

**Behavioral Health Services  
 QUALITY IMPROVEMENT – MIS MEMO**

**To:** All DMC-ODS Providers

**Date:** 2/11/20

**From:** AnnLouise Conlow, BHS Senior MIS Manager  
 Tim Tormey, Behavioral Health Program Coordinator, SUD Quality Management

**Re:** SanWITS Data Entry Standards Revision (**replaces the memo dated 3/29/19**)

Dear SUD Providers in the DMC-ODS:

The data entry standards grid below has been modified to reflect the current data standards, specifically adding residential case management and recovery service encounters and OTP consecutive Methadone dosing encounters that were omitted from the original grid.

	<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	Residential Bed Day Within 24 hours of service Case Management Within 7 days Recovery Service Within 7 days	Within 7 days of service, <b>Exception:</b> OTP consecutive methadone dosing is within 7 days of the end date on the encounter

For concerns regarding meeting these required standards, please contact your program COR. If you have any questions regarding this information, please direct them to the SUD MIS Support or QI Matters email:

[SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)

[QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov)