



Iowa Substance Abuse Treatment Data Reporting

Data Integrity Webinar

August 14, 2013



What is Data Integrity?

Data integrity is imposed within a database at its design stage through the use of standard rules and procedures, and is maintained through the use of error checking and validation routines.

<http://www.techopedia.com/definition/811/data-integrity-da22tabases>



Iowa Substance Abuse Treatment Data Reporting

- **Why do Data Integrity?**
 - Human Error
 - Bad data in – bad data out
 - Monitor network performance, outcomes and trends
 - IDPH Funded Monitoring Reports
 - Magellan Reports
 - Data Requests



Iowa Substance Abuse Treatment Data Reporting

- **When is Substance Abuse Treatment client/patient data due to IDPH?**
 - Sunday prior to the 2nd Monday of the month
 - Data submission is dynamic
 - I-SMART dumps each Monday morning into the Central Data Repository (CDR)
 - CDR reporting agencies can submit hourly



- **IDPH Data Integrity Process**
 - New data monitoring tool – SSRS
 - Automated Subscriptions
 - “generic” data integrity email accounts
 - Monthly/Quarterly Data Integrity Reports
 - Assist providers in identifying if there are issues with submitted data
 - Validate data submitted by provider is complete and accurate
 - Data is reported to Federal, State and Local governments (TEDS, Legislature, Local Law enforcement, Grant writers, etc.)



- **What does IDPH look at?**
 - *Last Activity Date*
 - Service and Admission Records
 - *Client Volume*
 - Compare month-to-month totals
 - # clients with services/encounters
 - *Unresolved Data Integrity Issues*
 - Missing Client Records
 - Records with incorrect values



- **What does IDPH send providers?**
 - Monthly Reports
 - Generated on the 17th of each month.
 - SSRS Subscriptions (automated)
 - Admission Record Missing Matching Encounter
 - Crisis, Placement Screening, Admission
 - Admissions Without Encounters for 60 Days and No Discharge
 - Validation Reports (from Elizabeth)
 - Client Profile
 - Admission
 - Service
 - Discharge
 - Follow-up
 - TEDS Admission/Discharge



- **What does IDPH send providers?**
 - Quarterly Reports
 - Generated on the 17th of the month following the end of the quarter
 - SSRS Subscriptions (automated)
 - Possible Data Entry Errors
 - Admission, Encounter, Discharge
 - Data Lag (information only)
 - Missing Client Data
 - Missing Admission Record
 - Missing Client Profile



- **What does IDPH send providers?**
 - Non-Compliance Letters
 - Data Reporting
 - No data since _____
 - Volume of data over last 3 months suggests all data may not have been reported
 - Unresolved Data Integrity Issues
 - Quality Assurance
 - Validation
 - Reports will continue to show issues until resolved
 - Copied to Magellan (Iowa Plan providers) and Licensure staff



Iowa Substance Abuse Treatment Data Reporting

- **Licensure Standard – Data Reporting**
 - 155.21.(5) Management Information System
 - Does the program submit client/patient data to the Department in accordance with reporting system procedures?
 - 75% or above = compliance with Standard
 - Data Reported by monthly due date (9 of 12 months)
 - At least 75% of reported unresolved Data Integrity issues are resolved, or a plan submitted to IDPH including the date issues will be resolved.
 - Technical Assistance Available



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Monthly Reports

Quality Assurance

- Admissions without Encounters for 60 days and No Discharge
- Admission Record Missing Matching Encounter
- Action Requested:
 - If the report show "0" records, then no corrections are necessary.
 - For I-SMART users, the course of correction is to look up the Client ID# in I-SMART and enter the correct/missing data, or in the case of no activity in 60 days, complete the discharge module (as applicable).
 - For providers submitting directly to the Central Data Repository, update the client record as appropriate in your clinical system and resubmit with your next file submissions.



Iowa Department of Public Health
Promoting and Protecting the Health of Iowans

Division of Behavioral Health – Substance Abuse Treatment Data Integrity Reports

In an effort to have consistent and accurate data entry across the provider network, the Division has developed a series of Data Integrity Reports addressing identified Quality Assurance, Validation, and TEDS submission issues. On the 17th of each month, providers will receive the Data Integrity Reports containing identified Quality Assurance issues. By the 20th of each month, providers will receive the Data Integrity Reports with identified Validation issues and TEDS Submission errors. Corrections are expected to be completed by the Sunday before the 2nd Monday of the next month.

Below is a brief explanation of Quality Assurance and Validation Data Integrity reports. For more information, please contact Elizabeth Schaller, Data Coordinator, at elizabeth.schaller@dph.iowa.gov or 515.281.4643.

Quality Assurance - Identifies client data that is missing or is a possible data entry error.

Report Title	Report Description
ADMISSION RECORD MISSING MATCHING ENCOUNTER	A report will be generated for each Admission Type (Placement Screening, Crisis Intervention, and Admission) containing a listing of clients who have a completed ADMISSION record (Placement Screening, Crisis, Admission) and does not have a matching SERVICE/ENCOUNTER.
ADMISSIONS WITHOUT ENCOUNTERS FOR 60 DAYS AND NO DISCHARGE	This report contains a listing of clients who have a completed ADMISSION record and do not have a SERVICE/ENCOUNTER submitted/entered for 60 days from the last service date AND do not have a DISCHARGE module/record completed/submitted.

ACTION REQUESTED:

- If the report show "0" records, then no corrections are necessary.
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Validation - Identifies client records that have a missing, incomplete, or an incorrect value. An ERROR CODE is listed which identifies the field that has missing data or contains an invalid value.

Record Type	Concern Description
Client Profile	This is a client with a CLIENT PROFILE record that has a field(s) within the record that is missing data or contains an invalid value.
Admission	This is a client with an ADMISSION record that has a field(s) within the record that is missing data or contains an invalid value.
Service	This is a client with a SERVICE/ENCOUNTER record that has a field(s) within the record that is missing data or contains an invalid value.
Discharge	This is a client with a DISCHARGE record that has a field(s) within the record that is missing data or contains an invalid value.
Follow-up	This is a client with a FOLLOW-UP record that has a field(s) within the record that is missing data or contains an invalid value.
TEDS Admission	This is a client with a TEDS ADMISSION record that has a field(s) within the record that is missing data or contains an invalid value.
TEDS Discharge	This is a client with a TEDS DISCHARGE record that has a field(s) within the record that is missing data or contains an invalid value.

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Quarterly Reports

- **Possible Data Entry Errors**
 - ADMISSION RECORDS
 - ENCOUNTER RECORDS
 - DISCHARGE RECORDS
- Each report contains a listing of clients where the day differential between the activity date/start date and create date is less than <0 or >89 days, or was before 7/1/2009.
- **ACTION REQUESTED**
 - Providers are to investigate the identified record and as appropriate correct the activity date as follows:
 - I-SMART users, enter the correct activity/start date
 - Providers submitting directly to the CDR please correct the start date in your system and resubmit the corrected record.

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Division of Behavioral Health – Substance Abuse Treatment Data Integrity Reports

Quarterly Data Integrity Report

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Data Lag <ul style="list-style-type: none"> • ADMISSION RECORDS • ENCOUNTER RECORDS • DISCHARGE RECORDS FOR INFORMATION ONLY	There are 3 Data Lag reports, one for Admission records, one for Encounter Records, and one for Discharge Records. Each report lists by facility the unduplicated client count (number of clients served) for each facility. Included is the average, minimum and maximum "Data Lag" [the difference between the ACTIVITY DATE/START DATE and CREATED DATE].
Missing Client Data <ul style="list-style-type: none"> • ADMISSIONS • CLIENT PROFILES 	MISSING ADMISSIONS: This report contains a listing of clients who have a completed ENCOUNTER record (Crisis Intervention/Placement Screening/Admission) and there is not a corresponding ADMISSION RECORD (Crisis Intervention/Placement Screening/Admission). ACTION REQUESTED: <ul style="list-style-type: none"> o For I-SMART users, the course of correction is to look up the Client ID# in I-SMART and verify or complete the missing ADMISSION RECORD (as applicable) for the ENCOUNTER Service Date listed. o For providers submitting directly to the Central Data Repository complete the missing ADMISSION RECORD (as applicable) for the ENCOUNTER Service Date listed. MISSING CLIENT PROFILES: This report contains a listing of clients who have a completed ENCOUNTER, ADMISSION, and/or DISCHARGE record and there is not a corresponding CLIENT RECORD completed/submitted. ACTION REQUESTED: <ul style="list-style-type: none"> o For I-SMART users, the course of correction is to look up the Client ID# in I-SMART and verify or complete the missing CLIENT profile. o For providers submitting directly to the Central Data Repository complete the missing CLIENT PROFILE information and resubmit the client record.
Unfinished Client Activities (not included in spreadsheet)	For I-SMART users only. This is a QA/QC report in I-SMART that lists unfinished client activities. ACTION: Providers are to run this report and complete listed activities as applicable. In cases where information was not collected or is unknown, leave the record incomplete (contact Elizabeth Schaller if there are questions).

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Quarterly Reports

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 - ADMISSION RECORDS
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<i>FOR INFORMATION ONLY</i>	
Missing Client Data <ul style="list-style-type: none"> • ADMISSIONS • CLIENT PROFILES 	MISSING ADMISSIONS: This report contains a listing of clients who have a completed ENCOUNTER record (Crisis Intervention/Placement Screening/Admission) and there is not a corresponding ADMISSION RECORD (Crisis Intervention/Placement Screening/Admission). ACTION REQUESTED: <ul style="list-style-type: none"> o For I-SMART users, the course of correction is to look up the Client ID# in I-SMART and verify or complete the missing ADMISSION RECORD (as applicable) for the ENCOUNTER Service Date listed. o For providers submitting directly to the Central Data Repository complete the missing ADMISSION RECORD (as applicable) for the ENCOUNTER Service Date listed. MISSING CLIENT PROFILES: This report contains a listing of clients who have a completed ENCOUNTER, ADMISSION, and/or DISCHARGE record and there is not a corresponding CLIENT RECORD completed/submitted. ACTION REQUESTED: <ul style="list-style-type: none"> o For I-SMART users, the course of correction is to look up the Client ID# in I-SMART and verify or complete the missing CLIENT profile. o For providers submitting directly to the Central Data Repository complete the missing CLIENT PROFILE information and resubmit the client record.
Unfinished Client Activities (not included in spreadsheet)	For I-SMART users only. This is a QAI/QC report in I-SMART that lists unfinished client activities. ACTION: Providers are to run this report and complete listed activities as applicable. In cases where information was not collected or is unknown, leave the record incomplete (contact Elizabeth Schaller if there are questions).

For I-SMART users, once the correction is made, I-SMART will update the CDR the following Monday. For providers submitting directly to the Central Data Repository, please resubmit the corrected records with your agency's next file submissions.

2 | Page updated: August 2013





Iowa Substance Abuse Treatment Data Reporting

SSRS Subscription Email Example

ADMISSION RECORD MISSING MATCHING ENCOUNTER (Placement Screening, Crisis, Admission)

Please find attached the **ADMISSION RECORD MISSING MATCHING ENCOUNTER** report for your agency. Each agency will receive a report for each Admission Type (Placement Screening, Crisis Intervention, Admission) which will contain a listing of clients who have a completed ADMISSION record (Placement Screening, Crisis, Admission) and does not have a matching SERVICE/ENCOUNTER. If the report show "0" records, then no corrections are necessary.

ACTION REQUESTED:

For I-SMART users, the course of correction is to look up the Client ID# in I-SMART and enter the correct/missing data.

For providers submitting directly to the Central Data Repository, update the client record as appropriate in your clinical system and resubmit missing record with your next file submission.

CORRECTIONS:

Corrections are expected to be completed by the Sunday prior to the second Monday of the month.

If you have questions or need additional information, please feel free to contact Elizabeth.schaller@idph.iowa.gov or (515) 281-4643.

Thank you for your efforts in meeting the needs of those seeking substance abuse treatment services in Iowa!



Iowa Substance Abuse Treatment Data Reporting

SSRS Subscription Email Example

Admission Record Missing Matching Encounter was executed at 8/14/2013 12:20:03 PM - Message (HTML)

File Message Adobe PDF

Ignore X Reply Reply All Forward Meeting
Junk Delete Reply Reply All Forward Meeting
Delete Respond

Returned Email To Manager
Team E-mail Done
Reply & Delete Create New
Quick Steps

Move Rules OneNote Actions
Move OneNote Actions

Mark Unread Categorize Follow Up
Mark Unread Tags Follow Up

Translate Find Related Select
Translate Find Related Select

Zoom Zoom

From: noreply@witsweb.org
To: Schaller, Elizabeth [IDPH]
Cc:
Subject: Admission Record Missing Matching Encounter was executed at 8/14/2013 12:20:03 PM
Sent: Wed 8/14/2013 11:2

Message Admission Record Missing Matching Encounter.xls (25 KB)

Please find attached the ADMISSION RECORD MISSING MATCHING ENCOUNTER report for your agency. Each agency will receive a report for each Admission Type (Placement Screening, Crisis Intervention, Admission) which will contain a listing of clients who have a completed ADMISSION record (Placement Screening, Crisis, Admission) and does not have a matching SERVICE/ENCOUNTER. If the report show "0" records, then no corrections are necessary. ACTION REQUESTED: For I-SMART users, the course of correction is to look up the Client ID# in I-SMART and enter the correct/missing data. For providers submitting directly to the Central Data Repository, update the client record as appropriate in your clinical system and resubmit missing record with your next file submission. CORRECTIONS: Corrections are expected to be completed by the Sunday prior to the second Monday of the month. If you have questions or need additional information, please feel free to contact Elizabeth.schaller@idph.iowa.gov or (515) 281-4643. Thank you for your efforts in meeting the needs of those seeking substance abuse treatment services in Iowa!



Iowa Substance Abuse Treatment Data Reporting

SSRS Subscription Monthly Report Example

Iowa Department of Public Health

Admission List with no Encounters in Last 60 Days and no Discharges

Admission Event Type = Admission
Service End Date After: 12/31/2011

State Business No	Agency Name	Facility Name	Ismart No	Episode No	Admission No	Activity Date	Event Type in Admission	Last Service End Date
XXX	ABC Treatment	Site 1	xxxxxxxx1	429474	xxxxxxxx31	3/5/2013	Admission	3/5/2013
XXX	ABC Treatment	Site 1	xxxxxxxx2	389896	xxxxxxxx32	6/14/2012	Admission	12/19/2012
XXX	ABC Treatment	Site 1	xxxxxxxx3	387408	xxxxxxxx33	5/23/2012	Admission	5/23/2012
XXX	ABC Treatment	Site 1	xxxxxxxx4	382797	xxxxxxxx34	5/2/2012	Admission	5/14/2012
XXX	ABC Treatment	Site 1	xxxxxxxx5	384977	xxxxxxxx35	5/2/2012	Admission	5/2/2012
XXX	ABC Treatment	Site 1	xxxxxxxx6	371687	xxxxxxxx36	2/6/2012	Admission	2/6/2012
XXX	ABC Treatment	Site 1	xxxxxxxx7	370266	xxxxxxxx37	1/23/2012	Admission	1/23/2012
XXX	ABC Treatment	Site 1	xxxxxxxx8	369370	xxxxxxxx38	1/18/2012	Admission	1/18/2012
XXX	ABC Treatment	Site 1	xxxxxxxx9	369405	xxxxxxxx39	1/18/2012	Admission	1/18/2012
XXX	ABC Treatment	Site 1	xxxxxxxx10	368452	xxxxxxxx40	1/9/2012	Admission	1/9/2012



Iowa Substance Abuse Treatment Data Reporting

SSRS Subscription Monthly Report Example

Iowa Department of Public Health

Admission Record Missing Matching Encounter

Admission Event Type = Admission, Missing Matching Encounter Event Type = Admission
Activity Date After: 12/31/2011

State Business No	Agency Name	Facility Name	Admission #	Unique ISMART #	Event Type In Admission	Activity Date
XXXX	ABC Treatment					
		Site 1				
			WITSXXXX11	xxxxxxxx11	Admission	2/27/2012
			WITSXXXX12	xxxxxxxx12	Admission	5/10/2012
			WITSXXXX13	xxxxxxxx13	Admission	4/17/2012
			WITSXXXX14	xxxxxxxx14	Admission	7/31/2012
			WITSXXXX15	xxxxxxxx15	Admission	3/6/2013
			WITSXXXX16	xxxxxxxx16	Admission	10/3/2012
			WITSXXXX17	xxxxxxxx17	Admission	7/17/2012
			WITSXXXX18	xxxxxxxx18	Admission	11/7/2012
			WITSXXXX19	xxxxxxxx19	Admission	7/31/2012
			WITSXXXX20	xxxxxxxx20	Admission	3/27/2013
			WITSXXXX21	xxxxxxxx21	Admission	3/27/2013
			WITSXXXX22	xxxxxxxx22	Admission	4/30/2013
			WITSXXXX23	xxxxxxxx23	Admission	5/15/2013
			WITSXXXX24	xxxxxxxx24	Admission	5/7/2013
			WITSXXXX25	xxxxxxxx25	Admission	5/1/2013
			WITSXXXX26	xxxxxxxx26	Admission	2/6/2013



Iowa Substance Abuse Treatment Data Reporting

SSRS Subscription Monthly Report Example

Iowa Department of Public Health

Admission Record Missing Matching Encounter

Admission Event Type = Placement Screening/OWI, Missing Matching Encounter Event Type = Placement Screening/OWI
Activity Date Range: 12/31/2014

State Business No	Agency Name	Facility Name	Admission #	Unique ISMART #	Event Type In Admission	Activity Date
xxx	ABC Treatment	Site 1				
			WITSAPxxxxx1	xxxxxxxxx1	Placement Screening/OWI	1/16/2012
			WITSAPxxxxx2	xxxxxxxxx2	Placement Screening/OWI	1/16/2012
			WITSAPxxxxx3	xxxxxxxxx3	Placement Screening/OWI	1/18/2012
			WITSAPxxxxx4	xxxxxxxxx4	Placement Screening/OWI	1/18/2012
			WITSAPxxxxx5	xxxxxxxxx5	Placement Screening/OWI	1/23/2012
			WITSAPxxxxx6	xxxxxxxxx6	Placement Screening/OWI	2/1/2012
			WITSAPxxxxx7	xxxxxxxxx7	Placement Screening/OWI	2/2/2012
			WITSAPxxxxx8	xxxxxxxxx8	Placement Screening/OWI	2/6/2012
			WITSAPxxxxx9	xxxxxxxxx9	Placement Screening/OWI	2/14/2012
			WITSAPxxxxx10	xxxxxxxxx10	Placement Screening/OWI	2/29/2012
			WITSAPxxxxx11	xxxxxxxxx11	Placement Screening/OWI	3/1/2012
			WITSAPxxxxx12	xxxxxxxxx12	Placement Screening/OWI	3/1/2012
			WITSAPxxxxx13	xxxxxxxxx13	Placement Screening/OWI	3/8/2012
			WITSAPxxxxx14	xxxxxxxxx14	Placement Screening/OWI	3/12/2012
			WITSAPxxxxx15	xxxxxxxxx15	Placement Screening/OWI	3/15/2012
			WITSAPxxxxx16	xxxxxxxxx16	Placement Screening/OWI	3/22/2012
			WITSAPxxxxx17	xxxxxxxxx17	Placement Screening/OWI	3/22/2012



Iowa Substance Abuse Treatment Data Reporting

SSRS Subscription Quarterly Report Example – Data Lag Reports

Iowa Department of Public Health

Admission Data Lag Report - Total

Report Run Date 07/01/2012 through 08/14/2013

State Business No	Agency Name	Facility Name	Event Type Desc	Client Count	Count Admission No	Data Lag Avg	Data Lag Min	Data Lag Max		
0	ABC Treatment	Site 1	Admission	4	4	13.0	5	21		
			Placement Screening/OWI	2	2	16.0	11	21		
		Site 2	Admission	16	17	14.6	1	38		
			Placement Screening/OWI	4	4	10.3	5	23		
		Site 3	Admission	180	185	18.5	0	259		
			Placement Screening/OWI	74	77	18.3	1	55		
		Site 4	Admission	1	1	1.0	1	1		
		Site 5	Admission	20	20	15.3	3	47		
			Placement Screening/OWI	9	9	22.4	9	47		
		Site 6	Admission	19	19	20.6	3	45		
			Placement Screening/OWI	5	5	10.2	1	23		
		Site 7	Admission	93	97	17.3	1	70		
			Placement Screening/OWI	58	59	17.1	2	47		
		Site 8	Admission	47	48	16.7	2	102		
			Placement Screening/OWI	36	37	12.1	1	36		
		Total				522	584	17.3	0	259
		Total				522	584	17.3	0	259



Iowa Substance Abuse Treatment Data Reporting

SSRS Subscription Quarterly Report Example – Data Lag Detail Reports

Iowa Department of Public Health Admission Data Lag Report

Report Run Date 07/01/2012 through 08/14/2013

State Business No	Agency Name	Facility Name	Unique Ismart No	Event Type Desc	Activity Date	Created Date	Days
###	ABC Treatment	Site 1	XXXXXXXX1	Admission	8/23/2012	5/9/2013	259
			XXXXXXXX2	Admission	8/2/2012	11/27/2012	117
			XXXXXXXX3	Admission	12/28/2012	5/8/2013	131
		Site 2	XXXXXXXX4	Admission	4/18/2013	7/29/2013	102



Iowa Substance Abuse Treatment Data Reporting

SSRS Subscription Quarterly Report Example – Missing Records

Iowa Department of Public Health

Missing Admission Records - Central Data Repository

Report Run Date 01/01/2012 through 08/14/2013

State ID	Agency Name	Facility Name	Unique Ismart No	Missing Admission Event Type	Service Date		
XXX	ABC Treatment Agency	Site 1	xxxxxxx1	Admission	7/18/2013		
			xxxxxxx2	Admission	6/21/2013		
			xxxxxxx3	Placement Screening/OWI	6/27/2013		
				Site 2	xxxxxxx4	Placement Screening/OWI	7/30/2013
				Site 3	xxxxxxx5	Admission	4/20/2012
					xxxxxxx6	Admission	3/7/2012
					xxxxxxx7	Admission	4/9/2013
				Site 4	xxxxxxx8	Admission	7/11/2013
					xxxxxxx9	Admission	8/1/2013
					xxxxxxx10	Admission	6/20/2013
				Site 5	xxxxxxx11	Placement Screening/OWI	7/26/2013



Iowa Substance Abuse Treatment Data Reporting

SSRS Subscription Quarterly Report Example – Missing Records

Iowa Department of Public Health

Client Profiles Missing - Central Data Repository

Report Run Date 07/01/2009 through 08/14/2013

State ID	Agency Name	Facility Name	
XXXX	ABC Treatment	Site 1	xxxxxxx1
			xxxxxxx2
		Site 2	xxxxxxx3
			xxxxxxx4
		Site 3	xxxxxxx5
			xxxxxxx6
		Site 4	xxxxxxx7
			xxxxxxx8
			xxxxxxx9
			xxxxxxx10
			xxxxxxx11
		Site 5	xxxxxxx12
		Site 6	xxxxxxx13
		Site 7	xxxxxxx14



The NEW Iowa Substance Abuse Treatment Data Report Website

- Expected implementation – January 2014
 - New Section for Central Data Repository
 - Updated I-SMART Section
 - Public Information Section
 - Data Reporting Section
 - Updated Data Dictionaries
 - Central Data Repository
 - I-SMART
 - FAQ section
 - Resources Section



Iowa Substance Abuse Treatment Data Reporting

Quality Assurance and Improvement

- Suggestions to minimize data reporting errors
 - NIATx/PDSA Current Agency Data Reporting Process
 - Use of the Monthly/Quarterly Reports
 - Getting the information needed
 - Track errors
 - Staff Training
 - Request Technical Assistance
 - Use I-SMART Report Engine
 - QA/QC Reports
 - Unfinished Client Activities Report (Security Role)
 - Activity List under Status—Will show pending with a (Details) hyperlink
 - Can be run in Reports under Miscellaneous reports
 - Iowa Reporting Reports
 - SA Admission
 - Encounter Data – Client Counts
 - SA Discharge Data

	QA/QC
Program Enrollment Counts	
Client List by Program	
Programs Staffing Allocations	
Unfinished Client Activities	



Iowa Substance Abuse Treatment Data Reporting

Questions?



Data Integrity Report Contact:

- Elizabeth Schaller
 - elizabeth.schaller@idph.iowa.gov
 - 515.281.4643