August 12, 2016

Dear SWMBH SUD Provider:

In an effort to correct errored BH TEDS records and improved SWMBH's data integrity for the Michigan Department of Health and Human Services, attached to this email is a BH TEDS error report for your agency. This excel file is encrypted and a password for the file will be sent in a separate email.

Error Report:

The error report has a variety of columns on it, but these are the most relevant ones to correct the error(s):

Client ID: The client ID assigned to the provider

Event ID: The unique number that identifies what event needs to be corrected

Field Name: What field the error is at

Error Description: An explanation of what the error is

Editing an Event/Record:

SWMBH's Care Management application has the ability to edit an event once it is complete so correcting errored records is now possible. Only original author of the event can edit the event. If for some reason the original author is no longer employed at the agency, is working in another position, etc. and the record needs to be changed, please contact provider support at: providersupport@swmbh.org and ask for proxy access to the original author's account. This will allow you to edit the record even though you did not create it originally.

The report will identify the client name, client ID, what the error is, and what field the error is in. Once you search and open the client, you will want to make sure that you select the Event ID listed in the report to assure you are making changes to the correct event. The Event ID is listed in the first column on the CM Events banner. In the example below, changes need to be made to event ID 665837.

Once you open the event, it will appear in the signed status and in a .pdf report form on the screen. In the upper left hand corner, there will be an "Edit" button. Simply click on the edit button.
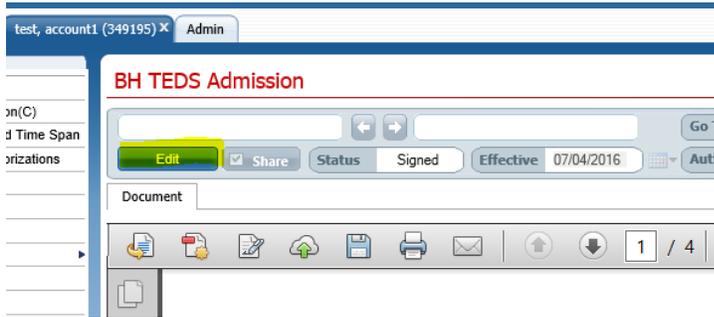

The application will then ask you if you want to create a new version of the document. If you wish to edit the record, select OK.
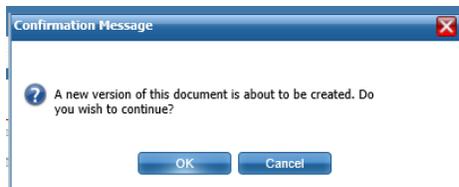
At that point, go to the field where the correction is needed (found on the report) and make the change. Save the record and then sign it once you are done with all the corrections.

Caution: There have been additional validations put in place throughout the year. This means that if the record is missing other information, you may get a validation error requesting you complete additional fields. So please be aware, just because you only change one field based on the error report, there might be other fields that might need to be completed. Please contact providersupport@swmbh.org if you encounter any issues with these additional validation.

One final double check: When you are done editing the record, make sure the status of the event moves from "in progress" to "signed."
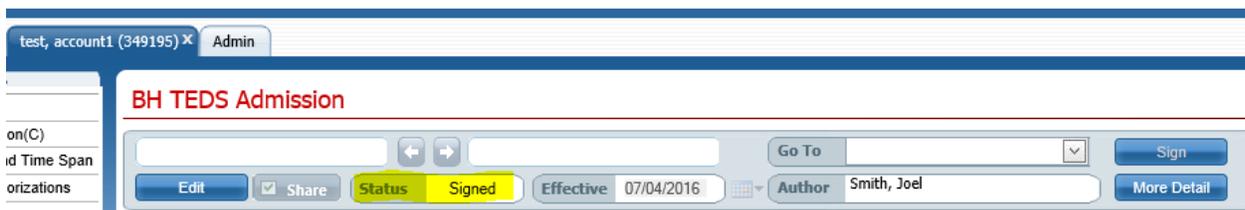
Lastly, please note that the application will hold onto all copies of the record in question. The version last modified will be the current version in the application, once signed, but all older versions will be recorded and maintained in the application. Older versions are available by selecting the More Detail button on the Event screen.

Here are some common errors and a brief explanation:

Error	Explanation	Tab where field is located
Invalid MH Diagnostic Code One - If Integrated Substance Use and Mental Health Treatment:	If the field "Integrated Substance Use and Mental Health Treatment" is marked yes, then there has to be a MH dx entered. If integrated treatment is not provided for the client, this field should be marked "No."	Referral and Treatment
Invalid Medication-assisted Opioid Therapy	If Primary, Secondary, or Tertiary Substance Use Problem is some form of opiate, this question must be answered "Yes" or "No" – not NA.	Referral and Treatment
Invalid Type of Treatment Service Setting	For BH TEDS SUD admissions, Treatment Service Setting must be one of the following: • Ambulatory – non-intensive O/P (outpatient) • Ambulatory – IOP (Intensive outpatient services) • Rehabilitation/residential – long term (residential tx 30 days or more) • Rehabilitation/residential – short term (residential tx 29 days or less) • Detoxification, 24-hour service, free-standing residential (residential detoxification)	Referral and Treatment
Number of Dependents	Must be greater than zero	Demographic

For additional information on how to correctly fill out a specific field, please reference the BH TEDS Coding Manual: http://www.michigan.gov/documents/mdhhs/BH-TEDS_Coding_Instructions_08.04.16_531554_7.pdf

SWMBH is required to submit all BH TEDS data to the MDHHS by October 1, 2016. An aggregate error report for SWMBH SUD Providers is monitored daily. Beginning September 1, 2016, follow up with providers who have not begun to correct errors will occur. SWMBH will continue to look for technical solutions for some of the errors, but in the meantime, please begin correcting the errors.

If you have questions about how to complete a field, please contact: joel.smith@swmbh.org.

If you have questions about Streamline problems, or need to request proxy access (e.g.: original author is no longer at the agency, please contact: providersupport@swmbh.org.

Thank you in advance for your assistance in this project.

Southwest Michigan Behavioral Health