

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.

The screenshot shows a web-based form for entering Cal-OMS discharge information. The form is organized into several sections:

- Provider:** A dropdown menu with "HHSA In-Custody SUD Services" selected.
- Program:** A dropdown menu with "HHSA In-Custody SUD Services..." selected.
- Cal-OMS Type of Service:** A dropdown menu with "Nonresidential / Outpatient Tre..." selected.
- Provider's Participant ID:** A text input field.
- Submission Type:** Three radio buttons: "Deletion", "New", and "Resubmission".
- Select Serial Number:** A dropdown menu.
- Form Serial Number:** A text input field.
- Current First Name:** A text input field.
- Current Last Name:** A text input field.
- Sex:** Four radio buttons: "Female", "Male", "Transgender (F to M)", and "Transgender (M to F)".
- Social Security Number:** A text input field.
- Date Fields:** On the right side, there are three date pickers: "Date Of Birth", "Admission Date", and "Date Of Discharge". Each has a calendar icon and a dropdown for month/year.

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 serial 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.

The screenshot shows a form with the following fields and values:

- Discharge Status:** Radio buttons for:
 - Completed treatment/recovery plan. Goals/Referred
 - Completed treatment/recovery plan, Goals/Not Referred
 - Left before completion w/ Satisfactory Progress/Standard
 - Left before completion w/ Satisfactory Progress/Administrative
 - Left before completion w/ Unsatisfactory Progress/Standard
 - Left before completion w/ Unsatisfactory Progress/Administrative
 - Death
 - Incarceration
- Birth First Name:** test
- Birth Last Name:** test
- Zip Code At Current Residence:** 95835
- Place of Birth - County:** Alameda
- Place of Birth - State:** California
- Driver's License Number:** d57287521
- Driver's License State:** Alabama
- Mother's First Name:** majorie

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.

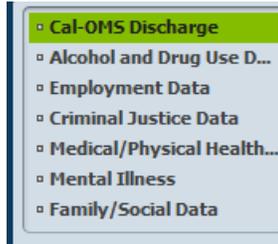
The image shows a screenshot of a web form with two sections: 'Disability' and 'Consent'.

Disability: This section contains a list of radio button options. The 'None' option is selected, indicated by a green checkmark. The other options are: Visual, Hearing, Speech, Mobility, Mental, Developmentally Disabled, Other, Client declined to state, and Client unable to answer.

Consent: This section contains two radio button options: 'No' and 'Yes'. The 'No' option is selected, indicated by a green dot.

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.

A form for entering drug use data. It has two columns. The left column contains: 'Primary Drug (Code)' dropdown with 'Alcohol' selected; 'Primary Drug Name' text field; 'Primary Drug Frequency' input with '1'; 'Primary Drug Route of Administration' radio buttons with 'Oral' selected; and 'Secondary Drug (Code)' dropdown with 'Cocaine /Crack' selected. The right column contains: 'Secondary Drug Name' text field; 'Secondary Drug Frequency' input with '2'; 'Secondary Drug Route of Administration' radio buttons with 'Oral' selected; 'Alcohol Frequency' input with '99902'; and 'Needle Use' input with '2'.

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.

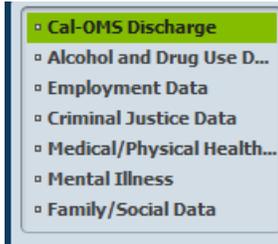
30. In the **Secondary Drug Frequency** field, enter the drug use frequency.

31. In the **Secondary Drug Route of Administration** field, select the client's secondary drug route.

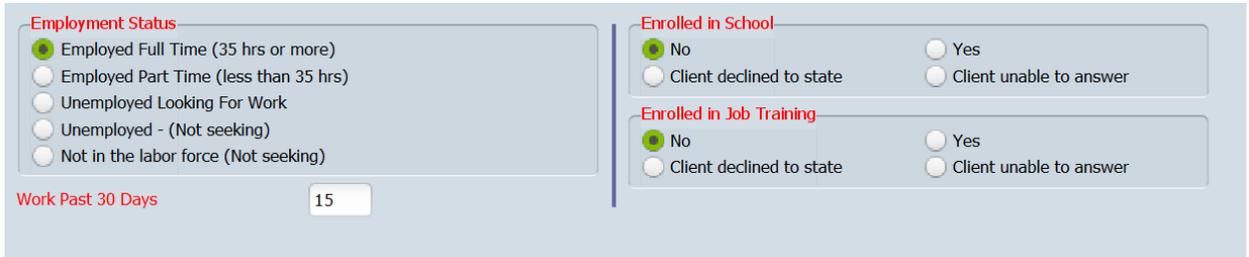
32. In the **Alcohol Frequency** field, enter the frequency of alcohol use in the last 30 days. This field is used when the primary and secondary drugs are not alcohol.

33. In the **Needle Use** field, enter the frequency of the IV use.

34. Select **Employment Data** in the left hand corner.



A vertical sidebar menu with a light blue background. The top item, 'Cal-OMS Discharge', is highlighted in green. Below it are several other menu items: 'Alcohol and Drug Use D...', 'Employment Data', 'Criminal Justice Data', 'Medical/Physical Health...', 'Mental Illness', and 'Family/Social Data'. The 'Employment Data' item is currently selected.



A screenshot of a form section. On the left, under the heading 'Employment Status', there are five radio button options: 'Employed Full Time (35 hrs or more)' (selected), 'Employed Part Time (less than 35 hrs)', 'Unemployed Looking For Work', 'Unemployed - (Not seeking)', and 'Not in the labor force (Not seeking)'. Below these is a text input field labeled 'Work Past 30 Days' containing the number '15'. On the right, there are two sections: 'Enrolled in School' and 'Enrolled in Job Training'. Each has two radio button options: 'No' (selected) and 'Yes', and two more radio button options: 'Client declined to state' and 'Client unable to answer'.

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.



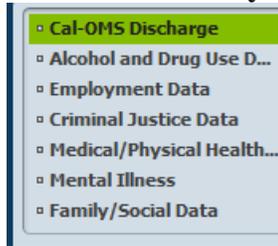
A vertical sidebar menu with a light blue background. The top item, 'Cal-OMS Discharge', is highlighted in green. Below it are several other menu items: 'Alcohol and Drug Use D...', 'Employment Data', 'Criminal Justice Data', 'Medical/Physical Health...', 'Mental Illness', and 'Family/Social Data'. The 'Criminal Justice Data' item is currently selected.



A screenshot of a form section. On the left, there are two text input fields: 'Number of Arrests Last 30 Days' containing the number '0' and 'Number of Jail Days Last 30 Days' containing the number '0'. On the right, there is a text input field labeled 'Number of Prison Days Last 30 Days' containing the number '0'.

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

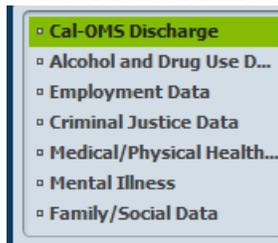
A data entry form with a light blue background. On the left, there are three text input fields: 'Emergency Room Last 30 Days' (containing '2'), 'Hospital Overnight Last 30 Days' (containing '2'), and 'Medical Problems Last 30 Days' (containing '2'). Below these is a section titled 'Pregnant At Any Time During Treatment' with three radio button options: 'No' (selected), 'Yes', and 'Not Sure/Don't Know'. On the right side, there are two sections for HIV testing. The first is 'HIV Tested' with four radio button options: 'No' (selected), 'Yes', 'Client declined to state', and 'Client unable to answer'. The second is 'HIV Test Results' with the same four radio button options: 'No' (selected), 'Yes', 'Client declined to state', and 'Client unable to answer'.

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

A data entry form with a light blue background. On the left, there is a section titled 'Mental Illness' with two radio button options: 'No' (selected) and 'Yes'. Below this is a text input field labeled 'Emergency Room Use / Mental Health'. On the right side, there are two sections. The first is 'Psychiatric Facility Use' with a text input field. The second is 'Mental Health Medication' with two radio button options: 'No' (selected) and 'Yes'.

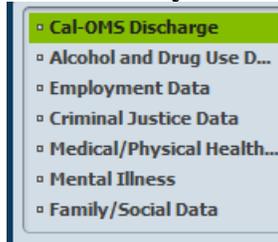
46. In the **Mental Illness** field, select **Yes** if the client has mental illness.

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

A screenshot of a software interface showing the 'Family/Social Data' form. The form is divided into two columns. The left column contains: 'Social Support' with a text input field; 'Current Living Arrangements' with three radio button options: 'Homeless', 'Independent Living', and 'Dependent Living'; 'Living with Someone' with a text input field; and 'Family Conflict Last 30 Days' with a text input field. The right column contains: 'Number of Children' with a text input field; 'Number Of Children Aged 5 Years Or Younger' with a text input field; 'Number of Children Living with Someone Else' with a text input field; and 'Number of Children Living with Someone Else and Parental Rights Terminated' with a text input field.

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**.