**CalOMS Annual Update Form Instructions**

**REQUIRED FORM:**

The Annual Update form is a required document in the client file if the client remains in treatment for 11 months continuously in one provider and one service modality with no break in services exceeding 30 days.

**WHEN:**

The Annual Update can be created as early as 60 days before the individual’s admission date anniversary and completed in SanWITS no later than the 11 month admission date anniversary.

**COMPLETED BY:**

Authorized agency representative

**REQUIRED ELEMENTS:**

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

**NOTE:**

Annual updates are required for each year thereafter that the client is in the same program and modality continuously.

Annual Updates are to be completed for Active clients only. Do not open a discharged client in order to do an Annual Update as the record will be rejected.
**CALOMS ANNUAL UPDATE/FOLLOW-UP PROFILE**  
(*REQUIRED*)

*CalOMS Annual Update Date (mm / dd / yyyy)*

CalOMS Annual Update # (Auto-populates)

**ALCOHOL & DRUG USE AT ANNUAL UPDATE**  
(*REQUIRED*)

<table>
<thead>
<tr>
<th>Drug Type</th>
<th>Drug Name</th>
<th>Route of Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-None (Will be rejected)</td>
<td>8-Cocain/Crack</td>
<td>1-Oral</td>
</tr>
<tr>
<td>1-Heroin</td>
<td>9-Marijuana/Hashish</td>
<td>2-Smoking</td>
</tr>
<tr>
<td>2-Alcohol</td>
<td>10-PCP</td>
<td>3-Inhalation</td>
</tr>
<tr>
<td>3-Barbiturates+</td>
<td>11-Other Hallucinogens+</td>
<td>4-Injection</td>
</tr>
<tr>
<td>4-Other Sedatives or Hypnotics+</td>
<td>12-Tranquilizers (e.g. Benzodiazepine)+</td>
<td>(IV / intramuscular)</td>
</tr>
<tr>
<td>5-Methamphetamines+</td>
<td>13-Other Tranquilizers+</td>
<td></td>
</tr>
<tr>
<td>6-Other Amphetamines+</td>
<td>14-Non-Prescription Methadone</td>
<td></td>
</tr>
<tr>
<td>7-Other Stimulants+</td>
<td>15-OxyCodone/OxyContin</td>
<td></td>
</tr>
<tr>
<td>99901-Unknown (Will be rejected)</td>
<td>99902-N/A or None</td>
<td></td>
</tr>
<tr>
<td>99903-Other (specify)+</td>
<td>99904-Unable to answer/99904</td>
<td></td>
</tr>
</tbody>
</table>

*Number of Days Used in Past 30 Days (Must select # between 0 and 30)

*Route of Administration (Must specify name)*

<table>
<thead>
<tr>
<th>Primary Drug</th>
<th>Secondary Drug</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-None</td>
<td>8-Cocain/Crack</td>
</tr>
<tr>
<td>1-Heroin</td>
<td>9-Marijuana/Hashish</td>
</tr>
<tr>
<td>2-Alcohol</td>
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</tr>
<tr>
<td>99901-Unknown (Will be rejected)</td>
<td>99902-N/A or None</td>
</tr>
<tr>
<td>99903-Other (specify)+</td>
<td>99904-Unable to answer/99904</td>
</tr>
</tbody>
</table>

*Number of Days Alcohol Used in Past 30 Days (Auto-populates if 1st or 2nd drug is alcohol)

*Number of Days IV Used in Past 30 Days (Must select # between 0 and 30)

*Used Needles in Past 12 Months

- YES
- NO
- Unable to answer/99904 (only if client is in detox or developmentally disabled)

**FAMILY/SOCIAL AT ANNUAL UPDATE**  
(*REQUIRED*)

| Number of Days Social Support in Past 30 | Must select # between 0 and 30 |

*Required Field
## FAMILY/SOCIAL AT ANNUAL UPDATE

### Required Fields

- **Number of Children Under 18**: Must select a number between 0 and 30. 99904-Unable to answer (only if client is in detox or developmentally disabled).
- **Current Living Arrangements**: 1-Homeless, 2-Dependent Living, 3-Independent Living.
- **Number of Children Age 5 or Less**: Must select a number between 0 and 30. 99904-Unable to answer (only if client is in detox or developmentally disabled).
- **Number of Days Living w/User of Alcohol or Drugs in Past 30**: Must select a number between 0 and 30. 99900-Decline to state, 99904-Unable to answer (only if client is in detox or developmentally disabled).
- **Number of Children Living w/Someone Else Because of a Child Protection Order**: Must select a number between 0 and 30. 99904-Unable to answer (only if client is in detox or developmentally disabled).
- **Number of Days Family Conflict in Past 30**: Must select a number between 0 and 30. 99904-Unable to answer (only if client is in detox or developmentally disabled).
- **Number of Children Living w/Someone Else for whom Parental Rights have been Terminated**: Must select a number between 0 and 30. 99904-Unable to answer (only if client is in detox or developmentally disabled).
- **Current Zip Code**: 00000-Homeless, XXXXXX-Declined to state, ZZZZZZ-Unable to answer (only if client is in detox or developmentally disabled).

## EMPLOYMENT AT ANNUAL UPDATE

### Required Fields

- **Employment Status**: 1-Employed Full Time (includes self-employed; do not include volunteer hours), 2-Part time (includes self-employed; do not include volunteer hours), 3-Unemployed looking for work, 4-Unemployed not in the labor force (not seeking; students, homemaker, retired; injured on the job), 5-Not in the labor force (not seeking; unemployable due to disability).
- **Number of Paid Work Days in Past 30**: Must select a number between 0 and 30. 99900-Decline to state, 99904-Unable to answer (only if client is in detox or developmentally disabled).
- **Enrolled in School**: □ YES □ NO □ Declined to state/99900 □ Unable to answer/99904 (only if client is in detox or developmentally disabled).
- **Enrolled in Job Training**: □ YES □ NO □ Declined to state/99900 □ Unable to answer/99904 (only if client is in detox or developmentally disabled).
- **Graduated from High School**: □ YES □ NO □ Declined to state/99900 □ Unable to answer/99904 (only if client is in detox or developmentally disabled).
**Employment at Annual Update**

<table>
<thead>
<tr>
<th>Highest School Grade Completed</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-Kindergarten 11-11&lt;sup&gt;th&lt;/sup&gt; Grade</td>
<td>22-22</td>
</tr>
<tr>
<td>01-1&lt;sup&gt;st&lt;/sup&gt; Grade 12-12&lt;sup&gt;th&lt;/sup&gt; Grade/GED</td>
<td>23-23</td>
</tr>
<tr>
<td>02-2&lt;sup&gt;nd&lt;/sup&gt; Grade 13-13</td>
<td>24-24</td>
</tr>
<tr>
<td>03-3&lt;sup&gt;rd&lt;/sup&gt; Grade 14-14</td>
<td>25-25</td>
</tr>
<tr>
<td>04-4&lt;sup&gt;th&lt;/sup&gt; Grade 15-15</td>
<td>26-26</td>
</tr>
<tr>
<td>05-5&lt;sup&gt;th&lt;/sup&gt; Grade 16-16</td>
<td>27-27</td>
</tr>
<tr>
<td>06-6&lt;sup&gt;th&lt;/sup&gt; Grade 17-17</td>
<td>28-28</td>
</tr>
<tr>
<td>07-7&lt;sup&gt;th&lt;/sup&gt; Grade 18-18</td>
<td>29-29</td>
</tr>
<tr>
<td>08-8&lt;sup&gt;th&lt;/sup&gt; Grade 19-19</td>
<td>30-30 99900-Client declined to state</td>
</tr>
<tr>
<td>09-9&lt;sup&gt;th&lt;/sup&gt; Grade 20-20</td>
<td>99904-Unable to answer (only if client is in detox or developmentally disabled)</td>
</tr>
<tr>
<td>10-10&lt;sup&gt;th&lt;/sup&gt; Grade 21-21</td>
<td></td>
</tr>
</tbody>
</table>

**Legal/Criminal Justice at Annual Update**

<table>
<thead>
<tr>
<th>*Number of Arrests in Last 30 Days</th>
<th>Must select # between 0 and 30 99904-Unable to answer (only if client is in detox or developmentally disabled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Number of Jail Days in Last 30</td>
<td>Must select # between 0 and 30 99904-Unable to answer (only if client is in detox or developmentally disabled)</td>
</tr>
<tr>
<td>*Number of Prison Days in Last 30</td>
<td>Must select # between 0 and 30 99904-Unable to answer (only if client is in detox or developmentally disabled)</td>
</tr>
<tr>
<td>*Number of Arrests in Last 6 Months</td>
<td>Must select # between 0 and 30 99904-Unable to answer (only if client is in detox or developmentally disabled)</td>
</tr>
</tbody>
</table>

**Criminal Justice Status**

1- No criminal justice involvement
2- Under parole supervision from CDC
3- On parole from any other jurisdiction
4- Post-release Community Service (AB109) or on probation from any federal, state, or local jurisdiction
5- Admitted under other diversion from any court under CA Penal Code Section 1000
6- Incarcerated
7- Waiting trial, charges or sentencing
99904- Unable to answer (only if client is in detox or developmentally disabled)

**Medical/Physical Health at Annual Update**

<table>
<thead>
<tr>
<th>*Number of Times Emergency Room in Past 30</th>
<th>Must select # between 0 and 99 99904-Unable to answer (only if client is in detox or developmentally disabled)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Number of Hospital Overnights in Past 30 Days</td>
<td>Must select # between 0 and 30 99904-Unable to answer (only if client is in detox or developmentally disabled)</td>
</tr>
<tr>
<td>*Number of Days Medical Problems in Past 30</td>
<td>Must select # between 0 and 30 99904-Unable to answer (only if client is in detox or developmentally disabled)</td>
</tr>
</tbody>
</table>

*HIV Tested

- YES
- NO
- Declined to state/99900
- Unable to answer/99904 (only if client is in detox or developmentally disabled)

*HIV Test Results Received

- YES
- NO
- Declined to state/99900
- Unable to answer/99904 (only if client is in detox or developmentally disabled)
### MEDICAL/PHYSICAL HEALTH AT ANNUAL UPDATE (*REQUARED*)

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pregnant at Admission</td>
<td>☐ YES ☐ NO</td>
</tr>
</tbody>
</table>

*Auto-populates based on gender and previous pregnancy questions.*

### MENTAL HEALTH AT ANNUAL UPDATE (*REQUARED*)

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Illness Diagnosed</td>
<td>☐ YES ☐ NO ☐ Not Sure/Don’t Know/99901</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Times Outpatient Emergency MH Services in Past 30 Days</td>
<td>Must select # between 0 and 99 99904-Unable to answer (only if client is in detox or developmentally disabled)</td>
</tr>
<tr>
<td>Number of 24hr Psychiatric Facility Stays in Past 30 Days</td>
<td>Must select # between 0 and 30 99904-Unable (only if client is in detox or developmentally disabled)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health Medication in Past 30 Days</td>
<td>☐ YES ☐ NO ☐ Unable to answer/99904 (only if client is in detox or developmentally disabled)</td>
</tr>
</tbody>
</table>

*Required Field

BHS/SUD, S112 (07/18)