



DBH-SUDRS Avatar Job Aid

Description

Department of Behavioral Health (DBH) Substance Use Disorder and Recovery Services (SUDRS) Avatar Job Aid.

Data Entry Notes

Avatar Users will continue to apply the following default codes throughout the CalOMS forms when necessary, which replaces the former **Z2, Z3 and Z4** concept in SIMON.

- **99900** - Declined to state
- **99901** - Not sure/don't know
- **99902** - Not applicable.
- **99904** – Client unable to answer. This is only a valid value when the participant is a detoxification program patient, who has not yet been stabilized, or is developmentally disabled (3, 4, or 5 was entered in the type of service field or 7 was entered in the disability field, respectively).

While utilizing standard client identification numbers (Client ID), DBH-SUDRS clients will continue to have CalOMS Open Episodes and CalOMS Closed Episodes via the CalOMS data collection process.

- DBH-SUDRS client episodes will be open and closed while utilizing respective DBH-SUDRS reporting units.
- The DBH-SUDRS reporting unit 5th/6th digit indicator concept is recognized in the Avatar system.

Mental Health clients will have an Overarching Episode opened in reporting unit San Bernardino County 00036 and will continue to utilize Client ID(s).

- The Overarching Episode concept replaces the practice of opening and closing mental health episodes in SIMON.
- The Overarching Episode will remain open throughout the client's affiliation with DBH.

Mental Health clients will be assigned "Program(s)" via Mental Health reporting units throughout their treatment encounters with DBH.

Note: All data fields that are **Red** need to be completed before the Avatar User submits forms in the Avatar system.

Zip Code At Current Residence Social Security Number

92376



SUD Registration Bundle

The SUD Registration Bundle consist of the following forms:

- **Admission (Outpatient) Form**
 - DBH-SUDRS and DBH-Mental Health utilize the **Admission (Outpatient)** form for required data collection procedures and replaces the DBH-SUDRS CalOMS Registration process in SIMON. The data populates to other Avatar forms respectively (ie; client name and various demographics).

Admission (Outpatient)

Identification and Treatment Information

Episode Number: 2 Social Security Number: 999-99-9999 Type Of Admission: [Dropdown]

Client Name: EXAMPLE,MOCK Source Of Admission: [Dropdown]

Sex: Female Male Unknown Reporting Unit: [Text]

Date Of Birth: 03/19/1998 Age: 22 Admitting Practitioner: MSO PERF TEST (000044)

Preadmit/Admission Date: 03/23/2020 Preadmit/Admission Time: [Current] Attending Practitioner: [Text]

Program: 3601S - RIALTO BEHAVIORAL + ADDICTION Client is in these Programs: AB1299 KTA SB785

Seeking Following Services: [Text]

CSI Required Fields

Client's Living Arrangements: [Dropdown]

Disabilities

Disability: Developmentally Disabled Hearing Mobility Other Speech Unknown Visual

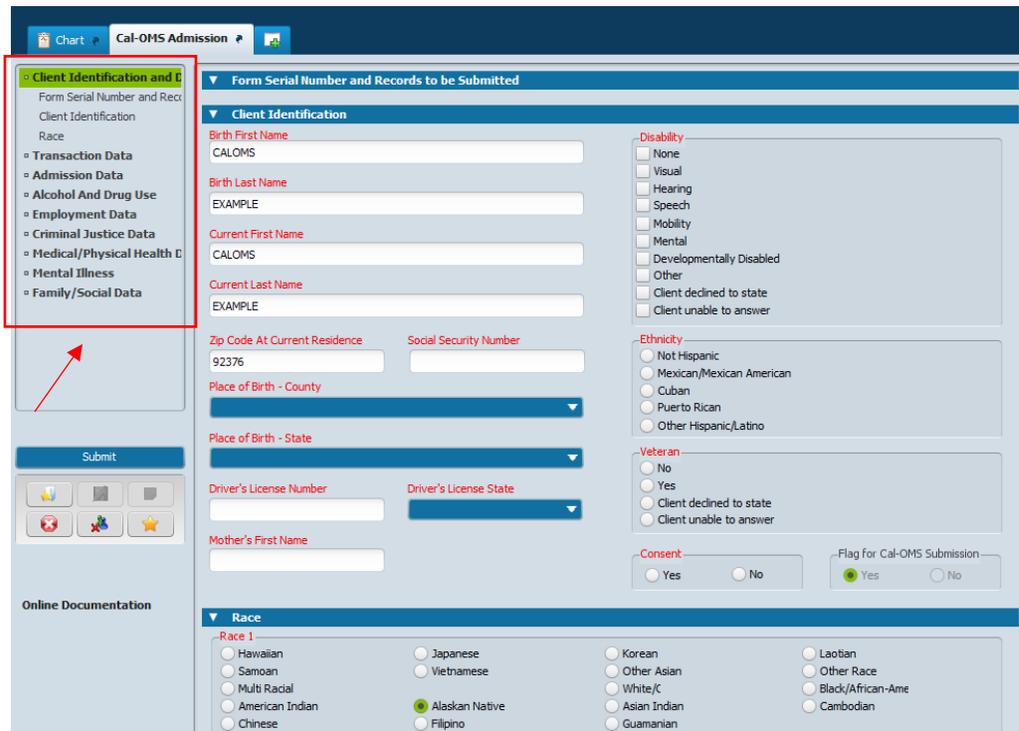
Compliance Indicators

Received Copy of Beneficiary Handbook: Yes No Advanced Directive: Yes No

Completion of Acknowledgement of NOPP Form: [Dropdown] Advanced Directive Note: [Text]

- **CalOMS Admission Form**

- Avatar Users will be required to complete the following sections in the **CalOMS Admission Form**:
 - Client Identification and Demographic Data, Transaction Data, Admission Data, Alcohol and Drug Use, Employment Data, Criminal Justice Data, Medical/Physical Health, Mental Illness and Family/Social Data.



The screenshot shows the 'Cal-OMS Admission' form. A red box highlights the 'Client Identification and Demographic Data' section in the left-hand navigation menu. An arrow points from this box to the corresponding form fields. The form includes the following sections and fields:

- Client Identification:** Birth First Name (CALOMS), Birth Last Name (EXAMPLE), Current First Name (CALOMS), Current Last Name (EXAMPLE).
- Demographic Data:** Zip Code At Current Residence (92376), Social Security Number, Place of Birth - County (dropdown), Place of Birth - State (dropdown), Driver's License Number, Driver's License State (dropdown), Mother's First Name.
- Race:** Race 1 (radio buttons for Hawaiian, Samoan, Multi Racial, American Indian, Chinese, Japanese, Vietnamese, Alaskan Native, Filipino, Korean, Other Asian, White/C, Asian Indian, Guamanian, Laotian, Other Race, Black/African-Ame, Cambodian).
- Disability:** (checkboxes for None, Visual, Hearing, Speech, Mobility, Mental, Developmentally Disabled, Other, Client declined to state, Client unable to answer).
- Ethnicity:** (radio buttons for Not Hispanic, Mexican/Mexican American, Cuban, Puerto Rican, Other Hispanic/Latino).
- Veteran:** (radio buttons for No, Yes, Client declined to state, Client unable to answer).
- Consent:** (radio buttons for Yes, No, Flag for Cal-OMS Submission).

- **Emergency Contact Information**

- The last form in the SUD Registration Bundle is the Emergency Contact Information form. If the client does not report an emergency contact, the Avatar User will click the Red **X** accordingly.

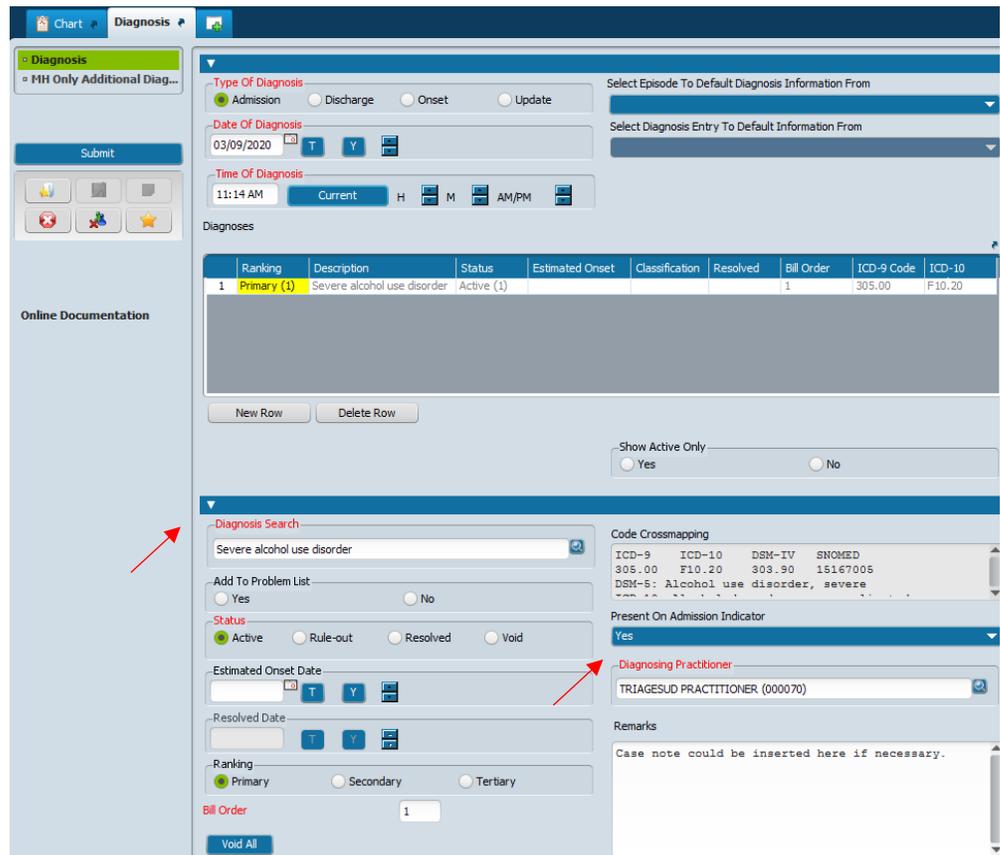


The screenshot shows the 'Emergency Contact Information' form. The form includes the following fields:

- Emergency Contact Name
- Emergency Contact Relationship
- Emergency Contact Living With Client (radio buttons for Yes, No)
- Emergency Contact Street 1
- Emergency Contact Street 2
- Emergency Contact City
- Emergency Contact State (dropdown)
- Emergency Contact Zip
- Emergency Contact Phone
- Emergency Contact Employer Phone
- Emergency Contact Phone Other

SUD Admission Bundle The SUD Admission Bundle consist of the following forms:

- **Diagnosis Form.**
 - The substance use disorder (SUD) codes are located within the Diagnosis Search field.
 - The Avatar User will be required to type in the SUD code in the field and press enter.
 - A list of SUD codes will appear in the data field, which could be selected via a standard double click accordingly.
 - The same concept indicated above applies to the Diagnosing Practitioner field.



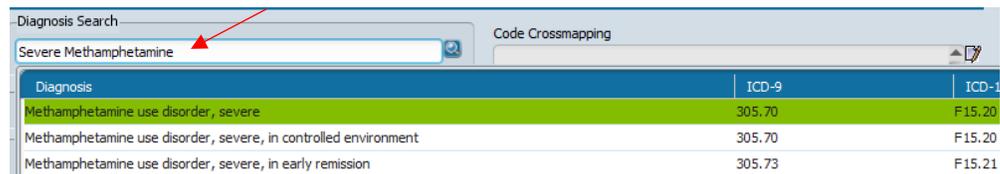
The screenshot shows the 'Diagnosis' form in a software application. At the top, there are tabs for 'Chart' and 'Diagnosis'. Below the tabs, there are several input fields: 'Type Of Diagnosis' (Admission, Discharge, Onset, Update), 'Date Of Diagnosis' (03/09/2020), and 'Time Of Diagnosis' (11:14 AM). A table titled 'Diagnoses' contains one row with the following data:

Ranking	Description	Status	Estimated Onset	Classification	Resolved	Bill Order	ICD-9 Code	ICD-10
1	Primary (1) Severe alcohol use disorder	Active (1)				1	305.00	F10.20

Below the table, there are buttons for 'New Row' and 'Delete Row'. To the right of the table, there are radio buttons for 'Show Active Only' (Yes/No). Below the table, there is a 'Diagnosis Search' field containing 'Severe alcohol use disorder'. To the right of this field is a 'Code Crossmapping' table:

ICD-9	ICD-10	DSM-IV	SNOMED
305.00	F10.20	303.90	15167005

Below the code crossmapping table, there are fields for 'Present On Admission Indicator' (Yes), 'Diagnosing Practitioner' (TRIAGESUD PRACTITIONER (000070)), and 'Remarks' (Case note could be inserted here if necessary.).



This close-up screenshot shows the 'Diagnosis Search' field with the text 'Severe Methamphetamine'. Below the search field, a dropdown list of results is visible:

Diagnosis	ICD-9	ICD-10
Methamphetamine use disorder, severe	305.70	F15.20
Methamphetamine use disorder, severe, in controlled environment	305.70	F15.20
Methamphetamine use disorder, severe, in early remission	305.73	F15.21



- **Sexual Orientation and Gender Identity (SOGI) Form**

- The SUDRS Clinicians and Counselors will be completing the SOGI with the client during the Intake/Assessment process.
- The client's Preferred Name could be inserted on the Admission (Outpatient) and SOGI form respectively.

Sexual Orientation and Gender Identity (SOGI) Form

Date of Evaluation: 03/24/2020

1. What is your preferred name?

2. What is your sexual orientation?

Straight or Heterosexual Questioning/Unsure of Sexual Orientation

Lesbian or Gay Prefer not to answer

Bisexual Did not ask

Asexual Not listed. Please specify.

Pansexual

3. What is your gender identity?

Male Questioning/Unsure of Gender Identity

Female Prefer not to answer

Female to Male/Transgender Male Did not ask

Male to Female/Transgender Female Not listed. Please Specify.

Gender non-binary

4. What are your pronouns?

He/Him

She/Her

They/Them

Another

Prefer not to answer

Did not ask

Not listed. Please Specify.

5. What sex were you assigned at birth on your original birth certificate?

Male Female

Prefer not to answer Did not ask

Preferred Name (Searchable)

Preferred Name

Alias 1

Alias 2

Alias 3

Alias 4

Alias 5

Alias 6

Alias 7

Alias 8

Alias 9



**CalOMS
Business
Process**

DBH-SUDRS staff will continue to utilize the Department of Health Care Services (DHCS) CalOMS data collection and reporting process in Avatar.

The following CalOMS data collection forms are available in Avatar:

- CalOMS Admission

Client Identification and Records

Form Serial Number and Records
Client Identification
Race

Transaction Data
Admission Data
Alcohol And Drug Use
Employment Data
Criminal Justice Data
Medical/Physical Health Data
Mental Illness
Family/Social Data

Form Serial Number and Records to be Submitted

Client Identification

Birth First Name: CALOMS
Birth Last Name: EXAMPLE
Current First Name: CALOMS
Current Last Name: EXAMPLE
Zip Code At Current Residence: 92376
Social Security Number: [Field]
Place of Birth - County: [Dropdown]
Place of Birth - State: [Dropdown]
Driver's License Number: [Field]
Driver's License State: [Dropdown]
Mother's First Name: [Field]

Disability

None
 Visual
 Hearing
 Speech
 Mobility
 Mental
 Developmentally Disabled
 Other
 Client declined to state
 Client unable to answer

Ethnicity

Not Hispanic
 Mexican/Mexican American
 Cuban
 Puerto Rican
 Other Hispanic/Latino

Veteran

No
 Yes
 Client declined to state
 Client unable to answer

Consent

Yes No

Flag for Cal-OMS Submission: Yes No

Race

Race 1

Hawaiian Japanese Korean Laotian
 Samoan Vietnamese Other Asian Other Race
 Multi Racial White/C Black/African-Ame
 American Indian Alaskan Native Asian Indian Cambodian
 Chinese Filipino Guamanian

- CalOMS Standard Discharge Bundle

Cal-OMS Discharge

Alcohol and Drug Use Data
Employment Data
Criminal Justice Data
Medical/Physical Health Data
Mental Illness
Family/Social Data

Current First Name: CALOMS
Current Last Name: EXAMPLE
Social Security Number: [Field]
Zip Code At Current Residence: 92376



• CalOMS Administrative Discharge Bundle

The screenshot shows the 'Cal-OMS Administrative Discharge' form. It includes a 'Submit' button and an 'Online Documentation' section. The form fields are: Discharge Status (dropdown menu), Primary Drug (Code) (dropdown menu), Primary Drug (Other) (text field), Primary Drug Frequency (text field), Primary Drug Route of Administration (radio buttons for Oral, Smoking, Inhalation, Injection (IV or intramuscular), None or Not Applicable, Other), Current First Name (text field, value: CALOMS), Current Last Name (text field, value: EXAMPLE), Zip Code At Current Residence (text field, value: 92403), Record to be Submitted (radio buttons for Discharge, Discharge Update, Discharge Delete, None), and Flag for Resubmission (radio buttons for Yes, No).

• CalOMS Youth Detox Discharge Bundle

The screenshot shows the 'Cal-OMS Youth/Detox Discharge' form. It includes a 'Submit' button and an 'Online Documentation' section. The form fields are: Discharge Status (dropdown menu), Secondary Drug (Code) (dropdown menu), Secondary Drug (Other) (text field), Secondary Drug Frequency (text field), Secondary Drug Route of Administration (radio buttons for Oral, Smoking, Inhalation, Injection (IV or intramuscular), None or Not Applicable, Other), Alcohol Frequency (text field), Current First Name (text field, value: YOUTH Detox), Current Last Name (text field, value: EXAMPLE), Primary Drug (Code) (dropdown menu), Primary Drug (Other) (text field), Primary Drug Frequency (text field), Primary Drug Route of Administration (radio buttons for Oral, Smoking, Inhalation), Employment Status (radio buttons for Employed Full Time (35 hrs or more), Employed Part Time (less than 35 hrs), Unemployed - (Not seeking), Unemployed Looking For Work, Not in the labor force (Not seeking)), and Enrolled in School (radio buttons for No, Yes, Client declined to state, Client unable to answer).



- CalOMS Annual Update

Points of Emphasis

- When entering 99902 on the Driver's License field, the Avatar User is required to enter None or Not Applicable on the Driver's License State field.
- An unintentional space after the name in the Mother's First Name field will cause an error within Avatar system.
- Choosing No on the Special Services Contract (SSC) field will prepopulate the other SSC fields accordingly.
- Selecting Yes on the SSC field will prompt Avatar Users to enter a SSC code and SSC identification number accordingly.
- Selecting Alcohol as a Primary or Secondary drug will prepopulate 99902 on the Alcohol Frequency field.
- San Bernardino County DBH-SUDRS does not have current business practices with Parolee Services Network (PSN) or Female Offender Treatment Program (FOTP), therefore, Avatar Users should select No on the respective data fields and enter 99902 on the CDC Number field.
- Avatar Users should select None on the Medication Prescribed as Treatment (MPT) field unless the respective program is registered as a Narcotic Treatment Program (NTP). The MPT CalOMS field is checked against the Master Provider File (MPF). This is to ensure the services being reported are consistent with what the provider is certified or licensed to provide. For example, if a provider reports methadone in this field, but is not certified to provider methadone, the record will be rejected for inconsistency with the MPF.