SERVICE ENTRY RULES FOR ELECTRONIC FILE SUBMISSIONS

DUPLICATE SERVICES IN THE SAME DAY

The DDaP system only allows for **one distinct service record for a client in a particular program with specific method of contact per day.** *This applies to Treatment and Non-Treatment programs*.
For instance, the client may have received a case consultation service for 60 minutes in the morning and 60 minutes in the afternoon for a total of 120 minutes on a given day.

This requires the PNP agency to total the duration and service units and enter the discrete daily services once in order to send one record to DMHAS. The Start and the End Dates would be the same.

Example: Two 60 minute case consultation services (ex. 90888) that were provided to a client in the same day would be input as one record and should look as follows on the file:

Service   Start Date   End Date   Unit   Duration
|90888|10/16/2011|10/16/2011|**2**|**120**|

When the same service record for a given client in a given program on a specific date is applied to the database, the system will store the most recent record and will write the previous record to an audit file. This will allow users to update client records, with the rule being the last (most recently updated) service is considered the correct one. If there are duplicate services on the file, an alert will display when the file is uploaded. Review the services. Delete any duplicates and/or total up those provided in the same day.

*Double click on the **alert icon** ⚠ in the history grid to see clients who have **duplicate services.***

MULTIPLE SERVICES IN THE MONTH

Minute-Based Services

Treatment Programs & TCM Services: These services **must be entered by day**.
This allows DMHAS to better understand the service utilization for clients and evaluate the 'connect-to-care' that may occur for a client who is discharged from a higher level of care.
Example: For a 30 minute face-to-face service (ex. 90804) provided 5 times during the month, the file input would be reflected on one record per day as follows:

Service   Start Date   End Date   Unit   Duration
90804	10/01/2011	10/1/2011	1	30
90804	10/07/2011	10/7/2011	1	30
90804	10/12/2011	10/12/2011	1	30
90804	10/19/2011	10/19/2011	1	30
90804	10/25/2011	10/25/2011	1	30

In the examples above, each service for that day will have the same start and end date. Each day/service will be on a separate record.

Non-Treatment Programs: These services *can be combined*.
For any given month, the total number of minutes can be entered in the Duration field and the total number of services can be entered in the Service Units field.
Example: For a 30 minute face-to-face service (ex. 90804) provided 20 times during the month, the file input would be reflected on one record as follows:

Service   Start Date   End Date   Unit   Duration
|90804|9/01/2011|9/30/2011|20|600|

In the example above, the Start and End Dates reflect the entire month and number of service minutes/duration is multiplied by the number of Service Units provided (30 X 20 = 600)

DAY-BASED AND INCIDENT BASED SERVICES

These can be combined and submitted as a single service.

Treatment programs:

The units of service ***must equal the number of days between service 'start' and 'end' date***.

Example: 20 Day Treatment/Part Hosp services (90899) provided between 10/1/2011 and 10/21/2011 would be entered based on the *exact time period that the service was provided*.   The file input would be reflected on one record as follows:

Service   Start Date   End Date   Unit   Duration
|90899|10/01/2011|10/21/2011|20|20|

In the example above, the unit and duration **must match** and the number of days/service units must equal the numbers of days for the date range specified (End Date (21) minus Start Date (1) = 20).

If the service was not provided for one consecutive period of time during the month, the time should be broken out into 2 records based on when the service was provided.
Example: Day Treatment/Part Hosp services (90899) provided between 10/1/2011 and 10/8/2011 <u>and</u> provided between 10/15/2011 and 10/20/2011, the file input would be reflected on two records as follows:

Service   Start Date   End Date   Unit   Duration
|90899|10/01/2011|10/8/2011|7|7| (date span must match the unit and duration: 8 – 1 = **7**)
|90899|10/15/2011|10/20/2011|5|5| (date span must match the unit and duration: 20 – 15 = **5**)

Non-Treatment programs:

The services ***can be 'batched'*** for the entire month.
Example: 20 Social Rehabilitation Group services (H217A) provided between 10/1/2011 and 10/31/2011, regardless of the exact days the service was provided, the file input would be reflected on one record as follows:

Service   Start Date   End Date   Unit   Duration
|H217A|10/01/2011|10/31/2011|22|30|

In the example above, the unit and duration do not have to match and the date span is the entire month.