DATA ASSESSMENT REGISTRY
MENTAL HEALTH & ADDICTION

DARMHA Import and Export Specifications Manual

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1. Introduction

The purpose of this document is to provide the specifications and guidelines for the Import and Export functionality of the DARMHA (Data Assessment Registry Mental Health & Addiction) system. The Import functionality provides a method for DARMHA users to submit data to the DARMHA system through the use of comma delimited text files containing predefined layout information. The Export functionality provides a method for DARMHA users to export data from DARMHA.

1.1 Scope

This document provides information about DARMHA Import and Export Functionality. This document is technical in nature and covers the following topics:

- Importing of Data
  - Datasets that are requested from the providers and their respective data elements, both required and optional
  - File layouts needed for the different datasets that will be imported into the DARMHA
  - Error Reports with error definitions and the effects on the imports
- Exporting of Data
  - Data set available with each export

Topics that are not covered in this document include:

- How to set up your application to utilize the DARMHA Import or Export functionality

Export Functionality

The DARMHA system provides the functionality to extract data out of the system in real-time without supplying a formal request to DMHA. This functionality will facilitate the data integration efforts to the provider's Electronic Medical Records or other Case Management systems.

1.2 Export Types

Data can be exported as text (comma delimited) or XML. When exporting to a text file, the first line lists all of the column names. Currently there are nine different export types available in DARMHA. For each export type, except Assessment Tools, there are four options:

- By Date – Supply a Date Range. This will export all the data between the date(s) entered.
- All new records not previously exported
- Everything in Open Episodes
- Everything: It will export all the data

Export Type	Description
Consumer Demographics Export	This is a data extract of the consumer demographic information.
Assessment/ Results Export	This is a data extract of the consumer assessment information by either Summary Assessment Info (resulting algorithm recommendations) or by Detail Assessment Info (the corresponding answers to each of the items/questions).
Episode Information Export	This is a data extract of consumer Episode information.
Encounter Information Export	This is a data extract of consumer Encounter information.
NOMS Data Export	This is a data extract of consumer NOMS information.
Diagnosis Data Export	This is a data extract of Diagnosis information.
EPB Data Export	This is a data extract of EBP information.
Agreement Funding History Export	This is a data extract Agreement Funding information.
Assessment Tools	This provides all assessment questions and answers.

1.3 Export Access

The export functionality is available only to DARMHA users that have been authorized by their organization to have access to this functionality. Users that have this functionality activated will have available a menu named Import Export and two submenus (Export and Export log). On the Export submenu, users will be able to select the data needed to be exported as well as the format the data will be exported. The data will then be available on the Export Log page. For more information details regarding field options, see the import section.

1.4 Consumer Demographics Export

Field #	Field Name
1	DARMHA_ID
2	Agency_Internal_ID
3	LastName
4	FirstName
5	MiddleName
6	DOB
7	Gender
8	ZipCode
9	SocialSecurityNo
10	MomsMaidenName
11	CSDS_ID
12	NativeAmerican_IND
13	Asian_IND
14	Black_IND
15	White_IND
16	Hawaiian_IND
17	OtherSingle_IND
18	Ethnicity_ID
19	Ethnicity
20	Provider_ID
21	Suffix

1.5 Summary Assessment Info Export

Field #	Field Name
1	Internal_ID
2	Visit_Date
3	Assessment_Reason_Cd
4	Clinician_ID
5	Option_Level
6	Option_Desc
7	Tool_Desc
8	Tool_ID
9	Algorithm_Desc
10	Algorithm_ID
11	Agency_Assessment_ID

1.6 Detail Assessment Info Export

Field #	Field Name
1	Internal_ID
2	Visit_Date
3	Tool_ID
4	Tool_Desc
5	Module _ID
6	Module_Name
7	Question_ID
8	Question_Text
9	Answer_ID
10	Answer_Desc
11	Clinician_ID
12	Internal_Episode_Code
13	Agency_Assessment_ID
14	Assessment_Status
15	Assessment_Reason_CD
16	Answer_Value

1.7 Episode Information Export

Field #	Field Name
1	Internal_ID
2	InternalEpisode_ID
3	Episode_St_Dt
4	Episode_End_Dt
5	DSC_StartDt
6	Medicaid_Enrolled
7	RID
8	MaritalStatusCode
9	County
10	VeteranStatusCode
11	DisabilityCode
12	FoodStamps
13	ReferralSourceCode
14	TANFStatusCode
15	LegalBasisCode
16	HealthInsuranceCode
17	EpisodeStatusCode
18	ChildrenWcare
19	PriorSAEpisodes
20	FamilySize
21	FamilyIncome
22	Episode_ID
23	DSC_Status

1.8 Encounter Information Export

Field #	Field Name
1	Internal_ID
2	InternalEpisodeID
3	Encounter_Dt
4	ProcedureCode
5	ProcedureUnits
6	ProcedureValue
7	ClinicianLvlCode
8	InternalServiceID
9	CreationDate

1.9 NOMS Data Export

Field #	Field Info
1	Internal ID
2	Internal Episode ID
3	NOMS Date
4	NOMS Reason
5	Education Level
6	School Attendance Status
7	Employment
8	Employment Detail
9	ROLES score
10	Living Arrangement
11	Housing Category
12	Housing Stability
13	Level of Residential Support
14	Level of Community Integration
15	Homeless Services
16	Primary Substance
17	Primary Route
18	Primary Frequency of Use
19	Primary Age of 1st Use
20	Secondary Substance
21	Secondary Route
22	Secondary Frequency of Use
23	Secondary Age of 1st Use
24	Tertiary Substance
25	Tertiary Route
26	Tertiary Frequency of Use
27	Tertiary Age of 1st Use
28	Criminal Involvement
29	Social Support
30	Needle Use
31	Is Pregnant
32	Record Creation Date
33	Record Last Update Date

1.10 Diagnosis Data Export

Field #	Field Info
1	Internal ID
2	Internal Episode ID
3	Diagnosis Date
4	Axis I Diagnosis 1
5	Axis I Diagnosis 2
6	Axis I Diagnosis 3
7	Axis II Diagnosis 1
8	Axis II Diagnosis 2
9	Axis III Diagnosis 1
10	Axis III Diagnosis 2
11	Axis III Diagnosis 3
12	Axis III Nara

13	Axis IV
14	Axis IV Nara
15	Axis V–GAF
16	Leading Cause Diagnosis
17	SOGS

1.11 EBP Data Export

Field #	Field Info
1	Internal ID
2	Internal Episode ID
3	EBP History Date
4	ACT Indicator
5	System of Care Indicator
6	PRTF Waiver
7	Supported Employment
8	IDDT
9	IMR
10	Supported Housing
11	Motivational_Interview
12	Cognitive_Behavioral_Therapy
13	Matrix_Model

1.12 Agreement Funding History Export

Field #	Field Info
1	Internal ID
2	Internal Episode ID
3	Agreement Funding History Date
4	Agreement Type
5	Specialized Treatment
6	Agreement Change

1.13 Assessment Tools

Export contains CANS/ANSA assessment questions and answers for all tools.

Field #	Field Name
1	Tool_ID
2	Tool_Desc
3	Module_Order
4	Module _ID
5	Module_Name
6	Question_Text
7	Question_Order
8	Question_ID
9	Answer_ID
10	Answer_Desc
11	Answer_Value
12	Question_Clarification

2. Import Functionality

The goal of the Import functionality in DARMHA is to provide users with a method to submit their data to the DARMHA system by utilizing comma-delimited text files. There are 3 data types (consumer, assessment and episode) available. The following table shows the layouts available within each data type.

Data Type	Import Layout Name	Record Identifier	Description
Consumer	Consumer		Insert/Update Consumer demographic
Assessment	Assessment		Insert Consumer assessment information.
Episode	Episode	E	Insert/Update Consumer Episode information.
Episode	Encounter	S	Insert New Consumer Encounter.
Episode	Encounter	U	Edit Existing Consumer Encounter.
Episode	Delete Encounter	X	Delete Existing Consumer Encounter.
Episode	NOMS	N	Insert Consumer NOMS information.
Episode	Diagnosis & Agreement Type	D	Insert Consumer Diagnosis information.
Episode	EBP	P	Insert Consumer EBP information.

2.1 Import Access and Requirements

The Import functionality of DARMHA available to DMHA contracted providers allows them to import data into the DARMHA system. The DARMHA Import functionality validates and processes data at the point of delivery to the system.

To utilize the Import Functionality, DMHA Contracted Providers are required to supply through the DARMHA Help Desk (darmha@fssa.in.gov) at least one user to be assigned a DARMHA login for data submission and retrieval. More accounts may be created at the provider's discretion.

Providers are required submit test data to the DARMHA Quality Assurance (QA) environment (https://dmhaqa.fssa.in.gov/DARMHAQA). This allows providers the opportunity to review and refine their process without the risk of corrupting live data. For data security reasons, all data submitted to the DARMHA QA environment must be test data only. Before being given access to import in DARMHA Production, providers are required to perform a minimum of two (2) error-free submissions of each import area (Consumer, Episode, Assessment, Diagnosis/Agreement Type, Encounter, EBP, and NOMS) they intend to use to submit data. Once the providers have successfully performed their testing in the DARMHA QA environment, the provider can request to the DARMHA Help Desk their production access to the Import functionality. After approval, access will be granted to the assigned users for production data submission.

The following requirements apply for DARMHA Import.

- Only comma-delimited text files are accepted. Do not include a header row in the import file. The field names displayed in the import layouts are for reference only and should not be included in the text file.
- If records are rejected, after correcting the error, resubmit only the records with errors.
- Optional fields that contain no data must have a placeholder in the comma-separated file in order for the application to parse the data successfully.

- The Consumer Import needs to be done first followed by the "E" Episode Import. The order of the rest of the imports is not important.
- String Fields can include commas if field is encapsulated with double quotes.
- Required Identifiers
    - Providers need to create a unique identifier for consumers called the "**Internal ID**." **Internal IDs are required in every import.**
    - Providers need to create an identifier for episodes called the "**Internal Episode Code**." This is the provider's identifier for a specific episode in a consumer's history and allows the provider to edit both current and past episodes. The Internal Episode Code must be unique for the specific consumer, but does not have to be unique across the provider. This means that Consumer A can have an Internal Episode Code of "1" and Consumer B can have an Internal Episode Code of "1", but Consumer A cannot have two Internal Episode Codes of "1." **Internal Episode Code's are required in every import, except the Consumer Import.**
    - Providers need to create an identifier for encounters/services called "**Internal Service ID**" if they want to edit or delete encounters through Import. This ID identifies a specific encounter/service for future edits or deletion. The Internal Service ID must be unique for the specific consumer, but does not have to be unique across the provider. This means that Consumer A can have an Internal Service ID of "123" and Consumer B can have an Internal Service ID of "123", but Consumer A cannot have two Internal Service IDs of "123."
    - Providers can choose whether they want to create an "**Internal Assessment ID**." This is not a required identifier.

2.2 Consumer Import Layout

Field #	Field Name	Data Type	Length	Comments/Description	Required
1	Internal ID	String	20	The provider's internal consumer identifier used at the provider's practice in their internal systems	Yes
2	Unique ID	String	16	If consumers were included in the previous state database (CSDS), please supply this identifier for tracking purposes and do not change it.	No
3	Last Name	String	30	Consumer's Last Name	Yes
4	First Name	String	25	Consumer's First Name	Yes
5	Gender	Character	1	M = Male F = Female	Yes
6	Date Of Birth	Date		Consumer's Birth Date (MM/DD/YYYY)	Yes
7	SSN	String	11	Consumer's Social Security Number (999-99-9999)	No
8	Ethnicity	Integer		Consumer's ethnic status. 1 = Puerto Rican 2 = Mexican 3 = Cuban 4 = Other Hispanic/Latino 5 = Not Hispanic/Latino 6 = Latino, Unknown Origin	Yes
9	Zip Code	String	10	Consumer's Zip Code (99999 or 99999-9999)	Yes
10	Middle Name	String	25	Consumer's Middle Name	No
11	Mother's Maiden	String	30	Consumer's Mother's Maiden Name	No
At least one of the Races listed below must be "Yes".					
12	American Indian	Integer		0 = No 1 = Yes	Yes
13	Asian	Integer		0 = No 1 = Yes	Yes
14	African American	Integer		0 = No 1 = Yes	Yes
15	Caucasian	Integer		0 = No 1 = Yes	Yes
16	Hawaiian/Pacific	Integer		0 = No 1 = Yes	Yes
17	Other Single Race	Integer		0 = No 1 = Yes	Yes; can only be used when none of the other race categories apply
18	Suffix	Integer		-2 = None 1 = I (First) 2 = II (Second) 3 = III (Third) 4 = IV (Fourth) 5 = V (Fifth) 10 = Jr. 11 = Sr.	No

2.3 Episode Data

The Episode Data contains all of the detail data that determine the consumer's episode of care. The file is a variable length, variable field, comma-delimited data set. Each row of data will be tagged with a leading attribute, the Record Identifier that indicates which record set the row belongs to. Providers can submit all Episode data in the same file or in separate files.

Note: It is easier to troubleshoot import issues if one type of Episode data is sent at a time. For example, importing only NOMS data in a file.

Note: The Episode Data will be processed in the order received within the file. Detail data may not be submitted for areas such as the Assessment, Encounter, Diagnosis, NOMS, EBP or Agreement/Funding data sets without a previously submitted Episode ("E" Import) for the consumer.

Field #	Field Name	Data Type	Length	Comments/Description	Required
1	Record Identifier	Character	1	This flag determines data contained within the remainder of the row and how the row should be formed **Value = "E"**	Yes
2	Internal ID	String	20	The provider's internal consumer identifier used at the provider's practice in their internal systems	Yes
3	Internal Episode Code	String	25	The provider's internal episode identifier for the episode of care for the specified consumer.	Yes
4	Episode Start Date	Date		Date the consumer's episode of care began (MM/DD/YYYY)	Yes, on episode creation only, cannot be edited
5	Episode End Date	Date		Date the consumer's episode of care ended (MM/DD/YYYY)	No, except when closing an episode of care
6	Active Medicaid	Integer		Does the consumer have Medicaid that is active? 0 = No 1 = Yes	Yes
7	Medicaid ID	Character	12	Consumer's Medicaid ID, must be 12 digits starting with 10 and ending with 99	Yes, if Active Medicaid

Field #	Field Name	Data Type	Length	Comments/Description	Required
8	Marital Status	Integer		1 = Single 2 = Married/Living together 3 = Widowed 4 = Divorced 5 = Married separated	Yes
9	County of Residence ID	Integer		Numerical county identifier	Yes
10	Food Stamps	Integer		Is the consumer currently receiving Food Stamps? 0 = No 1 = Yes	Yes
11	Source of Referral	Integer		1 = Individual/Self 2 = Alcohol/Drug Abuse Care Provider 3 = Health Care, Other 4 = School (Educational) 5 = Employer/Employee Assistance Program 6 = Other Community Referral 7 = Court/Criminal Justice 8 = Referral from Child Welfare/Department of Child Services (DCS)	Yes
12	Legal Basis For Referral	Integer		1 = State/Federal Court 2 = Other Court (not State or Federal) 3 = Probation/Parole 4 = Other Recognized Legal Entity (E.G. local law enforcement agency, corrections agency, youth services, review board/agency) 5 = Diversionary Program (e.g., TASC) 6 = Prison 7 = DUI/DWI 8 = Other	Yes, if Source of Referral = 7 otherwise list as -3
13	Veteran Status	Integer		Is the Consumer a Veteran? 0 = No 1 = Yes 2 = Yes, served in combat 3 = Current Active Duty (including deployment to war zones)	Yes
14	Consumer Disability	Integer		-2 = None 2 = Blind 3 = MR/DD 4 = Deaf 5 = Mute 6 = Non-ambulatory 7 = Other Physical/Medical 8 = Neurological Impairment 9 = Learning or reading disabilities 11 = Traumatic Brain Injury 12 = Hard of Hearing	Yes

Field #	Field Name	Data Type	Length	Comments/Description	Required
15	TANF	Integer		Is the consumer enrolled in TANF? (0 = No 1 = Yes	Yes
16	Consumer Health Insurance	Integer		-2 = None 1 = Private Insurance 4 = Medicaid 5 = Medicare 6 = Other 10 = HIP 11 = TRI Care 12 = Medicaid and Medicare	Yes
17	Family Size	Integer		Number of individuals supported by the adjusted family income Maximum value is 30	Yes, Must be at least one
18	Adjusted Family Income	Integer		Annual family income - Maximum of six digits – Cannot be a negative number	Yes
19	Episode Status	Integer		1 = Consumer in treatment 3 = Service Completed* 4 = Consumer Dropped/Opted out* 5 = Death* 6 = Moved out of Service area* 7 = Incarcerated (treatment has stopped)* 8 = Entered Nursing Home (treatment has stopped)* 9 = Administrative Discharge*	Yes ** Indicates an Episode End Date is required.*
20	Prior SA Episodes	Integer		The number of prior Substance Abuse Episodes Value should be 0 - 30	Yes
21	Dependent Children	Integer		Does the consumer have dependent children? 0 = No 1 = Yes	Yes
22	DSC Status	Integer		0 = Not a DMHA Supported Consumer – **This is the default.** 1 = DMHA Supported Consumer 2 = DMHA Supported Consumer - Medication Only	Yes
23	DSC Start Date	Date		For new episodes, this field will be automatically populated with the episode start date. When the status is changed, a date will be required. *No future dates, no date before the Episode Start Date and no date before a previous DMHA Supported Consumer Status Start Date are allowed.*	No, except when the HAP Status is changed, a date will be required.

Conditions for which the above record generates an error:

- No consumer is found with the corresponding Internal ID
- There is no corresponding Internal Episode Code for the consumer.
- Required fields are missing.
- Date fields are not formatted correctly.

- Non-required fields require an empty field place holder (, ,)
- Number of fields does not equal what is anticipated for an Episode Record (23)
- The Internal Episode Code is for a closed episode of care that is older than 180 days.

2.4 Assessment Import Layout

Field #	Field Name	Data Type	Length	Comments/Description	Required
1	Internal ID	String	20	The provider's internal consumer identifier used at the provider's practice in their internal systems	Yes
2	Certified CANS/ANSA Professional ID	String	25	The ID of the clinician, registered and currently certified, at the provider's practice, responsible for administering the CANS/ANSA to the consumer	Yes
3	Assessment Date	Date		Date the assessment was administered (MM/DD/YYYY)	Yes
4	Assessment Reason CD	Integer		1 = Initial Assessment 2 = Reassessment 3 = Transition/Discharge	Yes, One Initial and one Discharge per Episode
5	Answer ID	Integer		The ID provided by DARMHA that differentiates assessment tool answers	Yes
6	Internal Episode Code	String	25	The provider's internal episode identifier for the episode of care for the specified consumer	Yes
7	Internal Assessment ID	String	25	This is the provider's internally assigned identifier.	No

Assessment Import Layout Requirements

- The "Internal ID" value must match an existing consumer submitted prior to the submission of the assessment
- The "Certified CANS/ANSA Professional ID" value (also called "Clinician ID") must be registered with a certified individual within the DARMHA system prior to the submission of the assessment. The information is currently supplied to the DARMHA by contacting the DARMHA support center and registering the users
- The "Assessment Date" must be prior to the expiration date of the CANS/ANSA clinician's certification. Future dates are not allowed
- The "Answer ID" field must coincide with the IDs supplied by DMHA and the DARMHA system for the CANS/ANSA tools. This ensures consistent data and valid algorithm recommendations
- The "Internal Episode Code" specifies which episode of care to attach this assessment to.

When generating a crosswalk or integrating the CANS/ANSA tools into your application the following items need to be considered:

- All answers submitted must correspond to the same assessment tool. Several tools have similar questions/modules and answers; however, each answer has its own unique identifier. Substitution of an "Answer ID" from another tool/module/question results in the rejection of the assessment
- All assessments must be submitted as complete assessments. No modifications of an assessment can be made after it is submitted via the import process. If an assessment is partially complete, enter it in through the web interface and return to it later to complete it.
- All assessments have core modules and possibly an extension module triggered by answers to specific questions within a core module. When an assessment is submitted, all core modules are required to have a valid answer or else the import process rejects the assessment. Extension modules are evaluated based upon the answers supplied in the respective core modules.
- Some modules currently have "Not Applicable" available as an answer option. In these modules, the "NA" value is required for each question within the module for it to apply to the whole module. Failure to do so will result in an incomplete assessment. Incomplete assessments are rejected.

2.5 Encounter Import Layout

Field #	Field Name	Data Type	Length	Comments/Description	Required
1	Record Identifier	Character	1	This flag determines data contained within the remainder of the row and how the row should be formed **Value = "S"**	Yes
2	Internal ID	String	20	The provider's internal consumer identifier used at the provider's practice in their internal systems	Yes
3	Internal Episode Code	String	25	The provider's internal episode identifier for the episode of care for the specified consumer.	Yes
4	Service Date	Date		Date the service was provided (MM/DD/YYYY)	Yes
5	Procedure Code	String	6	Current Procedural Terminology Codes (CPT) or Health Care Common Procedure System Codes (HCPCS)	Yes
6	Units	Integer		The number of units of the procedure supplied above, must be greater than 0 - no partial units accepted – Maximum value is 999.	Yes
7	Common Value	Integer		The customary or typical value of this service for a **single unit** – No negative numbers allowed Maximum value is 99,999.	Yes
8	Level of Clinician	Integer		1 = Psychiatrist, Board Eligible or Certified 4 = Other MD or DO 7 = PhD Psychologist, HSPP 8 = PhD Psychologist, Non HSPP 10 = PhD or Masters in Social Work, Nursing, Counseling, Marriage and Family Therapy, Psychology, LCSW,LMHC or LMFT 13 = Other Masters or Other PhD 16 = Certified Addiction Counselor 19 = RNs 22 = Bachelors 25 = Less Than Bachelors 28 = Facility (Residential Care) Staff	Yes
9	Internal Service ID	String	25	The providers internal identifier for this rendered service	Required data field in order to edit or delete an encounter through Import

Conditions for which the above record generates an error:

- No consumer is found with the corresponding Internal ID
- No episode is found with the specified Internal Episode Code
- The Internal Episode Code is for a closed episode of care that is older than one calendar year
- Required fields are missing
- Date fields are not formatted correctly
- Non-required fields require an empty field place holder (, ,)
- Number of fields does not equal what is anticipated for an Encounter Record (8 or 9)
- Service date is prior to the start of the episode or after the end of the episode of care indicated
- Procedure Code supplied is not recognized

In the event that a service is supplied with an Internal Service ID that already exists, the current existing service record in the system will be updated (overwritten) with the new data supplied.

2.6 Edit Encounter Import Layout

Field #	Field Name	Data Type	Length	Comments/Description	Required
1	Record Identifier	Character	1	This flag determines data contained within the remainder of the row and how the row should be formed **Value = "U"**	Yes
2	Internal ID	String	20	The provider's internal consumer identifier used at the provider's practice in their internal systems	Yes
3	Internal Episode Code	String	25	The provider's internal episode identifier for the episode of care for the specified consumer.	Yes
4	Service Date	Date		Date the service was provided (MM/DD/YYYY)	Yes
5	Procedure Code	String	6	Current Procedural Terminology Codes (CPT) or Health Care Common Procedure System Codes (HCPCS)	Yes
6	Units	Integer		The number of units of the procedure supplied above, must be greater than 0 - no partial units accepted – Maximum value is 999.	Yes
7	Common Value	Integer		The customary or typical value of this service for a **single unit** – No negative numbers allowed Maximum value is 99,999.	Yes

8	Level of Clinician	Integer		1 = Psychiatrist, Board Eligible or Certified 4 = Other MD or DO 7 = PhD Psychologist, HSPP 8 = PhD Psychologist, Non HSPP 10 = PhD or Masters in Social Work, Nursing, Counseling, Marriage and Family Therapy, Psychology, LCSW,LMHC or LMFT 13 = Other Masters or Other PhD 16 = Certified Addiction Counselor 19 = RNs 22 = Bachelors 25 = Less Than Bachelors 28 = Facility (Residential Care) Staff	Yes
9	Internal Service ID	String	25	The providers internal identifier for this rendered service	Yes

2.7 Delete Encounter Import Layout

Field #	Field Name	Data Type	Length	Comments/Description	Required
1	Record Identifier	Character	1	This flag determines data contained within the remainder of the row and how the row should be formed **Value = "X"**	Yes
2	Internal ID	String	20	The provider's internal consumer identifier used at the provider's practice in their internal systems	Yes
3	Internal Episode Code	String	25	The provider's internal episode identifier for the episode of care for the specified consumer.	Yes
4	Internal Service ID	String	25	The providers Internal identifier for this rendered service	Yes

2.8 Evidence Based Practice (EBP) Import Layout

Field #	Field Name	Data Type	Length	Comments/Description	Required
1	Record Identifier	Character	1	This flag determines data contained within the remainder of the row and how the row should be formed. **Value = "P"**	Yes
2	Internal ID	String	20	The provider's internal consumer identifier used at the provider's practice in their internal systems.	Yes
3	Internal Episode Code	String	25	The provider's internal episode identifier for the episode of care for the specified consumer.	Yes
4	EBP Date	Date		Date the consumer's evidence based practice services changed. (MM/DD/YYYY)	Yes
5	ACT Indicator	Integer		0 = No 1 = Yes	Yes
6	System of Care Indicator	Integer		0 = No 1 = Yes	Yes
7	PRTF Waiver	Integer		0 = No 1 = Yes	No, Program over Fall 2012
8	Supported Employment	Integer		0 = Not enrolled in or not receiving supported employment services 1 = Supported employment for paid, full-time work (35 hours per week or more with continuing support) 2 = Supported employment for paid, less than full-time work (21 to 34 hours per week with continuing support) 3 = Supported employment for paid, part-time work (16 to 20 hours per week with continuing support) 5 = Supported employment for paid, part-time work (11 to 15 hours per week with continuing support) 6 = Supported employment for paid, part-time work (6 to 10 hours per week with continuing support) 7 = Supported employment for paid, part-time work (1 to 5 hours per week with continuing support) 8 = Enrolled in supported employment and not yet employed	Yes
9	IDDT	Integer		0 = No 1 = Yes, with fidelity to the model (as defined by the SAMHSA Toolkit Project) 2 = Yes, without fidelity to the model	Yes

10	IMR	Integer		0 = No 1 = Yes, with fidelity to the model (as defined by the SAMHSA Toolkit Project) 2 = Yes, without fidelity to the model	Yes
11	Supported Housing	Integer		0 = No 1 = Yes	Yes
12	Motivational Interviewing	Integer		0 = No 1 = Yes	Yes
13	Cognitive Behavioral Therapy	Integer		0 = No 1 = Yes	Yes
14	MATRIX Model	Integer		0 = No 1 = Yes	Yes

Conditions for which the above record will generate an error:

- No Consumer is found with the corresponding Internal ID
- No Episode is found with the specified Internal Episode Code
- The Internal Episode Code is for a closed episode of care that is older than one calendar year
- Required fields are missing
- Non-required fields require an empty field place holder (, ,)
- Date fields are not formatted correctly
- Number of fields does not equal what is anticipated for an EBP History Record (14)
- Evidence Based Practice History date is prior to the start of the episode or after the end of the episode of care indicated

2.9 Diagnosis and Agreement Type Import Layout

Field #	Field Name	Data Type	Length	Comments/Description	Required
1	Record Identifier	Character	1	This flag determines data contained within the remainder of the row and how the row should be formed. **Value = "D"**	Yes
2	Internal ID	String	20	The provider's internal consumer identifier used at the provider's practice in their internal systems.	Yes
3	Internal Episode Code	String	25	The provider's internal episode identifier for the episode of care for the specified consumer.	Yes
4	Diagnosis/Agreement Date	Date		Date of consumer's diagnosis and agreement type (MM/DD/YYYY)	Yes
5	Axis I Diagnosis 1	String	6	Clinical disorders, including major mental disorders, as well as developmental and learning disorders. Enter Primary Diagnosis first. (DSM or ICD)	Yes, if Axis II is not complete
6	Axis I Diagnosis 2	String	6	Same as above	No
7	Axis I Diagnosis 3	String	6	Same as above	No
8	Axis II Diagnosis 1	String	6	Personality Disorders and Mental Retardation - Enter Primary Diagnosis first. (DSM or ICD)	Yes, if Axis 1 is not complete
9	Axis II Diagnosis 2	String	6	Same as above	No
10	Axis III Diagnosis 1	String	6	Acute medical conditions and physical disorders. (ICD)	No
11	Axis III Diagnosis 2	String	6	Same as above	No
12	Axis III Diagnosis 3	String	6	Same as above	No
13	Axis III Narrative	String		Narrative for medical conditions	No
14	Axis IV Psychosocial / Environmental Problems	Integer		-2 = None 1 = Problems with Primary Support Group 2 = Problems related to the Social Environment 3 = Educational Problems 4 = Occupational Problems 5 = Housing Problems 6 = Economic Problems 7 = Problems with access to health care services 8 = Problems related to interaction with the legal system/crime 9 = Other psychosocial and environmental problems	No
15	Axis IV Narrative	String		Narrative for Axis IV problems	No

16	Axis V – GAF	Integer		Accepted GAF Values are from 1 - 100. If no GAF score, you can code -2 (None).	No
17	Leading Cause Diagnosis	Integer		Which of the first two Axes lists the primary or leading diagnosis? Accepted values are 1 or 2.	Yes
18	SOGS	Integer		South Oaks Gambling Score Accepted values are from 0 – 20. Required for consumers with Gambling funding type. If no SOGS score, you can code -2 (None).	No
19	Agreement Type	Integer		1 = SMI 2 = SED 3 = CA Consumer s with SED agreement type must be less than 18 years old. To Select SMI, consumer must be at least 18 years old.	Yes
20	Specialized Treatment	Integer		-2 = None 2 = Deaf Services 4 = Opioid Treatment 5 = Gambling Treatment	No, 4 must have Agreement type of CA
20	Agreement Change	Integer		1 = Initial 2 = Refined Diagnosis 3 = Special Funding Requested	Yes, 3 must have Specialized Treatment of 2 or 4

Conditions for which the above record generates an error:

- No consumer is found with the corresponding Internal ID
- No episode is found with the specified Internal Episode Code
- The Episode ID is for a closed episode of care that is older than 180 days.
- Required fields are missing.
- Non-required fields require an empty field place holder (, ,)
- Date fields are not formatted correctly
- Number of fields does not equal what is anticipated for an Diagnosis Agreement Type Record (21)
- Diagnosis/Agreement Date is prior to the start of the episode or after the end of the episode of care indicated

2.10 NOMS Import Layout

Field #	Field Name	Data Type	Length	Comments/Description	Required
1	Record Identifier	Character	1	This flag determines data contained within the remainder of the row and how the row should be formed. **Value = "N"**	Yes
2	Internal ID	String	20	The provider's internal consumer identifier used at the provider's practice in their internal systems.	Yes
3	Internal Episode Code	String	25	The provider's internal episode identifier for the episode of care for the specified consumer.	Yes
4	NOMS Date	Date		Date the NOMS history is obtained. (MM/DD/YYYY)	Yes
5	NOMS Reason	Integer		The associated event for the capturing of the NOMS History 1 = Initial 2 = Reassessment 3 = Discharge	Yes, One Initial and one Discharge per Episode

6	Consumer Education Level	Integer		0 = No formal schooling 1 = First Grade 2 = Second Grade 3 = Third Grade 4 = Fourth Grade 5 = Fifth Grade 6 = Sixth Grade 7 = Seventh Grade 8 = Eighth Grade 9 = Ninth Grade 10 = Tenth Grade 11 = Eleventh Grade 12 = High School Graduate 13 = One Yr Of College Completed 14 = 2 Yrs Of College Completed/2 Yr Associate Degree 15 = 3 Yrs Of College Completed 16 = College Graduate/4 Yr 17 = Awarded Graduate Degree 18 = Doctorate Degree 21 = Post-secondary Vocational Skills Training 23 = Nursery School / Preschool 24 = Kindergarten 25 = Self-contained Special Education (no equivalent grade level)	Yes
7	School Attendance Status	Integer		Yes or No answer required for children ages 3-17. 1 = Yes, consumer has attended school at any time in the past three months 0 = No, consumer has not attended school at any time in the past three months -3 = Not applicable (use for infants and adults)	Yes
8	Employment	Integer		1 = Unemployed, Looking For work 2 = Unemployed, Not In Labor Force (community only) 3 = Employed - Full Time (35+ Hours/week) 4 = Employed - Part Time(1 - 5 hours) 5 = Employed - Part Time(6 - 10 hours) 6 = Employed - Part Time(11 - 15 hours) 7 = Employed - Part Time(16 - 20 hours) 8 = Employed - Part Time(21 - 34 hours)	Yes

9	Employment Detail	Integer		-3 = Not Applicable (this is not an option if Employment Status = 2) 1 = Homemaker 2 = Student 3 = Retired 4 = Disabled 5 = Inmate of Institution 6 = Other	Yes
10	ROLES score	Integer		-3 = Not Applicable 1 = Homeless 2 = Independent 3 = Biological Family 4 = School Dormitory 5 = Relative's home/Adopted 6 = Supervised Independent 7 = Foster Care 8 = Therapeutic Foster Care 9 = Individual Home/Group Emergency Shelter 10 = Group Home 11 = Residential Treatment Center 12 = Medical Hospital (non-psychiatric) 13 = Intensive Treatment Unit 14 = State Hospital 15 = Juvenile Detention 16 = Jail/Prison	Yes, if consumer is less than 18 years old; list as -3 if the consumer is 18 or older.

Field #	Field Name	Data Type	Length	Comments/Description	Require
11	Living Arrangement	Integer		-3 = Not Applicable 1 = Homeless 2 = Residential Facility 3 = Independent Living 4 = Jail/Correctional Facility 5 = Supported Living 6 = Person In Foster Care/Foster Home 7 = Inpatient Hospital 8 = State Institution SOF 10 = Other 12 = Crisis Residential and Sub-Acute Stabilization 13 = Nursing Home 14 = Shelter Facility	Yes, if the consumer is 18 years old or older; list as -3 if the consumer is younger than 18.

12	Housing Category	Integer		1 = Permanent Housing 2 = Temporary Housing 3 = Institutional Housing 4 = Homeless	Yes
13	Housing Stability	Integer		1 = Less than 6 months 2 = 6 months to one year 3 = One to two years 4 = More than 2 years	Yes
14	Level of Residential Support	Integer		-3 = Not Applicable 1 = Residential Support not needed or not provided 2 = Living with person(s) who provide supportive services in the home that are needed 3 = Access to paid support in the consumer's residence as needed 4 = Access to paid support in the consumer's residence 5 or more days per week for up to 8 hrs 5 = Access to paid support in the consumer's residence 5 or more days per week for 9 to 16 hrs 6 = Access to paid support in the consumer's residence 24 hours a day, 7 days per week.	Yes, if Housing Category is 1 or 2; otherwise list as -3
15	Level of Community Integration	Integer		-3 = Not Applicable 1 = Living environment is fully integrated in the community 2 = Living environment is home to persons with mental health/addiction issues, persons with other disabilities, and persons without identified disabilities. 3 = Living environment is home to persons with mental health/addiction issues only.	Yes, if Housing Category is 1 or 2; otherwise list as -3
16	Homeless Services	Integer		-3 = Not Applicable 1 = Daily 2 = Weekly 3 = Monthly 4 = Less frequently 5 = None 6 = Consumer refuses assistance	Yes, if Housing Category = 4; otherwise list as -3
17	Primary Substance	Integer		See Section 5 "Not Applicable" and "None" cannot be used for primary substance for Agreement Type CA.	Y e s,
18	Primary Route	Integer		-3 = Not Applicable – This can only be used if Not Applicable (-3) or None (-2) was listed for drug 1 = Oral 2 = Smoked 3 = Inhaled 4 = Injection 5 = Other	Y e s

19	Primary Frequency of Use	Integer		-3 = Not Applicable – This can only be used if Not Applicable (-3) or None (-2) was listed for drug 1 = None in the past month 2 = One - three time in the past month 3 = One-two times per week 4 = Three - six times per week 5 = Daily	Y e s
20	Primary Age of 1st Use	Integer		Required field if drug is listed and CA is the Agreement Type. SMI and SED agreement can put Unknown (-1). -3 = Not Applicable – This can only be used if Not Applicable (-3) or None (-2) was listed for drug	Yes
21	Secondary Substance	Integer		See Section 5	N o
22	Secondary Route	Integer		-3 = Not Applicable – This can only be used if Not Applicable (-3) or None (-2) was listed for drug	N o
23	Secondary Frequency of Use	Integer		-3 = Not Applicable – This can only be used if Not Applicable (-3) or None (-2) was listed for drug	N o
24	Secondary Age of 1st Use	Integer		Required field if drug is listed and CA is the Agreement Type. SMI and SED agreement can put Unknown (-1). -3 = Not Applicable – This can only be used if Not Applicable (-3) or None (-2) was listed for drug	N o
25	Tertiary Substance	Integer		See Section 5	N o
26	Tertiary Route	Integer		-3 = Not Applicable – This can only be used if Not	N
27	Tertiary Frequency of Use	Integer		-3 = Not Applicable – This can only be used if Not Applicable (-3) or None (-2) was listed for drug	N o
28	Tertiary Age of 1st Use	Integer		Required field if drug is listed and CA is the Agreement Type. SMI and SED agreement can put Unknown (-1). -3 = Not Applicable – This can only be used if Not Applicable (-3) or None (-2) was listed for drug	No
29	Criminal Involvement	Integer		Arrests in the last 30 days (Maximum Value is 30)	Yes
30	Social Support	Integer		Frequency of Attendance at self-help programs or support groups in the last 30 days (e.g. AA, NA, Depression Support Group, Bipolar Support Group, etc.) -2 = No attendance in the past month 2 = 1-3 times in past month 3 = 4-7 times in past month 4 = 8-15 times in past month 5 = 16-30 times in past month 6 = Some attendance in past month, but frequency unknown	Yes

31	Needle Use	Integer		0 = No, Consumer has not used a needle 1 = Yes, Consumer has used and shared a needle 2 = Yes, Consumer has used a needle	Yes
32	Pregnant	Integer		Is the consumer currently pregnant? 0 = No 1 = Yes	Yes

Conditions for which the above record generates an error:

- No consumer is found with the corresponding Internal ID
- No episode is found with the specified Internal Episode Code
- The Internal Episode Code is for a closed episode of care that is older than one calendar year
- Required fields are missing
- Date fields are not formatted correctly
- Number of fields does not equal what is anticipated for a NOMS History Record (32)
- Non-required fields require an empty field place holder (, ,)
- NOMS History date is prior to the start of the episode or after the end of the episode of care indicated
- This NOMS History Record is assigned to either an Initial or Discharge NOMS Reason when one already exists for the episode of care indicated for this consumer.

3. Import Log

The Import log functionality allows you to view current or historical import log results. The top of the Import log results grid displays the import summary which includes the date and time the import was processed, the name of the user that performed the import, the imported file name and the imported file layout type (Consumer, Assessment and Episode).

Import Log

Print Report

	Log ID	Date & Time	Imported By	FileName	File Layout
Detail	97639	4/13/2012 12:30:55 PM	Herrington, Jason	911679 Assessment.csv	Assessment
Detail	70916	9/7/2011 1:41:02 PM	Herrington, Jason	Consumer.csv	Consumer
Detail	66845	8/2/2011 10:48:42 AM	Herrington, Jason	Fix 266040E.txt	Episode

◉ All records ○ Ok records ○ Error records

By selecting the "Detail" button located on the left of each import log row, more detail information is displayed. The detail results grid shows each record processed from the file. Information displayed in the detail includes the date & time the record was processed, the record number (row number in the file), the transaction type (Insert, Update, Validate, Delete, etc), the reference message or code, the message ID (see Section 4 – DARMHA Message Codes) and the status of the transaction (OK or Error). The detail grid can be filtered to display all the records, the OK records (success) or Error records (fail).

Import Log

Print Report

	Log ID	Date & Time	Imported By	FileName	File Layout
Detail	97639	4/13/2012 12:30:55 PM	Herrington, Jason	911679 Assessment.csv	Assessment
Detail	70916	9/7/2011 1:41:02 PM	Herrington, Jason	Consumer.csv	Consumer
Detail	66845	8/2/2011 10:48:42 AM	Herrington, Jason	Fix 266040E.txt	Episode

	Log ID	Detail ID	Timestamp	Rec #	Transaction	Reference	Message ID	Internal ID From File	Status
View Msg	97639	23160734	4/13/2012 12:30:55 PM	83	Validate Assessment	-1	-19	911679	✕

◉ All records ○ Ok records ○ Error records

Message ID: **-19**
Message Text: **Unexpected error**

Import Errors Troubleshooting

The goal of the following sections is to provide a description of some of the information provided for each record processed using the import functionality. If after reviewing these items the user still can't identify the cause of an error, the user should contact the DARMHA Helpdesk (**darmha@fssa.in.gov**) for further assistance.

Message ID

The Message ID column of the Import Log Detail grid report displays the resulted DARMHA Message Code number for the processed transaction (record). A complete list of all the DARMHA Message Codes and their descriptions are available Section 4 at the end of the document.

Reference ID

The Reference ID column of the Import Log Detail grid report provides further information for the processed transaction (record). The reference ID may contain one of the following values:

- DARMHA Message Code
- Binary (0 or 1) string representing the status of each field (0 = ok or 1 = error)
- Text message
- Reference value (Internal ID, Episode ID, Date, etc)

Binary String (0100000…)

The binary string found in some Reference ID records represents the status of each field for the record layout being imported. For example, an error on the Date of Birth while inserting or updating a consumer record will display an error on the position # 6 (00000100000000000).

4. DARMHA Error Message Codes

Code Value	Subject Area	Code Description
1	General	Operation completed successfully
0	Consumer	Consumer Record Not Found
-1	General	Invalid Flow
-2	General	SQL exception
-3	General	Authentication Failed
-4	General	Web Service Secure Connection Failed
-5	Assessment	No Assessment Found
-6	Assessment	Assessment Date is required
-7	Assessment	Invalid Assessment Date (format)
-8	Assessment	Future Assessment Date is not allowed
-9	Assessment	Duplicate Assessment – Same Internal ID and Assessment Date
-10	Assessment	Answer ID is required
-11	Assessment	Clinician ID is required
-12	Assessment	Clinician ID not found or certification is missing or has expired
-13	Assessment	Invalid Assessment Reason Code.
-14	Assessment	Assessment is empty
-15	Assessment	Assessment Answer Error: An answer does not match with existing assessment
-16	Assessment	Assessment is incomplete: <<Error Question>> answer is missing from core module <<Error Module>>
-18	Assessment	Assessment is incomplete: <<Error Question>> answer is missing from a mandated extension module <<Error Module>>
-19	General	Unexpected error
-20	General	Field(s) with errors
-21	Assessment	Reason Code Error: Incorrect Reason Code Specified
-23	Assessment	System Error: Simple Episode Creation Failed
-24	Assessment	Episode Error: Assessment cannot be attached to an episode closed for more than 180 days
-25	Assessment	Episode Error: Assessment date is not within the boundaries of the episode
-27	Assessment	Episode Error: Invalid Episode specified
-28	Assessment	System Error: Insert Visit failed! Please try again or contact DARMHA Help Desk
-29	Episode	Invalid Episode of Care specified
-30	Episode	Consumer has no Episode of Care defined
-31	Episode	No open episode of care defined by the supplied criteria
-32	Episode	Existing Open Episode of Care Exists, cannot create second open episode without closing first.
-33	Episode	No Episode of Care exists, use Insert instead of Update
-34	Episode	Latest Episode has no Internal Identifier
-35	Episode	Invalid Episode Status Code
-36	Episode	Service Outside Episode of Care Bounds
-37	Episode	Invalid Episode Start Date or Internal Episode Code
-38	Episode	Invalid Episode Close Date
-40	Encounter	No Service Record found related to supplied Internal Service ID

Code Value	Subject Area	Code Description
-41	Diagnosis/Agreement	Invalid Diagnosis Axis Value Specified
-42	Diagnosis/Agreement	An Agreement Type of CA if required for Opioid Treatment
-43	Diagnosis/Agreement	Invalid Age/Agreement Type Combination
-44	File	Number of fields is invalid for the selected file type.
-45	File	Invalid Episode Data type identifier
-46	Episode	No Prior Episode of Care Defined
-47	Episode	Episode Closed longer 180 days - cannot modify
-48	Episode	Episode Overlap Error: Episode predates existing episode or is defined inside another existing episode.
-49	Episode	Internal Episode ID Exists, cannot insert new episode with duplicate internal episode id
-50	Episode	Invalid Consumer/Provider Combination
-51	Episode	Episode status is already closed
-52	Consumer	At least one race must be selected
-53	Episode	Invalid DSC Status Start Date
-54	Episode	Invalid DSC Status value
-55	Episode	Reopened episode must remain open for 24 hours.
-56	Diagnosis/Agreement	Invalid value in Axis V-GAF or SOGS Field
-57	Consumer	Other single race can only be used when the other race categories do not apply
-58	Assessment	Invalid Assessment Tool for Consumer's Age, 1
-59	Encounter	Internal Service ID already exists; record skipped.
-60	Encounter	Internal Service ID is required.
-61	NOMS	School Attendance Status is required for children ages 3-17.
-62	NOMS	Housing Category does not match with Level of Residential Support, Level of Community Integration or Homeless Services.
-63	Diagnosis/Agreement	Funding has been requested for this record; it cannot be overwritten.
-64	Diagnosis/Agreement	Required data to request funding is missing.
-65	Consumer	Based on DOB and Social Security Number, this consumer already exists.
-66	Consumer	Cannot update consumer record, DOB does not match assessment tool.
-67	Encounter	Encounter record can only be updated or deleted for 180 days after the date of submission to DARMHA.
-68	Episode & Diagnosis/Agreement	Agreement Type cannot be changed on the same day as the episode was closed
-69	Diagnosis/Agreement	Deferred Diagnosis is not allowed as the Primary Diagnosis
-70	Episode	Episode must be open for at least one day
-71	General	New data can only be added for 180 days after the Episode End Date
-72	Diagnosis/Agreement	The date of the first Diagnosis Agreement Type record must be the same as the Episode Start Date.
-73	Diagnosis/Agreement	Primary Diagnosis and Agreement Type does not match
-74	General	Records can only be updated for 180 days after the submission date to DARMHA
-75	Diagnosis/Agreement	Special Funding Requested should have an Specialized Treatment of Deaf Services or Opioid Treatment

5. Substance Use/Abuse Codes

At least one substance is required if Agreement type is CA; “None” and “Not Applicable” are NOT options for Primary Substance for CA consumers. DMHA encourages providers to report drug information for SMI/SED consumers if it is know.

List from Treatment Episode Data Set (TEDS) Admission Data with National Outcome Measures, February 2010

-3 = Not Applicable **(this option is only allowed for consumers with SED and SMI agreement types.)**

-2 = None

2= Alcohol

3 = Cocaine/Crack

4 = Marijuana/Hashish

5 = Heroin

6 = Non-Prescription Methadone

7 = Other Opiates and Synthetics

8 = PCP

9 = Other Hallucinogens

10 = Methamphetamine

11 = Other Amphetamines

12 = Other Stimulants

13 = Benzodiazepines

14 = Other non- Benzodiazepines Tranquilizers

15 = Barbiturates

16 = Other non- Barbiturate Sedatives or Hypnotics

17 = Inhalants

18 = Over-the-Counter

19 = Tobacco

20 = Other