

# *Enter a Treatment 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.

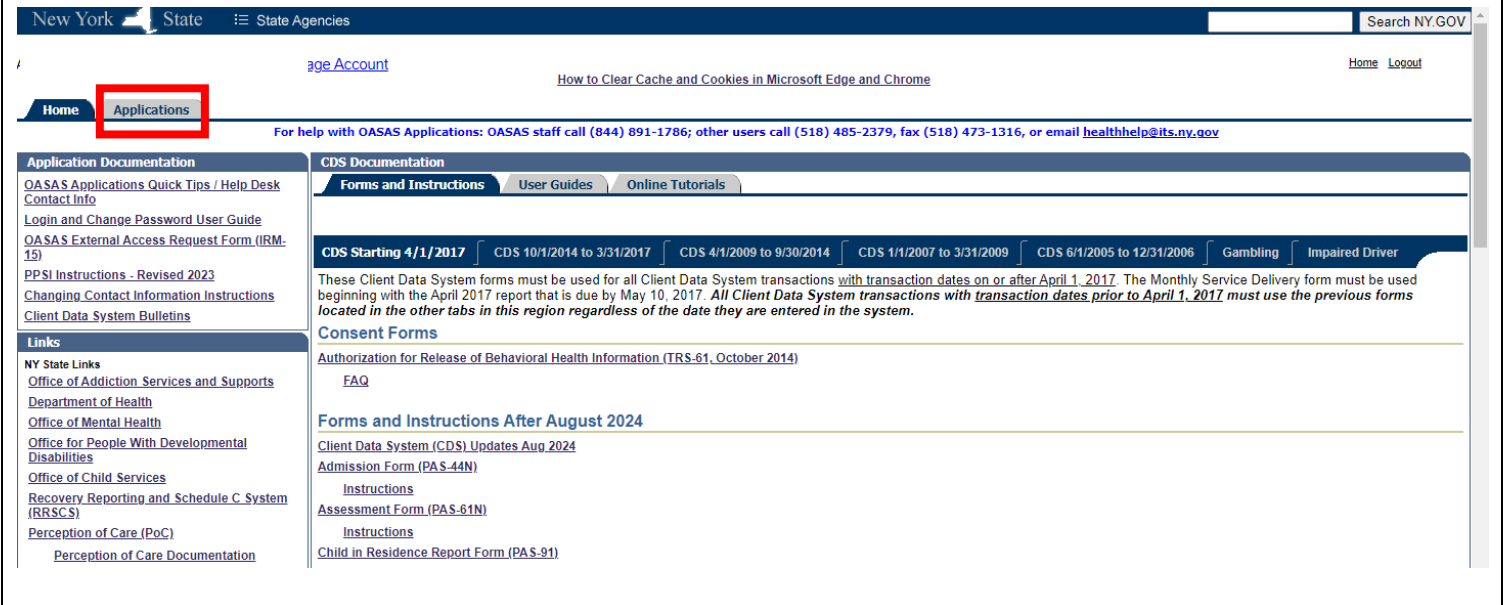
This User Guide will show you how to enter a Treatment Update Report into the CDS application.

There are three sections in this User Guide:

- Search for a Client
- Enter a new Treatment Update 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](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><a href="#">Applications Home Page</a></p>	 <p>The screenshot shows the OASAS Applications Home Page. At the top, there is a navigation bar with 'New York State' and 'State Agencies'. Below this, there are links for 'Home' and 'Applications', with 'Applications' highlighted by a red box. A search bar is located in the top right corner. The main content area is divided into two columns. The left column contains 'Application Documentation' with links for 'OASAS Applications Quick Tips / Help Desk Contact Info', 'Login and Change Password User Guide', 'OASAS External Access Request Form (IRM-15)', 'PPSI Instructions - Revised 2023', 'Changing Contact Information Instructions', and 'Client Data System Bulletins'. Below this is a 'Links' section with 'NY State Links' including 'Office of Addiction Services and Supports', 'Department of Health', 'Office of Mental Health', 'Office for People With Developmental Disabilities', 'Office of Child Services', 'Recovery Reporting and Schedule C System (RRSCS)', 'Perception of Care (PoC)', and 'Perception of Care Documentation'. The right column contains 'CDS Documentation' with tabs for 'Forms and Instructions', 'User Guides', and 'Online Tutorials'. Below these tabs are several sections: 'CDS Starting 4/1/2017' with a warning about transaction dates, 'Consent Forms' with a link to 'Authorization for Release of Behavioral Health Information (TRS-61, October 2014)', 'FAQ', and 'Forms and Instructions After August 2024' with links for 'Client Data System (CDS) Updates Aug 2024', 'Admission Form (PAS-44N)', 'Assessment Form (PAS-61N)', and 'Child in Residence Report Form (PAS-91)'.</p>

Enter a Treatment Update Report User Guide

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 New York State Client Data System home page. At the top, there is a navigation bar with 'New York State' and 'State Agencies' on the left, and a search bar with 'Search NY.GOV' on the right. Below the navigation bar, the date 'August 16, 2024' and the user 'Test User' are displayed, along with a 'Manage Account' link. A link to 'How to Clear Cache and Cookies in Microsoft Edge and Chrome' is also present. The main navigation bar includes 'Home' and 'Applications'. Under 'Applications', there are links for 'Client Data System', 'Gambling', 'Provider Directory System', 'Monthly Service Delivery', and 'Help'. A yellow callout box states: '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.' Below this, there are sections for 'Client Data System Application', 'Continuing Care Applications', and 'Client Data System Batch System'. The 'Client Data System' link is highlighted with a red box. The 'Client Data System Batch System' section includes links for 'CDS Batch Process (Production)' and 'CDS Batch Process (Test)'.</p>

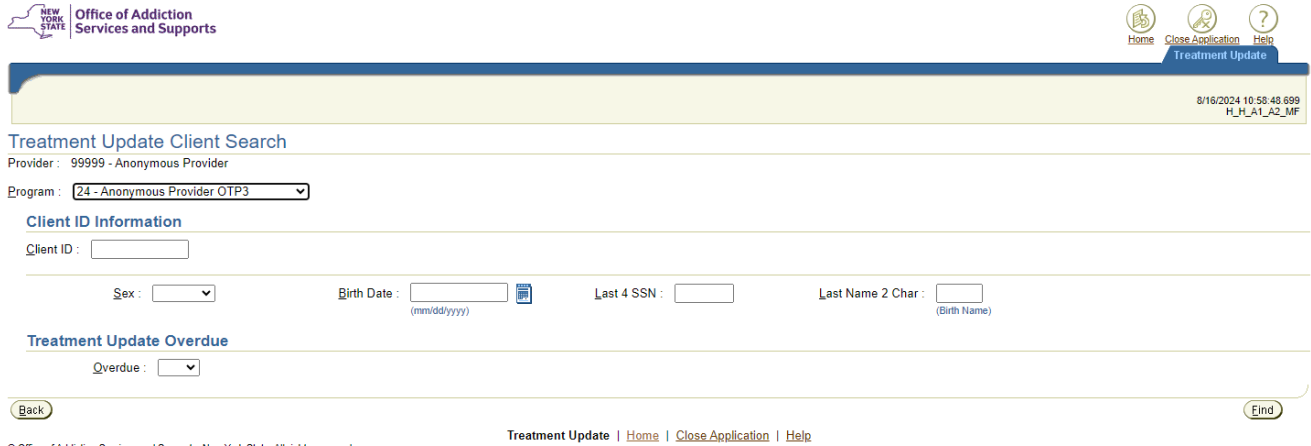
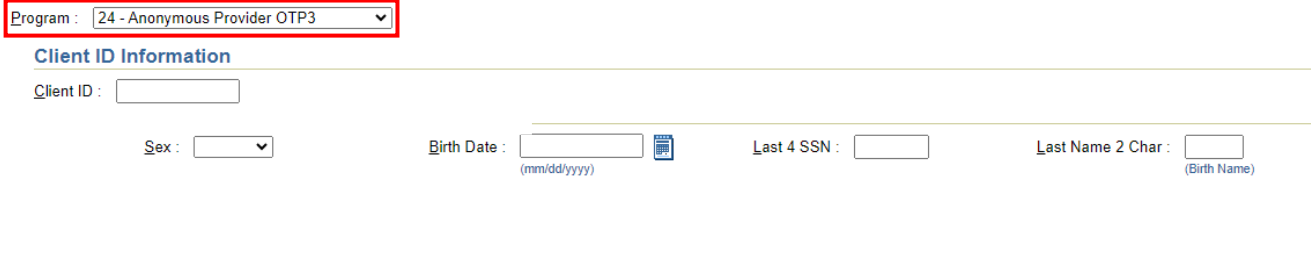
Enter a Treatment Update Report User Guide  
 Search for a Patient

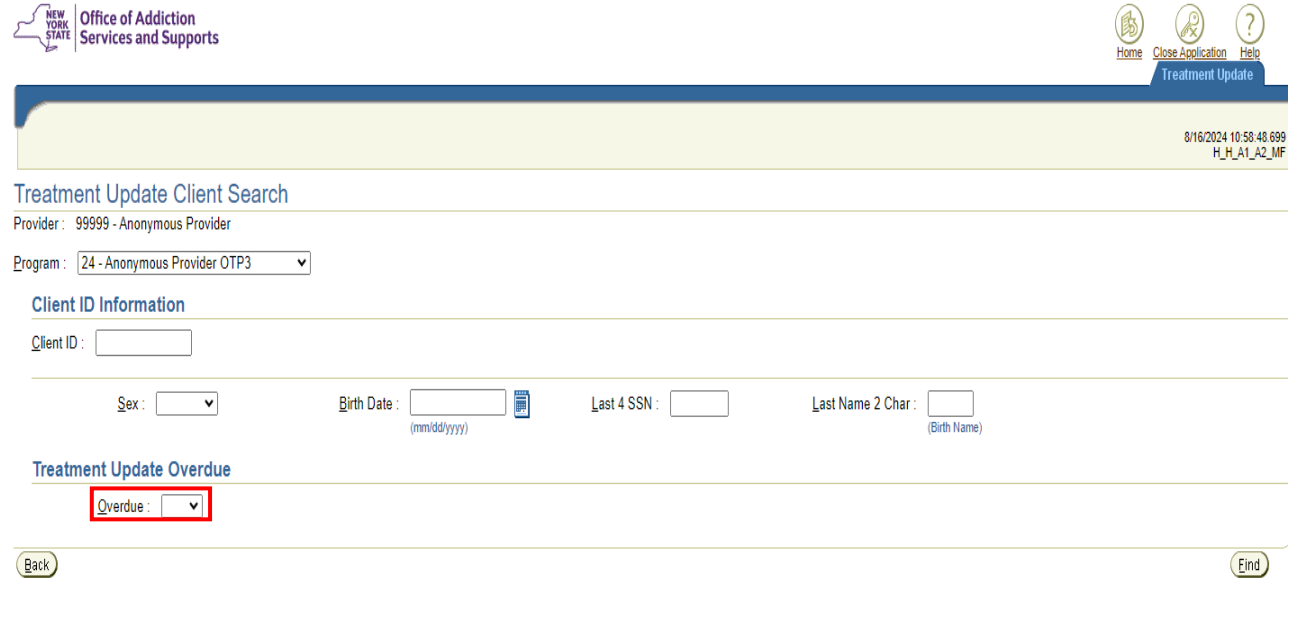
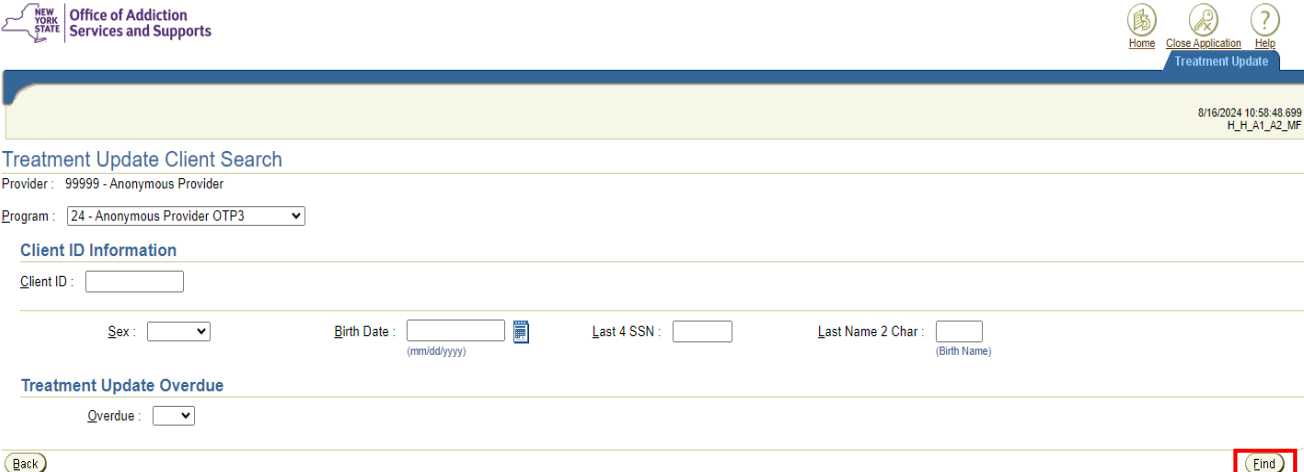
Step	Instructions	Image
3	<p>This is the “CDS Home” page. From here you can choose any of the links shown.</p> <p>From the “CDS Home” page, click the <b>Treatment Update</b> link to open the “Treatment Update Client Search” page, where you will search for the client(s) who require a new <b>Treatment Update</b> report.</p>	 <p>The screenshot shows the 'CDS Home' page. At the top left is the New York State logo and the text 'Office of Addiction Services and Supports'. Below this is a search bar with a dropdown menu set to 'Provider' and the value '99999'. To the right of the search bar is a text input field containing 'Anonymous Provider' and a search icon. Below the search bar is a section titled 'Actions' with a grid of links: Admission, Discharge, Treatment Update (highlighted with a red border), Element Transition, Crisis Episode, Client Management, Transfer, Assessment, and Waiting List.</p>

Step	Instructions	Image
4	<p>Now you see the “<i>Treatment Update 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 Treatment Update.</p> <p>Depending on your search criteria, the search can produce one client or a list of clients.</p>	

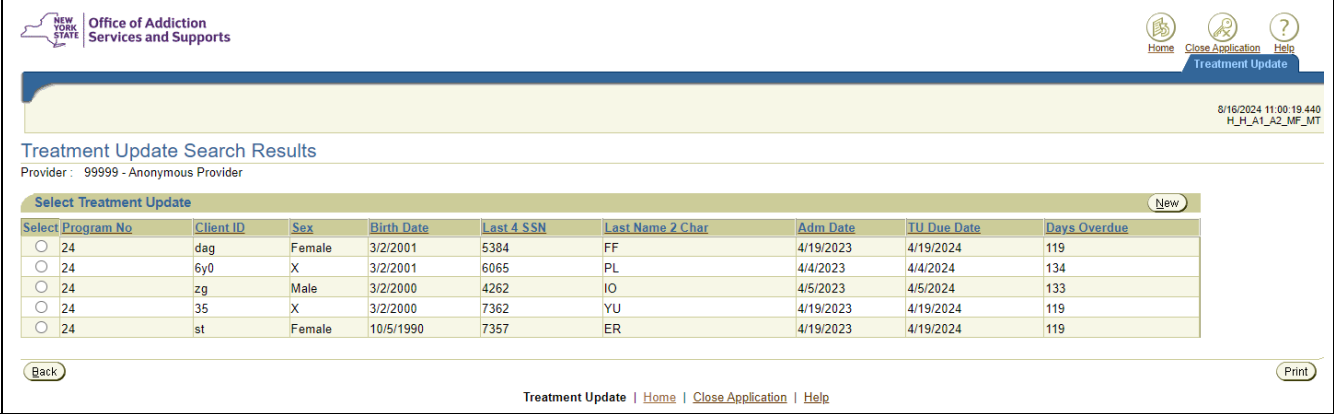
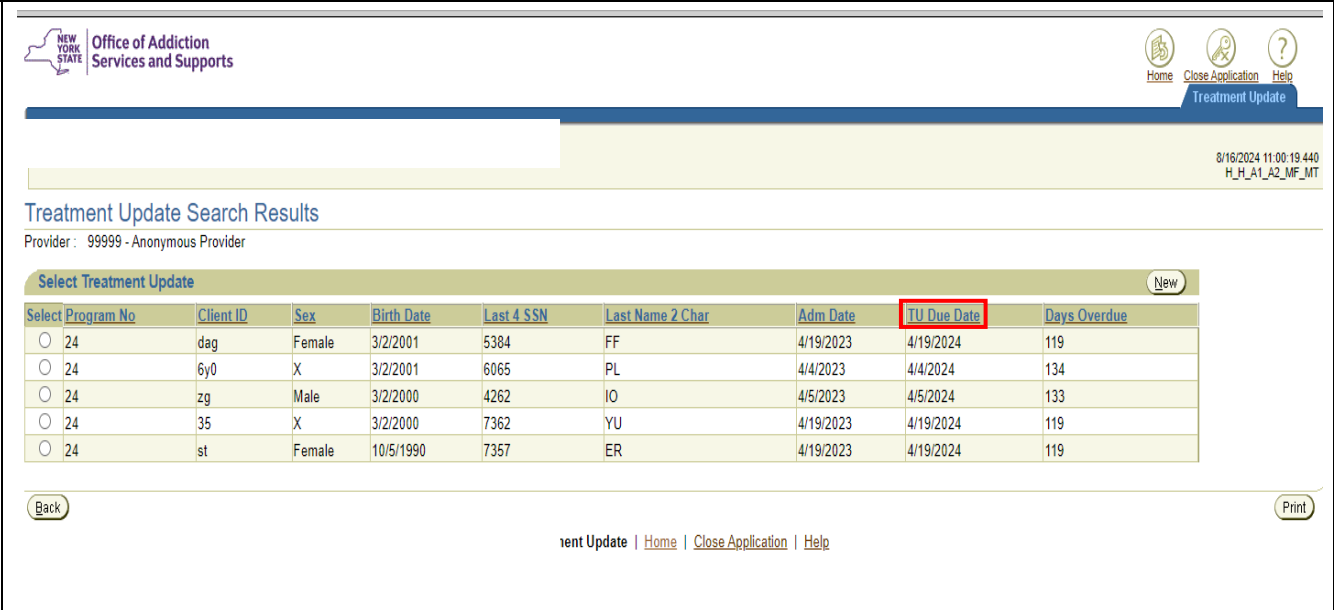
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5	<p>When searching for a list of clients, you can produce a list of all clients for that provider or a list of all clients in a selected program.</p> <p>The programs that will appear when you access the CDS Application for your provider will be different from what you see here.</p> <p>For more information on searching for clients, please review the Tutorial or User Guide titled “Client Management &amp; Change Provider/Tracking ID” on the OASAS Applications Home page, located at <a href="#">OASAS Applications Home</a>.</p>	

Step

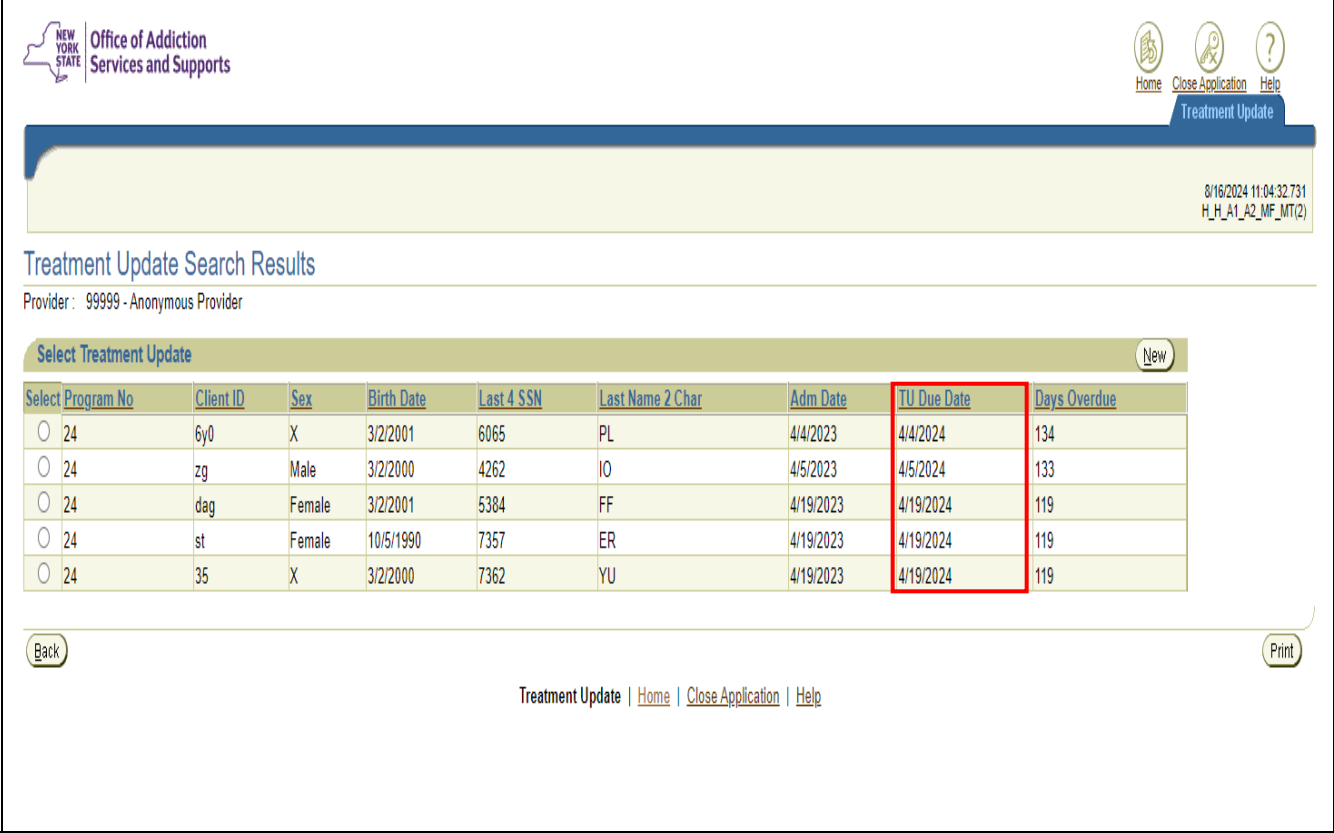
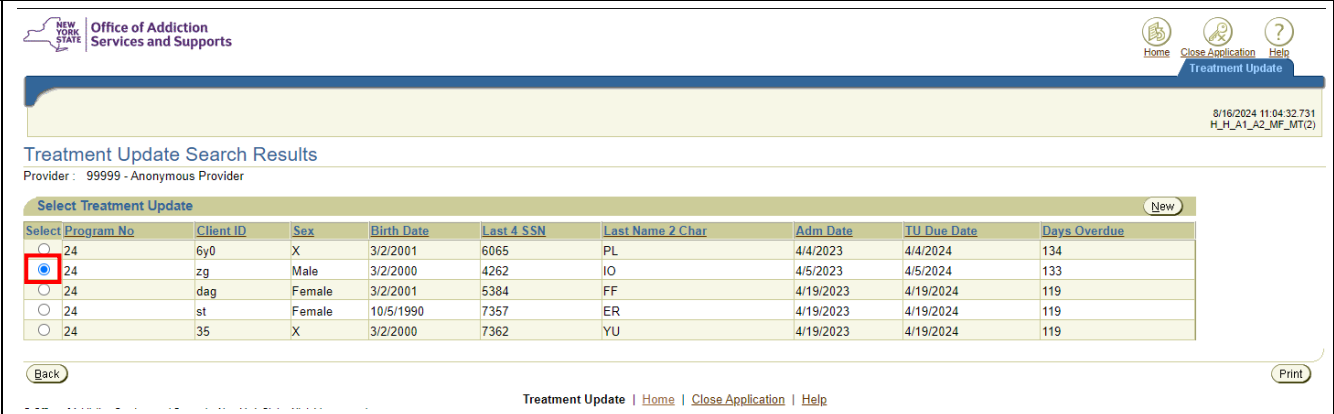
Step	Instructions	Image
6	<p>To search for a subset of clients in the selected program, you could enter any of the client identifying criteria under the Client ID Information section, i.e., <a href="#">Sex</a>, <a href="#">Birth Date</a>, <a href="#">Last 4 SSN</a>, or <a href="#">Last Name 2 Char (Birth Name)</a>.</p> <p>To find a specific client, you can either enter all four of the client identifying criteria or enter the client's <a href="#">Provider Client ID</a>.</p>	
7	<p>Alternatively, you could run the search to return a list of all active clients in the selected program having a Treatment Update overdue or due within 30 days by leaving all of the Search criteria blank (except the <a href="#">Program</a> field).</p>	

Step	Instructions	Image
<p><b>8</b></p>	<p>Also, you could select <b>Yes</b> from the dropdown list field <b>Overdue</b> to view all of the clients whose Treatment Update report is currently overdue.</p> <p>Select <b>No</b> to show only those clients whose Treatment Update report is due within 30 days.</p>	 <p>The screenshot shows the 'Treatment Update Client Search' interface. At the top, there is a header for the 'Office of Addiction Services and Supports' with navigation icons for Home, Close Application, and Help. The page title is 'Treatment Update'. Below the header, there is a timestamp '8/16/2024 10:58:48.699' and a user identifier 'H_H_A1_A2_MF'. The main section is titled 'Treatment Update Client Search' and includes a provider selection dropdown set to '99999 - Anonymous Provider' and a program selection dropdown set to '24 - Anonymous Provider OTP3'. Under 'Client ID Information', there are input fields for Client ID, Sex, Birth Date (with a calendar icon), Last 4 SSN, and Last Name 2 Char (with a note '(Birth Name)'). Below this is the 'Treatment Update Overdue' section, where the 'Overdue' dropdown menu is highlighted with a red box. At the bottom, there are 'Back' and 'Find' buttons.</p>
<p><b>9</b></p>	<p>To view the list of clients who are either due for a Treatment Update within 30 days or are currently overdue, you must leave the <b>Overdue</b> field blank.</p> <p>Once you have made your criteria selections, click the <b>Find</b> button to run the search.</p> <p>In this example, the search will find due and overdue Treatment Update reports.</p>	 <p>This screenshot is identical to the one above, showing the 'Treatment Update Client Search' form. However, in this example, the 'Overdue' dropdown menu is not selected, and the 'Find' button at the bottom right is highlighted with a red box.</p>



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<p><b>10</b></p>	<p>Here you see the resulting list of clients from the selected program whose Treatment Update reports are currently due or overdue.</p> <p>From the search results list, you can then select a client and create a new Treatment Update report to enter their annual data.</p>	 <p>Office of Addiction Services and Supports</p> <p>Treatment Update Search Results Provider : 99999 - Anonymous Provider</p> <p>Select Treatment Update</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>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>TU Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>24</td> <td>dag</td> <td>Female</td> <td>3/2/2001</td> <td>5384</td> <td>FF</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>6y0</td> <td>X</td> <td>3/2/2001</td> <td>6065</td> <td>PL</td> <td>4/4/2023</td> <td>4/4/2024</td> <td>134</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>zg</td> <td>Male</td> <td>3/2/2000</td> <td>4262</td> <td>IO</td> <td>4/5/2023</td> <td>4/5/2024</td> <td>133</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>35</td> <td>X</td> <td>3/2/2000</td> <td>7362</td> <td>YU</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>st</td> <td>Female</td> <td>10/5/1990</td> <td>7357</td> <td>ER</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> </tbody> </table>	Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue	<input type="radio"/>	24	dag	Female	3/2/2001	5384	FF	4/19/2023	4/19/2024	119	<input type="radio"/>	24	6y0	X	3/2/2001	6065	PL	4/4/2023	4/4/2024	134	<input type="radio"/>	24	zg	Male	3/2/2000	4262	IO	4/5/2023	4/5/2024	133	<input type="radio"/>	24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119	<input type="radio"/>	24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119
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<p><b>11</b></p>	<p>To begin creating a new Treatment Update report, you need to locate the client who requires a new annual Treatment Update 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 Treatment Update due dates on top, click the shaded column heading “TU Due Date.”</p> <p>To sort from the newest dates to the oldest, you would click the heading again (if needed).</p>	 <p>Office of Addiction Services and Supports</p> <p>Treatment Update Search Results Provider : 99999 - Anonymous Provider</p> <p>Select Treatment Update</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>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>TU Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>24</td> <td>dag</td> <td>Female</td> <td>3/2/2001</td> <td>5384</td> <td>FF</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>6y0</td> <td>X</td> <td>3/2/2001</td> <td>6065</td> <td>PL</td> <td>4/4/2023</td> <td>4/4/2024</td> <td>134</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>zg</td> <td>Male</td> <td>3/2/2000</td> <td>4262</td> <td>IO</td> <td>4/5/2023</td> <td>4/5/2024</td> <td>133</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>35</td> <td>X</td> <td>3/2/2000</td> <td>7362</td> <td>YU</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>st</td> <td>Female</td> <td>10/5/1990</td> <td>7357</td> <td>ER</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> </tbody> </table>	Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue	<input type="radio"/>	24	dag	Female	3/2/2001	5384	FF	4/19/2023	4/19/2024	119	<input type="radio"/>	24	6y0	X	3/2/2001	6065	PL	4/4/2023	4/4/2024	134	<input type="radio"/>	24	zg	Male	3/2/2000	4262	IO	4/5/2023	4/5/2024	133	<input type="radio"/>	24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119	<input type="radio"/>	24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119
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12	<p>After clicking once on the shaded column heading “TU Due Date,” you will see a list of clients whose reports are due or overdue, sorted by “TU Due Date” with the oldest dates at the top (i.e., most overdue and/or due).</p>	<p>NEW YORK STATE Office of Addiction Services and Supports</p> <p>Home Close Application Help Treatment Update</p> <p>8/16/2024 11:04:32.731 H_H_A1_A2_MF_MT(2)</p> <h3>Treatment Update Search Results</h3> <p>Provider : 99999 - Anonymous Provider</p> <p>Select Treatment Update <span>New</span></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>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>TU Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>24</td> <td>6y0</td> <td>X</td> <td>3/2/2001</td> <td>6065</td> <td>PL</td> <td>4/4/2023</td> <td>4/4/2024</td> <td>134</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>zg</td> <td>Male</td> <td>3/2/2000</td> <td>4262</td> <td>IO</td> <td>4/5/2023</td> <td>4/5/2024</td> <td>133</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>dag</td> <td>Female</td> <td>3/2/2001</td> <td>5384</td> <td>FF</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>st</td> <td>Female</td> <td>10/5/1990</td> <td>7357</td> <td>ER</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>35</td> <td>X</td> <td>3/2/2000</td> <td>7362</td> <td>YU</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> </tbody> </table> <p><span>Print</span></p> <p>Treatment Update   Home   Close Application   Help</p> <p>© Office of Addiction Services and Supports, New York State. All rights reserved.</p>	Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue	<input type="radio"/>	24	6y0	X	3/2/2001	6065	PL	4/4/2023	4/4/2024	134	<input type="radio"/>	24	zg	Male	3/2/2000	4262	IO	4/5/2023	4/5/2024	133	<input type="radio"/>	24	dag	Female	3/2/2001	5384	FF	4/19/2023	4/19/2024	119	<input type="radio"/>	24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119	<input type="radio"/>	24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119
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<p><b>13</b></p>	<p>Remember that the “<b>TU Due Date</b>” is the date that the Treatment Update 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 provider.</p> <p>NOTE: The date of the client’s admission to the provider is used in lieu of their admission to the program since the client may have been transferred within the provider.</p> <p>NOTE: The date that this Treatment Update form is completed cannot occur more than 30 days prior to the client’s anniversary date.</p>	 <p>The screenshot shows the 'Treatment Update Search Results' page for Provider: 99999 - Anonymous Provider. It features a table with columns: Select, Program No, Client ID, Sex, Birth Date, Last 4 SSN, Last Name 2 Char, Adm Date, TU Due Date, and Days Overdue. The 'TU Due Date' column is highlighted with a red box. The table contains five rows of client data.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>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>TU Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>24</td> <td>6y0</td> <td>X</td> <td>3/2/2001</td> <td>6065</td> <td>PL</td> <td>4/4/2023</td> <td>4/4/2024</td> <td>134</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>zg</td> <td>Male</td> <td>3/2/2000</td> <td>4262</td> <td>IO</td> <td>4/5/2023</td> <td>4/5/2024</td> <td>133</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>dag</td> <td>Female</td> <td>3/2/2001</td> <td>5384</td> <td>FF</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>st</td> <td>Female</td> <td>10/5/1990</td> <td>7357</td> <td>ER</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>35</td> <td>X</td> <td>3/2/2000</td> <td>7362</td> <td>YU</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> </tbody> </table>	Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue	<input type="radio"/>	24	6y0	X	3/2/2001	6065	PL	4/4/2023	4/4/2024	134	<input type="radio"/>	24	zg	Male	3/2/2000	4262	IO	4/5/2023	4/5/2024	133	<input type="radio"/>	24	dag	Female	3/2/2001	5384	FF	4/19/2023	4/19/2024	119	<input type="radio"/>	24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119	<input type="radio"/>	24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119
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<input type="radio"/>	24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119																																																					
<p><b>14</b></p>	<p>To select a client who needs a new Treatment Update report, begin by clicking the patient’s “Select” radio button ( <input type="radio"/> ).</p> <p>In this example, the male client with a <b>Provider Client ID</b> of zg is selected.</p>	 <p>The screenshot shows the 'Treatment Update Search Results' page for Provider: 99999 - Anonymous Provider. It features a table with columns: Select, Program No, Client ID, Sex, Birth Date, Last 4 SSN, Last Name 2 Char, Adm Date, TU Due Date, and Days Overdue. The radio button next to the second row (Client ID: zg) is selected and highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>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>TU Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>24</td> <td>6y0</td> <td>X</td> <td>3/2/2001</td> <td>6065</td> <td>PL</td> <td>4/4/2023</td> <td>4/4/2024</td> <td>134</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>24</td> <td>zg</td> <td>Male</td> <td>3/2/2000</td> <td>4262</td> <td>IO</td> <td>4/5/2023</td> <td>4/5/2024</td> <td>133</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>dag</td> <td>Female</td> <td>3/2/2001</td> <td>5384</td> <td>FF</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>st</td> <td>Female</td> <td>10/5/1990</td> <td>7357</td> <td>ER</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>35</td> <td>X</td> <td>3/2/2000</td> <td>7362</td> <td>YU</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> </tbody> </table>	Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue	<input type="radio"/>	24	6y0	X	3/2/2001	6065	PL	4/4/2023	4/4/2024	134	<input checked="" type="radio"/>	24	zg	Male	3/2/2000	4262	IO	4/5/2023	4/5/2024	133	<input type="radio"/>	24	dag	Female	3/2/2001	5384	FF	4/19/2023	4/19/2024	119	<input type="radio"/>	24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119	<input type="radio"/>	24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119
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## Enter a New Treatment Update Report

Step	Instructions	Image																																																												
15	<p>After the client is selected with the radio button, click the <b>New</b> button to open the “<i>Enter New Treatment Update</i>” page for that selected client. It is located in the upper right corner of the page.</p>	<p>The screenshot displays the 'Treatment Update Search Results' interface. At the top, there is a header for the 'Office of Addiction Services and Supports' with navigation links for Home, Close Application, and Help. Below the header, the page title is 'Treatment Update Search Results' and the provider is identified as '99999 - Anonymous Provider'. A section titled 'Select Treatment Update' contains a table of results. A 'New' button is highlighted with a red box in the top right corner of this section. The table has the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>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>TU Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>24</td> <td>6y0</td> <td>X</td> <td>3/2/2001</td> <td>6065</td> <td>PL</td> <td>4/4/2023</td> <td>4/4/2024</td> <td>134</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td>24</td> <td>zg</td> <td>Male</td> <td>3/2/2000</td> <td>4262</td> <td>IO</td> <td>4/5/2023</td> <td>4/5/2024</td> <td>133</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>dag</td> <td>Female</td> <td>3/2/2001</td> <td>5384</td> <td>FF</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>st</td> <td>Female</td> <td>10/5/1990</td> <td>7357</td> <td>ER</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7362</td> <td>YU</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> </tbody> </table> <p>At the bottom of the page, there are 'Back' and 'Print' buttons, and a footer with the text 'Treatment Update   Home   Close Application   Help'.</p>	Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue	<input type="radio"/>	24	6y0	X	3/2/2001	6065	PL	4/4/2023	4/4/2024	134	<input checked="" type="radio"/>	24	zg	Male	3/2/2000	4262	IO	4/5/2023	4/5/2024	133	<input type="radio"/>	24	dag	Female	3/2/2001	5384	FF	4/19/2023	4/19/2024	119	<input type="radio"/>	24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119						7362	YU	4/19/2023	4/19/2024	119
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Step	Instructions	Image
<p><b>16</b></p>	<p>You will then see the “Enter New Treatment Update” page for that client.</p> <p>Notice that the client’s basic identifying information is shown at the top. The rest of the fields must be entered to complete the form.</p> <p>Remember that the asterisk (*) indicates that the field is required. Most of the fields on this page are required.</p> <p>For more information on the fields and how the questions should be answered, see the “Treatment Update Report Instructions” on the <a href="#">OASAS Applications Home</a> page.</p>	<p>The screenshot shows the 'Enter New Treatment Update' page. At the top, there is a header for the 'Office of Addiction Services and Supports' with a New York State logo. Navigation links for 'Home', 'Close Application', and 'Help' are visible. The page title is 'Enter New Treatment Update'. Below this, there is a summary of provider and program information: 'Provider: 99999 - Anonymous Provider' and 'Program: 24 - Anonymous Provider OTP3'. The main section is titled 'Client ID Information' and contains several required fields marked with an asterisk (*):         <ul style="list-style-type: none"> <li>* Client ID : zg</li> <li>* Admission Date : 4/5/2023 (mm/dd/yyyy)</li> <li>* Sex : Male</li> <li>* Birth Date : 3/2/2000 (mm/dd/yyyy)</li> <li>* Last 4 SSN : 4262</li> <li>* Last Name 2 Char : IO (Birth Name)</li> <li>* Date Update Due : 4/5/2024 (mm/dd/yyyy)</li> <li>* Date Update Completed : [Empty field] (mm/dd/yyyy)</li> </ul>         Below this is the 'TRS-61: Identifying Information (ID)' section, which includes:         <ul style="list-style-type: none"> <li>ID Consent Date : [Empty field] (mm/dd/yyyy)</li> <li>ID Consent Revoke Date : [Empty field] (ID Consent Revoke Date not required)</li> <li>Last Name : [Empty field] (Current Name)</li> <li>First Name : [Empty field]</li> <li>Social Security Number : [Empty field] (Dashes are optional)</li> <li>Medicaid Client ID : [Empty field]</li> </ul>         The 'Date Update Completed' field is highlighted with a red box in the original image.         </p>

Step	Instructions	Image
17	<p>The first section of data to be completed consists of the <b>Date Update Completed</b> field followed by the client's Demographics.</p> <p><b>NOTE:</b> The date entered into this field cannot occur more than 30 days prior to the <b>Date Update Due</b> (i.e., client's yearly anniversary date). In this example, the date entered could not occur sooner than 3/5/2024.</p>	<p>The screenshot shows the 'Enter New Treatment Update' form. At the top, there is a header for the 'Office of Addiction Services and Supports' and navigation links for 'Home', 'Close Application', and 'Help'. The current page is 'Treatment Update', and the timestamp is '8/16/2024 11:15:02 323 H_H_A1_A2_MF_MT(2)_MUv51'. The form title is 'Enter New Treatment Update'. Below the title, it shows 'Provider : 99999 - Anonymous Provider' and 'Program : 24 - Anonymous Provider OTP3'. The 'Client ID Information' section includes fields for 'Client ID : zg', 'Admission Date : 4/5/2023 (mm/dd/yyyy)', 'Sex : Male', 'Birth Date : 3/2/2000 (mm/dd/yyyy)', 'Last 4 SSN : 4262', and 'Last Name 2 Char : IO (Birth Name)'. The 'Date Update Due : 4/5/2024 (mm/dd/yyyy)' field is visible. The 'Date Update Completed' field is highlighted with a red box. Below this is the 'TRS-61: Identifying Information (ID)' section, which includes fields for 'ID Consent Date : (mm/dd/yyyy)', 'ID Consent Revoke Date : (ID Consent Revoke Date not required)', 'Last Name : (Birth Name)', 'Last Name : (Current Name)', 'Social Security Number : (Dashes are optional)', and 'Medicaid Client ID :'. There are also small document icons next to the date fields.</p>

**18** The second section consists of the TRS-61: Identifying Information (ID) related to the *Authorization for Release of Behavioral Health Information Form (TRS-61)*.

All clients should be offered the opportunity to sign the *Authorization for Release of Behavioral Health Information Form (TRS-61)* upon admission or at the completion of the Treatment Update.

If the client consents to the *Authorization for Release of Behavioral Health Information Form (TRS-61)*, enter the **ID Consent Date** and enter all identifying information as appropriate. Enter **HIV Status** if authorized within “*Current Health Status*”.

**NEW YORK STATE** Office of Addiction Services and Supports

Home Close Application Help Treatment Update

8/16/2024 11:15:02.323  
H\_H\_A1\_A2\_MF\_MT(2)\_MUV51

### Enter New Treatment Update

Provider : 99999 - Anonymous Provider  
Program : 24 - Anonymous Provider OTP3

#### Client ID Information

\* Client ID : zg \* Admission Date : 4/5/2023 (mm/dd/yyyy)

\* Sex : Male \* Birth Date : 3/2/2000 (mm/dd/yyyy) \* Last 4 SSN : 4262 \* Last Name 2 Char : IO (Birth Name)

\* Date Update Due : 4/5/2024 (mm/dd/yyyy) \* Date Update Completed :  (mm/dd/yyyy)

#### TRS-61: Identifying Information (ID)

ID Consent Date :  (mm/dd/yyyy)

Last Name :  (Birth Name)

First Name :

Medicaid Client ID :

ID Consent Revoke Date :  (ID Consent Revoke Date not required)

Last Name :  (Current Name)

Social Security Number :  (Dashes are optional)

**19** If the client refuses to consent, then simply do not put the new client identifying information on the form and indicate “Unknown” within the “*Current Health Status*” field for the HIV status question.

If the client revokes consent at any time, the Treatment Update must be edited to include the revoke date as soon as possible.

Links to the *Authorization for Release of Behavioral Health Information Form (TRS-61)* as well as an FAQ document can be found on the Forms and Instructions tab of the [OASAS Applications Home](#).



### Enter New Treatment Update

Provider : 99999 - Anonymous Provider

Program : 24 - Anonymous Provider OTP3

#### Client ID Information

\* Client ID : zg

\* Admission Date : 4/5/2023  
(mm/dd/yyyy)

\* Sex : Male

\* Birth Date : 3/2/2000  
(mm/dd/yyyy)

\* Last 4 SSN : 4262

\* Last Name 2 Char : IO  
(Birth Name)

\* Date Update Due : 4/5/2024  
(mm/dd/yyyy)

\* Date Update Completed : 4/5/2024   
(mm/dd/yyyy)

#### TRS-61: Identifying Information (ID)

ID Consent Date : 4/5/2023   
(mm/dd/yyyy)

Last Name : lo  
(Birth Name)

First Name : Bob

Medicaid Client ID : XX00000X

ID Consent Revoke Date :    
(ID Consent Revoke Date not required)

Last Name : lo  
(Current Name)

Social Security Number : 123459999  
(Dashes are optional)



**20** The next section consists of the client's *Demographics*.

If the client is homeless and lives in a shelter, use the shelter's zip code.

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.

For more information regarding client demographics please refer to Treatment Update form instructions found on the Forms and Instructions tab of the OASAS Applications Home page or follow this link [OASAS Applications Home](#).

### Demographics

* Zip Code of Residence :	<input type="text" value="12205"/>
* County Of Residence :	<input type="text" value="Albany"/>
* Type of Residence :	<input type="text"/>
* Living Arrangements :	<input type="text"/>
* Highest Grade Completed :	<input type="text"/>
* Individual Education Plan :	<input type="text"/>
* Employment Status :	<input type="text"/>
Length of Employment :	<input type="text"/>
* Primary Payment Source :	<input type="text"/>

<b>21</b>	This is an example of how the <i>Demographics</i> section might look once completed.	<p><b>Demographics</b></p> <hr/> <p>* <u>Z</u>ip Code of Residence : <input type="text" value="12205"/></p> <p>* <u>C</u>ounty Of Residence : <input type="text" value="Albany"/> ▼</p> <p>* <u>T</u>ype of Residence : <input type="text" value="Private Residence"/> ▼</p> <p>* <u>L</u>iving Arrangements : <input type="text" value="Living Alone"/> ▼</p> <p>* <u>H</u>ighest Grade Completed : <input type="text" value="11th Grade Completed"/> ▼</p> <p>* <u>I</u>ndividual Education Plan : <input type="text" value="Unknown"/> ▼</p> <p>* <u>E</u>mployment Status : <input type="text" value="Employed Full Time-35+ hrs/wk"/> ▼</p> <p><u>L</u>ength of Employment : <input type="text" value="31 - 60 Days"/> ▼</p> <p>* <u>P</u>imary Payment Source : <input type="text" value="Private Ins - Managed Care"/> ▼</p>
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22

The next section, *Criminal Legal System Involvement*, consists of fields for **Criminal Legal System Involvement Status** and is followed by the **Criminal Arrests and Incarcerations** section.

**Criminal Legal System Involvement Status** data are entered for up to nine possible responses (i.e., select all that apply) and “Move >” to the right.

(For multiple choices) Hold down the Ctrl button and click on multiple selected choices (if applicable). Then click “Move >.”

In addition, there are four **Criminal Arrests/Incarceration-**related fields to be completed as well.

### Criminal Legal System Involvement

\* **Current Criminal Legal System Involvement Status (Select All That Apply)**

### Criminal Arrests/Incarceration

\* **Is Client in Treatment as a Result of an Alternative to Incarceration?** :  ▾

\* **Number of Criminal Arrests in Prior 30 Days** :

\* **Number of Criminal Arrests in Prior 6 Months** :

\* **Number of Days Incarcerated in Prior 6 Months** :

**23** This is an example of how the following fields might look when completed in the next two sections:

*Medication for Addiction Treatment*

- Identify the current medication, if any, that is part of the client’s current treatment.
- If Methadone Dispensed at the Window or Buprenorphine Dispensed at Window is selected, then complete Daily Dose and Current Pick-Up Schedule. For all other options, leave those 2 fields blank.

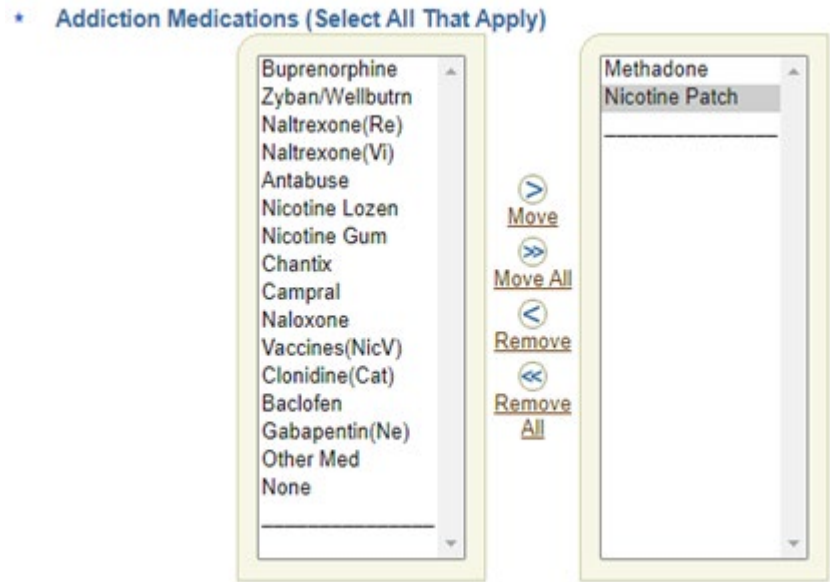
**Medication for Addiction Treatment**

Select the medication included in client’s treatment (select all that apply) :

The screenshot shows a web form titled "Medication for Addiction Treatment". It contains two list boxes for selecting medication types. The left list box contains the following options: "Buprenorphine Dispensed at the Window", "Naltrexone for MOUD Administered at Program Site", "Naltrexone for AUD Administered at Program Site", "Buprenorphine Prescribed by Program Practitioner", "Other AUD Medication Prescribed by Program Practitioner", and "No MOUD or AUD Medication within Program". The right list box contains "Methadone Dispensed at the Window". Between the list boxes are five buttons: "Move", "Move All", "Remove", "Remove All", and "All". Below the list boxes are two input fields: "Daily Dose" with a text box containing "35" and "Current Pick-Up Schedule" with a dropdown menu set to "Daily". A note below the "Daily Dose" field reads: "(If Methadone or Buprenorphine is dispensed at window by the program, provide daily dose and schedule)".

24

- Next, 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.



**25** *Physical Health-Related Conditions*

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.”

**Physical Health-Related Conditions**

- \* **Asthma** : No ▾
- \* **Treated for Asthma During Review Period** : No ▾
- \* **Hypertension** : Yes ▾
- \* **Treated for Hypertension During Review Period** : Yes ▾
- \* **Diabetes** : No ▾
- \* **Treated for Diabetes During Review Period** : No ▾
- \* **HIV Status** : Unknown ▾
- \* **Tested for HIV During Review Period** : Yes ▾
- \* **Hepatitis B Status** : Unknown ▾
- \* **Tested for Hepatitis B During Review Period** : No ▾
- \* **Hepatitis C Status** : Known to be Negative ▾
- \* **Tested for Hepatitis C During Review Period** : No ▾
- \* **Result of TB Test** : Known to be Negative ▾
- \* **Treated for Latent TB During Review Period** : No ▾

**26** *Physical Health-Related Conditions (Continued)*

Report client’s HIV, Hepatitis B and Hepatitis C status by using the drop-down selection. Select Unknown for HIV Status even if status is known if the client has not signed and initialed the TRS61.

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

**Physical Health-Related Conditions**

* <u>A</u> sthma :	No	▼
* <u>T</u> reated for Asthma During Review Period :	No	▼
* <u>H</u> ypertension :	Yes	▼
* <u>T</u> reated for Hypertension During Review Period :	Yes	▼
* <u>D</u> iabetes :	No	▼
* <u>T</u> reated for Diabetes During Review Period :	No	▼
* <u>H</u> IV Status :	Unknown	▼
* <u>T</u> ested for HIV During Review Period :	Yes	▼
* <u>H</u> epatitis B Status :	Unknown	▼
* <u>T</u> ested for Hepatitis B During Review Period :	No	▼
* <u>H</u> epatitis C Status :	Known to be Negative	▼
* <u>T</u> ested for Hepatitis C During Review Period :	No	▼
* <u>R</u> esult of TB Test :	Known to be Negative	▼
* <u>T</u> reated for Latent TB During Review Period :	No	▼

27 In the next section, *Substances Used in the Last Six Months Listed by Seriousness of Misuse*, up to three substances can be chosen and listed by seriousness of misuse (if applicable).

NOTE: These identified substances (Primary, Secondary, and Tertiary) refer to those substances misused during the prior six months, while the Frequency fields refer to level of usage of those substances in the last 30 days.

### Substances Used in the Last Six Months Listed by Seriousness of Misuse

* <u>P</u> rimary Substance :	<input type="text"/>	Frequency Last 30 Days :	<input type="text"/>
* <u>S</u> econdary Substance :	<input type="text"/>	Frequency Last 30 Days :	<input type="text"/>
* <u>T</u> ertiary Substance :	<input type="text"/>	Frequency Last 30 Days :	<input type="text"/>

### For the Six Month Period Prior to Anniversary Date

* <u>N</u> umber of Days Inpatient Detox :	<input type="text"/>	* <u>N</u> umber of ER Visits :	<input type="text"/>
* <u>N</u> umber of Days Hospitalized Non-Detox :	<input type="text"/>	<u>R</u> eason Hospitalized :	<input type="text"/>

### Nicotine

* <u>H</u> as the client used nicotine since admission or the last Treatment Update Report? :	<input type="text"/>		
<u>A</u> ge of First Use :	<input type="text"/>	<u>F</u> requency of Use (in past 30 days) :	<input type="text"/>
<u>D</u> ate Last Used :	<input type="text"/>	<u>P</u> rimarily Route of Administration :	<input type="text"/>
	(mm/yyyy)		

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[Save](#)

[Treatment Update](#) | [Home](#) | [Close Application](#) | [Help](#)



**28** NOTE: If Methadone is used as a prescribed part of the client's treatment, it is NOT identified here as a substance of misuse. If it is used in a non-prescribed way, choose **Non-Rx Methadone** from the drop-down list box.

**Substances Used in the Last Six Months Listed by Seriousness of Misuse**

\* Primary Substance :  ▼  
 \* Secondary Substance :  ▼  
 \* Tertiary Substance :  ▼

Frequency Last 30 Days :  ▼  
Frequency Last 30 Days :  ▼  
Frequency Last 30 Days :  ▼

**For the Six Month Period Prior to Anniversary Date**

\* Number of Days Inpatient Detox :   
 \* Number of Days Hospitalized Non-Detox :

\* Number of ER Visits :   
Reason Hospitalized :  ▼

**Nicotine**

\* Has the client used nicotine since admission or the last Treatment Update Report? :  ▼

Age of First Use :   
Date Last Used :   
(mm/yyyy)

Frequency of Use (in past 30 days) :  ▼  
Primary Route of Administration :  ▼

29 The last two sections to complete are *For the Six-Month Period Prior to Anniversary Date* section (containing four health service-related fields) and the *Nicotine* section (containing five fields).

- 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.

### For the Six Month Period Prior to Anniversary Date

\* Number of Days Inpatient Detox :       \* Number of ER Visits :   
\* Number of Days Hospitalized Non-Detox :       Reason Hospitalized :

### Nicotine

\* Has the client used nicotine since admission or the last Treatment Update Report? :

Age of First Use :       Frequency of Use (in past 30 days) :

Date Last Used :       Primarily Route of Administration :   
(mm/yyyy)

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[Treatment Update](#) | [Home](#) | [Close Application](#) | [Help](#)

**30** Then indicate whether the client has used nicotine products since admission or the last Treatment Update if the current Treatment Update being completed is not the client's first.

This is an example of how those two sections might look when completed.

Once all the data have been entered, click the **Save** button to save the client data.

### For the Six Month Period Prior to Anniversary Date

\* Number of Days Inpatient Detox :       \* Number of ER Visits :   
\* Number of Days Hospitalized Non-Detox :       Reason Hospitalized :

### Nicotine

\* Has the client used nicotine since admission or the last Treatment Update Report? :

Age of First Use :       Frequency of Use (in past 30 days) :

Date Last Used :       Primary Route of Administration :

(mm/yyyy)

[Back](#)

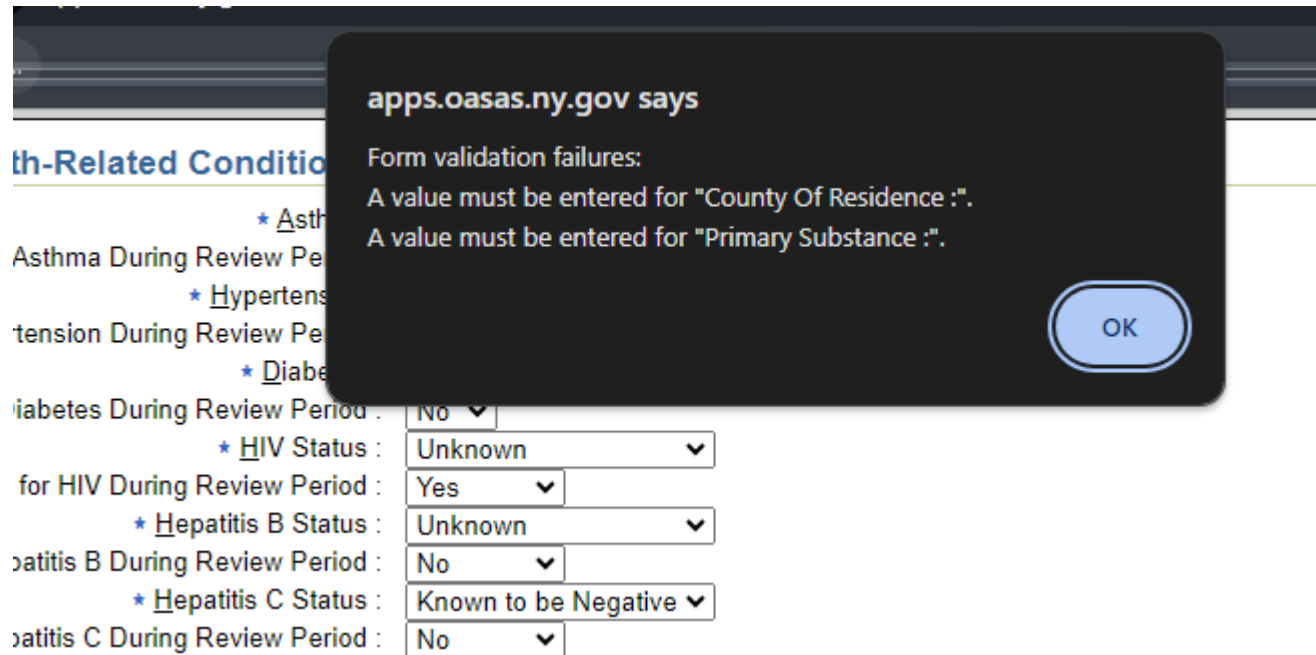
[Save](#)

[Treatment Update](#) | [Home](#) | [Close Application](#) | [Help](#)

**31** If any required fields are left blank, you will first see a pop-up error message indicating that those fields still require data.

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).

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).



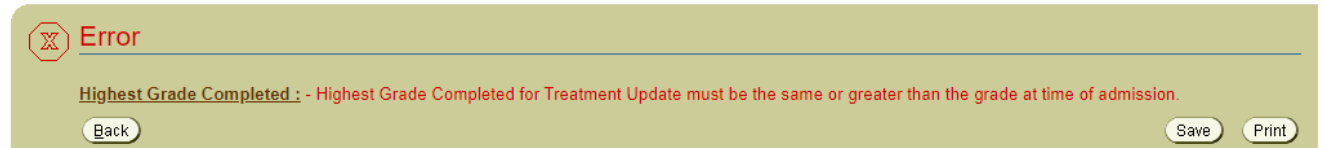
### Fixing an Error (if your transaction does not successfully save)

32

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.

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.

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.



**Error**

[Highest Grade Completed](#) : - Highest Grade Completed for Treatment Update must be the same or greater than the grade at time of admission.

[Back](#) [Save](#) [Print](#)

Provider : 99999 - Anonymous Provider  
Program : 24 - Anonymous Provider OTP3

#### Client ID Information

\* Client ID : zg

\* Admission Date : 4/5/2023  
(mm/dd/yyyy)

**33** In this example, **Highest Grade Completed** (No education) is in error because it conflicts with what was reported at Admission (i.e., **High School Diploma**). This User Guide will assume that the Treatment Update **Highest Grade Completed** field is in error (versus the same field at Admission).

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 *OASAS Application Home* page before you continue with the Treatment Update report.

For more information on how to do this, see either the User Guide entitled *“Update an Existing Transaction and Enter Children User Guide.”*

### Demographics


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\* Zip Code of Residence : 10034

\* County Of Residence : New York ▼

\* Type of Residence : Private Residence ▼

\* Living Arrangements : Living Alone ▼

\*  \* Highest Grade Completed : No education ▼


Highest Grade Completed for Treatment Update must be the same or greater than the grade at time of admission.

\* Individual Education Plan : Yes ▼

\* Employment Status : Employed Part Time-< 35 hrs/wk ▼

Length of Employment : 31 - 60 Days ▼

\* Pimary Payment Source : None ▼

<p><b>34</b></p>	<p>The field in error (e.g., <b>Highest Grade Completed</b> at update) is preceded by a red <b>X</b> 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 <b>Highest Grade Completed</b>, click the <b>down arrow</b> to open the dropdown list, and then select the correct response.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3 style="margin-top: 0;">Demographics</h3> <hr/> <ul style="list-style-type: none"> <li>* <u>Z</u>ip Code of Residence : <input type="text" value="10034"/></li> <li>* <u>C</u>ounty Of Residence : <input style="border: none; border-bottom: 1px solid black;" type="text" value="New York"/> ▼</li> <li>* <u>T</u>ype of Residence : <input style="border: none; border-bottom: 1px solid black;" type="text" value="Private Residence"/> ▼</li> <li>* <u>L</u>iving Arrangements : <input style="border: none; border-bottom: 1px solid black;" type="text" value="Living Alone"/> ▼</li> <li>*  * <u>H</u>ighest Grade Completed : <input style="border: none; border-bottom: 1px solid black;" type="text" value="No education"/> ▼</li> </ul> <p style="color: red; font-size: small;">Highest Grade Completed for Treatment Update must be the same or greater than the grade at time of admission.</p> <ul style="list-style-type: none"> <li>* <u>I</u>ndividual Education Plan : <input style="border: none; border-bottom: 1px solid black;" type="text" value="Yes"/> ▼</li> <li>* <u>E</u>mployment Status : <input style="border: none; border-bottom: 1px solid black;" type="text" value="Employed Part Time-&lt; 35 hrs/wk"/> ▼</li> <li style="padding-left: 20px;">Length of Employment : <input style="border: none; border-bottom: 1px solid black;" type="text" value="31 - 60 Days"/> ▼</li> <li>* <u>P</u>rimary Payment Source : <input style="border: none; border-bottom: 1px solid black;" type="text" value="None"/> ▼</li> </ul> </div>
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35 In this example, “**High School Diploma**” gets selected from the **Highest Grade Completed** drop-down list to correct the error.

The screenshot displays a web form with the following fields and values:

- \* **Zip Code of Residence** : 10034
- \* **County Of Residence** : New York
- \* **Type of Residence** : Private Residence
- \* **Living Arrangements** : Living Alone
- \* **Highest Grade Completed** : No education (dropdown menu is open)
- \* **Individual Education Plan** :
- \* **Employment Status** :
- Length of Employment** :
- \* **Primary Payment Source** :

The dropdown menu for "Highest Grade Completed" is open, showing a list of options. The option "High School Diploma" is highlighted with a red box. Other options include "No education", "1st Grade Completed", "2nd Grade Completed", "3rd Grade Completed", "4th Grade Completed", "5th Grade Completed", "6th Grade Completed", "7th Grade Completed", "8th Grade Completed", "9th Grade Completed", "10th Grade Completed", "11th Grade Completed", "General Equivalency Diploma", "Vocational Cert w/o Diploma/GED", "Vocational Cert w/ Diploma/GED", "Some College-No degree", "Associates Degree", and "Bachelors Degree".

Below the dropdown menu, there are several buttons: "Move", "Move All", "Remove", and "Remove All".



**36** 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.

Last Name : <input type="text" value="(mm/dd/yyyy)"/> First Name : <input type="text" value="(Birth Name)"/> Medicaid Client ID : <input type="text"/>	Last Name : <input type="text" value="(ID Consent Revoke Date not required)"/> Social Security Number : <input type="text" value="(Current Name)"/> <small>(Dashes are optional)</small>
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**Demographics**

- \* Zip Code of Residence :
- \* County Of Residence :
- \* Type of Residence :
- \* Living Arrangements :
- \* Highest Grade Completed :   
Highest Grade Completed for Treatment Update must be the same or greater than the grade at time of admission.
- \* Individual Education Plan :
- \* Employment Status :
- Length of Employment :
- \* Primary Payment Source :

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**Criminal Legal System Involvement**

- \* Current Criminal Legal System Involvement Status (Select All That Apply)

None Parole Work Release In Prison/Jail	> Move <	Probation
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<p><b>37</b></p>	<p>Once the error has been corrected and there are no other errors remaining, click the <b>Save</b> button to save the change and complete the Treatment Update transaction.</p>	<p><b>Edit Treatment Update</b></p> <p><b>Error</b></p> <p><b>Highest Grade Completed :</b> - Highest Grade Completed for Treatment Update must be the same or greater than the grade at time of admission.</p> <p><a href="#">Back</a> <a href="#">Save</a></p> <p>Provider : 99999 - Anonymous Provider Program : 24 - Anonymous Provider OTP3</p> <p><b>Client ID Information</b></p> <p>* <u>C</u>lient ID : zg * <u>A</u>dmission Date : 4/5/2023 (mm/dd/yyyy)</p> <p>* <u>S</u>ex : Male * <u>B</u>irth Date : 3/2/2000 * <u>L</u>ast 4 SSN : 4262 * <u>L</u>ast Name 2 Char : IO (mm/dd/yyyy) (Birth Name)</p>
<p><b>38</b></p>	<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>NEW YORK STATE Office of Addiction Services and Supports</p> <p>Home Close Application Help</p> <p>Treatment Update</p> <p>8/16/2024 13:46:17.502 H_MF_MT_MU(3)/51</p> <p><b>Edit Treatment Update</b></p> <p><b>Information</b></p> <p>- Transaction completed successfully!</p> <p><a href="#">Back</a> <a href="#">Save</a> <a href="#">Print</a></p> <p>Provider : 99999 - Anonymous Provider Program : 24 - Anonymous Provider OTP3</p> <p><b>Client ID Information</b></p> <p>* <u>C</u>lient ID : zg * <u>A</u>dmission Date : 4/5/2023 (mm/dd/yyyy)</p> <p>* <u>S</u>ex : Male * <u>B</u>irth Date : 3/2/2000 * <u>L</u>ast 4 SSN : 4262 * <u>L</u>ast Name 2 Char : IO (mm/dd/yyyy) (Birth Name)</p> <p>* <u>D</u>ate Update Due : 4/5/2024 * <u>D</u>ate Update Completed : 8/16/2024 (mm/dd/yyyy) (mm/dd/yyyy)</p>

<p><b>39</b></p>	<p>If you need to enter other clients' Treatment Update reports, click the <b>Back</b> button to return to the list of clients in the "Treatment Update Search Results" page.</p>	<p>NEW YORK STATE Office of Addiction Services and Supports</p> <p>Home Close Application Help Treatment Update</p> <p>8/16/2024 13:46:17:502 H_MF_MT_MU(3)*51</p> <p>Edit Treatment Update</p> <p>Information</p> <p>Transaction completed successfully!</p> <p>Back Save Print</p> <p>Provider : 99999 - Anonymous Provider Program : 24 - Anonymous Provider OTP3</p> <p>Client ID Information</p> <p>* Client ID : zg * Admission Date : 4/5/2023 (mm/dd/yyyy)</p> <p>* Sex : Male * Birth Date : 3/2/2000 (mm/dd/yyyy) * Last 4 SSN : 4262 * Last Name 2 Char : IO (Birth Name)</p> <p>* Date Update Due : 4/5/2024 (mm/dd/yyyy) * Date Update Completed : 8/16/2024 (mm/dd/yyyy)</p>																																																		
<p><b>40</b></p>	<p>From here, you can continue that process by selecting other clients and entering their Treatment Update reports.</p> <p>NOTE: If no clients are remaining in the search results list, click the <b>Back</b> button to return to the "Search" page and revise your search criteria as needed.</p>	<p>NEW YORK STATE Office of Addiction Services and Supports</p> <p>Home Close Application Help Treatment Update</p> <p>8/16/2024 13:48:15:985 H_MF(2)_MT</p> <p>Treatment Update Search Results</p> <p>Provider : 99999 - Anonymous Provider</p> <p>Select Treatment Update New</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Program No</th> <th>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>TU Due Date</th> <th>Days Overdue</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>24</td> <td>dag</td> <td>Female</td> <td>3/2/2001</td> <td>5384</td> <td>FF</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>6y0</td> <td>X</td> <td>3/2/2001</td> <td>6065</td> <td>PL</td> <td>4/4/2023</td> <td>4/4/2024</td> <td>134</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>35</td> <td>X</td> <td>3/2/2000</td> <td>7362</td> <td>YU</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> <tr> <td><input type="radio"/></td> <td>24</td> <td>st</td> <td>Female</td> <td>10/5/1990</td> <td>7357</td> <td>ER</td> <td>4/19/2023</td> <td>4/19/2024</td> <td>119</td> </tr> </tbody> </table> <p>Back Print</p>	Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue	<input type="radio"/>	24	dag	Female	3/2/2001	5384	FF	4/19/2023	4/19/2024	119	<input type="radio"/>	24	6y0	X	3/2/2001	6065	PL	4/4/2023	4/4/2024	134	<input type="radio"/>	24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119	<input type="radio"/>	24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119
Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue																																											
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<input type="radio"/>	24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119																																											
<input type="radio"/>	24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119																																											

**41** To return to the “CDS Home” page to perform a different task, click **Home** at the top of the page.

The screenshot shows the top navigation bar of the CDS Home page. The 'Home' button, represented by a house icon, is highlighted with a red rectangular box. Other navigation options include 'Close Application' and 'Help'. The page title is 'Treatment Update'. The date and time '8/16/2024 13:48:15 985 H\_MF(2)\_MT' are displayed in the top right corner. Below the navigation bar, the page content includes the 'Office of Addiction Services and Supports' logo, the heading 'Treatment Update Search Results', and the provider information 'Provider: 99999 - Anonymous Provider'. A table titled 'Select Treatment Update' is displayed, with a 'New' button in the top right corner of the table area. The table contains four rows of data. At the bottom of the page, there are 'Back' and 'Print' buttons.

Select	Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue
<input type="radio"/>	24	dag	Female	3/2/2001	5384	FF	4/19/2023	4/19/2024	119
<input type="radio"/>	24	6y0	X	3/2/2001	6065	PL	4/4/2023	4/4/2024	134
<input type="radio"/>	24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119
<input type="radio"/>	24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119

**42** When you are finished entering transactions, you can return to the *OASAS Applications* page by clicking on the **Close Application** button to exit the application.



8/16/2024 13:48:15.985  
H\_MF(2)\_MT

Treatment Update Search Results

Provider : 99999 - Anonymous Provider

Select Treatment Update <span style="float: right;">New</span>								
Select Program No	Client ID	Sex	Birth Date	Last 4 SSN	Last Name 2 Char	Adm Date	TU Due Date	Days Overdue
<input type="radio"/> 24	dag	Female	3/2/2001	5384	FF	4/19/2023	4/19/2024	119
<input type="radio"/> 24	6y0	X	3/2/2001	6065	PL	4/4/2023	4/4/2024	134
<input type="radio"/> 24	35	X	3/2/2000	7362	YU	4/19/2023	4/19/2024	119
<input type="radio"/> 24	st	Female	10/5/1990	7357	ER	4/19/2023	4/19/2024	119

Back

Print