RI-BHOLD STATE REPORTING RELEASE NOTES

RI-BHOLD VERSION 2.0.111 **REQUIRES ECHOVANTAGE VERSION 3.28 OR HIGHER**

OVERVIEW

RI_BHOLD Version 2.0.111 contains an update to how the first contact date (FTRTDATE) is calculated. The Acorn no longer pulls the Activity component based on the Service Definition for comparison to the mapped Registration F2F mapped values but rather looks at the individual component on the Service itself. This change was necessary to accommodate the non-billable attendance Service Definitions that had only Attendance component values selected. For a Service to populate the FTRTDATE Data Element, the following must be satisfied.

- The Service must be on or before the Episode Start Date.
- The Service's Activity component must be one that is mapped on the BHOLD Registration Face to Face Activity mapping.
- The Service's Attendance component must be one that is mapped on the BHOLD Kept Activities mapping.
- If more than one Service meets these requirements, the earliest Service is selected.

At this time, there is no validation for the first contact date Service to occur on or before the State Reporting period End Date. The expectation is that this Service was provided before the state reporting period End Date for all reported BHOLD Clients. A future improvement is planned to add this validation so that if the FTRTDATE reported is after the reporting period End Date an error is thrown to make identify potential errors easier. Please review the FTRTDATE values in the submission file as a date after the state reporting period End Date indicates that a converted Service may not be properly entered in EV.

INSTALLING THE ACORN

The *install-ri-bhold-2.0.111.sql* script updates the *BHOLD* record in the dbo.AcornRegistrations table to version *2.0.111.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.

The Acorn also installs custom tables and mapping forms. Note that the agency created custom forms are not loaded with the Acorn. The agency custom forms must be installed separately and in use for all state-required data elements to be captured.

BHOLD Mapping Forms

- BHOLD Program Code Mapping
- BHOLD Registration Face To Face Activities (This was previously the BHOLD Face to Face Activities form.)
- BHOLD Kept Attendance Codes
- BHOLD Payer Mapping
- BHOLD Gender Identity Mapping
- BHOLD Sexual Orientation Mapping
- BHOLD Discharge Face To Face Activities

Mapping Form Tables

- dbo.BHOLDProgramCodeMapping
- dbo.BHOLDFaceToFaceActivities
- dbo.BHOLDKeptAttendanceCodes
- dbo.BHOLDPayerMapping
- dbo.BHOLDGenderIdentityMapping
- dbo.BHOLDSexualOrientationMapping
- dbo.BHOLDDischargeFaceToFaceActivities

Required Agency Custom Forms

- RI Registration
- RI Target Condition
- RI Substance Use Form
- RI Vital Signs
- RI Internal Transfer Note
- RI Discharge Summary

- Client DLA-20 Adult

CONFIGURATION OVERVIEW

Mapping Forms

The BHOLD Mapping forms must be configured for use in *Configuration > Setup > Forms* and users responsible for mapping the BHOLD data must be granted access in *Configuration > Staff/Users > User Groups > Menu Options.* The mapping forms are

- **BHOLD Program Code Mapping** – Use to map existing Programs and Subprograms to BHOLD program codes, PID, and PID City Code.
- **BHOLD Registration Face To Face Activities** - This was previously the BHOLD Face to Face Activities form. Use to identify the Activity codes that qualify as Registration Face-to-Face activities per the BHOLD definition. The drop-down list is populated with the Activity (core label, component 3) values.
- **BHOLD Kept Attendance Codes** – Use to identify the Attendance codes that are considered "Kept" for BHOLD reporting. The drop-down list is populated with the Attendance (core label, component 4) values.
- **BHOLD Payer Mapping** – Use to map Payers to BHOLD Primary Payment Source and Contract ID (if applicable).
- **BHOLD Gender Identity Mapping** – Use to map values in the Gender Identities Defined List to valid BHOLD data element values.
- **BHOLD Sexual Orientation Mapping** – Use to map values in the Sexual Orientations Defined List to valid BHOLD data element values.
- **BHOLD Discharge Face To Face Activities** - Use to identify the Activity codes that qualify as Discharge Face-to-Face activities per the BHOLD definition. The drop-down list is populated with the Activity (core label, component 3) values.

Defined Lists

It is recommended that the following Defined Lists contain the BHOLD valid codes for each Data Element. However, the Acorn will map the Defined List default values to the BHOLD valid codes as outlined in the BHOLD Data Element Mapping v5 if the BHOLD valid codes are not used.

- **Marital Status** – This populates the *MARSTAT* Data Element. The value is entered on the *Client > Profile* tab.
- **Veteran Status** – This populates the *VETSTAT* Data Element. The value is entered on the *Client > Profile* tab.
- **Payer Categories** - This list may be updated to the BHOLD Valid Codesbut is not required. The Acorn installs a Payer Category Mapping form to match the Payer Category with a Primary Payment Source and Contract ID if applicable.

MID Data Element

The MID (Medicaid ID Number) Data Element is a 10-digit unique Medicaid identifier. Per the data dictionary, "This field is mandatory if the Client has Medicaid or Managed Care Medicaid for their insurance type." The MPI field on the *Clients > Profile* tab should be populated with their MID if they have Medicaid or Managed Care Medicaid for their insurance types.

The application configuration is now complete. Follow the typical workflow for admitting Clients, completing Assessments, providing Services, billing for Services, and updating Enrollment and Discharge information.

FUNCTIONAL OVERVIEW

Once the Acorn is installed, "BHOLD" appears as an option in the Report Type drop-down list on the *CREATE* tab.

- Select BHOLD for the Report Type.
- Enter the Date Range to use for gathering data. The dates default to the previous month's Start and End Dates.
- Leave Clients empty to choose ALL Clients or select Clients to create a reporting file for specific Clients or a single Client.
- Click Save to create the job.
- When a job is created for all Clients:
  - Clients must have the following to be included:
    - An Open Enrollment during the date range or Closed Enrollment with a discharge date that is later than the reporting period Start Date and before the reporting period end date.
    - An Enrollment Program that has been mapped to a BHOLD Program Code, PID, and PID City Code.
  - Clients with a discharge date before the reporting period Start Date are excluded.
  - Clients with Payers that have a Payer Category marked as Excluded on the mapping form are excluded.

- o   Clients with an Enrollment Program that is not mapped on the BHOLD Program Code mapping form are excluded.
  - When a job is created for a specific Client or Clients, the selected Clients are always included.
    - o   The Program Code Mapping requirement is overridden.
    - o   Even though the Mapping forms are overridden, an Error is still generated if the Client has an excluded Category or does not have a mapped Program.

  - In addition to the active Enrollment with a mapped Program listed above, the following eleven (11) data elements (listed in RED in the *RI BHOLD Data Element Mapping v5)* are required to create a valid State Reporting file. These Data Elements do not have a default value and the column referenced in the data mapping must not contain a NULL in the database. For FTRTDATE, the Service cannot be before the Client's current Episode Start Date or after the Client's current Episode End Date.

RECNUM	PID	ADMITDATE	NAMEFRST
SSN	PROGRAM	PIDCITY	NAMELST
DOB	FTRTDATE	DIAG1	

UPDATES

Declutter the State Reporting Errors Screen, EV-1650

Defaults were added to all but 11 Data Elements as this data is not always collected. The missing data however, was still triggering Errors on the State Reporting Errors screen. These have been suppressed to limit the errors to the ones that truly merit review and updating. For example,

Social Security Number Reporting, EV-1651

The state of RI has a specific method for creating a temporary social security number when the Client's SSN is not known. The agencies will enter the temporary SSN in the Unique State Identifier field on the *Clients > Profile* screen. Updates were made to the Acorn to now

- Check for a value in the *Clients > Profile > SSN* field first and report the value if not NULL.
- If the SSN value is NULL, then the Acorn checks for a value in the *Clients > Profile > Unique State Identifier* field. If a value is found in Unique State Identifer, then it is reported.
- If both SSN and Unique State Identifier are NULL, then an error is triggered indicating that *"No SSN or Unique State Identifier on file."*

Reporting Current and Discharge Substance Use Data Elements, EV-1652

The Acorn default for the Current Substance Use Data Elements was changed from UNKNOWN to NA. Validations were added at the Substance Use Form level (database trigger) to prevent invalid data combinations from being recorded based on the following rules. If the Client is active and,

- SUBABUSE1 is blank or NULL
  - o   SUBABUSE1-3, ROUTE1-3, FREQUSE1-3 must be NA
  - o   And AGEUSE1-3 must be 98
- SUBABUSE1 is NA
  - o   Report NA for SUBABUSE2-3, ROUTE1-3, FREQUSE1-3
  - o   Report 98 for AGEUSE1-3
- SUBABUSE1 is UNKNOWN
  - o   SUBABUSE2-3, ROUTE1-3, FREQUSE1-3 must be UNKNOWN
  - o   And AGEUSE1-3 must be 99
- SUBABUSE1 is some other value and SUBABUSE2-3 are blank or NULL
  - o   Report NA for SUBABUSE2-3, ROUTE2-3, FREQUSE2-3
  - o   And report 98 for AGEUSE2-3

- If SUBUSE1 or 2 or 3 have a value other than NA or UNKNOWN but values are missing for any one of the related data elements (FREQUSE1 or 2 or 3, ROUTE1 or 2 or 3, AGE1 or 2 or 3) then the report throws an error and the default value of NA is reported.

A script was also created to update existing data according to the rules above. **Please Review the script and existing data carefully. There is potential to overwrite existing data. For example, if SubUse1 is Unknown, then the script populates SUBUSE2-3, ROUTE1-3, and FREQUSE1-3 with** *UNKNOWN,* **and reports 99 for AGEUSE1-3. If a record with unknowns for the first substance set has valid substance information in SUBUSE2, ROUTE2, FREQUSE2, and AGEUSE2, the script will update the existing information to UNKNOWNs. See** *fix_substance_use.sql* **in the BHOLD_v6_Scripts folder.**

 Similarly, validations were added to the to the Discharge Summary Form per the following rules. If the Client is discharged and,
- DISSUBUSE1 is blank or NULL - DISSUBUSE1-3 AND DISFREQUSE1-3 report as NA
- DISSUBUSE1 is NA - DISUBUSE2-3 AND DISFREQUSE1-3 must be NA
- DISSUBUSE1 is UNKNOWN - DISSUBUSE2-3 AND DISFREQUSE1-3 must be UNKNOWN
- DISSUBUSE1 is some other value and DISSUBUSE2-3 are blank or NULL - Report NA for DISSUBUSE2-3, DISFREQUSE2-3**

**Again, if DISSUBUSE1 or 2 or 3 have a value other than NA or UNKNOWN but values are missing for the matching DISFREQUSE data element, then the report throws an error.

A script was also created to update existing Current and Discharge Substance Use data according to the rules above. **Please Review the script and existing data carefully. There is potential to overwrite existing data.**

For example, if DISSUBUSE1 is Unknown, then the script populates DISSUBUSE2-3 and FREQUSE1-3 with *UNKNOWN.* **If a record with UNKNOWN for the first substance set has valid substance information in DISSUBUSE2 and DISFREQUSE2, the script updates/overwrites the existing information to UNKNOWNs. See** *fix_substance_use.sql* **in the BHOLD_v6_Scripts folder.**

Reporting EMPSTAT and EMPTYPE, EV-1653

The following form validations were added to prevent invalid data combinations from being recorded.
- When EMPSTAT is NOT HALFTIME, PARTTIME, FULLTIME, or UNKNOWN, then EMPTYPE must be NA.
- If EMPSTAT is UNKNOWN, then EMPTYPE should default to UNKNOWN.
- When EMPSTAT is HALFTIME, PARTTIME, or FULLTIME, then EMPTYPE can be any pick list value except for NA.

A script was also created using these rules to update existing invalid data. In addition, if the value for EMPSTAT is *NULL* or an *Empty String,* the script inserts a value of UNKNOWN. Following is the *fix_registration_empstat_emptype.sql* script found in the BHOLD_v6_Scripts folder.

```
-- Update EMPSTAT and EMPTYPE with proper case and fix invalid value
UPDATE ri_registration
  SET EMPSTAT = TRIM(UPPER(EMPSTAT)),
            EMPTYPE = TRIM(UPPER(IIF(EMPTYPE like 'COMP%', 'COMPETITV', EMPTYPE)))

-- Update EMPTYPE with a valid value based on EMPSTAT
UPDATE ri_registration
  SET EMPTYPE = CASE WHEN EMPSTAT = 'UNKNOWN' THEN 'UNKNOWN'
                                      WHEN EMPSTAT IN ('FULLTIME', 'PARTTIME', 'HALFTIME') THEN IIF(EMPTYPE = 'NA',
'UNKONWN', EMPTYPE)
                                      ELSE 'NA' END

UPDATE ri_registration
  SET EMPSTAT = 'UNKNOWN', EMPTYPE = 'UNKNOWN'
  WHERE EMPSTAT IS NULL


-- Update EMPSTAT and EMPTYPE validation values to upper case
UPDATE validation_list_values
SET [value] = UPPER([value])
WHERE validation_list_id = 'ca1d3651-51b3-4fca-a76e-d293631b6f20'

UPDATE validation_list_values
SET [value] = UPPER([value])
WHERE validation_list_id = '7f64367d-3bfa-43a5-a3ad-4b5809cb5cfe'
```

Reporting DISEMPSTAT and DISEMPTYPE, EV-1782

Updates were also made to handle the reporting of DISEMPSTAT and DISEMPTYPE in the same manner as their non-discharge counterparts. The following form validations were added.

- When DISEMPSTAT is NOT HALFTIME, PARTTIME, FULLTIME, or UNKNOWN, then DISEMPTYPE must be NA.
- If DISEMPSTAT is UNKNOWN, then DISEMPTYPE should default to UNKNOWN.
- When DISEMPSTAT is HALFTIME, PARTTIME, or FULLTIME, then it can be any pick list value except for NA.

A script was created using these rules to fix existing invalid data. In addition, if DISEMPSTAT is *NULL* or *Empty,* the script also updates these to *UNKNOWN.* Following is the *fix_discharge_empstat_emptype.sql* found in the BHOLD_v6_Scripts folder.

```
-- Update DISEMPSTAT and DISEMPTYPE with proper case and fix invalid value
UPDATE RI_DischargeSummary
  SET DISEMPSTAT = TRIM(UPPER(DISEMPSTAT)),
            DISEMPTYPE = TRIM(UPPER(IIF(DISEMPTYPE like 'COMP%', 'COMPETITV', DISEMPTYPE)))

-- Update DISEMPTYPE with a valid value based on DISEMPSTAT
UPDATE RI_DischargeSummary
  SET DISEMPTYPE = CASE WHEN DISEMPSTAT = 'UNKNOWN' THEN 'UNKNOWN'
                                      WHEN DISEMPSTAT IN ('FULLTIME', 'PARTTIME', 'HALFTIME') THEN IIF(DISEMPTYPE =
'NA', 'UNKONWN', DISEMPTYPE)
                                      ELSE 'NA' END

UPDATE RI_DischargeSummary
  SET DISEMPSTAT = 'UNKNOWN', DISEMPTYPE = 'UNKNOWN'
  WHERE DISEMPSTAT IS NULL
```

Sorting on the State Reporting Errors Screen, EV-1660

The State Reporting Errors screen is now sorted by Client's last name.

Suppress Commas in the Output File, EV-1785

Commas are now removed from the NAMEFRST and NAMELST Data Element values to prevent the .csv output file from getting out of sync. The name data in the output file only, now has a space in place of a comma.

Form Corrections, EV-1784

The following custom forms used in BHOLD were reviewed. As a result of the review, corrections were made for RI Registration Form.

- The Acorn updates the data type of the DEPENDCHILD column in dbo.RI_Registration to a varchar,(2) instead of an int, (2). Thrive should not need to update their form to accomdodate this change. Newport should either run the provided update form script or open the RI Registration form in Form DesignEHR, reselect the DEPENDCHLD column to update the type from int to string and then SAVE.
- A script was also created to address typos in some of the validation lists used by the form. These corrections include:
  - For both agencies,
    - Correct the spelling of "Employemtn" in the RI Employment Type validation list name.
    - Correct the spelling of "ect" in the Education History validation list for the GRADUATE option
  - For Newport only,
    - Correct the spelling of "Appliable" for the NA option of the RI Employment Type validation list.

- Both scripts can be found in the BHOLD_v6_Scripts folder
  - NEWPCTY_RI_Registration_moveform.sql
  - fix_form_validations.sql

Updates to how DISDATE and DISLASTDATE are Reported, EV-1654

Changes were made to how the Acorn reports the value for the DISDATE and DISLASTDATE Data Elements.

DISDATE

The updates allow reporting of a discharge date (DISDATE) in the submission file even when the discharge forms and entries are not complete.

- If an Episode or Enrollment is closed (end-dated) during the State Reporting period, then that date is used for the DISDATE data element.
  - When the Episode is closed, the acorn looks for a discharge summary record within 2 days before/after the Episode end date.
    - If a match is found, the values from the discharge record are used for the remaining discharge data elements reported.
    - If a match is not found,
      - The following error is triggered *Episode or Enrollment for Client XXX was closed but no associated Discharge or Internal Transfer record was found.*
    - And the default values are reported for the remaining discharge data elements.
  - When the Enrollment is closed, the acorn looks for an internal transfer record within 2 days before/after the Enrollment end date. This fuzzy match has potential for invalid discharge data and is addressed below.
    - If a match is found,
      - The values from the internal transfer record are used for DISARREST and DISSOCCON.
      - The hardcoded values for DISREASON (*INTRANSFER*) and DISREFER (*MHPROVIDER*) are reported.
      - And DISRESARR, DISEMPSTAT, and DISEMPTY are reported from the most recent *RI_Registration* record.
    - If a match is not found, the following error is triggered *Episode or Enrollment for Client XXX was closed but no associated Discharge or Internal Transfer record was found.*
    - And the default values are reported for the remaining discharge data elements.
- If a RI_DischargeSummmary record or a RI_InternalTransferNote record is found during the State Reporting period but the associated Episode/Enrollment is not closed (end dated),
  - Then the Discharge Date/Effective Date of transfer value from the RI_DischargeSummary or RI_InternalTransferNote is used as the DISDATE data element value .

- The following error is triggered - *A Discharge or Internal Transfer record was found but the associated Episode/Enrollment is still open.*
- The information from the discharge or transfer record is used to complete the remaining required Discharge Data Elements like above.

DISLASTDATE

The Acorn calculates the DISLASTDATE Date Element based on the Discharge Face-to-Face Activites mapping when the DISDATE Data element is populated from and end-dated Episode or Enrollment. Per the RI Data Dictionary, the last contact Service must be for the enrolled program.

Issues with Fuzzy Enrollment Matching

Because the acorn now attempts a fuzzy match between internal transfer records and enrollments while also always reporting a discharge date, even when the enrollment is still open, there is potential for discharge data to be attached to the active enrollment in error. A report is provided, BHOLD_EV_1654, which lists all Clients with a mapped BHOLD program that have multiple active or partially active enrollments during the specified date range and creates a targeted list of Clients to review in the submission file.

The report includes the following columns in order from left to right: Client Code, Client Name, Enrollment Start Date, Enrollment End Date, Transfer Date (Effective Date of Transfer) if a transfer record exists, Enrollment Program, and Enrollment SubProgram.

- When both Enrollments are active for the entire period, no action is needed.

Client Code	Client Name	Start Date	Discharge Date	Transfer Date	Program	SubProgram
244022		10/30/2018	⬭	⬭	CSP Community Support Program	CEDR Cedar Ave Group Home
244022		11/6/2020	⬭	⬭	AGOP Adult General Outpatient	MH Mental Health

- When an Enrollment is closed during the reporting period but no internal transfer record is found, the default discharge values are only reported for the end-dated Enrollment. Action is likely not needed.

Client Code	Client Name	Start Date	Discharge Date	Transfer Date	Program	SubProgram
278836		7/1/2020	11/4/2020		CGOP Children's General Outpatient	MH Mental Health Outpatient
278836		11/5/2020			CGOP Children's General Outpatient	EOS Enhanced Outpatient Services

- When an Enrollment is closed during the reporting period and an internal transfer record is found, discharge data is likely attached to the still active Enrollment and should be removed. In the example below, values for a discharge dated 11/10/2021 would be attached to an Enrollment dated 11/11/2021.

Client Code	Client Name	Start Date	Discharge Date	Transfer Date	Program	SubProgram
282420		7/21/2020	11/10/2020	11/10/2020	CGOP Children's General Outpatient	MH Mental Health Outpatient
282420		11/11/2020	6/9/2021 ❌	11/10/2020	CGOP Children's General Outpatient	EOS Enhanced Outpatient Services