

Category: Behavioral Health AA/AC/Clinical Staff/HIT	Subject: Special Populations Maintenance County of San Luis Obispo: Behavioral Health Department
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Behavioral Health (all) – Pages 1 – 14
Drug & Alcohol – Pages 15 - 28

SPECIAL POPULATIONS MAINTENANCE

For Mental Health the Health Information Technician (HIT) will maintain the Special Populations (Client) list page. For Drug and Alcohol Services the Behavioral Health Substance Use Administrative Assistants (AA), HITs, Clinical Staff, and the Operations Team who conduct the collection and management of client information. Please be sure you are selecting the correct Special Populations list when entering and maintaining it as there is a general Special Populations for all Behavioral Health and a Special Population list for SUD clients (for populations that should be CDAG protected).

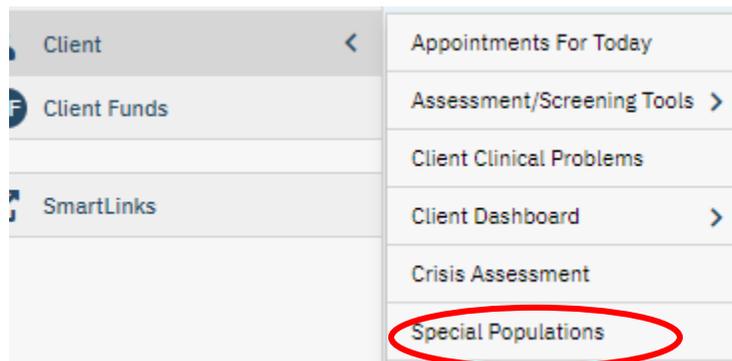


SPECIAL POPULATION- BEHAVIORAL HEALTH (all)

Foster Care

Opening

1. Foster Care Special Population will be opened at intake for all clients in foster care. You can also add if a client goes into foster care while receiving services, in these instances use either the court document date or the date notified.
2. With Client selected, either search “Special Populations (Client)” or select from menu.



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- This will bring you to the Special Populations List Page

Special Populations LP (1)

Filter: Apply Filter

Special Population	Start Date	End Date
Katie A - ICC/IHBS	06/24/2022	

for the client. If they have any open Special Populations it will show here. Create an entry by selecting the new icon in the top right corner.



- Select foster care from the drop down menu and add start date. Note any information in the comments box, for example “intake”.

Special Populations

Special Population Type: Start Date: End Date:

Comments:

- Select Save in the upper right corner and exit screen.
- Your entry will now show on the list page.

Special Population	Start Date
Katie A - ICC/IHBS	06/24/2022
Foster Care	04/13/2022

Closing Foster Care

- We will close the Foster Care Special Population when a client closes, when a client leaves foster care to return to parent, when a client is adopted, or a client is in a CWS placement that is not foster care; Short-Term Residential Treatment Program (STRTP), Coastal Valley Academy (CVA), or Transitional housing placement program (THPP).
- With Client selected, either search “Special Populations (Client)” or select from menu.

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- This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

Special Population	Start Date
Katie A - ICC/IHBS	04/25/2023
Foster Care	04/25/2023
ICC/IHBS	05/15/2023

- Select Foster Care
- In the Foster Care Screen add the end date and comment reason for closing.

Special Population Type: Start Date End Date

Comments:

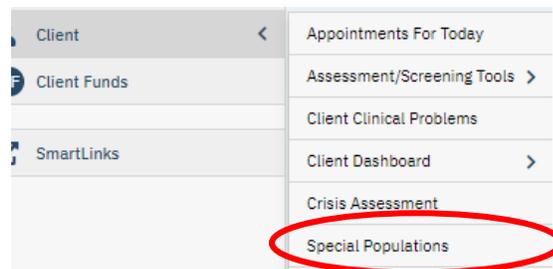
- Select Save in the upper right corner and exit screen.

Family Maintenance (FM/VFM)

Family Maintenance FM is an open CWS case after a client has been returned to parent from foster care. Voluntary Family Maintenance (VFM) is an open CWS where the child is not removed but parent agreed to case.

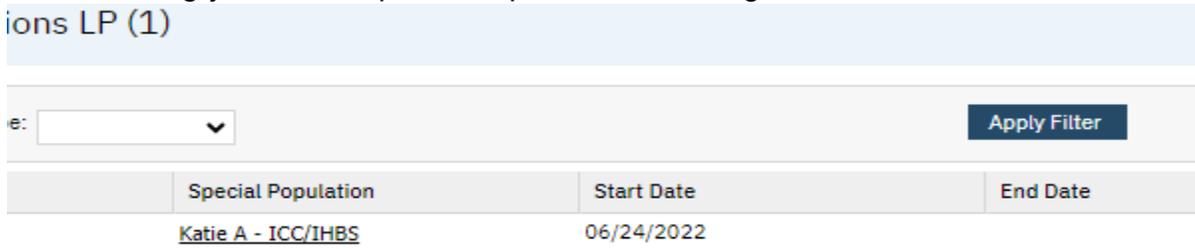
Opening

- Family Maintenance (FM/VFM) Special Population will be opened at intake for all clients identified as being in Family Maintenance. You can also add if a client goes into family maintenance while receiving services, frequently this will happen if a client has returned to parents from foster care (after 30-day visit) or if CWS opens a VFM case. The SW should notify the clinician for these cases.
- With Client selected, either search “Special Populations (Client)” or select from menu.



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- This will bring you to the Special Populations List Page



for

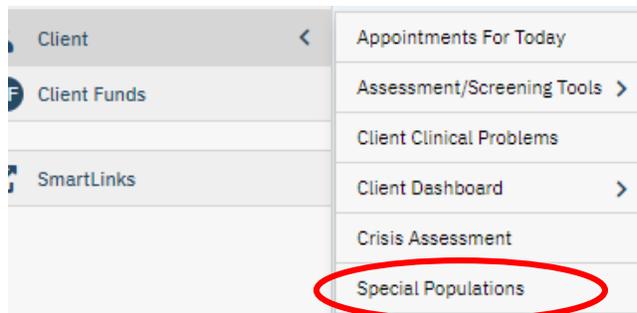
the client. If they have any open Special Populations it will show here. Create an entry by selecting the new icon in the top right corner.



Select Family Maintenance (FM/VFM) from the drop down menu and add start date. Note any information in the comments box, for example “intake”.

Closing Family Maintenance (FM/VFM)

- We will close Family Maintenance (FM/VFM) Special Population when a client closes to services or when a client CWS case is closed (Supervisors receive periodic reporting from CWS regarding closed case dates).
- With Client selected, either search “Special Populations (Client)” or select from menu.



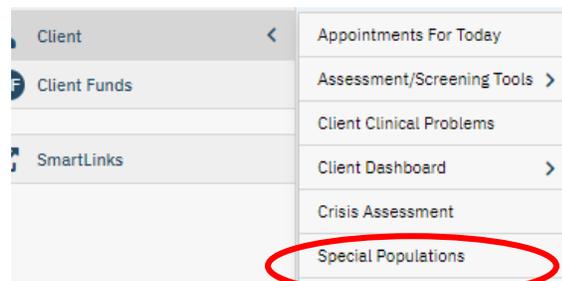
- This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.
- Select the Family Maintenance (FM/VFM) Special Population.
- In the Family Maintenance (FM/VFM) Screen add the end date and comment reason for closing.
- Select Save in the upper right corner and exit screen.

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Child Protective Services

Opening

1. Child Protective Services will be opened at Intake for clients with an open CWS case not in Foster Care. This will include removed youth who are in a Short-Term Residential Treatment Program (STRTP), Coastal Valley Academy (CVA) or Transitional housing placement program (THPP).
2. With Client selected, either search “Special Populations (Client)” or select from menu.



3. This will bring you to the Special Populations List Page for the client. If they have any open

Special Population	Start Date
Katie A - ICC/IHBS	11/08/2021
Child Protective Services	03/10/2023

Special Populations it will show here.

4. Create an entry by selecting the new icon in the top right corner.



5. Select Child Protective Services from the drop down menu and add start date. Note any information in the comments box, for example “intake’.
6. Select Save in the upper right corner and exit screen.

Child Protective Services

Closing

1. Child Protective Services (CWS) will be closed when CWS case is closed, or youth is placed in foster care (in the case of foster care you will need to open that when you close child protective services (CPS)).
2. With Client selected, either search “**Special Populations (Client)**” or select from menu.

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- This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

Special Population	Start Date
Katie A - ICC/IHBS	11/08/2021
Child Protective Services	03/10/2023

- Select Child Protective Services.
- In the Child Protective Services Screen add the end date and comment reason for closing.

Special Population Type: Start Date End Date

Comments:

- Select Save in the upper right corner and exit screen.

Katie A. – ICC/IHBS

Opening

- Katie A.-Intensive Care Coordination (ICC)/IHBS will be opened when it is determined that the client meets Katie A. subclass criteria. There are multiple factors considered in this determination.
 - Some examples are Foster Youth in danger of losing placement, Foster Youth receiving Intensive Homebased Services (IHBS) or Therapeutic Behavioral Services (TBS) services.
 - All Katie A. openings and closings should be coordinated with the Program Supervisor.*
- If determined at intake, the Program Supervisor will direct Health Information Technician (HIT) that client meets criteria and add or ask HIT to add to site authorization log (SAT) log. HIT will open Katie A.-ICC/IHBS to the intake date.
 - If foster youth opened to TBS or IHBS after Intake the approval date for that service will be used as the open date (date Program Supervisor signed referral), this should be confirmed with Program Supervisor via email when opening.
- With Client selected, either search **“Special Populations (Client)”** or select from menu.

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- This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

Special Population	Start Date
Katie A - ICC/IHBS	04/25/2023
Foster Care	04/25/2023
ICC/IHBS	05/15/2023

- Create an entry by selecting the new icon in the top right corner.

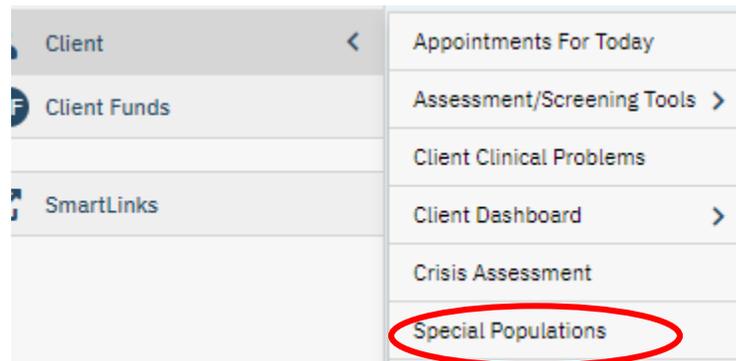


- Select Katie A. – ICC/IHBS from the drop down menu and add start date.
- Note any information in the comments box, for example “intake”.
- Select Save in the upper right corner and exit screen.

Katie A. – ICC/IHBS

Closing

- Katie A.-ICC/IHBS will be closed when it is determined that client no longer meets Katie A. subclass criteria, client turns 21 or case closes.
 - If case is closing use close date to close Special Population.
 - For transfers verify with Program Supervisor and Primary staff before transferring to verify client still meets Katia A subclass criteria, close to date determined by Program Supervisor if no longer subclass.
 - All Katie A. openings and closings should be coordinated with the Program Supervisor.*
- With Client selected, either search “**Special Populations (Client)**” or select from menu.



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- This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.

Special Population	Start Date
Katie A - ICC/IHBS	04/25/2023
Foster Care	04/25/2023
ICC/IHBS	05/15/2023

- Select Katie A – ICC/IHBS
- In the Katie A – ICC/IHBS Screen add the end date and comment reason for closing.
- Select Save in the upper right corner and exit screen.

Special Population Type: Start Date End Date

Comments:

ICC/IHBS

Clients enrolled in the following programs will be opened to Special Population ICC/IHBS. Please Note clients ages 21 and over are not eligible for this special rate.

- **FCN ICC/IHBS (3464)**
- **FCN TBS (3404)**
- **FCN MHSA TAY FSP (3413)**
- **FCN MHSA Youth FSP (3411)**
- **FCN MHS to Wraparound (3405)**
- **Kinship MHS to Wraparound (3610)**
- **SLO CVA In Custody (1631)**

Opening/Closing – Family Care Network Incorporated

- Family Care Network Incorporated (FCNI) HIT will manage ICC/IHBS Special Population opening and closing for FCN programs, ICC/IHBS, TBS, Wraparound, Youth FSP and TAY FSP.
- Open and close dates will match the program enrollment and discharge.

Opening/Closing – Seneca

- Seneca HIT will manage ICC/IHBS Special Population opening and closing for the Seneca program Kinship MHS to Wraparound.
- Open and close dates will match the program enrollment and discharge.

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Opening/Closing – Coastal Valley Academy (CVA)

1. San Luis Obispo Youth Services HIT will manage ICC/IHBS Special Population opening and closing for the CVA program.
2. Open and close dates will match the program enrollment and discharge.

Therapeutic Foster Care

Opening/Closing

1. Family Care Network Incorporated (FCNI) HIT will manage Therapeutic Foster Care Special Population opening and closing.
2. Open and close dates will match the client’s stay in Therapeutic Foster Care home.

Abused Children’s Treatment Services (ACTS)

Opening/Closing

1. At the Mental Health Youth clinics when a client is assigned to the ACTS therapist, clinic HIT will verify with clinician and program supervisor that client should be identified as ACTS.
2. Open and closing dates will match the dates the client was assigned to the ACTS therapist.

Lanterman-Petris-Short Act (LPS) Conservatorship-Public Guardian

Opening/Closing

1. Central Health Information (CHI) HITs will manage Lanterman-Petris-Short Act (LPS) Conservatorship Special Population opening and closing.

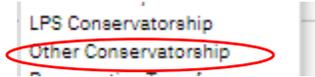
Lanterman-Petris-Short Act (LPS) Conservatorship-Other (not including Public Guardian):

Opening

1. LPS Conservatorship-Other will be opened when presented valid conservatorship paperwork.
2. With Client selected, either search “**Special Populations (Client)**” or select from menu.

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3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.



4. Create an entry by selecting the new icon in the top right corner.



5. Select Other Conservatorship from the drop down menu and add start date.
6. Select Save in the upper right corner and exit screen.

Closing

1. Will end from the conservatorship documentation paperwork.
2. LPS Conservatorship-Other with Client selected, either search “special populations” or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations it will show here.
4. LPS Conservatorship-Other.
5. In the LPS Conservatorship-Other screen add the end date.
6. Select Save in the upper right corner and exit screen.

IMD (Institution for Mental Disease) Locked

These are locked 24HR Mental Health Facilities that have LPS clients on the caseload for the LPS Case Manager. These IMDs are: Anjaleoni Enterprises, Davis Guest House, Drake House, 7th Avenue Center, Crestwood Behavioral, Golden Living, Merced Behavioral Center, Sylmar and Vista Pacifica.

Opening/Closing

1. HIT will open the IMD Special Population at the direction of the LPS Case Manager.
2. If client is moved from one IMD to another IMD, the HIT will close current IMD Special Population and open new at the direction of the LPS Case Manager.
3. HIT will close IMD Special Population at the direction of the LPS Case Manager or at closing of LPS Case Manager services.

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IMD (Institution for Mental Disease) American Care Home

American Care Homes has two unlocked facilities located in Atascadero and Templeton: American Care Home I and American Care Home II.

These Special Populations are managed by the Atascadero Adult Mental Health Clinic. When a client is referred to American Care Homes Atascadero Adult Clinic staff will be assigned as American Care Home Case Manager.

Opening/Closing

1. HIT will open the IMD Special Population at the direction of the Atascadero Adult Program Supervisor or American Care Home Case Manager.
2. If client is moved from one IMD to another IMD, the HIT will close current IMD Special Population and open new at the direction of the Atascadero Adult Program Supervisor or American Care Home Case Manager.
3. HIT will close IMD Special Population at the direction of the Atascadero Adult Program Supervisor or American Care Home Case Manager or at the discharge of services from Atascadero Adult Clinic.

PC290-MH:

Opening/Closing

1. HIT will open PC290-MH when directed by Treatment Team staff or Program Supervisor.
2. HIT will close PC290-MH when directed by Treatment Team staff or Program Supervisor, or at the time of discharge.

Parole-MH:

Opening/Closing

1. HIT will open Parole-MH when directed by Treatment Team staff or Program Supervisor.
2. HIT will close Parole-MH when directed by Treatment Team staff or Program Supervisor, or at the time of discharge.

Spravatto Clinic Participant:

Opening/Closing

1. HIT will open the Spravatto Clinic Participant Special Population at the direction of the Program Supervisor.
2. HIT will close the Spravatto Clinic Participant Special Population at the direction of the Program Supervisor or at the time the client is discharged.

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Pismo Beach Self-Help Housing:

Opening/Closing

1. HIT will open the Pismo Beach Self-Help Housing Special Population at the direction of the Program Supervisor.
2. HIT will close the Pismo Beach Self-Help Housing Special Population at the direction of the Program Supervisor or at the time the client is discharged.
 - a. Monthly HIT will send the Program Supervisor a list of clients in this special population group by running the CALMHSA Special Populations Report.

SLO People’s Self-Help Housing:

Opening/Closing

1. HIT will open the SLO People’s Self-Help Housing Special Population at the direction of the Program Supervisor.
2. HIT will close the SLO People’s Self-Help Housing Special Population at the direction of the Program Supervisor or at the time the client is discharged.
 - a. Monthly HIT will send the Program Supervisor a list of clients in this special population group by running the CALMHSA Special Populations Report.

AB352 Special Populations - MH:

AB352-Abortion and AB352-Contraception

Opening/Closing

1. HIT will open AB352 Abortion and AB352- Contraception simultaneously when directed by Treatment Team staff or Program Supervisor to open one or the other.
2. HIT will close AB352 Abortion and AB352- Contraception simultaneously when directed by Treatment Team staff or Program Supervisor, or at the time of discharge.

AB352-Gender Affirming Care

Opening/Closing

1. HIT will open AB352-Gender Affirming Care when directed by Treatment Team staff or Program Supervisor.
2. HIT will close AB352-Gender Affirming Care when directed by Treatment Team staff or Program Supervisor, or at the time of discharge

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Bridge Housing-MH:

Bridge Housing is managed by the Justice Division. Clients who are opened to ATP II Bridge Housing Program or Hathaway Rental Assistance Bridge Housing will be open to the Bridge Housing Special Population.

Opening/Closing

1. Justice HIT will open the Bridge Housing Special Population when a client is enrolled in either ATP II or Hathaway Rental Assistance programs.
 - a. **Bridge Housing-ATP II-Pismo**
 - b. **BHBH-Hathaway Street**
 - c. **BHBH-Price Street Unit A**
 - d. **BHBH-Price Street Unit B**
 - e. **BHBH-Walnut Street**
2. Justice HIT will close Bridge Housing Program when client is closed to ATP II or Hathaway Rental Assistance programs.

CYBHI

CYBHI is a payment source for mild to moderate school-based services. Currently only contracted with San Luis Coastal Unified School District.

1. HIT for SAP will open the CYBHI Special Population when a client is requested or enrolled in CYBHI program for specific school.
 - a. **CYBHI – San Luis Coastal USD- Los Osos Middle School**
 - b. **CYBHI – San Luis Coastal USD- Morro Bay High School**
 - c. **CYBHI – San Luis Coastal USD- San Luis Obispo High School**
 - d. **CYBHI – San Luis Coastal USD- Laguna Middle School**

SAP Specialty Mental Health Services (SMHS)

Used for clients in the school-based services that meet moderate to severe level of care, and they are in one of the San Luis Coastal Unified School District CYBHI schools.

1. HIT for SAP will open the SMHS Special Population when a client is requested or enrolled in SS School Student Assistance Program MH Services after screening is completed with a score of 6+.
 - a. **SMHS (MHSA)- Los Osos Middle School**
 - b. **SMHS (MHSA)- Morro Bay High School**
 - c. **SMHS (MHSA)- San Luis Obispo High School**
 - d. **SMHS (MHSA)- Laguna Middle School**

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SAP (Student Assistance Program) Mild to Moderate

Used for clients in the school-based services that meet mild to moderate level of care for any school not part of CYBHI.

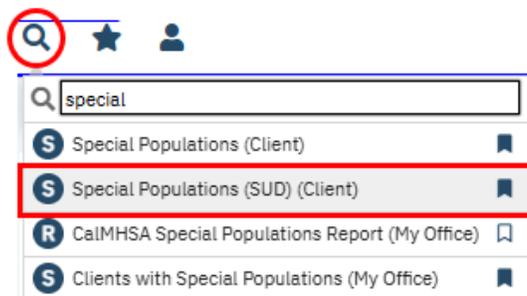
2. HIT for SAP will open the SAP Special Population when a client is requested or enrolled in SS School Student Assistance Program MH Services after screening is completed with a score of 5 or less.
 - e. **SS-Cappy Culver Elementary**
 - f. **SS-Coast Union High School**
 - g. **SS-Lewis/Flamson Junior High School**
 - h. **SS-Lillian Larson Elementary School**
 - i. **SS-Pacific Beach High School**
 - j. **SS-Santa Lucia Middle School**
 - k. **SS-Templeton High School**
 - l. **SS-Templeton Middle School**

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SUBSTANCE USE SPECIAL POPULATIONS MAINTENANCE

This procedure applies to all Behavioral Health Substance Use Administrative Assistants (AA), Health Information Technicians (HIT), Clinical Staff, and the Operations Team who conduct the collection and management of client information.

1. Substance Use AA will identify if the client falls into one of the below listed Special Populations.
 - a. 11395 Treatment Program (**added by HIT**)
 - b. AB 109 SUD (**added by AA**)
 - c. CWS-Child Welfare Services (**added by AA or Operations Team**)
 - d. DEJ/PTD-Deferred Entry of Judgement/Pre-Trial Diversion (**added by the operations team**)
 - e. Drug Testing Level (**added by AA**)
 - f. Foster Care (Only applies to youth only)
 - g. FTC-Family Treatment Court (**added by clinical staff**)
 - h. MAT (**added by AA or clinical staff**)
 - i. Perinatal/POEG (**added by clinical staff**)
 - j. Parole – SUD (**added by HIT only**)
 - k. PC-290 (**added by HIT only**)
 - l. Probation (**added by AA**)
 - m. Proposition 36 (**added by operations team**)
 - n. Sober Living Special Populations (**added by operations team**)
2. In SmartCare you will pull up the client either by client name or number using the client search icon.
3. Using the magnifying glass for search, type in **Special Populations (SUD) (Client)** or from your saved favorites.
 - a. Make sure you are using the **Special populations (SUD) (Client)**.
 - b. The Special Populations (Client) is for MH treatment, not SUD.



4. Add a new Special Population by selecting the new document icon in the top right corner of the screen.



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5. Select the appropriate Special Population Type from the drop-down menu.

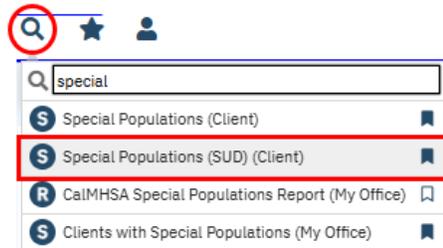
6. Enter the start date as the date the client comes to the Substance Use Walk-Ins, when they enter the treatment program, referral date, or court effective date.
 - a. You cannot have overlapping dates for the same type of Special Population. If there is an existing Special Population without an End Date, enter in an End Date based on when the client was last closed to treatment. Then you can add the new Special Population for the current referral.
 - b. Enter any information that is relevant to the referral in the Comments box.

See detailed guidance below for each Special Population.

11395 Treatment Program

Opening

1. 11395 Treatment Program Special Population will be opened by the Justice Services HIT when a new referral is identified.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



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- This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
11395 Treatment Program	08/25/2025
MAT	07/07/2025
Probation	06/18/2025
Sober Living Restorative Partners	07/01/2025

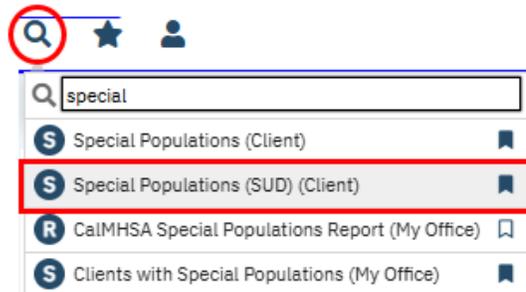
- Create a new entry by selecting the **New** icon in the top right corner.



- Select **11395 Treatment Program** from the drop-down menu and add the start date.
- Note any information in the comments box, if needed.
- Select Save in the upper right corner and exit screen.

Closing

- The HIT will end the **11395 Treatment Program** Special Population when a client closes.
- With Client selected, either search “Special Populations (SUD) (Client)” or select from menu.



- This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
- Select **11395 Treatment Program** from the list.
- Add the end date and comment reason for closing if needed.

Special Population Type: Start Date End Date

Comments:

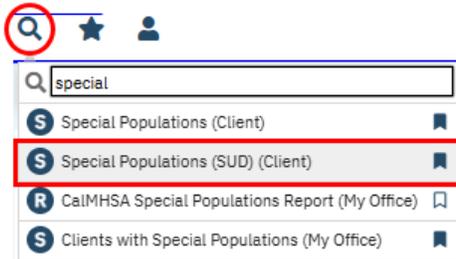
- Select **Save** in the upper right corner and exit screen.

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AB 109 SUD

Opening

1. The **AB 109 SUD** Special Population will be added at intake by the Administrative Assistant.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



3. This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
AB 109 SUD	01/22/2025
Sober Living Gryphon	11/01/2025
Sober Living Waves of Hope	11/04/2025

4. Create a new entry by selecting the **New** icon in the top right corner.



5. Select **AB 109 SUD** from the drop-down menu and add the start date.
6. Note any information in the comments box, if needed.
7. Select **Save** in the upper right corner and exit screen.

Closing

1. The HIT will end the **AB 109 SUD** Special Population when a client closes.
2. With Client selected, either search "Special Populations (SUD) (Client)" or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
4. Select **AB 109 SUD** from the list.
5. Add the end date and comment reason for closing if needed.

Special Population Type: Start Date: End Date:

Comments:

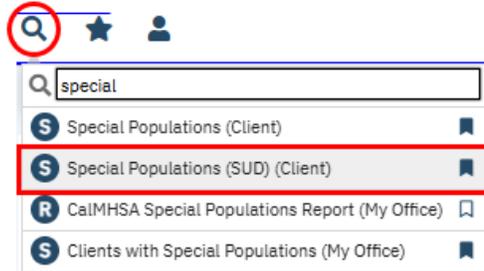
6. Select **Save** in the upper right corner and exit screen.

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CWS-Child Welfare Services

Opening

1. The **CWS** Special Population will be added at intake by the Administrative Assistant.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



3. This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
CWS-Child Welfare Services	12/31/2024
Sober Living Gryphon	11/01/2025
CWS-Child Welfare Services	10/28/2025

4. Create a new entry by selecting the **New** icon in the top right corner.



5. Select **CWS** from the drop-down menu and add the start date.
6. Note any information in the comments box, if needed.
7. Select **Save** in the upper right corner and exit screen.

Closing

1. The HIT will end the **CWS** Special Population when a client closes.
2. With Client selected, either search “Special Populations (SUD) (Client)” or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
4. Select **CWS** from the list.
5. Add the end date and comment reason for closing if needed.

Special Population Type: Start Date End Date

Comments:

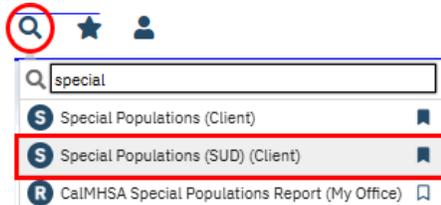
6. Select **Save** in the upper right corner and exit screen.

Category: Behavioral Health AA/AC/Clinical Staff/HIT	Subject: Special Populations Maintenance County of San Luis Obispo: Behavioral Health Department
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DEJ/PTD – Deferred Entry of Judgement/Pre-Trial Diversion

Opening

1. The **DEJ/PTD** Special Population will be added by the Operations Team.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



3. This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
CWS-Child Welfare Services	09/18/2023
DEJ/PTD-Deferred Entry of Judgement/Pre-Trial Diversion	08/20/2025

4. Create a new entry by selecting the **New** icon in the top right corner.



5. Select **DEJ/PTD** from the drop-down menu and add the start date.
6. Note any information in the comments box, if needed.
7. Select **Save** in the upper right corner and exit screen.

Closing

1. The Operations Team will end the **DEJ/PTD** Special Population when a client closes.
2. With Client selected, either search “Special Populations (SUD) (Client)” or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
4. Select **DEJ/PTD** from the list.
5. Add the end date and comment reason for closing if needed.

Special Populations (SUD)

Special Population Type: Start Date End Date

Comments:

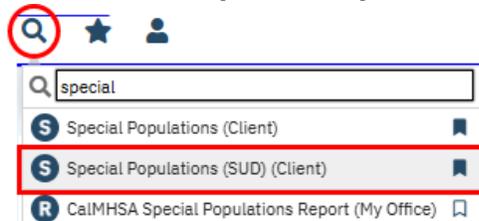
6. Select **Save** in the upper right corner and exit screen.

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MAT – Medication Assisted Treatment

Opening

- The **MAT** Special Population will be added by the Administrative Assistant at walk-in if client indicates they are interested in MAT treatment.
 - If during the screen/assessment the client indicates they are interested in MAT, the Assessment Coordinator will add the Special Population.
 - If during treatment, the client starts MAT services, the assigned staff will email their clinic HIT to add the Special Population
- With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



- This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
11395 Treatment Program	08/25/2025
MAT	07/07/2025

- Create a new entry by selecting the **New** icon in the top right corner.



- Select **MAT** from the drop-down menu and add the start date.
- Note any information in the comments box, if needed.
- Select **Save** in the upper right corner and exit screen.

Closing

- The HIT will end the **MAT** Special Population when a client closes.
- With Client selected, either search “Special Populations (SUD) (Client)” or select from menu.
- This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
- Select **MAT** from the list.
- Add the end date and comment reason for closing if needed.

Special Population Type: Start Date End Date

Comments:

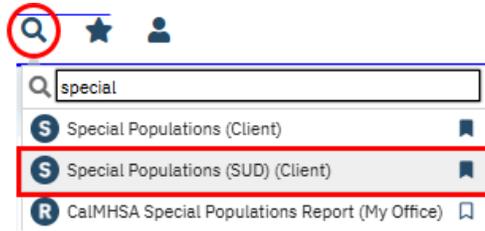
- Select **Save** in the upper right corner and exit screen.

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FTC – Family Treatment Court

Opening

1. The **FTC** Special Population will be added by the Assessment Coordinator at the assessment when placing them into treatment.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



3. This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
CWS-Child Welfare Services	11/13/2024
CWS-Child Welfare Services	01/06/2025
FTC-Family Treatment Court	02/24/2025

4. Create a new entry by selecting the **New** icon in the top right corner.



5. Select **FTC** from the drop-down menu and add the start date.
6. Note any information in the comments box, if needed.
7. Select **Save** in the upper right corner and exit screen.

Closing

1. The HIT will end the **FTC** Special Population when a client closes.
2. With Client selected, either search “Special Populations (SUD) (Client)” or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
4. Select **FTC** from the list.
5. Add the end date and comment reason for closing if needed.

Special Populations (SUD)

Special Population Type: Start Date End Date

Comments:

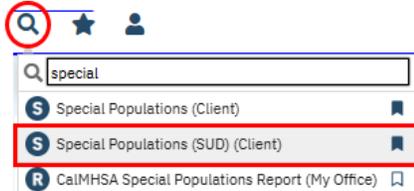
6. Select **Save** in the upper right corner and exit screen.

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Drug Testing Level

Opening

1. The **Drug Testing** Special Population will be added at intake by the Administrative Assistant.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



3. This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
CWS-Child Welfare Services	11/13/2024
CWS-Child Welfare Services	01/06/2025
FTC-Family Treatment Court	02/24/2025

4. Create a new entry by selecting the **New** icon in the top right corner.



5. Select **Drug Testing** location and level from the drop-down menu and add the start date.
6. Note any information in the comments box, if needed.
7. Select **Save** in the upper right corner and exit screen.

Closing

1. The Clinical Staff will end the **Drug Testing** Special Population when a client changes level of testing, location or closes to treatment.
2. With Client selected, either search "Special Populations (SUD) (Client)" or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
4. Select **Drug Testing** from the list.
5. Add the end date and comment reason for closing if needed.

Special Populations (SUD)

Special Population Type: Start Date End Date

Comments:

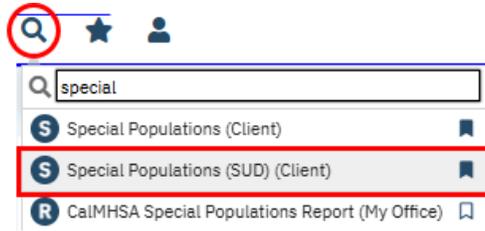
6. Select **Save** in the upper right corner and exit screen.

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Perinatal

Opening

1. The **Perinatal** Special Population will be added at intake by the Assessment Coordinator at the assessment.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



3. This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
11395 Treatment Program	08/25/2025
MAT	07/07/2025
Probation	06/18/2025

4. Create a new entry by selecting the **New** icon in the top right corner.



5. Select **Perinatal** location and level from the drop-down menu and add the start date.
6. Note any information in the comments box, if needed.
7. Select **Save** in the upper right corner and exit screen.

Closing

1. The HIT will end the **Perinatal** Special Population when a client closes.
2. With Client selected, either search “Special Populations (SUD) (Client)” or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
4. Select **Perinatal** from the list.
5. Add the end date and comment reason for closing if needed.

Special Populations (SUD)

Special Population Type: Start Date End Date

Comments:

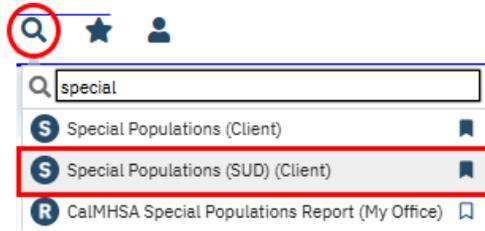
6. Select **Save** in the upper right corner and exit screen.

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POEG – Perinatal Outpatient Extended Group

Opening

1. The **POEG** Special Population will be added at intake by the Assessment Coordinator at the assessment.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



3. This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
11395 Treatment Program	08/25/2025
MAT	07/07/2025
Probation	06/18/2025

4. Create a new entry by selecting the **New** icon in the top right corner.



5. Select **POEG** location and level from the drop-down menu and add the start date.
6. Note any information in the comments box, if needed.
7. Select **Save** in the upper right corner and exit screen.

Closing

1. The HIT will end the **POEG** Special Population when a client closes.
2. With Client selected, either search “Special Populations (SUD) (Client)” or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
4. Select **POEG** from the list.
5. Add the end date and comment reason for closing if needed.

Special Populations (SUD)

Special Population Type: Start Date End Date

Comments:

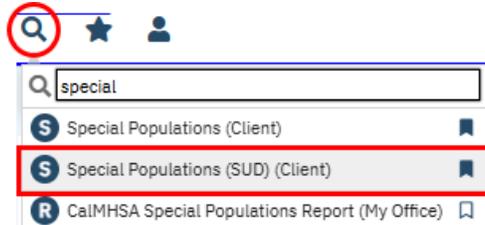
6. Select **Save** in the upper right corner and exit screen.

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Probation

Opening

1. The **Probation** Special Population will be added at intake by the Administrative Assistant.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



3. This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
11395 Treatment Program	08/25/2025
MAT	07/07/2025
Probation	06/18/2025

4. Create a new entry by selecting the **New** icon in the top right corner.



5. Select **Probation** location and level from the drop-down menu and add the start date.
6. Note any information in the comments box, if needed.
7. Select **Save** in the upper right corner and exit screen.

Closing

1. The HIT will end the **Probation** Special Population when a client closes.
2. With Client selected, either search “Special Populations (SUD) (Client)” or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
4. Select **Probation** from the list.
5. Add the end date and comment reason for closing if needed.

Special Populations (SUD)

Special Population Type: Start Date End Date

Comments:

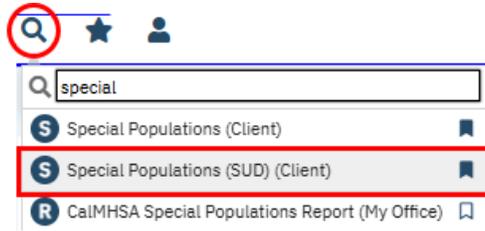
6. Select **Save** in the upper right corner and exit screen.

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Parole - SUD

Opening

1. The **Parole - SUD** Special Population will be added at intake by the Administrative Assistant.
2. With the Client selected, either search **Special Populations (SUD) (Client)** or choose from your saved favorites.



3. This will bring you to the **Special Populations** list page for the client. If they have any open **Special Populations**, it will show here.

Special Population	Start Date
11395 Treatment Program	08/25/2025
MAT	07/07/2025
Probation	06/18/2025

4. Create a new entry by selecting the **New** icon in the top right corner.



5. Select **Parole - SUD** location and level from the drop-down menu and add the start date.
6. Note any information in the comments box, if needed.
7. Select **Save** in the upper right corner and exit screen.

Closing

1. The HIT will end the **Parole - SUD** Special Population when a client closes.
2. With Client selected, either search "Special Populations (SUD) (Client)" or select from menu.
3. This will bring you to the Special Populations List Page for the client. If they have any open Special Populations, it will show here.
4. Select **Parole - SUD** from the list.
5. Add the end date and comment reason for closing if needed.

Special Populations (SUD)

Special Population Type: Start Date End Date

Comments:

6. Select **Save** in the upper right corner and exit screen.

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PC290-SUD: -

Opening/Closing

1. HIT Supervisor will open PC290-SUD when PC290 Consultation Form is received after Division Manager's review.
2. PC290-SUD does not have a close date per Division Manager.