Inyo County Health and Human Services- Behavioral Health Division

CalOMS Error Report Guidelines

Version:	1.0	Effective	9/14/20

Purpose

The Inyo County Health and Human Services- Behavioral Health Division CalOMS Error Report Guideline is to provide clarity around the internal CalOMS data submission and error correction process as well as provide staff with a guide to aid in timely submission of CalOMS data into the electronic health record (EHR). CalOMS Treatment (CalOMS Tx) is California's data collection and reporting system for substance use disorder (SUD) treatment services. CalOMS Tx data is due to DHCS by the 15th of each month, or approximately within 45 days of the report month. Counties and direct providers may submit their monthly CalOMS Tx data as soon as it is available, or at any time during the report month (the calendar month in which the admissions, discharges, or annual updates occur). Inyo County data is entered into the EHR by SUD staff and reported to the State by our EHR vendor, Kingsview.

Scope

All SUD Staff as required under Drug Medi-Cal (DMC) and Substance Abuse Block Grant (SABG).

Definitions
EHR- Electronic Health Record
Kingsview- Information Technology Vendor that extracts data from an Electronic health record for Inyo County. Serves as the helpdesk for technological problems associated with the EHR.
Tx- Treatment
SUD-Substance Use Disorder

CalOMS Error Report Process
1. **CalOMS initial admission assessment** completed in the EHR for every client receiving services through DMC/SABG.
2. At the one-year mark a **CalOMS re-assessment** must be completed in the EHR for all clients who are receiving continuing services past the year mark.
3. When a client discontinues services, **a CalOMS discharge assessment** must be entered into the electronic health record **and their assignment must be closed** as of the same date of the discharge.
4. Kingsview will send monthly CalOMS error reports to Program Integrity and Quality Assurance (PIQA) team as well as SUD Supervisor which will be placed on the Shared Drive in the CalOMS Open Admission Report folder. PIQA Team will notify staff when the report is in the folder for corrections.
5. SUD staff will have **five (5) business** days to address the error and notify their supervisor when correction has been addressed.
- **Note:** Dates of initial CalOMS assessment and discharge must align to open and closing assignment dates in the system.

New Client Workflow

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┌──────────────┐      ┌──────────────┐      ┌──────────────┐      ┌──────────────┐      ┌──────────────┐
│   Complete   │      │    Client    │      │              │      │    Annual    │      │              │
│   Admission  │ ───▶ │   recieving  │ ───▶ │     YES      │ ───▶ │ Reassessment │ ───▶ │ Still a client 1 │
│ assessment in│      │ services after│     │              │      │ completed in │      │  year later? │
│     EHR      │      │   1 year?    │      │              │      │     EHR      │      │              │
└──────────────┘      └──────────────┘      └──────────────┘      └──────────────┘      └──────────────┘

                      ┌──────────────┐      ┌──────────────┐      ┌──────────────┐
                      │              │      │  Discharge   │      │    Close     │
                      │      NO      │ ───▶ │  Assessment  │ ───▶ │ Assignment in│
                      │              │      │ completed in EHR │  │     EHR      │
                      └──────────────┘      └──────────────┘      └──────────────┘
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