



STATE OF CONNECTICUT



DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

SPECIAL PROVIDER ALERT

DDaP NEWSLETTER

Issue #18—November 18 , 2010

It has come to DMHAS' attention that Admission, Updated and Discharged Periodic Assessments are not always being submitted in the correct manner. This applies to agencies submitting electronic files and to agencies directly entering data.

To this end, please be sure that your agency follows the DDaP rules outlined below:

When adding a Periodic Assessment at the time of the 6 month update the **most recent** Periodic Assessment data will display. The system requires you to enter a date for the new assessment. The new assessment date should never be the same as the original Periodic Assessment date. When entering the new assessment date, please be sure to enter the Date the 6 month update was completed. ***Do not enter the original Periodic Assessment date as this will overwrite your original Periodic Assessment.***

When discharging a client, always use the discharge date when completing the "date" field on the discharge periodic assessment. If the client has left the program because of AMA or other reasons where a face to face discharge periodic assessment can not be conducted, please be sure to complete the discharge periodic assessment by gleaning the necessary information from the client's medical record. Again, be sure to use the discharge date when completing the date field in the discharge periodic assessment . The discharge assessment date must match the actual date the client is being discharged. ***Do not enter the original Periodic Assessment Date.***

DMHAS plans to update/adjust the interface and direct data entry edit process to require that the discharge periodic assessment date is equal to the discharge date. This rule will be included in the next DDaP release due out in mid-December.

PLEASE BE SURE YOUR AGENCY MAKES THESE DATA SUBMISSION ADJUSTMENTS /CORRECTIONS IMMEDIATELY.

Still have Questions? Please e-mail Mark McAndrew, EQMI Project Manager, at mark.mcandrew@po.state.ct.us