ADP CalOMS Implementation Guide Summary

Implementation Guide

The Implementation Guide was developed to assist the county and direct provider (C/DP) staff who have the responsibility of implementing the California Outcomes Measurement System (CalOMS) treatment data collection and reporting requirements.

Each C/DP will determine their own implementation approach and strategy however; this Guide gives you suggestions for designing your CalOMS implementation project. ADP recognizes that there are many valid ways to implement CalOMS and many ways to organize your project in order to be successful. This Guide provides tools to help structure the project to meet the specific needs, timeframes, and constraints of your organization – you select the ones that work for you.

In implementing CalOMS many tasks can be viewed as belonging to either program staff, or technical staff. Both groups of tasks, as well as those tasks that cross-over are addressed.

ADP Support

ADP recognizes that there are many constraints to C/DP in implementing the CalOMS requirements. In some cases the issues faced are much larger than the CalOMS project and include C/DP needs to implement other, bigger systems, to make significant changes to how they collect data, or to overcome a lack of resources. ADP will support counties and direct providers in successfully implementing CalOMS through the following:

Communications
- Keep the ADP CalOMS website updated with pertinent information for implementation
- Maintain and monitor a CalOMS Help email address for questions – CalOMSHelp@adp.state.ca.us
- Use Bulletins, email, conference calls and letters to keep the C/DP informed about the project.
- Provide templates for communication tools.
- Facilitate sharing of lessons learned and best practices among C/DP.
- Use CADPAAC and Regional Meetings to provide updates and presentations

Training/Technical Assistance
- Provide technical assistance such as information on CalOMS expectations, data elements, reporting requirements, file formats and validation requirements.
- Work with C/DPs on system and interface testing between C/DP system and ADP's CalOMS database. Once testing is successful, your system will be certified.
- Train representatives from the C/DP on how to upload files to the CalOMS ADP database and how to handle errors.
- Train representatives from the C/DP on how to access outcome reports and to download their own admission/discharge records.
- Demonstrate reporting tools and how to use outcomes data.
- Provide a User Manual for data elements with detail on the CalOMS questions and codes as well as discussion on data collection.

As tools and documents become available, they will be posted on the CalOMS project website: http://www.adp.ca.gov/caloms/calomsmain.shtml

For information about specific project areas, contact the following CalOMS team members:

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The Guide, Sample Plan and Monthly Report

This Guide contains the following documents:

1. The **Implementation Guide** is designed to assist you in identifying and understanding tasks, activities, and decisions that must be made as part of the implementation. The tasks and decisions described may be ones you choose to include in your implementation, you may modify them, or you may ignore them. They are simply intended to stimulate your thinking about the project.

2. The **Sample Implementation Plan** (Appendix A) - Provides a list of implementation tasks for both technical and program staff. This document is also provided as a separate Excel file which can be modified to create your own implementation plan. Again, pick, choose and modify the tasks to make them appropriate to your organization's CalOMS implementation plan.

3. The **Monthly Report** (Appendix B) – These milestone tasks are a subset of tasks in the Sample Implementation Plan. Update and return it on a monthly basis to ADP. The checklist will assist ADP in tracking any trends, issues, or stumbling blocks that occur. A separate Excel file of this checklist is provided.

4. The **CalOMS Critical Dates Sheet** (Appendix C) **–** This reference sheet lists the critical CalOMS dates, gives the project website address and project email.

Project Dates

Critical project dates are listed below. You should confirm them by checking the CalOMS Calendar on the CalOMS website.

- Late October, 2005: First date to begin IT systems testing with ADP to verify that your CalOMS system and the ADP CalOMS database communicate without errors.

- January 1, 2006: Last date to begin data collection for CalOMS Treatment data. To meet this date, testing and certification must be complete by December 31, 2005.

- March 15, 2006: Date the January 2006 monthly CalOMS batch file is due to be submitted to ADP. Electronic CalOMS treatment data is due 45 days after the end of the last day of the report month.

- July 10, 2006: Last date to submit to ADP all CalOMS treatment data, collected January 1, 2006 through May 31, 2006.

- Continue monthly submissions of CalOMS data.

Implementation Tasks

The Implementation Tasks are organized into sections and each section has the same numbering in both the Sample Implementation Plan and in the Monthly Report. The sections are:
1. Project Readiness
2. System Design and Development
3. Communication
4. Business Process/Jobs
5. Training
6. Implementation
7. Maintenance and Operations