**Effective Oct 1, 2022, Early Intervention program enrollment will be available under selected Outpatient programs in SanWITS. The program enrollment is to be used for ASAM 0.5 early intervention services for participants under the age of 21, and at risk of developing a SUD.**

**Brief Initial Screening <u>must be</u> reported on the ASAM screen in SanWITS**

**CalOMS Admission, Annual Update, or Discharge <u>should not</u> be entered for early intervention clients.**

**Early Intervention clients <u>cannot</u> be mixed in groups with SUD Treatment clients**

**The Early Intervention program enrollment <u>cannot</u> be used in conjunction with a different Level Of Care treatment service program enrollment**

## <u>INSTRUCTIONS</u>

1. **Client Profile** –
   - Complete required fields
   - If a client profile exists in the agency, review for accuracy and edit as necessary

2. **Contact Screen** –
   - Complete required fields
     - Disposition = Made an Appointment
     - Review for accuracy, click on <u>Complete Review</u> and then click <u>Create Intake</u>

3. **Intake screen** –
   - Complete required fields

4. **<u>Admission – Do not complete an Admission Record</u>**

5. **<u>Discharge – Do not complete a Discharge Record</u>**

6. **ASAM** –
   - Enter Brief Initial Screening results in the ASAM screen

7. **Diagnosis** –
   - Complete an appropriate primary Diagnosis through the Diagnosis List for billing DMC

8. **Benefit Enrollment Plan under Payor Group Enrollment –**
   - Complete the Benefit Enrollment Plan under Payor Group Enrollment according to the client's benefit

9. **Program Enrollment –**
   - Complete the Early Intervention program enrollment
     - Start Date = Same as Intake Date
     - Perinatal field should **ALWAYS** be **NO** for Early Intervention program enrollment

10. **Encounters/Services –**
    - Complete encounters for services according to **QM guidelines/SUDPOH**
      - Billable field = YES for DMC or County Billable
      - Medi-Cal Billable field = YES for DMC Billable or NO for County Billable
      - Save and Release to Billing

**When Completed with Early Intervention services and Billing –**

11. **Go back to the Early Intervention program enrollment**
    - Enter the End Date
    - Enter the Termination Reason and Notes
    - Save and Finish

**If client is NOT going to be admitted to SUD Treatment – Close the episode/Intake**

12. **Intake –**
    - Enter the Date Closed (This should be the same as the Early Intervention program enrollment End Date)
    - Enter Closure Reason
    - Click hyperlink for Save and Close Case
    - Click Finish

**If client is being admitted to SUD treatment, Leave episode/Intake Open**

## SUD Treatment – (normal admission process)

1. **ASAM – Complete**
   - If facility is entering assessments in SanWITS - complete Adolescent Initial Level of Care Assessment
   - If facility is not entering assessments in SanWITS – complete ASAM screen

2. **Program Enrollment –**
   - Complete the appropriate Level of Care Program Enrollment
     - Start Date = date of admission to SUD Treatment

3. **Admission –**
   - Complete required fields
   - Start date should be date of admission to SUD treatment

4. **Diagnosis**
   - Enter a diagnosis on the Diagnosis List

5. **Encounters/Services –**
   - Complete as services are rendered

**When completed with SUD treatment services and Billing –**

6. **Go back to the Level of Care Program Enrollment –**
   - Enter the End Date
   - Enter the Termination Reason and Notes
   - Save and Finish

7. **Discharge –**
   - Complete required fields
   - End date should be the same as Level of Care program enrollment end date

**If client is not going to be enrolled in a Recovery Service Program Enrollment or Before Admission/After Discharge Program Enrollment, Close the episode/Intake –**

8. **Intake –**
   - Enter the Date Closed (This should be the same as the last program enrollment end date)
   - Enter Closure Reason
   - Click hyperlink for Save and Close Case
   - Click Finish