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Mental Health & Addiction Services

EQMI Monthly Provider Data Quality Newsletter
October 2025

Duplicate Admissions in DDaP

When entering/uploading data into DDAP, it is important to note that modifying any identifying information for the client will result in creating a duplicate account and admission.

For example:

- Different name spelling.

- Different Social Security Number.

- Different Date of Birth.

- No Social Security Number is entered.

- No Date of Birth is entered.

If you find any of these situations occurred, please contact EQMI directly and we will correct the information in DDAP. Please do not upload that information without contacting us, since a duplicate will be created for that client and that admission. Once that happens, we will have to delete one of these admissions, and services and assessments will have to be deleted and possibly re-entered. This is especially important if you provide TCM services billable by DMHAS.

If your agency already has duplicate admissions, EQMI will reach out with instructions on how to remove them, especially in cases where there are discrepancies between admissions:

For example:

- **Different sets of services and assessments.**

- **Different discharge status or discharge date.**

We will need you to review and verify the accuracy of the admission data, then re-enter services and assessments if needed. Most importantly, we will need you to update your client profile to remove the discrepancy that may have created the duplicate.

Still have Questions? Please contact:

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