Drug and Alcohol Treatment Access Report (DATAR)

DATARWeb

User Manual

December 7, 2005

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Part One: Introduction

About This Application

The Drug and Alcohol Treatment Access Report (DATAR) is the Department of Alcohol and Drug Programs (ADP) system to collect data on treatment capacity and waiting lists and is considered a supplement to the California Alcohol and Drug Data System (CADDS) client reporting system. DATAR assists in identifying specific categories of individuals awaiting treatment and identifies available treatment facilities for these individuals. The DATARWeb is an application developed by ADP and can be used by California providers, counties and state staff.

Federal regulations require that each state develop a Capacity Management Program to report alcohol and other drug programs treatment capacity, to ensure the maintenance of the reporting, and to make that information available to the programs. In carrying out this requirement, ADP established a Waiting List Management Program that includes a unique client identifier to document applicants who are not immediately admitted to a program due to lack of capacity.

The Waiting List Management Program consists of two separate reports, the Waiting List Record (WLR) and DATAR.

Using this application, you will be able to enter DATAR data and submit it directly to ADP.

About this Document

This user guide provides you with step-by-step instructions on how to use the DATARWeb. The guide provides instruction for Provider, Central Intake Unit, County and ADP users. The guide is broken into sections by functionality. Note: the functionality you may access is dependent on the type of user and the type of access.

Getting Help

Contact ADP's Automation Help Desk if you have questions or problems related to DATARWeb.

Automation Help Desk
916-327-3010
Monday through Friday
8:30 AM to 4:30 PM

What is the DATAR?

DATAR has information on the program's capacity to provide different types of Alcohol and Other Drug (AOD) treatment to clients and how much of the capacity was utilized that month. If the provider has a waiting list for publicly funded AOD treatment services, DATAR includes summary information about the people on the waiting list. These are the applicants who cannot be admitted due to the facility's lack of capacity. The monthly DATAR is submitted to ADP.

Who Must Report?

All AOD treatment providers that receive AOD treatment funding from ADP are required to submit the one-page DATAR form to ADP each month. In addition, Licensed Narcotic Treatment Programs and certified Drug Medi-Cal providers must report, whether or not they receive public funding.

In addition to those facilities listed above, all facilities that receive funding from the County for SACPA treatment services must also report their waiting list data.

ADP created a Waiting List Record (WLR) system available through the ADP website. This system is to be downloaded and maintained at the facility. See the Waiting List Record System User Guide for instructions on how to use the application to prepare your DATAR data.

In the event you cannot access the Waiting List Record system, ADP also creates a master DATAR for each facility, which includes the facility name, address, Provider ID number and county name. It is the facility's responsibility to make copies of this master and maintain a supply for the monthly submission of the report. ADP will provide a master WLR form to providers to make copies.

Part 2: How to Use DATARWeb

Accessing DATARWeb

DATARWeb is a web based system accessed through the ADP website. To access DATARWeb, locate the system on the website by :

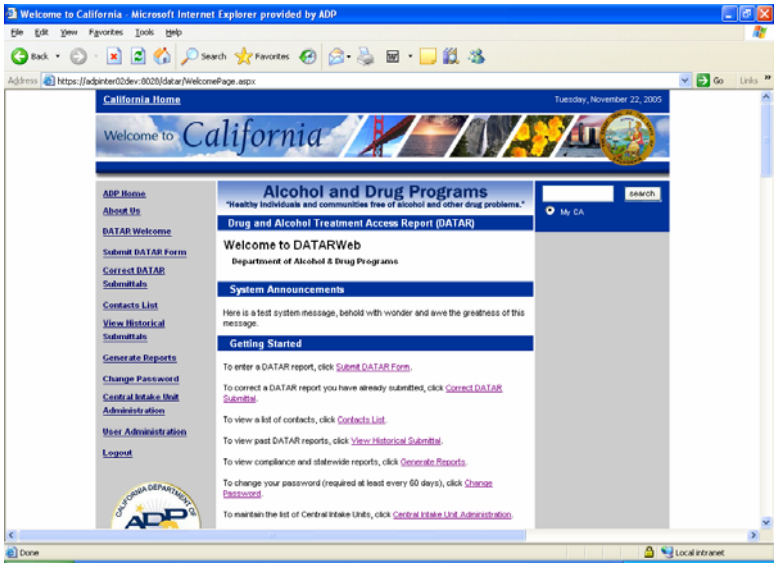
Comment [c1]: This section will need to be updated once they decide where they will put the system.

Or enter the web address:

You must enter a **User ID** and **Password** to access the system. If you do not know your User ID or Password, contact ADP or your County Administrator. If you are a Provider, your User ID is your provider number.

Once you enter your User Name and Password, the Home page of the application displays when the system is initiated. The Home page is displayed in Figure 1 below.

Figure 1: DATARWeb Home Page



Note: the options available on this screen are dependent on your user access type.

Navigating DATARWeb

The links on the grey bar on the left hand side of the screen allow you to navigate from function to function. The options available to you are dependent on your user access type. The navigation bar is called out in Figure 2 below.

Figure 2: Navigation Links

The navigation bar displays no matter where you are in the system allowing you to navigate easily from page to page.

Logging Out

To log out of the system, click the Logout link on the menu 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.

Submitting a DATAR Report

Providers and Central Intake Units must submit DATAR reports each month by the 10th of the following month. For the month of September 2005, the DATAR report must be submitted by the 10th of October 2005.

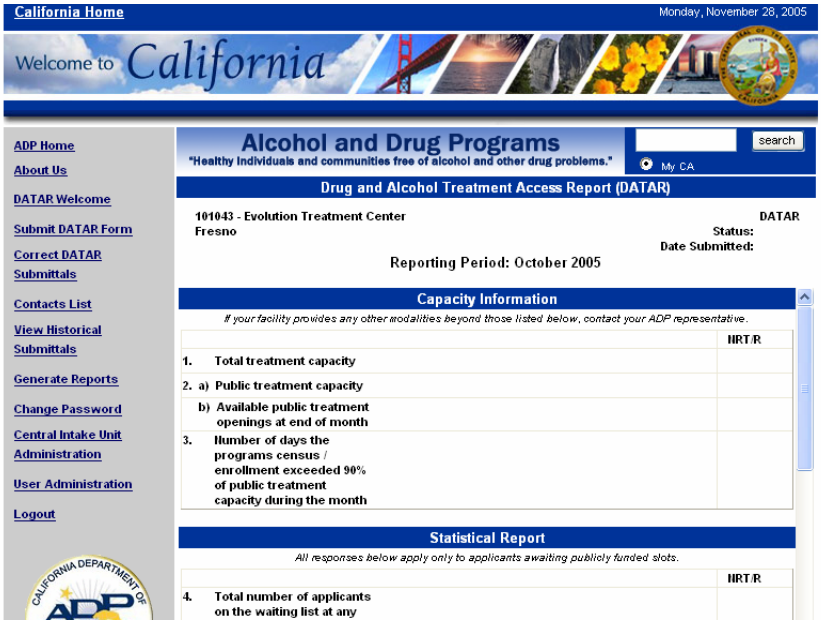
To submit a DATAR report follow the steps below:

1. Click the Submit DATAR Form link on the navigation bar. If you are a Provider or Central Intake Unit user, a DATAR Form displays (if you are a County or ADP user, you must first select the provider or Central Intake Unit, see the section on Selecting a Provider for details).

   DATARWeb requires that you submit each form in sequential order. For example, if the last report you submitted was for June, the report month displayed would be July. *Note: You may enter data for the current month, but will not be permitted to submit the report until the first day of the following month.*

   Figure 3 displays the DATARWeb data entry page.

Figure 3: DATARWeb Data Entry Page



2. Enter your DATAR data into the form. *Note: you can save your report at any time during your data entry by clicking the* ***Save Work in Progress*** *button*.

   DATARWeb displays only the types of services the facility is contracted to provide. Enter the following by type of service:

   1. Total Treatment Capacity: Enter the total treatment capacity at this location by type of service. If a program has two or more types of service, then each entry must reflect the number of "slots" which can be provided in that service type at any given time. If the entries across the line were to be added, the result would be the total program capacity for alcohol and other drug treatment/recovery service at this location.

   2a. Public Treatment Capacity: Enter the public treatment capacity at this location by type of service.

   2b. Available Public Treatment Openings at End of Month: Enter, by type of service, the unused public treatment capacity at this location as of the last day of the month (e.g., how many publicly funded "slots" were empty).

   3. Number of Days the Program Census/Enrollment Exceeded 90% of Public Treatment Capacity during the Month: For each service type, enter the number of days during the month that the program's enrollment exceeded 90 percent of its public treatment capacity. For example, if a particular service has 100 public treatment slots available at any given time, and if for 12 days of the report month there were 91 or more clients enrolled in these public treatment slots, then enter "12" in the appropriate service field.

4. Applicants on Waiting List during Month: Enter, by service, the number of applicants that were on the waiting list at any time during the month.
Paper data source: All Waiting List Record (WLR) entries having a check in column 1 "Pub Fund" box, and either a blank or a date within the report month in WLR column 6.

5. Total Number Applicants on Waiting List at End of Month: For each service, enter the number of applicants still active on the waiting list as of the last day of the report month.
Paper data source: All WLR entries having a check in column 1 "Pub Fund" box, and a blank in WLR column 6 on the last day of the report month.

6a. Number of Applicants Admitted to Treatment from Waiting List: Enter the number of clients that were removed from the waiting list during the report month because of admission to treatment either at this program or another program.
Paper data source: All unduplicated WLR entries from column 2 with a check in column 1, "Pub Fund" box; AND a date within the report month in column 6; AND code 1 (admitted to this program) or code 2 (referred to and admitted by another program) in column 9, Reason Removed From Waiting List.

6b. Total Number of Days Spent on Waiting List: For all applicants counted on line 6a, enter the total number of days they were active on the waiting list. The intent of the question is to determine the total days such applicants waited in all months.
Paper data source: For all applicants counted on line 6a; the sum of the number of days entered in column 7.

7a. Number of IDU on Waiting List: Enter, by service, the number of injecting drug user (IDU) applicants that were on the waiting list at any time during the month.
Paper data source: All WLR entries having a check in column 1 "Pub Fund" box; AND a check in column 3 "IDU" box AND either a blank or a date within the report month posted in column 6.

7b. Number of Pregnant Women on Waiting List: Enter, by service, the number of applicants on the waiting list at any time during the month that were pregnant.
Paper data source: All WLR entries having a check in column 1 "Pub Fund" box; AND a check in column 3 "PW" box; AND either a blank or a date within the report month posted in column 6.

7c. Number of Pregnant IDU on Waiting List: Enter the number of pregnant women in 7b, who were also Injecting Drug Users (IDU).
Paper Data Source: This is the same as 7b, but limited to those whose column 3 status also contains a check in the "IDU" (injecting drug user) box.

7d. Number of Medi-Cal Beneficiaries: Enter, by service, the number of applicants on the waiting list at any time during the month who were Medi-Cal beneficiaries, regardless of whether the services requested are covered by Medi-Cal.
Paper data source: All WLR entries having a check in column 1 "Pub Fund" box

AND a check in column 3 "Medi-Cal" box AND either a blank or the current month posted in column 6.

7e. Number of CalWORKS Recipients: Enter the number of CalWORKS beneficiaries who were on the waiting list at any time during the report month. Paper data Source: All WLR entries having an entry in column 1 "Pub Fund" AND an entry in column 3 "CalWORKS" AND either a blank or a date within the report month posted in column 6.

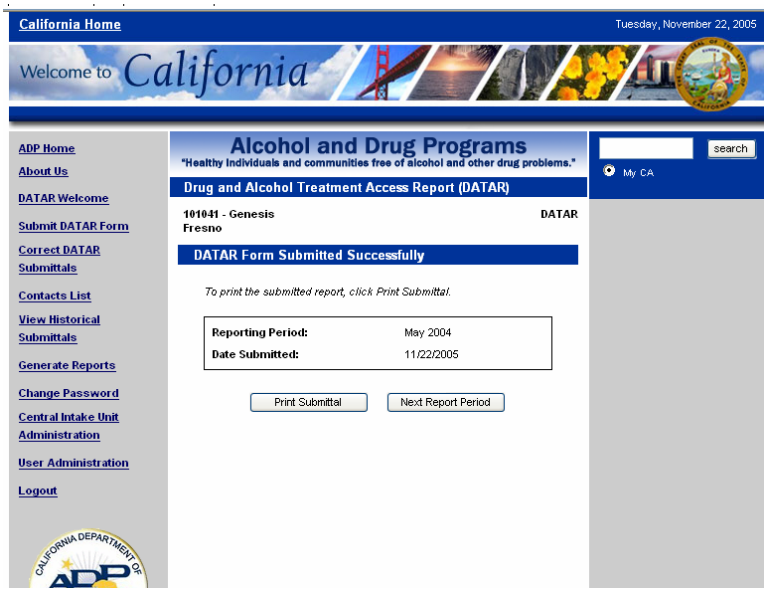
7f. Number of SACPA Court/Probation Referrals: Enter the number of SACPA Court/Probation Referrals on the waiting list at any time during the report month.

7g. Number of SACPA Parole Referrals: Enter the number of SACPA Parole Referrals on the waiting list at any time during the report month.

3. If you are ready to submit the report to ADP, click the **Validate and Submit to ADP** button. If you would like to check that your report passes all edits but you are not ready to submit your report to ADP, click the **Validate** button. If you are not ready to submit the report to ADP and would like to save the draft, click the **Save Work in Progress** button.

4. If you selected **Validate and Submit to ADP,** you will receive the message that your form has been saved successfully. Figure 4 displays the confirmation message.

Figure 4: Confirmation Message



5. To print the form you just completed click the **Print Submittal** button. To enter another report, click the **Next Report Period** button. If no other reports are

available, the **Next Report Period** button will not display.

Updating an Existing Report

You may update the last two reports submitted to ADP. *Note: ADP users may update any reporting periods for a Provider or Central Intake Unit. If you need to modify a report that is not available to you, call your ADP representative.*

To update a report that you have already submitted to ADP, follow the steps below:

1. Click the Correct DATAR Submittals link on the navigation bar. If you are a County or ADP user, you must first select the provider or Central Intake Unit; see the section on Selecting a Provider for details.

2. Select the radio button for the Report Period and click the **Submit** button. The form selected displays and is modifiable.

3. Modify the data as necessary.

4. To submit the updated form, click the **Validate and Submit to ADP** button. If you are not ready to submit the form, but would like to check the entry for error, click the **Validate** button. *Note: You can not save the document without validating it if the form has already been submitted to ADP.*

Viewing Historical Reports

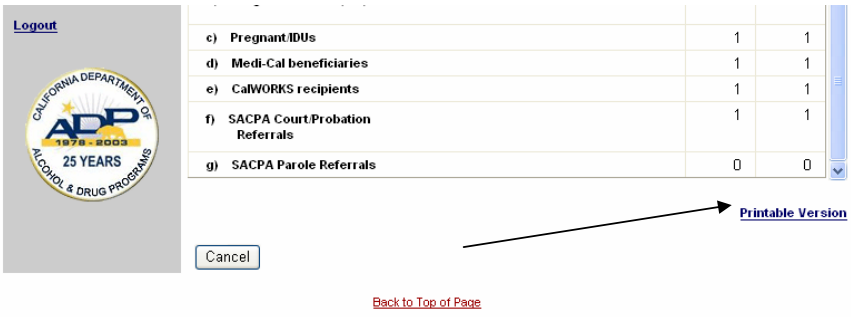
You may view and print any report submitted to ADP for your provider or Central Intake Unit

1. Click the View Historical Reports link on the navigation bar. If you are a County or ADP user, you must first select the provider or Central Intake Unit; see the section on Selecting a Provider for details.

2. Select the radio button for the Report Period and click the **Submit** button. The form selected displays but is not modifiable.

3. To print the report, click the Printable Version link at the bottom of the form. The link is displayed in Figure 5 below.

Figure 5: Printable Version link



4. Click the **Print** button on the upper left hand side of the page.

Generating Reports

Report access is limited by user type. The following table lists each report, what it contains and who may access it.

Report	Description	Access
Statewide Alcohol and Drug Treatment Access Report	Displays summarized statewide treatment access data for each report month	All Users
County Drug and Alcohol Treatment Access Report	Displays summarized treatment access for a specific county for each report month	Providers, Central Intake Units and County users can only access summarized data for their own county. ADP users can access data for all counties
Statewide Compliance Totals	Provides ADP users a summary of the number of providers within a each county that are compliant by report month	ADP users only
State Non-Compliance Report	Provides ADP users with a list of providers within a each county that are not compliant by report month	ADP users only
County Non-Compliance Report	Provides ADP and County users with a list of providers within a specific county that are not compliant by report month	County users can only access their county. ADP users can access any county.
Late Notice Letter	Generates late notice letters for providers that are not compliant	ADP users only

To generate reports follow the steps below:

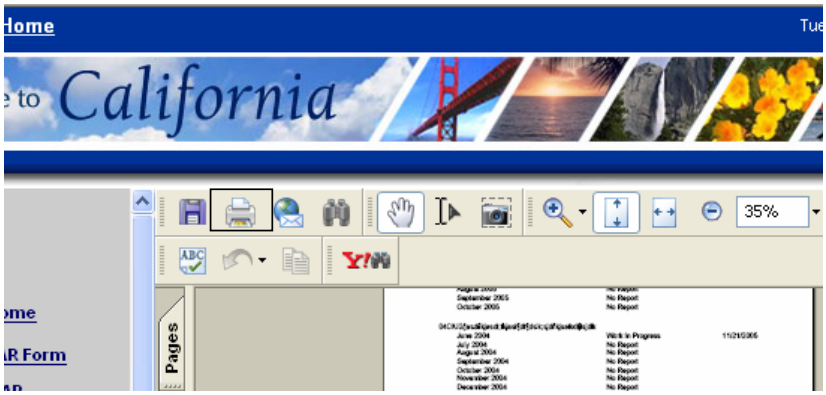
1. Click the Generate Reports link on the navigation bar.

2. Select the radio button of the report you wish to view or print and click the **Submit** button.

3. Depending on the report, you may be required to select a report period. If necessary, select the radio button of the period you wish to view and click the **Submit** button. *Note: ADP users may be required to select a County depending on the report type.*

4. Once the report is displayed, print the report by clicking the print icon displayed in Figure 6 below:

Figure 6: Print Icon



Contacts List

The Contacts List page displays the county contacts for your provider or Central Intake Unit. *Note: ADP users may also access the list of ADP users using the Contacts List.*

To access the contacts list follow the steps below:

1. Click the Contacts List link on the navigation bar. The list of contacts for your county are listed. See Figure 7 for a sample Contact list

Figure 7: Contacts List

2. If you are an ADP user, you may select the *State Users* from the list of Counties in the Select County box and click **Submit**.

Selecting a Provider

If you are a County or ADP user, you must select the Provider or Central Intake unit before viewing or updating data. The steps differ slightly depending on your access.

County Users

County users must select the provider or Central Intake Unit they wish to view or update. To select a provider or Central Intake Unit, follow the steps below:

1. Select the provider in the **Select Provider** box or select a Central Intake Unit from the **Central Intake Unit** box. *Note: The providers that display in this list are providers that are currently using DATARWeb to submit DATAR records to ADP and must be assigned to you at the user access level.*

2. Click the corresponding **Submit** button.

ADP Users

ADP users must first select a county then a provider or Central Intake Unit. To select a provider or Central Intake Unit, follow the steps below:

1. Select a county in the **Select County** box or select a direct provider from the Direct Provider box and click the corresponding **Submit** button.

If you selected a Direct Provider you are done. *Note: The direct providers that display in this list are direct providers that are currently using DATARWeb to submit DATAR records to ADP and must be assigned to you at the user access level.*

If you selected a county, move to step 2.

2. Select a provider in the **Select Provider** box or select a Central Intake Unit from the **Central Intake Unit**. *Note: The providers that display in this list are providers that are currently using DATARWeb to submit DATAR records to ADP and must be assigned to you at the user access level.*

3. Click the corresponding **Submit** button

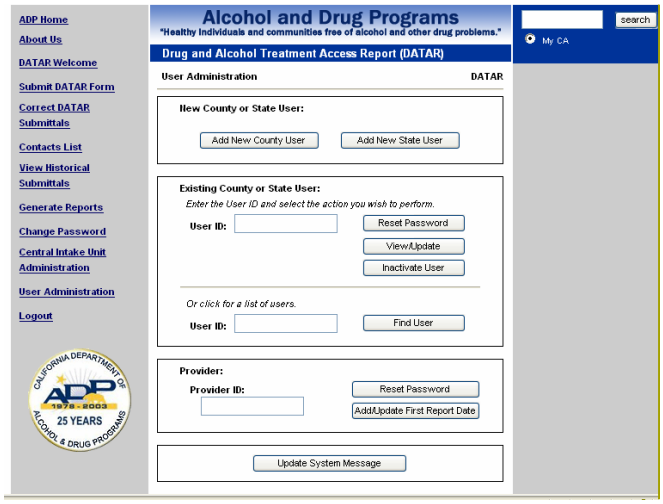
User Administration

The user administration functions allow you to add, update and inactivate users for providers, counties and state users. It also allows you to set and reset passwords for providers, counties and state users. ADP users can also set and reset the First Report Period for a provider. See Central Intake Unit Administration for this same functionality for Central Intake Units.

County administrators can only add and modify County users and reset passwords for providers within their county. ADP administrators can add and modify any type of user and reset passwords for any type of user.

Figure 8 displays the User Administration page from an ADP user perspective.

Figure 8: User Administration Page



Comment [C.D.C.2]: Need a new picture here, this one does not show the Change Report Date feature for providers.

Adding a County User

Only an ADP or County Administrator can add a County User. To add a county user follow the steps outlined below:

1. Select the User Administration link on the navigation bar.

2. Click the **Add New County User** button.

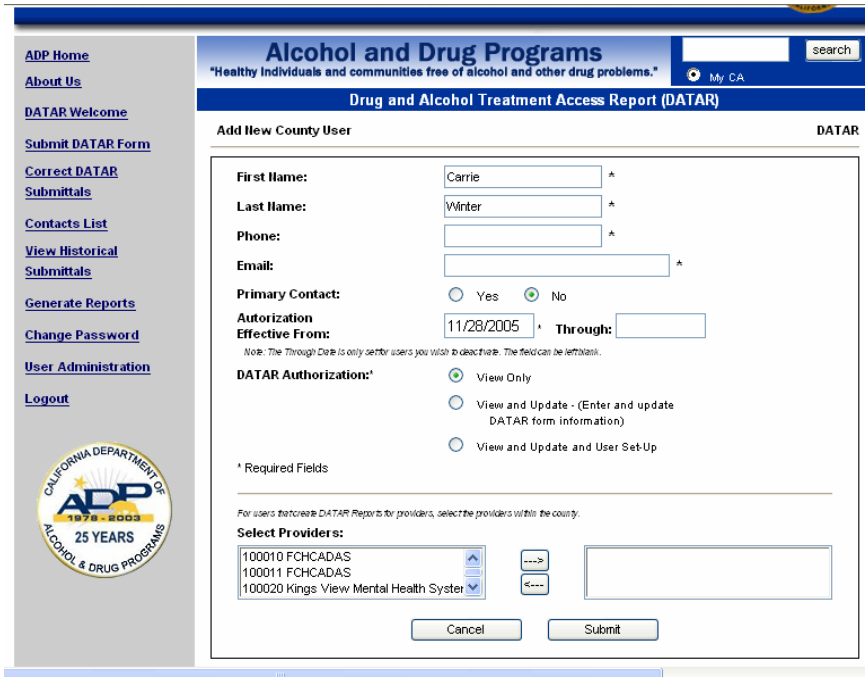
3. Enter the user's First and Last name and click the **Submit** button.

4. When you click submit, DATARWeb checks the list of users for a matching name. If a match occurs, a list of matching names display. If no match occurs, you will see the screen described in Figure 9.

5. If potential matches are found and the user you want to add is not already in the system and you wish to continue to add the user, click the **Continue to Add New User** button. Figure 9 displays the Add New County User page.

6. If potential matches are found and the user you want to add is already in the system and you wish to confirm or update the user's information, click the **View/Update Existing User** button. See Modifying a User for further details.

Figure 9: Add New County User page



7. Enter the phone number of the user in the format ###-###-####.

8. Enter an email address for the user.

9. Designate whether the user is a primary contact or not by selecting the appropriate radio button.

10. Enter an effective date on which you wish the access to begin, if it is other than today. A through date is not required unless you wish to limit the access timeframe for the user.

11. Select the access appropriate for the user:
    a. View Only – Does not allow the user to update any data but gives them view access to provider data for the providers in the list.
    b. View and Update – Allows the user to update provider data for the providers selected in the list.
    c. View and Update and User Set Up – give the user Administrator rights in addition to View Update rights.

12. Highlight one or more providers in the Select Provider field and click the right arrow.

13. Click the **Submit** button to add the user.

14. You will receive a confirmation message displaying the User ID of the new user. Make note of the user id. You must set the user's password to allow access to the system. See the section on Setting or Resetting Passwords.

Adding a State User

Only an ADP Administrator can add a State user. To add a state user, follow the steps outlined below:

1. Select the User Administration link on the navigation bar.

2. Click the **Add New State User** button.

3. Enter the users First and Last name and click the **Submit** button.

4. When you click submit, DATARWeb checks the list of users for a matching name. If a match occurs, a list of matching names display. If no match occurs, you will see the screen described in Figure 9.

5. If potential matches are found and the user you want to add is not already in the system and you wish to continue to add the user, click the **Continue to Add New User** button. Figure 9 displays the Add New State User page.

6. If potential matches are found and the user you want to add is already in the system and you wish to confirm or update the user's information, click the **View/Update Existing User** button. See Modifying a User for further details.

7. Enter the phone number of the user in the format ###-###-####.

8. Enter an email address for the user.

9. Enter an effective date on which you wish the access to begin, if it is other than today. A through date is not required unless you wish to limit the access timeframe for the user.

10. Select the access appropriate for the user:
    a. View Only – Does not allow the user to update any data but gives them view access to all provider data
    b. View and Update – Allows the user to update all provider data.
    c. View and Update and User Set Up – give the user Administrator rights in addition to View Update rights.

11. Click the **Submit** button to add the user.

12. You will receive a confirmation message displaying the User ID of the new user. Make note of the user id. You must set the users password to allow the access to the system. See the section on Setting or Resetting Passwords.

Modifying a User

You may also modify an existing user. County administrators can only modify County users. ADP administrators can modify any type of user. To modify a user, follow the steps outlined below:

1. Select the User Administration link on the navigation bar.

2. Enter the User ID in the User ID field.

3. Click the **View/Update** button.

4. Modify the user's information or access.

5. Click the **Submit** button.

Finding a User

If you can not remember the user id or can not find the user to update, you can use the Find a User function. To locate a user, follow the steps outlined below:

1. Enter a name or a part of a name in the Find User field and click the **Find User** button. A list of users is displayed.

2. Select the radio button of the user you wish to update and click **Submit**. The user information is displayed.

Inactivating a User

There are two ways to inactivate a user. To permanently inactivate a user id you may user the **Inactivate User** button. If you wish to inactivate a user temporarily, you may enter an Authorization Effective Through date on the user's information page. In this instance, you can then remove the Through date to reactivate the user.

Permanently Inactive

To permanently inactivate a user follow the steps below:

1. Select the User Administration link on the navigation bar.

2. Enter the User ID into the User ID field.

3. Click the **Inactivate User** button. Confirm the user name and click the **Inactivate User** button on the confirmation message

Temporarily Inactive

To temporarily inactivate a user, follow the steps below:

1. Select the User Administration link on the navigation bar.

2. Enter the User ID into the User ID field.

3. Click the **View/Update** button.

4. Add an Authorization Effective Through Date.

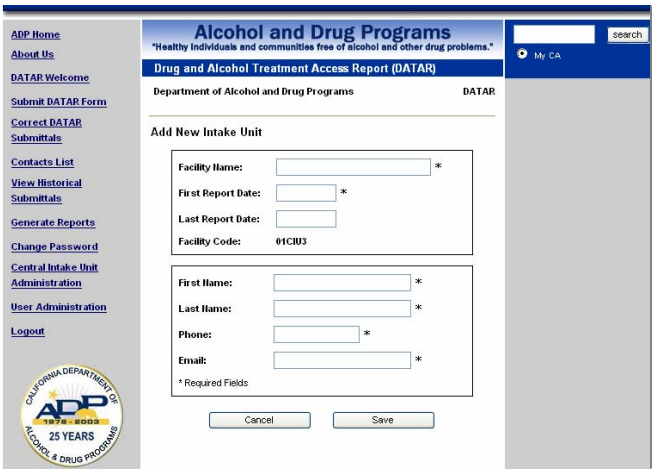
5. Click the **Submit** button.

Central Intake Unit Administration

While providers are maintained in the Master Provider File, Central Intake Units are added and maintained directly in DATARWeb. Only ADP users can set up or modify a Central Intake Unit. The Central Intake Unit administration page maintains the facilities first and last report dates as well as the facility's contact information.

Figure 10 displays the Central Intake Unit Administration page.

Figure 10: Central Intake Unit administration page



Comment [KM3]: This picture needs to be updated to show the Last Report Date.

To add a new Central Intake Unit, follow the steps outlined below:

Adding or Modifying a Central Intake Unit

1. Select the Central Intake Unit Administration link on the navigation bar.

2. Select a County and click the **Submit** button.

3. Click the **Add New Intake Unit** button to add a new facility or select the facility you wish to modify and click the **Update Intake Unit** button.

4. Enter or modify the Facility Name

5. Enter or modify the First Report Date. Note: If the first report date is changed to a date prior to the existing date, any existing reports in DATARWeb will be deleted allowing the provider to start over from the beginning month. Be sure to print the data for any months submitted BEFORE changing the First Report Date.

   If the first report date is changed to a later month, any reports prior to the revised first report date will be deleted.

6. Note the facility code; you must set the facility's password to allow the access to the system. See the section on Setting or Resetting Passwords.

7. Enter the First and Last Name, phone number and email address of the facility contact.

8. Click the **Save** button.

Inactivating a CIU

To inactivate a facility you must enter a Last Report Date. To set the Last Report Date follow the steps outlined below:

Comment [c4]: Not sure what this field will be called.

1. Select the Central Intake Unit Administration link on the navigation bar.

2. Select a County and click the **Submit** button.

3. Select the facility you wish to modify and click the **Update Intake Unit** button.

4. Enter a Final Report Date.

5. Click the **Save** button.

Provider Administration

Providers are maintained the in Master Provider File (MPF), but to allow a provider access to DATARWeb, you must set the First Report Date in DATARWeb. This can be done one of two ways.

1) Individually, by setting the first report date using the steps outlined in section Setting or Changing the First Report Date.
2) Multiple, by contacting the System Administrator to add a first report date using the database table. Mass changes to the first report date can only be accomplished by running a script and must be performed by the System Administrator. The script must also set the passwords for all of the providers.

Once the provider is added to the Master Provider File and the first report date is set, the MPF dictates the provider relationship with DATAR. The MPF controls the services available at each provider site and controls the last report month. If a last report month is added to the Master Provider File, DATARWeb will stop allowing entry of DATAR reports after the last report month.

Setting or Changing the First Report Date

To activate a provider on DATARWeb, you must first set the First Report Date. This is the first month in which the provider will report DATAR figures.

If the first report date is incorrect because the provider began services earlier or later than the date first entered, you can change the first report date. If the report date is changed to a date prior to the current date, any existing reports in DATARWeb will be deleted allowing the provider to start over from the beginning month. Be sure to print the data for any months submitted BEFORE changing the First Report Date.

If the first report date is changed to a later month, any reports prior to the revised first report date will be deleted.

To set or change the first report date follow the steps below:

1. Select the User Administration link on the navigation bar.

2. Enter the Provider number into the Provider ID field.

3. Click the **Add/Update First Report Date** button.

4. Enter or change the first report date.

   If the first report date is changed to a date prior to the current date, any existing reports in DATARWeb will be deleted allowing the provider to start over from the beginning month. Be sure to print the data for any months submitted BEFORE changing the First Report Date.

   If the first report date is changed to a later month, any reports prior to the revised first report date will be deleted.

5. Click the **Submit** button. The system will ask you to confirm your change.

   If you are adding a new provider, you must set the providers password. See the section Set a Provider or Central Intake Unit Password for instructions on how to set a password.

What if a Provider closes?

The MPF controls the last report month. To close a Provider out of DATARWeb, add a Last Report Month to the Master Provider File. DATARWeb will stop allowing entry of DATAR reports after the last report month.

Setting or Resetting Passwords

Users can reset their password by clicking the Change Password link and changing their password. Passwords must be 8 to 13 alphanumeric characters, must be updated upon first logon, and have a 60 day expiration period.

Only a State or County Administrator can set or reset another user's password. County users can only set and reset passwords for users in their county and providers within their county. ADP users can set and reset passwords for all users.

Follow the steps outlined below to set a new user's password or reset an existing password for another user or provider.

Set a Provider or Central Intake Unit Password

To set or reset a Provider or Central Intake Unit password, follow the steps below:

1. Select the User Administration link on the navigation bar.

2. Enter the Provider or Central Intake number into the Provider ID field.

3. Click the **Reset Password** button.

4. Enter the password in each of the two fields and click **Submit**. Passwords must be 8 to 13 alphanumeric characters, must be updated upon first logon, and have a 60 day expiration period.

Set a County or ADP User Password

To set or reset a County or ADP user password, follow the steps below:

1. Select the User Administration link on the navigation bar.

2. Enter the User ID of the ADP or County user.

3. Click the **Reset Password** button.

4. Enter the password in each of the two fields and click **Submit**. Passwords must be 8 to 13 alphanumeric characters, must be updated upon first logon, and have a 60 day expiration period.

Definitions

INJECTING DRUG USERS: A person who is administering, or has administered within the past year, drugs by injection.

MEDI-CAL BENEFICIARIES: Those persons who have been found eligible for Medi-Cal benefits by the County Social Services Department. Current eligibility can be proved via the presentation of the card, a sticker from the card with the current

month appearing on it, or by accessing the Department of Health Services' Medi-Cal Eligibility Data System (MEDS).

PUBLIC FUNDS: Public funds are those that are allocated to the county drug and alcohol program as well as certain county generated funds. These funds include (but are not necessarily limited to) State General (Perinatal and Parolee programs), federal SATP Block Grant, CSAT discretionary grants, county funds, federal Drug/Medi-Cal, and SB 920, SB 921, and Statham funds.

PUBLIC TREATMENT CAPACITY: The maximum number of clients/participants who could be enrolled for alcohol or drug treatment at any one time, using the public funds available to this treatment provider by federal, state, and/or county government.

REQUEST FOR SERVICES: The WLR information is only recorded for those individuals who would be placed in treatment but weren't because there wasn't space in a program. This means that the applicant has met all placement criteria. Since the date an applicant's name is entered on the WLR in Column 5 is the date of the Request for Service, this date would be the date that the assessment of the client's needs is completed and placement criteria have been met.

SLOT: A "slot" is the capacity to provide treatment services to one individual. Total slots reflect the maximum number of individuals a provider can serve at any one time, given its complement of staffing and other resources. While not all treatment programs use the term "slot", they do have a capacity to treat only a limited number of individuals at one time. Slots should be counted in a manner similar to other capacity reporting mechanisms, such as the National Survey of Substance Abuse Treatment Services (NSSATS) formerly Uniform Facility Data Set (UFDS). Methadone should be reported in terms of licensed slots; for all outpatient services, the capacity is the number of clients a provider can accommodate given available resources; residential services are reported in terms of the available beds. In other words, it is the static capacity that is being reported.

CalWORKs PARTICIPANTS: California Work Opportunity and Responsibility to Kids (CalWORKs) participants who are waiting to receive substance abuse treatment.

TOTAL TREATMENT CAPACITY: The maximum number of clients/participants who could be enrolled for alcohol and other drug treatment at any one time, using all sources of funds (public, Medi-Cal, 3rd party, client fees, etc.) allocated to this treatment unit.

UNIQUE IDENTIFIER (USED ONLY ON THE WLR): The initials of the applicant in order of last name, then first name, the gender (1 for male or 2 for female) and the date of birth (using 2 digits each for month, day and year of birth). For example, if Mary Jones was born on May 12. 1950, she would be coded: JM2051250.