



WI PPS STATE REPORTING RELEASE NOTES

WI PPS VERSION 1.0.181.RELEASE

REQUIRES ECHOVANTAGE VERSION 3.18 OR HIGHER

OVERVIEW

The WI PPS State Reporting Acorn produces XML files according to WI state specifications. It is composed of four modules: MH, AODA, and CORE program data modules and a fourth MCI module that allows for the request of Consumer MCI numbers and subsequent upload of these numbers into EchoVantage. The Acorn installs custom tables and forms for entering and storing required information that is not already captured in EchoVantage. The XML files are downloadable from EchoVantage for easy upload to Wisconsin's sFTP system.

INSTALLATION

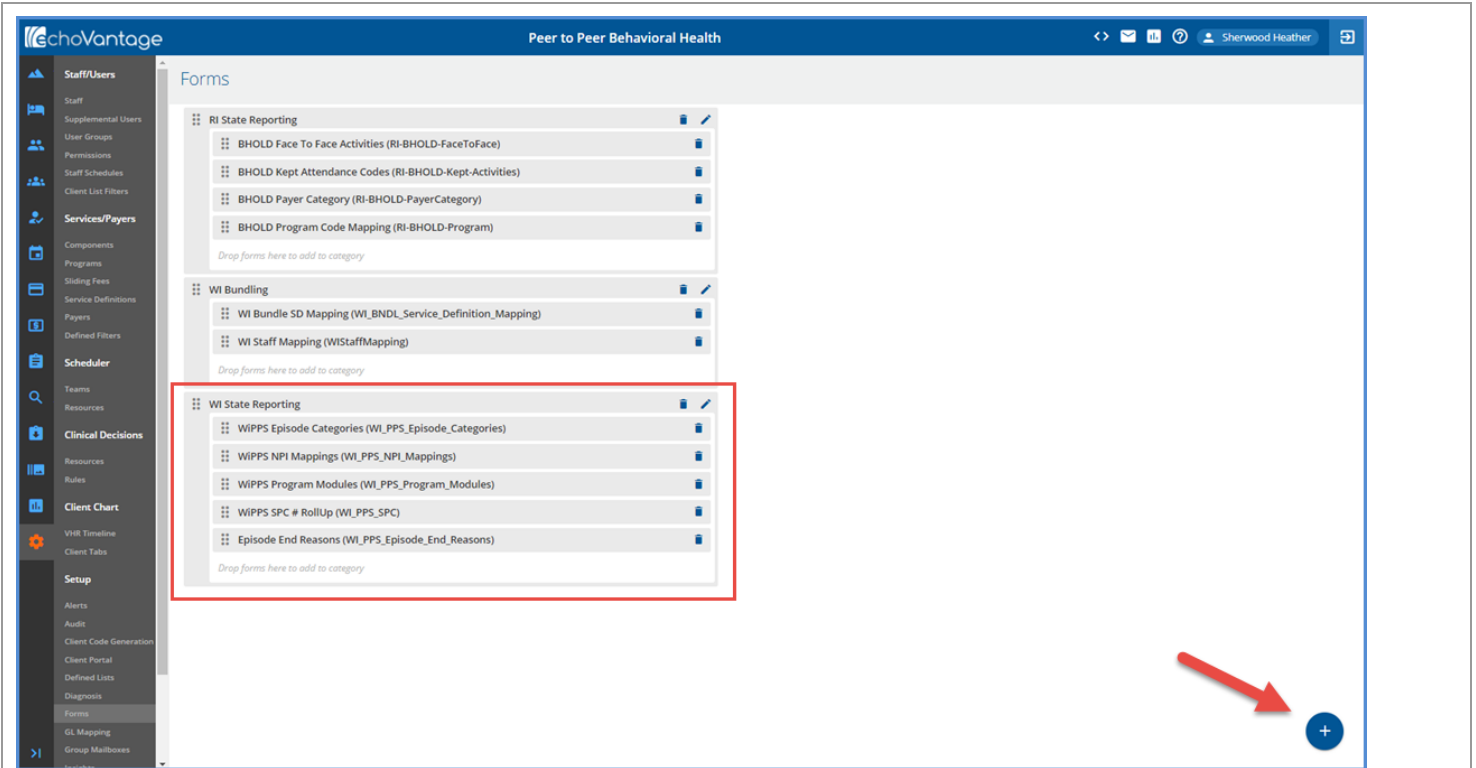
Echo support contacts SaaS hosted customers to determine the best time to install the Acorn. When the Acorn script is run, two records are inserted in the *dbo.AcornRegistrations* table: *PPS* and *MCI Upload*.

REQUIRED CONFIGURATION

Mapping Forms

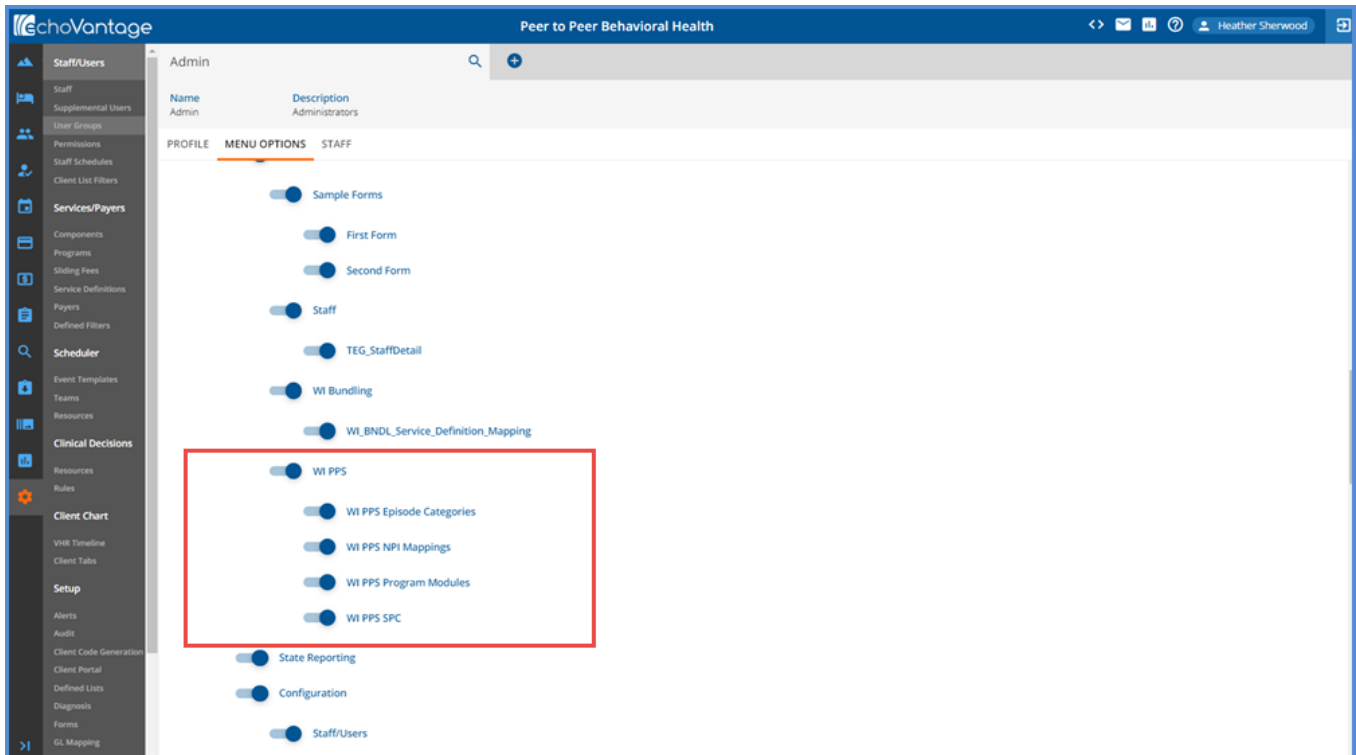
Custom forms for mapping existing data in EchoVantage and the associated tables are installed with the Acorn. These new forms are installed with a *MENU* Form Location and must be added to the *FORMS* main menu item in *Configuration > Setup > Forms*. The Forms by Form Name are:

- WI PPS Program Modules – Allows the agency to map Program components to PPS Modules: *AODA*, *Mental Health*, or *Core*.
 - A Program may be mapped to more than one Module. **While an SPC can be mapped to more than one Program with different Service Definitions, the same Program should not be mapped to more than one Module because the system will not know which module to report. If a Program is mapped to multiple Modules, the application will try to report Services in more than one Module.**
 - Form entries are stored in *dbo.WIPPSProgramMH*, *dbo.WIPPSAODA*, and *dbo.WIPPSCORE*.
- WI PPS Episode Categories – Allows the agency to map an Episode Category to a PPS Module.
 - There can only be one mapping per Module.
 - Form entries for the Episode mapping are stored in *dbo.WIPPSEpisodeCategoryMappings*.
- WI PPS SPC – Allows the agency to specify which SPCs do not roll-up (bundle) for state reporting purposes.
 - Form entries are stored in *dbo.WIPPSNoRollupSPC*
- WI PPS NPI Mappings – Allows agency to set the default NPI numbers as well as override NPI numbers by:
 - *Staff* – When a Staff mapping exists, and that Staff is on the Service, this NPI number is used.
 - *Location* – When a Staff mapping does not exist for the Service Provider, but a mapping does exist for an alternative Organization via Location, then the alternative Organization NPI is used.
 - *Organization* – When neither the Staff nor an alternative Organization has a mapped NPI number, the Organization's default NPI number is used.
 - Three forms store the entries, one for each NPI mapping type:
 - *dbo.WIPPSStaffNPI*
 - *dbo.WIPPSLocationNPI*
 - *dbo.WIPPSDefaultNPI*
- WI PPS Episode End Reasons – Allows the agency to map Episode End Reasons to modules.
 - By default, it is populated by the Acorn with the current Episode End Reasons for the Core and Mental Health modules.
 - Currently, AODA does not have Episode End Reasons.



Visit <http://webhelp.echoehr.com/configuration-setup-forms> for detailed information on adding Forms and Form Categories.

Remember to grant access to the PPS Form Category AND Forms in *Configuration > Staff/Users > User Groups > Menu Options* for the appropriate *User Groups*.



Visit <http://webhelp.echoehr.com/configuration-staff-users-user-groups> for detailed information on User Group Menu Option access.

The Mapping Forms can now be accessed from the Forms main menu.



Service Definitions

- In *Configuration > Services/Payers > Services > Service Definitions* review and edit as needed for the following:
- The SPC ID must be entered in the *Other* field of the *Profile* tab.
 - This value is stored in the *ServiceCategory* column of the *dbo.ServiceDefinitions* table.
 - SPC ID on the Service Definition identifies the Service when reporting to the state of Wisconsin.
- Configure an attendance code that means the Service was kept or provided as one of the required components.
- Select the Program that matches the Service Definition and then any other Component combinations that would uniquely identify this Service as being an SPC service for a particular module.

Defined Lists

Defined lists ensure that the information stored and reported to WI uses the state-defined code list for that Data Element. Future changes, additions, or deletions for these lists are easily handled within the application by navigating to *Configuration > Setup > Defined Lists*.

The most up to date information may be found at <https://www.dhs.wisconsin.gov/pps>, and for convenience, the most recent desk cards for the three PPS modules are included with these Release Notes. The following lists are populated with the current valid codes and are added when the Acorn is installed:

- SPC Units
- WI PPS Agencies Of Responsibility
- WI PPS AODA Educations
- WI PPS AODA Target Groups
- WI PPS Client Characteristics
- WI PPS CORE Target Groups
- WI PPS Counties
- WI PPS Criminal Justice System
- WI PPS Daily Activities
- WI PPS Health Status
- WI PPS Legal /Commitment Status
- WI PPS Presenting Problems
- WI PPS Psychological Stressors
- WI PPS Referral Sources
- WI PPS Relationship
- WI PPS Route Administration
- WI PPS SPC End Reasons
- WI PPS Special Project Reporting
- WI PPS Substance Problems
- WI PPS Suicide Risks
- WI PPS Support Group Attendance
- WI PPS Target Population Update
- WI PPS Target Populations
- WI PPS Use Frequency

The following Defined Lists are core to EchoVantage and may already have values. These are not pre-populated by the Acorn and should reviewed to ensure that PPS valid codes are in use.

- Employment Status
- Episode Categories
- Episode Discharge Reasons
- Gender Identities
- Legal Status
- Living Arrangements
- Veteran Status



VHR Timeline

The Acorn adds four forms to the VHR Timeline under the Header of **PPS**. These are the three PPS Episode forms for the MH, Core, and AODA modules and a PPS MH Assessment form. Click on the **PPS** Category to grant access by User Group to the forms. These Timeline Episode forms should be used to open PPS Episodes as it prompts for the MH, AODA, or CORE data forms. These data forms collect necessary State Reporting data elements. An Alert can be set that will indicate if a PPS Episode was created that does not have the assessment data completed as a safeguard.

Alerts

There are two new Alerts inserted by the Acorn, populated with default values, and enabled:

- *PPS Episode Missing Assessment* – Alerts when a client has a PPS episode and assessment data for that episode has not been filled out.
- *PPS MH Data Update Review* – Alerts when a client requires a review of their Mental Health PPS data.

These Alerts are sent to any Staff listed on any of the Client's Episodes. Changes to these Alerts can be made in *Configuration > Setup > Alerts* if desired.

Other Information

DIAGNOSES

Client diagnoses must be in place on the *Clients > Diagnosis* tab. Other Demographic information needs to be completed for required fields reported to the state, for example Address, Phone Number, Gender, Gender at Birth if different from Gender, Race, and Ethnicity. The data mapping when complete will provide a comprehensive list.

UNIQUE STATE IDENTIFIER

The EchoVantage *Client > Profile* tab now has a **Unique State Identifier** field located beneath **Gender Identity** (*UniqueStateIdentifier* column in the *dbo.Clients* table). This field stores the **MCI Number** that is generated by running the PPS report in MCI Clearance Mode or by manually entering participants into this field. CDT currently stores this number in the *mcinumber_c* column of the *ar.WIPPS_mci* table.

ETHNICITY

The following Data Elements are populated with a "Y" or "N" based on entries in the *Ethnicity* grid on the *Clients > Profile* tab. The job validates that at least one of these Data Elements is "Y."

- Hispanic Latino
- Non-Hispanic Latino
- Unknown Ethnicity – Reports as Y if the Ethnicity Refused checkbox is selected.

RACE

The Race Data Elements translate the codes used in EchoVantage to the following WI PPS valid values:

- **2131-1 Other Race** reports the data element <unknown_race> as Y
- **2054-5 Black or African American** reports as *B*
- **2028-9 Asian** reports as *A*
- **2106-3 White** reports as *W*
- **1002-5 American Indian or Alaska Native** reports as *I*
- **2076-8 Native Hawaiian or Other Pacific Islander** reports as *P*.

The PPS job validates that either <unknown_race> or <race_code1> is Y. The Priority column in the race grid is used to determine which values are reported in <race_code1,2,3,4, or 5> if multiple entries exist.

DATA MAPPING

Existing core form tables and columns are leveraged as much as possible to avoid duplicate entry. A separate mapping document is in process.



FUNCTIONAL OVERVIEW

Once application configuration is complete, Services are entered in EchoVantage using the normal workflow. SPC Services have a validation that will not allow a *SAVE* in Service entry if there is not an open form, open Episode for that module. An error banner displays indicating *“Unable to create service.”*

Note that the validation for an open PPS Assessment during Service Processing looks at:

- **CreateDate** for both AODA (dbo.WIPPSAODA) and CORE (dbo.WIPPSCORE)
- **ReportDate** first for MH (dbo.WIPPSMH), if ReportDate is NULL then CreateDate is used

There is an SPC Enrollment table that keeps track of the enrollments by Episode and NPI. This works similarly to the table in CDT for SPC Enrollments. SPC details point to a view, vWIPSSpcEnrollmentDetails, that is constantly pulling from the Events table. This means any changes to the Services and thus changes to the Events table are immediately reflected and picked up.

The actual PPS report is run from the main application *State Reporting* menu. The section below contains more information on running the report.

CREATING A PPS JOB

Creating Jobs

- PPS files are created from the State Reporting menu *CREATE* tab.
- Once the installation is complete, 'PPS' and 'MCI Upload' appear as options in the State Report drop-down.
- For **PPS Report Type** jobs,

The screenshot shows the 'CREATE' tab in the 'State Reporting' section of the EchoVantage application. The 'Report Type' is set to 'PPS'. Under 'Export files', the 'MCI Clearance File' checkbox is checked. The 'Organization Id' is '1070'. The 'Start Date' is '10/01/2020' and the 'End Date' is '10/31/2020'. The 'Clients' field is empty, with a note to 'Leave empty to choose all clients'. 'CANCEL' and 'SUBMIT' buttons are visible at the bottom.

- **Export files** - Select the checkbox for a Module or MCI Clearance File for reporting.



- **Organization id** - Enter the PPS assigned Organization ID.
- **Start Date** - The Start and End Dates default to the prior month for the reporting period. These may be changed to any date range desired.
- **Clients** – A report file may be generated for a selected group of Clients or leave the Clients drop-down list empty to choose all Clients.
- The MCI Clearance File is treated as a separate unit and produces one file for all modules.
 - It has the MH file name convention but includes all Clients who need an MCI number across all modules so that only one submission is needed.
 - A Client is returned in the results set if there is no value in the Unique State Identifier field on their Profile page, they have an open form, PPS episode, and they received at least one Service during the date range selected for the reporting period.
 - The id from dbo.Clients is used for the state required record_id data element and helps manage the update of MCI numbers when the MCI Upload process is run.
- Select **Submit** to create a job or select Cancel to exit without creating a state reporting file.
- To view the job f
- For **MCI Upload Report Type Jobs**,
 - Select the file to upload by clicking on the **SELECT FILE** button.

The screenshot shows a web interface with a header containing 'CREATE', 'HISTORY', and 'ERRORS' tabs. Below the header is a 'Report Type' dropdown menu set to 'MCI Upload'. Underneath, there is a prompt 'Choose an MCI file to upload' and a label 'MCI File *'. A button with a cloud icon and the text 'SELECT FILE' is highlighted with a mouse cursor. At the bottom right, there are 'CANCEL' and 'SUBMIT' buttons.

- Ensure the displayed file is correct.
- Then click **Submit** to start the upload.

This screenshot shows the same form as above, but now a file '(MCI)MH_1070_20201104_1831.xml' is displayed next to a trash icon. A red arrow points to the trash icon. The 'SUBMIT' button at the bottom right is now highlighted with a mouse cursor.



- The upload process uses the record_id, which is the Client's unique id from the dbo.Clients table as noted above, to match the records and populate the Unique State Identifier field with the MCI number received from the state.

Reviewing Jobs

- View Job Status on the *HISTORY* tab.
- The status is similar to those used in Fiscal Overview.
 - *Pending* status is waiting to be picked up by the processing service (*oak*).
 - *In Progress* status is actively being processed.
 - *DONE* means the job has been finalized.
 - *Reversed* status indicates the job has been canceled.
- Options to *Finalize*, *Reverse*, or *Retry* are available for any Job in Preview Status.
- The output files may be downloaded for review before Finalization.
 - A .zip file containing the output files may be downloaded from the History tab.
 - Files are downloaded to the user's local Downloads folder.
- The count of *Errors* displays in the *Errors* column when any exist in the job. Any *Errors* should be reviewed and resolved before continuing.

Reviewing Errors

- Review details of job errors on the *ERRORS* tab.
- The drop-down list displays the date, time, creator, and report type to identify the jobs.
- When selected, any job errors display on the screen with the following information:
 - Client – this is a blue hyper-link for easy Client screens access
 - Message – detailed description of the error
 - Severity – this is either Info, Warning, or Error.

Downloading Files

- Once the job is created, reviewed, and error-free, it is ready for upload to the State of WI sFTP site.
- Click on the *Zip* file icon to download an XML file. This downloads to the user's local Downloads folder.
- The file can then be uploaded to the WI sFTP site.

IMPROVEMENTS

10839	Added form level MH Validations for Presenting Problems. For example, a Problem 1 must be entered before a Problem 2 can be entered.
11167	In the SPC Enrollment details form, the End Reason drop-down now displays the correct values for the associated moduled. A SQL view is used to sort and display the module specific reasons. The Defined List is created and populated in ticket #11214.
10943	Added both red and grey asterisks to the "Commitment Status Review Date" field on the Mental Health Assessment Admisson form.
11168	Removed "Case Review Date" from the CORE Admission Form.
11328	Added a validation to prevent closing a PPS Episode while there are open SPC enrollments for that Episode, regardless if the End Date is entered on the Core Episode form or the WI PPS Episode form.
11329	Updated the MH validation trigger to prevent saving and assessment with dates that overlap an existing assessment for the same Episode.
11327	Updated the existing trigger to prevent the creation of a Service if the Client does not have an a PPS Episode for the relvant module with an active assessment as of the Service date. An active assessment is one where



	the ReportDate (or CreateDate if there is no ReportDate) is in the past and the ReviewDate (if one exists) is in the future.
11331	Removed the Client Phone Number from the Core Admission form.
11448	The "SPC Review Date" field on the MH Assessment form now reads "Review Date."
11222	A PPS Episode End Reasons mapping form is now added and pre-populated by the Acorn. This mapping form allows the correct reasons for either the MH and Core Episode forms to display in the drop-down listing. The AODA Episode form now no longer has an Episode Discharge field.
11214	The WI PPS Acorn creates a new Defined List, WI PPS SPC End Reasons. This Defined List is populated by default with the current SPC End Reasons for MH and AODA. Core does not require an SPC End Reason but one can be reported using the same codes as the Episode Close Reason. The Episode Close Reasons are also included in the new Defined List.
11113	The "Review Date" field was removed from both the CORE and AODA data forms.
11318	A database constraint was added to prevent entering an incorrect PPS Episode End Reason. A custom version of the Core Episode form is also installed by the Acorn and configured for the Episodes tab. This custom version has two Episode End Reason fields, one for "Episode End Reason" and one for "PPS End Reason." The "Episode End Reasons" drop-down list is populated with the values in the values in the Episode Discharge Reasons Defined List. The "PPS End Reason" drop-down list is populated with the values from PPS Episode End Reasons Custom Mapping form. Each value displays the Module with which it is associated. If a value is selected with the incorrect module type, a "Save failed" message appears stating that "PPS End Reason must belong to the same category as the episode."
11371	The PPS version number is now displayed in the Help > About menu.
11424	In the data grid on the MH Episode form, the Date column now pulls from the Report Date of the assessment. Previously the Date column was displaying the Create Date.
11317	This ticket relates to #11222 and covers the functionality of mapping Episode End Reasons on the custom Form in the Forms menu.
10835	Job and Form validations were added for the MH Module criminal justice system. Now criminal_justice_system_1 is required BRC code = H or L. Duplicates are not allowed (i.e., the same value cannot exist for criminal_justice_system_1 and criminal_justice_system_2). Order of entry is respected. For example, if criminal_justice_system_4 is reported, values are required in criminal_justice_system_1, 2, and 3. Also, criminal_justice_system_2,3, and 4 cannot be provided if criminal_justice_system_1 has a value of 1 (None). If any of these validations fail, the job results in an error.
10873	The MH required elements stored in dbo.WIPPSMH cannot be NULL and are validated at the FD Form level. The remaining required elements are validated at the job level. The job level validation elements are: submitter_organization_id, submission_date, mci_flag, number_of_records_transmitted, and record_id.
10836	Job level validation was added for MH Daily Living. Duplicates are not allowed. Order of entry is respected, i.e., if there is a daily_activity_3 then there must be a daily_activity_2 and 1. If this validation fails, an error is included in the job.
10874	All AODA required fields are validated at the form level except for gender. If gender is missing, an error is included in the job.
10875	The CORE required elements stored in dbo.WIPPSCORE cannot be NULL and are validated at the FD Form level. The following elements are validated at the job level: submitter_organization_id, submission_date, mci_flag, number_of_records_transmitted, record_id, and gender.
10931	A note was added to the diagnosis tab of the MH assessment form stating that: <ul style="list-style-type: none">• "Mental health and substance use disorders must be reported in the first four diagnosis fields on this form."• "The primary diagnosis is reported on the MH Admission tab. For participants with co-occurring mental illness and substance use problems, the primary diagnosis should be their mental health



	<p>disorder and the substance use diagnosis should be recorded in one of the four diagnosis fields on this form.”</p> <ul style="list-style-type: none"> • “The last 3 fields are used for reporting general medical conditions per ICD-10 that are potentially relevant to the understanding or management of the participant's mental disorder.”
10847	For all modules, the street_address1 and street_address2 data elements are validated to not exceed 30 characters. A database value that exceeds 30 characters is truncated to 30 for the xml file.
10860	CORE -- Characteristics are now validated to require client_char_1, prevent duplicates, and respect order of entry.
10894	CORE – When a CORE closing_date is reported, a job validation exists to require a closing_reason_code.
11049	The PPS job now validates that there are no duplicate diagnoses in diagnosis_cod_principal or any of the diagnosis impressions. And error is thrown if any are found.
10846	Job level validations now check that SPCs have an End Reason for MH & AODA Modules if the SPC has an End Date.
10866	AODA -- Characteristics are now validated at the form level to NOT have a value of 99 unless Co Dependent Collateral is Y and to respect order entry, i.e., characteristic1 must have a value is characteristic2 has a value.
11337	All Modules -- Episode End Date is required to be after Start Date at the form level.
10852	<p>On the AODA assessment form, if Brief Service and Co Dependent Collateral are No, then the following fields are required:</p> <ul style="list-style-type: none"> • Education at Time of Admission • Employment Status • Support Group Attend At Admin • Registration Arrests • Registration Living Situation <p>Save fails if the validation does not pass.</p>
10856	<p>A form level validation now exists for AODA -- Substance Problem Discharge. The following fields should not have duplicate values and order entry is respected.</p> <ul style="list-style-type: none"> • substance_problem_at_episodeend_primary • substance_problem_at_episodeend_secondary • substance_problem_at_episodeend_tertiary <p>If the validation fails, the form does not SAVE.</p>
10857	<ul style="list-style-type: none"> • On the AODA form in the Substance Use block at the bottom (Drug, Frequency, Route, Age at First Use) • When one value in a row is filled out, the whole row must be filled out. • The rows must be filled out in order (e.g. cannot fill out only primary and tertiary with no secondary) • If the value in the Primary Drug field is 01, then all the other fields must be empty. • Cannot have duplicate values in the Drug field <ul style="list-style-type: none"> ○ Duplicate values in the other fields are okay
11334	MH – a validation was added to require the Review date to be after the Report Date.
11263	A validation was added for the Client Characteristics on the MH Admission form. When entering Client Characteristics, the code order associated with the Characteristics must be entered in numeric order. For example, 08 Hard of Hearing must come after 04 Alcohol Client.
11335	The ReportDate field was removed from the CORE & AODA forms.
10863	AODA -- County of Residence Validation. If a Client has a state of WI, “Out of State” cannot be reported as their County of Residence. If “Out of State” is selected , County of Residence is not reported. The validation is at the job level.



10969	A constraint was added to prevent assigning a program to more than one WI PPS module.
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BUGS

Ticket #	Description
10915	Added a space between "Current" and "Suicide" on the MH Assessment.
11341	Updated the Acorn installation to <i>UPDATE</i> custom forms if they already exist instead of deleting them.
11330	Services no longer appear in SPC Enrollment for multiple Modules.