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|  | Date Approved: <u>Manuel J. Jimenez, Jr.</u> By: Manuel J. Jimenez, Jr., MA, MFT, Behavioral Health Care Services Director <i>6/30/14</i> |
| POLICY: CalOMS Treatment Data Submission Verification AUTHOR: Reviewed by Executive Committee and recommended for approval by BHCS Director: Date <u>6/30/14</u> initials <u>[Signature]</u> | Date Revised: _____ Policy No.: _____ |

POLICY: CalOMS Treatment Data Submission Verification

It is the policy of Alameda County Behavioral Health Care Services (ACBHCS) to assure that all contract providers of substance use disorder (SUD) treatment services participate in, and comply with all aspects of, the monthly submission of treatment data into the California Outcome Measurement System (CalOMS), as required by the Net Negotiated Amount (NNA) Contract, Exhibit B, Sections JJ and KK, that ACBHCS holds with the California Department of Health Care Services. ACBHCS uses the INSYST system to collect both CalOMS treatment data as well as Drug MediCal billing.

PROCEDURES:

- A. Use the INSYST Client Data and Billing System to collect and submit treatment admission data to DHCS, and to cross-check all Drug MediCal billings to assure that there is a corresponding CalOMS admission.
Person Responsible: Information Systems Coordinator
 - a. Action (1): Run monthly check report to verify that all Drug MediCal clients for which billing has been submitted have matching CalOMS submissions.
 - b. Action (2): Participate in the annual FY CalOMS Treatment/Drug MediCal Data Reconciliation Project.

- B. Develop a CalOMS training strategy and reporting framework designed to increase accountability of providers in reporting and using the data.
Person Responsible: Information Systems Coordinator
 - a. Action (1): Meet Monthly with the SUD providers to support timely and accurate reporting.
 - b. Action (2): Meet individually with SUD providers to provide coaching, support and training to support timely and accurate reporting

- C. Submit aggregate CalOMS data to DHCS no later than 45 days after the close of the reporting month
Person Responsible: Information Systems Coordinator
 - a. Action (1): Send email to Information Systems and Decision Support staff to coordinate finalization of files before uploading to DHCS.