

# Customer Data Core (CDC) FY2025



July 1, 2024

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## **CDC QUESTIONS? WHO TO CALL?**

For questions, please call the ODMHSAS PICIS Provider Assistance Line at 405- 248-9326 or you may send an email to the [gethelp@odmhsas.org](mailto:gethelp@odmhsas.org).

## **CHANGES DURING FY2024**

The T-ASI was discontinued effective July 1, 2025. The CAR is used in its place effective June 16, 2025.

# CUSTOMER DATA CORE

The Customer Data Core (CDC) is a multi-purpose form. This form records pre-admissions, admissions, changes in treatment, changes in level of care, and discharges. The CDC collects socio-demographic information about the customer in addition to diagnostic information. The CDC data are utilized for a multitude of purposes, e.g., linkage of services throughout providers statewide, identification of target groups being served, identification of emerging drug use trends, or determination of the prevalence of persons with serious mental illness being served.

The information collected through the CDC is used at many different levels and is used for performance improvement, reporting requirement to funding entities, funding allocations, and system development.

# TRANSACTION TYPES

There are six groups of transactions, which use twenty different transaction types. They are:

1. Preadmission/Contact (Types 21 and 27)
2. Admission (Type 23)
3. Level of Care Change (Type 40)
4. Information Update (Type 41)
5. Treatment Extension/Outcome Update (Type 42)
6. Discharge (Types 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72 and 92)

The date for each transaction is when the type of event occurred, not when the information was entered into the system. The date may be backdated to indicate the date the event occurred.

The transaction type and specific service focus will determine what type of prior authorization (PA) is given. For example, if an ODMHSAS-contracted substance abuse treatment agency reports an admission, a substance abuse service focus and a halfway house level of care, the PA created will be an instant PA for six months for halfway house services. If the service focus had been reported as mental health, an instant PA for community living would have been created.

An 'open admission' refers to a customer who has an admission (transaction type 23) in the system, but has not had a discharge (transaction types 60-72) reported.

Transactions must be entered into the system in a specific order. Transaction types 21, 23, and 27 can only be entered if a customer does not have an open admission. Transaction types 40 through 72 can only be entered if a customer does have an open admission.

## **CONTACTS (TRANSACTION TYPES 21 AND 27)**

Contact transaction types (21 and 27) signify that an admission was not appropriate at that time or was unattainable for this individual at the time of contact. Mostly commonly, a transaction type 21 is reported to obtain a prior authorization for initial service payment for the customer. This allows the provider to provide some services before formally admitting the customer. Other examples for using a transaction 21 include: (1) an individual who was seen by a staff member, but an admission to the provider did not occur due to an emergency situation; (2) the customer was ambivalent regarding the initiation of treatment services; (3) a referral to a different provider for treatment was deemed appropriate; or (4) the customer refused treatment.

Contacts (transaction types 21 and 27) require the completion of Section I of the Customer Data Core (CDC), name, and address.

### **PRE-ADMISSION CONTACT (TYPE 21)**

Pre-Admission Contacts request a Pre-Admission Services PA group. In order to submit a Pre-Admission contact, complete Section I, Name, and Address on the CDC and report the service with the Member ID.

### **FIRST CONTACT/TESTING ONLY (TYPE 27)**

The purpose of the contact 27 is to allow individual psychologists or LBHPs to obtain a prior authorization to provide testing.

It may also be used by ODMHSAS-contracted facilities to obtain an Urgent Recovery Care prior authorization.

## **ADMISSION (TYPE 23)**

Admission (transaction type 23) reflects the beginning of an episode of treatment for the customer. Admission information includes who referred the customer for services; treatment program type or level of care to which the customer is admitted; and social and financial information regarding the customer. A treatment episode will remain open until a discharge transaction is reported or an administrative discharge is completed by the ODMHSAS due to no services within 180 days. An admission (transaction type 23) requires the completion of the customer data core (CDC) form.

Regardless of the different program structures, diversity of services provided, or location of services within an agency, only one admission transaction needs to be reported until all services have been terminated. Should a customer no longer need the structured services offered in a residential program and begin to receive services in an outpatient program at the same agency, the customer is still active and the original admission is intact. In the previous example given, a provider would complete a transaction code 40 indicating a level of care change on the CDC. A change in treatment modality does not affect the admission episode.

## LEVEL OF CARE CHANGE (TYPE 40)

A level of care change (transaction type 40) reflects a significant change in the treatment activities a customer will be receiving. For example, a customer admitted to a residential program may be transferred to a halfway house program sponsored by the same agency. In this case, the customer would have a level of care change from Residential Treatment (CI) to Community Living (CL). **A customer is not discharged due to a change in program or treatment focus or because of a change in service delivery within the facility.**

The changes in levels of care allow the tracking of customer movement, treatment history, and the array of services delivered and received within a specific facility. Level of care changes can only be reported using this transaction type.

Levels of care are Outpatient (OO), Community Living (CL), Residential Treatment (CI), Detoxification (SN), Community-Based Structured Crisis Care (SC), and Hospitalization (HA).

An active customer of a provider, who suddenly requires hospitalization (in a non-affiliated facility) for psychiatric stabilization, medical emergency, or chemical withdrawal, should not be discharged if the anticipated hospital stay is short term and the provider is aware that the customer will be returning for continued services or treatment.

## INFORMATION UPDATE (TYPE 41)

Information updates (41) allow agencies to report significant changes in a customer's demographics during a treatment episode. Information update is used to indicate customer information has changed since the last transaction was reported for the customer. This CDC transaction is for data information purposes only. This CDC is not connected to any prior authorization.

Only the fields that have changed since the last transaction on file are to be updated.

An information update (transaction type 41) cannot be reported in lieu of a Treatment Extension/Outcome Update (transaction type 42). Nor does the reporting of an information update modify or change the date a Treatment Extension/Outcome Update (transaction type 42) is due.

An information update (transaction type 41) is NOT reported to correct information on a prior transaction. For example, if a customer reported no drug use, but it is later determined that there was drug use at admission, six-month update, etc., the previous record should be **corrected** in the data system.

Level of care cannot be changed with an information update (transaction type 41).

## **TREATMENT EXTENSION/OUTCOME UPDATE (TYPE 42)**

Treatment Extension/Outcome updates (transaction type 42) allows providers a way to regularly report a customer's progress throughout treatment.

As part of the National Outcome Measures (NOMs), states are required to report specific measures or outcomes. These measures will eventually be used to determine the amount of federal block grant funding states receive and will be used to demonstrate the effectiveness of treatment to state legislators and other funding sources. To gather and report this information, current and accurate data are required for every person receiving services. While all data elements should be updated, there are specific variables required to respond to the NOMS. These are required to be updated for individuals in treatment every six months and with every PA extension request. The assessments to be updated (CAR, ASI, and T-ASI) are conditional, dependent upon service focus and age.

The NOMs fields required at Treatment Extension/Outcome Updates include:

1. Frequency of Drug Use (up to 3 fields)
2. Employment
3. Type of Employment
4. In School?
5. Number of Arrests in Past 30 Days
6. Number of Arrests in Past 12 Months
7. Residence
8. Number of Times Attending Self-Help in Past 30 days
9. If child, Section IV

Level of care cannot be changed with a Treatment Extension/Outcome Update (Type 42).

## **DISCHARGES (TYPES 60 – 72, 92)**

**All fields are assumed to be updated on all transaction types.** To allow agencies to receive credit for all changes which occurred during treatment, all fields are allowed and assumed to be updated, regardless of transaction type.

Discharge transactions (60-72) signify that all services for the customer have been terminated, which ends the treatment episode. Once a customer is discharged, any future encounter with the individual will necessitate reporting an admission, or, if appropriate, a contact transaction.

A discharge may occur because the customer discontinues contact with the provider; staff and customer decide services are no longer necessary; the customer moves out of the service area or state; or the customer is deceased. The discharge indicates that no future encounters with that customer are anticipated.

A customer in a residential program who moves to the community, and continues to come to the provider for outpatient services, is considered an active customer. The customer is not discharged from the residential program and then re-admitted to the outpatient program. Since both programs are provided under the same organizational structure, the continuity of service would not be terminated. Facilities operating offices in different counties, cities, or other separate locations do not discharge a customer because of a change in service location. As long as a customer is receiving services under the same organizational authority, regardless of a change in service focus, treatment is considered ongoing.

Level of care cannot be changed at discharge. Whatever the last level of care the customer received at the facility, should be the level of care on the discharge. This is true even if a customer is leaving the provider and going to a different provider and a different level of care.

## **COMPLETED TREATMENT (TRANSACTION TYPE 60)**

Transaction type 60 is reported when the customer and the clinician agree that the treatment plan has been completed and services are no longer necessary at this provider.

## **COMPLETED COURT TREATMENT (TRANSACTION TYPE 61)**

Transaction type 61 is reported when the customer has completed the court treatment under which he/she was admitted and is no longer legally required to remain in treatment.

## **LEFT AGAINST COUNSELOR'S ADVICE (ACA) – (TRANSACTION TYPE 62)**

Transaction type 62 is reported when the customer leaves treatment against the advice of the clinician. If the customer wishes to stop services prior to completing treatment as outlined by their clinician OR there is no anticipation that the customer will return, use transaction type 62.

### **MOVED (TRANSACTION TYPE 63)**

Transaction type 63 is reported when the customer moves his/her residence to a different geographical location and it is no longer feasible to receive services from the present provider.

### **TRANSFERRED TO ANOTHER TREATMENT FACILITY (TRANSACTION TYPE 64)**

Transaction type 64 is reported when the customer transfers to another treatment provider regardless of whether it is funded by ODMHSAS or OHCA and is not expected to return. A discharge is not submitted if the customer is expected to return, e.g., from a hospital back to a CMHC, and continuity of care needs to be maintained.

### **INCARCERATED (TRANSACTION TYPE 65)**

Transaction type 65 is reported when the customer's treatment is terminated due to entering a correctional facility, such as jail or prison.

### **BROKE RULES (TRANSACTION TYPE 66)**

Transaction type 66 is reported when the customer was discharged due to breaking the rules of the provider. Customer must have broken a written rule, e.g., showed up intoxicated, not just treatment non-compliant.

### **ABSENT WITHOUT LEAVE (AWOL) (TRANSACTION TYPE 67)**

Transaction type 67 is reported when the customer leaves an **inpatient** mental health facility before the length of time determined by a court or before the prescribed period of time indicated by the program criteria has been completed. This transaction type can only be used with a court commitment legal status (03, 05, 07, 09, 12, 13, 17, 20, and 21).

### **DEATH (TRANSACTION TYPE 68)**

Transaction type 68 is reported when the provider learns the customer is deceased. If the date of death is known, report that date as the date of discharge. If not, report the date the provider received news of the death.

### **FAILED TO BEGIN TREATMENT (TRANSACTION TYPE 69)**

Transaction type 69 is reported when a Customer Data Core admission record has been submitted but the treatment plan was not initiated.

## **TREATMENT INCOMPATIBILITY (TRANSACTION TYPE 70)**

Transaction type 70 is reported when treatment is not complete but the staff **and the customer** feel the episode should be terminated since continued stay will not be therapeutic for the customer. This discharge is marked by repeated failure to meet treatment goals, stagnation in progress toward recovery and/or a belief that continued treatment at this provider will not achieve a successful treatment outcome for the customer. This should only occur after the treatment staff has attempted to engage or re-engage the customer in treatment and determined the treatment goals are appropriate for the customer even though they cannot be attained. All attempts to correct the treatment plan and engage the customer should be well documented in the treatment chart before discharge.

## **MEDICAL (TRANSACTION TYPE 71)**

Transaction type 71 is reported when a customer is discharged prior to treatment completion, necessitated by a need for medical treatment that cannot be managed concurrently with treatment.

## **DEPENDENT CHILD LEFT DUE TO PARENTAL DISCHARGE (TRANSACTION TYPE 72)**

Transaction type 72 is for residential treatment and halfway house only, and is to be used as the discharge code for dependent children. The children are in substance abuse treatment **WITH** their parents. This discharge is not to be used for the discharge of adolescents in treatment without their parents.

## **NO SERVICE 180 DAYS – ADMINISTRATIVE DISCHARGE (TRANSACTION TYPE 92)**

Transaction type 92 is created when a customer has not received services in 180 days and the provider has not submitted a discharge transaction for the customer. These customers will be automatically discharged by the data system, on the 15<sup>th</sup> of every month. Due to the negative impact a 92 discharge may have on a provider's performance reports, it is important that a provider discharges all customers at the appropriate time.

If you have a customer you wish to keep in the data system past the 180 days, you may do so by reporting a transaction type 42 every six months.



# SECTION I

The following are instructions for completing each field of the Customer Data Core.



## AGENCY

**DESCRIPTION:** Identifies the provider reporting the CDC. This is the OHCA Provider ID plus the single letter location identifier.

**VALID ENTRIES:** A 10 character number assigned by OHCA (e.g., 123456789A).

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# DATE OF TRANSACTION

**DESCRIPTION:**

The date of transaction refers to the date of the event, not the date the transaction is entered into the system.

Enter the date the transaction occurred in **MMDDYYYY** format using leading zeroes as needed.

Transaction date must be before or on the current date.

**VALID ENTRIES:**

**MMDDYYYY**

**COMMENTS:** Refer to section describing the specific transaction type that is being used.

**FEDERALLY REQUIRED FIELD:** Yes

**INTER-RELATED FIELDS:** Transaction time.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

**EDI ISSUES:** Format for EDI is YYYYMMDD.

# TRANSACTION TIME

**DESCRIPTION:** The time reported is the time the transaction occurred.  
Report the time in military format.

**VALID ENTRIES:** 0000 – 2359

**COMMENTS:** Midnight is 0000.

**FEDERALLY REQUIRED FIELD:** No

**INTER-RELATED FIELDS:** Date of Transaction.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# TRANSACTION TYPE

**DESCRIPTION:** The Transaction Type is a two-digit code that indicates the nature of this particular event. Please refer to “Transaction Types” section for definitions.

<b>VALID ENTRIES:</b>	<b>21</b>	<b>Pre-admission</b>
	<b>23</b>	<b>Admission</b>
	<b>27</b>	<b>First Contact/Testing Only</b>
	<b>40</b>	<b>Level of Care Change</b>
	<b>41</b>	<b>Information Update</b>
	<b>42</b>	<b>Treatment Extension/Outcome Update</b>
	<b>60</b>	<b>Completed Treatment</b>
	<b>61</b>	<b>Completed Court Treatment</b>
	<b>62</b>	<b>Left Against Counselor’s Advice</b>
	<b>63</b>	<b>Moved</b>
	<b>64</b>	<b>Transferred to Another Treatment Facility</b>
	<b>65</b>	<b>Incarcerated</b>
	<b>66</b>	<b>Broke Rules</b>
	<b>67</b>	<b>AWOL (mental health inpatient only)</b>
	<b>68</b>	<b>Death</b>
	<b>69</b>	<b>Failed to Begin Treatment</b>
	<b>70</b>	<b>Treatment Incompatibility</b>
	<b>71</b>	<b>Medical</b>
	<b>72</b>	<b>Dependent Child Left Due to Parental Discharge</b>

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Transaction type determines which fields must be completed on the CDC.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# MEMBER ID

**DESCRIPTION:**

It is critical for the Member ID to be correct because it will be the means by which this, historical and subsequent entries for this individual will be linked to each other. In addition, if the Member ID is incorrect, payments will not be made for these individuals.

This is a nine-character identification number assigned through MMIS. This is also known as the customer's Medicaid ID. This ID is compared to the date of birth, name, and social security number given on the CDC to make sure the record being submitted matches the customer in the Medicaid system.

**VALID ENTRIES:**

**A nine-character identifier assigned by OHCA.**

**COMMENTS:** None

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Date of Birth and Name.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

## DATE OF BIRTH

**DESCRIPTION:** Enter the eight-digit month/day/year that represents the customer's date of birth (e.g., 01031960).

**VALID ENTRIES:** MMDDYYYY

**COMMENTS:** Date of birth must be before or on the transaction date. Date of birth **MUST** match what is reported in Medicaid data system. If date of birth is incorrect in Medicaid system, providers are required to take steps to correct.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** All age-related fields, and Member ID.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

**EDI ISSUES:** Format for EDI is YYYYMMDD.

# SERVICE FOCUS

## DESCRIPTION:

The Service Focus is a combination of the presenting problem(s) of the customer and the type of treatment the provider is able to provide to the customer. Many facilities provide several types of treatment (e.g., mental health and substance abuse).

The fields required for transaction types will depend on the service focus for the customer. For instance, if the service focus is Mental Health, CAR is required, but ASI/T-ASI are optional.

Specific edits are in place to ensure the appropriate information is completed for each service focus. In some case, the service focus will effect which type of prior authorization (PA) is allowed, or whether an instant PA is created.

## VALID ENTRIES:

- |           |                                                                                                                                                                                                                                                                                                                                                |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>01</b> | <b>Mental Health: CAR required, ASI or T-ASI optional</b><br>This service focus would be used if the provider is treating a consumer for only mental health problems.                                                                                                                                                                          |
| <b>02</b> | <b>Substance Abuse: ASI for adults, T-ASI or CAR for adolescents are required, CAR Optional if ASI or T-ASI is submitted.</b> This service focus would be used if the provider is treating a consumer for only substance abuse problems.                                                                                                       |
| <b>03</b> | <b>Drug Court: ASI required, CAR Optional</b><br>This service focus is used if the provider has a qualified drug court substance abuse treatment program and the consumer has been remanded to drug court treatment. If used, a Drug Court number is required on the CDC. Must be 18 years or older.                                           |
| <b>06</b> | <b>Mental Health and Substance Abuse: CAR required, ASI for adults, T-ASI or CAR for adolescents required</b><br>This service focus is used for consumers in programs that are providing EITHER Mental Health OR Substance Abuse services and referring consumers on to the other type of services that is not being treated at that provider. |
| <b>11</b> | <b>Other (Residential Care, Homeless and Housing Services, Employment Services, ICCD Clubhouses, Divorce Visitation Arbitration): CAR optional, ASI/T-ASI not reportable.</b>                                                                                                                                                                  |
| <b>12</b> | <b>PACT: CAR Required, ASI required within 6 weeks of Admission or if CAR substance abuse domain &gt;= 30, otherwise ASI is optional</b><br>The Program of Assertive Community Treatment (PACT) is an effective, evidenced-based, outreach-oriented, service delivery                                                                          |

model using a 24-hour-per-day, seven-days-per-week approach to community based mental health services. Must be 18 years or older.

- 13 Co-Occurring (Mental Health and Substance Abuse): CAR required, ASI for adults/T-ASI or CAR for adolescents required**  
This service focus is used for consumers in programs that are providing BOTH Mental Health AND Substance Abuse service at the same time (fully integrated programs). Also, no gambling problems are present.
- 14 SOC (Systems of Care): CAR required, ASI/T-ASI optional**  
This service focus is used for customer in the Systems of Care program only.
- 15 Mental Health Court: CAR required, ASI optional**  
This service focus is used if the provider has a qualified mental health court substance abuse treatment program and the consumer has been remanded to mental health court treatment. Must be 18 years or older.
- 16 ICC (Intensive Care Coordination): CAR required, ASI optional**  
Intensive Care Coordination Teams are designed to transition individuals with serious mental illness from Griffin Memorial hospital or the Oklahoma County Crisis Center to community mental health centers.
- 17 Mental Health Court/PACT: CAR Required, ASI required if CAR substance abuse domain  $\geq 30$ , otherwise ASI is optional**  
Must be 18 years or older.
- 18 ICC/Mental Health Court: CAR required, ASI optional**  
Must be 18 years or older.
- 19 Gambling Addiction: CAR and SOGS required, ASI/T-ASI optional**  
This service focus would be used if the provider is treating a customer with only gambling problems. No other mental health or substance abuse problems are present.
- 20 Gambling/Mental Health: CAR and SOGS required, ASI/T-ASI optional**  
This service focus would be used if the provider is treating a customer with gambling and mental health problems. No substance abuse problems are present.
- 21 Gambling/Substance Abuse: CAR optional, ASI for adults, T-**

**ASI or CAR for adolescents, and SOGS required**

This service focus would be used if the provider is treating a customer with gambling and substance abuse problems. No mental health problems are present.

- 22 Reentry Intensive Care Coordination Team (RICCT) Mental Health: CAR required, ASI optional**
- 23 Day School: CAR optional, ASI for adults, T-ASI or CAR for adolescents required**
- 24 Medication Clinic Only Customer: CAR required, ASI/T-ASI optional**
- 25 PATH**
- 26 Mobile Crisis: CAR/ASI/T-ASI not allowed**
- 27 Long-term Inpatient: CAR required, ASI/T-ASI optional**
- 30 ODMHSAS State-Operated Facilities Only: CAR/ASI/T-ASI optional**
- 31 CALOCUS Testing**
- 32 Urgent Recovery: CAR optional, ASI/T-ASI optional**
- 33 Medical Operation Assessment**
- 34 Treating to Competency (OSF waitlist)**

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Drug Court ID, DOC Number, CAR, ASI, T-ASI, Date of Birth.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# **HARMFUL INTENT EFFECTIVE 8/1/2023**

**DESCRIPTION:**

Indicate if the individual has been suicidal or homicidal in the past 90 days.

The suicidal question is for all ages.

The Homicidal question is for individuals 8 years and up.

Mark the one that applies.

**VALID ENTRIES:**

**0: Not Applicable**

**1: Suicidal**

**2: Homicidal**

**3: Both**

# RACE

**DESCRIPTION:** The codes, based on U.S. Census Bureau definitions, are as follows:

**White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black/African American:** A person having origins in any of the black racial groups of Africa.

**American Indian:** A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

**Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent. This area includes, for example, China, India, Japan, Korea, and the Philippine Islands.

**VALID ENTRIES:** Mark all applicable races.

**COMMENTS:** At least one race must be selected, but multiple races are allowed.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

**EDI ISSUES:** Race is a loop within the EDI. The codes for race in EDI are: 1 for American Indian or Alaskan Native, 2 for Asian, 3 for Black or African American, 4 for Native Hawaiian or Other Pacific Islander, 6 for White.

# ETHNICITY

**DESCRIPTION:** Hispanic/Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin or descent. If only Hispanic/Latino then Race is White.

**VALID ENTRIES:**   **1**       Yes  
                              **2**       No

**COMMENTS:** If Hispanic/Latino is yes or no, you still must choose a race.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Race.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# GENDER

**DESCRIPTION:** Identifies the customer's sex at birth.

**VALID ENTRIES:**   **F**     Female  
                             **M**     Male

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Pregnant and Maiden Name fields.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

**EDI ISSUES:** Female = 01, Male = 02.

## ALERT INFORMATION

**DESCRIPTION:** Should an item of concern need to be identified, staff can briefly identify the nature of the concern. This is **not** a required field.

**VALID ENTRIES:** Any 50-character response.

**COMMENTS:** In the past, this field has allowed ODMHSAS to collect new information without having to change the CDC. After the Murrah Building Bombing, this field was used to identify the different groups of individuals receiving treatment. For example, using the words survivor, relative, rescue worker, and the like helped us determine who was seeking services and what populations might not be accessing care.

Frequently, agencies use this field to help them identify a certain population. At one provider, this field is used to report allergies. At another provider, the field identifies individuals at risk of suicide or individuals with depression. At another provider, it identifies individuals with possible contagious health-related conditions.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Optional.

# SCREENING

## DESCRIPTION:

Screening is a formal process to determine the likelihood that an individual may be experiencing mental health, substance abuse, trauma or gambling related disorders. The purpose is not to establish the presence or specific type of such disorder but to establish the need for more in-depth assessment.

List of **possible** screening tools to utilize:

1. Integrated Screens
  - a. OK COD Screen
  - b. AC-COD Screen
  - c. GAIN SS
2. Mental Health Screens
  - a. Mental Status Exam (MSE)
  - b. Mini-Mental Status Exam (MMES)
  - c. Brief Symptom Inventory (BSI)
  - d. Brief Psychiatric Rating Scale (BPRS)
  - e. Mental Health Screening Form III
  - f. BASC-2
3. Substance Use Screens
  - a. Brown Two-Item
  - b. CAGE/CAGE-AID
  - c. TWEAK
  - d. T-ACE
  - e. Alcohol Dependence Scale (ADS)
  - f. MAST (including brief and short variations)
  - g. DAST (including 10, 20, and 28 item variations)
  - h. DALI
  - i. AUDIT and variations
  - j. ASSIST
  - k. UNCOPE
  - l. CRAFFT
  - m. CIWA-Ar
  - n. SASSI
4. Trauma Screens
  - a. LSC-R
  - b. PCLC
  - c. Trauma Questionnaire from START
  - d. CATS
  - e. PCL-5
5. Gambling Screens
  - a. BBGS
  - b. SOGS

Enter 1 for 'Positive' (Need for further assessment), 2 for 'Negative' (No need

for further assessment), and 3 for 'Not Administered' in the box next to each screen type

**Valid Entries:**

<b>1</b>	Positive
<b>2</b>	Negative
<b>3</b>	Not administered

**COMMENTS:** 1, 2 or 3 must be selected for each of the four screens (Mental Health, Substance Abuse, Trauma and Gambling).

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

**EDI ISSUES:** Screening is a loop in EDI.

# TRAUMA SCREEN SCORE

## 1) DESCRIPTION:

CATS: The Child and Adolescent Trauma Screen (CATS) was developed by Lucy Berliner and is based on DSM 5 criteria for diagnosis of Posttraumatic Stress Disorder. It aims to provide a practical and easy-to-use questionnaire for screening and symptom monitoring. It can be self-completed by children and adolescents 7-17 years and a caregiver report is available for ages 3-17.

PCL: The PCL-5 is a 20-item self-report measure that assesses the 20 *DSM-5* symptoms of PTSD. The PCL-5 has a variety of purposes, including: Monitoring symptom change during and after treatment; Screening individuals for PTSD; Making a provisional PTSD diagnosis

## 2) VALID ENTRIES: CATS: 00-60 (ages 3-17) ; PCL 00-80 (ages 18+). If not administered, leave blank.

**COMMENTS:** The Trauma Screen Score is collected at admission. If a positive screen at admission, then it should be collected every 6 months and at discharge.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Trauma Screen

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required for ODMHSAS CMHCs, optional for all other providers.

## ACE SCORE

### 1) DESCRIPTION:

ACE: The Adverse Childhood Experience (ACE) questionnaire is a 10-item self-report measure developed for the ACE study to identify childhood experiences of abuse and neglect. It can be self-completed adults ages 18 and older; *it should not be given to children or youth under the age of 18*

### 2) VALID ENTRIES: 00-10 (ages 18+).

**COMMENTS:** The ACE Questionnaire shall be given to all adults ages 18 and older who are seeking behavioral health services from the ODMHSAS and the OHCA (SoonerCare/Medicaid); with minimal exception (listed below). The ACE score shall be reported on all CDC/PA 23 (admissions) and CDC/PA 42 (6-month updates/extensions). The questionnaire only has to be given once per person, per provider- but the score must be reported/carried forward on all subsequent CDCs like some of the other CDC responses (ex: gender and race are typically reported/carried forward on each CDC and rarely change).

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required for all adults ages 18 and older who are seeking behavioral health services from the ODMHSAS and the OHCA (SoonerCare/Medicaid); with the exception of:

- Community Living (CL) Level of Care (ex: Homeless, Housing, Residential Care)
- Service Focus- 11 (Homeless, Housing, Residential Care); 23 (Day School); 24 Medication Clinic Only; and 26 Mobile Crisis.
- CDC 27 for testing PA only.

## PRIMARY REFERRAL

### DESCRIPTION:

At admission (transaction type 23) or pre-admission/contact (transaction type 21 or 27), enter the referral code that best indicates FROM whom\where the individual was referred for services. Using

the referral code list on the back of the CDC or in the Appendix, enter the two-digit code that corresponds to the referral source.

At discharge (transaction type 60-72), Primary Referral should indicate TO where the customer is being referred.

Referral does not need to be changed on information updates (41), level of care changes (40), or treatment extension/outcome updates (42).

**VALID ENTRIES:**                    **2 characters - see code list in appendix.**

**COMMENTS:** It is common for agencies to over report “01 – Self.” While it may be common for customers to report self-referral, in many situations they have been ‘encouraged’ to seek treatment from an external source. It is important to identify these external sources to determine the number of customers involved in other systems such as the criminal justice or social services system.

Another common error is not updating the referral source at discharge. This is especially true for agencies that have data systems that copy the admission referral to the discharge screen. It is extremely important that agencies indicate where the customer has been referred for continuing services after discharge, if they are being returned to the criminal justice system, or if no further services are indicated. If a provider is recommending customers should continue to attend self-help groups, it is particularly important that this referral be reported.

If referral is 40, then a referral provider NPI number must be reported in the next field. Referral type 36 can only be used with transaction type 68. Referral type 28 can only be used with transaction types 62 and 67. Primary and Secondary referral cannot be the same, except for referral type 40. Referral type “06-Employer/Union” and “26-Reachout Hotline/Advertising Media” cannot be used at discharge. Referral type “31-Additional Service Recommend, Referral not Attainable” can only be used at discharge (transaction types 60-72). Referral type 39 can only be used with a transaction type 64.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Transaction Type, Referral Agency, and DHS Case Number.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

**EDI ISSUES:** Referral and Referral Agency are a loop in EDI.

# PRIMARY REFERRAL AGENCY NUMBER

**DESCRIPTION:** If the primary referral is from an ODMHSAS/OHCA Funded Provider (referral code 40), the ten-character NPI for that provider must be entered. If the provider has several NPIs, only one is needed. If the primary referral is from an organization that is not funded by ODMHSAS/OHCA, leave this field blank.

**VALID ENTRIES:** A 10 character NPI

**COMMENTS:** Primary Referral Agency cannot be the same as Secondary Referral Agency. Providers cannot refer to themselves. The referral provider must have a current contract with OHCA or ODMHSAS.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Primary Referral.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - required if primary referral is 40.

**EDI ISSUES:** Referral and Referral Agency are a loop in EDI.

## SECONDARY REFERRAL

### DESCRIPTION:

Should there be a secondary referral, enter the appropriate referral code of the additional referral. At admission (transaction type 23) or pre-admission/contact (transaction type 21 or 27), enter the referral code that best indicates FROM whom\where the individual was referred for services. Using the referral code list on the back of the CDC or in the Appendix, enter the two-digit code that corresponds to the referral source.

At discharge (transaction type 60-72), Primary Referral should indicate TO where the customer is being referred.

Referral does not need to be changed on information updates (41), level of care changes (40), or treatment extension/outcome updates (42).

### VALID ENTRIES:

**2 characters - see code list in appendix.**

**COMMENTS:** It is common for agencies to over report “01 – Self”. While it may be common for customers to report self-referral, in many situations they have been ‘encouraged’ to seek treatment from an external source. It is important to identify these external sources to determine the number of customers involved in other systems such as the criminal justice or social services system.

Another common error is not updating the referral source at discharge. This is especially true for agencies that have data systems that copy the admission referral to the discharge screen. It is extremely important that agencies indicate where the customer has been referred for continuing services after discharge, if they are being returned to the criminal justice system, or if no further services are indicated. If a provider is recommending customers should continue to attend self-help groups, it is particularly important that this referral be reported.

If referral is 40, then a referral provider NPI number must be reported in the next field. Referral type 36 can only be used with transaction type 68. Referral type 28 can only be used with transaction types 62 and 67. Primary and Secondary referral cannot be the same, except for referral type 40. Referral type “06-Employer/Union” and “26-Reachout Hotline/Advertising Media” cannot be used at discharge. Referral type “31-Additional Service Recommend, Referral not Attainable” can only be used at discharge (transaction types 60-72). Referral type 39 can only be used with a transaction type 64.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Some referral codes are required for certain discharges and some can only be used with particular transaction types. If the secondary referral code is 40, then a secondary provider code must be reported.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Optional.

**EDI ISSUES:** Referral and Referral Agency are a loop in EDI.

## SECONDARY REFERRAL AGENCY NUMBER

**DESCRIPTION:** If the secondary referral is from an ODMHSAS/OHCA Funded Provider (referral code 40), the ten-character NPI for that provider must be entered. If the provider has several NPIs, only one is needed. If the secondary referral is from an organization that is not funded by ODMHSAS/OHCA, leave this field blank.

**VALID ENTRIES:** A 10-character NPI

**COMMENTS:** Primary Referral Agency cannot be the same as Secondary Referral Agency. Providers cannot refer to themselves. The referral provider must have a current contract with OHCA or ODMHSAS.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Secondary Referral.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - required if secondary referral is 40.

**EDI ISSUES:** Referral and Referral Agency are a loop in EDI.

## COUNTY OF RESIDENCE

**DESCRIPTION:**

This is the county where the individual is residing at the time of transaction. Each county in Oklahoma has a two-digit numerical code.

If the individual is an Oklahoma resident, enter the county code that corresponds to his/her county of residence. If the individual is a resident of another state, then enter the two-character alpha code that corresponds to that state. If the individual is homeless, report the county in which the individual spent the previous evening. If the individual is in an institution or in prison, report the county where the provider is located.

**VALID ENTRIES:**

See appendix for code list.

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# ZIP CODE

**DESCRIPTION:**

The five-digit zip code associated with the individual's address must be completed. In addition, the “Zip Plus Four” can be reported if known. If determined that the individual is “Homeless-Streets,” with no legal address, enter 99999. If all nines are entered, then the current residence must equal “Homeless-Streets” (J). If customer’s residence is “Homeless-Shelter” (I), report the zip code of the shelter.

**VALID ENTRIES:**

**5 or 9 characters**

**COMMENTS:** To find a zip code for an address, you may use this link:  
<http://zip4.usps.com/zip4/welcome.jsp> (dated 2/3/2010).

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Residence.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

## EMAIL ADDRESS

**DESCRIPTION:** The email address would only be reported if the consumer agreed to receive email notifications from ODMHSAS. For adults, it would be their email address. For anyone under 18 (or others if appropriate), it would be their caregivers/guardian/parent email address.

**VALID ENTRIES:** **Must be a valid email format.**

**COMMENTS:** Although the field is optional for consumers, providers are required to report the information if the consumer provides their email address. The email address would be used by ODMHSAS for satisfaction surveys and (minimally) information which might aid in their recovery. We would not include any confidential information in the emails and providers would always be notified before correspondence was sent to their consumers. This data element would be optional for the consumer to choose. Please amend your consent forms to include email as an option for ODMHSAS to contact the consumers. One way the email address might be used, is in cases of natural disasters. Information could be shared with consumers about where additional services may be received.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required for providers to report if given, optional for customer to report.

## SECTION II & III



# RESIDENCE

## DESCRIPTION:

For inpatient settings (hospitalization, residential treatment, halfway house, crisis unit, etc.) at admission, the residence is based on where the customer residence was before entering treatment. For these settings at discharge, report to where the customer is going. For outpatient treatment, the residence is based on where the customer currently is living.

## VALID ENTRIES:

- A Permanent Housing** - Permanent housing is integrated in the community (house, duplex, mobile home, apartment, retirement living center, school dormitory, fraternity/sorority, etc.). Housing either is owned by the person or includes the full rights of tenancy; including a lease, a key, privacy, and the choice of a roommate, where relevant. Specialized housing support services are not provided (although the person may be receiving general outpatient mental health/addiction services). This also includes all facets of foster care.
- B Permanent Supported Housing - Non-Congregate** - Permanent housing integrated in the community (house, duplex, mobile home, apartment). Typically housing will be scattered in the community, however, if housing unit is in a complex (such as apartments), no more than half of the total number of apartment units would have people with mental illness and/or addiction disorders living in them. Housing either is owned by the person or includes the full rights of tenancy; including a lease, a key, privacy, and the choice of a roommate, where relevant. Specialized housing support services (ongoing and regular) are being provided in the home/community targeted to assist people with mental illness and/or addiction disorders with maintaining safe and affordable permanent housing (e.g., evaluation of housing support needs; assistance with accessing and maintaining income/benefits; assistance with other home management activities such as housekeeping, paying bills, budgeting, grocery shopping and food preparation; and assistance with building relationships/natural supports (including landlord, neighbors, family, friends, and cultural and social networks). Although the person may be receiving general outpatient mental health/addiction services that may periodically or indirectly address housing needs (such as general case management), this residence designation can only be used if the person is receiving specialized housing support services.
- C Permanent Supported Housing - Congregate** - Permanent housing in a setting typically with multiple housing units (such as apartments),

where more than half of the total number of housing units have people with mental illness and/or addiction disorders living in them. This also includes housing with single room occupancy (SRO) units, where a person has a one-room apartment and shares common living areas (such as living room, kitchen and in some cases a bathroom). All housing includes the full rights of tenancy, including a lease, a key, privacy, and the choice of a roommate, where relevant. Ongoing and regular, specialized housing support services are being provided in the home/community targeted to assist people with mental illness and/or addiction disorders with maintaining safe and affordable permanent housing (e.g., evaluation of housing support needs; assistance with accessing and maintaining income/benefits; assistance with other home management activities such as housekeeping, paying bills, budgeting, grocery shopping and food preparation; and assistance with building relationships/natural supports (including landlord, neighbors, family, friends, and cultural and social networks). Although the person may be receiving general outpatient mental health/addiction services that may periodically or indirectly address housing needs (such as general case management), this residence designation can only be used if the person is receiving specialized housing support services.

- D Transitional Housing** - Transitional residence for people with mental illness and/or addiction disorders needing on-site supports (includes transitional living facilities). This type of housing is intended to assist residents with stabilization and acquisition of skills necessary to transition to permanent supported or permanent housing.
- E Temporary Housing** - Housing in the community in which the person's stay in the residence is considered temporary and time-limited in nature. Includes hotels/motels and people who are sleeping on the sofa or floor of a friend or family member (no permanent residence). Also includes OJA/DHS shelters.
- F Residential Care Facility/Group Home** - A group living environment (shared living spaces) specifically for the room, board, and care of people with mental illness (including youth with a serious emotional disturbance) and physical disabilities. Medical staff is not required for this setting.
- G Nursing Home** - A group living environment specifically for the care of older people and people with mental illness and physical disabilities. Medical staff is required for this setting.
- H Institutional Setting** - includes psychiatric institutions, schools for people with mental and physical disabilities, and correctional facilities. If institutional setting is selected, then living situation for

the customer must equal 1 (alone).

- I      Homeless - Shelter** - includes a domestic violence shelter, shelter for displaced or homeless individuals (like Salvation Army, Jesus House, etc.). The zip code and address of the shelter should be reported when residence = “Homeless-Shelter.”
- J      Homeless - on the street** - should be reported for anyone living on the street, in their car, or in any place not meant for human habitation. The zip code should be ‘99999’ and address can either be the word “Homeless” or the address of the provider. City, county, and state should be where they slept last night.

#### **COMMENTS:**

A homeless person under CDC criteria is a person who: (a) lacks a fixed, regular and adequate night time residence AND (b) has a primary night time residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, halfway houses, and transitional housing for the mentally ill; or an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, not limited to people living on the streets. Individuals are considered homeless if they have lost their permanent residence, and are temporarily living in a shelter to avoid being on the street.

Customers can self-report that they are homeless. If they lose their housing and they have to sleep in a shelter or on the streets as identified above, then they would count as homeless. Only one night meets the conditions to be homeless. If they are in a hospital they are not counted as homeless. Prisoners being released or in the custody of a correctional facility are not considered homeless at the time of admission for treatment. The definition also excludes persons in a hospital, residential care facility, commercial hotel/motel, supervised apartment, or living with parent/other relative (even if only temporarily). The definition does include domestic violence and sexual assault shelters, as the persons have fled a residence that is not adequate (i.e., not safe).

If an individual selects ‘H-Institutional Setting’ then ‘1-Alone’ must be selected for Living Situation.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Living Situation, Zip Code and In Prison or Jail.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

## Is CUSTOMER IN PRISON OR JAIL?

**DESCRIPTION:** This field is used to identify individuals in prison or jail.

**VALID ENTRIES:**

<b>1</b>	Prison - indicates the customer is incarcerated in a state or federal correctional facility.
<b>2</b>	No
<b>3</b>	Jail – indicates the customer is incarcerated in local law enforcement facility (county, city, township, etc.)

**COMMENTS:** If customer is in '1 – Prison' or '3 – Jail,' then residence must be 'H - Institutional Setting' and living situation is '1 – Alone.' For Prison, customer must be greater than 12 years of age.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Living Situation, Residence.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: not required for customers less than 18 years of age.

# LIVING SITUATION

**DESCRIPTION:** Living situation relates to the residence reported in previous field and indicates with whom the customer is residing.

- VALID ENTRIES:**
- 1** **Alone** - indicates the customer is living with no one; or living in an institutional or communal setting. In other words, the customer resides alone or in a setting with individuals in which interaction may only occur because of residing in the same building.
  - 2** **With Family/Relatives** - indicates that the customer is living with a spouse, children, parents, siblings, grandparents, aunts, uncles, etc.
  - 3** **With Non-Related Persons** - indicates friends or other non-related persons. In other words, the individuals living in the residence have agreed to share the same household, but are not related by blood or marriage. This should not be selected if the customer is living in a setting with individuals in which interaction may only occur because of residing in the same building (i.e., jail, residential care home, institutional setting).

**COMMENTS:** If Residence is 'H - Institutional Setting,' then Living Situation is '1 – Alone.' Even though a customer is financially independent of their family, if an adult customer is living with parents or family members, please report '2 – With Family/Relatives.'

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Residence.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# CHRONIC HOMELESSNESS

**DESCRIPTION:**

An individual must have been on the streets or in an emergency shelter (i.e., not transitional housing), has been continuously homeless for a year or more OR has had at least 4 episodes of homelessness in the past 3 years and the individual must have a disabling condition.

A disabling condition is a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. Chronic homelessness only includes single individuals, not families.

**VALID ENTRIES:**

1	Yes
2	No

**COMMENTS:** This data element is collected to help identify individuals who are repeatedly or long-time homeless. Local authorities use this information for planning. In addition, reported data secures continued funding of homeless grants.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: not required for customers less than 18 years of age.

**EDI ISSUES:** Format for EDI is 0 = No and 1 = Yes.

# EMPLOYMENT

**DESCRIPTION:** This field is used to identify the employment status of the customer.

- VALID ENTRIES:**
- |   |                                                                                                                                                                                                                                                                                                               |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Full time</b> represents gainful employment of 35 or more hours per week.                                                                                                                                                                                                                                  |
| 2 | <b>Part time</b> represents gainful employment of less than 35 hours per week.                                                                                                                                                                                                                                |
| 3 | <b>Unemployed</b> represents an individual who has been laid off, fired, or is temporarily not working and has <u>looked for work during the past 30 days</u> . Unemployed is to be reported only when the individual is seeking gainful employment.                                                          |
| 4 | <b>Not in Labor Force</b> represents an individual not gainfully employed and not looking for employment in the past 30 days, or is incapable of seeking employment. Not in Labor Force may include homemakers, students, children, residents or inmates of an institution, persons retired or disabled, etc. |

**COMMENTS:** Volunteers, if they have no other employment, should be reported in the full-time or part-time employment status depending on the number of hours they volunteer.

For residential treatment, halfway, detox and other inpatient treatment settings, employment status at admission of the customer prior to entering treatment should be reported. For example, if a customer is employed full-time, then enrolls themselves in a substance abuse residential treatment program which doesn't allow them to leave the facility, at admission, their employment status would be 1 or 2. If they have lost their jobs prior to entering treatment, employment status would be 3.

At discharge from these same programs, the employment status they are going to should be reported. For example, if a customer has been in a substance abuse residential treatment program, has not been working, but does have a job to return to, their employment status would be 1 or 2.

For outpatient, report the current employment status at the time of the CDC.

If Employment is "4-Not in Labor force," you must select A-F for Type of Employment/Not In Labor Force. If Employment is "3-Unemployed," you must select "4-None" for Type of Employment/Not In Labor Force. If Employment is 1 or 2, then Type of Employment/Not In Labor Force must be 1-3, 5, or 6.

In the event that an individual has an employment status of full-time or part-time and falls into one of the Not In Labor Force categories, such as student, it is recommended that the full-time or part-time status be selected, and the matching Type of Employment be selected, although either would be accurate.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Type of Employment/Not in Labor Force.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# TYPE OF EMPLOYMENT/NOT IN LABOR FORCE

## DESCRIPTION:

If the customer is employed, choose one of the options which best describes the type of employment. If the customer is unemployed, mark 'none.' If customer is not in the labor force, choose one of the options from A - F.

## VALID ENTRIES:

- 1 **Competitive** - Work performed on a full-time or part-time basis for which an individual is compensated in accordance with the Fair Labor Standards Act.
- 2 **Supported** - Work performed on a full-time or part-time basis for which an individual is compensated in accordance with the Fair Labor Standards Act, works in an integrated work setting, and receives ongoing support services in order to perform their job. Supported employment assists individuals with disabilities for whom competitive employment has not traditionally occurred, and who, because of the nature and severity of their disability, need ongoing support services in order to perform their job. Supported employment provides assistance such as job coaches, transportation, assistive technology, specialized job training, and individually tailored supervision.
- 3 **Volunteer** - Work performed in which an individual has a set time schedule and work responsibilities but does not receive a monetary salary. Employment should be marked either full or part-time.
- 4 **None** - If the customer is unemployed, you must check None for Type of Employment.
- 5 **Transitional** - Temporary work site placement. Job placement and training responsibility of the service provider (i.e., psychosocial clubhouse) rather than the employer. Worker is paid at least minimum wage, works in an integrated work site (primarily with persons without disabilities), and is paid wages from the employer.
- 6 **Sheltered Workshop** - Non-integrated work site comprised primarily of persons with disabilities. May be paid less than minimum wage.
- A **Homemaker** – a person who manages a household.
- B **Student** – a person who is in school.
- C **Retired** – a person who has withdrawn from his or her occupation.

- D      Disabled** – A person who has a physical or mental impairment seriously limiting one or more functional capacities (such as mobility, self-care, communication, self-direction, interpersonal skills, work tolerance, or work skills) in terms of an employment outcome.
- E      Inmate** – Prison or institution that keeps a person, otherwise able, from entering the labor force.
- F      Other**

**COMMENTS:** If type of employment is A-F, then Employment must equal “4-Not in Labor force.” If type of employment is 4, then Employment must equal “3-Unemployed.” If type of employment is 1, 2, 3, 5, or 6, then Employment must equal 1 or 2.

In the event that an individual has an employment status of full-time or part-time and falls into one of the Not In Labor Force categories, such as student, it is recommended that the full-time or part-time status be selected, and the matching Type of Employment be selected, although either would be accurate.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Employment.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# EDUCATION (HIGHEST GRADE COMPLETED OR CURRENT GRADE IN SCHOOL)

**DESCRIPTION:** If the consumer is currently in school, the follow up question is: “In what grade level is s/he currently enrolled?” If the consumer is not currently in school, the question is: “What is the individual’s highest grade level completed?” Twenty-five is the maximum number that can be reported.

**VALID ENTRIES:**

<b>00</b>	No education
<b>01-12</b>	Completed grades 01-12
<b>12</b>	Completed GED
<b>13</b>	Completed freshman year of college
<b>14</b>	Completed sophomore year of college
<b>15</b>	Completed junior year of college
<b>16</b>	Completed senior year of college
<b>17</b>	Completed Masters Degree
<b>18-25</b>	Add 1 for each additional year after Masters, with a maximum of 25.
<b>71</b>	Vocational
<b>72</b>	Preschool
<b>73</b>	Kindergarten

**COMMENTS:** This federal definition does not include career and vocational training. We have asked the federal government to consider modifying the definition, but they have yet to do so. Education must be ‘00’ if age is less than 5. Education cannot be greater than customer’s age. As part of our data reporting to the federal government, Education and In School are two fields used to indicate whether the consumer is in currently school and their education level.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# Is CUSTOMER CURRENTLY IN SCHOOL?

**DESCRIPTION:**

For 'In School', the question may be asked like this: "At any time in the past three months, has this person attended school/college?" The "In School" variable reflects the person's school attendance for the last month the school was **in session**. If the person attended school at least once in the last month the school was in session, then mark "Yes," else mark "No." School includes kindergarten through high school, college, vocational training and trade schools.

**VALID ENTRIES:**    **1**      Yes  
                             **2**      No

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

**EDI ISSUES:** Format for EDI is 0 = No and 1 = Yes.

# MILITARY STATUS

**DESCRIPTION:** Describes either the customer's own military status, or the military status of a customer's immediate family member.

**VALID ENTRIES:** This question will be answered with the highest value reported. If the customer has any military experience, the answer will be one of these three options-

**A: Currently active,  
B: Previously active, or  
C: National Guard/Reserve.**

If the customer does not have any military experience, the military status of the customer's immediate family members will be reported. The answer will be one of these three options-

**D: Family Member-Currently Active,  
E: Family Member-Previously Active, or  
F: Family Member-National Guard/Reserve.**

In the event that neither the customer or their immediate family members have any military experience, the following answer will be selected-

**G: None.**

**COMMENTS:** This field was previously titled "Veteran Status." The field was changed on 7/1/2010 to include active military value, a value recommended by NASMHPD Research Institute and soon to be required by SAMHSA for block grant reporting. In 2/2019 reporting options were revised in an effort to capture a more accurate response.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: not required for customers less than 18 years of age.

# MARITAL STATUS

**DESCRIPTION:** This field describes the customer's marital status. The following categories are compatible with the U.S. Census.

- VALID ENTRIES:**
- 1 NEVER MARRIED** – refers to individuals who have legally never married, reports that he/she has never entered into a marriage contract, or has had a marriage annulled.
  - 2 MARRIED** - refers to individuals who report that they are legally married.
  - 3 DIVORCED** - refers to individuals who have previously been legally married, but marriage was legally dissolved by a court.
  - 4 WIDOWED** - refers to an individual whose spouse is no longer living.
  - 5 LIVING AS MARRIED** - refers to individuals who are not legally married, but who report that they have a marital living arrangement.
  - 6 SEPARATED** - refers to legal separations and individuals who report they are no longer living with a spouse, but are not legally divorced.

**COMMENTS:** A common data collection error is to reverse 'never married' and 'married.' This happens because data collection staff are used to using the '1-yes; 2-no' questions. When they ask 'are you married' and the customer responds 'yes', many times they mark it as '1' for 'yes.' This is incorrect. A 'yes' response to that question should be '2 – married.'

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: not required for customers less than 18 years of age.

# Is CUSTOMER PREGNANT?

**DESCRIPTION:** Describes if the customer is pregnant.

**VALID ENTRIES:**

- 0 - Not Pregnant
- 1 - Pregnant without Family Care Plan with no interest
- 2 - Pregnant without Family Care Plan but interested
- 3 - Pregnant with Family Care Plan
- 4 - Want to have a child in next year without Family Care Plan with no interest
- 5 - Want to have a child in next year without Family Care plan but interested
- 6 - Want to have child in the next year with Family Care Plan

**COMMENTS:** If customer is male, the field must remain blank. If female, the field is required. If response is “yes,” customer age must be 12-55 years of age.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Expected date of birth and gender.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - required if customer is female.

**EDI ISSUES:** Format for EDI is 0 = No and 1 = Yes.

## IF YES ENTER EXPECTED DOB, BLANK IF No

**DESCRIPTION:** If customer is pregnant, report the anticipated date of birth. Date can be an estimate.

Leave blank if not pregnant.

**VALID ENTRIES:** MMDDYYYY

**COMMENTS:** Field was added 7/1/2010 to help minimize the number of mistakes in reporting for 'Is customer pregnant?'. Due date cannot be less than transaction date. Due date cannot be more than nine months from transaction date.

**FEDERALLY REQUIRED FIELD:** Expected due date is not required by federal government, but some indication of whether female customers is pregnant are required.

**INTER-RELATED FIELDS:** 'Is Customer Pregnant' and Gender.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - required if 'is customer pregnant' is yes.

# ANNUAL INCOME

## DESCRIPTION:

Enter the dollar amount only (no cents), which represents the total combined annual income of the customer and any individuals with which the customer is financially interdependent. If annual income is unknown, multiply the estimated monthly income by 12.

As defined by the DMHSAS eligibility criteria, income includes total annual cash receipts before taxes from all sources, with the exceptions noted below:

Income includes money, wages, and salaries before any deductions; net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expenses); net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses); regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, workers' compensation, veterans' payments, public assistance (including Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), and non-federally-funded General Assistance or General Relief money payments), and training stipends; alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household; private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments; college or university scholarships, grants, fellowships, and assistantships; and dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Income does not include non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such federal non-cash benefit programs as Medicare, Medicaid, food stamps, school lunches, loans, and housing assistance.

**VALID ENTRIES:**    000000 – 999999        **If there is no annual income, enter zeros.**

**COMMENTS:** In the case of adult customers living with their family, such as parents, aunts/uncles or brothers/sisters, only the income of the customer should be listed. The income of the parents or

family members providing a home to the adult customer should not be included in this total. A spouse or child living with the customer and providing income would be included in the income total. For children, report the income of the parents/legal guardian.

All children seventeen years of age or younger in need of behavioral health services funded by the ODMHSAS may be served regardless of income level. For children, report the income of the parents/legal guardian.

For children in OJA or DHS custody, income can be zero.

Income must be integers with no commas.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: not required for customers less than 18 years of age.

## NUMBER CONTRIBUTING TO AND/OR DEPENDENT UPON “ANNUAL INCOME”

**DESCRIPTION:**

Enter the number (01-15) of individuals dependent upon or contributing to the income of the customer. This should reflect the customer, family members, or significant others who are interdependent financially. It should indicate the number of people who must live on the income reported in the annual income field. This field is used in conjunction with Annual Income to determine the eligibility of the customer for payment of services by DMHSAS.

NOTE: In the case of an adult customer living with his/her parents or other family, where only the income of the customer was listed, then the number contributing to and/or dependent upon the income should be listed as “1” to indicate the customer only and not the parents.

However, if the adult customer has dependents also living with him/her in the parents’ household, then the dependents should be reported in the number while still excluding the parents of the adult customer.

When an adult customer is living with his/her parents or family (other than spouse) the living situation should be reported as “with family members” and the number reported here will still be “1.”

**VALID ENTRIES:** 01-15

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: not required for customers less than 18 years of age.

## SUPPLEMENTAL SECURITY INCOME (SSI)

**DESCRIPTION:** SSI is a federal needs-based program (Title XVI of the Social Security Act) that provides monthly payments to aged, blind, and disabled persons who have little or no resources and income.

**VALID ENTRIES:**    **1**        Yes  
                              **2**        No

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

**EDI ISSUES:** Format for EDI is 0 = No and 1 = Yes.

# SOCIAL SECURITY DISABILITY INSURANCE (SSDI)

**DESCRIPTION:** This federal program (Title II of the Social Security Act) provides cash benefits for those disabled workers (and their dependents) that have contributed to the Social Security Trust Fund through the withholding of FICA tax on their earnings or through direct payment of FICA tax by self-employed individuals. This is not a needs-based program.

**VALID ENTRIES:**    **1**       Yes  
                              **2**       No

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: not required for customers less than 18 years of age.

**EDI ISSUES:** Format for EDI is 0 = No and 1 = Yes.

## DOES CUSTOMER SPEAK ENGLISH WELL?

**DESCRIPTION:** The first questions to ask a customer is ‘What language is preferred language?’ The customer speaks English well if she/he is able to understand and convey information in English.

**VALID ENTRIES:**   1       Yes  
                              2       No

**COMMENTS:** This is a follow up question to ‘What is the preferred language?’

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** What Language is Preferred?

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional on ‘What language is preferred?’.

**EDI ISSUES:** Format for EDI is 0 = No and 1 = Yes.

## WHAT LANGUAGE IS PREFERRED?

**DESCRIPTION:** What is the preferred language?

<b>VALID ENTRIES:</b>	<b>0</b>	<b>English</b>
	<b>1</b>	Spanish
	<b>2</b>	American Indian
	<b>3</b>	German
	<b>4</b>	French
	<b>5</b>	Vietnamese
	<b>6</b>	Chinese
	<b>7</b>	Slavic (Russian, Polish, etc.)
	<b>8</b>	Sign Language
	<b>9</b>	Other

**COMMENTS:** If a child is not old enough to speak, report the language preference of the child's family.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** 'Does customer speak English well?'

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# DISABILITY

**DESCRIPTION:** If the customer has one or multiple disabilities, enter the appropriate codes. Disability refers to non-mental health disabilities. If the customer does not have a disability, enter 01 in the first field and leave the remaining fields blank. As with all fields, always fill-in the first field, before entering data into a later field. If the selection is “11 - Interpreter for the Deaf,” a code of 09 or 10 is required.

<b>VALID ENTRIES:</b>	<b>01</b>	<b>NONE</b>
	<b>02</b>	<b>SEMI-AMBULATORY:</b> Orthopedically impaired which affects the person's performance, either by congenital anomaly (e.g., club foot, absence of a member), disease (e.g., poliomyelitis), or other impairment (e.g., cerebral palsy, fractures, or burns).
	<b>03</b>	<b>NON-AMBULATORY:</b> Severely orthopedically impaired which adversely affects the person's performance, either by congenital anomaly or other impairment. Impairment so severe as to completely restrict voluntary mobility.
	<b>04</b>	<b>SEVERE SIGHT DISABILITY:</b> Visual impairment which, even with correction/prescription lenses, adversely affects performance.
	<b>05</b>	<b>BLIND:</b> Not having the ability to see. Absence of perception of visual stimuli.
	<b>06</b>	<b>ORGANIC BASED COMMUNICATION DISABILITY:</b> A communication disorder (e.g., language impairment or voice impairment) which adversely affects communication.
	<b>07</b>	<b>CHRONIC HEALTH PROBLEM:</b> Limited strength and vitality or alertness due to a chronic health problem such as heart problems, tuberculosis, asthma, epilepsy, or diabetes.
	<b>08</b>	<b>DEVELOPMENTAL DISABILITY:</b> Significantly sub-average general intellectual functioning existing concurrently with a deficit in adaptive behavior and manifested in the developmental period which adversely affects performance.
	<b>09</b>	<b>HARD OF HEARING:</b> Only partial recognition of spoken language. Conversation must be in close proximity to the person and be unusually clear for understanding. The individual experiencing the hearing disorder should make the designation of hard of hearing

or deaf.

- 10 DEAF:** Inability to recognize sounds or word combinations sufficiently to carry on normal oral communication, even when using amplification devices. The presence or absence of speech by the customer is not taken into consideration for this designation. The individual experiencing the hearing disorder should make the designation of hard of hearing or deaf.
- 11 INTERPRETER FOR THE DEAF:** An interpreter for the deaf may be either a sign language interpreter or an oral interpreter for the deaf. If code 11 is reported, indicating the need for either a sign language interpreter or an oral interpreter to communicate with the customer, then code 09 or 10 must be reported as well.

**COMMENTS:** A provider can report up to four disability codes. If the first code is “01-none,” then Disability fields 2, 3 and 4 must be blank.

**FEDERALLY REQUIRED FIELD:** No

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

**EDI ISSUES:** Disability is a loop in EDI.

# LEGAL STATUS

<b>DESCRIPTION:</b>	Enter the number that denotes the legal status of the customer at the time of transaction. There are three general categories of legal status: voluntary, court commitment, and court referred. Although there are 11 distinctive legal status codes, each of them fall into one of the previously mentioned categories. Outpatient providers typically report codes 01 and 15.												
<b>VALID ENTRIES:</b>	<table><tr><td><b>01</b></td><td><b>VOLUNTARY ADMISSION:</b> Individual who applies for admission voluntarily to the provider and is accepted as a patient. This applies to Mental Health and Substance Abuse facilities pursuant to Title 43A.</td></tr><tr><td><b>03</b></td><td><b>CIVIL INPATIENT COMMITMENT:</b> A court order under the Mental Health Law requires the individual to receive involuntary <i>inpatient</i> treatment services from the agency pursuant to Title 43A O.S. § 5-410 et seq.</td></tr><tr><td><b>05</b></td><td><b>NOT GUILTY BY REASON OF INSANITY (NGRI):</b> An individual who is acquitted of a criminal act on the ground that he/she was insane at the time of the act. An individual may then be court committed to the agency under the Mental Health Code. The court must be notified twenty days prior to proposed discharge. In some facilities this is categorized as a District Court commitment. (Criminal Statutes Titles 22, 1161). This is only reportable by the Oklahoma Forensic Center.</td></tr><tr><td><b>07</b></td><td><b>JUVENILE COURT ORDER:</b> Requires a minor to be detained in a specified location for examination and/or treatment. (Juvenile Statutes Title 10). This legal status can include juveniles who are Adjudicated Deprived, Delinquent, In Need of Supervision, or In Need of Mental Health Treatment in accordance with Title 43A O.S.</td></tr><tr><td><b>09</b></td><td><b>COURT ORDER FOR OBSERVATION AND EVALUATION:</b> The court requires the agency to examine the individual in a specified period of time <u>to determine if the individual is competent to stand trial.</u></td></tr><tr><td><b>12</b></td><td><b>EMERGENCY DETENTION:</b> Patient arrival at a facility from a point of emergency examination with three (3) required forms: a) Petition; b) Licensed Mental Health Professional's Statement; c) Peace Officer's Affidavit. An individual cannot be detained in a facility for more than 72 hours, excluding weekends and holidays, pending court hearing. (Mental Health Law Title 43A)</td></tr></table>	<b>01</b>	<b>VOLUNTARY ADMISSION:</b> Individual who applies for admission voluntarily to the provider and is accepted as a patient. This applies to Mental Health and Substance Abuse facilities pursuant to Title 43A.	<b>03</b>	<b>CIVIL INPATIENT COMMITMENT:</b> A court order under the Mental Health Law requires the individual to receive involuntary <i>inpatient</i> treatment services from the agency pursuant to Title 43A O.S. § 5-410 et seq.	<b>05</b>	<b>NOT GUILTY BY REASON OF INSANITY (NGRI):</b> An individual who is acquitted of a criminal act on the ground that he/she was insane at the time of the act. An individual may then be court committed to the agency under the Mental Health Code. The court must be notified twenty days prior to proposed discharge. In some facilities this is categorized as a District Court commitment. (Criminal Statutes Titles 22, 1161). This is only reportable by the Oklahoma Forensic Center.	<b>07</b>	<b>JUVENILE COURT ORDER:</b> Requires a minor to be detained in a specified location for examination and/or treatment. (Juvenile Statutes Title 10). This legal status can include juveniles who are Adjudicated Deprived, Delinquent, In Need of Supervision, or In Need of Mental Health Treatment in accordance with Title 43A O.S.	<b>09</b>	<b>COURT ORDER FOR OBSERVATION AND EVALUATION:</b> The court requires the agency to examine the individual in a specified period of time <u>to determine if the individual is competent to stand trial.</u>	<b>12</b>	<b>EMERGENCY DETENTION:</b> Patient arrival at a facility from a point of emergency examination with three (3) required forms: a) Petition; b) Licensed Mental Health Professional's Statement; c) Peace Officer's Affidavit. An individual cannot be detained in a facility for more than 72 hours, excluding weekends and holidays, pending court hearing. (Mental Health Law Title 43A)
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<b>12</b>	<b>EMERGENCY DETENTION:</b> Patient arrival at a facility from a point of emergency examination with three (3) required forms: a) Petition; b) Licensed Mental Health Professional's Statement; c) Peace Officer's Affidavit. An individual cannot be detained in a facility for more than 72 hours, excluding weekends and holidays, pending court hearing. (Mental Health Law Title 43A)												

- 13 CONTINUED EMERGENCY DETENTION:** Patient has been evaluated at a facility. He/she has the three (3) required forms (listed above) and an order has been issued for additional detention. Time and place of hearing has been set. (Mental Health Law Title 43A)
- 15 COURT REFERRED:** An individual who has been evaluated by a agency and referred for treatment by the court. Referrals for treatment should be accompanied by proper documentation indicating the need for treatment. This legal status includes but is not limited to mental health and drug court participants, DUI customers, individuals who are community sentenced, and DHS child custody cases. (Title 47)
- 17 PROTECTIVE CUSTODY:** Status of an individual taken into protective custody and detention of a person pursuant to the provisions of Section 5-208 until such time as an emergency examination is completed and a determination is made as to whether or not emergency detention is warranted. (Mental Health Law Title 43A)
- 20 CRIMINAL HOLD:** Adjudicated by the court to be incompetent, but capable of achieving competency (22 O.S. § 1175.6(2))
- 21 COURT COMMIT WITH HOLD:** Adjudicated by the court to be incompetent and incapable of achieving competency within a reasonable time (22 O.S. § 1175.6(3))
- 23 CIVIL OUTPATIENT TREATMENT:** A court order under the Mental Health Law requires the individual to receive involuntary *outpatient* services from the agency pursuant to Title 43A O.S. § 1-103 (20) AND § 5-410 (C) et seq. Commonly referred to as Assisted Outpatient Treatment.

#### COMMENTS:

Court Commitment is when a court action requires that the customer be evaluated, detained pending a court hearing, or receive services at a particular treatment facility. In most cases, court papers will accompany the customer or be submitted to the facility. This action is not only requiring the individual to receive services, it requires the particular facility to accept the customer for treatment. Court commitments general occur within an **inpatient mental health setting**. These are the **ONLY** legal statuses which qualify for the discharge status “67 – AWOL.” Court Commitment legal status codes are 03, 05, 07, 09, 12, 13, 17, 20, and 21.

Court Referred is when a court may order an individual to seek and receive services in order to fulfill some part of their sentencing or in lieu of jail detention. However, this is **NOT** a court commitment. Examples of court referred individuals include, but are not limited to mental health and drug court

participants, DUI offenders, individuals in a community sentencing program and DHS child custody cases. In all these instances, the legal status would be “15 – Court Referred.” Frequently the papers accompanying the individual come from a judge and even contain the language “Court Referral or Court Order.” However, this order is for the individual to seek and receive services, not for the facility to accept the individual as a customer. If a customer leaves this facility setting prior to completing their treatment plan, it is **NOT** a discharge “67 – AWOL.” You must choose the appropriate discharge code that indicates why the customer left prior to completing treatment. If a legal status of 01 or 17 is selected, county of commitment must be blank.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** County of Commitment.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: not required for customers less than 18 years of age.

## COUNTY OF COMMITMENT

**DESCRIPTION:** If the customer has been remanded through the court or criminal justice system to a facility for treatment, the county in which the legal proceedings took place is to be reported in this field. The county of commitment may differ from the customer's county of residence.

**VALID ENTRIES:** A 2 characters county code - see appendix for code list of counties

**COMMENTS:** If the legal status code = 01 or 17, you must leave this field blank. Any other legal status code requires county of commitment to be completed. County of commitment must be from an Oklahoma county and cannot be from another state.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Legal Status.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required if legal status in (03, 05, 07, 09, 12, 13, 15, 20, 21, 24); not required for customers less than 18 years of age.

# TOBACCO USE

**DESCRIPTION:** Report the number of times tobacco is used on a typical day. A typical day refers to what the customer would normally use tobacco if there were no residency restrictions (e.g., admitted to inpatient). Any type of tobacco use is included.

**VALID ENTRIES:** 00-99

**COMMENTS:** According to the Centers for Disease Control, "Tobacco use is the single most preventable cause of disease, disability, and death in the United States. Each year, an estimated 443,000 people die prematurely from smoking or exposure to secondhand smoke, and another 8.6 million have a serious illness caused by smoking. For every person who dies from smoking, 20 more people suffer from at least one serious tobacco-related illness. Despite these risks, approximately 43.4 million U.S. adults smoke cigarettes. Smokeless tobacco, cigars, and pipes also have deadly consequences, including lung, larynx, esophageal, and oral cancers." (<http://www.cdc.gov/nccdphp/publications/aag/osh.htm>)

This data element helps us identify and enumerate to our stakeholders the additional health challenges faced by our customers. In FY09, approximately 78% of all persons served by ODMHSAS used tobacco.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# PRESENTING PROBLEM

## DESCRIPTION:

At the time of admission, enter the problem codes representing the identified problems that appear to have caused the customer to seek service. The primary presenting problem **should always** indicate the problem for which the customer will receive services. Up to three presenting problems can be recorded whether or not the provider will provide services for the secondary or tertiary presenting problem.

For example, anxiety/panic and substance abuse may both be identified as presenting problems, but only substance abuse is within the scope of treatment delivered by the provider. Both problems should be listed as presenting problems. Substance abuse must be listed as primary since it will be treated and anxiety/panic should be indicated as secondary since it will not be in the treatment plan.

Refer to the presenting problem code list in the Appendix or back of the CDC form. At a minimum, a primary presenting problem must be reported. Secondary and tertiary presenting problems are not necessarily the problems requiring treatment.

## VALID ENTRIES:

**A 3-character field**

**COMMENTS:** If an alcohol presenting problem is indicated (710, 711, 741), you must indicate alcohol in one of the drugs of choice. If a drug presenting problem is indicated (720, 721, 742), you must indicate a drug in one of the drugs of choice. If presenting problems of alcohol and drugs are indicated (730, 731, 743), then drugs of choice must include 02 (alcohol) and a drug (03-21). Primary, secondary and tertiary presenting problems cannot be the same. At least one presenting problem must be selected for each individual, regardless of service focus or program. As with all fields, you must report the first one, before a second or third can be selected.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Service Focus, Drug of Choice.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required for Primary, optional for Secondary and Tertiary.

**EDI ISSUES:** Presenting Problems are a loop in EDI.

## DRUGS OF CHOICE

### DESCRIPTION:

Enter the drug of choice code that identifies each substance for which the customer is seeking treatment or abusing. Up to three drugs of choice can be reported. If the customer is not abusing a substance or seeking treatment for a substance, enter 01-None in the first field and leave the rest blank. As with all fields, always fill-in the first field, before entering data into a later field.

When a substance abuse related problem (problem codes 710, 711, 720, 721, 730, 731, 741, 742, 743) is reported as a Primary, Secondary, or Tertiary presenting problem, the substance being abused must be identified in Drugs of Choice.

### VALID ENTRIES:

<b>01</b>	None
<b>02</b>	Alcohol
<b>03</b>	Heroin
<b>04</b>	Non-Prescription Methadone
<b>05</b>	Other Opiates and Synthetics
<b>06</b>	Barbiturates
<b>07</b>	Other Sedatives and Hypnotics
<b>08</b>	Other Amphetamines
<b>09</b>	Cocaine
<b>10</b>	Marijuana/Hashish
<b>11</b>	Other Hallucinogens
<b>12</b>	Inhalants
<b>13</b>	Over-the-Counter
<b>14</b>	Other Tranquilizers
<b>15</b>	PCP
<b>16</b>	Other
<b>17</b>	Unknown
<b>18</b>	Methamphetamine
<b>19</b>	Benzodiazepine
<b>20</b>	Other Stimulants
<b>21</b>	Club Drugs (e.g., GHB, GBL, Ecstasy, Rohipnol)
<b>22</b>	<b>Fentanyl</b>

**COMMENTS:** If one of the presenting problems is 710, 711, or 741, alcohol (02) must be reported. If one of the presenting problems is 720, 721, or 742, at least one substance (03-21) must be reported. The presenting problem codes 730, 731 and 743, require alcohol and at least one drug be reported. If "12-inhalants" is indicated as the drug of choice, then the route of administration must equal 3 (inhalation). If "02-alcohol" is indicated as the drug of choice, then the route of administration must

equal 1 (oral). If drug of choice is 01 or 17, then the corresponding route of administration, frequency of use, and age first used questions must be blank. No drugs of choice can be the same.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Primary/Secondary/Tertiary Presenting Problem, Route of Administration, Frequency of Use, Age of First Use.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required for Primary, optional for Secondary and Tertiary.

**EDI ISSUES:** Drug of Choice, Usual Route of Administration, Frequency of Use and Age First Used are a loop in EDI.

# USUAL ROUTE OF ADMINISTRATION

**DESCRIPTION:**

For each substance identified in Drug(s) of Choice, usual route of administration must be reported. **If no substance was reported (01) or drug of choice is unknown (17), leave this field blank.**

The usual route of administration reported must directly correspond with the drug of choice reported. For example, if Alcohol has been identified in the first field in Drugs of Choice, the first Route of Administration must indicate Oral (1).

<b>VALID ENTRIES:</b>	<b>1</b>	<b>Oral</b>
	<b>2</b>	<b>Smoking</b>
	<b>3</b>	<b>Inhalation</b>
	<b>4</b>	<b>Injection</b>
	<b>5</b>	<b>Other</b>

**COMMENTS:** If drug of choice is 12-Inhalants, then route of administration must be 3-Inhalation. If drug of choice is 02-Alcohol, then route of administration must be 1-Oral.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Drug(s) of Choice.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - required if primary drug of choice is **not** 01 or 17. Also required for secondary and tertiary if drugs of choice are reported.

**EDI ISSUES:** Drug of Choice, Usual Route of Administration, Frequency of Use and Age First Used are a loop in EDI.

## FREQUENCY OF USE IN LAST 30 DAYS

**DESCRIPTION:**

For each substance identified in Drugs of Choice, a code must be reported which indicates the frequency with which each substance is used in the last 30 days. **If no substance was reported in Drugs of Choice, leave this field blank.** The Frequency of Use reported must directly correspond with its drug of choice and route of administration that have been reported.

<b>VALID ENTRIES:</b>	<b>1</b>	<b>No Past Month use</b>
	<b>2</b>	<b>1-3 Times a Month</b>
	<b>3</b>	<b>1-2 Times a Week</b>
	<b>4</b>	<b>3-6 Times a Week</b>
	<b>5</b>	<b>Daily</b>

**COMMENTS:** Frequency of Use should not be reported if the drug of choice is 01-None or 17-Unknown. If secondary or tertiary drug of choice is blank, secondary and tertiary Frequency of Use are left blank. Otherwise, frequency of use is reported.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Drug(s) of Choice.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - required if primary drug of choice is **not** 01 or 17. Also required for secondary and tertiary if drugs of choice are reported in these fields.

**EDI ISSUES:** Drug of Choice, Usual Route of Administration, Frequency of Use and Age First Used are a loop in EDI.

## AGE OF FIRST USE

**DESCRIPTION:** Enter the customer's age, in years, when the customer first used the substance(s) identified in Drugs of Choice. **If no substance was reported in Drugs of Choice, leave this field blank.** The age the drug of choice was first used must directly correspond to the substance abuse problem identified for treatment and the Drugs of Choice, Usual Route of Administration, and Frequency of Use reported.

**VALID ENTRIES:** 00 – 99

**COMMENTS:** Age First Used cannot be greater than the age of the customer. An age should not be reported if the drug of choice is 01-None or 17-Unknown. If secondary or tertiary drug of choice is blank, secondary and tertiary Age First Used are left blank.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Drug(s) of Choice.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - required if primary drug of choice is **not** 01 or 17. Also required for secondary and tertiary if drugs of choice are reported.

**EDI ISSUES:** Drug of Choice, Usual Route of Administration, Frequency of Use and Age First Used are a loop in EDI.

## LEVEL OF CARE

**DESCRIPTION:** Level of care represent the various combinations of treatment programs and activities, staffing patterns, and settings through which services are provided by a provider.

**VALID ENTRIES:**    **OO**    **Outpatient** - Outpatient level of care includes a range of treatment services provided on an individual or group basis to ambulatory customers residing in the community.

**CL**    **Community Living Programs** include Community Housing Programs, Halfway House Programs, Residential Care, and Shelter Programs

**CI**    **Residential Treatment** does not include residential care facilities.

**SN**    **Detoxification**

**SC**    **Community-based Structured Crisis**

**HA**    **Hospitalization**

**COMMENTS:** Only report the levels of care for which the provider delivers. If the customer is discharging, indicate the last level of care they received, not the level of care they will be entering once they leave. Level of care directly relates to which prior authorization a customer receives. Incorrect level of care entries will prevent a provider from being able to properly bill services. Level of care cannot be the same as the previous level of care on transaction type 40 (level of care change). The level of care cannot be changed on transaction types 41,42 or 60-72.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# CLIENT ASSESSMENT RECORD (CAR)

**DESCRIPTION:**

The CAR is an assessment tool to rate an individual's well-being in nine domains.

The CAR is not required on discharge types 62 (Left ACA), 63 (Moved), 67 (AWOL), 68 (Death), or 69 (Failed to begin treatment).

If the customer scores 30 or above on the substance use domain, he/she should be further assessed for substance use by the provider OR referred for a substance abuse assessment by an external provider. The CAR domains are to be re-administered at every treatment plan update.

**VALID ENTRIES:** 01-50, 99

**COMMENTS:** The CAR is required to be completed on all customers with a service focus of mental health at admission. Record the two-digit (01-50) score for each of the nine subscales. When a CAR score is not available, but required, enter 99 into all fields.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Service Focus.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional – dependent upon service focus.

# ADDICTION SEVERITY INDEX (ASI)

**DESCRIPTION:**

The ASI is an assessment tool to rate an individual's well-being in seven domains.

The ASI must be reported on transaction types 23 and 42 for certain Service Focuses. The ASI or the ASI Lite must be reported on transaction types 60, 61, 63, 64 and 70, unless the discharge occurs within 30 days of admission. The ASI is optional on other discharge types.

Record the one-digit (0-9) severity scores for each of the seven subscales.

If the customer scores 4 or above on the psychiatric subscale, he/she should be further assessed for a mental health disorder by the provider OR referred for a mental health assessment by an external provider.

ASI scores are only reported for customers who are 18 years or older.

**VALID ENTRIES:** 0-9

**COMMENTS:** When an ASI score is not available, but required, enter 9 into all fields.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Service Focus.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - dependent upon service focus for individuals 18 years and older. ASI or ASI Lite is required if discharge code is 60, 61, 63, 64, or 70.

# TEEN ADDICTION SEVERITY INDEX (T-ASI)

**DESCRIPTION:**

The T-ASI is an assessment tool to rate an adolescent's well-being in seven domains.

The T-ASI or CAR must be reported on transaction types 23 and 42 for certain Service Focuses. The T-ASI must be reported on transaction types 60, 61, 63, 64 and 70, unless the discharge occurs within 30 days of admission. The T-ASI is optional on other discharge types.

Record the one-digit (0-4) severity scores for each of the seven subscales.

T-ASI scores are only reported for customers who are between the age of 12 and 17 (under 18 years old).

CAR scores may be reported instead of T-ASI.

**VALID ENTRIES:** 0-4, 9

**COMMENTS:** When a T-ASI score is not available, but required, enter 9 into all fields.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Service Focus.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional – dependent on service focus for individuals under 18 years of age. The T-ASI is also required if discharge code is 60, 61, 63, 64, 70.

## SERIOUS MENTAL ILLNESS (SMI)

**DESCRIPTION:** For making this determination, refer to the Definition of Serious Mental Illness in the Appendix. The customer's illness and treatment history must meet this definition of SMI before a Yes (1) can be reported.

SMI is only reported for customers who are **18 and older**.

**VALID ENTRIES:**

<b>1</b>	Yes
<b>2</b>	No

**COMMENTS:** SMI must be reported for all individuals 18 or older.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - required for all customers 18 and older.

**EDI ISSUES:** Format for EDI is 0 = No and 1 = Yes.

# SERIOUS EMOTIONAL DISTURBANCE (SED)

**DESCRIPTION:**

For making this determination, refer to the Definition of Serious Emotional Disturbance in the Appendix. The customer's illness and treatment history must meet this definition of SED before a Yes (1) can be reported.

SED is only reported for customers who are **0 to 17 (under 18 years old)**.

**VALID ENTRIES:**

<b>1</b>	Yes
<b>2</b>	No

**COMMENTS:** SED must be reported for all individuals under 18 years.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Date of Birth.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional - required for all customers less than 18 years old.

**EDI ISSUES:** Format for EDI is 0 = No and 1 = Yes.

# ARRESTS IN PAST 30 DAYS

## DESCRIPTION:

Arrest information must be collected from all customers. Enter the number (**00-99**) of times the customer has been arrested in the past 30 days. Although there is only one admission question (transaction type 23), there are two questions, which may be asked at discharge (transaction types 60-72), level of care change (transaction type 40), or treatment extension/outcome update (transaction type 42).

YOU MUST CHOOSE which condition fits the scenario and use the appropriate questions.

### Admission Question

How many *times* have you been arrested in the past 30 days?

### Discharge/Level of Care Change/6-Month Update Questions

Based on the length of time the customer has been in treatment, there are two conditions, which require a slightly different question to be asked: (1) customer has been in treatment less than 30 days, ask question #1 OR (2) customer has been in treatment longer than 30 days, ask question #2. Read the “time” statement and find the one that is true.

#### **1) If less than 30 days has passed since admission, then ask:**

How many times have you been arrested since admission?

#### **2) If more than 30 days has passed since admission, then ask:**

How many times have you been arrested in the past 30 days?

Drug court sanctions do NOT count as an arrest.

**VALID ENTRIES:** 00-99

**COMMENTS:** Do not report “99” if arrest information is unavailable. You must collect the correct information before reporting data. Number of arrest in past 30 days must be less or equal to number of arrest in past 12 months. This data element is now required for all customers, regardless of service focus.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Arrests in Past 12 Months.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# ARRESTS IN PAST 12 MONTHS

## DESCRIPTION:

Arrest information must be collected from all customers. Enter the number (**00-99**) of times the customer has been arrested in the past twelve months.

The twelve-month total must be inclusive of the 30-day arrest information, which means that arrest in past 12 months must be greater than or equal to arrests in past 30 days.

Although there is only one admission question (transaction type 23), there are two questions, which may be asked at discharge (transaction types 60-72), level of care change (transaction type 40), or treatment extension/outcome update (transaction type 42). **YOU MUST CHOOSE** which condition fits the scenario and use the appropriate questions.

### Admission Question

How many *times* have you been arrested in the past 12 months?

### Discharge/Level of Care Change/6-Month Update Questions

Based on the length of time the customer has been in treatment, there are two conditions, which require a slightly different question to be asked: (1) customer has been in treatment less than 12 months, ask question #1 OR (2) customer has been in treatment longer than 12 months, ask question #2. Read the “time” statement and find the one that is true.

- 1) **If less than 12 months has passed since admission, then ask:**  
How many times have you been arrested since admission?
- 2) **If more than 12 months has passed since admission, then ask:**  
How many times have you been arrested in the past 12 months?

Drug court sanctions do NOT count as an arrest.

**VALID ENTRIES:**    **00-99**

**COMMENTS:** Do not report “99” if arrest information is unavailable. You must collect the correct information before reporting data. Number of arrest in past 12 months must be greater than or equal to number of arrest in past 30 days. This data element is now required for all customers, regardless of service focus.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** Arrest in Past 30 days.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# SELF-HELP GROUP ATTENDANCE IN PAST 30 DAYS

## DESCRIPTION:

The intent of this item is to measure whether customers have attended non-professional, peer-oriented self-help groups to assist in their recovery during the past 30 days. Participation in social support of recovery activities is defined as attending self-help group meetings, religious/faith affiliated recovery or self-help group meetings, meetings of organizations other than the organizations described above or interactions with family members and/or friends supportive of recovery. Examples include Alcoholics Anonymous, Narcotics Anonymous, Gamblers Anonymous, and consumer drop-in centers. Although there is only one admission question, there are two questions, which may be asked at discharge (transaction types 60-72), level of care change (transaction type 40), or treatment extension/outcome update (transaction type 42).

YOU MUST CHOOSE which condition fits the scenario and use the appropriate questions.

### Admission Question

How many *times* have you attended self-help/support groups in the past 30 days?

### Discharge/Level of Care Change/6-Month Update Questions

Based on the length of time the customer has been in treatment, there are two conditions, which require a slightly different question to be asked:  
(1) customer has been in treatment less than 30 days, ask question #1 OR  
(2) customer has been in treatment longer than 30 days, ask question #2.  
Read the “time” statement and find the one that is true.

#### **1) If less than 30 days has passed since admission, then ask:**

How many times have you attended self-help/support groups since admission?

#### **2) If more than 30 days has passed since admission, then ask:**

How many times have you attended self-help/support groups in the past 30 days?

**VALID ENTRIES:** 00-99

**COMMENTS:** This field is required for all individuals.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

# FAMILY ID

**DESCRIPTION:** This field is used to report the family member's Member ID for individuals receiving services with their family, such as children who are in residential treatment or a parent who receives ancillary services while their child receives treatment. If both parents are in treatment, enter the mother's Member ID.

**VALID ENTRIES:** A nine-character Member ID

**COMMENTS:** This is commonly used for children in treatment with a parent in residential and halfway house substance abuse treatment, but may be used in other settings.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Presenting Problem.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required if presenting problem in (745, 746, or 747).

**EDI ISSUES:** Family ID, DOC Number and DHS Case Number are mutually exclusive fields. Only one of the fields would need to be reported, depending on the type of program the consumer was involved in. In the EDI documentation, the field is referred to as 'Family ID.'

# DOC NUMBER

**DESCRIPTION:**

If you are providing substance abuse services to a customer in the custody of or under the supervision (e.g., probation or parole) of the Department of Corrections, enter the customer's DOC number.

Enter the letters "DOC" in the first three boxes followed by the customer's DOC number. The last box in this field may or may not be blank depending on the length of the number. For example, "DOC1234567."

**VALID ENTRIES:**

**Up to 10 Characters**

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Service Focus.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required if service focus = 09.

**EDI ISSUES:** Family ID, DOC Number and DHS Case Number are mutually exclusive fields. Only one of the fields would need to be reported, depending on the type of program the consumer was involved in. In the EDI documentation, the field is referred to as 'Family ID.'

# DHS CASE NUMBER

**DESCRIPTION:** DHS case number is required for customers being treated under the TANF/Child Welfare contract. The primary referral source must be 49 – TANF/Child Welfare. C or H must be the first character of the seven-character TANF case number. Child Welfare number must be 10 characters beginning with KK.

**VALID ENTRIES:** A seven-character identifier for TANF customers, starting with the letter “C” or “H.” A ten-character identifier for Child Welfare customers start with “KK.”

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Primary Referral.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required on any transaction if primary referral code = 49.

**EDI ISSUES:** Family ID, DOC Number and DHS Case Number are mutually exclusive fields. Only one of the fields would need to be reported, depending on the type of program the consumer was involved in. In the EDI documentation, the field is referred to as ‘Family ID.’

# CLINICIAN OF RECORD (NPI)

**DESCRIPTION:**

Although ODMHSAS/OHCA will allow facilities to use their own definition of 'clinician of record,' in general, this should identify who is primarily responsible for a consumer's care.

The intent of this field will allow clinicians to track the outcomes and demographics of their customers.

**Recommendation for determining the Clinician of Record:**

Admission (23): Report which individual is the primary clinician responsible for the customer's care at that time. If the clinician of record is not known at admission, enter the NPI of the person signing the treatment plan.

Treatment extension/outcome update (42): Report which clinician of record at the point the 6-month update was reported.

Discharge (60 -72): Report which clinician of record at the point the discharge was reported.

Level of Care Change (40): Report which clinician will be responsible for the customer's care in the new level of care. For example, if a customer is leaving residential treatment unit and going to outpatient, the clinician of record should be from the outpatient treatment unit.

**VALID ENTRIES:**

A ten-character NPI

**COMMENTS:** This field was requested by providers. It will be used in reports to assist the provider in performance improvement.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Required.

## SECTION IV

**Only complete this section if customer is 0 – 17 years old (under 18).**



### TYPE OF OUT-OF-HOME PLACEMENT

**DESCRIPTION:**

In what type of out-of-home placement is the customer living? Select the number (1- 6) corresponding to the type of placement of the child. A response must be reported if the customer is under 18 years of age.

**VALID ENTRIES:**

**1**

**Not in Out-of-Home Placement** - If the child is not in out-of-home placement.

- 2      **Residential Treatment** - Treatment services are provided in a 24-hour structured environment. This would include a residential treatment center (RTC) that is associated with a hospital. It also includes placement of children or adolescents in a residential drug treatment facility, residential placements through OJA or DHS, such as Rader, Manitou, and Central Oklahoma Juvenile Treatment Center.
- 3      **Specialized Community Group Home** - This is a structured program for custody children operated by an individual in his/her own home. Each Specialized Community Group Home serves a specifically defined population. These homes are primarily used for developmentally disabled youth.
- 4      **Foster Care** - A child who is in the custody of the Department of Human Services or the Office of Juvenile Affairs and was placed in a family home where the child lives with the family and possibly other foster children. This can include kinship care and therapeutic foster care.
- 5      **Group Home** - Group homes can serve up to 16 children. There is 24-hour awake supervision and sometimes children attend school at the group home. There are Level C, D, and E group homes either operated or contracted through the Department of Human Services and the Office of Juvenile Affairs.
- 6      **Other** – All other types of out-of-home placement.

**COMMENTS:** This field is to indicate where the customer is current living, not past placement.

**PLEASE NOTE:** *Out-of-home placement is not necessarily restrictive placement. Please read the comments on 'days on restrictive placement' for more about this issue.*

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Date of Birth.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required for all customers less than 18 years of age.

## DAYS IN RESTRICTIVE PLACEMENT IN PAST 90 DAYS

**DESCRIPTION:**

Restrictive placement includes jail, juvenile detention center, inpatient psychiatric hospital, drug/alcohol rehabilitation center, residential treatment, group home. This **does NOT** include medical hospital, foster care, therapeutic foster care, group or individual emergency shelter, supervised independent living, home of a family friend, adoptive home, home of a relative, school dormitory, biological parent(s), independent living with a friend or independent living alone.

If a child was in restrictive placement for any time during a day, the whole day is counted.

**VALID ENTRIES:** 00-90 Number of days in past 90 days

**COMMENTS:** This measure and 'out-of-home placement' are not necessarily related. Customers can be in an out-of-home placement and not be in restrictive placement. For example, a customer may be in foster care at the time the CDC is collected/reported, but those days in foster care will not be counted in this measure.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Date of Birth.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required for all customers less than 18 years of age.

## INCIDENTS OF SELF-HARM IN PAST 90 DAYS

**DESCRIPTION:**

Self-harm is defined as the intent to create pain as a coping mechanism. Incidents of self-harm include self-mutilation, suicide attempts (but not suicide ideation), and cutting. This **does NOT** include social trends such as tattooing and body piercing.

Self-harm can range from mild behaviors such as scratching the skin with a paper clip to suicide attempts.

**VALID ENTRIES:** 00-90 Number of days in past 90 days

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Date of Birth.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required for all customers less than 18 years of age.

# DAYS ABSENT FROM SCHOOL IN PAST 90 DAYS

**DESCRIPTION:**

For school-aged children, report how many days the customer was absent from school in the past 90 days of the school year. School absences are the number of days the child/youth has been absent from school during the most recent 90 days of school. During the summer months or holidays, go back to the last 90 days school was in session. An absence indicates the child missed the full day of school.

If the child/youth was not enrolled in private or public school for the last 90 days, mark “99” for “not applicable.”

The “not applicable” category includes children/youth that are home-schooled or have permanently dropped out of school.

Do NOT include days the child was suspended from school as absences.

**VALID ENTRIES:**    **00-66**    **Number of days in past 90 days**

**99**        **Not applicable**

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required for all customers less than 18 years of age.

# DAYS SUSPENDED FROM SCHOOL IN PAST 90 DAYS

**DESCRIPTION:**

For school-aged children, report how many days the customer was suspended from school in the past 90 days of the school year. School suspensions are the number of days the child/youth has been suspended from school during the most recent 90 days of school. During the summer months or holidays, go back to the last 90 days school was in session. Do not include ‘in-school’ suspension days. If they are expelled, count the days until they have another school placement or home school arrangements.

If the child/youth was not enrolled in private or public school for the last 90 days, mark “99” for “not applicable.”

The “not applicable” category includes children/youth that are home-schooled or have permanently dropped out of school.

**VALID ENTRIES:**    **00-66**    **Number of days in past 90 days**

**99**        **Not applicable**

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Date of Birth.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required for all customers less than 18 years of age.

## **DAYS NOT PERMITTED TO RETURN TO DAY CARE IN PAST 90 DAYS**

**DESCRIPTION:**

For children under school age, report how many days was the customer was not permitted to return to day care. Only include days which the child was not permitted due to their behavioral issues, not days related to child or parent's illness.

If the child was not in day care in the last 90 days, mark "99."

**VALID ENTRIES:**    **00-66**    **Number of days in past 90 days**

**99**        **Not applicable**

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** No.

**INTER-RELATED FIELDS:** Date of Birth.

**REQUIRED, CONDITIONAL OR OPTIONAL:** Conditional: required for all customers less than 18 years of age.

# LEGAL NAME

**DESCRIPTION:** Enter the legal last name, the maiden name if applicable, the legal first name, and the middle name of the customer.

The name fields only accept letters, hyphens, apostrophe, and spaces.  
**Do not use parentheses, quotes or AKA. Do not use nicknames or aliases.**

**Last Name:** Up to 50 characters

**Maiden Name:** Up to 50 characters

**First Name:** Up to 50 characters

**Middle Name:** Up to 50 Characters

**Suffix:** Only report Jr., Sr., II, III, IV, V

**COMMENTS:** None.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:**

Last Name: Required.

Maiden Name: Conditional: required for all female customers.

First Name: Required.

Middle Name: Optional.

Suffix: Optional.

# ADDRESS

**DESCRIPTION:**

Enter the address of the customer's residence.

If the customer is 'homeless-on the streets,' you may use the address of the provider or use the word 'Homeless.' For 'homeless-shelter,' please use the zip code and address of the shelter.

For individuals in OJA/DHS/DOC custody, you may use the address of the provider.

**Address 1:** Up to 50 characters

**Address 2:** Up to 50 characters

**City:** Up to 20 characters (alpha characters only). Must be a valid city in Oklahoma, if in Oklahoma.

**State:** 2-character standard postal codes

**COMMENTS:** Zip code is reported in Section I. Must be a valid address, if not homeless.

**FEDERALLY REQUIRED FIELD:** Yes.

**INTER-RELATED FIELDS:** None.

**REQUIRED, CONDITIONAL OR OPTIONAL:**

Address 1: Required.

Address 2: Optional if additional street information is needed (not a second address).

City: Required.

State: Required.

## APPENDIX: CODES AND DEFINITIONS



# MILITARY TIME CHART

1 AM = 0100 HOURS  
2 AM = 0200 HOURS  
3 AM = 0300 HOURS  
4 AM = 0400 HOURS  
5 AM = 0500 HOURS  
6 AM = 0600 HOURS  
7 AM = 0700 HOURS  
8 AM = 0800 HOURS  
9 AM = 0900 HOURS  
10 AM = 1000 HOURS  
11 AM = 1100 HOURS  
12 NOON = 1200 HOURS  
1 PM = 1300 HOURS  
2 PM = 1400 HOURS  
3 PM = 1500 HOURS  
4 PM = 1600 HOURS  
5 PM = 1700 HOURS  
6 PM = 1800 HOURS  
7 PM = 1900 HOURS  
8 PM = 2000 HOURS  
9 PM = 2100 HOURS  
10 PM = 2200 HOURS  
11 PM = 2300 HOURS  
12 MIDNIGHT=0000 HOURS

# REFERRALS

01	Self
02	Significant Other
03	School
04	Church/Clergy
05	Group Home
06**	Employer, Union
08	Non-Psychiatric Hospital
09	Veterans Administration Hospital
10	Indian Health Service
11	Department of Health
12	Department of Corrections
14	Department of Human Services
18	Nursing Home
21	Private Psychiatrist/Mental Health Professional/General Physician
22	Social Security
23	Attorney/Legal Aid
25	Law Enforcement
26**	Reachout Hotline/Advertising Media
28*	Referral Due to Unscheduled Discharge (transaction type 62 or 67only)
30	Shelter for Homeless
31*	Additional Services Recommended, Referral Not Attainable
32	Court
34	Parole
35	Department of Public Safety
36*	Active Customer – Died (transaction type 68 only)
37	Private Physician
38	Health Maintenance Organization (HMO)/Managed Care Organization (MCO)
39*	Change in Pay Source (transaction type 64 only)
40	ODMHSAS-funded Facility (Needs OHCA Location #)
41	Non-ODMHSAS/OHCA funded Psychiatric Hospital
42	Non-ODMHSAS/OHCA funded Mental Health Center
43	Non-ODMHSAS/OHCA funded Community Agency
44	Non-ODMHSAS/OHCA funded Residential Care Home
45	Non-ODMHSAS/OHCA funded Alcohol/Drug Program
46	Non-ODMHSAS/OHCA funded Domestic Violence Facility
47	Non-ODMHSAS/OHCA funded Crisis/Stabilization Facility
48	Office of Juvenile Affairs
49	TANF/Child Welfare
50	Change in Eligibility Standards
51	Self Help Group
52	Parent/Guardian
60	Moderate HH Opt In
61	High Intensity HH Opt In
62	HH Opt Out

- 63 Adult Only Moderate HH Opt In
  - 64 Adult Only High Intensity HH Opt In
  - 65 Probation - Dept. of Corrections Supervision
  - 66 Probation - District Attorney Supervision
  - 67 Probation - Community Sentencing Supervision
  - 68 Probation - All Other Supervision
  - 91 RESTX Referral: IV Drug User/Pregnant > 7 months
  - 92 RESTX Referral: IV Drug User/Pregnant < 7 months
  - 93 RESTX Referral: Pregnant > 7 months
  - 94 RESTX Referral: Pregnant < 7 months
  - 95 RESTX Referral: IV Drug User
  - 96 RESTX Referral: Adult/Adolescents
- \*These Referrals can only be reported at the time of discharge.
- \*\*These Referrals can only be reported at the time of admission.

## OKLAHOMA COUNTIES

Adair	01	LeFlore	40
Alfalfa	02	Lincoln	41
Atoka	03	Logan	42
Beaver	04	Love	43
Beckham	05	McClain	44
Blaine	06	McCurtain	45
Bryan	07	McIntosh	46
Caddo	08	Major	47
Canadian	09	Marshall	48
Carter	10	Mayes	49
Cherokee	11	Murray	50
Choctaw	12	Muskogee	51
Cimarron	13	Noble	52
Cleveland	14	Nowata	53
Coal	15	Okfuskee	54
Comanche	16	Oklahoma	55
Cotton	17	Okmulgee	56
Craig	18	Osage	57
Creek	19	Ottawa	58
Custer	20	Pawnee	59
Delaware	21	Payne	60
Dewey	22	Pittsburgh	61
Ellis	23	Pontotoc	62
Garfield	24	Pottawatomie	63
Garvin	25	Pushmataha	64
Grady	26	Roger Mills	65
Grant	27	Rogers	66
Greer	28	Seminole	67
Harmon	29	Sequoyah	68
Harper	30	Stephens	69
Haskell	31	Texas	70
Hughes	32	Tillman	71
Jackson	33	Tulsa	72
Jefferson	34	Wagoner	73
Johnston	35	Washington	74
Kay	36	Washita	75
Kingfisher	37	Woods	76
Kiowa	38	Woodward	77
Latimer	39		

\*Customers having residence out of state will indicate the state with the alpha codes identified on the next page.

## STATE CODES

ALABAMA	AL	TEXAS	TX
ALASKA	AK	UTAH	UT
ARIZONA	AZ	VERMONT	VT
ARKANSAS	AR	VIRGINIA	VA
CALIFORNIA	CA	WASHINGTON	WA
COLORADO	CO	WEST VIRGINIA	WV
CONNECTICUT	CT	WISCONSIN	WI
DELAWARE	DE	WYOMING	WY
DISTRICT OF COLUMBIA	DC		
FLORIDA	FL		
GEORGIA	GA		
HAWAII	HI		
IDAHO	ID		
ILLINOIS	IL		
INDIANA	IN		
IOWA	IA		
KANSAS	KS		
KENTUCKY	KY		
LOUISIANA	LA		
MAINE	ME		
MARYLAND	MD		
MASSACHUSETTS	MA		
MICHIGAN	MI		
MINNESOTA	MN		
MISSISSIPPI	MS		
MISSOURI	MO		
MONTANA	MT		
NEBRASKA	NE		
NEVADA	NV		
NEW JERSEY	NJ		
NEW HAMPSHIRE	NH		
NEW MEXICO	NM		
NEW YORK	NY		
NORTH CAROLINA	NC		
NORTH DAKOTA	ND		
OHIO	OH		
OREGON	OR		
PENNSYLVANIA	PA		
RHODE ISLAND	RI		
SOUTH CAROLINA	SC		
SOUTH DAKOTA	SD		
TENNESSEE	TN		

# PRESENTING PROBLEMS

## OTHER:

100 Other Non-Behavioral Health Problem

## PHYSICAL:

110 Speech/Hearing

120 Physical

130 Medical/Somatic

## DEVELOPMENTAL INADEQUACIES:

210 Intellectual

220 Emotional

230 Social

240 Physical

## ABUSE VICTIM:

311 Sexual Incest - Received Medical Treatment

Sexual abuse by a family member, which had occurred in the past year. Family includes all blood-related persons, as well as stepparents, step-siblings and half siblings. The person must have received medical treatment for injuries, etc. that resulted from the abuse.

312 Sexual Incest - No Medical Treatment

Sexual abuse by a family member, which has occurred in the past year. Family includes all blood-related persons, as well as stepparents, step-siblings and half siblings. However, the customer did not receive any medical treatment.

314 History of Sexual Incest

Sexual abuse by a family member, which occurred at least one year ago. Family includes all blood-related persons, as well as stepparents, step-siblings and half siblings.

321 Exploitation/Neglect - Received Medical Treatment

322 Exploitation/Neglect - No Medical Treatment

331 Psychological Abuse - Received Medical Treatment

332 Psychological Abuse- No Medical Treatment

341 Physical Abuse- Received Medical Treatment

Abuse of an individual through physical contact, such as hitting, slapping, punching, shoving, choking, etc.

342 Physical Abuse- No Medical Treatment

Abuse of an individual through physical contact, such as hitting, slapping, punching, shoving, choking, etc.

344 History of Physical Abuse

Abuse which has occurred at least one year ago through physical contact, such as hitting,

- slapping, punching, shoving, choking, etc.
- 351 Family/Dependent of Abuse Victim - Received Medical Treatment
- 352 Family/Dependent of Abuse Victim - No Medical Treatment
- 361 Sexual Assault by Stranger - Received Medical Treatment  
Any forced, coerced, or unwanted sexual contact by a stranger – received medical attention.
- 362 Sexual Assault by Stranger - No Medical Treatment  
Any forced, coerced, or unwanted sexual contact by a stranger – did not receive any medical attention.
- 364 History of Sexual Abuse  
Sexual abuse which has occurred at least one year ago. Example, adults molested or sexually abused as children.
- 371 Sexual Assault by Acquaintance/Intimate Partner - Received Medical Treatment  
Any forced, coerced, or unwanted sexual contact by an acquaintance/intimate partner. Intimate partners include spouse, common law spouse, boyfriends, girlfriends, dates, etc). Received medical attention.
- 372 Sexual Assault by Acquaintance/Intimate Partner - No Medical Treatment  
Any forced, coerced, or unwanted sexual contact by an acquaintance/intimate partner. Intimate partners include spouse, common law spouse, boyfriends, girlfriends, dates, etc). Did not receive medical attention.

#### **SOCIAL RELATIONS DISTURBANCE:**

- 410 With Family Members
- 420 Outside Immediate Family

#### **SOCIAL PERFORMANCE DEFICIT:**

- 450 Social Performance Deficit

#### **EMOTIONAL MALADJUSTMENT/DISTURBANCE:**

- 500 Emotional Maladjustment/Disturbance
- 501 Depression
- 502 Anxiety/Panic
- 503 Eating Disorder

#### **THOUGHT DISORDER/DISTURBANCE:**

- 510 Perceptual Problems
- 520 Disorientation
- 530 Other Psychotic Symptoms

**BEHAVIORAL DISTURBANCE:**

- 610 Homicidal
- 620 Assaultive
- 621 Domestic Abuse Perpetrator  
A perpetrator of domestic abuse, who uses physical, emotional/psychological and sexual contact as a means to threaten, hurt or control a partner or family member.
- 630 Other
- 631 Involvement with Criminal Justice System
- 632 Runaway Behavior
- 633 Attention Deficit/Hyperactivity Disorder
- 634 Oppositional Defiant Disorder
- 635 Posttraumatic Stress Disorder

**SUICIDAL/SELF-ABUSIVE:**

- ~~650 Suicidal/Self Abusive~~
- 660 Suicidal
- 670 Self Harm

**SUBSTANCE ABUSE RELATED PROBLEMS:**

- 710 Alcohol Abuse
- 711 Alcohol Dependency
- 720 Drug Abuse
- 721 Drug Dependency
- 730 Abuse of Both Alcohol and Drug(s)
- 731 Dependency on Both Alcohol and Drug(s)
- 741 At Risk for Relapse (Alcohol)
- 742 At Risk for Relapse (Drugs)
- 743 At Risk for Relapse (Both)
- 745 Dependent Child of an Alcohol Abuse Customer (Family ID Required)
- 746 Dependent Child of a Drug Abuse Customer (Family ID Required)
- 747 Dependent Child of Both Alcohol & Drug Abuse Customer (Family ID Required)
- 748 Co-Dependent of an Alcohol Abuse Customer
- 749 Co-Dependent of a Drug Abuse Customer
- 750 Co-Dependent of Both Alcohol and Drug Abuse Customer
- 751 Family Member or Significant Other of a Substance Abuse Customer

**GAMBLING:**

- 760 Pathological Gambling
- 761 Problem Gambling
- 762 Relative of person with Gambling Problem

# DEFINITION OF SERIOUS MENTAL ILLNESS (SMI) ADULTS

(18 and Older)

## SMI History

In the early 1980s, the ODMHSAS began to place more emphasis on the treatment of individuals who suffer from a major mental illness. To begin to monitor the movement of these individuals through the system and to identify services provided to this population, the Department developed criteria to define this target population as individuals with a "chronic mental illness." This definition focused on diagnosis, functioning and duration of illness. The duration of the illness had to be at least two years to meet the target population definition.

Beginning in 1991, the definition was changed somewhat; less emphasis was placed on diagnosis and more emphasis placed on functional impairment. Many of the components of the federal definition were incorporated into the definition. As a result, the definition was broadened to include more individuals and the title was changed to "severe and persistent mental illness."

In 1995, with the advent of managed care, the ODMHSAS again revised the target population definition. The title was changed to "serious mental illness." There was little change in diagnostic criteria. Less emphasis was placed on duration of illness, and the functional impairment criteria were revised. In addition, a functional assessment tool was developed to make the identification of this target population more objective.

**"Serious Mental Illness"** means a condition experienced by persons age 18 and over that show evidence of points of (1), (2) and (3) below:

- (1) The disability must have persisted for six months and be expected to persist for a year or longer.
- (2) A condition or serious mental illness as defined by the most recently published version of the DSM or the International Classification of Disease (ICD) equivalent with the exception of DSM "V" codes, substance abuse, and developmental disorders which are excluded, unless they co-occur with another diagnosable serious mental illness.
- (3) The adult must exhibit either (A) or (B) below:
  - (A) Psychotic symptoms of a serious mental illness (e.g. Schizophrenia characterized by defective or lost contact with reality, often hallucinations or delusions); or
  - (B) Experience difficulties that substantially interfere with or limit an adult from achieving or maintaining one or more developmentally appropriate social, behavioral, cognitive, communicative, or adaptive skills. There is functional impairment in at least two of the following capacities (compared with expected developmental level):
    - (i) Impairment in self-care manifested by a person's consistent inability to take care of personal grooming, hygiene, clothes and meeting of nutritional needs.
    - (ii) Impairment in community function manifested by a consistent lack of appropriate behavioral controls, decision-making, judgment and value systems which result in potential involvement or involvement with the criminal justice system.

- (iii) Impairment of social relationships manifested by the consistent inability to develop and maintain satisfactory relationships with peers.
- (iv) Impairment in family function manifested by a pattern of disruptive behavior exemplified by repeated and/or unprovoked violence, disregard for safety and welfare of self or others (e.g., fire setting, serious and chronic destructiveness, inability to conform to reasonable limitations and expectations.
- (v) Impairment in functioning at school or work manifested by the inability to pursue educational or career goals.

# DEFINITION OF SERIOUS EMOTIONAL DISTURBANCE (SED)

Children and Adolescents (Under 18 years of age)

**“Serious Emotional Disturbance” (SED)** means a condition experienced by persons from birth to 18 that show evidence of points of (1), (2) and (3) below:

- (1) The disability must have persisted for six months and be expected to persist for a year or longer.
- (2) A condition or serious emotional disturbance as defined by the most recently published version of the DSM or the International Classification of Disease (ICD) equivalent with the exception of DSM "V" codes, substance abuse, and developmental disorders which are excluded, unless they co-occur with another diagnosable serious emotional disturbance.
- (3) The child must exhibit either (A) or (B) below:
  - (A) Psychotic symptoms of a serious mental illness (e.g. Schizophrenia characterized by defective or lost contact with reality, often hallucinations or delusions); or
  - (B) Experience difficulties that substantially interfere with or limit a child or adolescent from achieving or maintaining one or more developmentally appropriate social, behavioral, cognitive, communicative, or adaptive skills. There is functional impairment in at least two of the following capacities (compared with expected developmental level):
    - (i) Impairment in self-care manifested by a person's consistent inability to take care of personal grooming, hygiene, clothes and meeting of nutritional needs.
    - (ii) Impairment in community function manifested by a consistent lack of age appropriate behavioral controls, decision-making, judgment and value systems which result in potential involvement or involvement with the juvenile justice system.
    - (iii) Impairment of social relationships manifested by the consistent inability to develop and maintain satisfactory relationships with peers and adults.
    - (iv) Impairment in family function manifested by a pattern of disruptive behavior exemplified by repeated and/or unprovoked violence to siblings and/or parents, disregard for safety and welfare or self or others (e.g., fire setting, serious and chronic destructiveness, inability to conform to reasonable limitations and expectations which may result in removal from the family or its equivalent).
    - (v) Impairment in functioning at school manifested by the inability to pursue educational goals in a normal time frame (e.g., consistently failing grades, repeated truancy, expulsion, property damage or violence toward others).

## CONDENSED CDC EDITS

Fields	Required/ Conditional/ Optional	Rules
Agency	Required	
Agency Site	Required	
Date of Transaction	Required	Transaction date must be equal to or less than the current date, and customer must have eligibility for date of transaction
Military Time	Required	
Transaction Type	Required	
Member ID	Required	Must be a valid Medicaid ID, name and date of birth must match what is on the Medicaid file for Member ID given
DOB	Required	Must be less than or equal to transaction date Must match the Medicaid file
Service Focus	Required	
Race	Required	At least one race must be selected
Ethnicity	Required	
Gender	Required	
Alert Information	Optional	
Mental Health Screen	Required	
Substance Abuse Screen	Required	
Trauma Screen MODIFY	Required	
Gambling Screen	Required	
Trauma Score	Conditional	If HH agency, and trauma screen is positive or negative then required, otherwise optional
Email Address	Optional	Must be in valid email format
Primary/Secondary Referral	Primary Required, Secondary optional	Referral 31 can only be used with 60 - 72 transaction types Referral 28 can only be used with transaction types 62 OR 67 Referral 39 can only be used with a transaction type 64 Referral 36 can only be used with a transaction type 68 Referrals 06 and 26 cannot be used with 60 - 72 transaction types Primary and Secondary cannot be the same, except for referral 40 Health Home referrals can only be used in Secondary field, and only by Health Homes Residential TX referrals can only be used in the Secondary field

<b>Fields</b>	<b>Required/ Conditional/ Optional</b>	<b>Rules</b>
<b>Primary/Secondary Referral Agency</b>	Conditional	Required if Referral = 40 Primary and secondary referral agencies cannot be the same Referral provider cannot = admitting provider Referral provider must be active provider
<b>County of Residence</b>	<b>Required</b>	
<b>Zip Code</b>	<b>Required</b>	IF Zip code = 99999, then Residence = J (Homeless-Streets)
<b>Residence</b>	<b>Required</b>	If Residence = J (Homeless-Streets), then Zip Code must = 99999 If prison/jail = 1 (prison), then Residence = H (institutional setting);
<b>Is customer in Prison/Jail</b>	<b>Conditional</b>	If prison/jail = 1 (prison), customer age must be greater than 12 Field is optional for under 18, required for adults
<b>Living Situation</b>	<b>Required</b>	If residence = H (institutional setting), then Living situation must = 1 (alone)
<b>Chronic Homelessness</b>	<b>Conditional</b>	Field is optional for under 18, required for adults
<b>Employment</b>	<b>Required</b>	
<b>Type of Employment/Not in Labor Force (NILF)</b>	<b>Required</b>	If Employment = 4 (NILF) then Type of Employment/NILF = A-F If Employment must = 3 (Unemployed), then Type of Employment/NILF = 4 (None) If Employment must = 1 or 2, then Type of Employment/NILF = 1-3, 5 or 6
<b>Education</b>	<b>Required</b>	Education must = 00 if customer age is under age 5 Education cannot be greater than age of customer
<b>Is customer currently in school</b>	<b>Required</b>	
<b>Military Status</b>	<b>Conditional</b>	If Military Status = 1 or 3, then customer age must be 16 years of age or older Field is optional for under 18, required for adults
<b>Marital Status</b>	<b>Conditional</b>	Field is optional for under 18, required for adults
Is customer pregnant	Conditional	Required if female; blank if male If Pregnant = 1 (yes), then customer age must be between 12-55 years of age
If 1, enter expected DOB	Conditional	Required only if female and answered 1 (yes) on 'Is customer pregnant?'; Blank if male or answered 2 Expected DOB must be greater than, equal to, but not more than 9 months from today's date
<b>Annual Income</b>	<b>Conditional</b>	Field is optional for under 18, required for adults

<b>Fields</b>	<b>Required/ Conditional/ Optional</b>	<b>Rules</b>
<b>Number contributing to and/or dependent</b>	<b>Conditional</b>	Field is optional for under 18, required for adults
<b>SSDI</b>	<b>Conditional</b>	Field is optional for under 18, required for adults
<b>SSI</b>	<b>Required</b>	
<b>Does Customer speak English well?</b>	<b>Conditional</b>	If "Preferred Language" is not reported as "English" then this is required, Otherwise it should be blank
What language is preferred (0-8)	Conditional	<p><b>0 English</b></p> <p><b>1 Spanish</b></p> <p><b>2 American Indian</b></p> <p><b>3 German</b></p> <p><b>4 French</b></p> <p><b>5 Vietnamese</b></p> <p><b>6 Chinese</b></p> <p><b>7 Slavic (Russian, Polish, etc.)</b></p> <p><b>8 Sign Language</b></p>
<b>Disability 1, 2, 3, 4</b>	<b>Required for 1;</b> Optional for 2, 3, 4	If Disability = 11 (interpreter for the deaf), then another code must include a 09 or 10 Disability 2, 3, AND 4 MUST BE BLANK IF Disability 1 = 01 Disability 1, 2, 3 and 4 cannot be the same
<b>Legal Status</b>	<b>Conditional</b>	Field is optional for under 18, required for adults
County of Commitment	Conditional	If legal status = 01 or 17, then county of commitment must be blank
<b>Tobacco Use</b>	<b>Required</b>	
<b>Presenting Problem -- Primary/Secondary/Tertiary</b>	<b>Required</b>	Presenting Problems cannot be the same At least one Presenting Problem must equal 710 - 743 if Service Focus = 02, 03, 06, 09, 13, 21
<b>Drugs of Choice - Primary/Secondary/Tertiary -</b>	<b>Primary--Required</b> Secondary-- Conditional Tertiary--Conditional	Primary Drug of Choice required if any presenting problem = 710-743. If Presenting Problem = 710, 711 or 741, then a drug of choice must = 02 (alcohol) If Presenting Problem = 720, 721 or 742, then a drug of choice must = 03-21 (drug) If Presenting Problem = 730, 731 or 743, then drug of choice must include 02 (alcohol) and a 03-21 (drug) Primary Drug of Choice cannot be blank Secondary or tertiary drug of choice cannot be 01 (none) No drug of choice can be the same (NOTE: there is NO 1:1 connection between 'Presenting Problems' and 'Drugs of Choice')

<b>Fields</b>	<b>Required/ Conditional/ Optional</b>	<b>Rules</b>
Usual Route of Administration	Conditional	Required if any Drug of Choice does not = 01 or 17 If Drug of Choice = 12 (inhalants), then Route of Administration must = 3 (inhalation) If Drug of Choice = 02 (alcohol), then Route of Administration must = 1 (oral) If Drug of Choice = 01 or 17, then Route of Administration must be blank
Frequency of Use	Conditional	Required if any Drug of Choice does not = 01 or 17 If Drug of Choice = 01 or 17, then Frequency of Use must be blank
Age First Used	Conditional	Required if primary drug of choice does not = 01 or 17 If Drug of Choice = 01 or 17, then Age First Used must be blank Age cannot be greater than the customer's age
<b>Level of Care</b>	<b>Required</b>	Level of Care cannot be the same as previous Level of Care on Transaction Type 40 Level of care cannot be modified on a 41, 42, or discharge transaction
<b>CAR</b>	<b>Conditional</b>	CAR Optional on Service Focus 02, 03, 09, 11, 21, 23, 30
ASI	Conditional	ASI Required if 18 years old or above and Service Focus = 02, 03, 06, 09, 21 ASI Required if 18 years old or above, Service Focus = 02, 03, 06, 09, 21 and there was an ASI on last CDC for Transaction Types 60, 61, 62, 63, 64, 70 ASI Optional if 18 or older on Transaction Types 62, 65, 66, 67, 68, 69, 71, 72 Not Applicable for service focus 11
T-ASI	Conditional	T-ASI or CAR Required if age 12-17 and Service Focus = 02, 03, 06, 21, 23 Required if age 12-17, Service Focus = 02, 03, 06, 21, 23 and there was an T-ASI or CAR on previous CDC for Transaction Types 60, 61, 63, 64, 70 Optional if 17 or younger for Transaction Types 62, 65, 66, 67, 68, 69, 71, 72 Not Applicable for service focus 11
SMI	Conditional	Required if customer 18 years or older Do not allow for under 18 years old
SED	Conditional	Required if customer is under 18 years old Do not allow for 18 years or older

<b>Fields</b>	<b>Required/ Conditional/ Optional</b>	<b>Rules</b>
<b>In the past 30 days, how many times has the customer been arrested or since admission if less than 30 days ago?</b>	<b>Required</b>	
<b>In the past 12 months, how many times has the customer been arrested or since admission if less than 30 days ago?</b>	<b>Required</b>	Arrests in Last 12 Months cannot be less than Arrests in Past 30 Days
<b>In the past 30 days, how many times has the customer attended self-help/support groups or since admission if less than 30 days ago?</b>	<b>Required</b>	
Family ID, Drug Court, DOC #, or DHS Case Number	Conditional	If Service Focus = 03, Drug Court number is required If Service Focus = 09, Department of Corrections (DOC) number is required If Referral = 49, then DHS case number Family ID required when Presenting Problem = 745, 746 or 747
<b>Clinician of Record (NPI)</b>	<b>Required</b>	
In what type of out of home placement is the customer living	Conditional	Only required for under 18 years old
In the past 90 days how many days was the customer in restrictive placement	Conditional	Only required for under 18 years old
In the past 90 days, on how many days did an incident of self-harm occur	Conditional	Only required for under 18 years old
In the past 90 days of the school year how many days was the customer absent from school	Conditional	Only required for under 18 years old
In the past 90 days how many days of the school year how many days was the customer suspended from school	Conditional	Only required for under 18 years old

<b>Fields</b>	<b>Required/ Conditional/ Optional</b>	<b>Rules</b>
In the past 90 days, how many days was the customer not permitted to return to day care	Conditional	Only required for under 18 years old
<b>Last Name</b>	<b>Required</b>	
Maiden Name	Conditional	Required if female; optional if male; ALPHA CHARACTER ONLY
<b>First</b>	<b>Required</b>	
Middle	Optional	
Suffix	Optional	
<b>Address 1</b>	<b>Required</b>	
<b>City</b>	<b>Required</b>	Must be city identified by US Census
<b>State</b>	<b>Required</b>	
Address 2	Optional	

## REQUIRED (R), CONDITIONAL (C), OR OPTIONAL (O)

<b>Section I</b>			<b>R,C,O</b>	<b>Page #</b>	<b>Section I (cont.)</b>			<b>R,C,O</b>	<b>Page #</b>
Agency			R	19	Primary Referral Agency #			C	36
Date of Transaction			R	20	Secondary Referral			O	37
Military Time			R	21	Secondary Referral Agency #			C	39
Transaction Type			R	22	County of Residence			R	40
Member ID			R	23	Zip Code			R	41
Date of Birth			R	24	Email Address			O	xx
First Name			R	106	Service Focus	R		25	Middle Name
	O	106							
Race			R	28	Maiden Name			C	106
Last Name				R	106				
Ethnicity			R	30	Suffix			O	106
Gender			R	31	Address Line 1			R	107
Alert Information			O	32	Address Line 2			O	107
Screening			R	33	Trauma Score			O	xx
City			R	107					
Primary Referral			R	35	State			R	107
<b>Section II &amp; III</b>			<b>R,C,O</b>	<b>Page #</b>	<b>Section II &amp; III (cont.)</b>			<b>R,C,O</b>	<b>Page #</b>
Residence			R	43	County of Commitment			C	74
Is Customer in Prison or Jail?			C	46	Tobacco Use			R	75
Living Situation			R	47	Presenting Problem			R	76
Chronic Homelessness			C	48	Drugs of Choice			R	77
Employment			R	49	Usual Route of Administration			C	79
Type of Employment			R	51	Frequency of Use			C	80
Education			R	53	Age First Used			C	81
Is Customer in School?			R	54	Level of Care			R	82
Military Status			C	55	CAR			C	83
Marital Status			C	56	ASI			C	84
Is Customer Pregnant?			C	57	T-ASI			C	85
Expected DOB			C	58					
Annual Income			C	59	SMI			C	87
Number of Dependents			C	61	SED			C	88
SSI			R	62	Arrests Last 30 Days			R	89
SSDI			C	63	Arrests Last 12 Months			R	90
Self-Help Group 30 Days				R	91				
Family ID				C	92				
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