SanWITS – Drug Court Program Workflow

Clients coming from Drug Court and being assessed for SUD Treatment Service Track 1 - Client is admitted to Drug Court Facility to receive Treatment

If a client is assessed for Outpatient Services at the Drug Court Facility, the user will need to open a treatment episode following the instructions below.

- 1. Complete a Client profile (if one exists in the agency, review for accuracy and edit as necessary)
- 2. Open a new episode/intake by Completing a Contact Profile
 - Review for accuracy, click on Complete Review and then click Create Intake
- 3. Complete the Intake screen
- 4. Complete Admission
- 5. Complete Diagnosis
- 6. Complete ASAM Screen
- 7. Complete Payor Group Enrollment/Benefit Plan
- 8. Complete Program Enrollment for OS or IOS
- 9. Create Encounters
- 10.Upon ending treatment for the specific level of care
 - Complete billing
 - Close program enrollment
 - Complete a Discharge
 - Close Case

Track 2 - Client is transferring between Level of Care at Drug Court Facility

If a client is transferring from OS to IOS or IOS to OS, follow the instructions below.

- 1. Upon ending treatment for the specific level of care
 - Complete billing
 - Close program enrollment
 - Complete a Discharge
 - Close the Case
- 2. Follow instructions from **Track 1** above on page 1

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Track 3 - Client is entering Recovery Services after Tx completion

If a client is completing outpatient treatment services and is stepping down to Recovery Services, follow instructions below.

- 1. Upon ending treatment services
 - Complete billing
 - Close program enrollment
 - Complete a Discharge
 - Leave the Case Open
- 2. **Do not** complete Admission or Discharge
- 3. Complete Recovery Services Program Enrollment
- 4. Complete Diagnosis from Diagnosis Screen if different from treatment service
- 5. Complete ASAM
- 6. Complete Payor Group Enrollment/Benefit Plan if different from treatment service
- 7. Complete Encounters
- 8. Upon completion of Recovery services close case by going to Intake Screen
 - Date Closed = date completed Recovery Service
 - Closure Reason = Closed to Recovery Services
 - Click Save and Close
 - Click Finish

Track 4 – Client is admitted to Residential Tx Facility before Drug Court Facility

If a client is <u>first assessed for Residential Services</u>, the user will need to open an episode at the Drug Court Facility for <u>tracking purposes only</u> by following the special instructions below.

- 1. Complete a Client Profile (if one exists in the agency, review for accuracy and edit as necessary)
- 2. Open a new episode/intake by Completing a Contact Profile
 - Review for accuracy, click on Complete Review and then click Create Intake

Cont'd Track 4

- 3. Complete the Intake screen
 - 1st, 2nd, and 3rd Available TX Appt date and the 1st Accepted TX Appt = Leave Blank
 - The Intake will show "In Progress" status on the Activity List.
 - Save and Finish
- 4. Do Not complete a Payor Group Enrollment
- 5. Do Not complete an Admission or Discharge record
- 6. Do Not complete a Diagnosis
- 7. Do Not complete a Program Enrollment
- 8. Do Not complete any Encounters
- **9.** If the <u>client does not return</u> to the Drug Court facility close the case by going back to the intake screen
 - Date Closed = date the information is discovered the client is not returning
 - Closure Reason = Client left/or Referred Out
 - Click Save and Close
 - Click Finish

OR

10. If the client returns to the Drug Court facility to receive outpatient treatment services, close the case by going back to the intake screen

- Date Closed = date the client gets admitted to your program for treatment
- Closure Reason = Client left/or Referred Out)
- Click Save and Close
- Click Finish
- 11. After previous episode is closed
 - Open a new episode for Treatment Services as instructed in Track 1 above on page 1

Track 5 - Client transfers from Drug Court Facility to Residential Tx Facility

If a client is receiving outpatient services at the Drug Court Facility and is later assessed for Residential Treatment follow the instructions below.

- 1. Complete any outstanding billing
- 2. Close program enrollment
- 3. Complete a Discharge
- 4. Leave Case open for tracking purposes

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Cont'd Track 5

- 5. If the <u>client does not return</u> to the Drug Court facility close the case by going back to the intake screen
 - Date Closed = date the information is discovered the client is not returning
 - Closure Reason = Client left/or Referred Out
 - Click Save and Close
 - Click Finish

OR

- 6. If the client returns to the Drug Court facility to receive outpatient treatment services again, close the case by going back to the intake screen
 - Date Closed = date the client gets admitted to your program for treatment
 - Closure Reason = Client left/or Referred Out)
 - Click Save and Close
 - Click Finish
- 7. After previous episode is closed
 - Open a new episode for Treatment Services as instructed in Track 1 above on page 1