

**NYS Office of Addiction Services and Supports
ELEMENT TRANSITION REPORT INSTRUCTIONS (PAS-125N)
FOR ELEMENT TRANSITIONS DATED 4/1/2017 AND BEYOND**

*These instructions are for the purpose of completing the PAS-125N form only.
They do not supersede or replace existing regulations.*

FOR USE BY PART 820 RESIDENTIAL PROGRAMS ONLY

PROVIDER NUMBER

Enter the five-digit provider number assigned by OASAS that identifies the treatment service provider.

PROGRAM NUMBER

Enter the five-digit number assigned by OASAS which identifies the program number the client was admitted to.

CLIENT ID INFORMATION

CLIENT ID

Enter the identical client identification number that was reported at the time of admission or transfer. If the client identification number has changed since admission, instruct data input staff to make the change online using Client Management.

SEX (at birth)

Enter gender, **Male, Female, or X**, as documented on birth certificate. If client is transgender, gender non-conforming or non-binary, use the gender that was recorded at time of birth.

BIRTH DATE

Enter two digits each for the month and day and four digits for the year of birth (e.g., March 8, 1998 would be 03/08/1998).

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER

Enter the last four digits of the client's social security number (SSN), as assigned by the Social Security Administration. If the client does not have an SSN, **enter 0000**. If another person is providing insurance coverage, be sure to use the client's SSN, not the SSN of the insured. Please be sure that the numbers are entered in the correct order. These numbers are critical to OASAS' ability to track clients as they move through the treatment system.

FIRST TWO LETTERS OF LAST NAME AT BIRTH

Enter the first two letters of the client's last/**at birth name** (Smith = SM, O'Brien = OB). For clients who have changed their last name, use their BIRTH name (e.g., Maiden Name).

READ ONLY ITEMS

The following items will display as read-only. If any data item is incorrect, changes must be made online using Client Management.

From Element of Care

From Reintegration Setting

**NYS Office of Addiction Services and Supports
ELEMENT TRANSITION REPORT INSTRUCTIONS (PAS-125N)
FOR ELEMENT TRANSITIONS DATED 4/1/2017 AND BEYOND**

TRANSITION INFORMATION

TRANSACTION DATE

The transaction date is the date the client will transition from one element and/or reintegration setting to another element and/or reintegration setting within the Part 820 program. Enter two digits for the month, two digits for the day, and four digits for the year.

TO ELEMENT OF CARE

Select the element of care the client is being transitioned to.

Stabilization

Rehabilitation

Reintegration

If **Stabilization** or **Rehabilitation** is chosen, then **Reintegration Setting** will not be used. If **Reintegration** is chosen, then make a **Reintegration Setting** selection.

TO REINTEGRATION SETTING

If element of care selected is **Reintegration**, then enter one of the following reintegration settings.

Congregate

Scatter-Site

LOCADTR INFORMATION

Both **Assessment ID** and **Created Date** are optional items and can be entered at the program's discretion.

ASSESSMENT ID

The Level of Care for Alcohol and Drug Treatment Referral (LOCADTR) 3.0 Assessment ID will be generated at the administration of LOCADTR 3.0 to substantiate the clinical rationale for transition. The most recent Assessment ID should be documented. It can be found on the Assessment Dashboard page of LOCADTR 3.0 and is the first column next to Client name. The assessment ID will appear on the assessment table located on the LOCADTR dashboard only for the clinician who completed the assessment. If a person uses the "Other Clinicians' option to retrieve this information, they will have to download the CSV file to get the Assessment ID number. The use of LOCADTR 3.0 Protocol has been mandated for all OASAS certified substance use disorder treatment providers to be utilized to determine the most appropriate level of care for a client and, therefore, it must be utilized for all admissions, transfers, transitions, and discharges. Further information on LOCADTR 3.0 can be found here- [LOCADTR 3.0](#).

CREATED DATE

The Created Date is the date the LOCADTR 3.0 assessment is created and supports this transition. Enter two digits for the month, two digits for the day, and four digits for the year.