



Iowa Behavioral Health Reporting System

TA Webinar 1

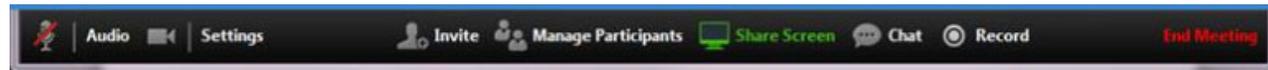
General Introduction to IBHRS & IBHRS Onboarding Plan Review

January 27, 2021





Iowa Behavioral Health Reporting System



Welcome!

- ZOOM Interface
- Muting Audio/Video
 - Microphone/Audio/Video icons
 - Headset is best if joining by computer and not using phone
- Chat – Questions Welcomed!
- Will be Recorded and Posted to the IBHRS Website:
<https://www.idph.iowa.gov/Bureau-of-Substance-Abuse/Substance-Use-and-Problem-Gambling-Data-Reporting/Iowa-Behavioral-Health-Reporting-System>



AGENDA

- Introductions and Background
- Submission Guide Review
- Onboarding and Certification Guide
- Timeline and Next Steps
- Q & A

IBHRS

IBHRS Modules

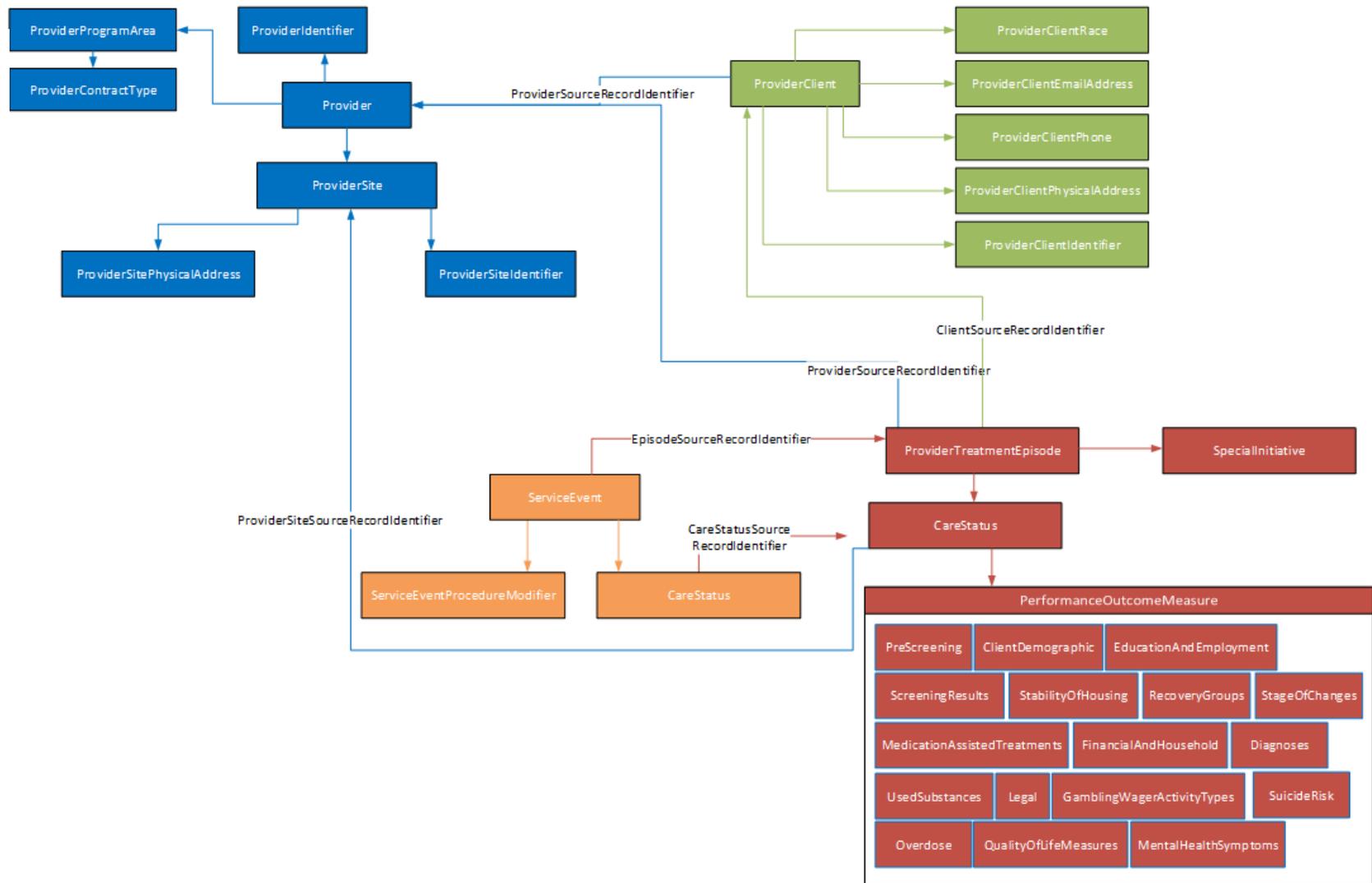


Provider Submission Guide

- Introduction to the Data Model
- Provider Submission Guide
 - Data Submission Options
 - Validation Errors, Warnings, and Guidance
 - Source Record Identifiers
 - Data Set Overview
 - Client
 - Treatment Episode
 - Service Event
- XML Schema Definition & Example XML Files

Integrated Treatment (SUD/PG) Reporting

Data Model





Iowa Behavioral Health Reporting System

Iowa Behavioral Health Reporting System - Test 2021.01.1 - system_20210119.2

shelby.maloney Logout

Administration Configuration Submission Reports Data Entry Extracts

Provider Treatment Episode Heartland Family Services Submit

Profile

Source Record Identifier	First Contact Date
Concerned Person	Referral Source
Evaluator Allowed To Contact Client	Scheduled Admission Date
Intravenous Substance Use In Past30 Days	Pregnant At First Contact Date
Open Date	Closed Date

Provider

Provider 111-22-9333

Provider Client

Provider Client

Special Initiative

Type	Start Date
0 of 0	

Data Submission Options – Data Entry Screens



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Data Submission Options – XML File Upload

The screenshot displays the Iowa Behavioral Health Reporting System interface. At the top, there is a navigation bar with tabs for Administration, Configuration, Submission, Reports, Data Entry, and Extracts. The user is logged in as shelby.maloney. The main content area shows a table of jobs with columns for Name, Submitter, User, Date, Status, Successful, Errors, and Warnings. An 'Upload' modal is open, allowing the user to submit data for 'Heartland Family Services'. The modal includes a 'Drop Files' area, a 'Select' button, and a 'Files' table with columns for Name, Size, and Progress. The 'Files' table is currently empty.

Name	Submitter	User	Date	Status	Successful	Errors	Warnings
ProviderDataSet_ValidProvider	FEI Test Submitter					1	0
ProviderDataSet_ValidExample	FEI Test Submitter					1	0
ClientDataSet_ValidClientExample	FEI Test Submitter					0	0
ClientDataSet_ValidClient	FEI Test Submitter					0	0
ProviderDataSet_TestEHR_P1_405560	FEI Test Submitter					2	0
ProviderDataSet_TestEHR_P1_405560	FEI Test Submitter					1	0
ProviderDataSet_TestEHR_P1_405560	FEI Test Submitter					1	0
ProviderDataSet_TestEHR_P1_405560	FEI Test Submitter					1	0
ProviderDataSet_TestEHR_P1_405560	FEI Test Submitter					1	0
ProviderDataSet_TestEHR_P1_405560	FEI Test Submitter					1	0
ServiceEventDataSet_CareStatusSourceRecordIdentifierWithoutServiceEventCareStatusTag	FEI Test Submitter					1	0
TreatmentEpisodeDataSet_TestsRE1_C01_ScreeningCode_Entered_Unshared	FEI Test Submitter	Hyu	01/20/2021 01:06 PM	Complete	32	0	0
TreatmentEpisodeDataSet_TestsRE1_C01_ScreeningCode_Blank_Unshared	FEI Test Submitter	Hyu	01/20/2021 01:06 PM	Complete	32	0	0
TreatmentEpisodeDataSet_TestsRE1_C01_ScreeningCode_ NonExist Unshared	FEI Test Submitter	Hyu	01/20/2021 01:05 PM	Complete	32	0	0



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Frequency of Data Submission

- Providers are required to submit data and pass all IBHRS validation checks by the 15th of each month for the previous month's data.
 - For example, data for April are due May 15th and data for May are due June 15th, and so on.
- Providers are encouraged to have a regular reporting and monitoring process. Some providers may find that submitting data more frequently than monthly may reduce the number of validation errors and improve the provider's data integrity.
- For providers submitting data via XML, it is recommended that data are submitted daily or at least weekly to minimize errors and huge gaps in data submission.
- For providers that are submitting via Data Entry Screens, it is recommended that data are submitted weekly to minimize errors, prevent the work from piling up, and to make it easier to recall data entry processes.





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XML File Submission – 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 on next slide.
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:

- ClientDataSet_
- TreatmentEpisodeDataSet_
- ServiceEventDataSet_





Iowa Behavioral Health Reporting System

XML File Submission – File Naming and File Size

In order to easily satisfy requirement #2 (unique file name), it is suggested to append the date and time to each file after the underscore, using the YYYYMMDDHHMMSS format.

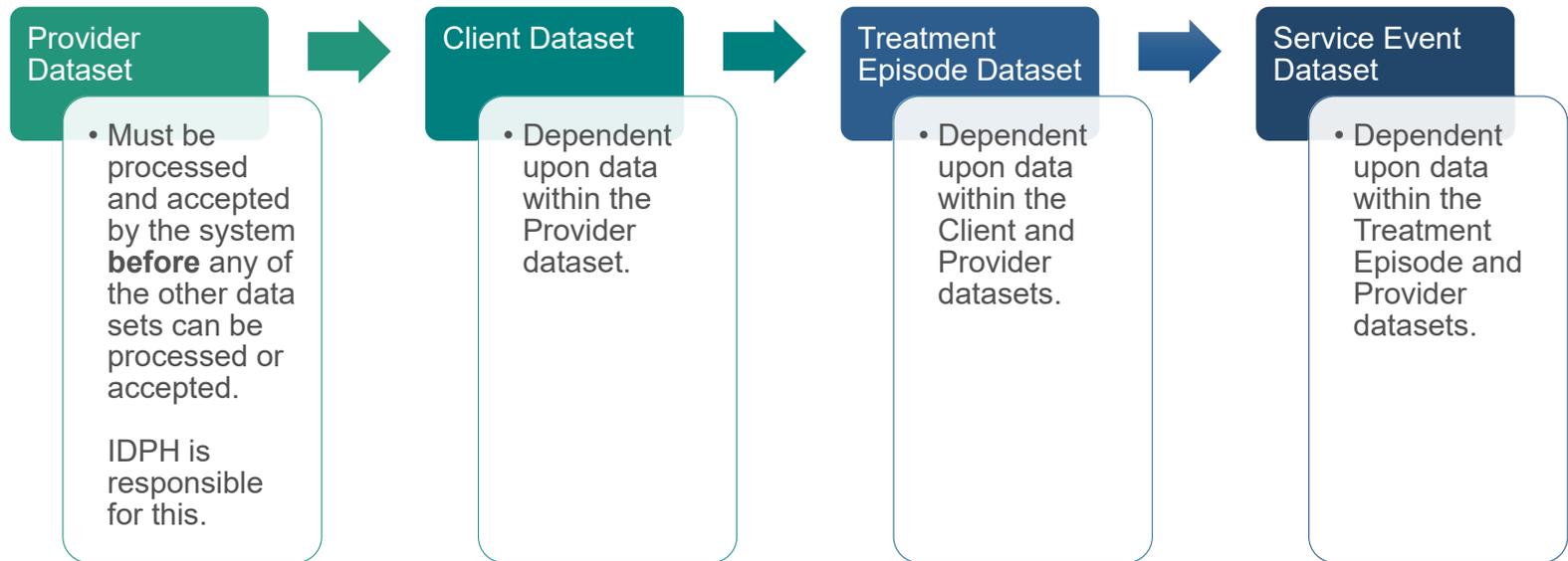
Some examples of acceptable filenames are:

- ClientDataSet_20210415112204.xml
- TreatmentEpisodeDataSet_2021041511220.xml
- ServiceEventDataSet_2021041511220.xml

IBHRS will accept any data file that is 50 megabytes (mb) or less in size.



Data Set Dependencies



Multiple Datasets

If a user submits files for multiple data set types at the same time, the system will automatically process the files in the correct order, which will avoid those types of errors.



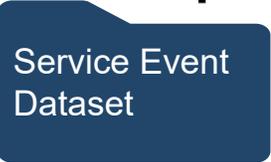
Client Dataset

+

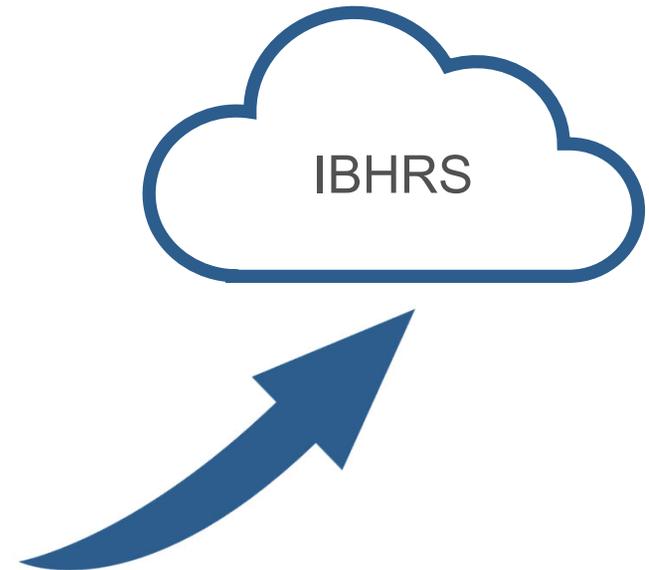


Treatment Episode Dataset

+



Service Event Dataset





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XML File Submission – Validation Errors

- **File Name Validation** - Confirms that the submitted file meets the file naming criteria
- **Schema Validation** - Confirms that the uploaded file is a valid XML file containing a structure that matches the expected structure defined in the XSD file.
- **Data Set Access Check** - When a file upload is initiated the user must select a Submitting Entity (Provider Agency) under which the file should be uploaded. The Data Set Access Check confirms that the selected Submitting Entity has access to submit files for the specified data set. For example, a Provider would not have access to submit to the Provider Data Set.
- **Entity Errors** - As each record is processed, business rules are validated.





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XML File Submission – Validation Errors

Iowa Behavioral Health Reporting System - Test 2021.01.1-updat_20210119.2 shelby.maloney

Administration Configuration Submission Reports Data Entry Extracts

Job: ServiceEventDataSet_Test Date: 01/20/2021 12:33 PM Success: 3 Warnings: 0 Errors: 2
Submitter: FEI Test Submitter Status: Complete
User: wback

Steps

- Data Set Access Check Status: Success Errors: 0
- Schema Validation Status: Success Errors: 0
- PostProcessing Status: Success Errors: 0

Entity Errors

ServiceEvent - SourceRecordIdentifier: 'Blank CareStatusSourceRecordIdentifier' Errors: 2

Source	Type	Message
ServiceEvent - SourceRecordIdentifier: 'Blank CareStatusSourceRecordIdentifier', ServiceEventCareStatus - CareStatusSourceRecordIdentifier: '123***'	Business Rule	Care Status Source Record Identifier is required.
ServiceEvent - SourceRecordIdentifier: 'Blank CareStatusSourceRecordIdentifier', ServiceEventCareStatus - CareStatusSourceRecordIdentifier: '123***'	Data link	CareStatusSourceRecordIdentifier: '123***'-Cannot find matching active 'CareStatus'.



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QUESTIONS?





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Source Record Identifiers

- Unique identifier for a record
- Can be based upon information that should not change or can be arbitrary
- **Cannot be changed once created**
- Must be unique within table
 - Can have Client SRI 1234 and Diagnosis SRI 1234
 - Cannot have two Client SRIs of 1234



Source Record Identifiers

Dataset	Object	Primary Identifier	Referenced Identifiers		
Provider	Provider	Source Record Identifier			
	Provider Site	Source Record Identifier			
Client	Client	Source Record Identifier	Provider SRI		
Treatment Episode	Treatment Episode	Source Record Identifier	Provider SRI	Client SRI	
	Care Status	Source Record Identifier	Provider Site SRI	<i>Predecessor SRI</i>	
	Performance Outcome Measure	Source Record Identifier			
	Diagnosis	Source Record Identifier			
	Overdose Event in Past 30 Days	Source Record Identifier			
	Substance Used	Source Record Identifier			
Service Event	Service Event	Source Record Identifier	Provider SRI	Treatment Episode SRI	Care Status SRI



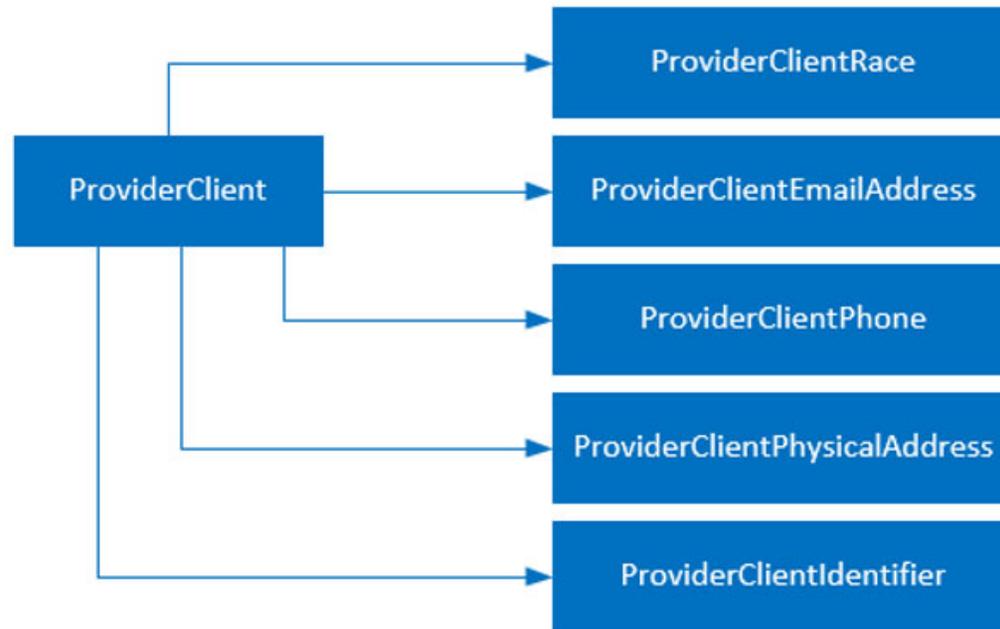
Iowa Behavioral Health Reporting System

QUESTIONS?



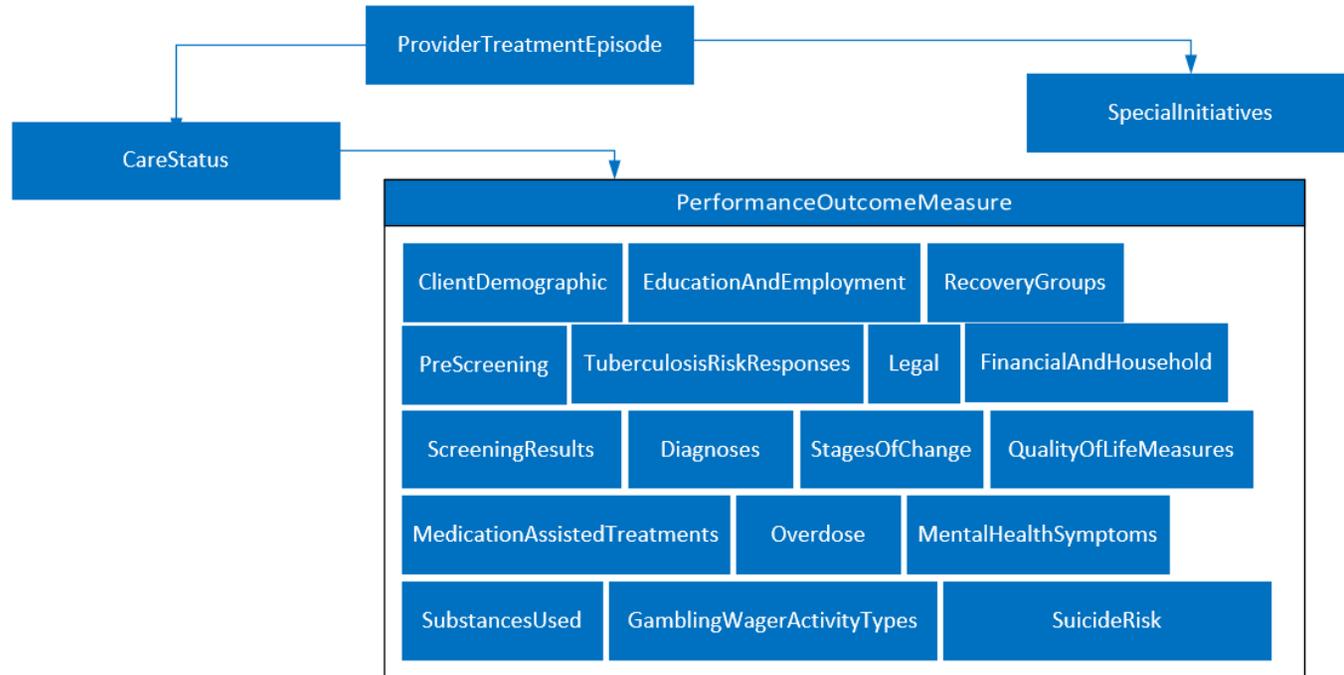
Provider Submission Guide

Provider Client

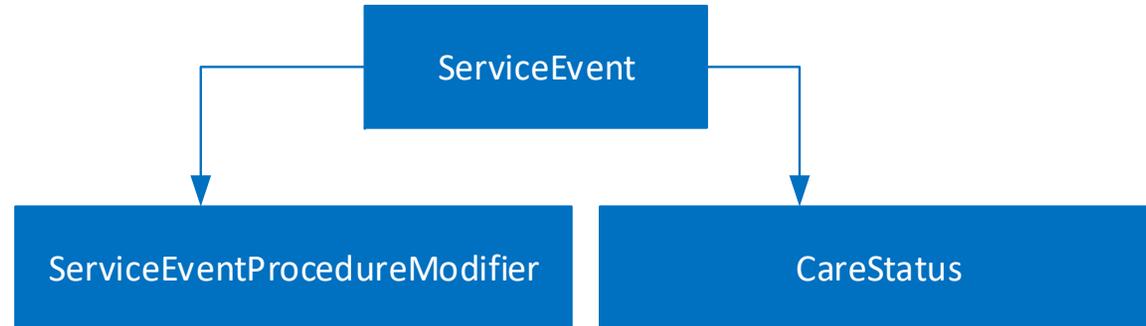


**Provider
Submission
Guide**

**Provider
Treatment
Episode**



**Provider
Submission
Guide**



Service Event

XML Schema Definition

```

<?xml version="1.0" encoding="utf-8">
<xs:schema attributeFormDefault="unqualified" elementFormDefault="qualified" xmlns:xs="http://www.w3.org/2001/XMLSchema">
  <xs:element name="ClientDataSet" >
    <xs:complexType>
      <xs:all>
        <xs:element name="ProviderClients">
          <xs:complexType>
            <xs:sequence>
              <xs:element name="ProviderClient" maxOccurs="unbounded">
                <xs:complexType>
                  <xs:all>
                    <xs:element minOccurs="0" name="SourceRecordIdentifier" type="xs:string" />
                    <xs:element minOccurs="0" name="ProviderSourceRecordIdentifier" type="xs:string" />
                    <xs:element minOccurs="0" name="BirthDate" type="xs:string" />
                    <xs:element minOccurs="0" name="FirstName" type="xs:string" />
                    <xs:element minOccurs="0" name="MiddleName" type="xs:string" />
                    <xs:element minOccurs="0" name="LastName" type="xs:string" />
                    <xs:element minOccurs="0" name="SuffixName" type="xs:string" />
                    <xs:element minOccurs="0" name="MaidenName" type="xs:string" />
                    <xs:element minOccurs="0" name="SexCode" type="xs:string" />
                    <xs:element minOccurs="0" name="SexualOrientationCode" type="xs:string" />
                    <xs:element minOccurs="0" name="EthnicityCode" type="xs:string" />
                    <xs:element minOccurs="0" name="VeteranStatusCode" type="xs:string" />
                    <xs:element minOccurs="0" name="RaceCode" type="xs:string" />
                    <xs:element minOccurs="0" name="UniqueClientIdentifier" type="xs:string" />
                    <xs:element minOccurs="0" name="IsWitsExtract" type="xs:string" />
                    <xs:element minOccurs="0" name="ProviderClientIdentifiers">
                      <xs:complexType>
                        <xs:sequence>
                          <xs:element maxOccurs="unbounded" name="ProviderClientIdentifier">
                            <xs:complexType>
                              <xs:all>
                                <xs:element minOccurs="0" name="TypeCode" type="xs:string" />
                                <xs:element minOccurs="0" name="Identifier" type="xs:string" />
                              </xs:all>
                            </xs:complexType>
                          <xs:attribute name="action" type="xs:string" use="optional" />
                        </xs:sequence>
                      </xs:complexType>
                    </xs:element>
                  </xs:sequence>
                </xs:complexType>
              </xs:element>
            </xs:sequence>
          </xs:complexType>
        </xs:element>
        <xs:element minOccurs="0" name="ProviderClientPhysicalAddresses">
          <xs:complexType>
            <xs:sequence>
              <xs:element maxOccurs="unbounded" name="ProviderClientPhysicalAddress">
                <xs:complexType>
                  <xs:all>
                    <xs:element minOccurs="0" name="TypeCode" type="xs:string" />
                    <xs:element minOccurs="0" name="FirstStreetAddress" type="xs:string" />
                    <xs:element minOccurs="0" name="SecondStreetAddress" type="xs:string" />
                    <xs:element minOccurs="0" name="CityName" type="xs:string" />
                    <xs:element minOccurs="0" name="StateCode" type="xs:string" />
                    <xs:element minOccurs="0" name="PostalCode" type="xs:string" />
                  </xs:all>
                </xs:complexType>
              </xs:element>
            </xs:sequence>
          </xs:complexType>
        </xs:element>
      </xs:all>
    </xs:complexType>
  </xs:element>
</xs:schema>

```

XML Examples

```

<?xml version="1.0" encoding="utf-8"?>
<ClientDataSet>
  <ProviderClients>
    <ProviderClient>
      <SourceRecordIdentifier>Valid Example</SourceRecordIdentifier>
      <ProviderSourceRecordIdentifier>Valid Example</ProviderSourceRecordIdentifier>
      <BirthDate>1/15/1991</BirthDate>
      <FirstName>Aloe</FirstName>
      <MiddleName>X</MiddleName>
      <LastName>Vera</LastName>
      <MaidenName>Herbal</MaidenName>
      <SuffixName></SuffixName>
      <SexCode>8300.2</SexCode>
      <SexualOrientationCode>11300.1</SexualOrientationCode>
      <EthnicityCode>6900.5</EthnicityCode>
      <VeteranStatusCode>1400.2</VeteranStatusCode>
      <RaceCode>6800.1</RaceCode>
      <ProviderClientIdentifiers>
        <ProviderClientIdentifier>
          <TypeCode>8400.1</TypeCode>
          <Identifier>333-22-4444</Identifier>
        </ProviderClientIdentifier>
      </ProviderClientIdentifiers>
      <ProviderClientPhysicalAddresses>
        <ProviderClientPhysicalAddress>
          <TypeCode>8600.2</TypeCode>
          <FirstStreetAddress>Natural Ingredient Ave.</FirstStreetAddress>
          <SecondStreetAddress>Apt. 170</SecondStreetAddress>
          <CityName>Woods Town</CityName>
          <StateCode>1600.MS</StateCode>
          <PostalCode>39012</PostalCode>
          <CountyCode>1700.25</CountyCode>
        </ProviderClientPhysicalAddress>
      </ProviderClientPhysicalAddresses>
    </ProviderClient>
  </ProviderClients>
</ClientDataSet>

```



Iowa Behavioral Health Reporting System

QUESTIONS?



Onboarding and Certification Guide

- IBHRS Basic Certification Form
- UAT User Account Creation – Starts April 1, 2021
- Data Submission Certification
 - XML File Upload Certification
 - Data Entry Screen Certification
- Acceptable Use Document
- 837 Certification (IPN Providers Only)
 - Cycle 1
 - Cycle 2
 - Cycle 3



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IBHRS Basic Certification Form

- Provider Agency Name
- Planned Method of Integrated Treatment (SUD/PG) Data Submission to IBHRS
 - IBHRS XML File Upload or IBHRS Data Entry Screens
- Is H837 Claim Submission access needed? (IPN Providers Only)
 - Yes or No
- IBHRS Provider Administrator Contact Name (will be used for IBHRS User Account)
- IBHRS Provider Administrator Contact Email Address (will be used for IBHRS User Account)
- Have you Read the IBHRS Submission Guide for Client, Treatment Episode, and Service Event Data Sets?
 - Yes or No
- Have you read the IBHRS 837 Companion Guide? (IPN Providers Only)
 - Yes or No





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UAT User Account Creation

- UAT account creation begins April 1, 2021. The Basic Certification Form must be complete for a user account to be created.
- The FEI Onboarding Coordinator will create the UAT account for each IBHRS Provider Administrator.
- IBHRS Provider Administrators have already been identified by leadership within each provider agency.
- IBHRS Provider Administrators will be responsible for creating accounts for any other users within their provider agency.
- The IBHRS Provider Administrator will be the person in contact with the FEI Onboarding Coordinator.





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XML File Upload and Data Entry Certification

XML File Upload

- Requirements: Upload six error free XML files
 - Two of each dataset (Client, Tx Episode, Service Event)
 - Each file must contain at least one week of data
- Once complete, email FEI Onboarding Coordinator with file names for verification

Data Entry Screen

- Requirements: Create an error free record from each dataset
 - One each of Client, Tx Episode, Service Event
- Once complete, email FEI Onboarding Coordinator with Source Record Identifiers for verification





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Acceptable Use Document

- The Acceptable Use Document is used to capture the provider agency's attestation that all levels of applicable testing were completed and that the provider agency agrees to the security protocols for IBHRS.
- This form will be sent by the FEI Onboarding Coordinator to the provider agency's IBHRS Provider Administrator after all certification milestones are complete.
- Once the IBHRS Provider Administrator completes the form, an email notification will be sent to the FEI Onboarding Coordinator. The FEI Onboarding Coordinator will then create the IBHRS Production environment account for the IBHRS Provider Administrator.





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H837P Certification

- Three cycles of testing laid out in Onboarding Guide. The levels increase in complexity as users progress.
- Once complete, email FEI Onboarding Coordinator with file name for verification
- If unsuccessful and unable to resolve issues, email SAPGData@idph.iowa.gov with the subject “IBHRS 837 Testing” and report on the unsuccessful processing of the file, and include within the email the specific error messages received
- **After Cycle 3 is successfully completed, the FEI Onboarding Coordinator will add the IBHRS 837 Submission role to the corresponding user account in the Production Environment.**





Iowa Behavioral Health Reporting System

QUESTIONS?



Implementation Timeline

January 2021

- ✓ Kickoff Webinar (available via IBHRS webpage)
- ✓ Intro to IBHRS Technology (1/13)
- ✓ Technical Assistance Webinar – General Introduction and IBHRS Onboarding Plan Overview (1/27)
- Basic Certification Form Completed (one per agency)
- Vendors Begin Development for Integrated Treatment (SUD/PG) Reporting and IPN Claim Submission

February 2021

- Technical Assistance Webinars
 - Vendor Submission Guide - Client Dataset (2/10)
 - Vendor Submission Guide - Treatment Episode Dataset (2/24 – 3 Hour Meeting)
- Vendors Continue Development for Integrated Treatment (SUD/PG) Reporting and IPN Claim Submission

Implementation Timeline

March 2021

- Technical Assistance Webinars
 - Vendor Submission Guide - Service Event Dataset (3/10)
 - Vendor Submission Guide - Treatment Episode Dataset Follow Up (3/24)
- Vendors Continue Development for Integrated Treatment (SUD/PG) Reporting and IPN Claim Submission
- Begin XML Submission Testing for Integrated Treatment (SUD/PG) Reporting

April 2021

- Technical Assistance Webinars
 - H837p Claim Item Submission (4/7 IPN ONLY)
 - Vendor Submission Guide - Treatment Episode Dataset Follow Up (4/21)
- IBHRS Portal Usage and Data Entry Screen Trainings (TBD)
- Vendors Continue Development for Integrated Treatment (SUD/PG) Reporting and IPN Claim Submission
- Continue XML Submission Testing for Integrated Treatment (SUD/PG) Reporting
- Begin H837 IPN Claim Submission Testing

Implementation Timeline

May 2021

- Technical Assistance Webinars
 - Vendor Specific Sessions (5/5 and 5/19)
- IBHRS Portal Usage and Data Entry Screen Trainings (TBD)
- Vendors Continue Development for Integrated Treatment (SUD/PG) Reporting and IPN Claim Submission
- Continue XML Submission Testing for Integrated Treatment (SUD/PG) Reporting
- Continue H837 IPN Claim Submission Testing

June 2021

- Technical Assistance Webinars
 - Vendor Specific Sessions (6/2, 6/16 and 6/30)
- IBHRS Portal Usage and Data Entry Screen Trainings (TBD)
- Vendors Continue Development for Integrated Treatment (SUD/PG) Reporting and IPN Claim Submission
- Continue XML Submission Testing for Integrated Treatment (SUD/PG) Reporting
- Continue H837 IPN Claim Submission Testing

Implementation Timeline

July 2021

- Complete FINAL Data Entry for SUD/PG in I-SMART and Submissions to CDR (for SFY2021)
- Begin Collecting IBHRS Data
- Technical Assistance Webinars
 - Vendor Specific Session (7/14)
- Complete XML Submission Testing for Integrated Treatment (SUD/PG) Reporting
- Complete H837 IPN Claim Submission Testing

August 2021

- Begin Reporting IBHRS Data
- Previous SUD and PG Episodes Entered in I-SMART Read Only in IBHRS
- I-SMART Not Available
- No Submissions to CDR
- Certification Activities (testing XML and H837p files) Complete



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Next Steps

- [IBHRS Home Page](#)
- Webinar Schedule
 - Details and support documentation for the entire series will be posted on the IBHRS Home Page
- FAQ Document
 - Submit all IBHRS related questions via email to the SAPG Data Help Desk at SAPGData@idph.iowa.gov



Upcoming Documentation

- Integrated Treatment (SUD/PG) Reporting – Vendor Submission Guide (January 27, 2021)
- Integrated Treatment (SUD/PG) Reporting – Vocabulary (January 27, 2021)
- Onboarding and Certification Plan (February 2021)
 - Includes Transition Plan
- IBHRS Training Documentation (April / May 2021)



Iowa Behavioral Health Reporting System

IBHRS Contact

SAPGData@idph.iowa.gov