



**ILLINOIS DEPARTMENT OF HUMAN SERVICES
COMMUNITY REPORTING SYSTEMS**

**OPIOID MAINTENANCE THERAPY (OMT)
PHARMACY SYSTEM**

**INSTRUCTION MANUAL
FOR PRESCRIBED MEDICATION
LOG SUBMISSION TO DHS**

**Information Management and Development
Unified Health Systems Section
Provider Claims Unit**

TABLE OF CONTENTS

Overview	Page 1
Prescribed Medication Log Submission	Page 2
Prescribed Medication Log Information	Page 3
Prescribed Medication Log Data	Page 4
Appendix A	Page 7
Prescribed Medication Log Worksheet	Page 8
Appendix B	Page 10
OMT Clinics	Page 11
Appendix C	Page 12
OMT Pharmacy Program Week Numbers and Associated Dates	Page 13

Overview

The Opioid Maintenance Therapy (OMT) Pharmacy System, also known as the Methadone Dispensing System, was designed by the Illinois Drug Abuse Program (IDAP) in 1969, to monitor the use of methadone as a treatment medium in treating heroin addiction. It also is responsible for creating and maintaining a master file of persons who receive medication as part of their treatment regimen. The system is monitored by the Department of Human Services (DHS) Division of Alcoholism and Substance Abuse (DASA). The DHS Office of Management Information Systems (MIS) provides management information services to support the system.

The prescribed medication log serves three purposes:

- 1) an approved replacement for the Triplicate Prescription form (required under the Controlled Substance Act),
- 2) a dispensing guide for nurses, and
- 3) an input document for the OMT Pharmacy System.

Medication labels are also a requirement of the Controlled Substance Act. They are placed on the container to identify the medication (methadone hydrochloride, dolophine, or LAAM), recipient, program and the prescribing physician. Package codes, required label prescription numbers and the date medication is to be taken are also printed on the labels. **Note:** Labels have been used to falsely identify other compound substances; therefore, a return of unused medication labels is a requirement of the OMT Pharmacy System.

This document sets the guidelines for the submission of paper prescribed medication logs to the Department of Human Services by OMT clinics. After processing of the clinic's data is complete, DHS/MIS will provide a report listing which will summarize the data processed. Other than the prescribed medication log, paper reports will not be provided for the OMT Pharmacy System. Access to reports are available by using Mobius Document Direct via the Internet. Report viewing is limited to your specific provider FEIN and Clinic Code. It is the responsibility of each clinic to print reports from Mobius Document Direct, if desired. Reports will be stored for at least six months to allow sufficient time of view/print as needed.

Questions concerning the content of these guidelines should be directed to the Unified Health Systems (UHS) Help Desk by e-mail at DHS.DASAHHELP@illinois.gov.

Prescribed Medication Log Submission

The prescribed medication logs are used to document program changes that have occurred in the week. All changes pertaining to the patient's information should be indicated by the clinic staff. The updated prescribed medication log is to be returned to the Department of Human Services in a timely manner. It is the responsibility of the OMT clinic to maintain dispensing information at their location.

The Data Preparation Unit must receive the updated logs by the close of business on Tuesday, in order for changes to be reflected on the next set of logs at the address below:

Data Preparation Unit
Harris I - Lower Level
100 South Grand Avenue East
Springfield, Il 62762
(217) 785-9309
Fax: (217) 558-4117

Prescribed Medication Log Information

Prescribed medication logs are used as the prescription form for dispensing Methadone and other types of medication to patients as part of their treatment regimen. It is vitally important that the prescribed medication log submitted to DHS indicate the daily activity of each patient. It is the responsibility of the clinic to maintain dispensing information at their location.

Changes made on the prescribed medication log may include:

- < Adding new patients
- < Discharging patients
- < Changing patient information
- < Changing medication dispensing information

New clinics must implement the OMT Pharmacy System on the first day of a week (Monday), or on a designated start-up date scheduled by the Methadone Coordinator. Blank prescribed medication logs (DHS form IL444-4648) will be supplied by the Data Preparation Unit for initial reporting of patient information. Instructions for completing these forms are contained in Appendix A.

Telephone technical assistance is provided on an on-going basis to clinic(s) by Data Preparation Unit personnel or the Methadone Coordinator regarding instructions and /or procedures.

New admissions receiving medication as part of their treatment must use their Recipient Identification Number (RIN) as part of the identification process. This is a unique number assigned to the patient by DHS via the DHS eRIN System. New admissions should be added to the appropriate prescribed medication log with all pertinent information pertaining to that patient.

Prescription Labels

In order to aid those clinics having patients on the special dispensing codes 'M' and 'T', DHS will produce labels for future weeks (three additional weeks for dispensing code 'M' and one additional week for dispensing code 'T') in addition for the current week. On the succeeding weeks of the cycle no labels will be produced for these 'M' and 'T' patients. The production of the prescribed medication logs will not change.

Example : Dispensing Code 'M'

On week 1788 labels would be produced for weeks 1788, 1789, 1791, and 1792

On weeks 1789, 1790, and 1791 no labels would be produced

Example Dispensing Code 'T'

On week 1788 labels would be produced for weeks 1788 and 1789

On week 1789 no labels would be produced

On week 1790 labels would be produced for week 1790 and 1791

On week 1791 no labels would be produced

Prescribed Medication Log Data

The data in the following table is displayed on the prescribed medication logs. Changes and/or corrections to the prescribed medication log **MUST** be made in **RED WRITING**. To make changes, draw a red line through the incorrect information and write the correct information above it. **Written signature of the physician and FDEA narcotic registration number is required on all prescribed medication logs that are to be updated. Prescribed medication logs that do not meet this requirement will be returned and will NOT be updated.**

NOTE: Patients who have completed their medication treatment regimen should be terminated from the prescribed medication Log. Patients who have been detoxed and are no longer taking medication, must be terminated from the prescribed medication log, unless they are on a placebo type medication.

Data Item	Definition
Beginning Week	Reflects the date for Monday of the current program week
Clinic FEIN and Code	The clinic's nine digit Federal Employer Identification Number (FEIN) and the code assigned to the clinic by DASA.
Dr Signature	Signature of unit physician
Reg No	Current Drug Enforcement Agency (FDEA) Narcotic Registration number of physician.
Modality/Medication	Identifies the modality and the type of medication to be dispensed. Modality Codes: DE - Detoxification DR - Drug Free MM - OMT Maintenance Medication Codes: 00 - Abstinence 01 - Methadone, Liquid 11 - Methadone, Diskette 35 - Methadone, Tablet (Dolophine) 44 - Buprenorphine
Name and Address	The complete legal name and the current address city, state, and zip code of the patient. Note: If the patient is un-domiciled, report the address of the clinic.
Unique Patient ID	The unique identification number for the patient. This should be the Recipient Identification Number (RIN) assigned to the patient by DHS via the DHS eRIN System.

Data Item	Definition
Clinic Start Date	The date in which a patient began treatment at the clinic. This date is calculated at DHS.
Weeks at Clinic	The number of weeks the patient has received treatment at the clinic. This number is calculated at DHS.
Fund Code	<p>The source of funding for the patient's treatment.</p> <p>CA - Young Adult Model CB - Male Family Unification CD - IL Department of Children and Family Services (DCFS) CN - Contract Patient with No Other Dedications or Obligations CP - Chicago Public Health CT - Temporary Assistance for Needy Families (TANF) FS - Federally Funded via State of IL O - Other City/State/Federal Funding P - Private Pay Patient</p> <p>Note: Your clinic may not be eligible to designate a patient as being in a particular funding source. Please check with the Methadone Coordinator before using one of these designations.</p>
Dispensing Schedule	<p>The frequency of the dispensations to the patient per week.</p> <p>1 - One on-site dispensation 2 - Two on-site dispensations 3 - Three on-site dispensations 4 - Four on-site dispensations 5 - Five on-site dispensations 6 - Six on-site dispensations 7 - Seven on-site dispensations 0 - Placebo dispensations or dispensing schedules requiring DASA approval T - One on-site dispensation and remaining dispensations off-site for a two week period M - One on-site dispensation and remaining dispensations off-site for a month</p>
Prescribed Dosage	<p>The patient's treatment dosage in milligrams for each day of the week. Nurse (s) who dispense and observe patients drinking medication, should make the notation "D/O" (dispensed/observed) and initial on the log for the appropriate day, otherwise, if the patients pick up take-home medication, make the notation "D" (dispensed) and initial the appropriate day. If a patient does not pick up his medication on any given day, then nurse(s) must enter on log "N/S" (for no show) on that particular day.</p>

Data Item	Definition
Pregnant	The patient's pregnancy status. Place a "Y" in the column if the patient is pregnant. If the patient is no longer pregnant, mark a line through the "YES" on the report and write "NO" above it.
Total Weeks on OMT	The total number of weeks the patient has received treatment in the OMT Pharmacy System. This number is calculated at DHS.

Appendix A

Prescribed Medication Log Worksheet

Prescribed Medication Log Worksheet

The Prescribed Medication Log Worksheet (DHS Form IL444-4648) is designed to be used by clinics as an alternative to calling Springfield with last minute changes. By using this worksheet and faxing it to the number listed below, you can reduce the number of errors caused by number transpositions, misunderstandings, and omissions. When it is used for this purpose, it allows the clinic to enter information on up to seven patients per page.

The following information must be entered on each page:

Page Number	The page number and the total number of pages submitted.
Date	The date that the worksheet was submitted.
Authorization	The signature of the staff physician or head nurse authorizing the submission of the changes / adds.
Clinic Number	The six position clinic number composed of modality, clinic, and medication codes from the regular prescribed methadone log. For the worksheet purposes, the following values are used: Positions 1 - 2: The two-digit modality code 21 - Maintenance (Residential) 22 - Maintenance (Outpatient) 41 - Methadone Detox (Residential) 43 - Methadone Detox (Outpatient) 48 - FDA REGULATION - 30 Day Detox (Residential) 49 - FDA REGULATION - 30 Day Detox (Outpatient) 51 - Placebo Medication (Residential) 53 - Placebo Medication (Outpatient) 66 - Maintenance (Mobile Outpatient) Positions 3 - 4: The two-digit code assigned to the clinic Positions 5 - 6: The two-digit medication code 00 - Abstinence 01 - Methadone, Liquid 11 - Methadone, Diskette 35 - Methadone, Tablet (Dolophine) 44 - Buprenorphine
Program Week #	The program week from the regular prescribed methadone log for that week.

For each patient information change submitted, the patient ID and status code are required (see descriptions below). All other items are completed on an as-needed basis. **If this method is used, any changes coded on the original prescribed medication log for that patient, must also be coded on the worksheet.**

SSN	The unique patient ID number
Stat Code	The patient's status in the OMT Pharmacy System
	1 - New patient
	3 - Discharged from clinic
	4 - Deceased
	5 - Reinstatement
	6 - Re-admission

Note: Pkg Code was renamed to Dispensing Schedule for the new prescribed medication logs.

Completed worksheets should be faxed after 1:00 PM Monday and before 5:00PM Tuesday to the Data Preparation Unit at the number below. After the worksheet has been faxed, the original completed worksheets are to be sent to the Supervisor of the Data Preparation Unit with a note that the information was sent previously by fax.

Fax completed forms to: Supervisor - Data Preparation Unit (217) 558-4117

New Patients

The worksheet can be also used to record information on new patients and mailed along with the regular prescribed methadone logs. When this option is used, all information must be in RED and the pages labeled as new patients.

Requests for Prescribed Medication Log Worksheets should be made to:

Data Preparation Unit
Harris I - Lower Level
100 South Grand Avenue East
Springfield, Il 62762
(217) 785-9309

Appendix B
OMT Clinics

OMT Clinics

Clinic Code and Name	Address	City	Zip	Phone Number
02 Renewed Hope	626-628 E 71st St	Chicago	60619	773/783-3579
04 Family Guidance Centers, Inc	751 Aurora Ave	Aurora	60506	630/801-0017
06 Cntr for Addictive Problems	4954 Main St	Downers Grove	60515	630/810-9075
07 Chgo Trtmt & Couns Cntr IV	5633- 5635 Roosevelt Rd	Cicero	60650	708/652-6500
08 Nuway Community Services	659 E 75th St	Chicago	60619	773/723-2790
10 New Age Services Corp	1330 S Kostner Ave	Chicago	60623	773/542-1150
12 Specialized Assistance Svcs	2101 S Indiana Ave	Chicago	60616	312/808-3210
13 Specialized Assistance Svcs	333 Evergreen	Manteno	60950	815/468-6556
18 P.H.A.S.E.	516 Green St	Rockford	61102	815/962-0871
19 HRDI - Grand Blvd	350 E 51st St	Chicago	60615	773/869-0300
22 Family Guidance Centers, Inc	15400 S Page	Harvey	60426	708/339-8861
23 Human Service Center	228 North East Jefferson	Peoria	61603	309/671-8060
24 Cornell Interventions	501 St Louis Ave	East St Louis	62201	618/271-4542
28 Sangamon Menard-Triangle Cntr	120 N 11th St	Springfield	62703	217/544-9858
30 Professional Diagnostic Serv	821 W Van Buren	Chicago	60607	312/491-0404
31 HRDI - Prof Couns Svcs	8000 S Racine	Chicago	60620	773/994-2708
33 FOLA Community Action Serv	8014-8016 S Ashland Ave	Chicago	60620	773/487-4310
36 Cntr for Alcohol & Drug Serv	4230 11th St	Rock Island	61201	309/788-4571
37 PICCA	308 S 5th Ave	Maywood	60153	708/343-1275
39 Professional Diagnostic Srv II	1877 Waukegan Rd	Glenview	60025	847/729-9017
40 HRDI - West Pullman	33 E 114th St	Chicago	60628	773/660-4630
41 ICI Clinic, Inc	1950 E 75th St	Chicago	60649	773/684-8422
42 Bobby Buonauro Clinic	1029 W Howard St Suite 303	Evanston	60202	847/869-1808
43 Garfield Counseling Center	4132 W Madison	Chicago	60624	773/533-0433
44 Cornell Interventions	1611 Jefferson St	Joliet	60435	815/730-7521
45 Schaumburg Interventions	1340 Remington Rd Suite K	Schaumburg	60175	847/882-8908
46 El Rincon Community Clinic	3809 W Grand Ave	Chicago	60651	773/276-0200
49 Family Guidance Centers, Inc	310 W Chicago Ave	Chicago	60610	312/943-6545
52 Cornell Interventions	5701 S Wood	Chicago	60636	773/737-4600
54 Pilsen Wellness Center	1546 N Mannheim Rd	Stone Park	60165	708/410-0856
57 Duane Dean Behavioral Hlth Ctr	700 E Court St	Kankakee	60901	815/939-0125
59 HAS/Nexa	210 N Ashland Ave	Chicago	60607	312/948-0200
62 Lake County Health Dept	3004-B Grand Ave	Waukegan	60085	847/377-8120
64 Peer Services, Inc	906 Davis St	Evanston	60201	847/492-1778
65 PDSSC Chicago Inc	2260 N Elston Ave	Chicago	60614	773/772-2450
67 Radius Foundation, Inc	11952 S Harlem Ave	Palos Heights	60463	708/923-0800
68 Ctr for Addictive Problems	609 N Wells	Chicago	60610	312/266-0404
69 Comm Coun Ctrs of N Madison	2615 Edwards	Alton	62002	618/462-3471
71 Windows of Opportunity, Inc	4619 W Harrison St	Chicago	60644	773/378-3623
74 Rose Medical Association, Inc	1327 E Kelly St	Peoria Heights	61616	309/686-1600
76 Great Heights Family Medicine	1473 Ring Rd	Calumet City	60409	708/862-8156
77 Sundance Methadone Trtmt Cntr	4545 N Broadway Ave	Chicago	60640	773/784-1111
78 Discovery House	4855 E State St	Rockford	61108	815/484-0900
79 Cermak Hlth Serv of Cook Cnty	2800 S California	Chicago	60608	773/869-5641
80 Jem Treatment, Inc	2424 Washington St, Suite LI-110	Waukegan	60085	847/336-7733
81 Green Dragonfly Treatment Ctr	1738 Washington	Waukegan	60085	847/732-6343
82 Robert Criss Reclamation Cntr	2232 SW Adams St	Peoria	61602	309/637-0782
85 The Women's Treatment Center	140 N Ashland Ave 2nd Fl	Chicago	60607	312/633-4972
86 Recovery Concepts	17065 Dixie Highway	Hazel Crest	60429	708/335-1155
89 Caritas Inc	140 N Ashland Ave Suite 100	Chicago	60607	312/850-9411
90 Pilsen Wellness Center	3113 W Cermak Road	Chicago	60623	773/277-3413
93 Heritage Behavioral Health Ctr	151 N Main 4th Floor	Decatur	62523	217/362-6262
94 Therapeutic/Interventions	1645 Hicks Rd Suites C & D	Rolling Meadows	60008	847/991-4800
95 Chgo Trtmt & Couns Cntr I	1223-1225 S Ashland Ave	Chicago	60608	312/738-3200
96 Chgo Trtmt & Couns Cntr II	4453 N Broadway Ave	Chicago	60640	773/506-2900
97 Family Guidance Centers, Inc	484 Lee St	Des Plaines	60016	847/827-7517
99 Chgo Trtmt & Couns Cntr III	1849 S Cicero	Cicero	60650	708/656-9500

Appendix C

OMT Pharmacy Program Week Numbers and Associated Dates

OMT Pharmacy Program Week Numbers and Associated Dates

Week	Start Date - End Date	Week	Start Date - End Date	Week	Start Date - End Date
2010	2006/07/03 - 2006/07/09	2062	2007/07/02 - 2007/07/08	2115	2008/07/07 - 2008/07/13
2011	2006/07/10 - 2006/07/16	2063	2007/07/09 - 2007/07/15	2116	2008/07/14 - 2008/07/20
2012	2006/07/17 - 2006/07/23	2064	2007/07/16 - 2007/07/22	2117	2008/07/21 - 2008/07/27
2013	2006/07/24 - 2006/07/30	2065	2007/07/23 - 2007/07/29	2118	2008/07/28 - 2008/08/03
2014	2006/07/31 - 2006/08/06	2066	2007/07/30 - 2007/08/05	2119	2008/08/04 - 2008/08/10
2015	2006/08/07 - 2006/08/13	2067	2007/08/06 - 2007/08/12	2120	2008/08/11 - 2008/08/17
2016	2006/08/14 - 2006/08/20	2068	2007/08/13 - 2007/08/19	2121	2008/08/18 - 2008/08/24
2017	2006/08/21 - 2006/08/27	2069	2007/08/20 - 2007/08/26	2122	2008/08/25 - 2008/08/31
2018	2006/08/28 - 2006/09/03	2070	2007/08/27 - 2007/09/02	2123	2008/09/01 - 2008/09/07
2019	2006/09/04 - 2006/09/10	2071	2007/09/03 - 2007/09/09	2124	2008/09/08 - 2008/09/14
2020	2006/09/11 - 2006/09/17	2072	2007/09/10 - 2007/09/16	2125	2008/09/15 - 2008/09/21
2021	2006/09/18 - 2006/09/24	2073	2007/09/17 - 2007/09/23	2126	2008/09/22 - 2008/09/28
2022	2006/09/25 - 2006/10/01	2074	2007/09/24 - 2007/09/30	2127	2008/09/29 - 2008/10/05
2023	2006/10/02 - 2006/10/08	2075	2007/10/01 - 2007/10/07	2128	2008/10/06 - 2008/10/12
2024	2006/10/09 - 2006/10/15	2076	2007/10/08 - 2007/10/14	2129	2008/10/13 - 2008/10/19
2025	2006/10/16 - 2006/10/22	2077	2007/10/15 - 2007/10/21	2130	2008/10/20 - 2008/10/26
2026	2006/10/23 - 2006/10/29	2078	2007/10/22 - 2007/10/28	2131	2008/10/27 - 2008/11/02
2027	2006/10/30 - 2006/11/05	2079	2007/10/29 - 2007/11/04	2132	2008/11/03 - 2008/11/09
2028	2006/11/06 - 2006/11/12	2080	2007/11/05 - 2007/11/11	2133	2008/11/10 - 2008/11/16
2029	2006/11/13 - 2006/11/19	2081	2007/11/12 - 2007/11/18	2134	2008/11/17 - 2008/11/23
2030	2006/11/20 - 2006/11/26	2082	2007/11/19 - 2007/11/25	2135	2008/11/24 - 2008/11/30
2031	2006/11/27 - 2006/12/03	2083	2007/11/26 - 2007/12/02	2136	2008/12/01 - 2008/12/07
2032	2006/12/04 - 2006/12/10	2084	2007/12/03 - 2007/12/09	2137	2008/12/08 - 2008/12/14
2033	2006/12/11 - 2006/12/17	2085	2007/12/10 - 2007/12/16	2138	2008/12/15 - 2008/12/21
2034	2006/12/18 - 2006/12/24	2086	2007/12/17 - 2007/12/23	2139	2008/12/22 - 2008/12/28
2035	2006/12/25 - 2006/12/31	2087	2007/12/24 - 2007/12/30	2140	2008/12/29 - 2009/01/04
2036	2007/01/01 - 2007/01/07	2088	2007/12/31 - 2008/01/06	2141	2009/01/05 - 2009/01/11
2037	2007/01/08 - 2007/01/14	2089	2008/01/07 - 2008/01/13	2142	2009/01/12 - 2009/01/18
2038	2007/01/15 - 2007/01/21	2090	2008/01/14 - 2008/01/20	2143	2009/01/19 - 2009/01/25
2039	2007/01/22 - 2007/01/28	2091	2008/01/21 - 2008/01/27	2144	2009/01/26 - 2009/02/01
2040	2007/01/29 - 2007/02/04	2092	2008/01/28 - 2008/02/03	2145	2009/02/02 - 2009/02/08
2041	2007/02/05 - 2007/02/11	2093	2008/02/04 - 2008/02/10	2146	2009/02/09 - 2009/02/15
2042	2007/02/12 - 2007/02/18	2094	2008/02/11 - 2008/02/17	2147	2009/02/16 - 2009/02/22
2043	2007/02/19 - 2007/02/25	2095	2008/02/18 - 2008/02/24	2148	2009/02/23 - 2009/03/01
2044	2007/02/26 - 2007/03/04	2096	2008/02/25 - 2008/03/02	2149	2009/03/02 - 2009/03/08
2045	2007/03/05 - 2007/03/11	2097	2008/03/03 - 2008/03/09	2150	2009/03/09 - 2009/03/15
2046	2007/03/12 - 2007/03/18	2098	2008/03/10 - 2008/03/16	2151	2009/03/16 - 2009/03/22
2047	2007/03/19 - 2007/03/25	2099	2008/03/17 - 2008/03/23	2152	2009/03/23 - 2009/03/29
2048	2007/03/26 - 2007/04/01	2100	2008/03/24 - 2008/03/30	2153	2009/03/30 - 2009/04/05
2049	2007/04/02 - 2007/04/08	2101	2008/03/31 - 2008/04/06	2154	2009/04/06 - 2009/04/12
2050	2007/04/09 - 2007/04/15	2102	2008/04/07 - 2008/04/13	2155	2009/04/13 - 2009/04/19
2051	2007/04/16 - 2007/04/22	2103	2008/04/14 - 2008/04/20	2156	2009/04/20 - 2009/04/26
2052	2007/04/23 - 2007/04/29	2104	2008/04/21 - 2008/04/27	2157	2009/04/27 - 2009/05/03
2053	2007/04/30 - 2007/05/06	2105	2008/04/28 - 2008/05/04	2158	2009/05/04 - 2009/05/10
2054	2007/05/07 - 2007/05/13	2106	2008/05/05 - 2008/05/11	2157	2009/05/11 - 2009/05/17
2055	2007/05/14 - 2007/05/20	2107	2008/05/12 - 2008/05/18	2158	2009/05/18 - 2009/05/24
2056	2007/05/21 - 2007/05/27	2108	2008/05/19 - 2008/05/25	2159	2009/05/25 - 2009/05/31
2057	2007/05/28 - 2007/06/03	2109	2008/05/26 - 2008/06/01	2160	2009/06/01 - 2009/06/07
2058	2007/06/04 - 2007/06/10	2110	2008/06/02 - 2008/06/08	2161	2009/06/08 - 2009/06/14
2059	2007/06/11 - 2007/06/17	2111	2008/06/09 - 2008/06/15	2162	2009/06/15 - 2009/06/21
2060	2007/06/18 - 2007/06/24	2112	2008/06/16 - 2008/06/22	2162	2009/06/22 - 2009/06/28
2061	2007/06/25 - 2007/07/01	2113	2008/06/23 - 2008/06/29	2163	2009/06/29 - 2009/07/05
		2114	2008/06/30 - 2008/07/06		