Drug and Alcohol Treatment Access Report (DATAR)

The purpose of this desk reference is to provide guidance in how to complete a report for DATAR.
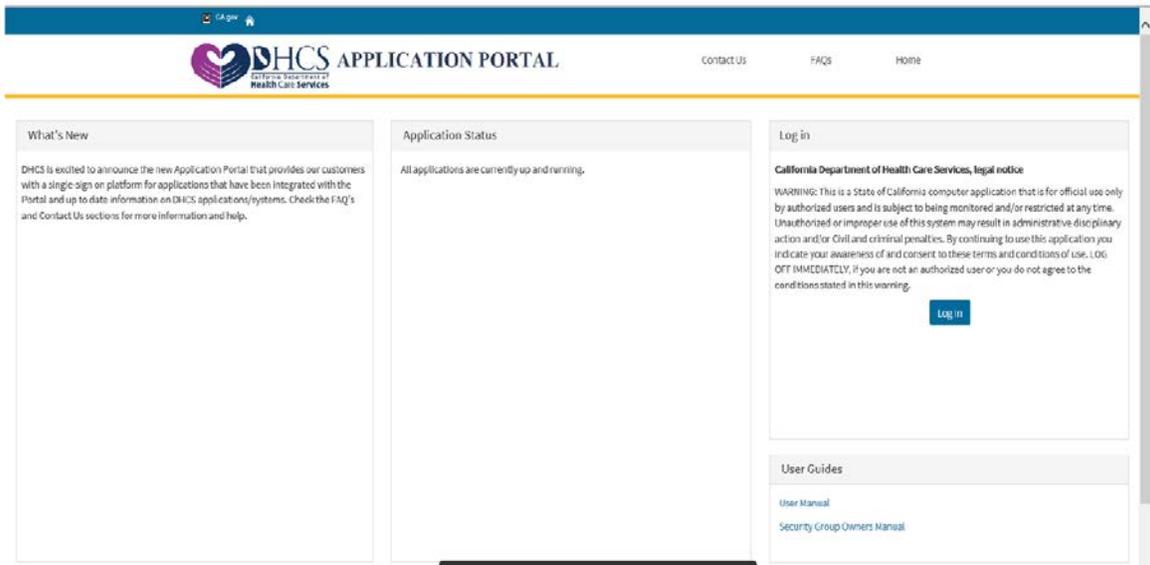
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https://portal.dhcs.ca.gov

DATAR Portal

Details

- The Drug and Alcohol Treatment Access Report (DATAR) is the Department of Health Care Services (DHCS) system to collect data on treatment capacity and waiting lists and is considered a supplement to the California Outcomes Measurement System (CalOMS) client reporting system. DATAR assists in identifying specific categories of individuals awaiting treatment and identifies available treatment facilities for these individuals. The DATAR Web is an application developed by DHCS and can be used by California providers, counties and state staff.
- All SUD treatment providers that receive SUD treatment funding from DHCS are required to submit the one-page DATAR form to DHCS each month. In addition, certified Drug Medi-Cal providers and Licensed Narcotic Treatment Programs (NTP) must report, whether or not they receive public funding.
- Providers must submit DATAR reports for each month by the 10th of the following month. For example, for the month of September 2019, the DATAR report must be submitted by the 10th of October 2019.

Definitions

- **INJECTING DRUG USERS:** A person who is administering, or has administered within the past year, drugs by injection.

- **MEDI-CAL BENEFICIARIES:** Those persons who have been found eligible for Medi-Cal benefits by the County Social Services Department. Current eligibility can be proved via the presentation of the card, a sticker from the card with the current month appearing on it, or by accessing the Department of Health Services' Medi-Cal Eligibility Data System (MEDS).

- **PUBLIC FUNDS:** Public funds are those that are allocated to the county drug and alcohol program as well as certain county generated funds. These funds include (but are not necessarily limited to) State General (Perinatal, Parolee programs), federal SATP Block Grant, CSAT discretionary grants, county funds, federal Drug/Medi-Cal, and SB 920, SB 921, and Statham funds.

- **PUBLIC TREATMENT CAPACITY:** The maximum number of clients/participants who could be enrolled for alcohol or drug treatment at any one time, using the public funds available to this treatment provider by federal, state, and/or county government.

- **SLOT:** A "slot" is the capacity to provide treatment services to one individual. Total slots reflect the maximum number of individuals a provider can serve at any one time, given its complement of staffing and other resources. While not all treatment programs use the term "slot", they do have a capacity to treat only a limited number of individuals at one time. Slots should be counted in a manner similar to other capacity reporting mechanisms, such as the National Survey of Substance Abuse Treatment Services (NSSATS) formerly Uniform Facility Data Set (UFDS). Methadone should be reported in terms of licensed slots; for all outpatient services, the capacity is the number of clients a provider can accommodate given available resources; residential services are reported in terms of the available beds. In other words, it is the static capacity that is being reported.

- **CalWORKs PARTICIPANTS:** California Work Opportunity and Responsibility to Kids (CalWORKs) participants who are waiting to receive substance abuse treatment.

- **TOTAL TREATMENT CAPACITY:** The maximum number of clients/participants who could be enrolled for alcohol and other drug treatment at any one time, using all sources of funds (public, Medi-Cal, 3rd party, client fees, etc.) allocated to this treatment unit.

Steps (Access to DATAR)

1. Enter the User ID and Password. (For new users please send a request to HHSA-QualityManagement@yolocounty.org)
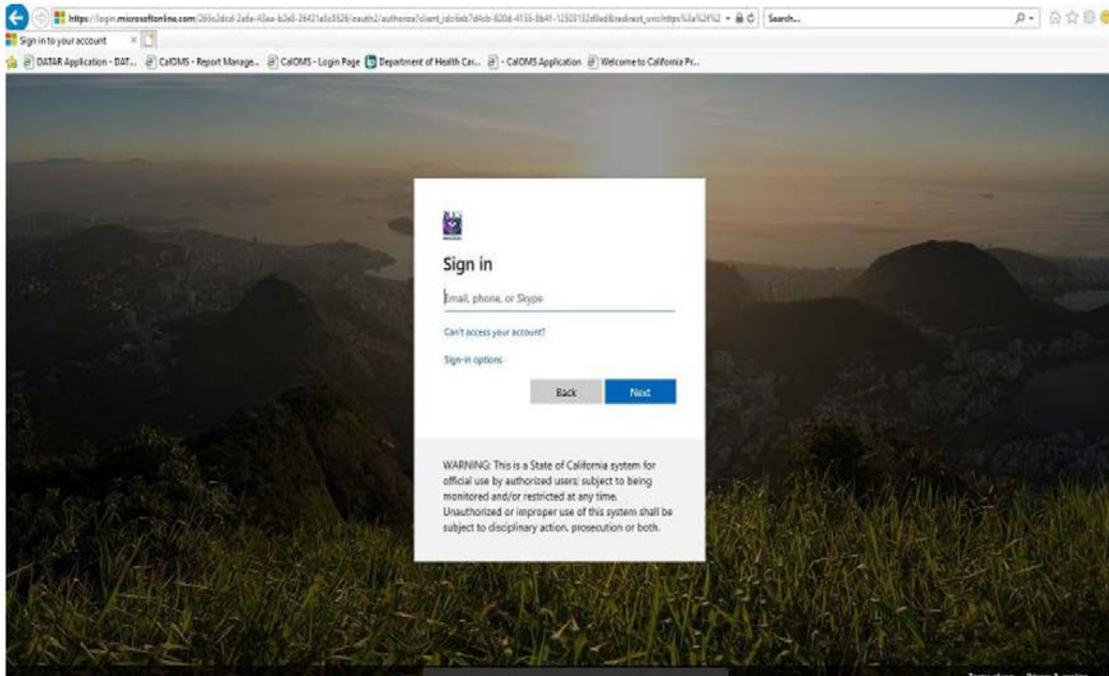
HEADS UP!

A user can only have access to one county at a time, and cannot have access to multiple counties. Each county contracted providers must have their own staff user for DATAR, and a county user can only add multiple providers within their own county. Otherwise, this could be a HIPAA violation.

For example, there are several Aegis facilities in multiple counties. A user cannot have access to Aegis in Sacramento County, and also in San Mateo County.

Steps (New Submission of DATAR report)

2. Click on the **Data Management tab** on the navigation bar and select **Manage Data**.

3. Select the Provider and Report Year. Click the Search button. The Search will display reports that have been submitted to DHCS for the selected Report Year

4. To submit a DATAR report, click on the **+Add Data** button to navigate to *Manage Data: Add Data page.*
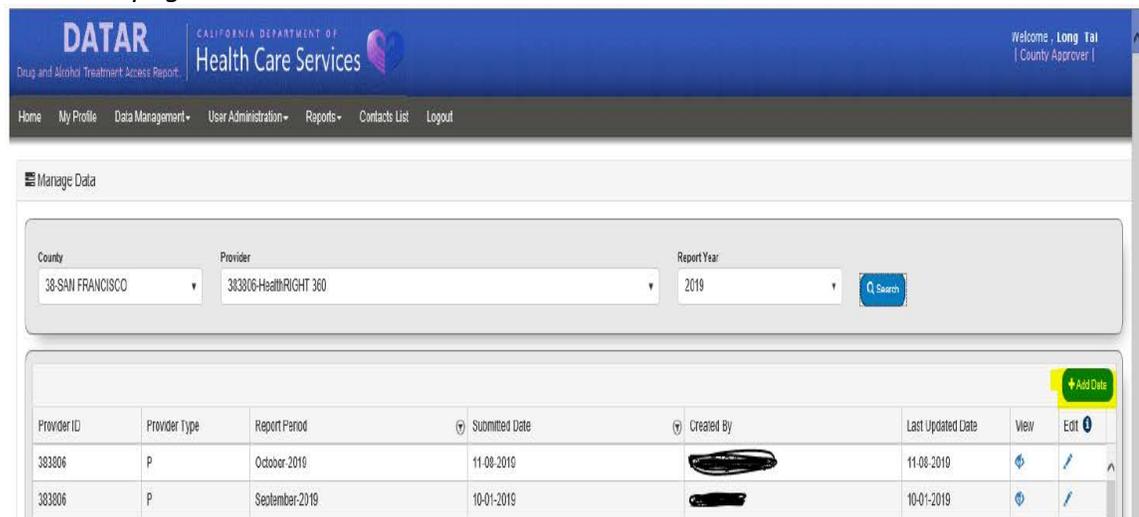
5. In the **Manage Data: Add Data page**, choose a reporting period, by selecting the Reporting Year and Reporting Month for the month of submission. Click on **Load Data Entry** button.

Manage Data: Add Data		575702-Yolo Wayfarer Center Christian Mission
Reporting Year	**Reporting Month**	
Select Year... ▼	Select Month... ▼	⊕ Load Data Entry

6. Enter the DATAR data into the form.

HEADS UP!

DATAR displays only the types of services the facility is contracted to provide. Below are the abbreviations of each type of service that displays on the DATAR form.

ABBREVIATION	DESCRIPTION
ODF	Outpatient Drug Free
MAINT NTP/OTP	NTP/OTP MAINT
NTP/OTP DTX	NTP/OTP Detox
NONRES DTX	Non-Residential Detox
RES DTX-NH	Residential Detoxification — Non Hospital
RES	Residential Drug Free
IOT/DCR	Intensive Outpatient Treatment / Daycare Rehab
OTHER	Hospital Detoxification, Jail Settings, etc.

7. In the **Total Treatment Capacity** field (Q1), enter the total treatment capacity at this location by type of service. If a program has two or more types of service, then each entry must reflect the number of "slots" which can be provided in that service type at any given time. If the entries across the line were to be added, the result would be the total program capacity for alcohol and other drug treatment/recovery service at this location.
For example, total residential treatment capacity should equal the number of licensed beds. The total treatment capacity for an NTP should equal the number of licensed slots. The total treatment capacity (or utilization) for an outpatient program, (including Daycare) should equal the number of unique clients that can be served in the month, based on public funding.

8. In the **Public Treatment Capacity** field (Q2a), enter the public treatment capacity at this location by type of service.

9. In the **Available Public Treatment Openings at End of Month** field (Q2b), enter, by type of service, the unused public treatment capacity at this location as of the last day of the month (e.g., how many publicly funded "slots" were empty). For outpatient programs, please enter how many more unique clients you could have served, based on current funding.

10. In the **Number of Days the Program Census/Enrollment Exceeded 90% of Public Treatment Capacity during the Month** field (Q3), for each service type, enter the number of days during the month that the program's enrollment exceeded 90 percent of its public treatment capacity. For example, if a particular service has 100 public treatment slots available at any given time, and if for 12 days of the report month there were 91 or more clients enrolled in these public treatment slots, then enter "12" in the appropriate service field.

11. In the **Applicants on Waiting List during Month** field (Q4), enter, by service, the number of applicants that were on the waiting list at any time during the month.

12. In the **Total Number Applicants on Waiting List at End of Month** field (Q5), for each service, enter the number of applicants still active on the waiting list as of the last day of the report month.

13. In the **Number of Applicants Admitted to Treatment from Waiting List** field (Q6a), enter the number of clients that were removed from the waiting list during the report month because of admission to treatment either at this program or another program.

14. In the **Total Number of Days Spent on Waiting List** field (Q6b), for all applicants counted on line 6a, enter the total number of days they were active on the waiting list. The intent of the question is to determine the total days such applicants waited in all months.

15. In the **Number of IDU on Waiting List** field (Q7a), enter, by service, the number of injecting drug user (IDU) applicants that were on the waiting list at any time during the month.

16. In the **Number of Pregnant Women on Waiting List** field (Q7b), enter, by service, the number of applicants on the waiting list at any time during the month that were pregnant.

17. In the **Number of Pregnant IDU on Waiting List** field (Q7c), enter the number of pregnant women in 7b, who were also Injecting Drug Users (IDU).

18. In the **Number of Medi-Cal Beneficiaries** field (Q7d), enter, by service, the number of applicants on the waiting list at any time during the month who were Medi-Cal beneficiaries, regardless of whether the services requested are covered by Medi-Cal.

19. In the **Number of CalWORKS Recipients** field (Q7e), enter the number of CalWORKS beneficiaries who were on the waiting list at any time during the report month.

20. In the **Number of Court/Probation Referrals** field (Q7g), enter the number of Court/Probation Referrals on the waiting list at any time during the report month

21. In the **Number of Parole Referrals** field (Q7g), enter the number of Parole Referrals on the waiting list at any time during the report month.

22. If you are ready to submit the report to DHCS, click the Validate and Submit button. If the report passes all edits, the '**Submit Datar Form?**' dialogue box will appear

23. Click Yes to confirm submission. You will receive the message that your report has been submitted successfully

Steps (Updating an Existing DATAR report)

24. Click on the **Data Management tab** on the navigation bar and select **Manage Data**.

25. Select the Provider and Report Year you wish to edit. Click on Search button.

26. The Search will display reports that have been submitted to DHCS for the selected Report Year.

27. Look for the Report Period that you wish to edit.

28. To edit a DATAR report, click on the **Edit** button to navigate to **Manage Data: Edit Data page**

29. Update your DATAR data into the form

30. If you are ready to submit the updated report to DHCS, click the Validate and Update button. If the report passes all edits, the **'Submit Datar Form Corrections?'** dialogue box will appear.

31. Click Yes to confirm submission. You will receive the message that the report has been submitted successfully


HEADS UP!

Editing an existing report is only available for two months after the submitted date.

Steps (Viewing Historical reports)

32. Click on **Data Management tab** on the navigation bar and select **Manage Data**.

33. Select the Provider and Report Year you wish to view. Click on Search button.

34. The Search will display reports that have been submitted to DHCS for the selected Report Year.
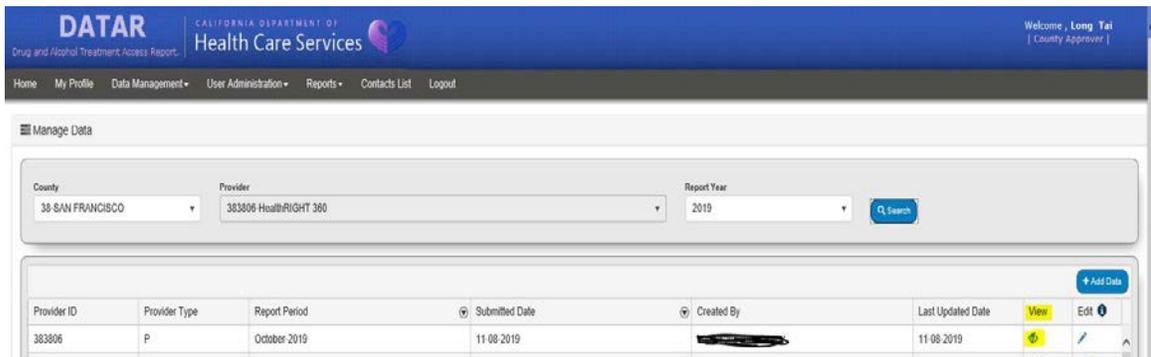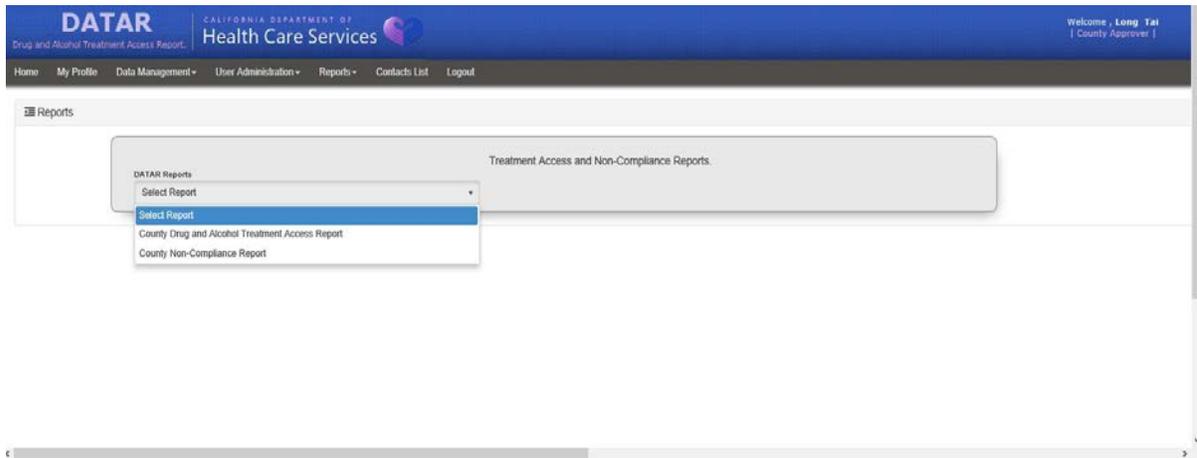

35. Look for the Report Period that you wish to view.

36. To view a DATAR report, click on the **View** button to navigate to **Manage Data: View Data page**. This will allow you to view the report.

Steps (Generating reports)

37. Click on **Reports tab** on the navigation bar and select **DATAR Reports**

38. Select the Report to view by clicking on the **Select Report** drop down menu.

39. Select a Report to view.

40. Enter the parameters for the report you wish to view. You may generate a report in: Excel, PDF or Word