



OPWDD CCO Export Files in AWARDS

Enhancement Details and Request Instructions

Overview

The New York State Office for People With Developmental Disabilities (OPWDD) has worked in collaboration with the New York State Department of Health (DOH) to develop Care Coordination Organizations / Health Homes (CCO/HH) that will provide care management and coordination services tailored to help individuals with intellectual and/or developmental disabilities (I/DD) and their families. As part of this process, OPWDD has established a set of data standards aimed at allowing Care Coordination Providers, CCOs, and OPWDD to share data about individuals receiving this coordinated care.

Foothold has been working with the CCOs vendor to ensure AWARDS users are able to both upload the initial data requirements to the CCO, as well as interoperably share data moving forward. This document outlines the process for uploading the initial data requirements, including instructions on how to request that the necessary export files be turned on in your AWARDS database.

Requesting the Export File Enhancements

Before you can begin working on the initial data load requirements for your CCO, you must request that the OPWDD CCO Export Files be activated in your AWARDS database. To do so, email requests@footholdtechnology.com. Title your email **OPWDD CCO Export Files Request**, and include in it the following details:

- Agency name
 - Requestor name
 - A list of which of the following export files you would like turned on in your database:
 - ☐ Foothold Export for CCO - **Individual Data Load Core Data**
 - ☐ Foothold Export for CCO - **Individual Data Load Medications**
 - ☐ Foothold Export for CCO - **Individual Data Load Allergies**
 - ☐ Foothold Export for CCO - **Contact Data Import**
 - ☐ Foothold Export for CCO - **Employee Data Load**
- ☀ **Tip:** Details on each of these export files can be found in the pages that follow.
- A note regarding whether or not you currently have the **TABS ID** option configured in the AWARDS [Client Identifiers](#) feature. Many of the export files include the TABS ID field, so if you do not have it turned on, we will do so as part of this request. (Alternately, you can reach out to the Help Desk for assistance with this in the future.)

Working with the Export Files in AWARDS

Once your request to have the export files turned on in AWARDS is completed, they are accessible using the ExportBuilder tool in AWARDS. Specifically, from within the ExportBuilder, users will be able to export these files from AWARDS, and subsequently import them into the CCO's platform.

The location of each export file is provided here for your reference, along with tips and notes about their use. For detailed instructions on using the ExportBuilder functionality itself, please see [AWARDS Online Help](#).

Individual Data Load Core Data

- **Location in AWARDS** - Reports > Show “ReportBuilders” toggle > search for **Demographics ReportBuilder**
- **Report Settings** - To access this export file from within the corresponding ReportBuilder, use the following settings:
 - Set the **Roster Date Range** options as needed
 - Check off **Provider ExportBuilder Options**
 - Select **Foothold Export for CCO - Individual Data Load Core Data** from the saved export format list
- **Field Mapping Notes** - If you need to change how the export file data variables are being mapped, check off the **Provide Option to modify settings of saved export format** when working with the report settings above. Once you’ve done so, continue to the options page where mappings are set. Fields that might need modification include:
 - Gender Identity
 - Marital Status
 - US Citizen
 - Race
 - Employment Status
 - Primary Language
- **Placeholder Field Notes** - This export has several placeholder fields not captured in AWARDS, which you will be able to manually modify as needed in the export file once extracted from AWARDS.
 - Prefix, Suffix
 - Street 2
 - Cell Phone Number, Work Phone Number
 - Residential Setting
 - ICD 10 - Code 4, ICD 10 - Code 5, ... ICD 10 - Code 10
 - Medicare #
 - Medicare Part A Date, Medicare Part B Date, Medicare Part D Name, Medicare Part D Number
 - Other Insurance
 - Primary Care Provider, Primary Care Provider Phone #
- **Other Notes** - The required **ISP Date** field only populates correctly in programs using the AWARDS [PlanBuilder](#) feature. If your program(s) are not using PlanBuilder, this value must be modified manually.

Individual Data Load Medications

- **Location in AWARDS** - Reports > Show “ReportBuilders” toggle > search for **Medications ReportBuilder**
- **Report Settings** - To access this export file from within the corresponding ReportBuilder, use the following settings:
 - Select **One Row Per Medication**
 - Set the **Roster Date Range** and **Medication Dates** options as needed
 - Check off **Provider ExportBuilder Options**
 - Select **Foothold Export for CCO - Individual Data Load Medications** from the saved export format list
- **Placeholder Field Notes** - This export has two placeholder fields not captured in AWARDS, which you will be able to manually modify as needed in the export file once extracted from AWARDS.

- NDC Code
- Prescribed Date

Individual Data Load Allergies

- **Location in AWARDS** - Reports > Show “ReportBuilders” toggle > search for **Allergies ReportBuilder**
- **Report Settings** - To access this export file from within the corresponding ReportBuilder, use the following settings:
 - Set the **Roster Date Range** and **Allergy Dates** options as needed
 - Check off **Provider ExportBuilder Options**
 - Select **Foothold Export for CCO - Individual Data Load Allergies** from the saved export format list
- **Placeholder Field Notes** - This export has one placeholder field not captured in AWARDS - Notes - which you will be able to manually modify as needed in the export file once extracted from AWARDS.

Contact Data Import

- **Location in AWARDS** - Reports > Show “ReportBuilders” toggle > search for **Contacts ReportBuilder**
- **Report Settings** - To access this export file from within the corresponding ReportBuilder, use the following settings:
 - Select **One Row Per Contact**
 - Set the **Roster Date Range** and **Contact Date Range** options as needed
 - Check off **Provider ExportBuilder Options**
 - Select **Foothold Export for CCO - Contact Data Import** from the saved export format list
- **Placeholder Field Notes** - This export has several placeholder fields not captured in AWARDS, which you will be able to manually modify as needed in the export file once extracted from AWARDS.
 - Prefix
 - Middle Initial / Name
- **Other Notes** - The Relationship Type field has a long list of approved values from the CCO. If you run into issues with this import and need assistance mapping the values, please reach out to your Client Services Division representative.

Employee Data Load

- **Location in AWARDS** - Reports > Show “ReportBuilders” toggle > search for **Employees ReportBuilder**
- **Report Settings** - To access this export file from within the corresponding ReportBuilder, use the following settings:
 - Select **One Row Per Employee**
 - Set the **Employee Date Range** options as needed
 - Check off **Provider ExportBuilder Options**
 - Select **Foothold Export for CCO - Employee Data Load** from the saved export format list
- **Placeholder Field Notes** - This export has several placeholder fields not captured in AWARDS, which you will be able to manually modify as needed in the export file once extracted from AWARDS.
 - Login
 - Password

- Suffix
- Provider Name
- **Other Notes** - Some manual modifications may be needed in the file after it is extracted from AWARDS:
 - Middle Initial - This is a full middle name in AWARDS, but the data file wants up to 2 characters for middle initial.
 - City, State, Zip - This is one field in AWARDS, but is three separate fields in the export file.