


County of Marin Behavioral Health and Recovery Services (BHRS)	POLICY NO. BHRS-68
	Next Review Date: February 2027
POLICY: <u>CALOMS TREATMENT DATA COLLECTION</u> MHSUS-ADP-16	Date Approved: February 16, 2024
	By:  Todd Schirmer, PhD, CCHP 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 SUBG Performance 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
BHRS Electronic Health Record Team
BHRS Director

V. PROCEDURE:

The County ensures that BHRS and its contractors receiving funding under the State-County SUBG Contract and State-County DMC-ODS 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:

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1. 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.
2. BHRS staff uploads CalOMS data to DHCS on or before the 15th 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.
3. BHRS staff distributes the *Error and Submission* report to the appropriate provider or when warranted corrects the errors in SmartCare.
4. BHRS staff generate, review and distribute, as appropriate, data reports in SmartCare and *Open Admissions* and *Error and Submission* reports from DHCS a minimum of four times per year to ensure that client information such as discharges and annual updates have been completed.
5. BHRS staff participates in DHCS’ annual data clean-up process.
6. 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 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.

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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.