

## **MESSAGE FOR PROVIDERS -- New Forms Released for Treatment Data Collection Requirements**

On August 25, 2015, we announced the expiration of our prior treatment data system. Until a new data system is put into place, the Department of Drug & Alcohol Programs has released a new series of forms to be used during the interim. Over the past several weeks, we have reviewed the data we are requesting that providers and SCAs collect as part of our treatment data requirements. Our review was based on the following:

- Adherence to federal reporting requirements
- Adherence to state requirements
- Assurance that questions meet the goal of a particular form
- Elimination of duplicate questions (unless required due to federal or state requirements)
- Clarification of questions asked by rewording questions where necessary
- Ease of use

By taking some extra time to address these goals, we believe we have developed forms that will enable us to acquire a higher quality of data, while reducing the administrative burden on both the SCAs and providers. Over the coming weeks, we will be reviewing and updating some of our other manuals, such as the Treatment Manual and PCPC Edition 3 Manual to align with these new forms.

The forms are as follows:

- DDAP-EFM-1000 – Screening Tool: Part 1 Client Profile
- DDAP-EFM-1001 – Screening Tool: Part 2 Client Screen
- DDAP-EFM-1002 – Adolescent Placement Summary Sheet
- DDAP-EFM-1003 – PCPC Summary Sheet
- DDAP-EFM-1004 – Authorization
- DDAP-EFM-1005 – Client Admission
  - DDAP-EFM-1005a – Program (Licensed) Codes (for use with the Client Admission Form)
  - DDAP-EFM-1005b – Detailed Drug Codes (for use with the Client Admission Form)
- DDAP-EFM-1006 – Services Rendered (i.e., Encounters)
- DDAP-EFM-1007 – Client Discharge

When using the forms, be sure to look at the various acceptable options in the dropdown fields since some options have been modified. We have also included information at the bottom of each form to indicate which forms are to be shared with your SCA office or other providers once client consent has been obtained.

During this interim period, we are requiring that providers and SCAs continue to use the Unique Client Number (UCN) assigned to a particular client. If a client has not yet been issued a UCN, we are asking that providers contact their SCA office to receive a temporary unique identifier for the client.

If you have a data application that meets the requirements as shown on this new set of forms, you do not need to transfer your data to these specific forms unless you are transmitting the data to another provider or if your SCA office has another form or method in place to transmit

the information. It is imperative that providers work with their SCA office(s) during this transitional period.

The data listed under DDAP-EFM-1000, DDAP-EFM-1005 and DDAP-EFM-1007 must be retained **by the provider** for federal reporting requirements. DDAP will share specific directions on how data required under the federal reporting requirements will be submitted to us at a later date. This requirement applies to all admissions (and related discharges) beginning on September 1, 2015 until a new treatment data application is available. Until then, providers are required to gather and retain the information listed on these three forms.

Under our August 25, 2015 communications to you, we instructed all providers to enter all admissions (and related discharges) for admission dates up through August 31, 2015 into our old treatment data system. If you were unable to meet this requirement, please complete a quick survey at <https://www.surveymonkey.com/r/9CLJGRD> by October 15, 2015.

Copies of the above forms are currently available at <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=1315431&mode=2>. Please note that we will be launching a new DDAP website with the next weeks. At that time, the web address for these forms will change; however, we will provide you with the updated address once the new site is active.

Thank you for your cooperation as we transition to a new application.