

## Cal-OMS Avatar Tip Sheet

This Tip Sheet may change as our trainings and systems are updated. Please visit our website <https://dhs.saccounty.gov/BHS/Avatar/Pages/Avatar.aspx> for the most updated version. If any additional help is needed you can contact us at [EHRsupport@saccounty.gov](mailto:EHRsupport@saccounty.gov).

1. There are several different Cal-OMS forms in Avatar
  - a. **Cal-OMS Admission**
    - i. Admission form in Avatar must be completed prior to completing the form.
  - b. **Cal-OMS Annual Update**
  - c. **Cal-OMS Discharge**
    - i. Discharge form in Avatar must be completed prior to completing the form.
  - d. **Cal-OMS Youth/Detox Discharge**
    - i. Discharge form in Avatar must be completed prior to completing the form.
    - ii. If the client is under the age of 21 on the date of discharge
    - iii. If the client is being discharged from a Detox program
  - e. **Cal-OMS Administrative Discharge**
    - i. Discharge form in Avatar must be completed prior to completing the form.
    - ii. If the client left prior to completing services
    - iii. If the client is deceased
    - iv. If the client becomes incarcerated
2. Providers must complete the Cal-OMS admission form by the 15<sup>th</sup> of each month, or within 45 days of the report month. The data is submitted to DHCS by Sacramento County.
3. All fields and sections of the Cal OMS form must be completed in order to submit and save the data entered.
4. For additional support, please refer to the Online Documentation link located on the left side of the form underneath the Submit button. This will take you to an online Wiki for additional support and the '99000' codes that are often used when entering data into some of the fields on these forms. You can also call BHS EHR support for assistance with navigating the form at 916-876-5806.