

SUD Waiver Transition for Outpatient & Intensive Outpatient (ASAM 1.0 and 2.1) Episode Closing, & CalOMS Reporting Instructions

Effective July 1, 2018, BHCS is transitioning SUD Providers to the DMC/ODS Waiver and will require most providers transitioning into the new DMC-ODS to close episodes for clients in their current Reporting Units. BHCS is implementing new billing processes to meet the DMC/ODS Waiver guidelines, requiring new Reporting Units for Providers participating in the Waiver. 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, Providers will be responsible for completing the following tasks per the *award status* listed below:
 1. **Existing Provider gets new award & is DMC site certified for Outpatient/IOS**

Step A = All <u>new</u> clients opened on or after 07/01/18 must be opened in the new DMC-ODS RU. Existing clients who were opened prior to 07/01/18 may remain in the existing RU but must transition to the DMC-ODS RU according to provider-specific schedule or until 09/01/18.
Step B = When opening client in the new RU, a new episode must also be opened for the client, along with a new intake, assessment and client plan within 30 days of Episode Opening Date (EOD). Use new DMC-ODS procedure codes.

Step C = If an existing Provider (*without an award*) is to transition clients to an existing Provider with an award, then the transition may happen over a 3 month period (or earlier if directed by BHCS). At the first session with the new Provider, new Provider opens client using a new Episode Opening Date in new RU, & using new DMC-ODS procedure codes. A new assessment and treatment plan must be completed within 30 days of EOD.

2. **Existing Provider gets new award & is not yet DMC site certified for Outpatient/IOS**

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 10/01/18. Once you receive certification, immediately contact BHCS/SUD Contract Manager. Copy Rieko Nishimura (rieko.nishimura2@acgov.org, and Nathan Hobbs (nathan.hobbs2@acgov.org) and send documentation of the certification via email to all three people.

Step B = Upon clearance date from BHCS, open existing clients according to process outlined in Step 1 A. When opening in new RU, a new episode must also be opened for the client, along with a new intake, assessment and client plan within 30 days of (EOD). Use new DMC-ODS procedure codes.

Step C = For all intensive outpatient clients, an ASAM re-assessment must be completed every **60 days** from the date of the opening episode. For all outpatient clients, an ASAM re-assessment must be completed every **90 days** from the date of the opening episode.

3. **Existing Provider will not get award:**

Funding for the Provider will continue after 07/01/18 for services up to 3 months while transitioning the clients to the new Provider. The Provider will continue to enter services into the existing RU and bill as usual until 09/30/18 or until a point that BHCS instructs the Provider to complete.

Providers that receive an award and Providers that are not awarded (as noted above) 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>