

 <p style="text-align: center;"><b>County of Sacramento</b>  <b>Department of Health Services</b>  <b>Division of Behavioral Health Services</b>  <b>Policy and Procedure</b></p>	Policy Issuer (Unit/Program)	<b>SUPT</b>
	Policy Number	<b>SUPT-11-03</b>
	Effective Date	<b>04/27/21</b>
	Revision Date	<b>N/A</b>
Title: <b>Data Reporting</b>	Functional Area: <b>Information Systems Management</b>	
Approved By: (Signature on File) <b>Signed version available upon request</b>  <b>Lori Miller, LCSW</b> Division Manager, Substance Use Prevention and Treatment Services		

**BACKGROUND/CONTEXT:**

As the leader of California’s substance use disorder (SUD) prevention and treatment service system, the State of California Department of Health Care Services (DHCS), is accountable to the California Legislature, the Substance Abuse and Mental Health Administration, and other State and Federal funding and oversight agencies. DHCS is accountable for tracking outcome data, service capacity, and demonstrating the efficacy of SUD services provide by the County and contracted service providers. By collecting data through outcomes measurement systems, DHCS will possess information necessary to fulfill these obligations.

Substance Use Prevention and Treatment (SUPT) tracks and reports prevention and treatment data in compliance with DHCS data requirements. Data is also utilized to ensure continues quality improvement and the highest quality prevention and treatment services for Sacramento County beneficiaries.

**DEFINITIONS:**

N/A

**PURPOSE:**

The purpose of this policy and procedure is to outline SUPT staff and contracted service provider roles and responsibilities and requirements for tracking, collecting, and reporting prevention and treatment service data.

**California Outcomes Measurements System (CalOMS)**

CalOMS is California's data collection and reporting system for substance use disorder (SUD) treatment services. CalOMS is intended for use by County and contracted provider staff to collect and report SUD treatment data DHCS.

By entering SUD and recovery data, CalOMS provides information for improving treatment client outcomes, supporting cost effective services, and meeting legally mandated Federal and State reporting requirements.

**Please note:** All contracted treatment providers, regardless of funding source(s) or certification status (e.g. Drug Medi-Cal Organized Delivery System), are required to collect and enter CalOMS data through AVATAR for all treatment service recipients.

## A. Compliance and Method

1. The Sacramento County AVATAR Administrator collaborates with the SUPT Senior Office Assistant and the assigned SUPT Contract Monitor to track data within the AVATAR database and verifies that the required data is submitted within the necessary timeframes.
2. SUPT Contract Monitors review CalOMS compliance during monthly, mid-year, and annual monitoring reviews
  - a.) In the event that a contracted provider is delinquent in submitting CalOMS data, the AVATAR Administrator and/or the Contract Monitor will immediately contact the contracted provider to give a reminder and emphasize the importance of timely submission.
  - b.) Repeated delinquencies may result in a Corrective Action Plan prepared by the assigned Contract Monitor in effort to resolve the issue.
3. In accordance with contract agreements between SUPT and treatment providers, the County reserves the right to withhold payments until a contracted provider has submitted any required data and reports.

## B. Data Content, Quality and Completeness

1. Data content builds a comprehensive picture of client behavior for the purpose of treatment and service delivery.
2. The following CalOMS data is required to be entered completely and accurately into AVATAR:
  - a.) Identification
  - b.) Demographics
  - c.) Alcohol and drug use
  - d.) Employment and education
  - e.) Criminal justice involvement
  - f.) Medical and physical health
  - g.) Mental health
  - h.) Family and social life
  - i.) Discharge characteristics, referrals, and case management (at Discharge only)
3. The following data **must not** be entered for individuals who:
  - a.) Have completed an assessment or intake, but have not been admitted
  - b.) Have been placed on a waiting list, but have not yet been admitted
  - c.) Have received crisis counseling services only
  - d.) Have been admitted into a DUI/DWI program and are not receiving any other SUD services
  - e.) Are program alumni continuing program involvement with the contracted provider
  - f.) Are attending self-help group meetings without receiving other SUD treatment or recovery support services

#### 4. Reporting - Frequency and Timeframes

- a.) Contracted providers may submit their monthly CalOMS Treatment data as soon as it is available, or at any time during the report month.
- b.) Contracted providers will collect and enter client CalOMS data into AVATAR according to the following table:

Reporting Frequency	SUPT Timeframe	CalOMS Timeframe
Admission	Within 30 days	Within 45 days from the end of the last day of the report month
Discharge	Within 30 days	Within 45 days from the end of the last day of the report month
Annual	Update for clients in treatment over 12 months	
Resubmission	Records containing errors or in need of correction	
Provider No Activity	Within 30 days	Within 45 days from the end of the last day of the report month

- c.) Total late submissions or resubmissions must not exceed five percent (5%) for any report month.
- d.) The rate of fatal record errors detected must not exceed five percent (5%) for each CalOMS Treatment data batch file submitted.

#### **Drug and Alcohol Treatment Access Report (DATAR)**

DATAR is the DHCS system to collect data on substance use disorder (SUD) treatment capacity and waiting lists. DATAR provides essential information about the capacity of California's publicly-funded SUD treatment system to meet the demand for services.

All contracted treatment providers, regardless of certification status or funding source(s), as well as all licensed Narcotic/Opioid Treatment Programs, must send DATAR information to DHCS for each month by the 10th of the following month. For example, for the month of September, the DATAR report must be submitted by the 10th of October. The system retains information on each contracted treatment provider's capacity to provide different types of SUD treatment to clients, and how much of the capacity was utilized in a given month. DATAR includes summary information about the people on the waiting list, if the provider has a waiting list for publicly-funded SUD treatment services.

#### **Primary Prevention Substance Use Disorder Data Service (PPSDS)**

Contracted providers who receive Substance Abuse Block Grant (SABG) Primary Prevention Set-Aside funding are contractually required to input planning, service/activity and evaluation data into the PPSDS database. All persons responsible for inputting prevention data into the PPSDS database, whether employed by the County or a contracted provider, shall participate in PPSDS training prior to inputting any data.

Contracted providers are required to input prevention data by date of occurrence on an ongoing basis throughout each month. All data for each month must be submitted no later than the 10th day of the following month.

County and provider staff responsible for inputting data into the PPSDS database are required to comply with PPSDS Data Quality Standards, which include:

- Quality data is timely;
- Quality data is logical;
- Quality data is accurate;
- Quality data is complete; and,
- Quality data is valid.

SUPT staff will review all data input into the PPSDS database on a quarterly basis. SUPT staff will verify that the data meets the PPSDS Data Quality Standards. Certification is due by the last day of the month following the end of the quarter.

**REFERENCE(S)/ATTACHMENTS:**

**DHCS CalOMS Treatment Data Collection Guide**

[https://www.dhcs.ca.gov/provgovpart/Documents/CalOMS Tx Data Collection Guide JAN%202014.pdf](https://www.dhcs.ca.gov/provgovpart/Documents/CalOMS_Tx_Data_Collection_Guide_JAN%202014.pdf)

**PPSDS Data Quality Standards**

[https://www.dhcs.ca.gov/provgovpart/Documents/Substance%20Use%20Disorder-PPFD/PPSDS Data Quality Standards.pdf](https://www.dhcs.ca.gov/provgovpart/Documents/Substance%20Use%20Disorder-PPFD/PPSDS_Data_Quality_Standards.pdf)

**DHCS DATAR User Manual**

[https://www.dhcs.ca.gov/provgovpart/Documents/DATARWeb Manual 04-15-2014.pdf](https://www.dhcs.ca.gov/provgovpart/Documents/DATARWeb_Manual_04-15-2014.pdf)

**RELATED POLICIES:**

N/A

**DISTRIBUTION:**

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X	SUPT County Counselors	X	SUPT Prevention Providers
	SUPT Collaborative Courts	X	SUPT Adult Treatment Providers
X	SUPT System of Care	X	SUPT Youth Treatment Providers
X	SUPT Administrative Support Staff		Advisory Board
X	SUPT Options for Recovery	X	BHS Quality Management

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