



Bulletin ID: 122

Bulletin Title: DATA WITS Discharge Definitions and Expectations

1. **Purpose.** Providers shall record substance use disorder (SUD) discharge data in the District Automated Treatment Accounting System (DATA WITS) to support the Department's ability to track and analyze system data and outcomes. The Department expects providers to complete discharge information in DATA WITS within seven (7) days of discharge/transfer. This bulletin provides additional guidance and expectations around processing discharges that will help increase provider compliance in this area and allow for system discharge data and outcome analysis. It also includes instructions on how to discharge a client, without closing the case, in order to continue to enter encounters and release to billing.
2. **Applicability.** All SUD providers in the District using DATA WITS
3. **Contact Person.** Terri Spencer, LPC, Specialty Care Director
4. **Definitions.**
 - (1) **Admission:** Initial entry into an SUD treatment or recovery support services (RSS) program after completion of an initial diagnostic assessment and a determination that an individual is eligible for the program.
 - (2) **Completion of Treatment:** Completion of all planned substance use treatment for the current treatment episode. If the client completes treatment and is discharged from the agency, Treatment Episode Data Set (TEDS) and National Outcomes Measures (NOMS) are reported prior to closing out the episode. If the client completes treatment and is stepped down to another level of care within the same agency, then TEDS and NOMS data need not be reported until the client is discharged **and** the episode is closed out (Exhibit 1).
 - (3) **Discharge:** The time when a client's active involvement with a provider is terminated.
 - (4) **Discharge Reason:** The explanation for an individual leaving treatment (Table 1). Discharge reasons are reported to SAMHSA via TEDS and NOMS.
 - (5) **Disenrollment:** Exit from a specific program or level of care. A client can have multiple disenrollments that reflect transitions between levels of care.
 - (6) **Episode:** The span from admission to discharge, including step ups and step downs at the same provider.

- (7) Enrollment: Entrance to a specific level of care/program. A client can have multiple enrollments that reflect transitions between levels of care.
- (8) Program: An SUD treatment or RSS program certified by the Department at a specific level of care to provide SUD treatment or RSS.
- (9) Provider: An entity certified by the Department to provide either SUD treatment or RSS or both. A single provider may operate multiple programs.

Table 1. Discharge Reasons, Definitions, and Codes

Discharge Reason	Definition	Code
Client completed treatment. No additional SUD services needed.	Client has completed their comprehensive treatment or recovery plan or program. No additional treatment or recovery services recommended.	01
Client completed treatment. Declined referrals.	Client who has completed the program but declined further recommended treatment or recovery services.	01
Client dropped out of treatment	Client chose not to complete treatment program, with or without specific advice to continue treatment. Includes clients who drop out of treatment for unknown reasons, clients with whom contact is lost, clients who fail to return from leave ("AWOL"), and clients who have not received treatment for ninety (90) days and are discharged for administrative purposes.	02
Program decision to discharge client for non-compliance with program rules	When a client's services are terminated by the provider due to violation of federal, local and/or program rules (for example, assault, harassment, or possession of weapons) prior to completion of treatment.	03
Client is referred for continued SUD services	Client may or may not have completed level of care, but is referred for continued substance use disorder services.	04
Client is incarcerated	Client can no longer continue treatment because of incarceration.	05
Client died	Client can no longer continue treatment because of death.	06

5. Bulletin.

DBH Discharge Expectations

District of Columbia Municipal Regulations (DCMR) Title 22, Health, Subtitle A, Mental Health, Chapter 63: "Certification Standards for Substance Use Disorder Treatment and

Recovery Providers,” requires providers to document client discharges. Specifically, “all client records shall include...Discharge summary and aftercare plan.”

Discharges, transfers, and appropriate referrals are a vital part of the District’s service delivery system and it is the Department’s expectation that these happen timely and as clinically appropriate. The Department expects all providers to make clinically appropriate referrals, transfers, and discharges necessary to support clients in their treatment and recovery processes. The Department expects that clients are referred to outside providers as clinically appropriate and the referrals and recommendations should be documented in the clinical record, even if the client may choose not to accept the referral at that time. The Department expects providers to identify an appropriate discharge reason for every referral/transfer and choose the option that best fits the client’s situation.

The Department expects providers to complete discharge information in DATA WITS within seven (7) days of discharge/transfer.

Billing Post-Discharge

If the provider has outstanding billing, the discharge can be completed per the step by step instructions provided in Exhibit 1. The provider should select “no” when the screen pops up prompting “Discharge” and close the episode. This will discharge the client but leave the episode open, allow TEDS/NOMS to be reported in a timely manner, and allow billing to still be released as long as there is an active authorization in place. Once the billing is complete, then the episode should be closed.

6. **Related Bulletins/Policies/Regulations.** DCMR Title 22, Health, Subtitle A, Mental Health, Chapter 63: Certification Standards for Substance Use Disorder Treatment and Recovery Providers
7. **Exhibits.**

Exhibit 1: How to Discharge a Client and Leave the Case Open

Approved By:

Barbara J. Bazron, Ph.D.
Director, DBH

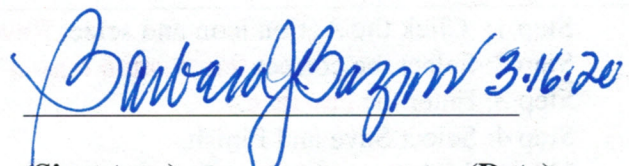
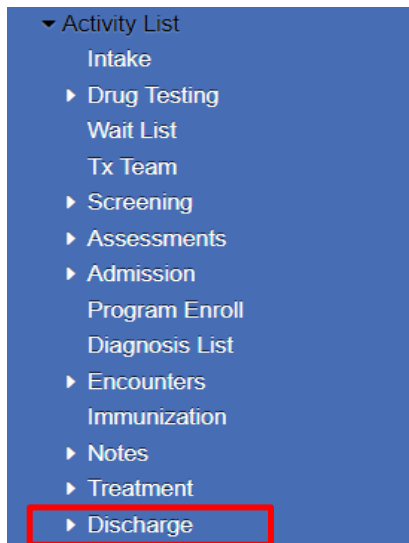

(Signature) (Date)

Exhibit 1. How to Discharge a Client and Leave the Case Open

Purpose: To discharge a client without closing the case in order to continue to enter encounters and release to billing.

1. Select Discharge from the Menu.



2. The Program Enrollment screen will display. You must dis-enroll your client from the current program.

A screenshot of the 'Program Enrollment' screen. At the top, a light blue banner contains a message: 'Client is still enrolled in one or more programs so cannot be discharged. Please update Program Enrollment(s)'. Below this, the 'Program Enrollment' section has input fields for 'Program Name', 'Modality', 'Facility', 'From' date (3/7/2018), and 'To' date (3/7/2019). There are 'Clear' and 'Go' buttons. Below this is the 'Program Enrollment List' table. The table has columns: Actions, Program Name, Start Date, End Date, Facility, and Notes. The first row shows 'S A Richardson Agency' with a start date of '2/26/2019' and facility 'SAR Agency'. An action menu for this row shows 'Review' and 'Delete' buttons. There is an 'Add Enrollment' button at the top right and a 'Finish' button at the bottom right.

Step 1: Click the Action icon and select **Review**.

Step 2: Select the correct **termination reason** from the drop down list.

Step 3: Enter the **end date**.

Step 4: Select Save and Finish.

*Note: Make sure the Start Date is consistent with the Admission date.



Program Enrollment Profile

Facility: SAR Agency Days on Wait List:

Program Name: S.A Richardson Agency Start Date: 2/26/2019

Program Staff: Train, SAR2 End Date:

Termination Reason:

Notes:

- 1-Completed Treatment, No Substance Use
- 2-Completed Treatment, Some Substance Use
- 3-Transfer to CDS Program Within Agency for Continued Services
- 4-Transfer to Non-CDS Program Within Agency for Continued Services
- 5-Referred Outside Agency for Continued Services
- 6-Program Decision to Discharge Client for Non-Compliance with Program Rules
- 7-Client Left Before Completing Treatment
- 8-Incarcerated
- 9-Died

Cancel Save Finish

Your client is now dis-enrolled from the program.

Program Enrollment List Add Enrollment

Actions	Program Name	Start Date	End Date	Facility	Notes
	S.A Richardson Agency	2/27/2019	3/7/2019	SAR Agency	

Finish

****STOP**** Complete the Discharge once you have released your Encounters to Billing

3. Click on **Discharge** to be taken to the **Discharge Profile**.

Discharge Profile

Discharged: 3/7/2019 Date of Last Contact: 03/07/2019

Discharge Staff: Williams, James Discharge Referral:

Reason:

Disposition:

of times the client attendance at AA, N: 03-4-7 times in past 90 days

ASAM Criteria:

1 - Acute Intoxication

Comments:

- 1-Completed Treatment, No Substance Use
- 2-Completed Treatment, Some Substance Use
- 3-Transfer to CDS Program Within Agency for Continued Services
- 4-Transfer to Non-CDS Program Within Agency for Continued Services
- 5-Referred Outside Agency for Continued Services
- 6-Program Decision to Discharge Client for Non-Compliance with Program Rules
- 7-Client Left Before Completing Treatment
- 8-Incarcerated
- 9-Died

- Step 1: The Discharge date will default to the current date.
- Step 2: Select the **Discharge Staff** from the drop down box.
- Step 3: Enter the **Date of Last Contact**.
- Step 4: Enter the discharge **Reason** from the discharge drop down.
- Step 5: Enter the number of times the client has attended a self-help program.

4. Complete the **ASAM Criteria**.

ASAM Criteria			
Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential			
At Intake	1		
At Discharge			
2 - Biomedical Conditions and Complications			
At Intake	1		
At Discharge			
3 - Emotional, Behavioral, or Cognitive Conditions and Complications			
At Intake	1		
At Discharge			
4 - Readiness to Change			
At Intake	1		
At Discharge			
5 - Relapse, Continued Use, or Continued Problem Potential			
At Intake	1	1.0	
At Discharge			
6 - Recovery / Living Environment			
At Intake	1	1.0	
At Discharge			

Cancel
Save
Finish
»

5. Enter **Legal History**.

Discharge

Legal History

Legal Status

180 Day Commitment
30 Day Commitment
90 Day Commitment

>
<

Selected Legal Status

of Arrests in Lifetime

of arrests in last 30 days or since admission, whichever is less

Cancel

Save

Finish

<<

>>

6. Enter **Status Changes Since Admission**.

Discharge

Status Changes Since Admission

Status At Admission

Pregnant

Not Applicable

Relationship Status

Never Married

Living Arrangement

Homeless

Employment Status

Not in Labor Force - Unknown

County of Residence

DC Ward 5

Status At Discharge

Pregnant

Relationship Status

Living Arrangement

Dependent Living

Employment Status

Part Time

County of Residence

Cancel

Save

Finish

<<

>>

7. Enter **Substance Abuse**.

Substance Abuse				
Rank	Substance	Severity	Frequency	Method
Primary:	20-Other	Not a Problem	01-No use in the pa...	02-Smoking
Secondary:	01-None	N/A	96-N/A	96-N/A
Tertiary:	01-None	N/A	96-N/A	96-N/A

Was Methadone Maintenance Part of TX ☐

Discharge Parameters

Discharge Status: Treatment ☐

Post-Discharge Case Management ☐ # of Days

Prognosis ☐

Was a family member involved ☐

Was MH Service Received ☐

Was Concerned Person Involved ☐

Psychiatric Follow-up

Codependent/Collateral ☐

8. Enter **Tobacco/Nicotine**.

Tobacco / Nicotine	
Have you ever used Tobacco/Nicotine products?	<input type="checkbox"/>
Smoker Status	<input type="text"/>
At what age did you first use tobacco/nicotine product(s)?	<input type="text"/>
In the past 30 days, what tobacco/nicotine product did you use most frequently?	<input type="text"/>
Other (Please Describe)	<input type="text"/>
In the past 30 days, how often did you use tobacco/nicotine product(s)?	<input type="text"/>
In the past 30 days, how many cigarettes did you smoke per week?	<input type="text"/>

9. Review the Treatment Summary and add Recommendation (if applicable).

Discharge

Treatment Summary

Presenting Problem (In Client's Own Words): in the clients words.

Strengths, Abilities, Needs, and Preferences of Person Served - Client Statement Regarding Progress

Program Enrollment

Program Name	Start Date	End Date	Facility	Notes
S.A Richardson Agency	2/27/2019	3/13/2019	SAR Agency	

Services Rendered

Service	# of Sessions

Recommendations

Cancel Save Finish « »

10. Enter additional Diagnosis (if applicable). Select **Finish**.

Client Diagnosis
Edit Diagnosis

Primary F12.10-Cannabis abuse, uncomplicated(ICD)

Secondary

Tertiary

Effective Date 3/13/2019 Time 10:08 AM

Expiration Date Time

Diagnosing Clinician

GAF Score

	Code	Description	Comments	Principal
Behavioral Diagnosis	F12.10	Cannabis abuse, uncomplicated		Yes
Medical Diagnosis				
Psychosocial Diagnosis				

Display Admission Diagnosis

Cancel Save Finish «

Actions

11. You will receive the below question. Select **"No"** (If you select "Yes," you will discharge your client).









Client is discharged. Do you want to close this case also?

Yes No

12. Once you have completed entering encounters and billing, you will need to close the case.

Step 1: Select the **Client Activity List** from the menu under **Client Profile**.

Step 2: Select Intake Transaction

Client Activity List	
Actions	Activity
	Client Information (Profile)
	Consent (APRA Intake Agency)
	Intake Transaction
	Admission
	Client Program Enrollment (S.A Richardson Agency)
	Drug Test Result Summary
	TAP Assessment (Follow-up)
	Treatment Plan (Initial)
	Discharge
	Diagnosis Summary

Step 3: On the Intake Case Information, enter the **Date Closed** and **Click Save & Close the Case**.

Intake Case Information	
Intake Facility	SAR Agency
Intake Staff	Train, SAR10
Initial Contact	Other
Residence	DC Ward 5
Source of Referral	Individual (includes family, friend or self-...)
Referral Contact	<input type="text"/> Add Collateral Contact
Case #	1
Case Status	Open Active
Initial Contact Date	<input type="text"/>
Intake Date	2/26/2019
Pregnant	Not Applicable
Due Date	<input type="text"/>
Prenatal Treatment	<input type="text"/>
HIV Positive	No
Injection Drug User	No
Problem Area	<input type="text"/>
Presenting Problem (In Client's Own Words)	in the clients words.
Special Initiative	<div> <div> Acquired Brain Disorders Adult with Organic Disorder w/o SED Adult with Severe and Persistent Mental Illness Adult with Severe Emotional Disturbance </div> <div> > < </div> </div>
Special Initiative Selected	<input type="text"/>
Date Closed	03/13/2019 Save & Close the Case
<div> <div>Cancel</div> <div>Save</div> <div>Finish</div> </div>	

***Once the case is closed, the screen will grey out. Select Finish and your client is now fully discharged.

Intake Case Information	
Intake Facility	SAR Agency
Intake Staff	Train, SAR10
Initial Contact	Other
Residence	DC Ward 5
Source of Referral	Individual (includes family, friend or self-referra
Referral Contact	<input type="text"/>
Case #	1
Case Status	Closed
Initial Contact Date	<input type="text"/>
Intake Date	2/26/2019
Pregnant	Not Applicable
Due Date	<input type="text"/>
Prenatal Treatment	<input type="text"/>
HIV Positive	No
Injection Drug User	No
Problem Area	<input type="text"/>
Presenting Problem (In Client's Own Words)	in the clients words.
Special Initiative	<div> <div> Acquired Brain Disorders Adult with Organic Disorder w/o SED Adult with Severe and Persistent Mental Illness Adult with Severe Emotional Disturbance </div> <div> > < </div> </div>
Special Initiative Selected	<input type="text"/>
Date Closed	3/13/2019 Re-Open Case
<div> <div>Finish</div> </div>	