DRUG AND ALCOHOL TREATMENT ACCESS REPORT

DATAR REWRITE
USER MANUAL

SEPTEMBER 2019

Documentation Revision History

DATE	REVISION	AUTHOR/EDITOR	DESCRIPTION
10/29/2019	Version 1.0	Harinder Singh	Initial Draft

Table of Contents

1. Introduction

The Drug and Alcohol Treatment Access Report (DATAR) is the Department of Health Care Services (DHCS) system to collect data on treatment capacity and waiting lists and is considered a supplement to the California Outcomes Measurement System (CalOMS) client reporting system. DATAR assists in identifying specific categories of individuals awaiting treatment and identifies available treatment facilities for these individuals. The DATAR Web is an application developed by DHCS 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, DHCS 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 DHCS

2. About this Document

This user manual provides you with step-by-step instructions on how to use the DATAR application. The user manual provides instruction for provider, county, and DHCS users. The guide is broken into sections by functionality.

3. What is DATAR?

DATAR has information on the program's capacity to provide different types of Substance Use Disorder (SUD) treatment to clients and how much of the capacity was utilized that month. If the provider has a waiting list for publicly funded SUD 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 DHCS.

4. Who Must Report

All SUD treatment providers that receive SUD treatment funding from DHCS are required to submit the one-page DATAR form to DHCS each month. In addition, certified Drug Medi-Cal providers and Licensed Narcotic Treatment Programs (NTP) must report, whether or not they receive public funding.
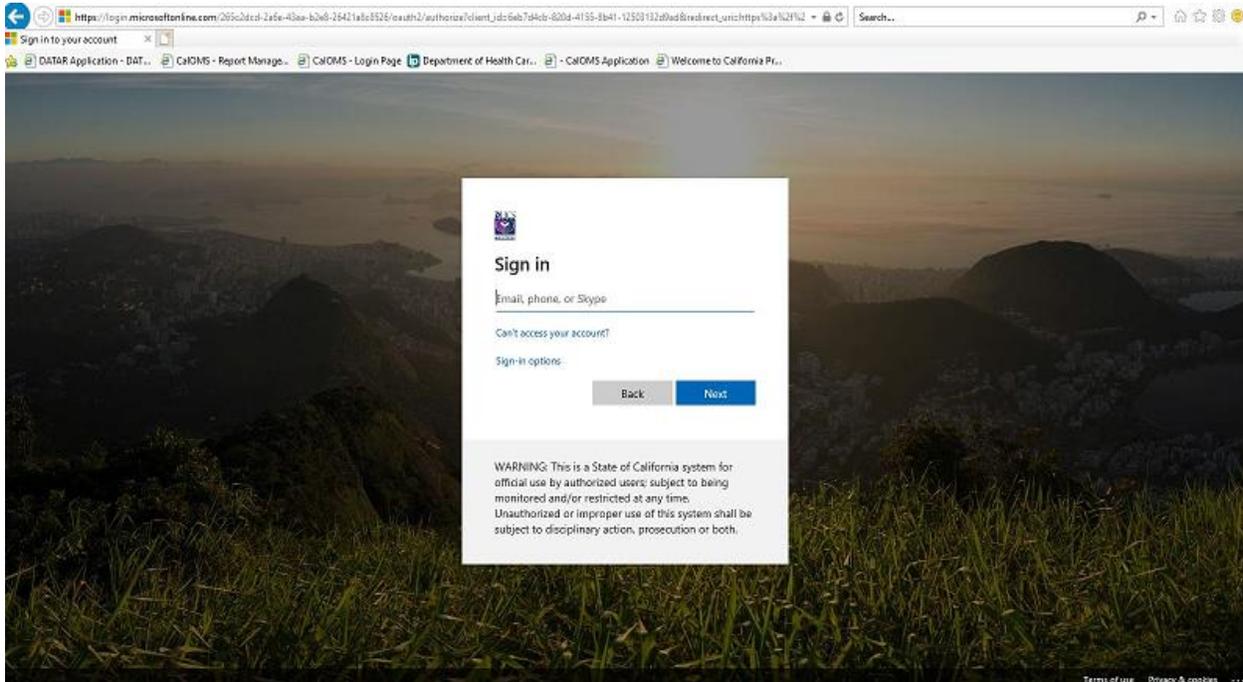
5. How to use DATAR

Accessing DATAR:

To access DATAR, please visit the following website:

https://portal.dhcs.ca.gov

<p align="center">DATAR Portal</p>

A user id and password are required to access the system. The Home Login page of the application displays when the system is initiated. The Home Login screen is displayed below.

6. User Roles and Access Level

DATAR	
USER ROLE	**ACCESS LEVEL**
County Analyst	• Read and write access
County Approver	• Read and write access
	• User administration access
Direct Provider Analyst	• Read and write access
DHCS Analyst	• Read only access
User Administrator	• User administration access only
System Administrator	• Read access
	• User administration access

7. Requesting Access to DATAR

To request access to DATAR:

1. DHCS users – Please contact the SUDDatarSupport@dhcs.ca.gov to request for access. Only the System Administrator can add a State user.

2. Direct Provider users – Please contact the SUDDatarSupport@dhcs.ca.gov to request for access. The following information should be included:

   - Name
   - Six-Digit Provider ID
   - Phone Number
   - Email Address

   Only the System Administrator can add a Direct Provider user.

3. County Approvers – Each county must designate two users as Approvers. The Approvers are responsible for adding and submitting user's request to the System Administrator. Please submit a DHCS 3300 DATAR County Approver Certification Appointment Form to BHData@dhcs.ca.gov to request for Approver role. Only the System Administrator can add a County Approver.

4. County Analyst users – All county contracted providers and county users will need to go through their county's Approvers to request for access. County Approvers will add the users to the system and submit the request.

Note: A user can only have access to one county at a time, and cannot have access to multiple counties. Each county contracted providers must have their own staff user for DATAR, and a county user can only add multiple providers within their own county. Otherwise, this could be a HIPAA violation.

For example, there are several Aegis facilities in multiple counties. A user cannot have access to Aegis in Sacramento County, and also in San Mateo County.

8. User Administration for County Approvers

This section is for County Approvers only.

A County Approver has access of user administration functions. A County Approver can submit a request to the System Administrator to add or deactivate a county user. These steps will attempt to address various scenarios that may occur.

8.1 Adding a County Analyst

To add new County Analyst user, follow the below steps.

1. Click on User Administration tab on the navigation bar and select Manage Users.
2. In the Mange Users page, click on the Add User button to navigate to the Manage Users: Add Users page.
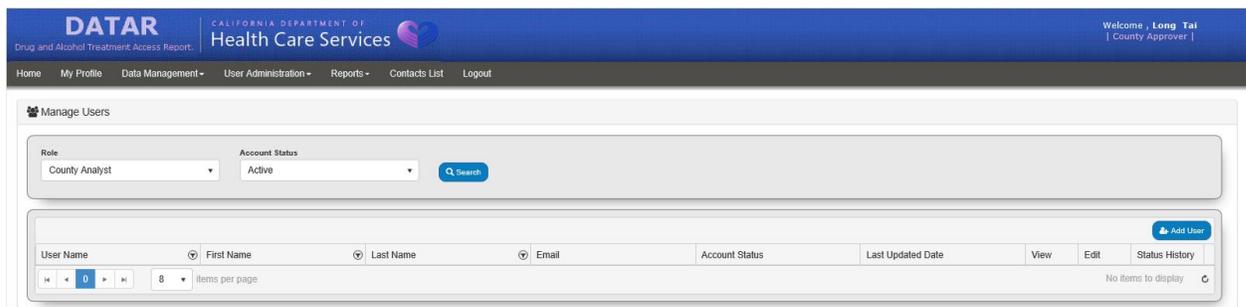
3. In the Manage Users: Add Users page, enter all the required field information.

    Note: You must use the user's email address for the username.
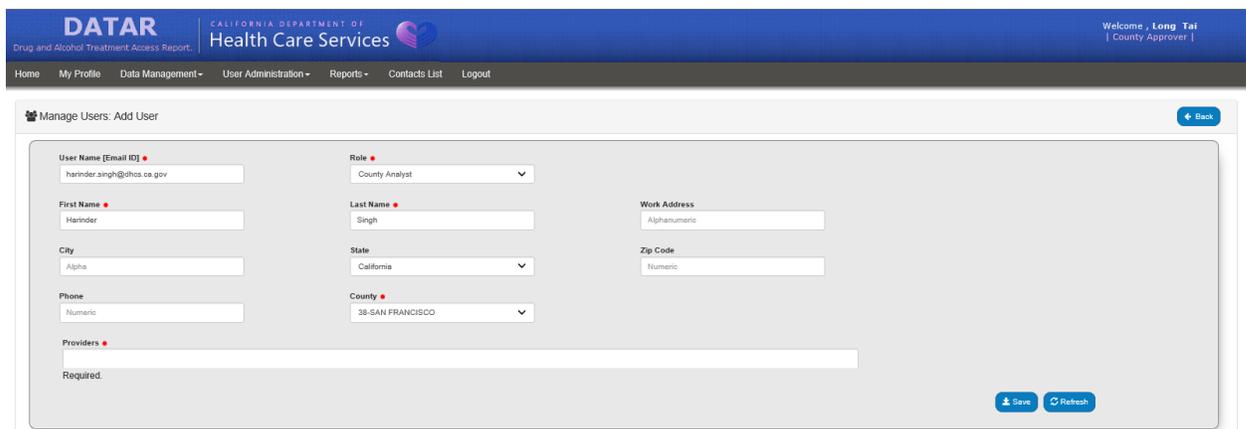
4. On the Providers field, only select the Providers that the user will have access to.
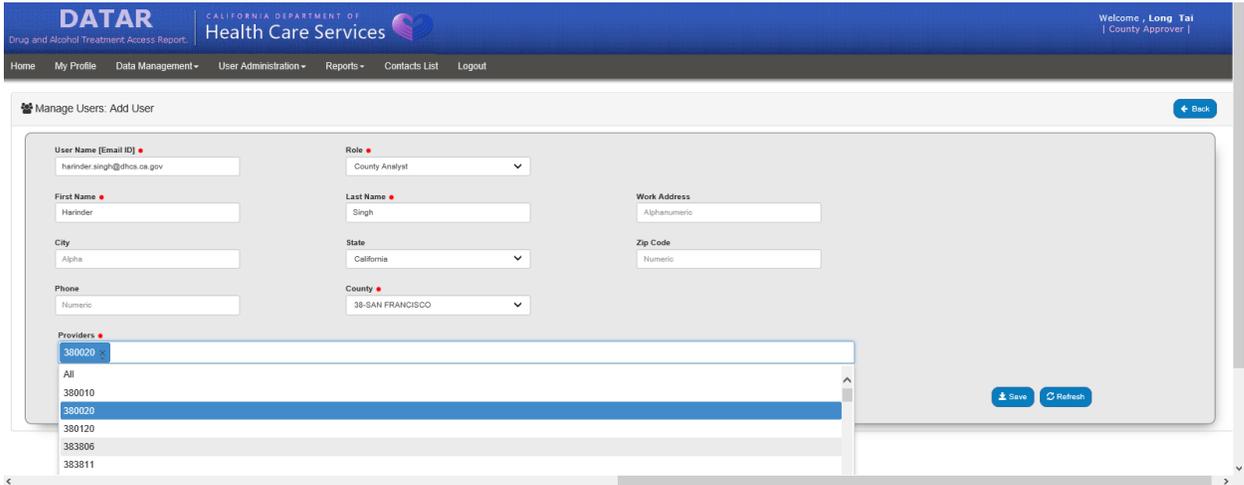
5. If you are ready to submit the request to the System Administrator, click the Save button. An 'Add User?' confirmation box will appeared. Click Yes to confirm the request.
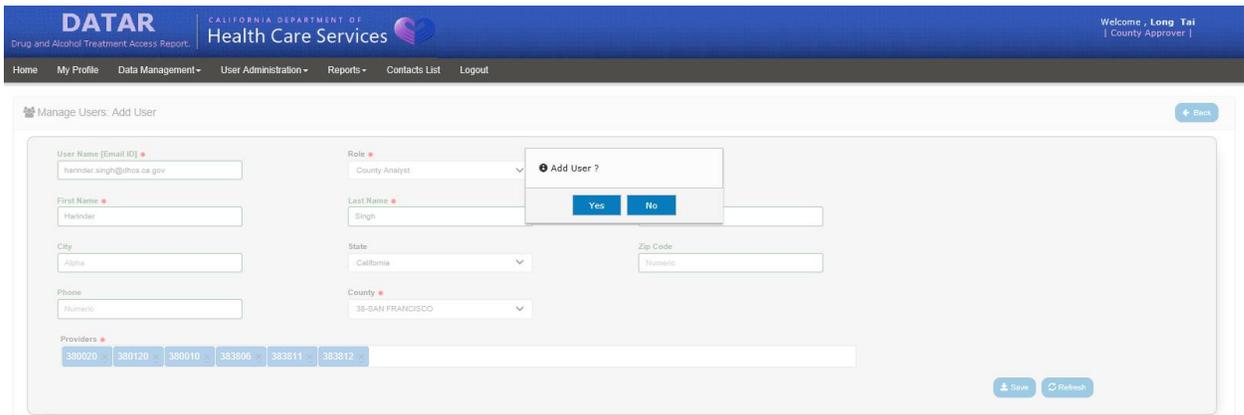
6. Click Yes to confirm request. You will receive the message that you have successfully added a user.
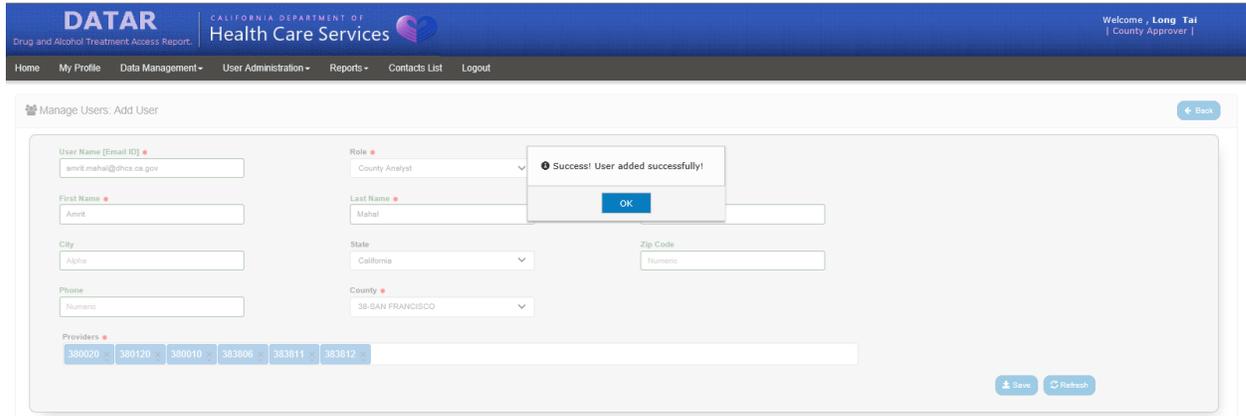
7. Click the Back button to return to the Manage Users page. User is added but the status is in Pending until the System Administrator approved it. The notification email will be triggered to System Administrator and the County Analyst.

8. To check the status of the user request. Click on Account Status drop down under Manage User page. It has four status listed; Active, Inactive, Pending, and Denied.
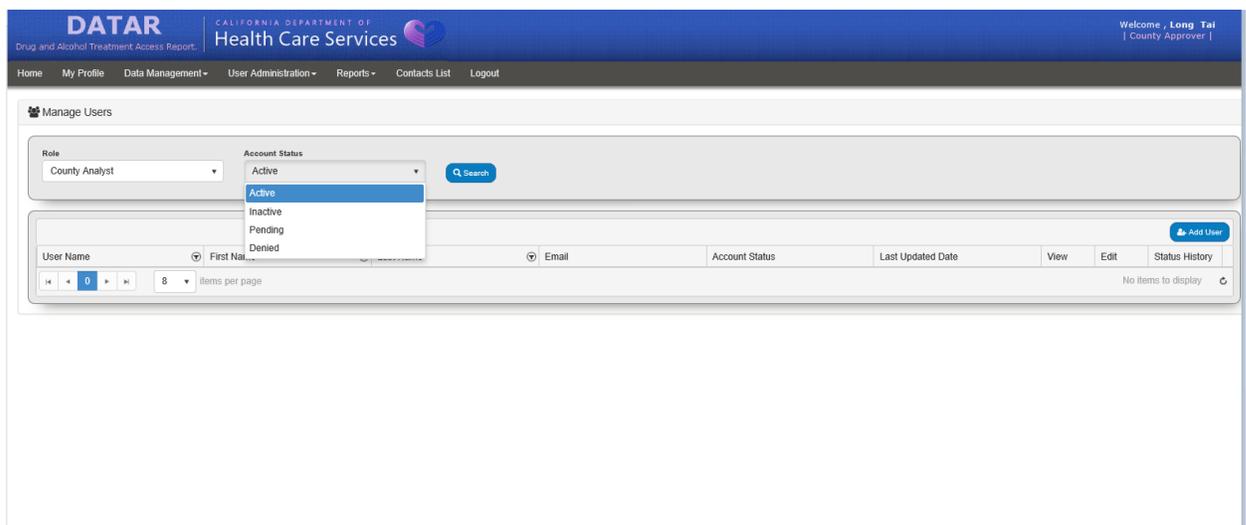
9. The County will receive a notification email when the System Administrator approves the access request.

8.2 Deactivating a County Analyst

If a user no longer need access to DATAR or the user is no longer with the organization, you may deactivate the account.

To deactivate a County Analyst user, follow the below steps.

1. Click on User Administration tab on the navigation bar and select Manage Users.
2. In the Mange Users page, identify the user you wish to deactivate. Click on the Edit button to navigate to the Manage Users: Edit User page.

3. In the Manage Users: Edit User page, check the Request for deactivation box to send a request to the System Administrator to deactivate the user.

4. The Reason for Deactivation field will appear. Enter the reason for deactivation in the Reason for Deactivation field.
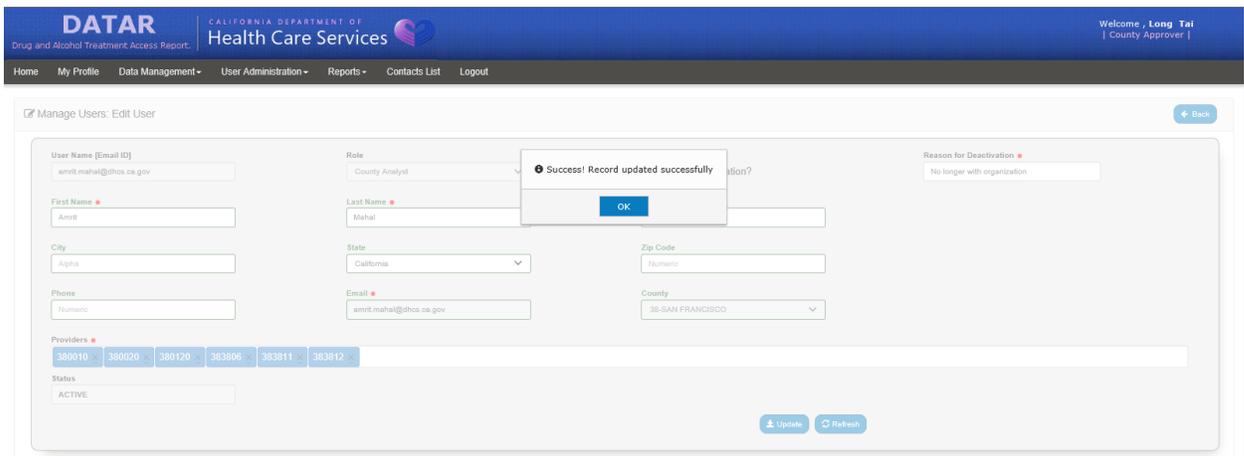
5. If you are ready to submit the request to the System Administrator, click the Update button. A 'Submit Changes?' confirmation box will appeared. Click Yes to confirm the request.

6. Click Yes to confirm request. You will receive the message that you have successfully edit the user.

7. Click the Back button to return to the Manage Users page. User will remain in Active status until the System Administrator approved the request for deactivation. The notification email will be triggered to System Administrator and the County Analyst.

8.3 Reactivating a County Analyst

If for some reasons, an inactive user's account need access to DATAR again, please contact the SUDDatarSupport@dhcs.ca.gov to request for access. Only the System Administrator can change an inactive account to active.

9. Submitting a DATAR Report

Providers must submit DATAR reports for each month by the 10th of the following month. For example, for the month of September 2019, the DATAR report must be submitted by the 10th of October 2019.

To submit a DATAR report, follow the steps below.

1. Click on Data Management tab on the navigation bar and select Manage Data.

2. Select the Provider and Report Year. Click the Search button.
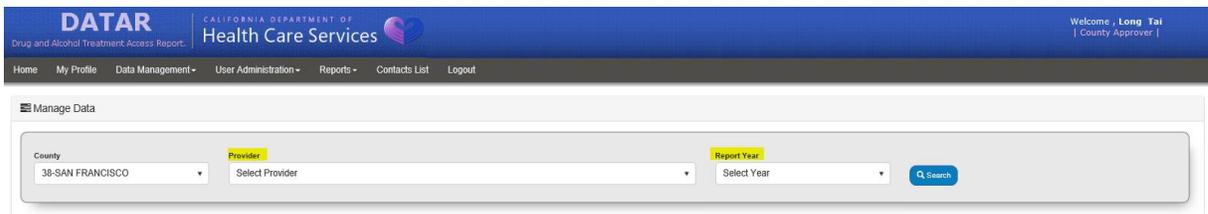
3. The Search will display reports that have been submitted to DHCS for the selected Report Year.
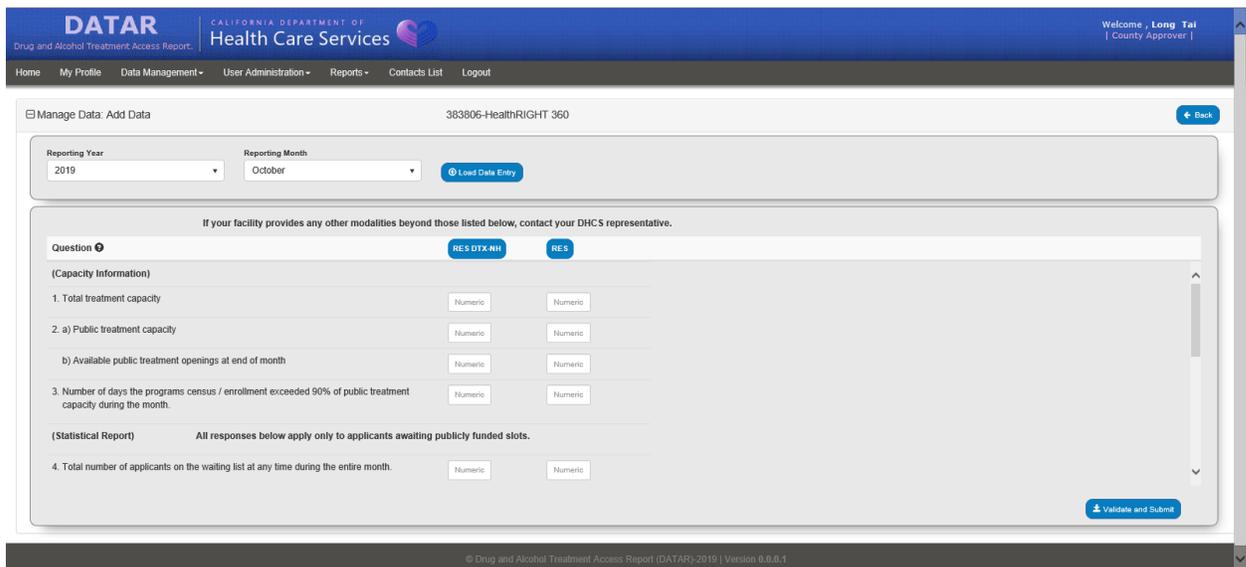
   To submit a DATAR report, click on the +Add Data button to navigate to Manage Data: Add Data page.
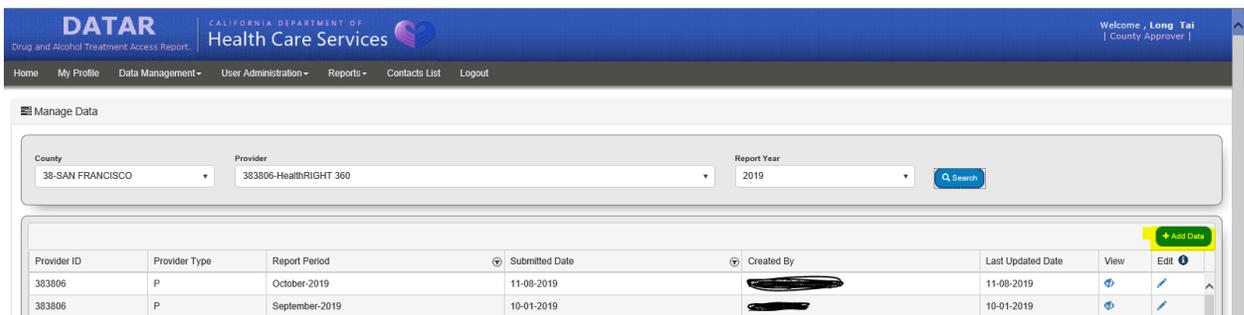
4. In the Manage Data: Add Data page, choose a reporting period, by selecting the Reporting Year and Reporting Month, you would like to submit a DATAR report. Click on Load Data Entry button.
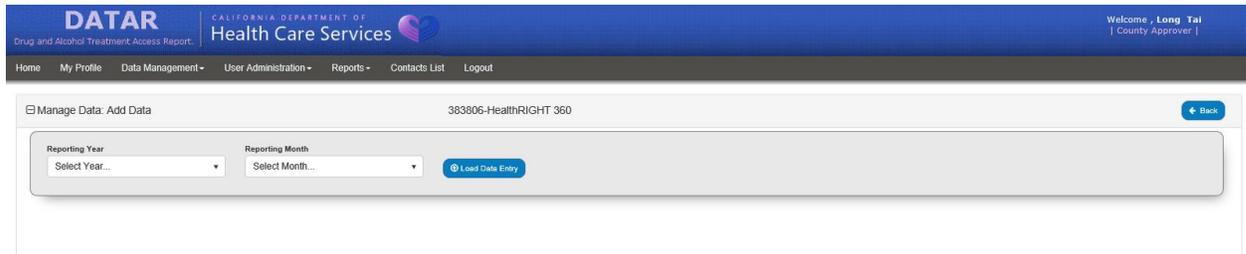
5. Enter your DATAR data into the form.

DATAR displays only the types of services the facility is contracted to provide. Below are the abbreviations of each type of service that displays on the DATAR form.

ABBREVIATION	DESCRIPTION
ODF	Outpatient Drug Free
MAINT NTP/OTP	NTP/OTP MAINT
NTP/OTP DTX	NTP/OTP Detox
NONRES DTX	Non-Residential Detox
RES DTX-NH	Residential Detoxification – Non Hospital
RES	Residential Drug Free
IOT/DCR	Intensive Outpatient Treatment / Daycare Rehab
OTHER	Hospital Detoxification, Jail Settings, etc.

Enter the following DATAR questions 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.

For example, total residential treatment capacity should equal the number of licensed beds. The total treatment capacity for an NTP should equal the number of licensed slots. The total treatment capacity (or utilization) for an outpatient program, (including Daycare Habilitative) should equal the number of unique clients that can be served in the month, based on public funding.

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). For outpatient programs, please enter how many more unique clients you could have served, based on current funding.

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.
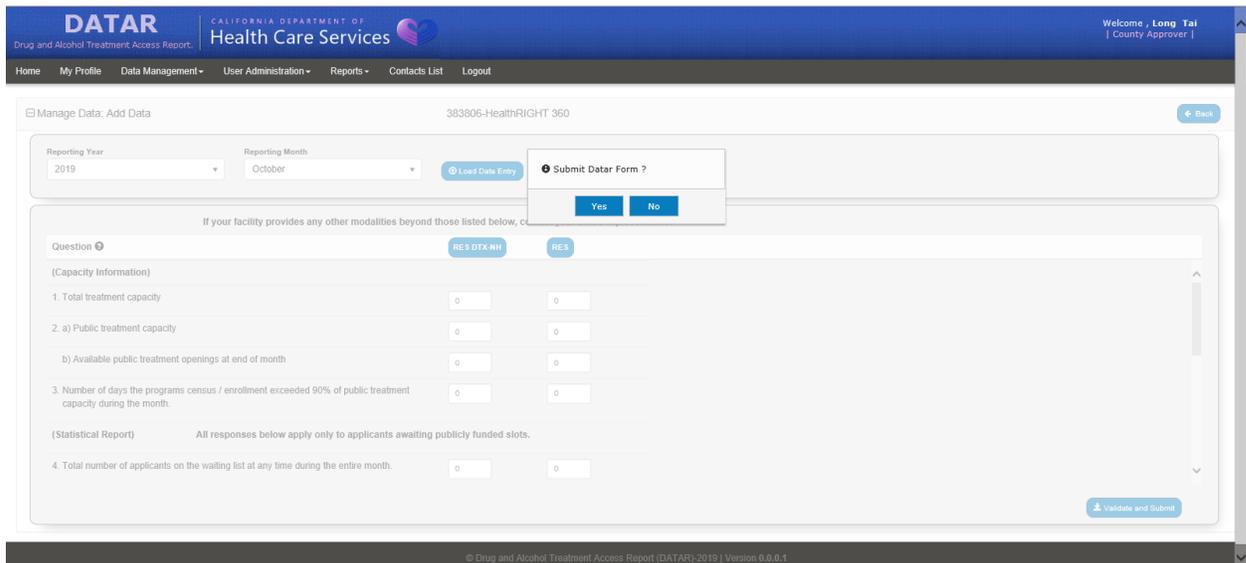
7e. Number of CalWORKS Recipients: Enter the number of CalWORKS beneficiaries who were on the waiting list at any time during the report month.

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

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

6. If you are ready to submit the report to DHCS, click the Validate and Submit button. If the report passes all edits, the 'Submit Datar Form?' confirmation box will appeared.

7. Click Yes to confirm submission. You will receive the message that your report has been submitted successfully.

10. Updating an Existing Report

Edit is available for two months after the submitted date.

To update a report that you have already submitted to DHCS, follow the steps below:
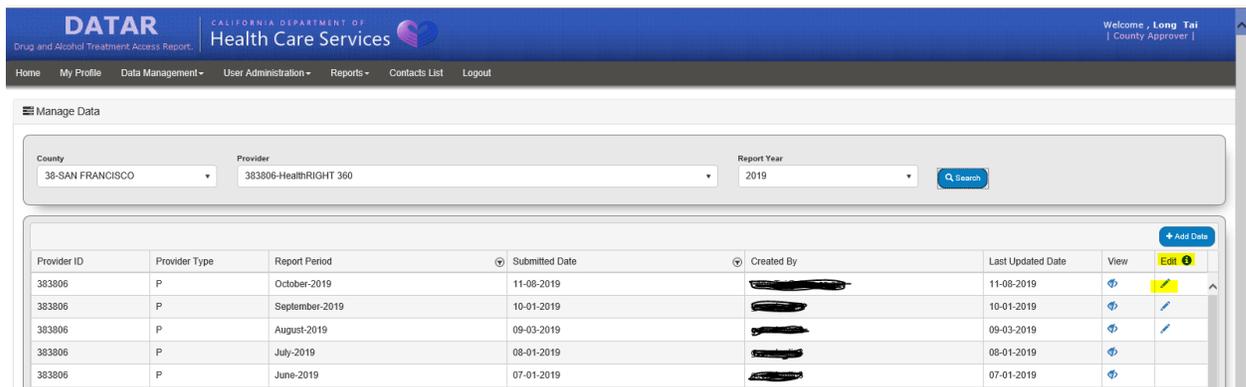
1. Click on Data Management tab on the navigation bar and select Manage Data.

2. Select the Provider and Report Year you wish to edit. Click on Search button.
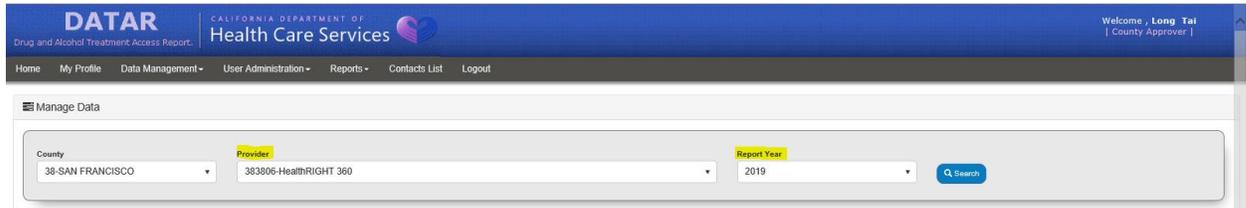
3. The Search will display reports that have been submitted to DHCS for the selected Report Year.
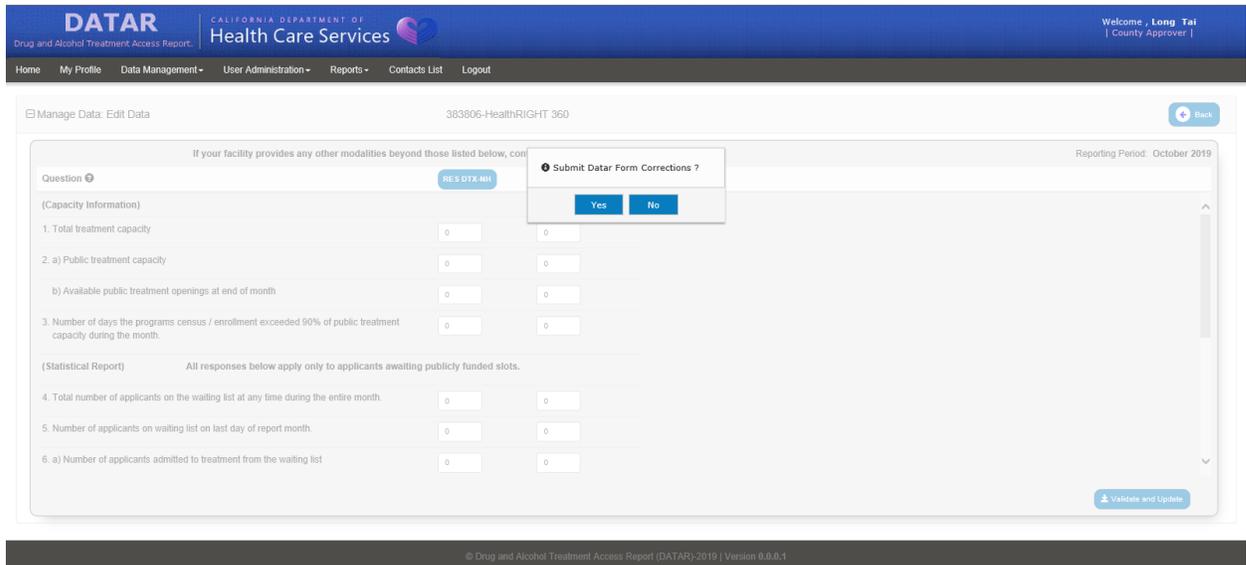
4. Look for the Report Period that you wish to edit.

   To edit a DATAR report, click on the Edit button to navigate to Manage Data: Edit Data page.

5. Update your DATAR data into the form

6. If you are ready to submit the updated report to DHCS, click the Validate and Update button. If the report passes all edits, the 'Submit Datar Form Corrections?' confirmation box will appeared.

7. Click Yes to confirm submission. You will receive the message that your has been updated successfully.

11. View Historical Reports

You may view any report submitted to DHCS for your provider.

To view a report that you have already submitted to DHCS, follow the steps below:

1. Click on Data Management tab on the navigation bar and select Manage Data.

2. Select the Provider and Report Year you wish to view. Click on Search button.
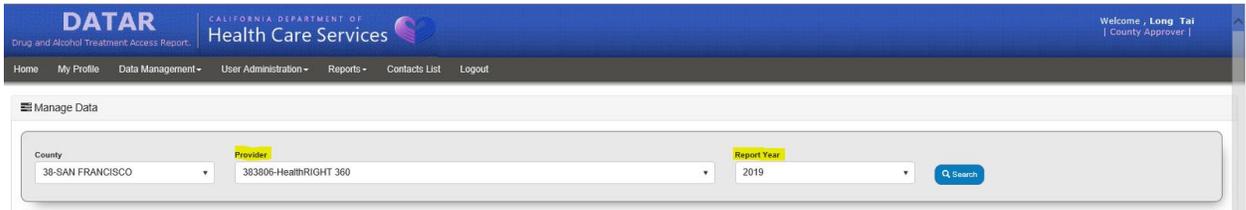
3. The Search will display reports that have been submitted to DHCS for the selected Report Year.
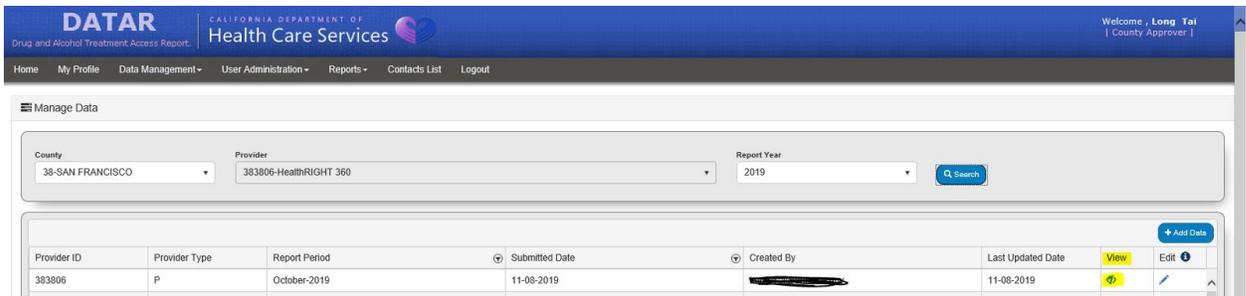
4. Look for the Report Period that you wish to view.

   To view a DATAR report, click on the View button to navigate to Manage Data: View Data page. This will allow you to view the report.

12. 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	County users can only access summarized data for their own county. DHCS users can access all data for all counties.
Direct Provider Drug and Alcohol Treatment Access Report	Displays summarized treatment access for all direct providers for each report month	Direct providers can only access summarized data for their own provider. DHCS users can access data for all direct providers.
Statewide Non-Compliance Report	Provides DHCS users with a list of providers within each county that are not compliant by report month	DHCS users only
County Non-Compliance Report	Provides DHCS 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. DHCS users can access any county.
Direct Provider Non-Compliance Report	Provides DHCS and Direct Provider users with a list of providers that are not compliant by report month	Direct providers can only access their own data. DHCS users can access any direct provider.

To generate a report, follow the steps below:

1. Click on Reports tab on the navigation bar and select DATAR Reports.

2. Select Report to view by clicking on the Select Report drop down menu.
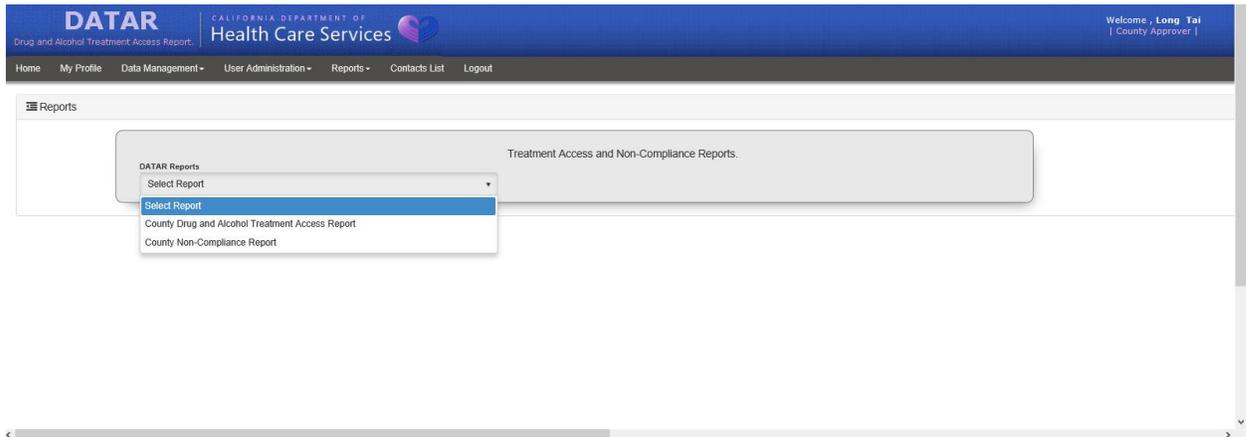
3. Select a Report to view.

4. Enter the parameters for the report you wish to view.

5. You may generate a report in:

- Excel
- PDF
- Word

13. Contacts List

The Contacts List page displays the county contacts.

To access the contacts list follow the steps below:

1. Click on Contacts List tab on the navigation bar to access the Contacts List. The list of contacts for your county are listed.

Appendix

Associated Process Flow Diagram(s)
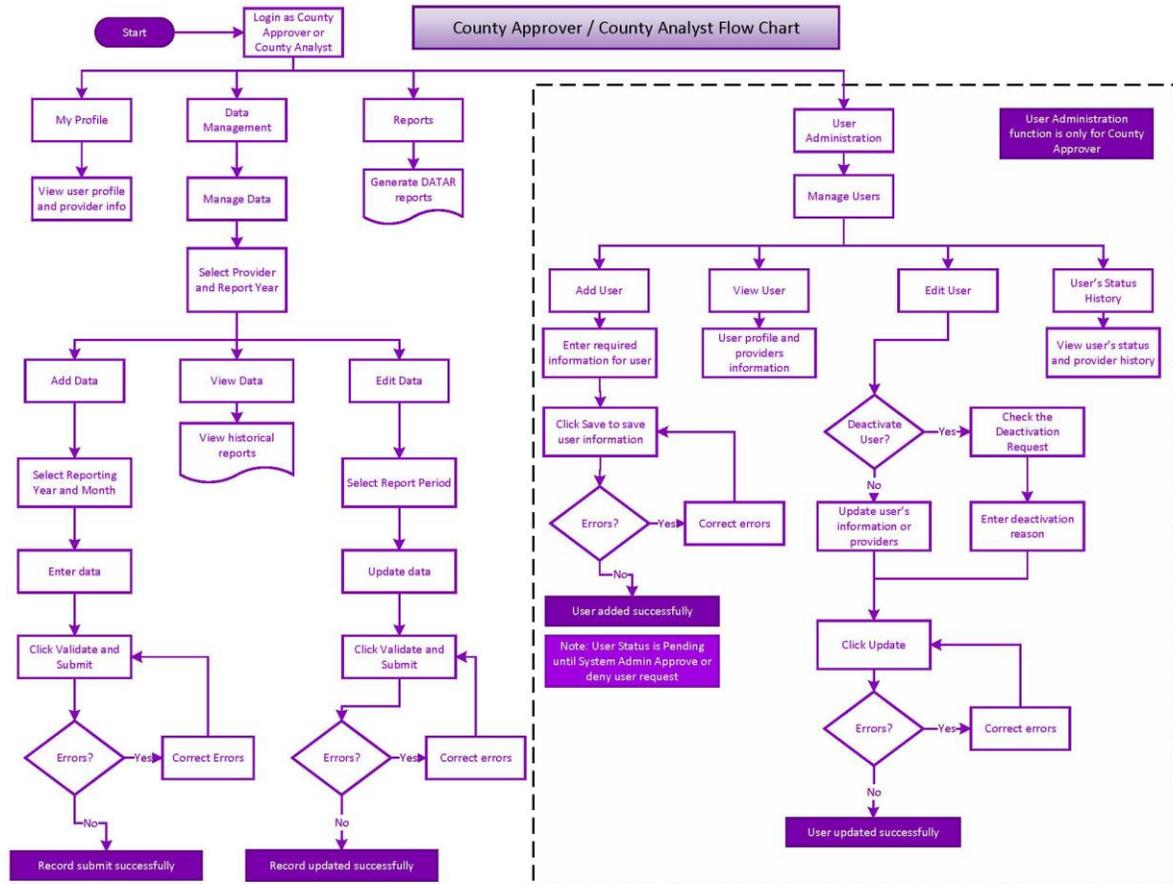
Terms and Definitions

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, 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.

Associated Job Aid(s)