

## Drug and Alcohol Treatment Access Report Procedure

Effective Date 04/09/2019  
Revised Date 12/13/2021



Veronica Kelley, DSW, LCSW, Director

**Purpose** To provide guidance to DBH Substance Use Disorder and Recovery Services (SUDRS) and contracted providers for collection, tracking and submission of the Drug and Alcohol Treatment Access Report (DATAR) submitted to the Department of Health Care Services (DHCS) in compliance state agreement requirements.

**DATAR Information** Detailed DATAR user information can be located in the [DHCS DATAR Rewrite User Manual September 2019](#). The manual contains information on data submission and obtaining access and technical assistance.

**DATAR Access** DBH-SUDRS monitors and provides DATAR access for designated County and contracted provider staff completing DATAR entries.

County and contracted providers will have two (2) individuals assigned per clinic location to complete monthly DATAR entries; one primary and one back up.

Providers must notify DBH-SUDRS within 10 business days of the need to add or delete designated staff completing DATAR entries.

**DATAR Monitoring** DBH-SUDRS County and contracted providers shall submit their DATAR information into the system by the fifth (5<sup>th</sup>) day of each month. DBH-SUDRS staff will monitor DATAR submissions on a monthly basis to ensure DHCS receives DATAR information timely.

The following table describes the appropriate steps for DBH SUDRS staff to monitor timely DATAR submissions by County and contracted providers.

Step	Action
1	Designated SUDRS staff sends an email on the first business day of the month to all SUDRS treatment providers reminding them to have DATAR information entered by the fifth (5 <sup>th</sup> ) of the month.  <b>Note:</b> This is a courtesy and not required. If reminder does not come from SUDRS, county and contract providers are still required to submit DATAR information per contract terms.

*Continued on next page*

## Drug and Alcohol Treatment Access Report Procedure, Continued

---

### DATAR Monitoring, continued

Step	Action
2	On the third (3 <sup>rd</sup> ) and fifth (5 <sup>th</sup> ) business day of the month, designated DBH-SUDRS staff will access the DHCS DATAR System and run the County Non-Compliance Report ( <a href="https://portal.dhcs.ca.gov">https://portal.dhcs.ca.gov</a> ) to evaluate submission compliance. The designated DBH-SUDRS Supervisor will be notified of continued non-compliant county and contract providers.
3	If non-compliant, SUDRS administration will be notified and county and contract providers' management will be contacted and instructed to complete the DATAR immediately per specified DBH policy.
4	Upon verification/confirmation that all providers have completed and submitted the DATAR, designated SUDRS staff will record full compliance.  <b>Note:</b> See potential corrective action if contract providers fail to comply with DATAR submission requirements as referenced in DBH DATAR Policy (SUDRS0236).

---

### Related Policy or Procedure

The referenced policies and procedures can be located in the [DBH Standard Practice Manual](#):

- Alcohol and Drug Services Program Review Procedure (SUDRS0207)
- Alcohol and Drug Services Program Review Policy (SUDRS0208)
- SUDRS DATAR Policy (SUDRS0236)

---

### Reference(s)

- DBH-SUDRS Provider Standard Contract: Data Collection and Performance Outcomes Requirements
  - [DHCS DATAR Rewrite User Manual September 2019](#)
  - Revenue Agreement with the State of California for the Substance Use Disorder Drug Medi-Cal Organized Delivery System
  - [DHCS Data De-Identification Guidelines November 2016](#)
-