

Recovery Services is not considered an ASAM level of Care; therefore, the client should not have a CalOMS Admission or CalOMS Discharge submitted. Clients can receive Recovery Service from the same facility they have finished receiving SUD treatment or be referred to a different facility for Recovery Services.

SCENARIO 1 – SAME Facility

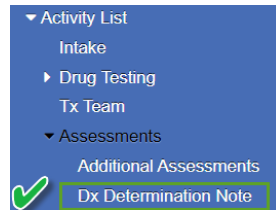
Client has completed treatment **OR** has been out of treatment only up to three months and is going to receive recovery service at same facility.

Note: If the client has returned after three months, a new episode must be opened – see Scenario 2 below

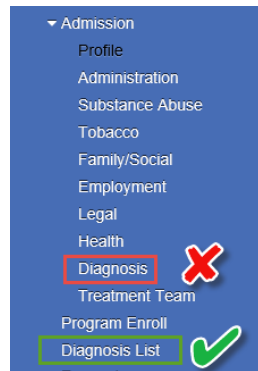
1. Search Client
2. Close Program Enrollment for SUD Treatment Episode
 - Enter the end date/discharge date
 - Enter the Termination Reason and Next Step
 - Save and Finish (system will direct user to Discharge Screen)
3. Complete the CalOMS Discharge
 - Discharge date will be populated from the program enrollment end date
 - Select the same discharge reason as the termination reason on the program enrollment
 - Complete the required questions, then click SAVE, then Finish
 - User will get a message “Client is discharged. Do you want to close the case also?” Select NO



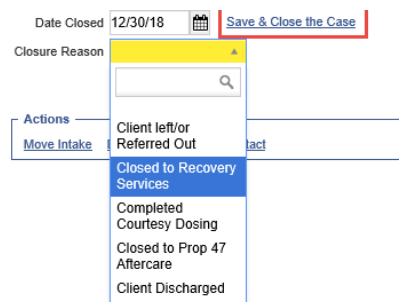
4. The system will take user to the Client Activity List. Click on Program Enrollment on the Navigation pane, then click Add Enrollment
 - Add Program Enrollment for Recovery Services
5. Diagnosis Determination Note (DDN) should be created with new Diagnosis – (Providers using SanWITS assessments)



OR a Diagnosis should be created through the Diagnosis List in SanWITS – (Providers using their own EHR for assessments/DDN)



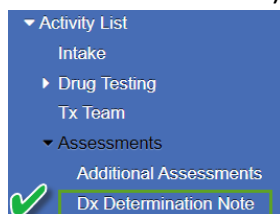
6. Add a Payor Group Enrollment/Benefit Plan, **ONLY** if there is not one present **OR** if the information has changed
7. Create Encounters, Release to Bill, continue the billing process
8. When the client finishes or stops receiving recovery services follow these steps:
 - Check to make sure all billing has been processed
 - Close the Program Enrollmentment
 - Close the Intake
 - Date Closed = date client received last Recovery Service
 - Closure Reason = Closed to Recovery Services
 - Click Save & Close the Case hyperlink



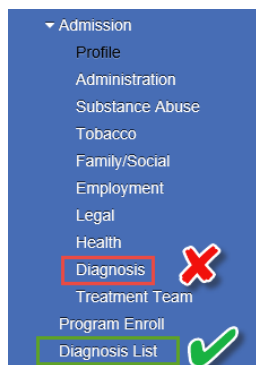
SCENARIO 2 – DIFFERENT Facility

Client has been referred from a different facility for Recovery Service **OR** client is returning after 3 months + from completing SUD Treatment from same Facility

1. Search Client, if not found Create a client Profile
2. Create a Contact
3. Create an Intake
4. Add a Payor Group Enrollment/Benefit Plan, **ONLY** if there is not one present **OR** if the information has changed
5. Create Program Enrollment = Recovery Services
6. Diagnosis Determination Note (DDN) should be created with new Diagnosis – (Providers using SanWITS assessments)



OR a Diagnosis should be created through the Diagnosis List in SanWITS – (Providers using their own EHR for assessments/DDN)



7. Create Encounters, Release to Bill, continue the billing process
8. When the client finishes or stops receiving recovery services follow these steps:
 - Check to make sure all billing has been processed
 - Close the Program Enrollment
 - Close the Intake: (as in Scenario 1 above)
 - Date Closed = date client received last Recovery Service
 - Closure Reason = Closed to Recovery Services
 - Click Save & Close the Case hyperlink