

PC 1000 EDUCATION TRACK

SANWITS FLOW FOR NON-TREATMENT PC 1000 CLIENTS

Below are the steps for entering PC 1000 clients who are receiving education classes and not SUD treatment. There are specific indicators in SanWITS as well as a specific program enrollment for tracking and reporting purposes. Some of these field values have changed as of July 1, 2018 with the onset of ODS. CalOMS reporting is not required for PC 1000 educational classes.

Required SanWITS records: Client Profile, Contact, Intake Screen, Admission, Program Enrollment, and Discharge

Getting Started:

1. Create Client Profile –

- If the client profile already exists in SanWITS, please review for accuracy before proceeding
- If the client does not exist, select Add Client and complete

2. Create Contact Screen

- Select Contacts from the Navigation Pane and complete
 - ❖ **Source of Referral** – select “12-Court/Criminal Justice Referral” (this entry will populate the Intake screen)
 - ❖ **Contact Made By** – select “Justice System”
- Select Save
- Important: Review for Accuracy before next step - Complete Review. Once the Complete Review has been clicked, the screen will become read only and cannot be edited.*
- Select Complete Review – under Administrative Actions at the bottom left of screen

The screenshot shows the SanWITS 'Contact Profile' form. On the left is a navigation pane with 'Contacts' highlighted. The form contains the following fields and values:

- Client Information:** Client Name: Participant, PC1000; Age: 33; DOB: 2/5/1985; Gender: Female; Unique Client Number: PP02020585; MPI: 9902; SSN: 9902.
- Contact Details:** Initial Contact Date: 1/1/2019; Stop Date: 1/1/2019; Start Time: 8:05 AM; Stop Time: 8:26 AM; Duration: 21; Contact Method: Phone; Source of Referral: 12-Court/Criminal Justice Referral; Status: Completed; Created Date: 1/3/2019 9:27 AM.
- Administrative Fields:** Contact Reason: Routine Service; Call Taker: [Redacted]; Contact Made By: Justice System; LMHA: [Redacted]; Benefit Type: NA; 1st Offered Intake/Screening Appt: 1/2/2019; 1st Accepted Intake/Screening Appt: 1/2/2019.
- Disposition:** Made an appointment.
- Administrative Actions:** Complete Review, Move Contact, Delete.
- Buttons:** Cancel, Save.

Red boxes and arrows highlight the 'Contacts' menu item, 'Contact Made By: Justice System', 'Source of Referral: 12-Court/Criminal Justice Referral', and the 'Complete Review' button.

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- Select Create Intake – under Administrative Actions

Contact Profile

Client Name: Participant_PC1000	Unique Client Number: PP02020585		
Age: 33	MPI:		
DOB: 2/5/1985	SSN: 9902		
Gender: Female			
Status: Completed			
Initial Contact Date: 1/1/2019	Stop Date: 1/1/2019	Created Date: 1/3/2019 9:19 AM	
Start Time: 8:05 AM	Stop Time: 8:26 AM	Duration: 21	Contact Method: Phone
Contact Reason: Routine Service	Source of Referral: 12-Court/Criminal Justice Referral		
If Other, Specify:	Requestor Name:		
Call Taker:	Requestor Phone #:		
Location:			
Contact Made By: Justice System	1st Offered Intake/Screening Appt: 1/2/2019		
LMHA:	1st Accepted Intake/Screening Appt: 1/2/2019		
Benefit Type: NA			
Presenting Needs:			
Disposition: Made an appointment			
Unsigned Notes:	Signed Notes:		
Reviewed By: Emerson, Cynthia	Review Completed: 1/3/2019		
Administrative Actions			
Create Intake Move Contact Delete			

3. Complete the Intake Screen

- Source of Referral – will be read only
- Risk Categories – Select “Criminal Justice” and all that apply
- Save and Finish

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Intake Case Information

Intake Facility	Main Facility	Case #	1
Intake Staff		Case Status	Open Active
Manner of Contact	Phone	Initial Contact Date	1/1/2019
Residence	San Diego	Intake Date	1/2/2019
Source of Referral	12-Court/Criminal Justice Referral	Pregnant	0-No
Referral Contact		Chronic Life Threatening Illness (CLTI)	No
	Add Collateral Contact	Injection Drug User	No
Referral Date		Presenting Problem (In Client's Own Words)	
Assessment Date			
1st Offered Tx Appt	1/2/2019		
1st Accepted Tx Appt	1/2/2019		

Risk Categories	Selected Risk Categories
None	Criminal Justice
All Other Injection Drug User	
Cognitive Impaired	
Foster youth	

Date Closed		Save & Close the Case
Closure Reason		

Cancel Save Finish

4. Create Admission Record

- Select Admission from the Navigation Pane and complete
- On the Admission Profile screen
 - ❖ **Type of Treatment Service** – select 1-Nonresidential/Outpatient Treatment/Recovery (to be consistent use this option)
 - ❖ **Submit to CalOMS** - select “No” (**Important:** Only Treatment Services get submitted to CalOMS)

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Admission Profile

Gender: Female

Screening

Basis for Decision

Potential Client for MH

Potential Client for TBI

Admission Date 1/2/2019

Admission/Transaction Type 1-Initial Admission

Type of Treatment Service 1-Nonresidential/Outpatient Treatment/Rec...

Submit to CalOMS No

of Days Waited to Enter Tx

Sp

of Prior Episodes 0

Special

Record Status

Record Created By

Last Updated By

CalOMS Form Serial #

CADDs Form Serial #

[Mark as Deleted](#)

Cancel

Save

- On the Admission Administration Screen
 - ❖ **Special Population Program** - select "PC 1000 Participant" (Note: this field is currently used to identify PC 1000 participants for reporting purposes)
 - ❖ **How did you hear about us?** – select "5-Any Crim Justice i.e. Probation/Court/Parole/Law Enforcement"

Admission Administration

Program Fees

Intake Fees

Drug Testing Participation

Testing Level Indicator

Baseline UA Completed

Drug Screening Fees

Pictures Taken

Encounter Fees

Start Date

End Date

Prop. 36

JURIS #

Special Population Program PC 1000 Participant

How did you hear about us? 5-Any Crim Justice i.e. Probation/Court/Paro...

If Other, Specify

Administrative Checklist

Personal Rights Given

Emergency Contact release signed

Property inventory done

Have the rules been read and signed

Medical assessment form

Selected Items

Cancel

Save

Finish



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- On the Legal/Criminal Justice screen
 - ❖ **Criminal Justice Status** – select “5 Admitted under other diversion from any court under CA Penal Code, Section 1000”

Legal/Criminal Justice

# of Arrests in Last 30 Days	<input type="text"/>
# of Jail Days in Last 30	<input type="text"/>
# of Prison Days in Last 30	<input type="text"/>
# of Arrests in Last 6 Months	1
Criminal Justice Status	5-Admitted under other diversion from any court under CA Penal Code,...
Type of Sentence	<input type="text"/>
CDC Number	<input type="text"/>
Parolee Services Network (PSN)	<input type="text"/>
FOTP Parolee	<input type="text"/>
FOTP Priority Status	<input type="text"/>

Cancel Save Finish

5. Create Program Enrollment - Program enrollment is required to identify PC1000 clients receiving Education only
 - Select Program Enrollment from the Navigation Pane
 - ❖ Select Add Enrollment
 - ❖ **Program Name** - Select the “PC 1000 Education Only”
 - ❖ **Start date** - should match the Admission date
 - ❖ **Perinatal** – select **No** (Note: this is connected to Perinatal rates on the claim for treatment services)

Program Enrollment Profile

Facility	Main Facility	Start Date	01/02/2019
Program Name	PC-1000 Education Only	End Date	
Program Staff		PS Court Phase	
Perinatal	No		
Termination Reason			

6. Create Discharge - Upon completion or termination of PC 1000 education classes the client must be discharged. Client must **also** be discharged if admitted into treatment.
 - Select Discharge from the Navigation Pane and Complete

Please note: Program enrollment must be end dated for a user to discharge a client. The end date should be the same as the discharge date.