

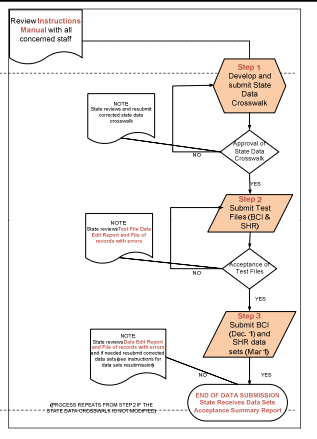
Lessons Learned: Mental Health Client Level State Data Crosswalk Review and File Submission

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Presented at the SAMHSA CMHS WSDSG Meeting
January 19-21, 2012

CLD Review Process

Submission of MH
CLD data involves
a set of sequential
steps



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Current Status of 2011 CLD Reporting

- ▶ 24 States have submitted their State Data Crosswalk (out of 26 States* that initially expressed an interest in participating in 2011 reporting)
- ▶ Crosswalk: States revising Crosswalk prior to submitting Test Files
 - ▶ California, Florida, Illinois, Ohio
- ▶ Test Files Being Revised prior to Production File
 - ▶ Arizona, Montana, North Dakota, West Virginia, Wisconsin
- ▶ Production BCI file submission:
 - ▶ **8 States have Complete BCI Production Files – BCI Complete!**
 - ▶ Arkansas, Indiana, Kentucky, Louisiana, Missouri, Oklahoma, South Carolina, Texas
 - ▶ Two states (Nevada and Washington) are revising their BCI production files
 - ▶ 5 states are preparing Production (BCI) files
 - ▶ Colorado, Kansas, Rhode Island, Utah, Wyoming

* Idaho and Vermont delayed their participation to December 2012

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Review of the Crosswalk ...

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Possible Review Actions

Review of the crosswalk may result in any of the following:

- ▶ Submission of test files
- ▶ Submission of test files with revised crosswalk
- ▶ Corrective action/Resubmission of crosswalk
- ▶ Response to follow-up questions and clarifications
- ▶ Request for a conference call

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Resources in Completing the Crosswalk

- ▶ Helpful Tips issued by NRI in November 2011
- ▶ New Guidance issued by NRI in December 2011
- ▶ Send an e-mail to CLDTA account: cldta@nri-inc.org
- ▶ Instruction Manual (latest version is dated October 6, 2011) available at:
http://www.nri-inc.org/projects/SDICCC/urs_forms.cfm

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Part 2 Contextual Information:

State Data Crosswalk has 2 parts:

- 1. Contextual information
- 2. Data mapping

Please complete both parts. Do not attach a copy of the State Data Dictionary or State Policy in lieu of completing the contextual information.

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Concise Contextual Information on admission and discharges – Example

“An admission occurs when an enrolled client is first seen face-to-face for a clinical service by a member of the CMHC staff. Information about the client's status while enrolled for services is maintained and controlled by the CMHC. The State does not currently have a mechanism to administratively discharge clients from the database and relies solely on the status of treatment provided by the individual CMHC. Service information is only required for the SED and SPMI populations ... For the purposes of reporting discharge information for CLD clients, the State will utilize service and discharge information, if available, as well as Medicaid claims history.”

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Common Issues in Mapping

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1. Copying the CLD Data Code, Number, and Description into the State Columns

▶ If you are copying any of the CLD data code, number, and description, STOP ... you are not doing it correctly.

▶ Correct Example:

<u>CLD: Gender</u>	<u>State: Sex</u>
1 Male	M Male
2 Female	F Female

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2. Ignoring the header record data fields

The header record data fields, H-01 through H-08, are essential elements of the crosswalk and should be completed.

Particularly:

- ▶ H-07: Specify the code if reporting an optional data element or not
- ▶ H-08: Specify the coding classification that will be used (DSM, ICD-9, or ICD-10)

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3. Interpreting two data elements as exactly the same

▶ Client Treatment Status at the End of the Reporting Period and the SH Discharge Reason are conceptually different

- ▶ Treatment status – has the client been disenrolled from the SMHA (meaning, the client is no longer receiving any services) and for what reason was the person disenrolled?
- ▶ SH Discharge reason – why was the client discharged from the State Hospital? (note: the client may still be enrolled in the SMHA and therefore may not necessarily have a discharge status at the end of the reporting period)

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4. Labeling a Translated Data Element as 'Not Used' or not providing adequate coding information

- ▶ Translated data elements are typically informed by the use of other data elements (proxy variables) available in the State database.
- ▶ For example:
 - New client status is informed by admission and discharge dates.
- ▶ States need to describe how the values of these translated data elements will be derived using the proxy variables.

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Labeling a Translated Data Element Continued

- ▶ Client Treatment Status at the start of the reporting period
 - ▶ EXAMPLE (State using admission and discharge dates): Inadequate explanation
 - "will track admission and discharges"
 - ▶ Adequate explanation
 - New Client - If the client did not have an open admission to a CMHC on 6/30/2010 and did have an open admission to a CMHC during FY2011 and also received a service in FY2011
 - Continuing Client - If the client had an open admission to a CMHC on 6/30/2010 and received a service in FY 2010 and FY 2011

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5. Labeling the CLD Unknown Code as 'Not Used' or not providing adequate information

- ▶ Typical, acceptable labels:
 - ▶ "when null or blank field" – implies that State allows null/blank fields in their database
 - ▶ CLD 'Unknown' = State 'Unknown'
- ▶ Atypical, but acceptable labels if accompanied by an explanation:
 - ▶ "Not Used" - this implies that State does not allow null or blank values in its database (i.e. there will always be a reported value) – should provide this comment
 - ▶ CLD 'Unknown' = State 'Not Collected' – should provide a comment stating this is the standard State code to report null values

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6. Using 'Not Collected' as a label and as a code

- ▶ If a data element is not collected for all population, specify in the comment section as 'Not Collected'
- ▶ If a data element is not collected for a subset of a population, specify in the comment section corresponding to the 'Not Collected' code (98) this subpopulation.
- ▶ Example : Employment Status:
 CLD Not Collected (98)
 "Employment status is collected only for all adults, 18 years and older. This code will be used for all 16 and 17 year old clients."

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7. Reporting of 3 MH Diagnosis in Ranked Order

- ▶ MH Diagnoses 1, 2, 3 do not represent a particular rank order
- ▶ Always use an algorithm in reporting the diagnosis
- ▶ V-codes or no MH diagnosis should be reported as valid MH diagnosis if either one is the only available diagnosis. They should not be mapped to a CLD Unknown code.

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8. Other Mapping Issues:

- ▶ Employment Status:
 - ▶ Reporting of Armed Forces – map to code 01 (Full-time Employment)
 - ▶ Supported Employment – map to code 01 (Full-time Employment), code 02 (Part-time), or code 05 (Employed), whichever is appropriate
- ▶ Residential Status:
 - ▶ Children living in private residence with family/extended family or non relative – map to code 37
 - ▶ If State code is 'private residence' and does not specify the living arrangement – map to code 87 (applicable to both children and adult)

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Reminders:

- ▶ States providing ambulatory services at the State Hospital (5 States) - CAVEAT
 - ▶ Report in the SHR data file only discharges of clients who received inpatient services at the SH
 - ▶ Clients receiving ambulatory services at the State Hospital are still reported in the BCI.

- ▶ One-time Service Event Flag
 - ▶ One time = mapped for one-service or multiple service events received on the same day

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Please ...

- ▶ Use the NRI State Data Crosswalk template. Feel free to add rows as necessary ...

But please do not reformat/recreate the template!

- ▶ When submitting a revised crosswalk, please inform NRI if additional changes were made other than those suggested in the crosswalk review form.
- ▶ Do not forget to include your State name in the filename.

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Review of the test files ...

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Errors in Test Files

- 1. Missing Header Record
 - ▶ What should be done: Each file should have a header record as the first record. Header record should not be submitted as a separate file.
- 2. Service Setting Throughout Reporting Period was reported in incorrect format
 - ▶ What should be done: It is a numeric field should be right justified and filled with zeros. The order of settings is not important.
- 3. Order of SHR episodes per client was reported incorrectly
 - ▶ What should be done: episodes per clients should be reported with discharge sequence number in ascending order.

On a related topic ...

- ▶ Marital Status
 - ▶ We need an edit for this data element ... data are showing 3 years old with a marital status of 'divorced'

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Notes to consider:

- ▶ Due to the fact that BCI and SHR test files may be randomly and independently sampled, many clients in the SHR test file are not included in BCI test file. Those records in the SHR with unmatched client ID in the BCI will not be processed, therefore, no data edits will be run against these records.
- ▶ We suggest that States take this into consideration when generating and submitting the test files. Please review your data extraction procedure to increase matched cases between SHR and BCI test files.
- ▶ It's a fatal error! When submitting your production file, make sure that all reported client IDs in the SHR data file have a match in the BCI data file.

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SHR Data File Preparation ...

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Questions?

▶ Send them to:

cldta@nri-inc.org

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