DMHAS EDW REPORTS GUIDE

DMHAS Information Systems Division

February 2015

TABLE OF CONTENTS

ENTERPRISE DATA WAREHOUSE REPORTS

EDW Reports are housed in the Enterprise Data Warehouse.

Reports will display based on user access.

HOW TO ACCESS REPORTS:

To access reports in the Enterprise Data Warehouse, follow the steps below:

1. Boot-up the pc to the Windows desktop screen.
2. For VPN users, make your VPN connection. (Non-VPN users, go to step 3.)
3. Launch Internet Explorer.
4. Enter the DDaP IP address (or select DDaP from your 'Favorites').
5. Hit the **Enter** key.
6. The **Log In** screen will be displayed:

7. Enter the following information in the **Log In** window:

   User Name: Enter your user name.

   Password: Enter your password.

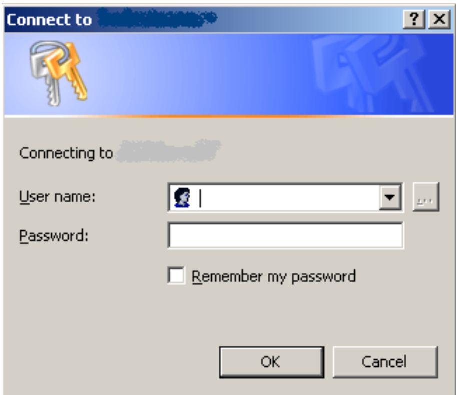
8. Point and click on the **Log In** button.

Need your DDaP password reset? *Please contact the Help desk:*

Email: DMHAS.Info@ct.gov or **Phone**: 860-262-5058.

9. Select the **DMHAS Data Warehouse** link on the **Provider Suite of Applications** screen.

10. A connection window will display:



11. Type the domain (exec), '\' and your User name. (The backslash (\) is above the Enter button.)

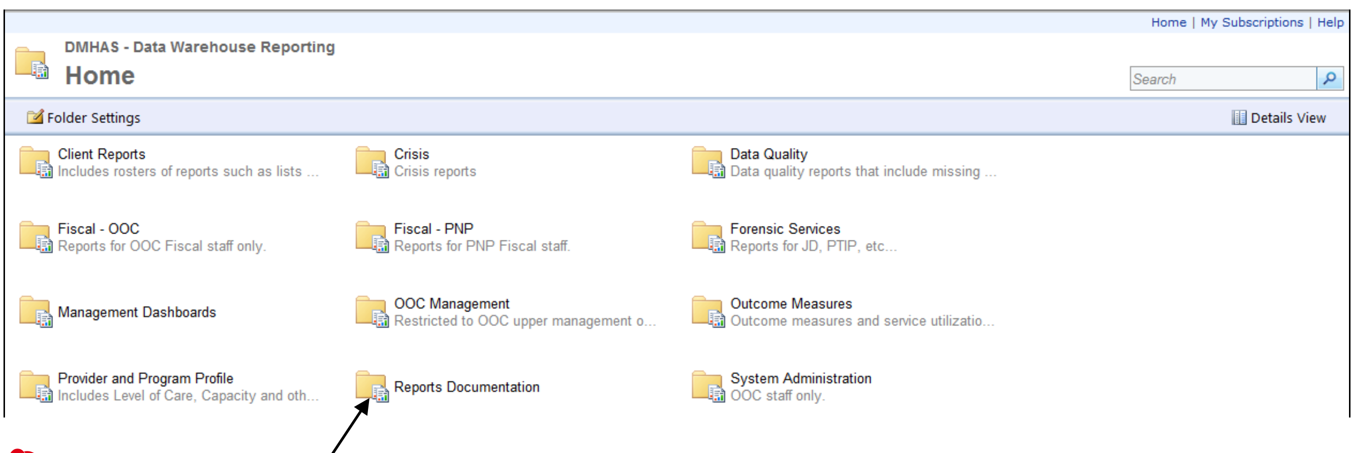
12. Type your password.

- I*f you are a new reports user or need your password reset or have any questions regarding your logon to the data warehouse, please contact the Help desk*: **DMHAS.Info@ct.gov** or 860-262-5058.

13. Select the **OK** button. (The **Cancel** button wil close the window.) ***Note:*** *There may be a short wait until folders display.*

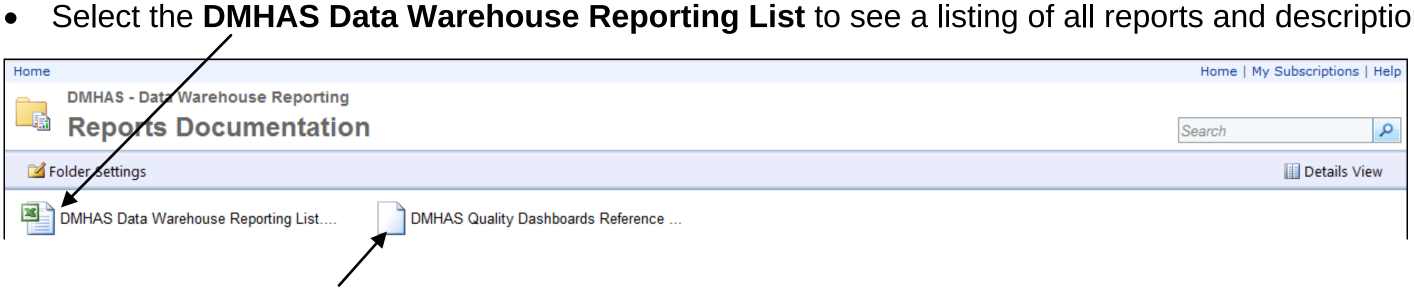
14. The **DMHAS - Data Warehouse Reporting** screen will display with the reports folders.

15. Select the desired **report folder** to display the reports in that folder.



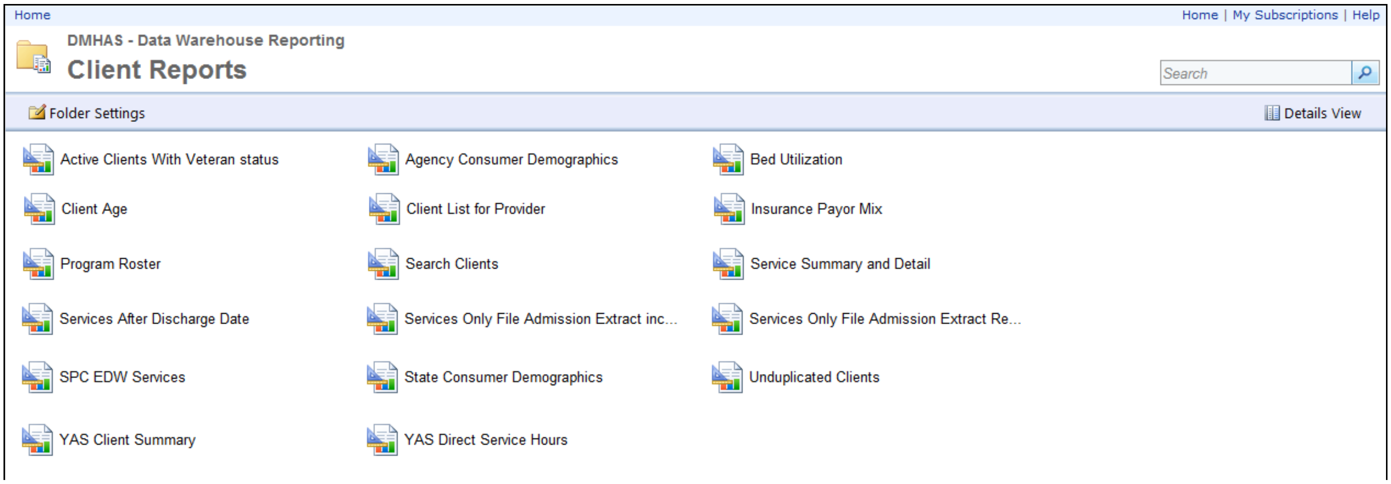
Select the **<u>Reports Documentation</u>** folder for Reports Documentation.

- Select the **DMHAS Data Warehouse Reporting List** to see a listing of all reports and descriptions.

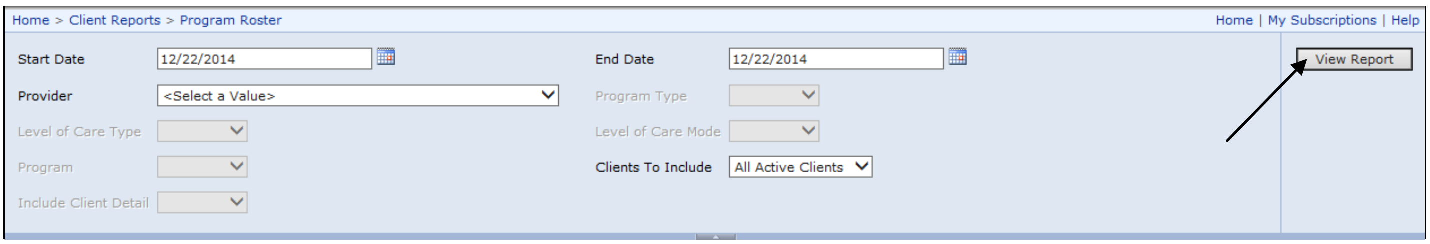


- Select the **DMHAS Quality Dashboard Reference Guide** to see a description of all of the Quality Report metrics and the reports that are used to confirm the counts and percentages.

16. Once the desired report folder is selected, the reports in that folder will display.



17. The report selection criteria will display based on the report that is selected.



18. Complete the fields and select the View Report [View Report] button to view the report details.

Because data refresh is done after the end of the business day, the data in the reporting environment will be <u>one-day behind</u> the source systems.

DMHAS EDW REPORTS QUICK REFERENCE GUIDE

REPORT FOLDER	REPORT NAME	DESCRIPTION
Client Look Up		*Please note that data in reports is one day old.*
Client Reports	**Program Roster**	Unduplicated list of clients by facility, program(s) and level of care, within a defined date range, *with the ability to drill down to **individual client admission and assessment details.***
	Search Clients	Allows the user to search, by SSN or name, for a given client at a facility(s) and program(s) and view admission and assessment details.
Clients Served		
Client Reports	**Unduplicated Clients**	A list of unduplicated clients by provider and program within a program type, level of care type and level of care mode for given date range.
Utilization		
Client Reports	**Bed Utilization**	Bed Utilization for Inpatient and Residential Programs funded or run by DMHAS.
Outcome Measures	**Outpatient Utilization**	Assess outpatient utilization by program type, provider, program and funding source.
Assessments Due		
Data Quality	**Periodic Assessment 6-Month Tickler Report**	Shows clients whose program requires the periodic assessment and a periodic assessment has not been entered in six months (date in RED) or no date will be listed if there are no periodic assessments.
	Required Assessments	Required assessment counts (or optional, or both) based on a date range, Program Type, level of care and Provider and Program, and a listing of clients who require the assessment.
Services		
Client Reports	**Service Summary and Detail**	A summary of services for clients at a selected facility by a selected program(s) within a user defined date range. User can select clients admitted, clients discharged or clients with open admissions. Output is sorted by program.
Data Quality	**Monthly Service Data Submission report**	Provides submission data by program within a user defined monthly time period.
Outcome Measures	**CSP RP Service Utilization and Service Location Report**	Expected number of quarterly face to face service hours based on program capacity, total number of face to face service hours delivered, total TCM face to face service hours, and total service hours that were not face to face within the quarter and fiscal year-face to face and rehabilitation.
Provider Program Information		
Provider and Program Profile	**Provider Program Information**	Overview of program type, level of care, funding source for both PNP and SO providers by provider. Specifies if program is designated as a TCM provider, Treatment related, Service required, and date opened and closed.
Program Completion / Discharge		
Outcome Measures	**Program Completion Report**	Groups discharge reasons into two major outcome categories, ‘Program Completion’ and ‘Non-Completion of Program’.
Data Quality	**Data Quality Admissions And Discharges Report**	Provides admission and discharge counts by program within a defined monthly period.

DMHAS QUALITY DASHBOARD REPORT METRICS QUICK REFERENCE GUIDE

The following is a listing of the Provider Quality Report Metrics and the reports that can be run to compare against your Quality Report data.

Quality Report Metrics	DMHAS REPORT
PROVIDER ACTIVITY	
UNIQUE CLIENTS	**Program Roster** in the Client Reports folder. (Select 'Clients to Include' **All Active Clients** and refer to the **Distinct Clients** count.)
ADMITS	**Program Roster i**n the Client Reports folder. (Select 'Clients to Include' **Admits Only** and refer to the **Total Admits** count.)
DISCHARGES	**Program Roster** in the Client Reports folder. (Select 'Clients to Include' **Discharges Only** and refer to the **Total Discharges** count.)
SERVICES HOURS	**Service Summary and Detail** in the Client Reports folder. (Refer to the **Grand Total… Hrs** at the end of the report.)
BED DAYS	Refer to the DMHAS Quality Dashboards Reference Guide explanation for this.
SOC REHAB, IOP and PHP DAYS	**Service Summary and Detail** in the Client Reports folder in the EDW. (Refer to the Grand Total…Days at the end of the report.)
UNIQUE CLIENTS by LEVEL OF CARE	**Program Roster** in the Client Reports folder. (Refer to the **Distinct Client** count for each program / level of care total (#). Select 'All' to view the Total Active count for all programs (Total Unique Clients #)).
CLIENT DEMOGRAPHICS	**Agency Consumer Demographics** in the Client Reports folder. Select 'Provider' for 'Group By' to see totals.
CONSUMER SATISFACTION SURVEY	**Survey Results by Domain** and **Survey Frequencies by Provider and Program** in the Outcome Measures folder.
PROGRAM ACTIVITY	
UNIQUE CLIENTS	**Program Roster** in the Client Reports folder. (Select 'Clients to Include' All Active Clients and refer to the Distinct Clients count.)
ADMITS	**Program Roster** in the Client Reports folder. (Select 'Clients to Include' Admits Only and refer to the Total Admits count.)
DISCHARGES	**Program Roster** in the Client Reports folder in EDW. Select 'Clients to Include' Discharges Only and refer to the Total Discharges count.
SERVICES HOURS	**Service Summary and Detail** in the Client Reports. (Select 'Report Type: Service Details', and 'Population: Client With Services' and refer to the **Program Total.. Hrs** for the total hours *for each program*.)
BED DAYS	Refer to the DMHAS Quality Dashboards Reference Guide explanation for this.
SOC REHAB, IOP and PHP DAYS	**Service Summary and Detail** in the Client Reports folder. (Refer to the **Program Total…Days** for each program.)

DATA SUBMISSION QUALITY	
VALID NOMS DATA	**Valid NOMs Data** in the Data Quality folder
VALID TEDS DATA	**Valid TEDS Data** in the Data Quality folder
ON-TIME PERIODICS 6 MONTH UPDATES	**On-Time Periodic 6 Month Updates** in the **Data Quality** folder. Select the 'plus' + mark next to the program to view clients who have had an Update Periodic Assessment. (Refer to the **Periodic Assessment 6-Month Tickler Report** in the **Data Quality** folder in EDW to see clients who have not had an Update Periodic Assessment.)
CO-OCCURRING	
MH SCREEN COMPLETE	**Co-occurring - MH Screen Complete** in the Data Quality folder
SA SCREEN COMPLETE	**Co-occurring - SA Screen Complete** in the Data Quality folder
DIAGNOSIS	
AXIS 1 DIAGNOSIS	**Valid Axis I Diagnosis** in the Data Quality folder
AXIS V GAF SCORE	**Valid Axis V GAF Score** in the Data Quality folder
DATA SUBMITTED TO DMHAS BY MONTH	
ADMITS	**Data Quality Admissions** and **Discharges Report** in the Data Quality Report folder
DISCHARGES	**Data Quality Admissions and Discharges Report** in the Quality Report folder
SERVICES HOURS	**Monthly Service Submission Report** in the Data Quality Report folder
DISCHARGES OUTCOMES	
TREATMENT COMPLETED SUCCESSFULLY	**Program Completion Report** in the Outcome Measures folder. Refer to the Program Total for the total number of discharges and the valid discharge reason counts ('Discharged to New Service (Facility Concurs)', or 'Discharge to Another Facility Program' and/or 'Recovery Plan Completed').
FOLLOW-UP WITHIN 30 DAYS OF DISCHARGE	**Follow-Up within 30 Days of Discharge** report in the Data Quality folder
NO RE-ADMIT WITHIN 30 DAYS OF DISCHARGE	**No Re-admit within 30 Days of Discharge** report in the Data Quality folder
Recovery	
National Recovery Measures (NOMs)	**NOMs Values Report** in the Outcome Measures folder. Refer to each measure listed at the bottom of the report.
EMPLOYED	
STABLE LIVING SITUATION	
SELF HELP (SA Programs Only)	
SOCIAL SUPPORT (MH Programs Only)	
NOT ARRESTED	
ABSTINENCE / REDUCED DRUG USE	
IMPROVED / MAINTAINED AXIS V GAF SCORE	**Improved/Maintained Axis V GAF Score** Report in the Data Quality folder

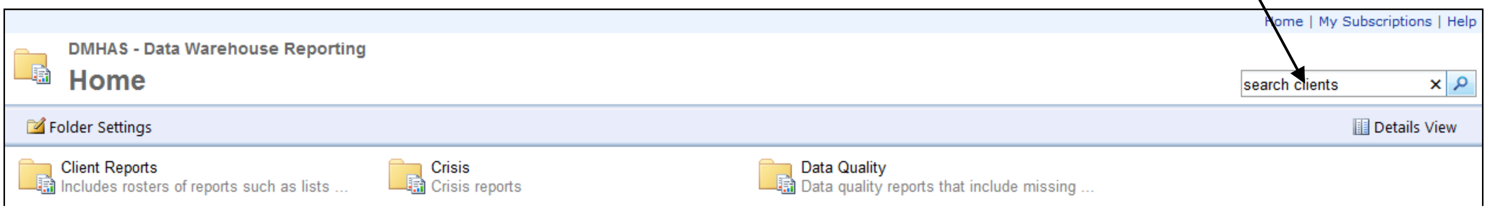
SERVICE UTILIZATION	
CLIENTS RECEIVING SERVICES	**Clients Receiving Services** report in the Data Quality folder
SERVICE ENGAGEMENT	
OUTPATIENT - 2 OR MORE SERVICES WITHIN 30 DAYS	Refer to the DMHAS Quality Dashboards Reference Guide explanation for this.
HOMELESS OUTREACH - AT LEAST 1 SERVICE WITHIN 180 DAYS	Refer to the DMHAS Quality Dashboards Reference Guide explanation for this.
MEDICATION ASSISTED TREATMENT-LENGTH OF STAY OVER 1 YEAR	Refer to the DMHAS Quality Dashboards Reference Guide explanation for this.
UTILIZATION	
BED UTILIZATION	**Bed Utilization** in the Client reports folder. Refer to the ‘Capacity’ number and the ‘Capacity %’ percent.
EVALUATIONS	
CRISIS EVALUATIONS	Refer to the DMHAS Quality Dashboards Reference Guide explanation for the measures listed below.
EVALUATION WITHIN 1.5 HOURS OF REQUEST	
COMMUNITY LOCATION EVALUATION	
FOLLOW-UP SERVICE WITHIN 48 HOURS	
JAIL DIVERSION EVALUATIONS	
FOLLOW-UP SERVICE WITHIN 48 HOURS	Refer to the DMHAS Quality Dashboards Reference Guide explanation for this.

SEARCHING FOR A REPORT

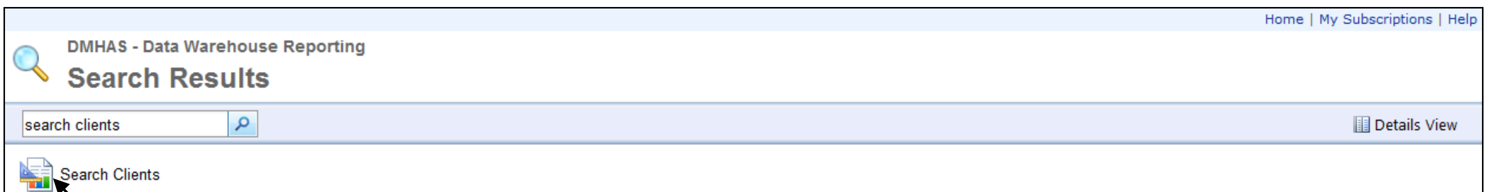
To search for a report:

1. Enter the report name (or partial name) in the **Search** text box at the top of the **Home** screen.

2. Click on the the Search icon  or press the **Enter** button.

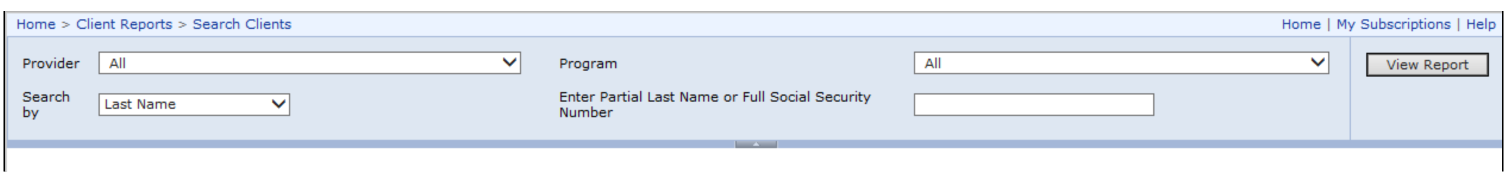


3. The search results will display any reports with that name.



4. Select the desired report.

5. The selection criteria will display for that report.

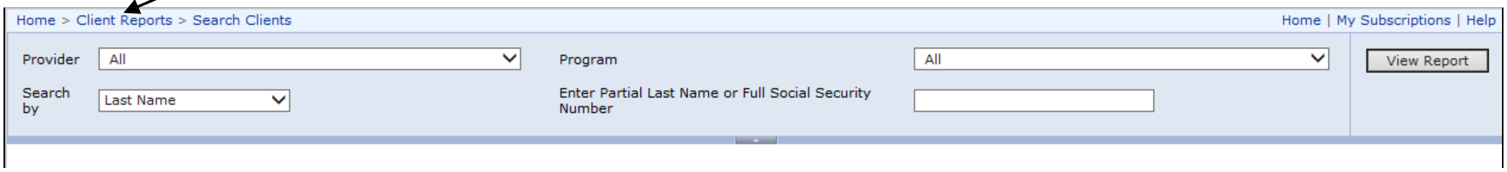


6. Complete the criteria accordingly and select the **View Report** button.

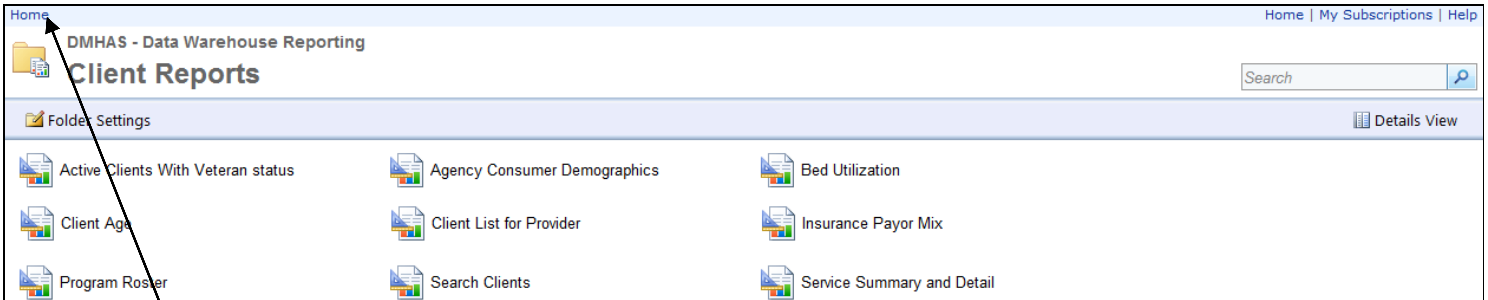
7. The report will display.

NAVIGATING TO REPORTS AND FOLDERS

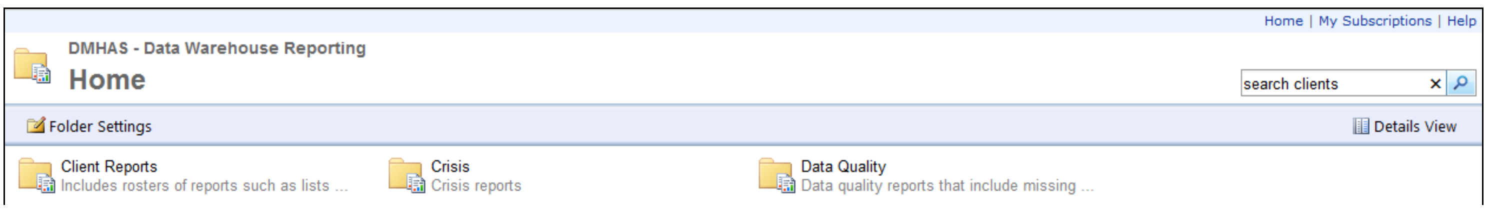
1. To access *another report in the <u>same</u> folder*, select the folder at the top of the page between the 'Home' link and the current report link. (In this example, 'Client Reports'.)



2. The reports listing for that folder will display. Select the desired report.

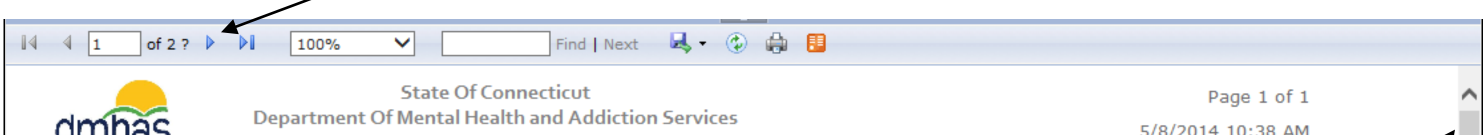


3. Select 'Home' link to go back to the **Home** page to select *<u>another reports folder</u>*, or log out of reports.



PAGE ARROWS

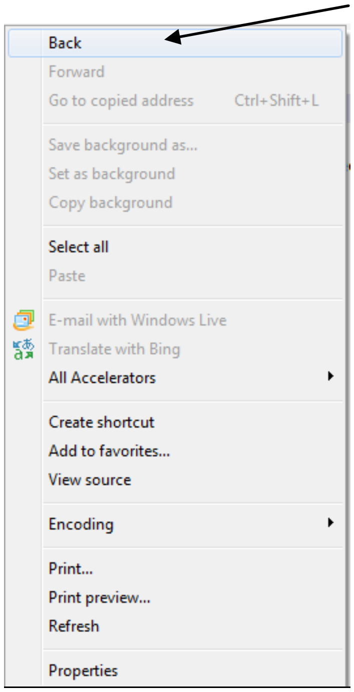
To scroll through pages within a report, click on the **blue** arrows at the top of the report.



1. Select the individual arrow to go from page to page with in the report.
2. Select the arrow with the line *after* it to go to the *end* of the report.
3. Select the arrow with the line *before* it to *go back* to the beginning of the report.
4. Select the scroll bar on the right side of the report to scroll up and down on the page.

BACK BUTTON

If there are no blue arrows in the report, press the **Backspace** key on the keyboard <u>OR</u> 'Right click' on your mouse and choose the **Back** option on the top of the list (see below).



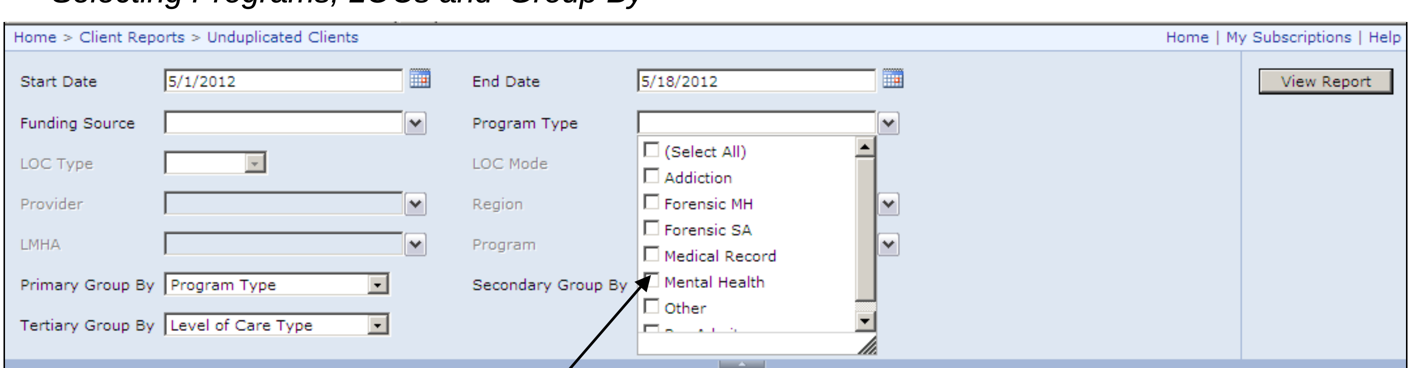
CRITERIA SELECTION AND FILTERING

Each report will have certain selection criteria based on the type of report. There may be dates to enter, drop lists to make data selections and check boxes.

There may be a delay (and white screen) after making selections. This is due to the filtering that may occur after selections are made in order to display the correct data for the report.

Examples:

- *Entering or selecting a Date*
- *Selecting Programs, LOCs and 'Group By'*



CHECK BOXES

Select one box or as many as desired. Choose the (Select All) check box to view all in the list.

ADMISSION & ASSESSMENT DETAILS

1. Click on the **Admissions** or **Assessments** link in the Program Roster report for details.

Provider					1588.3	161	161
⊞ Addiction Program					1588.3	161	161
Last Name	**First Name**	**Admitted**	**Discharged**	**Status**	**Length of Stay**	**Click for Detail**	
Aclient	John	2/27/2014		Open	342	Admissions	Assessments
Abclient	Suzy	9/3/2014		Open	154	Admissions	Assessments
Client	Joe	5/22/2008		Open	2,450	Admissions	

***Note**: If there are no assessments for a client, the field for the assessments link will be blank.*

2. When the **Admissions** link is selected, the **Client Summary** screen will display listing all of the Program Admissions for that client based on the date range selected.

3. Click on the **Detail** link next to the Program Admission for client admission details.

⊞ APT Foundation Inc	Admitted	Discharged	Referral	Discharge Reason	
1 Long Wharf Dr Voc Re 916-270	6/7/2011	-	Mental Health Provider	-	Detail
CTU OP Cocaine 780200	6/6/2011	-	Self	-	Detail

4. When the **Assessments** link is selected, the Assessments details screen will display.

Assessments

⊞ 2/1/2014

⊞ CTU OP

		Question Text	Response Text
Periodic	Admit	Employment Status	Unknown
Periodic	Admit	Highest Grade Completed	9
Periodic	Admit	Persons Dependent on Income	1
Periodic	Admit	Minors Dependent on Income	0
Periodic	Admit	Principal Source Of Support	Public Assistance
Periodic	Admit	Living Situation	Unknown
Periodic	Admit	Number of Days in a Controlled Environment in the last 30 days	5

5. When searching for a client in the **Search Clients** report, the **Click for Detail** link will display next to the **Assessment Type** for details. (see **Assessments** screen above)

Assessments

Assessment Type	Admit Type	Count	
Periodic	Admit	1	Click For Detail
Co-Occurring	Admit	1	Click For Detail
Periodic	Discharge	1	Click For Detail

All assessments that were completed for the client for each program will display in date order.

NO DATA FOUND

If there are no Assessments, Diagnoses or Services data in the report for the client, ‘No …..Found’ messages will display below the Admission information on the **Client Summary** screen.

Diagnoses

No Diagnosis Information Found

Services

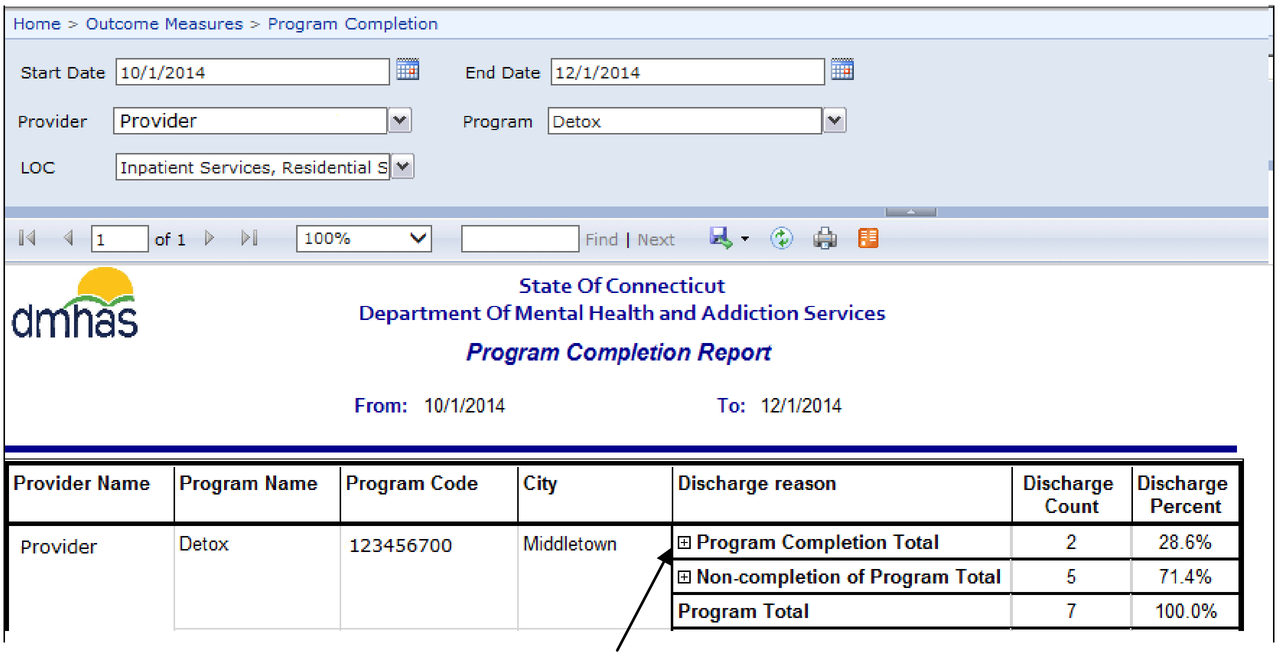
No Services Found

Assessments

No Assessments Found

EXPAND TO VIEW DETAIL

Some reports have a ⊞ ‘plus sign’ to expand details.

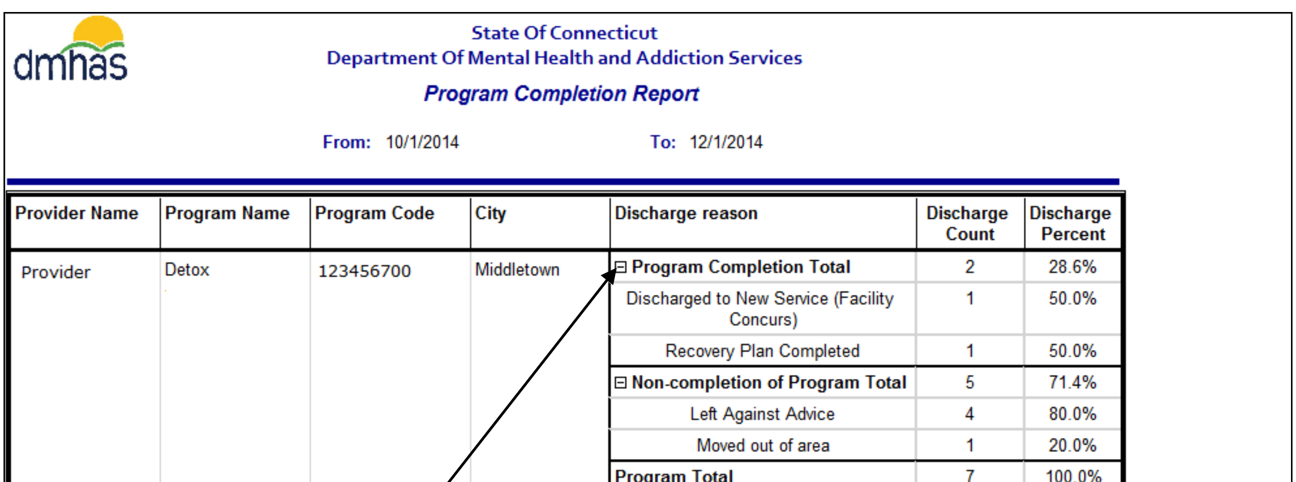


State Of Connecticut
Department Of Mental Health and Addiction Services
Program Completion Report

From: 10/1/2014 To: 12/1/2014

Provider Name	Program Name	Program Code	City	Discharge reason	Discharge Count	Discharge Percent
Provider	Detox	123456700	Middletown	⊞ Program Completion Total	2	28.6%
				⊞ Non-completion of Program Total	5	71.4%
				Program Total	7	100.0%

1. To **expand** a report for detail, select the ⊞ ‘plus sign’. The details will display.



State Of Connecticut
Department Of Mental Health and Addiction Services
Program Completion Report

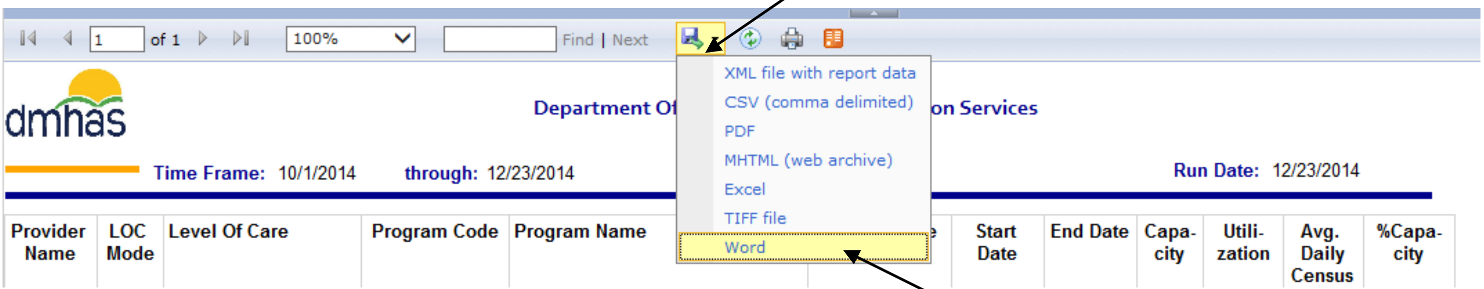
From: 10/1/2014 To: 12/1/2014

Provider Name	Program Name	Program Code	City	Discharge reason	Discharge Count	Discharge Percent
Provider	Detox	123456700	Middletown	⊟ Program Completion Total	2	28.6%
				Discharged to New Service (Facility Concurs)	1	50.0%
				Recovery Plan Completed	1	50.0%
				⊟ Non-completion of Program Total	5	71.4%
				Left Against Advice	4	80.0%
				Moved out of area	1	20.0%
				Program Total	7	100.0%

2. It will become a ⊟ ‘minus sign’. Select the ‘minus sign’ to collapse the detail listing.

EXPORTING A REPORT

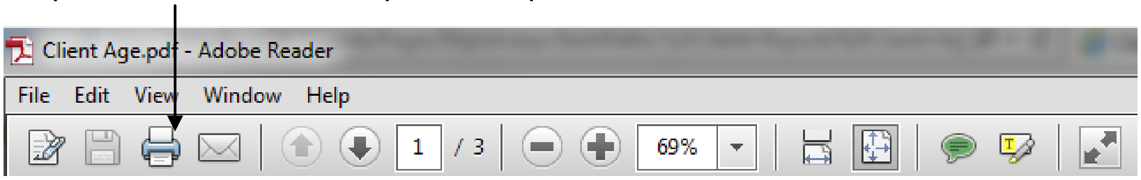
1. Once the desired report displays, select export icon to export to Word, PDF, Excel or CSV.



2. Select the droplist arrow next to the export icon and choose the desired format from the droplist.
3. A message will display at the bottom of the screen asking if you want to **Open** or **Save** the report.
4. If you want to print the report, select the Open option. (See **Printing** instructions below.)

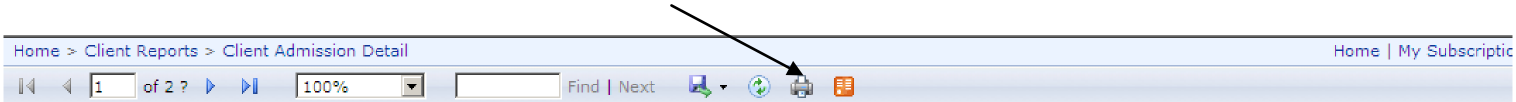
PRINTING A REPORT

1. To print a report that was **exported**, select **File** and **Print** in the menu bar of the report or select the printer icon at the top of the report menu bar.



OR

Select the Printer icon in the menu bar of the report.



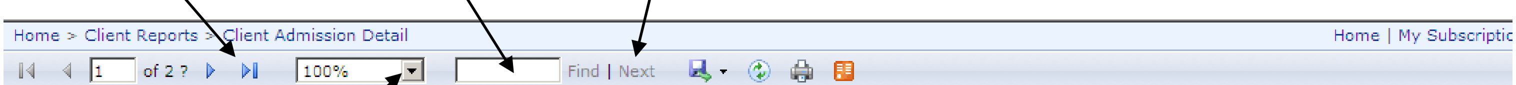
2. Select **OK** to 'Print' the report.

SEARCHING AND NAVIGATING WITHIN A REPORT

1. To **Search** for something in a report, enter the search criteria in **Find** box and select **Next**.

Select to page through report

Enter data and select Find and Next to Search

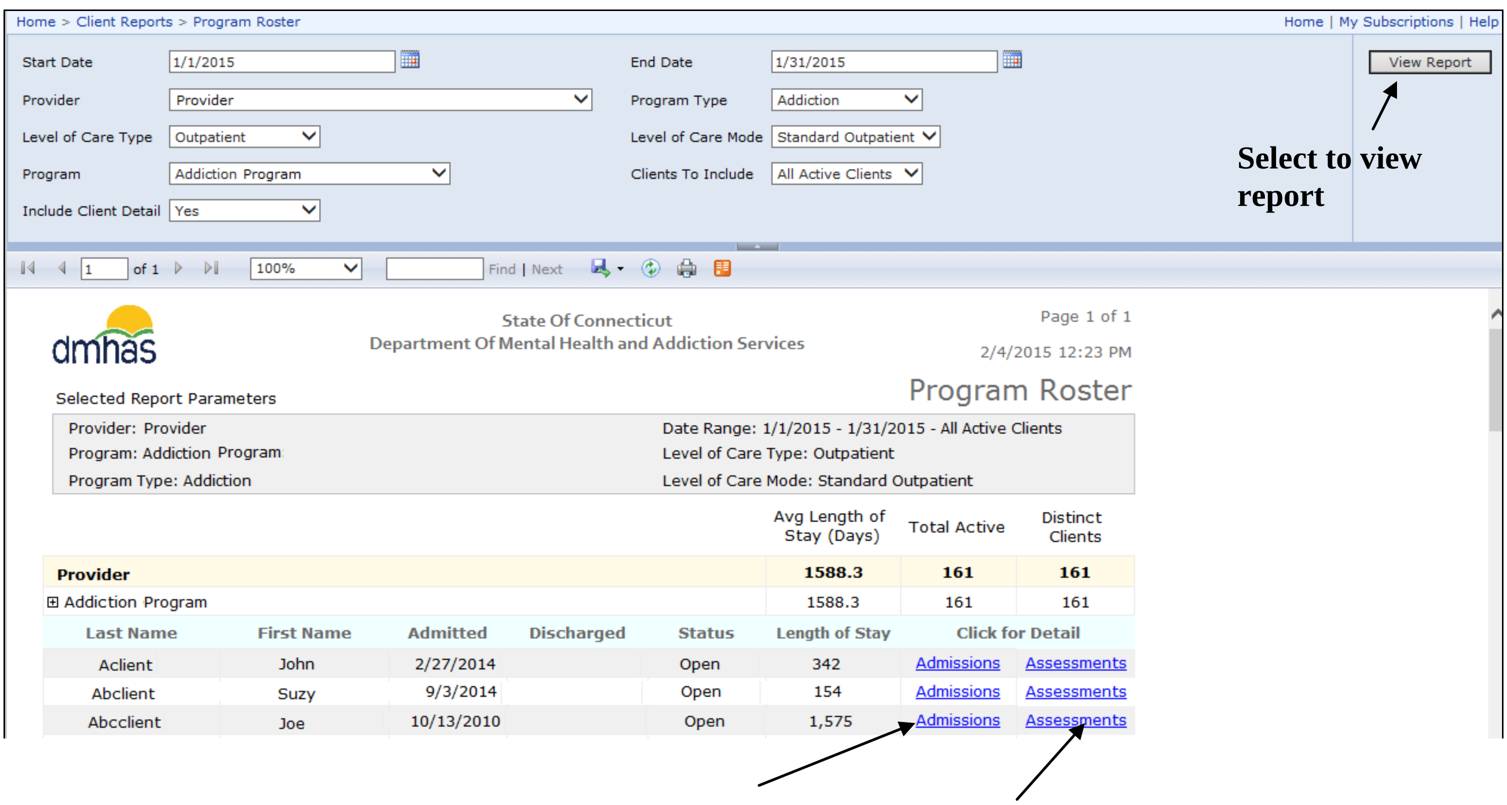


2. Select the percentage drop list to make a report size larger or smaller.
3. Select the **arrows** next to the page numbers to **scroll** through the pages.

CLIENT LOOK-UP REPORTS

PROGRAM ROSTER: This report is in the **Client Reports** folder and generates a listing of clients in a particular Provider and Program for a given period of time. Admission details and any Assessment details can be viewed for an individual client by selecting links within the report.

1. Select the **Client Reports** folder and select the **Program Roster** report.
2. Enter the **Start Date** and **End Date** or select the dates from the calendar.
3. Select a **Provider** from the drop list.
4. Select one or 'All' from the drop lists:
   - **Program Type**
   - **Level of Care Type**
   - **Level of Care Mode**
   - **Program**
5. Select 'Admits Only', 'Discharges Only' or 'All Active Clients' for **Clients To Include**.
6. Select 'Yes' or 'No' for **Include Client Detail**.
7. Select the **View Report** button to display the **Program Roster** report.
8. A listing of clients will display based on the criteria that was entered.



9. Select the **Admissions** link to view client admission details or the **Assessments** link to view client assessment details.

10. If the **Admissions** link is selected, **Client Summary** information will display.

11. Select the **Detail** link to view client admission details for the program.

Home > Client Reports > Client Summary Home |

1 of 1 100% Find | Next

dmhas

State Of Connecticut
Department Of Mental Health and Addiction Services

Page 1 of 1

Client Summary

Suzy Abclient
STREET
Milford, CT
06460

Date of Birth	1/1/1977	Ethnicity	Non-Hispanic
Social Security	010-00-1234	Religion	Other
Gender	Female	Language 1	English
Marital Status	Divorced/Annulled	Language 2	NA

Admissions

⊞ Provider	Admitted	Discharged	Referral	Discharge Reason	
Addiction Program	9/3/2014	-	Self	-	Detail

Diagnoses

Axis	Code	Description	Count
Axis 1	296.53	Bipolar I disorder, Current or most recent episode depressed, Severe	14
Axis 2	V71.09	No Diagnosis-Condition on Axis I or II	7
Axis 5	60	51 - 60 Moderate Symptoms Or Difficulty In Functioning	6

Services

Code	Description	Total	Measure
90862	Drug Management	911	Minutes
90806	Individual Psychotherapy (face to face) - 45-50 minutes	300	Minutes
90805	Individual Psychotherapy (face to face) - with medical evaluation 20-30 minutes	180	Minutes
99213	OP estb. Pt. Expanded focused history/exam low cplx.	240	Minutes
99214	OP estb. Pt.Detailed history/exam moderate cplx.	60	Minutes

Assessments

Assessment Type	Admit Type	Count	
Periodic	Admit	2	Click For Detail
Co-Occurring	Admit	1	Click For Detail

12. The **Client Admission Detail** screen will display.

dmhas

State Of Connecticut
Department Of Mental Health and Addiction Services

Page 1 of 7

Client Admission Detail

Suzy Abclient
STREET
Milford, CT
06460

Date of Birth	1/1/1977	Ethnicity	Non-Hispanic
Social Security	010-00-1234	Religion	Other
Gender	Female	Language 1	English
Marital Status	Divorced/Annulled	Language 2	NA
DDAP ClientID	11111	Provider ClientID	

Provider Provider

Program Addiction Program

Admit Date	Discharge Date	Length of stay	Admit Age	Primary Referral Source	Discharge Reason
9/3/2014	-	154	37	Self	-

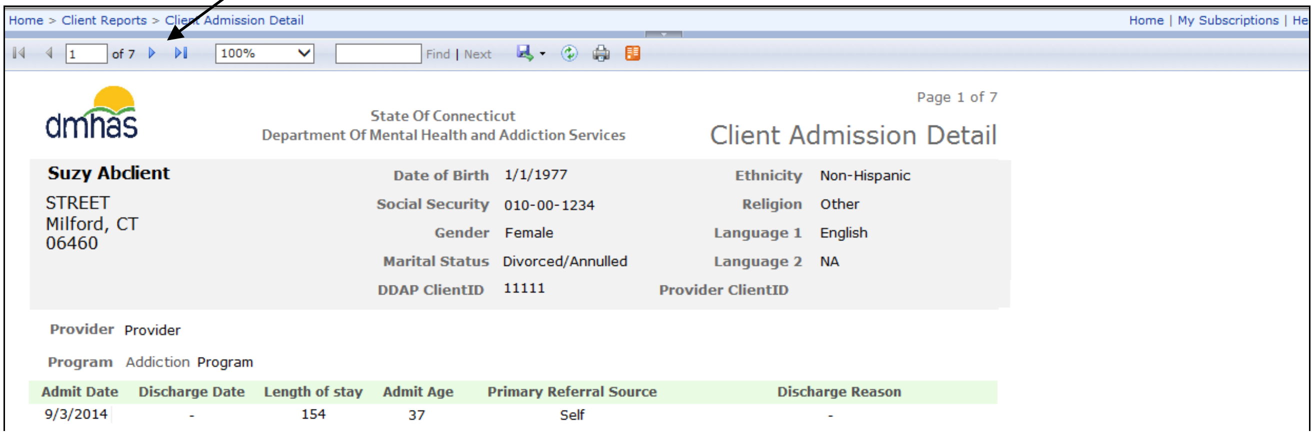
Client Insurance

Insurance Type	Policy Number	Policy Start Date	Policy End Date
Medicaid LIA Husky D	001234567	5/1/2014	

Diagnoses

Diagnosis Date	Type	Axis	Code	Description
⊞ 9/5/2014				
	Update	Axis 1	296.53	Bipolar I disorder, Current or most recent episode depressed, Severe
	Update	Axis 2	V71.09	No Diagnosis-Condition on Axis I or II
	Update	Axis 5	60	51 - 60 Moderate Symptoms Or Difficulty In Functioning

13. Select the **blue** arrows at the top of the screen to go to the next page and view more details.



Page 1 of 7

dmhas

State Of Connecticut
Department Of Mental Health and Addiction Services

Client Admission Detail

Suzy Abclient
STREET
Milford, CT
06460

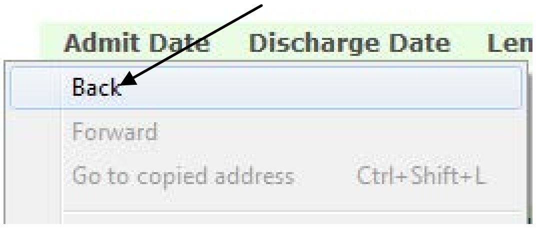
Date of Birth	1/1/1977	Ethnicity	Non-Hispanic
Social Security	010-00-1234	Religion	Other
Gender	Female	Language 1	English
Marital Status	Divorced/Annulled	Language 2	NA
DDAP ClientID	11111	Provider ClientID	

Provider Provider

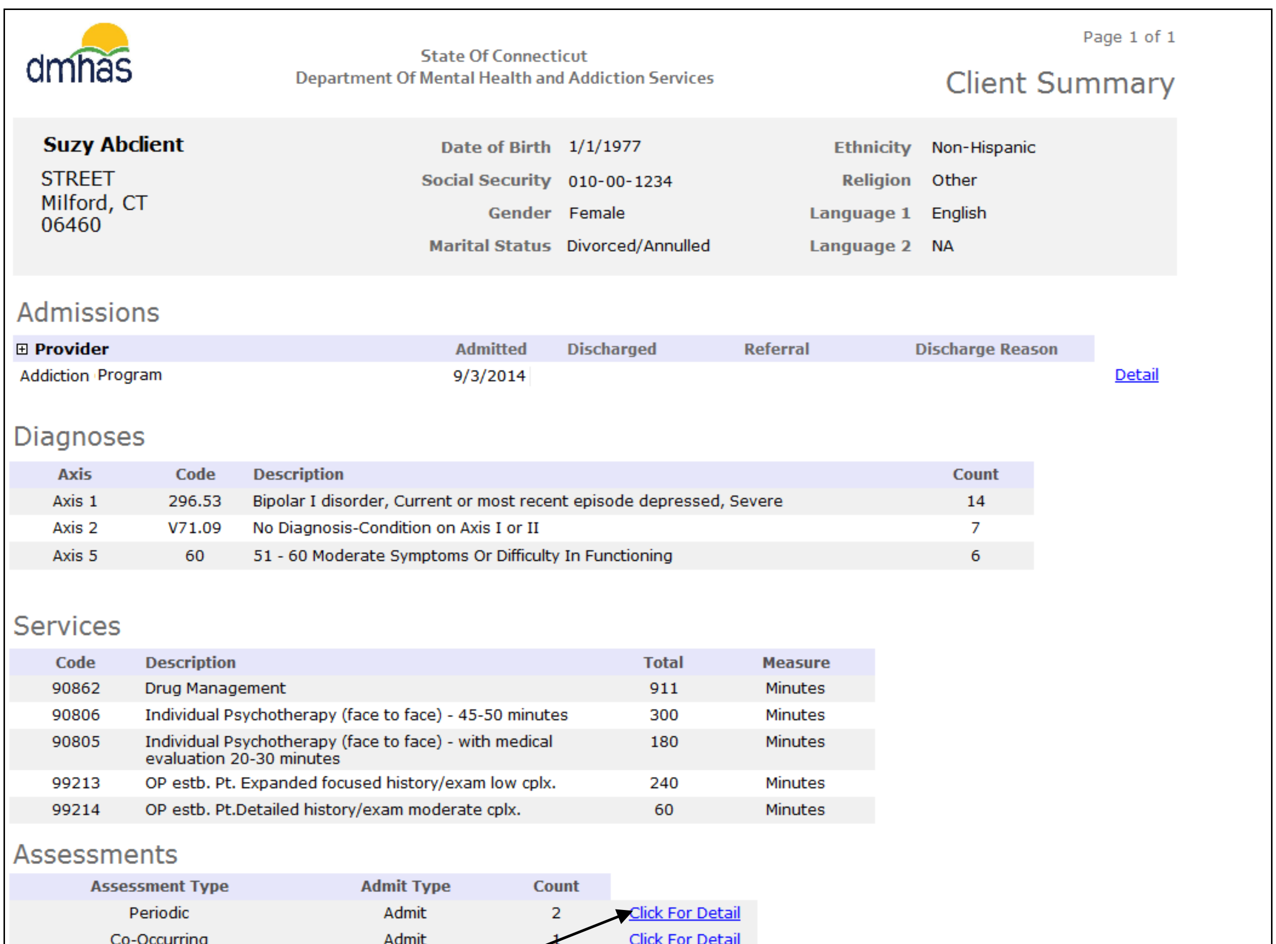
Program Addiction Program

Admit Date	Discharge Date	Length of stay	Admit Age	Primary Referral Source	Discharge Reason
9/3/2014	-	154	37	Self	-

14. 'Right click' on your mouse on page 1 of **Client Admission Detail** and select 'Back' to get back to **Client Summary**.



(**<u>Or</u>** use the **Backspace** key on your keyboard)



Page 1 of 1

dmhas

State Of Connecticut
Department Of Mental Health and Addiction Services

Client Summary

Suzy Abclient
STREET
Milford, CT
06460

Date of Birth	1/1/1977	Ethnicity	Non-Hispanic
Social Security	010-00-1234	Religion	Other
Gender	Female	Language 1	English
Marital Status	Divorced/Annulled	Language 2	NA

Admissions

⊞ Provider	Admitted	Discharged	Referral	Discharge Reason	
Addiction Program	9/3/2014				Detail

Diagnoses

Axis	Code	Description	Count
Axis 1	296.53	Bipolar I disorder, Current or most recent episode depressed, Severe	14
Axis 2	V71.09	No Diagnosis-Condition on Axis I or II	7
Axis 5	60	51 - 60 Moderate Symptoms Or Difficulty In Functioning	6

Services

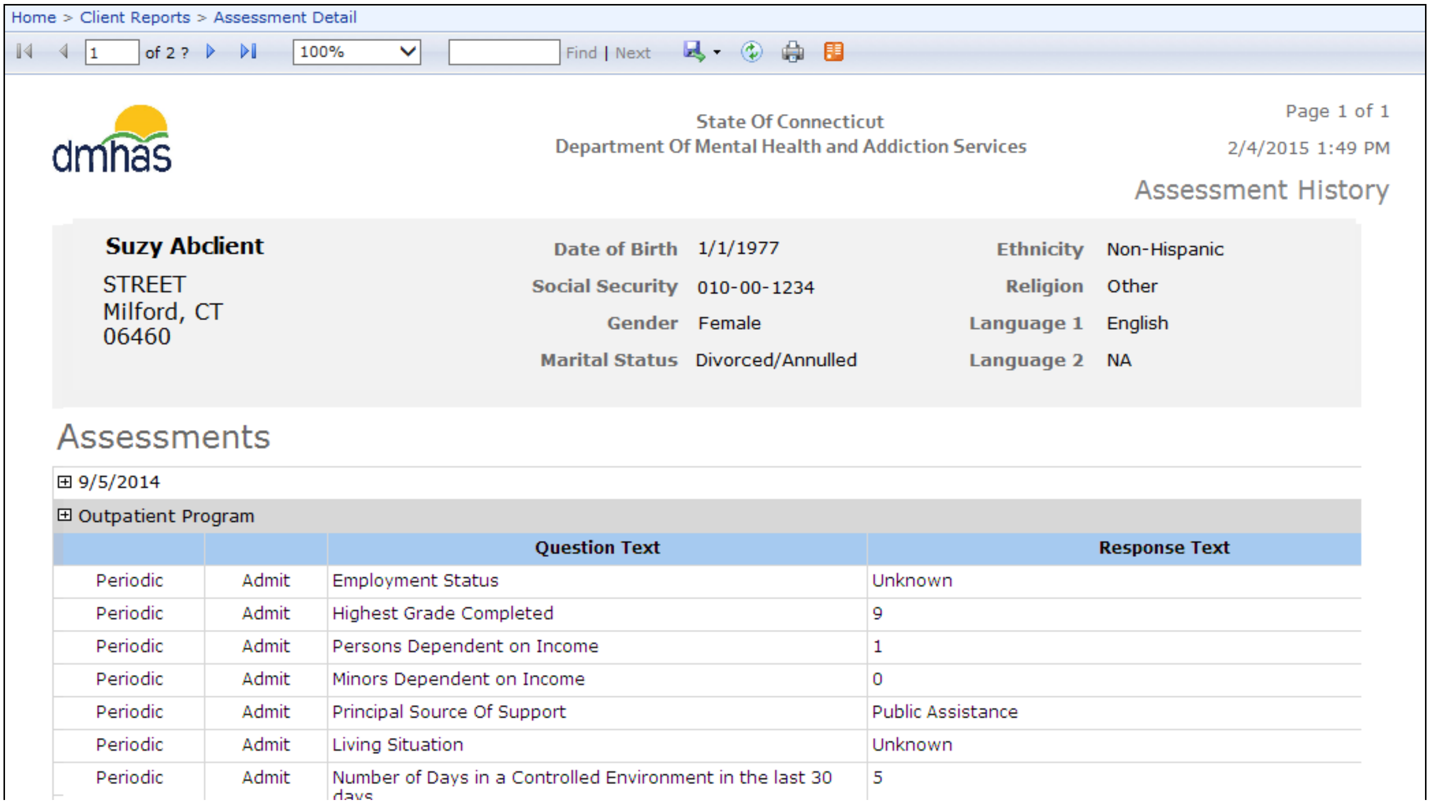
Code	Description	Total	Measure
90862	Drug Management	911	Minutes
90806	Individual Psychotherapy (face to face) - 45-50 minutes	300	Minutes
90805	Individual Psychotherapy (face to face) - with medical evaluation 20-30 minutes	180	Minutes
99213	OP estb. Pt. Expanded focused history/exam low cplx.	240	Minutes
99214	OP estb. Pt.Detailed history/exam moderate cplx.	60	Minutes

Assessments

Assessment Type	Admit Type	Count	
Periodic	Admit	2	Click For Detail
Co-Occurring	Admit	1	Click For Detail

15. Select the **<u>Click For Detail</u>** link next to the desired **Assessment Type** to view details.

16. The **Assessment History** screen will display for the client.


Home > Client Reports > Assessment Detail

1 of 2 ? 100% Find | Next

State Of Connecticut
Department Of Mental Health and Addiction Services

Page 1 of 1
2/4/2015 1:49 PM

Assessment History

Suzy Abclient
STREET
Milford, CT
06460

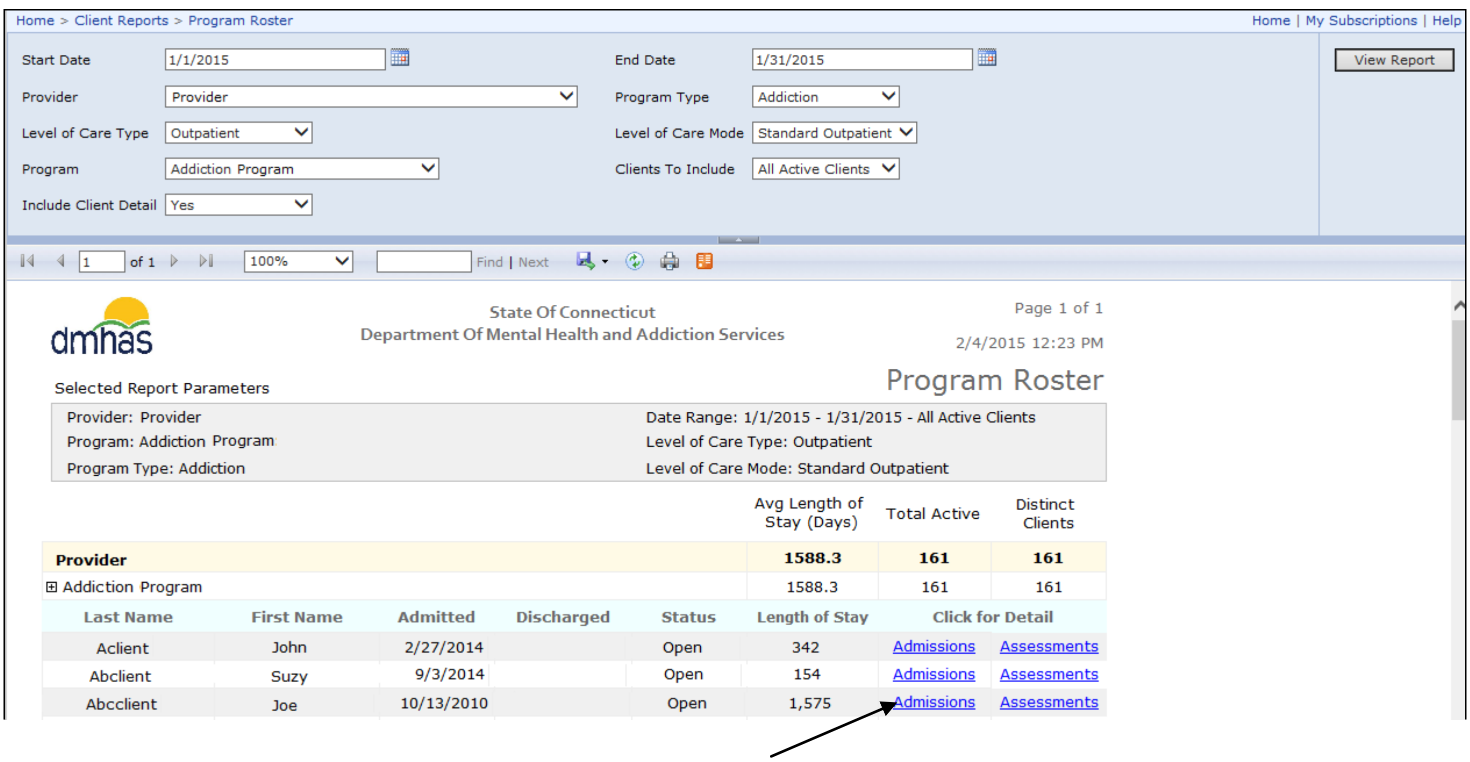
Date of Birth	1/1/1977	Ethnicity	Non-Hispanic
Social Security	010-00-1234	Religion	Other
Gender	Female	Language 1	English
Marital Status	Divorced/Annulled	Language 2	NA

Assessments

⊞ 9/5/2014
⊞ Outpatient Program

		Question Text	Response Text
Periodic	Admit	Employment Status	Unknown
Periodic	Admit	Highest Grade Completed	9
Periodic	Admit	Persons Dependent on Income	1
Periodic	Admit	Minors Dependent on Income	0
Periodic	Admit	Principal Source Of Support	Public Assistance
Periodic	Admit	Living Situation	Unknown
Periodic	Admit	Number of Days in a Controlled Environment in the last 30 days	5

17. To view data for another client, ‘Right click’ on your mouse and select the **Back** button or select the **Backspace** button on your keyboard until the **Program Roster** listing displays.


Home > Client Reports > Program Roster
Home | My Subscriptions | Help

Start Date	1/1/2015	End Date	1/31/2015
Provider	Provider	Program Type	Addiction
Level of Care Type	Outpatient	Level of Care Mode	Standard Outpatient
Program	Addiction Program	Clients To Include	All Active Clients
Include Client Detail	Yes		

View Report

1 of 1 100% Find | Next

State Of Connecticut
Department Of Mental Health and Addiction Services

Page 1 of 1
2/4/2015 12:23 PM

Program Roster

Selected Report Parameters

Provider: Provider	Date Range: 1/1/2015 - 1/31/2015 - All Active Clients
Program: Addiction Program	Level of Care Type: Outpatient
Program Type: Addiction	Level of Care Mode: Standard Outpatient

	Avg Length of Stay (Days)	Total Active	Distinct Clients
Provider	**1588.3**	**161**	**161**
⊞ Addiction Program	1588.3	161	161

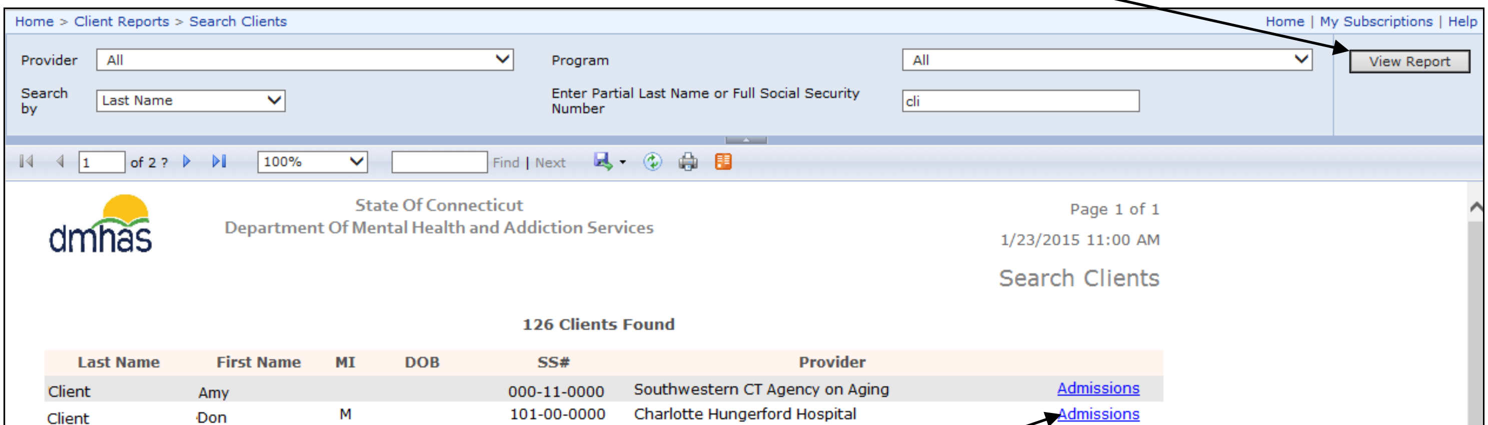
Last Name	First Name	Admitted	Discharged	Status	Length of Stay	Click for Detail	
Aclient	John	2/27/2014		Open	342	Admissions	Assessments
Abclient	Suzy	9/3/2014		Open	154	Admissions	Assessments
Abcclient	Joe	10/13/2010		Open	1,575	Admissions	Assessments

18. Select the **Admissions** link for the desired client to view client admission details.

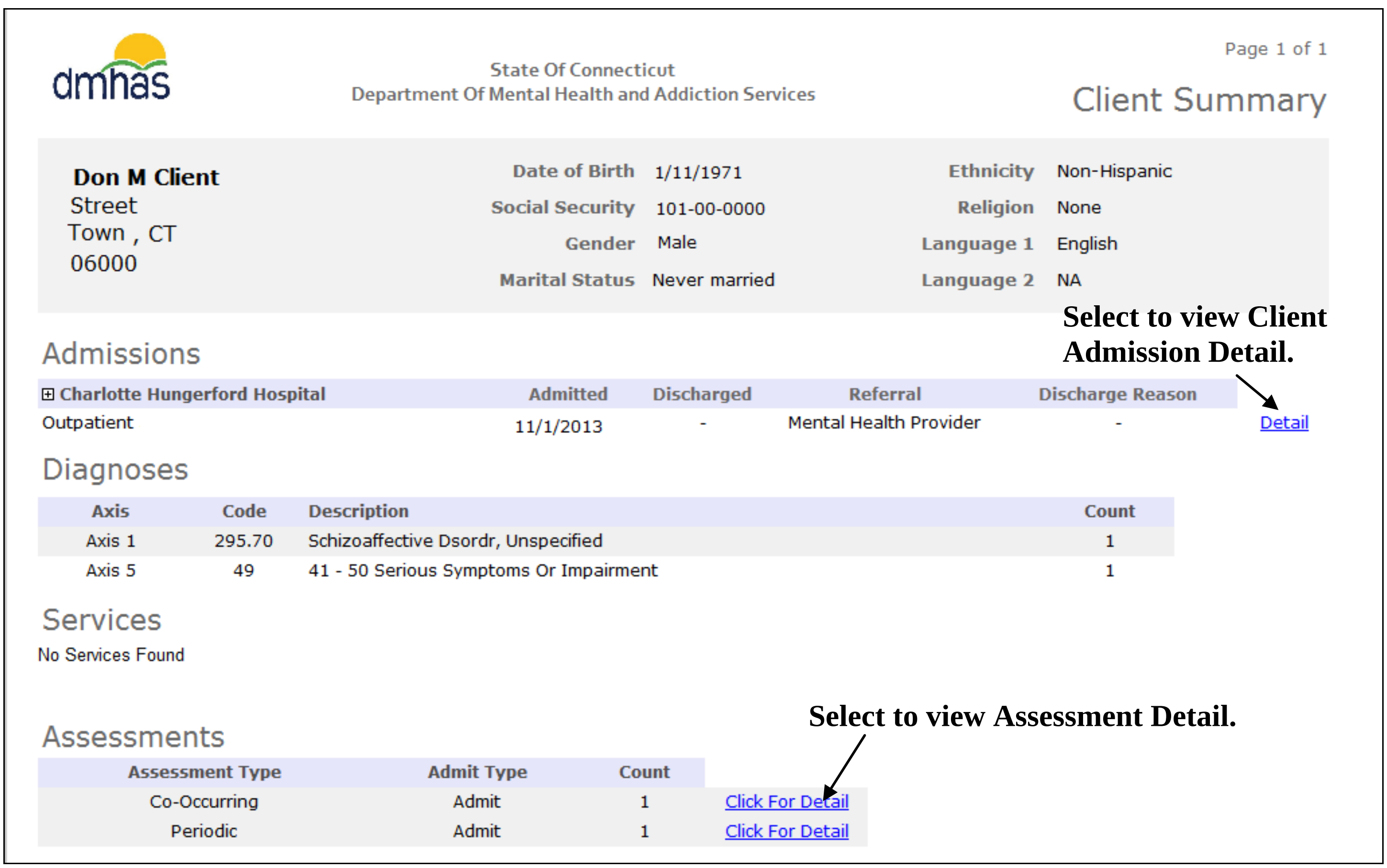
19. Select the **Assessments** link to view assessments details for the selected client. *(See top of page. This will take you to the same screen as when* ***Click For Detail*** *is selected on* ***Client Summary****.)*

SEARCH CLIENTS: This report is in the **Client Reports** folder and allows the user to search on individual clients and view admission details for that client.

1. Select the **Client Reports** folder and select the **Search Clients** report from the reports listing.
2. Select the following from the drop lists: **Provider**, **Program** and **Search By:** 'Last Name' or 'Social Security Number'. Enter a **Partial Last Name** (or full last name) or **Full Social Security Number**.
3. Select the **View Report** button to display the results of the search.



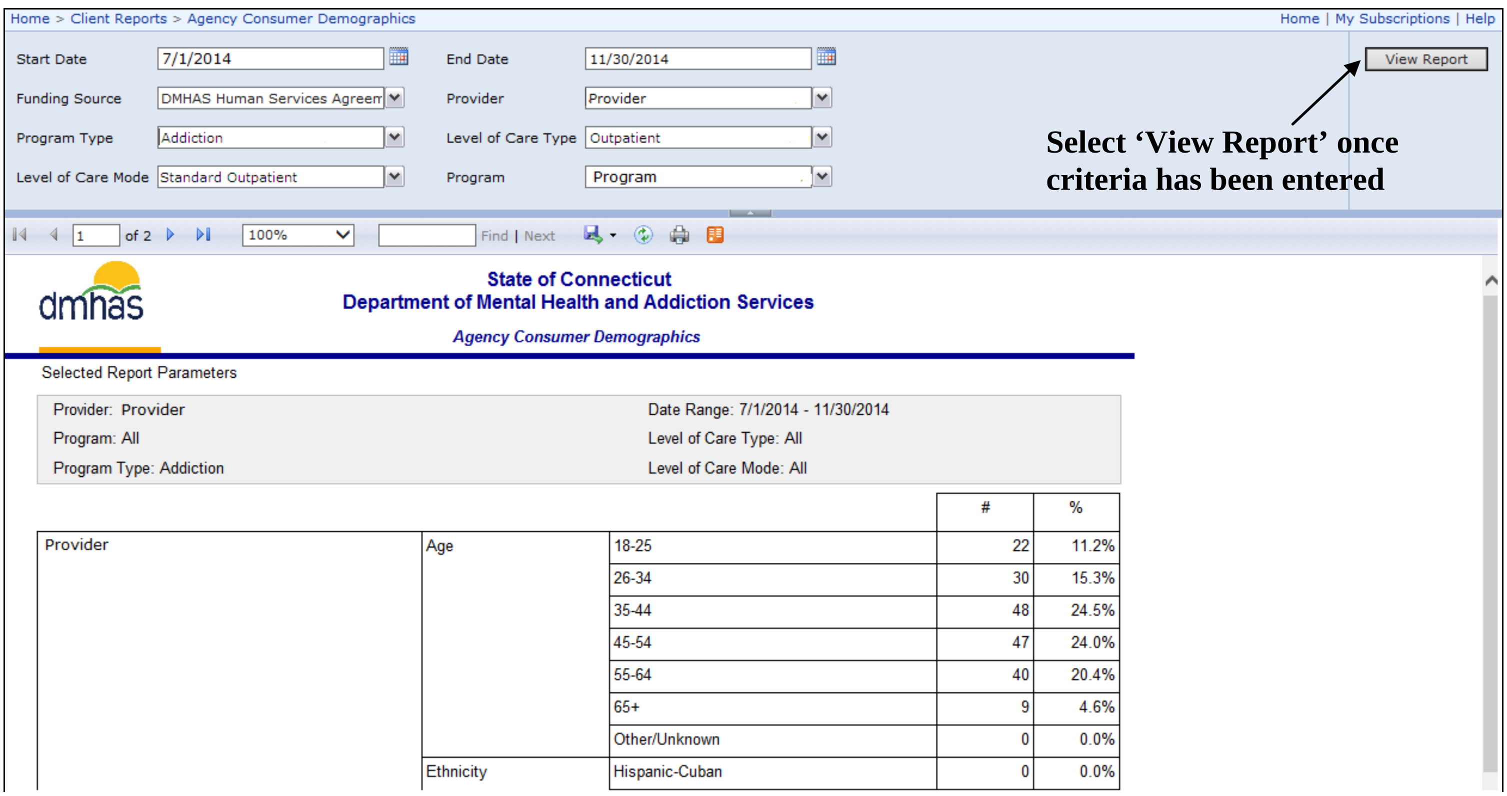
4. Clients will display based on the search criteria selected.
5. Select **Admissions** to view the client Admissions.
6. **Client Summary** information will display for the client that is selected.



8. When **Detail** for the Admission is selected, **Client Admission Detail** will display.
9. Select **Click For Detail** to view **Assessments** details.

AGENCY CONSUMER DEMOGRAPHICS: This report is in the **Client Reports** folder and displays client totals and percentages based on age, ethnicity, race and gender within a particular provider and program for the date range selected.

1. Select the **Client Reports** folder and select the **Agency Consumer Demographics** report.
2. Enter a **Start** and **End Date** in the correct MM/DD/YYYY date format, or use the calendar.
3. Select one, or more or 'Select All' from the drop lists:
    - **Funding Source**
    - **Provider**
    - **Program Type**
    - **Level of Care Type**
    - **Level of Care Mode**
    - **Program**
4. Select the **View Report** button.
5. The **Agency Consumer Demographics** report will display **Age**, **Ethnicity**, **Gender** and **Race** based on the date range and criteria selected.


Home > Client Reports > Agency Consumer Demographics

Home | My Subscriptions | Help

Start Date 7/1/2014 | End Date 11/30/2014 | View Report

Funding Source DMHAS Human Services Agreem | Provider Provider

Program Type Addiction | Level of Care Type Outpatient

Level of Care Mode Standard Outpatient | Program Program

Select 'View Report' once criteria has been entered

1 of 2 | 100% | Find | Next

State of Connecticut

Department of Mental Health and Addiction Services

Agency Consumer Demographics

Selected Report Parameters

Provider: Provider | Date Range: 7/1/2014 - 11/30/2014

Program: All | Level of Care Type: All

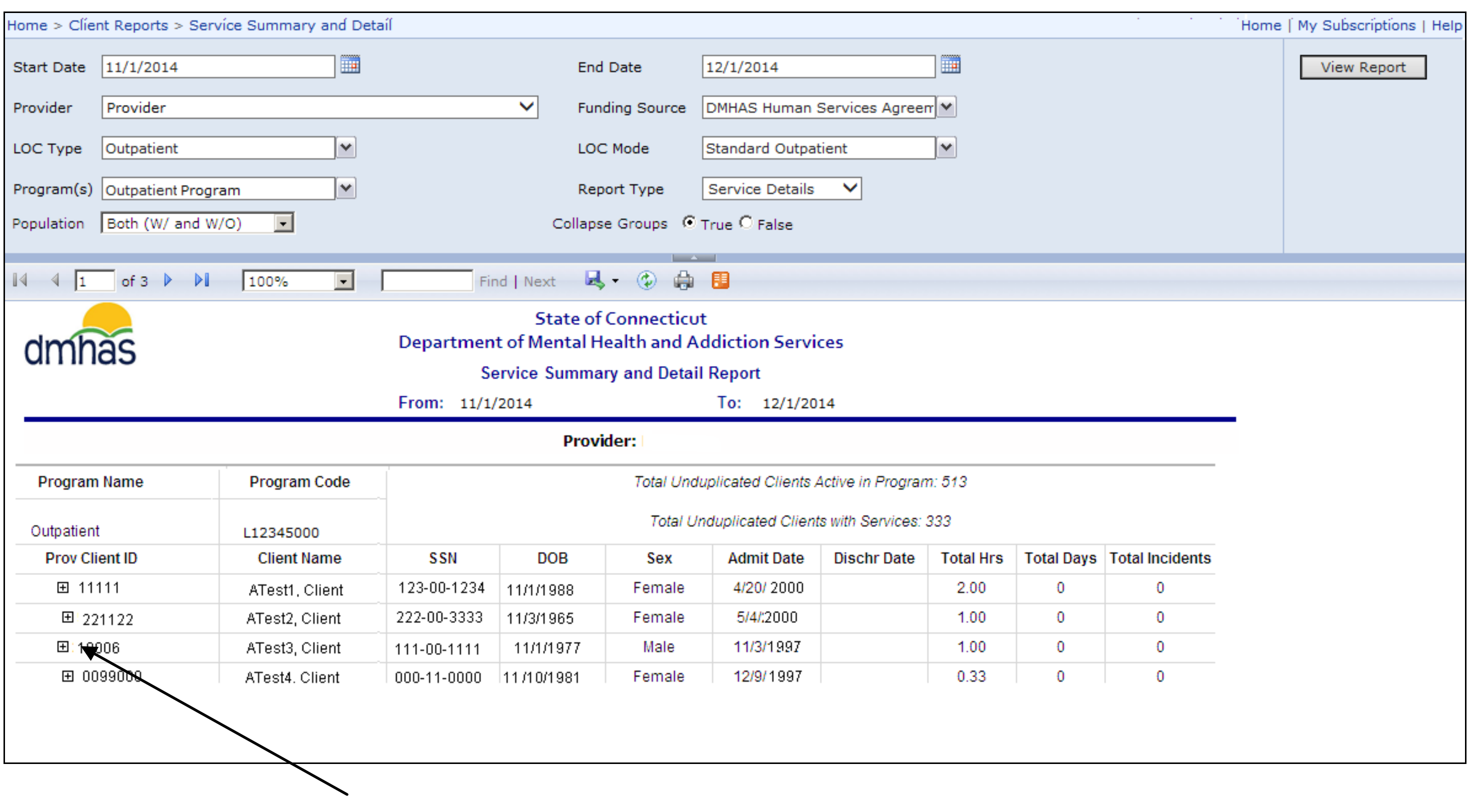
Program Type: Addiction | Level of Care Mode: All

			#	%
Provider	Age	18-25	22	11.2%
		26-34	30	15.3%
		35-44	48	24.5%
		45-54	47	24.0%
		55-64	40	20.4%
		65+	9	4.6%
		Other/Unknown	0	0.0%
	Ethnicity	Hispanic-Cuban	0	0.0%

SERVICE HISTORY REPORTS

SERVICE SUMMARY AND DETAIL REPORT: This report is in the **Client Reports** folder and displays service information for clients within a Provider and Program for a given period of time.

1. Select the **Client Reports** folder and select the **Service Summary and Detail** report.
2. Enter a **Start** and **End Date** in the correct MM/DD/YYYY date format, or use the calendar.
3. Select a **Provider** from the drop list.
4. Select one, or more or 'select All' from the drop lists:
   - **Funding Source**
   - **LOC** (Level of Care)**Type**
   - **LOC Mode**
   - **Program**
5. **Report Type:** Select 'Service Details' or 'Service Summary'.
6. **Population:** Select 'Clients With Services', 'Clients Without Services', or 'Both.' ***(If 'Service Summary' is selected for 'Report Type', the 'Population' will only display 'Clients with Services'.)***
7. **Collapse Groups:** Select 'False' for to see individual service code details for each client or leave 'True' selected to see client listing with total services.
8. Select the **View Report** button to view the **Service Summary and Detail** report.
9. A listing of clients will display based on the criteria selected.



Home > Client Reports > Service Summary and Detail | Home | My Subscriptions | Help

Start Date 11/1/2014 | End Date 12/1/2014 | View Report

Provider: Provider | Funding Source: DMHAS Human Services Agreem

LOC Type: Outpatient | LOC Mode: Standard Outpatient

Program(s): Outpatient Program | Report Type: Service Details

Population: Both (W/ and W/O) | Collapse Groups: True False

1 of 3 | 100% | Find | Next

dmhas

State of Connecticut

Department of Mental Health and Addiction Services

Service Summary and Detail Report

From: 11/1/2014 To: 12/1/2014

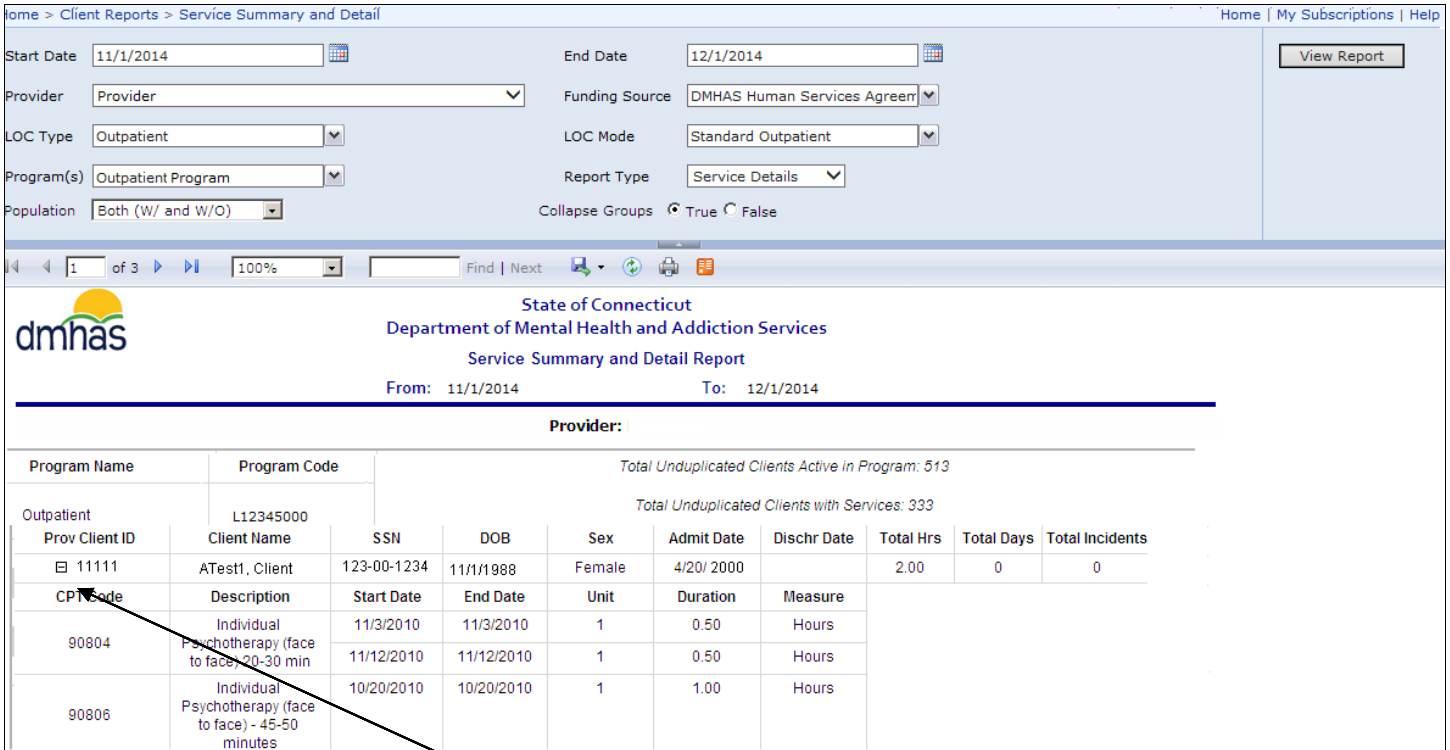
Provider:

Program Name	Program Code	Total Unduplicated Clients Active in Program: 513							
Outpatient	L12345000	Total Unduplicated Clients with Services: 333							
Prov Client ID	Client Name	SSN	DOB	Sex	Admit Date	Dischr Date	Total Hrs	Total Days	Total Incidents
⊞ 11111	ATest1, Client	123-00-1234	11/1/1988	Female	4/20/2000		2.00	0	0
⊞ 221122	ATest2, Client	222-00-3333	11/3/1965	Female	5/4/2000		1.00	0	0
⊞ 10006	ATest3, Client	111-00-1111	11/1/1977	Male	11/3/1997		1.00	0	0
⊞ 0099000	ATest4, Client	000-11-0000	11/10/1981	Female	12/9/1997		0.33	0	0

10. If 'True' was selected for Collapse Groups, a 'plus' sign ⊞ icon will display next to each client ID.

11. Select the'plus' sign to view the services that were provided to the client for that period.

12. The individual service code details will display for the clients.



Home > Client Reports > Service Summary and Detail | Home | My Subscriptions | Help

Start Date: 11/1/2014 | End Date: 12/1/2014 | View Report

Provider: Provider | Funding Source: DMHAS Human Services Agreem

LOC Type: Outpatient | LOC Mode: Standard Outpatient

Program(s): Outpatient Program | Report Type: Service Details

Population: Both (W/ and W/O) | Collapse Groups: True False

1 of 3 | 100% | Find | Next

State of Connecticut
Department of Mental Health and Addiction Services
Service Summary and Detail Report
From: 11/1/2014 To: 12/1/2014

Provider:

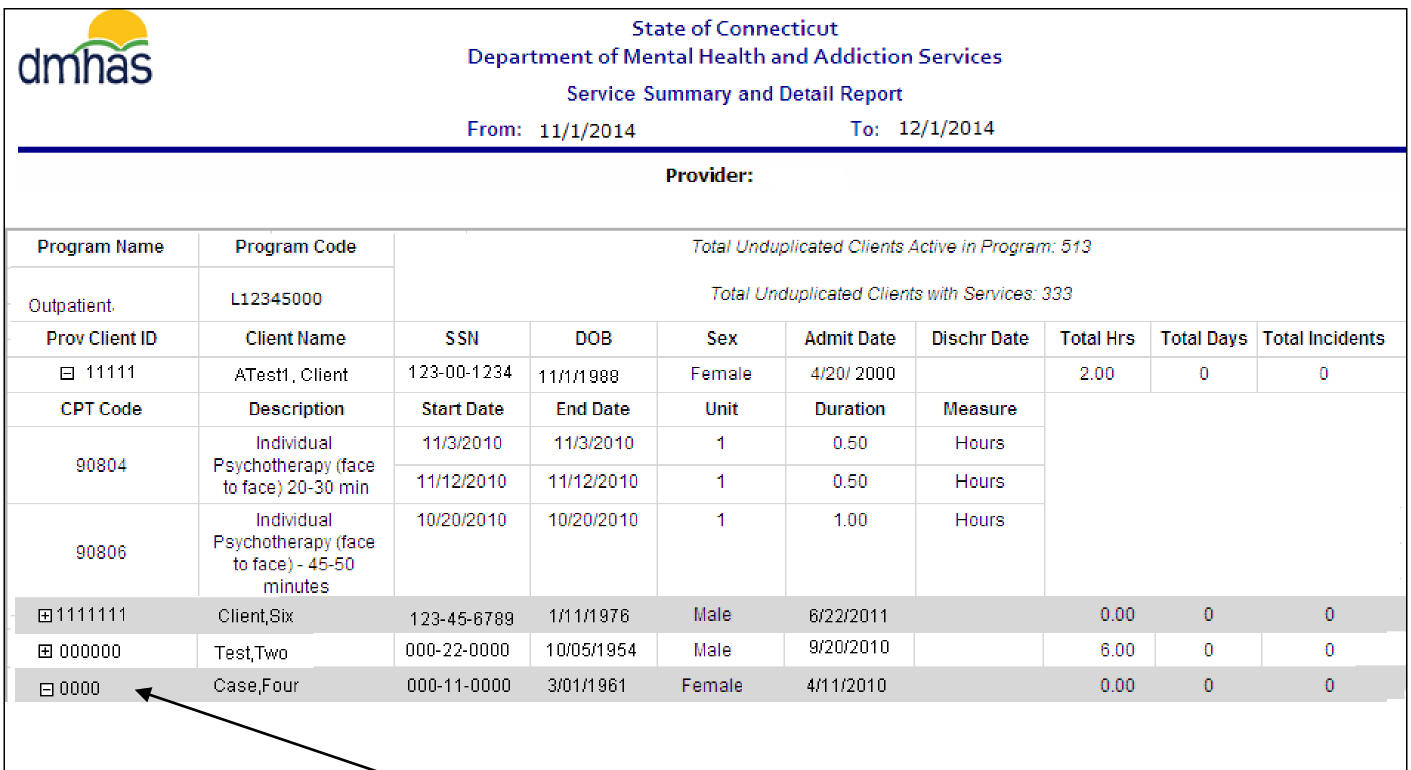
Program Name	Program Code	
		Total Unduplicated Clients Active in Program: 513
Outpatient	L12345000	*Total Unduplicated Clients with Services: 333*

Prov Client ID	Client Name	SSN	DOB	Sex	Admit Date	Dischr Date	Total Hrs	Total Days	Total Incidents
⊟ 11111	ATest1, Client	123-00-1234	11/1/1988	Female	4/20/ 2000		2.00	0	0

CPT Code	Description	Start Date	End Date	Unit	Duration	Measure
90804	Individual Psychotherapy (face to face) 20-30 min	11/3/2010	11/3/2010	1	0.50	Hours
		11/12/2010	11/12/2010	1	0.50	Hours
90806	Individual Psychotherapy (face to face) - 45-50 minutes	10/20/2010	10/20/2010	1	1.00	Hours

13. The 'plus sign' becomes a 'minus sign' when the selected.

14. To collapse the service detail listing, select the 'minus' sign.



State of Connecticut
Department of Mental Health and Addiction Services
Service Summary and Detail Report
From: 11/1/2014 To: 12/1/2014

Provider:

Program Name	Program Code	
		Total Unduplicated Clients Active in Program: 513
Outpatient	L12345000	*Total Unduplicated Clients with Services: 333*

Prov Client ID	Client Name	SSN	DOB	Sex	Admit Date	Dischr Date	Total Hrs	Total Days	Total Incidents
⊟ 11111	ATest1, Client	123-00-1234	11/1/1988	Female	4/20/ 2000		2.00	0	0

CPT Code	Description	Start Date	End Date	Unit	Duration	Measure
90804	Individual Psychotherapy (face to face) 20-30 min	11/3/2010	11/3/2010	1	0.50	Hours
		11/12/2010	11/12/2010	1	0.50	Hours
90806	Individual Psychotherapy (face to face) - 45-50 minutes	10/20/2010	10/20/2010	1	1.00	Hours

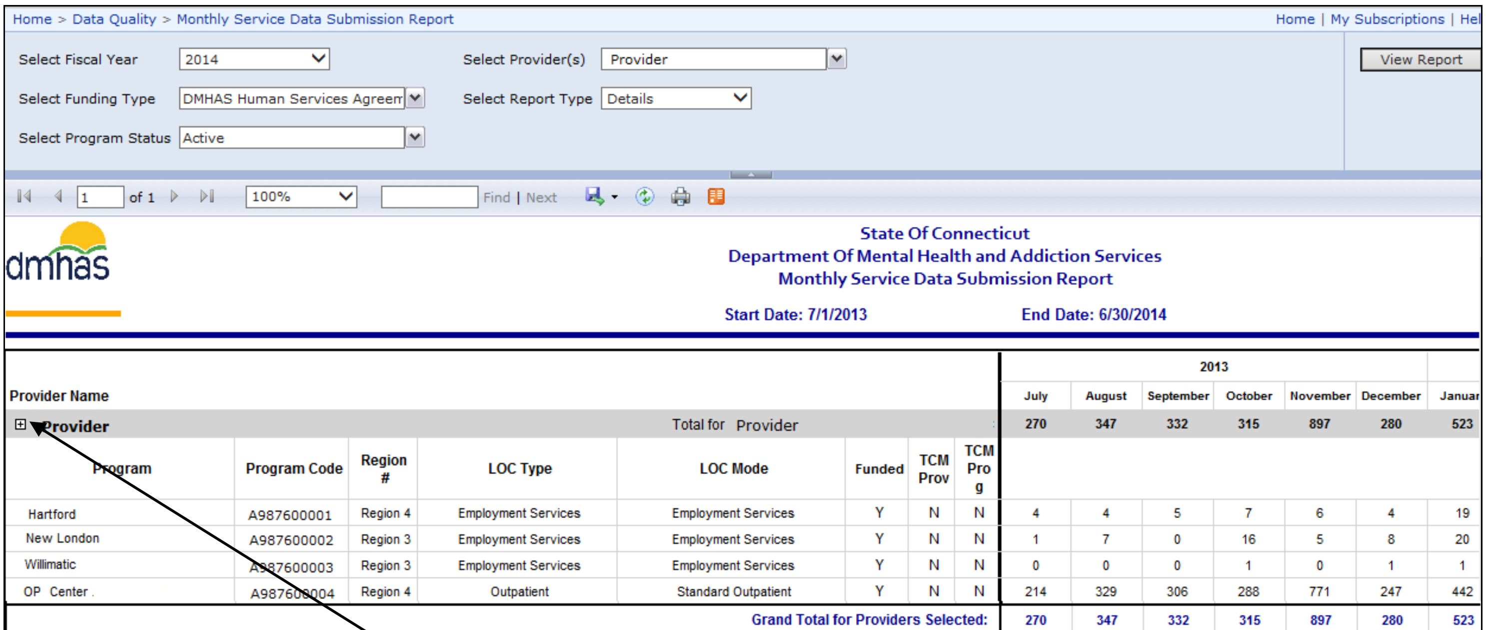
Prov Client ID	Client Name	SSN	DOB	Sex	Admit Date	Dischr Date	Total Hrs	Total Days	Total Incidents
⊞ 1111111	Client,Six	123-45-6789	1/11/1976	Male	6/22/2011		0.00	0	0
⊞ 000000	Test,Two	000-22-0000	10/05/1954	Male	9/20/2010		6.00	0	0
⊟ 0000	Case,Four	000-11-0000	3/01/1961	Female	4/11/2010		0.00	0	0

If 'Both' is selected for **Population**, and a client has *<u>no services</u>*, the client information will be shaded in gray and, when the ⊞ 'plus' sign is selected, white space will display below since there are no services.

MONTHLY SERVICE DATA SUBMISSION REPORT: This report is in the **Data Quality** folder and displays service data submission totals by month based on the fiscal year selected. It also displays service monthly totals by program, region and level of care.

1. Select the **Data Quality** folder and the **Monthly Service Data Submission Report**.
2. Select from of the drop lists:
   - **Fiscal Year**
   - **Provider**(s)
   - **Funding Type**(s)
   - **Report Type** (Summary or Details)
   - **Program Status** (Active, Inactive or Select All for both statuses)
3. Select the **View Report** button to view the report.

Report Type: 'Details' displays as follow:



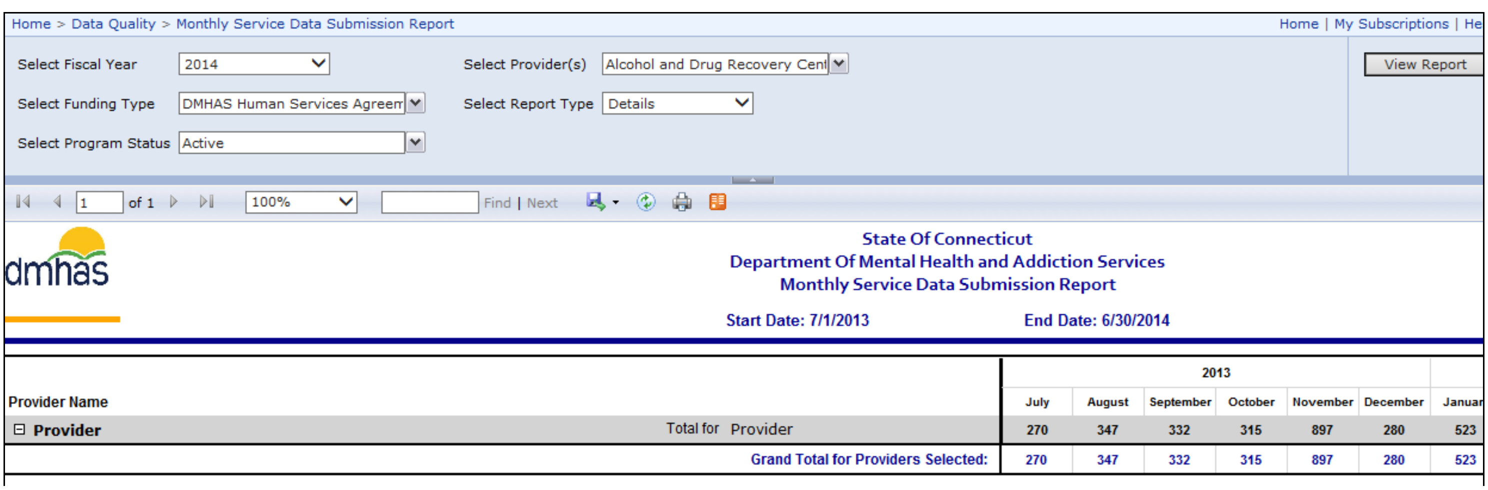
State Of Connecticut
Department Of Mental Health and Addiction Services
Monthly Service Data Submission Report

Start Date: 7/1/2013 End Date: 6/30/2014

Provider Name								2013						
								July	August	September	October	November	December	Januar
⊞ Provider				Total for Provider				270	347	332	315	897	280	523
Program	Program Code	Region #	LOC Type	LOC Mode	Funded	TCM Prov	TCM Prog							
Hartford	A987600001	Region 4	Employment Services	Employment Services	Y	N	N	4	4	5	7	6	4	19
New London	A987600002	Region 3	Employment Services	Employment Services	Y	N	N	1	7	0	16	5	8	20
Willimatic	A987600003	Region 3	Employment Services	Employment Services	Y	N	N	0	0	0	1	0	1	1
OP Center	A987600004	Region 4	Outpatient	Standard Outpatient	Y	N	N	214	329	306	288	771	247	442
Grand Total for Providers Selected:								270	347	332	315	897	280	523

4. Select the 'plus' sign ⊞ icon to display the summary by Provider.

Report Type: 'Summary' displays as follow:



State Of Connecticut
Department Of Mental Health and Addiction Services
Monthly Service Data Submission Report

Start Date: 7/1/2013 End Date: 6/30/2014

Provider Name		2013						
		July	August	September	October	November	December	Januar
⊟ Provider	Total for Provider	270	347	332	315	897	280	523
Grand Total for Providers Selected:		270	347	332	315	897	280	523

PERIODIC ASSESSMENT 6-MONTH TICKLER REPORT: This report is in the **Data Quality** folder and displays a listing of clients who require a Periodic Assessment based on the '**As of Date'** and the **Provider** and **Program** selected. This report shows:

- Only programs that are designated as requiring Periodic Assessments.
- Clients who have been active more than 6 months who have not had a Periodic Assessment entered in six months (date will be in RED) or the date will be missing if the client has no Periodic Assessment on record.
- Clients who had a substance abuse diagnosis in their last diagnosis record in DDaP. (*Substance Use fields in the Periodic Assessment will be required*.)

1. Select the **Data Quality** folder and select the **Periodic Assessment 6-Month Tickler Report**.
2. Enter the **As of Date** (date will default to current date) and select the **Provider** and **Program(s)**.
3. Select '**Yes'** or '**No'** for **Show Only Overdue Clients**.('No' will display all Last Assessment Dates)
4. Select the **View Report** button.
5. The **Periodic Assessment 6-Month Tickler Report** will display.

Home > Data Quality > Periodic Assessment 6-Month Tickler Report | Home | My Subscriptions | Help

As Of Date 11/1/2014 | Provider: Provider | View Report

Program: Outpatient 1, Outpatient 2 | Show Only Overdue Clients: No

1 of 1 | 100% | Find | Next

dmhas

State Of Connecticut
Department Of Mental Health and Addiction Services
Periodic Assessment 6-Month Tickler Report
As Of Date: 5/21/2012 12:00 AM

This Six Month Tickler report only shows programs that are designated as requiring Periodic Assessments. The report does not show missing admission or discharge Periodic Assessments, as these are required by DDaP in order to complete an admission or discharge. Instead, the report shows clients who have not had a periodic assessment entered in six months (date will be in RED) or the date will be missing if the client has no periodic assessment on record. This occurs when the client has been active for more than 6 months. The report also shows if the client has a substance abuse diagnosis in their last diagnosis record in DDaP. If so, the substance use fields in the periodic assessment will be required. Provider client counts are for the selected programs only, and not all the providers' programs.

This Report shows all clients in the selected programs whose admission date is equal to or greater than six months prior to the as of date.

				Clients Needing Assessment	Number of Clients
⊟ Facility: Program Name					2783
⊟ Program: Outpatient 1				1	1
Client Name	Client ID	Source System	Admission Date	SA Dx Present	Last Assessment Date
One, Client	0000	DDAP	2/23/2011	No	2/23/2011
⊟ Program: Outpatient 2				9	9
Client Name	Client ID	Source System	Admission Date	SA Dx Present	Last Assessment Date
Four, Client	000	DDAP	5/23/2012	No	5/23/2012
Three, Client	00000	DDAP	10/13/2010	Yes	10/15/2014
Two, Client	000000	DDAP	6/7/2013	No	8/26/2014

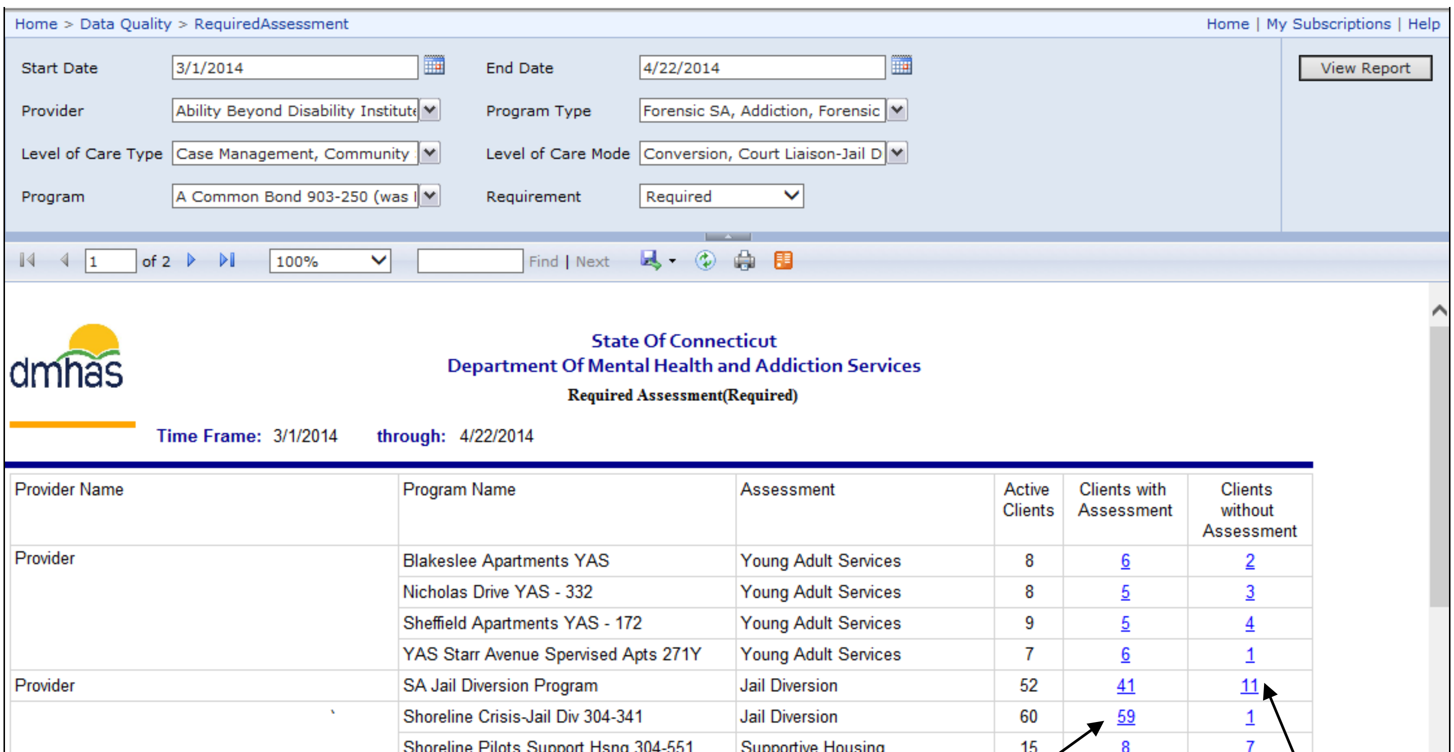
6. Review clients listed and enter the **Periodic Assessment Updates** in DDaP accordingly.

Provider client counts are for the selected programs only.

REQUIRED ASSESSMENT REPORT: This report is in the **Data Quality** folder and displays a listing of required assessment counts (or optional assessments, or both), as well as a listing of clients who require an Assessment based on a date range, Program Type, Level of Care and the **Provider** and **Program** selected.

NOTE: *This does not include Periodic Assessment. See the 6 Month Periodic Tickler report.*

1. Select the **Data Quality** folder and select the **Required Assessment** report.
2. Enter a **Start** and **End Date** in the correct MM/DD/YYYY date format, or use the calendar.
3. Select one, or more or Select All' from the drop lists:
   - **Provider**
   - **Program Type**
   - **Level of Care Type**
   - **Level of Care Mode**
   - **Program**
   - **Requirement** (Select 'Required','Optional' or 'Both'.)
4. Select the **View Report** button
5. The report will display based on the criteria selected.

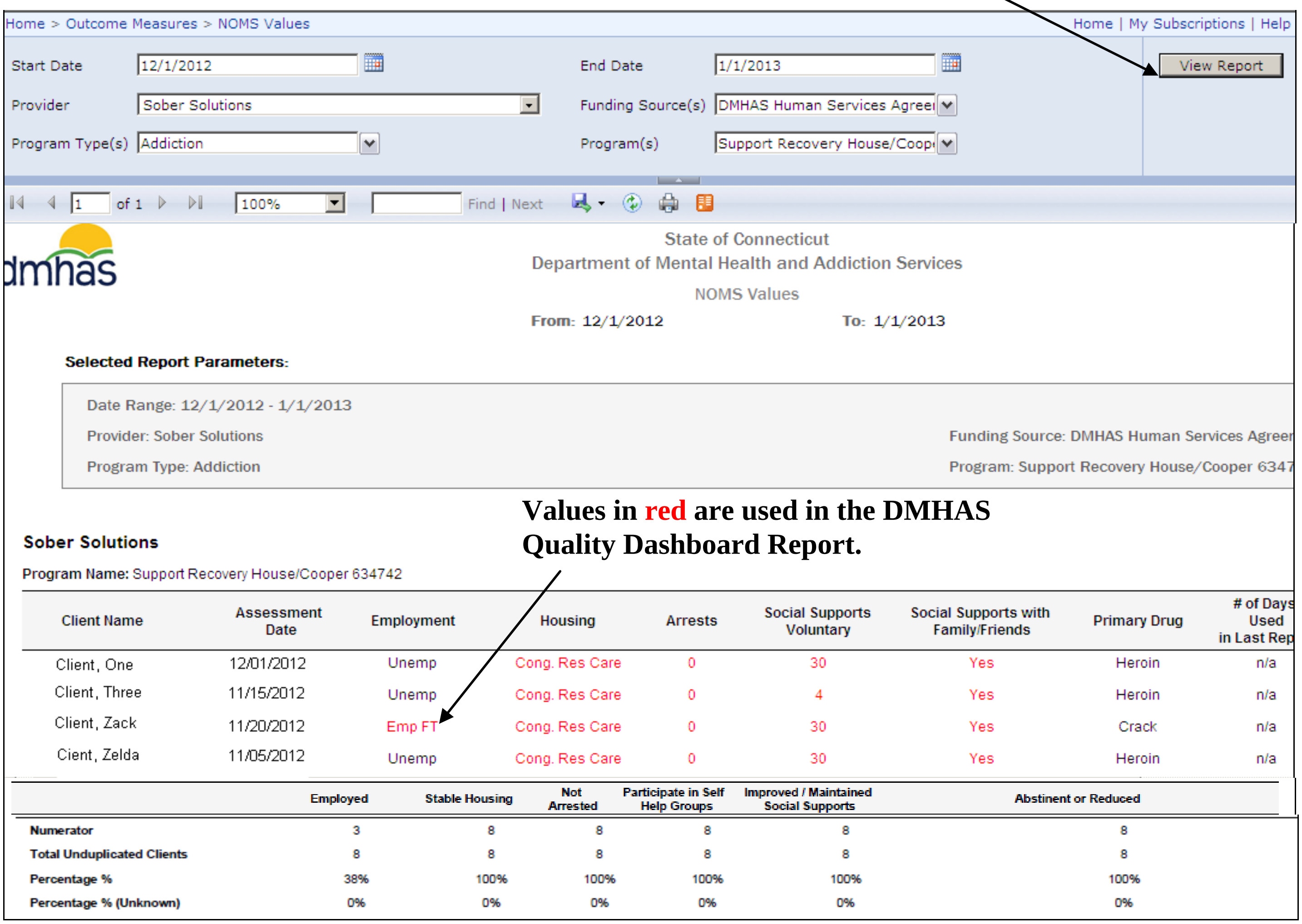


6. Select the '**Client with Assessments**' link to view the list of clients who have completed assessments.
7. Select the '**Clients without Assessment**' link to view those who need assessment data entered in the system.

NATIONAL OUTCOME MEASURES

NOMS VALUES REPORT: This report is in the **<u>Outcome Measures</u>** folder displays Periodic Assessment NOMs (National Outcome Measures) details for a provider / program. The valid values used for the valid NOMs measures in the Program Quality Report are highlighted in the report.

1. Select the **<u>Outcome Measures</u>** folder and select the **NOMs Values** report from the reports listing.
2. The selection criteria for the NOMs Values report will display.
3. Enter the **Start Date** and **End Date** in the correct MM/DD/YYYY date format, or use the calendar.
4. Select the **Provider**.
5. Select one, or more or 'All' from the drop lists:
   - **Funding Source(s)**
   - **Program Type(s)**
   - **Program(s)**
6. Select the '**View Report**' button to view the **NOMs Values** for the clients.



Home > Outcome Measures > NOMS Values   Home | My Subscriptions | Help

Start Date 12/1/2012   End Date 1/1/2013   View Report

Provider Sober Solutions   Funding Source(s) DMHAS Human Services Agree

Program Type(s) Addiction   Program(s) Support Recovery House/Coop

1 of 1   100%   Find | Next

dmhas

State of Connecticut

Department of Mental Health and Addiction Services

NOMS Values

From: 12/1/2012   To: 1/1/2013

Selected Report Parameters:

Date Range: 12/1/2012 - 1/1/2013

Provider: Sober Solutions   Funding Source: DMHAS Human Services Agree

Program Type: Addiction   Program: Support Recovery House/Cooper 6347

Values in red are used in the DMHAS Quality Dashboard Report.

Sober Solutions

Program Name: Support Recovery House/Cooper 634742

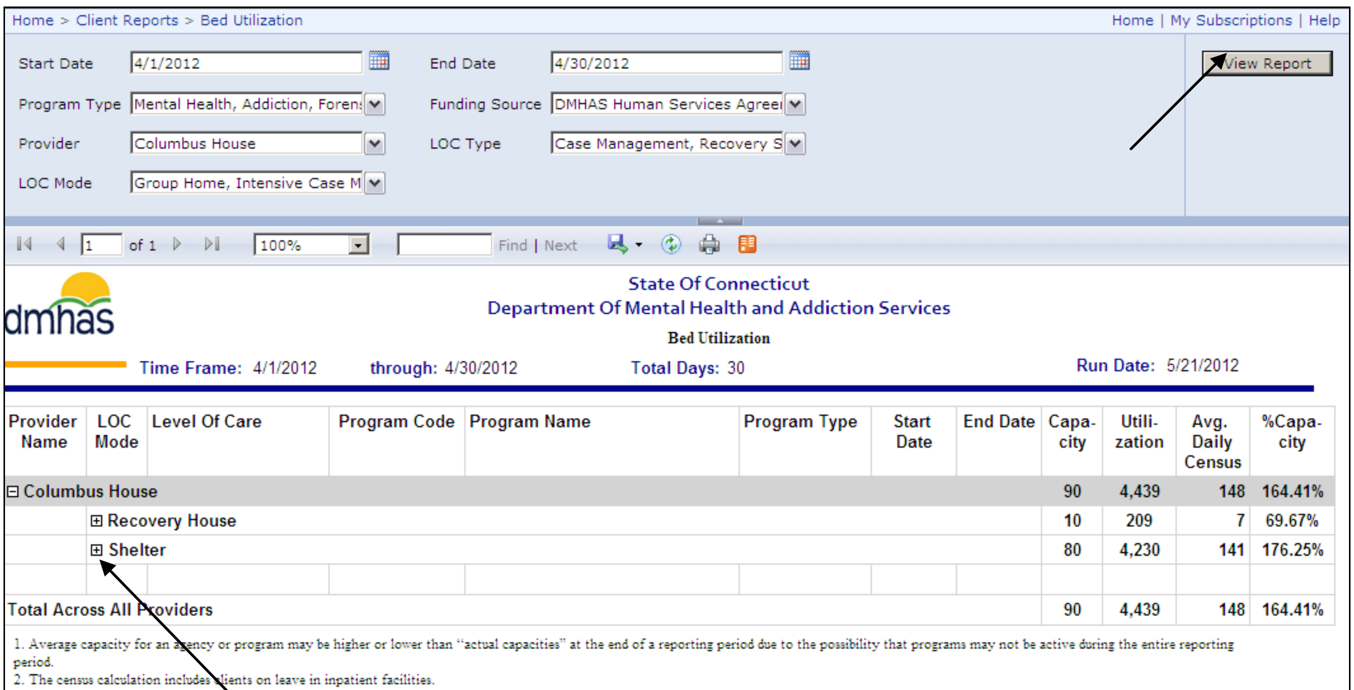
Client Name	Assessment Date	Employment	Housing	Arrests	Social Supports Voluntary	Social Supports with Family/Friends	Primary Drug	# of Days Used in Last Rep
Client, One	12/01/2012	Unemp	Cong. Res Care	0	30	Yes	Heroin	n/a
Client, Three	11/15/2012	Unemp	Cong. Res Care	0	4	Yes	Heroin	n/a
Client, Zack	11/20/2012	Emp FT	Cong. Res Care	0	30	Yes	Crack	n/a
Cient, Zelda	11/05/2012	Unemp	Cong. Res Care	0	30	Yes	Heroin	n/a

	Employed	Stable Housing	Not Arrested	Participate in Self Help Groups	Improved / Maintained Social Supports	Abstinent or Reduced
Numerator	3	8	8	8	8	8
Total Unduplicated Clients	8	8	8	8	8	8
Percentage %	38%	100%	100%	100%	100%	100%
Percentage % (Unknown)	0%	0%	0%	0%	0%	0%

UTILIZATION REPORTS

BED UTILIZATION REPORT: This report is in the **<u>Client Reports</u>** folder and allows the user to generate bed utilization information, based on the selections made, for Inpatient and Residential Programs for both State Operated and Private Non-Profit programs funded or run by DMHAS.

1. Select the **<u>Client Reports</u>** folder and select the **Bed Utilization** report
2. Enter a **Start** and **End Date** in the correct MM/DD/YYYY date format, or use the calendar.
3. Select one or more or 'Select All' from the drop lists:
   - **Program Type**
   - **Funding Source**
   - **Provider**
   - **LOC Type**
   - **LOC Mode**
4. Select the **View Report** button to view the report.
5. The **Bed Utilization** report will display based on the criteria selected.



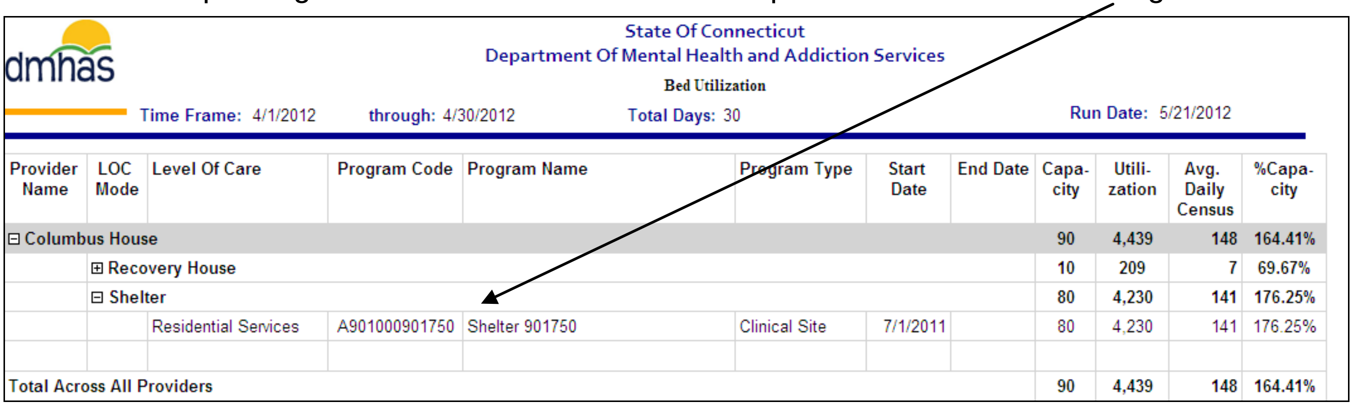
State Of Connecticut
Department Of Mental Health and Addiction Services
Bed Utilization

Time Frame: 4/1/2012 through: 4/30/2012 Total Days: 30 Run Date: 5/21/2012

Provider Name	LOC Mode	Level Of Care	Program Code	Program Name	Program Type	Start Date	End Date	Capa-city	Utili-zation	Avg. Daily Census	%Capa-city
⊟ Columbus House								90	4,439	148	164.41%
	⊞ Recovery House							10	209	7	69.67%
	⊞ Shelter							80	4,230	141	176.25%
Total Across All Providers								90	4,439	148	164.41%

1. Average capacity for an agency or program may be higher or lower than "actual capacities" at the end of a reporting period due to the possibility that programs may not be active during the entire reporting period.
2. The census calculation includes clients on leave in inpatient facilities.

6. Select the plus sign ⊞ next to the **LOC Mode** to expand the data and see Program information.



State Of Connecticut
Department Of Mental Health and Addiction Services
Bed Utilization

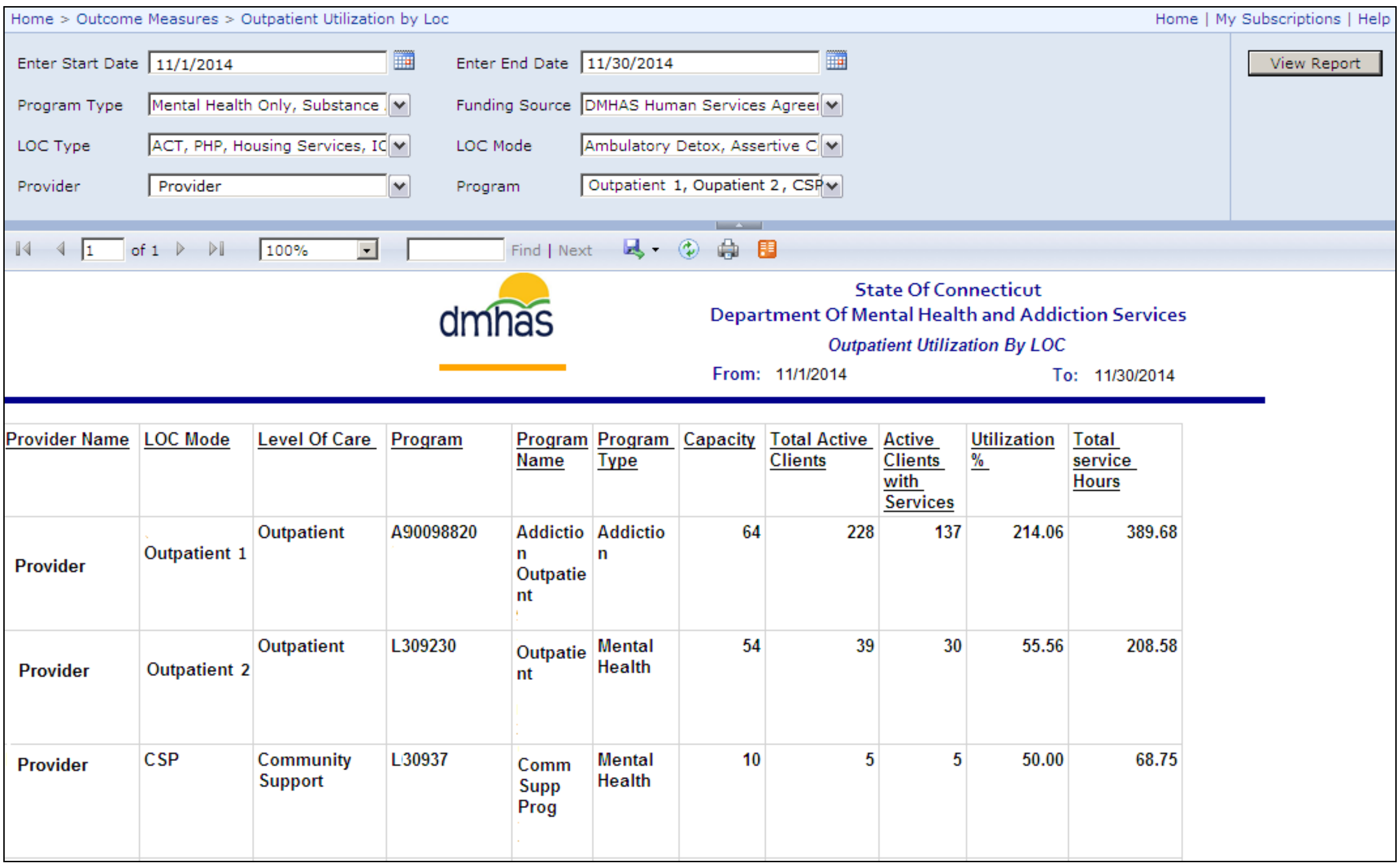
Time Frame: 4/1/2012 through: 4/30/2012 Total Days: 30 Run Date: 5/21/2012

Provider Name	LOC Mode	Level Of Care	Program Code	Program Name	Program Type	Start Date	End Date	Capa-city	Utili-zation	Avg. Daily Census	%Capa-city
⊟ Columbus House								90	4,439	148	164.41%
	⊞ Recovery House							10	209	7	69.67%
	⊟ Shelter							80	4,230	141	176.25%
		Residential Services	A901000901750	Shelter 901750	Clinical Site	7/1/2011		80	4,230	141	176.25%
Total Across All Providers								90	4,439	148	164.41%

7. The 'plus sign' becomes a 'minus sign'. Select the 'minus sign' to collapse the data.

OUTPATIENT UTILIZATION BY LOC: This report is in the **Outcome Measures** folder and displays outpatient utilization by program type, funding source and level of care for a Provider(s) and Programs(s) within a given date range.

1. Select the **Outcome Measures** folder and select the **Outpatient Utilizations by LOC** report.
2. Enter a **Start** and **End Date** in the correct MM/DD/YYYY date format, or use the calendar.
3. Select one or more or ‘Select All’ from the drop lists:
   - **Program Type**
   - **Funding Source**
   - **LOC Type**
   - **LOC Mode**
   - **Provider**
   - **Program**
4. Select the **View Report** button.
5. The **Outpatient Utilization by LOC** report will display based on the criteria selected.



Home > Outcome Measures > Outpatient Utilization by Loc | Home | My Subscriptions | Help

Enter Start Date 11/1/2014 | Enter End Date 11/30/2014 | View Report

Program Type: Mental Health Only, Substance | Funding Source: DMHAS Human Services Agree

LOC Type: ACT, PHP, Housing Services, IC | LOC Mode: Ambulatory Detox, Assertive C

Provider: Provider | Program: Outpatient 1, Oupatient 2, CSP

1 of 1 | 100% | Find | Next

State Of Connecticut

Department Of Mental Health and Addiction Services

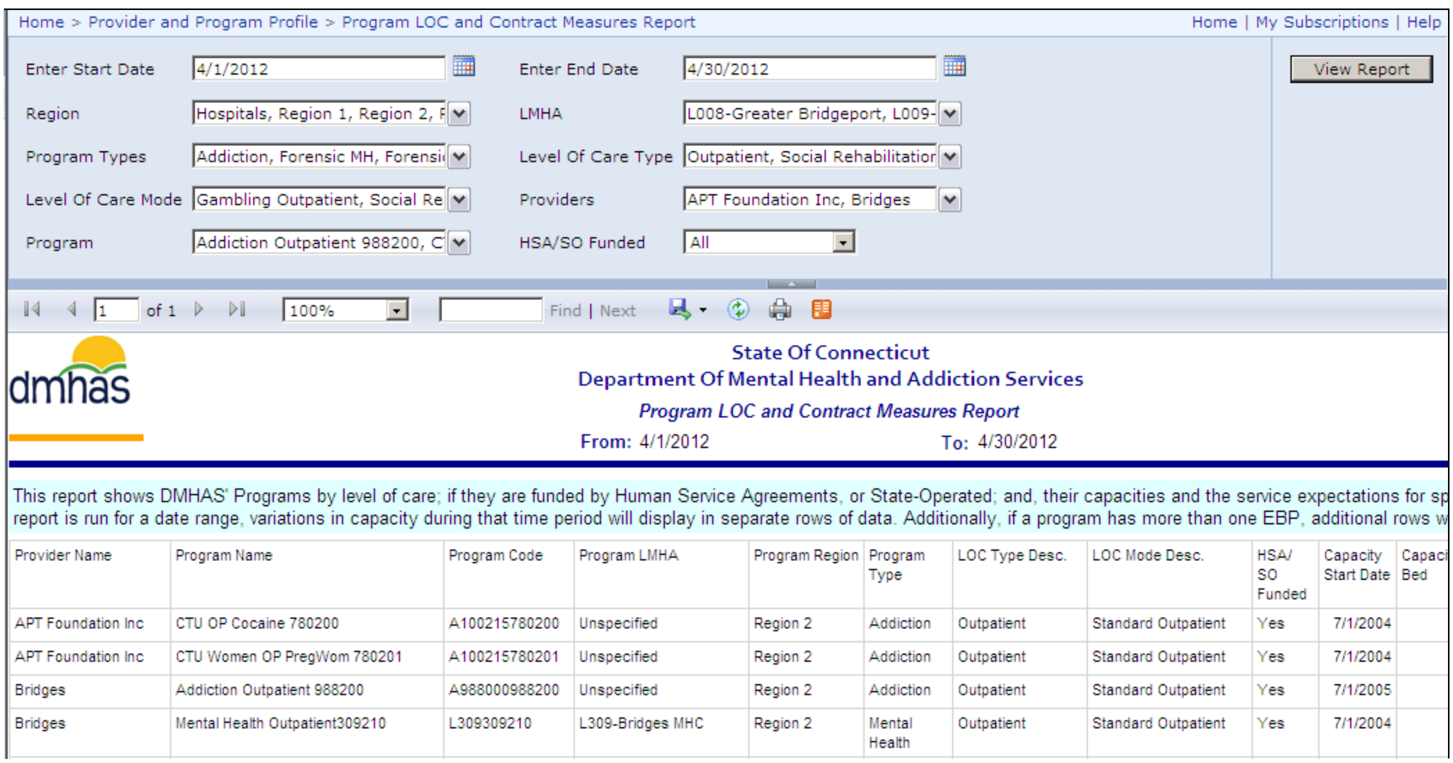
Outpatient Utilization By LOC

From: 11/1/2014 To: 11/30/2014

Provider Name	LOC Mode	Level Of Care	Program	Program Name	Program Type	Capacity	Total Active Clients	Active Clients with Services	Utilization %	Total service Hours
Provider	Outpatient 1	Outpatient	A90098820	Addiction Outpatient	Addiction	64	228	137	214.06	389.68
Provider	Outpatient 2	Outpatient	L309230	Outpatient	Mental Health	54	39	30	55.56	208.58
Provider	CSP	Community Support	L30937	Comm Supp Prog	Mental Health	10	5	5	50.00	68.75

PROGRAM LOC AND CONTRACT MEASURES REPORT: This report is in the **Provider and Program Profile** folder and lists the Providers and Programs by Program Type, Level of Care and Funding Source for Private Non-Profit and State Operated Providers, with capacity values for each program.

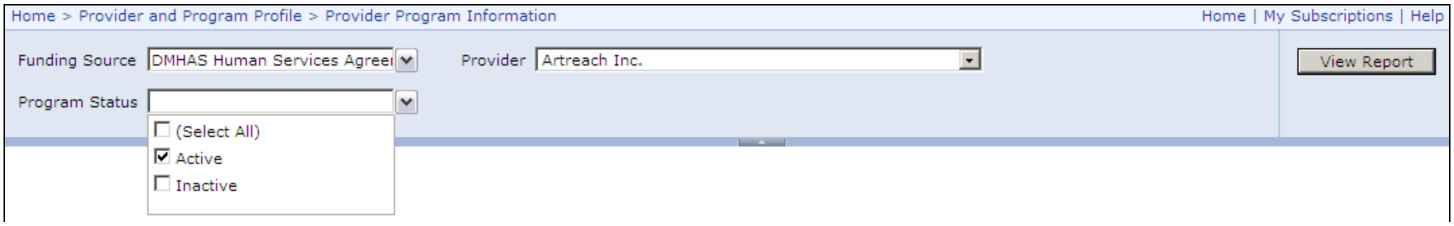
1. Select the **Provider and Program Profile** folder and select the **Program LOC and Contract Measures** report.
2. Enter a **Start** and **End Date** in the correct MM/DD/YYYY date format, or use the calendar.
3. Select one or more or 'Select All' from the drop lists:
   - **Region**
   - **LMHA**
   - **Program Type**
   - **Level of Care Type**
   - **Level of Care Mode**
   - **Providers**
   - **Program**
4. Select All, Yes or No for **HAS/SO Funded**.
5. The **Program LOC and Contract Measures Report** will display based on the criteria selected.



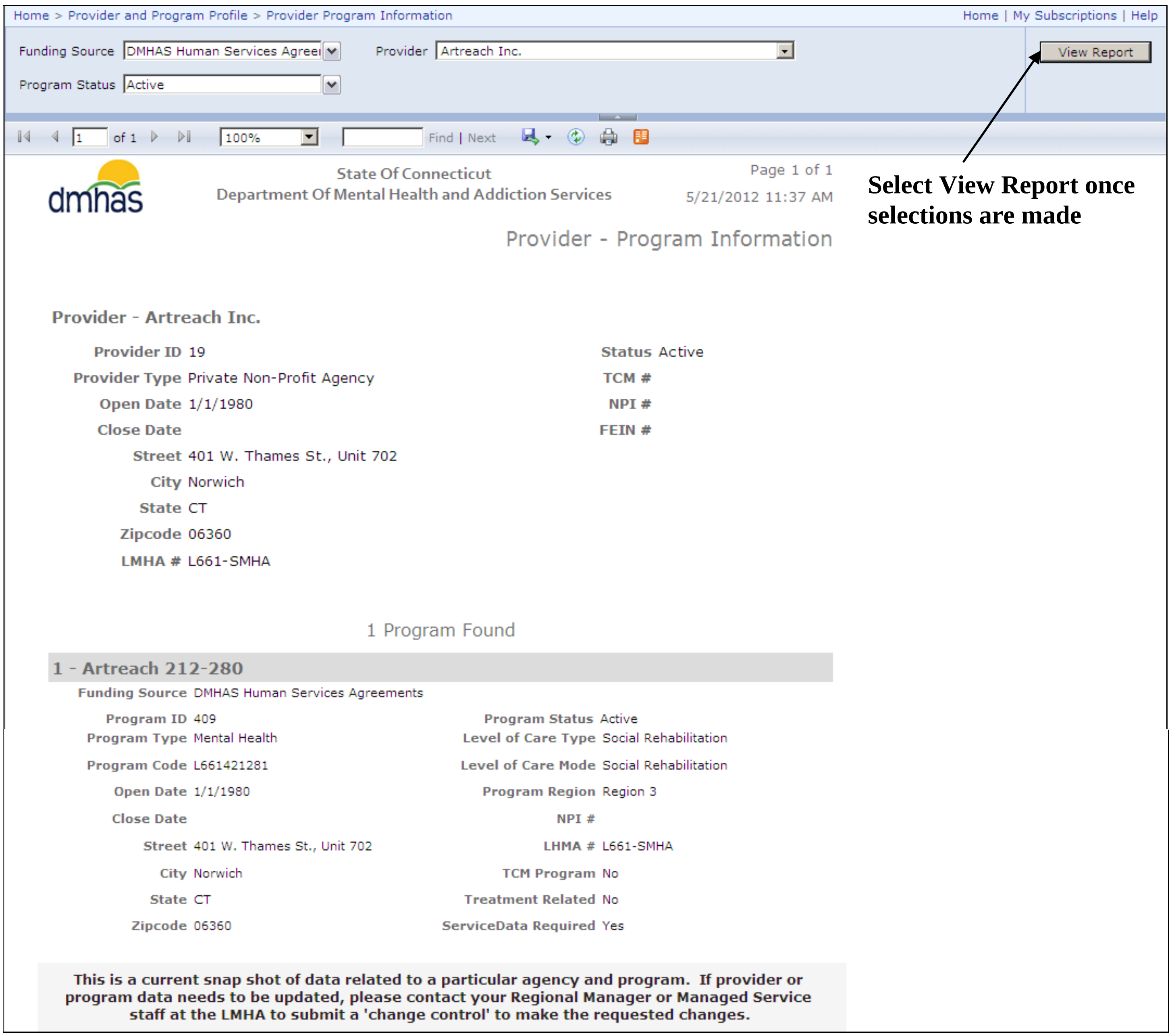
Provider Name	Program Name	Program Code	Program LMHA	Program Region	Program Type	LOC Type Desc.	LOC Mode Desc.	HSA/ SO Funded	Capacity Start Date	Capaci Bed
APT Foundation Inc	CTU OP Cocaine 780200	A100215780200	Unspecified	Region 2	Addiction	Outpatient	Standard Outpatient	Yes	7/1/2004	
APT Foundation Inc	CTU Women OP PregWom 780201	A100215780201	Unspecified	Region 2	Addiction	Outpatient	Standard Outpatient	Yes	7/1/2004	
Bridges	Addiction Outpatient 988200	A988000988200	Unspecified	Region 2	Addiction	Outpatient	Standard Outpatient	Yes	7/1/2005	
Bridges	Mental Health Outpatient309210	L309309210	L309-Bridges MHC	Region 2	Mental Health	Outpatient	Standard Outpatient	Yes	7/1/2004	

PROVIDER PROGRAM INFORMATION: This report is in the **Provider and Program Profile** folder and allows the user to generate a listing of Program Type, Level of Care and Funding Source for Private Non-Profit and State Operated Providers by Provider. It also specifies if the Program is designated as a TCM Program, Treatment Related, Services Required, and Open Date and Close Date.

1. Select the **Provider and Program Profile** folder and select **Provider Program Information**.
2. Select the **Funding Source**, the **Provider** and the **Program Status** from the drop lists.



3. Select the **View Report** button.
4. The **Provider-Program Information** report will display for that Provider.



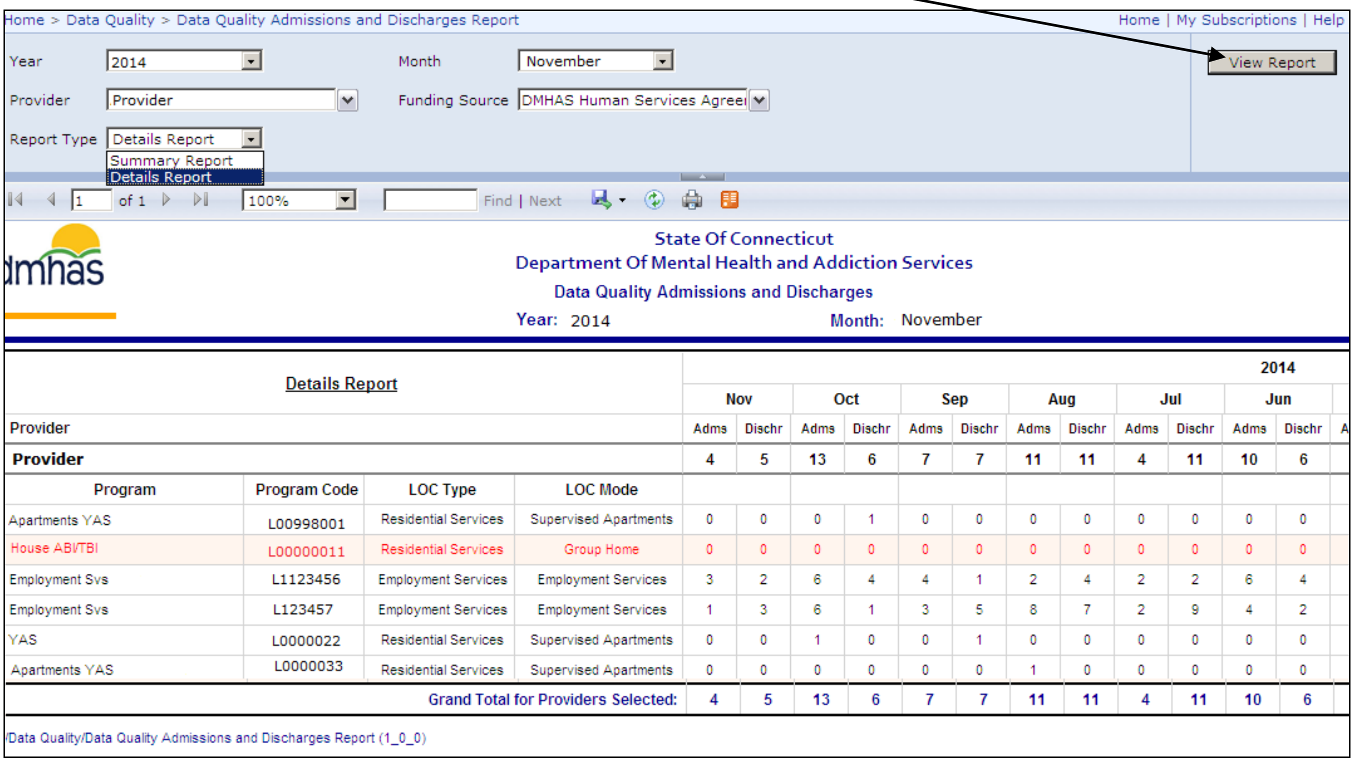
DISCHARGE REPORTS

DATA QUALITY ADMISSIONS AND DISCHARGES REPORT: This report is located in the **Data Quality** folder and provides admission and discharge counts by Program for State Operated and Private Non-Profit Providers within a user defined monthly period. *(Program information will display in red if there are no admissions or discharges for the months that display in the report.)*

1. Select from the drop lists:

- **Year**
- **Month**
- **Provider** (Select one, or more or 'Select All'.)
- **Funding Source** (Select one, or more or 'Select All'.)
- **Report Type** (Select 'Summary Report' or 'Details Report')

2. Select the **View Report** button to view the report.

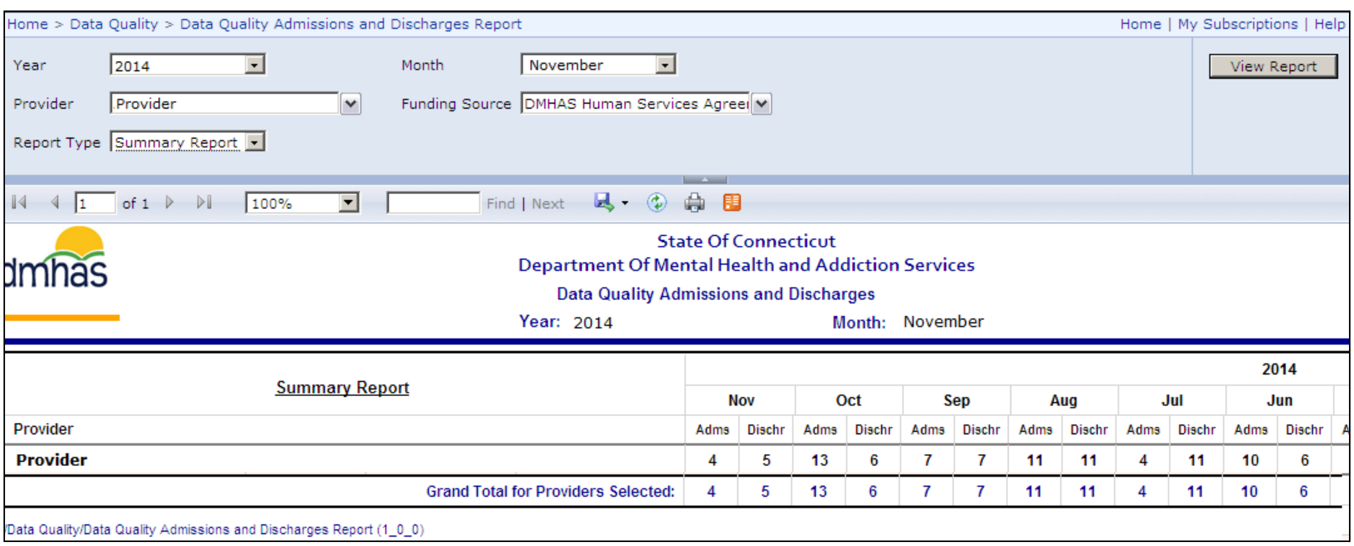


State Of Connecticut
Department Of Mental Health and Addiction Services
Data Quality Admissions and Discharges
Year: 2014 Month: November

Details Report				2014 Nov		Oct		Sep		Aug		Jul		Jun	
Provider				Adms	Dischr	Adms	Dischr	Adms	Dischr	Adms	Dischr	Adms	Dischr	Adms	Dischr
Provider				4	5	13	6	7	7	11	11	4	11	10	6
Program	Program Code	LOC Type	LOC Mode												
Apartments YAS	L00998001	Residential Services	Supervised Apartments	0	0	0	1	0	0	0	0	0	0	0	0
House ABI/TBI	L00000011	Residential Services	Group Home	0	0	0	0	0	0	0	0	0	0	0	0
Employment Svs	L1123456	Employment Services	Employment Services	3	2	6	4	4	1	2	4	2	2	6	4
Employment Svs	L123457	Employment Services	Employment Services	1	3	6	1	3	5	8	7	2	9	4	2
YAS	L0000022	Residential Services	Supervised Apartments	0	0	1	0	0	1	0	0	0	0	0	0
Apartments YAS	L0000033	Residential Services	Supervised Apartments	0	0	0	0	0	0	1	0	0	0	0	0
			Grand Total for Providers Selected:	4	5	13	6	7	7	11	11	4	11	10	6

/Data Quality/Data Quality Admissions and Discharges Report (1_0_0)

3. Select **Summary Report** to view the total Admissions and Discharges for all programs.



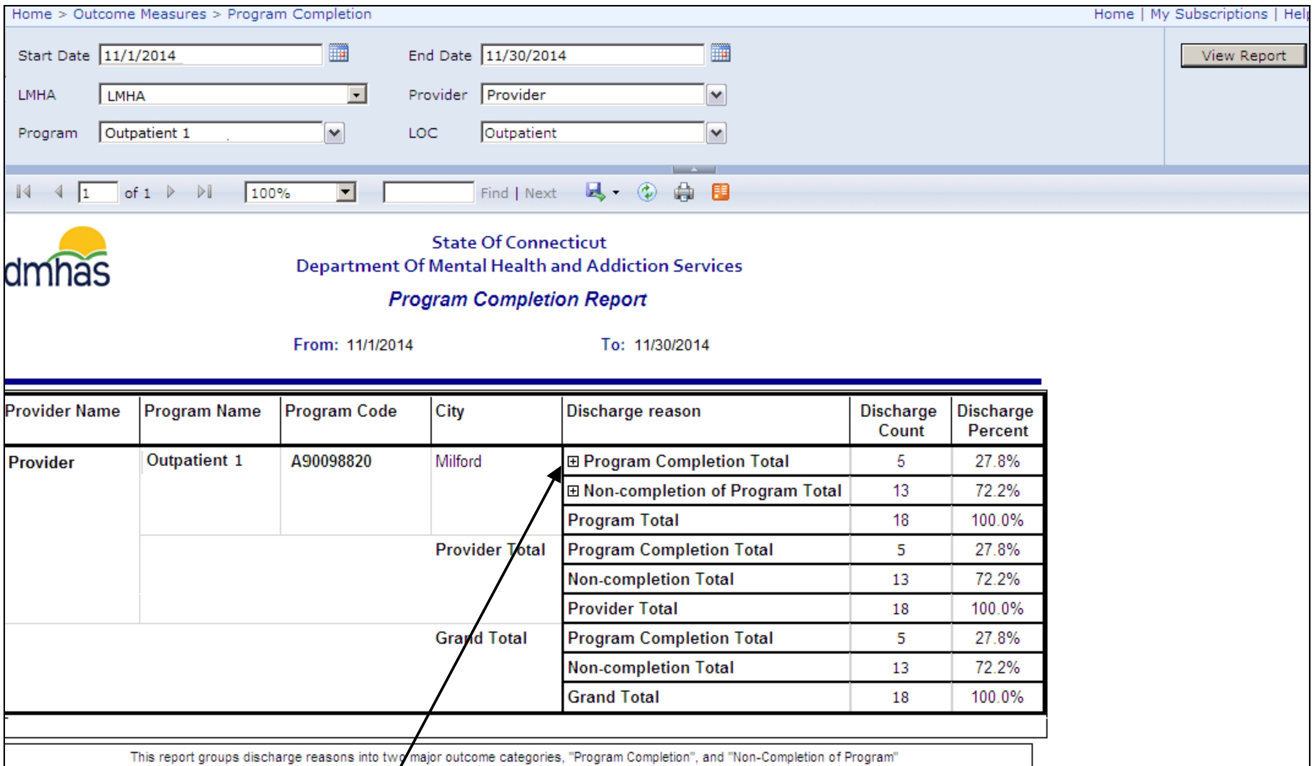
State Of Connecticut
Department Of Mental Health and Addiction Services
Data Quality Admissions and Discharges
Year: 2014 Month: November

Summary Report	2014 Nov		Oct		Sep		Aug		Jul		Jun	
Provider	Adms	Dischr	Adms	Dischr	Adms	Dischr	Adms	Dischr	Adms	Dischr	Adms	Dischr
Provider	4	5	13	6	7	7	11	11	4	11	10	6
Grand Total for Providers Selected:	4	5	13	6	7	7	11	11	4	11	10	6

Data Quality/Data Quality Admissions and Discharges Report (1_0_0)

PROGRAM COMPLETION REPORT: The report is in the **<u>Outcome Measures</u>** folder and lists discharge counts by Provider and Program and groups the discharge reasons into two major outcome categories: Program Completion and Non-completion of Program.

1. Select the **<u>Outcome Measures</u>** folder and select the **Program Completion** report
2. Enter a **Start** and **End Date** in the correct MM/DD/YYYY date format, or use the calendar.
3. Select one, or more or 'All' from the drop lists:
   - **LMHA** (Local Mental Health Authority)
   - **Provider**
   - **Program**
   - **LOC** (Level of Care)
4. Select the **View Report** button to view the report.



Provider Name	Program Name	Program Code	City	Discharge reason	Discharge Count	Discharge Percent
Provider	Outpatient 1	A90098820	Milford	⊞ Program Completion Total	5	27.8%
				⊞ Non-completion of Program Total	13	72.2%
				Program Total	18	100.0%
			Provider Total	Program Completion Total	5	27.8%
				Non-completion Total	13	72.2%
				Provider Total	18	100.0%
			Grand Total	Program Completion Total	5	27.8%
				Non-completion Total	13	72.2%
				Grand Total	18	100.0%

This report groups discharge reasons into two major outcome categories, "Program Completion", and "Non-Completion of Program"

5. Select the ⊞ 'plus sign' to view the discharge reasons for the program.

*The following discharge reasons are grouped under '**Program Completion**':*

- Recovery Plan Completed
- Discharged to New Service (Facility Concurs)
- Discharged to New Facility Program

*The remaining discharge reasons will be grouped under **Non-completion**.*

Refer to the next page for a listing of discharge reasons and definitions.

DISCHARGE REASONS

Discharge Reasons	Definitions
AWOL for Inpatient only	The client left the program setting without notice.
Death	The client died prior to completing the recovery plan in this episode of care.
Evaluation Only	The client received an evaluation service without admission to an episode of treatment.
Incarcerated	The client ended program involvement due to being incarcerated.
Inpatient Discharge for Inpatient Medical Tx	The client ended an episode of care due to a medical inpatient hospitalization.
Client Discontinued Tx	The client made insufficient progress in the program so that a mutual decision is made to end the program involvement.
AMA	The client left Against Medical Advice.
Left Against Advice	The client decided to leave a program against the advice of the program because of the potential risk to the client due to their behaviors or symptoms.
Moved out of area	The client moved domiciles and, due to a lack of proximity to the program, ended the program involvement.
Non-compliance with rules	The client displayed sufficient inability to follow program rules such that the program made a unilateral decision to discharge the client.
Recovery Plan Completed	The client successfully completed most or all of the recovery goals for this episode of care. It assumes that subsequent episodes of care will be attained as new goals and phases of recovery emerge for the client.
Released by Court	The court released the client.
Discharged to New Service (Facility Concurs)	The client will be leaving a program and entering a new level of care.
Other	Use if no other value is applicable for the episode of care.
Unknown	Use if a discharge reason was not collected for this episode of care.

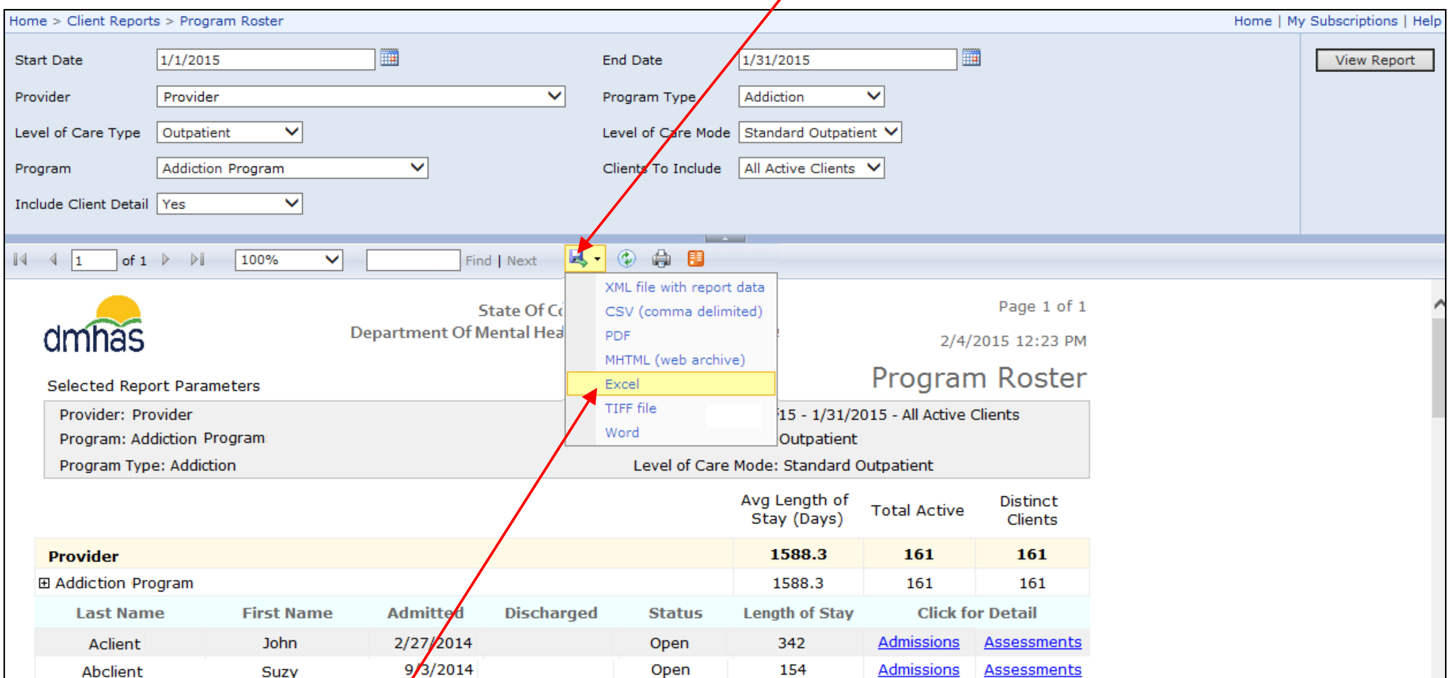
FORMAT REPORT

If you want to be able to filter or sort on data in a report, select **Excel** or **CSV** for the format when exporting the report.

EXCEL

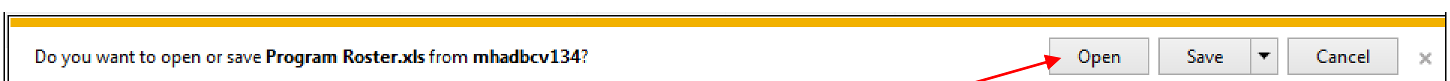
If you export to **Excel**, you will need to delete the extra header rows and several columns in the spreadsheet in order to filter or sort on the data. Follow the steps below.

1. Once the desired report displays, select export icon and select the droplist arrow.



2. Select **Excel** in the format drop list.

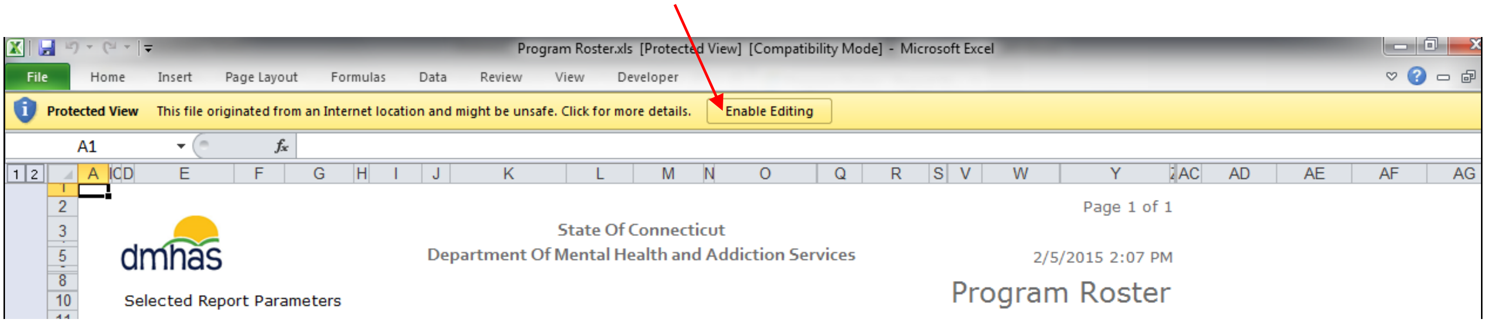
3. A message will display at the bottom of the screen asking if you want to **Open** or **Save** the report.



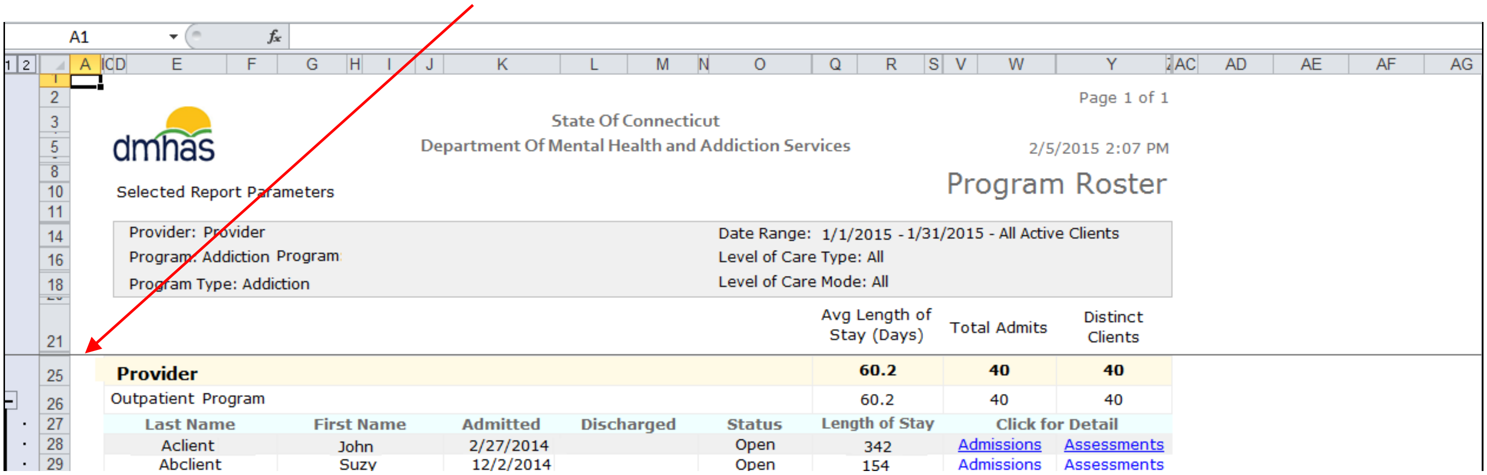
4. Select the **Open** button.

5. The report will display in the **Excel** format.

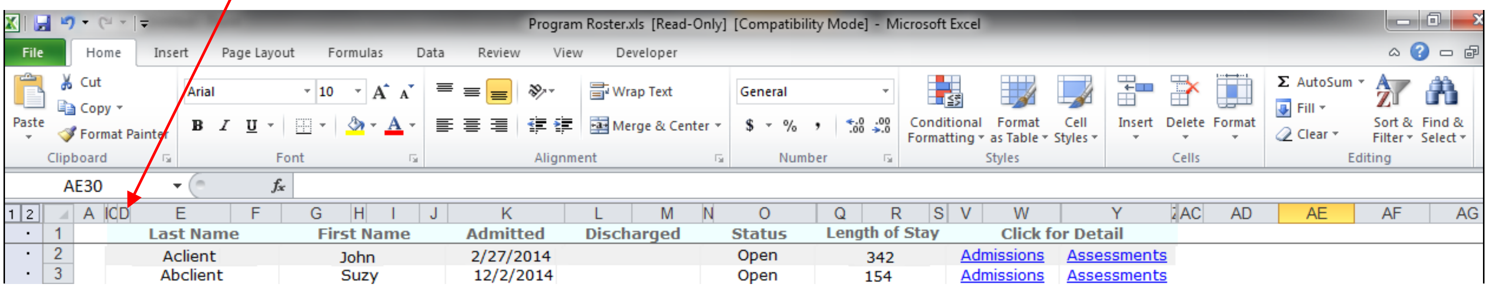
6. Select 'Enable Editing' at the top of the screen.



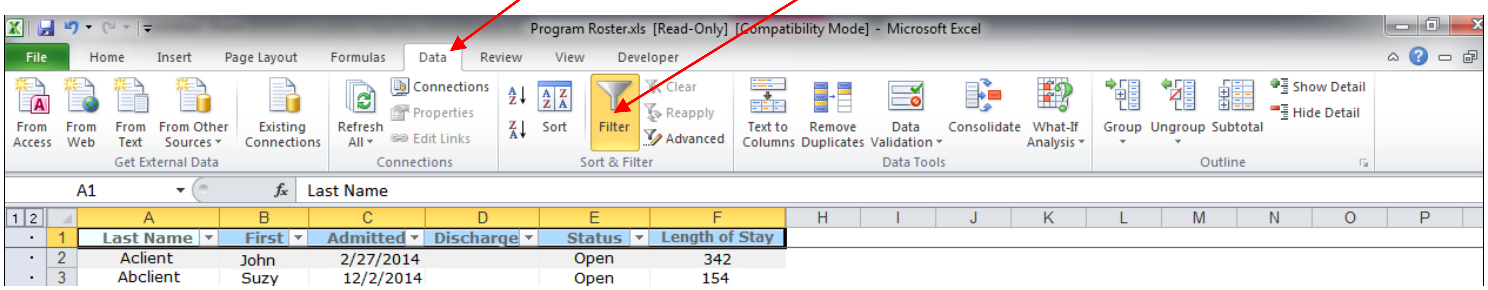
7. Delete the extra rows above the main header row. (main header row is row 27 in example below)



8. Delete any extra columns. (You will need to open the columns to see where the data is and *delete blank columns* ***only*** or you will lose data.) Review all columns.



9. Once you have deleted extra empty columns, highlight the Header row and select: **Data** in the menu and **Filter** from the drop list.



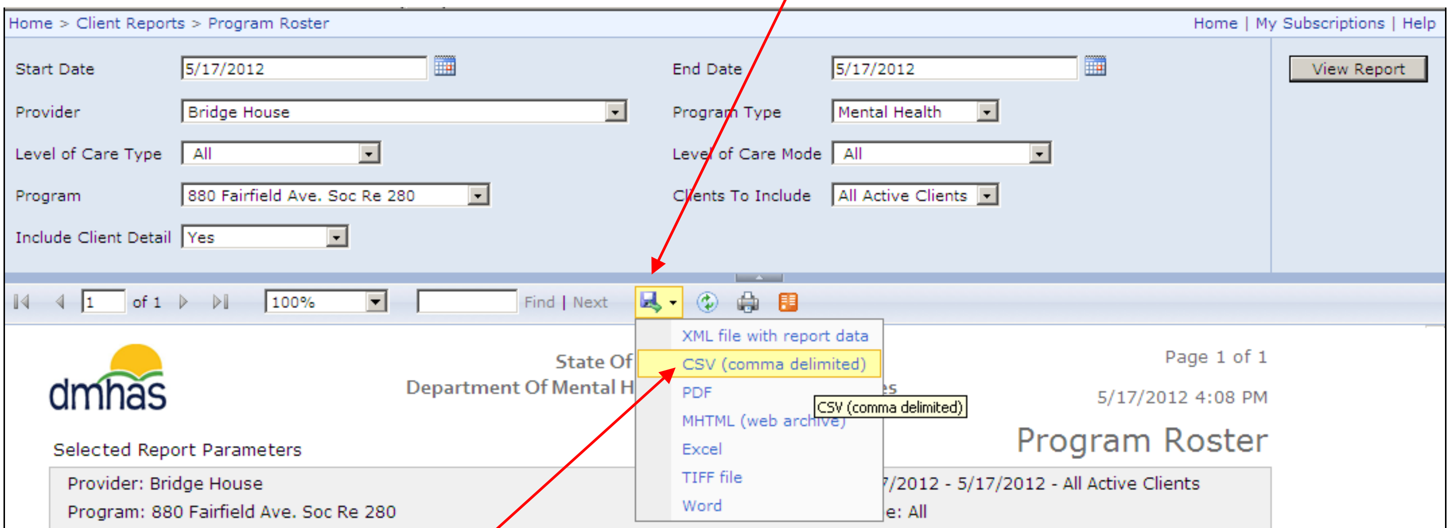
10. Filter or sort on the report as desired. 'Print' or 'Save' as needed.

Note: Be sure to 'encrypt' (password protect) any report with confidential data if saving. See instructions in this guide.

CSV

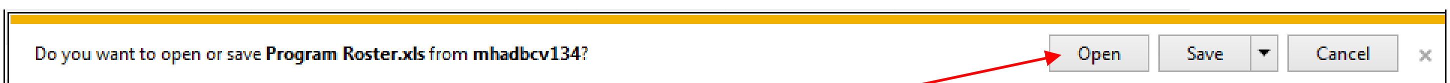
If you export to **CSV (comma-delimited)**, follow the steps below.

1. Once the desired report displays, select export icon  and select the droplist arrow.



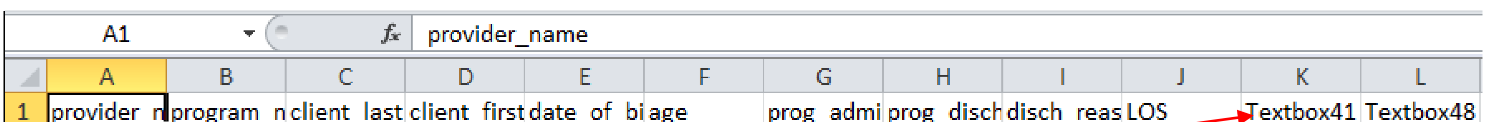
2. Select **CSV (comma-delimited)** in the format drop list.

3. A message will display at the bottom of the screen asking if you want to **Open** or **Save** the report.



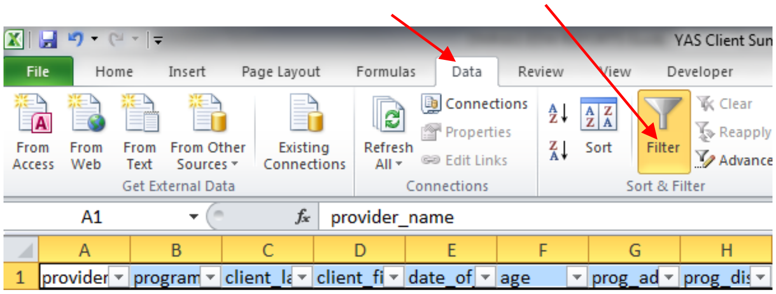
4. Select the **Open** button in the message box.

5. The report will display in the **CSV** format.



6. Delete or rename any columns with 'Textbox#' headers.

7. Once you have adjustment any headers as needed, highlight the Header row and select **Data** and **Filter** from the menu bar.

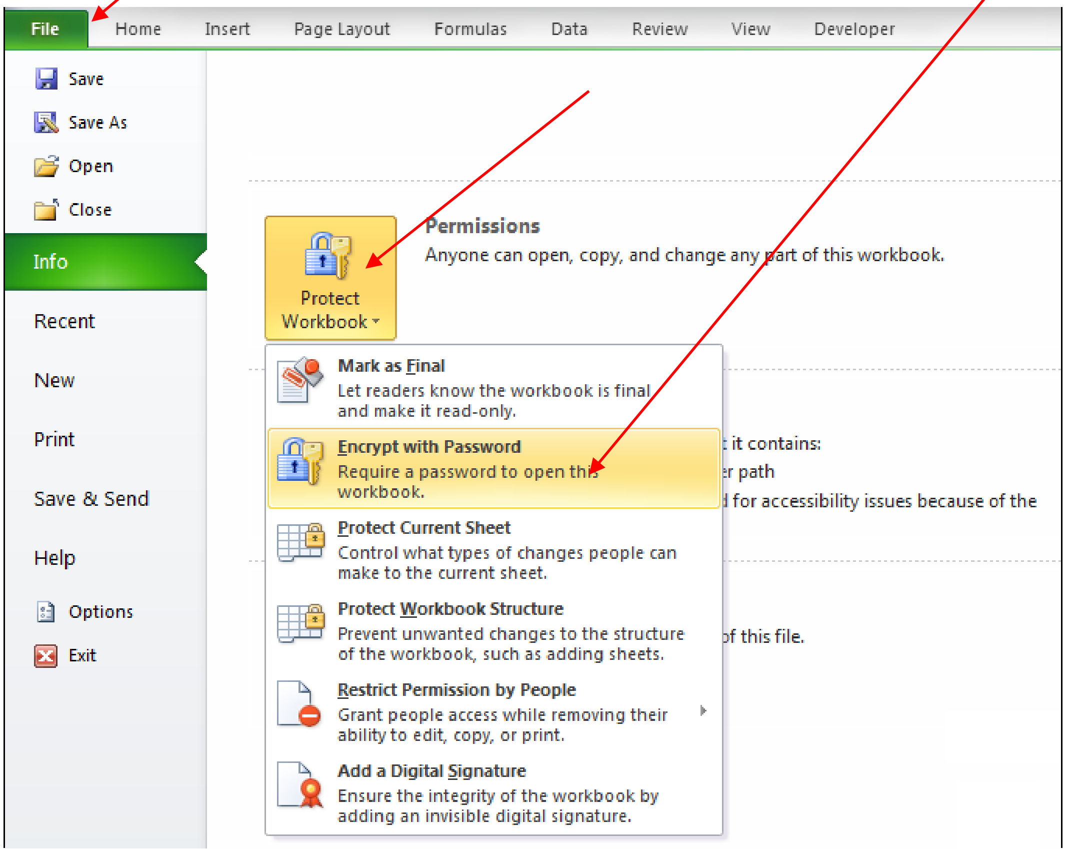


8. Filter or sort on the report as desired. 'Print' or 'Save' the report as needed.

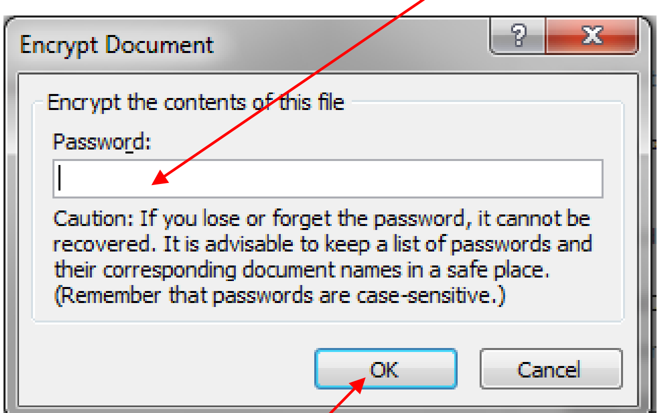
Note: Be sure to 'encrypt' (password protect) any report with confidential data if saving. See instructions on the next page.

HOW TO ENCRYPT (PROTECT) A DOCUMENT

1. Select **File** in the menu bar and then select **Protect Workbook** and **Encrypt with Password**.



2. The **Encrypt Document** box will display.
3. Enter a password in the '**Password**:' text box.



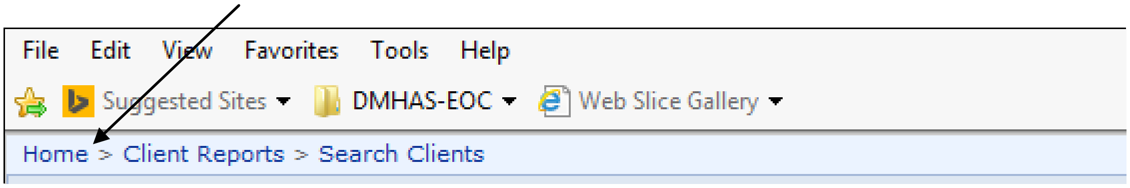
4. Select the **OK** button.
5. The **Encrypt Document** box will display again prompting you to reenter the same password.
6. The report is now encrypted.

If you save the report and send it via email, be sure to send a separate email with the password. ***Do not send the password with the report.***

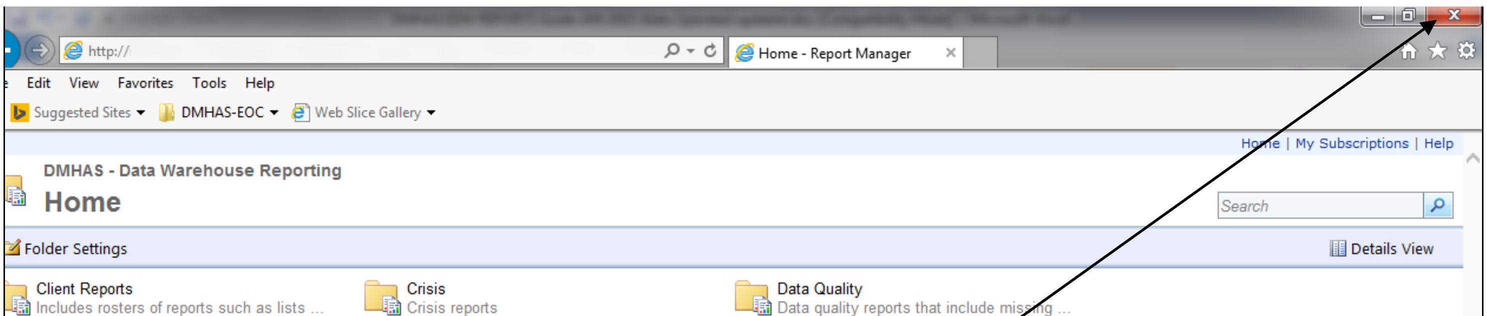
When you are finished working in the DMHAS Data Warehouse, you must log out to ensure the confidentiality of the client data.

To logout of reports, follow the steps below:

1. Select the Home link at the top of the report page.

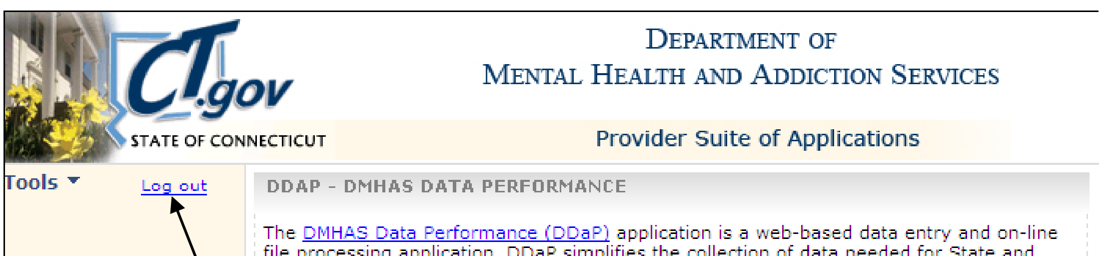


2. The **Home** page will display.



3. Click on the close (**X**) button on the upper right end of the screen.

4. The **Provider Suite of Applications** screen will display.



5. Select Log out on the Side Bar.

6. The DDaP **Log In** screen will display. Click on close (**X**) button on the upper right of the screen.