

SanWITS Tip Sheet - NON-BHS Contracted Clients Program Enrollment

Effective 8/1/19, a Program Enrollment MUST be entered for NON-BHS Contracted Clients

-Do not complete Payor Group Enrollment nor Encounters for NON-BHS Contracted Clients.

For New Non BHS Contracted Clients follow steps 1-5; For existing Non BHS Contracted Clients follow step 5

1. Complete a client profile (if one exists in the agency, review for accuracy and edit as necessary)
2. Complete a contact screen
 - o Complete required fields as appropriate, click on Complete review, then click Create Intake
3. Complete the Intake screen
4. Complete a CalOMS Admission – this record is meant to reflect the status of the client upon admission and does not get changed due to the client’s status changing
 - o Special Population Program = “Non BHS Contract”
5. Complete the “Non BHS Contracted Client” Program enrollment
 - o Start date = Admission date
 - o Perinatal = Should be **ALWAYS be NO** for Non BHS Clients
 - o Save and Finish

Program Enrollment Profile

Facility: Main Facility

Program Name: Non BHS Contracted Client

Program Staff: Rodriguez, Lourdes

Start Date: 8/1/2019

End Date: [Calendar Icon]

PS Court Phase: [Dropdown]

Perinatal: [Dropdown Menu Open: Yes, No]

Termination Reason: [Text Field]

Notes: [Text Area]

Administrative Actions

Buttons: Cancel, Save, Finish

Important Note:

If an existing Non BHS Contracted Client becomes a BHS contracted client (DMC or County Billable), you will need to End Date the Non BHS Contracted Client Program Enrollment and SAVE. Then, on the same episode you will enter a new Program Enrollment for the client’s specific ODS LOC.

If an existing BHS Contracted Client becomes a NON-BHS Contracted Client and is still receiving treatment you will need to end date the ODS LOC Program Enrollment and SAVE. Then, on the same episode you will enter a new NON BHS Contracted Client program Enrollment. DO NOT complete a Discharge until the client completes the specific Tx or leaves the Tx.