



MHSA OMA Forms Overview

Rev. 6/12/2014



Objectives – FSP Forms

- Learn about the history of MHSA and Outcomes
- Learn about the 3 types of forms and how they work together
- Discuss the OMA “Wiki” and OMACHat and how they can help you get answers to your questions
- Work through the OMA FSP Baseline from a clinical perspective
- Explore KEC’s and 3M’s, including transfers, disenrollments, etc.

Objectives – FSP Hands On

- Learn about the history of MHSA and Outcomes
- Learn about the 3 types of forms and how they work together
- Discuss the OMA “Wiki” and OMACHat and how they can help you get answers to your questions
- Using a prepared example, learn how to enter an FSP Baseline in the OMA and learn how to start a KEC or 3M
- Learn about Internet Reports

Outcomes and Mental Health in L.A. County



Full Service Partnership (2006)

Specialized Foster Care (2007-2010)

Field Capable Clinical Services (2009)

Wraparound FSP (2010)



WELLNESS • RECOVERY • RESILIENCE



Prevention and Early Intervention or PEI (2011)

Separate forms exist for the different age groups

Child / Youth
Ages 0-15

Transition Age Youth
Ages 16-25

Adults
Ages 26-59

Older Adults
Ages 60+

TIP: The OMA Computer program will show you the form that corresponds to your client's birth date



MHSA FULL SERVICE PARTNERSHIP FORMS

History/Baseline data:

Baseline Assessment Form –

Completed ONCE, when partnership is established

Follow-Up data:

Key Event Change Form (KEC) –

Completed when change occurs in key areas and with transfer or disenrollment

Three Month Assessment (3M) –

Completed every 3 months



Things to Remember: Baselines

- **Partnership Date** is key: it is the first day you provide services (not Outreach and Engagement) on or after the date you receive authorization from Countywide Administration (or ISC, etc.). This almost always coincides with the first claim in the IS to the FSP Plan.
- Clients only need ONE Baseline, as long as they remain in the program without a break of more than 365 days.
- Clients do not need a new Baseline if they move from provider to provider, or if they “age up” (example: they go from Child to TAY, or TAY to Adult).
- Clients would need a new Baseline if they switched from FSP to SFC or vice-versa, since Full Service Partnership is collecting outcomes for the legislature, and Foster Care is collecting them for the courts. This is no longer an issue, but you may see clients who have old SFC Baselines.
- Clients don’t need a new baseline if they go from FSP to Wraparound FSP (or vice-versa)
- Users cannot edit Baselines that were not created at their agency.
- Baselines should be completed by the clinical team within 30 days of the establishment of Partnership. They can be entered later by clerical staff, but the clinicians need to get the data on paper within 30 days.



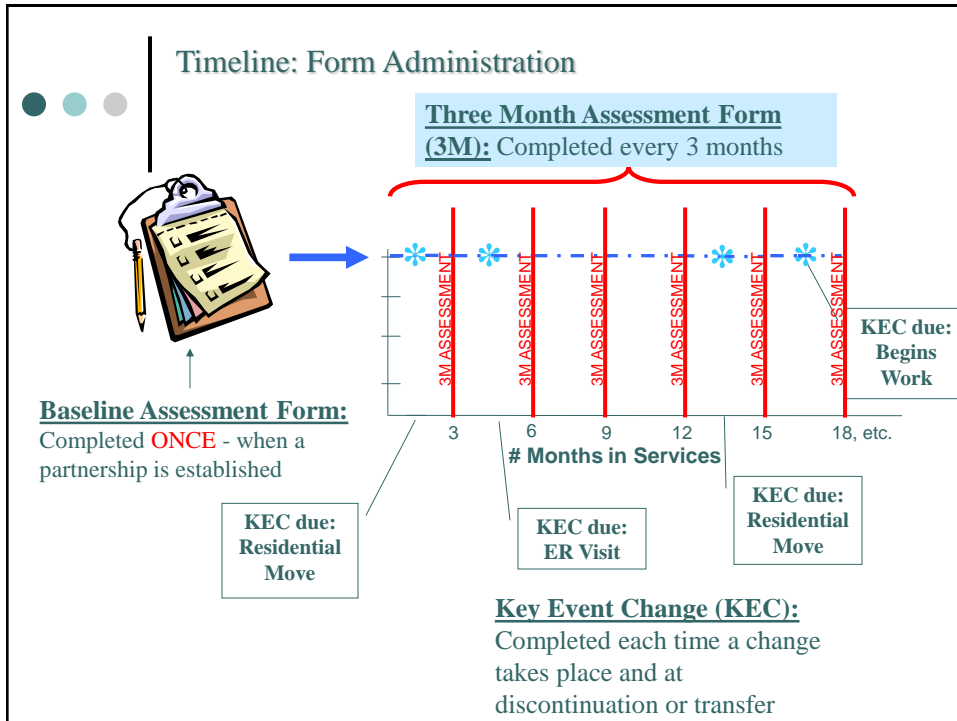
Things to Remember: KEC's

- Key Event Changes should be done any time there is a major change in the client's life: a job, a new living situation, a change in schooling.
- Clients SHOULD have KECs! Students should have one for each year of promotion, adults and older adults should be affected by the team approach you're using...you should be in touch with changes in their lives.
- Users do not need to fill in the whole KEC, only the section that applies to the change in the client's life. That's why the client information can be found at the top of each section.
- If the client is transferring in to or out of your agency, you should ensure all statuses are up to date prior to filling out provider site ID change.
- If they are transferring OUT, you need to do a KEC to RELEASE their outcomes so the new agency can file KEC's and 3M's.
- If they are transferring IN and you find you cannot file KEC's and 3M's, please check with that first agency as they need to file a KEC to release the client (i.e. they should do a provider site ID change).
- You must file a KEC for EACH housing change: a hospital visit is two KEC's: start of visit and discharge.
- Do not indicate an interruption or discontinuation unless the client is disenrolling from FSP entirely (i.e. the client will not be receiving FSP anywhere in Los Angeles County).



Things to Remember: 3M

- You must fill out the entire 3M. If you're leaving a section blank, draw a line through it to let the data entry person know you looked at it.
- The 3M is based on the Partnership Date, whether your agency did the Baseline or not. For transfer clients you need to look up that original Baseline to get that date.
- If your Partnership Date is January 2nd, then you have a 3M due on or around April 2, July 2, Oct. 2, Jan. 2, and so on.
- You have a 45 day window around the due date to complete the 3M: 15 days before the due date to 30 days after. This deadline applies to the CLINICAN who is filling out the assessment, not the data entry person entering it into the computer.
- The State is strict about the 3M deadline and will reject 3M's with assessment dates outside of the 45 day window.
- The clinics that are successful with 3M's tend to be the ones where a staff member has been put in charge of a calendar of 3M due dates.
- 3M's should only be skipped when the clinical team does not have adequate information to fill out the assessment due to a missing client.
- For 3M's where the clinician is gone for some reason, it's the responsibility of the FSP Team leader to complete the 3M's.
- FOR ALL ASSESSMENTS (Baseline, KEC and 3M): the State and County are becoming increasingly focused on timely and accurate data delivery.



- ## Who you gonna call?
- “OMA Software isn’t working...I’m getting errors or not seeing clients...”
 - **CALL HELP DESK!**
 - **213-351-1335**
 - “I need to fix/delete an assessment!”
 - You need the Data Change / Deletion Request!
 - <http://tinyurl.com/5s3fygs>
 - “I closed the episode before I put in the Baseline!”
 - Time to “Remove the Discharge Date”
 - <http://tinyurl.com/4lfmn83>



Appendix 1: Deletion and Change Form

Print Form

Outcomes Measures Application (OMA)
Data Change / Deletion Request Form

Requestor Information			
Name		Date	
Phone Number		Program	

If you accidentally created an Assessment, or if you need to change or correct a piece of information that you can't edit yourself, please use the OMA [Data Change / Deletion Request Form](#).

This is a fillable form, meaning that you can open it in Adobe Acrobat and type in your information. Hit the "Print Form" button, and then fax it to Kara Taguchi (her # is at the bottom of the form).

You can find this form on the project website (wiki) at <http://dmhoma.pbwiki.com/Data+Change+or+Deletion+Request>



Appendix 2: Internet Reports for OMA

- You now have access to your data online...just use Internet Reports!



For more information, see the OMA Wiki!

<http://dmhoma.pbworks.com/w/page/11088999/OMA-Reports>



Resources

- www.dmhoma.pbwiki.com
 - Check out the HANDOUTS page for more information
 - Check out the FORMS page for clean copies of the assessment forms
- Email the OMA staff
 - fspoutcomes@dmh.lacounty.gov