

# **Guidelines**

For

# **BHSIS**

# **State Contacts**

**I-BHS**

**N-SSATS**

**N-MHSS**

**TEDS**

**Substance Abuse and Mental Health Services Administration (SAMHSA)  
Center for Behavioral Health Statistics and Quality (CBHSQ)  
Behavioral Health Services Information System (BHSIS)  
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# Guidelines for State BHSIS Contacts

## 1. Introduction

The purpose of this manual is to provide a brief description of the BHSIS (Behavioral Health Services Information System) programs, and to provide guidelines for the State BHSIS Contacts. It outlines the State responsibilities and describes the related responsibilities of the Substance Abuse and Mental Health Services Administration (SAMHSA) and its contractors, Eagle Technologies, Inc. (Eagle) and Mathematica Policy Research (Mathematica).

BHSIS is a cooperative program between SAMHSA, an agency of the U.S. Department of Health and Human Services, and State Substance Abuse and Mental Health Agencies to collect and compile a range of behavioral health services information. Each State receives BHSIS funding from SAMHSA to help support these activities. For this cooperative program to succeed, SAMHSA relies on State personnel to fulfill certain responsibilities. Each State designates individuals to serve as contacts for the BHSIS project. While a single person must be designated as the contact point for each program, a person may be the contact for several programs. To get the names of the current contacts for your state, contact the BHSIS Helpdesk at [bhsis\\_helpdesk@eagletechva.com](mailto:bhsis_helpdesk@eagletechva.com), or go to the DASIS web site at <http://www.dasis.samhsa.gov> and select the "DASIS contacts" button.

The DASIS web site is a source of information about all the BHSIS programs. It provides the latest BHSIS user manuals, and links to other BHSIS materials.

## 2. Background

The BHSIS has four major components:

1. I-BHS: The **Inventory of Behavioral Health Services** is a national database of all behavioral health treatment programs known to SAMHSA.
2. N-SSATS: The **National Survey of Substance Abuse Treatment Services** is an annual survey of the substance abuse treatment providers included on the I-BHS and includes the Mini N-SSATS, an abbreviated monthly version of the survey for new facilities that begin operating between the annual N-SSATS cycles. Additionally, information from the N-SSATS is used to populate/update the *Behavioral Health Treatment Services Locator* and the *National Directory of Drug and Alcohol Abuse Treatment Facilities*.
3. N-MHSS: The **National Mental Health Services Survey** is an annual survey of mental health treatment services to be used for publication in SAMHSA reports, for program administration, planning, and policy analysis. Additionally, information from the N-MHSS is used to populate/update the *Behavioral Health Treatment Services Locator* and the *National Directory of Mental Health Treatment Facilities*.
4. TEDS: The **Treatment Episode Data Set** is a data system containing records on admissions to and discharges from substance abuse and mental health

treatment (primarily in facilities receiving public funding), collected by the States and submitted to SAMHSA.

## **I-BHS**

The I-BHS is an inventory of all behavioral health treatment facilities known to SAMHSA and includes basic information about each facility. It is the foundation of the BHSIS program and is an integral part of the other BHSIS components. It is the source of treatment facility names and addresses for the N-SSATS, Mini N-SSATS, N-MHSS, and as a sampling frame for conducting sample surveys of treatment providers and their clients. Most facilities in the I-BHS are included in the *National Directory of Drug and Alcohol Abuse Treatment Facilities, (Directory)*, the *National Directory of Mental Health Treatment Facilities, (Directory)*, and the web-based *Behavioral Health Treatment Services Locator, (Locator)*. The web-based *Locator* can be found at: <https://www.findtreatment.samhsa.gov>. To be included in the *Directory* and on the *Locator*, I-BHS facilities must be “state approved” for inclusion by the States and participate annually in the N-SSATS and/or N-MHSS.

States provide Eagle with information to update the I-BHS through the I-BHS On-line and through email, fax, and telephone. The I-BHS On-line is a web-based tool for submitting information to the I-BHS and may be found on the DASIS web site. States may obtain a user ID and password for the I-BHS On-line by contacting Eagle (email: [bhsis\\_helpdesk@eagletechva.com](mailto:bhsis_helpdesk@eagletechva.com), phone: 1-888-250-4665). As part of this system, States may use the I-BHS On-line to search the I-BHS for all or some of the facilities in their state. Search results can be viewed on the computer screen, printed, or downloaded.

## **N-SSATS and Mini-N-SSATS**

The National Survey of Substance Abuse Treatment Services (N-SSATS) is an annual survey of all active substance abuse treatment facilities included in the I-BHS. Data collected in the survey include facility level information (e.g. organizational characteristics and services provided), and client information (e.g. number of clients served and their characteristics, and data on treatment services). Information from the survey on services offered and languages accommodated are displayed in the *Directory* and on the *Locator*. The Mini N-SSATS is an abbreviated version of the survey conducted monthly by telephone with newly identified state-approved facilities. By responding to the Mini N-SSATS, a facility can be included in the *Locator* without having to wait for the next annual N-SSATS: To continue being listed, however, facilities must also respond to the annual N-SSATS.

Mathematica has primary responsibility for N-SSATS and Mini N-SSATS operations. The schedule is updated before each survey and transmitted to the State N-SSATS contacts by Mathematica. The schedule for the most current N-SSATS is also available on the DASIS web site along with State-specific response rates for the most recent survey.

## **N-MHSS**

The National Mental Health Services Survey (N-MHSS) is a census of all known mental health treatment facilities within the U.S. and territories. While there may be many mental

health services that aid in recovery, the N-MHSS only surveys those facilities that provide treatment, not only supportive services. This survey, previously conducted in 2008 as the National Survey of Mental Health Treatment Facilities (NSMHTF) and in 2010, 2012, 2014 and each year thereafter as the N-MHSS, collects facility-specific characteristics, such as: location; organizational structure and ownership; types of services and specially-designed programs/services offered; and payment/funding sources. The survey also collects facility caseload data, such as: one day census counts of residents; and aggregated counts of clients by age, gender, race, and ethnicity. Facilities include public and private psychiatric hospitals; non-federal general hospitals with separate psychiatric services; U.S. Department of Veterans Affairs medical centers; residential treatment centers for children; residential treatment centers for adults; freestanding outpatient clinics and partial care programs; and multiservice (non-hospital) mental health facilities. Data from the N-MHSS are used for publication in SAMHSA reports, for program administration, planning, and policy analysis. Additionally, information from the N-MHSS is used to populate/update the *Locator* and the *Directory*. This *Locator* is an important resource used by (1) mental health consumers, family members, and the public for locating needed mental health treatment services available

Mathematica has primary responsibility for N-MHSS operations. The schedule is updated before each survey and transmitted to the State N-MHSS contacts by Mathematica. The schedule for the most current N-MHSS is also available on the DASIS web site along with State-specific response rates for the most recent survey.

## **TEDS**

TEDS is a compilation of demographic, substance use, mental health, clinical, legal, and socioeconomic characteristics of persons who are receiving publicly funded substance abuse and/or mental health services. State administrative data systems, claims, and encounter data are the primary data sources. The state role in submitting TEDS to SAMHSA is critical, since TEDS is the only national data source for client-level information on persons who use substance abuse treatment services. TEDS also provides a mechanism for states to report treatment admissions and discharges of persons receiving mental health services. This reporting framework supports SAMHSA's initiative to build a national behavioral health data set accessible (with appropriate confidentiality protection) by the public; local, state, and federal policymakers; researchers; and many others for comparisons and trends on the characteristics of persons receiving substance abuse and/or mental health treatment services. TEDS provides outcomes data in support of SAMHSA's program, performance measurement, and management goals.

TEDS consists of two separate but linkable data sets on client admission and discharge/update records. The TEDS admission data set has three components: a minimum data set that includes demographic and drug history data, a supplemental data set that includes more detailed and related data items (detailed drug codes, pregnancy status, marital status, expected source of payment, etc.), and a national outcomes measures (NOMS) data set. States are expected to report all minimum data items and as many supplementary data items as feasible. The discharge/updates data set includes information relating to the date and conditions of discharge, selected information from the associated admission record, and a NOMS data set analogous to the admissions NOMS.

Associated with TEDS is the state data crosswalk. The state data crosswalk contains specific instructions for mapping or translating the data fields and categories in the state system to the appropriate TEDS data fields and categories. It provides basic information necessary to develop a computer program that will extract and, if needed, convert state data to the TEDS specifications. The use of consistent reporting formats and data definitions is essential to the production of a standard national data. The BHSIS Project Office manages all state data crosswalks through the DSS Legacy Crosswalk interface.

Every effort is made to establish a consistent conversion of state data to the TEDS database, thereby maximizing comparability across states. SAMHSA recognizes, however, that some state field definitions and/or categories may not exactly match those in TEDS. When state field definitions and/or categories do not match, differences should be documented in the state data crosswalk. This information will aid SAMHSA and other researchers in the interpretation of individual state TEDS data.

### **3. State BHSIS Contacts and their responsibilities**

There are specific tasks and responsibilities associated with each of the major BHSIS components. In addition to designating an individual to be responsible for each component, States also designate an overall BHSIS manager or contact for all BHSIS activities. States should notify Eagle promptly when there is a change in State BHSIS contact personnel. The general role and responsibilities of the State contact for each BHSIS activity are described below.

#### **State BHSIS Manager**

The State BHSIS Manager generally has overall responsibility for all the BHSIS programs in the State and coordinates the activities of the other BHSIS contacts. The BHSIS Manager notifies Eagle of changes in State contacts for the various BHSIS components. The BHSIS manager is the contact for issues that cannot be resolved by another contact, for issues of a crosscutting nature, and for issues involving policy decisions. Eagle keeps the BHSIS manager informed of all significant activities through correspondence (primarily e-mails), and cc's of correspondence with other BHSIS contacts. Completion of the BHSIS Annual Report, though directed to the Single State Agency contact, is often the responsibility of the BHSIS Manager.

#### **I-BHS Contact**

The major functions of the State I-BHS contact are to assist SAMHSA and its contractor, Eagle, on general I-BHS matters, to keep the State's portion of the I-BHS current, and to determine which of the I-BHS facilities are approved by the State for inclusion in the *Directory* and on *the Locator*. States can use the I-BHS On-Line, a web-based system, to update the I-BHS. The I-BHS On-line requires a user ID and a password available from Eagle and can be accessed at the DASIS web site. The I-BHS On-line User's Manual may be downloaded from the same web site or is available from Eagle.

### **The State I-BHS Contact is responsible for:**

- Adding to the I-BHS all behavioral health treatment facilities newly licensed or approved by the State.
- Changing the status in I-BHS of those facilities that have stopped operations or have lost State approval.
- Updating information for facilities that have changed their name, address, or telephone number.
- Updating information on which facilities report to TEDS, and the dates on which they started or stopped reporting to TEDS.
- Periodically reviewing lists of treatment facilities identified by Eagle from other (non-State) sources and determining the "approved" status of each (e.g., State-approved facility not yet in I-BHS, not a State-approved facility, etc.).
- Performing the above in a timely manner in order that the I-BHS is kept current and complete.

### **SAMHSA/Eagle are responsible for:**

- Verifying with the State changes to information about a State-approved facility prior to making the change in the I-BHS.
- Processing changes submitted through the I-BHS On-line in a timely manner.
- Responding promptly to State requests for I-BHS information.
- Developing and maintaining electronic files and systems that are useful to the States and that minimize the effort required for States to maintain their part of the I-BHS system.

### **N-SSATS Contact**

The major function of the State N-SSATS contact is to assist the data collection contractor, Mathematica, in conducting the annual substance abuse treatment survey, and to review survey results. This contact serves as an important resource for helping to ensure the success of the survey.

### **The State N-SSATS Contact is responsible for:**

- Providing Mathematica with a State letter of support that is mailed to survey respondents with the survey questionnaire.
- Assisting Mathematica staff during the survey period when they have problems contacting and surveying facilities. This may include, for example, providing additional information on facilities that can't be reached by phone or mail, identifying facilities that are possible duplicates of other facilities, and identifying facilities related by common ownership.
- Helping to reduce survey non-response by contacting selected non-responding facilities to enlist their cooperation in the survey (e.g., by mail, newsletter, phone or other means).
- Reviewing early versions of data tables and data files to help Mathematica identify major errors in facility responses (e.g., types of services provided, client counts).

### **N-MHSS Contact**

The major function of the State N-MHSS contact is to assist the data collection contractor, Mathematica, in conducting the annual mental health treatment survey, and to review survey results. This contact serves as an important resource for helping to ensure the success of the survey.

### **The State N-MHSS Contact is responsible for:**

- Providing Mathematica with a State letter of support that is mailed to survey respondents with the survey questionnaire.
- Assisting Mathematica staff during the survey period when they have problems contacting and surveying facilities. This may include, for example, providing additional information on facilities that can't be reached by phone or mail, identifying facilities that are possible duplicates of other facilities, and identifying facilities related by common ownership.
- Helping to reduce survey non-response by contacting selected non-responding facilities to enlist their cooperation in the survey (e.g., by mail, newsletter, phone or other means).
- Reviewing early versions of data tables and data files to help Mathematica identify major errors in facility responses (e.g., types of services provided, client counts).

### **SAMHSA/Mathematica are responsible for:**

- Providing States with sample letters of support.

- Contacting States for assistance with State-specific problems arising during survey (described earlier).
- Contacting States to request assistance with improving the response rate and providing States with lists of non-responding facilities.
- Providing States with draft tabulations, data files, and other materials for their review.
- Responding to State requests for data tabulations and electronic data files.

The specific schedule for these tasks depends on the beginning date for the survey. Schedules for subsequent surveys will be provided to the State contact by Mathematica in advance of the surveys and will be available on the DASIS web site. The extent of assistance requested will vary from year to year and from State to State according to the survey outcome and the resources available in the State.

### **TEDS Contact**

Both the state and the BHSIS Project Office need to undertake a series of measures regarding TEDS data submission and processing to ensure that the TEDS database contains accurate and valid data. States should develop procedures to ensure that the data they submit to TEDS are accurate and in the correct format as specified in this manual.

#### **Each state is responsible for:**

- Developing and/or modifying the state data crosswalk in accordance with the state's most recent data collection protocol.
- Ensuring that each record in the data submission contains the required key fields, all fields in the record contain valid codes, and no duplicate records are submitted.
- Cross-checking data items for consistency on related data fields. Responding promptly to the DSS Validation Results and Error Report by applying corrective actions.
- Reviewing TEDS Quarterly Feedback Tables for accuracy, comparing TEDS data with comparable state data to ensure the state data have been completely and accurately reported to TEDS, and notifying the BHSIS Project Office of any identified data issues. The Quarterly Feedback Tables show the count and percent distribution as of the reporting quarter of all TEDS admission and discharge data items submitted by the state in the past three years.
- Responding to any questions about potential data problems.
- Submitting data to TEDS according to the agreed-upon reporting schedule.

- Notifying the BHSIS Project Office as soon as the state determines it cannot meet a scheduled submission.

**SAMHSA/Eagle are responsible for:**

- Reviewing state data crosswalks for completeness and consistency with the reporting standards.
- Processing state data submissions quickly (generally within 2-3 business days).
- Providing states with technical support to ensure their file meets the required format and specifications.
- Ensuring that each record in the TEDS database is unique.
- Assisting states in interpreting the Validation Results and Error Report and providing guidance on the required corrective action.
- Ensuring appropriate security of state submissions with respect to data confidentiality and privacy.
- Providing states with TEDS Quarterly Feedback Reports in a timely manner at the end of each calendar quarter.

**SSA Contact**

The Single State Agency contact is the Director of substance abuse services for the State, or his/her designee. This person is the primary contact for the BHSIS Federal-State agreement and signs the annual State agreement document so that the State can receive its BHSIS funds from SAMHSA. The BHSIS Annual Report is sent to the SSA, although actual completion of the report is often delegated to the BHSIS Manager.

The SSA is contacted regarding major policy issues and is kept apprised of major BHSIS activities through cc's of correspondence with the BHSIS Manager. The SSA determines the appropriate State Substance Abuse Agency information to be displayed in the *Directory* and on the *Locator* web site (telephone numbers, web site addresses, etc.).

**SMHA Contact**

The State Mental Health Authority contact is the Director of mental health services for the State, or his/her designee. This person is the primary contact for the BHSIS Federal-State agreement and signs the annual State agreement document so that the State can receive its BHSIS funds from SAMHSA. The BHSIS Annual Report is sent to the SMHA, although actual completion of the report is often delegated to the BHSIS Manager.

The SMHA is contacted regarding major policy issues and is kept apprised of major BHSIS activities through cc's of correspondence with the BHSIS Manager. The SMHA determines the appropriate State Mental Health Authority information to be displayed in the *Directory* and on the *Locator* web site (telephone numbers, web site addresses, etc.).

#### **4. Communication with SAMHSA, Eagle, and Mathematica**

Staff of Eagle, Mathematica and SAMHSA are available during regular working hours to discuss BHSIS issues and answer questions. State contacts are invited to telephone, fax or email any staff member when the need arises. Current BHSIS information will be sent to States via email as the need arises. State contacts are encouraged to give contractor and SAMHSA staff comments and suggestions on any BHSIS issue and should feel free to get in touch with any of the SAMHSA or contractor personnel listed on the last page of this guide whenever needed.

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