WI PPS STATE REPORTING RELEASE NOTES

WI PPS VERSION 2.0.23.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.

This release address the need to enter SPC Enrollment-specific discharge information with closing the Episode.

INSTALLATION

The *install-wi-pps-2.0.23.RELEASE.sql* script updates the *WIPPS* and *MCI Upload* records in the dbo.AcornRegistrations table to version *2.0.23.RELEASE.* This installation also updates the *Help > About* page found by clicking on the Help icon on the blue Application Information Bar. SaaS hosted customers should send a request via the Support portal to authorize the update.

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 it
em 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.WIPPSMH, 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 to indicate if a PPS Epsiode was created that does not have the assessment data completed as a safeguard.

The MH Assessment form copies forward data from the previous assessment if one exists for all fields with a red asterisk. The *dbo.sp_copy_MH_Assessment* stored procedure is used to move this data forward. The red-asterisk fields can only be edited on the first assessment recorded for a given Mentahl Health Episode except for *Commitment Status Review Due Date* and *Principal Diagnosis Code.* If any of remaining red asterisk fields are edited on the form, they revert to the copied values on *SAVE.*

First Contact Date

The MH and AODA Admission forms have a CDT First Contact Date field and both tables backing these forms, WIPPSMH and WIPPSAODA, have a *HistoricalFirstContactDate* column. A date displays on the form if a value exists in the database for *HistoricalFirstContactDate* but is not editable, and the value is reported for the *first_contact_date* data element of the MH or AODA submission. If empty, the *first_contact_date* data element is not reported. In the MH Admission form example above, the CDT First Contact Date field is empty. In the AODA Admission form example below, the field is populated.

AODA Enrollment Discharges

In this release, a new form (AODA Discharge) and table (WIPPSAODASpcDischarge) were added to enable users to input discharge information for SPC enrollments **without** closing the Episode. The new AODA Discharge form is accessible from the SPC Enrollment form.

Attempting to End Date the SPC Enrollment without completing the Discharge Information form results in the following error.
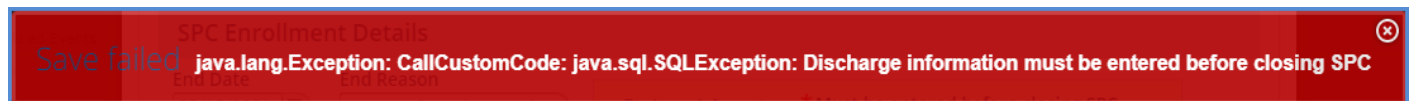
Select the blue underlined Discharge Information text to open the new form.

The blue banner across the top indicates the select SPC Enrollment to which the entered discharge information will apply. When the state report is run, if SPC Enrollment discharge data is entered, it is reported. However, Episode discharge data is always used if it exists.

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 active Staff listed on any of the Client's Episodes. End-dated staff do not receive the alert. 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. When reporting Diagnoses, the acorn checks the History table for an existing form record id. If the record was not previously reported, the Principal Diagnosis is included in the submission file. If the record was previously reported, the Principal Diagnosis is excluded from the submission file so that it is not re-reported.

OTHER DEMOGRAPHICS

Other Demogrpahic information must 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 provides a comprehensive list of required elements for each module and the crosswalk to the collection location in EchoVantage.

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. The WI PPS State Reporting data Element Mapping crosswalks the submiss file fields to the collection locations in EchoVantage.

FUNCTIONAL OVERVIEW

Once application configuration is complete, Services are entered in EchoVantage using the normal workflow. SPC Services have a validation that does not allow a *SAVE* in Service entry if the Client does not have the appropriate, open PPS Episode and at least one corresponding assessment form completed.

- CORE and AODA Services may be created if the Client has the appropriate PPS Episode and any assessment form.
- MH Services may be created if the MH Episode has an Assessment where the Commitment Status Review Date is after the Service Date.
- The Episode form and associated Assessment forms are accessed on the VHR Timeline.

Database Details

- The dbo.WIPPSSpcEnrollments table keeps track of the enrollments by Episode and NPI. (This works similarly to the table in CDT for SPC Enrollments.)
- The dbo.WIPPSReportedSpcRollups table keeps track of the reported SPC enrollments. The SpcEnrollment column links to the dbo.WIPPSSpcEnrollments.id column.
- The dbo.WIPPSReportedSpcRollupServices table keeps track of the Services included in each reported SpcRollup.
    - The ReportedSpcRollup column links back to the dbo.WIPPSReportedSpcRollups.id colum.
    - The Service column links back to the dbo.Services.id column.
- The vWIPPSSpcEnrollmentDetails view joins columns from dbo.Services and dbo.WIPPSSpcEnrollments for a user friendly view of SPCEnrollment information. Each PPS qualifying Service is listed with its associated dbo.WIPPSSpcEnrollments.id, ServiceDate, Program name, Activity name, PPS Module, Client id, SPC number, NPI, and Reported Flag, as shown below.

|	Service	SpcEnrollment	ServiceDate	Program	Activity	Module	Client	SPC	NPI	Reported
1	20200812060753863712 6B3C1FC424377BB5	20200814132347243F166815963D44CC7893	2020-08-01	WIPPSMH	INDV	M	202008110126419221F427DD8C3C941358E1	507.20	1234567894	Y
2	20200812084212262FCE9627D5E184D42AB9	20200814142029763D83A9835D3E141B8AED	2020-07-02	WIPPSCORE	CASE	C	202008110140406 02B7616DA4DFAC4E289A3	604	1234567894	Y
3	20200813010950474664 3B0A9180C4041AE6	20200814142029763D83A9835D3E141B8AED	2020-07-03	WIPPSCORE	CM	C	202008110140406 02B7616DA4DFAC4E289A3	604	1234567894	Y
4	20200814031949632 03F54ECE8AF2465FAF3	20200814152458483B577087988614C34B94	2020-07-01	WIPPSCOREIA	IA	C	202008110140406 02B7616DA4DFAC4E289A3	603	1234567895	Y
5	20200814072934364 7598EFC6304148F69E7	20200814192935043357B13AFDCD24BCF8EC	2020-07-01	WIPPSCOREIA	INTASS	C	20200814072211043465F137016A54C369DE	603	1234567895	Y

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,

- o **Export files -** Select the checkbox for a Module or MCI Clearance File for reporting.
- o **Organization id -** Enter the PPS assigned Organization ID.
- o **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.
- o **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.
- o 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.
  - o Select **Submit** to create a job or select Cancel to exit without creating a state reporting file.
  - o Navigate to the History tab to download the job zip file. The MCI Clearance File is always in the MCI folder to make it easy to distinguish from a true MH module submission when multiple modules are selected in the same job.
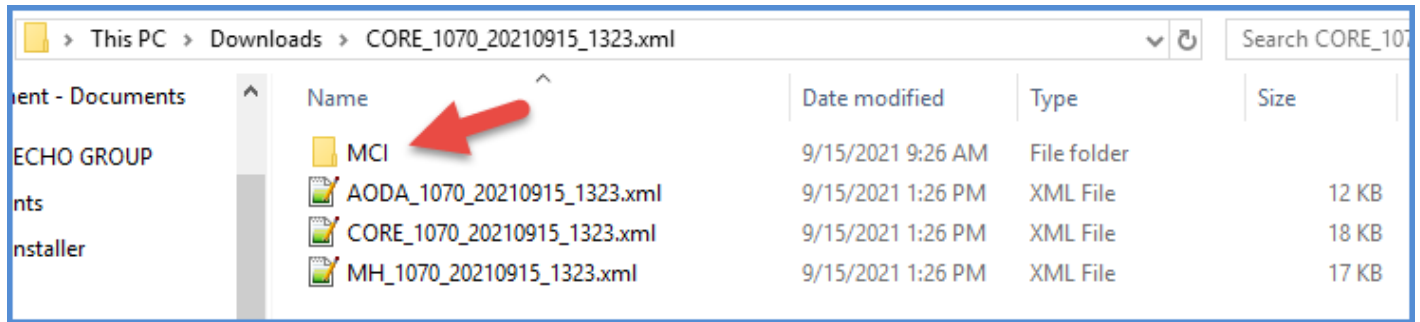
- For **MCI Upload Report Type** Jobs,
  - o Select the file to upload by clicking on the **SELECT FILE** button.
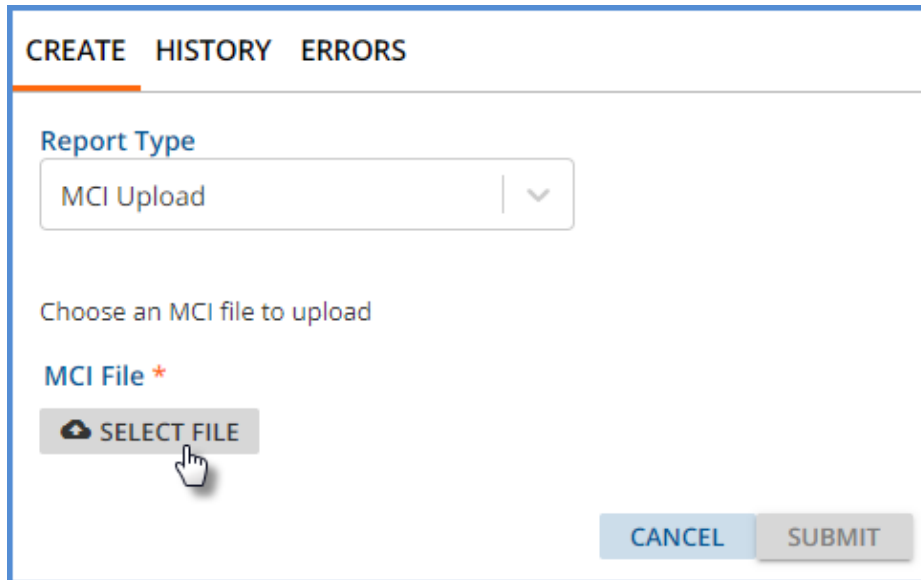
  - o Ensure the displayed file is correct.
  - o Then click **Submit** to start the upload.

- o 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.
  - o *Pending* status is waiting to be picked up by the processing service (*oak*).
  - o *In Progress* status is actively being processed.
  - o *DONE* means the job has been finalized.
  - o *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.
  - o A .zip file containing the output files may be downloaded from the History tab.
  - o 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:
  - o Client – this is a blue hyper-link for easy Client screens access
  - o Message – detailed description of the error
  - o 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

EV-1595	Enable users to enter AODA SPC Enrollement-specific discharge information without end-dating the Episode. The solution was to add a WIPPSAODASpcDischarge form that is accessible from the SPCEnrollment form. This form allows uses to enter the SPCEnrollment discharge data and stores it in the new WIPPSAODASpcDischarge table. When the state report is run, the SPC Enrollment discharge information is reported unless Episode discharge information is entered. Episode discharge information is always used if entered.