

# Information Sharing

## Drug Medi-Cal Organized Delivery System (DMC-ODS) – Total Units of Service (TUOS) Report Distribution

**August 13, 2019**

To: Substance Use Disorder (SUD) Providers

This Information Sharing provides guidance on the use of the Total Units of Service (TUOS) report for invoice processing for all Substance Use Disorder contracts under DMC-ODS.

Providers may now run their own TUOS report in SanWITS based on claims data or services released to bill, however, it continues to show discrepancies due to lags in data entry and releasing County-billable services in SanWITS. Therefore, to capture the most accurate numbers, BHS will distribute the TUOS Encounter Base twice each month during the first quarter of fiscal year 2019-2020. This is intended to assist providers in reconciling their units on Schedule IIB of the invoice and year-to-date TUOS numbers.

TUOS Report Monthly Schedule for July – September 2019		
	Day of Following Month	
	Data pulled & TUOS report generated	TUOS report emailed to providers
Initial TUOS Report	1 <sup>st</sup> Business day	6th Business day after report is generated
Second or Revised TUOS	8th Calendar day (or next business day if a weekend or holiday)	5 Business days later after report is generated

### Guidelines for monthly invoices and TUOS report (Schedule IIB):

- If **ALL** units for the month have been entered in SanWITS by the last calendar day of the month, then use the Initial TUOS to reconcile and submit a complete invoice package.
- If all units for the month will be entered in SanWITS by the 7<sup>th</sup> calendar day of the following month, then use the Second TUOS to reconcile and submit a complete invoice package.
- If invoicing twice a month, submit the first invoice using Monthly Invoice (Schedule I) only. For the second invoice, reconcile with either the Initial TUOS or the Second TUOS and submit a complete invoice package.
- Remember to submit the TUOS Report together with your monthly invoice.

### Reminders related to SanWITS data entry: (<https://www.optumsandiego.com/content/sandiego/en/county-staff---providers/dmc-ods.html>)

- All fiscal year 2018-2019 units (DMC, County-Billable, and Non-Billable) are expected to be entered in SanWITS by August 31, 2019. (BHS Info Sharing - BHS 2019-006)
- SanWITS data entry standards are outlined in Quality Improvement MIS Memo dated March 29, 2019.
- Service Claims and Payor Group Enrollment Tip Sheet for Residential Providers and Service Claims and Payor Group Enrollment Tip Sheet Outpatient Providers, dated May 30, 2019, illustrate how to release units.

Please contact your COR if you have any questions or need clarification regarding this Information Sharing.

Note that Opioid Treatment Providers (OTPs) are not impacted by this Information Sharing notice. Guidance related to OTP will be discussed in the next OTP meeting.

For all other inquiries or comments, email [Info-DMC-ODS.HHSA@sdcounty.ca.gov](mailto:Info-DMC-ODS.HHSA@sdcounty.ca.gov).