

# **Mental Health Outcomes Error Report Guidelines**

## **Franklin County Alcohol, Drug and Mental Health Board**

Error reports are posted on provider's Extranet each month, and are designed to be quality assurance instruments that enumerate critical errors preventing outcomes data acceptance by ADAMH. Reports are distributed in HTML format. All errors should be corrected in the database and should be submitted to ADAMH along with next month's outcomes submission. 60 Day Error Correction Response is expected.

### **Report Identification and Columns**

The *provider UPID, date, and type of service (MH/AOD)* uniquely identify each error report, facilitating archival by and communication between providers and ADAMH. The errors are grouped by outcomes forms. Nine columns span the title page of each form:

- **# (Line Number)** – This indicates the number of errors per form in each report.
- **UCI (Unique Client Identifier)** – The report is sorted by UCI in ascending order. A single UCI will appear on multiple lines when multiple errors exist in a single record.
- **Admin Date** – The date on which the outcomes form was administered.
- **Name (Form)** – The first three letters of the client's last name, as recorded on the outcomes form.
- **Lname (MAC)** – The client's last name as recorded in the MACSIS Members database. This field on the report will be blank for records for which an *invalid UCI* was provided.
- **Fname (MAC)** – The client's first name as recorded in the MACSIS Members database. This field on the report will be blank for records for which an *invalid UCI* was provided.
- **DOB (MAC)** – The client's date of birth as recorded in the MACSIS Members database. This field on the report will be blank for records for which an *invalid UCI* was provided.
- **Value** – The value of the item that has an error; a blank value indicates the item is a required field and was omitted.
- **Error MSG** – A brief message indicating the nature of the error encountered.

### **Electronic Data Correction and Resubmission**

For these records with errors, all corrections should be made in the data entry structure (e.g., ODMH Access Template) and exported with the next monthly submission. These corrected records will overwrite previous, erroneous records, removing the error from the next report. When multiple errors exist in a single record, it is important that all errors are corrected *at one time* and the record exported *only once*; otherwise, if the record is updated and exported multiple times, this can result in a duplicate record error in the next month's report.

## Error Messages

Highlighted errors (below) require both electronic and paper correction and submission to ADAMH. Non-highlighted errors require only electronic submission.

<b>Error Message</b>	<b>Explanation – Recommendation</b>
UCI invalid	The Unique Client Identifier (UCI) is not in the MACSIS Members database for Franklin County. The UCI is either incorrect, or represents an out-of-county client whose data should not be submitted. <i>The provider should contact its claims department to determine whether the client is an ADAMH client residing in Franklin County, and if so, what the correct UCI is.</i>
UCI edup	The UCI was at one time in the Members database, but was removed because the client was already enrolled under a separate UCI. <i>The provider should contact its claims department to determine what the original, correct UCI is.</i>
Admin date missing	The administration date is omitted.
Admin date invalid	The administration date contains an impossible value (i.e., year, month, day).
Admin date in future	The administration date occurs in the future (after the date on which the data file was submitted).
Admin date in past	The administration date occurs in the past (four or more years before the date on which the data file was submitted).
Admin Date < Admis Date	The administration date falls before the admission date, which logically cannot occur; thus, one or both of these dates are in error.
no claims records	The UCI is in the Members; however, no claims records have been submitted for this client. For recently admitted clients, this error indicates only that outcomes data has been processed before claims records have been submitted. <i>In this instance, no action is needed and the outcomes record will be valid once claims data are processed.</i> For clients whose admission date is more than two to three months old, this error indicates there is some delay in billing services for this client. <i>In this instance, the provider should contact its claims department to determine why client services have not yet been billed.</i>
NO DATA	The refusal value indicates that the assessment was “completed” (i.e., refusal=3); however, more than 1/3 of the item fields are missing. <i>The value for refusal should be changed to either 1 (i.e., client refused) or 2 (i.e., client unable to complete) OR the record should be resubmitted with at least 2/3 of the item fields having valid responses.</i>
duplicate record	Two or more records having the same UCI and administration date were submitted in the same file or in two files bearing the same date. <i>Electronically resubmit this record in the next monthly submission.</i>
Name mismatch	The first three letters of the last name (from outcomes form) do not match the first three letters of the last name in the Members database. <i>The correct last name is indicated on the report; however, providers are encouraged to verify that client records have not been interchanged. For example, a record having both a DOB and Name mismatch likely belongs to a different client and should be investigated. For cases in which the provider believes its information is credible and MACSIS is incorrect, follow ADAMH/ODMH protocol for a Members update.</i>
DOB missing	The date of birth is omitted.

DOB invalid	The date of birth contains an impossible value (i.e., year, month, day).
DOB mismatch	The date of birth on the outcomes form does not match the date of birth in the Members database. <i>The correct DOB is indicated on the report; however, providers are encouraged to verify that client records have not been interchanged. For example, a record having both a DOB and Name mismatch likely belongs to a different client and should be investigated. For cases in which the provider believes its information is credible and MACSIS is incorrect, follow ADAMH/ODMH protocol for a Members update.</i>
DOB in future	The date of birth date occurs in the future (after the date on which the data file was submitted).
Admis date missing	The admissions date is omitted.
Admis date invalid	The admissions date contains an impossible value (i.e., year, month, day).
Admis date in future	The admission date occurs in the future (after the date on which the data file was submitted).
(ITEM) invalid	The value indicated for the item is invalid. For the following demographic /administration items that have been mandated, the item will be invalid if omitted: adminst, compcode, diagtype, gender, educat, race, transtype, refusal. For all other items, an omitted response is valid and no error is generated.