DDaP Project –
Requirements Expansion and Best Practices

Author's Name: Diane Hebenstreit

Version 11.0

12/10/10

Purpose Statement:

This document contains best practices for use of the DDaP Application

Table of Contents

1. DDaP Browser and Screen Resolution Requirements

Internet Browsers

DDaP requires the use of Microsoft Internet Explorer, as opposed to other competing browsers (i.e. Firefox, Safari, Opera, Chrome, etc.).   Additionally, DDaP has been optimized for specific versions of Internet Explorer.

The DDaP website design is optimized for Internet Explorer 7, although Internet Explorer 8 will work very well also. Internet Explorer 6 has limited support in DDaP.   We are not recommending the use IE 6, but if that is the only option, the website should work but not smoothly. The floating SAVE bar at the bottom of each screen floats in a more choppy manner than in IE 7 or 8, and other areas of the website will not work as smoothly as with IE 7 or 8.

Screen Resolution

At this time, 1152 x 864 is the minimum screen resolution recommended when accessing the DDAP website. Lower resolutions will result in a degraded screen presentation.

1024 x 768 will work, but render the horizontal scrollbar on a few web pages and require its use in gaining access to all information on the page. See example below.

1024 x 768 Resolution - Horizontal scroll bar displayed and some fields chopped on right.

Functional Requirements Dorument
T:IDMHAS Projects\DDaP\Best Practices\DDaP Best Practice 12102010 .doc
Last Revision Date 1/6/2011
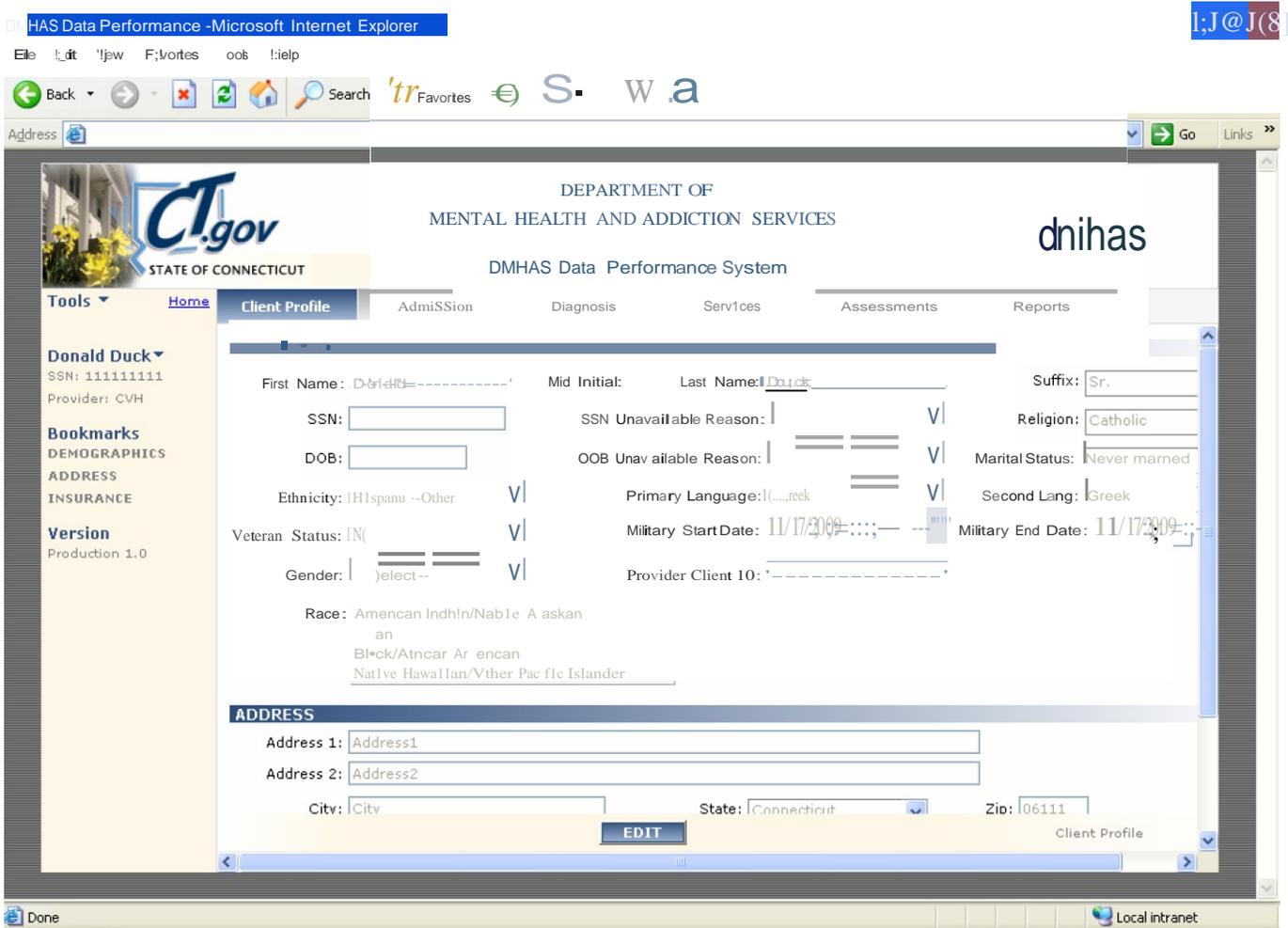
1152 x 768 – **All** fields are displayed
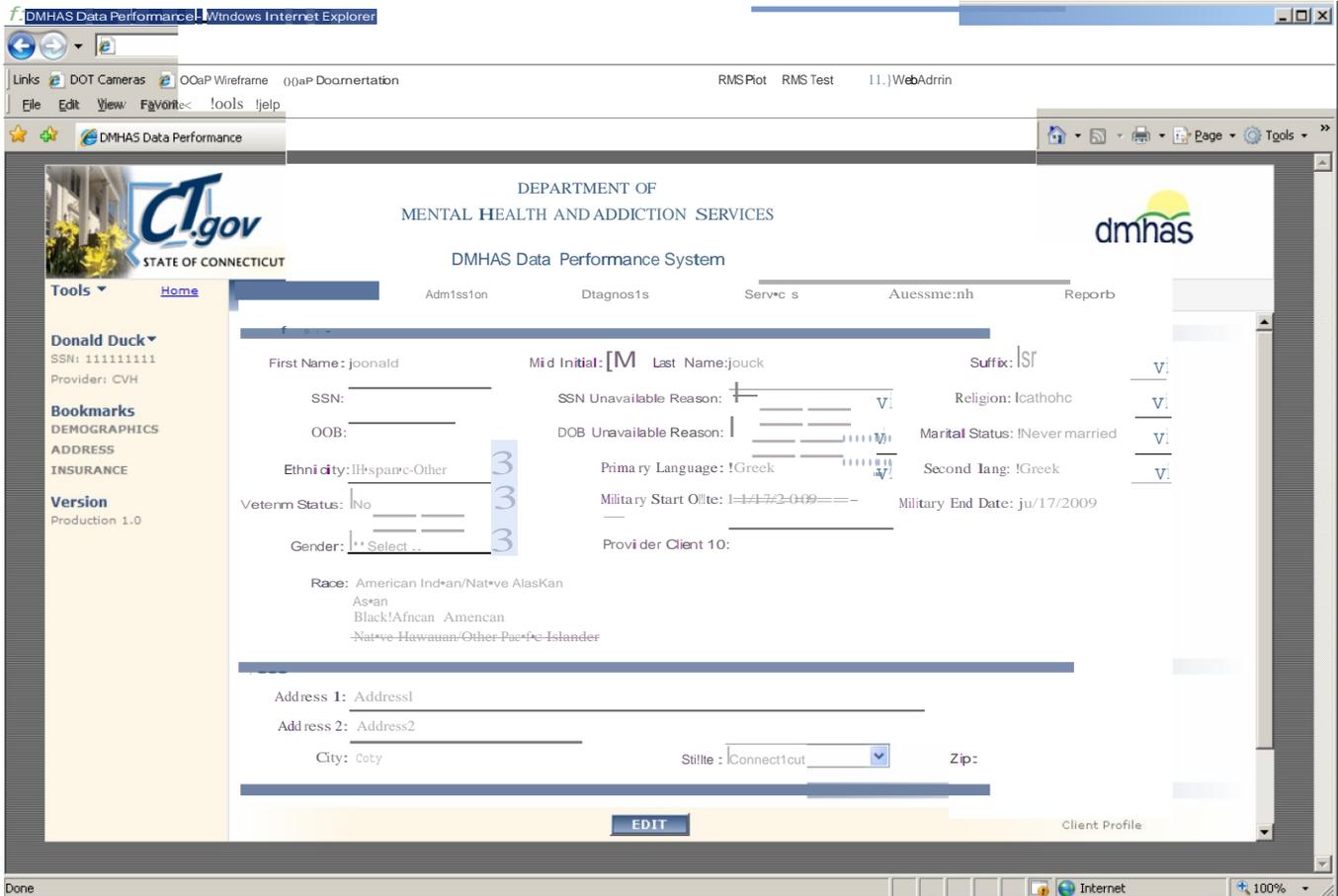
2. DDaP Delimited File Format Requirements

Each record created in the DDaP delimited sequential file should end with an **ASCII carriage return, immediately followed by a line feed**. 135 fields are required even if the last one is blank

2.1 How to set Excel to export a pipe delimited file:

On the Start Menu, select Settings…Control Panel

Select Regional and Language Options

Functional Requirements Document
T:\DMHAS Projects\DDaP\Best Practices\DDaP Best Practice 12102010 .doc
Last Revision Date 1/6/2011
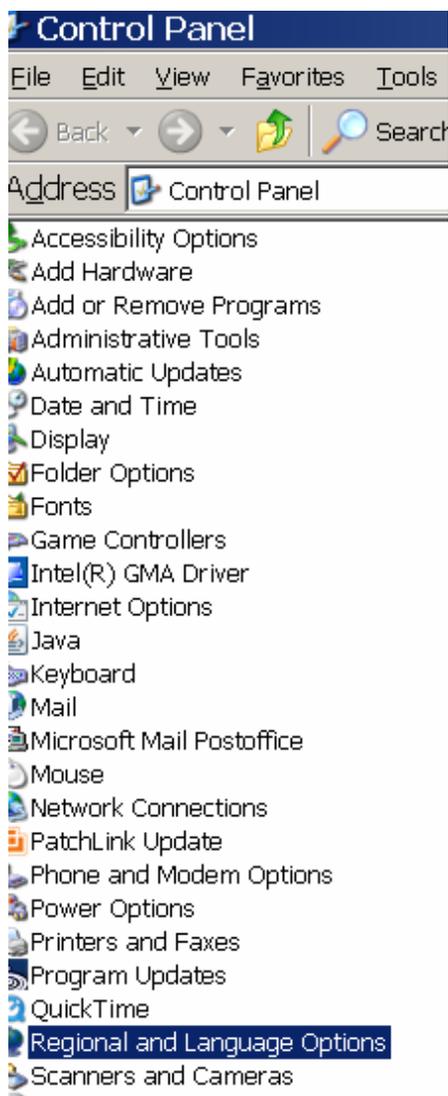
On Regional Options tab select Customize… button
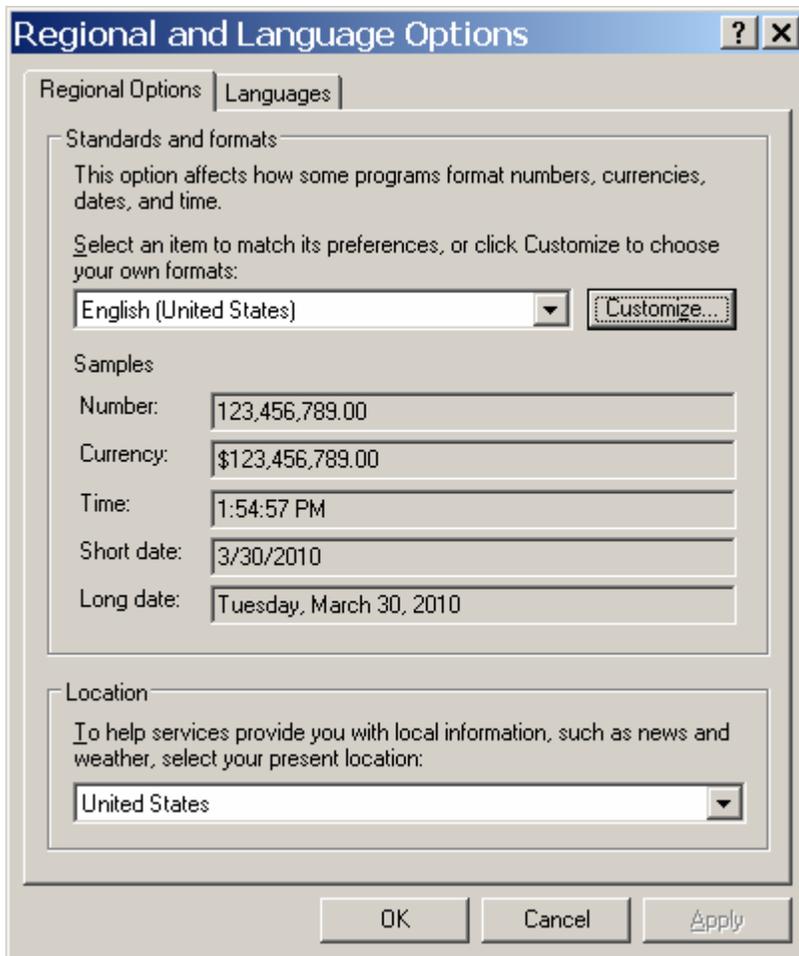
On Numbers tab change List separator from a comma to a pipe
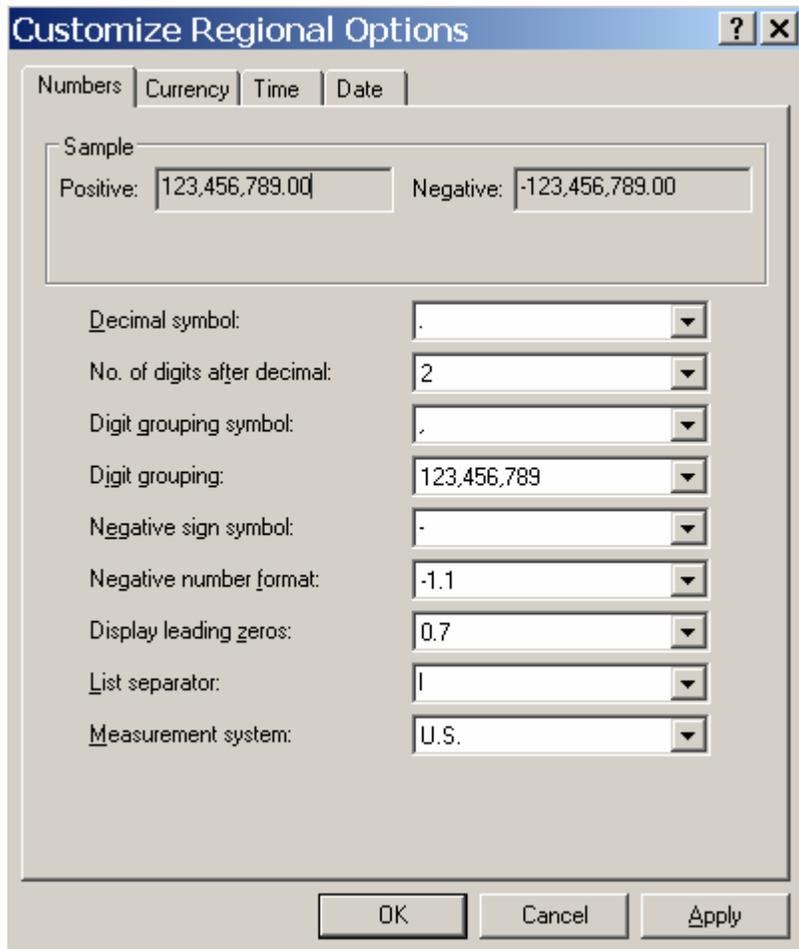
Click apply, OK

In Excel save file as comma delimited .csv file

Excel must be closed, the .csv file renamed as a .txt file and re-opened to see the pipes.

If you cannot see your file extensions go to Internet Explorer and Select the Tools Menu.

Tools….Folder Options…View

Clear the Hide extensions for known file types checkbox.

Functional Requirements Document
T:\DMHAS Projects\DDaP\Best Practices\DDaP Best Practice 12102010 .doc
Last Revision Date 1/6/2011

3. Data Entry

3.1 Submission of services when a Client is admitted and discharged in the same month.

The client admission process consists of three major activities: an ***admission*** to a mental health, addiction service, or co-occurring program, an ***episodic assessment*** of the client while he/she is in the program and a client ***discharge*** when the client leaves the program. In the case of a substance abuse program, a post discharge assessment is performed thirty days after discharge. The entire "admission through discharge" cycle within a level of care is referred to as the episode of care. It is during the episode of care that the provider administers services, e.g. counseling, to a client.
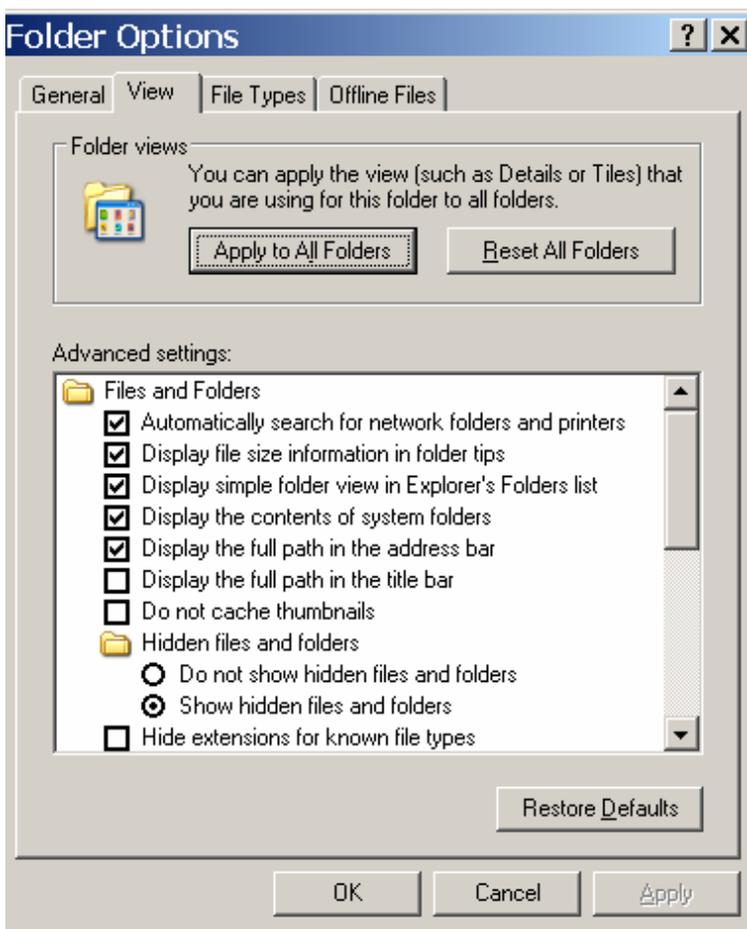
There will not be a data element that distinguishes between Admit, Periodic and Discharge records. The distinction is implicit based on the existence of certain data elements in the record.

Admit: Contains a combination of Client, Program, and Admission data that do not already exist in DDaP.
Update: Contains a combination of Client, Program and Admission date that do already exist in DDaP.
Discharge: Contains a Discharge Date and Discharge Reason.

The recommended best practice for submission of the DDaP File when a client is admitted to and discharged from a program in the same month, and has received multiple services while in that program, is described below:

- Send a separate record for each service that was provided to the client, including on each of those records the Admission Data and Admitting diagnosis.
- Submit one single discharge record containing the discharge date and discharge reason along with discharge diagnostic set and periodic assessment.

The system will not reject multiple discharge records if one is sent for each service, but the validation of unneeded service records will slow down the file submission process and is not the recommended approach. Our recommended approach in this situation would be to send the services only with the admission records and send one single discharge record containing the discharge information along with discharge diagnostic set and periodic assessment.

3.2 Service Units and Duration

Duration of Service is the length of time, in minutes or days, spent with a given client for a service.

3.2.1 Minute based services:
- Must be sent one day at a time.
- Duration of service is the total number of minutes the client had the service during that one day up to a maximum of 1440.
- Service Units is the number of times client had the service during that one day up to a maximum of 100.

3.2.2 Daily and Incident based services:

- Duration of service is calculated by subtracting Service Start Date from the Service End Date, or 1 when the Service Start Date and Service End Dates are the same.
- Service Units is calculated by subtracting Service Start Date from the Service End Date, or 1 when the Service Start Date and Service End Dates are the same.

3.2.3 Batch File Submission:

From a batch file perspective, minute services must be sent a day at a time and day services can be sent as a group.

Here are examples:

For day service you can send a group it is end date minus start date and that number must be in both the unit & duration field
example:
|H0019|01/01/2010|01/31/2010|**30**|**30**|

For day service sending just one day:
|H0019|01/01/2010|01/01/2010|**1**|**1**|

For minute service you have to send one day at a time and unit is
1 and duration is up to a max of 1440 (that is the number of minutes in a 24 hour day).

example:
|90853|05/14/2010|05/14/2010|**1**|**60**|

You can send more than one unit in a day and duration would be total duration
 Example is two 60 minute services in one day

example:
|90853|05/14/2010|05/14/2010|**2**|**120**|

NEW

With DDaP 1.5 release for **Non-treatment programs** services can be batched.
example:
 |90862|11/05/2010|11/15/2010|5|300| minute service example service range can be batched as one

|H0019|11/05/2010|11/15/2010|5|5| day service example unit & duration must still be equal but date span can be greater than the number of days in the start and end date

Services for Treatment programs minute service still must be sent one day at a time.

3.3 Submission of Diagnosis Codes for TCM services

Some of our programs are considered Targeted Case Management (TCM) programs. These programs can bill for TCM services, and are associated with a TCM provider. Additional TCM fields are now collected at the service level. They are: Clinician Last Name, Clinician First Name, Clinician Credentials, Location ID, and Diagnosis.

The diagnosis on the TCM service has to be part of a valid diagnostic set at the time of service. The recommended best practice for submission of the TCM Service is for the "Diagnosis Code for Procedure" (field #123) and the applicable Axis 1 or 2 Diagnosis Code for the TCM diagnosis be provided on the same Online Submission or DDaP batch record. The DDaP system will compare the Service Start Date (field #115) to the Effective Date of Diagnosis (field #86) of a valid TCM Service to verify that the Service Start Date is greater than or equal to the Effective Date of the Diagnosis.

3.4 Substance Abuse Diagnosis Codes

Some data elements are required for clients with a Substance Abuse diagnosis. The diagnosis codes used to determine if those fields are required are:

291.0 - 291.9
292.0 - 292.99
303 - 305.99

3.5 Periodic Assessment requirement

- On-Line Users – Assessment will be required at the time of the client review
- File Submission – Assessment will be required with your first file submission. If the information in not available, use "Unknown" values for all required fields.

3.6 DPAS to DDaP Translation of Values and Definitions

3.6.1. Employment Status (Non-SATIS Values)

DPAS Code	Employment Status	DDaP Code	DDaP Description	Definition
1	Employed (Full Time)	30	Employed full time (in competitive employment)	Work performed for which an individual is compensated in accordance with Fair Labor Standards Act, or person is in military. Work hours are thirty-five or more per week.
2	Employed (Part Time)	32	Employed part time (in competitive employment)	Work performed for which an individual is compensated in accordance with Fair Labor Standards Act, or person is in military. Gainful employment is less than thirty-five hours per week.
4	Unemployed	34	Unemployed (looking for work in the past 30 days, or on a layoff)	A person who has been laid off, fired, or temporarily not working. The individual is seeking gainful employment and has made attempts to work within the last thirty days.
6	Volunteer & Unemployed	34	Unemployed (looking for work in the past 30 days, or on a layoff)	
3	Employed (supported, shelter, transitional, vocational)	36	Paid but non-competitive work (transitional employment programs)	This type of employment refers to full or part time work for which an individual is compensated in accordance with professional support in an integrated work setting. Employment is based on the person's status as a behavioral health client and is designed to assist in his/her recovery. It may include mental health or non-mental health support. Example includes transitional employment.
3	Employed (supported, shelter, transitional, vocational)	38	Paid but non-competitive work (work inside the clubhouse or treatment agency, mobile work crews and consumer-run businesses)	This type of employment refers to full or part time work for which an individual is compensated in accordance with professional support in a non-integrated work setting. Employment is based on the person's status as a behavioral health client and is designed to assist in his/her recovery. It may include mental health or non-mental health support. Examples include mobile work crews and client-run business.

DPAS Code	Employment Status	DDaP Code	DDaP Description	Definition
5	Not In Labor Force (Student)	42	Not in Labor Force: student enrolled in a school or job-training program	This category is for individuals who are not seeking employment due to their current enrollment in school or a job training program.
5	Not In Labor Force (Homemaker)	44	Not in Labor Force: homemaker	This category is for individuals who are not seeking employment due to their status as a homemaker.
5	Not In Labor Force (Retired)	46	Not in Labor Force: retired	This category is for individuals who are not seeking employment due to their retirement status.
5	Not In Labor Force (Disabled)	48	Not in Labor Force: SSI SSDI	This category is for individuals who are not seeking employment due to their status of being disabled as determined by the Social Security Administration or its designee.
5	Not In Labor Force (Inmate of Institution)	50	Not in Labor Force: Inmate of institution.	This category is for otherwise able individuals who are not seeking employment because they are in a prison or institution that prevents them from entering the labor force.
5	Not In Labor Force (Other)	52	Not in Labor Force: other reason	This category is for individuals who are not seeking employment due to a reason not otherwise specified.
7	Volunteer & Not in Labor Force	52	Not in Labor Force: other reason	
		96	Other	This value is for clients who employment status does not fit any other value.
0	Unknown	97	Unknown	This value is used when the employment status is not known by the program staff.

3.6.2. Employment Status (SATIS Values)

DPAS Code	Employment Status	DDaP Code	DDaP Description	Definition
4	Employed Full Time	30	Employed full time (in competitive employment)	Work performed for which an individual is compensated in accordance with Fair Labor Standards Act, or person is in military. Work hours are thirty-five or more per week.
3	Employed Part Time	32	Employed part time (in competitive employment)	Work performed for which an individual is compensated in accordance with Fair Labor Standards Act, or person is in military. Gainful employment is less than thirty-five hours per week.
2	Unemployed	34	Unemployed (looking for work in the past 30 days, or on a layoff)	A person who has been laid off, fired, or temporarily not working. The individual is seeking gainful employment and has made attempts to work within the last thirty days.
		36	Paid but non-competitive work (transitional employment programs)	This type of employment refers to full or part time work for which an individual is compensated in accordance with professional support in an integrated work setting. Employment is based on the person's status as a behavioral health client and is designed to assist in his/her recovery. It may include mental health or non-mental health support. Example includes transitional employment.
		38	Paid but non-competitive work (work inside the clubhouse or treatment agency, mobile work crews and consumer-run businesses)	This type of employment refers to full or part time work for which an individual is compensated in accordance with professional support in a non-integrated work setting. Employment is based on the person's status as a behavioral health client and is designed to assist in his/her recovery. It may include mental health or non-mental health support. Examples include mobile work crews and client-run business.

DPAS Code	Employment Status	DDaP Code	DDaP Description	Definition
1	Not In Labor Force (Student)	42	Not in Labor Force: student enrolled in a school or job-training program	This category is for individuals who are not seeking employment due to their current enrollment in school or a job training program.
1	Not In Labor Force (Homemaker)	44	Not in Labor Force: homemaker	This category is for individuals who are not seeking employment due to their status as a homemaker.
1	Not In Labor Force (Retired)	46	Not in Labor Force: retired	This category is for individuals who are not seeking employment due to their retirement status.
1	Not In Labor Force (Disabled)	48	Not in Labor Force: SSI SSDI	This category is for individuals who are not seeking employment due to their status of being disabled as determined by the Social Security Administration or its designee.
1	Not In Labor Force (Inmate of Institution)	50	Not in Labor Force: Inmate of institution.	This category is for otherwise able individuals who are not seeking employment because they are in a prison or institution that prevents them from entering the labor force.
1	Not In Labor Force (Other)	52	Not in Labor Force: other reason	This category is for individuals who are not seeking employment due to a reason not otherwise specified.
		96	Other	This value is for clients who employment status does not fit any other value.
0	Unspecified	97	Unknown	This value is used when the employment status is not known by the program staff.

3.6.3. Living Situation (Non-SATIS Values)

DPAS Code	Living Situation	DDaP Code	DDaP Description	Definition
1 or 2	1 - Private residence w/o support or 2 - Private residence w/ support	30	Private residence, client owns or holds lease	An individual living in a home, apartment or trailer and the person either owns or holds the lease for the domicile.
1 or 2	1 - Private residence w/o support or 2 - Private residence w/ support	32	Private residence, friend or relative owns the residence or holds lease	An individual living in a home, apartment or trailer and a relative or friend owns the residence or holds the lease for the domicile.
1 or 2	1 - Private residence w/o support or 2 - Private residence w/ support	34	Single Room Occupancy (Hotel, YMCA, Rooming House)	An individual living in a hotel, SRO, or dormitory setting.
1 or 2	1 - Private residence w/o support or 2 - Private residence w/ support	36	Private residence, Community agency owns or holds lease	An individual living in a home, apartment or trailer and a community agency owns the residence or holds the lease for the domicile.
3	24 Hour residential care	38	Residential Care Home/ Board and Care	Specialized non-treatment housing that includes Sober Housing or Recovery Housing.
3	24 Hour residential care	40	Congregate residential care (24 hour supervision, group setting, services focus on MH, SA, &/or MR issues, Recovery House.)	An individual who resides in a residential care facility with care provided on a 24 hour basis, 7 days a week. This level of care may include group homes, residential treatment, rehabilitation centers, or crisis centers.
		42	Crisis / Respite Bed	An individual who is residing in a 24 hour supervised program used for clients needing transitional supports due to psychiatric or co-occurring difficulties.
4	Institution	44	Skilled Nursing Facility/Intermediate Care Facility /Nursing Home	An individual who lives in an institutional care facility that provides 24-hour care and is licensed as a skilled nursing or care center.
4	Institution	46	Psychiatric/SA/Medical Inpatient.	An individual who lives in an institutional care facility that provides 24-hour care. These institutions include State and Veteran's hospitals, and inpatient psychiatric hospitals.
5	Correctional Facility / Jail	48	Correctional Facility	An individual who resides in a jail or other correctional facility with care provided on a 24 hour, 7 day a week basis. This level includes jails, prisons, boot camp, and youth authority facilities.

DPAS Code	Living Situation	DDaP Code	DDaP Description	Definition
		50	Domestic Violence Shelter,	An individual who is residing in a 24 hour supervised program used for clients needing support and transitional assistance due to issues of domestic violence.
6	Homeless Shelter	52	Homeless Shelter,	A person who has no permanent place of residence and is spending nights in a shelter. The individual lacks a fixed, regular, adequate primary nighttime residence.
		54	Homeless (including on street)	A person who has no permanent place of residence. The individual lacks a fixed, regular, adequate primary nighttime residence.
7	Other	96	Other	This dictionary value is used when no other value depicts the current living situation.
0	Unknown	97	Unknown	This living situation is used for individuals in programs where the living situation is not known at the time of reporting.

3.6.4. Living Situation (SATIS Values)

DPAS Code	Living Situation	DDaP Code	DDaP Description	Definition
3	Independent	30	Private residence, client owns or holds lease	An individual living in a home, apartment or trailer and the person either owns or holds the lease for the domicile.
3	Independent	32	Private residence, friend or relative owns the residence or holds lease	An individual living in a home, apartment or trailer and a relative or friend owns the residence or holds the lease for the domicile.
3	Independent	34	Single Room Occupancy (Hotel, YMCA, Rooming House)	An individual living in a hotel, SRO, or dormitory setting.
3	Independent	36	Private residence, Community agency owns or holds lease	An individual living in a home, apartment or trailer and a community agency owns the residence or holds the lease for the domicile.

DPAS Code	Living Situation	DDaP Code	DDaP Description	Definition
2	Dependent Living	38	Residential Care Home/ Board and Care	Specialized non-treatment housing that includes Sober Housing or Recovery Housing.
2	Dependent Living	40	Congregate residential care (24 hour supervision, group setting, services focus on MH, SA, &/or MR issues, Recovery House.)	An individual who resides in a residential care facility with care provided on a 24 hour basis, 7 days a week. This level of care may include group homes, residential treatment, rehabilitation centers, or crisis centers.
		42	Crisis / Respite Bed	An individual who is residing in a 24 hour supervised program used for clients needing transitional supports due to psychiatric or co-occurring difficulties.
2	Dependent Living	44	Skilled Nursing Facility/Intermediate Care Facility /Nursing Home	An individual who lives in an institutional care facility that provides 24-hour care and is licensed as a skilled nursing or care center.
2	Dependent Living	46	Psychiatric/SA/Medical Inpatient.	An individual who lives in an institutional care facility that provides 24-hour care. These institutions include State and Veteran's hospitals, and inpatient psychiatric hospitals.
		48	Correctional Facility	An individual who resides in a jail or other correctional facility with care provided on a 24 hour, 7 day a week basis. This level includes jails, prisons, boot camp, and youth authority facilities.
		50	Domestic Violence Shelter,	An individual who is residing in a 24 hour supervised program used for clients needing support and transitional assistance due to issues of domestic violence.
1	Homeless	52	Homeless Shelter,	A person who has no permanent place of residence and is spending nights in a shelter. The individual lacks a fixed, regular, adequate primary nighttime residence.
1	Homeless	54	Homeless (including on street)	A person who has no permanent place of residence. The individual lacks a fixed, regular, adequate primary nighttime residence.

DPAS Code	Living Situation	DDaP Code	DDaP Description	Definition
		96	Other	This dictionary value is used when no other value depicts the current living situation.
0	Unspecified	97	Unknown	This living situation is used for individuals in programs where the living situation is not known at the time of reporting.

3.7 Discharge Reasons

Code	Dictionary Values	Definitions
30	AWOL for Inpatient only	Client left program setting without notice.
32	Death	The client died prior to completing the recovery plan in this episode of care.
34	Evaluation Only	This discharge type is for clients who receive evaluation service without admission to an episode of treatment.
36	Incarcerated	This incarceration value reflects a client ending program involvement due to being incarcerated.
38	Inpatient Discharge for Inpatient Medical Tx	This discharge type reflects a client ending an episode of care due to a medical inpatient hospitalization.
40	Client Discontinued Tx	This discharge type reflects a client making insufficient progress in the program so that a mutual decision is made to end the program involvement.
41	AMA	AMA discharge type.
42	Left Against Advice	This discharge type is for clients who decide to leave a program against the advice of the program because of the potential risk to the client due to their behaviors or symptoms.
44	Moved out of area	This definition is for clients who move domiciles and, due to a lack of proximity to the program, end the program involvement.
46	Non-compliance with rules	This discharge type is for clients who display sufficient inability to follow a program rules such that the program makes a unilateral decision to discharge the person.
48	Recovery Plan Completed	This is for clients who have successfully completed most or all of the recovery goals for this episode of care. It assumes that subsequent episodes of care will be attained as new goals and phases of recovery emerge for the client.
50	Released by Court	This discharge type is used the court releases the client.
51	Discharged to New Service (Facility Concurs)	This discharge type is used when a client will be leaving a program and entering a new level of care.
96	Other	This discharge type is used if no other value is applicable for the episode of care.
97	Unknown	This value is chosen if the discharge type was not collected for this episode of care.

4. Frequently Asked Questions Regarding DDaP File Extract Submissions

4.1 Why am I not seeing the File Submission table when I log into DDaP?

If you do not see the File Management tab, your permissions do not include the role of "File Submission".

How to resolve this:
If the **File Management** tab is not displaying, check the 'DDaP and VPN Request Form for Private Non Profit Agencies' that was submitted. In **Section 4**, **User Role**, both **PNP User** <u>and</u> **File Submission** boxes should be checked. If your request form did have the **User Role** box for File Submission checked, contact the Help Desk and they will set you up with the proper access. If the **File Submission** box was not checked, a new form needs to be submitted with both **PNP User** <u>and</u> **File Submission** boxes checked.

If you do not have a copy of the form that was sent, contact Julie Higgins by phone (860 -418-6917) or email Julie.higgins@ct.gov . She will confirm if the **File Submission** box was checked or not.

4.2 Why am I getting the following error: Admission Date - A client cannot be admitted to the same program more than once. , after I submit my file?

A client cannot be admitted the same program more than once in a given time period.

How to resolve this:
Go into View Errors for the client that shows on the error detail as having that error. Click on Admission, look at the Admission Date and write down the admission date (which is the date sent in the file). Write down or screen print the client name, the program and the admission date.

Then go into **Roster Management** tab and pick the program and status: Open. Find the client and write down the admit date that is in DDaP. Click on Details for the client then pick tab **Services**. Put the date range back in time and see what services there are for the client. This will give you the episode range and last service date plus show you if the client is active in the program.

You must find out why there is a difference in the admit date that is in DDaP and the Admission Date: (which is the date sent in the file).

The admission date needs to be synced up.

4.3 Why am I getting the following error: Discharge Date - The admission and discharge dates must be the same when admitting and discharging in the same record. , after I submit my file?

You cannot Discharge a client if the Admission does not exist. Since the Admission record errored out, we d o not find an episode for that client in that program on that admission date, the discharge record tries to use the discharge record as the admission and the discharge. And, since the admission date and the discharge dates are not the same date (which is the only situation that will allow an Admission and a Discharge on the same record), then it errors stating that the dates are not the same.

How to resolve this:
Add a record to your file that creates the Admission without the Discharge, **OR**
Add the Admission through Direct Data Entry and then re-submit the Discharge
.

4.4 How do I know which DX Type (field 85) I should use? For example, should I send an "A" or "U" if a client was admitted last month and I am sending services this month?

The field 85 type of Diagnosis is for the primary DX for the client. We expect the admission DX to be A and it will remain A until such time as it is changed which then would be a U and finally upon discharge we need the DX at discharge so that would be a D. So all services in a month that a client was admitted would be A and would remain A until discharge unless a clinician changes the DX after evaluation where it will become a U until discharge. So field 85 is for primary DX, for DX at admission, thru the episode and the DX at discharge (even if it is the same DX as admission).

Many times a client is given a DX at admission but upon evaluation of the Client it is determined that client has a different primary DX. At that point an update to the DX happens. Since we also need DX upon Discharge that means there is the possibility of Admit dx with effective date of dx, update of dx with effective date of update and discharge Dx with effective date of discharge.

4.5 Why am I getting the following error: SSN is not unique, after I submit my file?

 This occurs if there is a mismatch between the SSN and DOB, Last Name or First Name for a client.

How to resolve this:
Click on the record that got that error. Click on the Client Profile screen and screen print so you have the First Name, Last Name, SSN and DOB information, paying particular attention to the DOB.

Then click on the Client Management button at the bottom of the screen. On Client Management, select the SSN radio button in Search By, enter the SSN and click on the Search button.

Compare the Last Name, First Name, DOB and SSN that is found in DDaP.
Usually you will find that the DOB you sent is different than the DOB that DDaP has for that SSN, but, it can also be that the first name is different or the last name is different.

If you cannot see the client using client search then you have to send Maria Cabrera the Client Name, SSN & DOB and she will research and get back to you. Make sure to winzip, encrypt and password protect the information you send to Maria and send the password in a separate email.

Once you determine what is different in DDaP from what you sent, then contact Maria Cabrera. She will verify with DSS and/or EDS. If we have the incorrect information, Maria will get it fixed and notify you when you can resubmit the file to get the error cleared up.   If you have it incorrect, she will notify you to let you know that you need to change in your data. After you have made the change, resend the records for that client.

4.6 I need to change Admission date.

You can change the admit date back in time in DDaP online under admission click edit and a calendar will appear next to the admission date. You can change the date back in time but not forward in time beyond the original admission date as many other dates are hinged on the admission date.

To get an admission date changed forward in time, send client name, ssn, dob, program, present admit date and admit date you want it changed to in a spreadsheet to Maria Cabrera. Make sure to winzip, encrypt and password protect the information you send to Maria and send the password in a separate email. She will get the admission date changed and notify you when this has been done.

You could also discharge the episode and then send the new admission date as a new admit, but you will need to go into the episode you want to discharge and go to services putting the service start date back to 2001 to see what services the episode has.   You should use discharge date after or on the last service date that exists for the episode.

4.7 Multiple enrollments where the most recent record was accepted but the previous episode had an error and did not post into DDaP before the current episode.

Discharge the current episode. Once the current episode is discharged, send the earlier episode admit record and make sure there are no errors and the admission gets created. Then send the discharge record for that episode (you can send services afterward as long as they fall within the episode period). Once you have the previous episode admitted and discharged with no errors,   then go in and undischarge the current episode. Also remove in Diagnosis the discharge DX just click the X to delete the discharge dx.

4.8 Client issues
For Client issues do a client search

4.9 Admission issues
For Admission issues do a roster and compare roster to data sent