Cal-OMS Discharge (Avatar)

The purpose of this desk reference is to provide guidance in how to close and complete a Cal-OMS Discharge.

Menu Path

Avatar PM > Client Management > Client Information > Outside Provider Cal-OMS Discharge or you can enter "Cal-OMS Discharge" under Search Forms

Details

- The Cal-OMS Discharge form is used to discharge clients from a Cal-OMS program for the purposes of reporting data to DHCS.
- Any fields in Red are required fields.
- If an admission already exists the system will pre-populate data entered into the discharge

Steps

➢ Open the Cal-OMS Discharge form.

1. In the **Provider** field, select the Cal-OMS outside provider.

2. In the **Program** field, select the Cal-OMS program. Programs must be associated with the same **Cal-OMS Type of Service**.

3. In the **Cal-OMS Type of Service** field, select the Cal-OMS type of service associated with the program.

4. In the **Provider's Participant ID** field, enter the provider's participant ID; this ID should be the Medical Record number (MR#) held within Avatar.
   This number is used to identify the client, this number must be entered exactly.

5. In the **Submission Type** field:
   - Select **Deletion** if the Cal-OMS is to be deleted.
   - Select **New** if this is a new submission.
   - Select **Resubmission** if editing a previous admission.

6. In the **Select Serial Number** field, select the serial number from the list. When **Deletion** or **Resubmission** is selected, this field displays serials numbers entered in a previous Cal-OMS outside provider admission. The form serial number, and the client admission date display.
   To enter a new serial number for a resubmission, select **(none of these)** and enter the new serial number in the **Form Serial Number** field.

7. In the **Form Serial Number** field, enter the form serial number, this will be unavailable if Submission Type New is selected. Form serial number format:
   - Use a total of eight characters, starting with a capital letter. Spaces are not allowed. For example, A0001034.
   - For resubmissions, the serial number selected in the **Select Serial Number** field is

display-only in this field.
- The form serial number for a Cal-OMS admission record, and the Cal-OMS discharge record must match.

8. In the **Current First Name** field, enter the client's first name if different from the birth name.
    - Enter "99904" if the client is unable to provide an answer.

9. In the **Current Last Name** field, enter the client's last name if different from the birth name.
    - Enter "99904" if the client is unable to provide an answer.

10. In the **Sex** field, select the client's sex.

11. In the **Social Security Number** field, enter the client's social security number.
    - Enter "99900" to indicate that the client declines to state their social security number.
    - Enter "99904" to indicate that the client is unable to answer.

12. In the **Date Of Birth** field, enter the client's date of birth.

13. In the **Admission Date** field, enter date of admission.

14. In the **Date Of Discharge** field, enter the discharge date.

15. In the **Discharge Status** field, select the client's discharge status.
16. In the **Birth First Name** field, enter the client's first name at birth.
    - Enter "99902" if the client does not have a birth first name.
    - Enter "99904" if the client is unable to provide an answer.

17. In the **Birth Last Name** field, enter the client's last name at birth.
    - Enter "99904" if the client is unable to provide an answer.

18. In the **ZIP Code At Current Residence** field, enter the client's ZIP code.
    - Enter "00000" to indicate that the client is homeless.
    - Enter "XXXXX" to indicate that the client declines to state their ZIP code.
    - Enter "ZZZZZ" to indicate that the client is unable to answer.

19. In the **Place of Birth - County** field, select the county from the list. Choose **Other** if the client was born outside California.

20. In the **Driver's License Number** field, enter the client's driver's license.
    - Enter "99900" to indicate that the client declines to state their driver's license number.
    - Enter "99902" to indicate that the client has no or no applicable driver's license number.
    - Enter "99904" to indicate that the client is unable to answer.

21. In the **Driver's License State** field, select client's state.
22. In the **Mother's First Name** field, enter the client's mother's first name.

23. In the **Disability** field, select the client disability.
24. In the **Consent** field, select **Yes** if the client has given consent to be contacted in the future.

25. Select **Alcohol and Drug Use** in the left hand corner.
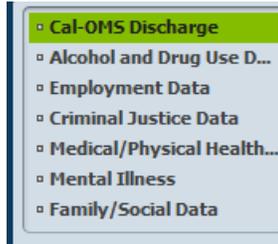
26. In the **Primary Drug (Code)** field, select the client's primary drug of use. If **Other (Specify)** is selected, enter the name of the client's primary drug in the **Primary Drug Name** field.
27. In the **Primary Drug Frequency** field, enter the drug use frequency.
28. In the **Primary Drug Route of Administration** field, select the client's primary drug route.
29. In the **Secondary Drug (Code)** field, select the client's secondary drug of use.

   - Selecting **None** enters "99902" in the **Secondary Drug Frequency**, and **Alcohol Frequency** fields.
   - If **Other (Specify)** is selected, enter the name of the client's secondary drug in the **Secondary Drug Name** field.

30. In the **Secondary Drug Frequency** field, enter the drug use frequency.
31. In the **Secondary Drug Route of Administration** field, select the client's secondary drug route.
32. In the **Alcohol Frequency** field, enter the frequency of alcohol use in the last 30 days. This field is used when the primary and secondary drugs are not alcohol.
33. In the **Needle Use** field, enter the frequency of the IV use.

34. Select **Employment Data** in the left hand corner.
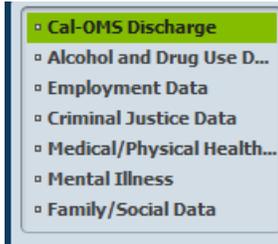
35. In the **Employment Status** field, select the client's employment status.
36. In the **Work Past 30 Days** field, enter the number of work days the client has had in the past 30 days
37. In the **Enrolled in School** field, select the client's school status.
38. In the **Enrolled in Job Training** field, select the client's job training status.

39. Select **Criminal Justice Data** in the left hand corner.

40. In the '**Number of**' fields, enter the number of times the client has been involved with the specified activity in the last 30 days.

41. Select **Medical/Physical Health Data** in the left hand corner
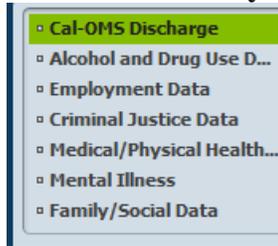
42. In the **Last 30 Days** fields, enter the number of times the client has been involved with the activity in the last 30 days.
43. In the **Pregnant At Any Time During Treatment** field, select appropriate client response**.**
44. In the **HIV Tested** fields, select the client's HIV testing status and results.

45. Select **Mental Illness Data** in the left hand corner
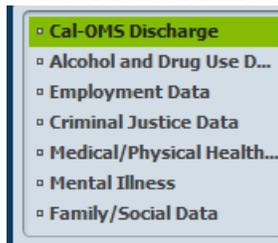
46. In the **Mental Illness** field, select **Yes** if the client has mental illness.
47. In the **Emergency Room Use / Mental Health** field, enter the number of emergency room visits the client has made for mental health issues.
48. In the **Psychiatric Facility Use** field, enter the number of days in the last 30 days the client has stayed for more than 24 hours in a hospital or psychiatric facility.

49. In the **Mental Health Medication** field, indicate the client's mental health prescription medication use in the last 30 days

50. Select **Family/Social Data** in the left hand corner
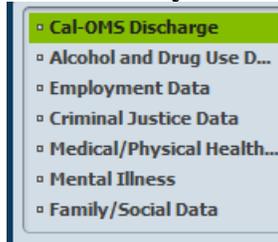
51. In the **Social Support** field, enter the number of days in the last 30 days the client has participated in social support recovery activities.
52. In the **Current Living Arrangements** field, select the client's current living arrangement.
53. In the **Living with Someone** field, enter the number of days in the last 30 days the client has lived with someone who uses alcohol or drugs.
54. In the **Family Conflict Last 30 Days** field, enter the number of days in the last 30 days the client had serious conflicts with their family.
55. In the **Number of Children** fields, enter the number of children associated with the client.
56. When finished, click **Submit**.