

Data Entry Standards have been established for SanWITS and align with the County of San Diego Behavioral Health Services Substance Use Disorder Uniform Records Manual (SUDURM) standards.

Records	Residential	Outpatient & OTP
Client Profile	Within 24 hours of contact date	Within 7 days of contact date
Contact Screen (for timely access reporting)	Within 24 hours of contact date	Within 7 days of contact date
CalOMS Admissions	Within 24 hours of admit	Within 7 days of admit
Planned CalOMS Discharges	Within 24 hours of discharge	Within 7 days of discharge
Unplanned CalOMS Discharges	Within 24 hours of discharge (after bed is no longer held)	Within 37 days after client's last contact
CalOMS Annual Updates	N/A	Between the 10 <sup>th</sup> and 11 <sup>th</sup> month from date of admission or last annual update (note: there is an annual update alert in SanWITS)
Encounters for Services	Residential Bed Day Within 24 hours of service Case Management Within 7 days Recovery Service Within 7 days	Within 7 days of service <b>Exception:</b> OTP consecutive methadone dosing is within 7 days of the end date on the encounter. All doses must be within the same month for the claim.