



STATE OF CONNECTICUT



DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

SPECIAL PROVIDER ALERT- DDaP

November 15 , 2010

It has come to DMHAS' attention that Admission, Updated and Discharged Periodic Assessments are not always being directly data entered and/or submitted through interface in the correct manner. Always have the Admission Date, Update and Discharge Dates correspond with the Periodic Assessment Dates.

To this end, please be sure that the following rules are adhered to:



When adding a Periodic Assessment at the time of the 6 month update, or at Discharge time, the **most recent** Periodic Assessment data will display. When entering the assessment date, enter the Date of the 6 month update and/or the Discharge Date. ***Do not enter the original Periodic Assessment date.***

If **no** Periodic Assessment exists, the **assessment will be blank**. After entering the assessment date, complete the Periodic Assessment screen ***using the most recent data on file.***

This same rule also applies to all other assessments being created that require an assessment date to be entered.

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