POLICY: CALOMS TREATMENT DATA COLLECTION

I. PURPOSE:

The purpose of this policy is to ensure Marin County is in compliance with California Outcome Measurement System (CalOMS) data submission.

II. REFERENCES:

NNA/DMC State-County Contract, Exhibit A, Attachment 1, Section D

III. POLICY:

It is the policy of Marin County Mental Health and Substance Use Services to ensure the monthly submission of CalOMS admission, annual update and discharge data within the required timeframes.

IV. AUTHORITY/RESPONSIBILITY:

Contract Managers
Alcohol and Drug Administrator
MHSUS Director

V. PROCEDURE:

The County ensures that MHSUS and its contractors receiving funding under the NNA/DMC State-County Contract comply with requirements of funding sources and applicable laws and regulations through the below methods.

Procedures for ensuring CalOMS admission, annual update and discharge data is submitted in the required timeframes are as follows:

1. The Marin WITS system is designed to not allow providers to enter billing information for a client without entering CalOMS data

2. County-operated and contracted providers are required to input data within seven (7) days of the event or service for all clients receiving reportable services regardless of the client’s funding source.
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<th>Country of Marin Mental Health &amp; Substance Use Services (MHSUS)</th>
<th>POLICY NO. MHSUS-ADP-16</th>
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<tr>
<td>POLICY: CALOMS TREATMENT DATA COLLECTION</td>
<td>Next Review Date: July, 2018</td>
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<td>Date Approved: July 2015</td>
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3. MHSUS staff uploads CalOMS data to ITWS on or before the 15th of each month and downloads the Error and Submission report for the CalOMS upload.
4. MHSUS staff distributes the Error and Submission report to the appropriate provider or when warranted corrects the errors in Marin WITS.
5. MHSUS staff generate, review and distribute, as appropriate, Unfinished Client Activity and Raw CalOMS data reports in Marin WITS and Open Admissions and Error and Submission reports in ITWS a minimum of four times per year to ensure that client information such as discharges and annual updates have been completed.
6. MHSUS staff participates in DHCS’ annual data clean-up process.
7. MHSUS staff provides regular in-person and phone training and technical assistance on CalOMS data collection and submission including the following:
   a. Data must be collected on all service recipients, by all providers that receive funding from DHCS, regardless of the source of funds used for the service recipient.
   b. The services that must be reported in CalOMS for all recipients are listed below.
      - Non-residential/outpatient services:
        - Treatment/recovery
        - Day program intensive
        - Detoxification
        - Narcotic treatment – maintenance
        - Narcotic treatment – detoxification
      - Residential services:
        - Hospital detoxification
        - Detoxification (non-hospital)
        - Treatment/recovery (30 days or less)
        - Treatment/recovery (30 days or more)
   c. Reading and correcting Error and Submission and Open Admissions reports.

Contractor compliance with this policy shall be achieved through:
1. Distribution of the Contractor Manual which includes links to the CalOMS Data Collection Guide, CalOMS Treatment Data Dictionary, CalOMS Reports Overview, CalOMS Data Compliance Standards, CalOMS Tx Web-based Training, CalOMS Tx Top 20 Error Codes and CalOMS Related Bulletins from DHCS, as well as the county reporting schedule.
2. Approval of contract as to form and legal affect by county counsel.
3. Signature of Contractor on contract agreeing to all conditions set forth in the contract.
4. Approval and execution of contract by the County Board of Supervisors or County Administrator.
5. Annual completion of Self Audit by Contractor, and subsequent review by MHSUS Contract Manager, including Contractor’s signed attestation of adherence to all laws and regulations.

6. At annual site visit, Contract Manager shall review and document compliance with CalOMS data collection requirements.

County-operated service compliance with this policy shall be achieved through:
1. Approval of State-County NNA/DMC Contract by Board of Supervisors or authorized designee agreeing to all conditions set forth in the contract.
2. Attestation to compliance with CalOMS Treatment data collection requirements at the annual DHCS Monitoring review.
3. Annual completion of Self Audit, including County Alcohol & Drug Administrator’s signed attestation of adherence to all laws and regulations.
4. At annual Site Visit, Quality Management shall review and document compliance with CalOMS data collection requirements.