

DACODS Policies & Procedures

Policy: All substance abuse clients will be opened and closed on a DACODS, regardless of payor source.

Procedure:

1. All DACODS will be completed online.
 - a. Admits, Screening & Evaluation, and Detox DACODS can be accessed at <https://www.chnpartnerships.com/chneforms/>.
 - b. Pre-populated Discharge DACODS forms can be accessed at <https://www.chneforms.com>. **This is a new website as of 4-11-05 and requires a login and password to access.**
 - a. A DACODS Report Type A must be completed for each treatment admission *per modality*.
 - b. A DACODS Report Type D must be completed for each treatment discharge *per modality*.
 - i. **To access pre-populated Discharge DACODS:**
 1. **access website above**
 2. **complete your dedicated login and password**
 - a. *Don't have one? Contact Sandy Roberts, 970-725-3614, sroberts@cwrmhmc.org*
 3. **all the open admit DACODS for your license and program will appear by alphabetical name**
 - a. **Click on the record you wish to close**
 - b. **Make sure the admit dates match in case there is more than one open record**
 - c. **The Discharge DACODS will appear on your screen with header & other matching items prepopulated**
 - c. A DACODS Report Type F must be completed for each Differential Assessment (this form is an admit/ discharge).
 - d. A DACODS Report Type X must be completed for each detoxification episode (this form is an admit/ discharge).
 2. Online forms must be printed in your office prior to sending via web to CHN.
 - a. *You will lose the record if you don't print it out first.*
 - b. A paper copy must still be kept in the charts, or if your charts are electronic, a DACODS electronic copy must be a part of those charts.
 3. Site-specific license numbers and program codes must be completed on each record. Staff are responsible for knowing their license numbers and program codes.
 4. **Supervisors are responsible for keeping Sandy Roberts informed of staff arriving and leaving the agency. All staff must have logins and passwords for each site they work from.**
 5. All staff will have access to the DACODS Colorado Health Networks DACODS Manual in the West Slope Casa Providers Manual.

6. Corrections may be made on the WSC DACODS Correction Form (5-21-02) directly to CHN.
7. Corrections requested by CHN must be made and returned to CHN within two weeks of receipt at program.
8. Colorado Health Networks is responsible for processing DACODS records and submitting to ADAD.
9. Questions should be submitted to Sandy Roberts, sroberts@cwrmhc.org, 970-725-3614.

WSC's DACODS data processor is:

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