CalOMS - Provider Reporting Process:

Data Compliance

Timeliness of Data Standard: *Counties and direct providers shall submit CalOMS Tx data to DHCS within 45 days after the end of the report month.*

Completeness of Data Standard: *Counties shall account for all one hundred percent (100%) of their county contracted treatment providers in their monthly submission(s) of CalOMS Tx data.*

❖ **LCBHS New Client Form**
1. *Fill out client demographic information section*
2. *Upload the completed form to secure file portal*
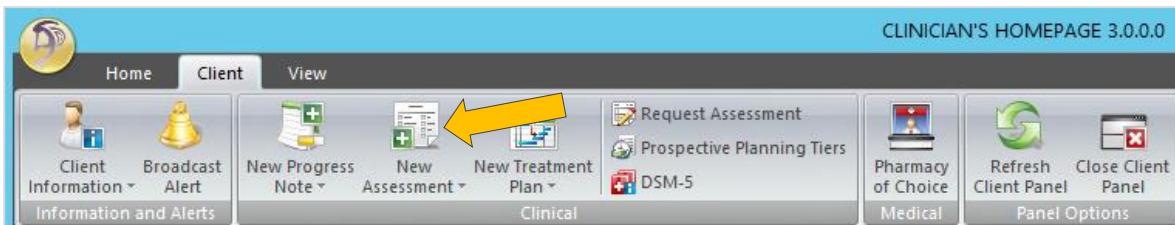3. *LCBHS returns form with Client ID Number*

❖ **Access the Client Electronic Health Record**
- Login to Anasazi (LCBHS's EHR software)
- Open a client from Clinician's Homepage - Enter client number in the search box on the Home menu
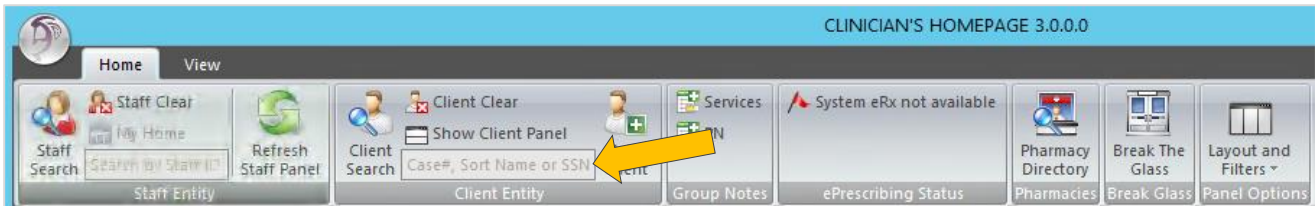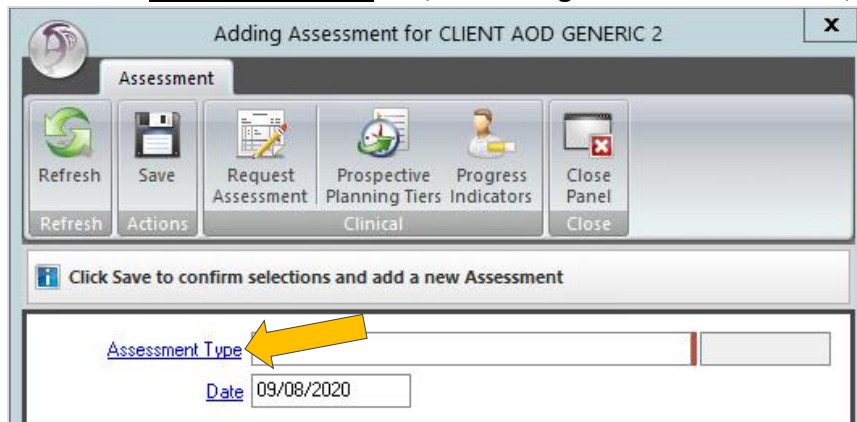

❖ **Add Demographic Form**
- Select New Assessment button (icon, not words) on the Client menu

- Click on Assessment Type link, on Adding Assessment window, to show dropdown list

- Select "Demographics Form" from list (double click)
- Change Date, if needed
- Select Save button (this will launch the form in new window)

CalOMS - Provider Reporting Process:

Fill out Demographic Form
- Select (or leave) "Admit" status

- Sign - Select "Electronic", Enter password

- Select <u>Final Approve</u> button, Enter password

❖ **Add CalOMS Admission Form**
- Select New Assessment (follow same steps as adding the Demographics form)

  Fill out CalOMS Form
  - Follow all CalOMS questions guidelines (**DHCS CalOMS Tx Data Collection Guide**)
  - Sign 1st or 2nd Signature line as applicable - Select "Electronic", Enter password

  - Enter LCBHS Analyst ID Number (451) into 3rd Signature line

  - Select Save and Close button