

Questions and Answers related to CADDSto-CalOMS Conversion August 2005

1. What is the plan for converting from CADDSto CalOMS?

The following describes ADP's plans for the transition from CADDSto CalOMS.

- At the state level, ADP is responsible for the conversion of its CADDSto ADP's new CalOMS system. Counties are responsible for data and system conversion issues at the county and county-contracted provider level. Direct contract providers are responsible for any conversion activities required related to their own systems. For simplicity, the following text uses "county" to refer to both counties and direct contract providers.
- To the extent possible, in their final batch submissions for CADDSto, counties should close out old, inactive CADDSto cases, i.e. submit deletions, corrections, or discharges to close out old cases in CADDSto.
- Conversion to CalOMS operation will occur on a county-by-county basis. After being tested and certified by ADP, each county will convert from CADDSto submissions to CalOMS submissions when they are ready to do so. The county will inform ADP as to when they will be ready to switch over from CADDSto submissions to CalOMS submissions. The county will identify the "last CADDSto report month" for their CADDSto submissions and the "first CalOMS report month" for their CalOMS submissions. The date that marks the dividing line between these two months is referred to as the "county cut-over date" for that county.
- When a county is ready to cut-over to CalOMS, an ADP staff person will run a program that copies "unmatched" admission records from ADP's existing CADDSto system to ADP's new CalOMS system. Unmatched admission records are those where there is not a matching discharge record, i.e. the client is receiving treatment services and the case has not been closed. Of the unmatched admission records in CADDSto, the following admission records will be copied over to CalOMS.
 - For clients receiving services in a Narcotic Treatment Program (NTP), all unmatched admission records will be copied over regardless of admission date.
 - For clients where the Source of Referral is "Non-SACPA Court/Criminal Justice" in CADDSto, all unmatched admission records will be copied over regardless of admission date.
 - For SACPA clients, all unmatched admission records with an admission date on or after July 1, 2001 (this should be all SACPA admissions).
 - For all other clients, only the unmatched admission records where the admission date is equal to or less than 18 months prior to the cut-over date will be copied to CalOMS. Any unmatched admission records where the admission date is more than 18 months prior to conversion date will not be copied to CalOMS.

This process should establish the initial set of "open" client cases in CalOMS for the county as of the cut-over date. All subsequent activity for the client cases initially established in CalOMS will be processed through submissions to CalOMS. Closed cases in CADDSto will not be copied to CalOMS. If a county would prefer that ADP not copy CADDSto records over to CalOMS, please email a request to CalOMS Help.

- Admission records with an admission date or submission date after the cut-over date must be processed through CalOMS. Discharge records with a discharge date or submission date after the cut-over date must be processed through CalOMS. After the cut-over date, any corrections or deletions of records from a county to correct errors or delete records submitted for the last CADDSto report month or prior months will be processed through CalOMS.
- After a county converts to CalOMS operation, a CalOMS-to-CADDSto update process operated by ADP on a monthly basis will continue to keep the state-level CADDSto system updated with the county's admission and discharge activity until CADDSto is retired by ADP.

2. How long will CADDs remain operable?

For a county or direct provider, they must continue to submit CADDs files to ADP until their cut-over date. They will no longer be required to submit CADDs files to ADP after the cut-over date.

Using CalOMS file submissions, ADP will continue to populate and support the CADDs database at the state level at least until July 1, 2006. At that time, ADP will determine the timetable for retiring the CADDs system.

The CADDs system will be ADP's database of record for state level reporting for Fiscal Year (FY) 2005-2006. The CalOMS system will be ADP's database of record for reporting beginning in FY 2006-2007 and every year thereafter.

3. Will we have to submit data files for both CADDs and CalOMS at the same time?

No. Counties and direct contract providers will submit CADDs data files only for every report month up to their cut-over date. They will submit CalOMS data files only for each report month following the cut-over date.