

Effective July 1, 2022, Before Admission/After Discharge program enrollment will be available under Outpatient, OTP, and Residential programs in SanWITS. This program enrollment replaces previous Transitional Care Services (TCS) program enrollment.

Before Admission/After Discharge program enrollment should ONLY be used before a CalOMS Admission or after a CalOMS Discharge.

Please see BHS Information Notice dated June 23, 2022, and refer to the SUDPOH on the Optum website for further guidelines regarding Before Admission/After Discharge program enrollment.

INSTRUCTIONS

Before Admission

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 Complete Review and then click Create Intake
3. **Intake screen –**
 - Complete required fields
4. **Admission – Do not complete an Admission Record**
5. **Discharge – Do not complete a Discharge Record**
6. **ASAM – Do not complete a ILOC assessment or ASAM screen**
7. **Diagnosis –**
 - Complete an appropriate primary Diagnosis with DSM-5 descriptor through the Diagnosis List (z-codes can be used as defined in DHCS BHIN 22-013)
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 Before Admission/After Discharge Program Enrollment
 - Start Date = Same as Intake Date
 - Perinatal field should **ALWAYS** be **NO** for Before Admission/After Discharge 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
 - **Start Time and End Time must be entered** on the Encounter
 - Save and Release to Billing

When Completed with Before Admission services and Billing –

11. Go back to the Before Admission/After Discharge 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 Before Admission/After Discharge 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 Initial Level of Care Assessment
- If facility is not entering assessments in SanWITS – complete ASAM screen

TIP SHEET: Before Admission / After Discharge Program Enrollment in SanWITS

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

- If facility is entering assessments in SanWITS – complete the Diagnostic Determination Note (DDN)
- If facility is not entering assessments in SanWITS – complete the diagnosis through the Diagnosis List

5. Treatment Plan

- If the facility is entering Treatment plans in SanWITS – complete the Treatment Plan

6. Encounters/Services –

- Complete as services are rendered

When completed with SUD treatment services and Billing –

7. Go back to the Level of Care Program Enrollment –

- Enter the End Date
- Enter the Termination Reason and Notes
- Save and Finish

8. Discharge –

- Complete required fields
- End date should be the same as Level of Care program enrollment end date

If client is going to receive After Discharge services, leave episode/Intake Open

After Discharge –

1. Program Enrollment –

- Complete the Before Admission/After Discharge Program Enrollment
 - Start Date = Same as Intake Date
 - Perinatal field should **ALWAYS** be **NO** for Before Admission/After Discharge program enrollment

2. Diagnosis –

- Review diagnosis from SUD treatment – change if needed

3. 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
 - **Start Time and End Time must be entered** on the Encounter
 - Save and Release to Billing

When Completed with After Discharge services and Billing –

4. Go back to the Before Admission/After Discharge Program Enrollment

- Enter the End Date
- Enter the Termination Reason and Notes
- Save and Finish

4. Intake – **Close episode/Intake**

- Enter the Date Closed (This should be the same as the Before Admission/After Discharge Program Enrollment End Date)
- Enter Closure Reason
- Click hyperlink for Save and Close Case
- Click Finish