

# CalOMS Discharge Form Instructions

## REQUIRED FORM:

The Discharge form is a required document in the client file

## WHEN:

This form will be created at the end of the client's treatment episode and completed in SanWITS by the 10<sup>th</sup> of the month following the report month.

## COMPLETED BY:

Authorized agency representative

## REQUIRED ELEMENTS:

- For instructions on each specific field, refer to CalOMS Data Collection Guide/CalOMS Treatment Data Dictionary.

## NOTES:

SUD treatment providers must schedule and conduct a discharge interview with every client to ask each of the required CalOMS Tx standard discharge questions and document the responses. Providers should attempt to ensure the discharge interview is a face-to-face interview, but if a client is unable to appear for the scheduled discharge interview, then providers are strongly encouraged to contact the client by phone. Administrative discharges should only be reported in the event the client cannot be located, either in person or by telephone, to answer the CalOMS Tx questions. The unsuccessful attempts to contact a client for a CalOMS Tx discharge interview must be documented in the client's file. Providers should never complete responses on behalf of an absent client for the required CalOMS Tx discharge questions.

### When to report an administrative discharge

Non-residential/outpatient programs: report an administrative discharge if the client has not had at least one face to face visit with a treatment counselor in 30 consecutive days. The discharge date should be the date the treatment counselor last saw the client.

Residential or day-program: report an administrative discharge if the client has been absent from the program without leave (from the program or treatment counselor) for 7 consecutive days. If leave has been granted and the client does not return by the date expected, begin counting from the day the client was due back to the program.

### Definition of an administrative discharge

1. The client has stopped coming for treatment services without leave or notification to the SUD treatment program and the client cannot be located to be discharged and complete the CalOMS Tx discharge interview. Depending on the client's progress (as determined from the client's file or the counselor's interactions with the client while they were in the program) prior to leaving the program, the provider should report either "did not complete, made

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- satisfactory progress, not referred” (status 4), or “did not complete, made unsatisfactory progress, not referred” (status 6).
2. The client has died (status 7) prior to completing all of the planned SUD treatment services and thus cannot be interviewed for CalOMS Tx discharge data collection.
  3. The client has become incarcerated (status 8) prior to completing all of the planned SUD treatment services and thus cannot be interviewed for CalOMS Tx discharge data

### **Discharge Status**

Under the Discharge Status question, **do not select “No Treatment Received”** for CalOMS submittals.