

Sober Living Environments (SLE) Minimum Required Elements to Enter in SmartCare

All SLE Programs must enter into SmartCare for all members:

- Admission/Enrollment
 - Client Programs (Client) – To change status to Enrolled
- Client Information (Client)
- Coverage (Client)
 - Please only use the *ADS R-Match*.
- Scanning (My Office) (if applicable)
- Inquires - If referring to other SMHS and SUD Programs
- Special Populations LP (Client)
- Enter SLE day rate services
 - There is no mechanism to track duplicate services.
 - Please monitor this: Services are populated on *Program Charge Summary (SAC) (My Office)*, and can be found by Smart Care ID. Please view services screen before submitting billing.
- Service Note: (*Non-Billable Srv Must Document* code only, if applicable):
 - You may use this note to document any relevant clinical information, member needs that come up or SLE case management notes.
- For those opting into BHBH Flexible Funding
 - All flex funds utilized to support the members towards their housing needs will be entered.
 - Complete a Housing Plan within the Care Plan section of the *Non-Billable Srv Must Document* Service Note.
 - Make sure all notes are signed and completed.
- Scan in referral form for other BHS Services if using the [Behavioral Health Services – Screening and Coordination Service Request](#).
- Discharge
 - Client Programs (Client) - To change status to Discharged
 - Treatment Team (Client) - To end date a treatment team member

Additional Notes:

- SLE Programs will need to register all staff with Behavioral Health Services Continuous Quality Improvement (CQI) Quality Management (QM): [Forms & Documents](#)
 - See section titled, “Staff Registration and Credentialing Forms”
- Refer to the Accessing SmartCare for SLEs Memo regarding registration guidance.
 - SLE Programs will receive documentation training from CQI-QM.
 - SLE Programs will need to register for EHR and attend EHR Training:

- [EHR Account/Training Registration Form](#)
- This is the link for more information regarding the EHR and Training resources: [BHS EHR Training & Schedule](#)

Providers are responsible for running reports in SmartCare for accuracy and corrections as needed.