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Provider Entry Portal

Understanding the Data Guide

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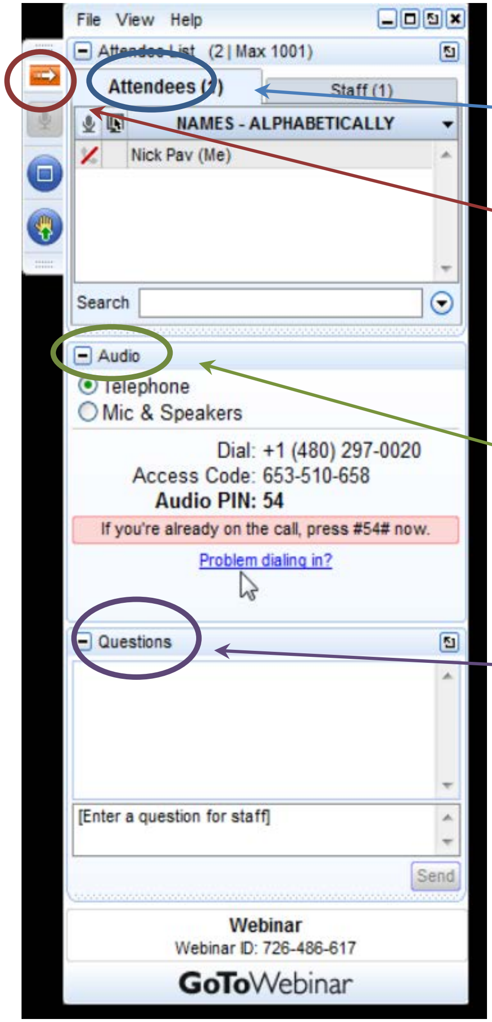
Webinar Controls

- It is always a good idea to close other windows while viewing the webinar.
- Be sure to enter the telephone code, if you haven't already.
- For problems during the webinar, please contact Kira Schneider via email at schnekn@dshs.wa.gov

Webinar Controls



- Attendee List - Displays all the participants in-session
- Grab Tab –Allows you to open/close the Control Panel, mute/unmute your audio (if the organizer has enabled this feature) and raise your hand
- Audio pane – Displays audio format. Click Settings to select telephone devices.
- Questions panel – Allows attendees to submit questions and review answers (if enabled by the organizer). Broadcast messages from the organizer will also appear here.

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Welcome

- This webinar is intended to be a resource when entering data into the Provider Entry Portal
- Webinar Outline
  - Where are we now
  - How to enter data
  - What is next
  - Q&A

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Haven’t submitted your data?

- It’s OK!
- Billing is not tied to data submission!
- We understand you have questions and are working to get to each one resolved.

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Transitioning out of TARGET

- If you are using TARGET to enter SUD data for AI/AN you need to discharge by selecting Transitioning to PEP
- TARGET will still be available for Tribes
- If you still need TARGET for other programs you will still have access for those programs such as Problem Gambling, Safe Babies/Safe Moms
- TARGET entry for the FFS Program will be officially terminated October 1, 2017

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Understanding the Data Guide

- Data Guide, Version 2.1
- New Behavioral Healthcare Model
- Behavioral Health Data System
  - TARGET
  - MH-CIS

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Terminology translations

- MCO's/BHOs/ASOs = Agency, Providers
- BHO ID = Agency Number
- Native Transactions = refers to any data submission to the Behavioral Health Data System
- Assessment/Intake are used interchangeably
- Cascade Merge/Cascade Delete

Understanding the Data Guide

Transaction Definitions

- Summary of Transactions: gives you a high level view of when certain transactions are required

Data Element Definitions

- Explains each element and the accepted values and any additional rules

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Appendix

The two appendix items to note are:

- Appendix B (pg139): Error codes for reference
- Appendix F (pg156): Primary language list
  - AI/AN languages: some are listed, for others not listed use code “nai” = North American Indian

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UNDERSTANDING THE TRANSACTIONS

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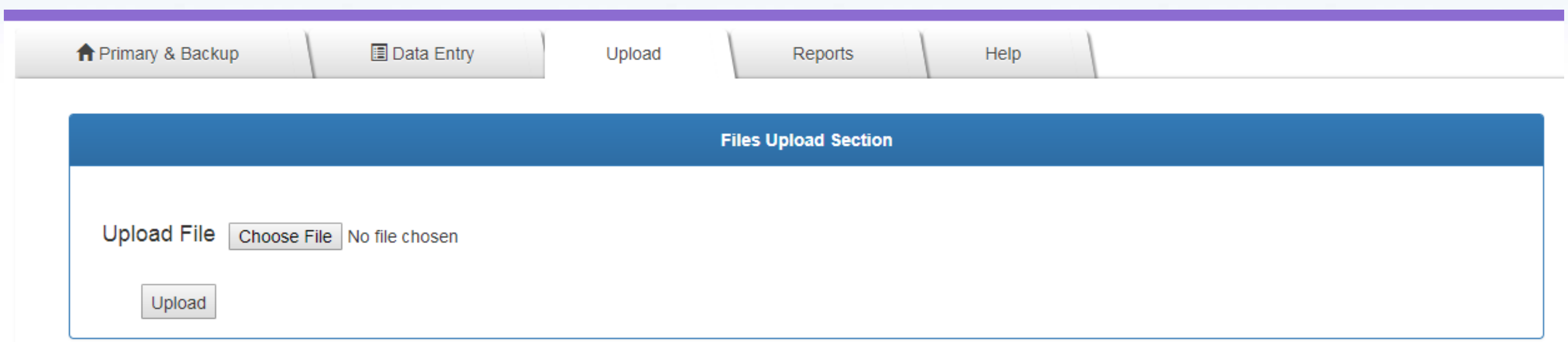
Transaction Overview

- Ways to submit transactions
  - Online – through direct entry or
  - Batch – submitting excel batch files
- Transaction Numbers:
  - Only need if you plan to submit batch
- BHO ID = Agency Number:
  - Only need if you submit batch
  - For on screen entry,

Batch Upload

- The batch upload feature is still being tested
- This is the process, once it goes live:
  - 1) you select upload for the agency



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Batch Upload - continued

2) You select your file in the correct format

Sample batch format is posted on the website, and sample transactions are in the data guide

```
000.01   123456   02416    20170720
131.03   123456   000000010
130.03   123456   123456   000000010
020.07   A        123456   000000010
022.02   C        123456   000000010
035.09   A        123456   000000010
060.05   A        123456   000000010
121.04   A        123456   000000010
030.02   A        123456   000000010
170.05   C        123456   000000010
160.04   A        123456   000000010
162.04   C        123456   15501    20140223
```

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Key fields

These are fields the providers assign/create:

- Make sure that each record is agency unique
- Create one for each transaction
- Suggestions:
  - Use a key field from your EHR/EMR such as Service Episode Key or Profile Record Key

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Client Demographics

- Needs to be the first or concurrent transaction entered
- If you already have a client record, you do not need to submit it again unless it changes
- Recommendation is to get all of your clients established first

Client Address

- Note: Clients who are homeless or do not have an address
  - Report elements available or closest proximity
  - Do not report provider agency
  - At a minimum report county & city

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Client Profile

- Submit every 90 days or if values change
- Profile Key Suggestion:
  - ClientID+Profile EffectiveDate

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Authorization

- Authorization is not applicable for the AI/AN FFS program

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Service Episode

Service episode is the whole time span that a client is served by the provider

- Every client will need a service episode, which starts when they begin service, to when they are discharged
- SE Key Suggestion: Client ID + SE Start Date

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Program ID/Program Enrollment

- Tracks the different programs or services a client receives
- If a program or service is not listed in data guide, you do not need to report it
- Program ID Key Suggestion: ClientID + ProgramStart + ProgramID

Co-occurring Disorder

- Required by statute that clients take the GAIN Short Screen Assessment
- Tracks a client's GAIN Score
- Submit when client is first assessed and each time they are reassessed

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ASAM

- Tracks medical necessity of the client's SUD concern
- Record the ASAM diagnosis that the clinician assessed, not what the client decides to accept.

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Designated Mental Health Professional and Involuntary Treatment Act

- This transaction does not apply to the AI/AN Fee-for-Service Program.
- This is a function fulfilled by the BHO by providers under the BHO Contract.

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Substance Use Identification

- List three substances put in the order of drug of choice
- For tracking purposes, the drug of choice is the same as what was identified at assessment and discharge

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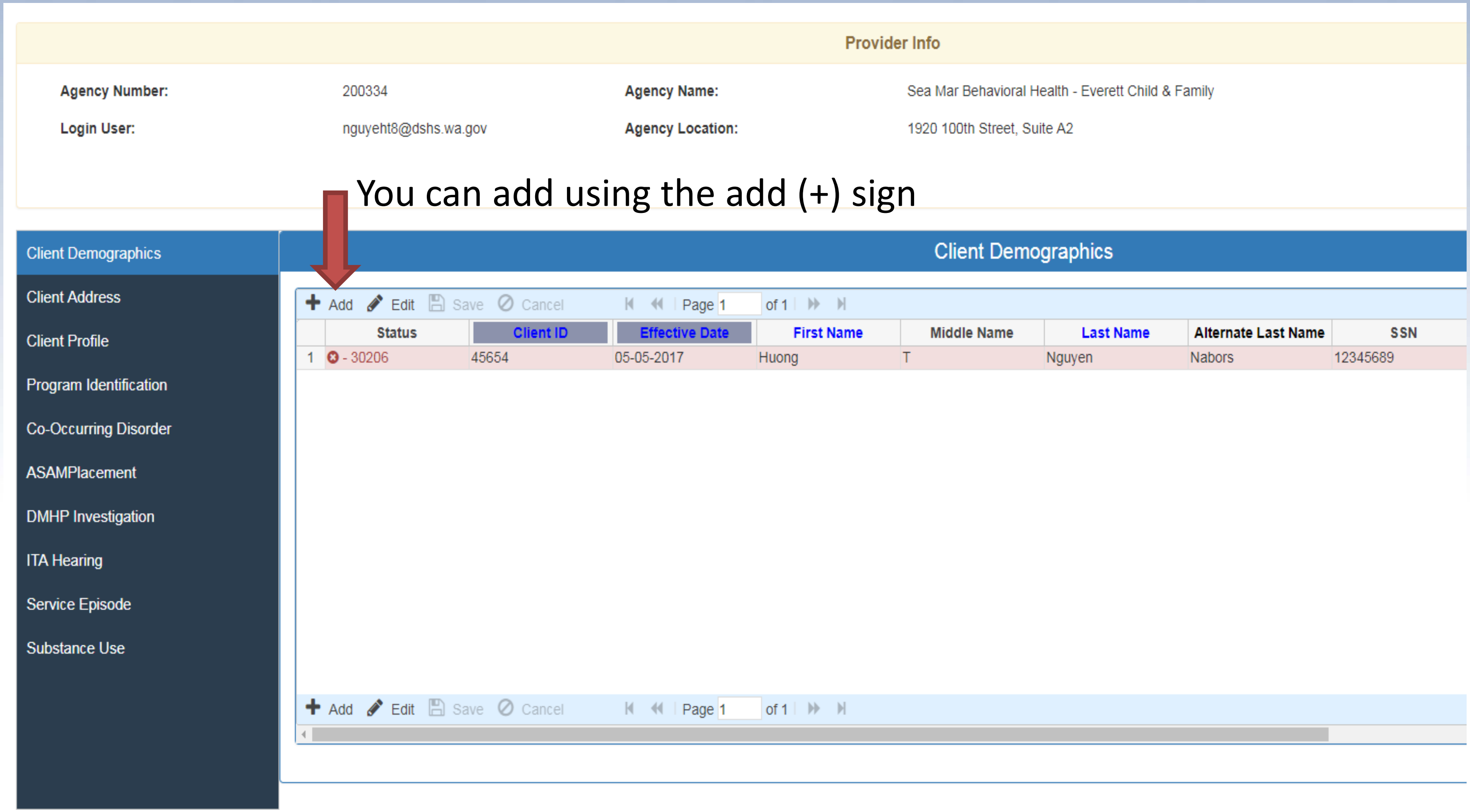
How do I Add?

You can add using the add (+) sign



How do I Edit?

- First select a row – it will be yellow when selected – Click edit

Edit button

Add Edit Save Cancel Page 1 of 1

	Status	Client ID	Provider NPI	ASAM Record Key	Assessment Date	ASAM Level Cd
1	- Not Validated	879	51568789	456	09-01-2017	Level 3.2-D

- After you click edit, your record will have boxes

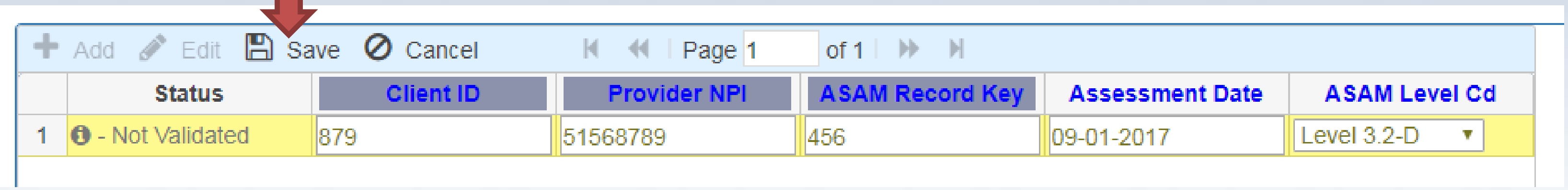
Add Edit Save Cancel Page 1 of 1

	Status	Client ID	Provider NPI	ASAM Record Key	Assessment Date	ASAM Level Cd
1	- Not Validated	879	51568789	456	09-01-2017	Level 3.2-D

How do I Save?

- After you have edited the boxes click

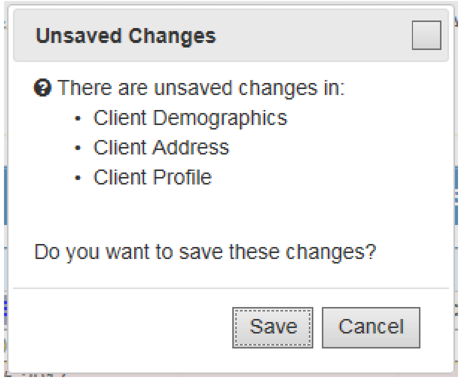
Save button



- To save you can also use the keyboard enter button

How to use the validate button?

- When do you use the validate?
  - When you've saved your records and want to check your data.
- We've added functionality that saves any unsaved data when you click validate



Validating

- Green = No issues with the record
- Red/Pink = there is an error
- White = has not been validated
- Yellow = selected record

1	Accepted	789	1821205808	7894-487987	07-01-2017	Level 2.1
2	30203	5468	6465465468	4568	09-01-2017	Level 2.5
3	30203	7895	5646876	564875	09-24-2017	Level 2.5

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Submitting

- When you are submitting all your data will disappear.
- Only record that are “Accepted” will be submitted, error records will remain on the screen
- We are working on 2 functions for submit!
  - 1) You will have report that lists all the records you have submitted
  - 2) Search for a record

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Still To Come

- New features to come
  - New alerts, better messages, more reports
  - Deleting/Merge: These will be additional functions that don't exist
- Reports:
  - Requested: Report to tell when 90 days is approaching
- Provider Locator:
  - This will show clients registered fee-for-service providers by zip code
- There will be additional features, please let us know if there are errors or if there is something you need

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Dates to remember

- July 1, 2017
  - Services provided prior should be entered in TARGET
  - Services on or after July 1, 2017 are to be entered through the Provider Entry Portal
- September 15, 2017
  - Email names of staff who enter data to TARGET
- October 1, 2017
  - TARGET submission for FFS terminated

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???Questions???

- If you have questions that did not get answered by this webinar, we will send out a FAQ that answers each of your questions.
- You can also submit your questions to FFSQuestions@dshs.wa.gov.