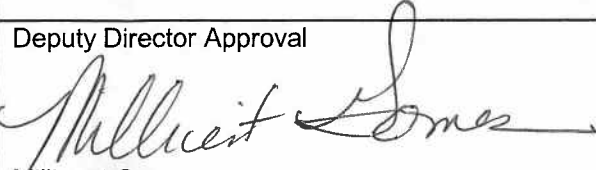


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**ADP BULLETIN**

Title Procedures for Collection of Discharge Data for the California Outcome Measurement System – Treatment (CalOMS-Tx)		Issue Date: August 16, 2011 Expiration Date:	Issue No. 11 - 10
Deputy Director Approval  Millicent Gomes Deputy Director Office of Criminal Justice Collaboration	Function: <input checked="" type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input type="checkbox"/> Administration <input type="checkbox"/>	Supersedes Bulletin/ADP Letter No. ADP Bulletin 08-08 Effective September 1, 2011	

PURPOSE

This bulletin supersedes, and clarifies parts of, the Department of Alcohol and Drug programs (ADP) Bulletin 08-08 with the goal of collecting more accurate and complete discharge data. This bulletin provides CalOMS-Tx protocols for reporting both standard and administrative discharges from alcohol and other drug (AOD) treatment services to ADP. Specifically, this bulletin serves to simplify discharge Status Codes 3 through 6 for Discharge Status Data Element (DIS-2) found in Section 3.5.2 of the CalOMS Data Dictionary. (See Table 1)

DISCUSSION

The protocols in this bulletin were developed by a collaborative workgroup named the Data Outcomes Committee that consists of several county administrators representing the County Alcohol and Drug Program Administrators Association of California (CADPAAC), representatives of the University of California, Los Angeles' Integrated Substance Abuse Program (UCLA ISAP), and ADP staff.

Every treatment provider who receives funding for AOD treatment from ADP and every licensed narcotic treatment provider is required to collect CalOMS Tx data from every client served. Treatment providers must collect CalOMS-Tx data as follows:

- When a client is admitted to treatment (within seven days of their first service),
- On the one-year anniversary date of their admission (for clients in the same treatment service for one year or more), and
- When the client is discharged from the treatment service in which they have been participating.



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Protocols for Discharging Clients

The following protocols clarify business rules for discharging clients from treatment in CalOMS-Tx.

1. A CalOMS-Tx discharge record must be submitted for every client for whom a CalOMS-Tx admission record has been submitted.
2. AOD treatment providers must attempt to schedule and conduct a discharge interview with every client. A discharge interview may be either in person (face-to-face) or via telephone. This interview includes, but is not limited to, asking each of the required CalOMS Tx standard discharge questions. Treatment providers are advised to include in each client's treatment plan a date to conduct a discharge interview. This date may be scheduled for some time prior to or on the client's planned last date of services, but may not be more than two weeks prior to the client's planned date of last service.
3. Providers should make every effort to ensure the discharge interview is a face-to-face interview. However, some clients may be unable to appear for the scheduled discharge interview. In these situations, providers are strongly encouraged to attempt to contact the client by phone to collect the CalOMS Tx standard discharge data.
4. Administrative discharges should only be reported in the event the client cannot be located, either in person or by telephone, to answer the CalOMS-Tx questions. Such attempts to contact a client for a CalOMS Tx discharge interview must be documented in the client's file. Providers should never guess or complete responses on behalf of an absent client for the required CalOMS-Tx discharge questions.
5. For all discharges marked "Death" (Status Code 7) or "Incarceration" (Status Code 8), report only the minimum discharge information.

Standard Discharge

Standard discharge requires a full set of questions be collected. A standard discharge must be reported when the client is interviewed by telephone or in person:

For standard discharges, providers are required to complete a full CalOMS Tx discharge record by interviewing the client and asking all of the required CalOMS Tx discharge questions as listed in Section 8.4.1 of the CalOMS-Tx Data Collection Guide. The date for a standard discharge is the date on which the client completes the CalOMS Tx discharge interview or the date of last treatment service, whichever is later.

Administrative Discharge

Administrative discharge requires a minimum set of questions be collected. An administrative discharge is reported when the client has stopped appearing for treatment services without leave from or notification to the AOD treatment program and the client cannot be located to be discharged and complete the CalOMS-Tx discharge interview. This circumstance should never occur for

discharges marked “completed treatment goals” (Completed Treatment, Referred and Completed Treatment, Not Referred).

For all administrative discharges the provider is required to complete the Administrative Discharge questions as listed in Section 8.5.3 of the CalOMS-Tx Data Collection Guide.

Simplification of Status Codes

In order to simplify the process and increase the accuracy of discharge data, ADP is removing any reference to client *referral* from the description of discharge Status Codes 3 through 6.

Status Codes 3 through 6 are used when the patient does *not complete treatment*.

- Treatment Status Codes 3 or 5 are to be used for a standard discharge where the provider is able to do an interview with the patient.
- Treatment Status Codes 4 or 6 are to be used only for administrative discharges when a patient interview is not possible.

Below is a list of the discharge Status Codes along with the new, simplified description for Status Codes 3 through 6. The descriptions for Status Codes 1, 2, 7 and 8 have not changed.

Table 1

Status Code	Previous Description	New Description
1	Completed Treatment / Recovery Plan Goals/ Referred/Standard (all questions)	Completed Treatment / Recovery Plan Goals/ Referred/Standard (all questions)
2	Completed Treatment / Recovery Plan Goals/ Not Referred/Standard (all questions)	Completed Treatment / Recovery Plan Goals/ Not Referred/Standard (all questions)
3	Left Before Completion with Satisfactory Progress/Referred/Standard (all questions)	Left Before Completion with Satisfactory Progress/ Standard (all questions)
4	Left Before Completion with Satisfactory Progress/ Not Referred/Administrative (minimum questions)	Left Before Completion with Satisfactory Progress / Administrative (minimum questions)
5	Left Before Completion with Unsatisfactory Progress/Referred/Standard (all questions)	Left Before Completion with Unsatisfactory Progress / Standard (all questions)
6	Left Before Completion with Unsatisfactory Progress/Not Referred/Administrative (minimum questions)	Left Before Completion with Unsatisfactory Progress/ Administrative (minimum questions)
7	Death/Administrative (minimum questions)	No change to description.
8	Incarceration/Administrative (minimum questions)	No change to description.

CONCLUSION

The discharge data are used to measure treatment outcomes for reporting purposes at the county, state, and federal levels. In addition, it is critical that counties and treatment providers collect accurate and complete client outcome data at discharge to continually improve the quality of services.

REFERENCES

CalOMS-Tx Data Collection Guide
CalOMS-Tx Data Compliance Standards

Refer to the *CalOMS Treatment Data Collection Guide* for detailed descriptions of data collection requirements. The *CalOMS Treatment Data Collection Guide* is on the ADP web site:
http://www.adp.ca.gov/CalOMS/pdf/CalOMS_Data_Collection_Guide.pdf.

QUESTIONS/MAINTENANCE

Counties are encouraged to conduct provider trainings on how to implement discharge codes properly and on discharge interviewing methods, e.g., strategies to successfully complete the exit interview. UCLA's Addiction Technology Transfer Center (ATTC) can be utilized by counties as a resource to train providers on discharge interview protocols. In addition, a variety of CalOMS-Tx training materials are available on-line via the ADP web site.

For further information related to CalOMS-Tx data collection refer to the CalOMS web site through the ADP web site:

1. Navigate to ADP's web site: <http://www.adp.ca.gov>.
2. Click the green tab labeled "Data Systems" toward the top of ADP's homepage.
3. Click the "CalOMS Treatment" link, just below "Active Data Systems".

You may also contact the ADP CalOMS Tx Help Desk by phone (toll free):
1-877-517-3329, or at (916) 327-3010, or by e-mail at CalOMShelp@adp.ca.gov.

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