GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health
Addiction Prevention and Recovery Administration

Technical Guidance Advisory

Date: March 7, 2011

To: Adolescent Substance Abuse Treatment Expansion Program (ASTEP) Providers

From: Roula K. Sweis M.A., Psy.D

Deputy Director for Treatment and Recovery Support Services

RE: Technical Guidance on Clinical Documentation in DATA System for ASTEP Providers

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Purpose

APRA has issued a policy indicating that all substance abuse treatment providers in the District of Columbia must utilize the District's Automated Treatment Accounting (DATA) system to accept client referrals and/or enroll clients, document clinical interventions, and bill APRA for reimbursement of services rendered. The purpose of this notification is to provide ASTEP providers with technical guidance on the necessary steps that must occur for every client record in the treatment system.

APRA recommends that clinical and administrative leaders at respective provider programs review the instructions provided in this advisory and ensure that all personnel responsible for completing the various steps do so in specific accordance with this guidance. Following the instructions as described in this advisory will support providers with full implementation of the DATA system and will improve the quality and completeness of client records. Following these steps will also improve the efficiency and effectiveness of the billing process.

How to Use this Technical Guidance

The technical guidance included in this advisory is comprised of 10 steps that must be followed for each client enrolled in a program in the order specified below:

- Steps 1-8 (Creating a client's profile through developing the initial treatment plan) must be performed during the client's first appointment. The GAIN-I portion of the process may be broken up into two sessions if such a measure will allow for the completion of the assessments and engagement of the client.
- Step 9 (Encounters) must be performed within 48 hours of *every* clinical intervention that is delivered to the client.

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- Step 10 (Discharge) must occur when the client leaves or completes a program.

This guidance walks admission, intake, and clinical staff through the steps leading up to the batching of bills. The batching and submission of bills to APRA should be performed by billing staff and is not addressed in this advisory as it represents a different organizational step in the process of service delivery and DATA implementation.

(1) Create Client's Profile (also search in case profile is already created)

a. Click on each of the following items listed under **Profile** which is located on the left side of the screen. Update or complete the information requested on each screen and click **Save** before moving on to the next screen:
   - Alternate Names
   - Additional Information
   - Contact Info
   - Collateral Contacts
   - Other Numbers

(2) Complete the Client Group Enrollment:

a. Click **Profile** on the left hand side of the screen.
b. Click **Client Group Enrollment** under **Profile**
c. Click **Add Benefit Plan Enrollment** to tie client's treatment to Medicaid funding.
d. Complete the screens to populate with the client's Medicaid information
e. Go back to **Client Group Enrollment screen,** then click **Add Government Contract Enrollment** (to tie the client's case management services to Choice funding)
f. Under **Plan**, click **CHOICE**
g. Under **Group**, click **Under 21**
h. Under **Contract**, click the appropriate contract for your organization.
i. Enter **Start Date** (no need to enter end date)

(3) Initiate a new episode of care:

a. Click **Episode List** which is located on the left side of the screen
b. Then click **Start New Episode** which is located at the top right of the screen.
c. Then **complete every field** which appears on the screen and click **Finish**.

(4) Complete a Consent back to APRA:

a. Under **Activity List**, which is located on the left side of the screen, click on **Consent**
b. Click on **Add New Client Consent Record** which is located at the top right of the screen
c. For the field titled **Entities with Disclosure Agreements**, select **APRA Intake Agency**

d. In field titled **Purpose for Disclosure** type "*Consenting Clinical Information to APRA*"

e. Click **Save**.

f. Click on the **Print Report** icon at the top of the screen to print a copy of the consent for the client.

g. Review the printed consent with the client and obtain the client's signature for the consent—keep a copy of the signed consent on file.

h. After client has signed the paper consent, change the field titled **Has the client signed the paper agreement form"** from **No** to **Yes**.

i. Click **Finish**.

(5) Complete the GAIN-I Assessment

a. Click **GAIN** located on the left side of the screen.

   i. Click the **Sync Client Information** button on the left side of the screen to send the client profile information to GAIN

   ii. You should receive an information message at the top of the screen indicating that the record was successfully synced.

   iii. Click on the **Perform GAIN Assessment** button on the left side of the screen to launch a GAIN window. You will need a GAIN account to do this. (If you do not have a GAIN account, please call your DATA administrator).

   iv. Complete the GAIN-I assessment.

   v. After completing the GAIN-I assessment, click the **Download/upload GAIN Summaries** button located in the middle of the screen. This will put the GAIN information back into DATA so that it can become part of the client's electronic medical record.

   vi. Click the **Review** action button to view a completed GAIN- I summary.

   vii. If you are doing a GAIN Q assessment, click the **Create GAIN Q Activity** button. After performing this assessment in the GAIN ABS system this will create an activity record for this client's GAIN Q assessment. (For guidance on when to perform a GAIN I or GAIN Q, please reference the ASTEP Provider Manual.

(6) Complete a Client Admission:

a. Click on **Admission** which is located under **Activity List**, on the left side of the screen.

b. Click on each of the following items listed under **Admission** which is located on the left side of the screen. After clicking on each item, complete the information requested on each screen and click **Save** before moving on to the next screen:

- Profile (admission)
- Financial/Household
- Substance Abuse
- Legal
- ASAM
- Diagnosis

(7) Enroll Client in Program:

a. After completing Step 6, the client's admission, the screen will automatically go to **Program Enrollment**.

b. Click on **Add Enrollment** located at the top right of the screen.

c. In yellow field labeled "**Program Name**" select the appropriate program in which the client will be enrolled.

d. In the yellow field labeled **Days on Wait List**, enter the appropriate number of days.

e. Do not complete the field labeled "End Date" as this will close out the client's record.

f. Click **Save**.

g. Click **Finish**.

(8) Treatment Plan:

a. Click on **TX Team** located under the **Activity List** on the left side of the screen.

b. Click on "**Add Team Member**" located in the middle, right side of the screen.

c. Complete the necessary fields for each treatment team member and click **Save** after each addition.

d. Click on **Treatment** located under the **Activity List** on the left side of the screen.

e. Click on **Tx Plan** located under **Treatment** on the left side of the screen.

f. Click **Add New Treatment Plan Record** located at the top right of the screen.

g. Click on the following items listed under Treatment Plan on the left side of the screen to complete each component of the Treatment Plan. Click **Save** after each screen:

- Profile
- Overview
- Diagnosis
- Problems/Goals

h. When these items have been completed, click **Finish**.

i. Clicking **Finish** will automatically take you to the **Treatment Plan Profile Screen** for the client.

j. Click on **Sign Off** which is located in the center of the screen.

k. Click **Yes** to activate the treatment plan.

(9) Treatment Encounters (Billing):

a. To create an encounter, locate the client's record by searching for the client and retrieving his/her record.

b. Click on **Encounters** which is located under **Activity List** click on the left side of the screen

c. Click on **Add Encounter Record** located on the right side of the screen.

d. Complete **all fields** on the encounter screen for the client. Click **Save** and **Next**.

e. Complete the appropriate fields in the **Encounter Note Screen** by selecting the goals and objectives from the Treatment Plan which were addressed during the intervention.

f. Click **Add Note**

g. In the text box, insert narrative to address each item requested in the text box. Also insert any additional information about the intervention in the record.

h. Click **Finish**

i. This will take you to a screen where you will find a field labeled "**Release these Notes**". Select **Yes**.

j. Click on **Sign Note** located at the bottom right of the screen.

k. Go back to the **Encounter Profile Screen** by clicking on **Profile** located under **Encounter**, under the **Activity list** on the left side of the screen.

l. Click **Save**

m. Click **Release to Billing** located in the center of the screen toward to the bottom left.

n. On the next screen, confirm that the **Client Group Enrollment** and the **Plan** are correct (this should be either Medicaid or Choice depending on service type).

o. Click **Finish**

(10) Discharging Clients

a. Locate the client's record by searching for the client and retrieving his/her record.

b. Click **Program Enrollment** under **Activity List** which is on the left hand side of the screen.

c. Once in **Program Enrollment**, fill in the end date

d. In the field labeled "**Termination Reason**", choose the appropriate reason why the client is being disenrolled from the program.

e. Click **Save**.

f. Click "**Complete TEDS/NOMS Disenroll Status**" located at the bottom of the screen. This will take you to the **Discharge Screen**.

g. Complete all fields on the screen and click **Save.**

h. Click on **Discharge Client** located in the middle, left of the main screen.

i. Click on the following items listed on the left side of the screen to complete each component of the Discharge. Click **Save** after each screen:

- Profile
- Legal History
- Status Changes
- Substance Abuse
- Treatment Summary

j. Click **Diagnosis** on the left side of the screen and complete/update and **Save** the diagnosis.

k. Click **Intake Transaction** under the **Activity List** located on the left side of the screen.

l. Towards the bottom left of the screen, input the **date of when the case is closed**.

m. Click **Save**

n. Click **Close the Case**.