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*ASAM*  
LEVEL OF CARE DATABASE

*INFORMATION AND INSTRUCTION GUIDE*

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## User Guide

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**Introduction** This user guide will provide you with information on how to navigate through the ASAM Level of Care Database.

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**Contents** This publication contains the following topics

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**Acronyms** The following is a list of key acronyms used throughout the document

<b>Acronyms</b>	
ASAM	American Society of Addiction Medicine
ISD	Information Services Department
LOC	Level of Care
Provider	SUD Contractor or County Clinic
VPN	Virtual Private Network

**Access**

The ASAM Level of Care Database can be accessed from the Department of Behavioral Health Website.

The ASAM Level of Care Database log in page is located at <http://dept.sbcounty.gov/DBH/ASAMLOC/Login.aspx>

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**Description**

Counties participating in the DMC-ODS are required to provide DHCS with data and information in order to comply with the evaluation and quarterly reporting established by the DMC-ODS special terms and conditions. This includes information from ASAM-criteria-based screenings and assessments. Counties are required to submit their ASAM LOC data for all DMC beneficiaries to DHCS at least once monthly, no later than 45 days after the month of service. The ASAM Level of Care Database will allow San Bernardino County to meet the submission requirements.

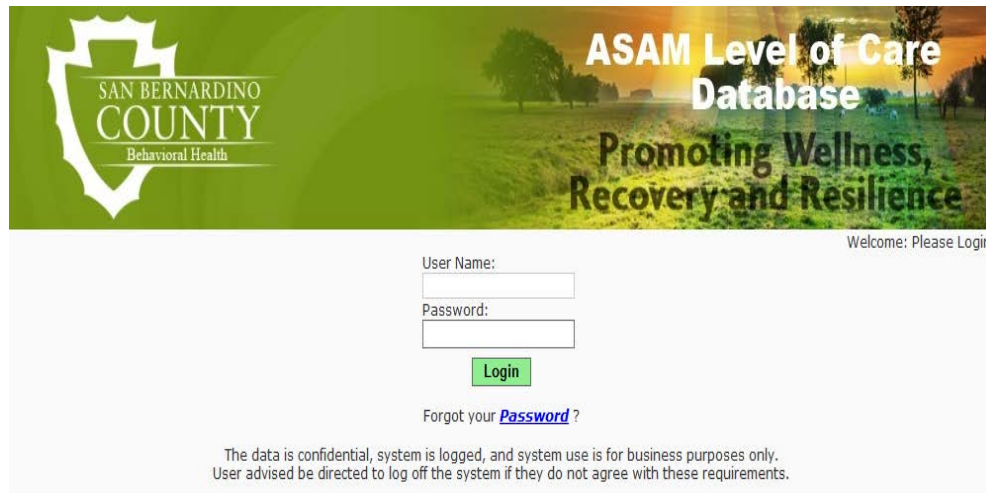
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**Log On**

The user must enter their User Name and Password, then click Login.

- Password must be at least 6 characters in length.
- Password must contain at least the following items:
  1. A numeric character.
  2. An alpha uppercase character.
  3. An alpha lowercase character.

Users must be defined in the ASAM database in order to gain access.



## Workflow

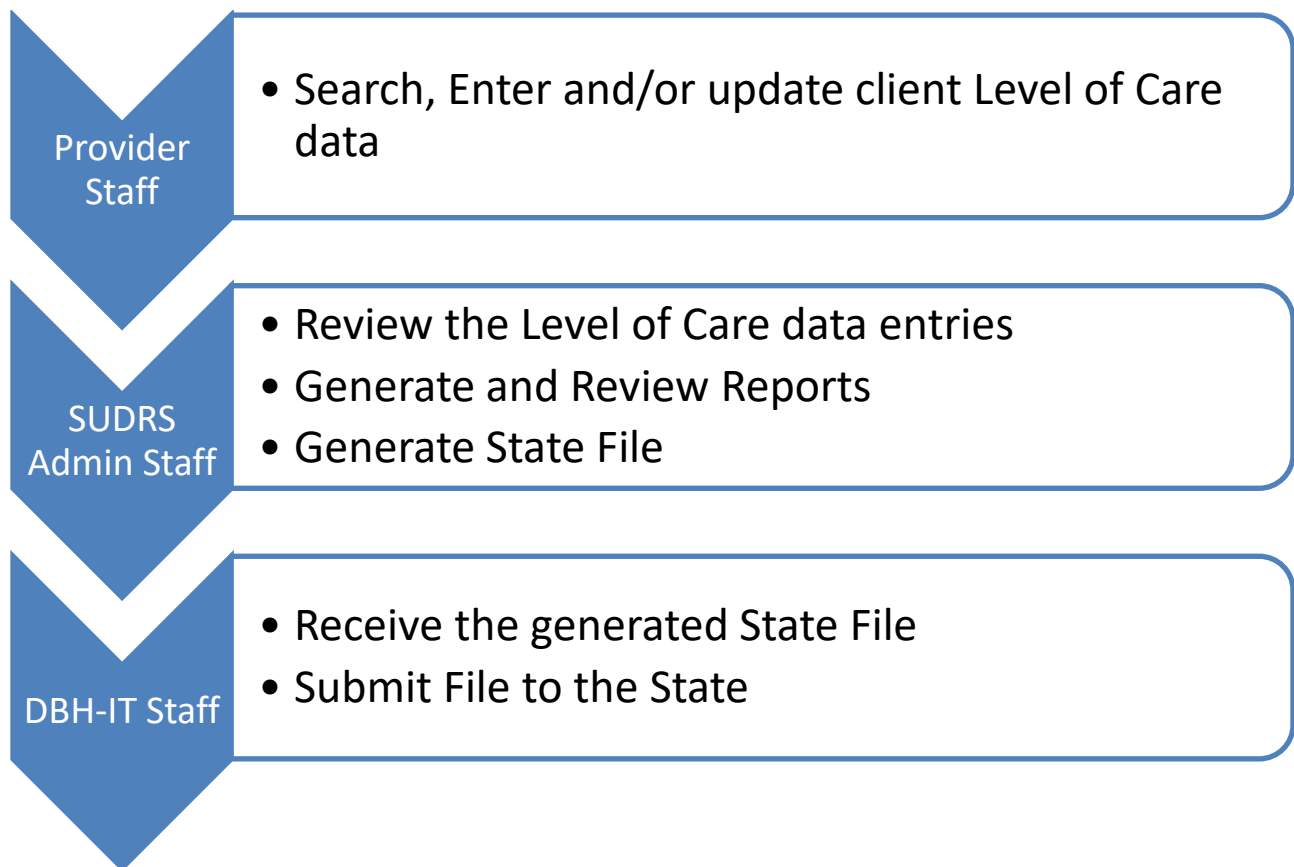
Data entry completion into the Level of Care Database will be determined by the individual Provider.

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## Overview

The following is a brief overview of the work flow for ASAM Level of Care Application.

The process starts with the Provider entering the data for each client's level of care. DBH IT sends the state file generated from the application to the state.



## Search Tab

**Description:** This page allows users to search for clients and view client details.

- Users will only be able to see information on clients your location provided service for
- Users can search a client by Provider, Date Range, CIN, First Name or Last Name, Date of Birth Screening Type, Indicated LOC/WM or Actual LOC/WM.
  - If no records are found that meet the search criteria, it will display a message “no records found”.
  - If records are found that meet the search criteria, it will display the client details and each service entered.
- Default sort order should be by client last name, first name, and then CIN.
- Click the edit icon to view the LOC details. The edit icon will only display if the LOC has not been submitted to the State.
- Click on the Add Waiver icon to add a new entry.

Search Data Entry Help

Welcome: Alvin [Log Out](#)

**Search Criteria** Search Cancel

<b>Provider:</b> Treating Provider <input type="text"/>	<b>Date of Screening / Assessment:</b> From: <input type="text"/> To: <input type="text"/>	<b>Include Submitted Episode(s):</b> <input checked="" type="checkbox"/>	
<b>CIN:</b> <input type="text"/>	<b>Last Name:</b> <input type="text"/>	<b>First Name:</b> <input type="text"/>	<b>DOB:</b> <input type="text"/>
<b>Type of Screen / Assessment:</b> Type of Screen/Assessment <input type="text"/>	<b>Indicated LOC/WM:</b> Indicated LOC/WM <input type="text"/>	<b>Actual LOC/WM:</b> Actual LOC/WM placement decision <input type="text"/>	

**Search Result**

**Total (0) Client(s)**  
No Episodes Found

## Data Entry Tab

**Description:** This page allows users to add LOC information and view Client History.

**Data Entry Section** – This section will allow users to add LOC information for a client.

**Client History Section** – This section will allow users to view client history, if the CIN is verified, client history will display in a separate section. If the CIN was not verified the client history will be blank.

- Providers – Each provider will be limited to viewing the history of the client entries that they have entered into the database.
- County Administrators (DBH SUDRS and IT) – Administrators will be able to view a history of all client entries entered into the database by all providers.

Search | **Data Entry** | Help

Welcome: Alvin [Log Out](#)

**Data Entry** Save Cancel ▲

CIN:  Check CIN First Name:\*  Last Name:\*  DOB:\*  \* required

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**Assessment / Screening**

Date:\*  Provider:\*  Type of Screen / Assessment:\*

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**Indicated LOC**

Indicated LOC/WM:\*  Additional Indicated LOC/WM, if any:  Additional Indicated LOC/WM, if any:

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**Actual LOC**

Actual LOC/WM placement decision:\*  Additional Actual LOC/WM placement decision, if any:

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**LOC Actual Difference**

If Actual LOC/WM was not among those Indicated, reason for difference:\*  Explain reason why Actual LOC provided was not among those indicated, if reason for difference between Indicated LOC and Actual LOC was "Other":

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**Delay Reason**

If referral is being made but admission is expected to be DELAYED, reason:  Explain reason why admission is expected to be delayed if reason for delay is "Other":

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**Comments**

Additional Comments (optional):

Save Cancel

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**Client History** ▲

## Help Tab

**Description:** This page allows users to change their password. This is also the location of the Level of Care Help documentation.

Search | Data Entry | **Help**

Welcome: Alvin [Log Out](#)

All Security Features are now maintained in Safe.

Please use link below to access Safe.

[Link to Safe](#)

[Link to Safe ~ Change Password](#)

[ASAM Level of Care Help Documentation](#)

If you experience any issues, please contact the [Help Desk](#) by clicking the link or by calling the ISD Help Desk at (909) 884-4884.