

**CALIFORNIA OUTCOMES MEASUREMENT
SYSTEM TREATMENT (CALOMS Tx) and
DRUG AND ALCOHOL TREATMENT ACCESS
REPORT (DATAR)**

Frequently Asked Questions (FAQ) 2026

DHCS developed this FAQ to provide clarification on multiple topics relating to CalOMS Tx and DATAR reporting.

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CALOMS TX FAQ

1. How does the county gain access to CalOMS Tx? (Updated)

For a county to gain access to CalOMS Tx, visit the [Behavioral Health Information Systems](#) or [Substance Use Disorder Services-Forms](#) webpages and download the "CalOMS Tx County Approver Certification & Vendor Appointment Form (DHCS 5261)". This form is used to designate two contacts to be responsible for managing the county and vendor staff access to CalOMS Tx.

The county Substance Use Disorder (SUD) Administrator or Program Director must complete the DHCS 5261 form and email it to DATAR-CalOMSProgramSupport@dhcs.ca.gov for approval and processing. Once the county analyst is added to their profile, they will be responsible for adding additional county analysts to CalOMS Tx using the "Manage Users" tab.

2. How is a change in County SUD Program Administrator/Director reported? (New)

To update the County SUD Program Administrator/Director, listed on the [California County Program Administrators Directory](#) webpage, send a written request (by email) to CountySupport@dhcs.ca.gov by the 15th of the month. Changes received after the 15th will be processed the following month.

The email should include the following information:

- » Current County SUD/BH Program Administrator/Director information.
- » Name and title of the County's new SUD Program Administrator/Director.
- » County and department name.
- » Contact information such as phone number(s) and email address.
- » Street address.
- » Mailing address.

NOTE: This process is only for updating the County's Program Administrator (SUD/Behavioral Health Director/Administrator) listed on the [California County Program Administrators Directory](#) webpage. It does not apply to updating the CalOMS Tx County Approvers or the Treatment Program Directors that are enrolled by the Provider Enrollment Division and listed in the MPF.

3. Does DHCS provide PDF or printable versions of CalOMS Tx admissions, annual update, or discharge forms?

DHCS does not create or generate manual CalOMS Tx forms. Please reach out to your county administrator to determine if there are manual CalOMS Tx admissions, annual update, or discharge forms for the program to use. If manual forms are not available, work with the county to develop forms that include all information that is gathered in CalOMS Tx.¹ The form must include the county branding.

4. Is self-pay/commercial insurance client data reported in CalOMS Tx? (Updated)

Counties must collect treatment data for all service recipients, by all providers that receive funding from DHCS, regardless of the source of funds used for the service recipient. For example, if a provider receives any amount of DHCS funding but provides services to a person using only county funds, or provides services to a private-pay client, the provider must still collect and submit CalOMS Tx data for that individual.²

Note that CalOMS Tx does not require discharging and readmitting of a client when the client funding source changes.³

5. What if one of my providers changes or closes? (Updated)

Notification to DHCS is required when provider information is updated or the facility closes. Failure to report these changes will result in monitoring and reporting issues. To request the most current SUD Master Provider File (MPF) forms to update SUD provider information, email DHCSMPF@dhcs.ca.gov or visit the [DHCS MPF webpage](#).

6. Where can the CalOMS Tx resources be found? (New)

Resources are available to authorized CalOMS Tx users through the [Behavioral Health Information Systems](#) and MoveIT systems. These materials are updated often. Contractors, vendors, or others should request the most current CalOMS Tx resource materials available from county staff who are authorized to access the systems.

¹ CalOMS Tx Data Collection Guide V.4 Jan 2025, Sections 6, 7, 8

² CalOMS Tx Data Collection Guide V.4 Jan 2025, Section 2.0

³ CalOMS Tx Data Collection Guide V.4 Jan 2025, Section 8.3

7. Is CalOMS Tx reporting required for ASAM Level 0.5?

CalOMS Tx admission reporting is not required for clients under ASAM Level 0.5 for SUD Programs.⁴

8. When is a Client Admission added to CalOMS Tx? (New)

Add client records to CalOMS Tx after they are assessed by a program, complete admission procedures, and have started their first treatment service.⁵

Before CalOMS Tx questions are collected, a client must:

- » Have a SUD related problem.
- » Give consent to participate in treatment.
- » Complete screening and admission process.
- » Narcotic Treatment Program (NTP) clients must have an individual treatment or recovery plan.
- » Been formally admitted to a SUD treatment facility and start receiving services.

9. How do I collect and report data for services provided to a client that is an out of county referral (OOCR)? (Updated)

The county of responsibility (the referring/paying county) must contract with the referring county, establish a mechanism to obtain clients' data from the county rendering the treatment services, and then report the OOCR client data in CalOMS Tx.

Each month the county receives their OOCR report from the SUD Provider Management Unit, the county of responsibility will refer to it for completion of the Provider Number (ADM-3), County Paying for Services (ADM-10), and out of county referral number (ADM-11) as follows:⁶

- » **ADM-3** – Enter the “Provider Identification Number (provider ID) of the Service Facility” that is rendering services to the client.
- » **ADM-10** – Enter the first two digits of the providers “Assigned OOCR” number. The first two digits are the county of responsibility/referring county code.

⁴ [BHIN 24-001](#)

⁵ CalOMS Tx Data Collection Guide V.4 Jan 2025, Section 6.0

⁶ CalOMS Tx Data Collection Guide V.4 Jan 2025, Section 6.8-6.9

- » **ADM-11** – Enter the last four digits of the providers “Assigned OOCR” number.

10. What is the difference between transferring a client to a new service and referring a client to a new service?

Transfers or change in service admission is reported for each subsequent treatment service in a treatment episode that follows the initial admission. Transfers follow a referral from the clients’ last discharge provider. A transfer can also occur when a client moves from one level of care or service (e.g. detoxification to outpatient) to another, either within the same provider or between different providers (e.g., ABC Agency to Agency 123).

Referrals occur when a client is discharged from SUD treatment programs and referred to continuing treatment services elsewhere or to the next level of care with the same provider. A client does not have to accept the treatment provider’s referral for it to be reported as a referral on the discharge record. In CalOMS Tx, referrals to non-treatment services such as medical appointments, twelve-step programs, or other recovery support services should not be included.

Transfers are identified in the CalOMS Tx admission using the “admission transaction type” field and referrals are identified in the CalOMS Tx discharge record using the “discharge status” field.⁷

11. When are Annual Updates reported? (New)

Annual updates are required for clients in treatment for twelve months or more, continuously with one provider and one service modality with no break in service. Annual update information can be collected earlier than twelve months, as early as **60 calendar days** before the client’s admission anniversary date. However, annual update data must be collected no later than twelve months from the client’s admission anniversary date.⁸

⁷ CalOMS Tx Data Collection Guide V.4 Jan 2025, Section 7.0

⁸ CalOMS Tx Data Collection Guide V.4 Jan 2025, Section 7.0

12. When should an administrative discharge be reported? (Updated)

Report an administrative discharge for treatment clients who did not complete the treatment service as planned, left the program unannounced, and/or did not complete a CalOMS Tx discharge interview either in person or by telehealth. Depending on the client's progress prior to the client leaving the program, the program should report either "did not complete", "made satisfactory progress, "not referred" (status 4), or "did not complete", "made unsatisfactory progress, "not referred" (status 6).^{9 10}

13. How are "Open Provider" reports fixed? ¹¹ (New)

Out of compliance in the "Open Provider" report occurs when the last two columns of the report ("Reporting Provider" and "Provider No Activity (PNA)") require correction. These columns indicate whether a provider submitted data for a given month.

Open Provider reports will show the following:

- » The columns for treatment services will have Yes (Y) or No (N). This indicates the types of treatment services the provider is contracted to render to clients.
- » Last Two Columns ("Reporting Provider" and "PNA" submitted):
 - N / Y – No activity reported, and a PNA was submitted -  Compliant
 - Y / N – Activity reported, no PNA needed -  Compliant
 - Y / Y – Activity reported and PNA submitted -  Compliant (No need to change to Y/N or N/Y)
 - N / N – No activity reported and no PNA submitted -  Not Compliant

Fixing Non-Compliant Records (N / N):

- **No Activity to Report (admissions, annual updates, or discharges):**

If a provider is approved for non-residential services (columns 1–2) but has no activity to report, the "Reporting Provider" column will display "N". In this case a "PNA" report is required. Once the PNA is submitted, the "PNA" column will update to "Y" indicating the record is now compliant.

⁹ CalOMS Tx Data Collection Guide V.4 Jan 2025, Section 8.5

¹⁰ [BHIN 25-001](#)

¹¹ ITWS File Instructions, Section 7.0 - 7.1

DATAR FAQs

1. How do we get access to the DATAR system? *(Updated)*

Counties: Designate two DATAR County Approvers by submitting the “County Approver Certification Appointment Form (DHCS 3300)” from the [Substance Use Disorder Services-Forms](#) web page, complete the form according to the form instructions, and submit it to DATAR-CalOMSProgramSupport@dhcs.ca.gov.

Providers: Contact the counties approver to request DATAR access. All providers must have a contract with the county to report treatment capacity data in DATAR.

For additional information, refer to the DATAR User Manual, which can be accessed by authorized DATAR users at [DATAR Application - DATAR Application](#).¹²

Note: When an approved DATAR user’s phone number changes, email DATAR-CalOMSProgramSupport@dhcs.ca.gov with the new number so the multi-factor authentication (MFA) can be updated.

2. Is DATAR reporting required for out of county referral (OOCR) services?

The county paying for services cannot submit DATAR capacity reports for clients who have been referred to treatment services outside of their county. DATAR submissions can only be submitted by the provider that is rendering treatment services to the client.

3. Why can’t I find my provider in the drop-down menu? *(Updated)*

There are several reasons why the provider is not visible in DATAR:

- » The provider has not yet been assigned a record, with a six-digit provider ID number, in the MPF data system.
- » The county does not have authorized access to the provider ID in DATAR. To get access contact DATAR-CalOMSProgramSupport@dhcs.ca.gov.
- » The provider record in the MPF data system does not have active SUD treatment service codes that require DATAR reporting. Refer to the counties’ monthly MPF Report to see the active service codes. If the service codes are inaccurate or

¹² 2019 DATAR User Manual, Section 6 and 8

incomplete, the county should contact DHCSMPF@dhcs.ca.gov to request the "MPF Existing Provider Request Form" to update the provider service codes.

- » The provider's contract has been terminated by the county (Entity Code 7), or the provider has closed (Entity Code 9). Only actively county contracted providers (with an entity code of 1, 2, or 3) can report in DATAR.

4. What do I do if the provider is no longer active?

Review the monthly MPF and OOCR Reports sent to counties by the SUD Provider Management Unit. If the provider is no longer contracted for SUD treatment services, but shows as an Entity Code 1, 2, or 3, contact DHCSMPF@dhcs.ca.gov to obtain and complete the appropriate MPF Form to change the provider status with the county.

5. How can the number of treatment slots be increased?

(New)

To increase the number of licensed and certified treatment slots, the program should submit the required fee and DHCS forms to DHCS Licensing and Certification for review and approval. For more information, contact LCDQuestions@DHCS.ca.gov.

6. How is treatment capacity reported when 90% capacity is reached? *(New)*

DATAR reports must be submitted for each month by the 10th of the following month. For example, for the month of September, the DATAR report must be submitted by October 10th.¹³

For each service type, enter the number of days during the month that the enrollment exceeded 90 percent of its public treatment capacity. For example, if a service has 100 public treatment slots available at any given time, and if for 12 days of the report month there were 90 or more clients enrolled in these public treatment slots, then enter "12" in the appropriate service field.

¹³ 2019 DATAR User Manual, Section 9.