

Enter an Opioid Treatment Annual Update Report User Guide

Summary

NOTE: Due to the dynamics of state government and the changing needs for the OASAS CDS (Client Data System), some items in this User Guide might have been removed from the live CDS. Similarly, some new information may appear in the live system that is not reflected in this User Guide. To find the most updated versions of CDS forms and instructions, click the Forms and Instructions tab on the [OASAS Applications Home](#) page, located under CDS Documentation.

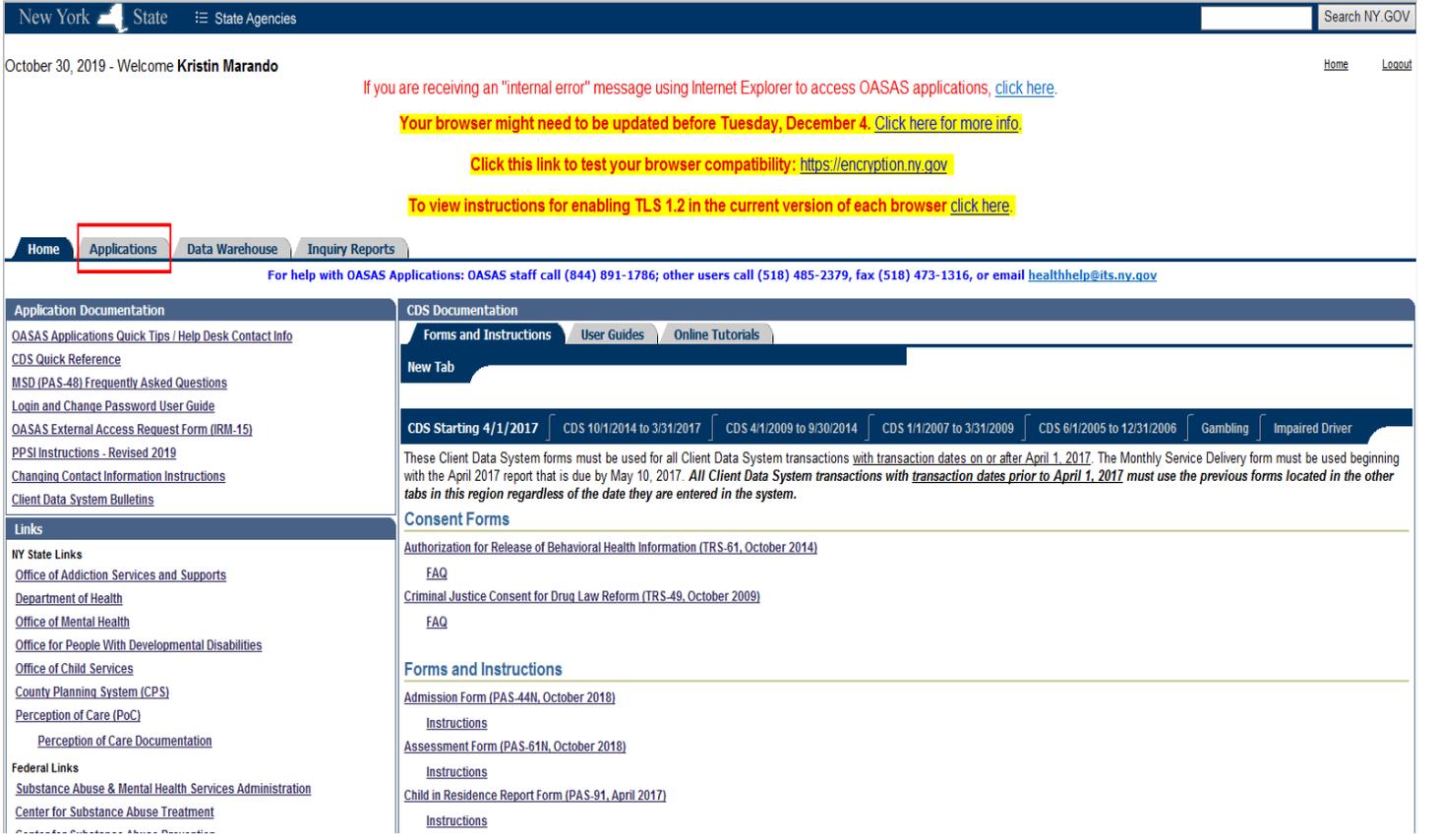
This User Guide will show you how to enter an Opioid Treatment Annual Update (OTAU) report into the CDS application.

There are three sections in this User Guide:

- Search for a Client
- Enter a new OTAU Report
- Fixing Errors

NOTE: It would be helpful to be logged into the OASAS Client Data System application to better follow this User Guide. For more information on logging into the OASAS Client Data System application, please review the Login and Change Password Tutorial or User Guide on the OASAS Applications Home page, located at https://apps.oasas.ny.gov/portal/page/portal/OASAS_APPS.

Open the CDS Application

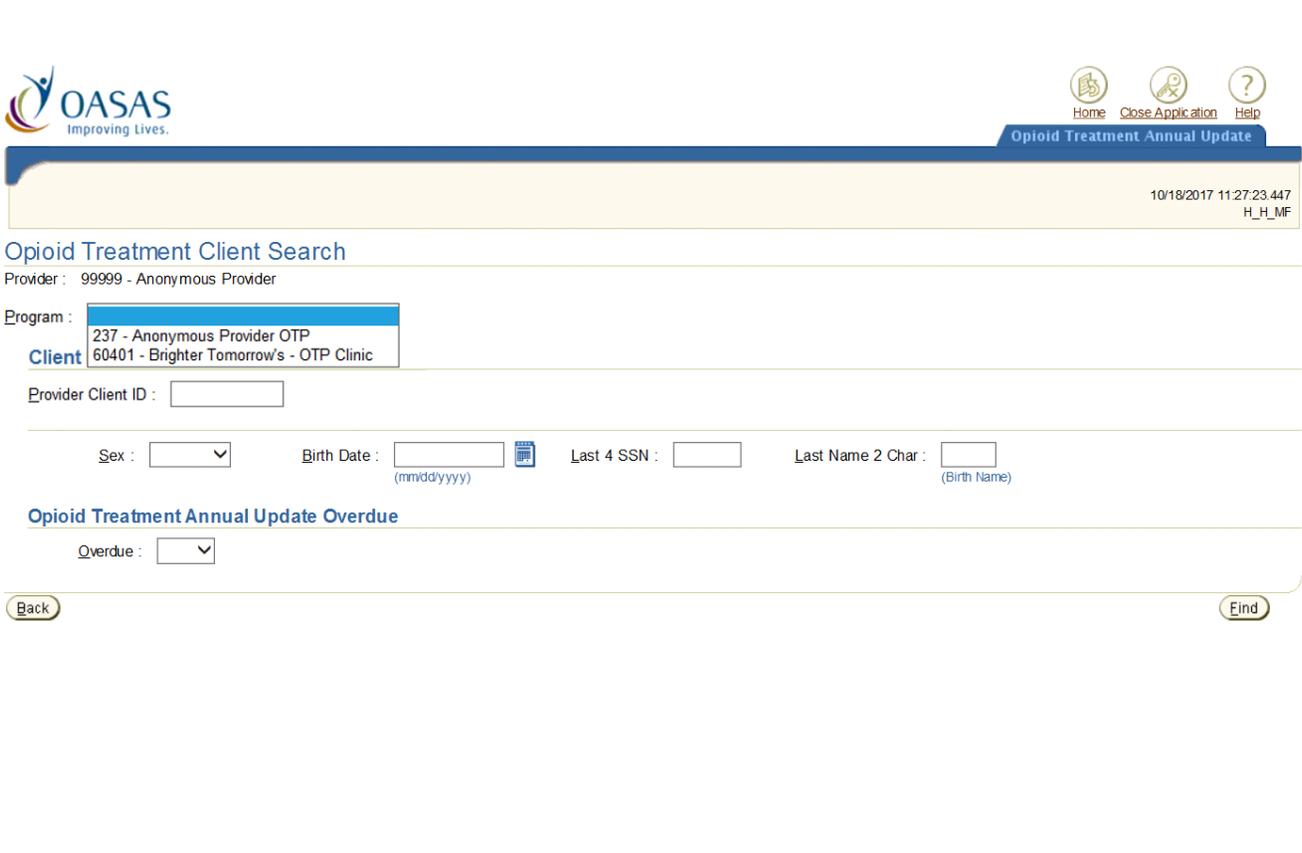
Step	Instructions	Image
1	<p>Click the link below to reach our applications Home page and then click Applications after logging in.</p> <p>Apps Home Page</p>	 <p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with 'New York State' and 'State Agencies'. Below this, a welcome message for 'Kristin Marando' is displayed. A red box highlights the 'Applications' tab in the main navigation menu. The page is divided into several sections: 'Application Documentation' with links like 'OASAS Applications Quick Tips / Help Desk Contact Info', 'CDS Documentation' with 'Forms and Instructions', 'User Guides', and 'Online Tutorials', and 'Links' categorized into 'NY State Links' and 'Federal Links'. A prominent message states: 'Your browser might need to be updated before Tuesday, December 4. Click here for more info.' and 'Click this link to test your browser compatibility: https://encryption.ny.gov'. Another message says: 'To view instructions for enabling TLS 1.2 in the current version of each browser click here.'</p>

Step	Instructions	Image
2	Once in the Client Data System home page click the link to Client Data System to reach the actions page.	<p>The screenshot shows the Client Data System home page. At the top, there is a navigation bar with 'New York State' and 'State Agencies'. Below this, a welcome message for 'CDS TestUser01' is displayed, along with a 'Manage Account' link and 'Home' and 'Logout' links. A red text message states: 'If you are receiving an "internal error" message using Internet Explorer to access OASAS applications, click here.' Below the navigation bar, there are tabs for 'Home' and 'Applications'. Under 'Applications', there are links for 'Client Data System', 'Gambling', 'Provider Directory System', 'Monthly Service Delivery', 'IPMES/Workscope', and 'Help'. A yellow box contains the text: 'Applications and reports open in a separate browser and require pop-ups to be allowed for this website. Click the notepad icon next to each report link for details about the report.' The main content area is titled 'Client Data System Application' and contains a red box around the 'Client Data System' link. Below this are links for 'Client Data System - Inquiry' and 'STAR-QI'. The 'STAR-QI Reports' section is divided into three columns: 'Performance Summary' (with a 'Summary Report' link), 'Data Quality Monitoring' (with links for 'Admitted to CDS but not STAR-QI in Last 30 Days', 'Admitted to CDS but not STAR-QI in Last 12 Months', 'Admitted to CDS but not STAR-QI (All)', 'Discharged from CDS but not STAR-QI in Last 30 Days', 'Discharged from CDS but not STAR-QI in Last 12 Months', and 'Discharged from CDS but not STAR-QI (All)'), and 'Missing Data Monitoring' (with links for 'First Request for Service Date Missing Report', 'Appointment Status Missing Report', 'First Clinical Service Date Expected Report', 'Service Dates Missing Report', and 'Discharge Data Missing Report'). At the bottom, there are sections for 'Client Data System Batch System' (with a 'CDS Batch Process (Production)' link) and 'Client Data System Reports'.</p>

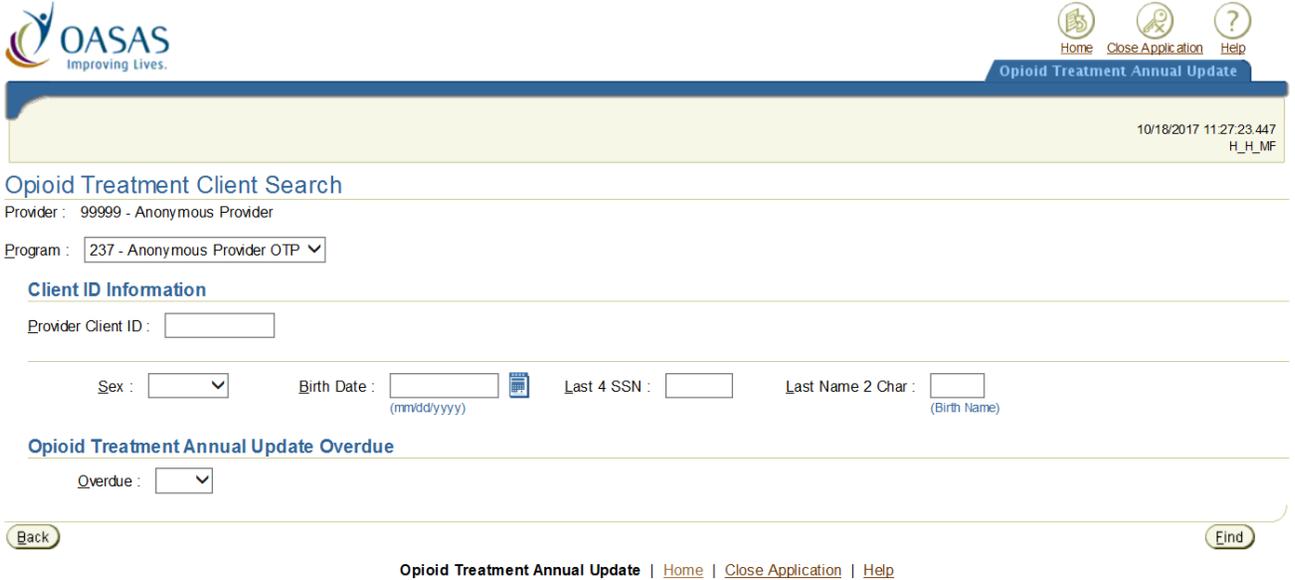
Enter an Opioid Treatment Annual Update Report User Guide
 Search for a Patient

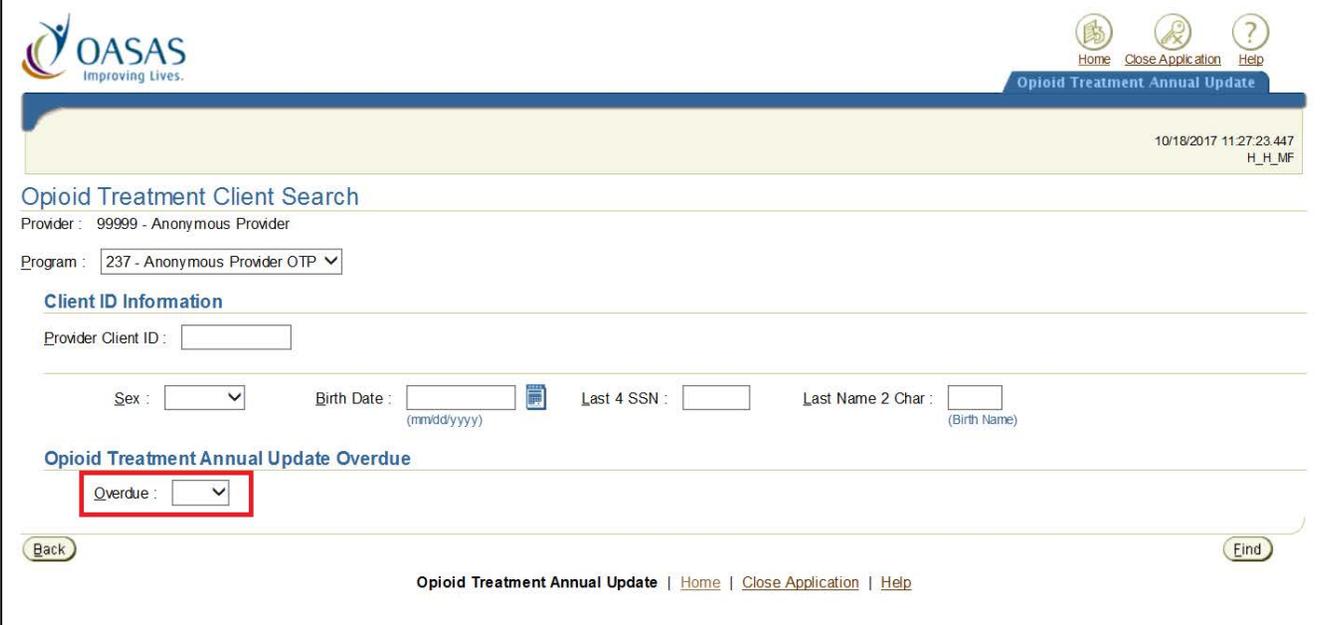
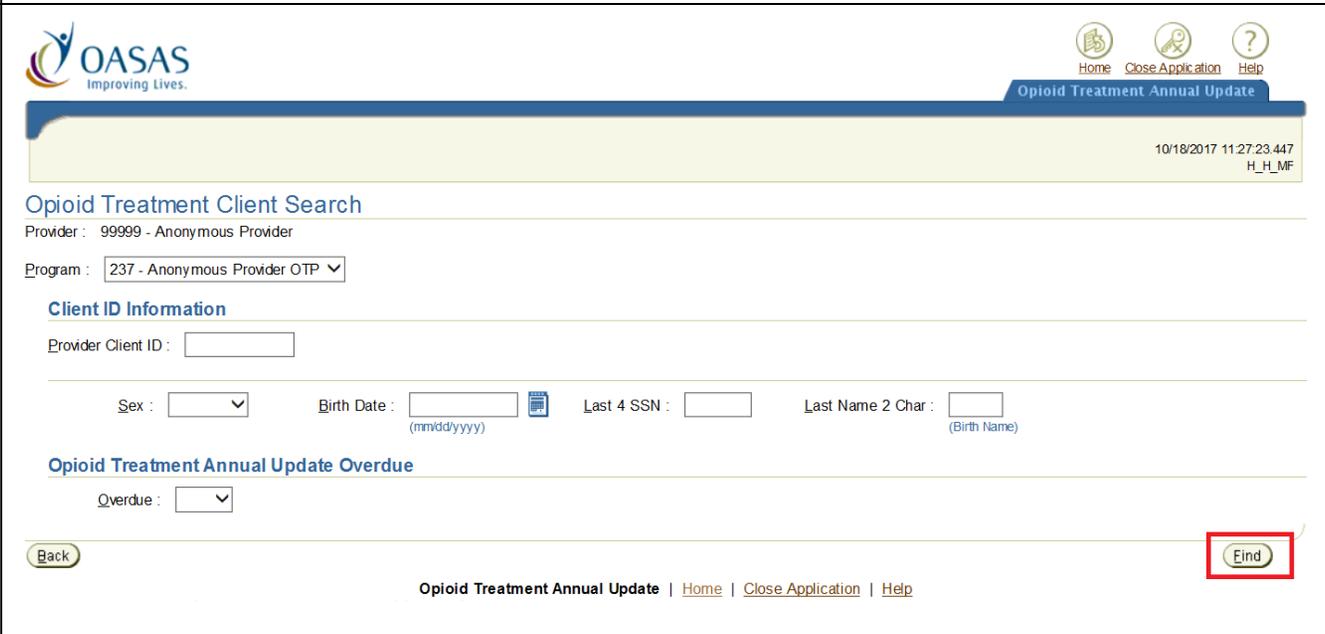
Step	Instructions	Image
3	<p>This is the “CDS Home” page. From here you can choose any of the links shown.</p> <p>From the “CDS Home” page, click the Opioid Treatment Annual Update link to open the “Opioid Treatment Client Search” page, where you will search for the client(s) who require a new Opioid Treatment Annual Update (OTAU) report.</p>	

Step	Instructions	Image
4	<p>Now you see the “<i>Opioid Treatment Client Search</i>” page. You will need to search for the client or list of clients with Annual Status reports that are Due or Overdue.</p> <p>On this page you may enter search criteria to find the clients who require a new OTAU.</p> <p>Depending on your search criteria, the search can produce one client or a list of clients.</p> <p>NOTE: Every client in an opioid treatment program must have an OTAU report entered on or around the anniversary date of his/her admission to the opioid treatment provider.</p>	<p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline 'Improving Lives.'. To the right are navigation icons for Home, Close Application, and Help. Below these is a blue header bar with the text 'Opioid Treatment Annual Update'. A timestamp '10/18/2017 11:27:23.447 H_H_MF' is displayed in the top right corner. The main content area is titled 'Opioid Treatment Client Search'. Below the title, it shows 'Provider : 99999 - Anonymous Provider' and a 'Program' dropdown menu. A section titled 'Client ID Information' contains a 'Provider Client ID' field. Below this are fields for 'Sex', 'Birth Date' (with a calendar icon and '(mm/dd/yyyy)' format), 'Last 4 SSN', and 'Last Name 2 Char' (with '(Birth Name)' format). A section titled 'Opioid Treatment Annual Update Overdue' has an 'Overdue' dropdown menu. At the bottom, there are 'Back' and 'Find' buttons, and a footer with 'Opioid Treatment Annual Update Home Close Application Help'.</p>

Step	Instructions	Image
5	<p>When searching for a list of clients, you can produce a list of all opioid treatment clients for that provider or a list of all clients in a selected opioid treatment program.</p> <p>The programs that will appear when you access the CDS Application for your provider will be different from what you see here.</p> <p>For more information on searching for clients, please review the Tutorial or User Guide titled “Client Management & Change Provider/Tracking ID” on the OASAS Applications Home page, located at OASAS Applications Home.</p>	 <p>The screenshot shows the OASAS web application interface. At the top left is the OASAS logo with the tagline "Improving Lives." On the top right, there are navigation links for "Home", "Close Application", and "Help", along with a date and time stamp: "10/18/2017 11:27:23.447 H_H_MF". The main heading is "Opioid Treatment Annual Update". Below this, the "Opioid Treatment Client Search" section is active, showing "Provider : 99999 - Anonymous Provider". A dropdown menu for "Program" is open, listing "237 - Anonymous Provider OTP" and "60401 - Brighter Tomorrow's - OTP Clinic". Below the program selection, there are input fields for "Provider Client ID", "Sex" (a dropdown menu), "Birth Date" (with a calendar icon and format "(mm/dd/yyyy)"), "Last 4 SSN", and "Last Name 2 Char" (with a note "(Birth Name)"). The "Opioid Treatment Annual Update Overdue" section has an "Overdue" dropdown menu. At the bottom of the search area, there are "Back" and "Find" buttons.</p>

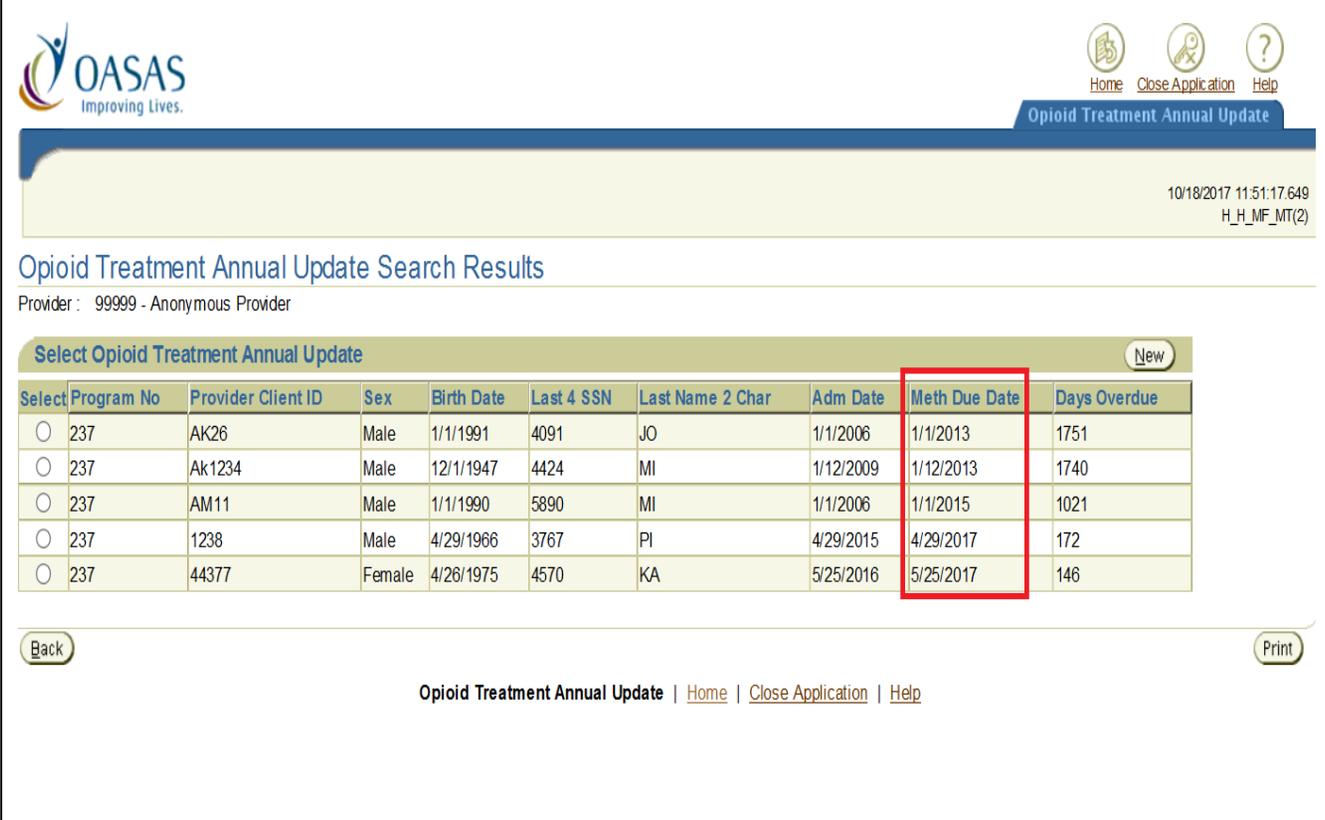
Step

Step	Instructions	Image
<p>6</p>	<p>To search for a subset of clients in the selected program, you could enter any of the client identifying criteria under the Client ID Information section, i.e., Sex, Birth Date, Last 4 SSN, or Last Name 2 Char (Birth Name).</p> <p>To find a specific client, you can either enter all four of the client identifying criteria or enter the client's Provider Client ID.</p>	 <p>The screenshot shows the OASAS 'Opioid Treatment Client Search' page. At the top right, there are navigation icons for Home, Close Application, and Help. Below the header, the page title is 'Opioid Treatment Annual Update' with a timestamp '10/18/2017 11:27:23.447 H_H_MF'. The main content area is titled 'Opioid Treatment Client Search' and shows the 'Provider' as '99999 - Anonymous Provider' and the 'Program' as '237 - Anonymous Provider OTP'. Under 'Client ID Information', there is a text input for 'Provider Client ID'. Below that are dropdowns for 'Sex', a date input for 'Birth Date' (with a calendar icon and '(mm/dd/yyyy)' format), a text input for 'Last 4 SSN', and a text input for 'Last Name 2 Char' (with '(Birth Name)' below it). There is also an 'Opioid Treatment Annual Update Overdue' section with a dropdown for 'Overdue'. At the bottom, there are 'Back' and 'Eind' buttons, and a footer with 'Opioid Treatment Annual Update Home Close Application Help'.</p>
<p>7</p>	<p>Alternatively, you could run the search to return a list of all active clients in the selected program having an OTAU overdue or due within 30 days by leaving all of the Search criteria blank (except the Program field).</p>	 <p>This screenshot is similar to the previous one but shows the 'Program' dropdown menu expanded, with '237 - Anonymous Provider OTP' selected. The rest of the search form and navigation elements are the same.</p>

Step	Instructions	Image
<p>8</p>	<p>Also, you could select Yes from the dropdown list field Overdue to view all of the clients whose OTAU report is currently overdue.</p> <p>Select No to show only those clients whose OTAU report is due within 30 days.</p>	 <p>The screenshot shows the OASAS 'Opioid Treatment Annual Update' interface. At the top right, there are navigation icons for Home, Close Application, and Help. Below the header, the page title is 'Opioid Treatment Annual Update' and the date/time is '10/18/2017 11:27:23.447 H_H_MF'. The main section is 'Opioid Treatment Client Search' with a provider of '99999 - Anonymous Provider' and a program of '237 - Anonymous Provider OTP'. Under 'Client ID Information', there are fields for Provider Client ID, Sex, Birth Date, Last 4 SSN, and Last Name 2 Char. The 'Opioid Treatment Annual Update Overdue' section has a dropdown menu for 'Overdue' which is highlighted with a red box. At the bottom, there are 'Back' and 'Find' buttons, with the 'Find' button also highlighted with a red box.</p>
<p>9</p>	<p>To view the list of clients who are either due for an OTAU within 30 days or are currently overdue, you must leave the Overdue field blank.</p> <p>Once you have made your criteria selections, click the Find button to run the search.</p> <p>In this example, the search will find due and overdue OTAU reports.</p>	 <p>This screenshot is identical to the one above, showing the same OASAS interface. However, in this version, the 'Overdue' dropdown menu is not highlighted, and the 'Find' button at the bottom right is highlighted with a red box.</p>

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<p>10</p>	<p>Here you see the resulting list of clients from the selected program whose OTAU reports are currently due or overdue.</p> <p>From the search results list, you can then select a client and create a new OTAU report to enter his/her annual data.</p>	<p>OASAS Improving Lives. Home Close Application Help</p> <p>Opioid Treatment Annual Update</p> <p>10/18/2017 11:46:09.338 H_H_MF_MT</p> <p>Opioid Treatment Annual Update Search Results</p> <p>Provider : 99999 - Anonymous Provider</p> <p>Select Opioid Treatment Annual Update New</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Provider Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Adm Date</th> <th>Meth Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>237</td> <td>1238</td> <td>Male</td> <td>4/29/1966</td> <td>3767</td> <td>PI</td> <td>4/29/2015</td> <td>4/29/2017</td> <td>172</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>Ak1234</td> <td>Male</td> <td>12/1/1947</td> <td>4424</td> <td>MI</td> <td>1/12/2009</td> <td>1/12/2013</td> <td>1740</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AM11</td> <td>Male</td> <td>1/1/1990</td> <td>5890</td> <td>MI</td> <td>1/1/2006</td> <td>1/1/2015</td> <td>1021</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK26</td> <td>Male</td> <td>1/1/1991</td> <td>4091</td> <td>JO</td> <td>1/1/2006</td> <td>1/1/2013</td> <td>1751</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>44377</td> <td>Female</td> <td>4/26/1975</td> <td>4570</td> <td>KA</td> <td>5/25/2016</td> <td>5/25/2017</td> <td>146</td> </tr> </tbody> </table> <p>Back Print</p> <p>Opioid Treatment Annual Update Home Close Application Help</p>	Select	Program No	Provider Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	Meth Due Date	Days Overdue	<input type="radio"/>	237	1238	Male	4/29/1966	3767	PI	4/29/2015	4/29/2017	172	<input type="radio"/>	237	Ak1234	Male	12/1/1947	4424	MI	1/12/2009	1/12/2013	1740	<input type="radio"/>	237	AM11	Male	1/1/1990	5890	MI	1/1/2006	1/1/2015	1021	<input type="radio"/>	237	AK26	Male	1/1/1991	4091	JO	1/1/2006	1/1/2013	1751	<input type="radio"/>	237	44377	Female	4/26/1975	4570	KA	5/25/2016	5/25/2017	146
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<p>11</p>	<p>To begin creating a new OTAU report, you need to locate the client who requires a new annual OTAU report. If helpful, you can first sort the list results by any one of the fields shown at the top of each column.</p> <p>NOTE: To sort clients with the oldest OTAU due dates on top, click the shaded column heading “Meth Due Date.”</p> <p>To sort from the newest dates to the oldest, you would click the heading again (if needed).</p>	<p>OASAS Improving Lives. Home Close Application Help</p> <p>Opioid Treatment Annual Update</p> <p>10/18/2017 11:46:09.338 H_H_MF_MT</p> <p>Opioid Treatment Annual Update Search Results</p> <p>Provider : 99999 - Anonymous Provider</p> <p>Select Opioid Treatment Annual Update New</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Provider Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Adm Date</th> <th>Meth Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>237</td> <td>1238</td> <td>Male</td> <td>4/29/1966</td> <td>3767</td> <td>PI</td> <td>4/29/2015</td> <td>4/29/2017</td> <td>172</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>Ak1234</td> <td>Male</td> <td>12/1/1947</td> <td>4424</td> <td>MI</td> <td>1/12/2009</td> <td>1/12/2013</td> <td>1740</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AM11</td> <td>Male</td> <td>1/1/1990</td> <td>5890</td> <td>MI</td> <td>1/1/2006</td> <td>1/1/2015</td> <td>1021</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK26</td> <td>Male</td> <td>1/1/1991</td> <td>4091</td> <td>JO</td> <td>1/1/2006</td> <td>1/1/2013</td> <td>1751</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>44377</td> <td>Female</td> <td>4/26/1975</td> <td>4570</td> <td>KA</td> <td>5/25/2016</td> <td>5/25/2017</td> <td>146</td> </tr> </tbody> </table> <p>Back Print</p> <p>Opioid Treatment Annual Update Home Close Application Help</p>	Select	Program No	Provider Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	Meth Due Date	Days Overdue	<input type="radio"/>	237	1238	Male	4/29/1966	3767	PI	4/29/2015	4/29/2017	172	<input type="radio"/>	237	Ak1234	Male	12/1/1947	4424	MI	1/12/2009	1/12/2013	1740	<input type="radio"/>	237	AM11	Male	1/1/1990	5890	MI	1/1/2006	1/1/2015	1021	<input type="radio"/>	237	AK26	Male	1/1/1991	4091	JO	1/1/2006	1/1/2013	1751	<input type="radio"/>	237	44377	Female	4/26/1975	4570	KA	5/25/2016	5/25/2017	146
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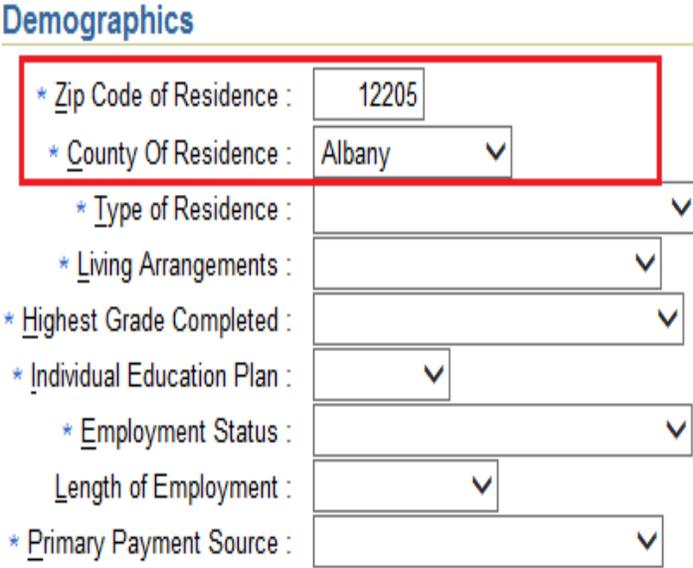
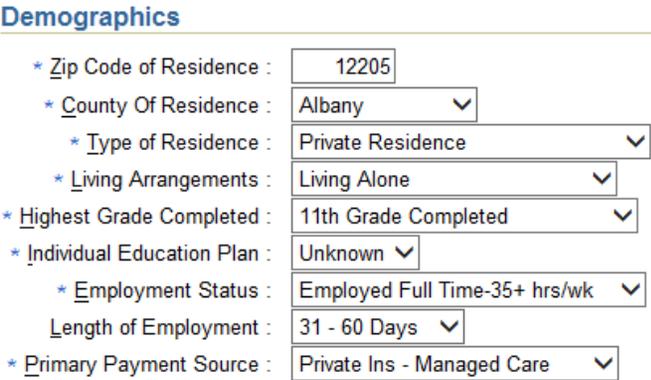
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12	<p>After clicking once on the shaded column heading “Meth Due Date,” you will see a list of opioid treatment clients whose reports are due or overdue, sorted by “Meth Due Date” with the oldest dates at the top (i.e., most overdue and/or due).</p>	<p>OASAS Improving Lives.</p> <p>Home Close Application Help</p> <p>Opioid Treatment Annual Update</p> <p>10/18/2017 11:51:17.649 H_H_MF_MT(2)</p> <p>Opioid Treatment Annual Update Search Results</p> <p>Provider : 99999 - Anonymous Provider</p> <p>Select Opioid Treatment Annual Update New</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Provider Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Adm Date</th> <th>Meth Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK26</td> <td>Male</td> <td>1/1/1991</td> <td>4091</td> <td>JO</td> <td>1/1/2006</td> <td>1/1/2013</td> <td>1751</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>Ak1234</td> <td>Male</td> <td>12/1/1947</td> <td>4424</td> <td>MI</td> <td>1/12/2009</td> <td>1/12/2013</td> <td>1740</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AM11</td> <td>Male</td> <td>1/1/1990</td> <td>5890</td> <td>MI</td> <td>1/1/2006</td> <td>1/1/2015</td> <td>1021</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>1238</td> <td>Male</td> <td>4/29/1966</td> <td>3767</td> <td>PI</td> <td>4/29/2015</td> <td>4/29/2017</td> <td>172</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>44377</td> <td>Female</td> <td>4/26/1975</td> <td>4570</td> <td>KA</td> <td>5/25/2016</td> <td>5/25/2017</td> <td>146</td> </tr> </tbody> </table> <p>Back Print</p> <p>Opioid Treatment Annual Update Home Close Application Help</p>	Select	Program No	Provider Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	Meth Due Date	Days Overdue	<input type="radio"/>	237	AK26	Male	1/1/1991	4091	JO	1/1/2006	1/1/2013	1751	<input type="radio"/>	237	Ak1234	Male	12/1/1947	4424	MI	1/12/2009	1/12/2013	1740	<input type="radio"/>	237	AM11	Male	1/1/1990	5890	MI	1/1/2006	1/1/2015	1021	<input type="radio"/>	237	1238	Male	4/29/1966	3767	PI	4/29/2015	4/29/2017	172	<input type="radio"/>	237	44377	Female	4/26/1975	4570	KA	5/25/2016	5/25/2017	146
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<p>13</p>	<p>Remember that the “Meth Due Date” is the date that the OTAU report is due to be completed and submitted to OASAS by entering it into the CDS application. This date occurs each year on the anniversary date of the client’s admission to the opioid treatment provider.</p> <p>NOTE: The date of the client’s admission to the opioid treatment provider is used in lieu of his/her admission to the opioid treatment program, since the client may have been transferred within the provider.</p> <p>NOTE: The date that this OTAU form is completed cannot occur more than 30 days prior to the client’s anniversary date.</p>	 <p>OASAS Improving Lives.</p> <p>Home Close Application Help</p> <p>Opioid Treatment Annual Update</p> <p>10/18/2017 11:51:17.649 H_H_MF_MT(2)</p> <p>Opioid Treatment Annual Update Search Results</p> <p>Provider : 99999 - Anonymous Provider</p> <p>Select Opioid Treatment Annual Update New</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Provider Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Adm Date</th> <th>Meth Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK26</td> <td>Male</td> <td>1/1/1991</td> <td>4091</td> <td>JO</td> <td>1/1/2006</td> <td>1/1/2013</td> <td>1751</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>Ak1234</td> <td>Male</td> <td>12/1/1947</td> <td>4424</td> <td>MI</td> <td>1/12/2009</td> <td>1/12/2013</td> <td>1740</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AM11</td> <td>Male</td> <td>1/1/1990</td> <td>5890</td> <td>MI</td> <td>1/1/2006</td> <td>1/1/2015</td> <td>1021</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>1238</td> <td>Male</td> <td>4/29/1966</td> <td>3767</td> <td>PI</td> <td>4/29/2015</td> <td>4/29/2017</td> <td>172</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>44377</td> <td>Female</td> <td>4/26/1975</td> <td>4570</td> <td>KA</td> <td>5/25/2016</td> <td>5/25/2017</td> <td>146</td> </tr> </tbody> </table> <p>Back Print</p> <p>Opioid Treatment Annual Update Home Close Application Help</p>	Select	Program No	Provider Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	Meth Due Date	Days Overdue	<input type="radio"/>	237	AK26	Male	1/1/1991	4091	JO	1/1/2006	1/1/2013	1751	<input type="radio"/>	237	Ak1234	Male	12/1/1947	4424	MI	1/12/2009	1/12/2013	1740	<input type="radio"/>	237	AM11	Male	1/1/1990	5890	MI	1/1/2006	1/1/2015	1021	<input type="radio"/>	237	1238	Male	4/29/1966	3767	PI	4/29/2015	4/29/2017	172	<input type="radio"/>	237	44377	Female	4/26/1975	4570	KA	5/25/2016	5/25/2017	146
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<p>14</p>	<p>To select a client who needs a new OTAU report, begin by clicking the patient’s “Select” radio button (○).</p> <p>In this example, the male client with a Provider Client ID of 1238 is selected.</p>	<p>OASAS Improving Lives.</p> <p>Home Close Application Help</p> <p>Opioid Treatment Annual Update</p> <p>10/18/2017 11:59:35.819 H_H_MF_MT(3)</p> <p>Opioid Treatment Annual Update Search Results</p> <p>Provider : 99999 - Anonymous Provider</p> <p>Select Opioid Treatment Annual Update New</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Provider Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Adm Date</th> <th>Meth Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>237</td> <td>44377</td> <td>Female</td> <td>4/26/1975</td> <td>4570</td> <td>KA</td> <td>5/25/2016</td> <td>5/25/2017</td> <td>146</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>237</td> <td>1238</td> <td>Male</td> <td>4/29/1966</td> <td>3767</td> <td>PI</td> <td>4/29/2015</td> <td>4/29/2017</td> <td>172</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AM11</td> <td>Male</td> <td>1/1/1990</td> <td>5890</td> <td>MI</td> <td>1/1/2006</td> <td>1/1/2015</td> <td>1021</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK1234</td> <td>Male</td> <td>12/1/1947</td> <td>4424</td> <td>MI</td> <td>1/12/2009</td> <td>1/12/2013</td> <td>1740</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK26</td> <td>Male</td> <td>1/1/1991</td> <td>4091</td> <td>JO</td> <td>1/1/2006</td> <td>1/1/2013</td> <td>1751</td> </tr> </tbody> </table> <p>Back Print</p> <p>Opioid Treatment Annual Update Home Close Application Help</p>	Select	Program No	Provider Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	Meth Due Date	Days Overdue	<input type="radio"/>	237	44377	Female	4/26/1975	4570	KA	5/25/2016	5/25/2017	146	<input checked="" type="radio"/>	237	1238	Male	4/29/1966	3767	PI	4/29/2015	4/29/2017	172	<input type="radio"/>	237	AM11	Male	1/1/1990	5890	MI	1/1/2006	1/1/2015	1021	<input type="radio"/>	237	AK1234	Male	12/1/1947	4424	MI	1/12/2009	1/12/2013	1740	<input type="radio"/>	237	AK26	Male	1/1/1991	4091	JO	1/1/2006	1/1/2013	1751
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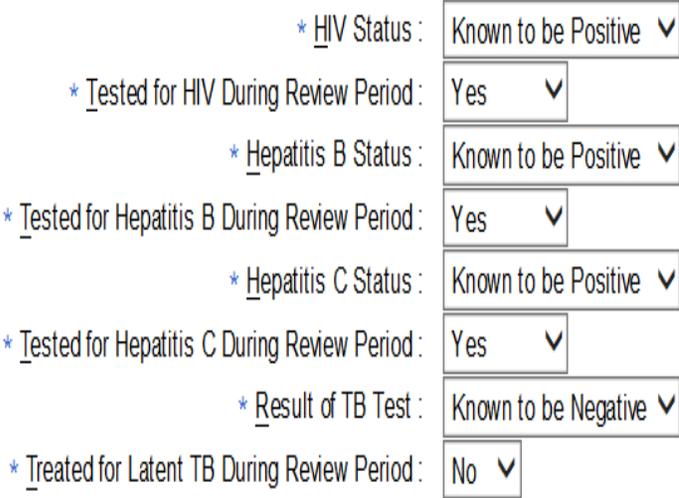
Enter a New OTAU Report

Step	Instructions	Image																																																												
15	<p>After the client is selected with the radio button, click the New button to open the “Enter New Opioid Annual Treatment Update” page for that selected client. It is located in the upper right corner of the page.</p>	 <p>The screenshot displays the OASAS logo and navigation links (Home, Close Application, Help) at the top. Below the header, the page title is "Opioid Treatment Annual Update Search Results" for provider "99999 - Anonymous Provider". A table titled "Select Opioid Treatment Annual Update" contains the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Provider Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Adm Date</th> <th>Meth Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>237</td> <td>44377</td> <td>Female</td> <td>4/26/1975</td> <td>4570</td> <td>KA</td> <td>5/25/2016</td> <td>5/25/2017</td> <td>146</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>237</td> <td>1238</td> <td>Male</td> <td>4/29/1966</td> <td>3767</td> <td>PI</td> <td>4/29/2015</td> <td>4/29/2017</td> <td>172</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AM11</td> <td>Male</td> <td>1/1/1990</td> <td>5890</td> <td>MI</td> <td>1/1/2006</td> <td>1/1/2015</td> <td>1021</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK1234</td> <td>Male</td> <td>12/1/1947</td> <td>4424</td> <td>MI</td> <td>1/12/2009</td> <td>1/12/2013</td> <td>1740</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK26</td> <td>Male</td> <td>1/1/1991</td> <td>4091</td> <td>JO</td> <td>1/1/2006</td> <td>1/1/2013</td> <td>1751</td> </tr> </tbody> </table> <p>Navigation buttons for "Back" and "Print" are visible at the bottom of the page area.</p>	Select	Program No	Provider Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	Meth Due Date	Days Overdue	<input type="radio"/>	237	44377	Female	4/26/1975	4570	KA	5/25/2016	5/25/2017	146	<input checked="" type="radio"/>	237	1238	Male	4/29/1966	3767	PI	4/29/2015	4/29/2017	172	<input type="radio"/>	237	AM11	Male	1/1/1990	5890	MI	1/1/2006	1/1/2015	1021	<input type="radio"/>	237	AK1234	Male	12/1/1947	4424	MI	1/12/2009	1/12/2013	1740	<input type="radio"/>	237	AK26	Male	1/1/1991	4091	JO	1/1/2006	1/1/2013	1751
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Step	Instructions	Image
<p>19</p>	<p>The next section consists of the client's <i>Demographics</i>.</p> <p>If the client is homeless and lives in a shelter, use the shelter's zip code.</p> <p>County of residence must match the zip code entered or an error message will be displayed. Do not enter the incorrect county. If necessary, first correct the zip code.</p> <p>For more information regarding client demographics please refer to OTAU form instructions found on the Forms and Instructions tab of the OASAS Applications Home page or follow this link OASAS Applications Home.</p>	 <p>Demographics</p> <ul style="list-style-type: none"> * Zip Code of Residence : 12205 * County Of Residence : Albany * Type of Residence : * Living Arrangements : * Highest Grade Completed : * Individual Education Plan : * Employment Status : Length of Employment : * Primary Payment Source :
<p>20</p>	<p>This is an example of how the <i>Demographics</i> section might look once completed.</p>	 <p>Demographics</p> <ul style="list-style-type: none"> * Zip Code of Residence : 12205 * County Of Residence : Albany * Type of Residence : Private Residence * Living Arrangements : Living Alone * Highest Grade Completed : 11th Grade Completed * Individual Education Plan : Unknown * Employment Status : Employed Full Time-35+ hrs/wk Length of Employment : 31 - 60 Days * Primary Payment Source : Private Ins - Managed Care

Step	Instructions	Image
21	<p>The next section, <i>Criminal Justice Information</i>, consists of fields for Criminal Justice Status and is followed by the Arrests and Incarcerations section.</p> <p>Criminal Justice Status data are entered for up to nine possible responses (i.e., select all that apply) and “Move >” to the right.</p> <p>(For multiple choices) Hold down the Ctrl button and click on multiple selected choices (if applicable). Then click “Move >.”</p> <p>In addition, there are four Arrests/Incarceration-related fields to be completed as well.</p>	<p>Criminal Justice Information</p> <p>* Criminal Justice Status (Select All That Apply)</p> <p>Probation Parole Work Release In Prison/Jail In OCFS Facility Charges Pending Any Trtmt or Specialty Court Other</p> <p>Move > Move All Remove Remove All</p> <p>Arrests/Incarceration</p> <p>* Is Client in Treatment as a Result of an Alternative to Incarceration? : No</p> <p>* No. of Arrests in Prior 30 Days : 0</p> <p>* No. of Arrests in Prior 6 Months : 0 * No. of Days Incarcerated in Prior 6 Months : 0</p>

Step	Instructions	Image
22	<p>This is an example of how the following fields might look when completed in the next two sections:</p> <p><i>Current Opiate Addiction Medicine</i> (4 fields)</p> <ul style="list-style-type: none"> Identify the major Current Opiate Addiction Medicine given and frequency of distribution under Current Pick-Up Schedule by using the drop-down selections. Then fill in the Daily Dose. Then select any addiction medicines from the given list that apply to the client, including the main type reported above, and then “Move>” them to the field on the right. <p><i>Physical Health-Related Conditions</i> (14 fields)</p> <ul style="list-style-type: none"> Report client’s Asthma, Hypertension and Diabetes status by using the drop-down selection. Also, report to the best of your knowledge, if the client has been treated for each disease during the current “Review Period.” 	<p>The screenshot displays two main sections of a web-based form:</p> <p>Current Opiate Addiction Medicine</p> <ul style="list-style-type: none"> * Type: Methadone (dropdown menu) * Current Pick-Up Schedule: Daily (dropdown menu) * Daily Dose: 80 (text input field) * Addition Medications (Select All That Apply): A list of medications in a left-hand box with corresponding action buttons in a middle box and a right-hand box containing 'Methadone'. <ul style="list-style-type: none"> Medications list: Buprenorphine, Zyban/Wellbutrin, Naltrexone(Re), Naltrexone(Vi), Antabuse, Nicotine Lozen, Nicotine Gum, Nicotine Patch, Chantix, Campral, Naloxone, Vaccines(NicV), Clonidine(Cat), Baclofen, Gabapentin(Ne), Other Med, None. Action buttons: Move, Move All, Remove, Remove All. <p>Physical Health-Related Conditions</p> <ul style="list-style-type: none"> * Asthma: No (dropdown menu) * Treated for Asthma During Review Period: Yes (dropdown menu) * Hypertension: No (dropdown menu) * Treated for Hypertension During Review Period: Yes (dropdown menu) * Diabetes: No (dropdown menu) * Treated for Diabetes During Review Period: Yes (dropdown menu)

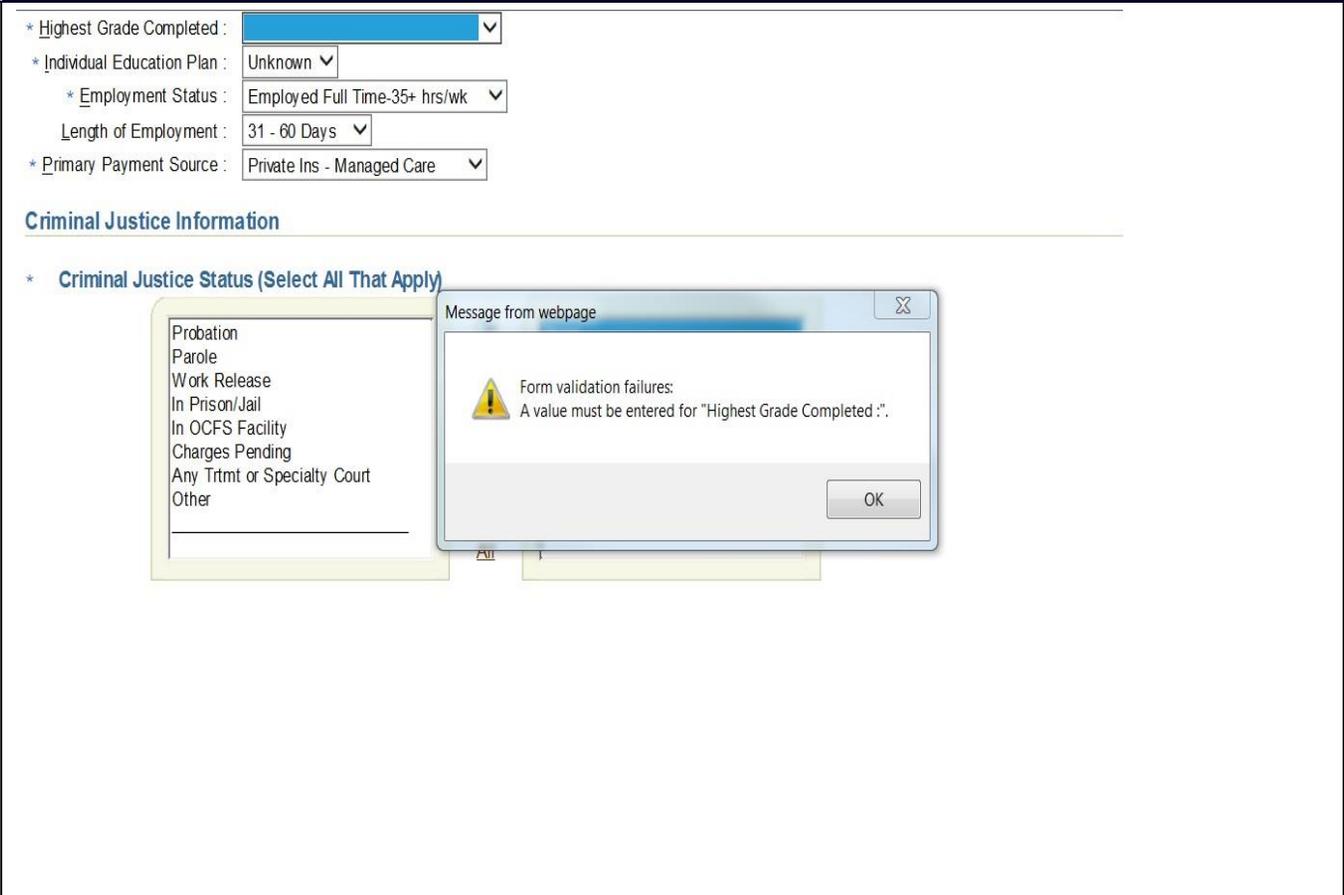
Step	Instructions	Image
23	<p><i>Physical Health-Related Conditions (Continued)</i></p> <ul style="list-style-type: none"> Report client’s HIV, Hepatitis B and Hepatitis C status by using the drop-down selection. Also, report to the best of your knowledge, if the client has been tested for each disease during the current “Review Period.” Report Clients TB status by using the drop-down selection. Also, report to the best of your knowledge, if the client has been treated for Latent TB During Review Period 	 <p>* HIV Status : Known to be Positive ▼</p> <p>* Tested for HIV During Review Period : Yes ▼</p> <p>* Hepatitis B Status : Known to be Positive ▼</p> <p>* Tested for Hepatitis B During Review Period : Yes ▼</p> <p>* Hepatitis C Status : Known to be Positive ▼</p> <p>* Tested for Hepatitis C During Review Period : Yes ▼</p> <p>* Result of TB Test : Known to be Negative ▼</p> <p>* Treated for Latent TB During Review Period : No ▼</p>

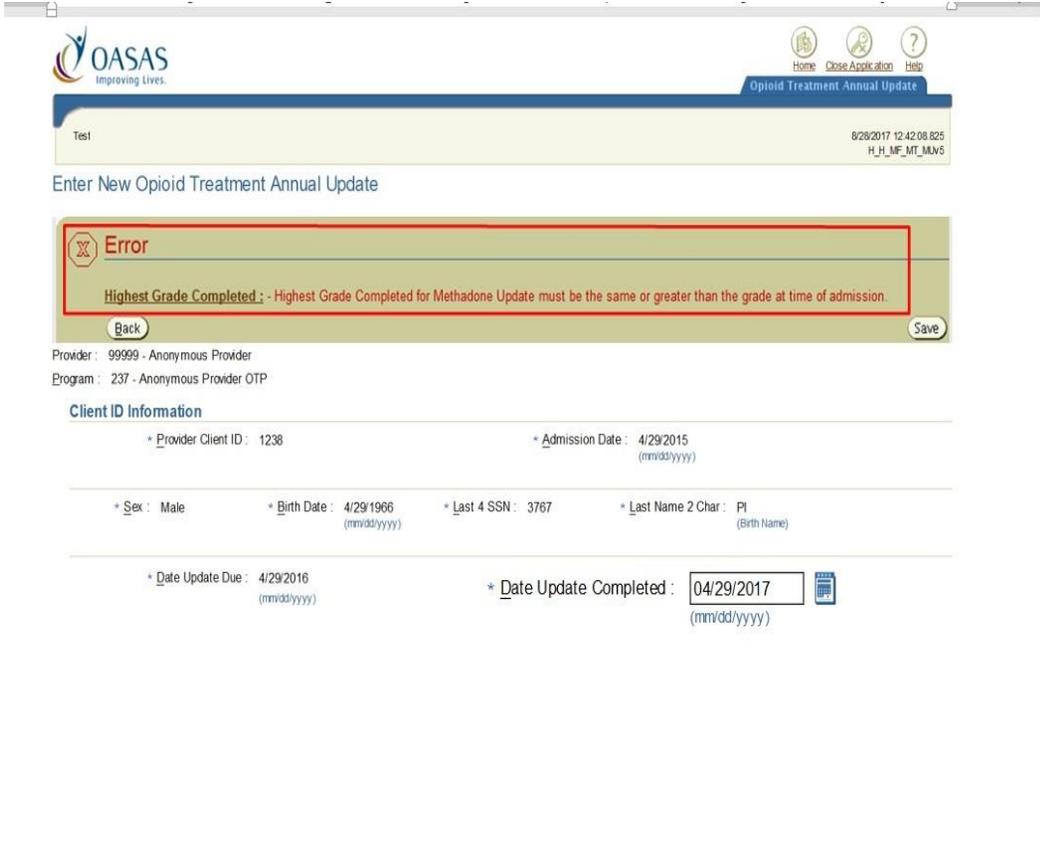
Step	Instructions	Image
24	<p>In the next section, <i>Substances Used in the Last Six Months Listed by Seriousness of Abuse</i>, up to three substances can be chosen and listed by seriousness of abuse (if applicable).</p> <p>NOTE: The abused substances (Primary, Secondary, and Tertiary) refer to those substances abused during the prior six months, while the Frequency fields refer to level of usage of those substances in the last 30 days.</p>	<div data-bbox="709 212 1680 245"> <p>Substances Used in the Last Six Months Listed by Seriousness of Abuse</p> </div> <div data-bbox="709 264 1896 380"> <p>* <u>P</u>rimary Substance : <input type="text"/> Frequency Last 30 Days : <input type="text"/></p> <p>* <u>S</u>econdary Substance : <input type="text"/> Frequency Last 30 Days : <input type="text"/></p> <p>* <u>T</u>ertiary Substance : <input type="text"/> Frequency Last 30 Days : <input type="text"/></p> </div> <div data-bbox="709 423 1381 456"> <p>For the Six Month Period Prior to Anniversary Date</p> </div> <div data-bbox="709 475 1745 553"> <p>* <u>N</u>umber of Days Inpatient Detox : <input type="text"/> * <u>N</u>umber of ER Visits : <input type="text"/></p> <p>* <u>N</u>umber of Days Hospitalized Non-Detox : <input type="text"/> Reason Hospitalized : <input type="text"/></p> </div> <div data-bbox="709 597 831 630"> <p>Tobacco</p> </div> <div data-bbox="709 643 1745 792"> <p>* <u>H</u>as the Client Ever Used Tobacco (nicotine)? : <input type="text"/></p> <p><u>A</u>ge of First Use : <input type="text"/> <u>F</u>requency of Use (in past 30 days) : <input type="text"/></p> <p><u>D</u>ate Last Used : <input type="text"/> <u>P</u>rimary Route of Administration : <input type="text"/></p> <p style="margin-left: 40px;">(mm/yyyy)</p> </div> <div data-bbox="688 850 764 883"> <p>Back</p> </div> <div data-bbox="1896 850 1971 883"> <p>Save</p> </div>

Step	Instructions	Image
25	<p>NOTE: If Methadone is used as a prescribed part of the client's treatment, Methadone is NOT identified here as an abused substance. If it is used in a non-prescribed way, choose Non-Rx Methadone from the drop-down list box.</p>	<div data-bbox="709 224 1682 256"> <h3>Substances Used in the Last Six Months Listed by Seriousness of Abuse</h3> </div> <div data-bbox="709 272 1900 391"> <p>* <u>P</u>rimary Substance : <input type="text" value="None"/> <input type="button" value="v"/> Frequency Last 30 Days : <input type="text"/> <input type="button" value="v"/></p> <p>* <u>S</u>econdary Substance : <input type="text" value="None"/> <input type="button" value="v"/> Frequency Last 30 Days : <input type="text"/> <input type="button" value="v"/></p> <p>* <u>T</u>ertiary Substance : <input type="text" value="None"/> <input type="button" value="v"/> Frequency Last 30 Days : <input type="text"/> <input type="button" value="v"/></p> </div> <div data-bbox="709 435 1381 467"> <h3>For the Six Month Period Prior to Anniversary Date</h3> </div> <div data-bbox="709 483 1749 565"> <p>* <u>N</u>umber of Days Inpatient Detox : <input type="text"/> * <u>N</u>umber of ER Visits : <input type="text"/></p> <p>* <u>N</u>umber of Days Hospitalized Non-Detox : <input type="text"/> <u>R</u>eason Hospitalized : <input type="text"/> <input type="button" value="v"/></p> </div> <div data-bbox="709 609 835 641"> <h3>Tobacco</h3> </div> <div data-bbox="709 657 1749 803"> <p>* <u>H</u>as the Client Ever Used Tobacco (nicotine)? : <input type="text"/> <input type="button" value="v"/></p> <p><u>A</u>ge of First Use : <input type="text"/> <u>F</u>requency of Use (in past 30 days) : <input type="text"/> <input type="button" value="v"/></p> <p><u>D</u>ate Last Used : <input type="text"/> <u>P</u>rimary Route of Administration : <input type="text"/> <input type="button" value="v"/></p> <p style="margin-left: 40px;">(mm/yyyy)</p> </div> <div data-bbox="688 857 766 894" style="border: 1px solid black; border-radius: 10px; padding: 2px 5px; display: inline-block;">Back</div> <div data-bbox="1900 857 1978 894" style="border: 1px solid black; border-radius: 10px; padding: 2px 5px; display: inline-block;">Save</div> <div data-bbox="961 906 1717 938" style="text-align: center;"> <p>Opioid Treatment Annual Update Home Close Application Help</p> </div>

Step	Instructions	Image
26	<p>The last two sections to complete are <i>For the Six-Month Period Prior to Anniversary Date</i> section (containing four health service-related fields) and the Tobacco section (containing five fields).</p> <ul style="list-style-type: none"> If the number of days the client was hospitalized for non-detox services is greater than zero, the Reason Hospitalized must be indicated. Do not indicate a type of hospitalization if the client was hospitalized only for drug and/or alcohol inpatient detox or had only emergency room visits. Then indicate whether the client has smoked or chewed tobacco since admission or the last OTAU if the current OTAU being completed is not the client's first. <p>This is an example of how those two sections might look when completed.</p> <p>Once all the data have been entered, click the Save button to save the client data.</p>	<p>The screenshot displays a web-based form for entering client data. It is divided into three main sections:</p> <ul style="list-style-type: none"> Substances Used in the Last Six Months Listed by Seriousness of Abuse: This section contains three rows of dropdown menus. Each row has a label for the substance type (Primary, Secondary, Tertiary), a dropdown menu currently set to 'None', and a dropdown menu for 'Frequency Last 30 Days'. For the Six Month Period Prior to Anniversary Date: This section contains four input fields: 'Number of Days Inpatient Detox' (0), 'Number of ER Visits' (0), 'Number of Days Hospitalized Non-Detox' (0), and 'Reason Hospitalized' (a dropdown menu). Tobacco: This section contains five input fields: 'Has the Client Used Tobacco (Nicotine) Since Admission/Last Opioid Annual Update?' (Yes), 'Age of First Use' (16), 'Date Last Used' (03/2017), 'Frequency of Use (in past 30 days)' (Daily), and 'Primary Route of Administration' (Smoking). <p>At the bottom of the form, there are 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box. Below the buttons is a navigation bar with links for 'Opioid Treatment Annual Update', 'Home', 'Close Application', and 'Help'.</p>

Fixing an Error

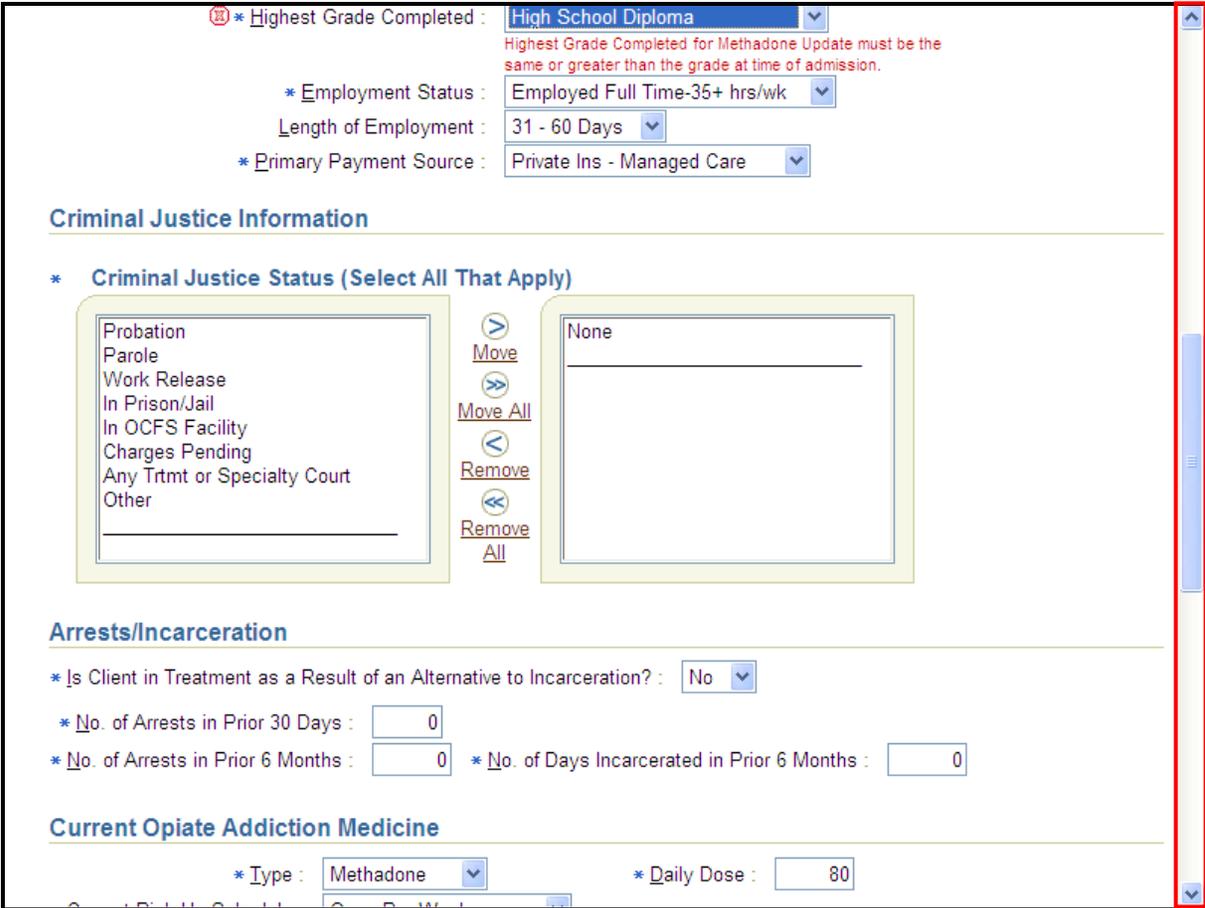
Step	Instructions	Image
27	<p>If any required fields are left blank, you will first see a pop-up error message indicating that those fields still require data.</p> <p>If that occurs, click the OK button to close the message window and then enter the required missing data (i.e., similar to the Admissions User Guide).</p> <p>Once the required missing data are entered, click the Save button to save the changes (e.g., as shown in the “Enter an Admission” User Guide).</p> <p>NOTE: For the transaction example in this tutorial, there are no missing required fields, so there is no pop-up window indicating missing data, although there is an Error warning about the entry of invalid data.</p>	 <p>The image shows a web form with several dropdown menus. The 'Highest Grade Completed' dropdown is highlighted in blue. Below it, a 'Message from webpage' dialog box is open, displaying a yellow warning icon and the text: 'Form validation failures: A value must be entered for "Highest Grade Completed :".' The dialog box has an 'OK' button at the bottom right.</p> <p>The form fields shown are:</p> <ul style="list-style-type: none"> * Highest Grade Completed : [Dropdown menu] * Individual Education Plan : Unknown [Dropdown menu] * Employment Status : Employed Full Time-35+ hrs/wk [Dropdown menu] Length of Employment : 31 - 60 Days [Dropdown menu] * Primary Payment Source : Private Ins - Managed Care [Dropdown menu] <p>Below these fields is a section titled 'Criminal Justice Information' with a sub-section 'Criminal Justice Status (Select All That Apply)'. The options listed are:</p> <ul style="list-style-type: none"> Probation Parole Work Release In Prison/Jail In OCFS Facility Charges Pending Any Trtmt or Specialty Court Other

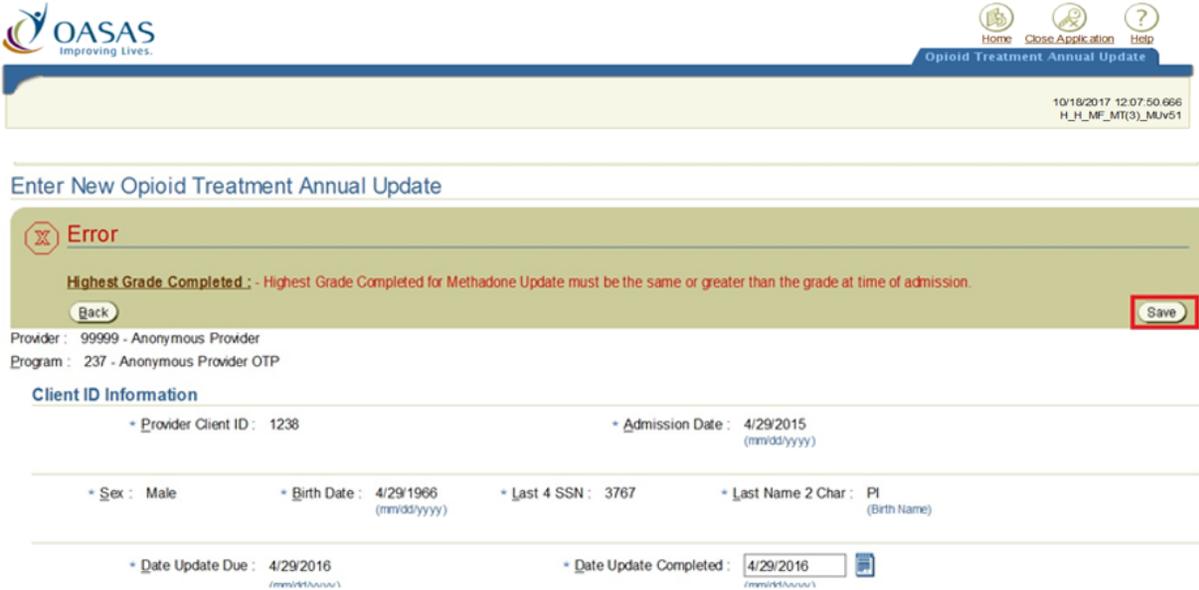
Step	Instructions	Image
28	<p>After any missing data are completed and saved (if applicable), then the system checks for invalid data (i.e., values not allowed or inconsistent with other responses). If errors are detected, error messages will appear at the top of the page.</p> <p>Fields in error will be marked with a red X and display the error message. You can use the information in the error message to identify and correct the problem.</p> <p>The first part of the error text, the field name (e.g., Highest Grade Completed), is linked to the item in error. Using this link to jump to the field will save you time when correcting errors.</p>	 <p>The screenshot shows the OASAS web application interface. At the top, there is a navigation bar with the OASAS logo and links for Home, Close Application, and Help. Below this is a header area with the text 'Opioid Treatment Annual Update' and a 'Test' button. The main content area is titled 'Enter New Opioid Treatment Annual Update'. A prominent red-bordered error message box is displayed, containing the text: 'Error' followed by 'Highest Grade Completed.: - Highest Grade Completed for Methadone Update must be the same or greater than the grade at time of admission.' Below the error message are 'Back' and 'Save' buttons. Underneath the error message, the form displays 'Client ID Information' with several fields: 'Provider Client ID: 1238', 'Admission Date: 4/29/2015', 'Sex: Male', 'Birth Date: 4/29/1966', 'Last 4 SSN: 3767', 'Last Name 2 Char: PI', 'Date Update Due: 4/29/2016', and 'Date Update Completed: 04/29/2017'.</p>

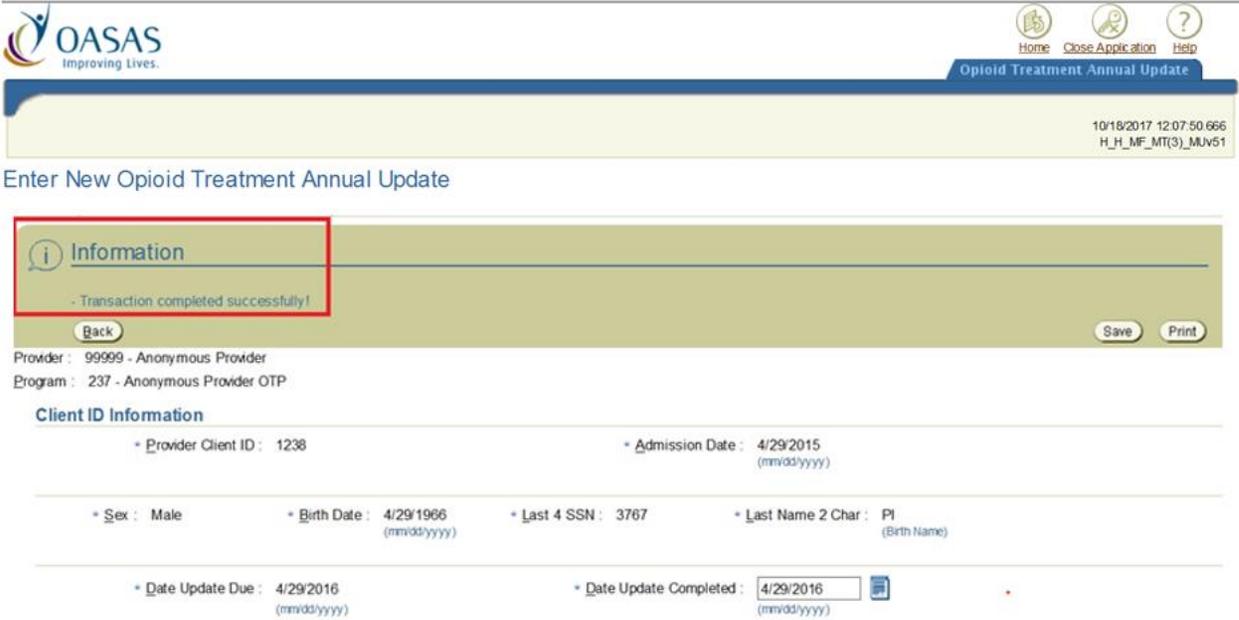
Step	Instructions	Image
29	<p>In this example, Highest Grade Completed (11th Grade Completed) is in error because it conflicts with what was reported at Admission (i.e., High School Diploma). This User Guide will assume that the OTAU Highest Grade Completed field is in error (versus the same field at Admission).</p> <p>If, instead, it is determined that the Admission data field is in error (e.g., Highest Grade Completed at Admission), the Admission data must be corrected via the Client Management link on the <i>OASAS Application Home</i> page before you continue with the OTAU report.</p> <p>For more information on how to do this, see either the User Guide entitled “<i>Update an Existing Transaction and Enter Children User Guide</i>.”</p>	<p>Demographics</p> <ul style="list-style-type: none"> * Zip Code of Residence : 12205 * County Of Residence : Albany * Type of Residence : Private Residence * Living Arrangements : Living Alone * Highest Grade Completed : 11th Grade Completed <small>Highest Grade Completed for Methadone Update must be the same or greater than the grade at time of admission.</small> * Individual Education Plan : Unknown * Employment Status : Employed Full Time-35+ hrs/wk Length of Employment : 31 - 60 Days * Primary Payment Source : Private Ins - Managed Care <p>Criminal Justice Information</p> <ul style="list-style-type: none"> * Criminal Justice Status (Select All That Apply) <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> Probation Parole Work Release In Prison/Jail In OCFS Facility Charges Pending Any Trtmt or Specialty Court Other </div> <div style="text-align: center; width: 10%;"> > Move >> Move All < Remove << Remove All </div> <div style="border: 1px solid gray; padding: 5px; width: 45%;"> None </div> </div>

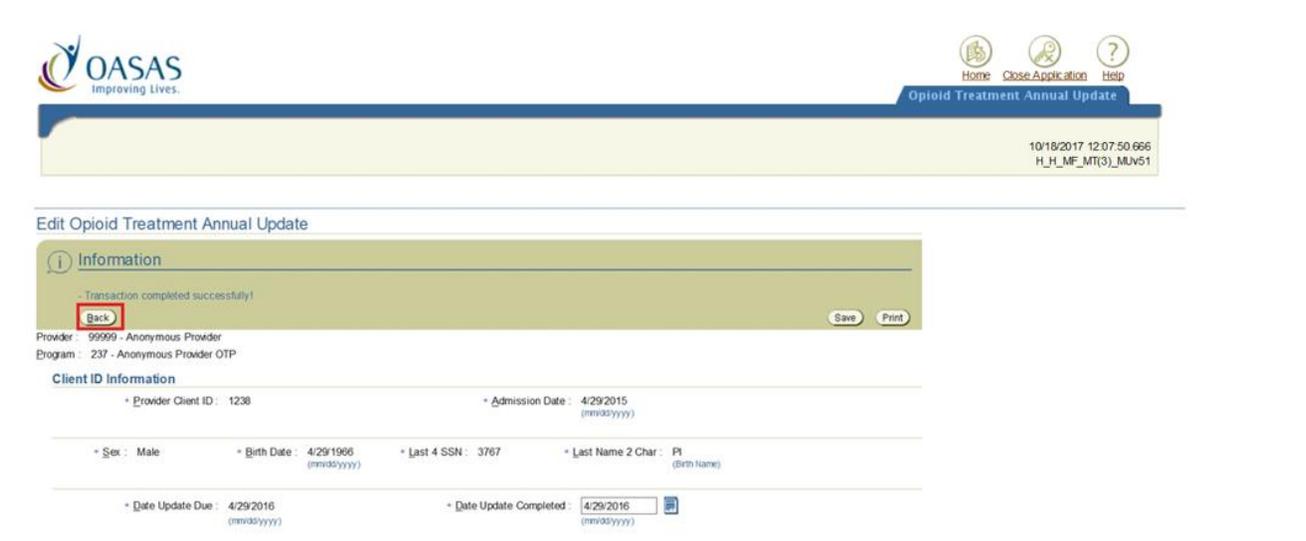
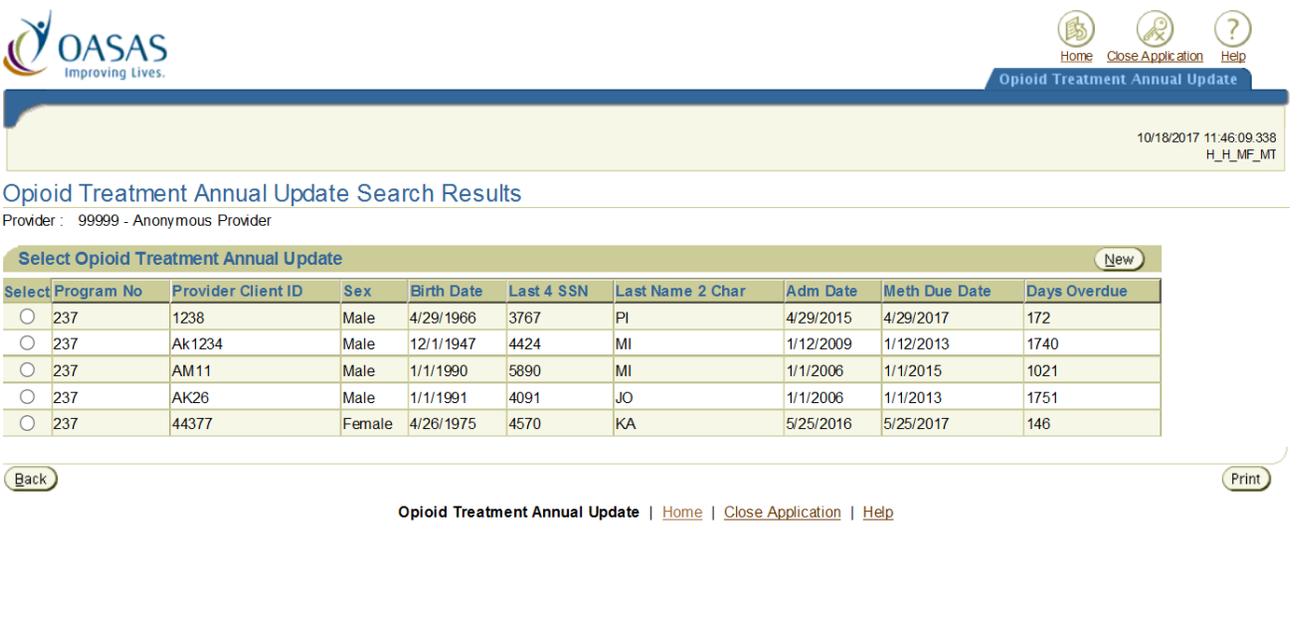
Step	Instructions	Image
<p>30</p>	<p>The field in error (e.g., Highest Grade Completed at update) is preceded by a red X and the error message appears below it.</p> <p>Correct data in the field that is in error. To correct a dropdown field such as Highest Grade Completed, click the down arrow to open the dropdown list, and then select the correct response.</p>	<p>The screenshot shows a form with the following elements:</p> <ul style="list-style-type: none"> * Highest Grade Completed : A dropdown menu showing "11th Grade Completed". A red box highlights the dropdown arrow, and another red box highlights the "X" icon to the left of the label. Employment Status : A dropdown menu showing "Employed Full Time-35+ hrs/wk". Length of Employment : A dropdown menu showing "31 - 60 Days". * Primary Payment Source : A dropdown menu showing "Private Ins - Managed Care". Criminal Justice Information section: <ul style="list-style-type: none"> * Criminal Justice Status (Select All That Apply): Two list boxes with "Move", "Move All", "Remove", and "Remove All" buttons between them. The left list box contains: Probation, Parole, Work Release, In Prison/Jail, In OCFS Facility, Charges Pending, Any Trtmt or Specialty Court, Other. The right list box contains: None. Arrests/Incarceration section: <ul style="list-style-type: none"> * Is Client in Treatment as a Result of an Alternative to Incarceration? : A dropdown menu showing "No". * No. of Arrests in Prior 30 Days : A text input field containing "0". * No. of Arrests in Prior 6 Months : A text input field containing "0". * No. of Days Incarcerated in Prior 6 Months : A text input field containing "0".

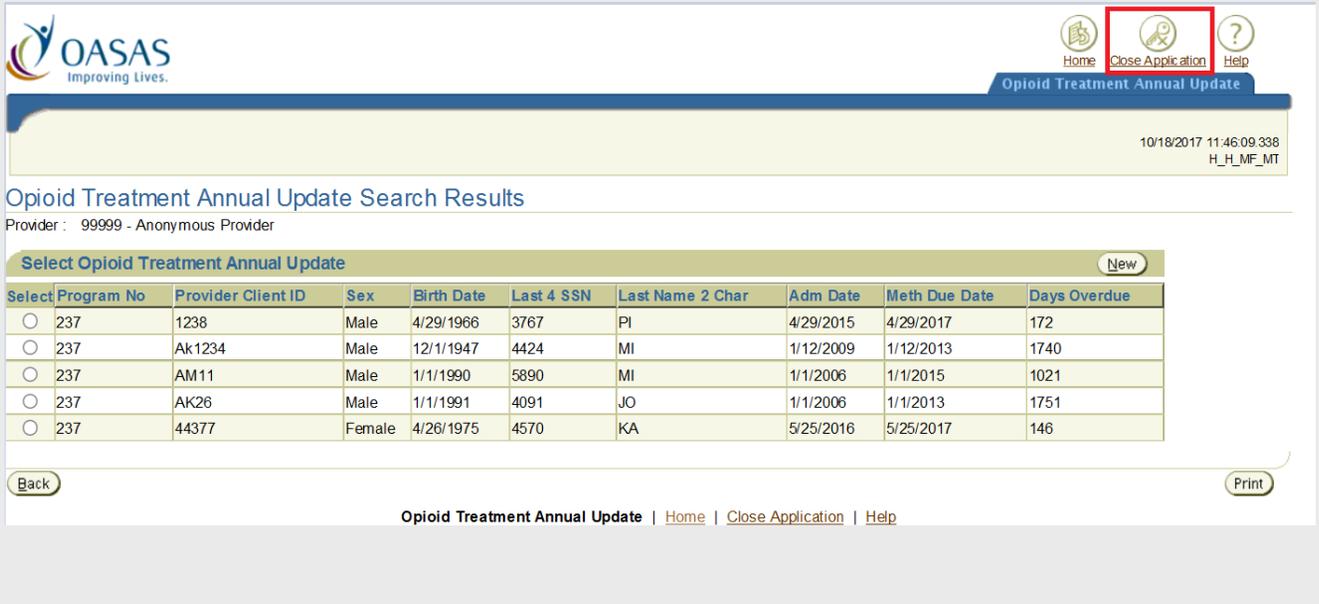
Step	Instructions	Image
31	<p>In this example, “High School Diploma” gets selected from the Highest Grade Completed drop-down list to correct the error.</p>	<p>Demographics</p> <ul style="list-style-type: none"> * Zip Code of Residence : 12205 * County Of Residence : Albany * Type of Residence : Private Residence * Living Arrangements : Living Alone * Highest Grade Completed : 11th Grade Completed * Employment Status : No education Length of Employment : 1st Grade Completed * Primary Payment Source : 2nd Grade Completed <p>Criminal Justice Information</p> <ul style="list-style-type: none"> * Criminal Justice Status (Select All That Apply) <ul style="list-style-type: none"> Probation Parole Work Release In Prison/Jail In OCFS Facility Charges Pending Any Trtmt or Specialty Court Other <p>11th Grade Completed 10th Grade Completed High School Diploma General Equivalency Diploma Vocational Cert w/o Diploma/GED Vocational Cert w/ Diploma/GED Some College-No degree Associates Degree Bachelors Degree Graduate Degree</p> <p>Date must be the mission.</p>

Step	Instructions	Image
32	<p>The next step is to save the transaction. After error correction is completed, you may need to scroll up to the top or down to the bottom of the page to get access to a Save button.</p>	 <p>The screenshot shows a web form with the following elements:</p> <ul style="list-style-type: none"> Form Fields: <ul style="list-style-type: none"> * Highest Grade Completed: High School Diploma (dropdown) * Employment Status: Employed Full Time-35+ hrs/wk (dropdown) Length of Employment: 31 - 60 Days (dropdown) * Primary Payment Source: Private Ins - Managed Care (dropdown) Criminal Justice Information: <ul style="list-style-type: none"> * Criminal Justice Status (Select All That Apply): A list of options (Probation, Parole, Work Release, In Prison/Jail, In OCFS Facility, Charges Pending, Any Trtmt or Specialty Court, Other) is on the left, and a 'None' option is on the right. Navigation buttons (Move, Move All, Remove, Remove All) are between them. Arrests/Incarceration: <ul style="list-style-type: none"> * Is Client in Treatment as a Result of an Alternative to Incarceration?: No (dropdown) * No. of Arrests in Prior 30 Days: 0 (text input) * No. of Arrests in Prior 6 Months: 0 (text input) * No. of Days Incarcerated in Prior 6 Months: 0 (text input) Current Opiate Addiction Medicine: <ul style="list-style-type: none"> * Type: Methadone (dropdown) * Daily Dose: 80 (text input) <p>A red vertical bar on the right side of the form indicates the scroll bar.</p>

Step	Instructions	Image
33	Once the error has been corrected and there are no other errors remaining, click the Save button to save the change and complete the OTAU transaction.	 <p>The screenshot shows the OASAS 'Enter New Opioid Treatment Annual Update' form. At the top left is the OASAS logo with the tagline 'Improving Lives.' At the top right are navigation icons for Home, Close Application, and Help, along with the text 'Opioid Treatment Annual Update' and a timestamp '10/18/2017 12:07:50.666 H_H_MF_MT(3)_MJv51'. The main heading is 'Enter New Opioid Treatment Annual Update'. Below this is a green error banner with a red 'X' icon and the text 'Error'. The error message reads: 'Highest Grade Completed.: - Highest Grade Completed for Methadone Update must be the same or greater than the grade at time of admission.' Below the error message are 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box. Below the error banner, the form displays the following information:</p> <ul style="list-style-type: none"> Provider : 99999 - Anonymous Provider Program : 237 - Anonymous Provider OTP Client ID Information <ul style="list-style-type: none"> * Provider Client ID : 1238 * Admission Date : 4/29/2015 (mm/dd/yyyy) * Sex : Male * Birth Date : 4/29/1966 (mm/dd/yyyy) * Last 4 SSN : 3767 * Last Name 2 Char : PI (Birth Name) * Date Update Due : 4/29/2016 (mm/dd/yyyy) * Date Update Completed : 4/29/2016 (mm/dd/yyyy)

Step	Instructions	Image
34	<p>When the data have been saved without errors, you will see the following confirmation message at the top of the form: “Transaction completed successfully!”</p>	 <p>The screenshot shows the OASAS (Improving Lives) interface for the Opioid Treatment Annual Update. At the top right, there are navigation links for Home, Close Application, and Help. The page title is "Opioid Treatment Annual Update". A timestamp and user ID "10/18/2017 12:07:50.666 H_H_MF_MT(S)_MUV51" are displayed in the top right corner. The main heading is "Enter New Opioid Treatment Annual Update". A green information box with a red border contains the message "Transaction completed successfully!" and a "Back" button. Below this, the provider information is listed: "Provider : 99999 - Anonymous Provider" and "Program : 237 - Anonymous Provider OTP". The "Client ID Information" section includes the following fields: <ul style="list-style-type: none"> Provider Client ID : 1238 Admission Date : 4/29/2015 (mm/dd/yyyy) Sex : Male Birth Date : 4/29/1966 (mm/dd/yyyy) Last 4 SSN : 3767 Last Name 2 Char : PI (Birth Name) Date Update Due : 4/29/2016 (mm/dd/yyyy) Date Update Completed : 4/29/2016 (mm/dd/yyyy) Buttons for "Save" and "Print" are located at the bottom right of the information box. </p>

Step	Instructions	Image																																																												
<p>35</p>	<p>If you need to enter other clients' OTAU reports, click the Back button to return to the list of clients in the "Opioid Treatment Annual Update Search Results" page.</p>																																																													
<p>36</p>	<p>From here, you can continue that process by selecting other clients and entering their OTAU reports.</p> <p>NOTE: If no clients are remaining in the search results list, click the Back button to return to the "Search" page and revise your search criteria as needed.</p>	 <table border="1" data-bbox="674 1068 1835 1224"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Provider Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Adm Date</th> <th>Meth Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>237</td> <td>1238</td> <td>Male</td> <td>4/29/1966</td> <td>3767</td> <td>PI</td> <td>4/29/2015</td> <td>4/29/2017</td> <td>172</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK1234</td> <td>Male</td> <td>12/1/1947</td> <td>4424</td> <td>MI</td> <td>1/12/2009</td> <td>1/12/2013</td> <td>1740</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AM11</td> <td>Male</td> <td>1/1/1990</td> <td>5890</td> <td>MI</td> <td>1/1/2006</td> <td>1/1/2015</td> <td>1021</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK26</td> <td>Male</td> <td>1/1/1991</td> <td>4091</td> <td>JO</td> <td>1/1/2006</td> <td>1/1/2013</td> <td>1751</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>44377</td> <td>Female</td> <td>4/26/1975</td> <td>4570</td> <td>KA</td> <td>5/25/2016</td> <td>5/25/2017</td> <td>146</td> </tr> </tbody> </table>	Select	Program No	Provider Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	Meth Due Date	Days Overdue	<input type="radio"/>	237	1238	Male	4/29/1966	3767	PI	4/29/2015	4/29/2017	172	<input type="radio"/>	237	AK1234	Male	12/1/1947	4424	MI	1/12/2009	1/12/2013	1740	<input type="radio"/>	237	AM11	Male	1/1/1990	5890	MI	1/1/2006	1/1/2015	1021	<input type="radio"/>	237	AK26	Male	1/1/1991	4091	JO	1/1/2006	1/1/2013	1751	<input type="radio"/>	237	44377	Female	4/26/1975	4570	KA	5/25/2016	5/25/2017	146
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37	<p>To return to the “CDS Home” page to perform a different task, click Home at the top of the page.</p>	 <p>The screenshot shows the OASAS logo and navigation links: Home, Close Application, and Help. The 'Home' link is highlighted with a red box. Below the navigation bar, the page title is 'Opioid Treatment Annual Update' and the date/time is '10/18/2017 11:46:09.338 H_H_MF_MT'. The main content area displays 'Opioid Treatment Annual Update Search Results' for 'Provider : 99999 - Anonymous Provider'. A table titled 'Select Opioid Treatment Annual Update' contains the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>Provider Client ID</th> <th>Sex</th> <th>Birth Date</th> <th>Last 4 SSN</th> <th>Last Name 2 Char</th> <th>Adm Date</th> <th>Meth Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>237</td> <td>1238</td> <td>Male</td> <td>4/29/1966</td> <td>3767</td> <td>PI</td> <td>4/29/2015</td> <td>4/29/2017</td> <td>172</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK1234</td> <td>Male</td> <td>12/1/1947</td> <td>4424</td> <td>MI</td> <td>1/12/2009</td> <td>1/12/2013</td> <td>1740</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AM11</td> <td>Male</td> <td>1/1/1990</td> <td>5890</td> <td>MI</td> <td>1/1/2006</td> <td>1/1/2015</td> <td>1021</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>AK26</td> <td>Male</td> <td>1/1/1991</td> <td>4091</td> <td>JO</td> <td>1/1/2006</td> <td>1/1/2013</td> <td>1751</td> </tr> <tr> <td><input type="radio"/></td> <td>237</td> <td>44377</td> <td>Female</td> <td>4/26/1975</td> <td>4570</td> <td>KA</td> <td>5/25/2016</td> <td>5/25/2017</td> <td>146</td> </tr> </tbody> </table> <p>Navigation buttons: Back, Print, and a footer with 'Opioid Treatment Annual Update Home Close Application Help'.</p>	Select	Program No	Provider Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	Meth Due Date	Days Overdue	<input type="radio"/>	237	1238	Male	4/29/1966	3767	PI	4/29/2015	4/29/2017	172	<input type="radio"/>	237	AK1234	Male	12/1/1947	4424	MI	1/12/2009	1/12/2013	1740	<input type="radio"/>	237	AM11	Male	1/1/1990	5890	MI	1/1/2006	1/1/2015	1021	<input type="radio"/>	237	AK26	Male	1/1/1991	4091	JO	1/1/2006	1/1/2013	1751	<input type="radio"/>	237	44377	Female	4/26/1975	4570	KA	5/25/2016	5/25/2017	146
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38	<p>When you are finished entering transactions, you can return to the <i>OASAS Applications</i> page by clicking on the Close Application button to exit the application.</p>	 <p>The screenshot is identical to the one above, but the 'Close Application' link in the top navigation bar is highlighted with a red box. The rest of the page content, including the table and navigation buttons, remains the same.</p>																																																												