

SanWITS Intake Form Instructions

REQUIRED FORM:

The Intake Form is a required document in the client's file and is needed before an episode can be started.

WHEN:

This form will be created after the Profile. Once the Intake is completed, it opens the Activity List where the new episode can begin along with the Admission record.

COMPLETED BY:

Authorized agency representative

REQUIRED ELEMENTS:

- For instructions on each specific field, refer to CalOMS Data Collection Guide/CalOMS Treatment Data Dictionary.

NOTE:

Some of the fields in the Intake are tied to other parts of the system. Pay special attention to the "Source of Referral" question. If the client's source of referral is SACPA, you will need to select SACPA on the encounter screen for Drug Medi-Cal billing. If the Source of referral code 7, 8, 10, or 12 is entered, then the Criminal Justice Status question in the admission record cannot equal "No Criminal Justice Involvement".

To bill a client to Drug Medi-Cal Perinatal the client must be marked pregnant on the Intake and the Due Date must be entered.