STATE OF CONNECTICUT

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

SPECIAL PROVIDER ALERT
DDaP NEWSLETTER

Issue # 26 — June 13, 2011

It has come to DMHAS attention that some DDaP interface agencies are submitting like services multiple times per day for a consumer. When sending services in this manner, The DDaP system will then apply only the last service for that consumer, essentially overwriting the previous service. In order to discuss this process and answer questions more fully, EQMI will conduct a tele-conference call Tuesday June 14th 2011 at 9:30am for those providers affected. The call in numbers are as follows:

Call in #: 1 - 866-763-5185

Provider Code # : 5815602

The agenda and correct method of submitting multiple same services on the same days for a consumer is as follows:

Duplicate Services in the Same Day

The DDaP system only allows for *one distinct service record for a client in a particular program with specific method of contact per day.* For instance, the client may have received a case consultation service for 60 minutes in the morning and 60 minutes in the afternoon for a total of 120 minutes on a given day. This allows providers to add up the same services provided to a client in a day. For the DDaP online system, the total minutes would be entered in the Duration field and the service units would be totaled and entered in the Service Units field. If there is a Start Date and an End Date, they would be the same. *This applies to Treatment and Non-treatment programs*. Example: Two 60 minute case consultation services (90888) provided in the same day would be entered as:

Duration: 120 (60 X 2) and Service Units: 2 , Start Date: 5/16/2011 and End Date: 5/16/2011

For Electronic File Extract users, *this requires the PNP agency to total the duration and service units and enter the discrete daily services once in order to send one record to DMHAS.* The Start Date and the End Date would be the same.

Example: Two 60 minute case consultation services in one day would be input and should look as follows on the file:

Service   Start Date   End Date   Unit Duration   **GO TO PAGE TWO:**

|90888|05/16/2011|05/16/2011|**2**|**120**|

When the same service record for a given client in a given program on a specific date is applied to the database, the system will store the most recent record and will write the previous record to an audit file. This will allow users to update client records, with the rule being the last (most recently updated) service is considered the correct one. These rules are applicable for on-line and extract users of the system.

PLEASE BE SURE YOUR AGENCY MAKES THESE DATA SUBMISSION ADJUSTMENTS /CORRECTIONS.

Still have Questions? Please e-mail Mark McAndrew, EQMI Project Manager, at mark.mcandrew@po.state.ct.us