CMART Version 3 Data Tracking & Reporting for NYS Health Homes

AWARDS INSTRUCTION SHEET

Care Coordination programs are designed to provide comprehensive care management services to the most vulnerable individuals. With the implementation of this model, New York State developed and required the Care Management Reporting Tool (CMART). AWARDS is equipped to help Care Coordination providers collect and report on all data necessary for the CMART. This document provides updated instructions on completing that data entry and reporting for the newly released CMART Version 3.

Different from previous iterations, CMART Version 3 requires three basic .TXT files – and as a result, uses a simpler process in AWARDS than the previous version. Specifically, users will no longer need to complete the CMART Quarterly form, or utilize the CMART Excel spreadsheet. Additionally, the Patient Tracking System (PTS) components of the previous workflow have been removed and replaced with a new process for the Medicaid Analytics Performance Portal (MAPP).

MAPP functionality in AWARDS includes the Billing Support Upload File and the Tracking File Segment Record File. For information on the MAPP and AWARDS, please reference the MAPP Health Home Tracking in AWARDS instruction sheet.

Key elements of CMART Version 3 data collection in AWARDS include documenting outreach attempts and core services provision, as well as Service Plans, FormBuilder forms, and saved ExportBuilder formats. For the reporting portion of the process, Foothold has developed system export files in AWARDS for this version of CMART, though more likely than not users will need to modify these system exports to meet their exact field mapping needs and FormBuilder use. Instructions for such modifications are included in this document. Alternately, this document can be used as a guide for building the export files from scratch, if desired.

REQUIRED PERMISSIONS AND CONFIGURATION

CMART data tracking 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 Intake/Admission, Profile, and Services 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 CMART reports and features detailed throughout this document. Further, if you have chosen to use the Foothold-developed system export files for CMART Version 3 rather than creating them from scratch, those export files must be turned on behind-the-scenes in your AWARDS database. If you do not see the various tools and export files referenced here, please reach out to your Foothold Senior Project Manager or Implementation Consultant for assistance.

ABOUT THIS DOCUMENT

The document is intended to guide you through the process of using AWARDS to complete the CMART.

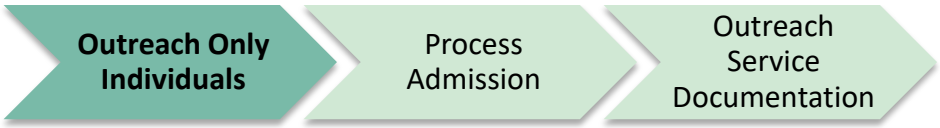
These instructions will allow providers to fulfill the CMART requirements as outlined by the New York State Department of Health; however, each Health Home may require additional components above and beyond the CMART. In order to further configure AWARDS to meet these individual Health Home needs, please contact your Foothold Senior Project Manager or Implementation Consultant.

Specific topics covered in this document are:

IMPORTANT! *Throughout this document you will find abbreviated instructions for basic AWARDS data entry and report generation processes that focus on requirements for CMART-related recordkeeping. If at any time additional information is needed on any of these processes, please refer to AWARDS Online Help (accessed by clicking* ***Help*** *from the navigation bar at the top of any AWARDS page).*

CARE COORDINATION PROGRAM STATUS – AN OVERVIEW OF THE CMART DATA FLOW

Health Homes focus on three client statuses – Outreach, Engaged, and Hiatus. The data flow for Outreach and Engaged statuses is demonstrated in the diagrams shown here to give you an overview, and each component of the data flow is also addressed in detail in the pages that follow. Hiatus status may also be tracked using the Program Status feature in the AWARDS Services module.



To view detailed information on tracking and documenting services for Outreach clients, including a review of each of the data entry processes referenced here, please see page **2**.

Program Status functionality in AWARDS is used to historically track individuals' movement across levels of engagement with care coordination – Outreach, Engaged, and Hiatus. When you process an admission for a new referral, the program status will automatically be set to Outreach. Once you engage that individual, you will manually change the program status in AWARDS. If the individual moves to Hiatus status or back to Outreach, you will change the program status again. Note that status labels are configurable; if your Health Home uses different terms to represent the statuses referenced here, please contact your Foothold Client Services representative.

It should also be noted that CMART Version 3 does not require the FACT GP specifically, and so the related export file simply provides data about the dates and types of assessments. The FACT GP remains available in AWARDS, but if there are different assessment tools your Health Home has recommended or required you to use, you can build those using the AWARDS FormBuilder tool, and set up your CMART Assessment file to reference that particular form.

To view detailed information on tracking and documenting services for Engaged clients, including a review of each of the data entry processes referenced here, please see page **6**.

TRACKING AND DOCUMENTING SERVICES FOR OUTREACH CLIENTS

Data entry for Outreach clients is comprised of two processes, both of which are described in the pages that follow:

TRACKING REFERRALS IN OUTREACH STATUS

Entering Outreach clients takes place in the Intake/Admission module using the Single Step admission form. This data entry includes processing the client into a program, and then entering his or her Medicaid number and client identifier.

Some programs may begin their Health Home work and documentation without a list of Outreach clients. If your program will simply convert currently engaged clients in a case management program to the Health Home program model, this step is not necessary. Only programs with clients in Outreach status must complete this step.

Also note that AWARDS ImportTools allow for importing the client roster rather than manually entering the data. For more information on the Client Roster Import option, click here to reference the Import Tools section of Online Help, and/or reach out to your Foothold Client Services representative to learn more about the import template.

Part A: Process an Outreach Record

To process an Outreach record, complete the following steps:

Prior to beginning the process of tracking an Outreach referral, we recommend that you use the Client Search tool found in the navigation bar to confirm that the client has not already been entered into AWARDS. Taking this extra step will help avoid duplicate client records.

1. From the *AWARDS Home* screen, click **Census** from the left-hand menu, and then click **Intake/Admission.**
2. Select the **Program**, enter the client's name in the **First Name** and **Last Name** fields, and then click **CONTINUE**.
3. Click **Create New Application**. The *Referral Information Form* is displayed.
4. Enter the client's basic demographic data in the form.

   This data entry page can be configured to capture, require, or un-require the data elements you collect at this stage of your process. To have the contents of the page modified to meet your needs, please complete the Single Step Admission Implementation Request Form *found* here.

5. Click **PROCESS ADMISSION** to save the record.
6. Complete the consent document, and then click **UPDATE** to save the record.
7. On the pages that follow, complete the final steps of the admission process by creating a new household for the individual or adding him/her to an existing household as needed.

   Detailed information on the household data entry process can be found here in Online Help.

The Outreach record has now been created and the client's name will appear in client drop-downs throughout AWARDS. You will now be able to document services, enter FormBuilder data, and complete his/her face sheet. Be sure to start off by completing the associated data entry detailed in parts B through D below.

Part B: Record the Client's Medicaid Number

To enter the client's Medicaid number, complete the following steps:

*This process can also be completed from within the client's face sheet, using the **Update Entitlements Info** button.*

1. From the *AWARDS Home* screen, click **Charts** from the left-hand menu, and then click **Entitlements**.
2. Select the **Program** and **Data Entry** mode, and then click **Certified Entitlements**.
3. Under "Insurance/Subsidized Payments Information" click **Add New Eligibility.**
4. From the **Eligibilty** drop-down select "MEDICAID," and then enter the **ID Number** and **Effective** date.
5. Click **UPDATE** to save the record.

The process of entering the client's Medicaid number is now complete. Keep in mind that Medicaid number is the only CMART-required field on the face sheet, but additional face sheet data entry can be completed as needed, now, or at a later time.

Part C: Record the Client Identifier

The Client Identifer field is not included in the CMART txt files, but may be needed for your own data collection purposes.

To enter the client's identifier, complete the following steps:

1. From the *AWARDS Home* screen, click **Charts** from the left-hand menu, and then click **Entitlements**.
2. Select the **Program** and **Data Entry** mode, and then click **Client Identifiers**.
3. Select the **Client**, **CONTINUE**, and then click **Add New**.
4. Select the **Unique Identifier** type, and type in the corresponding **ID Number**.

   The identifier types list can be configured to match the identifiers used by all of the Health Homes to whom the agnecy reports. Please contact your Foothold Client Services representative for assistance with this type of adjustment.

5. Click **CONTINUE** to save the record.

The process of recording the client's identifier is now complete.

Part D: Scheduling the first outreach attempt

While not required for the CMART txt files, at this time you may choose to schedule the first outreach attempt using the AWARDS Calendar. Doing so or, alternately, sending a message via the Messages module, will alert the outreach worker of the new referral.

The process of tracking the client's referral and all associated data entry is now complete.

DOCUMENTING OUTREACH SERVICES

Documenting Outreach services takes place under Progress Notes in the Services module. The Progress Notes functionality allows for added features like FormBuilder form additions and progress note type selections to meet the potential added requirements of particular Health Homes.

To document services for individuals in the Outreach status using progress notes, complete the following steps:

1. From the *AWARDS Home* screen, click **Charts** from the left-hand menu, and then click **Services.**

2. Select the **Program**, and then click **Encounter Notes**.

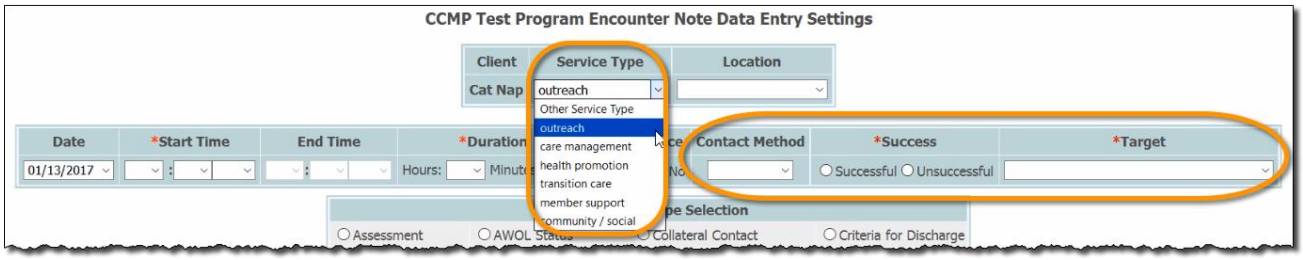
   IMPORTANT! *In some databases/programs (as well as throughout other AWARDS documentation), Encounter Notes is instead labeled Progress Notes. Regardless of the name used for this feature, the functionality within it is the same.*

3. Select the **Client**, and then click **CONTINUE**.

4. Click the **Selected** radio button next to "New Note," and then click **CONTINUE**.

5. Configure the note settings as needed, being sure to fill out the fields required for CMART reporting:

   - **Service Type –** Select "Outreach."
   - **Contact Method –** Choose the method used. A selection must be made for CMART reporting. Note that CMART does not accept the selection options of "Fax" or "Other," and so the CMART txt files are set up to filter out any documented services that have those two selections.
   - **Success –** Click one of the available radio buttons to indicate whether this encounter was "Successful" or "Unsuccessful." Note that this is not a required field for the CMART files, but may be something your program chooses to document.



   - **Target –** Choose the appropriate target. A selection must be made for CMART reporting.

   Keep in mind while working on this page that a Note Type can also be selected, and FormBuilder forms can be included; however, these elements are not required for CMART reporting.

6. Click **CONTINUE**, and then enter the note text.

7. Click **SAVE NOTE**.

The Outreach service encounter has now been documented.

TRACKING AND DOCUMENTING SERVICES FOR ENGAGED CLIENTS

Data entry for Engaged clients is comprised of three processes, each of which is described in the pages that follow:

TRACKING ENGAGED CLIENTS

Once an individual has become fully engaged in the Health Home and is no longer considered in Outreach status, his/her status should be updated in AWARDS. To do so, complete the following steps:

If the default status in your AWARDS database is set to "Engaged," you need not change the program status.

1. From the *AWARDS Home* screen, click **Charts** from the left-hand menu, and then click **Services.**
2. Select the **Program**, and then click **Program Status**.
3. Select the **Client**, and then click **CONTINUE**.
4. If there is an existing active record (one without an end date) for a status other than "Engaged," click that record, enter an **End Date**, and then click **CONTINUE** to save your change.
5. Click **Add New**.
6. Set the **Status** to "Engaged," adjust the **Start Date** if necessary, complete any additional data entry on this page as needed, and then click **CONTINUE** to save the record.

The individual is now considered fully Engaged. Note that all services previously documented for the client while in Outreach status will continue to be reflected in services reports as having been provided while he/she was in Outreach.

DOCUMENTING ENGAGED SERVICES

Documenting Engaged services takes place under Progress Notes in the Services module. The Progress Notes functionality allows for added features like FormBuilder form additions and progress note type selections to meet the potential added requirements of particular Health Homes.

To document services for Engaged individuals using progress notes, complete the following steps:

1. From the *AWARDS Home* screen, click **Charts** from the left-hand menu, and then click **Services.**
2. Select the **Program**, and then click **Encounter Notes**.

   IMPORTANT! *In some databases/programs (as well as throughout other AWARDS documentation), Encounter Notes is instead labeled Progress Notes. Regardless of the name used for this feature, the functionality within it is the same.*

3. Select the **Client**, and then click **CONTINUE**.

4. Click the **Selected** radio button next to "New Note," and then click **CONTINUE**.

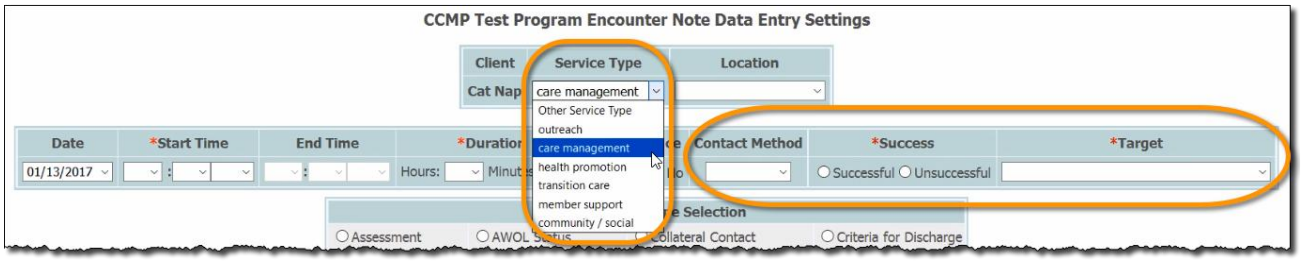
5. Configure the note settings as needed, being sure to fill out the fields required for CMART reporting:

   - **Service Type –** Select one of the five core services – "Care Management," "Health Promotion," "Transition Care," "Member Support," or "Community/Social." Note that your list my differ slighlty, and this can be adjusted for in the export file using the data mapping feature.

   - **Contact Method –** Choose the contact method used. A selection must be made for CMART reporting. Note that CMART does not accept the selection options of "Fax" or "Other," and so the CMART txt files are set up to filter out any documented services that have those two selections

   - **Success –** Click one of the available radio buttons to indicate whether this encounter was "Successful" or "Unsuccessful." Note that this is not a required field for the CMART files, but may be something your program chooses to document.

   - **Target –** Choose the appropriate target. A selection ust be made for CMART reporting.



Keep in mind while working on this page that a Note Type can also be selected, and FormBuilder forms can be included if needed; however, these elements are not required for CMART reporting.

6. Click **CONTINUE**, and then enter the note text.

7. Click **SAVE NOTE**.

The Engaged service encounter has now been documented.

TRACKING CARE PLAN AND ASSESSMENT SCHEDULES

The CMART Version 3 files include a Plans of Care file and an Assessments file. While these export files do not include actual content from the Care Plans or assessments, they do track related dates and types of plans and assessments completed during the reporting period. Users can choose to use either the Service Plans, or Plans and Reviews, features in AWARDS, along with the related scheduling functionality, to track the necessary data for the Plans of Care file. For tracking the data necessary for the Assessments file, AWARDS FormBuilder forms located on the Charting Timetable can be used.

For more information on Service Plans, Plans and Reviews, FormBuilder, and/or the Charting Timetable, please refer to AWARDS Online Help.

Please keep in mind that CMART Version 3 does not specify which assessment must be utilized. In AWARDS you can opt to utilize the existing FACT-GP assessment tool, or you can build your own preferred assessment using the FormBuilder tool and set up your CMART Assessment file to reference that particular form. Instructions for completing the FACT-GP are detailed below. If you have chosen to use a different assessment, the steps in the data entry process will be similar to those detailed here; however, you will use your assessment in place of the FACT-GP.

Completing the FACT-GP

To document the FACT-GP, complete the following steps:

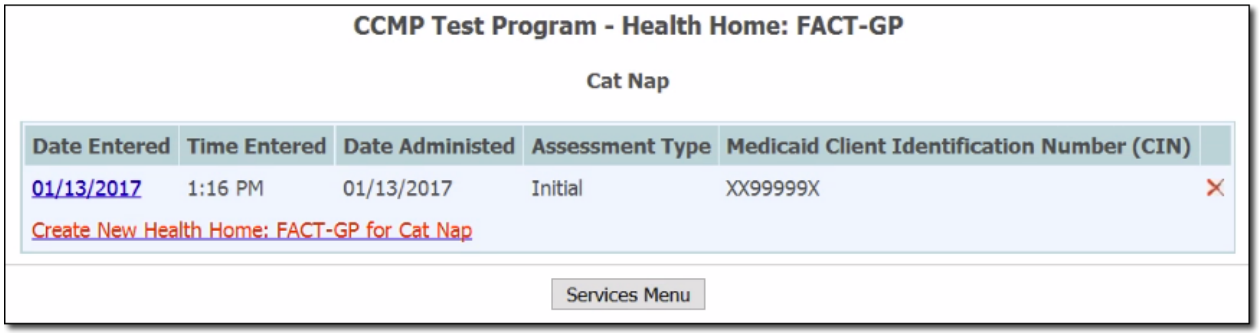
The FACT-GP can also be completed for clients in Outreach status if needed.

1. From the *AWARDS Home* screen, click **Charts** from the left-hand menu, and then click **Services.**

2. Select the **Program**, and then click **Health Home: FACT-GP**.

3. Select the **Client**, and then make sure that the **Date Range** includes the date for which the FACT-GP is to be completed.

4. Click **CONTINUE**. The FACT-GP index is displayed, including any previously completed forms for the selected client and date range.



5. To complete a new FACT-GP, click **Create New** (or click the Date Entered for a previously completed form to make changes to the data in that form instead).

6. Scroll down and click **Update FACT-GP**.

7. Configure all fields/options on the FACT-GP as appropriate.

   AWARDS will calculate all sub-scale scores, including weighting for sub-scales, where not all questions are answered. The following fields are utilized in the calculation:

   - ***Subscale Sum –*** *Automatically computed sum of the code values for the response options selected for each completed question.*
   - ***Subscale # of Questions Answered –*** *Integer fill-in to document the number of questions in the subscale that were actually answered.*
   - ***Subscale Numerator –*** *Automatically computed product of Subscale Sum × total number of questions available in subscale.*
   - ***Subscale Score –*** *Automatically computed quotient of Subscale Numerator ÷ Subscale # of Questions Answered.*

8. Click **SAVE** to complete the FACT-GP.

The process of entering the FACT-GP is now complete.

GENERATING CMART DATA

CMART Version 3 is comprised of three distinct export files, each of which can be generated in AWARDS and is described in the pages that follow:

All of the data entry processes detailed in the previous pages were designed to ensure that these export files will be populated with the appropriate data. Foothold has developed system export files in AWARDS for each of these CMART Version 3 files that will pull in the data you've entered; however, more likely than not, you will need to modify these system exports to meet your exact field mapping needs and FormBuilder use. The pages that follow go over in detail those steps required to access and modify the export files to meet your specific needs. Alternately, you may opt to build the export files from scratch, in which case the information provided here can be used as a guide to file requirements and structure.

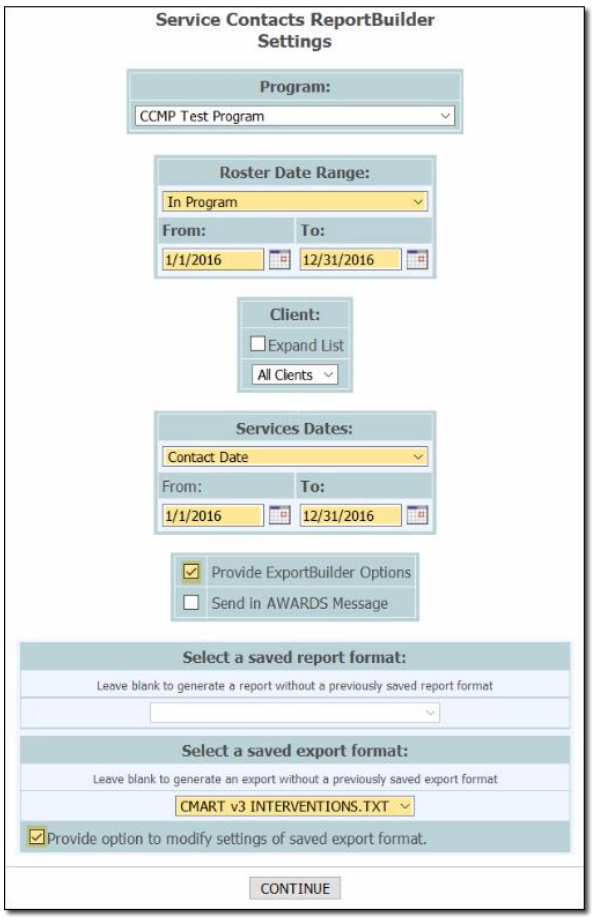
If you would like to use the Foothold-built system export files and do not currently see them in your AWARDS database, please reach out to your Foothold Client Services Division representative for assistance.

For detailed instructions on how to utilize the AWARDS ExportBuilder functionality, click here.

GENERATING THE INTERVENTIONS.TXT FILE

To modify (if necessary) and/or generate the INTERVENTIONS.TXT file, complete the following steps:

1. From the *AWARDS Home* screen, click **Charts** from the left-hand menu, and then click **Services.**
2. Select the **Program** or group of programs, and then click **Service Contacts ReportBuilder**. The report settings page is displayed.
3. Leave the **Roster Date Range** and **Service Dates** drop-down options at their default values – "In Program" and "Contact Date," respectively.
4. Adjust the dates in the **From** and **To** fields – for both the Roster Date Range and Service Dates – to reflect the reporting period.
5. Click the **Provide ExportBuilder Options** check box.
6. Click the **Select a saved export format** drop-down arrow and select "CMART v3 INTERVENTIONS.TXT."
7. Click the **Provide option to modify settings of saved export format** check box.



*If this export format was previously modified to meet your agency's needs, this step can skipped. Jump ahead to step **8**.*

8. Click **CONTINUE**. If you have chosen to modify the export format settings (in step **7**), the initial settings page is displayed; otherwise, the export is generated and displayed on the *ExportBuilder* page. Continue with step **19**.

9. Leave the settings on the page that follows as is (the necessary data fields – listed as "data elements" in the table in step **13** - will already be selected) and click **CONTINUE**.

10. On the following page **Filter** options will be pre-set to exclude records with Contact Method of "Fax" or "Other," **Sort By** options will be blank, and **Field Display Order** will be set as required by the file format. Leave these settings as is, and click **Continue to Export Settings**.

11. Confirm that the following settings are configured as listed here:

    - **Export Type –** "TXT"
    - **Header Row –** "Fixed Width"
    - **Date –** "mmddyyyy"

    All other options should be left at their default values.

12. Click **Continue to Export Settings**.

13. Configure the settings on this page as detailed in the following table.

    IMPORTANT! *When completing this configuration, please keep in mind the following:*

    - *If a required export data element does not exist in AWARDS, it has been added using the ExportBuilder's placeholder feature; specifically, the HH_MMIS_ID and CMA_MMIS_ID elements shown in the following table have been added as placeholders. You will need to enter the appropriate value for your agency/programs in the blank space here.*
    - *Some fields need mapping from existing AWARDS values to the expected values in the CMART specifications document. The AWARDS system exports have been mapped according to the generic values, but it may be necessary for your agency to modify this mapping; specifically, for the Service Type data element. Service Types must be mapped using the exact text from your AWARDS Service Type selection list. The example provided below uses the default Foothold has set up for CMAs, but yours may vary.*
    - *The modifications you make here only need to be completed once. They will be saved in step **14**, allowing you to generate this export in the future without repeating these adjustments.*

Data Element	Field Name	Field Width	Field Type	Values Mapping
Medicaid #	MBR_ID	8	Text	N/A
Placeholder (enter true value here)	HH_MMIS_ID	8	Text	N/A
Placeholder (enter true value here)	CMA_MMIS_ID	8	Text	N/A
Contact Date	INTERVENTION_Date	8	Date	N/A
Contact Method	MODE	1	Text	In Person = 3 Phone Call = 2 Postal Mail = 1 Text = 5 Email = 4

Data Element	Field Name	Field Width	Field Type	Values Mapping
Target	TARGET	1	Text	Member = 1 Co-worker, Senior Care Manager, Supervisor = 2 Multidisciplinary Team = 3 External Doctor/Provider = 4 Family of Member = 5 Other = 6
Success	COMPLETED	1	Text	Successful = 1 Unsuccessful = 5
Service Type	Service Type	6	Text	Outreach = 155555 Care management = 515555 Health promotion = 551555 Transition care = 555155 Member support = 555515 Community / social = 555551

For more information on the fields and options on this ExportBuilder page (represented by the column headings in the above table), click here.

14. Click **SAVE EXPORT FORMAT**. The *Save Export Format* dialog box is displayed.

15. Adjust the title of the export format if you'd like, or leave it as is.

16. Click one of the available **Save Export Format for** radio buttons to determine whom the export format should be accessible to – "Yourself" or "All Staff."

17. Click **Save Export Format** to complete the saving process and return to the export options page.

18. Click **GENERATE EXPORT FILE**. The export file is generated and the *ExportBuilder* page is displayed.

19. Click the **Download TXT File** link. Save the file to your computer with the necessary label, and then submit it to your Health Home per the designated submission guidelines.

The process of generating the INTERVENTIONS.TXT export file is now complete. As noted above, any modifications made during this process will not need to be made again when generating the export file in the future, as long as those modifications were saved the first time the file was generated (as detailed beginning with step **14**).

GENERATING THE ASSESSMENTS.TXT FILE

To modify (if necessary) and/or generate the ASSESSMENTS.TXT file, complete the following steps:

1. From the *AWARDS Home* screen, click **Charts** from the left-hand menu, and then click **Outcomes.**

2. Click **FormBuilder ReportBuilder**. The initial *ReportBuilder Settings* page is displayed.

3. Click the **Form** drop-down arrow and select "Health Home: FACT-GP." (If you have chosen not to use the FACT-GP, select your own form from this list instead and build a fresh export using the following steps as a guideline.)

4. Adjust the dates in the **From** and **To** fields for the Form Date Range to reflect the reporting period.

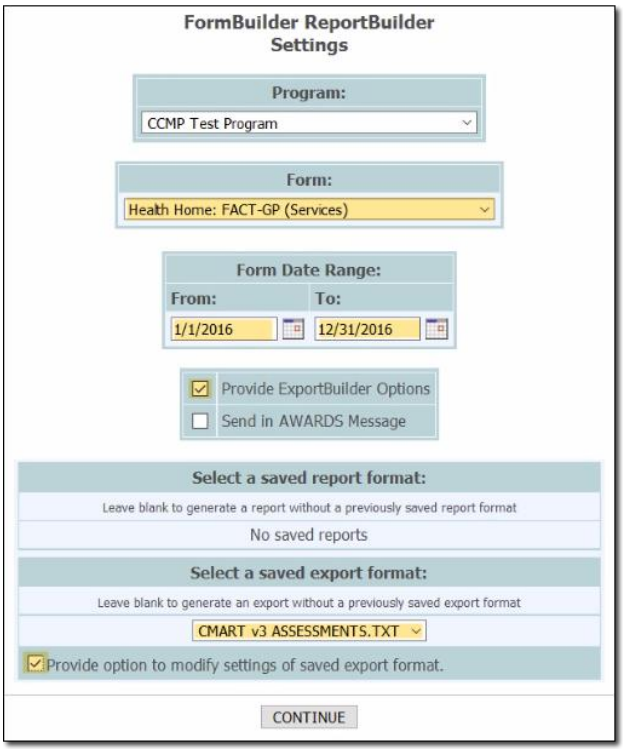
5. Click the **Provide ExportBuilder Options** check box.

6. Click the **Select a saved export format** drop-down arrow and select "CMART v3 ASSESSMENTS.TXT."

7. Click the **Provide option to modify settings of saved export format** check box.

   *If this export format was previously modified to meet your agency's needs, this step can skipped. Jump ahead to step **7**.*

8. Click **CONTINUE**. If you have chosen to modify the export format settings (in step **6**), the initial settings page is displayed; otherwise, the export is generated and displayed on the *ExportBuilder* page. Continue with step **18**.



9. Leave the settings on the page that follows as is (the necessary data fields – listed as "data elements" in the table in step **12** - will already be selected) and click **CONTINUE**.

   If you are using a form other than the FACT-GP, keep in mind that the form must have a field to designate whether or not the assessment is an initial assessment, and that variable must be selected on this page. Additionally, if you do not see Medicaid # as an option on this page, please contact the Help Desk for assistance in having it added.

10. On the following page the **Filter** and **Sort By** options will be blank, and **Field Display Order** will be set as required by the file format. Leave these settings as is, and click **Continue to Export Settings**.

11. Confirm that the following settings are configured as listed here:

    - **Export Type –** "TXT"
    - **Header Row –** "Fixed Width"
    - **Date –** "mmddyyyy"

    All other options should be left at their default values.

12. Click **Continue to Export Settings**.

13. Configure the settings on this page as detailed in the following table.

    IMPORTANT! *When completing this configuration, please keep in mind the following:*

    - *If a required export data element does not exist in AWARDS, it has been added using the ExportBuilder's placeholder feature; specifically, the HH_MMIS_ID and CMA_MMIS_ID elements shown in the following table have been added as placeholders. You will need to enter the appropriate value for your agency/programs in the blank space here.*

- *Some fields need mapping from existing AWARDS values to the expected values in the CMART specifications document. The AWARDS system exports have been mapped according to the FACT-GP values, but it may be necessary for your agency to modify this mapping; specifically, for the Initial Assessment data element.*
- *The modifications you make here only need to be completed once. They will be saved in step **13**, allowing you to generate this export in the future without repeating these adjustments.*

Data Element	Field Name	Field Width	Field Type	Values Mapping
Medicaid #	MBR_ID	8	Text	N/A
Placeholder (enter true value here)	HH_MMIS_ID	8	Text	N/A
Placeholder (enter true value here)	CMA_MMIS_ID	8	Text	N/A
Placeholder (1 entered here to reflect True) *	COMPLETED	1	Text	N/A
Form Date **	ASSESS_DATE	8	Date	N/A
ReasonFACTHH ***	INITIAL_ASSESSMENT	1	Text	True = 1 False = 5

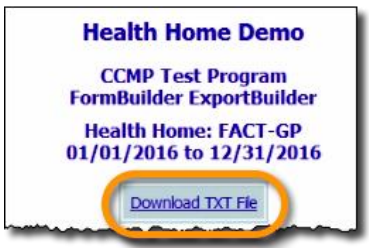
** The Foothold export assumes that only data about completed assessments are included in the file, and so a value of 1 – to reflect True – has been added as a placeholder for the Completed field.*

*** If you are not using the FACT-GP and the assessment form you use has a specific field for completion date, place it here.*

**** If you are not using the FACT-GP, include here the field from your assessment form that addresses whether or not the assessment is an initial assessment.*

For more information on the fields and options on this ExportBuilder page (represented by the column headings in the above table), click here.

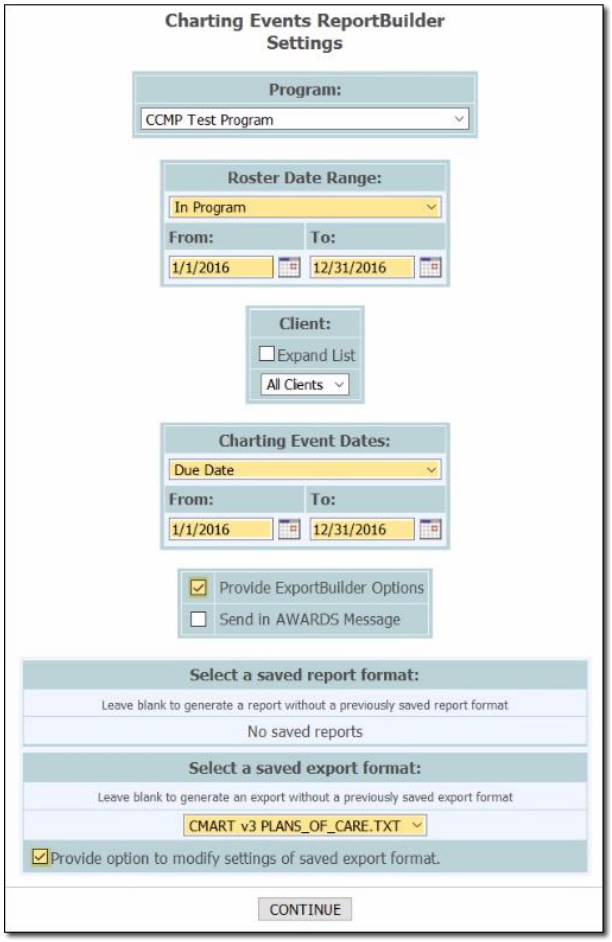
14. Click **SAVE EXPORT FORMAT**. The *Save Export Format* dialog box is displayed.
15. Adjust the title of the export format if you'd like, or leave it as is.
16. Click one of the available **Save Export Format for** radio buttons to determine whom the export format should be accessible to – "Yourself" or "All Staff."
17. Click **Save Export Format** to complete the saving process and return to the export options page.
18. Click **GENERATE EXPORT FILE**. The export file is generated and the *ExportBuilder* page is displayed.
19. Click the **Download TXT File** link. Save the file to your computer with the necessary label, and then submit it to your Health Home per the designated submission guidelines.



The process of generating the ASSESSMENTS.TXT export file is now complete. As noted above, any modifications made during this process will not need to be made again when generating the export file in the future, as long as those modifications were saved the first time the file was generated (as detailed beginning with step **13**).

GENERATING THE PLANS_OF_CARE.TXT FILE

To modify (if necessary) and/or generate the PLANS_OF_CARE.TXT file, complete the following steps:



1. From the *AWARDS Home* screen, click **Charts** from the left-hand menu, and then click **Services.**

2. Select the **Program** or group of programs, and set **Database** mode to "Reports."

3. Click **Charting Timetable**.

4. Click **Charting Events ReportBuilder**. The report settings page is displayed.

5. Leave the **Roster Date Range** and **Charting Event Dates** drop-down options at their default values – "In Program" and "Due Date," respectively.

6. Adjust the dates in the **From** and **To** fields – for both the Roster Date Range and Charting Event Dates – to reflect the reporting period.

7. Click the **Provide ExportBuilder Options** check box.

8. Click the **Select a saved export format** drop-down arrow and select "CMART v3 PLANS_OF_CARE.TXT."

9. Click the **Provide option to modify settings of saved export format** check box.

   *If this export format was previously modified to meet your agency's needs, this step can skipped. Jump ahead to step **11**.*

10. Click **CONTINUE**. If you have chosen to modify the export format settings (in step **10**), the initial settings page is displayed; otherwise, the export is generated and displayed on the *ExportBuilder* page. Continue with step **22**.

11. Leave the settings on the page that follows as is (the necessary data fields – listed as "data elements" in the table in step **16** - will already be selected) and click **CONTINUE**.

12. On the following page **Filter** will be set to include only events called "Initial Service Plan" or "Service Plan Review. The **Sort By** options will be blank, and **Field Display Order** will be set as required by the file format. Leave these settings as is (unless your plan labels are different, in which case the filters should be modified accordingly), and click **Continue to Export Settings**.

    If you are using plan events with names other than those referenced here, the filter should be set to reflect those labels instead.

13. Confirm that the following settings are configured as listed here:

    - **Export Type –** "TXT"
    - **Header Row –** "Fixed Width"
    - **Date –** "mmddyyyy"

    All other options should be left at their default values.

14. Click **Continue to Export Settings**.

15. Configure the settings on this page as detailed in the following table.

    IMPORTANT! *When completing this configuration, please keep in mind the following:*

    - *If a required export data element does not exist in AWARDS, it has been added using the ExportBuilder's placeholder feature; specifically, the HH_MMIS_ID and CMA_MMIS_ID elements shown in the following table have been added as placeholders. You will need to enter the appropriate value for your agency/programs in the blank space here.*
    - *Some fields need mapping from existing AWARDS values to the expected values in the CMART specifications document. The AWARDS system exports have been mapped according to the generic values, but it may be necessary for your agency to modify this mapping; specifically, for the Event data element if your plan labels are different than what has been used in this system export. The example below uses the AWARDS default, but yours may vary.*
    - *The modifications you make here only need to be completed once. They will be saved in step **17**, allowing you to generate this export in the future without repeating these adjustments.*

Data Element	Field Name	Field Width	Field Type	Values Mapping
Medicaid #	MBR_ID	8	Text	N/A
Placeholder (enter true value here)	HH_MMIS_ID	8	Text	N/A
Placeholder (enter true value here)	CMA_MMIS_ID	8	Text	N/A
Status	COMPLETED	1	Text	Done = 1 Not Done = 5
Done Date	PLAN_DATE	8	Date	N/A
Event	INITIAL_PLAN	1	Text	Initial Plan = 1 Service Plan Review = 5

    For more information on the fields and options on this ExportBuilder page (represented by the column headings in the above table), click here.

16. Click **SAVE EXPORT FORMAT**. The *Save Export Format* dialog box is displayed.

17. Adjust the title of the export format if you'd like, or leave it as is.

18. Click one of the available **Save Export Format for** radio buttons to determine whom the export format should be accessible to – "Yourself" or "All Staff."

19. Click **Save Export Format** to complete the saving process and return to the export options page.

20. Click **GENERATE EXPORT FILE**. The export file is generated and the *ExportBuilder* page is displayed.

21. Click the **Download TXT File** link. Save the file to your computer with the necessary label, and then submit it to your Health Home per the designated submission guidelines.

The process of generating the PLANS_OF_CARE.TXT export file is now complete. As noted above, any modifications made during this process will not need to be made again when generating the export file in the future, as long as those modifications were saved the first time the file was generated (as detailed beginning with step **17**).