

# SanWITS – Drug Court Program Workflow

## *Clients coming from Drug Court and being assessed for SUD Treatment Service*

### **Track 1 - Client is admitted to Drug Court Facility to receive Treatment**

*If a client is assessed for Outpatient Services at the Drug Court Facility, the user will need to open a treatment episode following the instructions below.*

1. Complete a Client profile (if one exists in the agency, review for accuracy and edit as necessary)
2. Open a new episode/intake by Completing a Contact Profile
  - Review for accuracy, click on Complete Review and then click Create Intake
3. Complete the Intake screen
4. Complete Admission
5. Complete Diagnosis
6. Complete ASAM Screen
7. Complete Payor Group Enrollment/Benefit Plan
8. Complete Program Enrollment for OS or IOS
9. Create Encounters
10. Upon ending treatment for the specific level of care
  - Complete billing
  - Close program enrollment
  - Complete a Discharge
  - Close Case

### **Track 2 - Client is transferring between Level of Care at Drug Court Facility**

*If a client is transferring from OS to IOS or IOS to OS, follow the instructions below.*

1. Upon ending treatment for the specific level of care
  - Complete billing
  - Close program enrollment
  - Complete a Discharge
  - Close the Case
2. Follow instructions from **Track 1** above on page 1

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## Track 3 - Client is entering Recovery Services after Tx completion

*If a client is completing outpatient treatment services and is stepping down to Recovery Services, follow instructions below.*

1. Upon ending treatment services
  - Complete billing
  - Close program enrollment
  - Complete a Discharge
  - Leave the Case Open
2. **Do not** complete Admission or Discharge
3. Complete Recovery Services Program Enrollment
4. Complete Diagnosis from Diagnosis Screen if different from treatment service
5. Complete ASAM
6. Complete Payor Group Enrollment/Benefit Plan if different from treatment service
7. Complete Encounters
8. Upon completion of Recovery services close case by going to Intake Screen
  - Date Closed = date completed Recovery Service
  - Closure Reason = Closed to Recovery Services
  - Click Save and Close
  - Click Finish

## Track 4 – Client is admitted to Residential Tx Facility before Drug Court Facility

*If a client is first assessed for Residential Services, the user will need to open an episode at the Drug Court Facility for tracking purposes only by following the special instructions below.*

1. Complete a Client Profile (if one exists in the agency, review for accuracy and edit as necessary)
2. Open a new episode/intake by Completing a Contact Profile
  - Review for accuracy, click on Complete Review and then click Create Intake

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## Cont'd Track 4

3. Complete the Intake screen
  - 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Available TX Appt date and the 1<sup>st</sup> Accepted TX Appt = Leave Blank
  - The Intake will show “In Progress” status on the Activity List.
  - Save and Finish
4. Do Not complete a Payor Group Enrollment
5. Do Not complete an Admission or Discharge record
6. Do Not complete a Diagnosis
7. Do Not complete a Program Enrollment
8. Do Not complete any Encounters
9. If the client does not return to the Drug Court facility - close the case by going back to the intake screen
  - Date Closed = date the information is discovered the client is not returning
  - Closure Reason = Client left/or Referred Out
  - Click Save and Close
  - Click Finish

OR

10. If the client returns to the Drug Court facility to receive outpatient treatment services, close the case by going back to the intake screen
  - Date Closed = date the client gets admitted to your program for treatment
  - Closure Reason = Client left/or Referred Out)
  - Click Save and Close
  - Click Finish
11. **After previous episode is closed**
  - Open a new episode for Treatment Services as instructed in **Track 1** above on page 1

## Track 5 - Client transfers from Drug Court Facility to Residential Tx Facility

*If a client is receiving outpatient services at the Drug Court Facility and is later assessed for Residential Treatment follow the instructions below.*

1. Complete any outstanding billing
2. Close program enrollment
3. Complete a Discharge
4. Leave Case open for tracking purposes

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### Cont'd Track 5

5. If the client does not return to the Drug Court facility - close the case by going back to the intake screen
  - Date Closed = date the information is discovered the client is not returning
  - Closure Reason = Client left/or Referred Out
  - Click Save and Close
  - Click Finish

OR

6. If the client returns to the Drug Court facility to receive outpatient treatment services again, close the case by going back to the intake screen
  - Date Closed = date the client gets admitted to your program for treatment
  - Closure Reason = Client left/or Referred Out)
  - Click Save and Close
  - Click Finish
7. **After previous episode is closed**
  - Open a new episode for Treatment Services as instructed in **Track 1** above on page 1