



## **Adding ITWS Access to CalOMS Tx Reports**

### ***Introduction***

This guide provides step-by-step instructions on how to request access to the CalOMS Tx reports now available to counties and direct contract providers via ITWS. This guide assumes that you are already an enrolled ITWS user for CalOMS Tx. If not, please refer to the “ITWS Guidelines” document available on the CalOMS Tx website at [www.adp.ca.gov/CalOMS/ITWS.html](http://www.adp.ca.gov/CalOMS/ITWS.html).

Completing the steps in this guide will enable users to access the following CalOMS reports:

- **Outcome Reports**—a series 16 reports that can provide thousands of different views of your CalOMS treatment data. This includes:
  - Assessing Services
    - Source of Referral
    - Types of Service/Modality
    - Waiting List
  - Changes During Treatment
    - Alcohol and Drug Use
    - Criminal Justice
    - Employment/Education
    - Living Arrangement
    - Medical/Health Issues
    - Mental Health Issues
    - Social Support Issues
  - Service Utilization
    - Completion Rates
    - Length of Stay
  - Treatment Population
    - Client Characteristics
    - Demographics
    - Parent and Child Status
    - Substance Use
- **Data Quality and Compliance Report**—provides summary and supporting metrics regarding the timeliness, completeness, and accuracy of your CalOMS Tx data submissions.
- **Error and Submission Detail Report**—provides record-by-record summaries of all errors encountered during your CalOMS Tx data submissions.
- **Open Admissions Report**—lists all of your open AOD treatment admissions older than a user-selected number of months.
- **Parolee Services Network (PSN) Report**—provides quarterly summary data on clients enrolled in this program; only applicable to counties participating in the PSN program.
- **Services Provided Outside County Report**—provides a listing of AOD treatment services performed by providers located outside your county at your request.

## Step 1—Login to ITWS

Information Technology Web Services - Microsoft Internet Explorer provided by ADP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://mhitws.cahwnet.gov/default.asp>

Department of Mental Health Department of Mental Health

Home Systems Information Enroll Support Login

### Information Technology Web Services

#### System Messages

##### Important Notice for Microsoft Windows XP Service Pack 2 Users

Created: 10/6/2004 3:41:00 PM

If you have installed the Windows XP Service Pack 2 (SP2); or, are considering installing it, please read the following notice.

XP SP2's new security features do not restrict the functionality of the ITWS. However, certain functions will require additional confirmation steps. To maintain the same level of security and eliminate these extra steps, we recommend adding the ITWS as a trusted site in your browser settings. For additional information on ITWS compliance with XP SP2 and on adding the ITWS as a trusted site, please [click here](#) to review the Online Technical Support item called "XP SP2 - Did you notice the Information Bar?"

For any questions or problems, please contact the [ITWS Administration](#) at 916-654-3117.

This site is best viewed with Internet Explorer version 5.5 and above.

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For Security Information, click on the padlock

**ITWS Login**  
Username:   
Password:

**Navigate to the ITWS homepage and login using your existing user name and password.**

## Step 2—Request Additional Memberships

Information Technology Web Services - Microsoft Internet Explorer provided by ADP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://mhitws.cahwnet.gov/itws/home.asp>

Department of Mental Health Department of Mental Health

Home Systems Information Functions Utilities Support Logout

### Welcome Bill A

Your request has been approved. Click on the buttons at the top to manage your account.

**Utilities**  
Change Password  
User Preferences  
User Profile (Contact Information)  
**Request Additional Membership**

#### System Messages

##### NEW Transfer files replaces Upload and Download functions

Created: 4/24/2006 3:04:00 PM

If you upload or download files, please note that the options on your Functions menu will be changed, effective 05/01/2006. Please use the "Transfer Files (Upload and Download)" menu option, on the Functions menu, to both upload and download files. Effective 05/01/2006, the functions Upload, Shared Upload, Sub Directory Upload, Download, Shared Download, and Archive Download will no longer appear on the Functions menu.

The upload and download functions work just the way they did before, but now they are combined on a single screen.

If you have any questions, please contact the ITWS helpdesk at [itws@dmh.ca.gov](mailto:itws@dmh.ca.gov).

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Created: 10/6/2004 3:41:00 PM

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**Quick Links**  
• Search

**Under the "Utilities" menu, select "Request Additional Membership."**

### Step 3—Select Additional Functions

**Request Additional Memberships**

Available Memberships

- 40 - San Luis Obispo - Admission/Discharge/Transfer
- 40 - San Luis Obispo - California Alcohol and Drug Data System (CADDs)
- 40 - San Luis Obispo - Client and Service Information
- 40 - San Luis Obispo - Cost and Financial Reporting
- 40 - San Luis Obispo - Healthy Families Program
- 40 - San Luis Obispo - In-Patient Consolidation/134 File
- 40 - San Luis Obispo - Institutions for Mental Disease
- 40 - San Luis Obispo - Mental Health Services Act (MHSA)
- 40 - San Luis Obispo - Monthly MEDS Extract File
- 40 - San Luis Obispo - Performance Outcomes and Quality Improvement
- 40 - San Luis Obispo - Provider / Legal Entity
- 40 - San Luis Obispo - Short-Doyle/Medi-Cal Claims - EOB (for ADP)
- 40 - San Luis Obispo - Short-Doyle/Medi-Cal Claims - EOB (for DMH)
- 40 - San Luis Obispo - Statistics and Data Analysis
- 40 - San Luis Obispo - Therapeutic Behavioral Services

Available Optional Functions

- Data Quality and Compliance Report - 40 - CALOMS
- Error and Submission Details Report - 40 - CALOMS
- Open Admissions Report - 40 - CALOMS
- Outcome Reports - 40 - CALOMS
- Parolee Services Network Report - 40 - CALOMS
- Services Provided Outside County Report - 40 - CALOMS

Verify Additional Membership Request

**Do not select anything in this list.**

**When done, click on the "Verify Additional Membership Request" button.**

**Select one or more CalOMS Tx reports for which you are requesting access. If in doubt, check with your supervisor or your CalOMS Tx approvers. Multiple items can be selected by holding down the Control key.**

### Step 4—Confirm Functions Requested

**Membership Request Verification**

Optional Functions:

- Data Quality and Compliance Report - 40 - CALOMS
- Error and Submission Details Report - 40 - CALOMS
- Open Admissions Report - 40 - CALOMS
- Outcome Reports - 40 - CALOMS

Continue

Go Back

**Check the list of reports you have requested. If the list is correct, click on the "Continue" button. If you need to change anything before proceeding, click on the "Go Back" button and make your change(s).**

## Step 5—Generate Request Approval Form

**ITWS Membership Request**  
ITWS Enrollment Request

Username: BILLGOLIVE  
User Type: County Employee  
Name: Bill Albert  
Title: CalOMS Go Live Test Dummy  
Organization: 40 - San Luis Obispo  
Address: 1700 K Street  
City/State/Zip: Sacramento, CA 95814  
Phone: (916) 323-1814  
E-Mail: balbert@adp.ca.gov  
Browser: Mozilla/4.0 (compatible; MSIE 6.0; W  
Enrollment Date: 4/26/2006 8:55:00 AM  
Membership Request Date: 4/26/2006 9:44:42 AM

Please Print, Sign, and Fax to (916) 654-3007  
(State Dept. of Mental Health Hq)

- [CONTINUE \(CLICK TO PRINT\)](#)
- [MORE INFORMATION](#)
- [RETURN HOME](#)

User	Signature	Date
Bill Albert		

County	Approver	Signature
40 - San Luis Obispo Request for access to: CalOMS Submission Reports CalOMS Outcome Reports CalOMS Data Quality Report CalOMS Open Admissions Reports CalOMS Services Provided Outside County Report CalOMS Parolee Services Network Report	Kerry Morris	

**State DMH Use Only**

System	Verified and Entered by	Date	Comments
CALOMS California Outcomes Measurement System (CalOMS) Requesting access to: CalOMS Data Quality Report CalOMS Open Admissions Reports CalOMS Outcome Reports CalOMS Parolee Services Network Report CalOMS Services Provided Outside County Report CalOMS Submission Reports			

**1. Click on the "Continue" link in the gray box on the right and print this form.**

**2. Sign the form in the signature block next to your name and then have the form approved by the "approver" listed. See note below.**

**3. Fax the completed form to the Department of Mental Health (the operators of the ITWS) at the number indicated on the form.**

**Note:** The ITWS system automatically assigns one of your organization's authorized approvers to the request form. If you want or need to have a different authorized approver sign this request form, cross-out and replace the name of the approver indicated on the form. ITWS plans to change their system in the future to enable users to select which approver to use as is the case on original enrollments into ITWS.

## Step 6—Request Approved

Once your access request has been approved, you will be notified by e-mail by ITWS and then you can begin generating the CalOMS Tx reports.