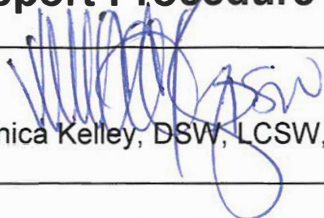




Drug and Alcohol Treatment Access Report Procedure

Effective Date 04/09/2019
Revised Date 08/14/2019


Veronica Kelley, DSW, LCSW, Director

Purpose To provide guidance to San Bernardino County (County) Department of Behavioral Health (DBH) Substance Use Disorder and Recovery Services (SUDRS) contract providers for collection, tracking and submission of the Drug and Alcohol Treatment Access Report (DATAR) submitted to the Department of Health Care Services (DHCS) in compliance state agreement requirements.

DATAR Information Detailed DATAR user information can be located in the [DHCS DATARWeb User Manual \(April 2014\)](#). The Manual contains relevant information on obtaining access, data submission and obtaining technical assistance, among other relevant DATAR information.

DATAR Monitoring DBH SUDRS contract providers are contractually required to submit their DATAR information by the fifth (5th) day of each month. DBH SUDRS staff will monitor DATAR submissions to ensure DHCS receives DATAR information monthly.

The following table describes the appropriate steps for monitoring timely DATAR submissions by contract providers.

Step	Action
1	Designated SUDRS staff sends an email on the first business day of the month to all SUDRS treatment providers reminding them to have DATAR information entered by the fifth (5 th) day of the month. Note: This is a courtesy and not required. If a reminder does not come from SUDRS, contract providers are still required to submit DATAR information per contract terms.

Continued on next page

Drug and Alcohol Treatment Access Report Procedure,

Continued

DATAR Monitoring, continued

Step	Action
2	On the third (3 rd) and fifth (5 th) business day of the month, designated SUDRS staff will access the DHCS DATAR System and run the County Non-Compliance Report (https://adpapps.dhcs.ca.gov/datar/) to evaluate submission compliance. The designated SUDRS Supervisor will be notified of continued non-compliant contract providers.
3	Contact provider management will be contacted and instructed to complete the DATAR immediately per specified DBH contract terms.
4	Upon verification/confirmation all providers have completed and submitted the DATAR, designated SUDRS staff will record full compliance. See potential corrective action if contract providers fail to comply with DATAR submission requirements as referenced in DATAR Policy (SUDRS0236).

Related Policy or Procedure

DBH Standard Practice Manual:

- Alcohol and Drug Services Program Review Policy ([SUDRS0208](#))
- Alcohol and Drug Services Program Review Procedure ([SUDRS0207](#))
- SUDRS DATAR Policy ([SUDRS0236](#))

Reference(s)

- DBH–SUDRS Provider Standard Contract: Data Collection and Performance Outcomes Requirements
 - [DHCS DATARWeb User Manual April 2014](#)
 - Revenue Agreement with the State of California for the Substance Use Disorder Drug Medi-Cal Organized Delivery System
 - [DHCS Data De-Identification Guidelines November 2016](#)
-