





Treatment Episode Data Set (TEDS) & National Outcome Measures (NOMS) Transitioning from a Traditional Enrollment to a TEDS/NOMS Enrollment

This Tip Sheet is designed to assist in managing and creating TEDS/NOMS program enrollments and disenrollments in accordance with federal and state guidelines. Users will be provided a step by step process for accurate completion.

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TEDS/NOMS Reference Sheet

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Initial Enrollment – Single Modality of Level of Care.

TEDS requires only one admission per treatment episode . You will be required to complete the Admission record , and respond to all ADAA required fields not only in the Admission module but the Client Profile and Intake modules. The initial TEDS/NOMS data will be captured during your client's initial Admission. Note: For your convenience, SMART will automatically convert existing/previous admissions to an initial TEDS/NOMS enrollments.

- 1. Complete the client's Admission record. (Referenced the SMART Admission Tip Sheet)
- When you get to the Program Enrollment screen, click the <u>Add Enrollment</u> hyperlink. This will open the Program Enrollment screen.
- 3. Facility will prepopulate with the facility that you are logged into. *Note*: Do not change your facility.
- 4. Go to the Days on Wait List field and make your entry. **NOTE**: THIS FIELD IS REQUIRED. YOU MUST RESPOND TO THIS QUESTION IN ORDER TO PROCEED. This will be the same value given in the Admission module.
- Go to the Program Name field and select the appropriate level of care. *Note*: When a level of care is selected the TEDS/NOMS Status will appear at the bottom of the screen.
- Go to the Start Date field, and confirm this date is the same as the Admission date. *Note*: This initial TEDS/NOMS enrollment date will always be the same as the admission date.
- 7. Go to the Program Staff field, and confirm the staff.
 - Review and click Finish.



Initial Enrollment – Concurrent Modalities/Levels of Care

A client may be admitted and enrolled in two treatment levels of care (modalities). The treatment admission with the highest priority (requiring the most attention) will take precedence, while enrollments to treatment with lower priorities should be TEDS/NOMS transfers. *Example*: If the client is receiving Level II.1 as the primary level of care and Level III.1 services as a secondary level of care, then Level II.1 would be primary admission and enrollment for TEDS/NOMS.

Process

- A Concurrent client TEDS/NOMS enrollment can be completed once a client's Admission record and Initial TEDS/NOMS Program enrollment are done. (Reference Page 1 of this Tip Sheet)
- 2. To enroll in another level of care click on the <u>Enroll in</u> <u>Concurrent Program</u> hyperlink. *NOTE*: Do Not Click on the Add Enrollment hyperlink.
- 3. The Facility field will prepopulate automatically. *Note*: Do not change the facility.
- 4. Go to the Days on Wait List field, and enter the appropriate information. **NOTE**: THIS FIELD IS REQUIRED AT THIS TIME. YOU MUST RESPOND TO THIS QUESTION IN ORDER TO PROCEED.
- 5. Go to the Program Name field and select the appropriate concurrent treatment modality/level of care. *Note*: Selecting a Level of Care will activate the TEDS/NOMS screen.
- 6. Go to the Start Date field and update the start date if it differs from your initial TEDS/NOMS enrollment or if the date is incorrect.

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	Pregnant No		Uving Arrangement Indepe	ndent Living	Expected Payment Si	c Private Managed Care/HillO	
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Primary Dru	9		Secondary Drug	Tertiary Drug			
Drug Type Alcohol			Cocaine	None			
Freq of Use More than 3	3 times/day		Once daily	N/A			
Route of Intake Oral			Inhalation	N/A			
Age of First Use 22			19	96			
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Drug Testing ► Wait List Tx Team Screening ►

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Agency 🕨	Facility	Santa Ana	Days on Wait List			
Group List 🕨	Program Name	ONT	Start Date	9/27/2012 End Date		
Drug Testing Check In D			01011 0010			
Client List V	Program Staff	Gibbs, Sharon 🗣				
Client Profile >	Notes					
MCASP Risk Assessment						
Linked Consents				-		
Non-Episode Contact	TEDE /NOME Status at D	rogram Encollment (0/37/201	2)			
Court Monitoring >	TEDS/ NOWS Status at P	rogram Enronment (9/27/201	2 J			
Judicial Cont Care 🕨	Enrollment Type Transfer/Change	DSM Diagnosis 291.0-Alcohol Intox	ication Delrium(DSM)			
Intake	# of Arrests in Last 30 Days 0		Marital St	atus Married	Primary Income Src Wages/salary	•
Fee Determination	Pregnant No		Living Arranger	ment Independent Living	Expected Payment Src Private Managed Care/HMO	•
Drug Testing >			Employment Sta	atus Employed Full Time (35 hours or more pe	Health Insurance Private Managed Care (HMO) 🗸
Tx Team	Psychiatric Problem in Addition No		Highest Educa	Post-college / graduate school degre	Annual Household \$50,000 and over	-
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Admission Program Enrolt ECourt >	Participated in a Self Help Group in the Last 30 Days	idance in the past month	•			
Encounters 🕨						
Notes 🕨	Primary Drug	Secondary Drug		Tertiary Drug		
Treatment >	Drug Type Alcohol	Cocaine		None		
Outcomes b	Freq of Use More than 3 times/day	Once daily		N/A		
Client Outcome Measures	Route of Intake Oral	Inhalation		N/A		
•	Age of First Use 22	19		96		
Discharge > Recovery Plan >	Date of Last Use					
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Consent						
Referrals	Actions					
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Episode List						
System Administration >						
My Settings 🕨						
Reports Support Ticket						

Initial Enrollment – Concurrent Modalities/Levels of Care cont'd

Process:

- 7. Go to the Program Staff field, and confirm the staff.
- 8. There will be some fields which will prefill some data from the initial enrollment. You will be responsible for completing any yellow field missing information and updating any editable field, i.e. Health Insurance field, # of Arrests in the last 30 days, etc.
- 9. Click Save.
- 10. Click Finish.

User Note: TEDS/NOMS and Saved TEDS/NOMS enrollments cannot be deleted. You will receive the message below if you attempt to 'Delete' a TEDS/NOMS enrollment.

A TEDS/NOMS Program Enrollment can not be deleted.

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Tx Team	to Alcohol/Drug Problem No			Level Compl	eted Post-college /	graduate school degre 🔻	Annual Household	\$50,000 and over 🔷	
Screening 🕨	Tobacco use in last 30 days No								
Assessments -	# of Times You Have								
Program Enroll	Participated in a Self Help No atter	idance in the past month		-					
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Encounters >									
Notes 🕨	Primary Drug		Secondary Drug		Tertiary Drug				
Treatment >	Drug Type Alcohol		Cocaine		None				
DJS Tx Planning >	Freq of Use More than 3 times/day	/	Once daily		N/A				
Outcomes >	Route of Intake Oral		Inhalation		N/A				
>	Are of First Lise 22		19		96				
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pisode List									

Transferring From One Level of Care to Another Level of Care

During a treatment episode, a client may move from one level of care to another, i.e., from Level II.1 to Level I. This event is considered to be a transfer rather than a new enrollment. To transfer, on disenrolls a client from one program and enrolls him/her into another program. *Note*: A new admission record is not required since the enrollment is within the same treatment episode.

- If your client has received pharmacotherapy during the course of the episode, please complete the Medication Module prior to disenrolling. (Refer to the SMART Medication Tip Sheet)
- 2. Once you have opened your client's Activity List, click Program Enrollment on the menu tree.
- 3. Click the <u>Review</u> hyperlink.
- 4. Enter the End date. (MM/DD/YYYY)
- 5. Click Save. This will activate the <u>Complete TEDS/NOMS</u> <u>Disenroll Status</u> hyperlink.
- 6. Click the <u>Complete</u> <u>TEDS/NOMS</u> <u>Disenrollment</u> <u>Status</u> hyperlink.
- 7. Complete all fields.
 - If Disenrollment Type is Completed Treatment/No further treatment needed the Substance Matrix will grey out.
 - If there is not a Secondary and/or Tertiary substance enter None
- 8. Click Save.

ram Name	Start Date	End D	<u>ste</u>	Facility	Notes	Actions
	9/27/2012			Santa Ana		Review Delete
11	9/27/2012			Santa Ana		Review Delete
					B	7
Program Enrollment Profile Facility Santa Ana		Days on Wait List 0				
Program Name OMT		Start Date 9/27/201	2 End Date 9/27/2012			
Program Staff Gibbs, Sha	ron 🔻				4	
Notes			~ ~		—	
TEDS/NOMS Status at Program B	Enrollment (9/27/2012)				
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Primary Drug	Secondary Drug	Tertiary	Drug	_		
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Route of Intake Oral	Inhalation	N/A				
Age of First Use 22	19	96				
Date of Last Use						

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Actions - Discharge Client Transfer to another program Cancel Save Finish				

Transferring From One Level of Care to Another Level of Care cont'd

- 1. Once you have documented the TEDS/NOMS disenrollment status for the previous enrollment, click the <u>Transfer to another program</u> hyperlink.
- 2. Go to the Days on Wait List field, and enter the appropriate information. **NOTE**: THIS FIELD IS REQUIRED AT THIS TIME. YOU MUST RESPOND TO THIS QUESTION IN ORDER TO PROCEED.
- 3. Go to the Program Name field and select the appropriate modality/level of care. *Note*: Selecting a Level of Care will activate the TEDS/NOMS screen.
- 4. Go to the Start Date field and confirm the start date.
- Go to the Program Staff field, and confirm the staff.
 Note: There will be some fields that will be prefilled with data from the previous enrollment.
- Go to the prefilled active yellow fields, review, and update any information. Note: You will be responsible for updating any editable field.
- 7. Click Save.
- 8. Click Finish.

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Disenrolling from a TEDS/NOMS Enrollment

A client's treatment episode ends with the termination of services, and recorded as a discharge. TEDS/NOMS disenrollment(s) and discharges are completed in SMART in accordance with federal and state guidelines. **Note**: Clients must be disenrolled from all levels of care in order to complete a discharge record.

- If your client has received pharmacotherapy during the course of the episode, please complete the Medication Module prior to completing a TEDS/NOMS disenrollment. (Reference the SMART Medication Tip Sheet)
- 2. Click on the <u>Review</u> hyperlink on the Program Enrollment list screen.
- 3. Enter the End date. (MM/DD/YYYY).
- Click Save. This will activate the <u>Complete TEDS/NOMS</u> <u>Disenroll Status</u> hyperlink.
- 5. Click the <u>Complete TEDS/NOMS Disenroll Status</u> hyperlink . This will activate the Disenrollment Screen.
- 6. Complete all fields.
 - If Disenrollment Type is Completed Treatment/No further treatment needed the Substance Matrix will grey out.
 - If there is not a secondary and/or Tertiary substance enter None
- 7. Click Save.
- 8. Click Finish.



Discharging from a TEDS/NOMS Enrollment

Once you have disenrolled your client's from all programs, you can officially Discharge your client in SMART.

- 1. Click the <u>Discharge Client</u> hyperlink.
- 2. Complete the Discharge. (Reference the SMART Discharge Tip Sheets for additional information)
- *Note*: Continue to adhere to ADAA's monthly reconciliation schedule to remain in compliance.

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Enrollments completed in Error

TEDS/NOMS Program Enrollments cannot be 'Deleted'. TEDS/NOMS Program Enrollments entered in error should not be submitted with the monthly reconciliation to ADAA. The following steps should be implemented to avoid the submission of an incorrect TEDS/NOMS Program Enrollment.

- 1. Open the Program Enrollment list view.
- 2. Go to the incorrect Program Enrollment, and click <u>Review</u>.
- 3. Go to the End Date Field and enter the same date used for the Start Date.
- 4. Go to the Notes box, and enter 'Error'.
- 5. Click Save.
- 6. Click the <u>TEDS/NOMS Disenroll Status hyperlink</u>. (Follow the TEDS/NOMS Disenrollment instructions)
- **Note**: All TEDS/NOMS disenrollments must be completed in order to discharge a client in SMART.
- Please contact the Help Desk or your trainer if assistance is required.

Program Enrollment					<u>Add Enrollment</u>
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