

SanWITS Flow for Residential and Outpatient Providers

“Delayed Admission”

(Excludes NTP/OTP Providers)

Planned Admissions are potentially billable to the County under the guidelines of Case Management. SanWITS entry is required along with progress note documentation of the case management activities with the referring entity. (Note: leaving messages for the referring entity is never a billable service) The County is only reimbursing up to 4 units/1 hour of service per client. If case management activities continue after 4 units/1 hour, document the time spent on each client prior to admission by completing additional encounters as non-billable.

- Complete a client profile (if one exists in the agency, review for accuracy and edit as necessary)
- Complete a contact screen
 - Contact Reason = Other (Specify in text box = Delayed Admit)
 - Disposition = No Appointment Made
 - Review for accuracy, Click on Complete review, then click Create Intake
- Complete the Intake screen
 - In order to complete a program enrollment the Intake/case must stay open
 - 1st offered Tx Appt date and 1st Accepted Tx Appt date = Leave blank
 - The Intake will show as “in progress” on the activity list but this will not prevent entering a program enrollment or encounter
 - Save and Finish
- Complete the “Delayed Admission” client program enrollment
 - Start date = same as SanWITS Intake screen start date
 - Save and Finish
- Complete the encounter (county billable up to 4 units)
 - Note type = County Billable
 - Service = Delayed Admission (this is the only service available under the Delayed Admission program enrollment)
 - Billable = No
 - Start time and end time must be entered on the encounter in order to claim on the invoice to the County
 - Contact = select appropriate value, if contact is made with facility and not client, use No Contact
 - Save and Finalize the encounter

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- **Complete encounters (non billable if over 4 units/1 hour)**
 - **Note type = Non Billable**
 - **Billable = No**
 - **Service = Delayed Admission (this is the only service available under the Delayed Admission program enrollment)**
 - **Start time and end time must be entered on the encounter to document how much time spent**
 - **Contact = select appropriate value, if contact is made with facility and not client, use No Contact**
 - **Save and Finalize the encounter**
- **Important: The “Delayed Admission” Program enrollment and the Intake will need to be ended and a new SanWITS episode opened in order to admit the client into treatment. Do not use the same Intake/case opened to bill Delayed Admission as this will misrepresent the timeliness measure being reported.**
- **Go to the Program enrollment**
 - **End Date = the day before the client is to be admitted into program**
 - **Termination Reason = Other**
 - **Save and Finish**
- **Go Back to the Intake screen**
 - **Enter the Date Closed – this should be the same as the program enrollment end date**
 - **Enter Closure Reason – “Client left/or Referred Out”**
 - **Click hyperlink for Save and Close Case**
 - **Click Finish**
- **Next steps in SanWITS: Follow the normal process for assessing, opening a new episode, and admitting a new client into SanWITS.**