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Mayor

Avatar Bulletin

CalOMS Enhancement

(Applies Only to Substance Use Disorder Treatment Programs)

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Background

The State Department of Health Care Services (DHCS)/ADP stipulates that our CalOMS error rate cannot exceed 5%. To meet this requirement we made functional enhancements to CalOMS Admission, CalOMS Discharge, and Annual Update forms.

1. CalOMS Admission Form

- a. Duplicate Admission: Duplicate admissions cause an error at the state. We have added functionality so that if you attempt to submit a CalOMS Admission that has already been submitted, you will receive the following error message: "A CalOMS Admission record already exists in Avatar database."
- b. Steps to take if you get this error message:
 - i. Refer to the ADP "Accepted and Rejected CalOMS records" Excel worksheet that is sent to you from IT.
 - a) If the record was accepted, do not resubmit
 - b) If it was rejected, correct any errors and omissions and resubmit
 - ii. Verify that the record was accepted in the next compile by repeating the steps above.

2. CalOMS Discharge Form

- a. Unmatched Discharge Record: If the client's CalOMS Admission record did not get accepted by the state, when you submit the CalOMS Discharge, the state will record the error as "Unmatched Discharge record, found with no matching FSN, Provider ID, Admission date and Service Type."
- b. Steps to take to correct the error:
 - i. Run the CalOMS Admission Errors By Program Report and correct any errors.
 - ii. Review the Accepted and Rejected Worksheets to ensure that the record was accepted.
 - iii. If the record didn't pass either of the reports above, correct the errors and resubmit the CalOMS Admission record.
 - iv. Repeat steps i and ii above to verify the record passed both edits.
 - v. Submit the CalOMS discharge.

3. CalOMS Annual Update Form:

- a. Annual updates must be submitted within 60 days of the anniversary date.
- b. If you are trying to enter Annual Update date earlier than 60 days or beyond the anniversary date, you will get one of the following warnings:
 - i. "Warning-Annual Update Date is more than 60 days earlier than 1 year after the admission date. DO NOT USE THIS DATE" OR
 - ii. "WARNING-The date is beyond anniversary date of the admission date.
- c. Enter a correct date.

Need Help?

- If you need assistance accessing the report, please contact the Avatar Help Desk at 415-255-3788 or via e-mail at avatarhelp@sfdph.org
- For questions regarding CalOMS policies and procedures, contact Medical Director of Substance Use Disorder Services at 415-255-5360, Judith.martin@sfdph.org