to decrease variance in provider operations within the DMC-ODS, and to create effective monitoring and billing processes.

- The following SanWITS Data Entry standards have been established and are **effective April 15, 2019**:

	<b>Residential</b>	<b>Outpatient &amp; OTP</b>
Admissions	Within 24 hours of admit	Within 7 days of admit
Planned Discharges	Within 24 hours of discharge	Within 7 days of discharge
Unplanned discharges	Within 24 hours of discharge (after bed is no longer held)	Within 37 days after client's last contact
Annual Updates	N/A	Between the 10 <sup>th</sup> and 11 <sup>th</sup> month from date of admission (note: there is an annual update alert in SanWITS)
Encounters	Within 24 hours of service	Within 7 days of service

- For concerns regarding meeting these required standards, please contact your program COR.

#### **SanWITS and SSRS Trainings**

- Register online with RegPacks at: [https://www.regpacks.com/reg/templates/build/?g\\_id=100901152](https://www.regpacks.com/reg/templates/build/?g_id=100901152)
- Registration will close 14 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
- Types of Training Classes:
  - SanWITS Basic – Fundamental SanWITS functions that are applicable to All program types
  - Residential Facilities - Bed Management & Encounter Training
  - Outpatient / OTP Facilities – Group Module & Encounters Training
- All required forms are located on the “Downloadable Forms” tab and must be completed and returned to SUD Support at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov) at least 14 days prior to scheduled training. If the 3 forms are not submitted, you will not be able to attend training regardless of receiving training confirmation.
- Upon completion of training, competency must be shown in order to gain access to the system. If competency is not achieved another training will be required before access is given.
- If you are unable to attend class, cancel the registration as soon as possible so that staff on the waitlist can attend.

#### **SanWITS Users Group Meeting for Outpatient Providers – April 2019**

- Meetings are held monthly, on the 3<sup>rd</sup> Monday of every month and are specific to modality (e.g., Outpatient, Residential, OTP)
- Next meeting: Monday, April 15, 2019 at 9am (Outpatient Providers)
- Location: Scottish Rite Center (Shell Room), 1895 Camino del Rio South, San Diego, CA 92108

**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!*  
Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)**



### **DMC-ODS Outpatient Documentation Trainings**

Date: Monday, **May 13, 2019**

Time: **1:00 P.M. to 5:00 P.M.**

Where: **2-1-1 San Diego** (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)

- To register, please email the following to: [stomas@mhsinc.org](mailto:stomas@mhsinc.org)
  - Name of Person(s) Attending;
  - Program Name
  - E-mail Address for each individual

### **ASAM Criteria-(C) Training presented by Ca. Institute for Behavioral Health Solutions (CIBHS)**

This free interactive training will provide an overview of the ASAM Criteria, Levels of Withdrawal Management and ASAM Levels of Care. The training course meets qualifications for the provision of six continuing education credits (CEs).

Date: Wednesday, **May 15, 2019**

Time: 9:30 A.M. to 4:00 P.M.

Where: Marina Village Conference Center  
1936 Quivira Way (Starboard Room)  
San Diego, CA 92109

Date: Wednesday, **May 29, 2019**

Time: 9:30 A.M. to 4:00 P.M.

Where: Marina Village Conference Center  
1936 Quivira Way (Terrace Room)  
San Diego, CA 92109

Click [HERE](#) to register for the 15<sup>th</sup>!

Click [HERE](#) to register for the 29<sup>th</sup>!

### **Documentation Skill Building Workshops on Treatment Plans in May**

- Documentation workshops are an opportunity to build and develop a SUD treatment provider's documentation skill set and will focus on Treatment Plans in May. Groups will be limited to 30 participants and reservations are required by emailing: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- County Operations Center (5500 Overland Ave., 1<sup>st</sup> floor, Room #120, San Diego, CA 92123)
  - Monday, **May 20, 2019** at 1:30 P.M. to 3:30 P.M.
- 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)
  - Tuesday, **May 21, 2019** at 9:30 A.M. to 11:30 A.M.

### **DMC-ODS Residential Documentation Trainings**

Date: Thursday, **May 30, 2019**

Time: **1:00 P.M. to 5: 00 P.M.**

Where: 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)

- To register, please email the following to: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each individual

### **Date Change: BHS SUD Treatment Provider Meeting**

Meetings are usually held monthly, on the 3<sup>rd</sup> Tuesday of every month, 10:00 A.M.-11:30 A.M.

- Next meeting: **Wednesday, May 29, 2019** at 10:00 A.M.-11:30 A.M.
- Location: Scottish Rite Center (Heald Room), 1895 Camino del Rio South, San Diego, CA 92108

### **Next Meeting: SUD Provider Quality Improvement Partners (SUD QIP) Meeting**

Date: Thursday, June 6, 2019

Time: **11:00 A.M. to 12:30 P.M.**

Where: **2-1-1 San Diego** (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)

- The intent of the meeting is to have a regular place for County QI and program quality assurance staff to discuss processes and practices related to continuous quality improvement within the DMC-ODS.
- Intended audience is QI/QA staff and program management. Space is limited to 50 attendees, please plan accordingly for who will attend from your program.
- Participation via WebEx is an option for those unable to travel. Further information will be sent by email prior to the meeting.

### **Overview of the “Risk Assessment and Safety Plan” for SUD Programs: Live Webinar**

- Presented by Responsive Integrated Health Solutions (RIHS), participants will learn about the new County of San Diego County “Risk Assessment and Safety Plan” form, which includes the Columbia Suicide Severity Rating Scale (C-SSRS) and will replace the High-Risk Assessment (HRA) form starting July 1, 2019. This course meets the qualifications for 1 hour of continuing education credits (CEs).
  - Date: Thursday, **June 13, 2019**
  - Time: **10:00 A.M. to 11:00 A.M.**
  - Click [HERE](#) to learn more and register!



### **Residential, Outpatient, and Dual Certified OTP Programs Must Enter Case Management Encounters**

- Case Management is a service to assist a client in accessing needed medical, educational, social, prevocational, vocational, rehabilitative, or other community services.
  - Review the [Case Management Quick Guide](#) on the Toolbox Tab of the DMC- ODS page on the Optum website.
  - All Case Management encounters must be entered in SanWITS, regardless if they are billable or not.
- When a Case Management service is provided in Residential Programs, the service is created through the encounter screen and not through the Bed Day Census. Case Management services in residential programs do not require a separate authorization.

### **Reminder: 42 CFR, Part 2 Confidentiality Requirements**

- To review 42 CFR, click [here](#)
- Providers are required to provide a written summary of Federal Confidentiality Requirements per 42 CFR upon admit to the client and it must have the required signatures and dates
- Providers are required to use a Release of Information that is 42 CFR, Part 2 compliant.
- If needed, there are example consent forms for substance use disorder treatment programs from the Legal Action Center at the following link: <https://lac.org/resources/substance-use-resources/confidentiality-resources/sample-forms-confidentiality/>
- There is also a **BHS Provider Compliance Workgroup**, where 42 CFR requirements, consent forms, and HIPAA related issues can be discussed. Please have your program *compliance, privacy, or security officers* reach out to Angie DeVoss (Privacy & Deputy Compliance Officer of COSD – HHS) by emailing her at [Angie.DeVoss@sdcounty.ca.gov](mailto:Angie.DeVoss@sdcounty.ca.gov) if they would like to join.



### **QAR Changes starting July 1, 2019**

- As of July 1, 2019, BHS will begin facilitating QAR for Outpatient programs.
- Stay tuned for more information on the changes to the QAR process!

### Reminder: Steps to take in SanWITS for disallowed services

- Open client's treatment episode
- Locate the encounter identified as disallowed
- Review the encounter for the following:
  - Note Type field – should say "Non-Billable"
  - Billable field – Should say "No"

The screenshot displays the SanWITS interface for an encounter. Key fields are highlighted with red boxes to indicate required corrections for disallowed services:

- Note Type:** Set to "Non Billable".
- Billable:** Set to "No".
- Medi-Cal Billable:** Set to "No".

Other visible fields include ENC ID (521229), Program Name (DMC Billing Test Facility/ODS 3.1 RES - 6/1/2018), Service (Residential Bed Day 3.1 RES), Service Location (Residential Substance Abuse TX Facility), Start Date (7/31/2018), Contact Type (Face To Face), Visit Type (BD-Bed Day - Residential), and # of Service Units/Sessions (1).

- Save changes
- Select Finalize Encounter
- Submit Service Corrections form from TA Review Report to SUD QM Specialists who conducted the review, including the date of the correction as indicated.

### Reminder: Forms required by Billing Unit

- PAYMENT RECOVERY form
  - If a provider has a disallowed claim based on QAR.

**Void or disallowance** A void is an action taken to address a service that is not Medi-Cal billable which is being disallowed because the documentation does not meet the standards of billing the specific service. BHS BU follows the information provided by the programs that is outlined in the reason for disallowances, the standard State criteria to determine which services do not meet the criteria to be billed and must be voided. Services must have been already claimed and paid by the State before a service can be voided. Service to be voided is determined by provider's internal charts or documents review or by the County Quality Assurance Review (QAR) process.

Provider will complete the Void form (Payment Recovery form) and secure email the claim adjustment to [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov) to void the previously billed and paid claims.

- Form and instructions available on the SUDPOH tab (**Appendix F.4**) of the DMC-ODS page on the Optum website at <https://www.optumsandiego.com/content/sandiego/en/county-staff--providers/dmc-ods.html>

- **CLAIM ADJUSTMENT form**

- If a provider received a true or valid claim denial from the State.
- A valid denial means the denied service cannot be corrected and rebilled to the State.



### CLAIM ADJUSTMENT/VALID OR STRAIGHT DENIAL PROCESS

Providers must use the Claim Adjustment form to report any valid denied claims to BHS Billing Unit. The list of denied claims from the State are normally secure emailed by BHS BU to providers with denied claims. Providers will review the list and determine if the denial is valid or not. If denial is valid, providers must complete the Claim Adjustment form and send the encrypted email to [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov). Providers must have internal tracking of all the valid denied claims and must keep a copy of every claim adjustment they send to BHS Billing Unit.

- Form and instructions available on the SUDPOH tab (**Appendix F.5**) of the DMC-ODS page on the Optum website at <https://www.optumsandiego.com/content/sandiego/en/county-staff--providers/dmc-ods.html>

- Providers must encrypt the completed form and email to [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov) or fax to 619-236-1418.
- Providers are requested to reply immediately to emails sent by the Billing Unit regarding billing errors and claim denials.

### From the MIS Team

#### New TUOS from Claim vs Encounters

- DMC Billable, Potentially DMC billable and County Billable/Units will be on the new claims report.
- This report will be used for May 2019 services.
- The report will be housed in the Provider folder for programs to run and monitor.
- Non-Billable units will still be reported from the unreleased encounter.



#### Important: Changes, Closures or new Agencies, Facilities, and Programs

- Any new Agencies, Facilities, and Programs should be reported in advance of providing services to clients. As soon as you are aware of the change, report it.
- Report to BHS, MIS unit, specifically Cheryl Lansang at [Cheryl.lansang@sdcounty.ca.gov](mailto:Cheryl.lansang@sdcounty.ca.gov) or the support desk at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov) and CC QI Matters at [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov) with subject line “Agency, Facility, Program Change”
- All closures should be reported at least two months prior to closure date. Closures must be processed through the county and through the state.
- **Compliance requirements are at risk when the county MIS unit is not notified to communicate with the state and complete the necessary SanWITS setup and record clean up.**

## All Providers

### 1. Program Enrollment – “Perinatal” field

- DMC Perinatal Services are only for programs who are certified by DHCS to provide Perinatal Services and have it in their county contract to provide Perinatal Services.

### 2. Update to Contact Screen and Intake Screen

- The existing field on the Contact Screen “1<sup>st</sup> Offered Intake/Screening Appt” is being changed to “1<sup>st</sup> Available Intake /Screening Appt”
- The existing field on the Intake Screen “1<sup>st</sup> Offered Tx Appt” is being changed to “1<sup>st</sup> Available Tx Appt”
- Two fields are being added to the Contact screen and to the Intake screen to collect additional data for timeliness measures
  - Contact Screen - 2<sup>nd</sup> Available Appt for Screening/Assessment and 3<sup>rd</sup> Available Appt for Screening/Assessment
  - Intake Screen – 2<sup>nd</sup> Available Tx Appt and 3<sup>rd</sup> Available Tx Appt

### 3. Discharges

- The last billable date of service is the last contact (face-to-face or via phone) with the client. Per CalOMS rules, the discharge date is the last date of contact with the client. At this point, programs cannot bill for services after this discharge date. Upon change per state, programs will be notified by MIS/QM.

### 4. Release to Billing changes: Residential, Outpatient and Dual Certified OTP

- Effective May 1st, 2019, all SanWITS Encounters for DMC Billable services and County Billable units/services should be released to billing. In order to release these Encounters, you must have the appropriate Payor Group Enrollment completed in SanWITS. An email went out to all programs on Friday, 4/26/19, with the MIS Informational Notice with the details on this new procedure. You can also find the MIS informational Notice on the OPTUM website. A tip sheet for the new procedure will be emailed to all programs.



### 5. **Important**

- **Always** open a new episode/case when a client returns for treatment services after previously being discharged.
- **Do not use an existing episode** and change the information in the Admission and Discharge.
- An administrative discharge should be completed for a client that leaves treatment without an exit interview.

### 6. CalOMS Corrections

Due to the State’s new system, the County must do an additional step prior to uploading data corrections to prevent Errors 560, 561, and 472

- When making data corrections, send an email to the support desk at SUD\_MIS\_Support.HHSA@sdcounty.ca.gov with the following information:
  - Unique Client ID and Form Serial Number
  - What data field is being corrected
  - Does the record have a discharge record
  - Was the record (admission and/or discharge) submitted to the State
- For Error 560, you no longer must do anything to make the correction. Please do not click “Mark as Deleted” on the discharge record.

- When a client is entered under the wrong facility, please inform the support desk. An admission uploaded to the State under the incorrect facility can cause duplicate record. By informing the County, we can ensure that the incorrect admission is deleted from the Open Admission report.
- When a client does not have a valid Driver's License number or California ID, **DO NOT select a Driver's License State** as it will get rejected. Instead, you can enter 99902 under the driver's license number and the driver's license state should become None or not applicable. Driver's license number does not accept asterisks or spaces. Hyphens are allowed. To the right are the acceptable values for the driver's license number and the corresponding driver's license state that should be used.

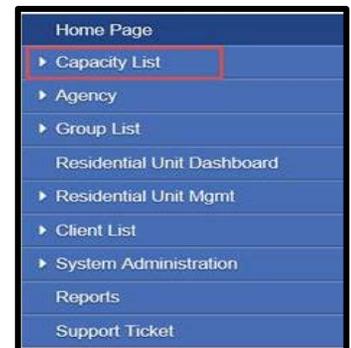
Acceptable Values	
DL Number	DL State
99900	Declined to State
99902	None or not applicable
99904	Client unable to answer
Valid DL # or ID	Corresponding State

## 7. Group Rosters

- Clients within the same Agency can be searched, when selecting clients for a facility group roster make sure to select clients with the correct facility's program enrollment
- Clients cannot be mixed in a group from a different facility than where they are admitted.

## 8. Capacity List

- Facility programs are being opened to the new Capacity List to assist with referrals (warm handoffs)
- The list has not been completed, but expected completion date is June 1<sup>st</sup>.
- Users will be given access to view the Capacity List
- Capacity List can be viewed through the navigation pane as seen to the right.
- The list will have search fields in the window at the top of the screen and will show all facilities by program as seen below:



The screenshot shows a search interface with fields for Modality, Facility GeoCode, Agency Name, Age Group, Program Name, Beds/Slots Available, Facility Name, and Gender Specific. Below the search fields are 'Clear' and 'Go' buttons. The main section is titled 'Capacity List' and contains a table with columns: Actions, Agency/Facility, Facility City, Program, Modality, Available Program Slots, # on Readiness List, and Age/Gender.

Actions	Agency/Facility	Facility City	Program	Modality	Available Program Slots	# on Readiness List	Age/Gender
	Vista Hill Foundation/ParentCare Central FRC(8566)	San Diego	ODS IOS	ODS IOS	41	0	Adult/Female
	Vista Hill Foundation/Parentcare FRC East(3736)	La Mesa	ODS OS	ODS OS	44	0	Adult/Female
	Vista Hill Foundation/ParentCare Central FRC(8566)	San Diego	ODS OS	ODS OS	19	0	Adult/Female

9. We are still looking for volunteers to Pilot- SanWITS EHR in October and November.

### OTP Medical Doctor as rendering staff

- The National Provider Identifier (NPI) of the physician who signs and approves the medical plan, should be added to the claim.
- A counselor's NPI # on the claim is required when they (the counselor) provided the individual and/or group counseling service.

## County of San Diego DMC-ODS web page

- A great source of information for clients about Substance Use Disorder Treatment Services.
- Find links to Practice Guidelines in DMC-ODS, Provider Directories Quick Guides, Network of Care, and other related Programs & Services.
- Beneficiary Handbooks and audio versions of the “Quick Guide to DMC-ODS Services” are available in all threshold languages.
- Refer to the link below:  
[https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/alcohol\\_drug\\_services/dm\\_c\\_ods\\_consumer.html](https://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/alcohol_drug_services/dm_c_ods_consumer.html)

## Residential Providers

### 1. Changing Level of Care

- When a client changes level of care (LOC), End Date the Program Enrollment for the existing LOC on the last day the client was authorized for that LOC at 11:59PM. Then, Start the new LOC at 12:00AM.
- For example, if a client was authorized for ODS RES 3.1 from 11/1/18-11/15/18 then on 11/16/18 client’s LOC changes to ODS RES 3.5 you’ll do the following:

**1<sup>st</sup> Program Enrollment for ODS RES 3.1 from 11/1/18-11/15/18**

Program Enrollment Profile

Facility: RES Train 2  
Program Name: ODS 3.1 RES  
Program Staff: Rodriguez, Lourdes  
Personal: No  
PS Court Phase: [ ]  
Termination Reason: 3- Transferred to another program at this facility  
Next Step: Transfer to another Program within the current case and keep the Client in I.  
Notes: [ ]  
Start Date: 11/1/2018  
End Date: 11/15/2018  
Start Time: 2:46 PM  
End Time: 11:59 PM  
Buttons: Cancel, Save, Finish

**2<sup>nd</sup> Program Enrollment for ODS RES 3.5 from 11/16/18 ongoing**

Program Enrollment Profile

Facility: RES Train 2  
Program Name: ODS 3.5 RES  
Program Staff: Rodriguez, Lourdes  
Personal: No  
PS Court Phase: [ ]  
Termination Reason: [ ]  
Notes: [ ]  
Start Date: 11/16/2018  
End Date: [ ]  
Start Time: 12:00am  
End Time: [ ]  
Buttons: Cancel, Save, Finish

- For these clients changing LOC, please allow one hour before running the Census when ending the Program Enrollment.

### 2. Placing clients on “Leave”

- Placing the client on **Leave Status** when the client is out of the facility for more than 24 hrs.
- The guidelines are specific for clients that are hospitalized, AWOL, or incarcerated for 7 consecutive days.
- If the client is out of the facility for up to 7 consecutive days, the client should be able to return to the program to continue residential treatment without discharging and readmitting. The current authorization period remains the same and the number of days the client was on medical leave counts toward the client’s 90-day DMC reimbursable period.

### 3. Updating an Expected Discharge Date

**Go to "Current Bed Management". Identify the client on the list and click on "Bed # / Status" link**

Admission	Facility	Residential Unit	Bed #	Bed # / Status	Client Name	Expected Discharge Date
Exit	100	100	10	10 / 1 Year		
Exit	100	100	11	11 / 2 Year		
Exit	1000	100	10	10 / 16 Year		
Exit	1000	100	11	11 / 16 Year		
Exit	Bed Night Center	100	10	10 / 1 Year		
Exit	Bed Night Center	100	11	11 / 2 Year		
Exit	Bed Night Center	100	12	12 / 3 Year		
Exit	Bed Night Center	100	13	13 / 4 Year		
Exit	DeVonne's Test	1	1	1 / 1 Year		
Exit	DeVonne's Test	1	2	2 / 2008	DeVonne's Test 10/10/2018	10/10/2018
Exit	DeVonne's Test	1	3	3 / 1 Year		
Exit	DeVonne's Test	1	4	4 / 1 Year		
Exit	DeVonne's Test	1	5	5 / 2008	DeVonne's Test 10/10/2018	10/10/2018
Exit	DeVonne's Test	1	6	6 / 1 Year		
Exit	Fourpointers Unit	10	10	10 / 2008	EastBed Health/Res Ass 11/10/2018	11/10/2018

**Update the expected date of discharge and click Save**

### OTP Providers

#### 1. Dosing same day crosswalk

## MAT/NTP Same Day Dosing

**Drug Medi-Cal ODS Methadone and MAT Same Day Services**

Drug Name/Type	Methadone Dosing	Buprenorphine (Drug Type 2)	Disulfiram (Drug Type 3)	Naloxone (Drug Type 4)	Vivitrol (Drug Type 5)	Acamprosate (Drug Type 6)	Buprenorphine Combo (Drug Type 7)
Methadone Dosing	No	No	Yes	Yes	No	No	No
Buprenorphine (Drug Type 2)	No	No	Yes	Yes	No	Yes	No
Disulfiram (Drug Type 3)	Yes	Yes	No	Yes	No	No	Yes
Naloxone (Drug Type 4)	Yes	Yes	Yes	No	Yes	Yes	Yes
Vivitrol (Drug Type 5)	No	No	No	Yes	No	No	No
Acamprosate (Drug Type 6)	No	Yes	No	Yes	No	No	Yes
Buprenorphine Combo (Drug Type 7)	No	No	Yes	Yes	No	Yes	No

As of 3.27.2019

## 2. Encounter Visit Type

- Counseling services do require a “visit type” selected that reflects the type of visit - for instance treatment plan, assessment, etc. More information can be found in the Provider Services Guide – link is below and posted to the Optum website.  
[https://www.optumsandiego.com/content/dam/san-diego/documents/dmc-ods/manuals/Provider\\_Services\\_Guide\\_9-6-18.pdf](https://www.optumsandiego.com/content/dam/san-diego/documents/dmc-ods/manuals/Provider_Services_Guide_9-6-18.pdf)

## 3. Start and End Times

- Currently Start and End time on the encounter for Individual Counseling services is not required; only the session time and total duration time is required and should be rounded down to the nearest number divisible by 10 min increments (ex. 53 minute session=50 minutes).
- If this changes, programs will be notified by MIS/QM.

### **Reminder: Data Entry and Billing Staff**

- Progress notes are to be completed with all required elements, such as start/end times, signatures, etc., within established timelines (within 7 days from date of service for outpatient, within the following week for residential).
- If established timelines have not expired, missing elements may only be completed by the documenting staff signing the note.
- Once the established timeline for completing progress notes has expired, progress notes must not be amended to include missing elements required for billing.
- Progress notes missing required elements, are consider out of compliance and are non-billable.



### **Important: Identification of Non-BHS Contracted Clients in SanWITS**

- All Non-BHS Contracted Clients are identified in SanWITS by selecting “Non-BHS Contracted” in the **Special Population field** in the **Admission record**.
- This client population should not be placed in Residential beds; no payor group enrollments; no encounters created

### **Non-Billable Encounter Audit:**

- Non-billable encounters should never be released to bill.
- Billable indicator on these encounters should be “NO”
- Under administrative actions, select finalize.
- If you have released non-billable encounters, these claims in the claim item list should be rejected, and the billable indicator marked as no, then finalize the encounter.
- If you have billed non-billable encounters, these claims should be reported to the billing unit at [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov) and QM at [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)

### **SanWITS Billing Classes**

- Register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
- Prerequisite required: SanWITS Basic training

### **SanWITS Quarterly Users Group Meeting for Residential Providers – May 2019**

- Next meeting: Monday, May 20, 2019 at 9am (Residential Providers Only)
- Location: Scottish Rite Center (Shell Room), 1895 Camino del Rio South, San Diego, CA 92108
- RSVP will be required to ensure we are able to accommodate participants due to room requirements.
- At least one representative from each facility is highly recommended.

- **Note:** Meetings are held monthly, on the 3rd Monday, and are specific to modality (e.g., Outpatient, Residential, OTP)
  - Outpatient programs will meet – Apr, Jul, Oct, Jan
  - Residential programs will meet – May, Aug, Nov, Feb
  - OTP programs will meet - Jun, Sep, Dec, Mar

### **SanWITS and SSRS Trainings**

- Register online with RegPacks at:  
[https://www.regpacks.com/reg/templates/build/?g\\_id=100901152](https://www.regpacks.com/reg/templates/build/?g_id=100901152)
- Registration will close 14 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
- Types of Training Classes:
  - SanWITS Basic – Fundamental SanWITS functions that are applicable to All program types
  - Residential Facilities - Bed Management & Encounter Training
  - Outpatient / OTP Facilities – Group Module & Encounters Training
- All required forms are located on the “Downloadable Forms” tab and must be completed and returned to SUD Support at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov) at least 14 days prior to scheduled training. If the 3 forms are not submitted, you will not be able to attend training regardless of receiving training confirmation.
- Upon completion of training, competency must be shown in order to gain access to the system. If competency is not achieved another training will be required before access is given.
- If you are unable to attend class, cancel the registration as soon as possible so that staff on the waitlist can attend.

### **Communication**

- Billing questions?  
Contact: [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
- SanWITS questions?  
Contact: [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)
- DMC-ODS Standards/SUDPOH/SUDURM questions?  
Contact: [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)



**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!*  
Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)**



### **ASAM Criteria-(C) Training presented by Ca. Institute for Behavioral Health Solutions (CIBHS)**

This free interactive training will provide an overview of the ASAM Criteria, Levels of Withdrawal Management and ASAM Levels of Care. The training course meets qualifications for the provision of six continuing education credits (CEs). Click [HERE](#) to register!

Date: Thursday, **June 13, 2019**

Time: 9:30 A.M. to 4:00 P.M.

Where: Marina Village Conference Center  
1936 Quivira Way (Terrace Room)  
San Diego, CA 92109



### **Documentation Skill Building Workshops on ASAM Assessments in June**

- Documentation workshops are an opportunity to build and develop a SUD treatment provider's documentation skill set and will focus on ASAM Assessments in June. Groups will be limited to 30 participants and reservations are required by emailing: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- County Operations Center (5560 Overland Avenue, Rm. #171, San Diego, CA 92123)
  - Monday, **June 17, 2019**, at 1:30 P.M. to 3:30 P.M.
- 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)
  - Monday, **June 24, 2019**, at 1:30 P.M. to 3:30 P.M.
- No. Inland Live Well Center (Grand Ave Room B, 649 W. Mission Ave., Escondido, CA 92025)
  - Wednesday, **June 26, 2019**, at 9:30 A.M. to 11:30 A.M.

### **DMC-ODS Residential Documentation Trainings**

Date: Tuesday, **June 18, 2019**

Time: 1:00 P.M. to 5:00 P.M.

Where: 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)

- To register, please email the following to: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- Name of Person(s) Attending, Program Name, and E-mail Address for each individual

### **BHS SUD Treatment Provider Meeting**

Meetings are typically held on the 3<sup>rd</sup> Tuesday of every month, 10:00 A.M. to 11:30 A.M.

- Next meeting: Tuesday, **June 18, 2019**, at 10:00 A.M. to 11:30 A.M.
- Location: Scottish Rite Center (Heald Room), 1895 Camino del Rio South, San Diego, CA 92108

### **NAADAC Offers Free Webinars**

- Upcoming topic: "Healing Addiction and Shame Through Self-Compassion"
- Date: Wednesday, **June 26, 2019**, at 12:00 P.M. to 2:00 P.M.

This free webinar will discuss components and functions of shame and self-compassion from a scientific and philosophical framework and provide resources for specific tools for utilizing self-compassion in the therapy room. The training course meets qualifications for the provision of 2 continuing education credits (CEs). Closed Captioning is available. Click [HERE](#) to register!



### **SUD QM Annual DMC-ODS Training**

The first annual SUD QM DMC-ODS Overview will take the place of the July SUD Provider Quality Improvement Partners (SUD QIP) meeting. The presentation will review data from the first year of DMC-ODS implementation, areas for quality improvement in the new Fiscal Year, and DMC-ODS requirements.

Date: Thursday, July 25, 2019

Time: 9:00 A.M. to 12:00 P.M.

Where: Scottish Rite Ctr. (Claude Morrison Rm), 1895 Camino del Rio So., S.D. CA 92108

### **Root Cause Analysis (RCA) Training recommended for PM and QI Staff in July**

- An interactive training to introduce Root Cause Analysis (RCA), a structured process to get to the “why’s and how’s” of an incident, without blame; and learn effective techniques for a successful RCA, along with Serious Incident Reporting requirements. To register, please RSVP to: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- County Operations Center (5530 Overland Ave., Room 124, San Diego, CA 92123)
  - Friday, July 19, 2019 at 9:00 A.M. to 12:00 P.M

### **Additional DMC-ODS Training Opportunities**

- Look for other DMC-ODS training opportunities available by viewing the Responsive Integrated Health Solutions (RIHS) page at: <https://theacademy.sdsu.edu/programs/rihs/dmc-ods/>

### **DMC-ODS Quick Reference Training Guide**

- The HHS A DMC-ODS website includes a DMC-ODS Quick Reference Training Guide that details various training requirements by staff type.
- Click [here](#) to be taken to this guide. We recommend saving it as a favorite for easy access in the future.

### **Resource Sharing**

- At the June SUD QIP meeting, it was shared that some providers use Relias as an option for online training for continuing education and even things like computer skills training.
- The link to this resource is <https://airs.academy.reliaslearning.com/>

### **Reminder: “Termination” Notice of Adverse Benefit Determination (NOABD)**

- When discharging any client for anything other than successful discharge, there must be a NOABD because you are terminating a service.
- The NOABD is required when a client is administratively discharged and is mailed, or hand delivered 10 days prior to the decision to discharge.
- The following three forms must be sent out with this (and all) NOABD forms:
  - The NOABD “Your Rights” Notice
  - The NOABD “Language Assistance” Notice
  - The Beneficiary Non-Discrimination Notice
- All forms are located on the “NOABD” tab of the DMC-ODS page on the Optum website.

### **Update: Network of Care**

- The Network of Care as an online service directory accessed through BHS, will no longer be available as of June 30, 2019.
- Other web resources that are still available to individuals, families and agencies seeking information can be found at the following:
  - Optum ACL website at <https://www.optumsandiego.com/content/sandiego/en/access--crisis-line.html>
  - 2-1-1 San Diego website at <https://211sandiego.org/>

### **Update: Group Sign-In Sheet requirements**

- DHCS has clarified that Group Sign-In sheets must be signed on the same day as the group and include the signature date and printed name of the counselor or LPHA who conducted the group.
- The signature must be adjacent to the typed or legibly printed name for both the client and the SUD counselor or LPHA.
- The signature of the counselor or LPHA attests that the sign in sheet is accurate and complete.
- As a reminder the group sign-in sheet must also include the following:
  - Date of the counseling session
  - Topic of the counseling session
  - Start and end time of the counseling session
- The optional [Group Sign-In Sheet](#) template in the SUDPOH has recently been updated on the Optum website to reflect the change of the counselor or LPHA signature date.
- Reminder: All group sign-in sheet elements (ex. start/end times of group, topic of the session, etc.) must match the documentation on the progress notes for that group.

### **Reminder: Medical Director's Responsibilities**

- DHCS audits in the last fiscal year looked for evidence of the specific requirements regarding substance use disorder medical director's responsibilities. A reminder that your programs' medical director's responsibilities shall at a minimum include all the following:
  - Ensure that medical care provided by physicians, registered nurse practitioners, and physician assistants meets the applicable standard of care.
  - Ensure that physicians do not delegate their duties to non-physician personnel.
  - Develop and implement medical policies and standards for the provider.
  - Ensure that physicians, registered nurse practitioners, and physician assistants follow the provider's medical policies and standards.
  - Ensure that the medical decisions made by physicians are not influenced by fiscal considerations.
  - Ensure that provider's physicians are adequately trained to perform diagnosis of substance use disorders for beneficiaries, determine the medical necessity of treatment for beneficiaries and perform other physician duties, as outlined in this section.
- The substance use disorder medical director may delegate his/her responsibilities to a physician consistent with the provider's medical policies and standards; however, the substance use disorder medical director shall remain responsible for ensuring all delegated duties are properly performed.
- Consistent with these responsibilities, we'd also like to inform you that programs must have written roles and responsibilities and a code of conduct for the medical director that is clearly documented, signed and dated by a provider representative and the physician.



### **Important Reminder: Identification of Non-BHS Contracted Clients in SanWITS**

- All Non-BHS Contracted Clients are identified in SanWITS by selecting **“Non-BHS Contracted”** in the **Special Population** field in the **Admission record**.
- This client population should not be placed in Residential beds; no payor group enrollments; no encounters created.

### **Reminder: QAR Changes starting July 1, 2019**

- As of July 1, 2019, BHS will begin facilitating QAR for Outpatient (OS/IOS) programs.
- The new QM process and provider self-review process was reviewed at the June 6, 2019 SUD QIP meeting.
- Tip Sheets for both processes were distributed at the QIP meeting for attendees and sent via email for those attending via WebEx or unable to attend. Tip sheets will also be posted on the Optum website under the Tool Box tab.
- QM Staff will begin contacting each OS/IOS provider the week of June 24, 2019 to schedule initial QARs and providing a list of 5 clients for providers to begin internal self-reviews.
- Internal self-reviews shall be submitted to QI Matters by the 20<sup>th</sup> of each month. (Remember to send encrypted if tools include any PHI).

### **Clarification on Written Summary of 42 CFR, Part 2 Confidentiality Requirements**

- Programs are to review [42 CFR, Part 2 – Confidentiality of Substance Use Disorder Patient Records](#) and follow all requirements as stated.
- In section [2.22 Notice to patients of Federal Confidentiality Requirements](#), it states SUD providers are required upon admission to communicate to the client the federal law and regulations that protect the confidentiality of substance use disorder patient records and provide the client with a written summary of this information.



- This written summary **cannot** be cloned documentation of 42 CFR, 2.22 and must be developed by the program.
- It can be included as part of the program's Notice of Privacy Practices (HIPAA requirements).
- It must include a signed and dated acknowledgment by the client that they received the required written summary.
- The **BHS Provider Compliance Workgroup** will be discussing this topic in more detail on **Tuesday, June 18, 2019**. Please have your program *compliance, privacy, or security officers* reach out to Angie DeVoss (Privacy & Deputy Compliance Officer of COSD – HHS) by emailing her at [Angie.DeVoss@sdcounty.ca.gov](mailto:Angie.DeVoss@sdcounty.ca.gov) if they would like to join.

### **Reminder: Share of Cost (SOC)**

- Providers must verify the client's Medi-Cal eligibility every month and determine the SOC amount.
- Providers must file the Medi-Cal eligibility print-out or eligibility report in the client's chart.
- In the case of a Share of Cost, the provider must inform the client of the SOC amount and determine if the client agrees to pay the SOC and sign the SOC Financial Responsibility and Information form. Please refer to the DMC-ODS [SOC Verification Process and flowchart](#) shared by BHS Admin. Services for more information/instructions on how to proceed.
- At the end of the month, the provider must perform the SOC clearance process in the State website ([www.medi-cal.ca.gov](http://www.medi-cal.ca.gov)). Please contact the Billing Unit for instructions on how to clear the SOC.

### **County Billable Payor Group Enrollment (PGE)**

- Tip Sheet was disseminated Jun 3<sup>rd</sup>, if you didn't receive it, inquire with SUD support desk at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)
- All SUD services DMC and County Billable encounters are now required to be released to bill
- **Do Not Batch** County billable PGE claims, place on Hold in the claim item list

- **New TUOS located in the Provider Reports folder**



### **OTP Providers Data Entry Standards Revision**

- The 7-day data entry timeline for Methadone dosing has been removed due to consecutive day encounters being created.
- **Reminder:** all consecutive day encounters should not span past the end of the month.
- **This change applies to Methadone Dosing only.**

### **Changes to SSRS Access**

- You may now receive access to SSRS to view and run reports without attending training. The role to receive this access is available on the new SanWITS User form (SSRS View and Run Reports).
- If you would like to be able to create your own reports, then you will need to attend the in-person SSRS training offered once a month.
- If you would like a specific report built by the County, please submit a Report Request Form, which is available on the Optum website.
- Tip sheet has been added to the Optum website on how to view and run the reports in SSRS.

### **New SanWITS User Form**

- The newest version of the SanWITS User Form is available on the Regpack Training Registration website and the Optum San Diego website.
- The form must be completed electronically.
- The job functions are now aligned with the SanWITS trainings and will provide staff with the corresponding roles based on the training (example: access to all basic data entry roles after completing Basic Training).
- There are optional roles you may select in addition to the functions taught in training. SanWITS accounts are set up after successful completion of training and based on the selections on the User form.
- For modifications to access or for terminated employees please submit a new form to [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov).

### **SanWITS Billing Classes**

- Register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
- Prerequisite required: SanWITS Basic training

### **New Course Adjustments**

- Starting July 16, the “SanWITS Basic” class time will be from 9am-4:30pm, and the “Residential Encounters and Bed Management” and “Outpatient/OTP Encounters and Group Modules” class times will be from 9am-1pm. This will allow additional time to address common issues experienced by end users according to SUD MIS Support Desk call trends.
- Additional details will be noted in the July UTTM.

## Update: Contact Screen and Intake Screen

- New fields should be in the system for data collection by July 1, 2019

### CONTACT SCREEN

#### Contact Profile

Client Name:	Unique Client Number:
Age:	MPI:
DOB:	SSN:
Gender:	

Initial Contact Date	Status
<input type="text"/>	<input type="text"/>
Contact Reason	Created Date
<input type="text"/>	<input type="text"/>
If Other, Specify	Contact Method
<input type="text"/>	<input type="text"/>
Call Taker	Source of Referral
<input type="text"/>	<input type="text"/>
Location	Requestor Name
<input type="text"/>	<input type="text"/>
Contact Made By	Requestor Phone #
<input type="text"/>	<input type="text"/>
LMHA	
<input type="text"/>	
Benefit Type	
<input type="text"/>	

#### Appointments

1st Available Intake/Screening Appt	<input type="text"/>
2nd Available Intake/Screening Appt	<input type="text"/>
3rd Available Intake/Screening Appt	<input type="text"/>
1st Accepted Intake/Screening Appt	<input type="text"/>

### INTAKE SCREEN

#### Intake Case Information

Intake Facility	Case #
<input type="text"/>	<input type="text"/>
Intake Staff	Case Status
<input type="text"/>	<input type="text"/>
Manner of Contact	Initial Contact Date
<input type="text"/>	<input type="text"/>
Residence	Intake Date
<input type="text"/>	<input type="text"/>
Source of Referral	Pregnant
<input type="text"/>	<input type="text"/>
Referral Contact	Due Date
<input type="text"/>	<input type="text"/>
<a href="#">Add Collateral Contact</a>	Chronic Life Threatening Illness (CLTI)
	<input type="text"/>
Referral Date	Injection Drug User
<input type="text"/>	<input type="text"/>
Assessment Date	Presenting Problem (In Client's Own Words)
<input type="text"/>	<input type="text"/>

#### Appointments

1st Available Tx Appt	<input type="text"/>
2nd Available Tx Appt	<input type="text"/>
3rd Available Tx Appt	<input type="text"/>
1st Accepted Tx Appt	<input type="text"/>

### Communication

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### SanWITS Quarterly Users Group Meeting for OTP Providers – June 2019

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- Location: Scottish Rite Center (Shell Room), 1895 Camino del Rio South, San Diego, CA 92108
- RSVP will be required to ensure we are able to accommodate participants due to room requirements.
- At least one representative from each facility is highly recommended.
  - ❖ **Note:** Meetings are held monthly, on the 3rd Monday, and are specific to modality (e.g., Outpatient, Residential, OTP)
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    - OTP programs will meet - Jun, Sep, Dec, Mar



### Answers to Residential Users Group Questions on 5/20/19:

- Clients that do not meet the clinical requirement to bill for a bed day should still be included on the Census and have a non-billable encounter created for that day.
- A program can bill room and board when a client is AWOL up to 7 days per the SUDPOH, however the program needs to document the measures they are taking to locate the client.

### Residential: Changing Level of Care

- When a client changes Level of Care, a new authorization should be submitted to Optum.
- The existing program enrollment should be end dated and a new Program Enrollment matching the new authorized Level of Care opened.
- The Authorization must match the Program enrollment in order to bill.
- An ASAM record must be completed in SanWITS for each new level of care.
- Before discharging a client in SanWITS (ending program enrollment), make sure to review case file to verify if there were any LOC changes during the Treatment Episode.

**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!*  
Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)**