



DDaP Services-Only File Admission Extract Report Requirements

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Version 1.0
11/04/2010

Purpose Statement:

The purpose of this document is to describe the detailed requirements for the Service Report.

1 Executive Summary

As an enhancement to the DDaP Services-Only enhancement, a new report will enable users to extract Services-Only File Fields 1-9 for both open and discharged admissions. This report can be exported to a .csv or Excel file to be used as a starting point for the “Services-Only” file.

1.1 Report Specifications

Input Parameters:

Reporting Period: This report requires the input of a Reporting Period start date and end date. The start date must be less than or equal to the end date, and the end date must be less than or equal to current date. The reporting period start and end dates will be compared to admission and discharge dates in DDaP.

Provider: This report requires the input of a DDaP Provider. The users must choose one provider.

Program: This report requires the input of one or more DDaP Programs. An option for “All Programs” must be available.

Admission Status: This report requires the input of an Admission Status:

All – Includes all admissions (both open and discharged) in the reporting period.

Open – Includes admissions with no discharge date in the reporting period only.

- All
- Open

Output:

The report output should be a simple tabular layout with column headings. The purpose of the report is extract to .csv or Excel. No totals or drill-down capability is necessary.

Report Heading:

State of Connecticut Department of Mental Health and Substance Abuse
Services-Only File – Admission Extract

Data Elements:

Provider ID
Provider Record ID (Admission)
Provider Client ID (Client)
SSN (Client)
DOB (Client)
Last Name (Client)
First Name (Client)

Program ID (Admission)
Admission Date (Admission)

Format:

This report can be exported to a .csv or Excel file.