Chief Information Office Bureau
Solutions Delivery Division
Solutions Development Section

Outcome Measures Application (OMA)

User Manual
V3.5.0
August 4, 2015

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Accessing the Application

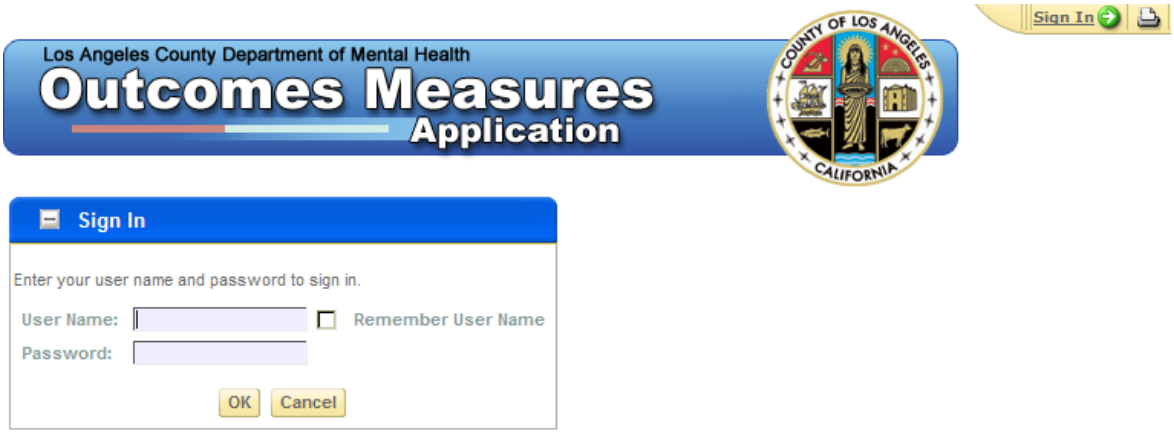
Access the Outcomes Measures Application by **clicking on one of the following links,** or by copying the address and pasting it into the address bar of your web browser:

- **Intranet:** https://intra.dmhapps.co.la.ca.us/OMA
- **Internet:** https://dmhapps.co.la.ca.us/OMA **(NOTE: RSA token required)**

Sign In

Enter either your Integrated System (IS) username and password OR your DMH network username and password. Then, click the **OK** button

NOTE: DMH network user accounts can only *view* assessments, as opposed to DMH IS accounts, which have the ability to create and edit assessments.



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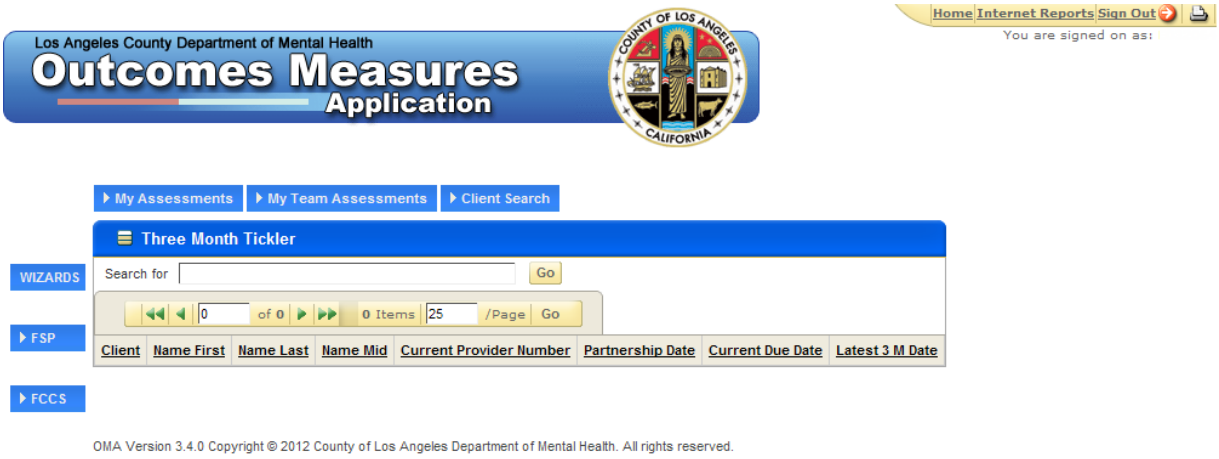
If you have any questions about logging on, please visit the "Logon to OMA" section of the DMH OMA Wiki site: http://dmhoma.pbwiki.com/Logon+to+OMA

Three Month Tickler

After login, the system will direct you to the Three Month Tickler page.

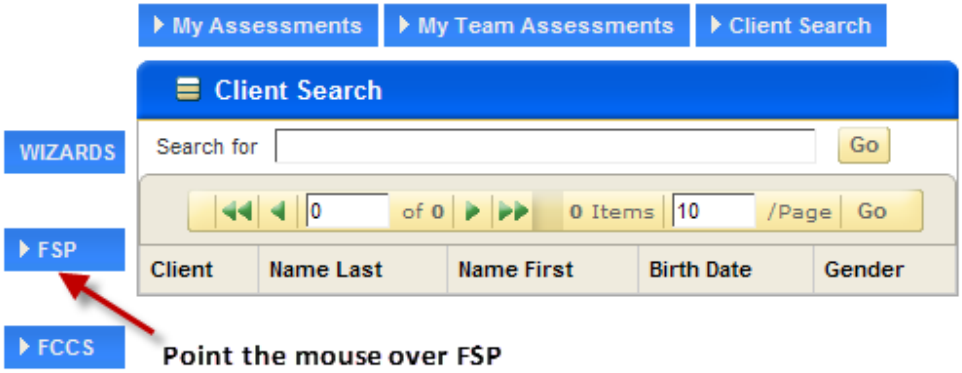


NOTE: If you are not associated to any providers, the system will display the following error message: **"Your username is not currently associated to any providers in the OMA system. Please contact the Help Desk."**

FULL SERVICE PARTNERSHIP (FSP)

Start FSP Baseline

1. Point the mouse over the **"FSP"** tab.

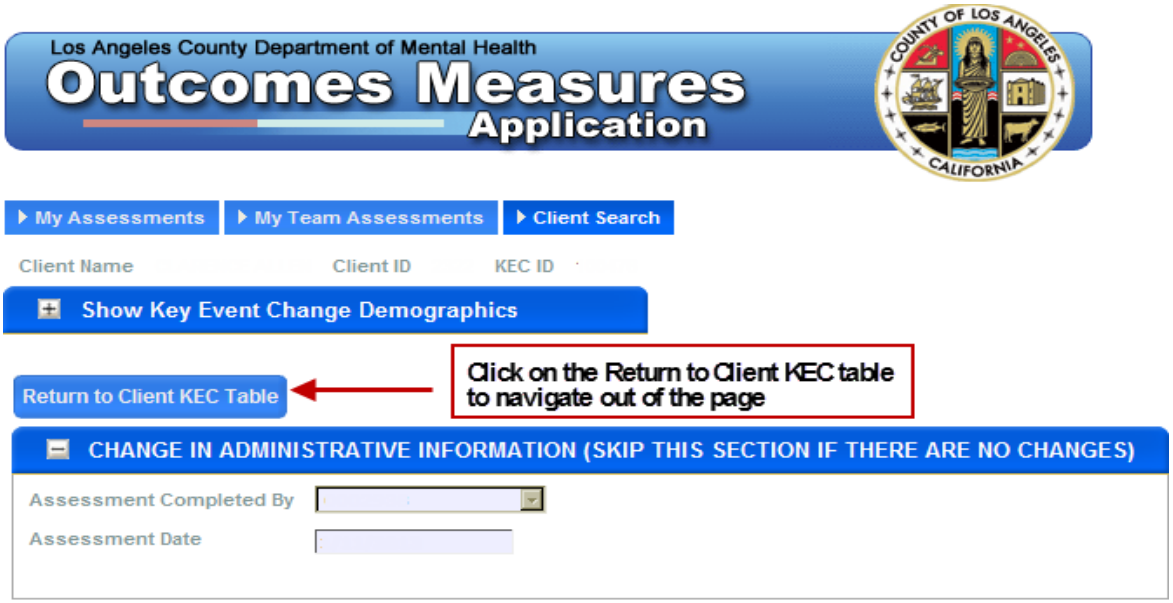


2. From the FSP menu, click on "**Start FSP Baseline".**

3. Type in the Date of Partnership.

4. Type in the Client ID number in the "**Search For**" field. Then click the Go button.
5. From the search results list, select the client by checking the check box next to the client's ID number and then clicking the **Next** button.

NOTE: To navigate out of the KEC Discontinuation, click on the **Return to Client KEC Table** button at the top left side of the page.



KEC Type Re-establishment

KEC Type Re-establishment is the assessment a clinician would complete to reestablish a client. The only other change which may be reported on this assessment is a program change. There are four re-establishments that can be created:

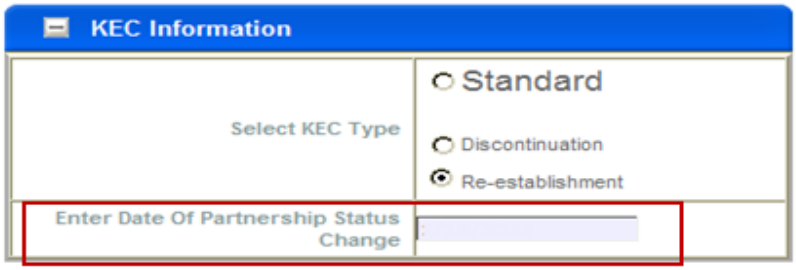
- Re-establishment by a different provider to a different program
- Re-establishment by a different provider only
- Re-establishment to a different program only
- Re-establishment by the current provider to the same program

REESTABLISHMENT BY A DIFFERENT PROVIDER TO A DIFFERENT PROGRAM

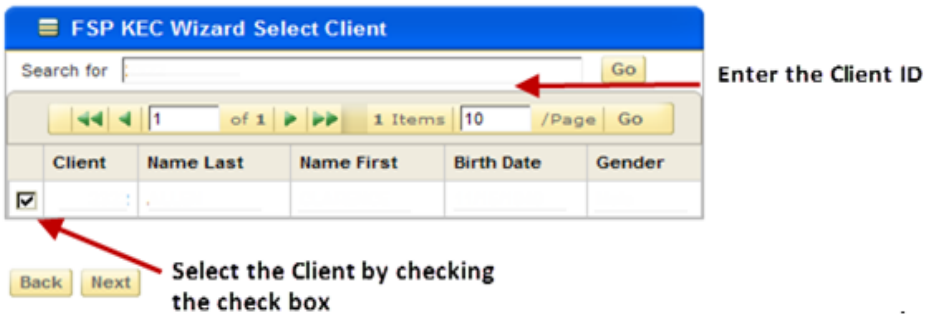
A different provider is re-establishing the client to a different program.

1. Select KEC Type Reestablishment
2. Enter the Date of Partnership Status Change

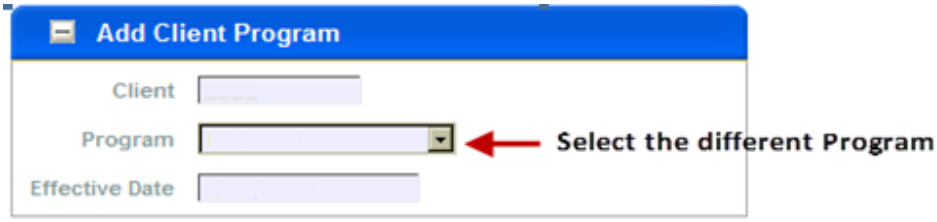
NOTE: The Date of Partnership will now be required before you enter the Client ID (IS or IBHIS) in the **Search For** field.



3. Enter the Client ID (IS or Avatar) on the Search For field
4. Click the **Go** button
5. Select the client by clicking the check box
6. Click the **Next** button

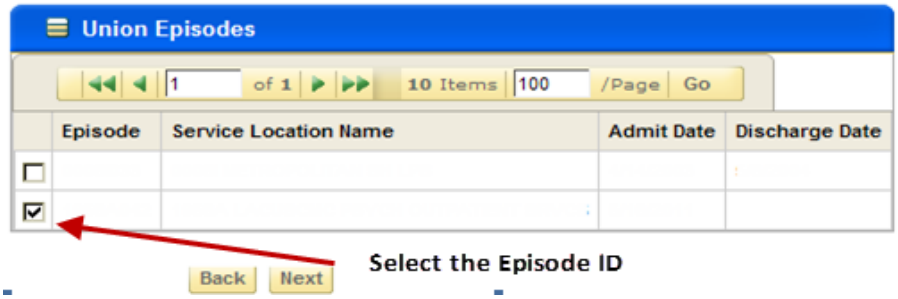


7. Select the different program

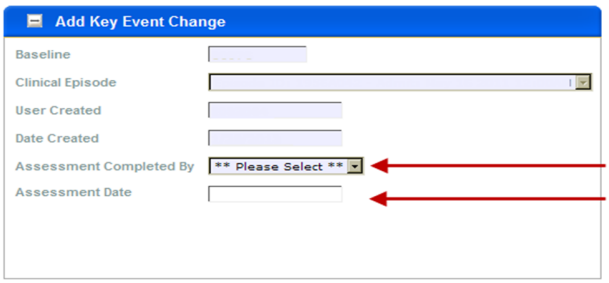


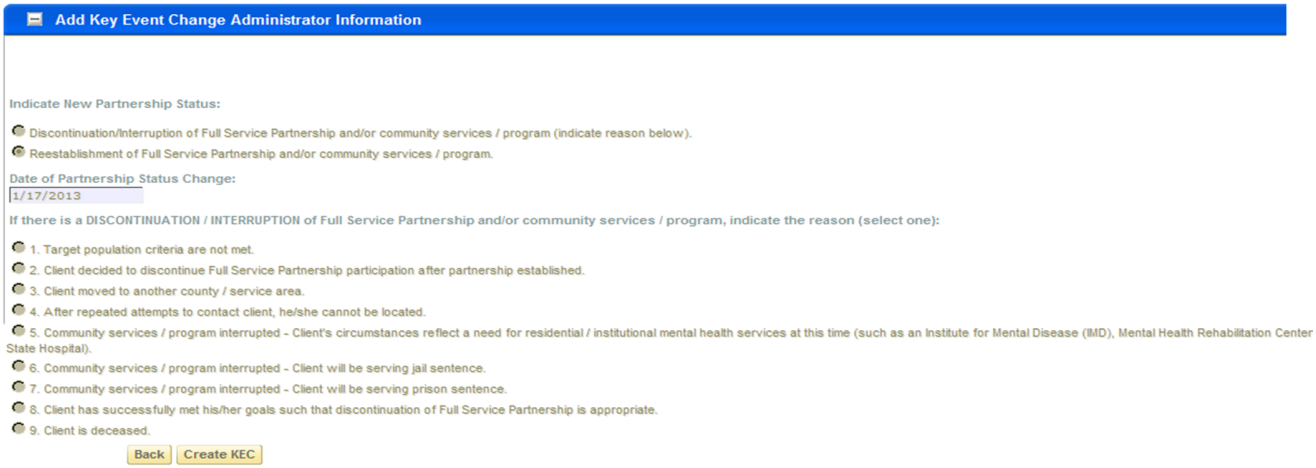
8. Select the Episode ID.

NOTE: Due to the merging of data from the Integrated System (IS) and IBHIS, episodes opened in the IS may be replicated in IBHIS and thus appear twice in the Select Episode list. You may select either episode record as long as the correct Service Location is chosen and the Admit Date for the episode pre-dates the Assessment Date.

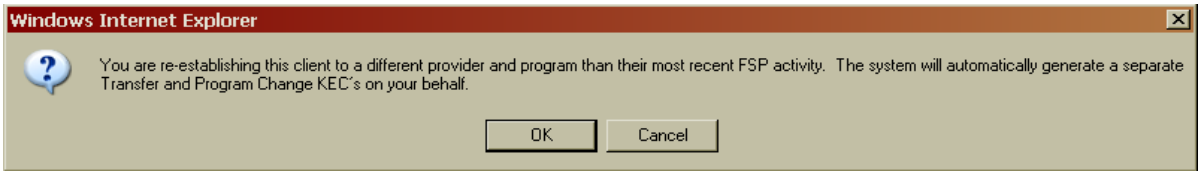


9. Click the **Next** button. You will be taken to the **Add Key Event Change** page.
10. Select the NPI Number of the clinician who completed the assessment from the **Assessment Completed By** dropdown list.
11. Enter the **Assessment Date.**



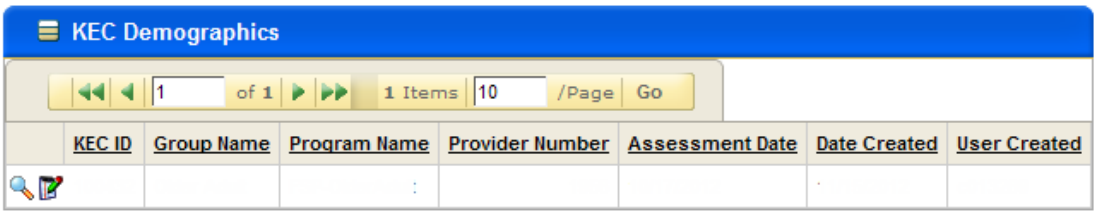


12. Click the **Create KEC** button
13. After you click on the **Create KEC** button, the system will display the following message:



Message: "You are re-establishing this client to a different provider and program than their most recent FSP activity. The system will generate a separate Transfer and Program Change KEC's on your behalf."

14. Click the **OK** button
15. The system will redirect you to the client's **KEC Demographics** page



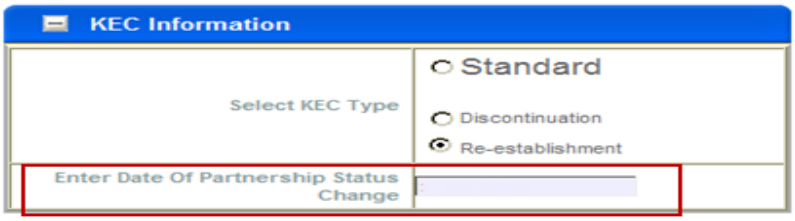
16. On the **KEC Demographics** page the system will display the following message:

REESTABLISHMENT BY A DIFFERENT PROVIDER ONLY

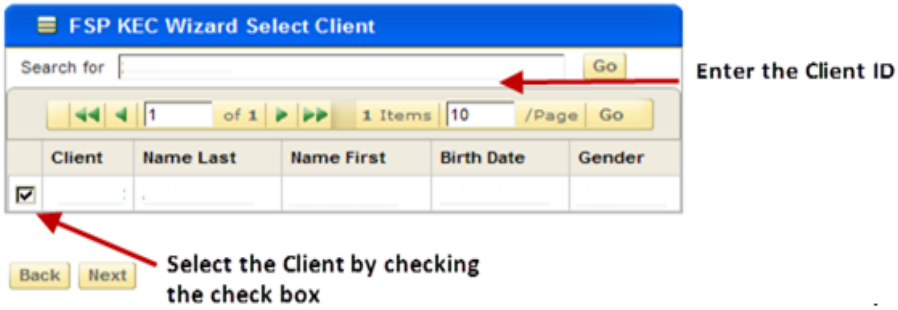
A different provider is re-establishing the client to the same program.

1. Select **KEC Type Reestablishment**
2. Enter the **Date of Partnership Status Change**

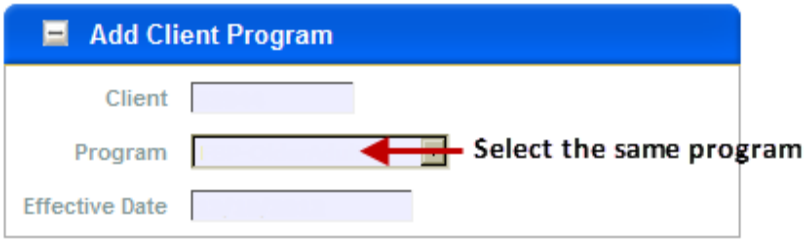
NOTE: The Date of Partnership will now be required before you enter the Client ID (IS or IBHIS) in the **Search For** field.



3. Enter the Client ID (IS or IBHIS) on the Search For field
4. Click the **Go** button
5. Select the client by checking the check box

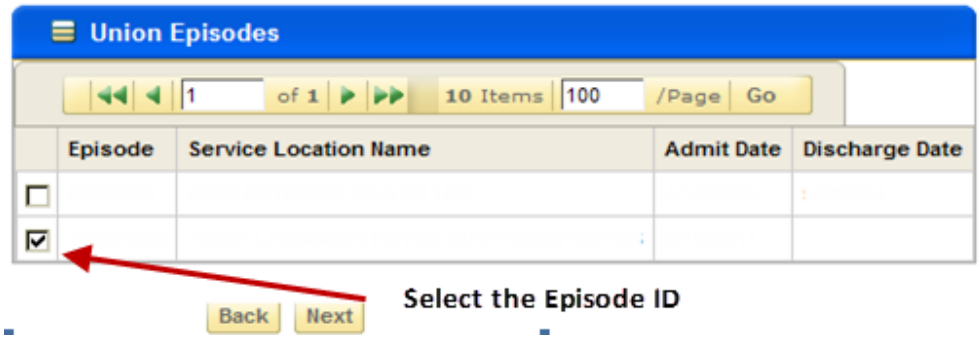


6. Click the **Next** button
7. Select the same program

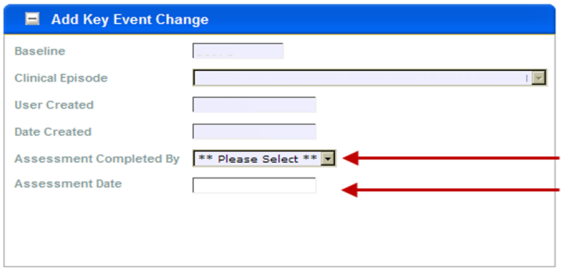


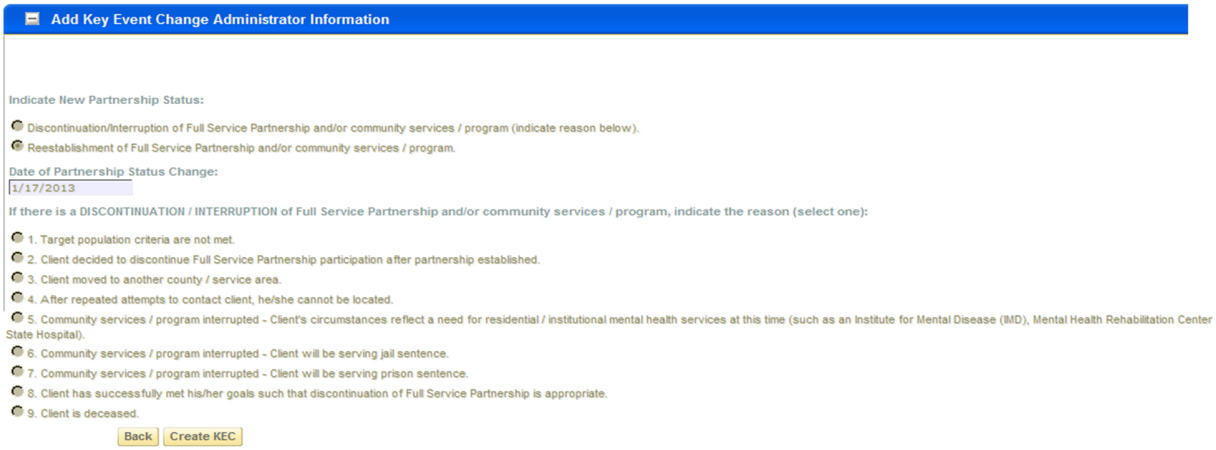
8. Select the Episode ID.

NOTE: Due to the merging of data from the Integrated System (IS) and IBHIS, episodes opened in the IS may be replicated in IBHIS and thus appear twice in the Select Episode list. You may select either episode record as long as the correct Service Location is chosen and the Admit Date for the episode pre-dates the Assessment Date.



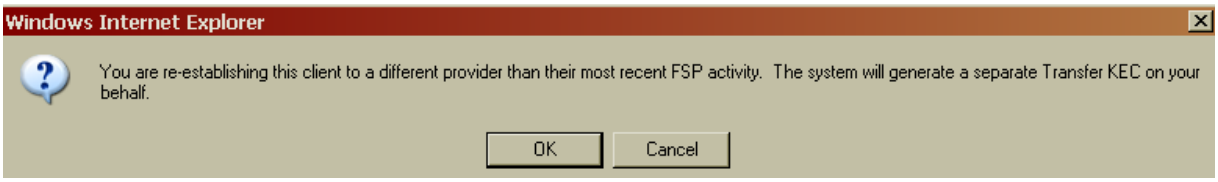
9. Click the **Next** button. You will be taken to the **Add Key Event Change** page.
10. Select the NPI Number of the clinician who completed the assessment from the **Assessment Completed By** dropdown list.
11. Enter the **Assessment Date**





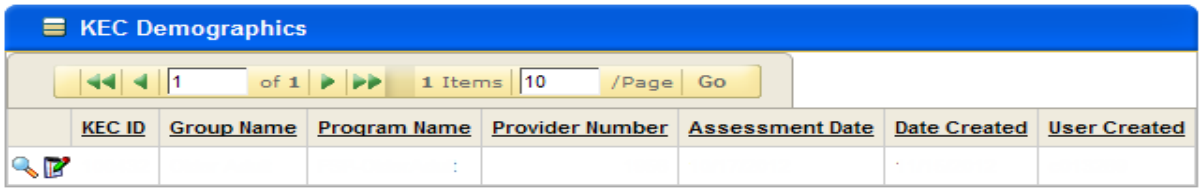
12. Click on the **Create KEC** button.

13. After you click on the **Create KEC** button, the system will display the following message:



Message: "You are re-establishing this client to a different provider than their most recent FSP activity. The system will generate a separate Transfer KEC on your behalf."

14. Click the OK button
15. The system will redirect you to the client's **KEC Demographics** page



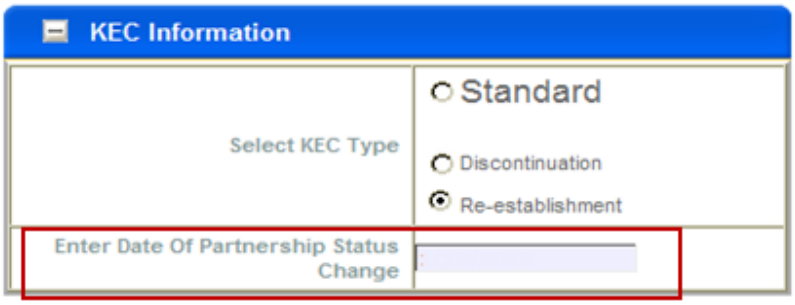
16. On the **KEC Demographics** page the system will generate the following message:

REESTABLISHMENT TO A DIFFERENT PROGRAM ONLY

The current provider is re-establishing the client to a different program.

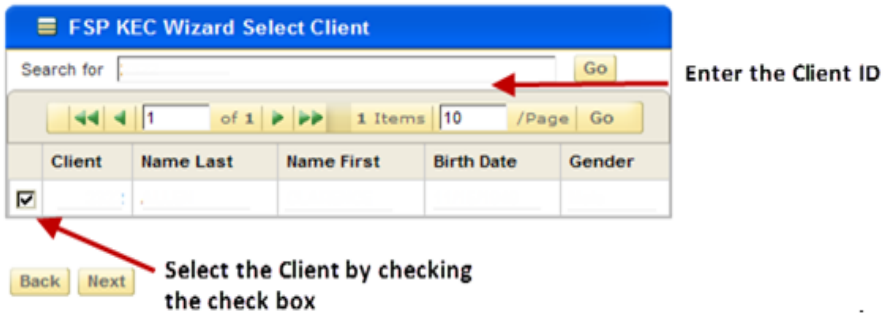
1. Select KEC Type Reestablishment
2. Enter the Date of Partnership Status Change

NOTE: The Date of Partnership is required before you enter the Client ID (IS or IBHIS) in the **Search For** field.

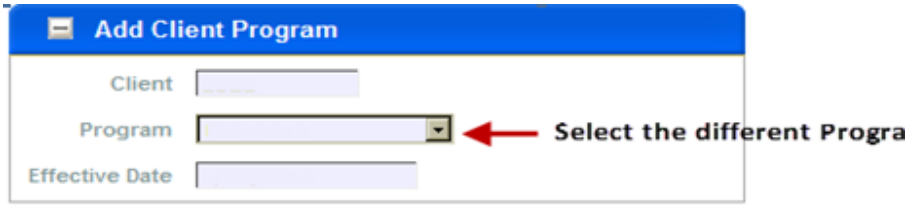


3. Enter the Client ID (IS or IBHIS) on the Search For field
4. Click the Go button
5. Select the client by checking the check box

6. Click the Next button

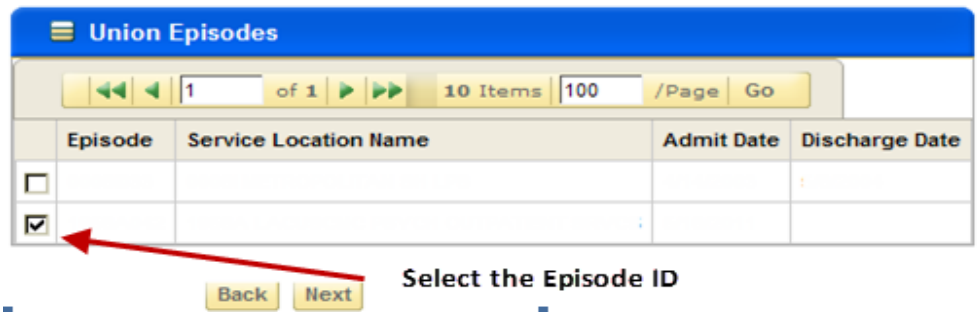


7. Select the different program.

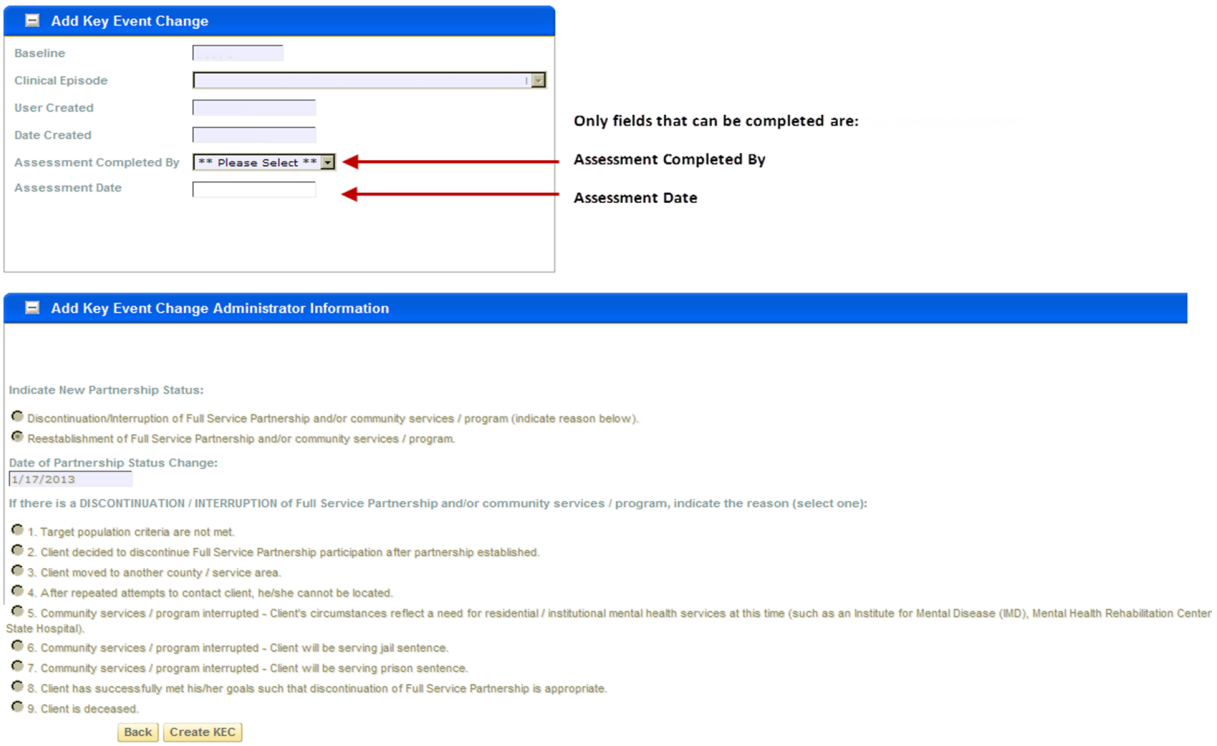


8. Select the Episode ID.

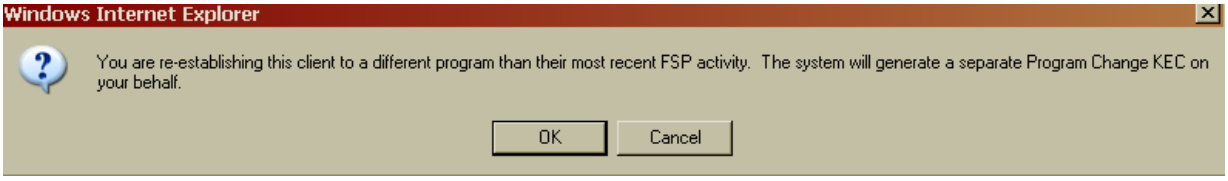
NOTE: Due to the merging of data from the Integrated System (IS) and IBHIS, episodes opened in the IS may be replicated in IBHIS and thus appear twice in the Select Episode list. You may select either episode record as long as the correct Service Location is chosen and the Admit Date for the episode pre-dates the Assessment Date.



9. Click the **Next** button. You will be taken to the **Add Key Event Change** page.
10. Select the NPI Number of the clinician who completed the assessment from the **Assessment Completed By** dropdown list.
11. Enter the **Assessment Date**

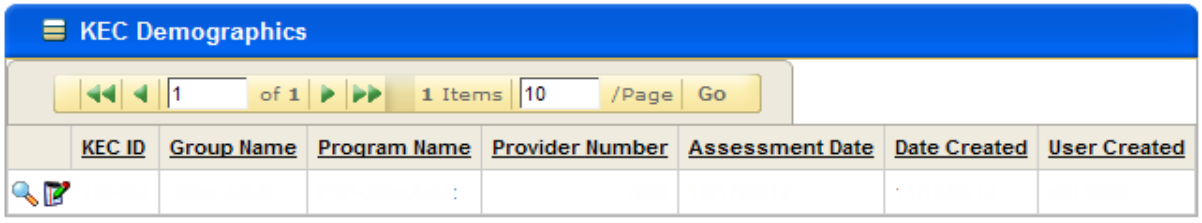


12. Click the **Create KEC** button
13. After you click on the **Create KEC** button, the system will display a following message:

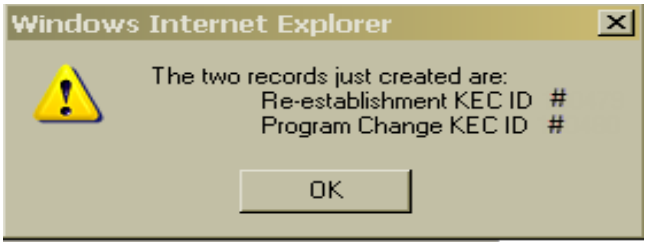


Message: "You are re-establishing the client to a different program than their most recent FSP activity. The system will generate a separate Program Change KEC on your behalf."

14. Click the **OK** button
15. The system will redirect you to the client's **KEC Demographics** page



16. On the **KEC Demographics** page, the system will display the following message:

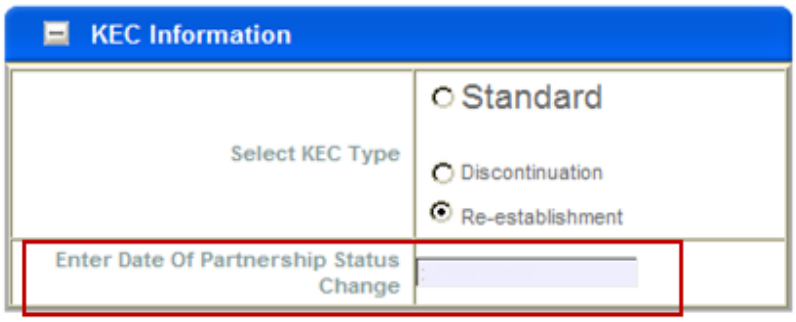


REESTABLISHMENT BY THE CURRENT PROVIDER TO THE SAME PROGRAM

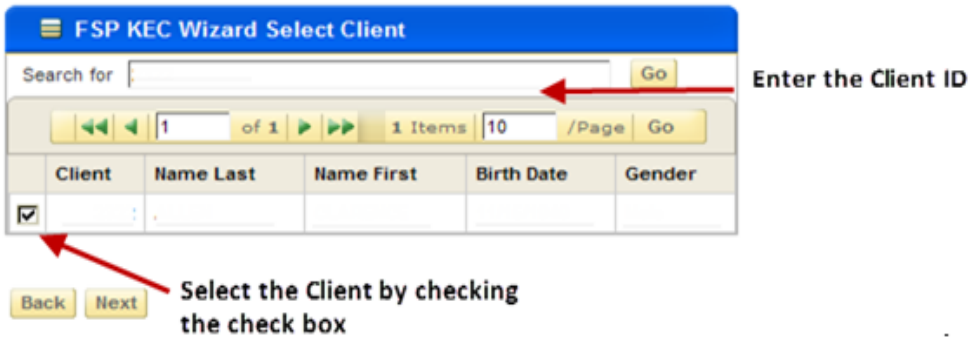
The current provider IS re-establishing the client to the same program

1. Select KEC Type Reestablishment
2. Enter the Date of Partnership Status Change

NOTE: The Date of Partnership will now be required before you enter the Client ID (IS or IBHIS) in the **Search For** field.

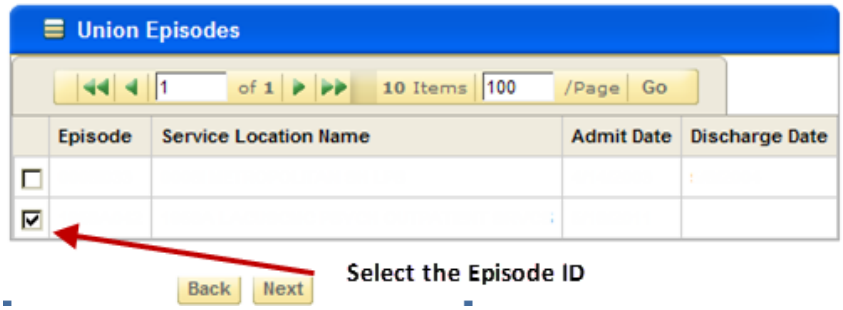


3. Enter the Client ID (IS or IBHIS) on the **Search For** field
4. Click the **Go** button
5. Select the client by clicking the check box.
6. Click the **Next** button

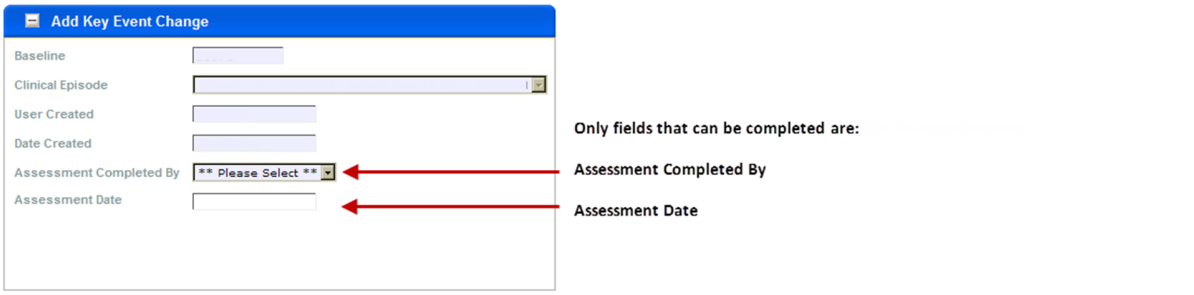


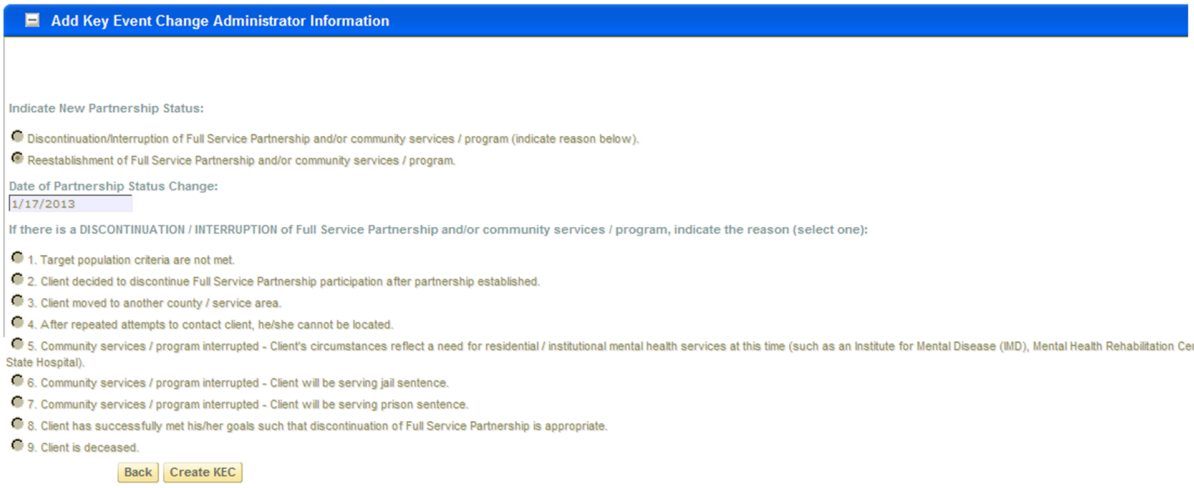
7. Select the Episode ID.

NOTE: Due to the merging of data from the Integrated System (IS) and IBHIS, episodes opened in the IS may be replicated in IBHIS and thus appear twice in the Select Episode list. You may select either episode record as long as the correct Service Location is chosen and the Admit Date for the episode pre-dates the Assessment Date.

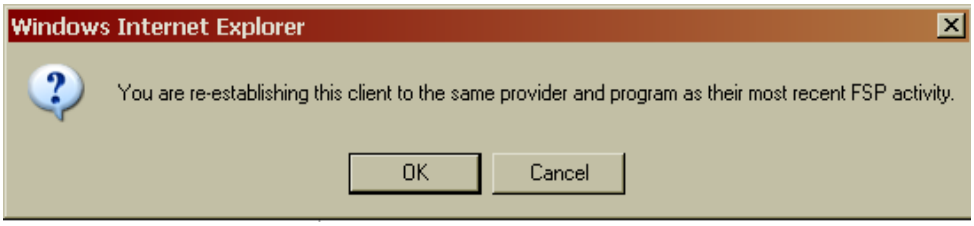


8. Click the **Next** button. You will be taken to the **Add Key Event Change** page.
9. Select the NPI Number of the clinician who completed the assessment from the **Assessment Completed By** dropdown list.
10. Enter the **Assessment Date**

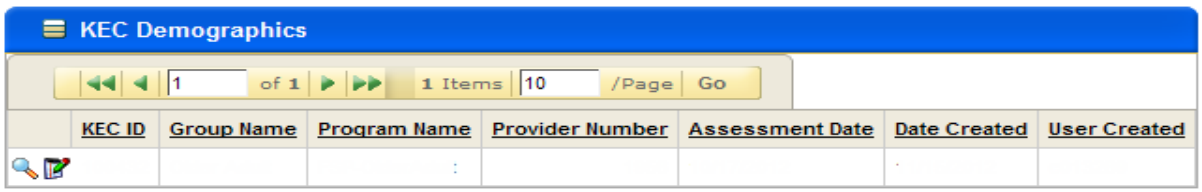




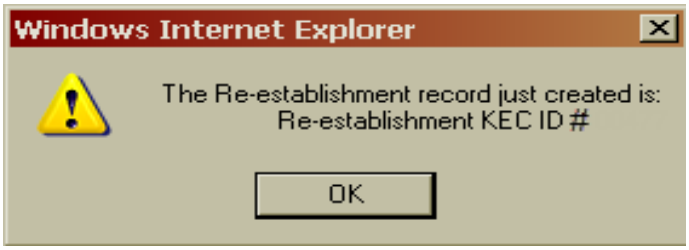
11. Click the **Create KEC** button.
12. After you click on the **Create KEC** button, the system will generate the following message:



13. Click the **OK** button. You will be taken to the client's **KEC Demographics** page.

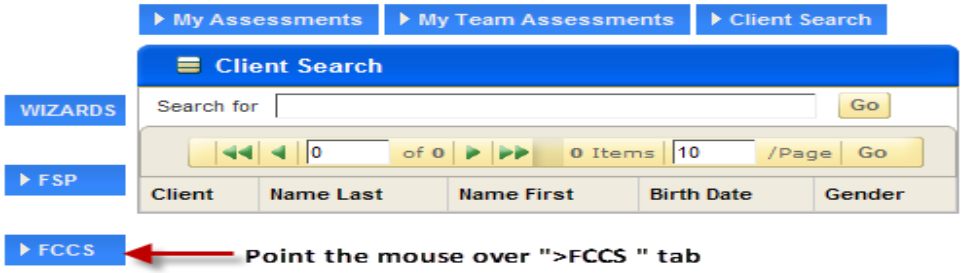


14. On the **KEC Demographics** page the system will generate the following message:

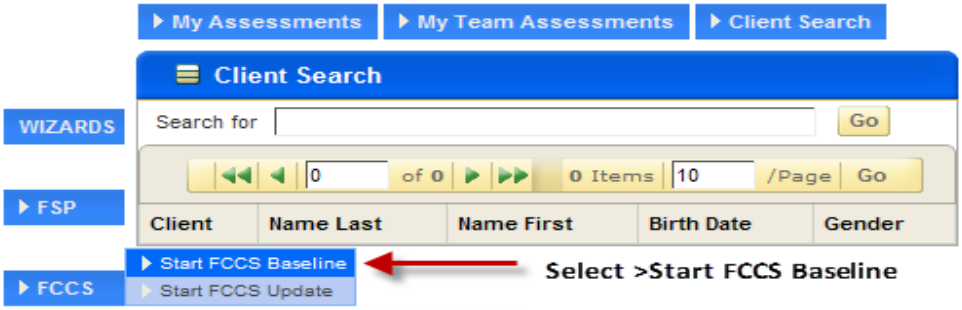


Start FCCS Baseline

1. Point the mouse over the **">FCCS" tab**



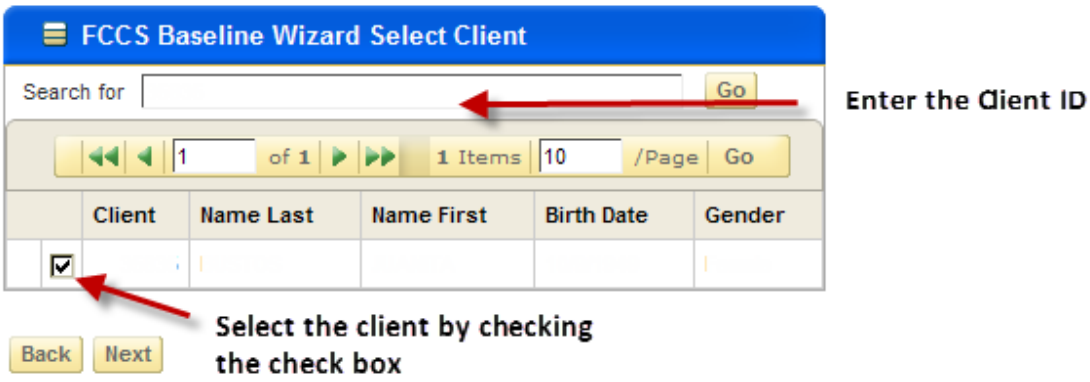
2. Select ">Start FCCS Baseline"



NOTE: The Date of Partnership is required before you enter the Client ID (IS or IBHIS) in the **Search For** field.

3. Enter the Date of Partnership

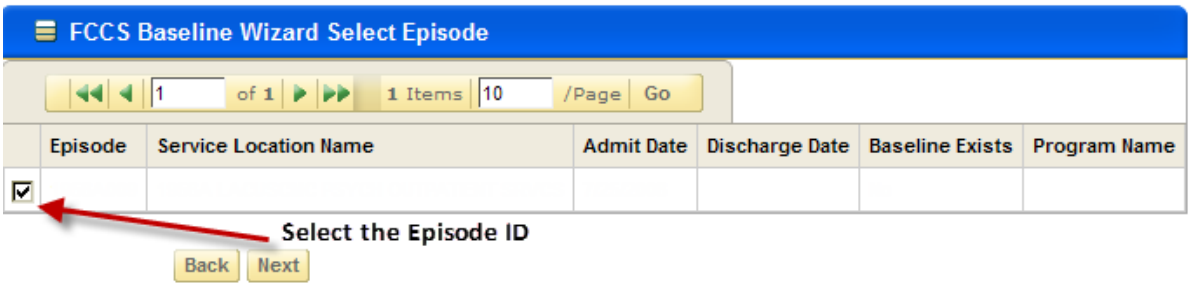
4. Enter the Client ID (IS or IBHIS) on the Search For field
5. Click the Go button
6. Select the client by checking the check box
7. Click the Next button



8. Select the Client's Program

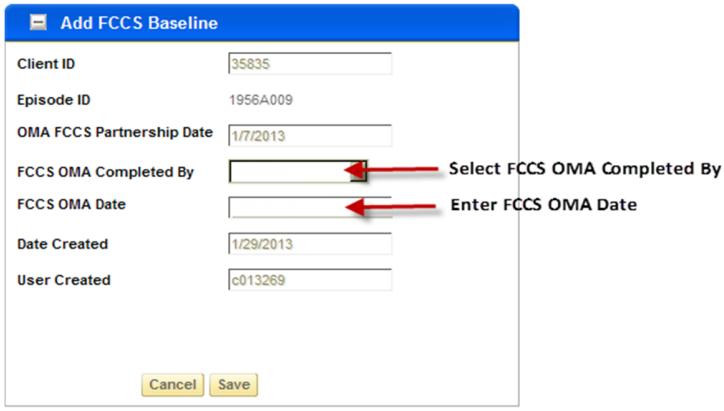
9. Select the Episode ID.

NOTE: Due to the merging of data from the Integrated System (IS) and IBHIS, episodes opened in the IS may be replicated in IBHIS and thus appear twice in the Select Episode list. You may select either episode record as long as the correct Service Location is chosen and the Admit Date for the episode pre-dates the Assessment Date.



10. Click the **Next** button.

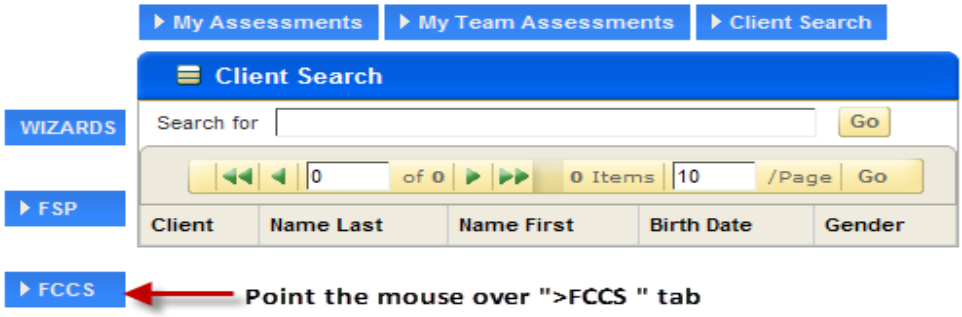
11. Select the NPI Number of the clinician who completed the assessment from the **FCCS OMA Completed By** dropdown list.
12. Enter the **FCCS OMA Assessment Date.**



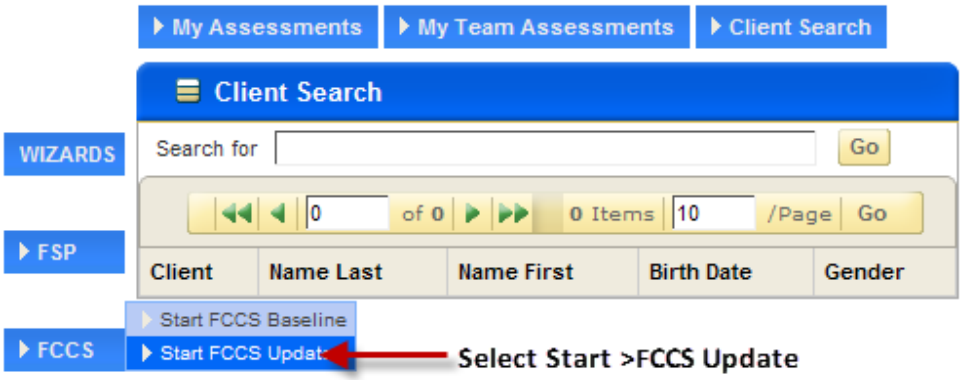
13. Click the **Save** button.

Start FCCS Update

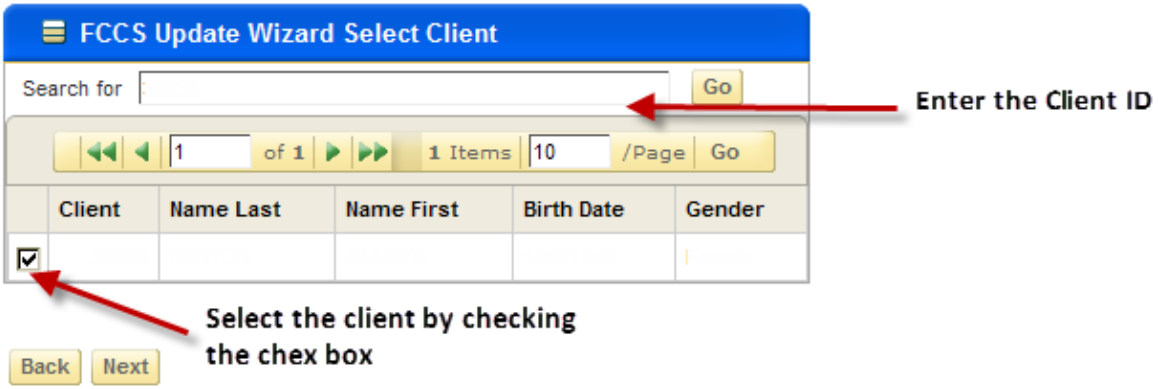
1. Point the mouse over the **">FCCS" tab**



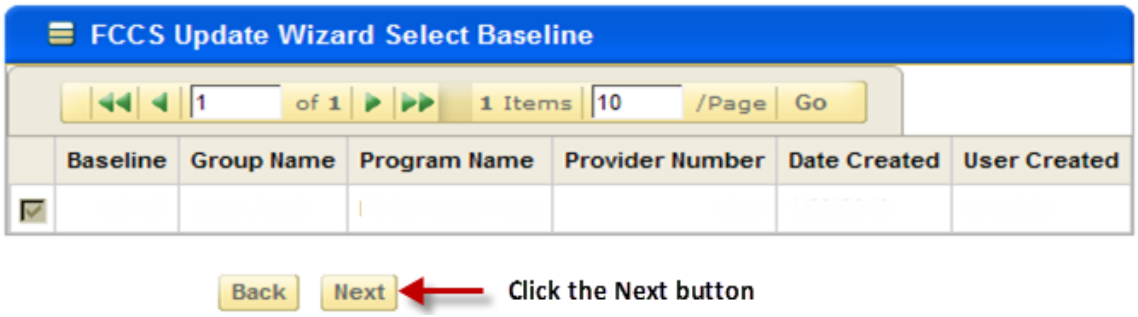
2. Select **">Start FCCS Baseline Update"**



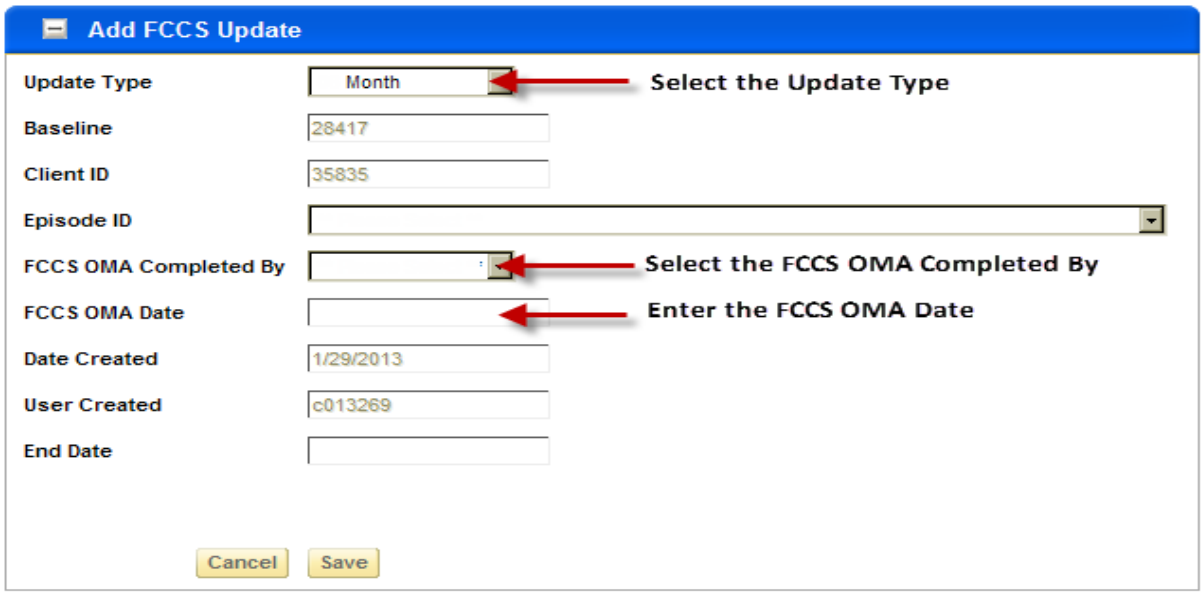
3. Enter the Client ID (IS or IBHIS) on the **Search For** field
4. Click the **Go** button
5. Select the client by checking the check box
6. Click the **Next** button



7. The system will display the baseline.
8. Click the **Next** button.



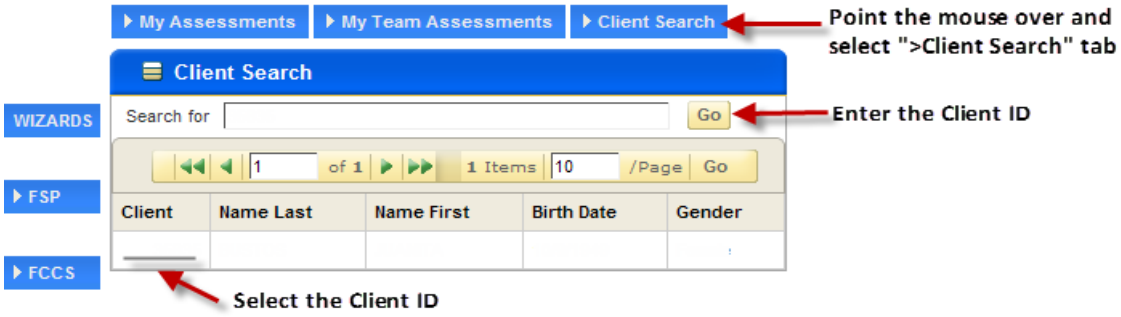
9. Select the Update Type
10. Select the NPI Number of the clinician who completed the assessment from the **FCCS OMA Completed By** dropdown list.
11. Enter the **FCCS OMA Date**



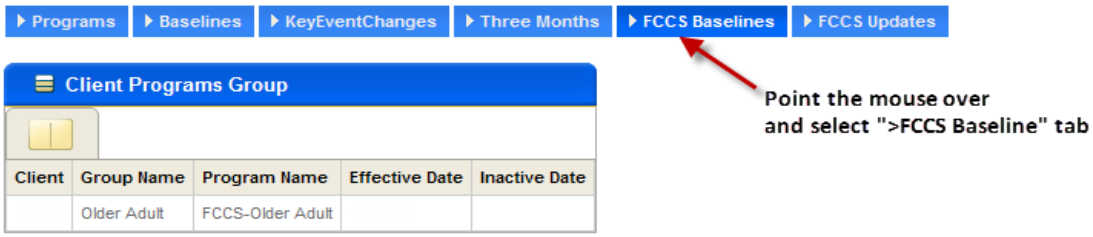
NOTE: You can view the client's FCCS Baselines and Updates from the Client's Program page.

Client Search

1. Point the mouse over the **">Client Search" tab** and select
2. Enter the Client ID (IS or IBHIS) on the Search For field
3. Click the **Go** button
4. Select the Client ID



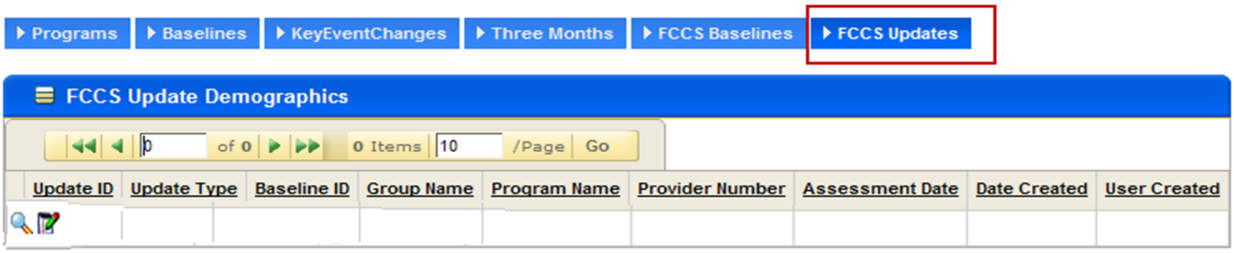
5. To view the client's FCCS Baselines point the mouse over the **">FCCS Baselines"** tab and select.



6. To view the client's FCCS Updates point the mouse over **">FCCS Updates"** tab and select.

FCCS Baseline Demograpics

The system will display the client's FCCS Baselines in the **FCCS Baseline Demographics** page.

FCCS Update Demographics

The client's FCCS Updates will show in the **FCCS Update Demographics** page