



# DDaP Services-Only File Functional Requirements

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**Purpose Statement:**

The purpose of this document is to describe the detailed requirements for the Service Only File Submission.



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## Table of Contents

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<b>1</b>	<b>REVISION HISTORY .....</b>	<b>3</b>
<b>2</b>	<b>EXECUTIVE SUMMARY.....</b>	<b>3</b>
2.1	Project Overview.....	3
<b>3</b>	<b><i>SERVICES-ONLY FILE</i> .....</b>	<b>3</b>
3.1	Process Overview .....	3
3.2	<i>Services-Only</i> File Format.....	4
3.3	Detailed Workflow.....	8



## 1 Revision History

Version	Date	Section	Update Description	Requested By	Author
1.0	9/2/2010	n/a	Initiated Functional Requirements document		
2.0	9/20/10		Added ProviderClientID field and extract.	Providers	
3.0	10/15/2010	3.2	Changed Service Code, Start and End Dates, Units and Duration to required and SSN and DOB to conditional.	Mary Bottler	Diane Hebenstreit
4.0	04/12/2012	3.2	Added Date format to dates		

## 2 Executive Summary

### 2.1 Project Overview

The DDaP application shall provide the ability to upload and submit a services-only file. The format of the services-only file is different from the DDaP Standard Format, only requiring data items that identify an admission along with detailed service information.

## 3 Services-Only File

### 3.1 Process Overview

The services-only file shall enable users to upload a file to DMHAS containing service information only, along with several data items used to identify the associated admission. The admission information supplied must correspond to an existing admission in the DDAP database, created via the DDaP Standard File Format upload and submit process, or via the online data entry process.

Services-only records containing admission information not matching an existing admission in the DDAP database shall be rejected. The error correction process shall allow non-matching admission information to be corrected, along with errors associated with service data items.

Providers will upload and submit *services-only* files through the existing File Management process in DDaP. The process of correcting errors and re-submitting shall be very similar to the process used for DDAP Standard files, allowing for the correction of all data items in the file.

Records that are accepted (no errors) shall add and update service information in the corresponding admissions in the DDAP database.



The Mass Correction process shall be available for the admission identification data items only.

### 3.2 Services-Only File Format

#### DDaP Services-Only File Format:

#	Data Element	Description	Data Type	Required?	Conditional Requirements	Allowable Values
1	Provider ID	DMHAS provided Provider ID	Numeric	Y		Provider ID
2	Provider Record ID	Record ID in the Provider's system	Alpha-numeric	N		Any Alpha-numeric value
3	Provider Client ID (Client)	Provider's unique identifier for the client	Alpha-numeric	N		Any Alpha-numeric value
4	SSN (Client)	Client's Social Security Number	Numeric	Conditional	Must be provided if available	9 digit integer, unique per client. Error: all zeros in any digit group (000-xx-####, ###-00-####, ###-xx-0000), or 666-XX-XXXX, or from 987-65-4320 to 987-65-4329
5	DOB (Client)	Client's Date of Birth	Date (format MM/DD/YYYY)	Conditional	Must be provided if available	Date range: Must be greater than the current date - 120 years. Must be less than current date.
6	Last Name (Client)	Client's Last Name	Alpha	Y		Alpha only, allow hyphens, allow apostrophes, allow spaces, allow periods, cannot be empty or contain only spaces.
7	First Name (Client)	Client's First Name	Alpha	Y		Alpha only, allow hyphens, allow parentheses, allow a space, cannot be empty or contain only spaces.
8	Program ID (Admission)	ID number of Program from DMHAS Contract	Alpha-Numeric	Y		A Program ID for an active program.
9	Admission Date (Admission)	Date on which Client was admitted the program entered in field #35 .	Date (format MM/DD/YYYY)	Y		Date must be greater than date of birth where DOB is not NULL, and greater than or equal to current date - fifty years where DOB is null. It must also be less than or equal to current date.



#	Data Element	Description	Data Type	Required?	Conditional Requirements	Allowable Values
10	Service Code (Services)	The code for a service given to a client.	Alpha-numeric	Y		Any standard HCPCS, CPT or DMHAS-defined non-billable code



11	Service Start Date (Services)	The first date on which a service was given to a client.	Date (format MM/DD/YYYY)	Y		The date value in this field must be greater than or equal to the admission date and less than or equal to the discharge date.
12	Service End Date (Services)	The end date for the specific service	Date (format MM/DD/YYYY)	Y		Minute based services Service End Date must equal the Service Start Date. Daily services Service End Date must be less than or equal to discharge date
13	Service Units (Services)	The number of units of the service	Numeric	Y		An integer between 1 and 100
14	Duration of Service (Services)	The length of time of service, in minutes or days, for a client.	Numeric	Y		For "minute-based" services, numeric values must be greater than five and less than or equal 3600. For "day-based" services, the numeric value must equal to the number of days based on the 'from' and 'to' dates.
15	Clinician Last Name (TCM Services)	The last name of the clinician administering the service to a client.	Alpha	N		Alpha only, allow hyphens, allow apostrophes, cannot be empty or contain only spaces.
16	Clinician First Name (TCM Services)	The first name of the clinician administering the service to a client.	Alpha	N		Alpha only, allow hyphens, cannot be empty or contain only spaces.

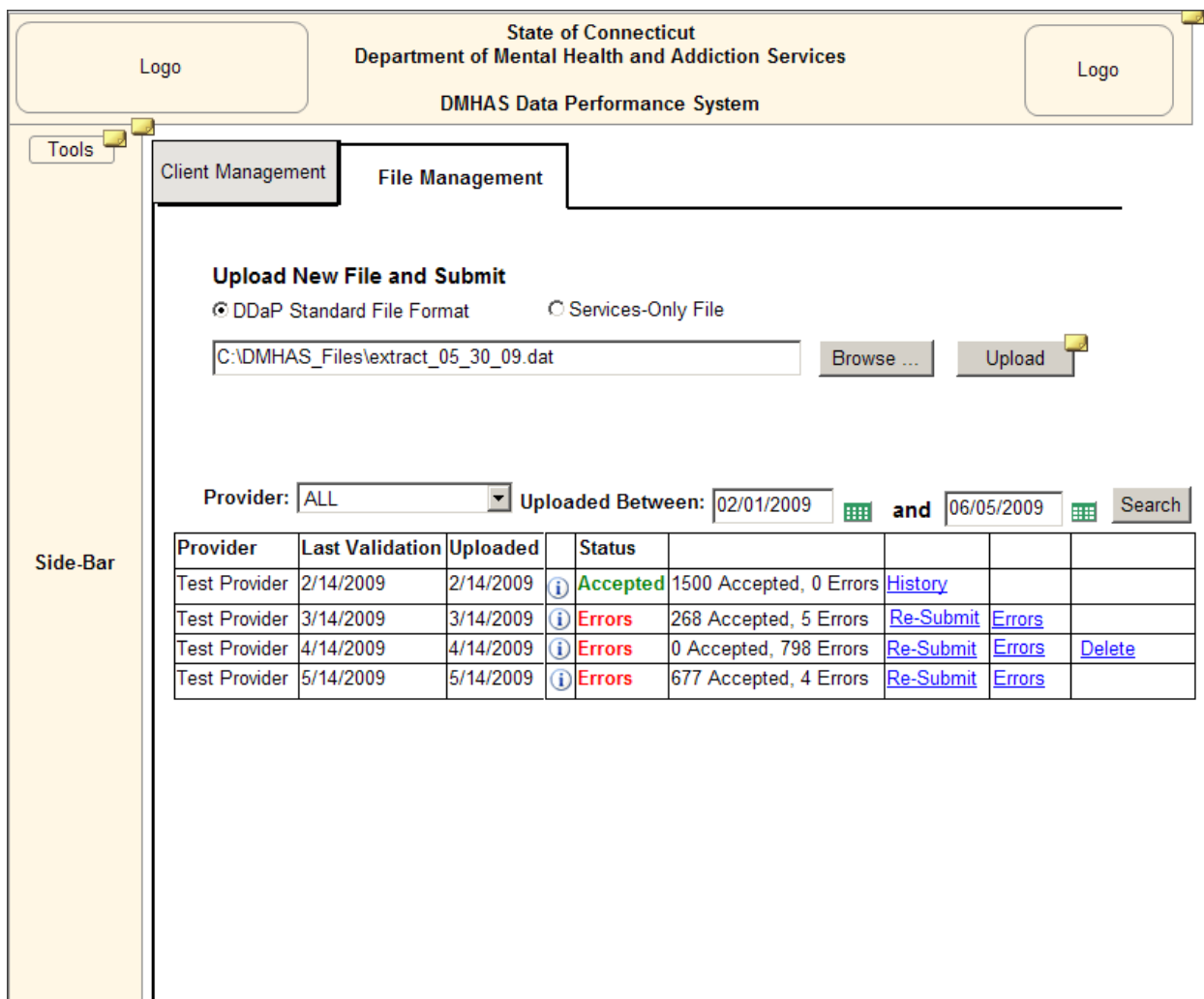


17	Clinician Credentials (TCM Services)	The credentials of the clinician administering a service (education degree, license).	Numeric	N		1- Advanced Practice Registered Nurse (APRN) 2- Licensed Clinical Social Worker (LCSW) 3- Physician/Psychiatrist (MD) 4- Physician's Assistant (PA) 5- Clinical Psychologist (PSY) 96- Other
18	Service Location ID (Services)	The code indicating the location, e.g. office, where a client received a service (used only for Targeted Case Management services).	Alpha-numeric	N		4-Homeless Shelter 9-Prison-Correctional Facility 11-Office 12-Home 14-Group Home 21-Inpatient Hospital 22-Outpatient Hospital 23-Emergency Room - Hospital 31-Skilled Nursing Facility 49-Independent Clinic 51-Inpatient Psychiatric Facility 53-Community Mental Health Center 55-Residential Substance Abuse Treatment Facility 56-Psychiatric Residential Treatment Center 57-Non-residential Substance Abuse Treatment Facility 99-Other Place of Service
19	Diagnosis Code for Procedure (TCM Services)	This is the diagnosis that pertains to the specific TCM service being provided. It is a 5 digit field. This field is only used for Targeted Case Management services.	Alpha-numeric	N		A valid Axis I or II diagnostic code that is effective for the client at the time of service.

### 3.3 Detailed Workflow

A report will be added to DDaP that will allow users to extract Fields 1-9 for both open and discharged admissions. This report can be exported to a .csv or Excel file to be used as a starting point for the “Services-Only” file.

The existing “File Management” screen shall be used to upload and submit services-only files. Either the “DDaP Standard File Format” or “Services-Only” radio button must be selected prior to uploading a file.



**Upload New File and Submit**

DDaP Standard File Format
  Services-Only File

C:\DMHAS\_Files\extract\_05\_30\_09.dat

Provider: 
 Uploaded Between:  and

Provider	Last Validation	Uploaded	Status			
Test Provider	2/14/2009	2/14/2009	<b>Accepted</b>	1500 Accepted, 0 Errors	<a href="#">History</a>	
Test Provider	3/14/2009	3/14/2009	<b>Errors</b>	268 Accepted, 5 Errors	<a href="#">Re-Submit</a> <a href="#">Errors</a>	
Test Provider	4/14/2009	4/14/2009	<b>Errors</b>	0 Accepted, 798 Errors	<a href="#">Re-Submit</a> <a href="#">Errors</a>	<a href="#">Delete</a>
Test Provider	5/14/2009	5/14/2009	<b>Errors</b>	677 Accepted, 4 Errors	<a href="#">Re-Submit</a> <a href="#">Errors</a>	

After uploading a file, it shall appear in the grid of files. Both Standard Format files and Services-Only files shall appear in the grid together. Upon hovering a mouse over the “i” (information) icon, a tooltip shall display that identifies the file as either a “Standard Format File” or “Services-Only” file. It would be preferable to distinguish between the formats directly in the grid, but screen real estate is very limited.





The “Uploaded” date needs to remain in this grid, as that information is displayed on the error correction screens and serves as the unique identifier for each file.

All of the existing logic pertaining to when the links (History, Re-Submit, Errors, and Delete) are shown and hidden in this grid shall apply to the Services-Only file the same as with the Standard Format file.

Upon clicking the “Errors” link for a “Services-Only” file, the existing “File Errors” screen is displayed, of which displays a grid of file records containing errors. This screen shall look exactly like the equivalent screen for the Standard Format File, although have specialized logic behind it for the services-only file.

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DMHAS Data Performance System

Logo

Logo

**Errors in File Uploaded 3/14/2010 11:45 AM**

Rec ID	Provider Label	Patient Name	Admission Date	Program	Status		
Error Record 1	Prov Label 1	John Doe	03/01/2009	Crisis	Errors	<a href="#">Fix</a>	<a href="#">View Errors</a>
Error Record 2	Prov Label 65	Donald Duck	4/14/2009	Crisis	Errors	<a href="#">Fix</a>	<a href="#">View Errors</a>
Error Record 3	Prov Label 301	Mickey Mouse	5/23/2009	Crisis	Updated	<a href="#">Fix</a>	<a href="#">View Errors</a>
Error Record 4	Prov Label 302	Mickey Mouse	5/23/2009	Crisis	Updated	<a href="#">Fix</a>	<a href="#">View Errors</a>

Re-Submit

Error Report

File Submission



Upon clicking the “Fix” hyperlink, for a record in the grid, a new error correction screen specifically for the services-only file, shall display, allowing errors to be corrected.

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Logo

Logo

\* Service End Date - Minute based services Service End Date must equal the Service Start Date.

**Services-Only File Admission Info**

First Name: <input type="text" value="John"/>	Last Name: <input type="text" value="doe"/>
SSN: <input type="text" value="3451234455"/>	DOB: <input type="text" value="4/2/1960"/>
Program: <input type="text" value="L43456993"/>	Admission Date: <input type="text" value="5/1/2010"/>

**Service Information**

Service: <input type="text" value="T116B - Case Management with Collateral"/>	
Start Date: <input type="text" value="5/2/2010"/>	End Date: <input type="text" value="5/3/2010"/>
Duration: <input type="text" value="60"/> Mins	Service Units: <input type="text" value="1"/>

**TCM Information**

First Name: <input type="text"/>	Last Name: <input type="text"/>
Clinician Credentials: <input type="text"/>	Service Location: <input type="text"/>
Diagnosis: <input type="text"/>	

Mass CorrectionClient MgtFile MgtFile ErrorsRe-Submit File

The “Mass Correction” feature will be available in the services-only error correction screen, but will only apply to the First Name, Last Name, SSN, DOB, Program, and Admission Date.

The right and left arrows shall allow navigation forwards and backwards between services-only records with errors.

The “Client Mgt”, “File Mgt”, “File Error”, and “Re-Submit File” buttons will work exactly the same as when working with the DDaP Standard File Format. Each time a file is re-submitted, the records that are accepted (no errors) shall add and update service information in the corresponding admissions, in the DDAP database.