

## **Documentation Skill Building Workshops on Treatment Plans**

In the month of January, the County of San Diego HHS Behavioral Health Service SUD Quality Management team is pleased to offer three opportunities for developing a provider's documentation skill set through Skill Building Workshops. The focus this month is Treatment Plans.

Due to limited available seating for the workshops, registration is required. If you are unable to attend, please cancel your registration as soon as possible so that those on the waitlist may register.

Please register by clicking on one of the following dates:

- Date: Thursday, [January 23, 2020](#)
- Time: 1:30 p.m. to 3:30 p.m.
- Where: County Operations Center (5530 Overland Ave., Training Room #124, S.D., CA 92123)
  
- Date: Monday, [January 27, 2020](#)
- Time: 1:30 p.m. to 3:30 p.m.
- Where: County Operations Center (5530 Overland Ave., Training Room #124, S.D., CA 92123)
  
- Date: Thursday, [January 30, 2020](#)
- Time: 1:30 p.m. to 3:30 p.m.
- Where: North Inland Live Well Center (649 West Mission Ave., Room A, Escondido, CA 92025)

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

A review of DMC-ODS Residential Services, DMC documentation and billing requirements. Details include required documentation from Admission to Discharge and review of how to write Treatment Plans and Progress Notes.

Date: Monday, **February 3, 2020**

Time: 9:00 a.m. to 1:00 p.m.

Where: 2-1-1 San Diego Building (3860 Calle Fortunada, Suite #101, Haimsohn Room #113 and #114, S.D., CA 92123)

- [CLICK HERE TO REGISTER](#) or contact [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov) for questions.

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

A review of DMC-ODS Outpatient Services, DMC documentation and billing requirements. Details include required documentation from Admission to Discharge and review of how to write Treatment Plans and Progress Notes.

Date: Wednesday, **February 12, 2020**

Time: 12:30 p.m. to 4:30 p.m.

Where: County Operations Center (5500 Overland Ave., Training Room #120, San Diego, CA 92123)

- [CLICK HERE TO REGISTER](#) or contact [QIMatters.HHSA@sdcounty.ca.gov](mailto:QIMatters.HHSA@sdcounty.ca.gov) for questions.



### **2020 SUD Workforce Recovery & MAT Summits presented by DHCS**

The California Department of Health Care Services (DHCS) will present a series of free trainings which will be held in various locations throughout the state in January and February. The Substance Use Disorder (SUD) Workforce: Recovery and Medication-Assisted Treatment (MAT) Summit will bring together registered and certified SUD counselors and other disciplines of the behavioral health workforce to provide education and resources pertaining to MAT, tools to address and reduce stigma and ways the workforce can join California's current efforts to address SUD emerging epidemics. CEUs available!

For additional information, locations and registration follow the link to: [Substance Use Disorder Workforce: Recovery & Medication Assisted Treatment Summit](#)

### **BHS SUD Treatment Provider Meeting**

Meetings are typically held on the 3<sup>rd</sup> Tuesday of every month, 10:00 a.m.-11:30 a.m.

- Next meeting: Tuesday, **January 21, 2020** at 10:00 a.m. to 11:30 a.m.
- Location: Scottish Rite Center (Claude Morrison Room) 1895 Camino del Rio So., S.D. CA 92108

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

Date: Thursday, **January 23, 2020**

Time: 10:00 a.m. to 11:30 a.m.

Where: National University (9388 Lightwave Ave, Room #118, S.D. 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.
- Participation via WebEx is an option for those unable to travel. Further information will be sent by email prior to the meeting.
- Guest Presenter: Angie DeVoss (Privacy & Compliance Officer of COSD-HHSA) who will facilitate a discussion on 42 CFR Part 2.

### **Reminder: Physical Examination Requirements**

- Providers are required to obtain physical examination results for each client. If the client had a physical exam within the 12-month period prior to admission, the physician shall review the results within 30 calendar days of admission (for outpatient; 10 days for residential).
- If the client has not had a physical within the 12-month period prior to admission, the physician may perform a physical examination within 30 calendar days of admission for outpatient programs; within 10 days of admission for residential programs (if the program is able to provide IMS).
- If neither of the above have taken place, then a goal of obtaining a physical examination must be included on the initial and updated treatment plans. The goal should remain on the treatment plan until the physical examination results have been received and reviewed by the physician, and there is documentation of the physician's review of the results with typed/legibly printed name, signature (adjacent to the typed/printed name) and date.
- In all instances, a copy of the physical examination results must be filed in the chart.
- Monitoring and disallowances related to this issue began with reviews that include new clients and new treatment plans as of August 1, 2019.
- Please refer to the entire Quality Management Memo located under the new "Medical Director Info" tab on the DMC-ODS page of the [Optum website](#).



### **Reminder: 2020 is a Leap Year**

Leap Year versions of the Due Date Timeline Tip Sheets for both Outpatient & Residential programs can be located under the “Toolbox” tab on the DMC-ODS page of the Optum website.

### **Reminder: Transitional Care Services**

- Transitional Care Services (TCS) are defined as services that assist clients in successfully navigating transitions in care, prior to admission or post-discharge from a level of care. As these services will now be DMC billable, TCS replaces the previous “Assessed Not Admitted” process described in the Quality Management Memo dated October 18, 2018.
- Effective **January 1, 2020**, TCS is available to all programs that offer case management services.
- For Collaborative Court Programs, the “Assessed Delayed Admit” process discussed in the October 18, 2018 Quality Management memo will still be available for your programs as this will be used when someone is incarcerated, and Medi-Cal cannot be billed.
- Please refer to the entire [Quality Management Memo: Transitional Care Services](#) dated December 23, 2019, which can also be located under the “Communications” tab on the DMC-ODS page of the Optum website.

***See the SanWITS update regarding Transitional Care Services (TCS) below:***

### **Programs that Provide Case Management Services**

- *Effective 1/1/20*, you are no longer able to use the “Assessed not Admitted” Program Enrollment. A new Program Enrollment was created - **Transitional Care Services (TCS)**. Please follow the guidelines for TCS created by the County QM unit.
- A tip sheet for the [Transitional Care Service Program Enrollment](#) can be accessed by this hyperlink, or is also available on the OPTUM website (DMC-ODS page, SanWITS tab) or upon request thru the [SUD\\_MIS\\_Support.HHSA@sdcountry.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcountry.ca.gov).
- If you still need to enter intakes for clients that were assessed but not Admitted please contact the [SUD\\_MIS\\_Support.HHSA@sdcountry.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcountry.ca.gov). MIS will temporarily (24 hours) open the Program Enrollment “Assessed not Admitted” for back data entry.



### **Residential Providers:**

#### **Government Contract Enrollment & Authorizations**

- To prevent the error message **“There is no active authorization that is associated with the current Client Group Enrollment”**, effective immediately the Government Contract Enrollment should not be closed/end dated even if the client has been discharged from the program.
- If the client returns to the same facility to receive treatment (new Intake/episode), a new Government Contract Enrollment should not be opened if the appropriate one exists for the client. The start date should not be modified.
- There could potentially be 3 government Contract Enrollments per client for each facility, but there should only be one Residential Bed Day (RBD), one Out of County (OOC) and/or one Justice Override.



### **Outpatient Providers:**

- **Patient Education** groups cannot be mixed with **Clinical Groups** as they are not the same service.
- Group Sessions - you can mix OS and IOS clients in the same group as long as they are receiving the same type of service - either education or clinical.
- **Recovery Services** clients cannot be mixed with **OS or IOS clients**.

### **SanWITS Quarterly Users Group Meeting for Outpatient Providers – Jan 2020**

- Next meeting: An email will be sent with January date and location (Outpatient Providers Only)
- Location: TBD
- RSVP will be required to ensure we are able to accommodate participants due to room requirements.
  - Outpatient programs will meet – Apr, Jul, Oct, Jan
  - Residential programs will meet – May, Aug, Nov, Feb
  - OTP programs will start meeting in conjunction with the OTP Provider meeting; next scheduled meeting will be Jan 21, 2020.

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### **All Providers:**

#### **CalOMS Forms**

- Forms have been updated to reflect some of the changes to the system over the last few months and to correct some formatting issues.
- Forms were sent via email to all providers and posted to the Optum website.
- Please discontinue using the old forms.

#### **New DATAR Reporting Portal**

- California Department of HealthCare Services (DHCS) has a new Application Portal that provides their customers with a single sign-on platform for applications that have been integrated with the Portal and up to date information on DHCS applications/systems. The new link is: <https://portal.dhcs.ca.gov/>.
- All staff that submit DATAR are expected to be setup in the new system by January 7, 2020. If you cannot access the new system, contact the SUD Support desk at [SUD\\_MIS\\_Support.HHSA@sdcounty.ca.gov](mailto:SUD_MIS_Support.HHSA@sdcounty.ca.gov)
- DATAR submissions deadlines for this month are extended to January 10, 2020.



#### **SanWITS Billing Classes**

- Register with BHS Billing Unit [ADSBillingUnit.HHSA@sdcounty.ca.gov](mailto:ADSBillingUnit.HHSA@sdcounty.ca.gov)
- Prerequisite required: SanWITS Basic training.

#### **SanWITS and SSRS Training Update**

- Effective January 2020 the SanWITS Basic Training name has been changed to **“Intro to Admin Functions Training”**.
- There is no required training for direct staff prior to the Assessments training that will be offered in Spring 2020.
- SSRS Training will no longer be available starting February 1, 2020. If you need the ability to view and run SSRS reports, please submit the Modification Form checking the SSRS View and Run Reports under Additional Optional Roles.

## **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 – Intro to Admin Functions 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, please cancel the registration as soon as possible.



**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)