

Effective January 1, 2020, TCS is available to all programs.

TCS should be entered in SanWITS under its own episode/Intake and should not be added under a SUD treatment episode.

TCS can be used up to 30 days prior to entering a SUD treatment episode OR up to 30 days after the client is discharged from treatment and/or recovery services. Refer to the SUDPOH on the Optum website for TCS guidelines.

INSTRUCTIONS

1. **Client Profile –**
 - Complete required fields
 - If a client profile exists in the agency, review for accuracy and edit as necessary
2. **Contact Screen –**
 - Complete required fields
 - Disposition = Made an Appointment
 - Review for accuracy, click on Complete Review and then click Create Intake
3. **Intake screen –**
 - Complete required fields
 - 1st, 2nd, and 3rd Available TX Appt date and the 1st Accepted TX Appt = Leave Blank
 - Save and Finish
 - The Intake will show “In Progress” status on the Activity List but this will not prevent entering a Program Enrollment or encounter to bill
4. **Admission – Do not complete an Admission Record**
5. **Discharge – Do not complete a Discharge Record**
6. **Diagnosis –**
 - Complete a primary Diagnosis with DSM-5 descriptor through the Diagnosis List
7. **Benefit Enrollment Plan under Payor Group Enrollment –**
 - Complete the Benefit Enrollment Plan under Payor Group Enrollment according to the client’s benefit

TIP SHEET: Transitional Care Service (TCS) Program Enrollment in SanWITS

8. ASAM –

- Complete from Initial Level of Care Assessment

9. Program Enrollment –

- Complete the “Transitional Care Services” Program Enrollment
 - Start Date = Same as Intake Date
 - Perinatal field should **ALWAYS** be **NO** for TCS

10. Encounters/Services –

- Complete encounter for services according to [QM guidelines/SUDPOH](#)
 - Billable field = YES for DMC or County Billable
 - Medi-Cal Billable field = YES for DMC Billable or NO for County Billable
 - **Start Time and End Time must be entered** on the Encounter
 - Save and Release to Billing

11. Completed TCS services and TCS billing –

- Go back to the Transitional Care Services Program Enrollment
 - Enter the End Date
 - Enter the Termination Reason and Notes
 - Save and Finish
- Go back to the Benefit Enrollment Plan under Payor Group enrollment
 - Enter the End date = same date as program enrollment end date

12. Close the episode/Intake –

- Go back to the Intake screen
 - Enter the Date Closed (This should be the same as the TCS Program Enrollment End Date and no more than 30 days from the Intake date)
 - Enter Closure Reason
 - Click hyperlink for Save and Close Case
 - Click Finish

NOTE:

If TCS is used prior to a SUD treatment episode, the TCS episode/Intake must be closed before opening a SUD treatment episode.

If TCS is used after discharging a client from SUD treatment, the SUD treatment episode must be closed before opening a TCS episode/Intake.