



State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

DATE: October 1, 2018

MHSUDS INFORMATION NOTICE NO.: 18-046

TO: COUNTY BEHAVIORAL HEALTH DIRECTORS
COUNTY DRUG & ALCOHOL ADMINISTRATORS
COUNTY BEHAVIORAL HEALTH DIRECTORS ASSOCIATION OF CALIFORNIA
CALIFORNIA COUNCIL OF COMMUNITY BEHAVIORAL HEALTH AGENCIES
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS
CALIFORNIA ASSOCIATION OF ALCOHOL & DRUG PROGRAM EXECUTIVES, INC.
CALIFORNIA ALLIANCE OF CHILD AND FAMILY SERVICES
CALIFORNIA OPIOID MAINTENANCE PROVIDERS
CALIFORNIA STATE ASSOCIATION OF COUNTIES

SUBJECT: AMERICAN SOCIETY OF ADDICTION MEDICINE (ASAM) LEVEL OF CARE (LOC) DATA COLLECTION FOR THE DRUG MEDICAL ORGANIZED DELIVERY SYSTEM (DMC-ODS) WAIVER

SUPERSEDES: [MHSUDS Information Notice 17-035](#)

DHCS issues this Information Notice (IN) to supersede IN 17-035. This DHCS Information Notice provides updated guidance to counties, participating in the DMC-ODS Waiver for the submission of ASAM LOC data.

BACKGROUND

The DMC-ODS is a Pilot program approved by the Centers for Medicare and Medicaid Services to test a new paradigm for the organized delivery of health care services for Medicaid eligible individuals with a substance use disorder (SUD). The DMC-ODS will demonstrate how organized SUD care increases the success of DMC beneficiaries while decreasing other system health care costs. A critical element of the DMC-ODS Pilot includes providing a continuum of care modeled after the ASAM criteria for SUD treatment services.

A primary goal underlying the ASAM Criteria is for the beneficiary to be placed in the most appropriate LOC. For both clinical and financial reasons, the preferable LOC is

that which is the least intensive while still meeting treatment objectives and providing safety and security for the beneficiary. The ASAM Criteria is a single, common standard for assessing patient needs, optimizing placement, determining medical necessity, and documenting the appropriateness of reimbursement.

DMC-ODS Waiver counties are required to use the ASAM Criteria to ensure that eligible beneficiaries have access to the SUD services that best align with their treatment needs. Waiver counties are required to have a Utilization Management Program to ensure that beneficiaries have appropriate access to SUD services, medical necessity has been established, the beneficiary is in the appropriate ASAM LOC, and that the interventions are appropriate for the diagnosis and LOC. Waiver counties are also required to have a documented system for collecting, maintaining and evaluating accessibility to care and waiting list information, including tracking the number of days to first DMC-ODS service at the appropriate ASAM LOC following initial request or referral for all DMC-ODS services.

Counties participating in the DMC-ODS are required to provide DHCS with data and information in order to comply with the evaluation and reporting established by the DMC-ODS special terms and conditions. This includes information from ASAM criteria-based screenings and assessments. Counties have the option to either use their own electronic systems to record the data or use an Excel template made available by DHCS, as described below. This template includes all of the required data elements, definitions, and validation rules. DHCS will utilize ASAM LOC data to monitor appropriate use of ASAM criteria in the DMC-ODS.

IN 17-035 provided guidance to counties participating in the DMC-ODS Waiver regarding the submission of ASAM LOC data. This IN updates the submission requirements to reflect DHCS' transition from the Information Technology Web Services (ITWS) system to the Behavioral Health Information System (BHIS).

DISCUSSION

DMC-ODS Waiver counties are required to submit their ASAM LOC data for all DMC beneficiaries through DHCS' BHIS, which is the same system counties are using to submit data to the California Outcomes Measurement System (CalOMS). Although ASAM LOC and CalOMS data must be submitted in separate files, submission rules will be similar. ASAM LOC data submission will be cumulative and must be submitted at least once monthly, no later than 45 days after the month of service. However, counties are not limited to once per month reporting and can choose to submit ASAM LOC data more often as needed.

The BHIS portal can be found here: <http://appdir.dhcs.ca.gov/bhis/Pages/default.aspx>.

Enrollment in BHIS and CalOMS

Users must be authorized in order to upload to the BHIS portal. Prior authorizations from the ITWS system will not transfer to BHIS. Each county has designated county approvers who are able to perform this authorization. If you do not know who your county approver is, a list can be sent to you. Email SUDCalOMSSupport@dhcs.ca.gov for this information. If your county approver needs help with the authorization process, they can also email this address for assistance.

LOC Submission into BHIS

Once logged in to BHIS, users should follow the following steps in order to transfer a file:

- Select “Caloms_Datar” listed under “Applications” on the menu bar. This will take users to the CalOMS and Datar dashboard screen.
- Specify “CalOMS” from the “Applications” menu. This will take users to the screen that allows file transfers.
- Select “Transfer Files” to find the ASAM data upload program “eTransfer/MOVEit”.
- Users will be prompted to re-enter their username and password in order to verify all file transfers.

Format for Data Submission

All files must be prepared using a Comma-Separated Values (CSV) file format. A mock-data sample of data in the required CSV format is available on BHIS. Each submission should be a single, cumulative CSV file for all screenings and assessments in the county. The CSV files must be zipped and password-protected. The password to be used and additional formatting instructions will be available in the technical documentation on BHIS.

For those working with the Excel template available for use on BHIS, the data spreadsheet must be converted to a CSV file format under the “save as” prompt prior to transferring the data. Detailed instructions on how to convert the Excel data to CSV are included on the template. The CSV file created by following these instructions will automatically conform to the required format.

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Additionally, if counties wish to record ASAM LOC data in their own electronic systems, they may do so as long as the data can be exported into a format that can be converted into a CSV file that conforms to the required format.

If you have any questions regarding BHIS or other issues, please contact the DHCS BHIS Help Desk at (800) 579-0874 or SUDCALOMSSupport@dhcs.ca.gov. If you have any questions regarding the submission of ASAM LOC data, please contact Darren Urada, Ph.D., with UCLA at durada@mednet.ucla.edu or (310) 267-5227, or Michele Wong with DHCS at michele.wong@dhcs.ca.gov or (916) 445-1943.

Sincerely

Original signed by

Brenda Grealish, Acting Deputy Director
Mental Health & Substance Use Disorder Services