SanWITS Training and Documentation Guidance

This document outlines how to navigate the use of SanWITS for new hires and current SanWITS users after training ceases on July 17, 2024, and before the SmartCare go-live in September 2024. If you have any questions, please email QIMatters.hhsa@sdcounty.ca.gov.

SanWITS Training

SanWITS training will end on or before July 17, 2024. **The table below summarizes program actions for both new hires and current employees after July 17, 2024.**

WHO	START	STOP	CONTINUE
For New Hires	Using the forms available on the SUDURM tab on the DMC-ODS page of the Optum website for any forms used in SanWITS. • Data entry is still required in SanWITS, the current service note templates must continue to be used. New hires will be registered with Read Only accounts which will allow program Administrative staff to enter services.	Attending SanWITS training; it is no longer required for onboarding.	Training new hires on paper until SmartCare go-live if your program is currently using paper for documentation. Using Administrative staff to enter all information required for client profile, contact forms, Intake, CalOMS, benefit plans, services, billing, ASAM results for state reporting. • BHS will have the ability to offer trainings to programs who have a staffing issue with no other viable options for data entry at their program.
For Current SanWITS Users	N/A	N/A	Using SanWITS as you do now until the SmartCare go-live. This includes entering all information required for CalOMS, ASAM reporting, and billing, such as client profile, payor group enrollment, encounters, and diagnosis. Documenting on paper until SmartCare go-live if your program is currently using paper for documentation.

For more information, go to OptumSanDiego.com and click on the SmartCare tab on the DMC-ODS Provider Documents page for the SUD SOC.