


County of Marin <b>Behavioral Health and Recovery Services (BHRS)</b>	POLICY NO. BHRS-68
<b>POLICY:</b>	Next Review Date: January 2024
<u><b>CALOMS TREATMENT DATA COLLECTION</b></u>	Date Reviewed/Revised: January 28, 2021
<b>MHSUS-ADP-16</b>	By:  Jei Africa, PsyD Director, Behavioral Health and Recovery Services

**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:**

State-County SABG Contract  
 State-County DMC-ODS Intergovernmental Agreement

**III. POLICY:**

It is the policy of Marin County Division of Behavioral Health and Recovery Services (BHRS) to ensure the monthly submission of CalOMS admissions, annual updates and discharge data within the required timeframes.

**IV. AUTHORITY/RESPONSIBILITY:**

Contract Managers  
 Alcohol and Drug Administrator  
 WITS Administrator  
 BHRS Director

**V. PROCEDURE:**

The County ensures that BHRS and its contractors receiving funding under the State-County SABG Contract and State-County Intergovernmental Agreement 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:

County of Marin <b>Behavioral Health and Recovery Services (BHRS)</b>	POLICY NO. BHRS-68
	Next Review Date: January 2028
<b>POLICY:</b>  <b><u>CALOMS TREATMENT DATA COLLECTION</u></b>	Date Reviewed/Revised: January 28,2021

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.
3. BHRS staff uploads CalOMS data to ITWS on or before the 15<sup>th</sup> of each month and downloads the *Error and Submission* report for the CalOMS upload. When required, a signed certification will be submitted to DHCS as outlined in the applicable State-County contract.
4. BHRS staff distributes the *Error and Submission* report to the appropriate provider or when warranted corrects the errors in Marin WITS.
5. BHRS 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. BHRS staff participates in DHCS’ annual data clean-up process.
7. BHRS 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. Categories are subject to change pending any changes by DHCS.
    - 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/Practice Guidelines which includes links to the CalOMS Data Collection Guide, CalOMS Treatment Data Dictionary, CalOMS Reports Overview, CalOMS Data Compliance Standards, CalOMS Tx Web-based

County of Marin <b>Behavioral Health and Recovery Services (BHRS)</b>	POLICY NO. BHRS-68
	Next Review Date: January 2028
<b>POLICY:</b>  <b><u>CALOMS TREATMENT DATA COLLECTION</u></b>	Date Reviewed/Revised: January 28,2021

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, County Administrator, or designee.
5. Annual completion of Self Audit by Contractor, and subsequent review by BHRS 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 Contracts 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.



**BHRS**  
**Checklist for New or Revised Policies and Procedures**

**Please submit this checklist to the BHRS Policy and Procedure Working Group Lead along with the first draft copy of your policy and accompanying documents.**

Date of initial submission: 1/28/2021

Type of Update:

- New – Justification:  
 Revision to Existing Policy or Procedure, Policy Number:

Complete Title of Policy: CalOMS Tx

Lead Staff Name / Subject Matter Expert: Cat Condon

Other Staff Involved in Drafting of Policy: Leigh Steffy

System(s) of Care Affected:  ALL BHRS  Mental Health Only  SUDS only

1. For **new** policies, summarize what the policy covers and explain the need for a new policy.  
OR

For **revised** policies, summarize the changes that need to be made to the existing policy:

References, dates, confirmed process still aligned with current regs

2. List any existing governmental regulations that relate to policy or state "None":

State/County Contracts

3. Describe how policy will impact consumer access to care or state "N/A":

N/A

4. Have you compared this policy to similar policies in other counties?  Yes  No

If so, list counties whose policies were reviewed:

5. Will this policy require staff training?  Yes  No

If so, indicate what staff will need to be trained and what training will be needed.

6. Will forms need to be developed or revised for this policy or policy update?  Yes  No If so, list forms that will need to be developed or revised (please list form number if available):

7. Describe any other changes that will need to be made in Behavioral Health (financial, consumer care, etc.) as a result of this policy:

N/A - no substantive changes from existing policy

**BHRS**  
**Checklist for New or Revised Policies and Procedures**

8. Who needs to review this policy?

BHRS staff: Jei Africa

Other County Staff: Leigh Steffy (completed)

Community partners: