

GUIDANCE IN MAPPING CERTAIN VARIABLES IN THE CROSSWALK AND REPORTING THEM IN THE DATA FILES

In the process of NRI's review of the State data crosswalks, and in consultation with States, it is clear that additional guidance is needed for States to map and/or report certain variables. They are summarized in this document and guidance is provided.

1. Data element: Employment at the start/at the end of the reporting period

- Supported Employment – should be mapped to Employed. Depending on the level of detail that is available, States may use either of the following applicable codes: 01 (Full-time) Employed, 02 (Part-time) Employed, or 05 (Employed).
- Armed Forces – should be mapped to 01 (Full-time) Employed or if the state does not collect details of employment status, use 05 (Employed) .
- Code 96 – should never be labeled as 'Not Used.' Use this code to all clients who are younger than 16 years old.

It is expected that all children younger than 15 years old will carry this same code (96) for both the start/end of the reporting period and that the update flag should always be 0 (No update). This edit is relaxed for 15 years old because of the potential advancing of age during the reporting period. However, please note that if the employment status at the start and end of the reporting period for a 15 year old client is 96, then the update flag should be 0.

- Reporting of a person in an internship program:
The IDEA ceases to apply for young adults once they received their high school diploma. The following rules should be observed in making determination whether the adult client in an internship program should be reported as 'Not in the Labor Force' or 'Employed'.
 1. If the internship is a school requirement, whether paid or not, the person should be considered a "student" (NILF).
 2. If the internship is not a school requirement, an unpaid position, does not displace regular employees or does not entitle the person for the job at the end of the internship period, then report the person's status as NILF - using code 64 (Other Reported Classification).
 3. If the internship is not a school requirement, paid minimum wage and overtime provision, the employer benefits from the internship through the client's engagement in actual operations of the business and performing productive work, then the person is employed.

- Not Collected – if the State does not collect the employment status for 16 and 17 year olds, do not use ‘Not Used.’ Please code their employment status as ‘Not Collected.’

2. Data element: Residential Status at the start/end of the reporting period

- Children living in Private Residence- there are 2 applicable codes, 37 and 87, depending on the level of information that is available to States.

Code 37 – should be used if the State can identify that the child is living in a private residence with family/extended family or non-relative.

Code 87 – should be used when the State can identify the child is living in a private residence but no detailed information whether he/she is living with family/extended family or non-relative.

- Supported housing – mapping of this variable to either Private Residence – Independent Living or Private Residence – Dependent Living or to both is acceptable. However, please provide an explanation in the comment section if it is mapped to only one of these categories. An explanation such as “SMHA provides Supported Housing only for Independent Living” is adequate.

3. Data element: Diagnostic Codes (Mental Health Diagnosis 1, 2, and 3; Substance Abuse Diagnosis)

- MH and SA shared codes - certain DSM IV codes may be categorized as either a mental health or substance abuse diagnosis. For example, 294.84 (Drug Induced Mood Disorder) in which case may be reported in either MH or SA data elements.

States should exercise prudence in reporting these types of codes by reporting them only once in either data element in order to maximize the reporting of all applicable diagnoses of the person. States should adhere to the following rules:

1. If the person has only one diagnosis and this happens to be a shared code, report the diagnosis in both MH and SA data elements.
 2. If the person has other mental health diagnoses, report the shared code as a SA code and report the other mental health diagnoses in MH Diagnosis 1, 2, and 3 data fields.
 3. If the person has other substance abuse diagnoses, report the shared code as a mental health diagnosis.
- MH and Medical Codes - Certain medical codes are allowable mental health codes in the diagnostic classification used by some States. These DSM diagnostic codes usually apply in cases where the client is experiencing symptoms of mental illness

that is induced by the medical condition. These codes such as 780.09 (Delirium NOS) may be reported as a mental health diagnosis. However, medical codes that are not classified as mental health codes in the State's code classification such as diabetes, cardiovascular diseases, etc. should not be reported.

4. Data element: State Hospital Discharge Reason

- Discharged to Medical Facilities and Discharged to Inpatient Provider - State hospitals participating in NRI's Behavioral Health Performance Measurement System (BHPMS) that discharge clients when they are moved to medical facilities should complete the CLD State Hospital Discharge Reason code 08 (discharged to medical facility). To report them separately from people discharged to other inpatient facilities (CLD code 13), the following steps should be used:
 - a. Use the BHPMS data field, *Clinical Discharge Status* (field code 22), to determine which clients were discharged to other inpatient facilities.
 - b. Then use the BHPMS data field, *Primary Referral for Discharge* (field code 23), to determine clients who were discharged to medical facilities (code 22 – acute care hospital (inpatient)).
 - c. Code or map to CLD SH Discharge Reason code 08 the results in step (b) above.
 - d. Code or map to CLD SH Discharge Reason code 13 the remaining clients in step (a) above after removing clients identified in step (b).
- Discharged to Other Psychiatric Facilities – should be used to report other inpatient discharges, not limited to psychiatric facilities. For example, nursing homes.
- Discharged, Reasons Not Classified Elsewhere – should be used to report other reasons that do not fit in any other classifications. For example, funding expired, did not meet criteria, patient moved, etc.
- Some states use Discharged to Prison or Jail as a reason for discharge. This State code should not be mapped to code 02 (Released by or to courts) but instead should be mapped to CLD code 09 (Discharged, Reason Not Classified Elsewhere).

- Discharges to another State Hospital – should not be reported in the SHR. A client discharged from one State Hospital to be transferred to another State Hospital has a continuity in inpatient service. This discharge and succeeding admission events should not be reported in the SHR data file (i.e. do not assign a discharge sequence for this type of discharge).

5. Data element: Client Treatment Status at the End of the Reporting Period

- The category name for code 22 (Discharged Due to Lost Contact/Administrative Discharge) is truncated in the state data crosswalk template. All administrative discharges, whether using the formal administrative discharge policy of the State or using the operational definition used by the State for the DIG Client Level Data Reporting should be reported using this code (**not** code 72, Discharged Reason Unknown).

6. Data element: State Hospital Readmission Legal Status

- The Readmission Legal Status should be reported corresponding to the discharge event (identified by the Discharge Sequence Number) used as a reference in identifying a readmission event. This is best explained through the following illustration.

Illustration

Given below are the discharge and admission incidents from the SH and the corresponding readmission legal status of Client A. Note that the relevant legal status is reported (collected) at the time of the client's (re)admission. The following events are shown in the table below as it would appear in the SHR data file reporting format.

- Admitted: 10/5/2009 - legal status: voluntary – self
- **Discharged: 1/1/2010 (assigned discharge sequence # 01)**
- Admitted: 1/31/2010 - legal status: involuntary – sexual ... [**readmission**]
- **Discharged: 2/1/2010 (assigned discharge sequence # 02)**
- Admitted: 4/1/2010 - legal status: involuntary – criminal ... [**readmission**]
- **Discharged: 6/1/2010 (assigned discharge sequence # 03)**

Discussion: Based on the example above, Client A was readmitted twice during the reporting period, 1/31/2010 and 4/1/2010.

In the SHR, each reported record corresponds to a discharge event (not a readmission event). So, the Readmission Legal Status is reported corresponding to the discharge record used as a reference to identify a readmission (and not to the discharge event that represents the end of the readmission).

In the given example, the first readmission was on 1/31/2010. The Readmission Legal Status (Involuntary – sexual) should be reported alongside Discharge Sequence 01 since the discharge date of 1/1/2010 was used as a reference to determine if the client had a subsequent readmission. It follows that the Readmission Legal Status (Involuntary – criminal) for the second readmission on 4/1/2010 is reported alongside Discharge Sequence 02.

In Discharge Sequence 03, the discharge event of 6/1 was not followed by a readmission. Thus, code 998 (No readmission) is used for the Number of Days Elapsed Before Readmission and code 98 (Not Collected) is used for the readmission legal status.

Client ID	CLD Discharge Sequence Number	CLD Number of Days Elapsed Before Readmission (calculated)	CLD Readmission Legal Status
Client A	01	30 days (from 1/1 thru 1/31)	Involuntary – Sexual
	02	59 days (from 2/1 thru 4/1)	Involuntary – Criminal
	03	Use code 998 (discharge on 6/1 was not followed by a readmission)	Use code 98 (Not collected)