FEI Systems

ADMH Clinical File Upload and Claims Submission Project

ADMH Clinical File Upload Implementation Guide

Version 1.1

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Record of Changes

Table 1: Record of Changes

Version Number	Date	Author/Owner	Description of Change
08/19/2024	1.0	Raj Lakhani	Initial version
9/24/2024	1.1	Kevin Sutter	Updated Agency Setup screens to bulleted format. Peer reviewed.

Introduction

The Alabama Department of Mental Health (ADMH) Clinical File Upload feature enables agency providers to submit TEDS clinical data and claims data directly to AL-WITS. To ensure a smooth transition from manual data entry to automated file uploads, agency providers should refer to this **ADMH Clinical File Upload Implementation Guide** alongside the **ADMH SAIS Submission Guide, 837 Companion Guide**, and its supporting materials. These resources will assist in successfully uploading Clinical and Claims files into AL-WITS.

Terms and Definitions

Table 2: Terms and Definitions

Term	Description
ADMH	Alabama Department of Mental Health
AL-WITS	ADMH's instance of WITS
CPE	Client Program Enrollment
EHR	Electronic Health Record
ERI	External Record IDs. IDs that represent data records in an EHR external to AL-WITS.
TEDS	Treatment Episode Data Set
XML	Extensible Markup Language
XSD	XML Schema Definition

Purpose

This document offers a step-by-step guide for transitioning an agency from direct data entry in AL-WITS to a clinical file upload agency. It also outlines the setup process for a new provider agency with its own EHR that has never previously used AL-WITS, configuring it as a clinical file upload agency.

Topics covered include:

- Transitioning existing client records between systems.
- Agency setup.

- Program setup.
- Assigning Clinical File Upload roles.

Transitioning Agencies

Providers transitioning from doing direct data entry to using File Upload functionality will use the following instructions.

Align External Client IDs

To effectively manage and update client data from a provider's external EHR, AL-WITS relies on unique identifiers. These identifiers, referred to as External IDs, are crucial for matching records between the two systems.

When an EHR sends datasets to AL-WITS via file upload, the system stores the corresponding External IDs. This information is essential for subsequent updates or deletions. By referencing these IDs, AL-WITS can accurately locate and modify the appropriate records.

For Instance: To ensure seamless synchronization of a client record, it is essential to copy the home EHR client ID to the "Other Numbers" section of the Client Profile screen as "External Record ID" number type in AL-WITS. This ID must match the "ExternalClientRecordId" value found in the XML file for the client record. This step ensures that AL-WITS can correctly identify and process any data changes in the client record from the external EHR.

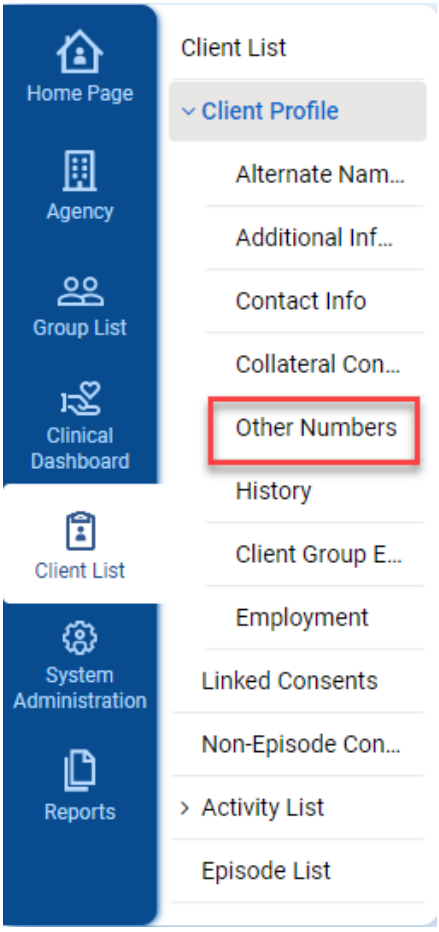

Figure 1: Other Numbers Menu

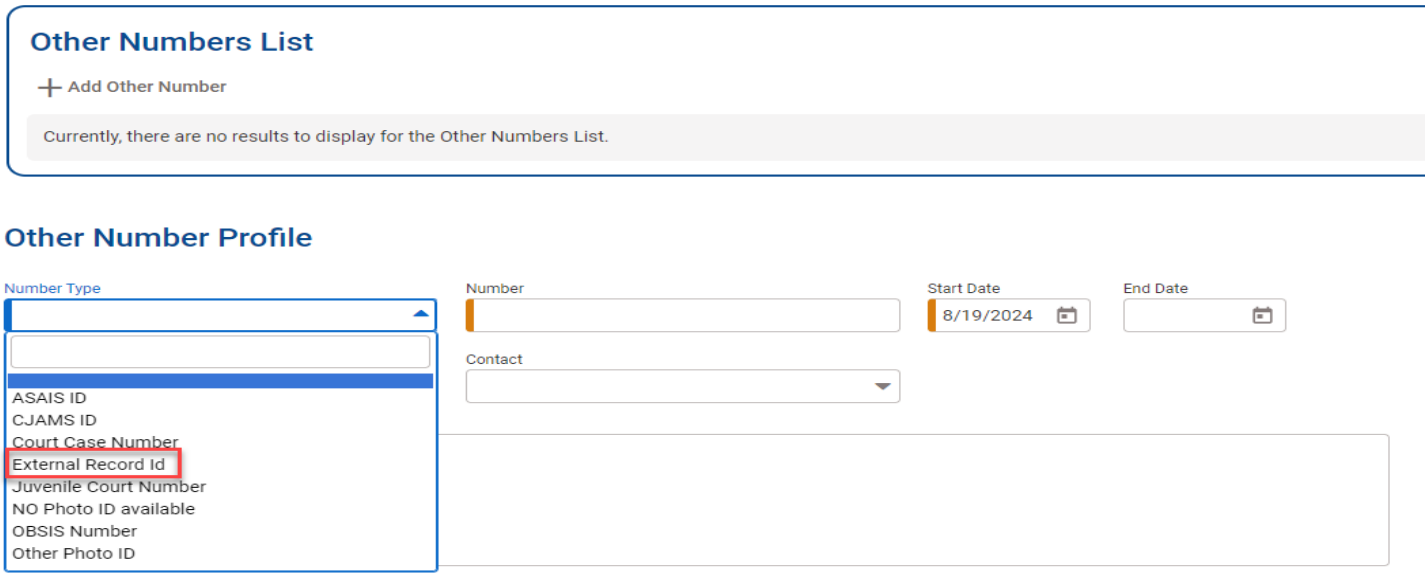

Figure 2: Other Numbers Screen

Discharge Existing Client Episodes

To prevent duplicate client records in AL-WITS, all current clients enrolled in open TEDS programs must be administratively discharged. This involves closing their Substance Abuse domain treatment episodes and completing necessary assessments to close the Intake.

Since most existing client records in AL-WITS lack external record identifiers (ERIs) from the original EHR, new client record uploads would create duplicate entries. To address this, all open SUD treatment episodes need to be closed and then resubmitted as new records via file upload. This process will allow AL-WITS to correctly match and update client information using the ERIs provided in the new file uploads.

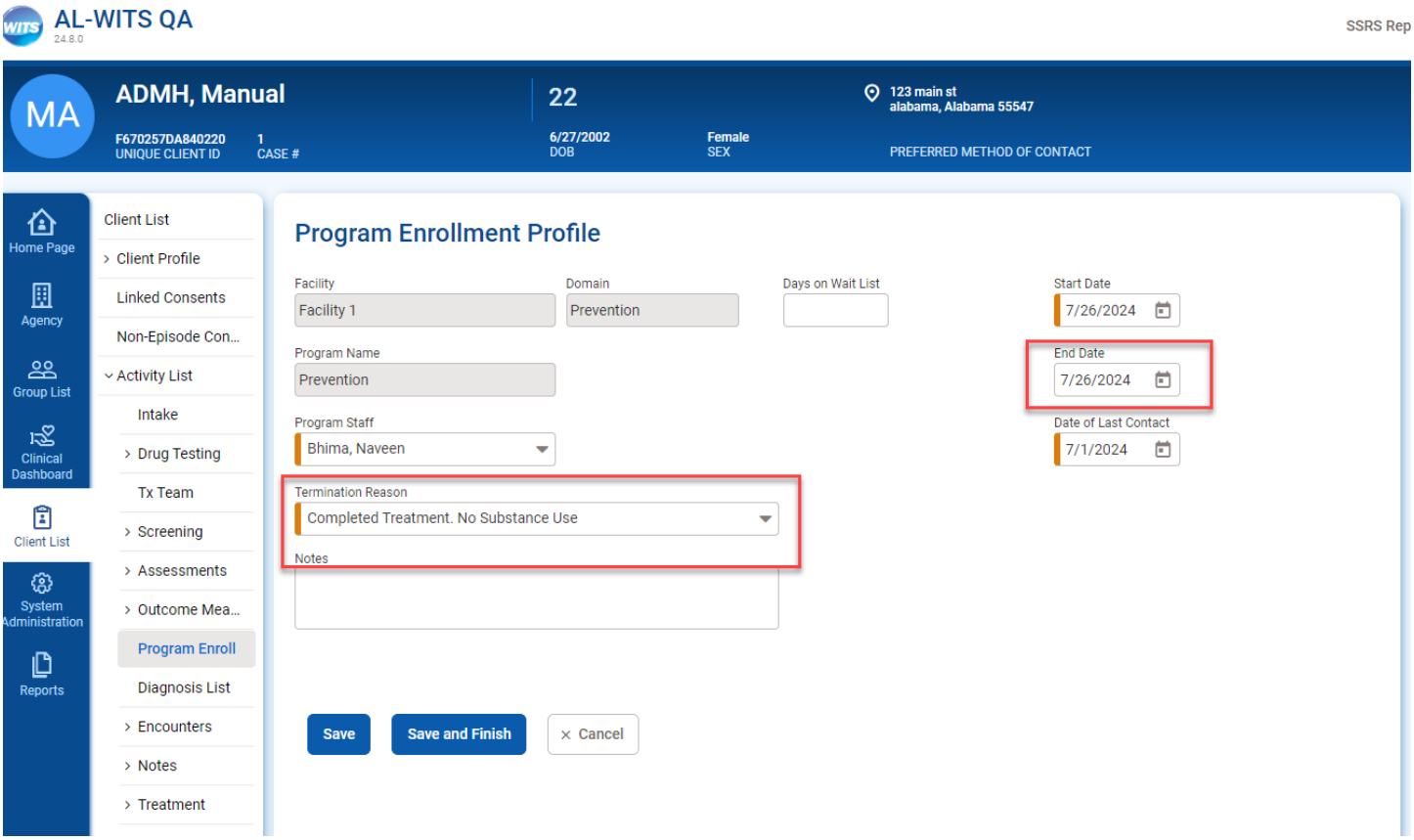

Figure 3: Close Open TEDS Program Enrollments

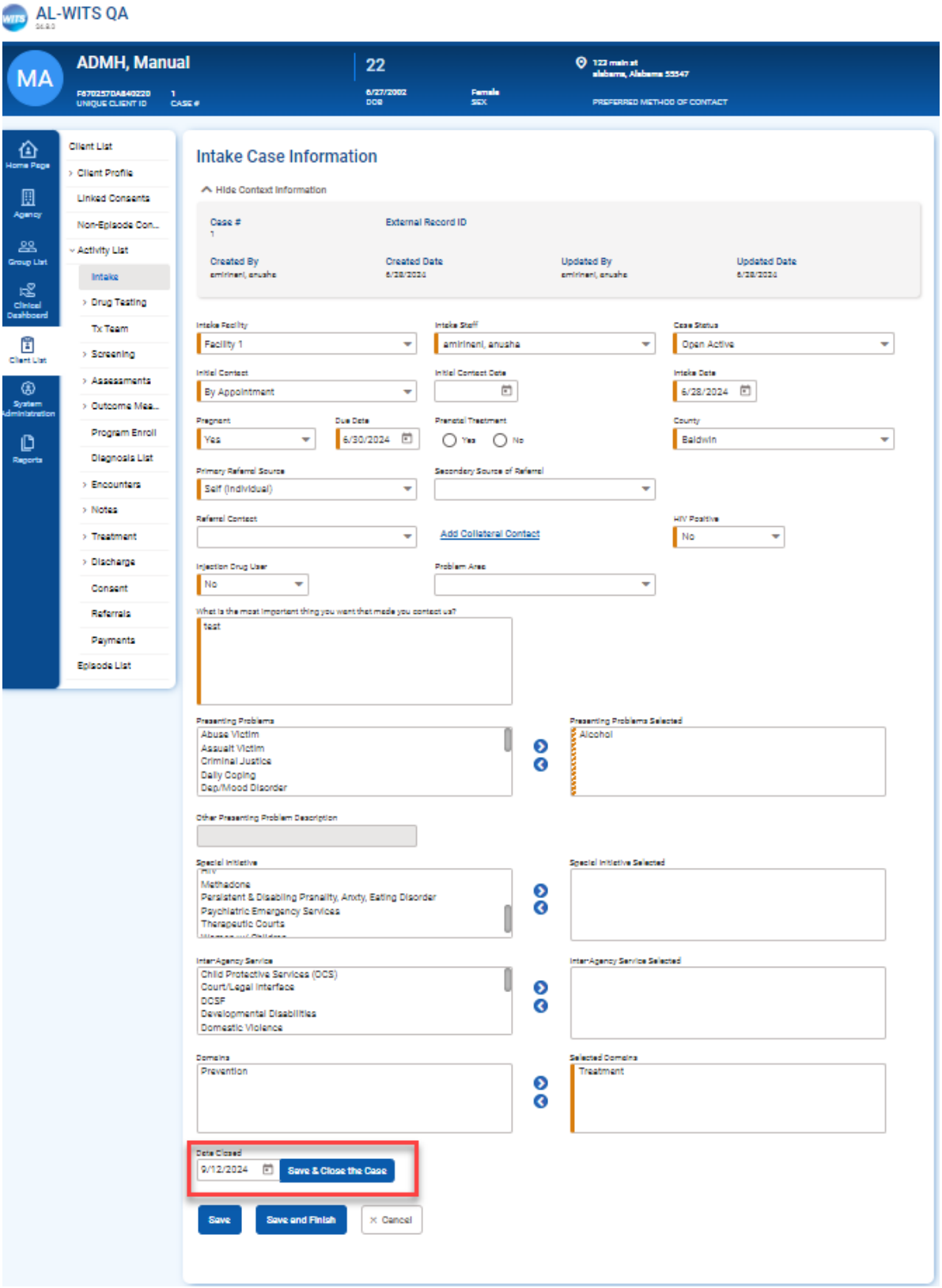

Figure 4: Close Intake (Treatment Episode)

Expire Existing TEDS Programs

To ensure each facility has only one active program per ASAM Level of Care (LOC), follow these steps:

1. **Expire Duplicate Programs**: Expire any additional programs at a facility so that only one program remains active for each ASAM LOC.

2. **Criteria for Retaining Programs**: If a program meets the file upload criteria and has no duplicates, it may be retained.

3. **Discharge Clients Before Expiration**: Before expiring any programs, ensure all clients are administratively discharged from their Substance Abuse domain treatment episodes and TEDS program enrollments.

4. **One program per LOC**: The file upload process only recognizes one program per LOC. If duplicates exist, such as two active outpatient programs , AL-WITS will be unable to create the CPE for the uploaded client Treatment Episode.

Transitioning and New File Upload Agencies

Providers using WITS for the first time as File Upload agencies will use the following instructions.

Align existing records/Facility IDs

When AL-WITS receives a file upload from an external EHR, it must store the unique IDs associated with the records in that file. These IDs are essential for matching the data from the provider's EHR with the corresponding records in AL-WITS. This ensures that any future updates or deletions submitted by the external EHR can be accurately applied to the correct records.

To facilitate this process, the provider must include the WITS facility ID (also known as the WITS Unit ID) in the client's treatment record within their home EHR. This ID should be submitted as the "IntakeAtUnitId" in the Tx Episode file to create the Intake record in WITS.

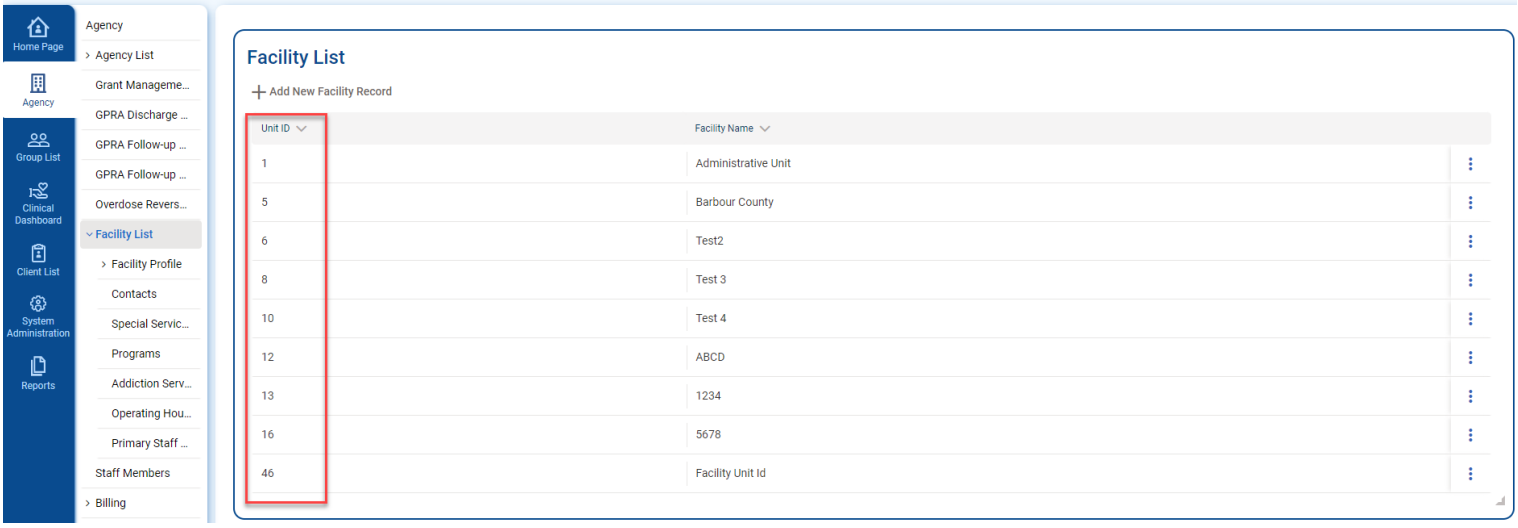

Figure 5: Unit ID in Facility List Screen

Create ASAM-based TEDS Programs

AL-WITS automatically creates a TEDS-reportable Client Program Enrollment (CPE) based on the Actual Level of Care (LOC) indicated in the ASAM record at the client's admission, as submitted in the Treatment Episode file. To ensure this function works properly, it's essential to create generic TEDS programs for each ASAM LOC offered by a facility (e.g., Outpatient Services). For instance, if a facility only provides Outpatient Services and Intensive Outpatient services, there's no need to create programs for other levels, like clinically managed low-intensity Residential (Adult).

However, if a facility has more than one program for the same LOC (e.g., two active TEDS intensive outpatient programs), the process will fail, and AL-WITS will be unable to generate the client's CPE. To avoid this issue, ensure only one active program exists per LOC by closing any duplicate programs.

Note: These guidelines are based on the ASAM vocabulary in AL-WITS, as defined by ADMH, which aligns with standard ASAM levels. If ADMH specifies different breakdowns within each ASAM LOC (e.g., separate Outpatient Level programs for adults and youth), AL-WITS can generate client program enrollments for these more specific levels.

Agency Setup

Set the file upload indicator to "True" in the Agency Profile. Doing so will enable users with the appropriate role (as detailed in Section 7 below) to access the Clinical File Upload screen. This change will also make the following screens read-only:

- Client Profile
- Intake
- Screeners
- Placement Assessment
- Update Assessment
- Outcome Measure
- Client Program Enrollment
- Discharge

Once an admin user activates this indicator, it becomes locked and can only be modified by the Production Support Team if necessary.

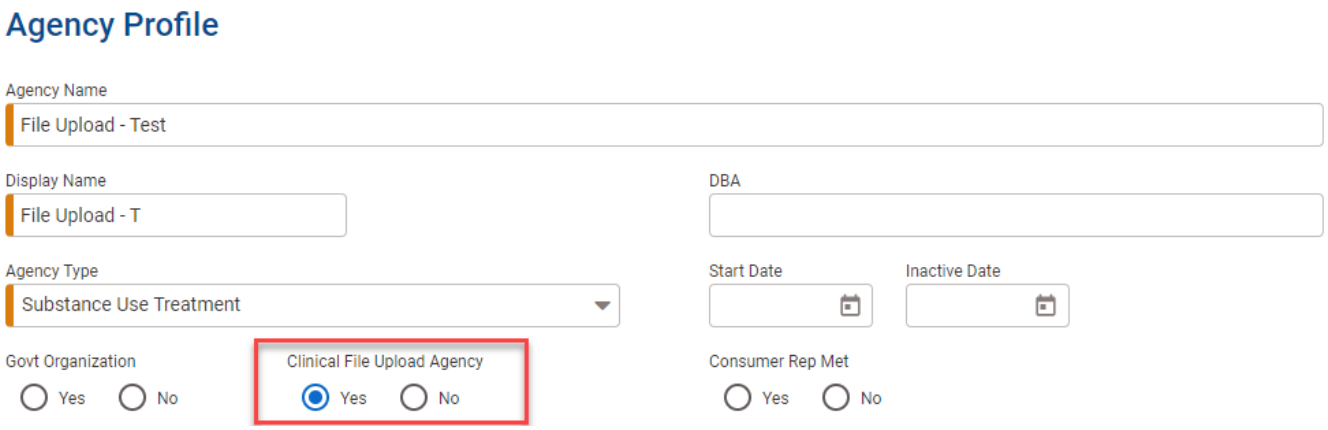

Figure 6: Clinical File Upload Agency Indicator Set to True

Assign Roles

Assign the Clinical File Management, Billing, H835 Management, and H999 Management roles to the appropriate user accounts. Depending on the level of access required, assign either the full access or read-only versions of these roles. Users will only see the Clinical File Upload menu and associated screens if they have the Clinical File Management role and if the File Upload Agency indicator is set to "True." Users with Billing, H835 Management, or H999 Management roles do not require the File Upload indicator to be set to "True" in order to access the billing and contract management menus and screens needed for the 837P process.

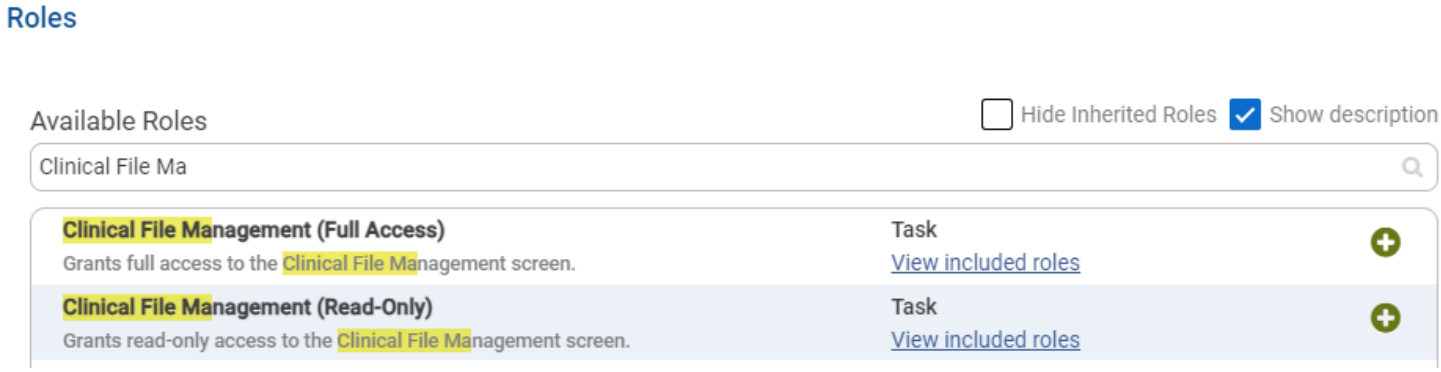

Figure 7: Clinical File Management Roles

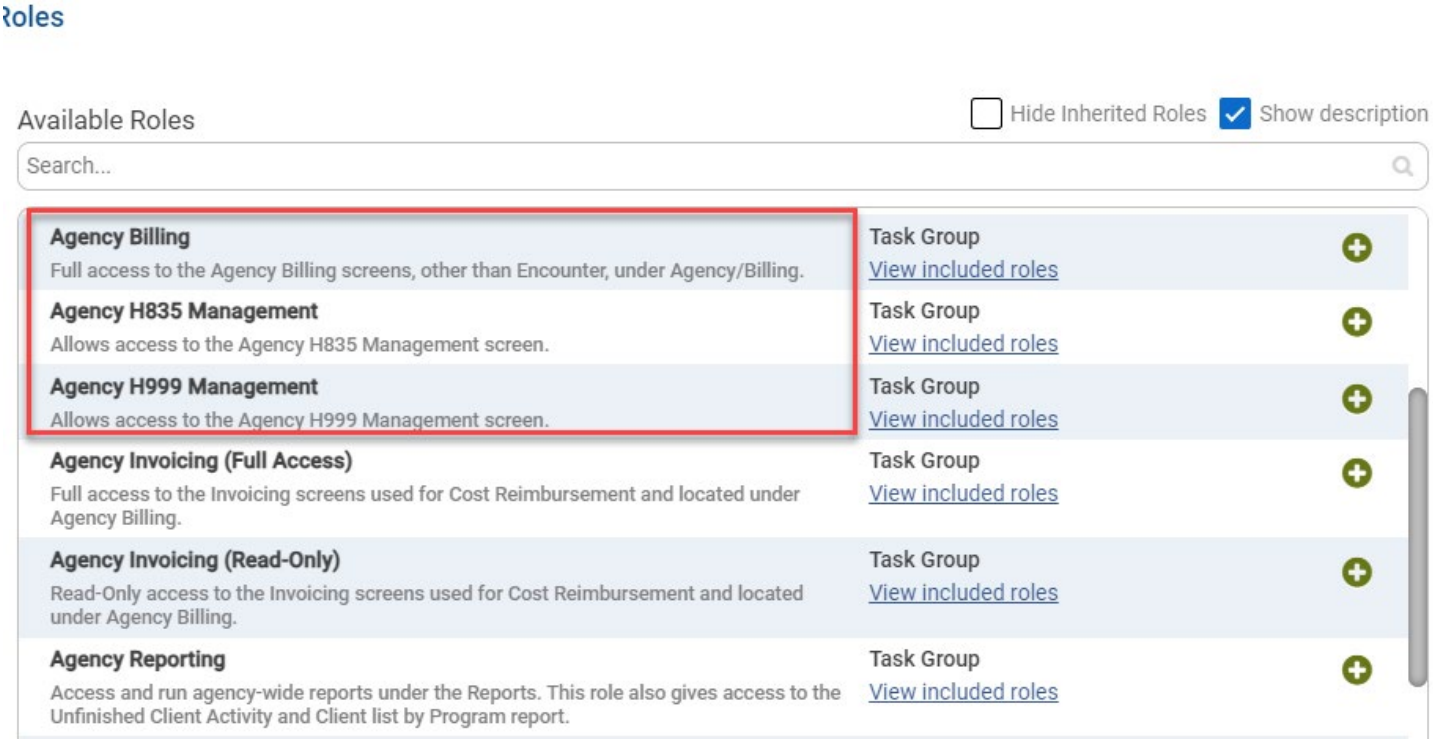

Figure 8: Billing Related Roles

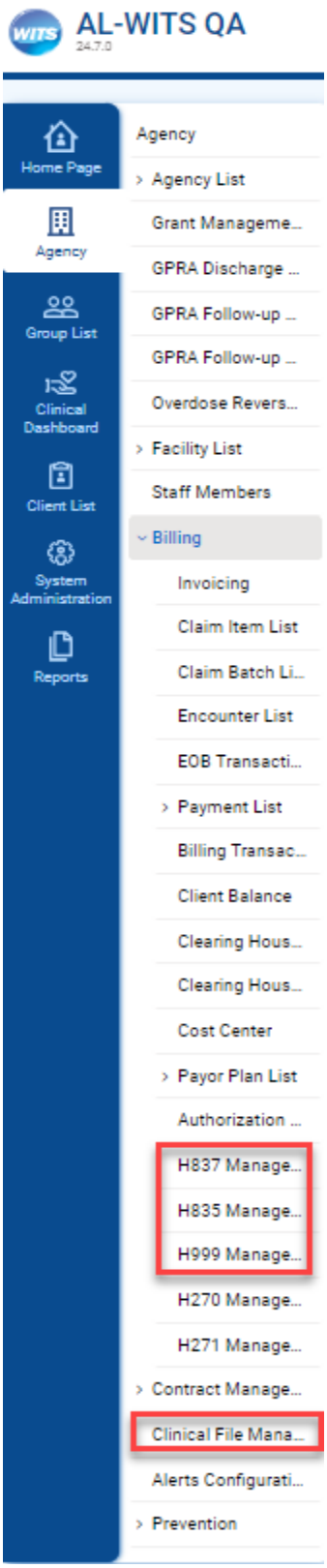

Figure 9: Billing, Contract Management, and Clinical File Management Menus