FEI Systems

Feature 809324: Alternate Solution for AL to limit data entry

ADMH Clinical File Upload Implementation Guide for new restricted workflow based on attribute

Version 1.1

FEI Systems

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Record of Changes

Table 1: Record of Changes

Version Number	Date	Author/Owner	Description of Change
1/30/2025	1.0	Naveen Bhima	Initial version
2/3/2025	1.0	Kevin Sutter	Peer review

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. The Alabama Department of Mental Health (ADMH) provides FEI with a list of agencies that will have an attribute added to require less fields than the regular, existing file upload workflow to ease file upload adoption. This modified workflow is referred to as the "restricted file upload."

Once providers are ready to transition from a restricted file upload workflow (attributed added) to the regular file upload workflow (no attribute added/ attribute removed), agency providers should refer to this **ADMH Clinical File Upload Implementation Guide for new restricted workflow based on attribute** alongside the **ADMH SAIS Submission Guide for new restricted workflow,** and its supporting materials. These resources will assist in successfully uploading Clinical 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 new restricted file upload workflow (agency that has attribute added) to a regular clinical file upload agency (no attribute added).

Topics covered include:

- Discharging Existing Client Episodes.

Transitioning Agencies

Providers transitioning from new restricted file upload workflow to regular file upload workflow will use the following instructions.

Discharge Existing Client Episodes

All the current clients enrolled in open TEDS programs must be administratively discharged through the restricted file upload process (when agency still has the attribute added). This involves uploading Treatment Episode Dataset files with information that is required to close their Substance Abuse domain treatment episodes and the Intake. Failure to close these Treatment episodes may result in creation of duplicate records in AL-WITS after the transition.

Provider agencies are required to re-upload the treatment episode data set (with additional information including assessments) through regular file upload workflow after the attribute has been removed for that specific provider agency. This is required as the existing client records in AL-WITS (with new restricted file upload workflow) lack additional information including assessments. This process will allow AL-WITS to correctly match and update client treatment information using the ERIs provided in the new file uploads.

Agency Setup

To transition an agency from new restricted file upload workflow to regular file upload workflow, ADMH should submit a production ticket to have the attribute removed for a specific provider agency. The attribute is added as a part of **Feature 809324**: **Alternate Solution for AL to limit data entry**. This attribute controls if the agency should have the new restricted workflow or the regular file upload workflow.