

**Behavioral Health Services
 QUALITY IMPROVEMENT – MIS MEMO**

To: All DMC-ODS Providers

Date: 3/29/19

From: AnnLouise Conlow, BHS Senior MIS Manager
 Tim Tormey, Behavioral Health Program Coordinator, SUD Quality Management

Re: SanWITS Data Entry Standards

Dear SUD Providers in the DMC-ODS:

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. For these reasons, the following SanWITS Data Entry standards have been established:

	Residential	Outpatient & OTP
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 th and 11 th 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

These standards are effective as of April 15, 2019

For concerns regarding meeting these required standards, please contact your program COR.
 If you have any questions regarding this information, please direct them to the SUD MIS Support or QI Matters email:

[SUD MIS Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)

QIMatters.HHSA@sdcounty.ca.gov