California Outcomes Measurement System Treatment (CalOMS Tx)

CalOMS Tx Web-Based Training (WBT)

WBT State-Contract Provider Administration Guide

California Department of Alcohol and Drug Programs

Version 1.0
June 25, 2008

Administration

State Contracted Provider Administrator

Manage User

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

The **Manage Users** screen displays a list of all current users which includes columns such as user name, user first/last name, type, and direct-contract provider (DCP). The **Allow User Setup** will be checked if you are an administrator (see the red circle in **Figure 22**). Administrator rights include adding, editing and disabling users. The **Edit** button will redirect you to the user detail screen.

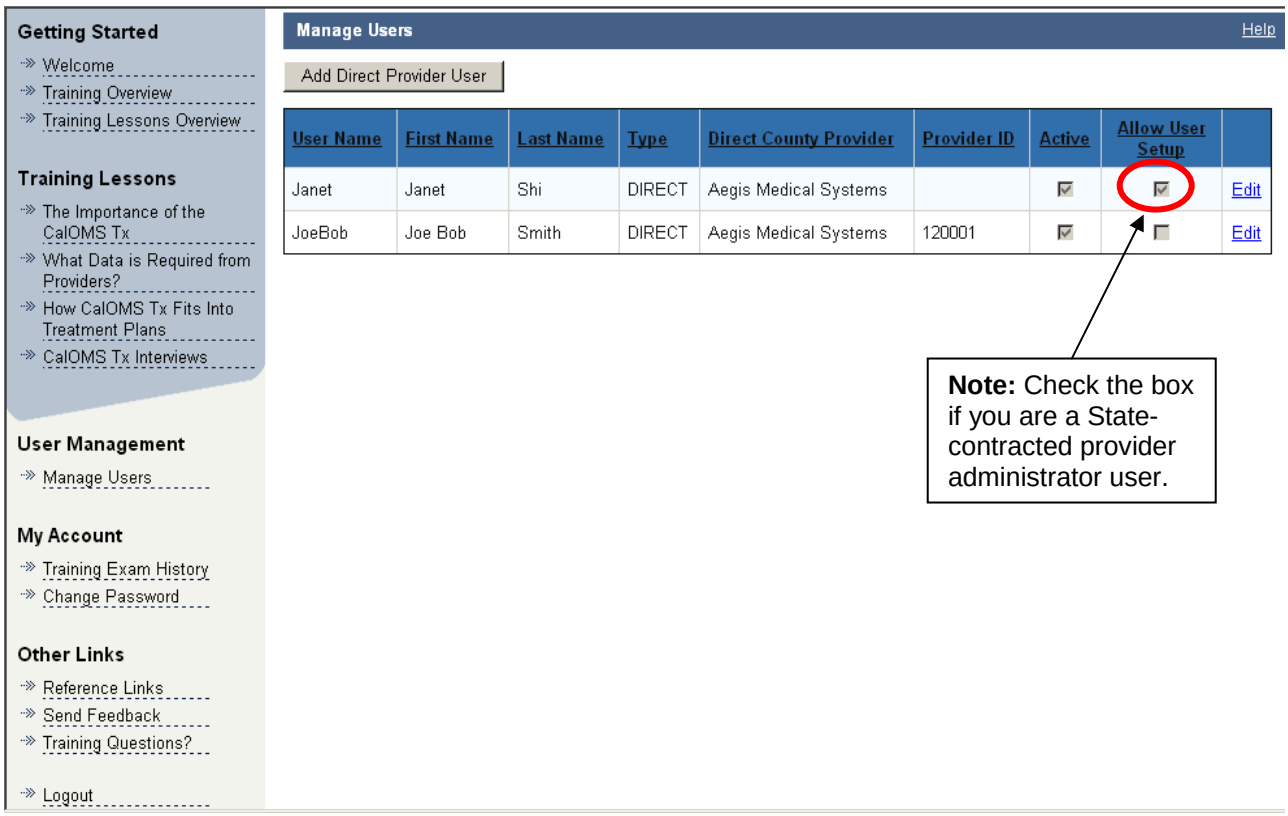

Figure 22: Manage User Screen

Add Contracted Provider Administrator User

The **Add Direct Provider User** button is on the top of the screen. When you click the **Add Direct Provider User** button, a **User Details** screen will appear (see **Figure 23**). This screen will give you an access to create a Direct Contract Provider user.

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

Check the **Allow User Setup** box to allow you to add and modify users and reset passwords for the direct providers within the State.

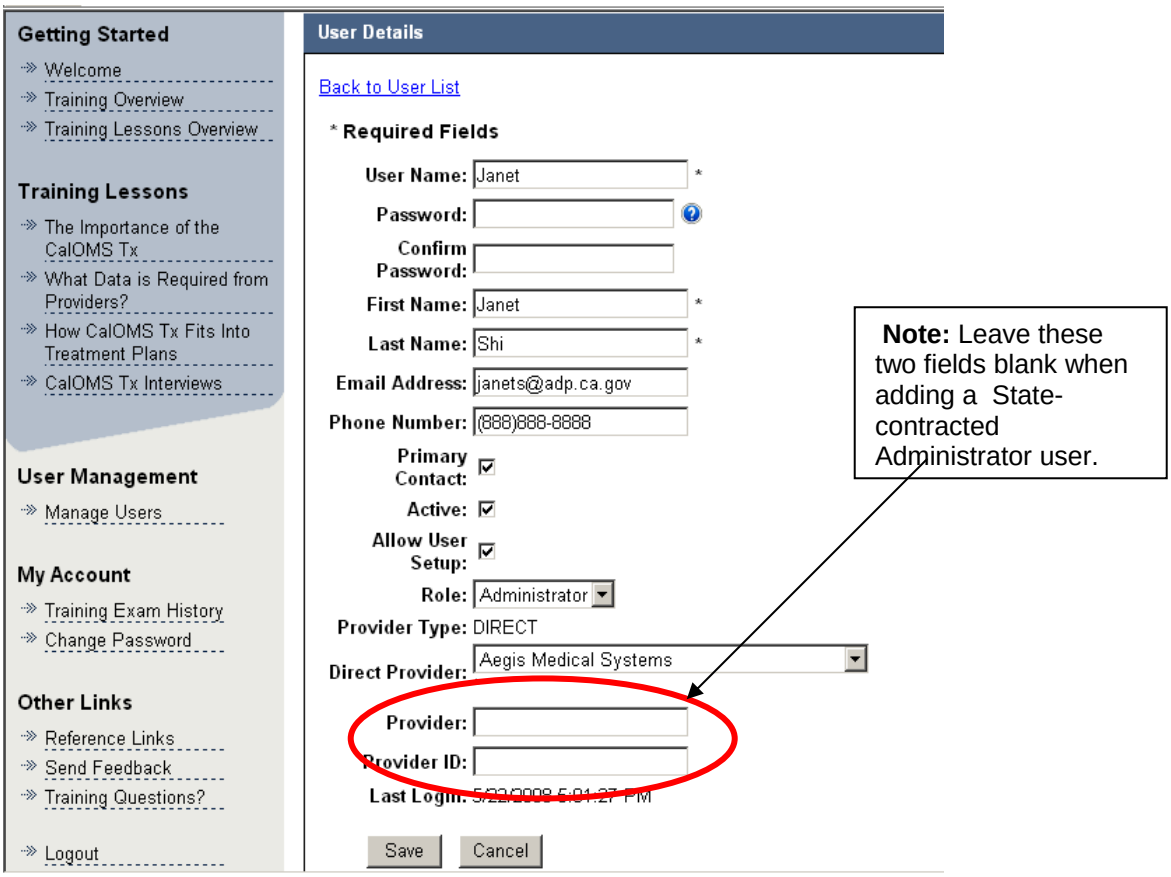

Figure 23: Add Direct Provider Administrator Detail Screen

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. The address must be in a valid email address format.

Phone Number: Enter new user's phone number.

Primary Contact: Check box if new user is a primary contact person for your organization.

Active: Check box to activate the user. If this box is not checked, then the user will not have access to the CalOMS Tx WBT. Remove check when user leaves organization or no longer needs access to this WBT.

Allow User Setup: Check box if the 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.

Direct Provider: Choose the direct provider to which the user belongs using the drop-down list.

Provider: Enter provider site name.

Provider ID: Enter the 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 then the 4-digit provider ID number assigned by ADP.

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 choose the **Role** by clicking the drop down list.

For a provider user, both **Provider Name** and **Provider ID** boxes need to be filled. 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 24**).

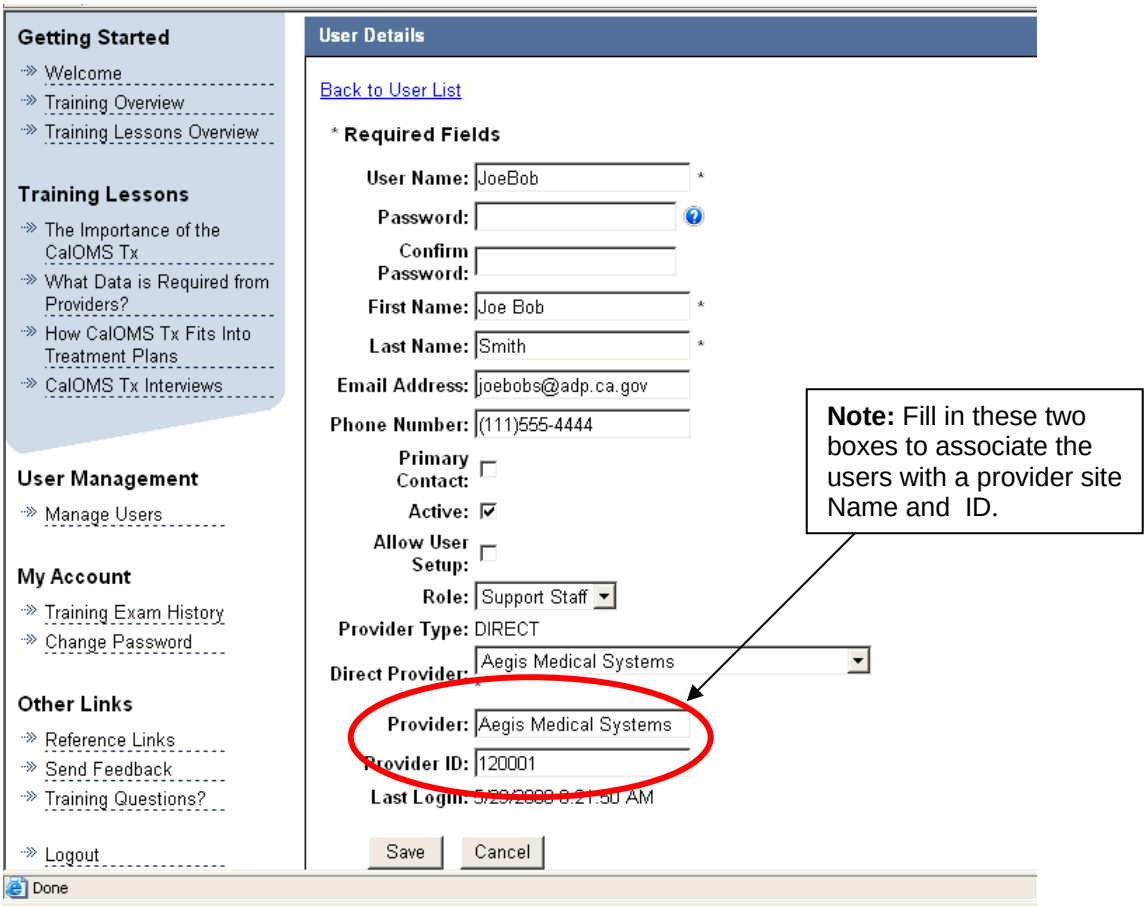

Figure 24: Add Provider User Screen