



TEDS Data Collection and Reporting

AWARDS INSTRUCTION SHEET

AWARDS is equipped to help our SAPTA-funded Nevada agencies to collect and report on all TEDS data necessary for upload to SAPTA's portal. Key elements of TEDS data collection and reporting in AWARDS include tracking relevant information at client admission and discharge, as well as use of FormBuilder forms and saved ExportBuilder formats to generate the necessary Admission and Discharge data files.

REQUIRED PERMISSIONS AND CONFIGURATION

TEDS data collection and reporting requires chart access permission for those programs whose clients you will be working with, as well as data entry/access permissions to use functionality in the Services and Outcomes modules. For details on the individual permissions needed for each of these AWARDS components and their features please refer to AWARDS Online Help.

In addition to having the permissions necessary to access relevant functionality, your Foothold Senior Project Manager or Implementation Consultant must also have set up your AWARDS database to use the TEDS-related forms, reports, and features detailed throughout this document. If you do not see the various tools referenced here, please reach out to your Foothold Senior Project Manager or Implementation Consultant.

IMPORTANT! *The forms and reports associated with generation of TEDS data files are "system" reports that cannot be altered from within AWARDS. With these system forms and reports your AWARDS database automatically receives updates if and when regulations change. If you have access to the AWARDS FormBuilder tool and choose to un-designate these forms and reports as system versions, you will be able to make changes to them on your own; however, Foothold will no longer support them, nor will they receive relevant updates.*

ABOUT THIS DOCUMENT

The document is intended to guide you through the process of using AWARDS to collect TEDS data and generate data files that can be used to meet your TEDS reporting needs. Specific topics covered are:

- Collecting TEDS Admission Data Page 2
- Collecting TEDS Discharge Data Page 2
- Generating TEDS Admission and Discharge Files Page 3
- Frequently Asked Questions Page 5

IMPORTANT! *Throughout this document you will find abbreviated instructions for basic AWARDS data entry and report generation processes that focus on TEDS requirements. For additional information on any of these processes, please refer to Online Help (accessible by clicking **Help** from the AWARDS navigation bar).*

COLLECTING TEDS ADMISSION DATA

After each client is admitted to AWARDS, you must collect TEDS admission data for that client. This process must also be completed each time the client changes levels of care, even if that happens multiple times within a single program stay. To collect TEDS admission data for a client, complete the following steps:

Much of the information that must be entered on the TEDS Admission Data form may also be collected on your program's standard admission assessment. While the TEDS form cannot be set up to pre-populate with admission assessment data, you can instead set up your admission assessment to pre-populate with TEDS data so as to avoid double data entry for your SAPTA-funded clients. For more information on this configuration option, please see the "Frequently Asked Questions," on page 5.

1. From the AWARDS Home screen, click **Charts** from the left-hand menu, and then click **Services**.
2. Click the **Program** drop-down arrow and select the program associated with the client for whom TEDS admission data entry is to be completed.
3. Confirm that the **Database** mode is set to "Data Entry," and then click **TEDS Admission Data**.
4. Select the **Client**, and then make sure that the **Date Range** includes the date for which the admission data is to be collected.
5. Click **CONITNUE**. The TEDS Admission Data index is displayed, including any previously completed forms for the selected client and date range.
6. To complete a new TEDS Admission Data form, click **Create New** (or click the Date Entered for a previously completed form to make changes to the data in that form instead).
7. Scroll down and click **Update TEDS Data Items Section**.
8. Complete the form using the available fields/options on this page, and then click **SAVE**.

The screenshot shows a web interface titled "Outpatient SA Clinic One - TEDS Admission Data" for a "Sample Client". It features a table with two columns: "Date Entered" and "Time Entered". The "Date Entered" field contains the value "03/01/2017" and is highlighted in blue. The "Time Entered" field contains the value "10:28 AM" and is also highlighted in blue. To the right of the "Time Entered" field is a red "X" icon. Below the table is a red link that says "Create New TEDS Admission Data for Sample Client". At the bottom of the form is a button labeled "Services Menu".

Date Entered	Time Entered
03/01/2017	10:28 AM

[Create New TEDS Admission Data for Sample Client](#)

Services Menu

The process of collecting TEDS admission data is now complete.

IMPORTANT! *As noted above, a new instance of the TEDS Admission Data form must be completed not only when the client is admitted, but also each time the client changes levels of care. This may result in multiple instances of the form within a single program stay. Repeat the above steps each time admission data must be collected.*

COLLECTING TEDS DISCHARGE DATA

When each client is discharged, and/or when the client changes levels of care, you must collect TEDS discharge data for that client. This data entry can be completed either before the discharge is processed in AWARDS, or after, by completing the following steps:

1. From the AWARDS Home screen, click **Charts** from the left-hand menu, and then click **Services**.
2. Click the **Program** drop-down arrow and select the program associated with the client for whom TEDS discharge data entry is to be completed.
3. Confirm that the **Database** mode is set to "Data Entry," and then click **TEDS Discharge Data**.

IMPORTANT! If the client has already been discharged, you must click the **Roster Archives** check box on this page **BEFORE** completing this step.

- Select the **Client**, and then make sure that the **Date Range** includes the date for which the discharge data is to be collected.

- Click **CONTINUE**.

The TEDS Discharge Data index is displayed, including any previously completed forms for the selected client and date range.

Outpatient SA Clinic One - TEDS Discharge Data				
Sample Client				
Date Entered	Time Entered	Client ID at Admit	Type of Service (Service Level) at Discharge	Date of Last Contact
03/01/2017	10:37 AM	12345	Detoxification - free-standing residential	03/01/2017
Create New TEDS Discharge Data for Sample Client				
Services Menu				

- To complete a new TEDS Discharge Data form, click **Create New** (or click the Date Entered for a previously completed form to make changes to the data in that form instead).
- Scroll down and click **Update TEDS Data Items Section**.
- The top of the page contains a section for "Admission Data," and is pre-populated with data previously input for this client in the TEDS Admission Data form. If necessary, click **Update TEDS Data Items Section** to make changes to the information displayed there, and then click **SAVE** to record those changes.

Changes made to the pre-populated admission data on the TEDS Discharge Data form do NOT impact the original version of that data in the TEDS Admission Data form.

- The bottom of the page contains a section "For Discharges Only." Click **Update TEDS Discharge Data Section** to open that portion of the form in data entry mode. Enter values in the discharge data fields/options, and then click **SAVE**.

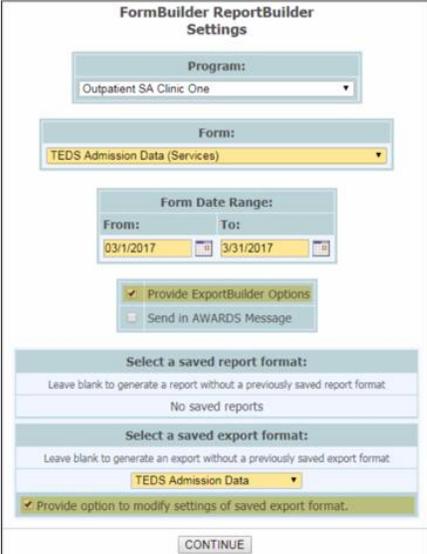
The process of collecting TEDS discharge data is now complete.

IMPORTANT! As noted above, a new instance of the TEDS Discharge Data form must be completed not only when the client is discharged, but also each time the client changes levels of care. This may result in multiple instances of the form within a single program stay. Repeat the above steps each time discharge data must be collected.

GENERATING TEDS ADMISSION AND DISCHARGE FILES

The generation of TEDS data files in AWARDS is done using saved export formats within the FormBuilder ExportBuilder in the Outcomes module. To generate the TEDS Admission or Discharge file, complete the following steps:

- From the AWARDS Home screen, click **Charts** from the left-hand menu, and then click **Outcomes**.
- Click the **Program** drop-down arrow and select the program or group of programs for which the files are to be generated.
- Click **FormBuilder ReportBuilder**. The report settings page is displayed, from which you'll first generate the Admission file. 
- Click the **Form** drop-down arrow and select "TEDS Admission Data (Services)."



5. Adjust the dates in **From** and **To** fields to reflect the reporting period.
6. Click the **Provide ExportBuilder Options** check box.
7. Click the **Select a saved export format** drop-down arrow and select "TEDS Admission File."
8. Click the **Provide option to modify settings of saved export format** check box.
9. Click **CONTINUE**. The *FormBuilder ExportBuilder Options* page is displayed. **Leave all settings on this page as is.**
10. Click **CONTINUE**. The *Options – Continued* page is displayed.
11. In the "Filter Options" portion of the page, add an "and" filter for **MDS 5** (which represents the date of admission into the level of care) – **Between** – and the **reporting period dates**. For example, to generate the data for March 2017, the new filter would be set to MDS 5 Between 3/1/2017 and 3/31/2017, as shown here:

Filter	Operator	Value
Entitlements between 03/01/2017 to 03/31/2017	Contains	SAPTA
and MDS 5	Between	3/1/2017
and	Between	3/31/2017

Leave all other settings on this page as is.

12. Click **CONTINUE TO EXPORT SETTINGS**. The settings page is displayed. **Leave all settings on this page as is.**
13. Click **CONTINUE TO EXPORT SETTINGS**. A second settings page is displayed. **Leave all settings on this page as is.**
14. Click **GENERATE EXPORT FILE** to generate the data file. The *FormBuilder ExportBuilder* page is displayed.
15. Click the **Download TXT File** link at the top of the page. Depending on your browser settings, the file may either be downloaded and saved to your computer automatically, or opened and displayed (at which point you can choose to save it to your computer manually). 
16. Click your browser's **Back** button, and then click **FormBuilder ExportBuilder Settings** to return to the settings page, from which you will now generate the Discharge file.
17. Click the **Form** drop-down arrow and select "TEDS Discharge Data (Services)."
18. Adjust the dates in **From** and **To** fields to reflect the reporting period.
19. Click the **Provide ExportBuilder Options** check box.
20. Click the **Select a saved export format** drop-down arrow and select "TEDS Discharge File."
21. Click the **Provide option to modify settings of saved export format** check box.
22. Click **CONTINUE**. The *FormBuilder ExportBuilder Options* page is displayed. **Leave all settings on this page as is.**

23. Click **CONTINUE**. The *Options – Continued* page is displayed.
24. In the “Filter Options” portion of the page, add an “and” filter for **DIS 9** (which represents the date of discharge from the level of care) – **Between** – and the **reporting period dates**. For example, to generate the data for March 2017, the filter would be set to DIS 9 Between 3/1/2017 and 3/31/2017, as shown here:

Leave all other settings on this page as is.

25. Click **CONTINUE TO EXPORT SETTINGS**. The settings page is displayed. Leave all settings on this page as is.
26. Click **CONTINUE TO EXPORT SETTINGS**. A second settings page is displayed. Leave all settings on this page as is.
27. Click **GENERATE EXPORT FILE** to generate the data file. The *FormBuilder ExportBuilder* page is displayed.
28. Click the **Download TXT File** link at the top of the page. Depending on your browser settings, the file may either be downloaded and saved to your computer automatically, or opened and displayed (at which point you can choose to save it to your computer manually).



The process of generating the TEDS Admission and Discharge files is now complete.

FREQUENTLY ASKED QUESTIONS

CAN WE CONFIGURE OUR STANDARD ADMISSION ASSESSMENT TO PRE-POPULATE WITH TEDS ADMISSION DATA?

Yes. Much of the data collected on the TEDS Admission Data form may also be collected on your program's standard admission assessment, which could potentially result in double data entry. Because the TEDS form is a “system” form, it cannot be pre-populated with data from your admission assessment; however, you can avoid double data entry by doing the reverse – configuring your admission assessment to pre-populate with information from the TEDS form. To do so, an administrator with FormBuilder access needs to do the following:

1. From the *AWARDS Home* screen, click **Administration** from the left-hand menu, and then click **FormBuilder**.
2. Click **FormBuilder Configuration**.
3. Click the name of the admission assessment in question, and then click **Next**.
4. Locate a field that should pre-populate with TEDS data, and then click the name of that field.
5. Click the **Advanced Settings** link in the upper-left corner of the *Update a Form Field* page.
6. Confirm that the **Field Type** is set to “Text.” If not, click the type drop-down arrow and change it to “Text” now.
7. Click the **Default Value** drop-down choose the corresponding TEDS data element.
8. Click **Next** to save your changes.
9. Repeat steps 4 through 8 for all fields that should pre-populate with TEDS data.

The configuration process is now complete. This process need only be completed once for each form into which TEDS data should be pulled.

WHAT DO THE TEDS ID # CODES IN THE EXPORT FILES REPRESENT?

TEDS Admission File

TEDS ID #	Data Description
SDS 1	System Transaction Type
SDS 2	State Code
SDS 3	MMYYYY Submitted
MDS 1	Provider ID
MDS 2	Client ID
MDS 3	Co-dependent/Collateral
MDS 4	Client Transaction Type
MDS 5	Date of Admission – MMDDYYYY
MDS 18	Type of Service (Service Level)
MDS 6	# of Prior TX Episodes
MDS 7	Principal Source of Referral
MDS 8	Date of Birth – MMDDYYYY
MDS 9	Sex
MDS 10	Race
MDS 11	Ethnicity
MDS 12	Education
MDS 13	Employment Status
MDS 14 A	Substance Problem Code – Primary
MDS 15 A	Usual Route of Administration – Primary
MDS 16 A	Frequency of Use – Primary
MDS 17 A	Age of First Use – Primary
MDS 14 B	Substance Problem Code – Secondary
MDS 15 B	Usual Route of Administration – Secondary
MDS 16 B	Frequency of Use – Secondary
MDS 17 B	Age of First Use – Secondary

TEDS ID #	Data Description
MDS 14 C	Substance Problem Code – Tertiary
MDS 15 C	Usual Route of Administration – Tertiary
MDS 16 C	Frequency of Use – Tertiary
MDS 17 C	Age of First Use – Tertiary
MDS 19	OMT
SuDS 1	Detailed Drug Code – Primary
SuDS 2	Detailed Drug Code – Secondary
SuDS 3	Detailed Drug Code – Tertiary
SuDS 4	DSM Diagnosis
SuDS 5	Psychiatric Problem
SuDS 6	Pregnant at Time of Admission
SuDS 7	Veteran Status
SuDS 8	Living Arrangements
SuDS 9	Source of Income/Support
SuDS 10	Health Insurance
SuDS 11	Source of Payment, Primary (Expected/Actual)
SuDS 12	Detailed Not in Labor Force
SuDS 13	Detailed Criminal Justice Referral
SuDS 14	Marital Status
SuDS 15	Days Waiting to Enter Treatment
SuDS 16	Arrests in 30 Days Prior to Admission
SuDS 17	Freq of Self Help Attendance
SuDS 18	Diagnostic Code Set
SuDS 19	Diagnostic Code (ICD-10 Form)

TEDS Discharge File

TEDS ID #	Data Description
DIS 1	System Transaction Type
DIS 2	State Code
DIS 3	Reporting Date – MMYYYY Submitted
DIS 4	Provider ID at Discharge
DIS 5	Client ID
DIS 6	Co-dependent/Collateral at Discharge
DIS 7	Type of Service at Discharge (Service Level)
DIS 8	Date of Last Contact – MMDDYYYY
DIS 9	Date of Discharge - MMDDYYYY
DIS 10	Reason for Discharge
DIS 11	Provider ID at Admit

TEDS ID #	Data Description
DIS 17	Date of Birth – MMDDYYYY
DIS 18	Client's Sex
DIS 19	Race Code
DIS 20	Ethnicity Code
DIS 21 A	Primary at Discharge
DIS 21 B	Secondary at Discharge
DIS 21 C	Tertiary at Discharge
DIS 22 A	Freq Use Primary at Discharge
DIS 22 B	Freq Use Secondary at Discharge
DIS 22 C	Freq Use Tertiary at Discharge
DIS 23	Living Arrangement at Discharge

TEDS ID #	Data Description
DIS 12	Client ID at Admit
DIS 13	Co-dependent at Admission
DIS 14	Client Transaction Type
DIS 15	Admit Date MMDDYYYY
DIS 16	Service Level at Admit Date

TEDS ID #	Data Description
DIS 24	Employment Status at Discharge
DIS 25	Detailed Not in Labor Force
DIS 26	Arrests in 30 Days Prior to Discharge
DIS 27	Freq of Self Help Attendance