NYS Office of Alcoholism and Substance Abuse
Client Data System (CDS) Quick Reference Guide

Website Address: https://apps.oasas.ny.gov

Provider Help Desk: healthhelp@its.ny.gov
518-485-2379 Press 2
8:00am - 5:00 pm, Monday - Friday
Fax: 518-473-1316

Minimum Browser Requirements: Internet Explorer 5.5 or higher

Pop-ups: Must be enabled for the application website

Logging In: Use the login link from the OASAS application website. Enter your OASAS user id and password.

Password Changes: To change your password click on the change password link found in the upper left corner after your user id.

Navigation Tips
- **Tab Keys:** The tab key will move from one field to the next. Shift-tab will move back one field.
- **Poplists:** Entering a letter takes you to the first option beginning with that letter, repeating that letter will move to the second, etc. Arrow keys will move up or down the options.
- **List of Values:** Clicking on the flashlight will open a list of values box that will allow you to search for a value.
- **Dates:** The calendar icon will open a calendar in a pop-up window. Date fields require full four digit years to be entered.

**CDS Home Action Links**

- **Admission:** Used to enter admissions from input forms. After an admission is saved, a New Admission button appears allowing another admission to be entered without returning to the CDS Home page.
- **Transfer:** Used to transfer clients between programs. The first page is a search page that allows users to search for specific clients or groups of clients. Multiple clients can be transferred from the results page.
- **Discharge:** Used to enter discharges from input forms. After an admission is saved, a New Discharge button appears allowing another admission to be entered without returning to the CDS Home page.
- **Assessment:** Used to enter assessments from input forms. After an assessment is saved, a New Assessment button appears allowing another assessment to be entered without returning to the CDS Home page.
- **Opioid Treatment Annual Update:** Used to enter the Opioid Treatment Annual Update information. The first page is a search page that allows users to search for specific clients or groups of clients. The New button allows users to enter the Opioid Treatment Annual Update information. After saving, users can return to the search results to enter another Opioid Treatment Annual Update.
- **Crisis Episode (Short Form):** Used to enter assessments from input forms. After an assessment is saved, a New Crisis Episode button appears allowing another assessment to be entered without returning to the CDS Home page.
- **Client Management:** Used to search for clients, check client histories, change transaction information, client tracking IDs, delete transactions, or enter transactions. The first page is a search page that allows clients to search for specific clients.
or groups of clients. After selecting a specific client, the user can enter a new transaction for that client or update client transactions.

**CDS Reports**

**Transaction Reports**

These are reports with data for single transactions that can be used for documentation. The parameter form allows the user to select transactions based on a single client or all transactions for a specified period.

**Management & Analysis Reports**

These reports contain data for multiple transactions or summarize data over transactions. The parameter form allows the user to specify date ranges and/or other parameters.