SanWITS Encounter Form Instructions

REQUIRED FORM:

The Encounter Form is a required document in the client’s file and is needed before an Encounter can be released to Billing.

WHEN:

An Encounter will be created each time the client receives treatment services.

COMPLETED BY:

Authorized agency representative.

REQUIRED ELEMENTS:

- For instructions on each specific field, refer to CalOMS Data Collection Guide/CalOMS Treatment Data Dictionary.

NOTE:

The County only requires Behavioral Health Services contracted client services to be documented with Encounters. Data entry for Encounters should be completed on a daily basis.

Before an Encounter can be created, the Program Enrollment screen must be completed.

Program Name field information is pre-populated from the Program Enrollment screen. Only the Program added in Program Enrollment will be listed.

Service field drop-down menu values are linked to the Program Name added in the Program Enrollment.

The “Diagnosis for this Service” box contains the principal diagnosis information pre-populated from the Admission Diagnosis screen. This information cannot be edited from the Encounter screen. If you don’t have a principal diagnosis, you won’t be able to release Encounters.

For Billable Encounters the Administrative Action available will be Release to Billing. For Non-Billable Encounters the Administrative Action available will be Finalize Encounter.
# SanWITS Encounter Screen

<table>
<thead>
<tr>
<th>ENCOUNTER</th>
<th>(*REQUIRED)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note Type</strong></td>
<td></td>
</tr>
<tr>
<td>□ DMC Billable □ County Billable □ Non-Billable</td>
<td></td>
</tr>
<tr>
<td><strong>Program Name</strong> (Auto-populates from the Program Enrollment)</td>
<td></td>
</tr>
<tr>
<td><strong>Service</strong> (Available values in drop-menu are linked to the Program Name added in Program Enrollment)</td>
<td></td>
</tr>
<tr>
<td><strong>Billable</strong></td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td><strong>Start Date</strong> (mm / dd / yyyy)</td>
<td><strong>End Date</strong> (mm / dd / yyyy)</td>
</tr>
<tr>
<td><strong>Service Location</strong></td>
<td></td>
</tr>
<tr>
<td>□ Non-Residential Substance Abuse TX Facility □ Residential Substance Abuse TX Facility</td>
<td></td>
</tr>
<tr>
<td><strong>Travel Duration</strong></td>
<td></td>
</tr>
<tr>
<td>(Travel Duration should always be entered in Minutes)</td>
<td></td>
</tr>
<tr>
<td>OTP should enter zero always.</td>
<td><strong>Documentation Duration</strong></td>
</tr>
<tr>
<td>(Documentation Duration should always be entered in Minutes)</td>
<td>OTP should enter zero always.</td>
</tr>
<tr>
<td><strong>Session Duration</strong></td>
<td></td>
</tr>
<tr>
<td>(Session Duration should be entered in Minutes always)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Duration</strong> (System will auto-calculate the Total Duration)</td>
<td></td>
</tr>
<tr>
<td>Travel + Documentation + Session = Total Duration</td>
<td></td>
</tr>
<tr>
<td><strong>Contact Type</strong></td>
<td><strong>Emergency</strong></td>
</tr>
<tr>
<td>□ No Show □ Face To Face □ Phone □ Telehealth □ In the Community □ No Contact (Case Mgmt where there is no contact made)</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td><strong>Pregnant/Postpartum</strong> (Auto-populates to “No” for Male)</td>
<td></td>
</tr>
<tr>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td><strong>Visit Type</strong> (Available values in drop-menu are linked to the Service)</td>
<td></td>
</tr>
</tbody>
</table>

**Required Field**

BHS/SUD, S113 (12/19)
**Was an interpreter used?** (Based on each service)

- No Interpreter Needed
- Yes – Internal
- Yes – External

**In what language was the service provided?** (Auto-populates from Client Profile and can be edited)

- American Sign Language
- Amharic
- Arabic
- Armenian
- Braille
- Cambodian
- Cantonese
- Chinese
- Czech
- Dutch
- English
- Fang Yan
- Farsi
- Finnish
- French
- German
- Greek
- Gujarati
- Hebrew
- Hindi
- Hmong
- Hungarian
- Ilocano
- Indian (General)
- Italian
- Japanese
- Korean
- Lakota Sioux
- Laotian
- Large Print English
- Malay
- Mandarin
- Marathi
- Mien
- Norwegian
- Other Non-English Language
- Polish
- Portuguese
- Puyallup
- Romanian
- Russian
- Salish
- Samoan
- Spanish
- Tagalog
- Thai
- Tigrigna
- Turkish
- Ukrainian
- Unknown Language
- Vietnamese
- Yakama

**Which Evidence-Based Practices were used?**

- Motivational Interviewing
- Relapse Prevention
- Other
- None (Should only be used for no show and when there is no contact with the client)

**Diagnosis for this Service** (*Required to release Encounter*)
(Diagnosis auto-populates with the Diagnosis information added to the Admission Profile)

- Primary
- Secondary
- Tertiary

(In order for Diagnosis to pre-populate it must be a Behavioral Diagnosis; Substance Use related and marked as Principal)

**Rendering Staff**
(Auto-populates with user logged into the system and can be edited. Rendering staff must have a valid NPI)

**Supervising Staff**