



DDAP ELECTRONIC FILE ERROR CORRECTIONS TRAINING

DMHAS Information Systems Division



April 2015

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HOW TO ACCESS DDaP



Only authorized users with a system assigned login name and password may access the DMHAS Data Performance System (DDaP).

Logging into the DMHAS Data Performance System

To log in, follow the steps below:

1. Boot-up the pc to the Windows desktop screen.
2. Non-VPN users (Ex. State workers), go to step 4.
3. For VPN users, make your VPN (Virtual Private Network) connection. Refer to this link for details: http://www.ct.gov/best/lib/best/CISCO_VPN_CLIENT_INSTALLATION_PROCEDURES_04012014.pdf
4. Launch Internet Explorer.
5. Enter the DDaP IP address.
6. The Log In screen will be displayed:

The screenshot shows a web browser window displaying the login page for the DMHAS Data Performance System. The page has a header with the CT.gov logo on the left, the text 'DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES' in the center, and the 'dmhas' logo on the right. Below the header is a yellow bar with the text 'Provider Suite of Applications'. The main content area features a 'Please Log In' window with fields for 'User Name:' and 'Password:', and a 'Log In' button.

7. Enter the following information in the Log In window:

User Name: Enter your User Name

Password: Enter your Password

8. Point and click on the **Log In** button.



Need your password reset? Contact the Help desk: DMHAS.INFO@ct.gov or 860-262-5058

*The **Provider SUITE OF APPLICATIONS** window will display.*

Note: *'Please be sure to log out of DDaP after completing your work.'* will display at the bottom of the Log In screen as a reminder to be sure to log out after completing your work.

PROVIDER SUITE OF APPLICATIONS

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

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DDaP application Provider Suite of Applications

Reporting

DMHAS DATA WAREHOUSE

CONSUMER SURVEY

Tools Log out

INFORMATIONAL LINKS

DOCUMENTATION

CHANGE PASSWORD

Select Tools on the 'Side Bar' for links to info, docs and to change your password

The following display on the **PROVIDER SUITE OF APPLICATIONS**:

- [DMHAS Data Performance \(DDaP\)](#) - Select for admissions, discharges, updates, assessments and services
- [DMHAS Data Warehouse](#) – Select for reports
- [DMHAS Consumer Survey](#) – Select to complete Consumer Surveys

HELP FUNCTION on the SIDE BAR

The **Side Bar** on the **Provider Suite of Applications** displays informational links, including user guides, documentation, Change Password and the Log out.

To access these informational links, follow the steps below:

Click on the **Tools** option in the **Side Bar** to the left of the application listing. Select from the list of options that display:

- **INFORMATIONAL LINKS**: Displays links to information that providers may need to refer to while working in DDaP.
- **DOCUMENTATION**: Displays user guides and other relevant documents.
- **CHANGE PASSWORD**: Select to change your password. (See the next page.)

The **Client Management** screen displays when [DMHAS Data Performance \(DDaP\)](#) is selected.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

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DMHAS Data Performance System

Tools Home

Client Management Roster Management File Management

CLIENT SEARCH

Provider: ALL

Search By: Last Name SSN Advanced Last Name:

Version Test 1.6

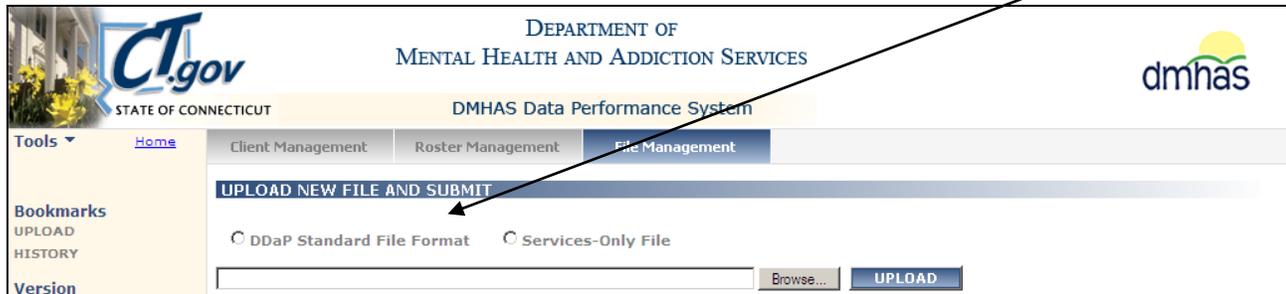
FILE SUBMISSION PROCESS

1. Select the **File Management** tab in DDaP.



2. The **File Management** screen will display.

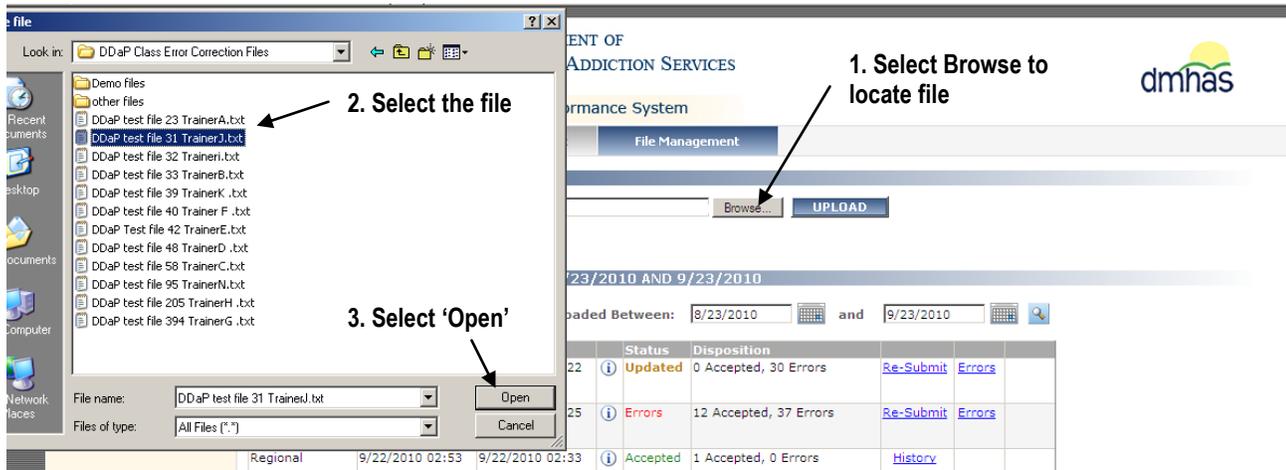
3. Select the **DDaP Standard File Format** or the **Services-Only File** radio button.



4. Locate your file.

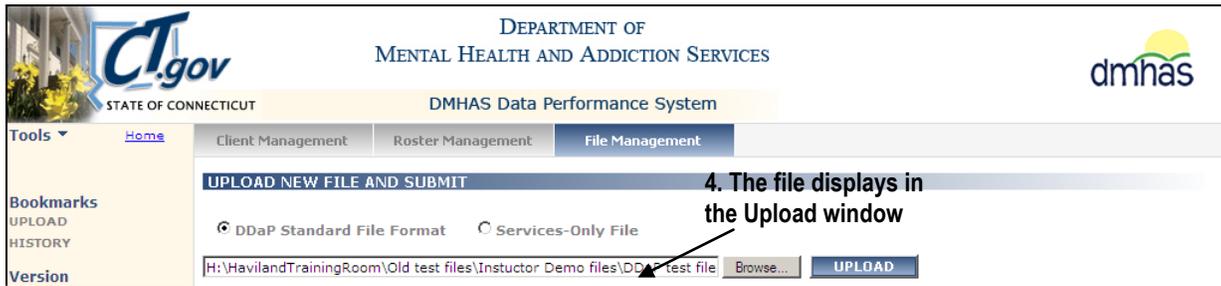
To Locate and Upload a File:

1. Select the **BROWSE** button.
2. Select the desired file in the file listing.

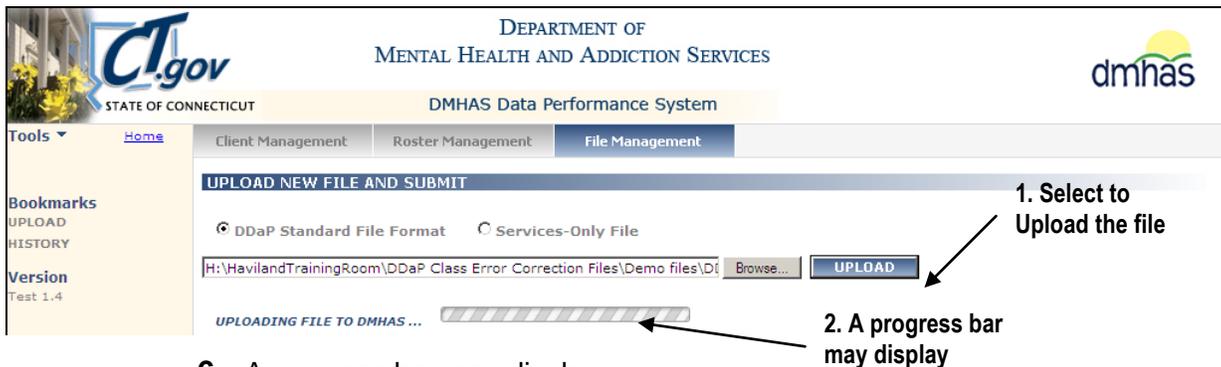


3. Select the **Open** button.

4. The file will display in the **Upload** window.



5. Select the **UPLOAD** button to upload the file.



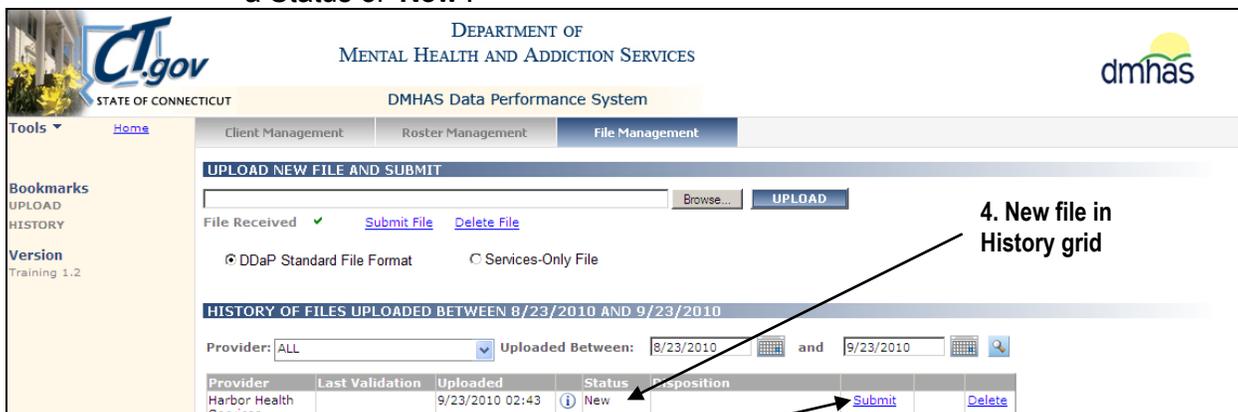
6. A progress bar may display.



3. File Uploaded successfully

7. 'File Received' with a **green** check mark will display once the file is uploaded successfully.

8. The file is added at the top of the **HISTORY OF FILES UPLOADED BETWEEN...**list, with a Status of 'New'.



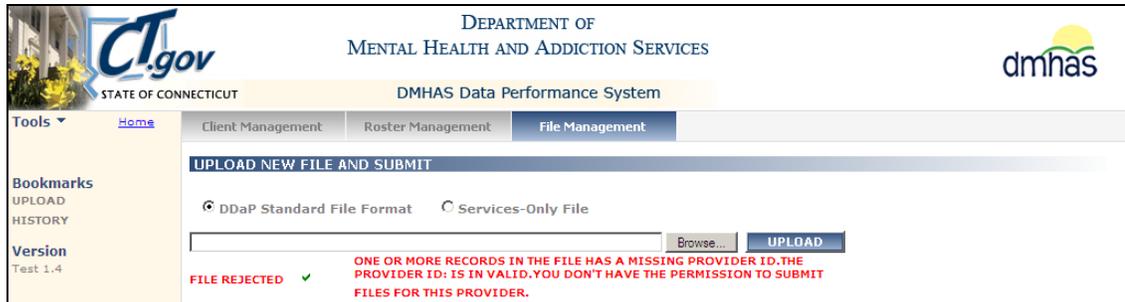
9. Select the **Submit** link to submit the file.



Refer to the next several pages for file submission procedures and error correction details.

FILE UPLOAD ERRORS

If the **Provider ID** is missing, the following message will display in **red** after Uploading:



1. Review your file and correct the Provider ID.
2. Select **Browse**, find the file and **Upload** the file again.
3. Follow the '**SUBMITTING A FILE**' procedures.



If you do not select the type of file (**DDaP Standard File Format** or **Services-Only File**) before you upload the file, the following error message will display in **red** after Uploading.



1. Select the appropriate file type. (DDaP Standard File Format or Services-Only File)
2. Select the Upload button.
3. Follow the **SUBMITTING A FILE** procedures.



If you select **DDaP Standard File Format** and it is a **Services-Only file**, or if the DDaP Standard File Format does not have the correct number of pipes or columns, the following message will display in **red** after Uploading.



1. If it is a **Services-Only file**, select the **Services-Only file** radio button, **Browse**, **UPLOAD** and Submit the file.
2. If it is a **DDaP Standard File Format**, review and correct the file format.
3. Follow the '**SUBMITTING A FILE**' procedures.

NOTE: The DDaP system only allows for one distinct service record for a client in a particular program with specific method of contact per day. If the file contains more than one record with the same service on the same day (duplicate services), a warning alert  will display when the file is uploaded. Once the duplicate services are either totaled into one record or removed, the alert will no longer display. **NOTE: This is just a warning and does not affect the submission or normal processing of the file.**

This applies to Treatment and Non Treatment programs. For example, a client may have received a case consultation service for 60 minutes in the morning and 60 minutes in the afternoon for a total of 120 minutes on a given day. Providers need to add up the same services provided to a client in a day.



If there are duplicate services in a file, an alert icon  will display after Uploading the file. Hold the mouse over the alert to view the 'Duplicate Service(s) in File' warning.

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DMHAS Data Performance System

Tools | Home | Client Management | Roster Management | **File Management**

UPLOAD NEW FILE AND SUBMIT
 DDaP Standard File Format Services-Only File
 Browse... **UPLOAD**

HISTORY OF FILES UPLOADED BETWEEN 6/14/2011 AND 7/14/2011
 Provider: ALL | Uploaded Between: 6/14/2011 and 7/14/2011

| Provider | Last Validation | Uploaded | Status | Disposition | | |
|---------------------------------------|-----------------|-----------------|--|------------------------|---------------------------|------------------------|
| Cornell Scott-Hill Health Corporation | 7/13/2011 03:08 | 7/12/2011 01:55 | Accepted | 1 Accepted, 0 Errors | History | |
| Community Mental Health Affiliates | 7/13/2011 02:43 | 7/13/2011 02:18 | Duplicate Service(s) in File Errors | 0 Accepted, 59 Errors | Re-Submit | Errors |
| Bridges | 7/13/2011 02:25 | 6/27/2011 01:03 | Errors | 0 Accepted, 164 Errors | Re-Submit | Errors |
| St. Mary's Hospital Corporation | 7/13/2011 02:20 | 7/07/2011 02:17 | Errors | 0 Accepted, 456 Errors | Re-Submit | Errors |
| Community Mental Health Affiliates | 7/13/2011 02:18 | 7/13/2011 02:10 | Errors | 14 Accepted, 60 Errors | Re-Submit | Errors |



Click on the alert icon  to see a listing of the duplicate services, update as needed and submit the file.

| Duplicate Services in File | | | | |
|-------------------------------|----------|-----------|--------|----------|
| File Uploaded 7/20/2011 11:08 | | | | |
| SSN | Name | Start Dt | Svc Cd | Duration |
| 123451112 | Bob Test | 10/6/2009 | T1016 | 15 |
| 123451112 | Bob Test | 10/6/2009 | T1016 | 15 |

For the file, **this requires the PNP agency to total the duration and service units and enter the discrete daily services once in order to send one record to DMHAS.** The Start Date and the End Date would be the same.

If the same services are not totaled together, the system will store the most recent record. This will allow users to update client records, with the rule being the last (most recently updated) service is considered the correct one. These rules apply to on-line and extract users of the system (Standard Full File Format and Services-Only).

****See Service Rule and Procedures in the SERVICES INFORMATION SCREEN ERRORS section of this training guide for more details on submitting services.**

SUBMITTING A FILE



Each file can only contain data for one Provider. If you have to submit data for multiple Providers, you must submit multiple files.

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Client Management Roster Management **File Management**

UPLOAD NEW FILE AND SUBMIT

File Received [Submit File](#) [Delete File](#)

DDaP Standard File Format Services-Only File

HISTORY OF FILES UPLOADED BETWEEN 8/23/2010 AND 9/23/2010

| Provider | Last Validation | Uploaded | Status | Disposition |
|------------------------|-----------------|-----------------|--------|---|
| Harbor Health Services | | 9/23/2010 02:43 | New | Submit Delete |

1. You have the option to [Submit](#) or [Delete](#) the file after it is Uploaded.
2. If the [Delete](#) link is selected, the file will no longer display in the **HISTORY** grid. The following message box will display, select **OK**. Select **Cancel** if you decide not to delete.
3. Once the file is Submitted (or Re-Submitted), a **green** bar will display while the file is validating.

Validating File 50 of 220 Records Processed...

[CANCEL](#)



You must stay logged into the DDaP application until your file has run to completion.

4. The file will display in the **History of Files Uploaded...** grid.

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Client Management Roster Management **File Management**

UPLOAD NEW FILE AND SUBMIT

DDaP Standard File Format Services-Only File

HISTORY OF FILES UPLOADED BETWEEN 2/11/2011 AND 3/11/2011

Provider: Uploaded Between: 2/11/2011 and 3/11/2011

| Provider | Last Validation | Uploaded | Status | Disposition |
|----------|-----------------|-----------------|----------|--|
| Provider | 3/10/2011 02:13 | 3/10/2011 02:11 | Error | 0 Accepted, 21 Errors Re-Submit Errors |
| Provider | 3/08/2011 03:18 | 3/08/2011 03:18 | Accepted | 1 Accepted, 0 Errors History |

Error status means the File contains errors

Hold mouse over 'i' to display the name of the file

Select [Re-Submit](#) to Re-Submit the file.

Select [Errors](#) to view records with errors.

Select [History](#) to display file history

Accepted means file ran successfully – no errors

1. Hold your mouse over the 'i' icon next to the file Status to display the name of the file.
2. The status of '**Accepted**' means that there are no errors. A [History](#) link will display that can be selected to view the file history.
3. The '**Errors**' status means that there are errors on the record that need to be corrected before the file can be Re-Submitted.
4. Follow the **ERROR CORRECTION PROCEDURES** on the following pages.

ERROR CORRECTION PROCEDURES

1. If the status is 'Errors', select the [Errors](#) link to view and fix errors.

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Client Management Roster Management **File Management**

UPLOAD NEW FILE AND SUBMIT

DDaP Standard File Format Services-Only File

Browse... **UPLOAD**

HISTORY OF FILES UPLOADED BETWEEN 2/4/2011 AND 3/4/2011

Provider: Provider Uploaded Between: 2/4/2011 and 3/4/2011

| Provider | Last Validation | Uploaded | Status | Disposition |
|----------|-----------------|-----------------|---------------|------------------------|
| Provider | 2/24/2011 11:14 | 2/24/2011 11:13 | Errors | 21 Accepted, 19 Errors |

Re-Submit Errors

Check the Status for **Errors**

2. The **ERRORS IN FILE UPLOADED** grid, with the requested records, will display.

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2. Select **Fix** to go to the screen that has errors and make corrections.

3. Select **View Errors** to view all errors on screens.

1. Select **ERROR SUMMARY RPT** or **ERROR DETAIL RPT** to generate an error report.

ERRORS IN FILE UPLOADED 7/29/2010 01:33 PM

| Rec ID | Prov Rec ID | Prov Client ID | Last Name | First Name | Admit Date | Program | Status | | |
|--------|-------------|----------------|-----------|------------|------------|--------------------|--------|---------------------|-----------------------------|
| 9516 | Admission 1 | Client4 | JOHN | CLIENT | 10/1/2009 | CSP 603294 | Errors | Fix | View Errors |
| 9530 | Admission 1 | Client6 | SEAN | CLIENT | 10/1/2009 | Outpatient 503-210 | Errors | Fix | View Errors |
| 9532 | Admission 1 | Client5 | SEAN | CLIENT | 10/1/2009 | Outpatient 503-210 | Errors | Fix | View Errors |

FILE MGT CLIENT MGT **ERROR SUMMARY RPT** ERROR DETAIL RPT RE-SUBMIT FILE

File Validation and Errors

3. There are **3 Options** to choose from if the Status of the file is 'Errors':

1. Select the **Error Summary Report** or **Error Detail Report** buttons to view errors for the file that are listed in a report.
2. Select [View Errors](#) to view all errors on the screen(s) and make error corrections.
3. Select [Fix](#) to go to the screen with errors and make error corrections.

Option 1 - ERROR REPORTS

1. Select the **ERROR SUMMARY RPT** button or the **ERROR DETAIL RPT** button at the bottom of the **'ERRORS IN FILE UPLOADED'** screen to view reports.

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Tools ▾

Version
Test 1.1

VALIDATION PROGRESS FOR FILE UPLOADED 7/29/2010 03:00 PM

Validating File ✔ 17 Record(s) Accepted, 3 Record(s) With Errors

ERRORS IN FILE UPLOADED 7/29/2010 03:00 PM

| Rec ID | Prov Rec ID | Prov Client ID | Last Name | First Name | Admit Date | Program | Status | | |
|--------|-------------|----------------|-----------|------------|------------|--------------------|--------|---------------------|-----------------------------|
| 9619 | Admission 1 | Client4 | JOHN | CLIENT | 10/1/2009 | CSP 603294 | Errors | Fix | View Errors |
| 9633 | Admission 1 | Client6 | SEAN | CLIENT | 10/1/2009 | Outpatient 503-210 | Errors | Fix | View Errors |
| 9635 | Admission 1 | Client6 | SEAN | CLIENT | 10/1/2009 | Outpatient 503-210 | Errors | Fix | View Errors |

Select ERROR SUMMARY RPT or ERROR DETAIL RPT to view error reports

[FILE MGT](#) [CLIENT MGT](#) [ERROR SUMMARY RPT](#) [ERROR DETAIL RPT](#) [RE-SUBMIT FILE](#) File Validation and Errors



If reports do not display, you need to install Adobe Acrobat on your computer.

2. The error report will display for that file:

File Error Summary Report: This report will give you a total count of the errors and lists each error and the number of records that contain that error.

| File Error Summary Count | | | |
|----------------------------|---|----------------|----|
| BatchId: | 400 | | |
| Initial Upload Date: | 7/29/2010 3:00:08 PM | | |
| Batch File Name | 7DDaP test file CMHA TrainerC Dx error .TXT | | |
| Total Count | 20 | Accepted Count | 17 |
| Processed Count | 20 | Error Count | 3 |
| Diagnosis | | | |
| Axis III Diagnosis Field 1 | 144. is not a valid response. | | 1 |
| Axis III Diagnosis Field 1 | 100. is not a valid response. | | 2 |
| Axis V GAF Score | Missing required response. | | 2 |

File Error Detail Report: This report will give you a total count of the errors, the Batch Record Id and displays the client detail and error description for each record.

| File Error Detail | | | | | | |
|----------------------|---|--------------------|--------------------|-----------|-----------------|---|
| BatchId: | 400 | | Total Count: | 20 | Accepted Count: | 17 |
| Initial Upload Date: | 7/29/2010 3:00:08 PM | | Processed Count: | 20 | Error Count: | 3 |
| Batch File Name | 7DDaP test file CMHA TrainerC Dx error .TXT | | | | | |
| Batch Record Id | Provider Record Id | Provider Client Id | Program Name | Last Name | First Name | Error |
| 9619 | Admission 1 | Client4 | CSP 603294 | JOHN | CLIENT | Axis III Diagnosis Field 1 - 144. is not a valid response. Axis V GAF Score - Missing required response. |
| 9633 | Admission 1 | Client6 | Outpatient 503-210 | SEAN | CLIENT | Axis III Diagnosis Field 1 - 100. is not a valid response. |
| 9635 | Admission 1 | Client6 | Outpatient 503-210 | SEAN | CLIENT | Axis III Diagnosis Field 1 - 100. is not a valid response. Axis V GAF Score - Missing required response. |

3. After reviewing reports (Reports can be printed, if desired.), select [View Errors](#) or [Fix](#) in the **ERRORS IN FILE UPLOADED** screen and refer to **Option 2 – VIEW ERRORS** or **Option 3 – FIX ERRORS** to make error corrections and [Re-Submit](#) the file.

Option 2 - VIEW ERRORS

1. Selecting [View Errors](#) allows you to see the errors that are on each screen.

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Tools Home

Version Production 1.0

VALIDATION PROGRESS FOR FILE UPLOADED 4/27/2010 09:14 AM
Validating File 0 Record(s) Accepted, 2 Record(s) With Errors

ERRORS IN FILE UPLOADED 4/27/2010 09:14 AM

| Rec ID | Prov Rec ID | Prov Client ID | Last Name | First Name | Admit Date | Program | Status | |
|--------|-------------|----------------|-----------|------------|------------|---------|--------|---|
| 19903 | 1 | 1234567890 | User | Test | 03/15/2010 | | Errors | Fix View Errors |
| 19904 | 2 | 1234567891 | User | Test | 03/12/2010 | | Errors | Fix View Errors |

Select to view errors listed for each screen.

2. The errors for each screen will display in the 'Errors in File Uploaded' window.
3. Review the errors listed for each screen.

Errors in File Uploaded 4/28/2010 11:45 AM -

[Client](#) [Admission](#)

| Data Item | Error |
|---------------------|---------------------------------------|
| Military Start Date | Date must be in the form: mm/dd/yyyy. |

No Admission Errors Found ...

[Diagnosis](#) [Service](#)

| Data Item | Error |
|-----------------|--------------------------|
| DiagnosisCode 1 | Invalid diagnostic code. |

No Service Errors Found ...

[Periodic Assessment](#) [Co-Occurring Assessment](#)

| Data Item | Error |
|-------------------|----------------------------|
| Assessment Date | Missing required response. |
| Employment Status | Missing required response. |
| Highest Grade | Missing required response. |

No Co-Occurring Errors Found ...

CLOSE ⓘ

Select to view errors on the screen.



Each screen will display links noting Errors or 'No ... Errors Found....'

4. Select one of the screen links to go to that screen to view errors noted in red make corrections.

Client Profile Admission **Diagnosis** Services Periodic Assmt Co-Occurring Assmt

• Military Start Date - Date must be in the form: mm/dd/yyyy.

DEMOGRAPHICS

First Name: Mid Initial: Last Name: Suffix:

SSN: SSN Unavailable Reason:

DOB: DOB Unavailable Reason:

Ethnicity: Primary Language: Second Lang:

Veteran Status: Military Start Date: Military End Date:

Option 3 - FIX ERRORS

1. Select [Fix](#) to go directly to the Client Profile screen and view and fix errors.

Select to go to Client Profile and correct errors.

| Rec ID | Prov Rec ID | Prov Client ID | Last Name | First Name | Admit Date | Program | Status | |
|--------|-------------|----------------|-----------|------------|------------|---------|--------|---|
| 19903 | 1 | 1234567890 | User | Test | 03/15/2010 | | Errors | Fix View Errors |
| 19904 | 2 | 1234567891 | User | Test | 03/12/2010 | | Errors | Fix View Errors |



Error message(s) on the screen will display in **red**. The screen tab(s) highlighted in **red** contain **errors** on that screen.

2. Correct the error(s) on the screen that are listed in **red**.

Select the arrow to go to the next screen and correct errors.

3. Select the tabs highlighted in **red** and make the corrections on that screen **OR**

Select the arrow button to the bottom right of the screen to go to the next error.

4. Once all error corrections have been made, select the **RE-SUBMIT FILE** button at the bottom of the screen.



5. If all corrections are successful, **All records in this file have been successfully loaded...** will display.

6. If errors remain, the **ERRORS IN FILE UPLOAD** screen will display and additional errors need to be corrected. If you need to research an error in DDaP online, select the **Client Management** tab.

7. You can select any of the buttons at the bottom of the screen at any time:

MASS CORRECTION: This allows you to correct the same error that is found multiple times for a client. (See **Mass Error Correction Procedures** in this training guide.)

FILE ERRORS: This takes you back to the listing of errors for the file.

FILE MGT: This takes you back to File Management to upload New files or view File History.

RE-SUBMIT FILE: Select this to re-submit the file after corrections have been made for records in the file. *This can be selected as many times as desired when correcting errors.*

CLIENT MGT: Select this to view existing DDaP online data for errors that cannot be corrected on the file screen without researching what is already in DDaP. **Refer to the procedures that follow for DDaP data errors that cannot be corrected without researching what is already in DDaP.**

HOW TO VIEW THE EXISTING ONLINE DATA IN DDAP

1. Make a note of the error information, including the error message, client information, the admit date, the program and any other fields that are highlighted in **red**.
2. Select the **CLIENT MANAGEMENT** tab at the bottom of the File Error screen.



The screen that displays the errors in your file submission only shows the data sent with the file. You must select the Client Management tab and search on you client in the DDaP Online screens to view the existing client admission information. Compare the data from both places to determine the discrepancy in your file data.

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DMHAS Data Performance System

Tools Home Client Profile Admission Diagnosis Services Periodic Assmt Co-Occurring Assmt

Test Client SSN: 123456789
Provider: Inter-Community Mental Health Group Inc.
Version Test 1.7

*** Admission Date - A client cannot be admitted to the same program more than once.**

ADMISSION INFORMATION
Program: Recovery Pathways612280 Admission Date: 10/01/2010
Primary Referral Source: Self Date of First Service Request:
Tobacco Use: Yes No Unknown Pregnancy Status: Yes No Unknown

DISCHARGE INFORMATION
Discharge Date: Discharge Reason: -- Select One --

MASS CORRECTION CLIENT MGT FILE MGT FILE ERRORS RE-SUBMIT FILE Admission

Make a note of the edit message and the client information

Select the Client Management tab

3. After selecting the Client Management tab on the file error screen (or, if you have logged out of the system, log into DDaP, select the [DMHAS Data Performance System](#) link).
4. Search on the client who has the error(s).

CLIENT SEARCH

Last Name Search

1. Select the **Provider**, if necessary, enter the **Last Name** in the text box and select the Search icon.

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DMHAS Data Performance System

Tools Home Client Management Roster Management File Management

3. Last Name will be checked

1. Select to choose a Provider
2. Enter the Last Name
4. Select to Search on Last Name

CLIENT SEARCH
Provider: ALL
Search By: Last Name SSN Advanced Last Name:
Search

OR

SSN Search

2. Select the **SSN** radio button, enter the **SSN** in the text box and select the Search  icon.



1. Select to search on SSN

2. Enter the SSN

3. Select to Search

Enter the **Client Search** criteria as noted below:

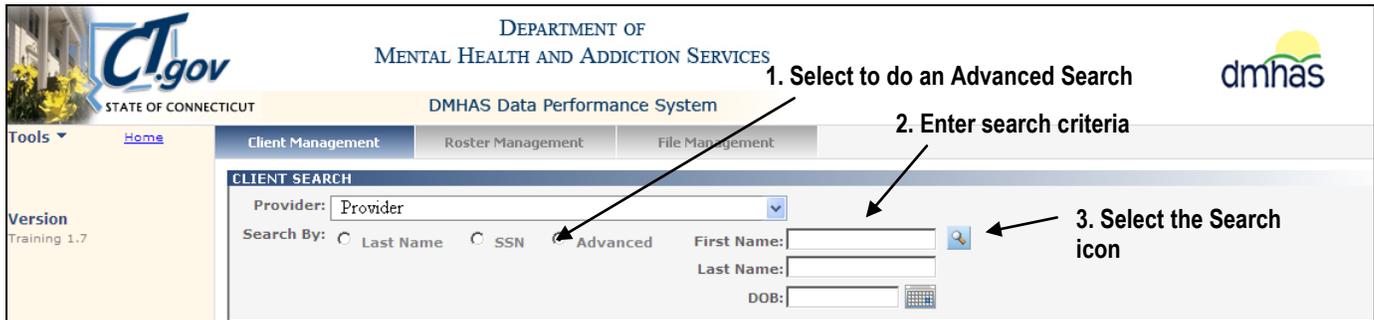
| | |
|------------------|---|
| Last Name | <p>Enter the client's full or partial last name. Names can be entered in upper or lower or a combination of both cases.</p>  You must enter at least 2 characters for the last name. |
|------------------|---|

OR

| | |
|------------|---|
| SSN | <p>Enter the client's full Social Security Number in the correct DDaP format: (9) nine numbers, no dashes or spaces.</p> |
|------------|---|

Advanced Search – First Name, Last Name, Date of Birth (DOB)

3. Select the **Advanced** radio button, enter any combination of the First Name, the Last Name and/or the DOB in the text box and select the Search  icon.



1. Select to do an Advanced Search

2. Enter search criteria

3. Select the Search icon

Enter the **Client Search** criteria as noted below:

| | |
|-------------------|--|
| First Name | <p>Enter the client's full or partial first name. Names can be entered in upper or lower or a combination of both cases.</p>  You can enter 1 or more characters for the first name. |
|-------------------|--|

And / Or

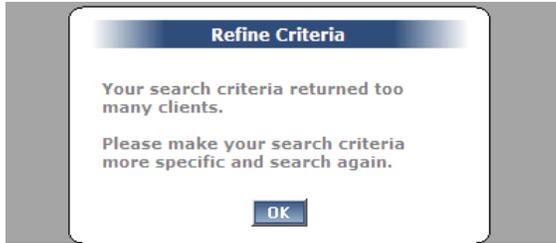
| | |
|------------------|--|
| Last Name | <p>Enter the client's full or partial last name. Names can be entered in upper or lower or a combination of both cases.</p>  You can enter 1 or more characters for the last name. |
|------------------|--|

And / Or

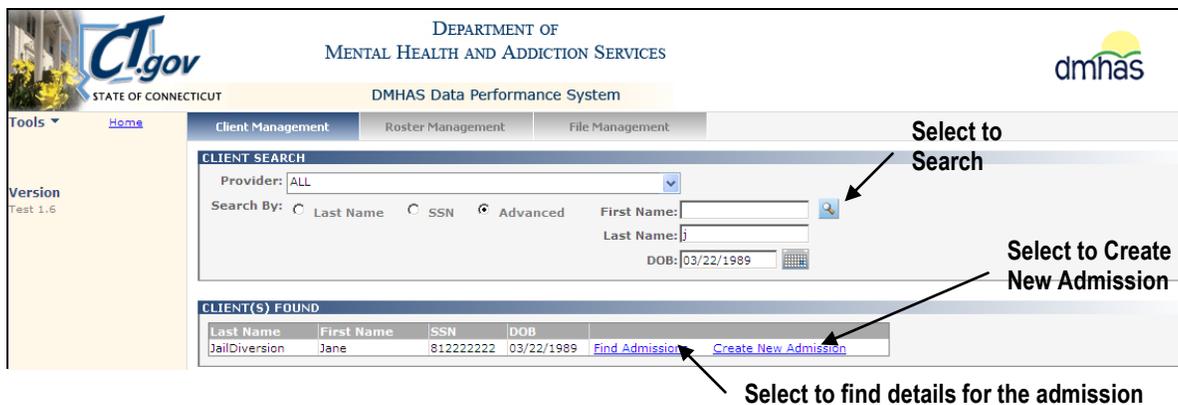
| | |
|----------------------------|--|
| Date of Birth (DOB) | <p>Enter the client's date of birth in the correct MM/DD/YYYY date format.</p> |
|----------------------------|--|



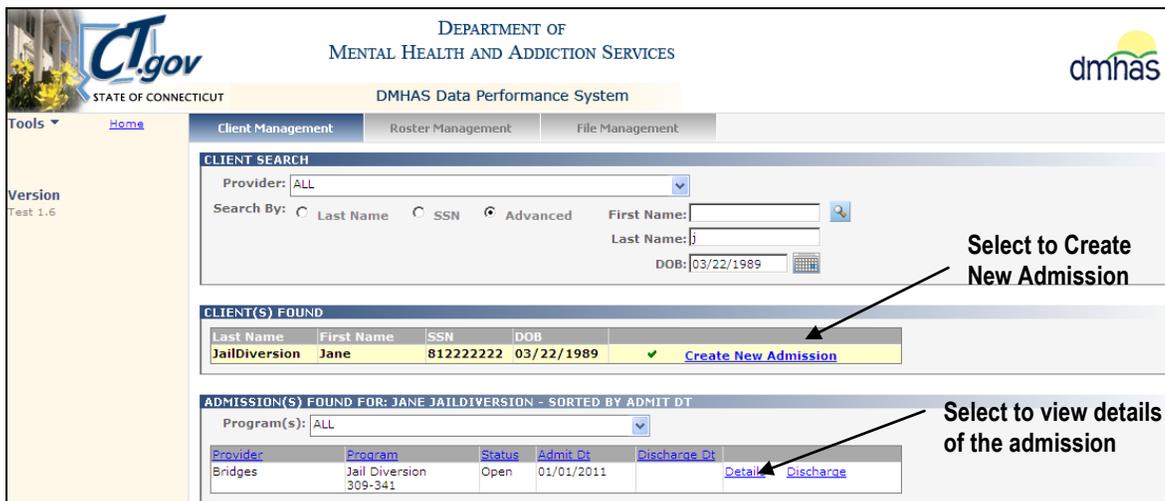
If the search criteria entered returns too many clients, a message box will display. Re-enter more specific search criteria.



- The list of all client records that match the search criteria entered, that may or may not contain the client you need to admit, will display.
- Select [Find Admissions](#) for the client you are searching for in the list.



- The admissions for that client will display.



- Select [Details](#) for the admission that you want to view.
- The Client Profile screen will display.

Client Profile Screen

1. The **Client Profile** screen will display reflecting the DDaP database data for that client admission.
2. Review the client admission information that you noted from the file submission error screen and compare it with the client data that is in DDaP.
3. Select any of the tabs in the **Navigator Bar** to go to any of the other DDaP Online screens to review client data.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools Home

Client Profile Admission Diagnosis Services Assessments

DEMOGRAPHICS

First Name: Mid Initial: Last Name: Suffix:

SSN: SSN Unavailable Reason:

DOB: DOB Unavailable Reason:

Ethnicity: Primary Language: Marital Status:

Veteran Status: Military Start Date: Military End Date:

Gender: Provider Client ID:

Race:

ADDRESS

Address 1:

Address 2:

City: State: Zip:

INSURANCE

| Insurance: | Type | Policy Number | Start Date | End Date |
|------------|--------------|---------------|------------|----------|
| | Medicaid LIA | 001887688 | | |

CLIENT MGT ROSTER MGT EDIT

Client Profile

4. Select the **Client Management** tab to go back to the Client Management screen.

5. Select the **File Management** tab to go back to your file and file error screens.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools Home

Client Management Roster Management File Management

CLIENT SEARCH

Provider:

Search By: Last Name SSN Advanced Last Name:

6. The **File Management** screen will display.

7. Select the [Errors](#) link for the file you are working with from the **HISTORY OF FILES UPLOADED** grid.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Management Roster Management **File Management**

UPLOAD NEW FILE AND SUBMIT

DDaP Standard File Format Services-Only File

Browse... **UPLOAD**

HISTORY OF FILES UPLOADED BETWEEN 2/11/2011 AND 3/11/2011

Provider: ALL Uploaded Between: 2/11/2011 and 3/11/2011

| Provider | Last Validation | Uploaded | Status | Disposition |
|----------|-----------------|-----------------|---------|-----------------------|
| Provider | 3/10/2011 02:13 | 3/10/2011 02:11 | Errors | 0 Accepted, 1 Errors |
| Provider | 3/10/2011 01:53 | 3/10/2011 01:53 | Updated | 4 Accepted, 17 Errors |

Select the [Errors](#) link.

8. The **ERRORS IN FILE UPLOADED** grid will display.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

VALIDATION PROGRESS FOR FILE UPLOADED 7/29/2010 03:00 PM

Validating File 17 Record(s) Accepted, 3 Record(s) With Errors

ERRORS IN FILE UPLOADED 7/29/2010 03:00 PM

| Rec ID | Prov Rec ID | Prov Client ID | Last Name | First Name | Admit Date | Program | Status |
|--------|-------------|----------------|-----------|------------|------------|--------------------|--------|
| 9619 | Admission 1 | Client4 | JOHN | CLIENT | 10/1/2009 | CSP 603294 | Errors |
| 9633 | Admission 1 | Client6 | SEAN | CLIENT | 10/1/2009 | Outpatient 503-210 | Errors |
| 9635 | Admission 1 | Client6 | SEAN | CLIENT | 10/1/2009 | Outpatient 503-210 | Errors |

FILE MGT CLIENT MGT ERROR SUMMARY RPT ERROR DETAIL RPT RE-SUBMIT FILE

File Validation and Errors

9. Select the [Fix](#) or [View Errors](#) link to get back into the File errors screen and correct your errors and Re-Submit your file.

10. Follow the procedure on the next several pages regarding specific file errors that may display on each screen and how to research and correct them.

HOW TO RESEARCH AND CORRECT SPECIFIC FILE ERRORS

Missing Required Response

1. Any required data that is missing will be highlighted in **red** on the screen.
2. Enter the missing data. (Refer to the **Standard File Format** for the data requirements.)



NOTE: This is data that is missing on the file. The data must be updated in your system or it will produce the same error when the file is submitted again next month.

- **Language1 - Missing required response.** Select the **Primary Language** for the client.
- **Race - Missing required response.** Select the **Race** from the drop list and select the **ADD RACE** button.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | Periodic Assmt | Co-Occurring Assmt

CLIENT RICK
SSN: 121817711
Provider:

Language1 - Missing required response.
Race - Missing required response.

DEMOGRAPHICS

First Name: CLIENT Mid Initial: Last Name: RICK Suffix:
SSN: 121817711 SSN Unavailable Reason: Religion: Catholic
DOB: 7/22/1959 DOB Unavailable Reason: Marital Status: Married
Ethnicity: Non-Hispanic Primary Language: -- Select One -- Second Lang: -- Select One --
Veteran Status: No Military Start Date: Military End Date:
Gender: Male Provider Client ID:
Race: Race(s) not recorded ...
-- Select One -- **ADD RACE**

NOTE: If the **State** or **City** is missing, a **'Missing'** error will display, as well as a **'...do not match.'** error. If the city is misspelled or the **Zip** is incorrect, the **'...do not match.'** error will display.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | Periodic Assmt | Co-Occurring Assmt

TESTCLIENT JILL
SSN: 762229111
Provider: St. Marys Hospital Corporation

State - Missing required response.
Zip - The city, state and zip code do not match.

DEMOGRAPHICS

First Name: TESTCLIENT Mid Initial: Last Name: JILL Suffix:
SSN: 762229111 SSN Unavailable Reason: Religion: Catholic
DOB: 11/22/1976 DOB Unavailable Reason: Marital Status: Married
Ethnicity: Non-Hispanic Primary Language: English Second Lang: -- Select One --
Veteran Status: No Military Start Date: Military End Date:
Gender: Female Provider Client ID:
Race: White/Caucasian
-- Select One -- **ADD RACE**

ADDRESS

Address 1: ROAD
Address 2:
City: WATERBURY State: State: -- Select One -- Zip: 06706

INSURANCE

| Insurance: | Type | Policy Number | Start Date | End Date |
|------------|------|---------------|------------|----------|
|------------|------|---------------|------------|----------|

MASS CORRECTION **CLIENT MGT** **FILE MGT** **FILE ERRORS**

• **Gender - Missing required response.**

1. Select the **Gender** from the drop list.

NOTE: If the Gender is missing, the Admission tab will be highlighted in red.

2. Select the **Admission** tab.

3. Confirm the **Pregnancy Status**. (Must be 'No' for Males / 'No', 'Yes' or 'Unknown' for Females.)

 The next several errors listed in this guide will require you to select the **CLIENT MGT** button on the bottom of the error correction screens and research the client information in the DDaP online screens.

 Before you select the **CLIENT MGT** button to go to the DDaP online screens, be sure to make a note of the **Rec ID** that is listed in the **Errors In File Uploaded** grid for the client that has the errors. If you are in the error correction screens, select the **FILE ERRORS** button at the bottom of the screen to go back to the Errors grid.

| Rec ID | Prov Rec ID | Prov Client ID | Last Name | First Name | Admit Date | Program | Status | |
|--------|-------------|----------------|-----------|------------|------------|---------|--------|---|
| 19903 | 1 | 1234567890 | User | Test | 03/15/2010 | | Errors | Fix View Errors |
| 19904 | 2 | 1234567891 | User | Test | 03/12/2010 | | Errors | Fix View Errors |

If there are several records with errors and you do not have the Record ID for the client that you just researched, you may have to go through several records before you find that client record.

- **SSN – Client is not unique.** This means that there is a discrepancy between the **SSN, Name and/or DOB** in DDaP and what is on the file submission. You need to view the client information in the DDaP online screens and compare it to your file data.

Example 1: Name Discrepancy

1. Make a note of the client information (**Name, DOB, and SSN**) and Program name.
2. Select the **CLIENT MGT** button at the bottom of the screen.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | Periodic Assmt | Co-Occurring Assmt

Tools | Home

Test-case Client
SSN: 123456789
Provider: Inter-Community Mental Health Group Inc.

Bookmarks
DEMOGRAPHICS
ADDRESS
INSURANCE
Version
Test 1.7

• SSN - Client is not unique.

DEMOGRAPHICS

First Name: Mid Initial: Last Name: Suffix:

SSN: SSN Unavailable Reason:

DOB: DOB Unavailable Reason:

Ethnicity: Primary Language: Marital Status:

Veteran Status: Military Start Date: Military End Date:

Gender: Provider Client ID:

Race:

ADDRESS

Address 1: Address 2:

City: State: Zip:

INSURANCE

| Insurance: | Type | Policy Number | Start Date | End Date |
|------------|----------------------------------|---------------|------------|------------|
| | HMO (including Managed Medicaid) | 002024856 | 10/19/2010 | 12/29/2010 |

3. The **Client Management** screen will display.
4. Search on the client's **SSN** or **Name**.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Management | Roster Management | File Management

Tools | Home

Version
Test 1.7

CLIENT SEARCH

Provider:

Search By: Last Name SSN Advanced SSN:

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB |
|-----------|------------|-----------|------------|
| Client | Test | 123456789 | 04/02/1990 |

ADMISSION(S) FOUND FOR: JIA HUI - SORTED BY ADMIT DT

Program(s):

| Provider | Program | Status | Admit Dt | Discharge Dt |
|--|-------------------------|--------|------------|--------------|
| Inter-Community Mental Health Group Inc. | Recovery Pathways612280 | Open | 10/25/2010 | |

-Search on the client's SSN or name.
-Select Search button.
-Select [Find Admissions](#).
-Select [Details](#) for the admission.

5. Select [Find Admissions](#).
6. Find the client admission and program that matches the file submission information that you noted.

 If you cannot find the client information in DDaP by Name, SSN or DOB, contact EQMI (860-418-6601 or 6611) to confirm the client information.

7. Select [Details](#) for the admission.

8. The DDaP **Client Profile** screen will display reflecting the DDaP database data for that client admission.

9. Compare the client's first name, last name, SSN and DOB on the DDaP **Client Profile** screen to the client's first name, last name, SSN and DOB on the **File Error** screen.

DDaP Online screen (First Name = Test Last Name: Client, SSN = 123456789, DOB = Unknown)

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools Home

Client Profile Admission Diagnosis Services Assessments

DEMOGRAPHICS

First Name: Mid Initial: Last Name: Suffix:

SSN: SSN Unavailable Reason:

DOB: DOB Unavailable Reason: Religion:

Ethnicity: Primary Language: Marital Status:

Veteran Status: Military Start Date: Military End Date:

Gender: Provider Client ID:

Race:

ADDRESS

Address 1:

Address 2:

City: State: Zip:

INSURANCE

| Insurance Type | Policy Number | Start Date | End Date |
|----------------------------------|---------------|------------|----------|
| HMO (including Managed Medicaid) | 002024856 | 10/19/2010 | |

File Error screen (First Name = Test-case Last Name: Client, SSN = 123456789, DOB = Unknown)

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools Home

Client Profile Admission Diagnosis Services Periodic Assmt Co-Occurring Assmt

Test-case Client

SSN: 123456789

Provider: Inter-Community Mental Health Group Inc.

DEMOGRAPHICS

* SSN - Client is not unique.

First Name: Mid Initial: Last Name: Suffix:

SSN: SSN Unavailable Reason:

DOB: DOB Unavailable Reason: Religion:

Ethnicity: Primary Language: Marital Status:

Veteran Status: Military Start Date: Military End Date:

Gender: Provider Client ID:

Race:

-- Select One --

ADDRESS

Address 1:

Address 2:

City: State: Zip:

INSURANCE

| Insurance Type | Policy Number | Start Date | End Date |
|----------------------------------|---------------|------------|------------|
| HMO (including Managed Medicaid) | 002024856 | 10/19/2010 | 12/29/2010 |

 The first name on the File Error screen is 'Test-case'. The first name in the DDaP Online is 'Test'.

- Review your client information and contact **EQMI** (860-418-6601 or 6611) to confirm client information.
- If the file submission name is correct, you must have the name changed in DDaP (you can do this online) and re-submit the file.
- If DDaP is correct, change the name in your file and re-submit the file.

Example 2: Date of Birth Discrepancy

File Submission Error screen: (Name = Client Test, SSN = 123000000, DOB = 10/3/1980)

The screenshot shows the 'Client Profile' screen for 'Client Test' (SSN: 123000000). A red error message at the top states: 'SSN - Client is not unique.' The 'DEMOGRAPHICS' section contains the following fields: First Name: Client, Mid Initial: [], Last Name: Test, Suffix: [], SSN: 123000000, SSN Unavailable Reason: [], Religion: Other, DOB: 10/3/1980, DOB Unavailable Reason: [], Marital Status: Never married, Ethnicity: Non-Hispanic, Primary Language: English, Second Lang: None, Veteran Status: No, Military Start Date: [], Military End Date: [], Gender: Female, Provider Client ID: [], Race: White/Caucasian, and an 'ADD RACE' button. The 'ADDRESS' section shows Address 1: Road, Address 2: [], City: Taftville, State: Connecticut, and Zip: 06380. The 'INSURANCE' section shows a table with one entry: Type: Medicaid, Policy Number: 001000200, Start Date: [], End Date: [], and an 'ADD INSURANCE' button. At the bottom, there are navigation buttons: MASS CORRECTION, CLIENT MGT, FILE MGT, FILE ERRORS, and RE-SUBMIT FILE.

DDaP Client Profile screen: (Name = Client Test, SSN = 123000000, DOB = 10/2/1980)

The screenshot shows the 'Client Profile' screen for 'Client Test' (SSN: 123000000). The 'DEMOGRAPHICS' section contains the following fields: First Name: Client, Mid Initial: [], Last Name: Test, Suffix: [], SSN: 123000000, SSN Unavailable Reason: [], Religion: Other, DOB: 10/2/1980, DOB Unavailable Reason: [], Marital Status: Never married, Ethnicity: Non-Hispanic, Primary Language: English, Second Lang: None, Veteran Status: No, Military Start Date: [], Military End Date: [], Gender: Female, Provider Client ID: [], Race: White/Caucasian, and an 'ADD RACE' button. The 'ADDRESS' section shows Address 1: Road, Address 2: [], City: Taftville, State: Connecticut, and Zip: 06380. The 'INSURANCE' section shows a table with one entry: Type: Medicaid, Policy Number: 001000200, Start Date: [], End Date: [], and an 'ADD INSURANCE' button.



The DOB in the Error screen (file data) is '10/3/1980'. The DOB in the DDaP Online is '10/2/1980'.

- Contact **EQMI** (860-418-6601 or 6611) to verify the DOB.
- If the DOB on your file is correct, DDaP will be updated and then you can re-submit your file.
- If DDaP is correct, you must correct the DOB on your file and then re-submit the file.

Example 3: Name and DOB discrepancy

The first name, middle initial and DOB are different in this example. See details below.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | Periodic Assmt | Co-Occurring Assmt

• SSN - Client is not unique.

DEMOGRAPHICS

First Name: James Mid Initial: F Last Name: Client Suffix: [v]
SSN: 555000123 SSN Unavailable Reason: [v] Religion: -- Select One -- [v]
DOB: 3/01/1951 DOB Unavailable Reason: [v] Marital Status: Never married [v]
Ethnicity: Hispanic-Other [v] Primary Language: English [v] Second Lang: -- Select One -- [v]
Veteran Status: Unknown [v] Military Start Date: [v] Military End Date: [v]
Gender: Male [v] Provider Client ID: [v]
Race: White/Caucasian [x] -- Select One -- [v] **ADD RACE**

ADDRESS

Address 1: [v] Street
Address 2: [v]
City: Yalesville State: Connecticut Zip: 06492

INSURANCE

| Insurance: | Type | Policy Number | Start Date | End Date |
|------------|---------|---------------|------------|------------|
| | GA-SAGA | | 12/1/2008 | 12/31/2009 |

ADD INSURANCE

MASS CORRECTION **CLIENT MGT** FILE MGT FILE ERRORS RE-SUBMIT FILE

1. Select the **CLIENT MGT** button at the bottom of the File Error screen.
2. The Client Management screen will display.
3. Search on the client's **First Name** and **Last Name**.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Management | Roster Management | File Management

CLIENT SEARCH

Provider: [v] Provider
Search By: Last Name SSN Advanced First Name: james Last Name: Client
DOB: [v]

CLIENT(S) FOUND

No clients found ...

4. If there is **no client found** for that client with that name, search by the client's **SSN**.
5. Enter the Client **SSN**, select the **Search** icon and select [Find Admissions](#)

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Management | Roster Management | File Management

CLIENT SEARCH

Provider: [v] Provider
Search By: Last Name SSN Advanced SSN: 555000123
[v]

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | Find Admission | Create New Admission |
|-----------|------------|-----------|-----------|--------------------------------|--------------------------------------|
| Client | John | 555000123 | 3/01/1957 | Find Admission | Create New Admission |

Enter the client's SSN and select the Search icon
Select [Find Admissions](#)

6. Compare the client name, SSN and DOB in DDaP to the information you noted from the File Error screen.

File Error data: Name = James F Client, SSN = 555000123, DOB = 3/01/1951

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools: Home

Version: Test 1.7

Client Management | Roster Management | File Management

CLIENT SEARCH
Provider: Provider
Search By: Last Name SSN Advanced
SSN: 555000123

Compare this client data to the file error screen data

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|------------|--|
| Client | John | 555000123 | 03/01/1957 | <input checked="" type="checkbox"/> Create New Admission |

ADMISSION(S) FOUND FOR: JOSE YARGAS - SORTED BY ADMIT DT

Program(s): ALL

| Provider | Program | Status | Admit Dt | Discharge Dt | Details | Discharge |
|----------|-----------------------|--------|------------|--------------|-------------------------|---------------------------|
| Provider | Latino Clinical Prog. | Open | 12/17/2008 | | Details | Discharge |

DDaP online Client Mgt screen data: Name = John Client, SSN = 555000123, DOB = 3/01/1957

- The **SSN is the same** for both clients, **but the names and DOBs are different.**
- Select the **Advanced** search radio button, enter each **DOB** and compare the names and SSNs to see if there is a match.
- Enter **03/01/1951** in the **DOB** field– **Result: No match on client name or SSNs**

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools: Home

Version: Test 1.7

Client Management | Roster Management | File Management

CLIENT SEARCH
Provider: Provider
Search By: Last Name SSN Advanced
First Name:
Last Name:
DOB: 03/01/1951

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | Find Admissions | Create New Admission |
|-------------|------------|-----------|------------|---------------------------------|--------------------------------------|
| Clientone | Joe | 444000444 | 03/01/1951 | Find Admissions | Create New Admission |
| Clienttwo | Stu | 323000000 | 03/01/1951 | Find Admissions | Create New Admission |
| Clientthree | Phil | 000777000 | 03/01/1951 | Find Admissions | Create New Admission |
| Clientfour | Cary | 111000222 | 03/01/1951 | Find Admissions | Create New Admission |

10. Enter 03/01/1957 in the DOB field – Result: There is a match on Last Name and SSN.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools: Home

Version: Test 1.7

Client Management | Roster Management | File Management

CLIENT SEARCH
Provider: Provider
Search By: Last Name SSN Advanced
First Name:
Last Name:
DOB: 03/01/1957

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | Find Admissions | Create New Admission |
|-----------|------------|-----------|------------|---------------------------------|--------------------------------------|
| White | Snow | 111000333 | 03/01/1957 | Find Admissions | Create New Admission |
| Pan | Peter | 999000999 | 03/01/1957 | Find Admissions | Create New Admission |
| Duck | Daffy | 768000000 | 03/01/1957 | Find Admissions | Create New Admission |
| Bunny | Bugs | 000110000 | 03/01/1957 | Find Admissions | Create New Admission |
| Client | John | 555000123 | 03/01/1957 | Find Admissions | Create New Admission |

- Review your client information and contact **EQMI** (860-418-6601 or 6611) to confirm which is correct.
- If the file Name and DOB are correct - Change the Name and DOB in DDaP. (You can do the name change online, but **EQMI must do the DOB change.**) Re-submit the file after DDaP is updated.
 - If DDaP is correct - Change the Name and DOB on your file and then upload and submit the file again.

Be sure that your file is updated with the correct information to avoid errors when it is run again.

ADMISSION SCREEN ERRORS

- **Admission Date** – A client cannot be admitted to the same program more than once. This means the client already has an Open admission to this program.

1. Make a note of the Client information, Program name and Admission Date.
2. Select the **Client Mgt** button at the bottom of the screen.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | Periodic Assmt | Co-Occurring Assmt

Admission Date - A client cannot be admitted to the same program more than once.

ADMISSION INFORMATION

Program: Recovery Pathways612280 | Admission Date: 10/07/2010

Primary Referral Source: Self | Date of First Service Request: []

Tobacco Use: Yes No Unknown | Pregnancy Status: Yes No Unknown

DISCHARGE INFORMATION

Discharge Date: [] | Discharge Reason: -- Select One --

Tools | Home

Test Client
SSN: 123456789
Provider: Inter-Community Mental Health Group Inc.

Version
Test 1.7

Make a note of the client information and Program name

Make a note of the Admission Date

Select the Client Management

MASS CORRECTION | CLIENT MGT | FILE MGT | FILE ERRORS | RE-SUBMIT FILE

3. The DDaP Client Management screen will display:

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Management | Roster Management | File Management

CLIENT SEARCH

Provider: ALL | Search By: Last Name SSN Advanced | SSN: 123456789

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB |
|-----------|------------|-----------|-----|
| Client | Test | 123456789 | |

[Find Admissions](#) | [Create New Admission](#)

ADMISSION(S) FOUND FOR: SUSAN DUMAS - SORTED BY ADMIT DT

| Program(s) | Admit Dt | Discharge Dt |
|--|------------|--------------|
| Inter-Community Mental Health Group Inc. Recovery Pathways612280 | 08/26/2009 | |

Search by client name or SSN

Select the Search icon

Select [Find Admissions](#)

Find client Admission and Program

Compare the [Admit Dt](#) in DDaP to the Admission Date on the Error screen

4. Search on the client's name or DOB.
5. Compare the **Admission Date** on the File Error screen to the [Admit Dt](#) that is in DDaP.

There is already an Open admission for this client to this program. The client cannot be in the same program more than once in the same time period.

If the client should have been discharged from this program:

- You must process the discharge (online or through a file submission), and then re-submit the file for the new admission (*make sure that the Discharge Date **is greater than or equal** to the last Service Date).

If the client has been in this program since the Open admission date in DDaP:

- The **Admission Date** in the File Submission must match the [Admit Dt](#) in DDaP and would be processed as an 'Update', not a new admission. Adjust the data in the file and re-submit the file.

- **Admission Date - Cannot create overlapping admission - Client has an existing admission for this date. This means that the client was already admitted to the program within that admission date.**

1. Make a note of the client information (name, **SSN**, program) and the **Admission Date**.
2. Select the **Client Mgt** button at the bottom of the file submission error screen.

3. Search on the Client's **Name** or **SSN**.
4. Select the [Find Admission](#) link for the client.

5. Review the Client [Admit Dt](#) in DDaP and compare it to the Admission date on the file.

 The client was admitted to the program on **09/7/2010**, (and **Discharged on 1/25/2011**). You cannot admit the client as of **10/01/2010** because he was previously admitted on **9/07/2010**.

- Confirm that the client should have been discharged as of 01/25/2011.
- If they should not be discharged, do a 'Un-Discharge' online in DDaP and then re-submit your file.
- If the 01/25/2011 Discharge date is correct, Admit the client with a date after the Discharge date.
- Change the Admission Date on the file to a date after 01/25/2011 and then re-submit the file.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

DISCHARGE INFORMATION ERRORS

DISCHARGE RULES:

1. If a Discharge is being processed after an Admission (on a subsequent day), there should be 2 records:
 1. One record for the Admission: This should have the Admission Date (field 36), the Effective Date of Diagnosis (field 86) and the Diagnosis Type = A (Admission), but **no discharge date or reason**.
 2. One record for the Discharge: This should have a Discharge Date (field 41) and Discharge Reason (field 42), the Effective Date of Diagnosis (field 86) should be the Discharge Date and Diagnosis Type (field 87) = D (Discharge).
 - And if a Periodic Assessment is required, the Periodic Assessment Date for the Discharge must be greater than the Admission Date and all other previous Periodic Assessment Dates for that client or data will be overlaid.
2. If an Admission and Discharge are being processed on the same day, they should be on the same 1 record. The Admission Date, Discharge Date, Periodic Assessment Date (if required) and the Effective Date of Diagnosis **must be the same**. Diagnosis Type must = D and a Discharge Reason (field 42) is required.

- **Discharge Date - The admission and discharge dates must be the same when admitting and discharging in the same record. This means that the Admission Date and Discharge Dates are different on the same record.**

Example 1: Admission and Discharge for a client on the same record

The screenshot shows the DMHAS Data Performance System interface for Client Joe. The interface includes a navigation menu with options like Client Profile, Admission, Diagnosis, Services, Periodic Assmt, and Co-Occurring Assmt. The Admission section is active, displaying fields for Program (SA OP Plainville 620200), Admission Date (3/31/2010), Primary Referral Source (Dept. of Social Services), Date of First Service Request (3/31/2010), Tobacco Use (No), and Pregnancy Status (No). The Discharge section shows a Discharge Date of 4/1/2010 and a Discharge Reason of Moved out of area. A red error message is displayed: "Discharge Date - The admission and discharge dates must be the same when admitting and discharging in the same record." At the bottom, there are buttons for MASS CORRECTION, CLIENT MGT, FILE MGT, FILE ERRORS, and RE-SUBMIT FILE.

 In this example, the Admission Date on the file is 3/31/2010 and the Discharge Date is 4/1/2010. They **must be the same date** if admitting and discharging on the same record.

1. Confirm which date is correct.
2. If the Admission Date is the correct date, change the Discharge Date to that date.
3. If the Discharge Date is the correct date, change the Admission Date to that date.
4. If they should be different, they need to be on 2 different records.
5. **RE-SUBMIT** the file.

Be sure to update the file with the correct Discharge and Admission Dates for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Discharge Date -The admission and discharge dates must be the same when admitting and discharging in the same record. This means that the Admission and Discharge Dates are different on the same record.**

Example 2: Admission and Discharge for a client on the same record, *but admission never processed.*

The screenshot shows the DMHAS Data Performance System interface. At the top, it says 'DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES' and 'dmhas'. Below that, it says 'STATE OF CONNECTICUT' and 'DMHAS Data Performance System'. The main navigation bar includes 'Client Profile', 'Admission', 'Diagnosis', 'Services', 'Periodic Assmt', and 'Co-Occurring Assmt'. The 'Admission' tab is selected. On the left, there is a sidebar with 'TESTCLIENT FRANCIS', 'SSN: 177722606', 'Provider: Center for Human Development', and 'Version Test 1.8'. The main content area has a red warning message: 'Discharge Date - The admission and discharge dates must be the same when admitting and discharging in the same record.' Below this, there are two sections: 'ADMISSION INFORMATION' and 'DISCHARGE INFORMATION'. In the 'ADMISSION INFORMATION' section, 'Program' is 'Residential Supp Apts 604-260', 'Admission Date' is '3/1/2011', 'Primary Referral Source' is 'Dept. of Social Services', and 'Date of First Service Request' is '3/1/2011'. In the 'DISCHARGE INFORMATION' section, 'Discharge Date' is '4/1/2011' and 'Discharge Reason' is 'Left Against Advice'. At the bottom, there are buttons for 'MASS CORRECTION', 'CLIENT MGT', 'FILE MGT', 'FILE ERRORS', and 'RE-SUBMIT FILE', along with an 'Admission' icon.

1. Confirm the **Admission Date**.
2. Select the **CLIENT MGT** button and enter the SSN or Last Name.
3. Select the **Search** icon.

The screenshot shows the DMHAS Data Performance System interface. At the top, it says 'DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES' and 'dmhas'. Below that, it says 'STATE OF CONNECTICUT' and 'DMHAS Data Performance System'. The main navigation bar includes 'Client Management', 'Roster Management', and 'File Management'. The 'Client Management' tab is selected. On the left, there is a sidebar with 'Version Test 1.8'. The main content area has a 'CLIENT SEARCH' section with a 'Provider' dropdown set to 'ALL', 'Search By' radio buttons for 'Last Name', 'SSN', and 'Advanced', and a search input field containing 'SSN:177722606'. Below this, there is a 'CLIENT(S) FOUND' section that says 'No clients found ...'.

If **No clients found....**displays after searching, the admission may not have been established in DDaP. In this case, the Admission Date on the file is 3/1/2011 and the Discharge Date is 4/1/2011. *However, the original admission was never processed.* The admission needs to be established for the client.

- You must have 2 records on the file if the admission and discharge were processed on different dates.
- Add a record on the file to admit the client as of 3/1/2011 and make sure there is a record to discharge the client as of 4/1/2011.
- Re-submit the file

or, enter the 3/1/2011 admission online in DDaP and re-submit the original file.

Be sure to update the file with the correct Duration, otherwise the file will error out again the next time it is run with that client's data.

- **Discharge Date-All diagnosis effective dates must be less than or equal to the discharge date. This means that there is a Diagnosis Effective Date for the client that is greater than the Discharge Date on the file.**

Example 1: This is an example of a case where an Update Diagnosis was done after the Discharge Date. (The Diagnosis Effective Date is greater than the Discharge Date.)

1. Make a note of the client's **Discharge Date** that displays on the Admission screen.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | **Admission** | Diagnosis | Services | Periodic Assmt | Co-Occurring Assmt

CLIENT LOU
SSN: 543133606
Provider: Community Health Resources Inc.
Version Training 1.7

• Discharge Date - All diagnosis effective dates must be less than or equal to the discharge date.

ADMISSION INFORMATION

Program: Northfield Group Home 617-240 | Admission Date: 10/1/2010
Primary Referral Source: Dept. of Social Services | Date of First Service Request: 10/1/2010
Tobacco Use: Yes No Unknown | Pregnancy Status: Yes No Unknown

DISCHARGE INFORMATION

Discharge Date: 12/1/2010 | Discharge Reason: Left Against Advice

2. Select the **CLIENT MGT** button at the bottom of the file error screen.
3. Search for the client by **Last Name** or **SSN**.
4. Select [Find Admissions](#).

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | **Client Management** | Roster Management | File Management

Version Training 1.7

CLIENT SEARCH

Provider: ALL | Search By: Last Name SSN Advanced | SSN: 543133606

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|------------|--|
| LOU | CLIENT | 543133606 | 09/22/1960 | Find Admissions Create New Admission |

5. The client's admission(s) will display.
6. Select [Details](#) for the client admission you want to view.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Management | Roster Management | File Management

Version Training 1.7

CLIENT SEARCH

Provider: ALL | Search By: Last Name SSN Advanced | SSN: 543133606

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|------------|--|
| LOU | CLIENT | 543133606 | 09/22/1960 | <input checked="" type="checkbox"/> Create New Admission |

ADMISSION(S) FOUND FOR: CLIENT LOU - SORTED BY ADMIT DT

Program(s): ALL

| Provider | Program | Status | Admit Dt | Discharge Dt | |
|---------------------------------|-------------------------------|------------|------------|--------------|-------------------------|
| Community Health Resources Inc. | Northfield Group Home 617-240 | Discharged | 10/01/2010 | 12/01/2010 | Details |

7. The **Client Profile** screen will display.

8. Select the **Diagnosis** tab.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | **Diagnosis** | Services | Assessments

DEMOGRAPHICS

First Name: CLIENT Mid Initial: Last Name: LOU Suffix:
SSN: 543133606 SSN Unavailable Reason: Religion: Catholic
DOB: 09/22/1960 DOB Unavailable Reason: Marital Status: Married
Ethnicity: Non-Hispanic Primary Language: English Second Lang:
Ethnicity: Non-Hispanic Primary Language: English Second Lang:

9. The **DIAGNOSIS HISTORY** screen will display.

10. Note the dates for the Discharge and the **Update**.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | **Diagnosis** | Services | Assessments

DIAGNOSIS HISTORY

| Effective Date of Diagnosis | Type of Diagnosis | |
|-----------------------------|-------------------|--|
| 02/01/2011 | Update | |
| 12/01/2010 | Discharge | |
| 10/01/2010 | Admission | |

Select open/edit icon

11. Select the open/edit icon for the **Update** and make a note of the Diagnoses.

12. Confirm that the Diagnoses, including the Primary DX, are correct.

13. Make a note of the Diagnosis codes.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | **Diagnosis** | Services | Assessments

DIAGNOSTIC SET

Effective Date: 2/1/2011 Diagnosis Type: Admission Update Discharge

AXIS 1 DIAGNOSES

Search By: Code Description

New Diagnosis: SEARCH

| Dx Code | Diagnosis | Primary Dx | |
|---------|--|-------------------------------------|-------------------------------------|
| 304.10 | Sedative/Hypnotic/Anxiolytic Dependence, Unspecified | | <input checked="" type="checkbox"/> |
| 304.20 | Cocaine Dependence, Unspecified Use | | <input checked="" type="checkbox"/> |
| 308.3 | Other Acute Reactions To Stress | | <input checked="" type="checkbox"/> |
| 311 | Depressive Disorder, Not Otherwise Specified | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

AXIS 2 DIAGNOSES

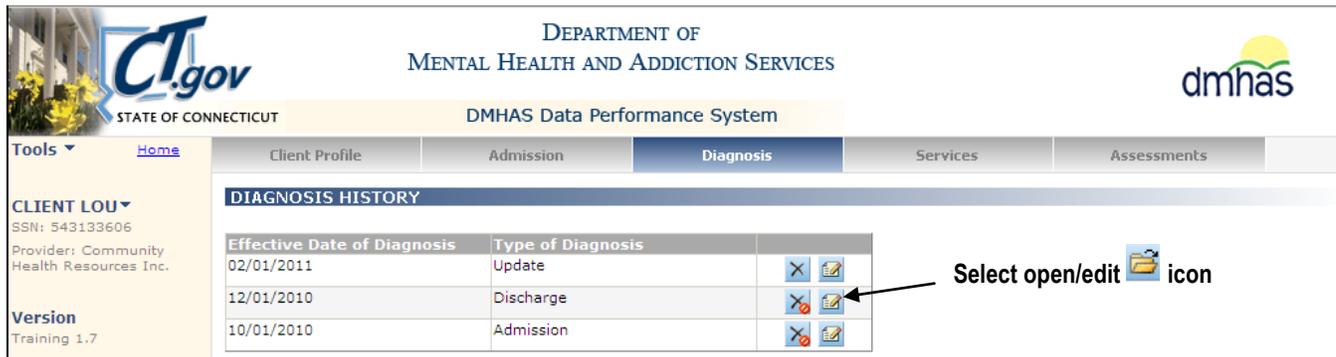
Search By: Code Description

New Diagnosis: SEARCH

| Dx Code | Diagnosis | |
|---------|---|--|
| 301.4 | Obsessive-Compulsive Personality Disorder | |

14. Select the **CANCEL** button at the bottom of the screen to go back to the **Diagnosis History** screen.

15. Select open/edit  icon for the **Discharge** Diagnosis.



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | Admission | **Diagnosis** | Services | Assessments

CLIENT LOU
SSN: 543133606
Provider: Community Health Resources Inc.

Version Training 1.7

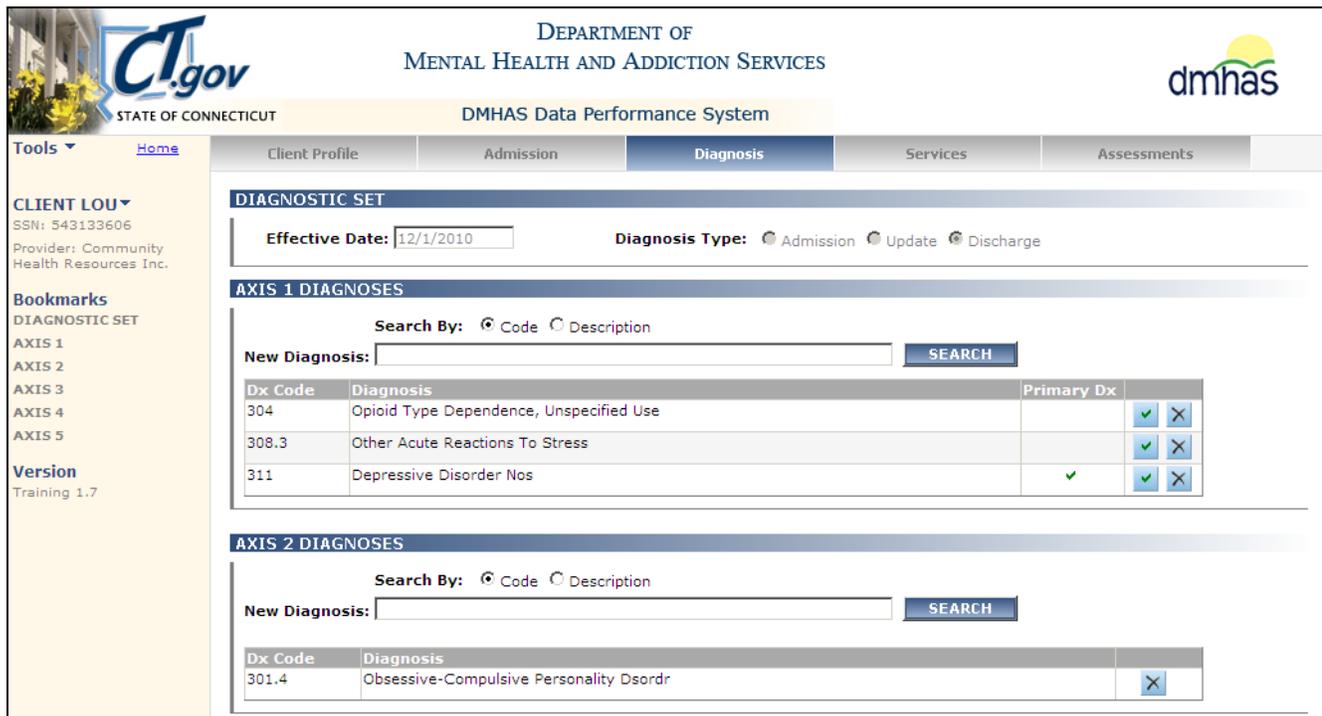
| Effective Date of Diagnosis | Type of Diagnosis | |
|-----------------------------|-------------------|---|
| 02/01/2011 | Update |   |
| 12/01/2010 | Discharge |   |
| 10/01/2010 | Admission |   |

Select open/edit  icon

16. The Diagnoses will display for the **Discharge**.

17. Confirm that the Diagnoses, including the Primary DX, are correct.

18. Make a note of the Diagnosis codes for the Discharge.



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | Admission | **Diagnosis** | Services | Assessments

CLIENT LOU
SSN: 543133606
Provider: Community Health Resources Inc.

Bookmarks
DIAGNOSTIC SET
AXIS 1
AXIS 2
AXIS 3
AXIS 4
AXIS 5
Version Training 1.7

DIAGNOSTIC SET
Effective Date: 12/1/2010 Diagnosis Type: Admission Update Discharge

AXIS 1 DIAGNOSES
Search By: Code Description
New Diagnosis: SEARCH

| Dx Code | Diagnosis | Primary Dx | |
|---------|---|-------------------------------------|---|
| 304 | Opioid Type Dependence, Unspecified Use | | <input checked="" type="checkbox"/>  |
| 308.3 | Other Acute Reactions To Stress | | <input checked="" type="checkbox"/>  |
| 311 | Depressive Disorder Nos | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>  |

AXIS 2 DIAGNOSES
Search By: Code Description
New Diagnosis: SEARCH

| Dx Code | Diagnosis | |
|---------|---|---|
| 301.4 | Obsessive-Compulsive Personality Dsordr |  |

19. Compare all the Dates and Diagnoses noted for the client.

 The Update Effective Date of Diagnosis (2/1/2011) **is greater than the Discharge Date** (12/01/2010). All Diagnosis Effective dates **must be less than or equal to the Discharge Date**.

- If the Update Diagnosis is not correct, delete the Update from the grid. **(Be sure to delete the Update Diagnosis record from your file.)** Re-submit the file.
- If the Update Diagnosis information is correct, you have 2 options:
 1. Edit the Discharge Diagnosis in DDaP to reflect the information on the Update and then delete the Update Diagnosis in DDaP. **(Be sure to make the same changes on your file.)** OR
 2. Change the Update Diagnosis Date on your file to be the same as the Discharge Date. **(You cannot change an Effective Date of Diagnosis in the DDaP Online screens, so you would need to change your file.)**
 - After making the changes, Re-submit the file.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

Example 2: This is an example of a case where a prior Discharge was processed with a date greater than what is on the current file.

1. Select the **Diagnosis** tab on the File Error screen.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | **Admission** | Diagnosis | Services | Periodic Assmt | Co-Occurring Assmt

• Discharge Date - All diagnosis effective dates must be less than or equal to the discharge date.

ADMISSION INFORMATION

Program: Mother's Retreat IntRes 069402 | Admission Date: 1/1/2011

Primary Referral Source: Dept. of Social Services | Date of First Service Request: 1/1/2011

Tobacco Use: Yes No Unknown | Pregnancy Status: Yes No Unknown

DISCHARGE INFORMATION

Discharge Date: 2/15/2011 | Discharge Reason: Left Against Advice

MASS CORRECTION | CLIENT MGT | FILE MGT | FILE ERRORS | RE-SUBMIT FILE

2. Confirm that the Diagnosis Effective Date is the same as the Discharge Date on the Admission screen. (If the date is different, change the Diagnosis Effective Date to the Discharge Date and re-submit the file.)
3. In this case, the Discharge Date and the Diagnosis Effective Date are the same.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | **Diagnosis** | Services | Periodic Assmt | Co-Occurring Assmt

DIAGNOSTIC SET

Effective Date: 2/15/2011 | Diagnosis Type: Admission Update Discharge

AXIS 1 DIAGNOSES

4. Select the **CLIENT MGT** button at the bottom of the screen to view client details in DDaP.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Management | Roster Management | File Management

CLIENT SEARCH

Provider: ALL | Search By: Last Name SSN Advanced | SSN: 333874446

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|------------|--|
| MANNY | TESTCLIENT | 333874446 | 06/02/1975 | Find Admissions Create New Admission |

5. Search on the Client's SSN or Last Name and select [Find Admissions](#).
6. The client's admissions will display.
7. Compare the Discharge Date on your file to the Discharge Date in DDaP.

8. In this case, the Discharge Date on the file is 2/15/2011 and the Discharge Date in DDaP is 2/16/2011.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Management | Roster Management | File Management

CLIENT SEARCH
 Provider: ALL
 Search By: Last Name SSN Advanced
 SSN: 333874446

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|------------|--|
| MANNY | TESTCLIENT | 333874446 | 06/02/1975 | ✓ Create New Admission |

ADMISSION(S) FOUND FOR: TESTCLIENT MANNY - SORTED BY ADMIT DT

Program(s): ALL

| Provider | Program | Status | Admit Dt | Discharge Dt | |
|----------------|--------------------------------|------------|------------|--------------|-------------------------|
| Connection Inc | Mother's Retreat IntRes 069402 | Discharged | 01/01/2011 | 02/16/2011 | Details |

9. For further client information, select the [Details](#) link for that admission.

10. The **Client Profile** screen will display.

11. Select the **Admission** tab.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | Assessments

TESTCLIENT MANNY
 SSN: 333874446
 Provider: Connection Inc

DEMOGRAPHICS

First Name: TESTCLIENT | Mid Initial: | Last Name: MANNY | Suffix: |
 SSN: 333874446 | SSN Unavailable Reason: | Religion: Catholic |
 DOB: 06/02/1975 | DOB Unavailable Reason: | Marital Status: Married |

12. Note the **Discharge Date**. (2/16/2011)

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile | Admission | Diagnosis | Services | Assessments

TESTCLIENT MANNY
 SSN: 333874446
 Provider: Connection Inc

ADMISSION INFORMATION

Program: Mother's Retreat IntRes 069402 | Admission Date: 01/01/2011
 Primary Referral Source: Dept. of Social Services | Date of First Service Request: 01/01/2011
 Tobacco Use: Yes No Unknown | Pregnancy Status: Yes No Unknown

DISCHARGE INFORMATION

Discharge Date: 02/16/2011 | Discharge Reason: Left Against Advice

13. Select the **Diagnosis** tab.

14. The **Diagnosis** screen will display.

15. Note the **Effective Date** of the Diagnosis Date. (2/16/2011)

| Effective Date of Diagnosis | Type of Diagnosis | |
|-----------------------------|-------------------|--|
| 02/16/2011 | Discharge | |
| 01/01/2011 | Admission | |

The Discharge Date and the Effective Date of Diagnosis on the file are 2/15/2011. The Discharge Date and the Effective Date of Diagnosis in DDaP are 2/16/2011. A prior Discharge was processed dated 2/16/2011, so the 2/15/2011 Discharge in the file displays an error: **Discharge Date - All diagnosis effective dates must be less than or equal to the discharge date.** This is because DDaP has a Discharge Date and an Effective Date of Diagnosis that is greater than what is on the file.

- Confirm the Discharge date for the client.
- If the Discharge Date that is on your file is correct and the Discharge and Dx date in DDaP is not correct (but cannot be deleted), you must process a 'Un-Discharge' online and then re-submit your file with the correct dates.
- If the Discharge Date that is on your file is not correct and DDaP is correct, change the Discharge Date on your file to match the date in DDaP, as well as the Effective Date of Diagnosis and re-submit your file. **NOTE:** If a Periodic Assessment is required at Discharge, that Date must match the Discharge Date.

Be sure to update the file with the correct Discharge Date and Effective Date of Diagnosis for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Discharge Date - All service start dates must be less than or equal to the discharge date. All service end dates must be less than or equal to the discharge date. This means that you are trying to Discharge a client who has services dated after the Discharge Date. The Service dates must be on or before the discharge date.**

1. Make a note of the client information, **Service Type**, **Start** and **End Date** and **Program** name.
2. Select the **Client Mgt** button at the bottom of the file error screen.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home

Client Profile | **Admission** | Diagnosis | Services | Periodic Assmt | Co-Occurring Assmt

• **Discharge Date - All service start dates must be less than or equal to the discharge date. All service end dates must be less than or equal to the discharge date.**

ADMISSION INFORMATION

Program: Jail Diversion 309-341 | Admission Date: 10/1/2010

Primary Referral Source: Dept. of Social Services | Date of First Service Request: 10/1/2010

Tobacco Use: Yes No Unknown | Pregnancy Status: Yes No Unknown

DISCHARGE INFORMATION

Discharge Date: 2/1/2011 | Discharge Reason: Left Against Advice

3. Search on the client's **Last Name** or **SSN**.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home

Client Management | Roster Management | File Management

CLIENT SEARCH

Provider: ALL

Search By: Last Name SSN Advanced | Last Name: Truetest

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|------------|--|
| TRUETEST | SERVICEIND | 435619912 | 03/10/1979 | Find Admissions Create New Admission |

4. Select [Find Admissions](#).

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home

Client Management | Roster Management | File Management

CLIENT SEARCH

Provider: ALL

Search By: Last Name SSN Advanced | SSN: 435619912

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|------------|--|
| TRUETEST | SERVICEIND | 435619912 | 03/10/1979 | <input checked="" type="checkbox"/> Create New Admission |

ADMISSION(S) FOUND FOR: SERVICEIND TRUETEST - SORTED BY ADMIT DT

Program(s): ALL

| Provider | Program | Status | Admit Dt | Discharge Dt | |
|----------|------------------------|------------|------------|--------------|-------------------------|
| Bridges | Jail Diversion 309-341 | Discharged | 10/01/2010 | 02/01/2011 | Details |

5. Make a note of the **Admission Date** (10/1/2010) and the **Discharge Date** (2/1/2011).
6. Select [Details](#) for that admission.

7. The **Client Profile** screen will display.

8. Select the **Services** tab.

9. The Services screen will display with any current services listed.

10. Review the service dates for the services.

| Service | Start Date | End Date | Duration | Svc Units |
|---|------------|------------|-------------|-----------|
| Individual Psychotherapy (face to face) 20-30 min | 02/01/2011 | 02/01/2011 | 20 Minutes | 1 |
| Intensive Outpatient | 02/01/2011 | 02/01/2011 | 1 Days | 1 |
| Methodone Dosing | 02/01/2011 | 02/28/2011 | 27 Incident | 25 |
| Brief Treatment | 02/01/2011 | 02/01/2011 | 30 Minutes | 1 |
| Individual Psychotherapy (face to face) 20-30 min | 02/02/2011 | 02/04/2011 | 80 Minutes | 4 |
| Individual Psychotherapy (face to face) 20-30 min | 02/05/2011 | 02/05/2011 | 20 Minutes | 1 |
| Individual Psychotherapy (face to face) 20-30 min | 02/06/2011 | 02/08/2011 | 120 Minutes | 2 |
| Individual Psychotherapy (face to face) 20-30 min | 02/10/2011 | 02/12/2011 | 100 Minutes | 2 |
| Individual Psychotherapy (face to face) 20-30 min | 02/14/2011 | 02/15/2011 | 6 Minutes | 1 |
| Individual Psychotherapy (face to face) 20-30 min | 02/15/2011 | 02/25/2011 | 300 Minutes | 10 |
| Injection, Fluphenazine Decanoate, all doses | 02/20/2011 | 02/20/2011 | 1 Incident | 1 |
| Per Diem, Residential | 02/20/2011 | 02/20/2011 | 1 Days | 1 |
| Per Diem, Residential | 02/21/2011 | 02/21/2011 | 1 Days | 3 |
| Per Diem, Residential | 02/22/2011 | 02/27/2011 | 5 Days | 1 |

 There are currently several Services dated after 2/1/2011 (Discharge Date) for this client. Any Services that need to be added to DDaP for this client must be dated between the Admission Date (10/1/2010) and the Discharge Date (2/1/2011).

- Confirm the Admission you are working with and whether it should be opened or discharged.
- If the current Discharge Date is correct (2/1/2011), you need to *start a new episode / admission* and enter the Services with the new Admit date. Then, re-submit the file.
- If the client *should have been Discharged with a different date*, you can do a 'Un-Discharge' online and then re-submit your file with the Services and the new Discharge Date (The Discharge Date must be equal to or greater than the last Service End Date for the client. In this case, 2/28/2011.)

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

DIAGNOSIS SCREEN ERRORS

- **Axis V GAF Score - Missing required response** - This means that the GAF score is missing in the file. GAF score is required. Valid entries: 0-100 (The GAF score cannot be blank.)

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
dmhas

STATE OF CONNECTICUT DMHAS Data Performance System

Tools Home

Client Profile Admission **Diagnosis** Services Periodic Assmt Co-Occurring Assmt

CLIENT STU
SSN: 012111606
Provider: Charlotte Hungerford Hospital

Bookmarks
DIAGNOSTIC SET
AXIS 1
AXIS 2
AXIS 3
AXIS 4
AXIS 5

• Axis V GAF Score - Missing required response.

DIAGNOSTIC SET

Effective Date: 10/1/2009 Diagnosis Type: Admission Update Discharge

AXIS 1 DIAGNOSES

Search By: Code Description

New Diagnosis: SEARCH

| Dx Code | Diagnosis | Primary Dx | | |
|---------|-------------------------|------------|---|---|
| 311 | Depressive Disorder Nos | ✓ | ✓ | X |

1. Confirm what the **GAF** score should be for the client by searching existing data in DDaP.

AXIS 5 DIAGNOSES

GAF:

CLIENT MGT FILE MGT FILE ERRORS RE-SUBMIT FILE

Diagnosis ⓘ

2. Select the **Client Mgt** button on the errors screen.
3. The Client Management screen will display.
4. Search on the client's Last Name or SSN.
5. Select the [Find Admissions](#) link.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
dmhas

STATE OF CONNECTICUT DMHAS Data Performance System

Tools Home

Client Management Roster Management File Management

Version Training 1.8

CLIENT SEARCH

Provider: ALL

Search By: Last Name SSN Advanced Last Name: Stu

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|------------|------------------------|
| STU | CLIENT | 012111606 | 09/22/1960 | ✓ Create New Admission |

ADMISSION(S) FOUND FOR: CLIENT STU - SORTED BY ADMIT DT

Program(s): ALL

| Provider | Program | Status | Admit Dt | Discharge Dt | |
|-------------------------------|--------------------|--------|------------|--------------|-------------------|
| Charlotte Hungerford Hospital | Outpatient 503-210 | Open | 10/01/2009 | | Details Discharge |

6. Select the [Details](#) link.

7. The **Client Profile** screen will display.

8. Select the **Diagnosis** tab.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | Admission | **Diagnosis** | Services | Assessments

CLIENT STU
SSN: 012111606

DEMOGRAPHICS
First Name: CLIENT | Mid Initial: | Last Name: STU | Suffix: |

9. The **DIAGNOSIS HISTORY** screen will display.

10. Select the Edit  icon to view the Diagnosis screen data.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | Admission | **Diagnosis** | Services | Assessments

CLIENT STU
SSN: 012111606
Provider: Charlotte Hungerford Hospital

DIAGNOSIS HISTORY

| Effective Date of Diagnosis | Type of Diagnosis | |
|-----------------------------|-------------------|---|
| 10/01/2009 | Admission |   |

11. The Diagnosis screen will display.

12. Scroll down to review the **GAF** score.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | Admission | **Diagnosis** | Services | Assessments

301.4 | Obsessive-Compulsive Personality Dsordr | X

AXIS 3 DIAGNOSES
Search By: Code Description
New Diagnosis: | SEARCH
No Axis 3 Diagnoses have been recorded ...

AXIS 4 DIAGNOSES
Indicate Which Stressors are Present

| | | | |
|--|---|--|----------------------|
| <input type="radio"/> Yes <input type="radio"/> No | Problems related to social environment | <input type="radio"/> Yes <input type="radio"/> No | Educational problems |
| <input type="radio"/> Yes <input type="radio"/> No | Problems with primary support group | <input type="radio"/> Yes <input type="radio"/> No | Housing problems |
| <input type="radio"/> Yes <input type="radio"/> No | Other psychosocial and environmental problems | <input type="radio"/> Yes <input type="radio"/> No | Economic problems |
| <input type="radio"/> Yes <input type="radio"/> No | Problems with access to health care services | <input type="radio"/> Yes <input type="radio"/> No | Legal problems |
| <input type="radio"/> Yes <input type="radio"/> No | Occupational problems | | |

AXIS 5 DIAGNOSES
GAF: 63

CANCEL | SAVE | Diagnosis



The file is missing the GAF score and must have a score. (Values: 0-100.)

- Confirm that the GAF score online is correct. (If you have no GAF score, it can be '0'.)
- Go back to File Management and enter the correct GAF score in the file errors screen for the client and re-submit the file.

Be sure to update the file with the correct information for the client, otherwise the file will error out again the next time it is run again with that client's data.

- **Axis I-Diagnosis Field 2 - Invalid diagnostic code.** This means that the Diagnosis code is either missing information or is an invalid number.

1. Confirm what the Diagnosis code should be for the client by searching existing data in DDaP.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

STATE OF CONNECTICUT

Tools | Home

CLIENT SEAN
SSN: 012110106
Provider: Charlotte Hungerford Hospital

Bookmarks
DIAGNOSTIC SET
AXIS 1
AXIS 2
AXIS 3
AXIS 4
AXIS 5
Version
Training 1.8

Client Profile | Admission | **Diagnosis** | Services | Periodic Assmt | Co-Occurring Assmt

• Axis I-Diagnosis Field 2 - Invalid diagnostic code.

DIAGNOSTIC SET

Effective Date: 10/1/2009 | Diagnosis Type: Admission Update Discharge

AXIS 1 DIAGNOSES

Search By: Code Description

New Diagnosis: [] SEARCH

| Dx Code | Diagnosis | Primary Dx | | |
|---------|---------------------------------|------------|---|---|
| 311 | Depressive Disorder Nos | ✓ | ✓ | ✕ |
| 304. | Diagnosis is invalid | | ✓ | ✕ |
| 308.3 | Other Acute Reactions To Stress | | ✓ | ✕ |

2. Select the **CLIENT MGT** button at the bottom of the file errors screen and follow the same procedures above for the GAF score error to search on the client in DDaP.
3. Select the **Diagnosis** tab on the **Client Profile** screen and select the edit  icon on the **DIAGNOSIS HISTORY** screen.
4. The **Diagnosis** screen will display

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

STATE OF CONNECTICUT

Tools | Home

CLIENT SEAN
SSN: 012110106
Provider: Charlotte Hungerford Hospital

Bookmarks
DIAGNOSTIC SET
AXIS 1
AXIS 2
AXIS 3
AXIS 4
AXIS 5
Version
Training 1.8

Client Profile | Admission | **Diagnosis** | Services | Assessments

DIAGNOSTIC SET

Effective Date: 10/1/2009 | Diagnosis Type: Admission Update Discharge

AXIS 1 DIAGNOSES

Search By: Code Description

New Diagnosis: [] SEARCH

| Dx Code | Diagnosis | Primary Dx | | |
|---------|---|------------|---|---|
| 304.00 | Opioid Type Dependence, Unspecified Use | | ✓ | ✕ |
| 308.3 | Other Acute Reactions To Stress | | ✓ | ✕ |
| 311 | Depressive Disorder Nos | ✓ | ✓ | ✕ |



The Diagnosis codes displays in DDaP. The file has an incorrect Dx Code and must be corrected.

- Confirm that the Diagnosis codes in DDaP are correct.
- Go back to **File Management** and enter the correct Diagnosis code in the file errors screen for the client and Re-submit the file.
- **Be sure to update the file with the correct information for the client, otherwise the file will error out again the next time it is run again with that client's data.**

- **Diagnosis Code for Procedure - Invalid diagnostic code.** This means that the **Diagnosis Code** is incorrect or incomplete on the file for the TCM Service.

1. Make a note of the client information (**name, SSN, program**) and the **Diagnosis Code**.
2. Select the **CLIENT MGT** button at the bottom of the file submission error screen.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools Home

Client Profile Admission Diagnosis **Services** Periodic Assmt Co-Occurring Assmt

Client Test
SSN: 111000111
Provider: Inter-Community Mental Health Group Inc.

Version Test 1.7

• **Diagnosis Code for Procedure - Invalid diagnostic code.**

SERVICE INFORMATION

Service: TCM02 - TCM with Client By Telephone
Start Date: 12/9/2010 End Date: 12/9/2010
Duration: 15 Minutes Service Units: 1
Service Location: Office

TCM INFORMATION

First Name: Nat Last Name: Clinician
Clinician Credentials: -- Select One --
Diagnosis: 305

CLIENT MGT FILE MGT FILE ERRORS RE-SUBMIT FILE

3. The Client Management screen will display. Search on the Client's Name or SSN.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools Home

Client Management Roster Management File Management

Version Test 1.7

CLIENT SEARCH

Provider: ALL
Search By: Last Name SSN Advanced SSN: 111000111

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|------------|--------------------------------------|
| Client | Test | 111000111 | 02/02/1970 | ✓ Create New Admission |
| Client | Test | 111000111 | 02/02/1970 | Find Admissions Create New Admission |

ADMISSION(S) FOUND FOR: JEANETTE ROBINSON - SORTED BY ADMIT DT

| Provider | Program | Status | Admit Dt | Discharge Dt | |
|--|-------------------------|--------|------------|--------------|-------------------|
| Inter-Community Mental Health Group Inc. | Recovery Pathways612280 | Open | 06/02/2010 | | Details Discharge |

Enter the client SSN and select the Search icon

Select Find Admissions

Select Details

4. The **Client Profile** screen will display reflecting the DDaP database data for that client admission.
5. Select the **Diagnosis** tab.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools Home

Client Profile Admission Diagnosis **Services** Assessments

Client Test
SSN: 111000111
Provider: Inter-Community Mental Health Group Inc.

Bookmarks
DEMOGRAPHICS
ADDRESS
INSURANCE

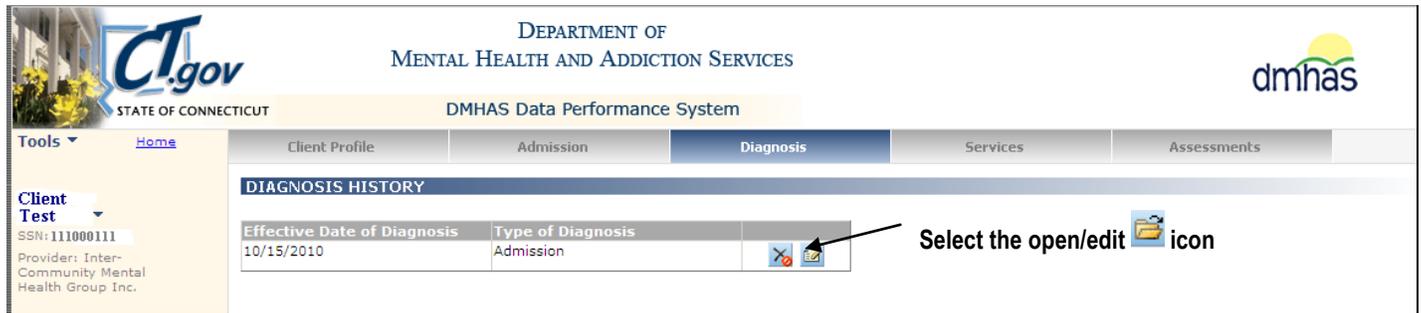
DEMOGRAPHICS

First Name: Client Mid Initial: Last Name: Test Suffix:
SSN: 111000111 SSN Unavailable Reason: Religion: Other
DOB: 02/02/1970 DOB Unavailable Reason: Marital Status: Never married
Ethnicity: Non-Hispanic Primary Language: English Second Lang:
Veteran Status: No Military Start Date: Military End Date:

Select the Diagnosis tab

6. The **DIAGNOSIS HISTORY** screen will display.

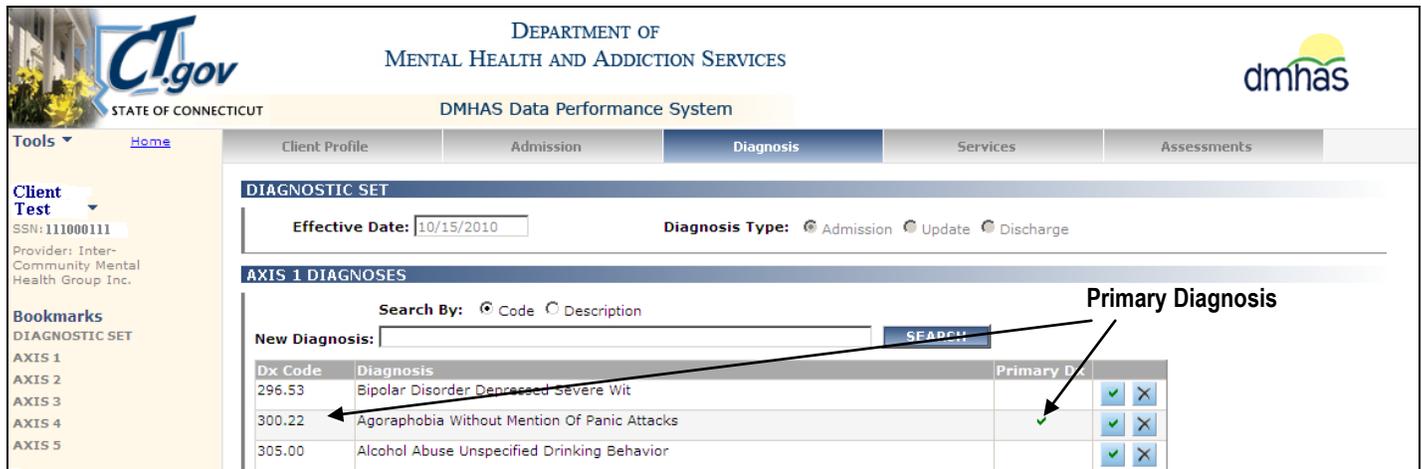
7. Select the open/edit  icon next to the 10/15/2010 Admission in the grid to view the Diagnosis details.



| Effective Date of Diagnosis | Type of Diagnosis |
|-----------------------------|-------------------|
| 10/15/2010 | Admission |

8. The **Diagnosis** screen will display.

9. Review the **Primary Diagnosis** listed under **AXIS 1** (see **green** check mark)



| Dx Code | Diagnosis | Primary Dx |
|---------|--|-------------------------------------|
| 296.53 | Bipolar Disorder Depressed Severe Wit | <input type="checkbox"/> |
| 300.22 | Agoraphobia Without Mention Of Panic Attacks | <input checked="" type="checkbox"/> |
| 305.00 | Alcohol Abuse Unspecified Drinking Behavior | <input type="checkbox"/> |

 The Diagnosis for the TCM Information should be the Primary Diagnosis. The number must be entered on the file in the correct Dx Code format. The Dx Code must include any decimal points and any additional numbers based on what displays on the Diagnosis screen in DDaP.

- Confirm the Primary Diagnosis for the client.
- Enter the complete Primary Diagnosis Code number on the file and re-submit the file.

Be sure to update the file with the correct Diagnosis Code(s) for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Effective Date of Diagnosis - Date must be less than or equal to the discharge date. This means that the Diagnosis Date is after the Discharge Date. The Diagnosis Date must be on or before the Discharge Date.**

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | Admission | **Diagnosis** | Services | Periodic Assmt | Co-Occurring Assmt

CLIENT Jon
SSN: 951819919
Provider: Wheeler Clinic

Bookmarks
DIAGNOSTIC SET
AXIS 1
AXIS 2
AXIS 3
AXIS 4
AXIS 5
Version

• Effective Date of Diagnosis - Date must be less than or equal to the discharge date.

DIAGNOSTIC SET

Effective Date: 5/1/2010 Diagnosis Type: Admission Update Discharge

AXIS 1 DIAGNOSES

Search By: Code Description

New Diagnosis: SEARCH

| Dx Code | Diagnosis | Primary Dx |
|---------|-------------------------|------------|
| 311 | Depressive Disorder Nos | ✓ |

1. Select the **Admission** tab in the file errors screen, (or search on the client in Client Management), to view the Discharge Date for the client.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | **Admission** | Diagnosis | Services | Assessments

CLIENT Jon
SSN: 951819919
Provider: Wheeler Clinic

Version
Test 1.8

ADMISSION INFORMATION

Program: SA OP Plainville 620200 Admission Date: 10/01/2009

Primary Referral Source: Dept. of Social Services Date of First Service Request: 10/01/2009

Tobacco Use: Yes No Unknown Pregnancy Status: Yes No Unknown

DISCHARGE INFORMATION

Discharge Date: 04/01/2010 Discharge Reason: Moved out of area

 In this case, the Discharge Date is 4/1/2010. The Diagnosis Date on the file is 5/1/2010. The Diagnosis Date for the discharge cannot be greater than the Discharge Date.

- Confirm that the Discharge Date is correct.
- Change the Diagnosis Date on the screen to the Discharge Date.
- Continue to correct additional errors, if any, and then RE-SUBMIT the file.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Effective Date of Diagnosis - Date must be greater than or equal to Admission Date. This means that the Diagnosis Date is before the Admission Date. The Diagnosis Date must be on or after the Admission Date.**

1. Select the **Admission** tab in the Navigator bar.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile Admission **Diagnosis** Services Periodic Assmt Co-Occurring Assmt

• Effective Date of Diagnosis - Date must be greater than or equal to Admission Date.

DIAGNOSTIC SET

Effective Date: 10/2/2009 Diagnosis Type: Admission Update Discharge

AXIS 1 DIAGNOSES

Search By: Code Description

New Diagnosis:

| Dx Code | Diagnosis | Primary Dx |
|---------|--|-------------------------------------|
| 304.4 | Amphetamine And Other Psychostimulant Dependence | <input checked="" type="checkbox"/> |

2. The file error Admission screen will display.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile Admission **Diagnosis** Services Periodic Assmt Co-Occurring Assmt

ADMISSION INFORMATION

Program: Intensive OP Main St. 950734 Admission Date: 10/15/2009

Primary Referral Source: Family/Friend Date of First Service Request: 10/15/2009

Tobacco Use: Yes No Unknown Pregnancy Status: Yes No Unknown

DISCHARGE INFORMATION

Discharge Date: Discharge Reason: -- Select One --

← MASS CORRECTION CLIENT MGT FILE MGT FILE ERRORS RE-SUBMIT FILE → Admission ⓘ



The Admission Date on the file is 10/15/2009. This Date is after the Diagnosis Date.

- Confirm that the Admission Date is correct and adjust the Diagnosis Date to the Admission Date.
- Re-submit the file.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Type of Diagnosis – An admission diagnosis with a different date already exists for this admission. This means that an Admission Diagnosis already exists with a different date. You can only have one Admission DX Date.**

1. Select the **Admission** tab in the Navigator bar.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools ▾ Home

Client Profile Admission **Diagnosis** Services Periodic Assmt Co-Occurring Assmt

• Type of Diagnosis - An admission diagnosis with a different date already exists for this admission.

DIAGNOSTIC SET

Effective Date: 1/24/2014 Diagnosis Type: Admission Update Discharge

AXIS 1 DIAGNOSES

Search By: Code Description

New Diagnosis:

| Dx Code | Diagnosis | Primary Dx | |
|---------|--|------------|--|
| 314.01 | Attention-Deficit Hyperactivity Disorder | ✓ | <input checked="" type="checkbox"/> <input type="checkbox"/> |

AXIS 2 DIAGNOSES

Search By: Code Description

New Diagnosis:

No Axis 2 Diagnoses have been recorded ...

Bookmarks
DIAGNOSTIC SET
AXIS 1
AXIS 2
AXIS 3
AXIS 4
AXIS 5
Version
Test 3.1

2. The **Admission Date** is 5/13/2013.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools ▾ Home

Client Profile **Admission** Diagnosis Services Assessments

ADMISSION INFORMATION

Program: Gambling 069624 Admission Date: 05/13/2013

Primary Referral Source: Other Community Referral Date of First Service Request:

Tobacco Use: Yes No Unknown Pregnancy Status: Yes No Unknown

Version

3. Select the **Diagnosis** tab and review the Diagnosis Dates in the grid.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools ▾ Home

Client Profile Admission **Diagnosis** Services Assessments

DIAGNOSIS HISTORY

| Effective Date of Diagnosis | Type of Diagnosis | |
|-----------------------------|-------------------|--|
| 06/17/2013 | Update | <input type="button" value="X"/> <input type="button" value="v"/> |
| 06/17/2013 | Admission | <input checked="" type="button" value="X"/> <input type="button" value="v"/> |
| 05/13/2013 | Update | <input type="button" value="X"/> <input type="button" value="v"/> |

Version

 An Admission Diagnosis Date already exists for the client admission.

- If another DX Update is being made, the DX Type is 'U' not 'A'. Update the file and re-submit.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

SERVICE INFORMATION SCREEN ERRORS

MINUTE BASED SERVICES

Non-Treatment Programs:

For any given month, 'like' services can be 'batched' on one record for that month for a client.

Example: A 30 minute face-to-face service provided **20** times during the month would be entered as follows: Enter the Service Code (Example: **T1016**), enter the **Start Date** and **End Date** to reflect the entire month, enter the total number of services provided in the 'Service Unit' field (20) and the total number of service minutes for the Duration (600). (30 minutes X **20** Units = **600** Duration)

The **Service Code** will be listed (**field #10** on file the format) and **Start Date (#11)** and **End Date (#12)** should reflect the time period during the month that services were provided. **Service Units (#13)** should contain the total number of services that were provided to the client. **Duration (#14)** should contain the total number of minutes for that service that was provided to the client for that month.

| fld# 10 | fld# 11 | fld# 12 | fld# 13 | fld# 14 |
|----------------|-------------------|-----------------|-------------|-----------------|
| <u>Service</u> | <u>Start Date</u> | <u>End Date</u> | <u>Unit</u> | <u>Duration</u> |
| T1016 | 3/01/2015 | 3/31/2015 | 20 | 600 |



The **Start Date** and **End Date** must reflect dates when the client was **active** in the program. A service Start Date cannot be before the Admission Date and a service End Date cannot be after the Discharge Date. *This applies to all services for Treatment and Non-Treatment programs.*

Services can be added after a client is discharged, however, the service must be dated **on or before the Discharge Date**.

Treatment Programs:

Services must be entered for each day that the service was provided for Treatment programs and TCM services. This allows DMHAS to better understand the service utilization for clients and evaluate the 'connect-to-care' that may occur for a client who is discharged from a higher level of care.

Example: A 30 minute face-to-face service (**90804**) provided **5** times during the month would be entered for each day that the service was provided. The file input would be reflected as individual records for each service as follows: *(Each service for each day will have the same Start Date and End Date, the Service Unit will be '1' and the Duration will be '30'.)*

| <u>Service</u> | <u>Start Date</u> | <u>End Date</u> | <u>Unit</u> | <u>Duration</u> |
|----------------|-------------------|-----------------|-------------|-----------------|
| T1016 | 3/01/2015 | 3/1/2015 | 1 | 30 |
| T1016 | 3/07/2015 | 3/7/2015 | 1 | 30 |
| T1016 | 3/12/2015 | 3/12/2015 | 1 | 30 |
| T1016 | 3/19/2015 | 3/19/2015 | 1 | 30 |
| T1016 | 3/25/2015 | 3/25/2015 | 1 | 30 |

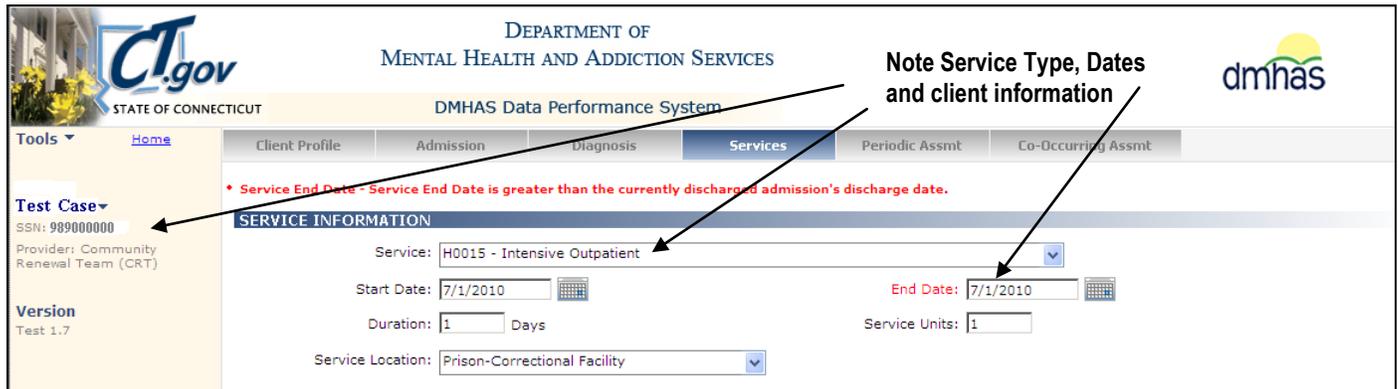
DAY-BASED / INCIDENT-BASED -The units of service must equal the number of days between service 'start' and 'end' dates for Treatment programs for services provided on consecutive days. **Example:** 3/1/2015 to 3/25/2015 would be **24** Units. (25 -1= 24)

| <u>Service</u> | <u>Start Date</u> | <u>End Date</u> | <u>Unit</u> | <u>Duration</u> |
|----------------|-------------------|-----------------|-------------|-----------------|
| 90899 | 3/01/2015 | 3/25/2015 | 24 | 24 |

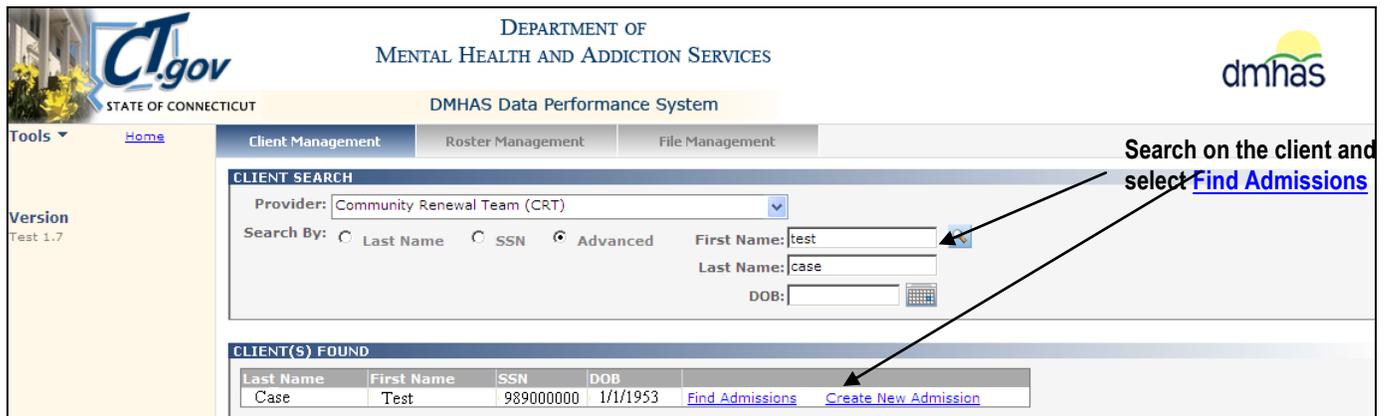
(Units and Duration will be the same.)

- **Service End Date - Service End Date is greater than the currently discharged admission's discharge date.** This means that you are trying to add a Service dated after the client was discharged. Services can be added after a client is discharged, but they must be dated before the date of the discharge.

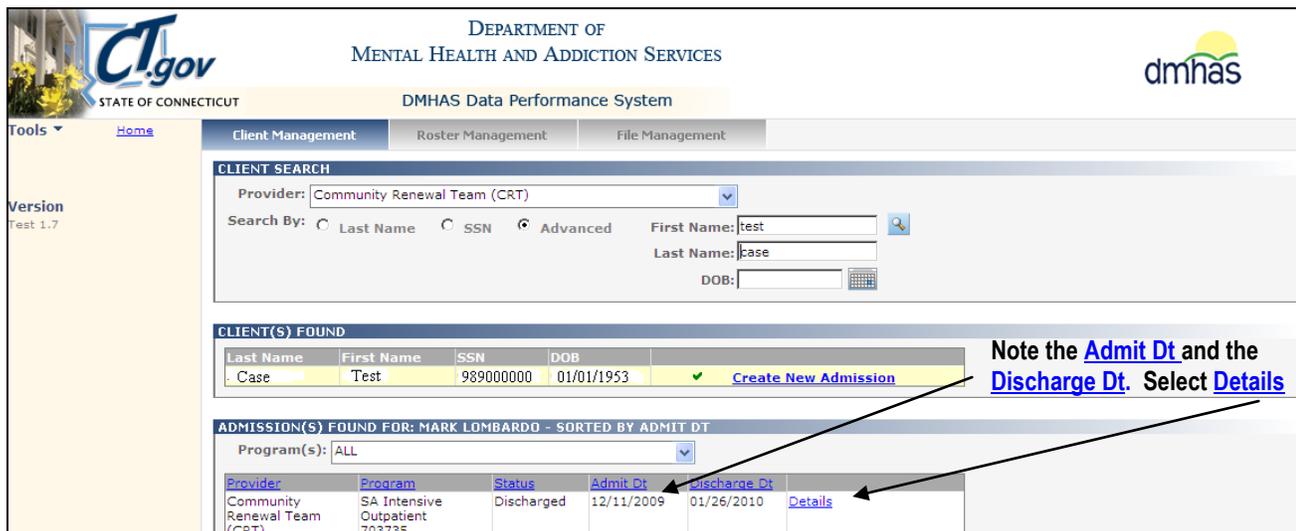
1. Make a note of the client information, **Service Type**, **End Date** and **Program** name.
2. Select the **CLIENT MGT** button at the bottom of the file error screen.



3. The **Client Management** screen will display
4. Search on the Client's **Name** or **SSN**.
5. Select the [Find Admission](#) link for the client



6. Note the **Admission Date** and the **Discharge Date** for the client's admission.
7. Select the [Details](#) link to go to the details of the client admission.



8. The **Client Profile** screen will display reflecting the DDaP database data for that client admission.

9. Select the **Services** tab.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Select the Services tab

Client Profile Admission Diagnosis **Services** Assessments

DEMOGRAPHICS

First Name: Mid Initial: Last Name: Suffix:

SSN: SSN Unavailable Reason:

DOB: DOB Unavailable Reason:

Ethnicity: Primary Language: Marital Status:

Veteran Status: Military Start Date: Second Lang:

Gender: Military End Date:

Race: Provider Client ID:

10. Enter the client's **Admission Date** in the 'Service Start Date Between': field and the **Discharge Date** in the 'and' date field.

11. Select the **Search** icon.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile Admission Diagnosis **Services** Assessments

SERVICES

Service Start Date Between: and

Enter the Admission Date

Enter the Discharge Date and select the Search icon

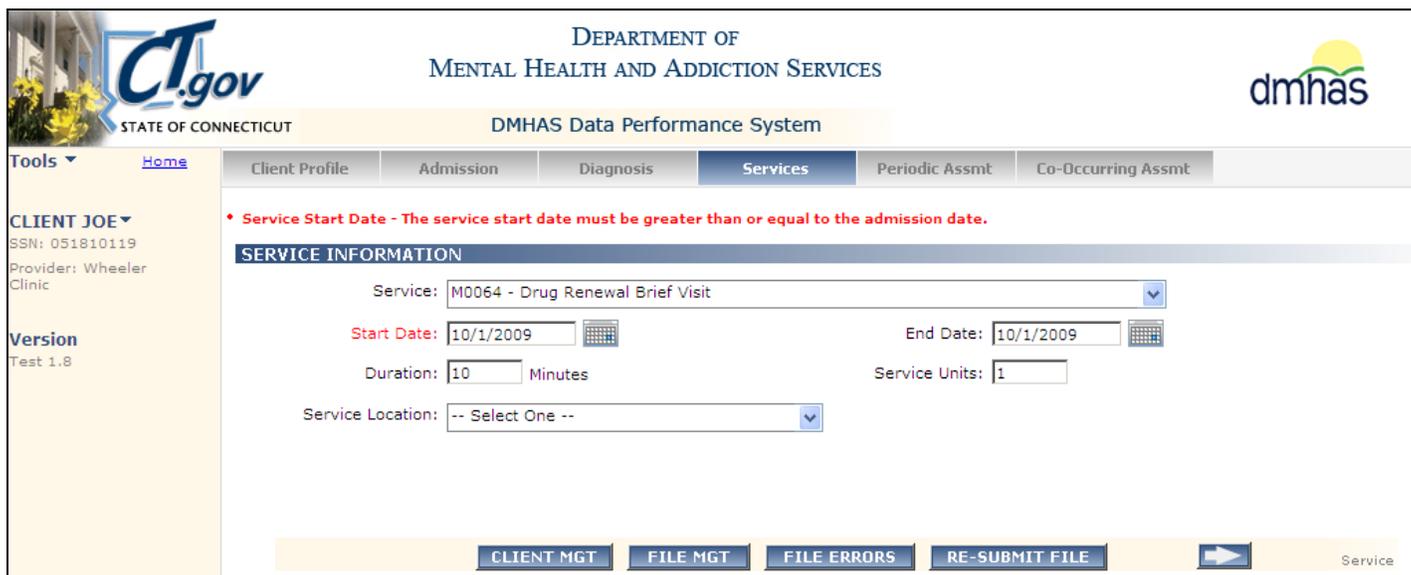
There are currently no Services for this time period for this client. Any Services that need to be added to DDaP for this client *must be dated between the Admission Date (12/11/2009) and the Discharge Date (1/26/2010)*. The Service Date on the file submission is 7/1/2010, which is after the Discharge Date.

- Confirm the Admission you are working with and whether it should be opened or discharged.
- If the current Discharge Date is correct (1/26/2010), you need to start a new episode / admission and enter the Services with the new admit date. Then, re-submit the file.
- If the client should have been discharged with a different date, you can do a Un-Discharge online and then re-submit your file with the Services and the new Discharge Date.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Service Start Date - The service start date must be greater than or equal to the admission date.** This means that you are trying to add a service before the Admission date. *Services can be dated on or after a client is admitted, but they cannot be dated before the Admission Date.*

1. Select the Admission tab to review the Admission Date on the file.



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | Admission | Diagnosis | **Services** | Periodic Assmt | Co-Occurring Assmt

CLIENT JOE
SSN: 051810119
Provider: Wheeler Clinic

Version
Test 1.8

• **Service Start Date - The service start date must be greater than or equal to the admission date.**

SERVICE INFORMATION

Service: M0064 - Drug Renewal Brief Visit

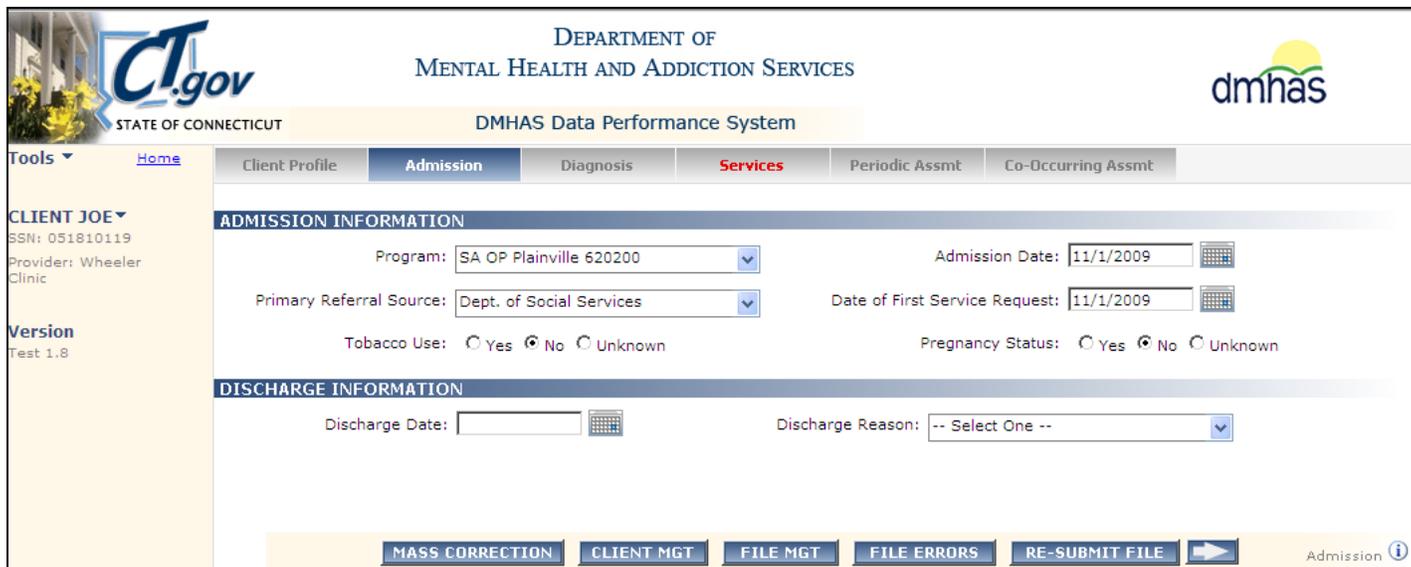
Start Date: 10/1/2009 | End Date: 10/1/2009

Duration: 10 Minutes | Service Units: 1

Service Location: -- Select One --

CLIENT MGT | FILE MGT | FILE ERRORS | RE-SUBMIT FILE | Service

2. Note that the **Admission Date** is after the Service **Start Date**.



DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Tools | Home | Client Profile | **Admission** | Diagnosis | Services | Periodic Assmt | Co-Occurring Assmt

CLIENT JOE
SSN: 051810119
Provider: Wheeler Clinic

Version
Test 1.8

ADMISSION INFORMATION

Program: SA OP Plainville 620200 | Admission Date: 11/1/2009

Primary Referral Source: Dept. of Social Services | Date of First Service Request: 11/1/2009

Tobacco Use: Yes No Unknown | Pregnancy Status: Yes No Unknown

DISCHARGE INFORMATION

Discharge Date: | Discharge Reason: -- Select One --

MASS CORRECTION | CLIENT MGT | FILE MGT | FILE ERRORS | RE-SUBMIT FILE | Admission ⓘ

3. Confirm the Admission Date for the client.
4. If the Admission Date is correct, select the Services tab and update the Service Dates to the Admission Date and re-submit the file.
5. If the Admission Date is not correct and the Service Date is correct, update the Admission Date to the Service Date and re-submit the file.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Duration of Service - Required if services are provided in record - This means that there are services for this record and the Duration is missing.**

1. Confirm the service information for the client.

The screenshot shows the DMHAS Data Performance System interface for client Chris Test (SSN: 123000123). The 'Services' tab is active, displaying the following information:

- Service: H0019 - Per Diem, Residential
- Start Date: 7/14/2010
- End Date: 7/14/2010
- Duration: (empty field) Days
- Service Units: 1
- Service Location: -- Select One --

A red error message at the top states: "Duration of Service - Required if services are provided in record." Navigation buttons at the bottom include CLIENT MGT, FILE MGT, FILE ERRORS, and RE-SUBMIT FILE.

2. Enter the Duration (Days) for the service. In this case, 7/14/2010 to 7/14/2010 would be 1 day.
3. Enter '1' for Duration and Re-submit the file.

- **Duration of Service - Invalid Duration**

Duration of Service - Duration of Service cannot be equal to Service Units. This means that the Duration is invalid (must be at least 6 minutes). 1 is not valid for the Duration.

The screenshot shows the DMHAS Data Performance System interface for client LOU (SSN: 777133606). The 'Services' tab is active, displaying the following information:

- Service: H0007 - Crisis Evaluation
- Start Date: 12/1/2010
- End Date: 12/1/2010
- Duration: 1 Minutes
- Service Units: 1
- Service Location: -- Select One --

A red error message at the top states: "Duration of Service - Invalid Duration. Duration of Service cannot be equal to Service Units." Navigation buttons at the bottom include CLIENT MGT, FILE MGT, FILE ERRORS, and RE-SUBMIT FILE.

~Enter the correct duration based on the Service listed. (Enter '60' minutes) and Re-Submit the file.

- **Service Code - H009 is not a valid response. This means that the Service Code on the file, for this client, is incorrect.**

The screenshot shows the DMHAS Data Performance System interface for client MILTON (SSN: 021812209). The 'Services' tab is active, displaying the following information:

- Service: -- Select One --
- Start Date: H0009 - Per Diem, Inpatient
- Service Units: (empty field)

A red error message at the top states: "Service Code - H009 is not a valid response." The dropdown menu for the Service field shows options like H0015 - Intensive Outpatient. Navigation buttons at the bottom include CLIENT MGT, FILE MGT, FILE ERRORS, and RE-SUBMIT FILE.

~Select the correct **Service Code**. (In this case, a '0' is missing on the file – should be **H0009**)

Be sure to update the file with the correct Service Code for that client, otherwise the file will error out again the next time it is run again with that client's data.

PERIODIC ASSESSMENT SCREEN ERRORS

- **Assessment Date - Assessment date must be equal to the Discharge date.** *This means that the Periodic Assessment Date is less than or greater than the Discharge date.*

1. Make a note of the client information (name, SSN, program) and the Periodic Assessment Date.
2. Select the **CLIENT MGT** button at the bottom of the file submission error screen.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
STATE OF CONNECTICUT DMHAS Data Performance System

Tools Home

Client Profile Admission Diagnosis Services **Periodic Assmt** Co-Occurring Assmt

Testing Error
SSN: 323000000
Provider: Community Renewal Team (CRT)

Bookmarks
PERIODIC ASSMT
SUBSTANCE ABUSE

Assessment Date - Assessment date must be equal to the Discharge date.

PERIODIC ASSESSMENT

Assessment Date: 08/18/2010

Note of the client information and the Periodic Assessment Date

3. The Client Management screen will display.
4. Search on the Client's Name or SSN.
5. Select the [Find Admission](#) link for the client.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
STATE OF CONNECTICUT DMHAS Data Performance System

Tools Home

Client Management Roster Management File Management

Version Test 1.7

Search on the client SSN and select [Find Admissions](#)

CLIENT SEARCH

Provider: ALL

Search By: Last Name SSN Advanced SSN: 323000000

CLIENT(S) FOUND

| Last Name | First Name | SSN | DOB | |
|-----------|------------|-----------|-----|--|
| Error | Testing | 323000000 | | ✓ Create New Admission |
| Error | Testing | 323000000 | | Find Admissions Create New Admission |

ADMISSION(S) FOUND FOR: SHEILA EVANS - SORTED BY ADMIT DT

Program(s): ALL

| Provider | Program | Status | Admit Dt | Discharge Dt | Details |
|------------------------------|--------------------------------|------------|------------|--------------|-------------------------|
| Community Renewal Team (CRT) | SA Intensive Outpatient 703735 | Discharged | 07/15/2010 | 08/17/2010 | Details |

The Discharge Date is 8/17/2010. The Periodic Assessment date on the file is 8/18/2010, which is greater than the Discharge Date. *The Periodic Assessment date cannot be greater than the Discharge Date.*

- Change the Periodic Assessment Date on the file to the **Discharge Date** (8/17/2010)
- Re-submit the file.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Drugs - Incorrect ranking.** This means that a Drug Type is missing for one of the drugs listed for the client. You must confirm which drug type is missing and make the correction.

STATE OF CONNECTICUT DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES dmhas

DMHAS Data Performance System

Client Profile Admission **Diagnosis** Services **Periodic Assmt** Co-Occurring Assmt

CLIENT RICK
SSN: 121817777
Provider: St. Marys Hospital Corporation

Bookmarks
PERIODIC ASSMT
SUBSTANCE ABUSE

Version
Training 1.7

• Drugs - Incorrect ranking.

PERIODIC ASSESSMENT

Assessment Date
10/1/2009

Employment Status
Unknown

1. The **Drugs** grid displays Rank 2 and Rank 3, but no Rank 1. There must be a Rank 1 or an error displays.

STATE OF CONNECTICUT DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES dmhas

DMHAS Data Performance System

Client Profile Admission **Diagnosis** Services **Periodic Assmt** Co-Occurring Assmt

CLIENT RICK
SSN: 121817777
Provider: St. Marys Hospital Corporation

Bookmarks
PERIODIC ASSMT
SUBSTANCE ABUSE

Version
Training 1.7

Supportive Interaction with Friends/Family
 Yes No Unknown

SUBSTANCE ABUSE

Client's Lifetime Number of Prior Admissions to Inpatient/Residential Substance Abuse Treatment
 Zero One Two Three Four
 Five > Five Unknown

Client's Lifetime Number of Prior Admissions to Outpatient Substance Abuse Treatment
 Zero One Two Three Four
 Five > Five Unknown

Drugs:

| Drug Type | Rank | Delivery Method | Days Used in Last 30 Days | Age First Used | |
|-----------------------------------|------|-----------------|---------------------------|----------------|--|
| Marijuana, Hashish, THC | 2 | Smoking | 20 | 11 | |
| Hallucinogens: LSD, DMS, STP, etc | 3 | Oral | 0 | 20 | |

ADD DRUG

Drug Rank 1 is missing.

Select the Client Management button.

MASS CORRECTION **CLIENT MGT** FILE MGT FILE ERRORS

BE SUBMITTED

Periodic

2. Make a note of the client Record ID and select the **CLIENT MGT** button at the bottom of the screen to go into DDaP online to view the existing **Drug Type** data for the client.
3. The **Client Management** screen will display. Search for the client by **SSN** or **Last Name**.
4. Select **Details** for the client's admission to go to the **Client Profile** screen.
5. Select the **Assessments** tab to go the **Periodic Assessment** screen in DDaP.
6. Scroll down and review the **Drugs** grid for the client. *Three drugs display. Confirm the drugs are correct.*
7. *Make a note of the Rank 1 drug (Primary drug) that needs to be added to the file.*

Drugs:

| Drug Type | Rank | Delivery Method | Days Used in Last 30 Days | Age First Used | |
|-----------------------------------|------|-----------------|---------------------------|----------------|--|
| Crack | 1 | Smoking | 5 | 13 | |
| Marijuana, Hashish, THC | 2 | Smoking | 20 | 11 | |
| Hallucinogens: LSD, DMS, STP, etc | 3 | Oral | 0 | 20 | |

ADD DRUG

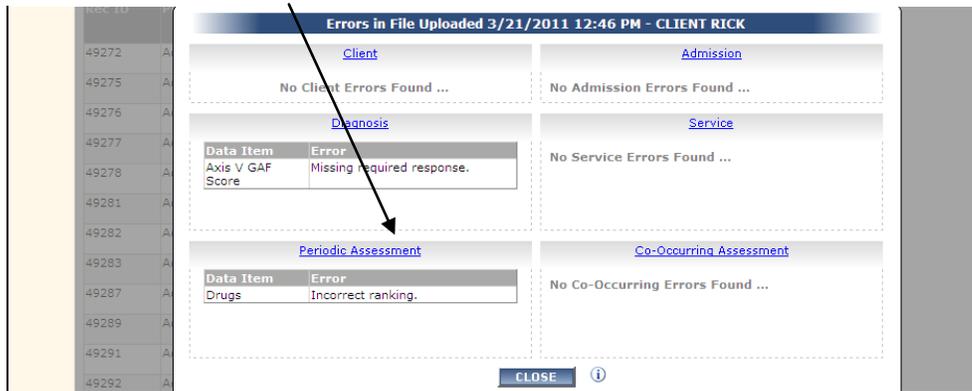
SAVE SAVE & EXIT **CANCEL**

Periodic Assessment

Note the Rank 1 drug

8. Select the **CANCEL** button to exit the screen.

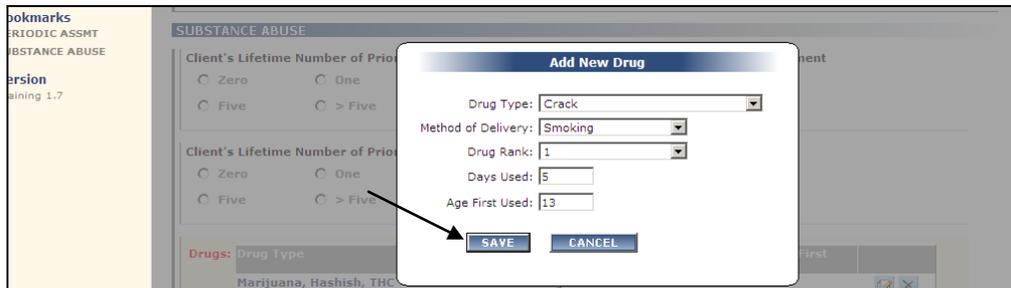
9. Select the **CLIENT MGT** button at the bottom of the screen and select the **File Management** tab.
10. The **Errors in File Uploaded** grid will display. Select the **Errors** link for the file.
11. Select **View Errors** for the client Record ID that has the drug ranking error and select **Periodic Assessment**.



12. Scroll down to the **Drugs** grid on the Periodic Assessment screen.
13. Select the **ADD DRUG** button.



14. The **Add New Drug** Grid will display.
15. Enter the drug information that you noted for the Primary drug listed in DDaP. *Select 1 for Drug Ranking.*
16. Select the **SAVE** button.



17. The drugs will display in with the proper ranking as displayed in DDaP online.



Drugs grid errors: *If there are drugs for the client, all the data fields must be complete on the file with the correct ranking, or an error will display. If the first or second Drug Type is missing on the file and others are listed, those drugs will 'drop off' the file and a Drug Ranking error will display.*

- Confirm the drug information for the client.
- Enter the drug information in the **Drugs** grid and **Re-submit** the file.

Be sure to update the file with the correct Drug information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Drug Method Use Field 1 - Required if corresponding drug type has a value. This means that the Drug Method Used is missing for a drug for the client.**

1. Review the **Drugs** grid at the bottom of the error screen to see which drug is missing the **Delivery Method**.
2. If you do not know what the **Drug Method Used (Delivery Method)** should be for the client, select **Client Management** button to go to the DDaP online screens and view existing drugs data for the client. Follow the steps above to view the DDaP online data.
3. Once you have the correct **Delivery Method** for the client, select the open file  icon for the drug.

4. Select the correct **Delivery Method** from the drop list in the **Drugs** grid.
5. Select the save file  icon for the drug being updated in the **Drugs** grid.

6. The **Delivery Method** will display in the **Drugs** grid.
7. Continue to correct any remaining errors, or **Re-Submit** the file.

 **Drugs grid errors:** *If there are drugs for the client, all the data fields must be complete on the file for each drug or an error will display. (Be sure to have the correct 'Rank' for each drug.)*

- Confirm the drug information for the client.
- Enter the drug information in the **Drugs** grid and **Re-submit** the file.

Be sure to update the file with the correct Drug information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Drug Type Field-At least 1 drug type is required for clients with a Substance Abuse diagnosis in any Axis 1 field.** This means that there is a Substance Abuse drug type on the Diagnosis screen for a treatment program and no drugs are listed on the Periodic Assessment. There must be at least 1 primary drug on the PA.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

Client Profile Admission Diagnosis Services **Periodic Assmt** Co-Occurring Assmt

Client Test
SSN: 876000000
Provider: APT Foundation Inc

Bookmarks
PERIODIC ASSMT
SUBSTANCE ABUSE

• Drug Type Field - At least 1 drug type is required for clients with a Substance Abuse diagnosis in any Axis 1 field.

PERIODIC ASSESSMENT

Assessment Date
2/01/2011

1. Complete the two 'Client's Lifetime Number of Admissions....' questions if applicable.
2. Select the **ADD DRUG** button.

SUBSTANCE ABUSE

Client's Lifetime Number of Prior Admissions to Inpatient/Residential Substance Abuse Treatment

Zero One Two Three Four
 Five > Five Unknown

Client's Lifetime Number of Prior Admissions to Outpatient Substance Abuse Treatment

Zero One Two Three Four
 Five > Five Unknown

Drugs: No drugs recorded ...

ADD DRUG

MASS CORRECTION CLIENT MGT FILE MGT FILE ERRORS RE-SUBMIT FILE

3. A window will display for the drug type and other information.
4. Select the **Drug Type** and complete the remaining fields (*all are required*) and select **SAVE**.

Add New Drug

Drug Type: Other Opiates and Synthetics

Method of Delivery: Inhalation

Drug Rank: 1

Days Used: 0

Age First Used: 18

SAVE **CANCEL**

5. The drug(s) will display in the **Drugs** grid.

Drugs:

| Drug Type | Rank | Delivery Method | Days Used in Last 30 Days | Age First Used |
|------------------------------|------|-----------------|---------------------------|----------------|
| Other Opiates and Synthetics | 1 | Inhalation | 0 | 18 |

ADD DRUG

MASS CORRECTION CLIENT MGT FILE MGT FILE ERRORS RE-SUBMIT FILE

6. Continue to correct additional errors, if any, and **RE-SUBMIT** the file.

Be sure to update the file with all corrections for that client, otherwise the file will error out again the next time it is run again with that client's data.

CO-OCCURRING SCREENING ERRORS

- **Co-Occurring_ Assessment_Date - Date must be greater than or equal to Admission Date.** This means that the Screening Date is less than the Admission Date. The screening date must be equal to or greater than the Admission Date.

1. Select the **Admission** tab.

2. The file Admission screen will display.

3. Review the **Admission Date**.

The Admission Date is 3/1/2011. The Screening Date on the file is 3/12/2009. The Screening Date cannot be less than the Admission Date.

- Confirm the Admission Date for the client and adjust the Screening Date accordingly.
- Correct any remaining errors in the file and Re-Submit the file.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **SA Screening Score - Required if SA screening field has a value of 1 or 2.** *This means that SSI Alcohol and Drugs (1) or CAGE-Adapted to Include Drugs (2) is on the file and the Screening Score is not on the file.*



The **Substance Abuse Screening** Score is missing and is required for **CAGE** and **SSI**.

- Enter the **Substance Abuse Screening Score**.
- **RE-SUBMIT** the file.

Be sure to update the file with the correct Substance Abuse Screening Score for that client, otherwise the file will error out again the next time it is run with that client's data.



The **MH Screen Score** is required if **Form III** or the **Mod Mini** is selected for the **Mental Health Screening Used**. The following error will display: **MH Screening Score - Required if MH screening field has a value of 1 or 2**

SERVICES ONLY FILE ERRORS



When the file is 'Uploaded', an alert icon will display in the history grid if there are duplicate services on the file. Review the services in the file and update as needed.

- **Service End Date - Service End Date is greater than the currently discharged admission's discharge date.**
- **Service Start Date - Service Start Date is greater than the currently discharged admission's discharge date.**

These errors mean that you are trying to add a Service with a Start Date and an End Date after the client was discharged. Services can be added after a client is discharged, but they must be dated before the date of the discharge.

1. Make a note of the client information, **Service Type**, **End Date** and **Program** name.
2. Select the **CLIENT MGT** button at the bottom of the file error screen.

3. Search on the client's Last Name or SSN and select [Find Admissions](#).
4. Make a note of the **Admission Date** (10/1/2010) and the **Discharge Date** (2/1/2011) for the client.
5. Select [Details](#) for that admission.

| ADMISSION(S) FOUND FOR: SERVICEIND TRUETEST - SORTED BY ADMIT DT | | | | | |
|--|------------------------|------------|------------|--------------|-------------------------|
| Program(s): ALL | | | | | |
| Provider | Program | Status | Admit Dt | Discharge Dt | |
| Bridges | Jail Diversion 309-341 | Discharged | 10/01/2010 | 02/01/2011 | Details |

6. The **Client Profile** screen will display.
7. Select the **Services** tab.

8. Any current existing services for the client will display.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

DMHAS Data Performance System

Client Profile Admission Diagnosis **Services** Assessments

SERVICES

Service Start Date Between: 1/21/2011 and 4/21/2011

| Service | Start Date | End Date | Duration | Svc Units |
|---|------------|------------|-------------|-----------|
| Individual Psychotherapy (face to face) 20-30 min | 02/01/2011 | 02/01/2011 | 20 Minutes | 1 |
| Intensive Outpatient | 02/01/2011 | 02/01/2011 | 1 Days | 1 |
| Methadone Dosing | 02/01/2011 | 02/28/2011 | 27 Incident | 25 |
| Brief Treatment | 02/01/2011 | 02/01/2011 | 30 Minutes | 1 |

9. Adjust the 'Service Start Date Between and' dates to the Admission Date (10/1/2010) and the Discharge Date (2/1/2010) to see all services for the client.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

DMHAS Data Performance System

Client Profile Admission Diagnosis **Services** Assessments

SERVICES

Service Start Date Between: 10/1/2010 and 4/21/2011

| Service | Start Date | End Date | Duration | Svc Units |
|---|------------|------------|-------------|-----------|
| Crisis Evaluation | 10/01/2010 | 10/01/2010 | 30 Minutes | 1 |
| Intensive Outpatient | 11/01/2010 | 11/30/2010 | 20 Days | 22 |
| Crisis Evaluation | 12/01/2010 | 12/01/2010 | 30 Minutes | 1 |
| Individual Psychotherapy -45-50 minutes | 01/01/2011 | 01/03/2011 | 90 Minutes | 2 |
| Per Diem, Residential | 01/01/2011 | 01/05/2011 | 4 Days | 10 |
| Injection IV | 01/01/2011 | 01/05/2011 | 3 Incident | 1 |
| Injection, Haloperidol, all doses | 01/01/2011 | 02/01/2011 | 31 Incident | 31 |
| Injection, Fluphenazine Decanoate, all doses | 01/01/2011 | 01/05/2011 | 3 Incident | 3 |
| Per Diem, Residential | 01/07/2011 | 01/11/2011 | 3 Days | 1 |
| Individual Psychotherapy (face to face) - 45-50 minutes | 01/15/2011 | 02/01/2011 | 20 Minutes | 1 |
| Individual Psychotherapy (face to face) 20-30 min | 02/01/2011 | 02/01/2011 | 20 Minutes | 1 |
| Intensive Outpatient | 02/01/2011 | 02/01/2011 | 1 Days | 1 |
| Methadone Dosing | 02/01/2011 | 02/28/2011 | 27 Incident | 25 |
| Brief Treatment | 02/01/2011 | 02/01/2011 | 30 Minutes | 1 |

 There are Services dated on or before the discharge date (2/1/2010) for this client. Any Services that need to be added to DDaP for this client must be dated between the Admission Date (10/1/2010) and the Discharge Date (2/1/2010). The Service Date on the file submission is 3/1/2010, which is after the Discharge Date.

- Confirm the Admission you are working with and whether it should be opened or discharged.
- If the current Discharge Date is correct (2/1/2010), you need to start a new episode / admission and enter the Services with the new admit date. Then, re-submit the file.
- If the client should have been discharged with a different date, you can do a Un-Discharge online and then re-submit your file with the Services and the new Discharge Date.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Duration of Service - Invalid Duration.** *This means that the Service Duration is not valid.*



The Duration must be at least 6 minutes and no more than 1440 minutes.

The screenshot shows the DMHAS Data Performance System interface. At the top, it displays the State of Connecticut logo and the Department of Mental Health and Addiction Services (DMHAS). The main header reads "DMHAS Data Performance System". On the left, there is a sidebar with "Tools" and "Home" links, and a client profile for "SERVICEIND TRUETEST" with SSN 435619912 and Provider Bridges. The main content area shows a "Duration of Service - Invalid Duration" error. The "SERVICES-ONLY FILE ADMISSION INFO" section includes fields for First Name (SERVICEIND), Last Name (TRUETEST), SSN (435619912), DOB (3/10/1979), Program (Jail Diversion 309-341), Admission Date (10/1/2010), Provider Client ID (5), and Provider Record ID. The "SERVICE INFORMATION" section shows Service (90804 - Individual Psychotherapy (face to face) 20-30 min), Start Date (2/9/2011), End Date (2/9/2011), Duration (5 Minutes), Service Units (1), and Service Location (Community Mental Health Center). At the bottom, there are navigation buttons: MASS CORRECTION, CLIENT MGT, FILE MGT, FILE ERRORS, RE-SUBMIT FILE, and a Service info icon.



Duration of 5 minutes is not valid. The Duration must be at least 6 minutes.

- Confirm the services on the file.
- Adjust the Duration to more than 5 minutes.
- Re-submit the file.

Be sure to update the file with the correct Duration, otherwise the file will error out again the next time it is run with that client's data.

- **Duration of Service - Service duration is invalid based on the 'from' and 'to' dates. This means that the Duration is incorrect based on the number of days from the Start Date to the End Date.**



NOTE: This rule applies to Incident based services, as well.

Example: 1/1/2011 to 1/5/2011: 5 days minus 1 day = 4 days (Duration = 4)

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

• Duration of Service - Service duration is invalid based on the 'from' and 'to' dates.

SERVICES-ONLY FILE ADMISSION INFO

First Name: SERVICEIND Last Name: TRUETEST
 SSN: 435619912 DOB: 3/10/1979
 Program: Jail Diversion 309-341 Admission Date: 10/1/2010
 Provider Client ID: 17 Provider Record ID:

SERVICE INFORMATION

Service: H0019 - Per Diem, Residential
 Start Date: 1/1/2011 End Date: 1/5/2011
 Duration: 10 Days Service Units: 10
 Service Location: Community Mental Health Center

MASS CORRECTION CLIENT MGT FILE MGT FILE ERRORS RE-SUBMIT FILE



Duration of 10 Days is not valid. The Duration must be 4 days or less.

- Confirm the services on the file.
- Adjust the Duration to 4 Days.
- Re-submit the file.

Be sure to update the file with the correct Duration, otherwise the file will error out again the next time it is run with that client's data.

- **Duration of Service - Invalid Duration.** *This means that the Duration is invalid based on the Start and End dates.*



If the Start and End dates are the same, then the Duration (Incidents) must be 1.
NOTE: This rule applies to Day based services, as well.


 STATE OF CONNECTICUT

DEPARTMENT OF
 MENTAL HEALTH AND ADDICTION SERVICES



DMHAS Data Performance System

Tools ▾ [Home](#)

SERVICEIND
TRUETEST ▾
 SSN: 435619912
 Provider: Bridges

Version
 Test 1.8

• **Duration of Service - Invalid Duration.**

SERVICES-ONLY FILE ADMISSION INFO

| | |
|--|--|
| First Name: <input type="text" value="SERVICEIND"/> | Last Name: <input type="text" value="TRUETEST"/> |
| SSN: <input type="text" value="435619912"/> | DOB: <input type="text" value="3/10/1979"/> <input type="button" value="Calendar"/> |
| Program: <input type="text" value="Jail Diversion 309-341"/> ▾ | Admission Date: <input type="text" value="10/1/2010"/> <input type="button" value="Calendar"/> |
| Provider Client ID: <input type="text" value="26"/> | Provider Record ID: <input type="text"/> |

SERVICE INFORMATION

| | |
|--|--|
| Service: <input type="text" value="J2680 - Injection, Fluphenazine Decanoate, all doses"/> ▾ | |
| Start Date: <input type="text" value="2/21/2011"/> <input type="button" value="Calendar"/> | End Date: <input type="text" value="2/21/2011"/> <input type="button" value="Calendar"/> |
| Duration: <input type="text" value="2"/> Incidents | Service Units: <input type="text" value="1"/> |
| Service Location: <input type="text" value="Community Mental Health Center"/> ▾ | |

Service



Duration of 2 Incidents is not valid. The Duration must be 1.

- Confirm the services on the file.
- Adjust the Duration to 1 Incident.
- Re-submit the file.

Be sure to update the file with the correct Duration, otherwise the file will error out again the next time it is run with that client's data.

- **Service End Date - Service End Date is greater than the currently discharged admission's discharge date. This means that the service end date is greater than the client's Discharge Date.**



All service dates must be on or after the admission date and on or before the Discharge Date.

1. You must review the client's **Discharge Date** in DDaP.
2. Select the **CLIENT MGT** button to go to the DDaP online screens to view client data.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
DMHAS Data Performance System

STATE OF CONNECTICUT

Tools Home

SERVICEIND TRUETEST
SSN: 435619912
Provider: Bridges

Version
Test 1.8

Service End Date - Service End Date is greater than the currently discharged admission's discharge date.

SERVICES-ONLY FILE ADMISSION INFO

First Name: SERVICEIND Last Name: TRUETEST
SSN: 435619912 DOB: 3/10/1979
Program: Jail Diversion 309-341 Admission Date: 10/1/2010
Provider Client ID: 31 Provider Record ID:

SERVICE INFORMATION

Service: H0015 - Intensive Outpatient
Start Date: 2/1/2011 End Date: 2/28/2011
Duration: 27 Days Service Units: 25
Service Location: Community Mental Health Center

MASS CORRECTION CLIENT MGT FILE MGT FILE ERRORS RE-SUBMIT FILE Service

3. Search on the client's Last Name or SSN and select [Find Admissions](#).
4. Make a note of the **Admission Date** (10/1/2010) and the **Discharge Date** (2/1/2011) for the client.

ADMISSION(S) FOUND FOR: SERVICEIND TRUETEST - SORTED BY ADMIT DT

Program(s): ALL

| Provider | Program | Status | Admit Dt | Discharge Dt | Details |
|----------|------------------------|------------|------------|--------------|-------------------------|
| Bridges | Jail Diversion 309-341 | Discharged | 10/01/2010 | 02/01/2011 | Details |



The discharge date is 2/1/2011 for this client. Any Services that need to be added to DDaP for this client must be dated between the Admission Date (10/1/2010) and the Discharge Date (2/1/2011). The Service End Date on the file submission is 2/28/2010, which is after the Discharge Date.

- Confirm the Admission you are working with and whether it should be opened or discharged.
- If the current Discharge Date is correct (2/1/2011), you need to start a new episode / admission and enter the Services with the new admit date. Then, re-submit the file.
- If the client should have been discharged with a different date, you can do a Un-Discharge online and then re-submit your file with the Services and the new Discharge Date.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

- **Service Start Date - The service start date must be greater than or equal to the admission date. This means that the Admission date is before the Service Start Date. The rule is that Services cannot be dated before the Admission Date (or after the Discharge Date).**



This is an example of a file with Service Start and End Dates the same. If they were different and the End Date was before the Admission Date, an error would display for the Service End Date as well.

DEPARTMENT OF
MENTAL HEALTH AND ADDICTION SERVICES

STATE OF CONNECTICUT DMHAS Data Performance System

Tools ▾ [Home](#)

SERVICEIND
FALSE ▾
SSN: 688118432
Provider: Bridges

Version
Test 1.8

• **Service Start Date - The service start date must be greater than or equal to the admission date.**

SERVICES-ONLY FILE ADMISSION INFO

| | |
|--|--|
| First Name: <input type="text" value="SERVICEIND"/> | Last Name: <input type="text" value="FALSE"/> |
| SSN: <input type="text" value="688118432"/> | DOB: <input type="text" value="4/1/1972"/> <input type="button" value="Calendar"/> |
| Program: <input type="text" value="Mental Health Outpatient309210"/> ▾ | Admission Date: <input type="text" value="10/1/2010"/> <input type="button" value="Calendar"/> |
| Provider Client ID: <input type="text" value="1"/> | Provider Record ID: <input type="text"/> |

SERVICE INFORMATION

| | |
|---|---|
| Service: <input type="text" value="90804 - Individual Psychotherapy (face to face) 20-30 min"/> ▾ | |
| Start Date: <input type="text" value="2/5/2010"/> <input type="button" value="Calendar"/> | End Date: <input type="text" value="2/5/2010"/> <input type="button" value="Calendar"/> |
| Duration: <input type="text" value="20"/> Minutes | Service Units: <input type="text" value="1"/> |
| Service Location: <input type="text" value="Community Mental Health Center"/> ▾ | |

The Admission date is 10/1/2010. The Service Dates are 2/5/2010, which is before the Admission Date.

- Confirm the Service dates for the client.
- Enter the correct dates for the Service.
- Re-submit the file.

Be sure to update the file with the correct information for that client, otherwise the file will error out again the next time it is run again with that client's data.

MASS ERROR CORRECTION PROCEDURES

When correcting error(s) on a file record, other records for that client in the file may have the same error(s). There will be a **Mass Error Correction** option in DDaP that will allow you to correct all of these errors at one time.

Mass Error Correction functionality will apply to:

- Client Demographics (*excluding Race and Insurance*)
- Admission (tobacco use, pregnancy status, etc.)
- Co-Occurring Assessment
- Periodic Assessment (*excluding the 2 Substance Abuse questions and Drugs*)

1. Follow the procedures listed under **ERROR CORRECTIONS** on the previous pages to make corrections on the screen.
2. Make corrections on the screen.
3. Select the **'MASS CORRECTION'** button.

The screenshot displays the DMHAS Data Performance System interface for Client DORIS. The page is titled 'DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES' and 'DMHAS Data Performance System'. The client's name is 'CLIENT DORIS' with SSN 331810104. The page is divided into several sections: 'DEMOGRAPHICS', 'ADDRESS', and 'INSURANCE'. The 'DEMOGRAPHICS' section includes fields for First Name (CLIENT), Last Name (DORIS), SSN (331810104), DOB (10/22/1950), Ethnicity (Non-Hispanic), Religion (Catholic), Marital Status (Married), Primary Language, and Race (White/Caucasian). The 'ADDRESS' section includes Address 1 (100 OLD STREET), City (WEST HARTFORD), State (Connecticut), and Zip (06107). The 'INSURANCE' section includes a table with columns for Type, Policy Number, Start Date, and End Date, with one entry for 'Other private insurance'. At the bottom of the form, there are several buttons: 'MASS CORRECTION', 'CLIENT MGT', 'FILE MGT', 'FILE ERRORS', and 'RE-SUBMIT FILE'. The 'MASS CORRECTION' button is highlighted with a red box and an arrow pointing to it from the text below.

Select for Mass Error Corrections

3. A pop-up window for **Mass Correction** will display:

Other records were found, for this client, that have the same error(s) just fixed. For each data item, please check-off 'Fix All Records' to save your change(s) on all records with the same error.

| Data Item | Count | Fix All Records |
|------------|-------|-------------------------------------|
| Gender | 3 | <input checked="" type="checkbox"/> |
| Language 1 | 3 | <input checked="" type="checkbox"/> |

UPDATE ALL CANCEL

'Check' records for the Data Items to be fixed

Select to update all records for Data Items

4. Verify the information displayed on the **Mass Correction** screen:

| | |
|------------------------|---|
| Data Item | These are the fields you changed in the client record. |
| Count | This is the count of the total batch records with errors. |
| Fix All Records | Select this to correct all records for Data Items. |

- Click on the check box next to the data item(s) in the **Fix All Records** column for the Data Items that you want to change. (Click on the check mark to de-select item and not apply fix.)
- Select **UPDATE ALL** to apply change(s) to the selected data items.



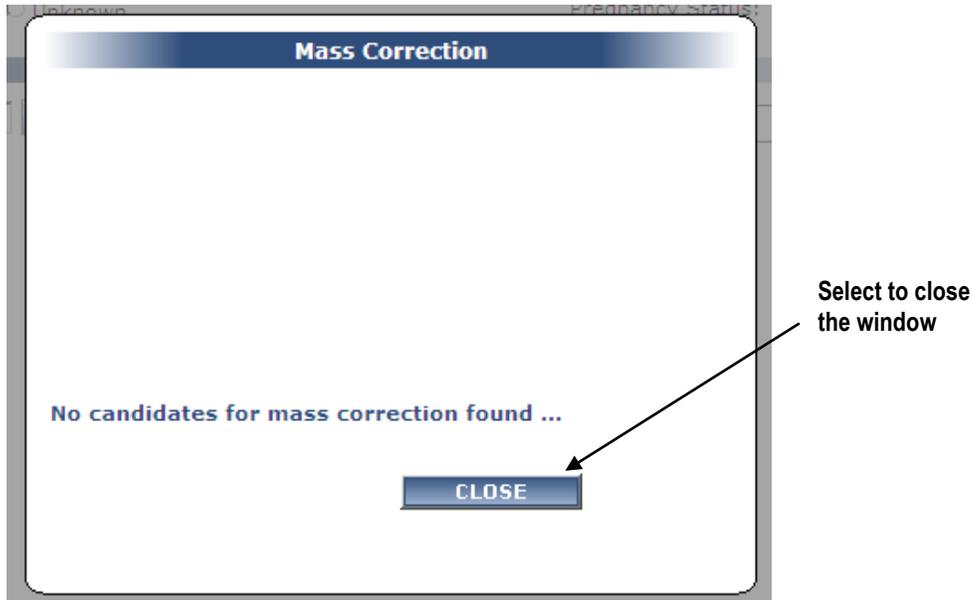
There is no 'Undo'. Be sure that you want to apply these changes to all records.

- Select the **CANCEL** button to cancel the mass change and return to **Error Correction**. Only the change(s) you made to the first record will apply.
- Repeat Steps 1 – 7 for any remaining screens that have errors and need **Mass Correction**.
- Select the **RE-SUBMIT** button to re-submit the file once all **Mass Correction** has been completed for each screen.

10. Follow **ERROR CORRECTION** procedures for any remaining errors.
Mass Error Correction **is not currently available for the following:**

- **Services.** Each service record should be **unique**; therefore mass update functionality is not needed.
- **Diagnosis** (multiple selections made for this; possible future enhancement)

1. The following pop-up window will display if there are no candidates for Mass Correction:



2. Select the **CLOSE** button to close the window.
3. Refer to the **ERROR CORRECTIONS** procedures on the previous pages to correct any remaining errors.

RE-SUBMITTING A FILE

Once you have changed a value in a record containing an error, the status of the file will be updated. The **HISTORY OF FILES UPLOADED BETWEEN...** grid will display.

The screenshot shows the DMHAS Data Performance System interface. At the top, it displays the logo for CT.gov and the Department of Mental Health and Addiction Services (DMHAS). The main navigation bar includes 'Client Management', 'Roster Management', and 'File Management'. The 'File Management' section is active, showing an 'UPLOAD NEW FILE AND SUBMIT' area with options for 'DDaP Standard File Format' and 'Services-Only File'. Below this is a 'HISTORY OF FILES UPLOADED BETWEEN 9/21/2010 AND 10/21/2010' section. It includes a search filter for 'Provider' set to 'ALL' and 'Uploaded Between' dates from '9/21/2010' to '10/21/2010'. The resulting grid shows the following data:

| Provider | Last Validation | Uploaded | Status | Disposition | Submit | Delete |
|-------------------------------|------------------|------------------|-----------|-------------------------|---------------------------|------------------------|
| United Services Inc. | | 10/21/2010 09:24 | New | | Submit | Delete |
| United Services Inc. | 10/21/2010 09:23 | 10/21/2010 09:19 | Accepted | 7 Accepted, 0 Errors | History | |
| Bridges | 10/21/2010 09:21 | 10/21/2010 09:21 | Updated | 59 Accepted, 240 Errors | Re-Submit | Errors |
| Sound Community Services Inc. | 10/21/2010 09:10 | 10/21/2010 09:09 | Errors | 439 Accepted, 3 Errors | Re-Submit | Errors |
| United Services Inc. | 10/21/2010 09:07 | 10/21/2010 09:07 | Cancelled | 43 Accepted, 7 Errors | Re-Submit | |

To search for files that has been uploaded, do the following:

1. Select the Provider, if necessary.
2. Enter the desired dates in the 'Uploaded Between' fields. (The default is 30 days)
3. Select the Search  icon to display uploaded files.

The following is a list of file statuses and descriptions:

| | |
|------------------|---|
| New | New file uploaded, Select Submit or Delete . |
| Accepted | Submission was successful. Select History link to view history, if desired. |
| Errors | Select Errors link, review error messages and make fixes accordingly. |
| Updated | File was updated and may need errors corrected. Then, Re-Submit File. |
| Cancelled | File was cancelled, option to Re-Submit. |

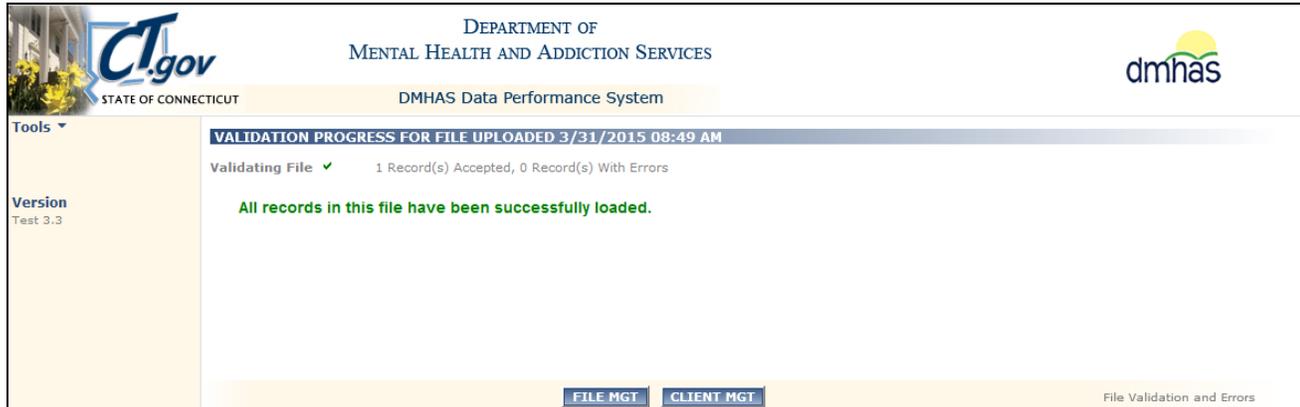
- If all errors have been successfully corrected, the status will display as **Accepted**.

RECORDS SUCCESSFULLY LOADED

1. Once all error corrections have been made and no arrows display, select the **RE-SUBMIT FILE** button.



2. If all corrections are successful, *All records in this file have been successfully loaded...* will display.



3. Select the **FILE MGT** button to go back to File Management to upload another file or to Log out of DDaP.

DDAP PASSWORDS

To CHANGE YOUR PASSWORD ANYTIME, follow the steps below:

1. Click on the **Tools** menu on the **Side bar** on the **DMHAS Suite of Applications** Home page.
2. Select the **Change Password** option. DDaP will display the **Change Your Password** window:



3. Enter your **Current Password** and your **New Password**.
4. Enter your **New Password** again to **Confirm**.
5. Select the **Change Password** button. (Select **Cancel** to close out of the window.)
6. The **Change Password Complete** window will display.



7. Select the **Continue** button. Select [DMHAS Data Performance \(DDaP\)](#) to get into the DDaP application, or [Log out](#) to log out of the application (See 'Logging out' below.)

LOGGING OUT OF THE DMHAS DATA PERFORMANCE SYSTEM

When you are finished working in the DMHAS Data Performance System (DDaP), you must log out to ensure the confidentiality of the client data.

To logout, follow the steps below:

1. Click on the [Home](#) link on the Side Bar.
2. Once back on the DMHAS Suite of Applications screen, select [Log out](#) on the Side Bar.
3. Click on close (X) button on the upper right end of the screen.