

## Substance Use Disorders

*Unless explicitly stated in other portions of the newsletter, only the information in this section will apply to SUD programs.*

### **BHS to Submit DMC-ODS Implementation Plan to DHCS**

- o On May 4, 2017, the Behavioral Health Advisory Board voted in support of submitting the Drug Medi-Cal Organized Delivery System Implementation Plan to DHCS.
- o The SUD QM unit is working on final revisions to the plan and will submit it by May 31, 2017.
- o Thank you to all the programs and stakeholders for your input and feedback as part of the planning process.
- o We look forward to continued collaboration and next steps in expanding SUD services throughout the County!

### **New Substance Use Disorder Provider Operations Handbook (SUDPOH) and Substance Use Disorder Uniform Record Manual (SUDURM) AVAILABLE:**

- o An updated version of the SUDPOH was sent out to programs via email on April 7, 2017.
- o An updated version of the SUDURM (aka "The Client File") was sent out to programs via email on April 24, 2017.
- o Additional Form-Fill SUDURM Forms were added recently after the email notification:
  - o Form Fills for Diagnosis Determination Note, Progress Notes, Weekly Progress Notes, and Discharge Summary.
- o A complete PDF of both manuals is available for download on the Optum website, as is a Summary of Changes to the SUDPOH and individual forms from the SUDURM. Go to: <https://www.optumsandiego.com>
  - o Select "County Staff & Providers" from the top left-hand side of the ribbon.
  - o From the drop down menu, select "Organizational Provider Public Documents."
  - o Select the "SUDPOH" tab (the first tab from the left) or the "SUDURM" tab (the second tab from the left).

### **Opportunities to Learn About Medication Assisted Treatment (MAT)**

- o There are currently two different opportunities for MAT education, each designed for different audiences.
- o The BHS Clinical Director's Office is pleased to offer a basic information session aimed at a non-clinical audience and specific to agency leaders (i.e. Board of Directors). To request this session for program leadership, email Betty Milton at [Bertha.Milton@sdcounty.ca.gov](mailto:Bertha.Milton@sdcounty.ca.gov) and include general guidance as to objectives and questions to be answered, so the session will be tailored to your agency's needs.
- o The other opportunity is for direct line staff and others interested in learning more about MAT. It is through BHETA, and it's a one-hour recorded webinar session.
  - o To access the BHETA webinar, create an account (if you don't have one) or sign in to their Learning Management System (LMS) via this website: <https://theacademy.sdsu.edu/online-training/>.
  - o Once logged in, go to the "search icon" (the "magnifying glass") and type "MAT"
  - o You'll see a series of results. Go to the one under "Activity" – it's the only MAT activity listed.
  - o There is a down arrow on the right side of the "Select" button – click that and select the "Register" option.
  - o For additional assistance contact the BHETA Help Desk at [BHETA@mail.sdsu.edu](mailto:BHETA@mail.sdsu.edu).

### **Important SanWITS Reminders**

- o Sharing logins is prohibited; each SanWITS user must have their own login.
- o SanWITS is a web based application that can be accessed from outside the facility. Remember to lock staff access as their employment is terminated.
- o Run the Unfinished Client Activity Report in SanWITS to identify records left in progress. Unfinished records will not be sent to the state.

### **Client records, over 5 years old, that have not been completed or have errors, need special attention**

- o Notify the ADS help desk at [ADS\\_Data.HHSA@sdcounty.ca.gov](mailto:ADS_Data.HHSA@sdcounty.ca.gov) before attempting to correct or close these records.

### **Closing client cases**

- o If the client's episode is completed, remember to close the case after discharging the client.
- o Any open cases will continue to be reported on the State's Open Admission Report.

# SUD Substance Use Disorders

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## **Funding Changes in SanWITS**

- o Do not discharge clients due to funding changes.
- o Clients should be discharged at the end of treatment or when the modality/service changes.
- o Generally an Admission record should not be updated to reflect a change in funding
  - o Exception would be if a client is admitted as non Medi-Cal and then becomes a Medi-Cal beneficiary, the Admission record should be changed to reflect Medi-Cal billable under the health section, and then resubmitted along with a Payor Group Enrollment.
- o If you are uncertain, notify the ADS help desk with any questions.

## **Discharge Status**

- o "NO TREATMENT RECEIVED" is not an acceptable option as the data will not be sent to CalOMS.

## **SanWITS and SSRS Trainings**

- o Monthly trainings are offered for both SanWITS and SSRS Reporting.
- o Contact the ADS help desk at [ADS\\_Data.HHSA@sdcouty.ca.gov](mailto:ADS_Data.HHSA@sdcouty.ca.gov) to schedule trainings for new hires, refreshers, and basic and advanced SSRS reporting.

## **DMC Certified Program Reminder: Completion of Medi-Cal Supplemental Changes Form**

- o A reminder to DMC certified programs: DHCS requires a "Medi-Cal Supplemental Changes Form" (form DHCS 6209 -Rev. 10/16) be completed when there are any changes to previously submitted provider information and documentation.
- o This includes changes (ex. new hire, termination) for any direct service provider staff (counselors, licensed therapist, non-physician medical practitioners providing counseling services, or other physicians making medical necessity determinations).
- o The notification to DHCS needs to be made within 35 days of the change or program risks decertification by DHCS.
- o The form can be found at this link: [http://files.medi-cal.ca.gov/pubsdoco/Publications/masters-other/provappsenroll/10enrollment\\_DHCS6209.pdf](http://files.medi-cal.ca.gov/pubsdoco/Publications/masters-other/provappsenroll/10enrollment_DHCS6209.pdf)

**Is this information filtering down to your staff?**

**Please share UTTM with your staff and keep them *Up to the Minute!***

## **KNOWLEDGE SHARING**

### **New Progress Note Implementation**

- o The implementation "GO LIVE" date for the new progress note enhancement is October 1, 2017.
- o Webinar and tip sheets will be available for training staff prior to "go live".
- o On site, in person training will be offered to two staff from each program to provide technical assistance back at the program.
- o Ongoing communications will be provided in the future.

### **CCBH assessments**

- o The Medication MEW which is still found in a few assessment types, including the Psychiatric Assessment, will soon be removed from the remaining assessments. All medications, including over the counter and herbal/dietary supplements should be entered via the doctor's home page (DHP) or the New Pre-existing Medications button on the clinician's homepage (CHP) to ensure all meds will go through a multum data base which will check for contraindications. Additionally, all medications will then appear on the DHP and the CHP Medications pane.
- o The Vital Signs Assessment will be deactivated. This is currently not being used. All vital sign information should be entered by medical staff via the Medical Conditions Review via the CHP or DHP.

### Medication Only Client Plan

- o The medication only client plan has been modified to include only one objective "Understand Need for Medication."
- o This update will make it easier for programs completing the medication only client plans

### CFARS Update in CCBH

- o The CFARS has been updated in CCBH so that all 35 questions will clear upon import.
- o Additionally, the signature lines have been removed and signatures have been set up per the Assessment Credential Grid as identified by QM.

### CCBH Client Plan and Progress Note (CPPN) Training

- o CPPN training has steadily become more efficient. The focus of the training has shifted to learning the system, as opposed to both the system and the documentation.
- o The content has adjusted to only cover applicable client plan-type folders and routine planned interventions.
- o As a result, we are pleased to announce that effective June 2017, the two-day CPPN training will be reduced to one day!

### Pathways to Wellbeing (PWB) Update

- o The Pathways to Well-Being bulletin announcing the updated Progress Summary and Action Plan form along with the Explanation form, was e-mailed to providers on March 14th. This form is now available as a form fill on the BHETA website.
- o The Pathways to Well-Being bulletin announcing the revised Progress Report to Child Welfare Services form along with the Explanation form was e-mailed to providers on April 14th. This form is also now available as a form fill on the BHETA website.
  - o Please note that the Progress Report to Child Welfare Services form must be forwarded in a secure manner to Child Welfare Services (CWS) Health and Education Passport (HEP) Office Assistant (OA) (see secure region fax #s on form). This form will no longer be sent to the CWS Protective Services Worker (PSW).
- o All Pathways to Well-Being bulletins, forms and explanations can be found at <https://theacademy.sdsu.edu/programs/bheta/pathways/>

### Optum Organizational Provider Public Documents

#### SUDURM:

- o Each individual form
- o The entire manual

#### Beneficiary:

- o Beneficiary Packet Materials Order Form

#### Forms:

- o BHS Serious Incident Report
- o BHS Serious Incident Report of Findings

#### OPOH:

- o Section D - Providing Specialty Mental Health Services

### CCBH (formerly Anasazi) Secure Documents

#### Manuals:

- o View Only Packet
- o Service Entry Resource Packet
- o Scheduler Resource Packet
- o Pre-Intake Resource Packet
- o Doctor's Homepage Resource Packet

## TRAINING and EVENTS

### Quality Improvement Partners (QIP) Meeting

- o Focuses on systems integration, continuous quality improvement, and problem solving issues and trends in our system of care.
- o Meeting should be attended by program managers or their designee. Legal entities are also welcome to send a Quality Improvement representative.
- o Meeting is held on the 4th Tuesday of the month from 2:30-4:30 p.m. Next meeting is May 23, 2017.
- o Look for an email reminder (that includes a call-in number for a teleconferencing option).
- o Location: 3851 Rosecrans St., San Diego, CA 92110.

### Annual QM Updates

- o Save the Date for Tuesday, July 11, 2017.

Now You're Up to the Minute



Is this information filtering down to your clinical and administrative staff?

Please share UTTM with your staff and keep them *Up to the Minute!*

Send all personnel contact updates to [QIMatters.hsa@sdcounty.ca.gov](mailto:QIMatters.hsa@sdcounty.ca.gov)