

Questions and Answers Transition and Data Conversion from CADDs to CalOMS September 2005

1. What is the general approach for the transition from CADDs to CalOMS?

ADP, in conjunction with the counties and direct contract providers (C/DcPs), has used the California Alcohol and Drug Data System (CADDs) for the last fifteen years to collect and report basic information on the clients receiving treatment services through public funding. ADP, working with its stakeholders in the field, is developing a new California Treatment Outcome Measurement System (CalOMS) that will replace CADDs and also expand the data being collected to include client outcome measures.

The CalOMS system includes the same data elements as CADDs plus approximately 35 new data items designed to better identify clients and measure client outcomes in seven life domains. Under CalOMS, the counties and direct contract providers collect the required CalOMS data in their own electronic data systems and send that data to ADP at least monthly in the form of electronic data files. ADP stores the client data in its CalOMS system and provide outcome reports to stakeholders.

At the local level, each C/DcP determines the best system solution for its client data collection and reporting needs including the CalOMS requirements. Some counties are expanding their existing data systems to include the CalOMS elements while other counties are implementing entirely new data systems for CalOMS. Some C/DcPs use in-house developed and supported systems while others use vendor-supplied software or data services.

At the State level, ADP has developed a completely new data system for the CalOMS project that runs on an up-to-date system architecture. The team of Hubbert Systems Consulting and Natoma Technologies are contracted to build and install the CalOMS system. This new system will be installed and ready to receive live data from C/DcPs on November 1, 2005.

ADP has identified some broad timelines for C/DcPs to begin submitting CalOMS data to the State. Within these timelines, each C/DcP has its own timeline for the transition of client data collection and reporting under the CADDs requirements to data collection and reporting under the CalOMS requirements. Every C/DcP should prepare plans for the transition of their data collection and reporting functions from CADDs to CalOMS. Transition issues that a C/DcP may face include the implementation of new systems and software, training staff and the conversion of data from one system to another. The nature and extent of these issues and plans will vary greatly from county to county and will not be covered here. The remainder of this document will deal with the issue of data conversion from CADDs to CalOMS.

2. What is the general approach for the conversion of data from CADDs to CalOMS?

For the transition from CADDs to CalOMS, ADP and each C/DCP need to identify what data, if any, needs to be converted from CADDs to CalOMS and make plans for the smooth transfer of this data between systems as needed. At the state level, ADP is responsible for the conversion of data from its existing CADDs system to the new CalOMS system. At the local level, C/DCPs are responsible for data and system conversion issues related to their systems.

For C/DCPs that have decided to simply enhance their existing data systems for CalOMS, the conversion issues may be very minor. For C/DCPs that are also implementing entirely new systems, the issue of conversion of data from the old system to the new system may be much more significant. Every C/DCP must address the specific data conversion issues for their situation. This document focuses on data conversion at the statewide level and does not attempt to address specific data conversion issues at the county or provider levels.

Before a C/DCP begins CalOMS file submissions to ADP, a C/DCP must first successfully complete Certification Testing and have submitted their final CADDs data sets to ADP. After they have been certified, the C/DCP will notify ADP when their final CADDs data set has been submitted for ADP processing. After receiving this notification, ADP will use the final CADDs data set from the C/DCP to update ADP's CADDs system.

At this point, ADP will begin the state-level conversion process for the C/DCP. ADP will run a computer program to copy the "open" client cases for the C/DCP from ADP's CADDs system to the new CalOMS database. This process should establish on the new CalOMS system the admission records for clients receiving treatment services at the time of the C/DCP's transition from CADDs to CalOMS. The specific categories of records that will be copied from CADDs to CalOMS at the time of data conversion are identified in the response to Question 4 below.

Following completion of the conversion process, all admission and discharge records for the C/DCP should be processed through the CalOMS system rather than the CADDs system. After a county converts to CalOMS operation, a CalOMS-to-CADDs update process operated by ADP on a monthly basis will continue to keep the state-level CADDs system updated with the county's admission and discharge activity until CADDs is retired by ADP.

From a statewide perspective, conversion to CalOMS data collection and file submissions will occur on a county-by-county basis over a span of a few months. This means that the conversion of client data at the State level from CADDs to CalOMS will occur on a county-by-county basis over a period of time, approximately five months. Use of the CADDs system for data collection will be phased out as each C/DCP transitions to CalOMS submissions. Eventually, all C/DCP submissions should take place through CalOMS and there will be no more file submissions for CADDs. While CADDs will no longer be receiving live data, ADP plans to retain the historical data in the CADDs database for continuing evaluation and reporting purposes.

3. What steps will be used for the CADDSto-CalOMS data conversion process?

The following steps will be used for the conversion of data from CADDSto the new CalOMS system. Additionally, the diagram on the next page provides a sample timeline for the CADDSto-CalOMS transition activities.

Preparation for the CADDSto-CalOMS Transition

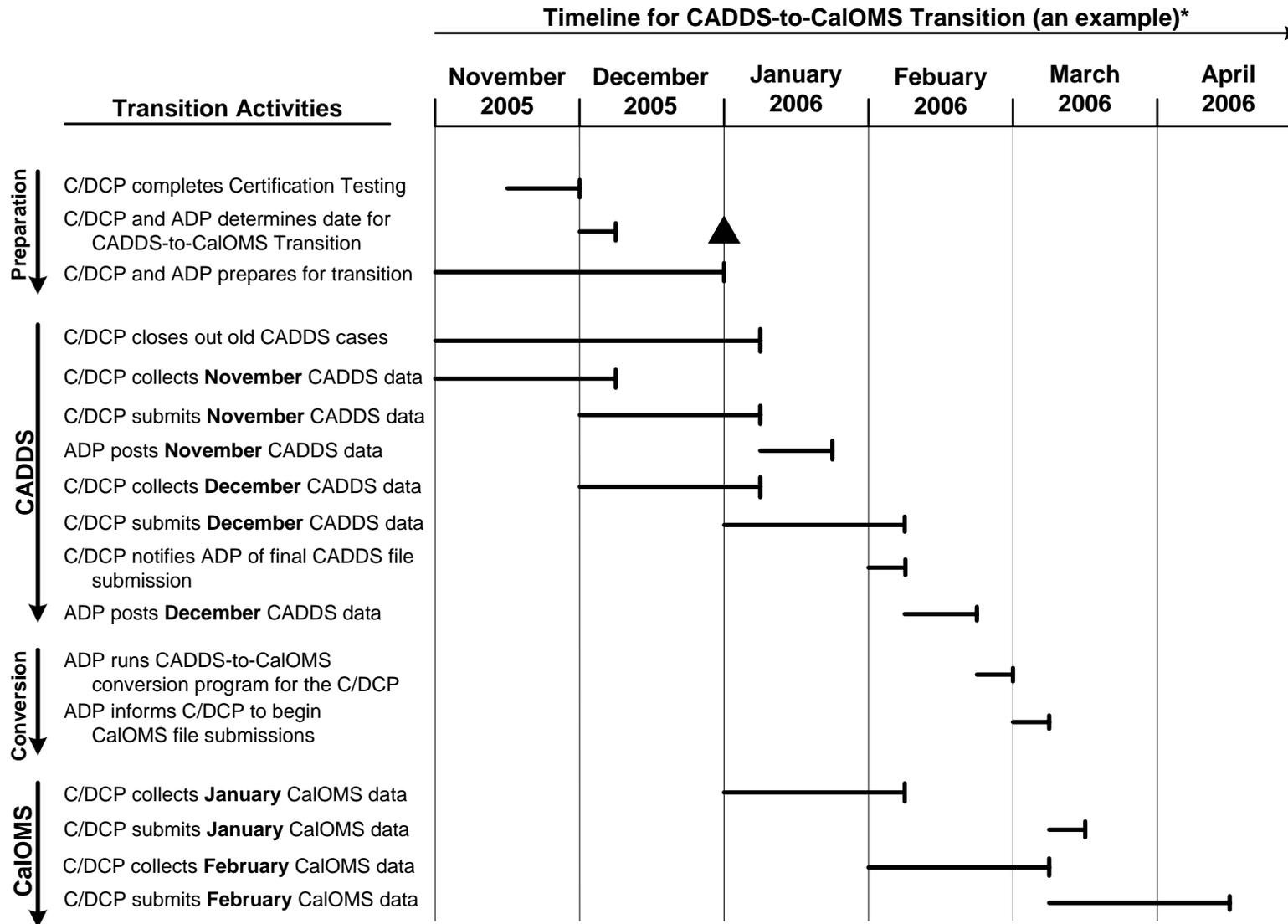
- The C/DCP completes the CalOMS Testing and Certification process and their data system is certified for CalOMS file submissions.
- The C/DCP, in conjunction with ADP, identifies the “final CADDSto month” for CADDSto data collection by their providers and the “first CalOMS month” for CalOMS data collection. The date that marks the dividing line between the final CADDSto month and the first CalOMS month is referred to as the “transition date” for the C/DCP.
- Both the C/DCP and ADP make preparations for the transition from CADDSto to CalOMS operation including the development of plans and procedures for the conversion of data.

Final CADDSto Data Collection

- To the extent possible, in their final data submissions for CADDSto, providers and counties close out old, inactive CADDSto cases, i.e. submit deletions, corrections, or discharges to close out old cases in CADDSto.
- During the final CADDSto month, the C/DCP accumulates CADDSto data from their providers and performs their normal processing and verification functions for this data. The C/DCP submits the final CADDSto file to ADP using normal CADDSto procedures.
- The C/DCP notifies ADP that the final CADDSto data file for the C/DCP has been submitted.
- After receiving notification of the submission of the final CADDSto file, ADP performs its normal processing of the CADDSto file submission and uses the CADDSto data received to update ADP’s CADDSto system.

Conversion from CADDSto to CalOMS

- To initiate the conversion process at the state level, an ADP staff person runs a program that performs the following:
 - Searches ADP’s CADDSto system to find all “open” unmatched admission records that meet specific criteria identified in the response to Question 4 below. Unmatched admission records are those where there is not a matching discharge record. When this situation exists, ADP assumes that the client is receiving treatment services and the case has not been closed.
 - Copies these unmatched admission records to ADP’s new CalOMS system. This process establishes the initial set of “open” client cases in CalOMS for the C/DCP as of the transition date.
- An ADP staff person will verify that the data conversion process is complete and then notify the C/DCP that they can begin CalOMS file submissions.



* Note: The dates shown are for illustrative purposes only. The exact timeline will vary from C/DCP to C/DCP.
 C/DCP = Counties and Direct Contract Providers

Start-up of CalOMS Data Collection

- Following the C/DCP's transition date, the C/DCP begins collecting CalOMS data and sends its CalOMS data files at least monthly to ADP. Beginning with the C/DCP's first CalOMS month, the following records must be processed through CalOMS:
 - All admission records with an admission date after the C/DCP's transition date.
 - All discharge records with a discharge date after the transition date.
 - All annual update records with an annual update data after the transition date.
 - Any corrections or deletions of records to correct errors or delete records submitted for the last CADDs report month or prior months.
- After a C/DCP converts to CalOMS operation, a CalOMS-to-CADDs update process operated by ADP on a monthly basis continues to keep the state-level CADDs system updated with the C/DCP's admission and discharge activity until CADDs is retired by ADP. No action on the part of the C/DCP is required for this process.

4. What client data will be copied from CADDs to CalOMS?

When a C/DCP is ready to convert from CADDs to CalOMS for data submissions, an ADP staff person will run a program that copies selected client admission records for the "open" cases for that C/DCP from ADP's CADDs system to the new CalOMS database. This process is intended to establish the C/DCP's current client caseload in the CalOMS database. When a C/DCP's data is converted over to CalOMS, ADP will provide the C/DCP with an electronic listing of the records copied to CalOMS.

Open cases are those where ADP has received an admission record from the C/DCP but has not received a matching discharge record. In other words, the client has been admitted to the treatment program and is currently receiving treatment services but the case has not been closed with a discharge. The matching of admission and discharge records is based on Form Serial Number, Client Date of Birth, Admission Date and Provider ID Number.

ADP performed an aging analysis of the unmatched admission records in CADDs and found that there is a very large number of unmatched admission records in CADDs that are very old, e.g. client admissions received five to ten years ago but where a discharge has never been received. For some types of treatment, e.g. clients in Narcotic Treatment Programs (NTP), SACPA clients and clients referred by Drug Courts, a client can receive treatment services over a span of many years. In these cases, it is acceptable for ADP to have received an admission record without a matching discharge record over a lengthy period of time. However, for most clients in typical outpatient and residential treatment programs, the typical length of stay is 30 days to six months.

Because of the high volume of unmatched admission records in CADDs that are very old, ADP has decided to only copy the admission records for clients admitted to treatment within the last 18 months. An exception is made for SACPA clients, NTP clients and Drug Court referred clients where ADP will copy all admission records for these clients from CADDs to CalOMS.

As a result, ADP developed the following rule for which “open” unmatched admission records will be copied from CADDs to CalOMS at the time of a C/DCPs conversion. Of the unmatched admission records in CADDs, the following admission records will be copied over to CalOMS.

- For clients receiving services in a Narcotic Treatment Program (NTP) other than those receiving detoxification services, all unmatched admission records will be copied over regardless of admission date.
- For clients receiving NTP detoxification services, only the unmatched records where the admission date is not more than 90 days prior to the transition date will be copied.
- For clients where the Source of Referral is “Non-SACPA Court/Criminal Justice” in CADDs, all unmatched admission records will be copied over regardless of admission date.
- For SACPA clients, all unmatched admission records with an admission date on or after July 1, 2001 (this should be all SACPA admissions).
- For clients receiving short-term residential services, only the unmatched records where the admission date is not more than 90 days prior to the transition date will be copied.
- For all other clients, only the unmatched admission records where the admission date is equal to or less than 18 months prior to the transition date will be copied to CalOMS. Any unmatched admission records where the admission date is more than 18 months prior to conversion date will not be copied to CalOMS.

“Closed” cases in CADDs, i.e. those client cases where matching admission and discharge records exist, will not be copied to CalOMS. If a C/DCP prefers that ADP not copy open CADDs admission records to CalOMS, please a request via e-mail to CalOMS Help.

5. How long will CADDs remain operable?

For a C/DCP, they must continue to submit CADDs files to ADP until their transition date. They will no longer be required to submit CADDs files to ADP after the transition date. Using CalOMS file submissions, ADP will continue to populate and support the CADDs database at the state level at least until July 1, 2006. At that time, ADP will determine the timetable for retiring the CADDs system.

The CADDs system will be ADP’s database of record for state level reporting for State Fiscal Year (SFY) 2005-2006. The CalOMS system will be ADP’s database of record for reporting beginning in SFY 2006-2007 and every year thereafter.

6. Will C/DCPs have to submit data files for both CADDs and CalOMS at the same time?

No. C/DCPs will submit CADDs data files only for report months up to their transition date. They will submit CalOMS data files only for report months following the transition date.