



Iowa Behavioral Health Reporting System

Non-Patient Service Data Set Guide

Version 1.02 (May 2022)

INTRODUCTION

The IBHRS Non-Patient Service Data Set is for providers to report specific non-patient services provided as part of the Integrated Provider Network (IPN) contracted substance use disorder and problem gambling agencies. A Non-Patient Service record represents a service that does not require a provider to submit client-specific data (Client or Treatment Episode data set). A Non-Patient Service will have a unique identifier (source record identifier) as well as Provider unique identifier (Provider Source Record Identifier). No two Non-Patient Service records should have the same combination of Source Record Identifier and Provider Source Record Identifier.

IPN Contractors will have the option to have access to the Non-Patient Services Data Set via the IBHRS Data Entry screens or via XML file submission.

Additional information, including data reporting options for the Non Patient Service Data Set is included the IBHRS Provider Submission Guide which can be found at <https://idph.iowa.gov/Bureau-of-Substance-Abuse/Substance-Use-and-Problem-Gambling-Data/Iowa-Behavioral-Health-Reporting-System/IBHRS-Documentation>.

NON-PATIENT SERVICES

The following is the list of the *Other Covered Services for Persons who may or may not be Patients* that may be provided/reported. Only individuals skilled in delivering information in these areas may conduct these services. Non-Patient services should not be applied as prevention activities. Please see the current IPN Provider Manual for further information, guidance, and unit rates.

- **Community Outreach** - Contractors conduct, support, and participate in collaboration and community outreach activities that establish the contractor as a primary treatment resource for substance use and problem gambling in the Service Area and statewide.
- **Engagement** - Communication with potential or current patients with the intention of engaging/reengaging and enrolling/continuing them in services. Must be direct contact via in-person or by other technology.
- **Family Education** - Education on various topics related to substance use and problem gambling disorders, treatment and recovery, for family members and concerned persons of individuals in treatment.
- **Crisis Counseling** - A response to a crisis or emergency situation (in person or via technology) experienced by an individual, and could include the following (*routine requests for information or calls or inquiries handled by non-clinical staff do not qualify as crisis counseling*):
 - Focused intervention and rapid stabilization of acute symptoms of mental illness or emotional distress. The interventions shall be designed to de-escalate situations in which a risk to self, others, or property exists.
 - Assist an individual regain self-control and reestablish effective management of behavioral symptoms associated with a psychological disorder in an age-appropriate manner.

DATA SUBMISSION OPTIONS

DATA ENTRY PORTAL

IBHRS allows providers to submit their data using the on-screen data entry feature of the IBHRS portal. The data entry feature accepts data grouped by data set, one record at a time. For more information about the IBHRS Data Entry Portal, see the [IBHRS Documentation](#) webpage.

To access the Non-Patient Service Data Set for Data Entry, log into IBHRS, click on IBHRS Reporting icon, click on Data Entry, and then click on Non-Patient Service in the Data Set menu on the left.

Click “Add Entity” to add a new Non-Patient Service.

The screenshot shows the 'Data Entry' interface for 'Non Patient Service'. On the left, a 'Data Set' menu lists 'Provider', 'Provider Client', 'Provider Treatment Episode', 'Service Event', and 'Non Patient Service' (highlighted in yellow). The main area displays a table of existing records with columns for 'SERVICE DATE', 'SERVICE PROCEDURE', and 'SOURCE RECORD IDENTIFIER'. A '+ Add Entity' button is visible at the top of the table.

SERVICE DATE	SERVICE PROCEDURE	SOURCE RECORD IDENTIFIER
11/17/2021	Community Outreach	IFB0732c5a6-8758-4d64-860c-6dd0f0e5e710
12/10/2021	Community Outreach	IFB4cf1a7c7-715f-48ee-a8f6-afbd83837c
12/28/2021	Community Outreach	IFBd37cd71f-5698-4493-863d-f49ad7640b1e

Complete the Non-Patient Service Profile as per the IBHRS Provider Submission Guide.

The screenshot shows the 'Data Entry Details' form for a 'Non Patient Service'. The form is divided into several sections: 'Profile', 'Provider', and 'Provider Site'. The 'Profile' section includes fields for Source Record Identifier, Rendering Provider First Name, Last Name, Middle Name, Suffix Name, Service Location, County, Duration in Minutes, Note, Service Procedure, Service Date, Domain Type, and Number of Participants. The 'Provider' section has a dropdown for 'Provider' (currently showing '1703'). The 'Provider Site' section has a search field for 'Provider Site'.

XML FILE SUBMISSION

Providers may submit their data via XML files from their Electronic Health Records directly to IBHRS. The XML files must meet requirements for naming, size, and structure as described below. For more information about XML file submission, including how to upload files and view and address errors in file processing, see the [IBHRS Documentation](#) webpage.

XML FILE NAMING AND FILE SIZE

Although there is some flexibility in how files are to be named, all filenames submitted to IBHRS must adhere to these three requirements:

1. The name of the data set must be the first word in the file, followed by an underscore.
2. The filename must be unique in the submitters set of currently uploaded and unprocessed files. See examples below.
3. The file must end with “.xml”.

Any filename that does not meet these requirements will not be processed into IBHRS and an error on the error log is recorded. The required data set name for each data set are listed below:

- NonPatientServiceDataSet

For additional information on XML file submission, please see the IBHRS Provider Submission Guide (Section 6.2 XML File Submission).

SUBMITTING/REPORTING NON-PATIENT SERVICES

Please see Section 12 of the IBHRS Provider Submission Guide and IBHRS Vocabulary for additional information on the Non-Patient Services Data Set, field definitions and reporting requirements.

DOCUMENTATION GUIDANCE

The following is provided to assist providers in documenting/reporting a Non-Patient Service.

- Remember to select the appropriate **Domain Type** for the Non-Patient Service
 - Problem Gambling
 - Substance Use Disorder
- **Duration in Minutes** must be in 15 minute increments and less than 360 minutes
- **Number of Participants** must be less than 1,000
- The **Notes** field is used to document the Non-Patient Service activity and is limited to 1,000 characters (approximately 6 lines of text). The “DOP” format is to be used when documenting a Non-Patient Service.
 - **Description** of the Activity/Service provided
 - **Outcome** of the Activity/Service provided
 - **Plan** or Next Steps (as applicable)

Example Note (661 characters):

- **D:** Met virtually with 15 lawyers in XXX County and provided overview of problem gambling treatment services, warning signs of a potential gambling problem, and the steps to take on how to contact XXXX to make a referral.

- **O:** Attendees were receptive of information and provided 1-800 BETS OFF brochures to have available for their clients, including Taxes and Gambling. Provided information on how to order additional brochures. One lawyer may talk with patient about possible referral.
- **P:** Will be returning next quarter for follow-up session with this lawyer association.

Non-Patient Services Data Set is used ONLY to document IPN related activities.