SANWITS FLOW FOR NON-TREATMENT PC 1000 CLIENTS

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

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

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

2. **Create Contact Screen**
   - Select Contacts from the Navigation Pane and complete
     - **Source of Referral** – select “12-Court/Criminal Justice Referral” (this entry will populate the Intake screen)
     - **Contact Made By** – select “Justice System”
   - Select Save
   - **Important:** Review for Accuracy before next step - Complete Review. Once the Complete Review has been clicked, the screen will become read only and cannot be edited.
   - Select Complete Review – under Administrative Actions at the bottom left of screen
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3. **Complete the Intake Screen**
   - **Source of Referral** – will be read only
   - **Risk Categories** – Select “Criminal Justice” and all that apply
   - Save and Finish
4. **Create Admission Record**
   - Select Admission from the Navigation Pane and complete
   - On the Admission Profile screen
     - **Type of Treatment Service** – select 1-Nonresidential/Outpatient Treatment/Recovery (to be consistent use this option)
     - **Submit to CalOMS** - select “No” (*Important*: Only Treatment Services get submitted to CalOMS)
PC 1000 EDUCATION TRACK

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Admission Profile

Gender: Female

Screening

<table>
<thead>
<tr>
<th>Basis for Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Client for MH</td>
</tr>
<tr>
<td>Potential Client for TBI</td>
</tr>
</tbody>
</table>

Admission Date: 1/2/2019

Admission/Transaction Type: 1-Initial Admission

Type of Treatment Service: 1-Nonresidential/Outpatient Treatment/Recovery

Submit to CalOMS: No

# of Days Waived to Enter Tx

# of Prior Episodes: 0

Record Status

Record Created By

Last Updated By

CalOMS Form Serial #

CADDS Form Serial #

Mark as Deleted

Cancel

Save

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

Admission Administration

Program Fees

Drug Testing Participation

Baseline UA Completed

Pictures Taken

Start Date

End Date

Special Population Program: PC 1000 Participant

How did you hear about us? 5-Any Crim Justice i.e. Probation/Court/Parole/Law Enforcement

If Other, Specify

Administrative Checklist

Personal Rights Given

Emergency Contact release signed

Property inventory done

Have the rules been read and signed

Medical assessment form

Selected Items

Cancel

Save

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

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

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