

Avatar User Guide: CalOMS Tx User Guide



City and County of San Francisco

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Purpose

The purpose of this manual is to walk you through the CalOMS Admission and Discharge screens. These forms are required for ALL clients in Substance Abuse Treatment Programs.

Who completes CalOMS?

Substance Abuse Treatment Programs (Residential, Outpatient, Methadone Detox, Methadone Maintenance, Day Treatment and CYF SA Day Treatment) are required to enter CalOMS treatment data for ADP Reporting.

Exceptions:

1. **Primary Prevention Programs** – If your program has previously been instructed to use CalOMS-PV, continue to use existing mechanisms for entering this data.
2. **Other Prevention (i.e. Secondary Prevention), DUI, Ancillary and Unlicensed Residential (not Transitional Housing) Programs** – Do not need to enter CalOMS Tx data into Avatar.

Which fields are required?

TIP — All fields in the CalOMS Screens are **required** for accurate and complete reporting (even though they do not appear in red on the screen).

Where can I get more information?

TIP — If you have never received training on completion of CalOMS, please contact your supervisor to request access to the CalOMS Treatment Web Based training.

TIP — Please refer to the CalOMS data guides for additional information.
http://www.adp.ca.gov/CalOMS/pdf/CalOMS_Tx_Data_Collection_Guide.pdf
http://www.adp.ca.gov/CalOMS/pdf/CalOMS_Tx_Data_Dictionary.pdf

CalOMS Admission

MENU PATH: Avatar PM>Client Management>Client Information>Cal-OMS Admission

Client Identification and Demographic Data

Birth first name of the client, 99902 for 'None or Not Applicable', 99904 for 'Client unable to answer'*

Birth last name of the client or 99904 for 'Client unable to answer'*

Client's county of birth if the client was born in California. Choose Other if the client was born outside of CA.

Choose a country or Other if born outside of the US

Client's driver's license number and state. Enter 99900 to indicate that the 'client declines to state' their driver's license number, 99902 to indicate that the 'client has no or no applicable driver's license number', or 99904 to indicate that the 'client is unable to answer'*

Type in client's mom's first name. If client is unable to provide a name, enter "mother" or "mom."

Choose a race that the client identifies with. At least one race must be indicated.

Zip code at the client's current residence. Must be a valid 5 digit zip code, 00000 for 'homeless' as *Current Living Arrangements*, XXXXX for 'Client declined to state' or ZZZZZ for 'Client unable to answer'*

Social Security Number of the client. Enter as 123-45-6789, 99900 for 'Client declines to state', 99902 for 'None or Not Applicable' or 99904 for 'Client unable to answer'*

Pre-populated: Current first name and last name of the client

TIP — Double click on any lightbulb next to a question in order to see useful tips and definitions.

* **IMPORTANT** Client Unable to answer (99904) is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

OPTIONAL – choose additional races the client identifies with, if necessary.

Identifies if the Client is a US Veteran. Choice 'Client Unable to answer'* is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

Identifies whether a client has given consent to be contacted in the future. Is there a consent form allowing future possible contact, signed by the client, on file within your agency?

Choose the ethnicity the client identifies with.

All CalOMS Tx data will be flagged for submission to the State as is required.

The Client may have more than one disability. Choice 'Client Unable to answer' is used ONLY if the provider is Detox or Residential Detox.

*** IMPORTANT** Client Unable to answer (99904) is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

Transaction Data

Avatar 2011

Home Jenny A User Definition Courses Preferences Lock Sign Out Switch Help

JENNY AVATARNETSMART (000000001)
F, 35, 05/03/1977

1. THIS IS A TEST CLIENT!!!!!!! Allergies (1)

Chart Cal-OMS Admission

- Client Identification and D
- Transaction Data**
- Admission Data
- Alcohol And Drug Use
- Employment Data
- Criminal Justice Data
- Medical/Physical Health D
- Mental Illness
- Family/Social Data

Submit

Online Documentation

Admission Transaction Type

Initial Admission

Transfer or change in service

Used to indicate the type of admission, whether this is an initial admission, or a transfer or change in service

AVCALPNTST (LIVE) 12/21/2012 03:43 PM 100%

TIP — When an individual transfers from one service modality to another, the admission data must be marked as a transfer and collected again for the new service modality. This is because CalOMS Tx is designed to measure change; there could be a difference in a person's answers during the time that elapsed from their admission into the first modality to entry into the modality they are transferred to. However, if an individual transfers within five calendar days from one modality to another, within the same provider, then the provider can use the admission data from the first modality for the admission data in the next modality.

Admission Data

Number of days the client was on a waiting list before being admitted into your treatment program due to limited program capacity. Do not include days client was waiting in jail or time client was served at TAP, etc. Enter 0-999, 99901 for 'Not Sure/don't know' or 99904 for 'Client unable to answer'*

Total number of treatment episodes the client has participated in (include all prior treatment programs) as a primary client, not as a co-dependent. Enter 0-999, 99901 for 'Not Sure/don't know' or 99904 for 'Client unable to answer'*

Select a principal Source of Referral. If source of referral is SACPA Court/Probation, SACPA Parole, State Drug Court, CDCI, or Non-SACPA Court Criminal Justice then *Criminal Justice Status* cannot equal 'no criminal involvement' on the Criminal Justice data tab.

Identifies if the client is a CalWORKs recipient, choose one

OPTIONAL: Identify the county that's paying for the client's treatment services when the paying county is NOT San Francisco.

If Special Services Contract County code is selected, the Contract ID field becomes a required field. Contract ID should be 0000-9999 or 99902 for 'None or Not-Applicable'.

Identifies if the client is undergoing substance abuse treatment under CalWORKs

Alcohol and Drug Use

The screenshot shows a software interface for 'Alcohol and Drug Use' with several callout boxes providing instructions:

- Client's primary drug problem, select one. If 'Other' is selected, then record the primary drug name.** (Points to Primary Drug (Code) dropdown)
- Enter the frequency of use for the primary drug. Enter 0-30, 99902 for 'None or Not Applicable' or 99904 for 'Client unable to answer'*** (Points to Primary Drug Frequency field)
- Select the route of administration used for the primary drug** (Points to Primary Drug Route of Administration radio buttons)
- Enter the frequency of alcohol use in the last 30 days if the primary or secondary drugs are NOT alcohol. If alcohol was the primary drug, this field will be populated automatically with 99902. Enter 0-30, 99902 for 'None' or 99904 for 'Client unable to answer'*** (Points to Alcohol Frequency field)
- Enter the number of days client used needles to inject drugs in the last 30 days. Only becomes active if a drug can be injected, enter 0-30, 99900 for 'Client declined to state' or 99904 for 'Client unable to answer'*** (Points to IV Use field)
- Select if the client has used needles to inject drugs in the past 12 months. 'Client Unable to Answer' is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.** (Points to Needle Use in the Last 12 Months radio buttons)
- Enter age from 5-105 or 99904 for 'Client unable to answer'*** (Points to Primary Drug Age of First Use field)

TIP — See Instructions for Primary Drug

* **IMPORTANT** Client Unable to answer (99904) is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

Employment Data

The screenshot shows the 'Avatar 2011' software interface. At the top, the client's name 'Jenny A' and 'JENNY AVATARNETSMART (000000001)' are visible. The main form area is titled 'Cal-OMS Admission' and contains several sections:

- Enrolled in School:** Radio buttons for 'No', 'Yes', 'Client declined to state', and 'Client unable to answer'.
- Highest School Grade Completed:** A dropdown menu with options from '0 Years' to '15 Years', where '12 Years' is selected.
- Employment Status:** Radio buttons for 'Employed Full Time (35 hrs or more)', 'Employed Part Time (less than 35 hrs)', 'Unemployed Looking For Work', 'Unemployed - (Not seeking)', and 'Not in the labor force (Not seeking)'.
- Enrolled in Job Training:** Radio buttons for 'No', 'Yes', 'Client declined to state', and 'Client unable to answer'.
- Work Past 30 Days:** A text input field.

Callout boxes provide the following instructions:

- Top right:** Select the client's current employment status
- Middle right:** Select if the client is currently enrolled in job training. 'Client unable to answer'* is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.
- Bottom right:** Enter the number of days the client has worked in the last 30 days. Enter 0-30, 99900 for 'Client declined to state' or 99904 for 'Client unable to answer'*
- Bottom center:** Enter the client's highest school grade completed by the client
- Bottom left:** Select if the client is currently enrolled in school. 'Client unable to answer'* is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

* **IMPORTANT** Client Unable to answer (99904) is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

Criminal Justice Data

Select the client's Criminal Justice Status. **Must match Source of Referral.** 'Client unable to answer'* is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

Select if the client is a parolee in the Parolee Services Network. 'Client unable to answer'* is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

DOES NOT APPLY TO SAN FRANCISCO
Female Offender Treatment Programs are only provided in Los Angeles, Orange, Riverside, and San Bernardino.

DOES NOT APPLY TO SAN FRANCISCO

Enter CA Department of Corrections and Rehabilitation Identification number (6 Character string) or one of the following codes: 99900 for 'Client declined to state', 99901 for 'Not sure/don't know', 99902 for 'None or N/A' or 99904 for 'Client unable to answer'*

For each of these three questions, enter 0-30 or 99904 for 'Client unable to answer'*

* **IMPORTANT** Client Unable to answer (99904) is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

Medical/Physical Health Data

The screenshot shows a web-based form for 'Medical/Physical Health Data' for a client named Jenny A. The form includes several sections with radio button options and text input fields. Callout boxes provide instructions for each section:

- Medi-Cal Beneficiary:** Select if client is a MediCal Beneficiary. 'Client unable to answer'* is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.
- Communicable Diseases: Tuberculosis:** Select if the client has been diagnosed with Tuberculosis. 'Client unable to answer'* is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.
- Communicable Diseases: Hepatitis C:** Select if the client has been diagnosed with Hepatitis C. 'Client unable to answer'* is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.
- Communicable Diseases: Sexually Transmitted Diseases:** Select if the client has been diagnosed with a sexually transmitted disease. 'Client unable to answer'* is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.
- Emergency Room Last 30 Days:** Number of times in the past 30 days the client has visited an emergency room for physical health problems, stayed overnight in a hospital for physical health problems and experienced physical health problems. Enter 0-30 or 99904 for 'Client unable to answer'*.
- Hospital Overnight Last 30 Days:** (Same instruction as Emergency Room).
- Medical Problems Last 30 Days:** (Same instruction as Emergency Room).
- Pregnant At Admission:** Select if the client was pregnant at the time of admission.
- Medication Prescribed As Part of Treatment:** Select if medication has been prescribed as part of the treatment. Provider must be a valid licensed narcotics replacement provider.
- HIV Tested:** Select if the client has been tested for HIV/AIDS & received the results for HIV/AIDS test. 'Client unable to answer'* is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.
- HIV Test Results:** (Same instruction as HIV Tested).

* **IMPORTANT** Client Unable to answer (99904) is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

Mental Illness

The screenshot shows the 'Avatar 2011' software interface. At the top, the user is logged in as 'Jenny A'. The client information for 'JENNY AVATARNETSMART (000000001)' is displayed, including gender (F) and date of birth (05/03/1977). The 'Mental Illness' section is active, showing radio buttons for 'No', 'Not Sure/Don't Know', and 'Yes'. Below this is a text input field for 'Emergency Room Use / Mental Health'. To the right, there are sections for 'Psychiatric Facility Use' and 'Mental Health Medication' with radio buttons for 'No', 'Yes', and 'Client unable to answer'. A 'Submit' button is located at the bottom left of the form area. The status bar at the bottom indicates 'AVCALPMTTEST (LIVE)', the date '12/21/2012 03:46 PM', and a zoom level of '100%'.

Enter the number of days in the last 30 days the client has stayed for more than 24 hours in a hospital or psychiatric facility for mental health issues, enter 0-30 or 99904 for 'Client unable to answer'*

Select if the client has taken prescribed medication for mental health needs in the last 30 days. 'Client unable to answer'* is used ONLY if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

Enter the number of times in the last 30 days the client has received outpatient emergency services for mental health needs, enter 0-30 or 99904 for 'Client unable to answer'*

Select if the client has ever been diagnosed with a mental illness

* **IMPORTANT** Client Unable to answer (99904) is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

Family/Social Data

The screenshot shows a web application interface for 'Family/Social Data'. The client information is Jenny Avatarnetsmart, F, 35, 05/03/1977. The interface includes a sidebar with navigation options and a main form area with several sections:

- Social Support:** Includes a text input field and a 'Submit' button.
- Current Living Arrangements:** Radio buttons for Homeless, Independent Living, and Dependent Living.
- Living with Someone:** Includes a text input field and a lightbulb icon.
- Family Conflict Last 30 Days:** Includes a text input field and a lightbulb icon.
- Number of Children Age 17 or Younger:** Includes a text input field and a lightbulb icon.
- Number of Children Age 5 or Younger:** Includes a text input field and a lightbulb icon.
- Number of Children Living with Someone Else:** Includes a text input field and a lightbulb icon.
- Number of Children Living with Someone Else and Parental Rights Terminated:** Includes a text input field and a lightbulb icon.

Callout boxes provide the following instructions:

- Top Left:** Enter the number of days in the last 30 days the client has participated in any social support activities; enter a number in the range of 0-30.
- Top Middle:** Enter the number of children the client has that are aged 17 or younger (birth or adopted). Enter a number in the range of 0-30 or 99904 for 'Client unable to answer'*
- Top Right:** Enter the number of children the client has that are aged 5 or younger (birth or adopted). Enter a number in the range of 0-30 or 99904 for 'Client unable to answer'*
- Middle Right:** Enter the number of the client's children (birth or adopted) living with someone else because of a child protection court order. Enter a number in the range of 0-30 or 99904 for 'Client unable to answer'*
- Bottom Left:** Select the client's living arrangements. Zip code for homeless must be zeroes (00000).
- Bottom Middle-Left:** Enter the number of days in the last 30 days the client has lived with someone who uses alcohol or drugs. Enter 0-30, 99900 for 'Client declined to state' or 99904 for 'Client unable to answer'*
- Bottom Middle-Right:** Enter the number of days in the last 30 days the client had serious conflicts with their family. Enter 0-30, 99900 for 'Client declined to state' or 99904 for 'Client unable to answer'*
- Bottom Right:** Enter the number of the client's children (birth or adopted) living with someone else because of a child protection court order and for whom their parental rights have been terminated. Enter a number in the range of 0-30 or 99904 for 'Client unable to answer'*

Once you have completed all the sections, click **Submit**.

* **IMPORTANT** Client Unable to answer (99904) is used **ONLY** if the provider is Detox or Residential Detox or the client is selected as *developmentally disabled* under Disability.

CalOMS Discharge

TIP - Follow the **same instructions** described in previous pages for completion of the CalOMS discharge data elements.

TIP — **All fields** in the CalOMS Discharge screens are **required** for accurate and complete reporting (even though they do not appear in red on the screen).

Discharge Status Definitions

This is a provider-supplied field indicating the client's discharge status.

Completed Treatment/Recovery Plan, Goals- Referred: *Requires that the client is available to complete the discharge interview in person as planned, or by contacting the client by phone.* This occurs when a program participant completes his/her treatment/recovery plan and is being referred to another treatment/recovery program (this includes clients referred to further AOD treatment that do not accept the referral). For example, the individual is moving from one modality or type of service to another within a treatment episode.

Completed Treatment/Recovery Plan, Goals- Not Referred: *Requires that the client is available to complete the discharge interview in person as planned, or by contacting the client by phone.* This occurs when a program participant completes his/her treatment/recovery plan and is not being referred to another AOD treatment service. For example, the participant has successfully completed an entire treatment episode and therefore is not referred for further services.

Left Before Completion With Satisfactory Progress- Referred: *Requires that the client is available to complete the discharge interview in person as planned, or by contacting the client by phone.* This occurs when a participant has made satisfactory progress in a program and was referred to a different program to continue with the services or to receive different services in a different program in the state.

Left Before Completion With Satisfactory Progress- Not Referred: *Used ONLY when no possible discharge interview can be conducted in person or by phone.* This should be used for a client who made satisfactory progress in the treatment service, who did not complete the treatment service as planned, and could not be located to receive a referral for further AOD treatment or to conduct a discharge interview. This may occur if the

participant was doing well in his/her treatment and stopped coming in without notice for a period of time exceeding the amount defined for the service modality in which the participant was enrolled.

Left Before Completion With Unsatisfactory Progress- Referred: *Requires that the client is available to complete the discharge interview in person as planned, or by contacting the client by phone.* This occurs when a participant is referred to another program or service modality because they are not making satisfactory progress in the service/program in which they are participating.

Left Before Completion With Unsatisfactory Progress- Not Referred: *Used ONLY when no possible discharge interview can be conducted in person or by phone.* This should be used for a client who made unsatisfactory progress in the treatment service in which they were enrolled and who did not complete the treatment service as planned. This status is intended for those individuals who are expelled from treatment prior to completing their services, under circumstances in which no discharge interview would be completed. An example of when this would apply is if an individual participating in the treatment program is found with drugs on the premises and is immediately expelled from the program.

Death: This should be used for individuals who die prior to completing the services in which they are participating.

Incarceration: This should be used for individuals who become incarcerated prior to completing the services in which they are participating.