

APRIL 2019

## **DMC-ODS Residential Documentation Training**

Date: Monday, April 22, 2019

Time: 1:00 P.M. to 5:00 P.M.

Where: 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)

- To register, please email the following to: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
  - Name of Person(s) Attending
  - Program Name
  - E-mail Address for each individual

## **Documentation Skill Building Workshops on Progress Notes in April**

- Documentation workshops are an opportunity to build and develop a SUD treatment provider's documentation skill set and will focus on Progress Notes in April. Groups will be limited to 30 participants and reservations are required by emailing: [BHS-QITraining.HHSA@sdcounty.ca.gov](mailto:BHS-QITraining.HHSA@sdcounty.ca.gov)
- 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)
  - Tuesday, April 23, 2019 at 9:30 A.M. to 11:30 A.M.
- County Operations Center (5560 Overland Ave., 1<sup>st</sup> floor, Room #171, San Diego, CA 92123)
  - Wednesday, April 24, 2019 at 1:30 P.M. to 3:30 P.M.

## **ASAM Criteria-(C) Training presented by Ca. Institute for Behavioral Health Solutions (CIBHS)**

This free interactive training will provide an overview of the ASAM Criteria, Levels of Withdrawal Management and ASAM Levels of Care. The training course meets qualifications for the provision of six continuing education credits (CEs).

Date: Wednesday, April 24, 2019

Time: 9:30 A.M. to 4:30 P.M.

Where: Marina Village Conference Center  
1936 Quivira Way (Coral Room)  
San Diego, CA 92109



Click here to register: [ASAM C Training in April](#)

## **DMC-ODS Outpatient Documentation Training**

Date: **Monday, May 13, 2019**

Time: 1:00 P.M. to 5:00 P.M.

Where: 2-1-1 San Diego (Haimsohn Community Rm., 3860 Calle Fortunada, #101, San Diego, CA 92123)

- To register, please email the following to: [stthomas@mhsinc.org](mailto:stthomas@mhsinc.org)
  - Name of Person(s) Attending;
  - Program Name
  - E-mail Address for each individual
  -

## **BHS SUD Treatment Provider Meeting**

Meetings are held monthly, on the 3<sup>rd</sup> Tuesday of every month, 10:00 A.M.-11:30 A.M.

- Next meeting: Tuesday, April 16, 2019
- Location: Scottish Rite Center (Heald Room), 1895 Camino del Rio South, San Diego, CA 92108

## **SUD Provider Quality Improvement Partners (SUD QIP) Meeting**

Date: Thursday, May 2, 2019

Time: 11:00 A.M. to 12:30 P.M.

Where: National University (9388 Lightwave Avenue, San Diego, CA. 92123)

- The intent of the meeting is to have a regular place for County QI and program quality assurance staff to discuss processes and practices related to continuous quality improvement within the DMC-ODS.
- Intended audience is QI/QA staff and program management. Space is limited to 50 attendees, please plan accordingly for who will attend from your program.
- WebEx participation is available. Details will be emailed to programs prior to the meeting.

## **Naloxone in Licensed Alcohol and Other Drug (AOD) Residential Treatment Programs and Certified AOD Outpatient Programs**

- Naloxone is a life-saving medication that works to reverse an opioid overdose while having little to no effects on an individual, if opioids are not present in their system.
- Naloxone blocks opioid receptor sites, reversing the toxic effects of the overdose. Naloxone is administered when a patient is showing signs of opioid overdose.
- The medication can be given by intranasal spray, intramuscular (into the muscle), subcutaneous (under the skin), or intravenous injection.
- As stated in DHCS Information Notice 19-009, effective March 5, 2019, licensed residential treatment programs and certified outpatient AOD treatment programs are permitted to utilize Naloxone at their program site. To read the complete Information Notice: [Click Here](#)
- If a program chooses to provide Naloxone, all forms of the medication shall be recorded, stored, and destroyed in the same manner as prescription medications.
- It is the responsibility of the program to develop policies, procedures, and protocols for how the program will store Naloxone, and accurately document the administration and disposal of it.
- The staff person who administers Naloxone must have successfully completed Naloxone administration training and the training must be documented in their individual personnel file.
- If you have questions about this information, as communicated through DHCS Information Notice 19-009, please contact the DHCS Officer of the Day at 916-322-2911.



## **Credentialing Through Optum**

- Optum Credentialing Services staff have been meeting with programs to discuss the credentialing process.
- One question that has come up from providers in these meetings is if the credentialing process is the same as a background check.
- The credentialing process is not a background check.
- If you have any questions about the Credentialing process through Optum, please contact Adina Patterson, Manager, Behavioral Health Credentialing Services at: 619-641-5356 or [adina.patterson@optum.com](mailto:adina.patterson@optum.com)

### **Reminder: Physician's Direction Form (F406)**

- Although this form is optional, it is still a requirement for the MD to review the clients' health/medical information and drug history and to document their review along with any orders/recommendations.
- This documentation may be done on the Physician's Direction Form or in a progress note.

### **Update: Coordination of Care Consent Form (F208)**

- The Coordination of Care Consent form (form F208) has been discontinued and has been removed from the SUDURM tab on the Optum website.
- This change is effective immediately – please stop use of this form and discard any saved copies you may have at your program.
- While the form has been discontinued, the requirement for coordination of care with a client's primary care physician and other treatment providers (e.g., Mental Health programs) is still required and should be started within 30 days of admit.
- For coordination of care, the client needs to sign a 42 CFR compliant Release of Information for each treatment provider.
- Then document in progress notes after program contact with each treatment provider the care coordination activities performed. Care Coordination is billable as case management.



### **Reminder: Entering ASAM Data in SanWITS**

- Data from the Initial Level of Care Assessment and ASAM Level of Care Recommendation form is to be entered SanWITS.
- For information on how to do this data entry, refer to Chapter 11 of the SanWITS User Guide on the Optum website at: [https://www.optumsandiego.com/content/dam/sandiego/documents/dmc-ods/sanwits/SanWITS\\_Users\\_Guide\\_2018\\_v1\\_1\\_12-14-18\\_Redacted.pdf](https://www.optumsandiego.com/content/dam/sandiego/documents/dmc-ods/sanwits/SanWITS_Users_Guide_2018_v1_1_12-14-18_Redacted.pdf)
- For questions about SanWITS data entry, contact the SUD MIS Support Desk at: [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)

### **Billing Reminders for Residential Providers Approved to Release Claims to Billing**

- For Bed days Services, if the client is already discharged please release all the claims up to the discharged date. You don't have to do it per month of service you can release all the claims up to the discharge date until you are caught up; please also batch all the released claims and bill it to the government contract.
- Case management services are not restricted to discharged clients and should be released in the months that each provider has been approved for. The due date for batch submission is every 10<sup>th</sup> of the month and please send your certification to [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)

### **CalOMS Entry for "# of Days Waited to Enter Tx" Field**

- The intention of this field is only to capture the number of days a client waited to enter treatment due to unavailability of slots.
- It is not meant to capture days waited due to other circumstances unique to the client's life (e.g., incarceration).

### **New: SanWITS Data Entry Standards**

- Data entry standards are required in order to decrease variance in provider operations within the DMC-ODS, and to create effective monitoring and billing processes.

- The following SanWITS Data Entry standards have been established and are **effective April 15, 2019**:

	<b>Residential</b>	<b>Outpatient &amp; OTP</b>
Admissions	Within 24 hours of admit	Within 7 days of admit
Planned Discharges	Within 24 hours of discharge	Within 7 days of discharge
Unplanned discharges	Within 24 hours of discharge (after bed is no longer held)	Within 37 days after client's last contact
Annual Updates	N/A	Between the 10 <sup>th</sup> and 11 <sup>th</sup> month from date of admission (note: there is an annual update alert in SanWITS)
Encounters	Within 24 hours of service	Within 7 days of service

- For concerns regarding meeting these required standards, please contact your program COR.

#### **SanWITS and SSRS Trainings**

- Register online with RegPacks at: [https://www.regpacks.com/reg/templates/build/?g\\_id=100901152](https://www.regpacks.com/reg/templates/build/?g_id=100901152)
- Registration will close 14 days prior to the scheduled class date in order to allow time for individual staff account setups and other preparation needed.
- Types of Training Classes:
  - SanWITS Basic – Fundamental SanWITS functions that are applicable to All program types
  - Residential Facilities - Bed Management & Encounter Training
  - Outpatient / OTP Facilities – Group Module & Encounters Training
- All required forms are located on the “Downloadable Forms” tab and must be completed and returned to SUD Support at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov) at least 14 days prior to scheduled training. If the 3 forms are not submitted, you will not be able to attend training regardless of receiving training confirmation.
- Upon completion of training, competency must be shown in order to gain access to the system. If competency is not achieved another training will be required before access is given.
- If you are unable to attend class, cancel the registration as soon as possible so that staff on the waitlist can attend.

#### **SanWITS Users Group Meeting for Outpatient Providers – April 2019**

- Meetings are held monthly, on the 3<sup>rd</sup> Monday of every month and are specific to modality (e.g., Outpatient, Residential, OTP)
- Next meeting: Monday, April 15, 2019 at 9am (Outpatient Providers)
- Location: Scottish Rite Center (Shell Room), 1895 Camino del Rio South, San Diego, CA 92108

**Is this information filtering down to your counselors, LPHAs, and administrative staff?  
Please share the UTTM – SUD Provider Edition with your staff and keep them *Up to the Minute!*  
Send all personnel contact updates to [QIMatters.hhsa@sdcounty.ca.gov](mailto:QIMatters.hhsa@sdcounty.ca.gov)**