



**California Outcomes Measurement System Treatment
(CalOMS Tx)**

WBT User Guide

CalOMS Tx Web-Based Training (WBT) Guide
(County Administrator)

California Department of Alcohol and Drug Programs

Version 2.0
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TABLE OF CONTENTS

WELCOME MESSAGE FROM THE DIRECTOR.....	3
PART 1: GETTING STARTED	4
ACCESSING CALOMS TX WEB-BASED TRAINING	4
ABOUT THIS USER GUIDE	4
TRAINING OVERVIEW	5
GETTING HELP	5
PART 2: LOGGING IN.....	6
TRAINING LESSONS OVERVIEW	6
PART 3: TRAINING LESSONS	8
THE IMPORTANCE OF THE CALOMS TX	8
TABLE OF CONTENTS.....	9
START LESSON	10
Chapter 1	10
Summary of Key Learning Points	12
Testing your Knowledge	12
PART 4: MY ACCOUNT	18
TRAINING EXAM HISTORY	18
LESSON CERTIFICATE	19
LOGGING OUT	19
PART 5: OTHER LINKS.....	20
REFERENCE	20
SEND FEEDBACK.....	21
PART 6: ADMINISTRATION	22
COUNTY ADMINISTRATOR	22
MANAGE USER	22
Add County Administrator	23
Add Provider Administrator User (County).....	25
Add Provider User	26
GLOSSARY	27
REFERENCE LINKS	29
LINKS TO ADP'S WEBSITE.....	29
LINKS TO OTHER WEBSITES AND WEB PAGES	29

WELCOME MESSAGE FROM THE DIRECTOR

Welcome to the California Outcomes Measurement System Treatment (CalOMS Tx) Web Based Training (WBT).

In January 2006, the California Department of Alcohol and Drug Programs (ADP) implemented the new CalOMS Tx statewide alcohol and other drug data collection and management system. The data submitted to CalOMS Tx will help build a comprehensive picture of how clients function in the areas of: alcohol and drug use, legal, employment/education, family/social, physical and psychological problems. The data that counties and providers collect and submit will play a critical role in contributing to the improvement of substance abuse treatment programs. In addition to telling the story of substance abuse and recovery in California, the CalOMS Tx system provides performance measurement information for the federally required reporting of National Outcome Measures (NOMS).

This training is intended to be convenient and to expedite the learning experience while providing an understanding of how to successfully collect and submit CalOMS Tx data. We are excited about using web technology as a “24/7” on-demand teaching platform for all California counties and providers. Access to this training is available through your county.

We encourage your feedback and hope our online training supports your quest for useful and empowering information.

Best Regards,

Renée Zito, LMSW, CASAC
Director

Part 1: Getting Started

Accessing CalOMS Tx Web-Based Training

CalOMS Tx WBT is a web-based training system accessed through the ADP main website. To access CalOMS Tx web-based training, locate the system on the website by accessing the ADP home page then highlighting the county or providers tab, or enter the web address: <http://apps.adp.ca.gov/CalOMSWBT>

About This User Guide

This guide provides you with step-by-step instructions on how to use the California Outcomes Measurement System – Treatment (CalOMS Tx) Web-based Training (WBT). It provides instruction for California counties, state-contracted providers and ADP users. The guide is broken into sections by functionality.

The Welcome page is displayed in **Figure 1**.

The screenshot shows the CalOMS Tx WBT Welcome Screen. At the top, there is a navigation bar with the California Department of Alcohol and Drug Programs logo and the text "CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS". To the right of the logo, there are links for "Skip to: Content | Footer | Accessibility" and a search box with "GO" and "California" options. Below the navigation bar, there is a horizontal menu with tabs for "Home", "Treatment", "Prevention", "Licensing", "Criminal Justice", "Problem Gambling", and "Data Systems". The main content area is titled "Welcome to CalOMS Tx Web-Based Training" and includes a "Help" link. The text reads: "Welcome to the California Outcomes Measurement System Treatment (CalOMS Tx) Web-based training. In January 2006, the California Department of Alcohol and Drug Programs (ADP) implemented the new CalOMS Tx statewide alcohol and other drug data collection and management system. The data submitted to CalOMS will help build a comprehensive picture of how clients function in the areas of: alcohol and drug use, legal, employment/education, family/social, physical and psychological problems. The data that counties and providers collect and submit will play a critical role in contributing to the improvement of substance abuse treatment programs. In addition to telling the story of substance abuse and recovery in California, the CalOMS Tx system provides performance measurement information for the federally required reporting of National Outcome Measures (NOMS). This training is intended to be convenient and to expedite the learning experience while providing an understanding of how to successfully collect and submit CalOMS Tx data. We are excited about using web technology as a "24/7" on-demand teaching platform for all California counties and providers. Access to this training is available through your county. We encourage your feedback and hope our Web-based training supports your quest for useful and empowering information. Best Regards, Renée Zito, LMSW, CASAC Director". A "Training Overview" button is visible below the text. On the left side, there is a sidebar with "Getting Started" (Welcome, Training Overview, Training Lessons Overview), "Training Lessons" (The Importance of CalOMS Tx, What Data is Required from Providers?, How CalOMS Tx Fits Into Treatment Plans, CalOMS Tx Interviews), and "Other Links" (Reference Links, Send Feedback, Training Questions?, Logout).

Figure 1: CalOMS Tx WBT Welcome Screen

Training Overview

To access the Training Overview screen, click on the **Training Overview** button which is located at the bottom of the Welcome screen (see **Figure 1**) or click on the **Training Overview** link on the left navigation bar.

The **Training Overview** screen describes the overall purpose and description of this web-based training site as well as specific instructions for using and accessing the site.

Once you have read the instructions on the **Training Overview** screen click on the **Get Started** button (see the red circle in **Figure 2**) to start the lesson.

The screenshot shows the 'CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS' website. The main navigation bar includes links for Home, Treatment, Prevention, Licensing, Criminal Justice, Problem Gambling, and Data Systems. The left sidebar has a 'Getting Started' section with links to Welcome, Training Overview, and Training Lessons Overview. The 'Training Overview' link is highlighted. The main content area is titled 'Training Overview' and contains the following text:

This Web-based training is provided to all California counties and providers who must submit California Outcomes Measurement Treatment (CalOMS Tx) data as a condition of their funding or of regulations. This training teaches how to successfully collect, submit and review data sent to the CalOMS Tx system - from interviewing a client to generating a report. Links to useful documents from ADP's website that explains the details of CalOMS Tx are included.

All lessons are independent from each other and can be taken in any order that the user feels appropriate. Each lesson is divided into multiple chapters with a non-graded quiz at the end of each chapter. At the end of each lesson, there is a graded exam with a certificate available for printing upon successful completion of the lesson. An exam may be taken as many times as necessary to pass.

Registration for the Web-based training is required through county alcohol and other drug offices. To begin using this Web-based training you must be registered and have a password. Please call your county alcohol and other drug office to receive both. State Contracted Providers, can call the CalOMS Tx Help phone line (877) 517-3329 or email calomshelp@adp.ca.gov for assistance.

A 'Get Started' button is circled in red in the screenshot.

Figure 2: Training Overview Screen

Getting Help

In order to use this online training tool you must be registered and have a password. To register and receive your username and password see the contact list below:

- If you are a County-Contracted Provider, contact your county.
- If you are a County or State-Contracted Provider, contact the CalOMS Tx Help Desk at 877-517-3329 or send email to calomshelp@adp.ca.gov.
- If you are a State of California Alcohol and Drug Program (ADP) employee, contact the ADP Help Desk at 916-327-3010.

Part 2: Logging In

Training Lessons Overview

Click on the **Get Started** button (see **figure 2**) and the **Login** screen will appear (see **Figure 3**).

You must enter a **User Name and Password**, and then click on the **Submit** button to access the system. The Training Lessons Overview screen will then appear as seen in **Figure 4**. You can also access the Training Lessons Overview screen when you click on the **Training Lesson Overview** link located on the left navigation bar.

If you do not have a User Name or Password, see the Getting Help Section located on page 5 of this guide.

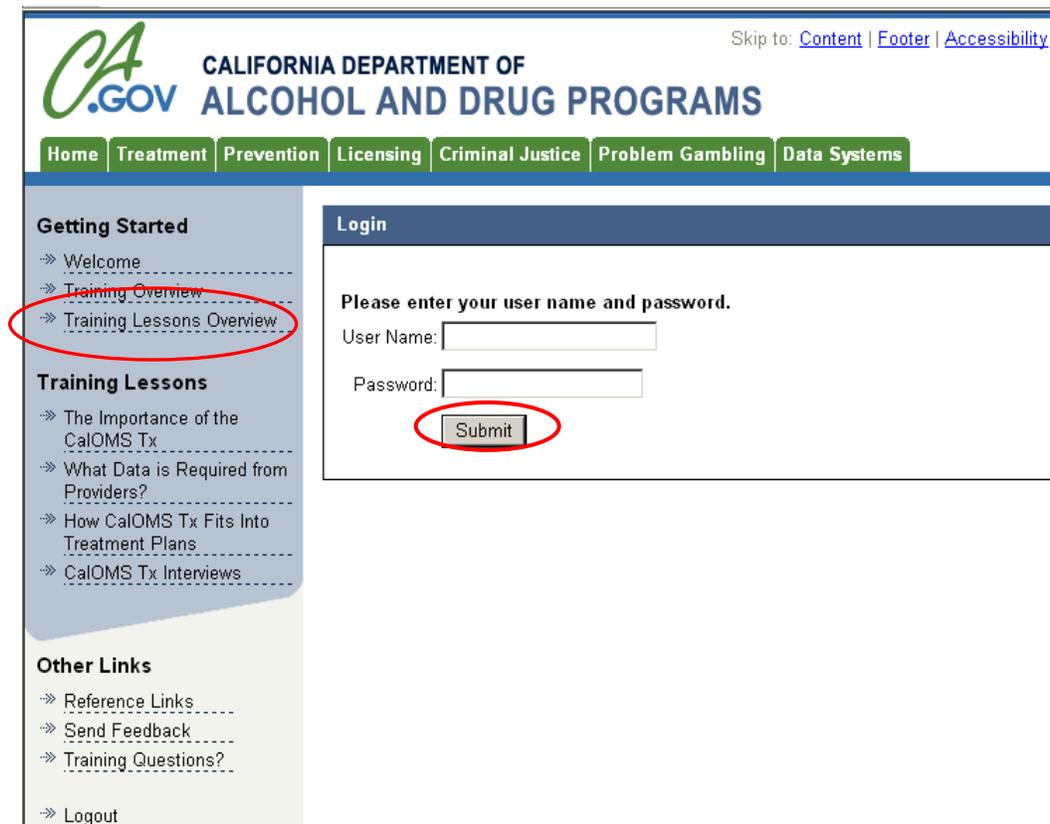


Figure 3: Login Screen

The **Training Lesson Overview** screen lists a brief summary of the lesson contents for each training lesson. To start a lesson click on the link of the desired lesson to be directed to that lesson's **Introduction** screen. The links to the lessons are listed both on the **Training Lessons Overview** screen and on the left navigation bar (see the red circles in **figure 4**).

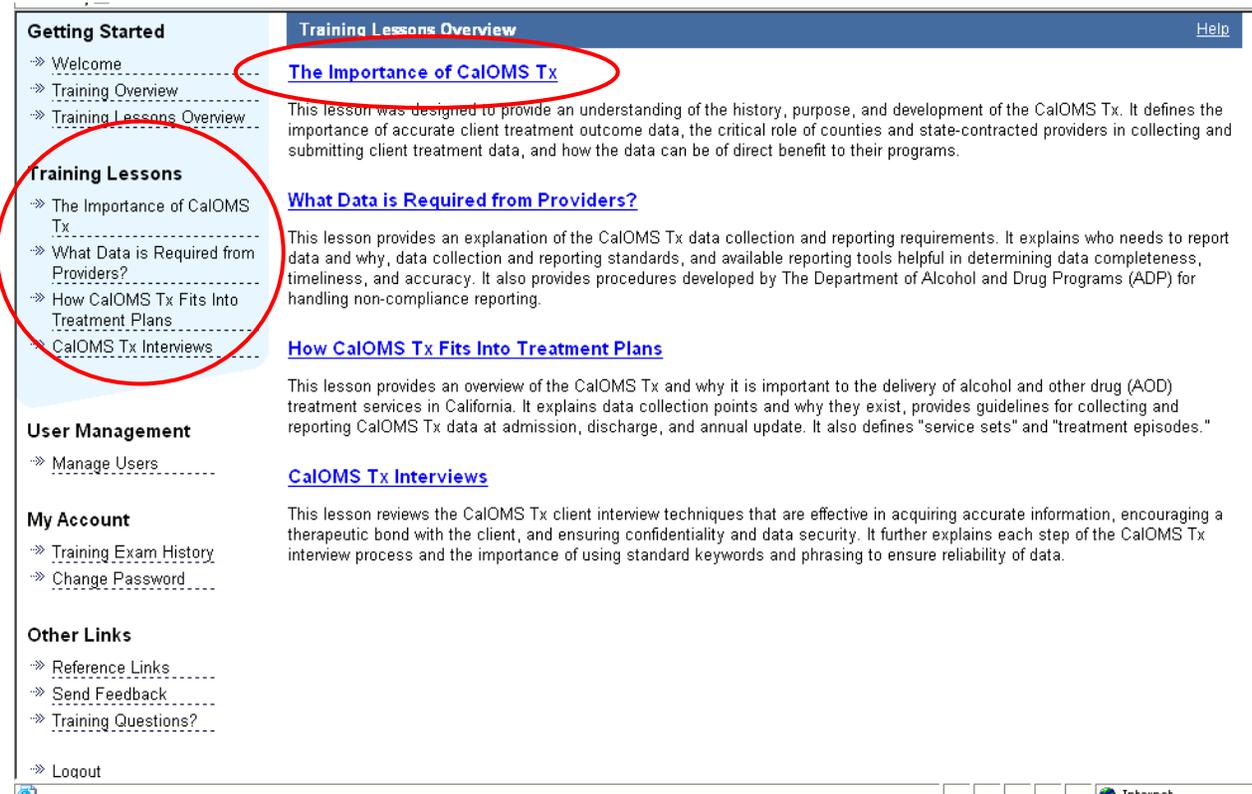


Figure 4: Training Lesson Overview Screen

Part 3: Training Lessons

Lesson 1 - The Importance of the CalOMS Tx

Click on **The Importance of the CalOMS Tx** to go to the Training Lesson screen, displayed in **Figure 5**.

Click on the **Start Lesson** button to go to the first chapter within the lesson.

Click on the **Table of Contents** button on the lesson's introduction screen to go to the Table of Contents screen displayed in **Figure 6**. This screen lists all the chapters within the lesson.

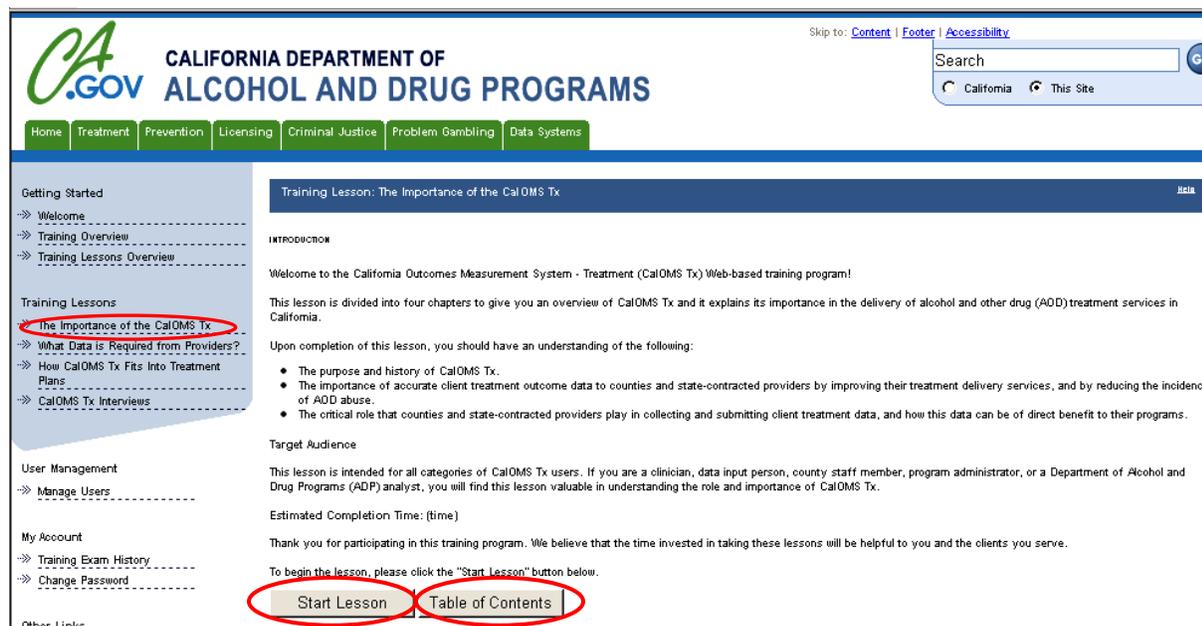


Figure 5: The Importance of the CalOMS Tx Screen

Table of Contents

Click on the **Table of Contents** button to go to the following screen (**Figure 6**) where you can jump to any of the chapters within the lesson. You have the option to go to the **Summary of Key Learning Points** screen as well as the **Take Exam** screen.

The screenshot displays the 'Table of Contents' page for the 'Training Lesson: The Importance of the CalOMS Tx'. The page is structured as follows:

- Header:** CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS. Navigation links: Home, Treatment, Prevention, Licensing, Criminal Justice, Problem Gambling, Data Systems. Search bar and location: California, This Site.
- Left Sidebar:**
 - Getting Started:** Welcome, Training Overview, Training Lessons Overview.
 - Training Lessons:** The Importance of the CalOMS Tx, What Data is Required from Providers?, How CalOMS Tx Fits Into Treatment Plans, CalOMS Tx Interviews.
 - User Management:** Manage Users.
 - My Account:** Training Exam History, Change Password.
 - Other Links:** Reference Links, Send Feedback, Training Questions?, Logout.
- Main Content Area:**
 - Training Lesson: The Importance of the CalOMS Tx** (Help)
 - Table of Contents**
 - CHAPTER 1: Overview of CalOMS Tx**
 - This chapter provides an overview of the CalOMS Tx. It answers the following questions:
 - What is CalOMS Tx?
 - What is an outcomes measurement system?
 - Why does ADP collect, report and analyze treatment data?
 - CHAPTER 2: Importance of Quality Data**
 - This chapter describes how quality data reporting can help ensure funding is maintained. It answers the following questions:
 - What is the relationship between data submission and the funding your program receives?
 - What are the Data Compliance Standards?
 - How can counties ensure consistent Substance Abuse Crime Prevention Act (SACPA) allocations?
 - What about all other allocation levels?
 - What is the relationship between quality data and service delivery?
 - What CalOMS Tx data can be used to analyze service delivery?
 - CHAPTER 3: CalOMS Tx Data Collection and Submission Requirements**
 - This chapter explains the CalOMS Tx Data Collection and Submission Requirements. It answers the following questions:
 - What is the data set collected through the California Outcomes Measurement System (CalOMS Tx)?
 - How is treatment data used by the Substance Abuse and Mental Health Services Administration (SAMHSA)?
 - What is the Treatment Episode Data Set (TEDS) and how is it tied to federal funding?
 - What are the National Outcome Measures (NOMS) and how are they tied to federal funding?
 - CHAPTER 4: Assistance Tools for CalOMS Tx Data Collection and Reporting**
 - This chapter documents available assistance tools for CalOMS Tx data collection and report. It answers the following questions:
 - What tools are available in CalOMS Tx to assist with data collection and reporting?
 - Where are CalOMS Tx data collection and reporting tools located?
 - LESSON 1: Summary of Key Learning Points**
 - Lesson Exam**
- Footer:** Back to Top, Contact Us, Internet.

Figure 6: Table of Contents Screen

Start Lesson

Chapter 1 – Overview of CalOMS Tx

Click on the **Start Lesson (Figure 5)** button to go to the following screen:

The screenshot shows the CalOMS Tx web-based training interface. The page title is "Training Lesson: The Importance of the CalOMS Tx". The main content area displays "CHAPTER 1: Overview of CalOMS Tx" and "What is the California Outcomes Measurement System - Treatment (CalOMS Tx)?". The page includes a navigation menu on the left with sections like "Getting Started", "Training Lessons", "User Management", "My Account", and "Other Links". At the bottom, there are navigation buttons: "Exit", "Table of Contents", "Print", "Previous", and "Next". The "Next" button is circled in red.

Exit- click on this button to exit out of the Chapter and return to the Training Lesson Overview screen.

Table of Contents- click on this button to lists all the chapters for each lesson.

Print- click on this button to print the current content.

Previous- click on this button to go back to the previous screen in the current chapter.

Next- click on this button to move to the next screen in the current chapter.

Click on the **Next** button to go to the following screen:

CA .GOV CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

Home Treatment Prevention Licensing Criminal Justice Problem Gambling Data Systems

Getting Started
 >> Welcome
 >> Training Overview
 >> Training Lessons Overview

Training Lessons
 >> The Importance of the CalOMS Tx
 >> What Data is Required from Providers?
 >> How CalOMS Tx Fits Into Treatment Plans
 >> CalOMS Tx Interviews

User Management
 >> Manage Users

My Account
 >> Training Exam History
 >> Change Password

Other Links
 >> Reference Links
 >> Send Feedback
 >> Training Questions?
 >> Logout

Training Lesson: The Importance of the CalOMS Tx [Help](#)

CHAPTER 1: Overview of CalOMS Tx

What is an outcomes measurement system?

In order to understand CalOMS Tx data collection, it is important to understand what an "outcome" is within an AOD treatment environment. An outcome is information or data collected at two points-in-time and then compared. In CalOMS Tx, client information is collected when they enter treatment and again when they leave treatment. Then information from both points-in-time is compared. For clients in long-term treatment we also collect information at annual updates which occur one year after entering treatment.

Examples of outcome data are:

- A client enters treatment (admission) and is not employed; therefore, in the past 30 days "0" (zero) days of employment are reported.
- The client leaves treatment (discharge) and is employed part-time and worked 18 days; therefore, in the past 30 days 18 days of employment are reported.

When the example admission and discharge are compared, this client shows an increase - a *positive outcome* - in the area of employment.

ADP tracks outcome results, in seven life areas or **domains**, from each client that enters treatment. The seven domains are:

1. Alcohol use
2. Drug use
3. Employment / Education
4. Legal / Criminal Justice
5. Medical / Physical
6. Psychological
7. Family / Social

Besides fulfilling reporting requirements, ADP, counties and state-contracted providers use outcome data to identify what domains are working well for AOD clients and those that are not. With this knowledge, programs can be designed to address client needs. Therefore, collecting outcome data can facilitate the improvement of service delivery.

For example, after analyzing their outcomes, a program may realize that many of their clients remain homeless after treatment; therefore, they decide to identify housing resources within their community and add a housing component to their discharge planning.

An outcomes measurement system is an invaluable tool for continuous quality improvement and, as such, will positively impact the lives of AOD service clients, their families, communities, public health and social service systems.

Chapter 1 of 5, page 2 of 7

Exit Table of Contents Print Previous **Next**

Click on the **Next** button to go to the following screen:

CA .GOV CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

Home Treatment Prevention Licensing Criminal Justice Problem Gambling Data Systems

Getting Started
 >> Welcome
 >> Training Overview
 >> Training Lessons Overview

Training Lessons
 >> The Importance of the CalOMS Tx
 >> What Data is Required from Providers?
 >> How CalOMS Tx Fits Into Treatment Plans
 >> CalOMS Tx Interviews

User Management
 >> Manage Users

My Account

Training Lesson: The Importance of the CalOMS Tx [Help](#)

CHAPTER 1: Overview of CalOMS Tx

Why does the Department of Alcohol and Drug Programs (ADP) collect, report, and analyze treatment data?

As previously stated, ADP is the only California agency authorized to receive and distribute state and federal funding to provide AOD prevention and treatment services to the citizens of California. Some of the funding distributed by ADP to counties and state-contracted providers includes:

- Drug Medi-Cal (DMC)
- State General Fund
- Offender Treatment Program (OTP)
- Substance Abuse and Crime Prevention Act (SACPA)
- Substance Abuse Prevention and Treatment (SAPT) Block Grant

In order to ensure continued funding, from the federal government, states are required to report the status of client "outcomes" to the federal government. In turn, to receive funding from ADP, California counties and their contracted providers, along with state-contracted providers, are required to collect and submit client data electronically to ADP monthly.

The data collected by counties and state-contracted providers is also used to understand client needs and improve service delivery. Gathering information about clients and the services they receive allows ADP, counties, and state-contracted providers to better understand client needs and identify ways to improve treatment.

Chapter 1 of 5, page 3 of 7

Exit Table of Contents Print Previous **Next**

Summary of Key Learning Points

Click on the **Next** button and see the following screen:

The screenshot shows the CalOMS Tx web-based training interface. At the top, there is a search bar and navigation links for Content, Footer, and Accessibility. The main header reads "CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS". Below the header is a navigation menu with tabs for Home, Treatment, Prevention, Licensing, Criminal Justice, Problem Gambling, and Data Systems. The left sidebar contains sections for "Getting Started" (Welcome, Training Overview, Training Lessons Overview), "Training Lessons" (The Importance of CalOMS Tx, What Data is Required from Providers?, How CalOMS Tx Fits Into Treatment Plans, CalOMS Tx Interviews), "User Management" (Manage Users), and "My Account" (Training Exam History, Change Password). The main content area is titled "Training Lesson: The Importance of CalOMS Tx" and "CHAPTER 1: Overview of CalOMS Tx". The "Summary of Key Learning Points" section is circled in red. Below this section is a list of bullet points explaining the importance of CalOMS Tx and the data it collects. At the bottom of the page, there is a navigation bar with buttons for Exit, Table of Contents, Print, Previous, and Next. The "Next" button is circled in red.

Test your Knowledge

Once you click on the **Next** button, you will be taken to the **Test Your Knowledge** screen.

Click on the **Reveal Answer** button to check the submitted answer to the question.

The screenshot shows the CalOMS Tx web-based training interface. The main content area is titled "CHAPTER 1: Overview of CalOMS Tx". The "Test Your Knowledge" section is circled in red. Below this section is a question: "ADP reports treatment outcomes to the California Legislature, federal funding agencies, law enforcement, social welfare agencies, communities, and families." with radio buttons for TRUE and FALSE. Below the question is a "Reveal Answer" button, which is also circled in red. The navigation bar at the bottom shows "Chapter 1 of 5, page 5 of 7" and buttons for Exit, Table of Contents, Print, Previous, and Next.

Alternatively, if you don't know the answer to the question, you can click on the **Reveal Answer** button which will display the correct answer. See the following screen for an example:

CA .GOV CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

Skip to: [Content](#) | [Footer](#) | [Accessibility](#) Search California This Site

Home Treatment Prevention Licensing Criminal Justice Problem Gambling Data Systems

Getting Started
 >> Welcome
 >> Training Overview
 >> Training Lessons Overview

Training Lessons
 >> The Importance of CalOMS Tx
 >> What Data is Required from Providers?
 >> How CalOMS Tx Fits Into Treatment Plans
 >> CalOMS Tx Interviews

Training Lesson: The Importance of CalOMS Tx [Help](#)

CHAPTER 1: Overview of CalOMS Tx

Test Your Knowledge

ADP reports treatment outcomes to the California Legislature, federal funding agencies, law enforcement, social welfare agencies, communities, and families.

TRUE
 FALSE

X The correct answer is **TRUE**.

Chapter 1 of 5, page 5 of 7 Exit Table of Contents Print Previous **Next**

Click on the **Next** button to go to the following screen:

CA .GOV CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

Skip to: [Content](#) | [Footer](#) | [Accessibility](#) Search California This Site

Home Treatment Prevention Licensing Criminal Justice Problem Gambling Data Systems

Getting Started
 >> Welcome
 >> Training Overview
 >> Training Lessons Overview

Training Lessons
 >> The Importance of CalOMS Tx
 >> What Data is Required from Providers?
 >> How CalOMS Tx Fits Into Treatment Plans

Training Lesson: The Importance of CalOMS Tx [Help](#)

CHAPTER 1: Overview of CalOMS Tx

Test Your Knowledge

Outcome data is used by ADP, counties and state-contracted providers to analyze treatment outcomes and identify emerging treatment needs.

TRUE
 FALSE

Reveal Answer

Chapter 1 of 5, page 6 of 7 Exit Table of Contents Print Previous **Next**

Click on the **Next** button to go to the following screen:

CA .GOV CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

Skip to: [Content](#) | [Footer](#) | [Accessibility](#) Search California This Site

Home Treatment Prevention Licensing Criminal Justice **Problem Gambling** Data Systems

Getting Started
 >> Welcome
 >> Training Overview
 >> Training Lessons Overview

Training Lessons
 >> The Importance of CalOMS Tx
 >> What Data is Required from Providers?
 >> How CalOMS Tx Fits Into Treatment Plans
 >> CalOMS Tx Interviews

Training Lesson: The Importance of CalOMS Tx [Help](#)

CHAPTER 1: Overview of CalOMS Tx

Test Your Knowledge

What is an "outcome" in an AOD treatment environment?

Client information collected at two points-in-time (admission and discharge) and then compared.
 Client information taken from a family member during the admission interview.
 Information collected during a phone interview.

Reveal Answer

Chapter 1 of 5, page 7 of 7 Exit Table of Contents Print Previous **Next**

Click on the **Next** button to go to Chapter 2 of the Lesson. **The process described in Chapter 1 applies to all the remaining Chapters as well.**

Once you have completed all the Chapter reviews for a Lesson, you will be taken to the **Summary of Key Learning Points** screen. You can get to this screen two different ways. (1) As you navigate through each chapter, the **Next** button, located on the last screen of the last Chapter, will take you to the **Summary of Key Learning Points** screen. (2) If you click on the **Table of Contents** button from any screen, you will be taken to the **Table of Contents** screen where you will find the **Summary of Key Learning Points** link.

The screenshot shows the user interface for the CalOMS Tx training. At the top, there is a search bar and navigation links for 'Content', 'Footer', and 'Accessibility'. Below this is a menu with categories like 'Home', 'Treatment', 'Prevention', 'Licensing', 'Criminal Justice', 'Problem Gambling', and 'Data Systems'. The main content area is titled 'Training Lesson: The Importance of CalOMS Tx' and 'LESSON 1: Summary of Key Learning Points'. It includes a 'Take Exam' button circled in red. A navigation bar at the bottom contains buttons for 'Exit', 'Table of Contents' (circled in red), 'Print', 'Previous', and 'Next'. The page number 'Chapter 5 of 5, page 1 of 1' is displayed.

Taking the Lesson Exam

Once there, click on the **Take Exam** button to take the exam for this Lesson. Once you click on the **Take Exam** button, you will see the following screen:



- Home
- Treatment
- Prevention
- Licensing
- Criminal Justice
- Problem Gambling
- Data Systems

Getting Started

- » [Welcome](#)
- » [Training Overview](#)
- » [Training Lessons Overview](#)

Training Lessons

- » [The Importance of CalOMS Tx](#)
- » [What Data is Required from Providers?](#)
- » [How CalOMS Tx Fits Into Treatment Plans](#)
- » [CalOMS Tx Interviews](#)

User Management

- » [Manage Users](#)

My Account

- » [Training Exam History](#)
- » [Change Password](#)

Other Links

- » [Reference Links](#)
- » [Send Feedback](#)
- » [Training Questions?](#)
- » [Logout](#)



Training Lesson Exam: The Importance of CalOMS Tx

[Help](#)

The exam for this lesson has 15 multiple-choice questions. Answer each question by clicking and highlighting the circle next to your selected answer. When you have completed the exam click the "Submit" button to receive your results.

To change any selected answer, click on a different circle within the list of possible answers. To re-start the exam, click the "Clear" button to erase all of your answers and the start over.

An exam may be taken as many times as necessary to pass.

1. CalOMS Tx data is the only way ADP can accurately determine the number of SACPA admissions and discharges.

- TRUE
- FALSE

2. CalOMS Tx is used to collect key AOD treatment information at the client level.

- TRUE
- FALSE

3. What tools are available on the CalOMS Tx web site to assist with data collection and reporting?

- CalOMS Tx Data Collection Guide
- CalOMS Tx Data Dictionary
- CalOMS Tx File Instructions
- CalOMS Tx Data Quality Standards
- CalOMS Tx Reports User Documentation
- All of the above

4. Outcome data collected at admission, discharge and annual update, tells the provider, county, state and federal government how clients are doing in treatment services.

- TRUE
- FALSE

5. Counties and state-contracted providers can guarantee they receive consistent and adequate SACPA funding by making sure all CalOMS Tx records for SACPA clients are submitted 100 days from the end of the report month.

- TRUE
- FALSE

6. How can counties and state-contracted providers guarantee that they receive consistent and adequate SACPA funding?

- Submit all CalOMS Tx records for SACPA clients 45 days from the end of the report month.
- Submit records that contain the appropriate source of referral information for SACPA clients.
- Submit records that contain the correct county code of the county who paid for the SACPA service.
- all of the above

7. ADP does not use CalOMS Tx to collect key AOD treatment data from county or state-contracted providers.

- TRUE
- FALSE

8. ADP uses CalOMS Tx to collect key AOD treatment data from county and state-contracted providers.

- TRUE
- FALSE

9. When a client is enrolled in treatment services at a reporting provider they are required to answer key AOD treatment questions.

- TRUE
- FALSE

14. CalOMS Tx does not collect AOD treatment data sets (admission, discharge, annual update) from county and state-contracted providers.

- TRUE
- FALSE

15. The CalOMS Tx Data Dictionary does not explain every question that is submitted during admission, discharge and annual update.

- TRUE
- FALSE

Once you select an answer for each question, you can click on the **Submit** button to see your score. Once you receive your score, you have the following options: **Retake Exam**, **Review Content** or **Exit Exam**, as displayed in the example below.

Retake Exam- click on this button and the exam screen will refresh, giving you an opportunity to retake the exam. All previously filled answers will be blanked out and new questions will be presented.

Review Content- click on this button and you will be taken back to the Introduction screen of this Lesson.

Exit Exam- click on this button and you will be taken back to the Training Lesson Overview screen where you can select a Lesson and go through all chapters within that Lesson.

In order to get a Certificate of Completion, you must take an exam after each lesson. To do so click on the **Lesson Exam** button at the bottom of the lesson summary screen.

Once you complete the exam you will be scored based on the percentage of correct responses achieved. For example, if a user gets 13 out of 15 exam questions correct their exam will be given a score of 87%. A passing score has been determined to be an exam score of 70% or greater. This means that a user will need to get a minimum of 11 correct responses to successfully pass the exam. Your score will be presented along with a green text message and checkmark indicating a passing score has been achieved. You will have the opportunity to click the **Print Certificate** button at this point to produce a printable certificate signifying your successful mastery of the lesson learning content.

Questions answered correctly will be highlighted in green with a **green ✓** mark next to the exam question number. Questions answered incorrectly will have a **red X** mark next to the exam question number. And the correct answer will show in green text. The Exam Pass screen is displayed in **Figure 7** below.

The screenshot displays the 'Exam Pass Screen' for the 'Training Lesson Exam: The Importance of the CalOMS Tx'. The interface includes a left-hand navigation menu with sections: 'Getting Started', 'Training Lessons', 'User Management', 'My Account', and 'Other Links'. The main content area features a large green checkmark and the text 'Congratulations - You Passed! Your score is 73%'. A 'Print Certificate' button is highlighted with a red circle. Below this, six exam questions are listed, each with a radio button for 'TRUE' or 'FALSE'. Questions 1, 2, 4, and 5 are marked with green checkmarks and have 'TRUE' selected. Questions 3 and 6 are marked with red X's and have 'FALSE' selected.

Figure 7: Exam Pass Screen

Part 4: My Account

Training Exam History

This Training Exam History screen stores the history of your results from previous lesson exams. All exams are grouped by the specific lesson title with the date of the exam(s), score and the results (pass or did not pass) displayed under the lesson title. Unsuccessful exam attempts are displayed with a red **Did Not Pass** result and the **Print Certificate** button does not display. Successful attempts are displayed with a green **Pass** result and the **Certificate** button is displayed which allows you to print your certificate (see the red circle in **Figure 8**). Click on the **Print Certificate** button and it will produce a printable certificate of completion with the date of the successful exam. If you want to review the lesson, click on the lesson name. To retake an exam without reviewing a lesson, simply click on the underlined **Take Exam** link.

The screenshot shows the 'Training Exam History' interface. On the left is a navigation sidebar with sections: 'Getting Started' (Welcome, Training Overview, Training Lessons Overview), 'Training Lessons' (The Importance of the CalOMS Tx, What Data is Required from Providers?, How CalOMS Tx Fits Into Treatment Plans, CalOMS Tx Interviews), 'My Account' (Training Exam History, Change Password), and 'Other Links' (Reference Links, Send Feedback, Training Questions?, Logout). The main content area has a dark blue header with 'Training Exam History' and a 'Help' link. Below the header is a descriptive paragraph. The main content is divided into three sections, each with a title and a 'Take Exam' link:

- The Importance of the CalOMS Tx**: A table with columns 'Exam Date', 'Score', and 'Results'. It lists three attempts on 05/14/2008 with scores of 67%, 50%, and 83%. The results are 'Did Not Pass', 'Did Not Pass', and 'Pass' respectively. A 'Print Certificate' button is circled in red next to the 'Pass' result.
- What Data is Required from Providers?**: A table with columns 'Exam Date', 'Score', and 'Results'. It lists one attempt on 05/14/2008 with a score of 0% and a result of 'Did Not Pass'.
- How CalOMS Tx Fits Into Treatment Plans**: A table with columns 'Exam Date', 'Score', and 'Results'. It lists one attempt on 05/14/2008 with a score of 0% and a result of 'Did Not Pass'.

Figure 8: Training Exam History Screen

Lesson Certificate

When you pass the exam, the **Print Certificate** button will be shown on the screen. Click the **Print Certificate** button to print the Certificate of Completion. The lesson certificate screen will present you with a certificate that is formatted for printing. The certificate will signify that you have successfully passed the final exam for a specific lesson. The lesson certificate will contain the name of the lesson, the date that the lesson's final exam was successfully completed and the user's full name (as it exists in their user profile). The print Certificate screen is displayed in **Figure 9**.



Figure 9: Print Certificate Screen

Logging Out

To log out of the system, click the **Logout** link on the left navigation bar. This brings the user to the Login screen.

To logout and close the system, click the  in the upper right hand corner of the window. You do not need to click the **Logout** link first.

Part 5: Other Links

Reference

The **Reference Links** screen provides you with one click access (see the red circle in **Figure 10**) to information associated with the CalOMS Tx system.

To access any of these documents click on the hyperlink.

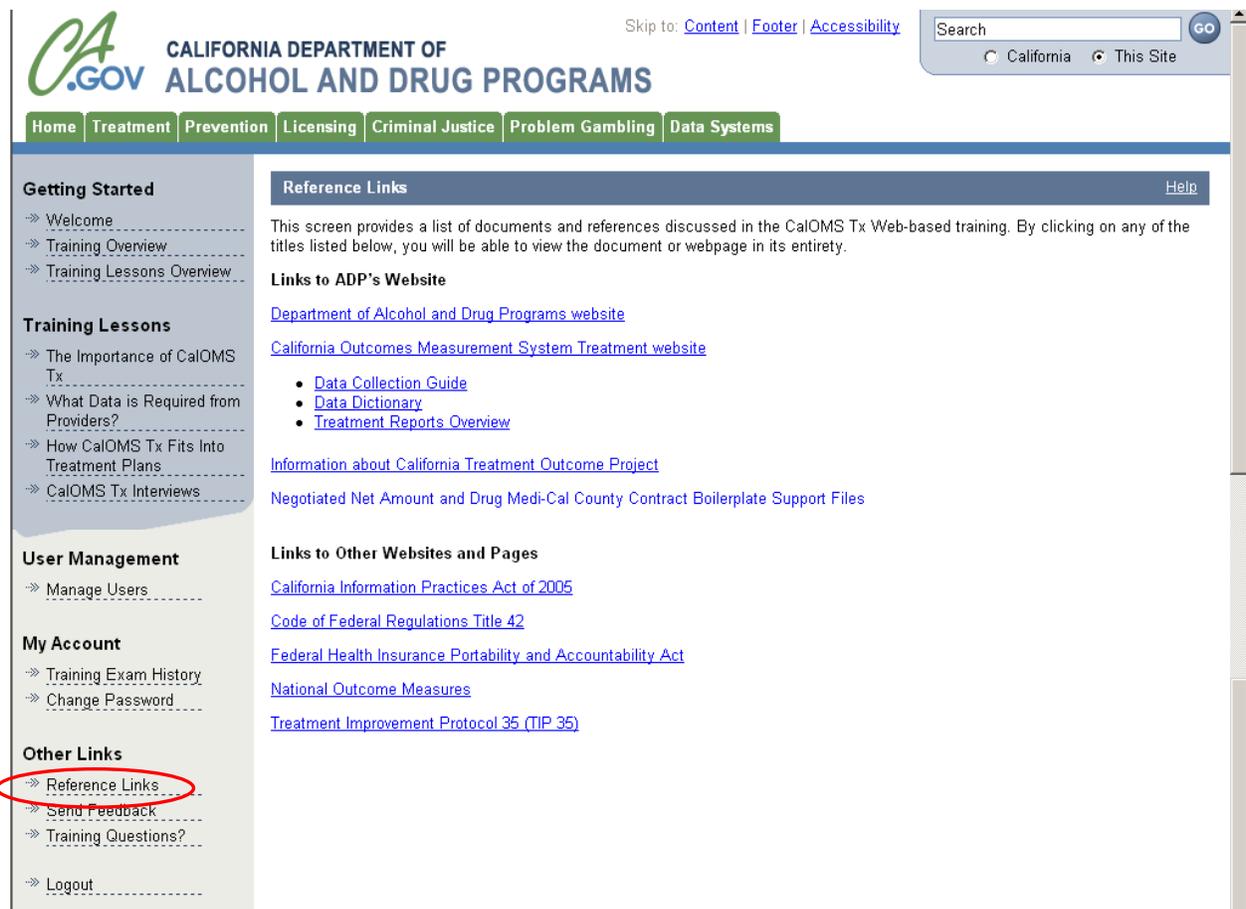


Figure 10: Source Hyperlink Screen

Send Feedback

The Send Feedback screen is available from the left hand navigation bar and will provide the user with the ability to share feedback with ADP (see the red circle in **Figure 11** below). The screen presents a series of formatted questions and a freeform text box to provide additional comments.

Click the **Send Feedback** button to send your comments, and click the **Clear Form** button to delete information and start over.

Getting Started

- » Welcome
- » Training Overview
- » Training Lessons Overview

Training Lessons

- » The Importance of the CalOMS Tx
- » What Data is Required from Providers?
- » How CalOMS Tx Fits Into Treatment Plans
- » CalOMS Tx Interviews

User Management

- » Manage Users

My Account

- » Training Exam History
- » Change Password

Other Links

- » Reference Links
- » **Send Feedback**
- » Training Questions?
- » Logout

Send Feedback

Your opinion is important to us and we appreciate you taking a moment to give us feedback about the CalOMS Tx Web-based Training. Our goal is to improve this training so that it becomes an informative and useful tool for the AOD field.

Did the lessons give you new information about CalOMS Tx?

Yes No

Was the information in the lessons clear and concise?

Yes No

Will the information be helpful in performing your job?

Yes No

How would you rate the overall CalOMS Tx Web-based Training?

Poor Fair Average Good Excellent

Where do you work?

County AOD office Provider site State-contracted provider site State AOD office

Please type any questions or comments in the box below and click the Send Feedback button to submit.

Figure 11: Send Feedback Screen

Part 6: Administration

County Administrator

Manage User

To logon to the CalOMS Tx WBT **Manage Users** screen, click the **Training overview** button, then the **Get Started** button which will bring up the login screen. Once you have logged in (and if you have administrative rights), the **Manage User** button will be listed in the left navigation bar for you to click.

The **Manage Users** screen displays a list of all current users which includes columns such as user name, user first/last name, type, and county or county direct-contract provider (DCP). The **Allow User Setup** box will be checked for users that have administrator rights (see the red circle in **Figure 12**). Administrator rights give users the ability to add, edit and disable users. You can click on the **Edit** button to go to the user detail screen (see figure 19) to edit any listed user.

The screenshot shows the 'Manage Users' interface. On the left is a navigation sidebar with sections: 'Getting Started' (Welcome, Training Overview, Training Lessons Overview), 'Training Lessons' (The Importance of the CalOMS Tx, What Data is Required from Providers?, How CalOMS Tx Fits Into Treatment Plans, CalOMS Tx Interviews), 'User Management' (Manage Users), 'My Account' (Training Exam History, Change Password), and 'Other Links' (Reference Links, Send Feedback, Training Questions?, Logout). The 'Manage Users' link is circled in red. The main content area has a 'Manage Users' header with a 'Help' link and an 'Add County User' button. Below is a table with columns: User Name, First Name, Last Name, Type, County, Provider ID, Active, Allow User Setup, and Edit. Three users are listed: JackK, JaneD, and JeanJ. The 'Allow User Setup' checkbox for JackK is checked and circled in red. A note box points to this checkbox with the text: 'Note: Check the box if you are a county administrator user.' Another note box points to the 'Manage Users' link with the text: 'All administrator users can access the Manage Users Screen.'

User Name	First Name	Last Name	Type	County	Provider ID	Active	Allow User Setup	Edit
JackK	Jack	Kim	COUNTY	Fresno	100033	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
JaneD	Jane	Doe	COUNTY	Fresno		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
JeanJ	Jean	Jolly	COUNTY	Fresno	100033	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit

Figure 12: Manage User Screen

Add County Administrator

If you are a county administrator user, you will see the **Add County User** button on the left top of the Manage Users screen. When you click the **Add County User** button, the user details screen will appear (see **Figure 13**).

You are required to fill out each required field which has an asterisk (*) on the right hand side of the field. To give new user administrator rights check the **Allow User Setup** box. This will allow user access to add and modify users and reset passwords for your county's users and providers.

The screenshot shows the 'Add County Administrator' screen. On the left is a navigation menu with sections: Getting Started, Training Lessons, User Management, My Account, and Other Links. The main content area is titled 'User Details' and contains a form with the following fields and options:

- * Required Fields**
 - User Name: JaneD *
 - Password: [] ⓘ
 - Confirm Password: []
 - First Name: Jane *
 - Last Name: Doe *
 - Email Address: jdoe@adp.ca.gov
 - Phone Number: (999)999-9999
- Primary Contact:
- Active:
- Allow User Setup:
- Role: Administrator
- Provider Type: COUNTY
- County: Fresno *
- Provider: []
- Provider ID: []
- Last Login: 5/20/2008 10:36:02 AM

At the bottom are 'Save' and 'Cancel' buttons. A red oval highlights the 'Provider' and 'Provider ID' fields. A callout box with an arrow pointing to these fields contains the text: **Note:** Leave these two fields blank when adding a County Administrator user.

Figure 13: Add County Administrator Screen

User Name: User name must be unique and between 5 and 25 characters long. If you create a username that is already in use, you will receive an error message stating that the user name already exists.

Password: Password does not need to be unique. It must be at least 6 characters long and contain at least one alpha and one numeric character.

Confirm

- Password:** This field must match the password field in order to verify that the password has been entered correctly.
- First Name:** Enter new user's first name. This is the name that will be printed on the Certificate of Completion.
- Last Name:** Enter new user's last name. This is the name that will be printed on the Certificate of Completion.
- E-mail Address:** Enter new user's e-mail address, which must be in a valid e-mail address format.
- Phone Number:** Enter new user's phone number.
- Primary Contact:** Check box if user is a primary contact person for the organization.
- Active:** Check box to activate user. If this box is not checked, then user will not have access to the CalOMS Tx WBT. Remove check when user leaves organization or no longer needs access to the WBT.
- Allow User Setup:** Check box if user is to have administrative rights to create other new users.
- Role:** Choose user's current role in organization from drop-down list.
- Provider Type:** This field displays user's provider type.
- County:** Choose which county new user belongs to from drop-down list.
- Provider:** If new user represents a provider, enter provider's name.
- Provider ID:** Enter 6-digit ID number of the provider listed in the provider field above. The 6-digit number begins with the 2-digit county code and the 4-igit provider ID number assigned by ADP.

Add Provider Administrator User (County)

Fill out all fields in the User Detail screen. Those fields marked with an asterisk (*) are required fields and must be completed before a user can be given access

You need to fill out **Provider Name** and **Provider ID** boxes. Enter the 6-digit number begins with the 2-digit county code and the 4-digit provider ID number assigned by ADP in the **Provider ID** box (see the red circle in **Figure 14**), and also check the **Allow User Setup** box to allow you to add and modify provider users and reset the password.

Getting Started

- [Welcome](#)
- [Training Overview](#)
- [Training Lessons Overview](#)

Training Lessons

- [The Importance of the CalOMS Tx](#)
- [What Data is Required from Providers?](#)
- [How CalOMS Tx Fits Into Treatment Plans](#)
- [CalOMS Tx Interviews](#)

User Management

- [Manage Users](#)

My Account

- [Training Exam History](#)
- [Change Password](#)

Other Links

- [Reference Links](#)
- [Send Feedback](#)
- [Training Questions?](#)
- [Logout](#)

User Details

[Back to User List](#)

*** Required Fields**

User Name: JackK *

Password: ?

Confirm Password:

First Name: Jack *

Last Name: Kim *

Email Address: jackk@adp.ca.gov

Phone Number: (333)222-3333

Primary Contact:

Active:

Allow User Setup:

Role: Administrator

Provider Type: COUNTY

County: Fresno *

Provider: Jack's Treatment Center

Provider ID: 100033

Last Login: 5/19/2008 3:13:17 PM

Save Cancel

Note: Fill in these two boxes to associate the users with a provider site name and ID

Figure 14: Provider Administrator User (County)

Add Provider User

Fill out all fields in the User Detail screen. Those fields marked with an asterisk (*) are required fields and must be completed before a user can be given access

For a provider user, both **Primary Contact** and **Allow User Setup** boxes are disabled. You are not allowed to add/modify the user information; you need to click on the **Role** button from the drop down list.

You need to fill out **Provider Name** and **Provider ID** boxes. Enter the 6 digit number that begins with the 2-digit county code and the 4-digit provider ID number assigned by ADP in the **Provider ID** box (see the red circle in **Figure 15**).

Getting Started

- Welcome
- Training Overview
- Training Lessons Overview

Training Lessons

- The Importance of the CalOMS Tx
- What Data is Required from Providers?
- How CalOMS Tx Fits Into Treatment Plans
- CalOMS Tx Interviews

User Management

- Manage Users

My Account

- Training Exam History
- Change Password

Other Links

- Reference Links
- Send Feedback
- Training Questions?

→ Logout

User Details

[Back to User List](#)

*** Required Fields**

User Name: *

Password: ⓘ

Confirm Password:

First Name: *

Last Name: *

Email Address:

Phone Number:

Primary Contact:

Active:

Allow User Setup:

Role:

Provider Type: COUNTY

County: *

Provider:

Provider ID:

Last Login: 5/20/2008 8:09:55 AM

Note: Fill in these two boxes to associate the users with a provider site name and ID

Figure 15: Add Provider User Detail Screen

Glossary

AA – Alcoholics Anonymous.

ADP – The Department of Alcohol and Drug Programs.

AIDS – Acquired Immune Deficiency Syndrome.

AOD - Alcohol and other Drug.

CADDS – The California Alcohol and Drug Data System.

CalOMS Tx - California Outcomes Measurement System – Treatment.

CalTOP – California Treatment Outcome Project

CalWORKs – California Work Opportunity and Responsibility to Kids Program.

CDCR – California Department of Corrections and Rehabilitation

CFR 42 – The Code of Federal Regulations 42, Part 2.

County-Contracted Provider – An AOD service provider who contracts directly with a County.

County User – A county-contracted AOD service provider.

DMC – Drug Medi-Cal.

Domains – The seven life areas in a client’s life: Alcohol use, Drug use, Employment/Education, Legal/Criminal Justice, Medical/Physical, Psychological, Family/Social.

DUI – Driving Under the Influence.

DWI – Driving While Intoxicated.

ER – Emergency Room.

FSN – Form Serial Number.

FOTP – Female Offender Treatment Program.

HIPAA – Health Information Portability and Accountability Act.

HEP C – Hepatitis C.

HIV – Human Immunodeficiency Virus.

ID – Identification.

NOMS – National Outcomes Measures.

MBA – Minimum Base Allocation.

NNA – Net Negotiated Amount.

NTP – Narcotic Treatment Program.

OTP – Offender Treatment Program.

PNA – Provider No Activity.

PSN – Parole Services Network.

SACPA – Substance Abuse and Crime Prevention Act, i.e., Proposition 36.

SAMHSA – Substance Abuse and Mental Health Services Administration.

SAPT – Substance Abuse Prevention and Treatment (SAPT) Block Grant.

SB13 – Senate Bill 13: Personal Information Act of 2005.

State-Contracted Provider – Also known as a “Direct Contracted Provider”. An AOD service provider who contracts directly with the State.

TEDS – Treatment Episode Data Set.

TIP 35 – Treatment Improvement Protocol.

Tx – Treatment.

TOC – Table of Contents.

UCI – Unique Client Identifier.

WBT – Web-based Training.

REFERENCE LINKS

Links to ADP's Website

- Department of Alcohol and Drug Programs website
<http://www.adp.ca.gov>
- CalOMS Tx web page
<http://www.adp.ca.gov/CalOMS/CalOMSmmain.shtml>
- CalOMS Tx Data Collection Guide
http://www.adp.ca.gov/CalOMS/pdf/CalOMS_Data_Collection_Guide.pdf
- CalOMS Tx Data Dictionary
http://www.adp.ca.gov/CalOMS/pdf/CalOMS_Data_Dictionary_4-2008.pdf
- CalOMS Tx Data Compliance Standards
http://www.adp.ca.gov/CalOMS/pdf/Cal_Outcomes_Meas_Sys_Treat_Data_Comply_Standards.pdf
- CalOMS Treatment Reports Overview
http://www.adp.ca.gov/CalOMS/pdf/Reports_Overview_July_2007.pdf
- Information about California Treatment Outcome Project
http://www.adp.ca.gov/caltop/gen_info.shtml
- Negotiated Net Amount (NNA) and Drug Medi-Cal (DMC) County Contract Boilerplate Support Files
http://www.adp.ca.gov/NNA/support_files.shtml
- Health Insurance Portability and Accountability Act (HIPAA)
<http://www.adp.ca.gov/hp/hipaa.shtml>
- Substance Abuse Prevention and Treatment Block Grant Application
http://www.adp.ca.gov/DrugCourts/pdf/attachment_VIIa.PDF

Links to Other Websites and Web Pages

- California Information Practices Act, SB13
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=civ&group=01001-02000&file=1798.24-1798.24b>
- Code of Federal Regulations Title 42
<http://www.gpoaccess.gov/cfr/index.html>
- National Outcome Measures
<http://www.nationaloutcomemeasures.samhsa.gov>
- Treatment Improvement Protocol 35 (TIP 35)
<http://www.kap.samhsa.gov/products/manuals/tipcurriculum>