



Drug and Alcohol Treatment Access Report Procedure

Effective Date 04/09/2019
Revised Date 08/28/2023

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Purpose To provide guidance to Department of Behavioral Health (DBH) Substance Use Disorder and Recovery Services (SUDRS) staff and contracted 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 with state agreement requirements.

DATAR Information Detailed DATAR user information can be located in the DHCS DATAR Rewrite User Manual September 2019. The manual contains information on data submission and obtaining access. For technical assistance, contact DBH-SUDRS Administration at DBH-SUDRSAdmin@dbh.sbcounty.gov.

Access DBH-SUDRS monitors and provides DATAR access for designated County and contracted provider staff completing DATAR entries.

- County and contracted providers will have two (2) individuals assigned per clinic location to complete monthly DATAR entries.
- County and contracted providers must notify DBH-SUDRS Administration at DBH-SUDRSAdmin@dbh.sbcounty.gov within 10 business days of the need to add or delete staff designated to complete DATAR entries.

Provider's Responsibility Providers must enter their DATAR information into the system by the fifth (5th) day of each month.

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Input total treatment capacity for each service type, summing up to the location's total program capacity. |
| 2 | Input: <ul style="list-style-type: none">• Public treatment capacity for each service type, and• Unused public capacity at month's end for each service type. |
| 3 | Enter days when enrollment exceeded 90% public capacity for each service type. |

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Provider's Responsibility,
continued

| Step | Action |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | Input applicants on the waiting list during the month for each service type. |
| 5 | Input active applicants on waiting list at month's end for each service type. |
| 6 | Input: <ul style="list-style-type: none"> • Clients admitted from waiting list during the month, and • Total days applicants in 6Aa were on the waiting list. |
| 7 | If waiting list, input: <ul style="list-style-type: none"> • Injecting drug users on waiting list during the month for each service type; • Pregnant individuals on waiting list during the month for each service type; • Pregnant injecting drug users on waiting list during the month; • Medi-Cal beneficiaries on waiting list during the month for each service type; • CalWORKS recipients on waiting list during the month; • Court/probation referrals on waiting list during the month, and • Parole referrals on waiting list during the month. |
| 8 | To submit the report, click "Validate and Submit" and confirm if it passes all edits. |

Capacity

Providers must report when they reach or exceed ninety (90) percent capacity by following the instructions below:

| If the provider is... | Then ... |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Not at ninety (90) percent capacity or above, | No action needed. |
| At or above ninety (90) percent capacity, | Within seven (7) days, report capacity status via email to: <ul style="list-style-type: none"> • DHCSPerinatal@dhcs.ca.gov, and • DBH-SUDRSAdmin@dbh.sbcounty.gov |

Note: Providers must enter "Capacity Management" in the subject line prior to sending email.

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SUDRS Staff Responsibility

SUDRS staff will complete the directives in the table below when monitoring DATAR submissions:

| 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 (5th) of the month. |
| 2 | On the third (3 rd) and fifth (5 th) business day of the month, designated DBH-SUDRS staff will access the DHCS DATAR System and run the County Non-Compliance Report in the DHCS Application Portal (https://portal.dhcs.ca.gov) to evaluate submission compliance. The designated DBH-SUDRS Supervisor will be notified of continued non-compliant county and contract providers. Note: See corrective action plans for failure to comply with DATAR submission requirements referenced in DBH DATAR Policy (SUDRS0236). |
| 3 | If non-compliant, DBH-SUDRS administration will be notified and contract providers' management will be contacted and instructed to complete the DATAR immediately as indicated in DBH DATAR policy SUDRS0236. |
| 4 | Upon verification/confirmation that all providers have completed and submitted the DATAR report, designated SUDRS staff will record full compliance. |

Related Policy or Procedure

DBH Standard Practice Manual and Departmental Forms:

- SUDRS Program Monitoring Policy (SUDRS0207)
- SUDRS Program Monitoring Procedure (SUDRS0207-1)
- SUDRS DATAR Policy (SUDRS0236)

Reference(s)

- [DHCS DATAR Rewrite User Manual September 2019](#)
 - [DHCS Data De-Identification Guidelines November 2016](#)
 - [DHCS Application Portal](#)
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