

## **SUD Waiver Transition for Residential Providers (ASAM Level 3.5 and 3.1) Episode Closing, & CalOMS Reporting Instructions**

Effective July 1, 2018 BHCS is transitioning SUD Providers to the DMC/ODS Waiver. Residential providers who are DMC certified for residential services will open all new beneficiaries entering residential facilities on or after 7/01/18 in new Reporting Units (RUs) configured for DMC-ODS billing. New clients will be subject to the prior authorization process for residential.

Existing clients who were opened in residential reporting units prior to 07/01/18 may remain in the existing RU until BHCS assigns a transition date or up to no later than 10/1/18<sup>1</sup>, after which time the client must be transferred into the new DMC-ODS RU if the client needs further residential treatment. Transitioning clients will be subject to the prior authorization process for residential. For transitioning clients, providers must close episodes in the current Reporting Units, and open in new RU according to process outlined below. Important Note: New Reporting Units (RUs) may only be used by awarded providers that are DMC site certified in the level of care for which the services are being performed.

- **Prior to the DMC/ODS Waiver Transition**, Providers must complete the following tasks to meet the State CalOMS requirements to prevent high volume of CalOMS errors after the transition period begins:
  1. Review the monthly **ANNUAL\_UPDATE\_DUE\_PSP119B** report. If the PSP119B Annual report identifies an Annual update is due, *complete the Annual update prior to discharging the client.*
    - a. Attached is a supporting **CalOMS Annual Update Data Collection** document.
    - b. To meet the CalOMS requirements, complete the attached **Client Annual Episode Update data entry form**. Use the form to complete data entry for the InSyst Episode Annual update.
  2. Review the monthly **ABSENCE\_OF\_SERVICE\_PSP119** report and discharge clients that are no longer receiving services.
    - a. Use the attached **Discharge Codes –California Outcome Measurements (CalOMS)** document from the ACBHCS Quality Assurance Department, dated 11/20/2017, to determine if the InSyst Episode closing is a Standard Episode Closing or Administrative Closing.
    - b. Complete the appropriate **Client Episode Closing Data Entry Form**, Standard or Administrative attached. Use the form to complete data entry for the InSyst Episode closing.
    - c. Use the attached **CalOMS Discharge Codes** document to determine what InSyst Episode closing screen to be used.
    - d. InSyst Episode closing *detailed instructions* can be found in the SUD InSyst Mini Manual located on the BHCS Provider website using the following URL: <http://www.acbhcs.org/providers>
- **During the DMC/ODS Waiver transition** period, Residential Providers will be responsible for completing the following tasks per the status (1,2) listed below:

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<sup>1</sup> Date may be earlier than 10/1/18 if directed by BHCS.

## 1. Existing Provider DMC site certified for Residential Services

**Step A** = All new clients opened on or after 7/01/18 must be opened in the new RU, and are subject to the prior authorization process. Existing clients who were opened prior to 7/01/18 may remain in the existing RU until BHCS assigns a transition date or until 10-01-18 (at the latest), at which time they must be transferred into the new DMC-ODS RUs, upon authorization approval.

**Step B** = For all new client admissions, request authorization from BHCS on the first day of intake.

**Step C** = For transitioning clients (still being served in old RUs), request authorization from BHCS prior to opening them in the new DMC-ODS RUs in need of further residential services. BHCS may assign transition dates during this 3-month time period (July – September) if there are large amounts of clients who need to be transitioned.

**Step D** = For existing clients authorized to transition to DMC-ODS, open client in new RU. When opening in new RU, a new episode must also be open for the client, along with a new intake, assessment and client plan. Use the new procedure codes.

**Step E** = For all residential clients, an ASAM re-assessment must be completed every 30 days from the date of the opening episode.

## 2. Existing Provider not yet DMC site certified for Residential

**Step A** = Continue to serve clients in existing RU until the site is DMC certified. All awarded providers must be DMC site certified prior to 10/1/18. Once you receive certification, immediately contact your Contract Manager, Rieko Nishimura ([rieko.nishimura2@acgove.org](mailto:rieko.nishimura2@acgove.org)), and Nathan Hobbs ([Nathan.hobbs2@acgov.org](mailto:Nathan.hobbs2@acgov.org)) and send documentation of the certification.

**Step B** = Upon clearance date given by BHCS, follow process #1 above for Step B and C.

Providers must complete the following tasks to meet the State CalOMS requirements before the transition period ends:

3. Review the monthly **ANNUAL\_UPDATE\_DUE\_PSP119B** report. If the PSP119B Annual report identifies an Annual update is due, *complete the Annual update prior to discharging the client.*
  - a. Attached is a supporting **CalOMS Annual Update Data Collection** document.
  - b. To meet the CalOMS requirements, complete the attached **Client Annual Episode Update data entry form**. Use the form to complete data entry for the InSyst Episode Annual update.
4. Run a PSP121 report. Discharge clients using the appropriate discharge code and InSyst discharge screen.
  - a. Use the attached **Discharge Codes –California Outcome Measurements (CalOMS)** document from the ACBHCS Quality Assurance Department, dated 11-20-2017, to determine if the InSyst Episode closing is a Standard Episode Closing or an Administrative Closing.
  - b. Complete the appropriate **Client Episode Closing Data Entry Form**, Standard or Administrative attached. Use the form to complete data entry for the InSyst Episode closing.
  - c. Use the attached **CalOMS Discharge Codes** document to determine what InSyst Episode closing screen to be used.
  - d. InSyst Episode closing *detailed instructions* can be found in the SUD InSyst Mini Manual located on the BHCS Provider website using the following URL: <http://www.acbhcs.org/providers>