



Data Submission System (DSS)

State User Manual 1.1

Prepared for:

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Introduction

The Data Submission System (DSS) is a new data preparation and submission system developed in cooperation with SAMHSA and state representatives. This system is designed to simplify the states' efforts in submitting MH-TEDS data. The DSS is expected to cut the states' and U.S. territories' burden in reporting substance abuse and mental health data to TEDS by reducing, if not totally eliminating, any need for states to develop paper-based data crosswalks and computer programs for submitting their TEDS data files in a particular file format. The system will also permit states to review all edits prior to data submission and update records as required.

The DSS will allow the states and territories to view their data using graphics, use a simplified and informative edit report that directs attention towards corrective action when applicable, and in future releases of this application, provide states with an analytic functionality so that they can manipulate and design their own TEDS data reports.

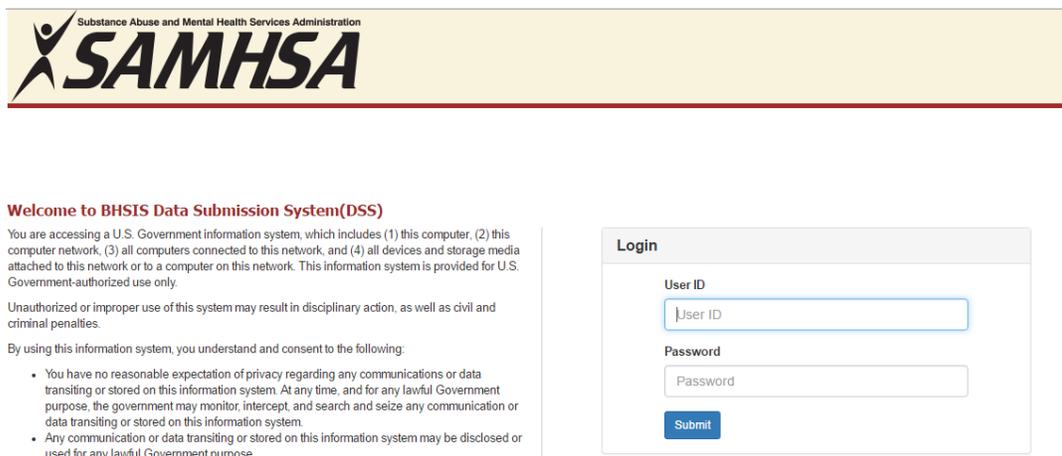
With the DSS, states and territories can easily create a file extract of their existing database or databases using any file format ranging from Excel, CSV, ASCII, to SAS, SPSS, and MS Access. The DSS will not only accept the current TEDS ASCII fixed-width file format, but will also accept non-fixed width file formats. This means states and territories can limit their TEDS file submissions to only those variables they collect.

The DSS is offered as an alternative to the current STSS system, which will remain in service and operational. The ease of use and intuitive design of this system will hopefully further encourage mental health data submission using the MH-TEDS framework.

NOTE: This manual is an instructional tool for the DSS. It will not give definitions of data fields or explain TEDS reporting. See the *Combined Substance Abuse and Mental Health TEDS State Instruction Manual* for help with reporting.

Logging In

When you go to the DSS URL, you will see this page:



Substance Abuse and Mental Health Services Administration

SAMHSA

Welcome to BHSIS Data Submission System(DSS)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

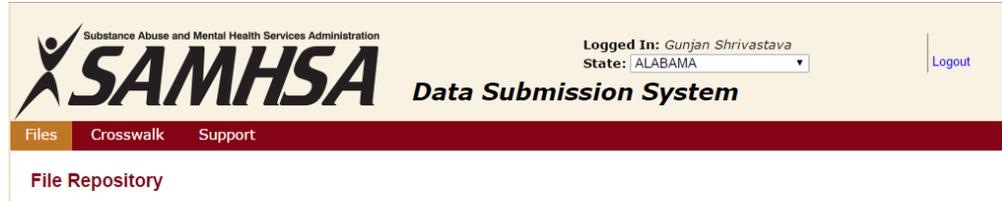
Login

User ID

Password

Enter the username and password that was provided to you and click the “Submit” button.

You will be taken to the Files Page. You can use the navigation buttons at the top of the page to go to the Crosswalk Page or the Support Page.



The Files Page

The Files page allows you to upload any file to a repository. The repository is the basis for all actions in the DSS. If you have a file that you need for any process in TEDS, upload it here.

Once files are in the repository, you can view their data, download the files to your computer, and generate a data profile for the file.

If your files are already in TEDS format, you can run a TEDS validation and from there submit your data.

If your files are not in TEDS format, you must create a crosswalk and submit it for approval. Once your crosswalk is approved, you can convert your files to the TEDS format using any of your approved crosswalks, run a TEDS validation, and then submit your data.

You can upload the following file formats:

- CSV
- Excel
- TEDS Fixed Width Format
- TEDS Excel Format
- TEDS CSV Format
- SPSS
- MS Access Database
- MS Access

Any file format beginning with TEDS is in the TEDS format.

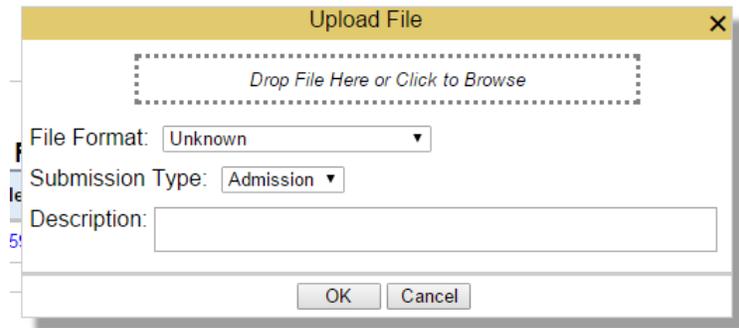
Uploading Files

To upload a file to the repository, ensure that you are on the Files page and follow the instructions below:

1. Click the “Upload File” button on the right side of the screen.



2. A popup will appear with the title "Upload File."



3. Click on the words "Drop File Here or Click to Browse." Browse your files and pick the file you wish to upload
 - Alternatively, drag and drop the file from your computer to the "Drop File Here or Click to Browse" box.
4. The "File Format" will automatically update and show the type of file you are uploading. Ensure this is correct.
 - If the file format is wrong, use the drop down menu to choose the correct file format.
5. In order to differentiate between Admission files and Discharge files, use the drop down menu next to "Submission Type:"
 - If the file you are uploading doesn't describe either admissions or discharges, choose "Other" from this menu.
6. You can add a description in the text box next to "Description:" but this is not necessary.
7. Click OK and your file will begin uploading.
8. When the upload is complete, your file will appear in the Completed Files list and the status of the file will read "Upload Complete."

NOTE: The DSS allows you to pause or stop the upload if you have made a mistake or wish to stop the upload. To do this, simply click on either the pause or stop button that appears at the top of the screen to the right of the upload status bar. You can continue your paused or stopped upload whenever you like, even if you log out and log back in. (See screenshot below.)

File Repository



Uploading Two Files with the Same Name

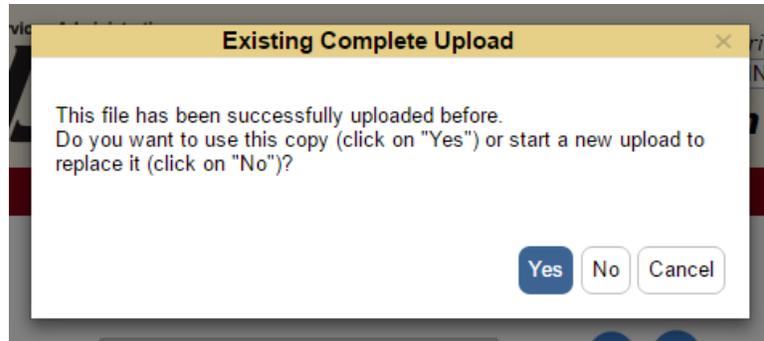
Sometimes files that were already uploaded to the DSS may be uploaded again with the same name, either with or without modifications. If the file has been modified or changed, the DSS will behave differently than if the file is exactly the same.

Modified File

If you are uploading a file that has the same name as another file already in the repository, but with some data changes, the DSS will automatically replace the old file in the repository with the new file that has modifications.

Same File, No Modifications

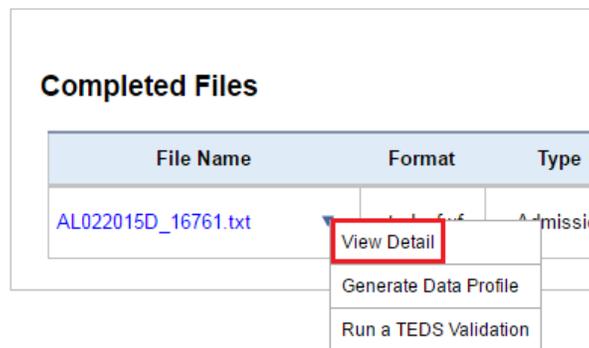
If you are uploading a file that is exactly the same, the DSS will show a popup asking if you want to use the copy already in the repository (in which case, choose Yes), or to start the new upload and replace the file that is in the repository (in which case, choose No).



Viewing Data from Uploaded Files

After a file is uploaded, you can view the data from the file within the application. To view the data from uploaded files, follow the directions below:

1. Click on the file name.
 - Alternatively, click on the triangle next to the file name and click "View Detail" from the menu that appears.



2. This will bring you to the Data Summary page and the file name will show at the top of the page along with the data from the file listed below in table format.

Data Summary | TEDS Validation

Format: teds_csv
 Type: Admission
 Description
 Generated by DSS using Crosswalk Mapping 109

Displaying: 10 Records Download:   < Page 1 of 1 > Show 10 Entries

SysTranType	StateCode	SubmissionId	RecNum	ReportDate	ProviderID	ClientID	CoDep	ClientTransType	Date
A	CA	-	-	062013	CA100070	300	2	M	08/16/2016
A	CA	-	-	062013	CA100070	301	2	M	08/16/2016
A	CA	-	-	062013	CA100070	302	2	M	08/16/2016
A	CA	-	-	062013	CA100070	303	2	M	08/16/2016
A	CA	-	-	062013	CA100070	304	2	M	08/16/2016
A	CA	-	-	062013	CA100070	305	2	M	08/16/2016

- You can navigate the pages and change the number of entries per page by using the drop down menu.
- You can also download this file as an Excel or CSV file using the buttons next to “Download.”



- To return to the Files page, click “Files” on the toolbar.

Downloading Files

You can download any file from the repository to your current computer. You may want to use this feature if you need to access the files and are not on a computer that has them. To download files from the repository, follow the directions below:

- In the far right column of the repository labelled “Action,” click the “Download” link.

Completed Files

Total number of files: 3

File Name	Format	Type	Size	Initial Upload	Last Upload	Status	Action
ACA062013.csv_CWAllMapping...	teds_csv	Admission	2822 B	Aug/16/2016	Aug/16/2016	Logged	Download Delete
ACA062013.csv_CwDemo1.csv	teds_csv	Admission	2022 B	Aug/16/2016	Aug/16/2016	State Testing	Download Delete
ACA062013.dat	teds_fwf	Admission	1798 B	Aug/16/2016	Aug/16/2016	Logged	Download Delete

Show 10 entries Previous 1 Next

- The file will automatically download.

Deleting Files

If there is a file in the repository that you no longer use or that you uploaded by mistake, you can remove that file from the repository. If you mistakenly delete a file, you must email an administrator to put the file back into your repository. To delete a file, follow the directions below:

1. In the far right column of the repository labelled “Action,” click the “Delete” link.

Completed Files

Total number of files: 3

File Name	Format	Type	Size	Initial Upload	Last Upload	Status	Action
ACA062013_csv_CWAllMapping...	teds_csv	Admission	2822 B	Aug/16/2016	Aug/16/2016	Logged	Download Delete
ACA062013_csv_CwDemo1.csv	teds_csv	Admission	2022 B	Aug/16/2016	Aug/16/2016	State Testing	Download Delete
ACA062013.dat	teds_fwf	Admission	1798 B	Aug/16/2016	Aug/16/2016	Logged	Download Delete

Show 10 entries

Previous 1 Next

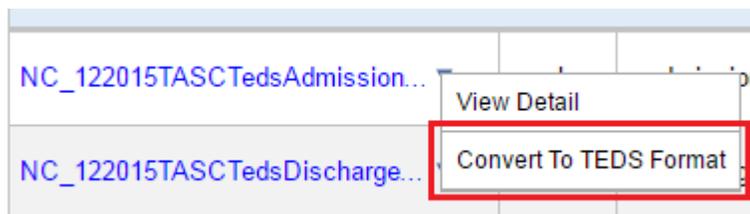
2. A popup will appear; if you still want to delete the file, click “Yes.”
3. The file will be removed from the repository.

Converting Files to TEDS Format

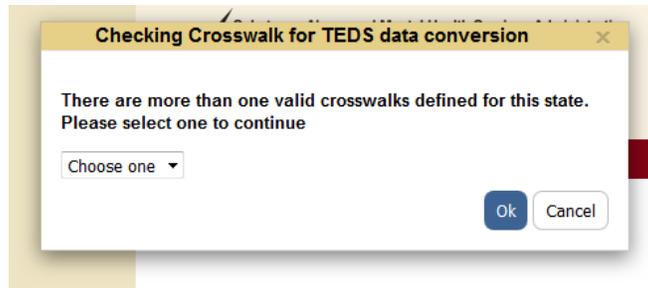
NOTE: You MUST have a completed, approved crosswalk to convert your files. For instructions on how to build a crosswalk, see the *Crosswalk Page* section on page 11.

You can easily convert your files into TEDS format using this feature, as long as you have a completed, approved crosswalk.

1. Click on the triangle next to the file name.
2. A menu will appear. Click “Convert To TEDS Format.”



3. If you have more than one approved crosswalk for this file, the DSS will ask you which crosswalk you would like to use. Use the drop down menu to choose your crosswalk and then click OK.



4. If this was successful, a popup will show saying that the conversion was successful. Click OK.
5. The status of the file will change to “Converted to TEDS Format.”
6. A new file will be added to the repository. The name will be a combination of the file name and the crosswalk name (filename.xls_crosswalkname.csv). The status of this file will be “Upload Complete.”

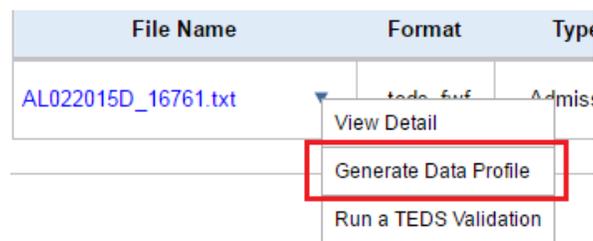
To continue the process, follow the directions in the *Running a TEDS Validation on TEDS Format Files* section on page 8.

Generating a Data Profile for TEDS Format Files

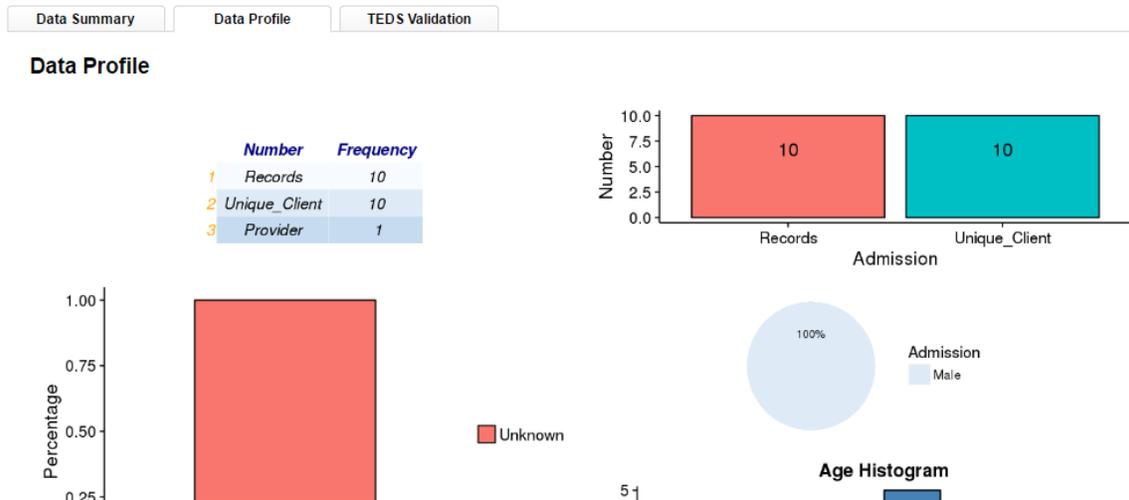
Note: This function is for TEDS Format files ONLY.

You can use this feature to generate a Data Profile for TEDS Format files. The Data Profile will break down the data in the file into different graphs, tables, and figures. To generate a Data Profile, follow the directions below:

1. Click on the triangle next to the file name.
2. A menu will appear. Click “Generate Data Profile.”



3. If this was successful, a popup will show saying that the Data Profile has been generated. Click OK.
4. To view the Data Profile, click on the file name.
 - Alternatively, click on the triangle next to the file name and click “View Detail” from the menu that appears.
5. This will take you to the Summary page and the file name will appear at the top of the page.
6. Click on the “Data Profile” tab at the top of the screen.
7. You will see all of the generated graphs, tables, and figures.

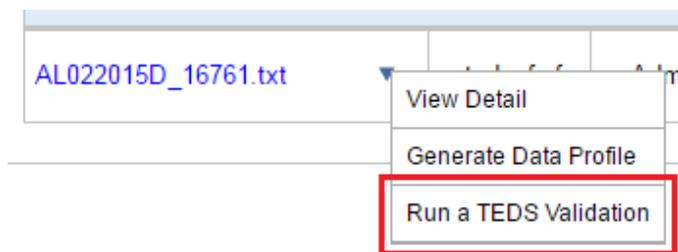


Running a TEDS Validation on TEDS Format Files

Note: This function is for TEDS Format files ONLY.

You can also run a test validation on any TEDS Format file. This will show you all the errors and edits that should be taken care of before you submit your file. The DSS uses the same edits that the STSS uses. To run a test validation, follow the directions below:

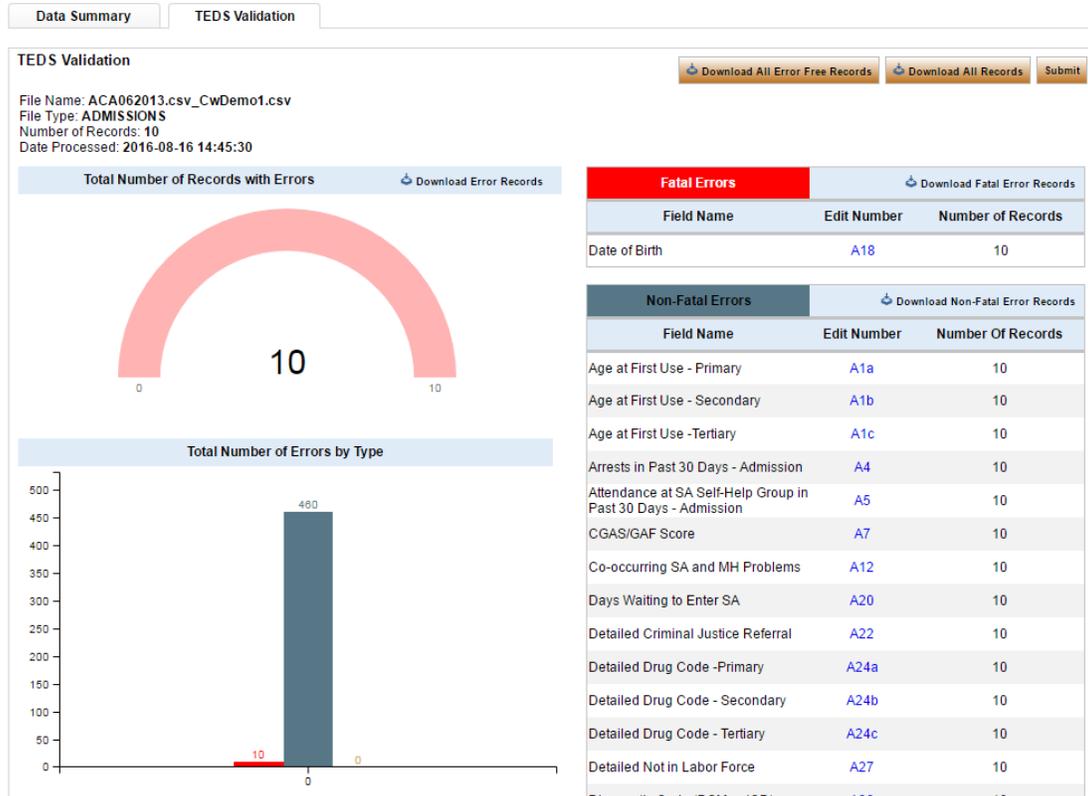
1. Click on the triangle next to the file name.
2. A menu will appear. Click “Run a TEDS Validation.”



3. If this was successful, a popup will show saying that the test validation was successful. Click OK.
4. The status of the file will change to “State Testing.”
5. To view the TEDS Validation report, click on the file name.
 - Alternatively, click on the triangle next to the file name and choose “View Detail” from the menu.
6. This will take you to the Summary page and the name of the file will appear at the top of the page.
7. Click on the “TEDS Validation” tab at the top of the page.
8. The page will show many visual tools (graphs, figures, etc.) that will help you gauge how many errors there are.

About the TEDS Validation Tab

The TEDS Validation Tab shows three different types of errors: Fatal, Non-Fatal, and Informational. It will show, in figures, the total amount of errors and then the errors by the field(s) they appear in. Errors will also be listed in three different tables: one table for Fatal Errors, one for Non-Fatal Errors, and the last for Informational Errors.



The three buttons in the top right corner of the tab allow you to download all of the error-free records, download all the records, or submit your data.

You can also generate Error Reports for specific errors. In any of the three tables, click on the Edit Number (in the middle column) of the field. At the bottom of the page, an Error Report will show; you can then download the records with that specific error using the "Download Records with XXX Errors" button in the upper right corner of the report.

Detailed Error Listing For Edit Number : A1a									Download Records with A1a Errors
Edit Violation: Age at First Use is either blank or has an invalid value; record is processed but field value is replaced with the system code '99' for invalid data. Corrective Action: Records with invalid data should be reviewed and replaced with valid values specified in the Manual									
Record No.	Sys Trans Type	Provider ID	Client ID	Co Dep	Client Trans Type	Service Code	Field Name	State Reported Value	Error Type
1	A	CA100070	300	2	M	72	Age at First Use - Primary	#	NF
2	A	CA100070	301	2	M	72	Age at First Use - Primary	#	NF
3	A	CA100070	302	2	M	72	Age at First Use - Primary	#	NF
4	A	CA100070	303	2	M	72	Age at First Use - Primary	#	NF
5	A	CA100070	304	2	M	72	Age at First Use - Primary	#	NF
6	A	CA100070	305	2	M	72	Age at First Use - Primary	#	NF
7	A	CA100070	306	2	M	72	Age at First Use - Primary	#	NF
8	A	CA100070	307	2	M	72	Age at First Use - Primary	#	NF
9	A	CA100070	308	2	M	72	Age at First Use - Primary	#	NF
10	A	CA100070	309	2	M	73	Age at First Use - Primary	#	NF

Submitting TEDS Files

NOTE: This function is for TEDS Format Files that have gone through the TEDS Validation ONLY.

Once your file has been converted to TEDS (if necessary), and your file has gone through a TEDS Validation, you can submit your data to TEDS. To do this, follow the directions below:

- From the files page, click on the file name.
 - Alternatively, click on the triangle next to the file name and choose “View Detail” from the menu that appears.
- Click on the “TEDS Validation” tab.
- If you are satisfied your file, click the “Submit” button in the upper right corner.
- Your file will automatically be submitted to TEDS Staff and on the Files Page, the status of the file will change to “Logged.”

The Crosswalk Page

The Crosswalk page lists your current crosswalks and allows you to easily create a crosswalk. You can do this by uploading a file with your state codes or using an existing file from the repository on the Files page. Once your state fields have been uploaded, use the *Mapping Your Crosswalk* section to continue building your crosswalk.

Creating a Crosswalk

To begin creating a crosswalk, follow these instructions:

- Click the “Create Crosswalk” button in the upper right corner of the “Crosswalk” page.
- Name your crosswalk in the text box next to “Crosswalk Name:”
- Choose the file type using the radio buttons beneath the text box.

Crosswalk Name:

File Type: Admission File Discharge File

4. Use either the *Using a File on Your Computer* section or the *Using an Existing File in the Repository* section to finish creating your crosswalk.

Using a File on Your Computer

Use these instructions to create a crosswalk by uploading a file from your computer.

1. Click the button on the right that reads “Upload New.”



2. Click where it reads “Drop Files Here or Click to Browse” and choose the file you wish to upload.
3. Pick the file format; it could be a CSV, Excel, TEDS Fixed Width Format, TEDS Excel Format, TEDS CSV Format, or SPSS file.
4. In order to differentiate between Admission and Discharge crosswalks, use the drop down menu next to “Submission Type.”
5. You can enter a description in the text box, but this is not required.
6. Click the “Upload” button.
7. Just as on the Files page, you have the ability to stop or pause this upload.
8. Click the button labelled “Next” and you will be taken to the Edit Crosswalk page.
9. Use the instructions in the *Mapping Your Crosswalk* section to continue.

Using an Existing File in the Repository

Use these instructions to create a crosswalk using a file already in the repository.

1. Click the button on the right that reads “Pick from Existing.”



2. A popup will appear; use the radio buttons to choose a file from the repository.
3. Click OK.
4. Click the button labelled “Next.”
5. You will be taken to the Edit Crosswalk page.
6. Use the instructions in the *Mapping Your Crosswalk* section to continue.

Mapping Your Crosswalk

After your codes are uploaded, use the following instructions to map your state’s fields to the TEDS fields.

1. Ensure that your state fields appear in the “State Field” column under “Fields to be Mapped.”
2. You can draw a line from your state field to the TEDS field by clicking on your state field and then dragging the mouse to the TEDS field that matches it and releasing the mouse. A line between the two fields will appear. Do this for all of your fields.
 - Note: The State Code field will automatically be filled in by the DSS; you do not need to map it to a TEDS field.

Fields to be Mapped		
State Field	Sort	TEDS Field
By Position		By Position
< 1 2 3 4 >		< 1 2 3 4 >
Sys Trans Type		System Transaction Type
State Code		Reporting Date
Reporting Date		State Provider Identifier
Provider Identifier		Client Identifier
Client Identifier		Codependent/Collateral
Co Dependent		Client Transaction Type
Client Trans Type		Date of Admission
Date of Admission		Type of Treatment Service/

3. You can navigate to the other fields by using the pagination tool in both the State Field and TEDS Field columns.

Fields to be Mapped		
State Field	Sort	TEDS Field
By Position		By Position
< 1 2 3 4 >		< 1 2 3 4 >
Sys Trans Type		System Transaction Type
State Code		Reporting Date
Reporting Date		State Provider Identifier

4. As you map the state fields to the TEDS fields, the mapped fields will appear in the right hand column labelled “Fields Mapping.”
5. If you accidentally map a state field to the wrong TEDS field or vice versa, go to those fields in the “Fields Mapping” column and click the X on the right.

Fields that need further action will have a yellow triangle next to them. To complete the mapping, you must click on the pencil icon on the right side of the row for each incomplete field.

Fields Mapping		
State Field	Sort	TEDS Field
⚠ Freq of useTertiary	V	Frequency of Use, Tertiary ✖
⚠ Age of first use Tertiary	V	Age at First Use, Tertiary ✖
⚠ Opioid Replacement(Methadone)	V	Medication-Assisted Opioid Therapy ✖

Different types of fields will need different types of actions. You can tell the type of action by the letter that is between the state field and the TEDS field. The legend will tell you what each letter means appears at the bottom of the “Fields to be Mapped” column. The definitions of these are as follows:

- **C – Direct Copy:** State data will be directly copied from the state file; *no action necessary*
- **V – Code Value Mapping:** State data codes must be manually entered; *further action necessary*
- **I – Static Input:** State field entered will be input across all codes; *further action necessary*
- **D – Date Format:** State must indicate the date format used; *further action necessary*

The actions needed for **V – Code Value Mapping**, **I – Static Input**, and **D – Date Format** are explained in the sections below.

V – Code Value Mapping

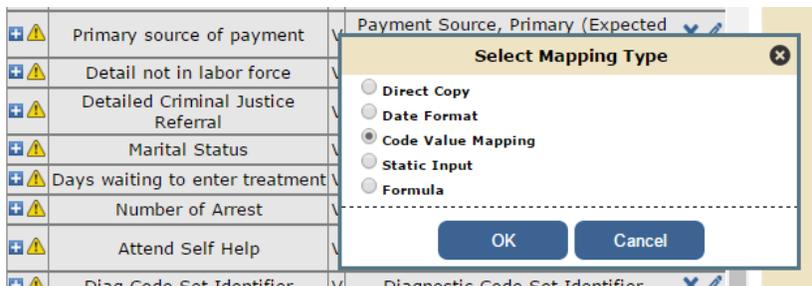
You must enter the state codes manually for any field with “V” next to it. To do this, follow the directions below:

1. Click on the pencil icon in the row of the field you want to work on. A popup will appear.
2. In the left column labelled “STATE Value,” enter your state’s codes and descriptions.
3. When you have finished, click OK.
4. Repeat for all fields labelled “V.”

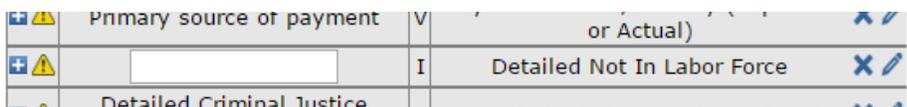
I – Static Input

To make a field the same across all codes, you first have to change the letter associated with the field, and then enter the text you want to appear across all codes. To do this, follow the directions below:

1. Click on the letter between the state field and the TEDS field. A popup will appear.



2. Choose the radio button next to “Static Input” and click OK.
3. A text box will appear in place of the state field name.



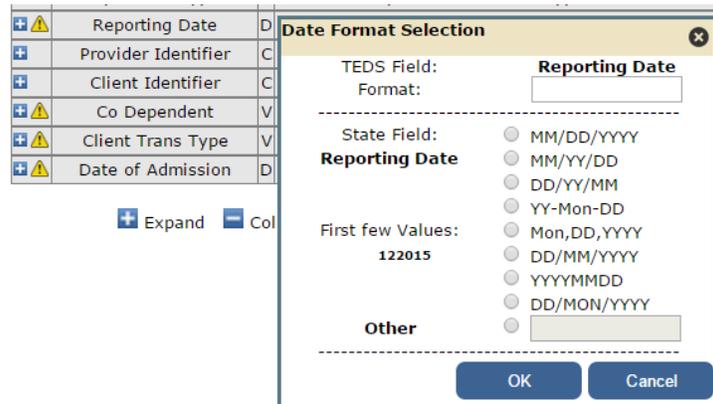
4. Enter the text you would like to appear across all codes for this field.

D – Date Format

For any field labelled “D,” you must select the date format your state uses. To do this, follow the directions below:

1. Click on the pencil icon in the row of the field you want to work on. A popup will appear.

- Using the radio buttons, choose the date format that matches the format your state uses. If it does not appear here, choose the “Other” radio button and enter the format your state uses.

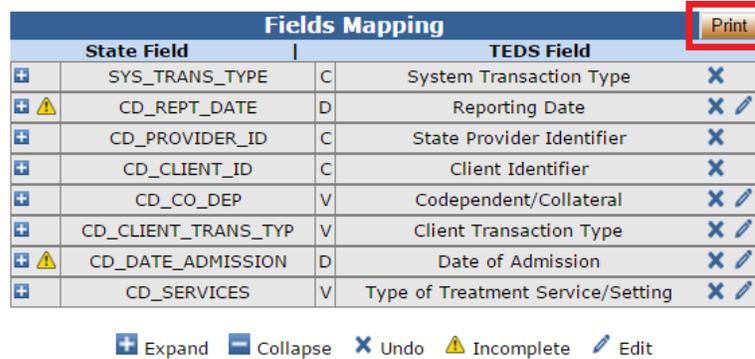


- Click OK.
- The changes will save and the incomplete symbol will disappear from that field.
- Repeat for all fields labelled “D.”

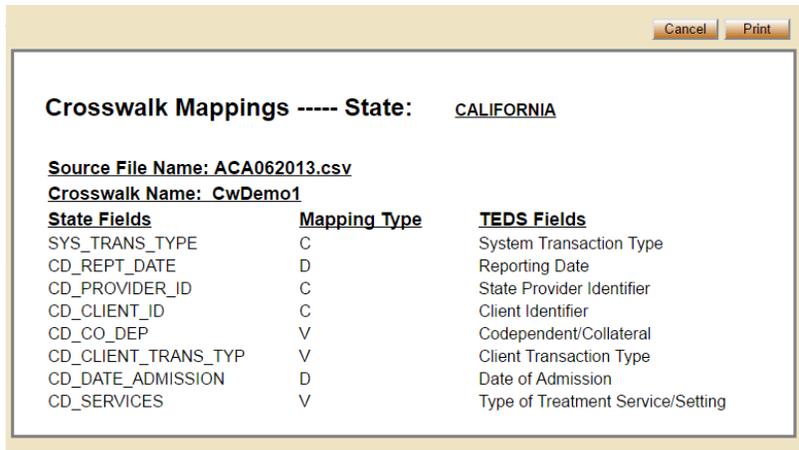
Printing Your Mapped Crosswalk

The DSS allows you to print your mapped crosswalk. To do this:

- Click on the “Print” button in the upper right corner of the Fields Mapping box.



- A new tab will open with your mappings in printable form.



- To print, click the “Print” button. If you don’t want to print, click “Cancel” and the tab will close.

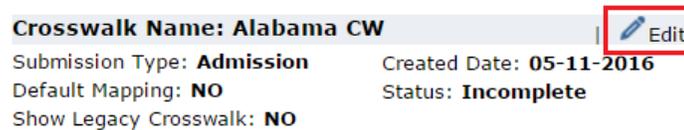
Legacy Crosswalk

A Legacy Crosswalk is a crosswalk that has been stored in the Crosswalk Management System (CWMS) and can be viewed in the DSS to assist you in filling in your state codes for fields marked with a “V.” The Legacy Crosswalk codes will appear next to the Value Mapping popup where you fill in your codes.

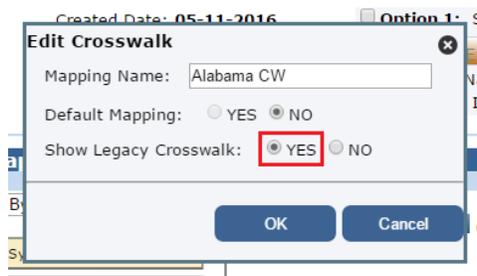
NOTE: If you do not have a crosswalk stored in the CWMS, you will not be able to see a Legacy Crosswalk.

Follow the directions below to show your Legacy Crosswalk:

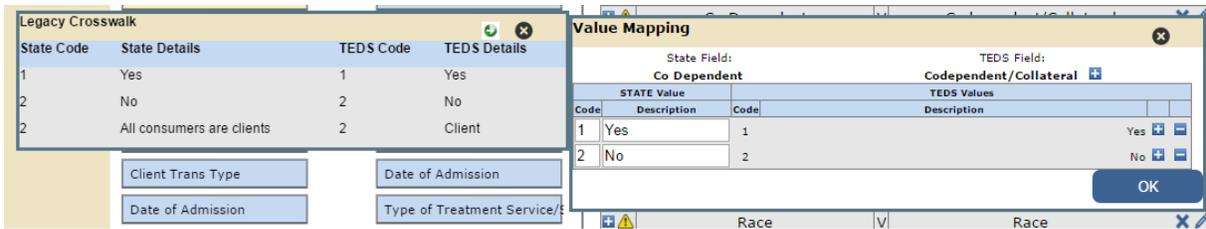
- Near the top of the page is a gray box with your crosswalk name. Click the “Edit” link in the right corner of this box.



- A popup will appear called “Edit Crosswalk.”
- Next to “Show Legacy Crosswalk,” click the radio button labelled “YES.”



- Click OK.
- When you click the pencil icon next to any field labelled “V,” your Legacy Crosswalk will appear.



Saving and Editing Your Crosswalk

Any time you make a change to your crosswalk, you can save it and then come back to edit your crosswalk whenever you like.

Saving

Whenever you begin or make changes to your crosswalk, a “Save” button will appear in the right corner of the screen. Click this button to save. Once you make changes, the button will appear again.



Editing

Once you have created your crosswalk, you can edit it at any point before sending it for approval. To do this:

1. Go to the Crosswalk Page.
2. In the far right column labelled “Action,” click the pencil and paper icon.

Crosswalk	File Uploaded	File Type	Created Date	Updated Date	Status	Actions
MA Crosswalk Admission		Admission	05-25-2016,3:05:59	05-25-2016,3:05:59	Incomplete	

Show 10 entries Previous 1 Next

3. This will take you to the crosswalk and allow you to make edits.
4. Make sure to save when you are finished!

Submitting Your Crosswalk

Once you have mapped all of your fields and made sure that they are complete, you can submit your crosswalk.

NOTE: To submit your crosswalk, you must at least have mapped the KEY fields (8 specific fields for Admission and 16 specific fields for Discharge). If you have mapped the KEY fields but still need to continue mapping other fields, DO NOT submit your crosswalk. If all of your fields are not mapped, TEDS Staff will not approve your crosswalk and you will need to go back and complete the crosswalk.

To submit your crosswalk, follow the directions below:

1. Save your crosswalk using the “Save” button in the right corner of the screen.

2. One of two popups will appear:
 - If you have mapped all of the KEY fields, at a minimum, the popup will tell you that you are allowed to send your crosswalk to TEDS staff for approval.
 - If you have not mapped all of the KEY fields, the popup will tell you that your Mapping Status is Incomplete and you must map all of the KEY fields in order to submit your crosswalk.
3. Click OK on the popup.
4. If you have mapped all of the KEY fields, the “Save” button will be replaced with a button that reads “Send for Approval.”



5. Make sure that you have completed the crosswalk to the best of your ability. If you make changes, click the “Save” button again.
6. Once you are ready, click the “Send for Approval” button.
7. On the Crosswalk Page, the status of this crosswalk will change to “Ready for Review.”
8. Your crosswalk will be sent to TEDS staff. You will be notified by email when TEDS staff either approves or rejects your crosswalk.
 - If the crosswalk is approved, the status will change to “Approved” on the Crosswalk Page.

Once your crosswalk is approved, you can convert your files to the TEDS format. To do this, see the *Converting Files to TEDS Format* section on page 7.

The Reports Page

The Reports Page on the DSS shows all files that are in the production stage (files that have been processed by TEDS Staff). You can sort, filter, and download these files.

TEDS Status Report

[Download](#)

Filter Date Processed: and

File Name	Type	Number of Records	Date Received	Date Processed	Status
CA062015.DISC	D	15607	Jul 1, 2015 9:58:22 AM	Jul 1, 2015 10:03:19 AM	PRODUCTION
CA062015.ADM	A	15167	Jul 1, 2015 9:53:19 AM	Jul 1, 2015 10:01:35 AM	PRODUCTION
CA052015.DISC	D	14980	Jun 3, 2015 3:39:35 PM	Jun 3, 2015 3:42:57 PM	PRODUCTION
CA052015.ADM	A	16610	Jun 3, 2015 3:34:15 PM	Jun 3, 2015 3:37:29 PM	PRODUCTION
CA042015.DISC.txt	D	13880	May 6, 2015 10:58:00 AM	May 6, 2015 11:02:23 AM	PRODUCTION
CA042015.ADM.txt	A	15196	May 6, 2015 10:53:39 AM	May 6, 2015 10:57:01 AM	PRODUCTION
CA032015.DISC.TEDSDISC	D	12303	Apr 8, 2015 9:52:54 AM	Apr 8, 2015 9:55:43 AM	PRODUCTION
CA032015.ADD.TEDSADM	A	13949	Apr 8, 2015 9:48:27 AM	Apr 8, 2015 9:51:54 AM	PRODUCTION
CA022015.DIS.TEDSDISC	D	12701	Mar 4, 2015 2:28:22 PM	Mar 4, 2015 2:31:17 PM	PRODUCTION
CA022015.ADD.txt	A	14270	Mar 4, 2015 2:24:05 PM	Mar 4, 2015 2:27:02 PM	PRODUCTION

Show entries

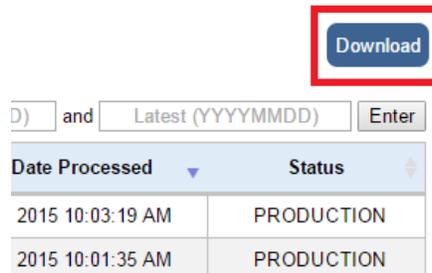
[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[...](#)
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Sorting/Filtering Reports

You can sort the list of files by any of the columns by simply clicking on the column name. You can also filter the list of files by a date range of your choosing by using the “Filter Date Processed” text boxes. Note that this will filter the files by the Date Processed and **not** Date Received.

Downloading Reports

You can also download the list of files from the Reports Page by clicking the Download button in the upper right corner. The files will download in CSV format.



The screenshot shows a user interface for a report. At the top right, there is a blue button labeled "Download" which is highlighted with a red rectangular box. Below this, there are two text input fields: the first contains "D)" and the second contains "Latest (YYYYMMDD)", with an "Enter" button to the right. Below these fields is a table with two columns: "Date Processed" and "Status". The table contains two rows of data.

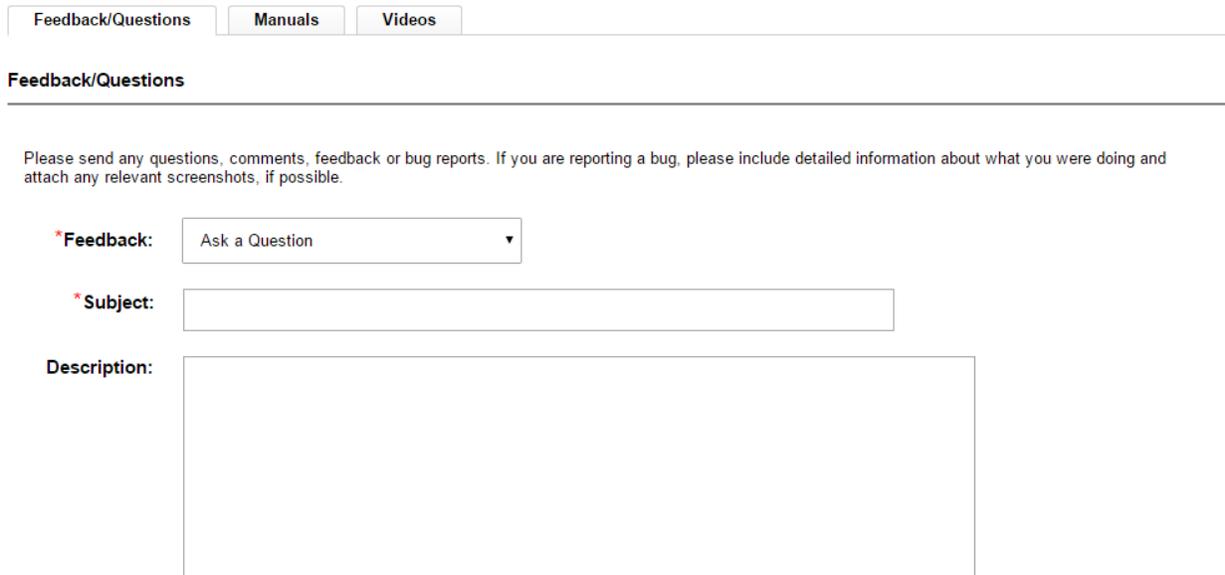
Date Processed	Status
2015 10:03:19 AM	PRODUCTION
2015 10:01:35 AM	PRODUCTION

The Support Page

The Support Page is there to assist you in using the site as well as give you an avenue to send any feedback/comments/questions/bug reports to DSS Developers.

Feedback/Questions Tab

Use the Feedback/Questions Tab to communicate with the DSS Developers.



The screenshot shows the "Feedback/Questions" tab selected in a navigation bar. Below the navigation bar, there is a section titled "Feedback/Questions" with a horizontal line underneath. Below this line, there is a paragraph of text: "Please send any questions, comments, feedback or bug reports. If you are reporting a bug, please include detailed information about what you were doing and attach any relevant screenshots, if possible." Below the text, there is a form with three fields: a dropdown menu labeled "*Feedback:" with "Ask a Question" selected, a text input field labeled "*Subject:", and a large text area labeled "Description:".

From the drop down menu next to “Feedback,” choose the type of communication you are sending. Then add a subject, enter the description of your feedback, type in the CAPTCHA code, and finally, click the “Submit” button to send your feedback to the Developers.

We will address your questions/comments/bug reports as soon as possible.

Manuals Tab

In the Manuals tab, you will find links to the DSS State User Manual.

Videos Tab

In the future, this tab will contain video tutorials to show you how to use the DSS.

TEDS Manual Page

On the TEDS Manual Page, you can access the *Combined Substance Abuse and Mental Health Treatment Episode Data Set (TEDS) State Instructional Manual*. You can either view it online or download it to your computer.