

Data Submission System (DSS)

State User Manual 2.1

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1. Introduction

The Data Submission System (DSS) is a new data preparation and submission system that was developed in cooperation with SAMHSA and state representatives to replace the recently retired State Treatment Episode Data Set (TEDS) Submission System (STSS).¹

1.1 Purpose of the DSS

The DSS is designed to provide a more interactive and transparent data submission process by minimizing the burden of U.S. states and territories when reporting substance abuse and mental health data to TEDS. With the DSS, U.S. states and territories can use many different file formats to create a file extract of their existing database or databases. In addition to the TEDS ASCII fixed-width file format, which was supported by STSS, the DSS also accepts non-fixed width file formats, such as Excel and Comma Separated Values (CSV). The use of different file formats allows states and territories to tailor their TEDS file submissions to include only the variables that they collect.

Additionally, the DSS allows U.S. states and territories to visualize their data through graphics, review simplified edit reports, and apply corrective actions prior to file submission. These functions, along with the overall intuitive design of the DSS, provide U.S. states and territories easier access to, and the means to comply with, TEDS reporting requirements.

1.2 Document Scope

This document explains how to use the DSS application to properly submit substance abuse (*admission and discharge*) and mental health (*admission, discharge, and update*) files to TEDS.

1.3 Disclaimer

This manual is an instructional tool for the DSS; it does not provide definitions of data fields or explain TEDS reporting requirements. Please refer to the *Combined Substance Abuse and Mental Health TEDS State Instruction Manual* for reporting guidelines.

The functionality available depends upon permissions granted to each state user. If you have any questions, please contact the BHSIS Project Office through the Support page (*Section 13, Support Page*) or at BHSIS_Helpdesk@eagletechva.com.

Files submitted prior to June 1, 2017, are included in the list on the Submissions page. Submission details are available; however, the data, validation results, and summary and error reports currently cannot be viewed.

¹ As of June 1, 2017, the STSS is no longer supported. All states and territories are required to use the DSS to submit substance abuse and mental health TEDS data.

2. Quick Guide for TEDS Data File Submission

The following steps provide a quick user guide for submitting a TEDS data file through the DSS. Please refer to each section of this manual for step-by-step instructions.

Note: Steps 3 and 4 are applicable **only if** you are submitting non-TEDS formatted files. If you are submitting a TEDS fixed-width format file, skip steps 3 and 4.

1. Access and log on to the DSS (see Section 3).
2. Upload a data file to the DSS (see Section 4.2).
3. If your data file is not in TEDS format, complete a Data Conversion Crosswalk (see Section 5).
4. Convert the data file to TEDS format by using a completed crosswalk (see Section 6).
5. Validate your data file using the **Run Validations** feature (see Section 7).
6. Review **Validation Results, Summary, and Error Reports** (see Section 8).
7. Correct data errors by using the **Edit feature**; then re-validate the data file (see Section 9).
8. Submit the data file to the BHSIS Project Office for final processing (see Section 10).
9. Access TEDS data files that have been processed by the BHSIS Project Office (see Section 11).

Figure 2-1 provides a process flow for submitting a TEDS data file via the DSS.

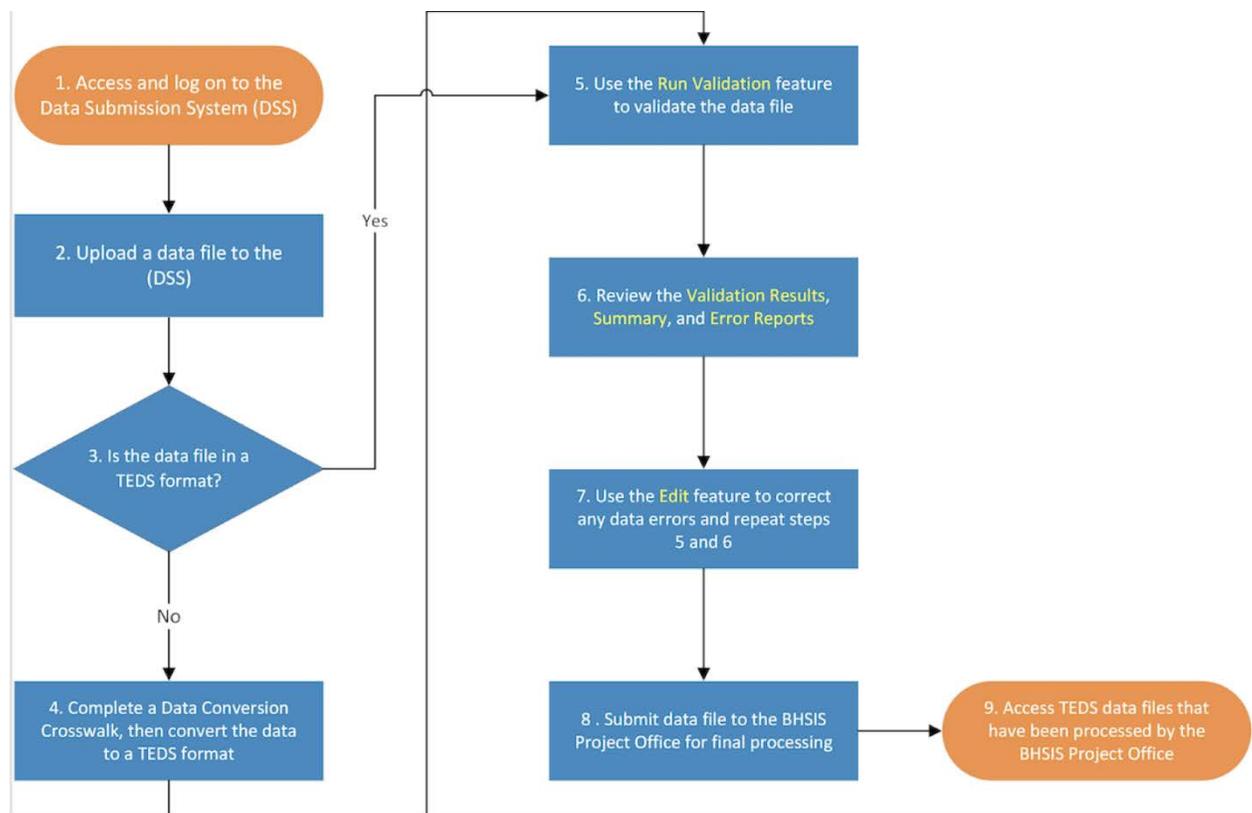


Figure 2-1. Data Submission Process Flow

3. Accessing and Logging into the DSS

3.1 User ID and Password

Contact the BHSIS Project Office at BHSIS_Helpdesk@eagletechva.com to obtain a user ID and password.

Use the steps below to access and log in to the DSS.

1. Access the DSS via <https://dasis3.samhsa.gov/dss>.
2. Enter your user ID and password in the **User ID** and the **Password** fields; then click **Submit**.

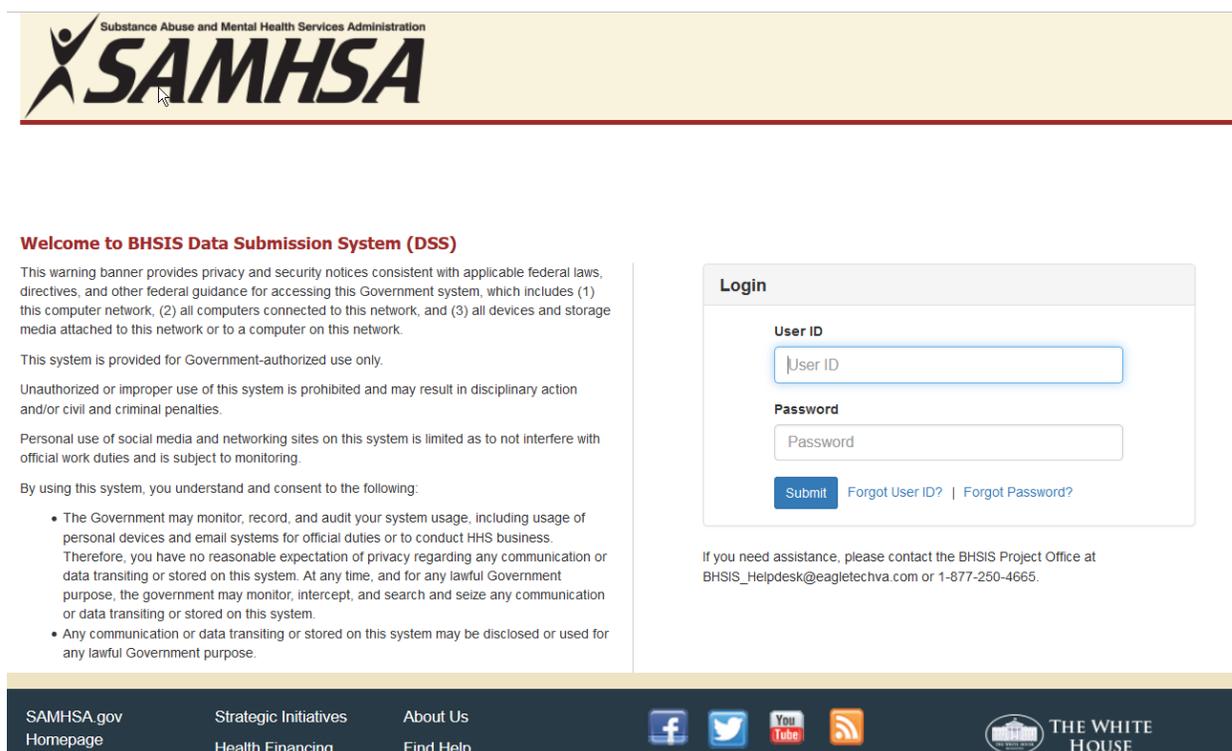


Figure 3-1. DSS Login Page

Note: If you forgot your User ID or Password, click on the **Forgot User ID?** or **Forgot Password?** link located to the right of the **Submit** button.

3.2 Two-Factor Authentication

Once you have logged in, the **Two-Factor Authentication** page appears. This page is designed to provide an additional layer of security to the DSS application system.

A verification code is sent to the email address that we have on file. Please have your email account accessible when using the DSS.

The verification code expires within 3 minutes. You may select the **Yes, register my computer** option if you would like to register your computer. By selecting this option, you are not required to enter a verification code the next time you log in using the same computer and browser within a 30-day period.

Note: If you clear your browsing history, you are required to enter a new verification code the next time you attempt to log in to the DSS.

Two-Factor Authentication

*** Verification Code**

Verification Code

Enter verification code sent to your e-mail address.

Save time by registering your computer.
 If this is your personal computer, register it now. We won't need to contact you the next time you log in.

Yes Register my computer
 No this is a Public Computer

Verify
Cancel
Resend

(Optional)

Configure Authenticator

Figure 3-2. Two-Factor Authentication Page

The system defaults to the **Files** page.



Figure 3-3. Files Page

Use the navigation tabs (**Files**, **Crosswalk**, **Submissions**, **Support**, and **Audit Trail**) at the top of the page to access the desired functionality.

4. Managing Data Files in the File Repository

The **File Repository** is displayed on the **Files** tab. The repository is the basis for all actions in the DSS.

Once a data file is in the repository, you can view, query, and modify the data, as well as generate a data profile. You can download all, or subsets, of the data.

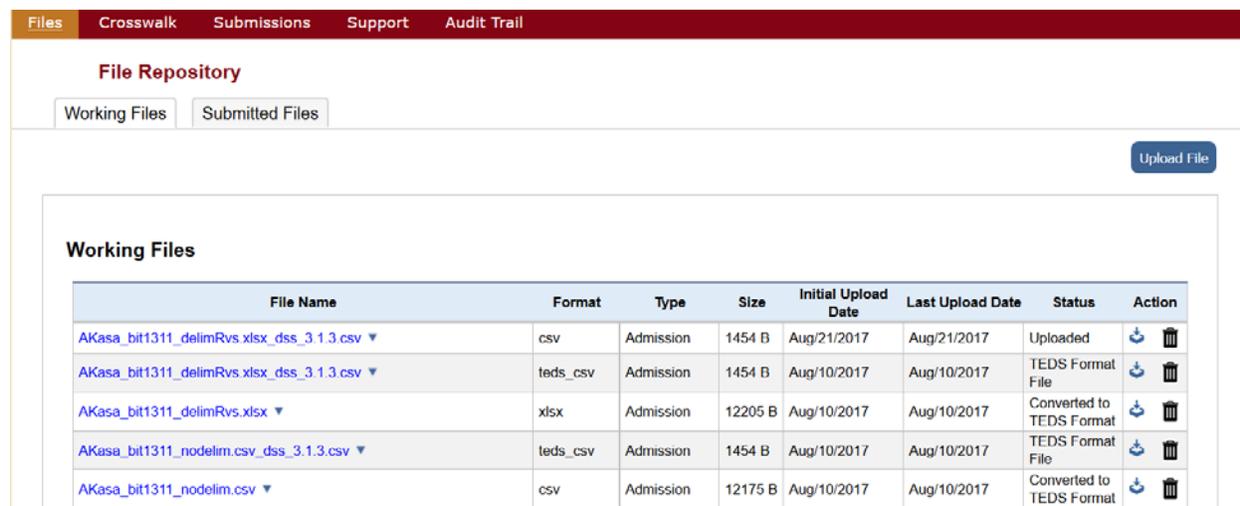
If your file is already in a TEDS format, you can run validations and then submit your data file for processing. Any file format beginning with **teds_** is in the TEDS format and does not need to be converted.

If your data file is **not** in a TEDS format, you must use a completed Data Conversion Crosswalk to convert the data file to a TEDS format. After the file has been converted, you can run validations, and then submit your data file for processing. Please refer to *Section 5, Completing a Data Conversion Crosswalk*, and *Section 6, Converting a File to the TEDS Format*, for step-by-step instructions.

The File Repository contains files that the state user is testing and files that have been submitted to the BHSIS Project Office for processing. The following sections describe the functionality available on the **Working Files** and **Submitted Files** pages.

4.1 Working Files Page and Submitted Files Page Overview

All state data files that have been uploaded, converted, or validated are in the **Working Files** list on the **Working Files** page. They are presented in the order in which they were uploaded or created through data conversion. The most recent data files will be at the top of the list. These files will be in the list on the **Working Files** page until deleted or submitted to the BHSIS Project Office for processing.



File Name	Format	Type	Size	Initial Upload Date	Last Upload Date	Status	Action
AKasa_bit1311_delimRvs.xlsx_dss_3.1.3.csv	csv	Admission	1454 B	Aug/21/2017	Aug/21/2017	Uploaded	 
AKasa_bit1311_delimRvs.xlsx_dss_3.1.3.csv	teds_csv	Admission	1454 B	Aug/10/2017	Aug/10/2017	TEDS Format File	 
AKasa_bit1311_delimRvs.xlsx	xlsx	Admission	12205 B	Aug/10/2017	Aug/10/2017	Converted to TEDS Format	 
AKasa_bit1311_nodelim.csv_dss_3.1.3.csv	teds_csv	Admission	1454 B	Aug/10/2017	Aug/10/2017	TEDS Format File	 
AKasa_bit1311_nodelim.csv	csv	Admission	12175 B	Aug/10/2017	Aug/10/2017	Converted to TEDS Format	 

Figure 4-1. Working Files Page

All TEDS-formatted files that have been submitted for processing or have been processed by the BHSIS Project Office are available in the Submitted Files list on the **Submitted Files** page. They are presented in the order in which they were submitted. The most recent submissions will be at the top of the list.

File Name	Format	Type	Size	Initial Upload Date	Last Upload Date	Status	Submission	Actions
AKasaNothing_bit1105.csv_bit1105_test.csv	teds_csv	Admission	1945 B	Jul/12/2017	Jul/12/2017	Production	AKasaNothing_bit1105.csv_bit1105_test.csv	
6-19-2017 discharge.txt	teds_fwf	Discharge	246055 B	Jun/19/2017	Jun/19/2017	Testing		
06-19-2017 admission.txt	teds_fwf	Admission	382283 B	Jun/19/2017	Jun/19/2017	Testing		

Figure 4-2. Submitted Files Page

4.1.1 Working Files Page and Submitted Files Page Description

The Working Files list on the **Working Files** page and the Submitted Files list on the **Submitted Files** page are similar.

The columns in the Working Files and Submitted Files lists are identical, except that the Submitted Files list has an additional column, **Submissions**. The status of the file depends on the processing stage and is unique to the **Working Files** or **Submitted Files** page.

A description of the columns on these pages and their contents is identified in Table 4-1.

File Name	Name of the file
Format	File structure and layout, e.g., CSV, Excel, fixed-width
Type	Specifies if the file contains Admission or Discharge data
Size	Size of the file in bytes
Initial Upload Date	First date that the file was uploaded
Last Upload Date	Last date that the file was uploaded after pausing or stopping an upload
Status	<p><u>Working Files</u></p> <p>Uploaded: A file that has not been validated or converted</p> <p>TEDS Format File: A TEDS Format data file that was created from a csv or excel file through the data conversion process, but has not yet been validated</p>

	<p>Converted to TEDS Format: A csv or excel file that was uploaded to the DSS then was converted to a TEDS Format data file. This is the original file and cannot be validated</p> <p>State Testing: The State has run a trial validation on the file</p> <p>Submitted Files</p> <p>Logged: The file has been formally submitted by the state for final processing by the BHSIS Project Office</p> <p>Testing: The BHSIS Project Office is reviewing and running validations on the submitted (logged) file</p> <p>Production: The BHSIS Project Office has processed the file</p>
Submissions	Link to submission details for the file
Action	<p>Download</p> <p>Delete: Working Files page only</p>

Table 4-1. Description of Working and Submitted Files Pages

4.1.2 Working Files and Submitted Files Functionality

The functionality available on the **Working Files** and **Submitted Files** pages is similar, but there are very important differences. These differences are attributed to the processing stage of the file. Files can be uploaded only on the **Working Files** page. Files that have been submitted to the BHSIS Project Office for processing are on the **Submitted Files** page and cannot be modified, converted, validated, or deleted. Submission details can be viewed on the **Submitted Files** page only.

Table 4-2 identifies the basic functionality provided on each of these pages. It serves as a quick reference for directing you to the sections that provide more details and instructions for this functionality.

Function	Working Files	Submitted Files	Reference
Upload Data File	Yes	No	Section 4.2
View File Details	Yes	Yes	Section 4.3
Convert to TEDS Format	Yes	No	Section 6
Generate Data Profile	Yes	Yes	Section 12
Download	Yes	Yes	Section 4.4
Delete	Yes	No	Section 4.5
Validate	Yes	No	Section 7
View Submission Details	No	Yes	Section 11

Table 4-2. Working Files and Submitted Files Functionality and Quick Reference

4.2 Uploading a File

The **Working Files** page allows you to upload designated files only to the repository. If you have a file that you need for any process during the submission of your TEDS file, upload it here.

The following file formats can be uploaded in the DSS:

- CSV
- Excel
- TEDS Fixed Width Format (Please refer to Appendix A's [Admission and Discharge Records Structure and File Specifications](#).)
- TEDS Excel Format
- TEDS CSV Format
- SPSS (.sav)
- MS Access Database (.mdb)
- MS Access (.accde)
- Other

Files with the following file extensions can be uploaded in the DSS:

.accde, .asc, .bmp, .csv, .dat, .data, .doc, .docx, .gif, .jpeg, .mdb, .pdf, .png, .ppt, .pptx, .prn, .sav, .tiff, .txt, .xls, .xlsx

To upload a file to the repository, from the **Files** tab go to the **Working Files** page and follow the instructions below:

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



Figure 4-3. Upload File Button

2. A **File Upload** disclosure pop-up box appears.

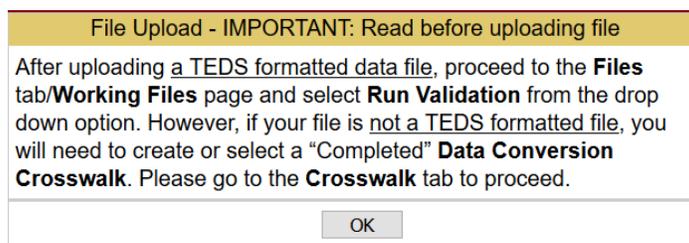


Figure 4-4. File Upload Disclosure Pop-Up Box

3. Click **OK**.
4. An **Upload File** pop-up box appears.

Figure 4-5. Upload File Pop-Up Box

5. Click the **Drop File Here or Click to Browse** box; then browse the files and pick the file you wish to upload. Alternatively, you can drag and drop the file from your computer to the **Drop File Here or Click to Browse** box.
6. The **File Format** box will be populated with the format type of your file. Verify that the format of the file that you are attempting to upload matches the format in the **File Format** box. If the file extension does not match, use the **File Format** drop-down menu to select the correct format.
7. Use the **Submission Type** drop-down menu to select **Admission** or **Discharge** file.
Note: If the file that you are uploading is not an **Admission** or **Discharge** file, select **Other**.
8. Enter a description in the **Description** text box, as applicable.
9. Click **OK** to upload the file.
10. A pop-up message stating that the file has been uploaded successfully appears.
11. Click **OK** to close the pop-up window.
12. Check the Working Files list to ensure that the status of the file appears as *Uploaded*.



To pause or to stop the upload, click the **Pause** or the **Stop** button that appears at the top of the screen and to the right of the Upload Status bar. You can continue uploading the paused or stopped upload whenever you like, even if you log out and log back in.

File Repository



Figure 4-6. Upload Status Bar

Note: You can upload two files with the same name in the DSS. The system creates separate entries for each uploaded file.

4.3 Viewing File Details

Information about a file, processing information, and the ability to work with a file are accessed via the file name in the Working Files list on the **Working Files** page or the Submitted Files list on the **Submitted**

Files page. Visible tabs and available functionality depend upon the format and status of the selected file.

To work with a file from the Working Files list or the Submitted Files list, click on the file name.

From the Working Files list only, you can select **View Detail** from the drop-down menu attached to the file name.

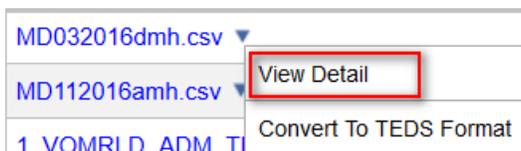


Figure 4-7. View Detail Option

Note: The menu options will differ depending upon the file format.

The **File Details** page displays the records in the file.

Files
Crosswalk
Submissions
Support
Audit Trail

File Details

File Name: file_2245.csv **File Type:** Admission **# of Records:** 159292 **Revision:** 0 **Status:** Uploaded

Data [Edit](#) [Query Data](#)

View Specific Record # [Go](#) Filter Table: [Search](#)

Show Records Showing 1 to 10 of 159292 entries [Previous](#) Page of 15930 [Next](#) Download Table: [XLS](#) [CSV](#)

Record #	SDS1	SDS2	SDS3	MDS1	MDS2	MDS3	MDS4	MDS5	MDS18	MDS6	MDS7	MDS8
1	A	MD	052017			2	A	11182016	7	1	1	04031984
2	A	MD	052017			2	A	12062016	7	0	1	04031984
3	A	MD	052017			2	A	04262017	7	0	6	06051962
4	A	MD	052017			2	A	03162016	6	5	2	09081991
5	A	MD	052017			2	A	03172017	97	5	1	09081991
6	A	MD	052017			2	A	03222016	6	5	2	09081991
7	A	MD	052017			2	A	06082016	7	5	2	09081991
8	A	MD	052017			2	A	10312016	97	3	7	09081991
9	A	MD	052017			2	A	03262016	7	1	6	02091982
10	A	MD	052017			2	A	05082017	4	0	3	02091982

Figure 4-8. Data Page

You can browse and query the data for all files that are on the **Working Files** and **Submitted Files** page.

You can edit all files that are on the **Working Files** page, except those where the Status is *Converted to TEDS Format*.

A description of the features on the **Data** page and instructions can be found in *Section 9, Viewing and Correcting Data*.

If a data profile has been generated, the **Data Profile** tab is visible. Information about data profiles can be found in *Section 12, Generating a Data Profile for a TEDS-Formatted File*.

The **Validation Results**, **Summary Report**, and **Error Report** tabs are visible for all TEDS-formatted files after running validations. When the file has not been validated, the Status remains as Uploaded. If you click on any of these tabs when the file has not been validated, the following message is displayed:

“Validations have not yet been run. Please click 'Run Validations' at the top right of the page.”

If the file has been validated, the pertinent information and appropriate functionality will be available under each tab. You cannot validate a file that is on the **Submitted Files** page.

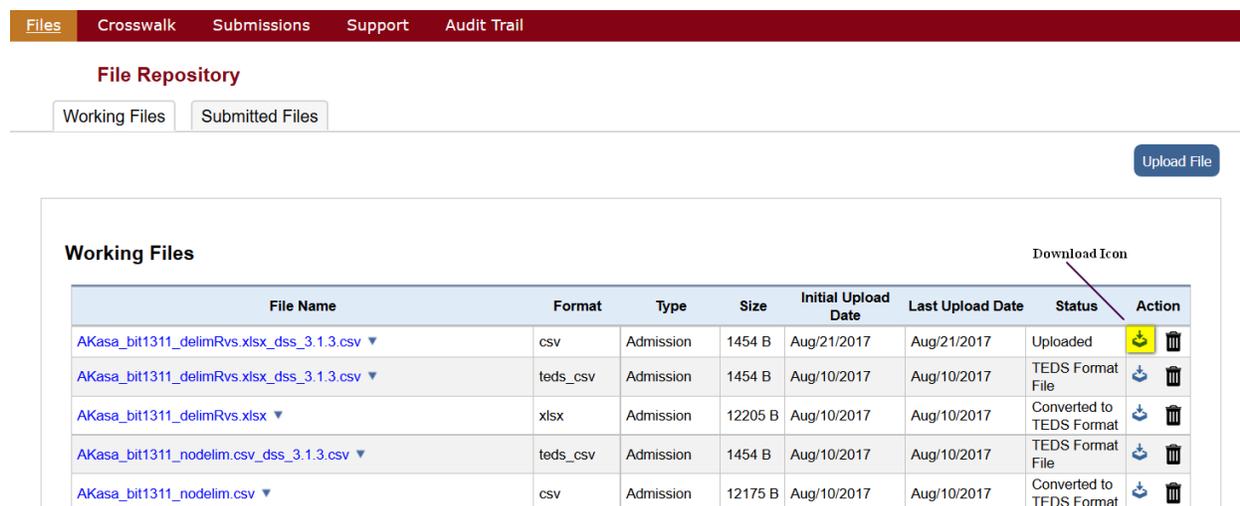
Information about the **Validation Results** page can be found in *Section 8.1, Viewing Validation Results*.

Information about the **Summary Report** page can be found in *Section 8.2, Summary Report*.

Information about the **Error Report** page can be found in *Section 8.3, Error Report*.

4.4 Downloading a File

A file can be downloaded from the repository to your computer from the **Working Files** page or the **Submitted Files** page.



The screenshot shows the 'File Repository' interface with a navigation bar containing 'Files', 'Crosswalk', 'Submissions', 'Support', and 'Audit Trail'. Below this is a 'File Repository' section with 'Working Files' and 'Submitted Files' tabs. An 'Upload File' button is visible on the right. The main content area is titled 'Working Files' and contains a table with the following columns: File Name, Format, Type, Size, Initial Upload Date, Last Upload Date, Status, and Action. A red arrow points to the 'Download' icon in the Action column of the first row.

File Name	Format	Type	Size	Initial Upload Date	Last Upload Date	Status	Action
AKasa_bit1311_delimRvs.xlsx_dss_3.1.3.csv ▼	csv	Admission	1454 B	Aug/21/2017	Aug/21/2017	Uploaded	 
AKasa_bit1311_delimRvs.xlsx_dss_3.1.3.csv ▼	teds_csv	Admission	1454 B	Aug/10/2017	Aug/10/2017	TEDS Format File	 
AKasa_bit1311_delimRvs.xlsx ▼	xlsx	Admission	12205 B	Aug/10/2017	Aug/10/2017	Converted to TEDS Format	 
AKasa_bit1311_nodelim.csv_dss_3.1.3.csv ▼	teds_csv	Admission	1454 B	Aug/10/2017	Aug/10/2017	TEDS Format File	 
AKasa_bit1311_nodelim.csv ▼	csv	Admission	12175 B	Aug/10/2017	Aug/10/2017	Converted to TEDS Format	 

Figure 4-9. Download File Icon

1. Click the **Download** icon under the **Action** column. A system pop-up prompts you to open or save the file.
2. Select **Open** or **Save** the file; then click **OK**.

4.5 Deleting a File

A file can be deleted from the repository to your computer from the **Working Files** page only.

The screenshot shows the 'File Repository' page with tabs for 'Working Files' and 'Submitted Files'. An 'Upload File' button is in the top right. The 'Working Files' section contains a table with the following data:

File Name	Format	Type	Size	Initial Upload Date	Last Upload Date	Status	Action
DC201709.TXT ▼	teds_fwf	Discharge	269382 B	Sep/27/2017	Sep/27/2017	State Testing	
HI032016dmh_checkall.csv ▼	csv	Discharge	2067 B	Aug/15/2017	Aug/15/2017	Uploaded	
Hldmh_bit1311_nodelim.csv_dss_3.1.3.csv ▼	teds_csv	Discharge	1104 B	Aug/10/2017	Aug/10/2017	TEDS Format File	
Hldmh_bit1311_nodelim.csv ▼	csv	Discharge	11943 B	Aug/10/2017	Aug/10/2017	Converted to TEDS Format	

A red arrow points to the delete icon in the 'Action' column for the first row, labeled 'Delete Icon'.

Figure 4-10. Delete File Icon

1. Click the **Delete** icon in the **Action** column. The system displays a pop-up box asking if you want to delete the file.

The pop-up box has a yellow header with the text 'Delete File'. Below the header, it asks 'Are you sure you want to delete DC201709.TXT?' and provides two buttons: 'Yes' and 'No'.

Figure 4-11. Delete File Pop-Up Box

2. Click **Yes** on the pop-up box. The system removes the file from the repository.

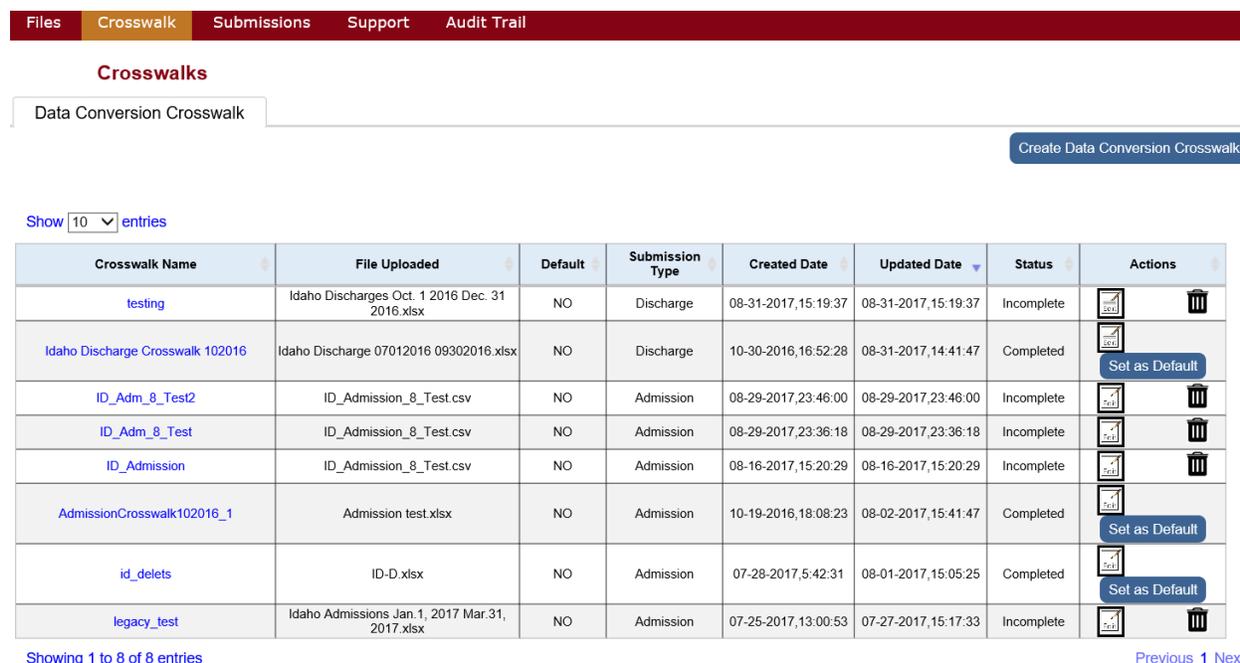
Note: If you mistakenly delete a file, you must send an email to the BHSIS Project Office (BHSIS_Helpdesk@eagletechva.com) to request that the file be re-uploaded to the repository.

5. Completing a Data Conversion Crosswalk

A non-fixed width format file cannot be validated until it has been converted to the TEDS Format. Conversion is accomplished using a completed **Data Conversion Crosswalk**. Step-by-step instructions for creating, modifying, viewing, and printing a Data Conversion Crosswalk are provided in the following sections.

5.1 Overview

The **Data Conversion Crosswalk** page contains a list of Data Conversion Crosswalks and pertinent crosswalk details: the crosswalk name, the uploaded file that was used to create the crosswalk, whether the crosswalk is the default crosswalk, the submission type, the date the crosswalk was created, the date the crosswalk was modified, and the status of the crosswalk. The page provides buttons that allow you to easily create a new crosswalk and modify, view, set as default, and delete an existing crosswalk. Most columns in the table can be sorted, and the standard navigation tools are provided.



Crosswalk Name	File Uploaded	Default	Submission Type	Created Date	Updated Date	Status	Actions
testing	Idaho Discharges Oct. 1 2016 Dec. 31 2016.xlsx	NO	Discharge	08-31-2017,15:19:37	08-31-2017,15:19:37	Incomplete	
Idaho Discharge Crosswalk 102016	Idaho Discharge 07012016 09302016.xlsx	NO	Discharge	10-30-2016,16:52:28	08-31-2017,14:41:47	Completed	
ID_Adm_8_Test2	ID_Admission_8_Test.csv	NO	Admission	08-29-2017,23:46:00	08-29-2017,23:46:00	Incomplete	
ID_Adm_8_Test	ID_Admission_8_Test.csv	NO	Admission	08-29-2017,23:36:18	08-29-2017,23:36:18	Incomplete	
ID_Admission	ID_Admission_8_Test.csv	NO	Admission	08-16-2017,15:20:29	08-16-2017,15:20:29	Incomplete	
AdmissionCrosswalk102016_1	Admission test.xlsx	NO	Admission	10-19-2016,18:08:23	08-02-2017,15:41:47	Completed	
id_delets	ID-D.xlsx	NO	Admission	07-28-2017,5:42:31	08-01-2017,15:05:25	Completed	
legacy_test	Idaho Admissions Jan. 1, 2017 Mar. 31, 2017.xlsx	NO	Admission	07-25-2017,13:00:53	07-27-2017,15:17:33	Incomplete	

Figure 5-1. Crosswalk Page

Prior to beginning the process of creating a completed Data Conversion Crosswalk, upload a non-fixed width format file that contains your state codes or ensure that an existing non-fixed width format file that was previously uploaded is in the File Repository on the **Working Files** page.

After creating the Data Conversion Crosswalk, you need to map the **State fields** to the corresponding **TEDS fields** and map the **State Codes** in certain fields to the corresponding **TEDS codes** within those fields. Details about the required mapping of State fields and codes to TEDS fields and codes, as well as the various mapping types that simplify the process, are provided in *Section 5.3, Mapping the State Field to the TEDS Field*, and *Section 5.4, Mapping State Codes to TEDS Codes*.

After mapping State fields and codes to TEDS fields and codes, you will need to verify that crosswalk mapping is complete. This is described in *Section 5.5, Verifying Crosswalk Mapping*. If the crosswalk mapping verification is successful, you will need to mark the crosswalk as complete, which is described in *Section 5.6, Marking a Data Conversion Crosswalk as Complete*. After finishing these steps, the crosswalk can be used for data conversion. Data Conversion is described in *Section 6, Converting a File to the TEDS Format*.

5.2 Creating the Data Conversion Crosswalk

To create a **Data Conversion Crosswalk**, ensure that you are on the Data Conversion Crosswalk page.

Perform the following steps:

1. Click the **Create Data Conversion Crosswalk** button in the upper right corner on the **Data Conversion Crosswalk** page.

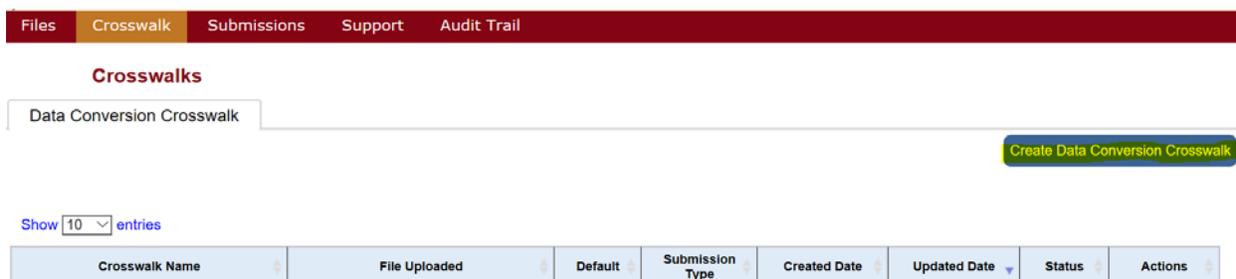


Figure 5-2. Data Conversion Crosswalk

The **Create Crosswalk** page is displayed.

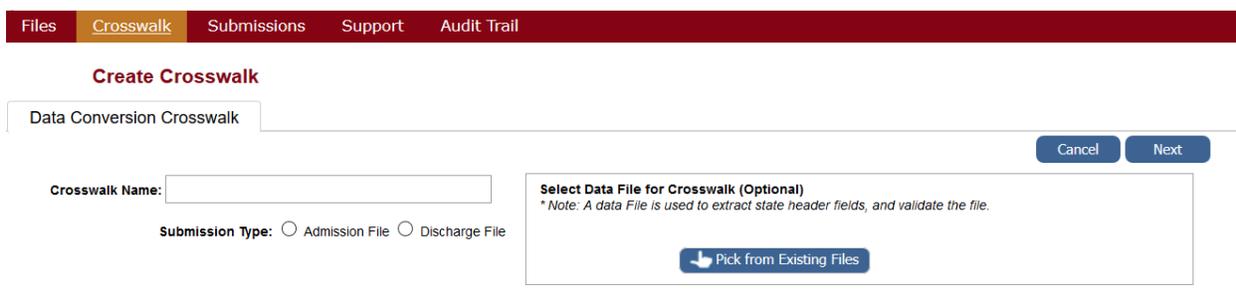


Figure 5-3. Create Crosswalk Page

2. Enter the crosswalk name in the **Crosswalk Name** text box; then select the applicable **Submission Type** by clicking the **Admission File** or the **Discharge File** radio button.
3. Click the **Pick from Existing Files** button.

The **Pick from Repository** pop-up box is displayed.

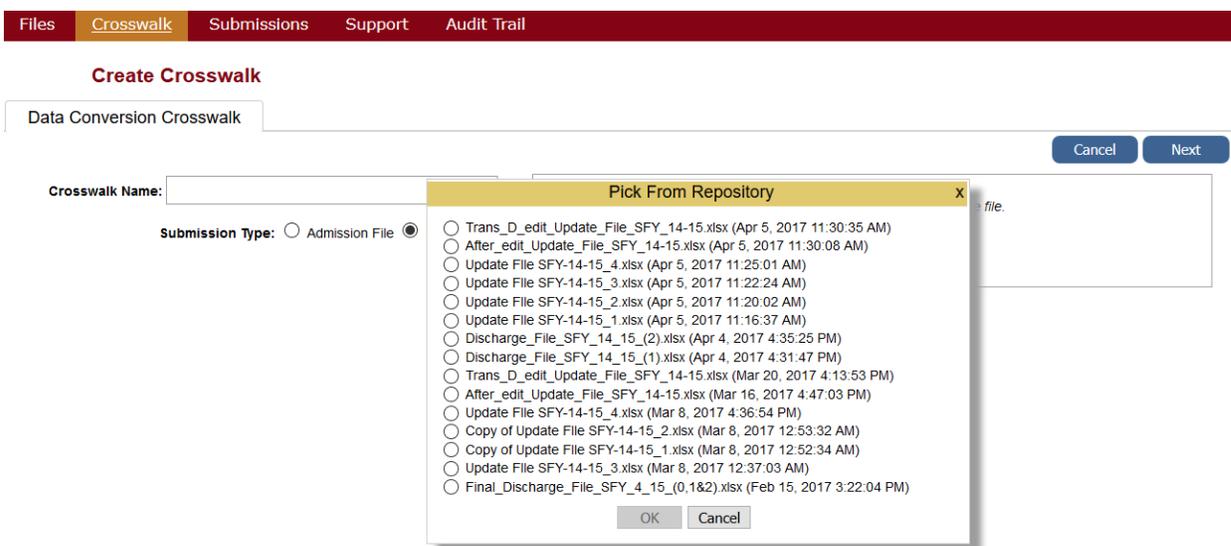


Figure 5-4. Pick from Repository Pop-Up Box

4. Select a file by clicking the radio button next to the file name; then click **OK**. The popup is removed and the selected file name is displayed.
5. Click the **Next** button. The **Edit Crosswalk** page is displayed.

The crosswalk name, submission type, created date, default status, crosswalk status, legacy crosswalk use, and source for the State fields are displayed on the **Edit Crosswalk** page. Status is *Incomplete*. By default, the Legacy Crosswalk Reference is **Yes**.

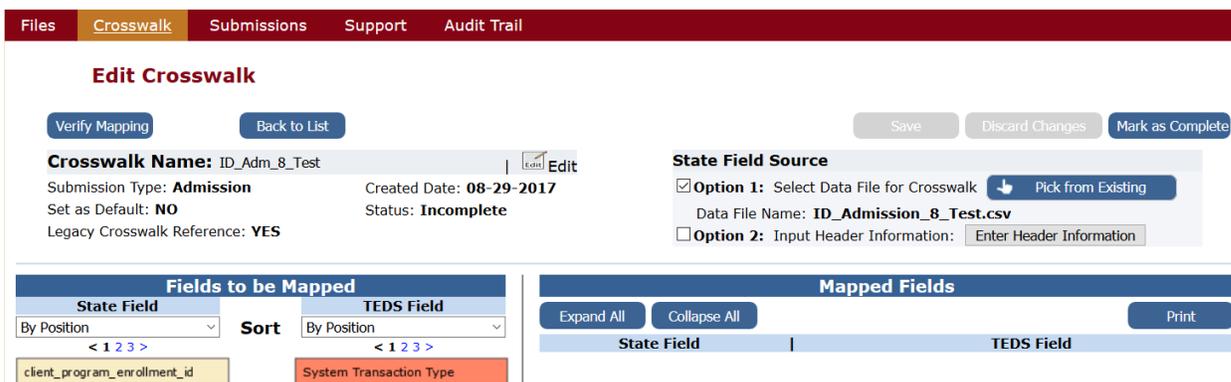


Figure 5-5. Initial Edit Crosswalk Information

The **Fields to be Mapped** list and **Mapped Fields** table are required for crosswalk creation and are discussed in the sections below. The **Mapped Fields** table is empty initially, but is populated as the state fields are mapped to the TEDS fields. Proceed to *Section 5.3, Mapping State Fields to TEDS Fields*, to continue the crosswalk creation process. The remaining steps required to complete a crosswalk are described in subsequent sections.

5.3 Mapping State Fields to TEDS Fields

The **Edit Crosswalk** page contains a one-to-one (or a one-to-many) mapping of state data fields and codes to the TEDS data fields and codes.

The **State Field** and **TEDS Field** columns are listed in the **Fields to be Mapped** box. Unmapped fields are yellow. As they are mapped, the color changes to blue and the mapped fields are displayed in the **Mapped Fields** table.

There are eight (8) required fields for an **Admission** file, and nine (9) required fields for a **Discharge** file. These required fields need to be mapped for the crosswalk to be complete. These required fields are highlighted in orange until they are mapped. A crosswalk cannot be set as *Complete* until all codes within the required fields have been mapped. Figure 5-6 shows the initial **Edit Crosswalk** page for an **Admission** file and Figure 5-7 shows the initial **Edit Crosswalk** page for a **Discharge** file.

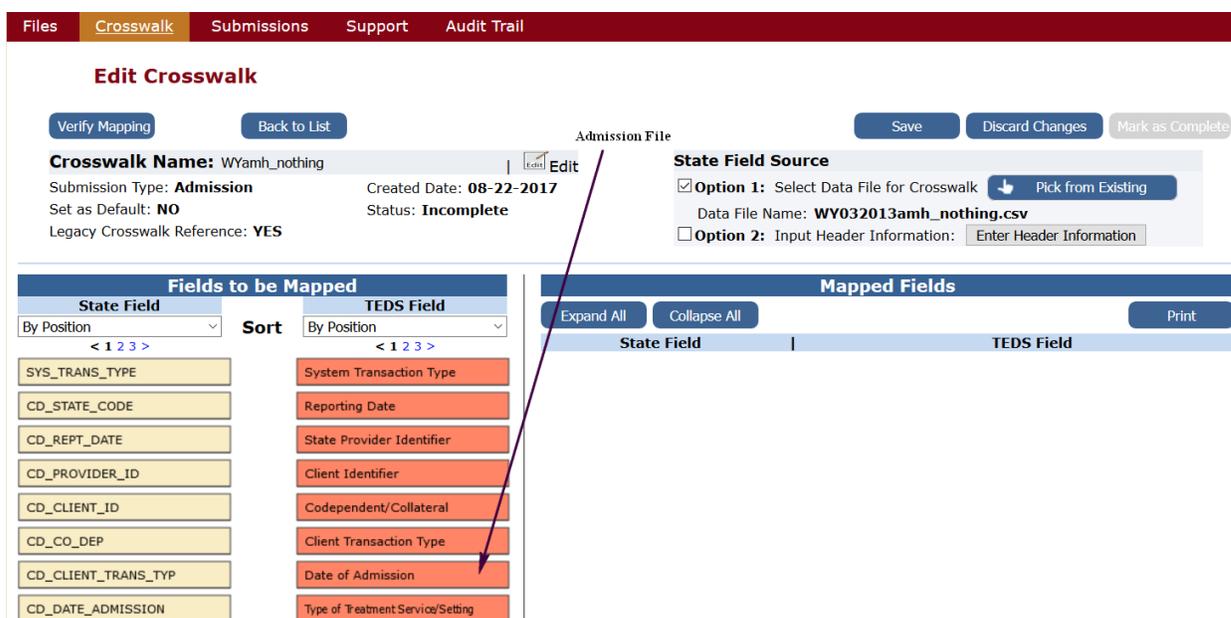


Figure 5-6. Edit Crosswalk Page for Admission File before Field Mapping

Notes:

- After the first field is mapped, the **Save** button is available in the upper right corner of the Edit Crosswalk page. Click on it frequently.
 - The DSS fills in the **State Code** field automatically; therefore, you do not need to map it to a **TEDS Field** item.
 - If you accidentally map a **State Field** to the wrong **TEDS Field** or vice versa, click the **X** button that appears to the right of the row in the **Mapped Fields** table. The row with the incorrect mapping is removed from the **Mapped Fields** list.
3. Use the pagination tools in the **State Field** column and **TEDS Field** column to display fields that are not visible on this page.

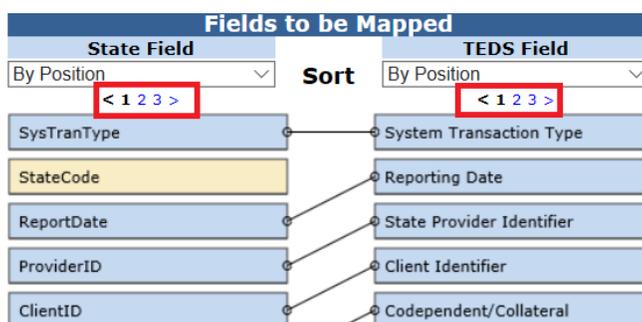


Figure 5-9. Crosswalk Pagination

In the **Mapped Fields** table, a **Yellow Triangle** is displayed to the left of the fields that need further action. You must click the **Edit** icon on the right side of the row for each incomplete field. There are four different Mapping Types. Each serves a different purpose when converting a file. The code mapping requirements will be different for each one. Please see *Section 5.4, Mapping State Codes to TEDS Codes*, for detailed instructions about mapping State codes to TEDS codes.

State Field			TEDS Field	
	SYS_TRANS_TYPE	C	System Transaction Type	
	CD_REPT_DATE	D	Reporting Date	
	CD_PROVIDER_ID	C	State Provider Identifier	
	CD_CLIENT_ID	C	Client Identifier	
	CD_CO_DEP	V	Codependent/Collateral	
	CD_CLIENT_TRANS_TYP	V	Client Transaction Type	
	CD_DATE_ADMISSION	D	Date of Admission	
	CD_SERVICES	V	Type of Treatment Service/Setting	
	CD_NO_PRIOR_TREAT	V	Previous SA Treatment Episodes	

Figure 5-10. Crosswalk Fields that Require Further Action

5.4 Mapping State Codes to TEDS Codes

Each field has a Mapping Type that is displayed in the **Mapped Fields** list between the **State Field** and the **TEDS Field**. The Mapping Type tells the conversion process how to convert the State codes in the original file to the TEDS codes in the new TEDS Format file.

Note: DSS Validation is performed on the newly created TEDS Format file.

The four different Mapping Types are **Direct Copy**, **Date Format**, **Code Value Mapping**, and **Static Input**.

- **Direct Copy** is represented by a **C** in the **Mapping Type** column.
- **Date Format** is represented by a **D** in the **Mapping Type** column.
- **Code Value Mapping** is represented by a **V** in the **Mapping Type** column.
- **Static Input** is represented by an **I** in the **Mapping Type** column.

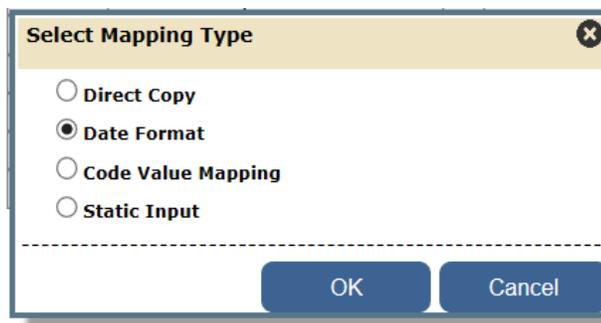
If needed, the Mapping Type for any field can be changed from its default by clicking on the letter representation for the Mapping Type for that field. Follow the steps below to change the Mapping Type.

1. Click the Mapping Type for a field.

Mapped Fields				
Expand All		Collapse All		
State Field		Mapping Type	TEDS Field	
	SYS_TRANS_TYPE	C	System Transaction Type	
	CD_REPT_DATE	D	Reporting Date	
	CD_PROVIDER_ID	C	State Provider Identifier	
	CD_CLIENT_ID	C	Client Identifier	
		CD_CO_DEP	V	Codependent/Collateral
		CD_CLIENT_TRANS_TYP	V	Client Transaction Type
		CD_DATE_ADMISSION	D	Date of Admission
		CD_SERVICES	V	Type of Treatment Service/Setting
		CD_PRIN_SRC_REF	V	Referral Source

Figure 5-11. Mapping Type

The **Select Mapping Type** pop-up window is displayed.



The image shows a pop-up window titled "Select Mapping Type" with a close button (X) in the top right corner. It contains four radio button options: "Direct Copy", "Date Format" (which is selected), "Code Value Mapping", and "Static Input". At the bottom of the window are two buttons: "OK" and "Cancel".

Figure 5-12. Mapping Type Pop-Up Box

2. Click the radio button next to the desired Mapping Type; then click **OK**.

The Mapping Type is changed.

State Field		TEDS Field
 SYS_TRANS_TYPE	V	System Transaction Type
CD_REPT_DATE	D	Reporting Date
CD_PROVIDER_ID	C	State Provider Identifier
CD_CLIENT_ID	C	Client Identifier
 CD_CO_DEP	V	Codependent/Collateral
 CD_CLIENT_TRANS_TYP	V	Client Transaction Type
CD_DATE_ADMISSION	D	Date of Admission

Figure 5-13. Changed Mapping Type

When code mapping needs to be performed, a **Yellow Triangle** icon is displayed to the left of each field where the Mapping Type is **Code Value Mapping** or **Date Format**. After code mapping has been completed for these fields, the **Yellow Triangle** icon disappears.

Sections 5.4.1 through 5.4.4 explain the purpose of each of these Mapping Types and describes the steps required to map the **State** codes to the **TEDS** codes for each Mapping Type.

To complete the code mapping:

1. Click the **Edit** icon on the right side of the row for each incomplete field, and follow the instructions below for that Mapping Type.

For example, in Figure 5-14, the **Reporting Date**, **Codependent/Collateral**, and **Client Transaction Type** fields require code mapping. The Mapping Type for **Reporting Date** is Date Format (**D**) and the Mapping Type for **Codependent/Collateral** and **Client Transaction Type** is Code Value Mapping (**V**). Refer to Sections 5.4.2 for Date Format Mapping Type and 5.4.3 for Code Value Mapping Type.

State Field		TEDS Field
 SYS_TRANS_TYPE	C	System Transaction Type
 CD_REPT_DATE	D	Reporting Date
CD_PROVIDER_ID	C	State Provider Identifier
CD_CLIENT_ID	C	Client Identifier
 CD_CO_DEP	V	Codependent/Collateral
 CD_CLIENT_TRANS_TYP	V	Client Transaction Type

Figure 5-14. Crosswalk Fields that Require Code Mapping

2. After code mapping has been completed, proceed to Section 5.5, *Verifying Crosswalk Mapping*, to verify that all code mapping for the **Data Conversion Crosswalk** is complete, then continue the crosswalk creation process.

5.4.1 Mapping Codes for Direct Copy (C) Mapping Type Fields

Direct Copy mapping means that during data conversion, the system copies the data for that field from the state data file directly to the newly created TEDS Format data file without transforming the data.

If the **Mapping Type** for a field in the **Mapped Fields** list is **C**, Direct Copy, no action is required. A Yellow Triangle is not displayed for this Mapping Type.

5.4.2 Mapping Codes for Date Format (D) Mapping Type Fields

Date Format mapping means that, during data conversion, the system uses the date format specified in the **Data Conversion Crosswalk** to change the date format in the state data file to the required TEDS date format.

To complete code mapping, you need to edit this field and provide the date format that is in the state data file.

1. Click the **Edit** icon in the row where the Mapping Type is **D**.

The **Date Format Selection** pop-up box appears. The **First few Values** box displays the state's data from a few records for this field. In the example image below, **cd_date_admission** data is displayed.

Figure 5-15. Date Format Selection Pop-Up Box

2. Select the radio button that matches the state's date format.

If your state's date format is not listed, click the **Other** radio button, and type the date format in the text box.

Figure 5-16. Selecting Other on the Date Format Selection Pop-Up Box

Note: The table below identifies the most common letters identifying date formats:

Letter	Date or Time Component	Format Example	Output example
M	Month in Year	MMM MM	Jul 07, 10
d	Day in Month	dd	03, 11
y	Year	yyyy yy	2016 16

Table 4-3. Date formats

3. Click **OK**.
4. Repeat steps 1–3 for all remaining fields in which the Mapping Type is Date Format (**D**).

5.4.3 Mapping Codes for Code Value Mapping (V) Mapping Type Fields

Code Value mapping means that during data conversion, the system reads the State code for this field in each record and uses the crosswalk to match it to the TEDS code. The TEDS code is written in the newly created TEDS Format file.

To complete code mapping, you need to edit this field in the crosswalk and match all State codes in the State data file for this field to the corresponding required TEDS code.

You can either use a Legacy Crosswalk to automatically enter the State data codes or you can manually enter the State data codes for this field and match them to the correct TEDS code.

Note: A **Legacy Crosswalk** is a state data crosswalk that has been approved by the BHSIS Project Office and is stored in the DSS crosswalk database. The **Legacy Crosswalk** can be viewed from the Edit Crosswalk page to assist you in filling your Data Conversion Crosswalk’s state code fields marked Value Mapping (**V**). Please refer to the *Combined Substance Abuse and Mental Health TEDS State Instruction Manual* for more information about state data crosswalks (Legacy Crosswalk).

5.4.3.1 Using a Legacy Crosswalk for Code Value Mapping Type Fields

When a **Data Conversion Crosswalk** is created, the **Crosswalk Legacy Reference** is set to **YES**. If your state has more than one Legacy Crosswalk, the first one will be selected. You can select a different Legacy Crosswalk as follows:

1. Click on the **Edit icon** to the right of the crosswalk name. The Edit Crosswalk pop-up box is displayed.
2. Select a Legacy Crosswalk from the drop-down menu, then click the **OK** button.

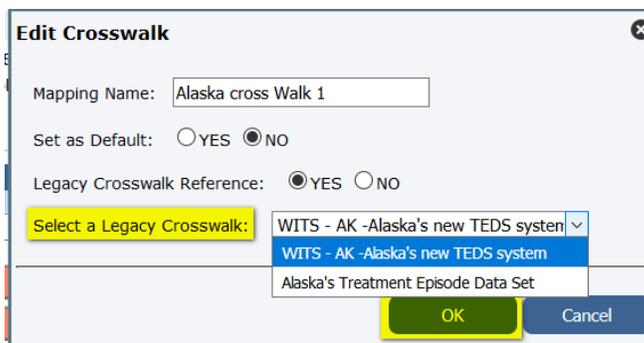


Figure 5-17 Select Legacy Crosswalk

To enter the state data automatically using the **Legacy Crosswalk**, use the following steps:

1. Click the **Edit** icon in the row where the Mapping Type is **V**.

The **Value Mapping** pop-up and **Legacy Crosswalk** pop-up boxes are displayed. The **Employment Status** field is used in the example in Figure 5-18.

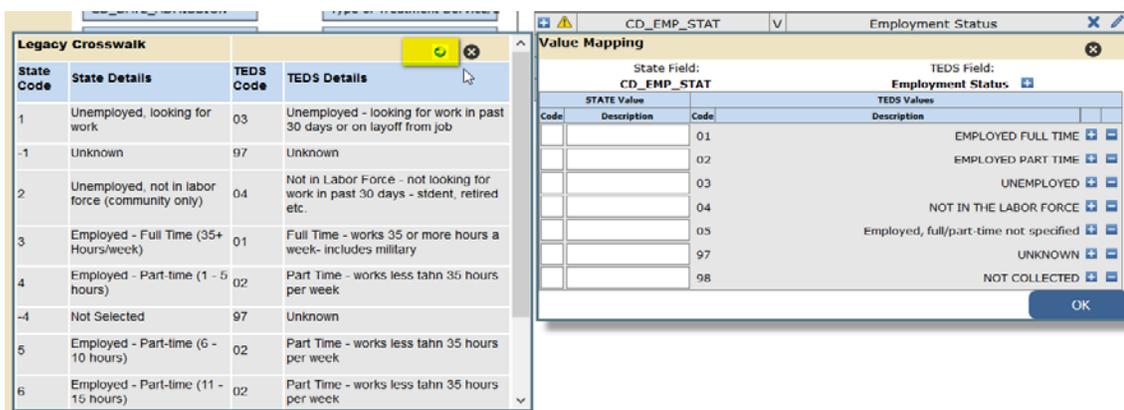


Figure 5-18. Legacy Crosswalk Pop-Up Box

2. Click the **Green Arrow** icon () in the upper right corner of the **Legacy Crosswalk** pop-up box. The State codes and descriptions are mapped appropriately on the **Value Mapping** table.

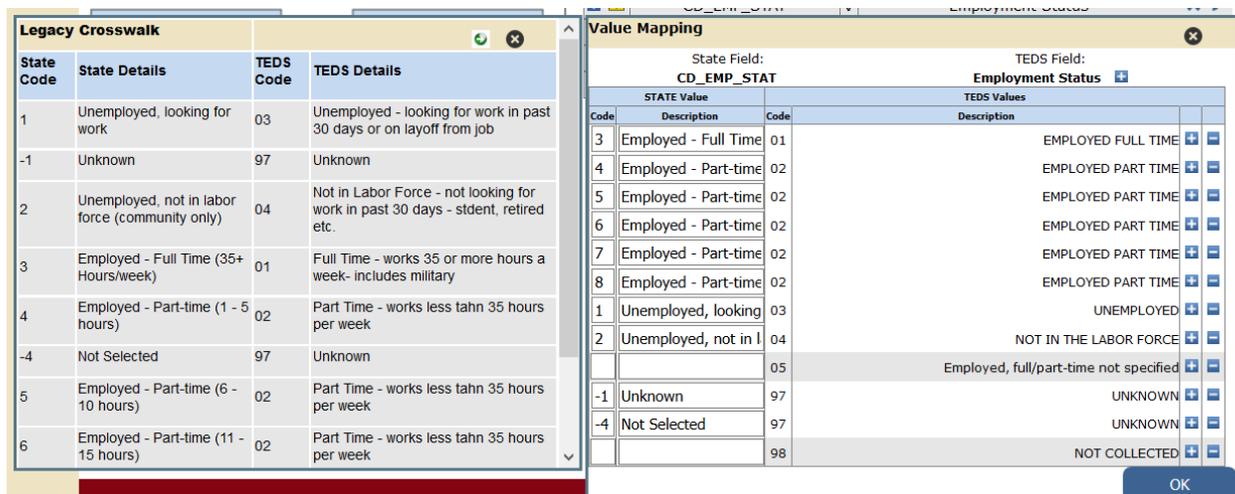


Figure 5-19. Mapped Legacy Crosswalk Pop-Up Box

3. Click **OK**.
4. Click the plus symbol (+) to the left of the field to expand the row to display the code mapping for the field.

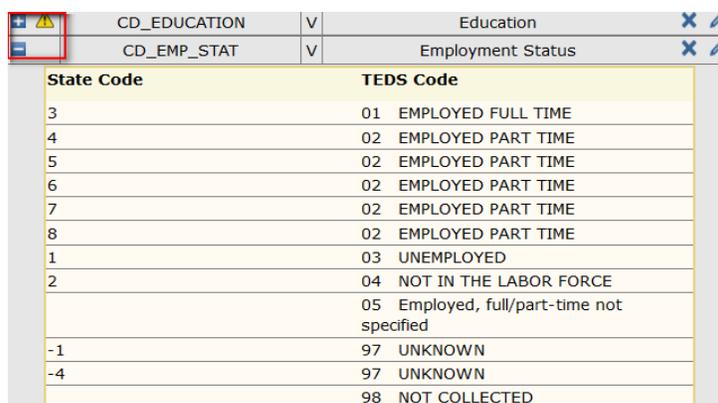


Figure 5-20. Mapped Codes from Legacy Crosswalk

5.4.3.2 Code Value Mapping Without a Legacy Crosswalk

If you want to enter the State data codes manually, you will need to set the **Legacy Crosswalk Reference** to **NO**.

1. Click on the **Edit icon** to the right of the crosswalk name. The Edit Crosswalk pop-up box is displayed.

Figure 5-21. Set Legacy Crosswalk Reference to NO

2. Click the **NO** radio button next to **Legacy Crosswalk Reference**, then click the **OK** button.

To enter the State data codes manually, use the following steps:

1. Click the **Edit** icon in the row where the Mapping Type **V** is displayed.

The **Value Mapping** pop-up is displayed. The image below shows the **Employment Status** field.

STATE Value		TEDS Values	
Code	Description	Code	Description
		01	EMPLOYED FULL TIME
		02	EMPLOYED PART TIME
		03	UNEMPLOYED
		04	NOT IN THE LABOR FORCE
		05	Employed, full/part-time not specified
		97	UNKNOWN
		98	NOT COLLECTED

Figure 5-22. Value Mapping Pop-Up Box for Field: Employment Status

2. Type the State codes and descriptions in the **STATE Value** column.

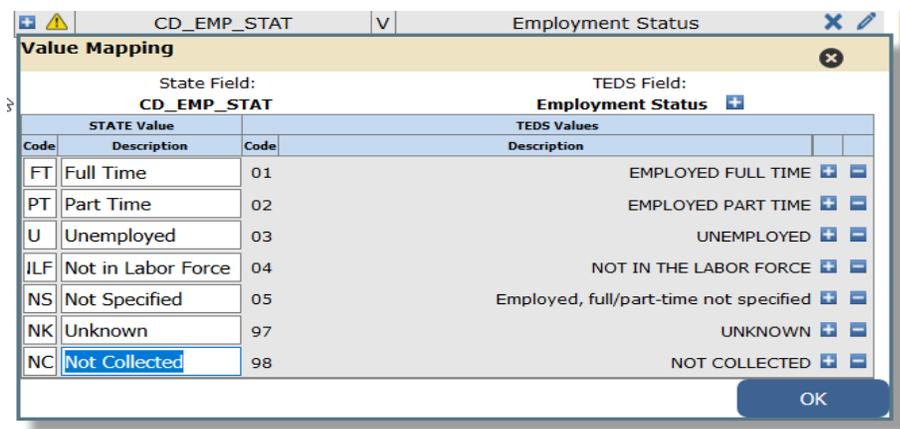


Figure 5-23. Value Mapping Pop-Up Box for Field: Employment Status

3. Click **OK**.
4. Click the plus symbol (+) to the left of the field to expand the row to display the code mapping for the field.

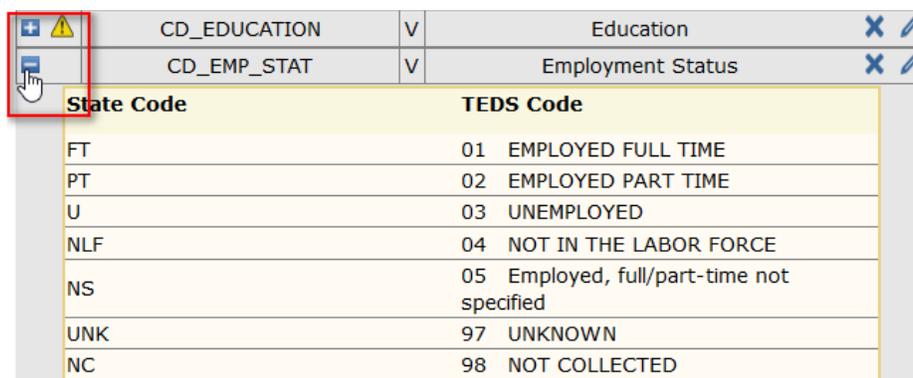


Figure 5-24. Completed Code Mapping

5. Repeat steps 1–4 for all remaining fields in which the Mapping Type is Code Value Mapping (V).

5.4.4 Mapping Codes for Static Input (I) Mapping Type Fields

Static Input mapping means that during data conversion, the system changes the code in a state data field to the one specified in the crosswalk. It uses that specified code for that field in all records in the newly created TEDS Format file.

If the Mapping Type is **Static Input (I)**, a text box appears in place of the **State Field** name.

1. Click the letter between the **State** field and the **TEDS** field. A pop-up displays.

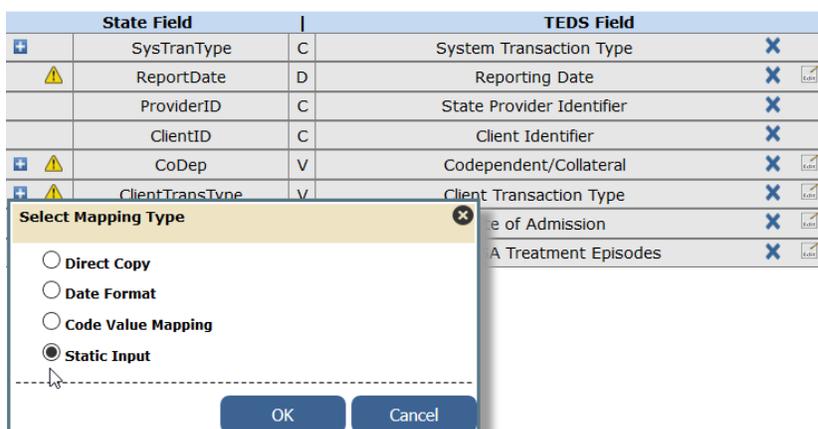


Figure 5-25. Select Mapping Type Box

2. Choose the radio button next to Static Input, and click OK.
3. A text box is displayed in place of the state field name.

+	!	CoDep	V	Codependent/Collateral	X
+	!	<input type="text"/>	I	Client Transaction Type	X
	!	DateAdmission	D	Date of Admission	X

Figure 5-26. Static Input Text Box

4. Enter the text in the **Static Input** text box that you want to appear for all codes for this field in all records
5. Repeat this step for all remaining fields in which the Mapping Type is **Static Input (I)**.

5.5 Verifying Crosswalk Mapping



Click on the **Verify Mapping** button only if all required fields (eight for an **Admission** file and nine for a **Discharge** file) and all other applicable fields have been mapped. The crosswalk will not pass verification if the crosswalk has not been properly mapped. All required code mapping must be complete. Yellow triangles should not be displayed.

1. Click the **Save** button. Once all changes have been saved, the **Save** button disappears.
2. Click the **Verify Mapping** button that is in the upper left corner of the **Edit Crosswalk** page.

Files | Crosswalk | Submissions | Support | Audit Trail

Edit Crosswalk

Verify Mapping | Back to List | Save | Discard Changes | Mark as Complete

Crosswalk Name: WYamh_nothing | [Edit](#)
 Submission Type: **Admission** | Created Date: **08-22-2017**
 Set as Default: **NO** | Status: **Incomplete**
 Legacy Crosswalk Reference: **YES**

State Field Source
 Option 1: Select Data File for Crosswalk | [Pick from Existing](#)
 Data File Name: **WY032013amh_nothing.csv**
 Option 2: Input Header Information: [Enter Header Information](#)

Fields to be Mapped		Mapped Fields	
State Field	Sort	TEDS Field	
By Position		By Position	Expand All Collapse All Print
< 1 2 3 >		< 1 2 3 >	State Field TEDS Field

Figure 5-27. Verify Mapping Button

- The **Verify Mapping** confirmation pop-up box appears.

Verify Mapping

All mappings are verified.

[OK](#)

Figure 5-28. Verify Mapping: Success

- If verification is not successful, a pop-up message identifies the problems. Correct the crosswalk, and repeat Steps 1 and 2.

If required fields have not been mapped, the pop-up identifies the fields that need to be mapped. See Figure 5-29.

Verify Mapping

- The following required TEDS fields have not been mapped:
 - System Transaction Type
 - Reporting Date
 - State Provider Identifier
 - Client Identifier
 - Codependent/Collateral
 - Client Transaction Type
 - Date of Admission
 - Type of Treatment Service/Setting

[OK](#)

Figure 5-29. Verify Mapping: Required Fields Not Mapped

If codes have not been mapped or date formats have not been selected, the pop-up identifies the fields that need code mapping and date format selection. See Figure 5-30.

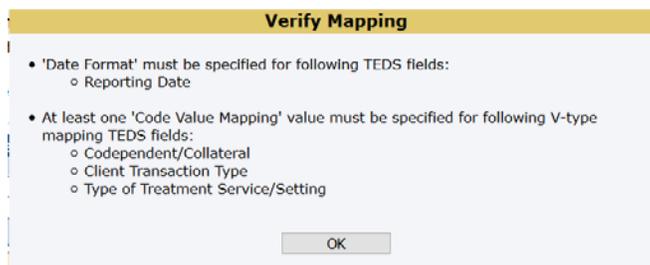


Figure 5-30. Verify Mapping: Fields Require Code Mapping

5. Save your crosswalk by clicking the **Save** button, located at the right corner of the screen.
6. When the crosswalk is complete, go to the next section (Section 5.6, Marking a Data Conversion Crosswalk as Complete).

5.6 Marking a Data Conversion Crosswalk as Complete

Use the following steps to mark your Data Conversion Crosswalk as Complete only if your crosswalk has passed verification:

1. Click the **Save** button; then click **OK** on the **Crosswalk – Saved** pop-up message.

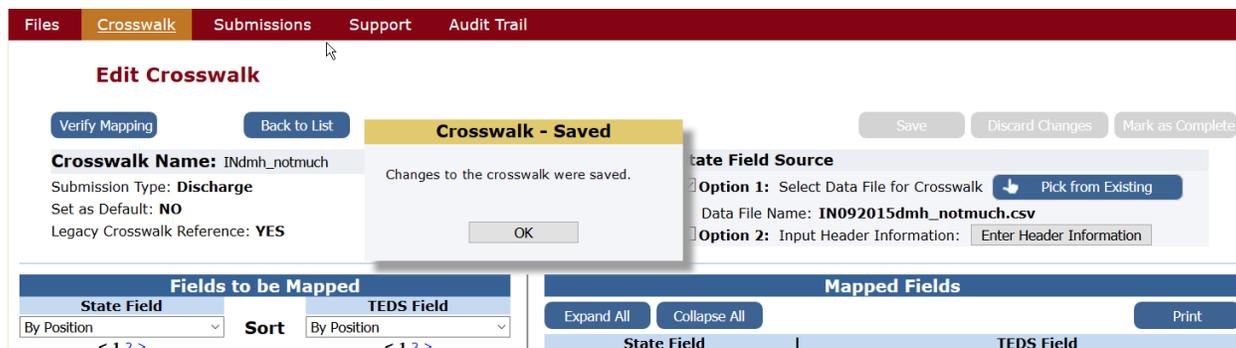


Figure 5-31. Saving a Data Conversion Crosswalk

The **Mark as Complete** button, located at the right corner of the screen will be enabled.

2. Mark your crosswalk as Complete by clicking the **Mark as Complete** button.

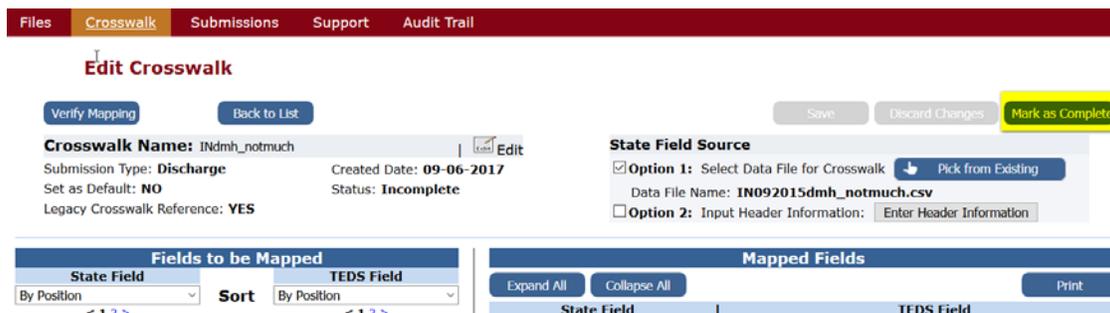


Figure 5-32. Marking a Data Conversion Crosswalk as Complete

The crosswalk can be used to convert files to the TEDS format, which is described in *Section 6, Convert a File to the TEDS Format*.

5.7 Editing a Data Conversion Crosswalk

If you need to edit a data conversion crosswalk, perform the following steps:

1. On the **Data Conversion Crosswalk** page, click the **Edit** icon in the **Actions** column.

Note: If you click the crosswalk name, you will be able to view, but not edit, the crosswalk.

Crosswalks

Data Conversion Crosswalk
Create Data Conversion Crosswalk

Show entries

Crosswalk Name	File Uploaded	Default	Submission Type	Created Date	Updated Date	Status	Actions
MDdmh_crosswalk	MD032016dmh.csv	NO	Discharge	08-23-2017, 13:27:29	08-23-2017, 13:27:42	Incomplete	Edit Delete
MDamh_crosswalk	MD112016amh.csv	NO	Admission	08-23-2017, 13:24:13	08-23-2017, 13:24:50	Incomplete	Edit Delete

Figure 5-33. Edit a Data Conversion Crosswalk

2. When the crosswalk appears, make the necessary edits; then click the **Save** button.
3. Click the **Verify Mapping** button to verify that mapping is complete.

Note: If the crosswalk mapping was previously verified or the Status was *Complete*, you need to verify mapping again (see *Section 5.5, Verifying Crosswalk Mapping*) then mark the crosswalk as *Complete* (see *Section 5.6, Marking a Data Conversion Crosswalk as Complete*).

5.8 Setting a Data Conversion Crosswalk as the Default

A Data Conversion Crosswalk for each submission type (Admission/Discharge) can be designated to be the default crosswalk for future data conversion.

On the **Data Conversion Crosswalk** page, the **Set as Default** button is displayed in the **Actions** column when the Status of the crosswalk is Completed. Click the **Set as Default** button.

Crosswalks

Data Conversion Crosswalk Create Data Conversion Crosswalk

Show 10 entries

Crosswalk Name	File Uploaded	Default	Submission Type	Created Date	Updated Date	Status	Actions
SUDMD_DIS	MDDISCY15Qrtr2.csv	YES	Discharge	10-14-2016,9:47:57	10-18-2016,14:38:46	Completed	
SUDMD_ADM	VO_MRLD_ADM_Qrt1CY15.csv	NO	Admission	10-13-2016,14:09:49	10-13-2016,14:50:28	Completed	Set as Default
MarylandSUD	VO_MRLD_ADM_20160831.csv	YES	Admission	10-05-2016,10:53:11	10-11-2016,12:22:13	Completed	
MDdmh_crosswalk	MD032016dmh.csv	NO	Discharge	08-23-2017,13:27:29	08-23-2017,13:27:42	Incomplete	
MDamh_crosswalk	MD112016amh.csv	NO	Admission	08-23-2017,13:24:13	08-23-2017,13:24:50	Incomplete	

Figure 5-34. Set Crosswalk as Default

If you do not want a default crosswalk, you can remove the default setting from the crosswalk as follows:

1. On the **Data Conversion Crosswalk** page, click on the **Edit Crosswalk icon**. The Edit Crosswalk page is displayed.

Files **Crosswalk** Submissions Support Audit Trail

Edit Crosswalk

Verify Mapping Back to List Save Discard Changes Mark as Complete

Crosswalk Name: SUDMD_DIS

Submission Type: **Discharge** Created Date: **10-14-2016** Status: **Completed**

Set as Default: **YES**

Legacy Crosswalk Reference: **YES**

State Field Source

Option 1: Select Data File for Crosswalk

Data File Name: **MDDISCY15Qrtr2.csv**

Option 2: Input Header Information: Enter Header Information

Fields to be Mapped		Mapped Fields	
State Field	Sort	TEDS Field	
By Position	By Position		
< 1 2 >		< 1 2 >	

Expand All Collapse All Print

Figure 5-35. Edit Crosswalk Page

2. Click on the **Edit icon** to the right of the crosswalk name.

Edit Crosswalk ✕

Mapping Name:

Set as Default: YES **NO**

Legacy Crosswalk Reference: YES NO

Select a Legacy Crosswalk:

OK Cancel

Figure 5-36. Edit Crosswalk Pop-Up Box

3. Click the **NO** radio button next to **Set as Default**, then click the **OK** button.

The crosswalk is no longer a Default crosswalk and the **Set as Default** button is displayed in the **Actions** column.

Crosswalks

Data Conversion Crosswalk Create Data Conversion Crosswalk

Show entries

Crosswalk Name	File Uploaded	Default	Submission Type	Created Date	Updated Date	Status	Actions
SUDMD_DIS	MDDISCY15Qtr2.csv	NO	Discharge	10-14-2016,9:47:57	10-18-2016,14:38:46	Completed	 Set as Default
SUDMD_ADM	VO_MRLD_ADM_Qrt1CY15.csv	NO	Admission	10-13-2016,14:09:49	10-13-2016,14:50:28	Completed	 Set as Default
MarylandSUD	VO_MRLD_ADM_20160831.csv	YES	Admission	10-05-2016,10:53:11	10-11-2016,12:22:13	Completed	
MDdmh_crosswalk	MD032016dmh.csv	NO	Discharge	08-23-2017,13:27:29	08-30-2017,12:39:10	Incomplete	 
MDamh_crosswalk	MD112016amh.csv	NO	Admission	08-23-2017,13:24:13	08-23-2017,13:24:50	Incomplete	 

Showing 1 to 5 of 5 entries Previous 1 Next

Figure 5-37. Default Crosswalk Setting Removed

5.9 Viewing a Data Conversion Crosswalk

All Data Conversion Crosswalks can be viewed in read-only mode (to eliminate the risk of accidentally making changes) by clicking on the file name in the **Crosswalk Name** column. The **View Crosswalk** page is displayed.

All mapped codes can be displayed by clicking on the **Expand All** button or the **Print** button in the **Mapped Fields** table. Refer to *Section 5.10, Printing a Mapped Data Conversion Crosswalk*, for details and instructions about printing the crosswalk.

Mapped codes for individual fields can be displayed by clicking on the plus symbol (+) to the left of the **State Field** name in the **Mapped Fields** table.

Files **Crosswalk** Submissions Support Audit Trail

View Crosswalk

Verify Mapping Back to List Edit Crosswalk Save Discard Changes Mark as Complete

Crosswalk Name: SUDMD_DIS | [Edit](#)
 Submission Type: **Discharge** Created Date: **10-14-2016**
 Set as Default: **NO** Status: **Completed**
 Legacy Crosswalk Reference: **YES**

State Field Source
 Option 1: Select Data File for Crosswalk [Pick from Existing](#)
 Data File Name: **MDDISCV15Qrtr2.csv**
 Option 2: Input Header Information: [Enter Header Information](#)

Fields to be Mapped		Mapped Fields	
State Field	Sort	TEDS Field	
DIS1	By Position	System Transaction Type	<input checked="" type="checkbox"/>
DIS2		Reporting Date	<input checked="" type="checkbox"/>
DIS3		State Provider Identifier (at discharge)	<input checked="" type="checkbox"/>
DIS4		Client Identifier	<input checked="" type="checkbox"/>
DIS5		Codependent/Collateral (at discharge)	<input checked="" type="checkbox"/>
DIS6		Type of Treatment Service/Setting (at discharge)	<input checked="" type="checkbox"/>

State Field	TEDS Field	
DIS1 C	System Transaction Type	<input checked="" type="checkbox"/>
DIS3 D	Reporting Date	<input checked="" type="checkbox"/>
DIS4 C	State Provider Identifier (at discharge)	<input checked="" type="checkbox"/>
DIS5 C	Client Identifier (at discharge)	<input checked="" type="checkbox"/>
DIS6 V	Codependent/Collateral (at discharge)	<input checked="" type="checkbox"/>
DIS7 V	Type of Treatment Service/Setting (at discharge)	<input checked="" type="checkbox"/>
DIS8 D	Date of Last Contact/Data Update	<input checked="" type="checkbox"/>
DIS9 D	Date of Discharge	<input checked="" type="checkbox"/>
DIS10 V	Reason for Discharge, Transfer, or Discontinuance of Treatment	<input checked="" type="checkbox"/>

Figure 5-38. View Crosswalk Page

When viewing a data conversion crosswalk, you cannot map fields, remove mapped fields, change the mapping type, edit mapped fields, or change the crosswalk name, the legacy crosswalk reference, or the default setting.

If you need to edit the crosswalk, click on the **Edit Crosswalk** button.

Files **Crosswalk** Submissions Support Audit Trail

View Crosswalk

Verify Mapping Back to List **Edit Crosswalk** Save Discard Changes Mark as Complete

Crosswalk Name: SUDMD_DIS | [Edit](#)
 Submission Type: **Discharge** Created Date: **10-14-2016**
 Set as Default: **NO** Status: **Completed**
 Legacy Crosswalk Reference: **YES**

State Field Source
 Option 1: Select Data File for Crosswalk [Pick from Existing](#)
 Data File Name: **MDDISCV15Qrtr2.csv**
 Option 2: Input Header Information: [Enter Header Information](#)

Fields to be Mapped		Mapped Fields	
---------------------	--	---------------	--

Figure 5-39. Edit Crosswalk Button on View Crosswalk Page

The **Edit Crosswalk** page will be displayed. Please refer to *Section 5.7, Editing a Data Conversion Crosswalk*.

5.10 Printing a Mapped Data Conversion Crosswalk

Follow the steps below to print a mapped data conversion crosswalk:

1. Click the **Print** button in the upper right corner of the **Mapped Fields** table.

Mapped Fields				
Expand All		Collapse All		Print
State Field			TEDS Field	
+	cd_state_code	C	System Transaction Type	X
	cd_provider_id	D	Reporting Date	X
	cd_client_id	C	State Provider Identifier	X
	cd_client_trans_typ	C	Client Identifier	X
+	cd_date_admission	V	Codependent/Collateral	X
+	cd_services	V	Client Transaction Type	X
	cd_rept_date	D	Date of Admission	X

Figure 5-40. Print Mapped Data Conversion Crosswalk

A printable form of the **Mapped Fields** box that includes the mapped fields and the Mapping Type and mapped codes for each field is displayed.

Print
Cancel

Crosswalk Mappings State: INDIANA

Source File Name: IN022013_amh.csv
 Crosswalk Name: IN042014_amhNRCW
 Submission Type: Admission

State Fields	Mapping Type	TEDS Fields
SYS_TRANS_TYPE	C	System Transaction Type
CD_REPT_DATE	D MMyyyy	Reporting Date
CD_PROVIDER_ID	C	State Provider Identifier
CD_CLIENT_ID	C	Client Identifier
CD_CO_DEP	V	Codependent/Collateral
State Code		TEDS Code
1 Consumer is Co-Dependent		1 Yes
-2 None		2 No
-3 Not Applicable		2 No
2 Primary Consumer - Substance Abuse		2 No
CD_CLIENT_TRANS_TYP	V	Client Transaction Type
State Code		TEDS Code
A Admission		A Substance Abuse Admissions
T Transfer		T Substance Abuse Transfer
CD_DATE_ADMISSION	D MMDDyyyy	Date of Admission
CD_SERVICES	V	Type of Treatment Service/Setting
State Code		TEDS Code
- Codes to numerous to put out - see file in Crosswalk cabinet		01 DETOXIFICATION, 24/HR SERVICE - HOSPITAL INPATIENT
CD_NO_PRIOR_TREAT	V	Previous SA Treatment Episodes
State Code		TEDS Code
-2 None		0 0
-3 Not Applicable		0 0
0 0 Previous Episodes		0 0
1 1 Previous Episodes		1 1
2 2 Previous Episodes		2 2
3 3 Previous Episodes		3 3
4 4 Previous Episodes		4 4
5 or > 5 or more Previous Episodes		5 Or More
-1 Unknown		7 Unknown

Figure 5-41. Sample Printable Mapped Data Conversion Crosswalk

- Click the **Print** button in the upper right corner of the **Crosswalk Mappings** box.

5.11 Deleting a Data Conversion Crosswalk

A Data Conversion Crosswalk with the **Status** of **Incomplete** can be deleted. The **Delete Crosswalk** icon  is displayed in the **Actions** column for incomplete Data Conversion Crosswalks. If the **Status** of a crosswalk is **Complete**, a **Delete Crosswalk** icon is **not** available.

Crosswalks							
Data Conversion Crosswalk							
Crosswalk Name	File Uploaded	Default	Submission Type	Created Date	Updated Date	Status	Actions
top test	After_edit_Update_File_SF_Y_14-15.xlsx	NO	Discharge	08-30-2017,9:43:07	08-30-2017,10:35:12	Incomplete	 
PAasa_test2	PA122012asa_nothing.csv	NO	Admission	08-25-2017,22:53:42	08-25-2017,22:53:42	Incomplete	 
legacy_test	Admission_File_After_Edit_SMISED_SF_Y_14_15_TEDS_Final_2.xlsx	NO	Admission	07-24-2017,15:40:56	08-25-2017,11:02:56	Incomplete	 
PAasa_test1	PA122012asa_nothing.csv	NO	Admission	08-25-2017,10:43:47	08-25-2017,10:45:49	Incomplete	 
PAasa_nothing2	PA122012asa_nothing.csv	NO	Admission	08-22-2017,13:58:07	08-22-2017,14:54:57	Incomplete	 
PAasa_nothing-MH	PA122012asa_nothing.csv	NO	Admission	08-22-2017,14:14:55	08-22-2017,14:20:13	Incomplete	 
error	Admission_File_SF_Y_14_15_TEDS_Final(8,9).xlsx	NO	Admission	08-21-2017,15:46:10	08-21-2017,15:46:10	Incomplete	 
Discharge Update Crosswalk	Final_Discharge_File_SF_Y_4_15_(0,1&2).xlsx	NO	Discharge	02-13-2017,16:45:36	04-04-2017,11:43:13	Completed	 
Admission Crosswalk	Admission_File_SF_Y_14_15_TEDS_Final_0_1.xlsx	NO	Admission	02-13-2017,13:39:12	02-13-2017,16:32:03	Completed	 

Figure 5-42. Deleting a Data Conversion Crosswalk

If you need to delete an incomplete Data Conversion Crosswalk,

1. Click the **Delete File** icon.

A pop-up box asking if you want to delete the crosswalk is displayed.

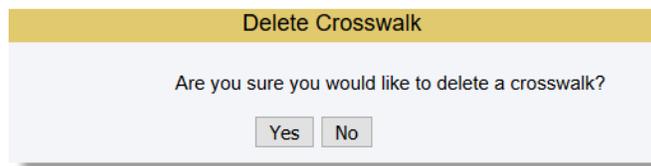


Figure 5-43. Delete Crosswalk Pop-Up Box

2. Click **Yes** on the pop-up box.

The crosswalk is removed from the **Data Conversion Crosswalk** page.

6. Converting a File to the TEDS Format



Before you can convert a file to the TEDS format, you must have a completed **Data Conversion Crosswalk**. Please refer to *Section 5, Completing a Data Conversion Crosswalk*, for detailed instructions.

Data conversion will be successful when all codes in all fields in the data file have been mapped. Error checking during the data conversion process will identify any codes that were not mapped in the Data Conversion Crosswalk.

6.1 Using a Data Conversion Crosswalk

To convert a file to the TEDS format, perform the following steps:

Click the triangle ▼ (**More Actions**) next to the file name; then select the **Convert to TEDS Format** option.



Figure 6-1. Convert to TEDS Format Option

1. If you have more than one completed crosswalk for a file, the system prompts you to select one. Use the **Choose one** drop-down menu to select the crosswalk; then click **OK**.

Note: You may save a completed crosswalk as the default crosswalk for future data conversion purposes. Please see *Section 5.8, Setting a Data Conversion Crosswalk as the Default*, for detailed instructions on how to set a completed crosswalk to be the default for data conversion purposes.

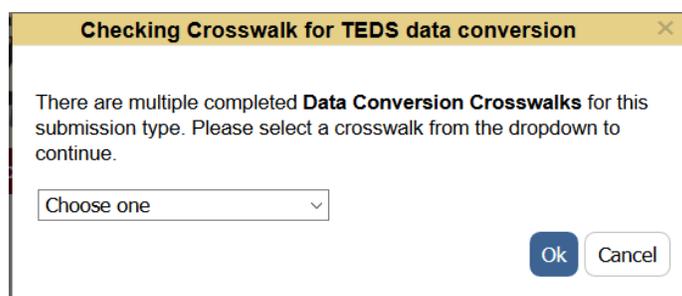


Figure 6-2. Checking Crosswalk for TEDS Data Conversion Pop-up Box

2. Click **OK** if the system displays a pop-up box indicating that the conversion was successful.
3. The status of the file will change to *Converted to TEDS Format*.
4. A new file is added to the repository. The name is a combination of the file name and the crosswalk name (filename_crosswalkname.csv). The status of this file will be *TEDS Format File*.

5. To continue the **Validation** process, see *Section 7, Running Validations on a TEDS-Formatted File*.

Note: If data conversion was not successful, a message will identify the codes that have not been mapped. See *Section 6.2, Data Conversion Error Checking* for more details.

6.2 Data Conversion Error Checking

Data Conversion error checking is an iterative process. Each time that you select **Convert to TEDS Format**, an error message will identify any code in any of the fields that was not mapped. You will have to either change the data in the file or update the data conversion crosswalk to include the unmapped code.

If data conversion (*Section 6.1, Using a Data Conversion Crosswalk*) was not successful, a message identifies the codes that weren't mapped.

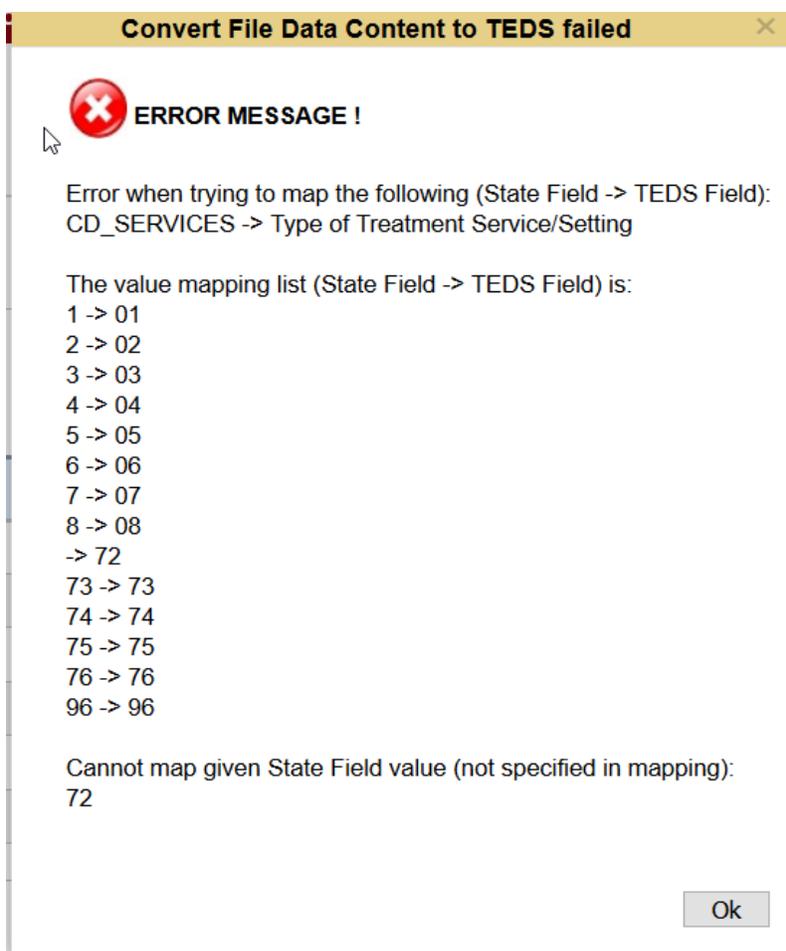


Figure 6-3. TEDS Data Conversion Error Pop-Up Box

1. Either correct the Data Conversion crosswalk to include the unmapped code (see *Section 5.7, Editing a Data Conversion Crosswalk*) or modify the data file to exclude the unmapped code (see *Section 9.2.1, Editing Data within the DSS*).
2. Repeat steps 1 and 2 in *Section 6.1, Using a Data Conversion Crosswalk*.

3. If conversion is successful, follow steps 3 through 6 in *Section 6.1, Using a Data Conversion Crosswalk*.

Note: If another code is found that has not been mapped, the error message that identifies the field, the mapped codes, and the unmapped code is displayed. These steps will need to be repeated until all codes have been mapped in the crosswalk or excluded from the data file.

7. Running Validations on a TEDS-Formatted File



The Run Validations function is available only for a TEDS-formatted file. If the file is not in a TEDS format, refer to *Section 5, Creating a Data Conversion Crosswalk*, and *Section 6, Converting a File to a TEDS Format*.

By performing validations, you will be able to see all the errors and edits that you need to address before you submit the file for processing. You can start the validation process either by selecting **Run Validations** from the drop-down menu attached to the file on the **Working Files** page in the **File Repository** or by clicking on the **Run Validations** button on the **File Details** page.

1. In the **File Repository on the Working Files page**, select **Run Validations** from the drop-down menu attached to the file name.



Figure 7-1. Run Validations from the File Repository Page

2. A confirmation message informs that the validation has been completed, and directs the user to view the results on the **Validation Results** page.
3. Click the **OK** button.

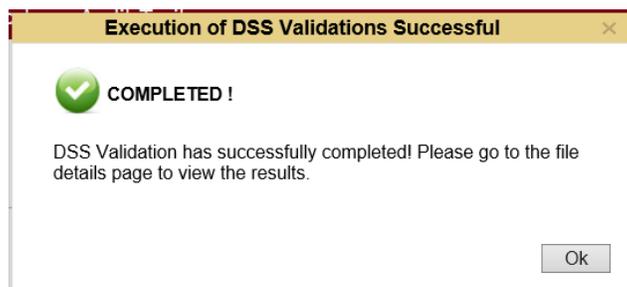


Figure 7-2. Validation Completion Confirmation Message from File Repository Page

Alternatively:

1. On the **File Details** page, click the **Run Validations** button located at the top right corner of the page.

Files Crosswalk Submissions **Support** Audit Trail

File Details

Generate Data Profile **Run Validations**

File Name: 13asa_AR062014.txt **File Type:** Admission **# of Records:** 9 **Revision:** 0 **Status:** Uploaded

Data **Validation Results** Summary Report Error Report

Data

Edit Query Data

View Specific Record # **Go** Filter Table: **Search**
 Show Records Showing 1 to 9 of 9 entries **Previous** Page of 1 **Next** **Download Table:**  

Record #	SysTranType	StateCode	ReportDate	ProviderID	ClientID	CoDep	ClientTransType	DateAdmission	Services	NumPriorTreat	PrinSrcRef	D
----------	-------------	-----------	------------	------------	----------	-------	-----------------	---------------	----------	---------------	------------	---

Figure 7-3. Run Validations from the File Details Page

2. A confirmation message informs you that the validation has completed and you can view the results on the **Validation Results** page.
3. Click the **OK** button.
4. Click the **Validation Results** tab to review fatal, non-fatal, and informational errors. See *Section 8.1, Viewing Validation Results*, for further explanation of the **Validation Results** page.

8. Reviewing Validation Results and Error Reports

Each data field in each record is checked to ensure that it contains valid codes before the record is accepted and added to the TEDS database. These checks are called *field edits*. If an invalid code is found, the field is filled with a code indicating *Invalid data*, and a warning error is generated. You must apply corrective action to these records, as specified in the Error Report. Please refer to *Section 8.3, Error Report*.

All errors are displayed on the **Validation Results** page. There are three different types of errors: Fatal, Warning, and Informational. Below is a summary of the different types of errors.

Error Type	Description
Fatal	A <i>fatal</i> error causes a record to be rejected. The record will not be added to the database. The state is expected to review the specified edit violations, take necessary corrective action, and resubmit the corrected record(s) or file(s) for reprocessing. Generally, fatal errors are the result of missing or invalid code(s) in key data fields as well as the presence of duplicates.
Warning	A <i>warning</i> error is non-fatal and usually results from invalid code(s) in non-key data fields. The record will be processed and appended to the database, with the value of the data field replaced by the system-defined <i>Invalid data code</i> unless specified otherwise. The state is expected to review the specified edit violations, take necessary corrective action, and resubmit the corrected record(s) as replacements. Preferably, these warning errors are corrected by the state during the testing period and prior to submitting the file for final processing.
Informational	An <i>informational</i> message, considered a non-fatal error , is generated to inform the state that an edit was not performed due to missing data or that the edit did not produce the expected outcome. A common situation that generates an informational message is when a State Provider Identifier in a record cannot be found in the SAMHSA Inventory of Behavioral Health Services (I-BHS). The record will be processed and appended to the TEDS database. The state is expected to determine whether the facility is eligible for inclusion in the I-BHS. If the facility is eligible, a corrective action should be undertaken; if the facility is not eligible, the state may ignore the informational message.

Table 4-4. Types of Errors

The following sections describe how the validation results are displayed, how to select the errors in which you are interested, and how to download those results to an Excel or CSV file.

8.1 Viewing Validation Results

After running validations, errors might be present. The **Validation Results** page displays errors both graphically and in a table format. The page identifies field errors and the records in which they occurred.

Field edits, the corresponding error statement, and the recommended corrective action are displayed. The results are described in three different formats: a summary of validation results, a field name list with errors, and a bar chart.

Errors are color coded depending upon whether they are Fatal, Warning, or Informational errors.

In addition to the breakdown and identification of individual errors, the total number of errors and percentage of those that are fatal are displayed. Detailed descriptions about the errors are displayed when the mouse hovers over the edit numbers in the Field Name list. After clicking on the edit number, the records with those specific errors are displayed in a table.

The validation results can be downloaded to an Excel or CSV file. Three different sets of download buttons and a search tool allow you to select the records to be downloaded. Please see *Section 8.1.5, Download Validation Results*, for downloading instructions.

From the **Validation Results** page, the validated file can be submitted to the BHSIS Project Office for processing.

The **Validation Results** page can be accessed from the **File Details** page by clicking on the **Validation Results** tab.

Files Crosswalk Submissions Support Audit Trail

File Details

Generate Data Profile Run Validations

File Name: CTAdmissions_285510.txt File Type: Admission # of Records: 285510 Revision: 0 Status: State Testing

Data Validation Results Summary Report Error Report

Validation Results

Submit for Processing Download:

Displaying Validation Results		State Code: CT	Reporting Date: 02/2015
Submission Type: Admission		Status: State Testing	
Date Received: Aug 17, 2017 4:11:57 PM		# of Adds Processed: 285,510	# Adds Accepted: 880
# of Records: 285,510		# of Changes Processed: 0	# Changes Accepted: 0
# of SA Records: 0		# Deletes Processed: 0	# Deletes Accepted: 0
# of MH Records: 285,510			

99.69%

284630/285510
Records have fatal errors

Previous Page Viewing Page 1 of 1 Next Page

Field Name	Edit #	# Records	Error Type
SysTranType	O1a	282,864	Fatal
SysTranType	O3a	190,471	Fatal
GlobalAssess	A7	272,250	Warning
DetNLF	A28	1,791	Warning
SMISEDStat	A62a	420	Warning
DateBirth	A19c	57	Warning
Education	A32b	18	Warning
Pregnant	A51	3	Warning
ProviderID	A67	142,161	Informational
SchoolAtndStat	A59	510	Informational

Detailed Error Listing for Edit #: <No Selection> Download:

To see a detailed listing of records for each edit, please click on one of the edits in the graph or listing above.

Figure 8-1. Validation Results Page

Note: If a DSS validation has not been performed, a message will provide instructions.

Files Crosswalk Submissions Support Audit Trail

File Details

Generate Data Profile Run Validations

File Name: FL122014A.csv_FL X.csv File Type: Admission # of Records: 6634 Revision: 0 Status: TEDS Format File

Data Validation Results Summary Report Error Report

Validations have not yet been run. Please click 'Run Validations' above and to the right.

Figure 8-2. Validation Instruction Message

8.1.1 Summary of Validation Results

This section displays a summary of the **Validation Results**. The following information is displayed: submission type, state code, reporting date, date received, status, total number of records, and number

of adds, changes, and deletes, both processed and accepted. Additionally, a gauge identifies the percentage and count of records with fatal errors.

All validation results can be downloaded to an Excel or CSV file by clicking on the **XLS** or **CSV** buttons located above the Validation Results Summary. See *Section 8.1.5, Downloading Validation Results*, for instructions.

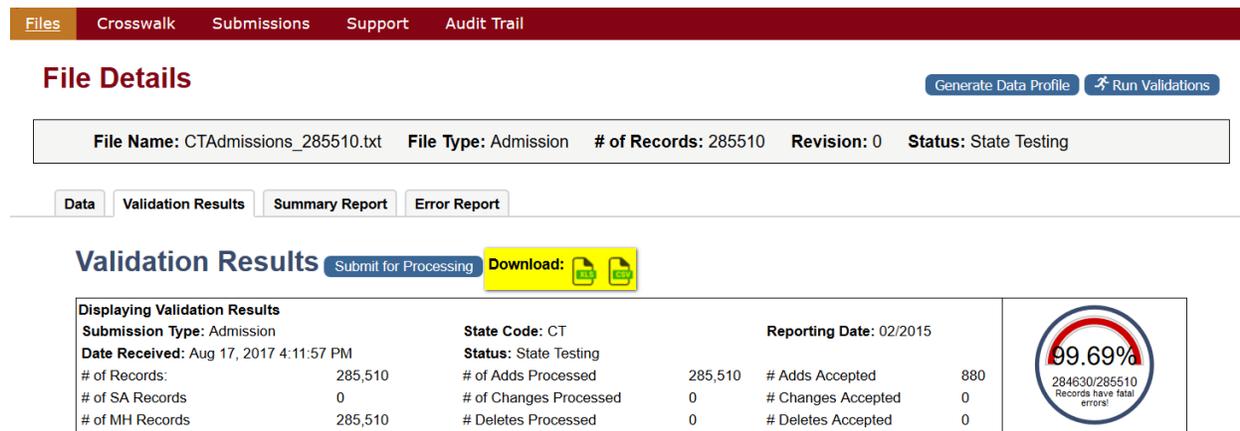


Figure 8-3. Validation Results Summary

8.1.2 Field Name List With Errors

This section displays a list of fields (see **Field Name** column) and their corresponding edit numbers (See **Edit #** column) where records failed. More information about the error is displayed when you hover over the edit number.

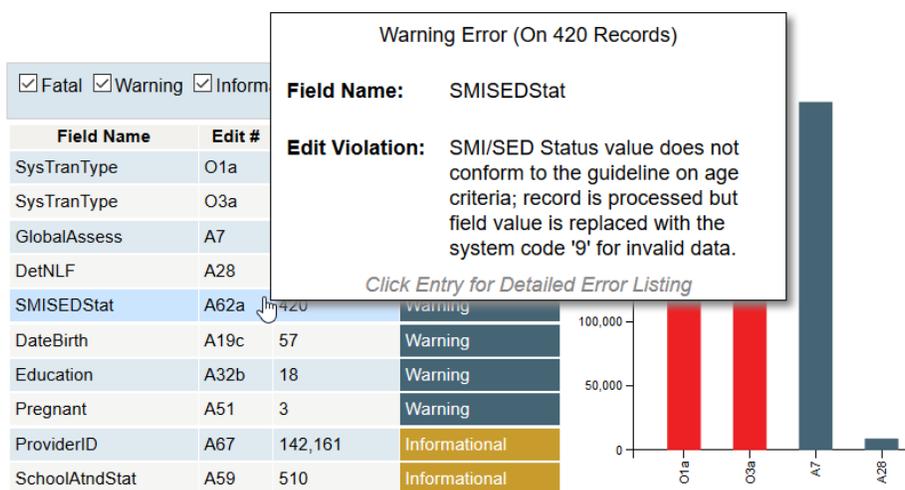


Figure 8-4. Field Name List with Errors

Validation results can be displayed based on error type (Fatal, Warning, Informational) by selecting or unselecting the appropriate checkbox.

Field Name	Edit #	# Records	Error Type
<input checked="" type="checkbox"/> Fatal <input checked="" type="checkbox"/> Warning <input checked="" type="checkbox"/> Informational Download:  			
SysTranType	O1a	282,864	Fatal
SysTranType	O3a	190,471	Fatal
GlobalAssess	A7	272,250	Warning
DetNLF	A28	1,791	Warning
SMISEDStat	A62a	420	Warning
DateBirth	A19c	57	Warning
Education	A32b	18	Warning
Pregnant	A51	3	Warning
ProviderID	A67	142,161	Informational
SchoolAtndStat	A59	510	Informational

Figure 8-5. Field Name List – Error Type Selection and Download

All validation results or the subsets selected by error type can be downloaded to an Excel or CSV file by clicking on the XLS or CSV buttons to the right of the error type checkboxes. See Section 8.1.5, *Downloading Validation Results*, for instructions.

8.1.3 Bar Chart

This section of the **Validation Results** page displays the errors in a bar chart. Each bar on the graph represents an edit violation. The vertical axis displays the number of failing records; the horizontal axis displays the Edit Number.

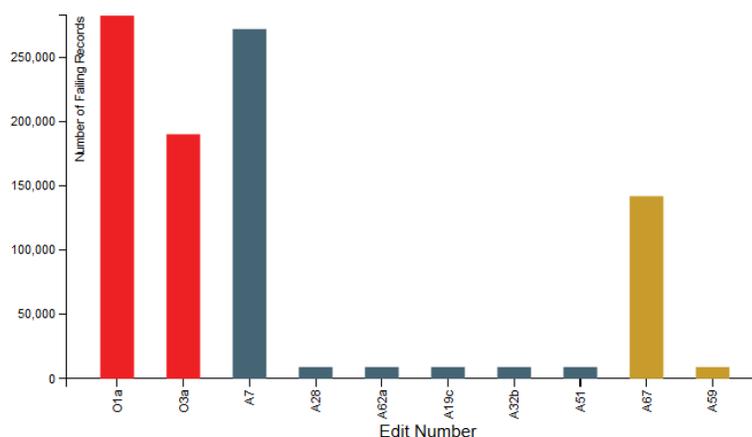


Figure 8-6. Errors Bar Chart

8.1.4 Detailed Error Listings

To view a list of records with a specific edit violation, click the row in the field name list or the bar in the bar chart that corresponds to the edit number. The row and the bar will be highlighted. The list of records with that edit violation will be displayed in a table.

Detailed Error Listing for Edit #: **A62a**
Download:

Edit Violation: SMI/SED Status value does not conform to the guideline on age criteria; record is processed but field value is replaced with the system code '9' for invalid data.

Field Name: [SMI/SED Status](#)

Corrective Action: Records with invalid data should be reviewed and replaced with valid values consistent with the age criteria specified in the Manual

Showing 1 to 10 of 420 entries

Search

Show Records

Previous
Page of 42
Next

Record #	SysTranType	StateCode	ReportDate	ProviderID	ClientID	CoDep	ClientTransType	DateAdmission	Services	NumPriorTreat	PrinSrcR
2200	A	CT	022015			2	M	03082006	73	8	97
20504	A	CT	022015			2	M	09142012	73	8	01
25795	A	CT	022015			2	M	08072013	73	8	97
25796	A	CT	022015			2	M	05162013	73	8	97
25797	A	CT	022015			2	M	01272014	73	8	97
26077	A	CT	022015			2	M	07222013	73	8	01
26328	A	CT	022015			2	M	07212013	73	8	97
26329	A	CT	022015			2	M	02202014	73	8	03
42200	A	CT	022015			2	M	01152014	73	8	04
43014	A	CT	022015			2	M	12182013	73	8	01

Figure 8-7. Detailed Error Listings

Each row in the table identifies the record number in the file and contains the data in that record. Use the horizontal scrollbar to look at the data in all fields. Use the navigation and pagination tools to view the records in the table. Use the search field to search for subsets of records. Only those records that match the search criteria will be displayed in the table.

The **validation results displayed in the table** can be downloaded to an Excel or CSV file by clicking on the **XLS** or **CSV** buttons above the table to the right. See *Section 8.1.5, Downloading Validation Results*, for instructions.

8.1.5 Downloading Validation Results

Validation results can be downloaded to an Excel or CSV file. There are three sets of download buttons.

To download **all validation results**, click the **XLS** or **CSV** button located above the Validation Results summary. See the image in *Section 8.1.1, Summary of Validation Results*. A popup box is displayed that identifies the records to be downloaded and allows you to include columns with the record and edit numbers in the downloaded file.



Figure 8-8. Download All Records

To download **all validation results or a subset of validation results selected by error type**, click the **XLS** or **CSV** button located to the right of the error type checkboxes. For more information and an image, see *Section 8.1.2, Field Name List with Errors*. A popup box is displayed that identifies the records to be downloaded and allows you to include columns with the record and edit numbers in the downloaded file.

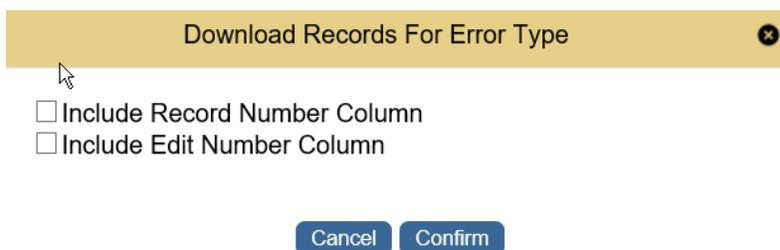


Figure 8-9. Download Records by Error Type

To download **the validation results displayed in the table**, click the **XLS** or **CSV** button located above the table to the right. For more information and an image, see *Section 8.1.4, Detailed Error Listings*. A popup box is displayed that identifies the records to be downloaded and allows you to include columns with the record and edit numbers in the downloaded file.



Figure 8-10. Download Records by Edit Number

3. Select the desired columns and click **Confirm**. A system pop-up prompts you to open or save the file.
4. Select **Open** or **Save** the file; then click **OK**. The Excel or CSV file containing the downloaded validation results is created.

Note: More than 65,535 records cannot be downloaded to an Excel file. The system will display the error in Figure 8-11. If an Excel file is required, download as CSV, then open the file in Excel.

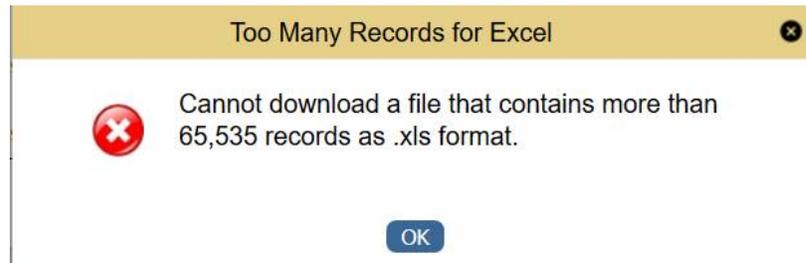


Figure 8-11. More than 65,535 Records in Excel File Message

8.2 Summary Report

The **Summary Report** displays the following information for each System Transaction Type (*Add, Change, Delete*):

1. The total number of records submitted, accepted, and rejected;
2. The number of records rejected with fatal errors; and
3. Other summary statistics, such as the number of records with non-fatal errors and the number of discharge records for which linked admission records were not found.

The **Summary Report** provides an overall evaluation of the quality of the data file. If a state's data extraction program is working correctly, the number of errors in any file submission should be minimal. If a field has many errors, it usually indicates a systemic error that, once corrected, will resolve the errors for all or many of the records.

On the **File Details** page, click the **Summary Report** tab.

Summary Report

TYPE/NUMBER OF RECORDS:	TOTAL	SA	MH		
	1626	1626	0		
PROCESSING RESULTS SUMMARY					
	PROCESSED	ACCEPTED	REJECTED	PERCENT REJECTED	
ADDS	1626	NA	NA	N/A	
CHANGES	0	NA	NA	N/A	
DELETES	0	NA	NA	N/A	
TOTAL	1626	NA	NA	N/A	
	STATE CODE	PROVIDER ID	CLIENT ID	TYPE OF TREATMENT/SERVICE	DATE OF DISCHARGE
ADDS	0	0	1626	0	0
CHANGES	0	0	0	0	0
DELETES	0	0	0	0	0
TOTAL	0	0	1626	0	0
	NO RECORD FOUND	DUPLICATE KEY WITHIN SUBMISSION	DUPLICATE KEY IN DATABASE	DATE OF LAST CONTACT/UPDATE	OTHER FATAL ERRORS
ADDS	N/A	0	0	1	1626
CHANGES	0	0	N/A	0	0
DELETES	0	0	N/A	0	0
TOTAL	0	0	0	1	1626
ACCEPTED RECORDS WITH NON-CRITICAL ERRORS	NA				
ACCEPTED RECORDS WITH NO ASSOCIATED ADMISSION RECORD	NA				

Figure 8-12. Summary Report

8.3 Error Report

For each record with errors, the **Error Report** details the edit number, record number, field name and erroneous value, key fields, a brief description of the error, and the required corrective action.

This report assists in the identification of non-systemic errors. A listing of individual records can be viewed to identify the cause of the errors. This may help you to resolve the errors. Examination of this report will enable states to resolve most errors. Please refer to the *Combined Substance Abuse and Mental Health TEDS State Instruction Manual* for a list of edits when reviewing this report.

On the **File Details** page, click the **Error Report** tab.

Error Report

Fatal Warning Informational

Blank or # in State Reported Value - indicates that the field was reported blank or was not included in the file.

Download: 

Showing 11 to 20 of 116 entries

Show 10 Records

Previous Page 2 of 12 Next

RECORD NUMBER	SYSTEM TRAN TYPE	PROVIDER ID	CLIENT ID	CO-DEP	CLIENT TRAN TYPE	DATE OF ADMISSION	SERVICE CODE	FIELD NAME	STATE REPORTED VALUE	TYPE OF ERROR (FATAL/NON FATAL)	EDIT VIOLATION
1	A			2	M	04/30/2012	72	AgeFirstUse1	12	Warning	Age at First Use has valid value (not '96
1	A			2	M	04/30/2012	72	AgeFirstUse2	14	Warning	Age at First Use has valid value (not '96
1	A			2	M	04/30/2012	72	AgeFirstUse3	16	Warning	Age at First Use has valid value (not '96
1	A			2	M	04/30/2012	72	DetailedDrug1	0201	Warning	Detailed Drug Code (Primary) has valid
1	A			2	M	04/30/2012	72	DetailedDrug2	0902	Warning	Detailed Drug Code (Secondary) has v
1	A			2	M	04/30/2012	72	DetailedDrug3	2002	Warning	Detailed Drug Code (Tertiary) has valid
1	A			2	M	04/30/2012	72	DaysWaitTreat	115	Warning	Days Waiting to enter SA Treatment ha:
1	A			2	M	04/30/2012	72	AtndSelfHelp	06	Warning	Attendance at SA Self-Help Groups dat
1	A			2	M	04/30/2012	72	SMISEDStat	1	Warning	SMI/SED Status value does not conform
2	A			2	M	04/30/2012	72	CoOccurringSAMH	4	Warning	Co-occurring SA and MH Problems is ei

Figure 8-13. Error Report

9. Viewing and Correcting Data

The sections below describe how to browse, query, and edit a data file within the DSS. These features are accessed via the file name in the **Working Files** list on the **Working Files** page or the **Submitted Files** list on the **Submitted Files** page.

From the **Working Files** list either click on the file name or select **View Detail** from the drop-down menu attached to the file name



Figure 9-1. View Detail Option

Note: The menu options will differ depending upon the file format.

From the **Submitted Files** list, click on the file name.

The **Data** page on the **File Details** page is displayed.

9.1.1 Querying Data

The **Query Data** button enables viewing of a specific record or subset of records. It can be used to examine records with errors to help you to identify the source of those errors.

1. Click the **Query Data** button.

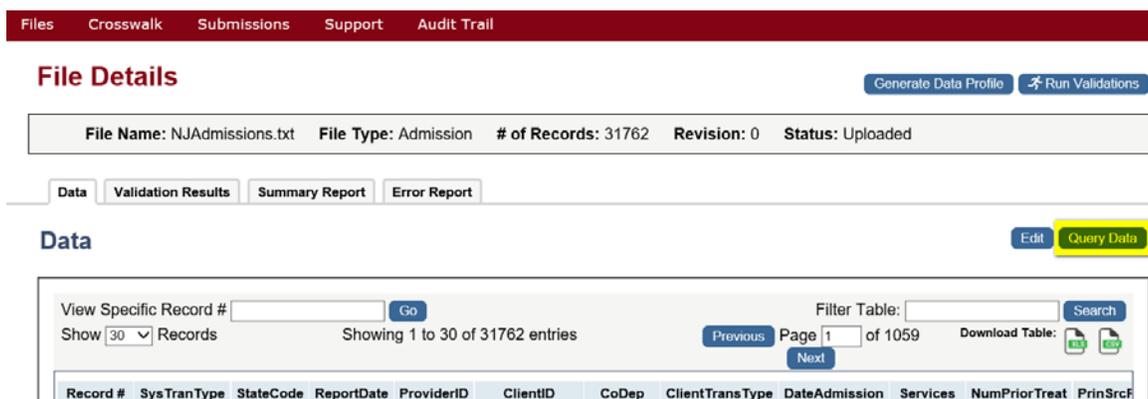


Figure 9-2. Query Data Button

The data cells are empty.

File Details

Generate Data Profile Run Validations

File Name: NJAdmissions.txt File Type: Admission # of Records: 31762 Revision: 0 Status: Uploaded

Data Validation Results Summary Report Error Report

Data

Edit

Query Data [Hide Query](#)

SysTranType	StateCode	ReportDate	ProviderID	ClientID	CoDep
ClientTransType	DateAdmission	Services	NumPriorTreat	PrinSrcRef	DateBirth
Gender	Race	Ethnicity	Education	EmpStat	SubProb1
RteAdmin1	FreqUse1	AgeFirstUse1	SubProb2	RteAdmin2	FreqUse2
AgeFirstUse2	SubProb3	RteAdmin3	FreqUse3	AgeFirstUse3	OpiodTherapy
DetailedDrug1	DetailedDrug2	DetailedDrug3	DSMIIRCriteria	CoOccurringSAMH	Pregnant
Veteran	LivingArrange	PrimSrcInc	HealthIns	PrimSrcPay	DetNLF
DetCriminal	MaritalStat	DaysWaitTreat	Arrests	AtndSelfHelp	DiagType
SADiagnosis	MHDiagnosis1	MHDiagnosis2	MHDiagnosis3	SMISEDStat	SchoolAtndStat
LegalStat	GlobalAssess				

Clear Fields Submit Query

Figure 9-3. Query Data Cells

- Enter value(s) for the variable(s) that you would like to query. (For example, to view all records for male clients from a specific provider, enter the State Provider ID and 1 (Male) in the **Gender** field.)
- Click the **Submit Query** button.

The results are displayed in the table. All functions such as **Navigation, Search, Selection,** and **Download** are available.

View Specific Record # Filter Table:

Show Records Showing 1 to 10 of 3158 entries (filtered from 31762 total entries) Page of 316 Download Table:

Record #	Sys Tran Type	StateCode	ReportDate	ProviderID	ClientID	CoDep	ClientTrans Type	DateAdmission	Services	NumPriorTreat	PrinSrcF
8	A	NJ	052017			2	A	03062017	07	3	01
12	A	NJ	052017			2	A	03212017	06	2	01
16	A	NJ	052017			2	A	02242017	04	3	02
19	A	NJ	052017			2	A	04202017	06	0	01
20	A	NJ	052017			2	A	01312017	07	2	01
22	A	NJ	052017			2	A	01062017	07	3	01
25	A	NJ	052017			2	A	02242017	07	1	01
33	A	NJ	052017			2	A	02232017	06	1	07
44	A	NJ	052017			2	A	04242017	07	0	01
45	A	NJ	052017			2	A	01062017	07	0	01

Figure 9-4. Query Results

- Click the **Hide Query** button to remove the Query template.

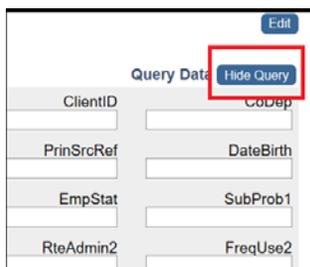


Figure 9-5. Hide Query Button

9.1.1.1 Downloading a Table

Note: This option can be used to download all records or subsets of all records if you use the **Query Data** or **Filter Table** option.

Filter Table:

Page of 30 **Download Table:**

ClientTrans Type	DateAdmission	Services	NumPriorTreat	Pr
A	01042014	02	1	01
A	02182014	02	0	01
A	07092014	02	0	01

Figure 9-6. Download Table Option

- Click the **XLS** or **CSV** button to the right of **Download Table**. A system pop-up prompts you to open or save the file.
- Select **Open** or **Save** the file; then click **OK**. The XLS or CSV file contains all records displayed in the table.

Note: More than 65,535 records cannot be downloaded to an Excel file. The system will display the error in Figure 9-7. If an Excel file is required, download as CSV, then open the file in Excel.



Figure 9-7. More than 65,535 Records in Excel File Message

9.1.2 Editing Data Within the DSS

All files that have not been submitted for processing can be edited. All data from a single record can be displayed and edited on one page.

1. From the **Data** page, click on the row in the table that corresponds to the record to be edited.

View Specific Record # Filter Table:

Show Records Showing 1 to 30 of 65534 entries Page of 2185 Download Table:

Record #	Sys Tran Type	StateCode	ReportDate	ProviderID	ClientID	CoDep	ClientTrans Type	DateAdmission	Services	NumPriorTreat	PrinSrcR
1	A		052017			2	A	02102017	06	0	06
2	A		052017			2	A	01012017	07	2	01
3	A		052017			2	A	04032017	06	2	02
4	A		052017			2	A	01052017	07	4	01

Figure 9-8. Selecting a Record to Edit

Or:

If the record number is known, enter the record number in the **View Specific Record #** field and click **Go**.



Figure 9-9. View Specific Record # Field

All fields for the selected record are displayed on one page.

Files Crosswalk Submissions Support Audit Trail

File Details

Generate Data Profile Run Validations

File Name: NJAdmissions.txt File Type: Admission # of Records: 31762 Revision: 0 Status: Uploaded

Data Validation Results Summary Report Error Report

Data

Edit Query Data

Back to Table

Previous Record Record #8 Next Record

SysTranType A	StateCode NJ	ReportDate 052017	ProviderID [REDACTED]
ClientID [REDACTED]	CoDep 2	ClientTransType A	DateAdmission 03062017
Services 07	NumPriorTreat 3	PrinSrcRef 01	DateBirth 09191960
Gender 2	Race 04	Ethnicity 05	Education 11
EmpStat 04	SubProb1 05	RteAdmin1 04	FreqUse1 01
AgeFirstUse1 27	SubProb2 03	RteAdmin2 03	FreqUse2 01
AgeFirstUse2 27	SubProb3 01	RteAdmin3 96	FreqUse3 96
AgeFirstUse3 96	OpiodTherapy 1	DetailedDrug1 0501	DetailedDrug2 0302
DetailedDrug3 9996	DSMIIRCriterias 999.998	CoOccurringSAMH 1	Pregnant 2
Veteran 2	LivingArrange 03	PrimSrcInc 04	HealthIns 04
PrimSrcPay 04	DetNLF 04	DetCriminal 96	MaritalStat 01
DaysWaitTreat 000	Arrests 00	AtndSelfHelp 97	DiagType 3
SADiagnosis F11.20	MHDiagnosis1 999.9998	MHDiagnosis2 999.9998	MHDiagnosis3 999.9998
SMISFDStat SMISEDStat 8	SchoolAtndStat SchoolAtndStat 8	LegalStat LegalStat 98	GlobalAssess GlobalAssess 998

Figure 9-10. Record Display Window

- Click the **Edit** button.

The fields are no longer read-only and the data can be changed. The revision number in the upper right corner increases. The **Edit** button is removed. **Save As New Revision** and **Discard Changes** buttons are visible and the file is identified to be in *Draft* mode.

File Details

Generate Data Profile Validate Unavailable in Draft Mode

File Name: NJAdmissions.txt **File Type:** Admission **# of Records:** 31762 **Revision:** 1 **Status:** Uploaded

Data

Data

(Draft) [Save As New Revision](#) [Discard Changes](#) [Query Data](#)

[Back to Table](#)

[Previous Record](#) **Record #8** [Next Record](#)

SysTranType <input type="text" value="A"/>	StateCode <input type="text" value="NJ"/>	ReportDate <input type="text" value="052017"/>	ProviderID <input type="text"/>
ClientID <input type="text"/>	CoDep <input type="text" value="2"/>	ClientTransType <input type="text" value="A"/>	DateAdmission <input type="text" value="03062017"/>
Services <input type="text" value="07"/>	NumPriorTreat <input type="text" value="3"/>	PrinSrcRef <input type="text" value="01"/>	DateBirth <input type="text" value="09191960"/>
Gender <input type="text" value="2"/>	Race <input type="text" value="04"/>	Ethnicity <input type="text" value="05"/>	Education <input type="text" value="11"/>
EmpStat <input type="text" value="04"/>	SubProb1 <input type="text" value="05"/>	RteAdmin1 <input type="text" value="04"/>	FreqUse1 <input type="text" value="01"/>
AgeFirstUse1 <input type="text" value="27"/>	SubProb2 <input type="text" value="03"/>	RteAdmin2 <input type="text" value="03"/>	FreqUse2 <input type="text" value="01"/>
AgeFirstUse2 <input type="text" value="27"/>	SubProb3 <input type="text" value="01"/>	RteAdmin3 <input type="text" value="96"/>	FreqUse3 <input type="text" value="96"/>
AgeFirstUse3 <input type="text" value="96"/>	OpioidTherapy <input type="text" value="1"/>	DetailedDrug1 <input type="text" value="0501"/>	DetailedDrug2 <input type="text" value="0302"/>
DetailedDrug3 <input type="text" value="9996"/>	DSMIIIRCriteria <input type="text" value="999.98"/>	CoOccurringSAMH <input type="text" value="1"/>	Pregnant <input type="text" value="2"/>
Veteran <input type="text" value="2"/>	LivingArrange <input type="text" value="03"/>	PrimSrcInc <input type="text" value="04"/>	HealthIns <input type="text" value="04"/>
PrimSrcPay <input type="text" value="04"/>	DetNLF <input type="text" value="04"/>	DetCriminal <input type="text" value="96"/>	MaritalStat <input type="text" value="01"/>
DaysWaitTreat <input type="text" value="000"/>	Arrests <input type="text" value="00"/>	AtndSelfHelp <input type="text" value="97"/>	DiagType <input type="text" value="3"/>
SADiagnosis <input type="text" value="F11.20"/>	MHDiagnosis1 <input type="text" value="999.9998"/>	MHDiagnosis2 <input type="text" value="999.9998"/>	MHDiagnosis3 <input type="text" value="999.9998"/>
SMISEDStat <input type="text" value="8"/>	SchoolAtndStat <input type="text" value="8"/>	LegalStat <input type="text" value="98"/>	GlobalAssess <input type="text" value="998"/>

Figure 9-11. Record Editing Window

3. Use the navigation buttons in the center of the page to view and edit more records.
4. Click the **Save as New Revision** button to save the changes. The file is no longer in *Draft* mode, the revision number is updated, and the **Edit** button is visible.

File Details

Generate Data Profile [Run Validations](#)

File Name: FL122014A.txt File Type: Admission # of Records: 6634 **Revision: 1** Status: Uploaded

Data

Data

[Edit](#) [Query Data](#)

[Back to Table](#)

[Previous Record](#) Record #25 [Next Record](#)

Figure 9-12. Edited Data File Version

5. Click on the **Back to Table** button to remove the displayed individual record and view all records in the table.

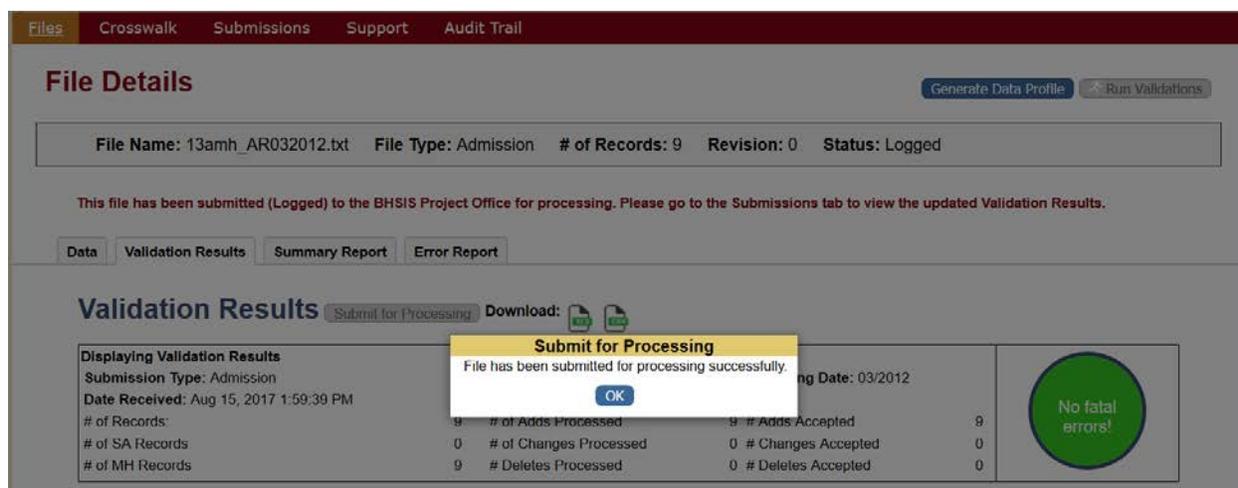
10. Submitting a File for Final Processing



This function is only for TEDS-formatted files that have gone through the Validation process.

After your TEDS Format file has been validated, you can submit your data to the BHSIS Project Office for final processing. To do this, follow the directions below.

1. From the **Working Files** page, click on the file name or select **View Detail** from the drop-down menu attached to the file name.
2. Click the **Validation Results** tab.
3. If you are satisfied with your file, click the **Submit for Processing** button.
4. A confirmation pop-up box appears.
5. Click **OK**.



File Details

File Name: 13amh_AR032012.txt File Type: Admission # of Records: 9 Revision: 0 Status: Logged

This file has been submitted (Logged) to the BHSIS Project Office for processing. Please go to the Submissions tab to view the updated Validation Results.

Validation Results

Submit for Processing Download: [PDF] [Excel]

File has been submitted for processing successfully. OK

Displaying Validation Results			
Submission Type: Admission			
Date Received: Aug 15, 2017 1:59:39 PM			
# of Records:	9	# of Adms Processed	9
# of SA Records	0	# of Changes Processed	0
# of MH Records	9	# Deletes Processed	0
		# Adms Accepted	9
		# Changes Accepted	0
		# Deletes Accepted	0

No fatal errors!

Figure 10-1. Submission Confirmation Pop-Up Box

The **Submit for Processing** button is no longer available on the **Validation Results** page because the file has been formally submitted to the BHSIS Project Office for final processing. A message confirms that the file has been submitted for processing and provides directions to view updated Validation Results. The status changes to *Logged* and the file is removed from the **Working Files** list and is added to the **Submitted Files** list. After the BHSIS Project Office validates and submits the data to the TEDS database, the status changes to *Production*.

To view files that have been submitted for processing and files that have been processed, refer to *Section 11, Viewing TEDS Processed Files*.

11. Viewing TEDS Processed Files

The following sections describe the functions on the **Submissions** page.

11.1 Submissions Page

The **Submissions** page displays information about your state’s TEDS-formatted files that have been submitted for processing or have been processed by the BHSIS Project Office. All TEDS-formatted files that have been uploaded, validated, submitted for processing, and processed by the BHSIS Project Office are displayed on this page. Additional details and validation results for each submission can be viewed on a separate page by clicking on the file that you would like to see.

To display desired submissions, searches can be performed on each column using the drop-down menus on the **Submission Type** and **Status** columns or by entering full or partial search criteria in the input boxes below the **Reporting Date**, **Date Received**, **Submitted By**, **File Name**, **# of Records**, **Earliest Date**, and **Latest Date** columns. Standard navigation tools are provided to control the number of rows displayed and to view specific records.

Files Crosswalk Submissions Support Audit Trail									
State Submissions									
Showing 1 to 10 of 235 entries (filtered from 236 total entries)									
Previous Page 1 of 24 Next									
Submission Type	State	Reporting Date	Date Received	Submitted By	File Name	Status	# Of Records	Earliest Date	Latest Date
A		032012	08/26/2017 12:43 A < >			LOGGED	9	05/05/2011	05/05/2011
A		012014	08/24/2017 12:26 P < >			TESTING	12	01/20/2013	01/20/2013
D		122013	08/24/2017 12:06 P < >			LOGGED	12	04/01/2013	04/01/2013
D		012014	08/16/2017 1:21 AM < >			PRODUCTION	19	12/01/2013	12/01/2013
D		012014	08/16/2017 1:20 AM < >			LOGGED	19	12/01/2013	12/01/2013
A		012013	07/26/2017 11:20 AM < >			PRODUCTION	14	04/01/2011	04/01/2011
A		052017	06/26/2017 10:00 A < >			PRODUCTION	1215	08/22/2016	05/30/2017
D		032017	05/05/2017 11:58 AM < >			PRODUCTION	852	03/01/2017	03/31/2017
A		042017	05/05/2017 11:51 AM < >			PRODUCTION	84	09/11/2016	02/28/2017
A		022017	05/05/2017 11:24 AM < >			STATE TESTING	1147	07/01/2016	02/28/2017

Figure 11-1. Submission Page

11.2 Submissions Description

This page provides all logged and processed files and files that have been added to the TEDS database.

The description of the columns are as follows:

Submission Type	Specifies if the file contains Admission or Discharge records
Reporting Date	Date the state created the file
Date Received	Date the file is uploaded
Submitted By	ID of the person that uploaded the file
File Name	Name of the file
Status	<p>Uploaded: A file that has not been validated or converted</p> <p>State Testing: The State has run a trial validation on the file</p> <p>Logged: The file has been formally submitted by the state for final processing by the BHSIS Project Office</p> <p>Testing: The BHSIS Project Office is reviewing and running validation on the submitted (logged) file</p> <p>Production: The BHSIS Project Office has processed the file</p>
# of Records	Number of records in the file
Earliest Date	Earliest Admission/Discharge date in the file
Latest Date	Latest Admission/Discharge date in the file

Table 4-5. DSS Submissions Columns Description

12. Generating a Data Profile for a TEDS-Formatted File



The **Generate a Data Profile** option is available only for a TEDS formatted file.

12.1 Data Profile

The statistical data in the file is depicted through a **Data Profile** that contains graphs, tables, and figures. The **Data Profile** can be generated from the **File Repository** or from the **File Details** page. To generate a data profile, follow the directions in *Section 12.1.2* or *12.1.3*.

12.2 Generating a Data Profile from the File Repository

1. Click the triangle ▼ (**More Actions**) attached to the file name; then select the **Generate Data Profile** option.

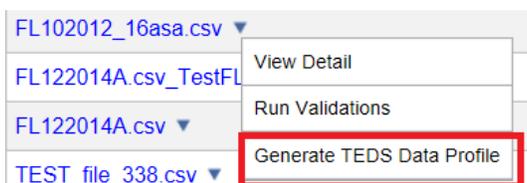


Figure 12-1. Generate a Data Profile from the File Repository Page

2. Click **OK** if the system displays a pop-up box indicating that the data profile was successfully generated.

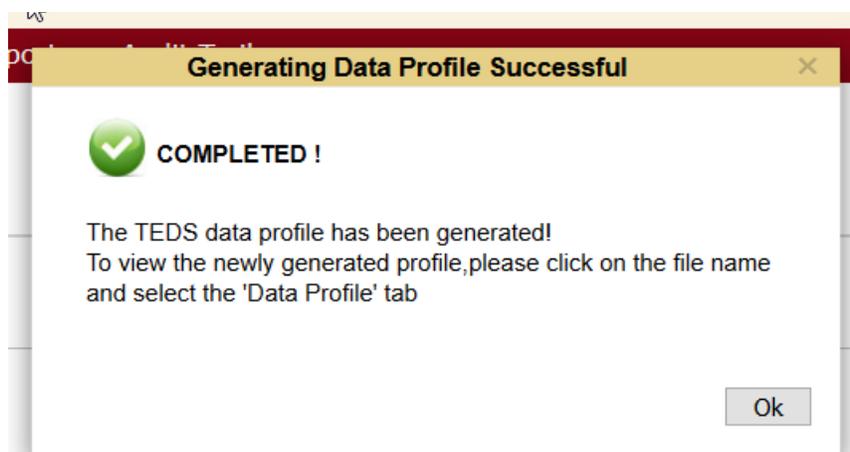


Figure 12-2. Generate a Data Profile Confirmation Message

3. Click the file name; or select **View Detail** from the drop-down menu attached to the file name.
4. The **File Details** page appears.
5. Click the **Data Profile** tab to view graphs, tables, and figures that describe the file statistics.

12.3 Generating a Data Profile from the File Details page

1. Click the **Generate Data Profile** button.

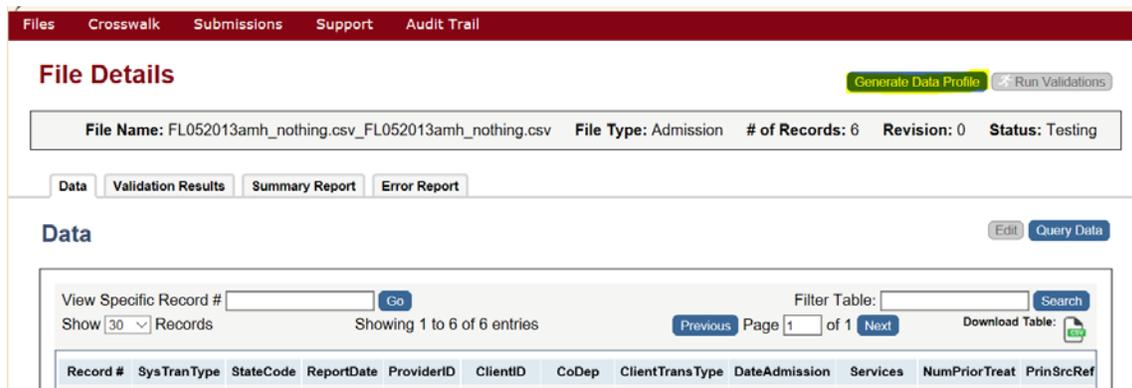


Figure 12-3. Generate a Data Profile from the File Details Page

2. Click **OK** if the system displays a pop-up box indicating that the data profile was successfully generated; then click the **Refresh Page to View Results** button.

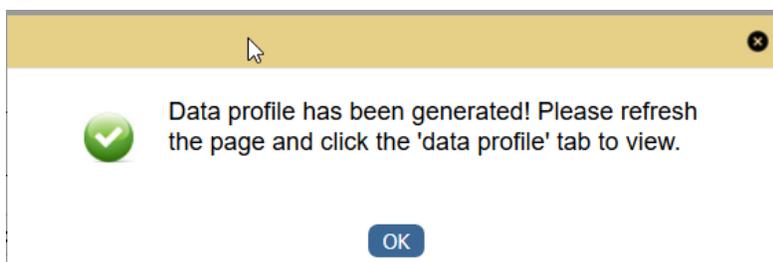


Figure 12-4. Generate a Data Profile Confirmation Messages

3. The **Data Profile** tab becomes available.
4. Click the **Data Profile** tab to view graphs, tables, and figures that describe the file statistics. See *Section 12.1.4, Data Profile for Admission Files*, and *Section 12.1.5, Data Profile for Discharge Files*.

12.4 Data Profile for Admission and Discharge Files

The Data Profiles for Admission and Discharge files contain tables, bar graphs, pie charts, histograms, and more. Please see the following examples:

File Details

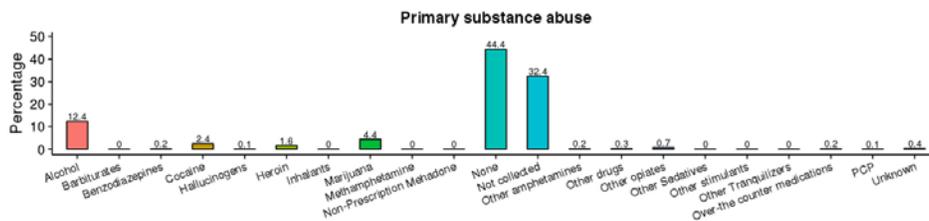
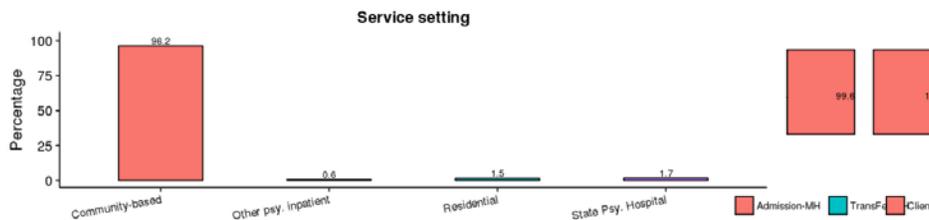
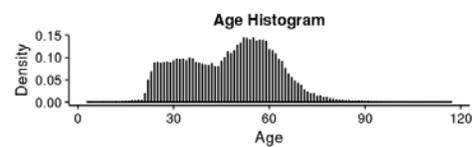
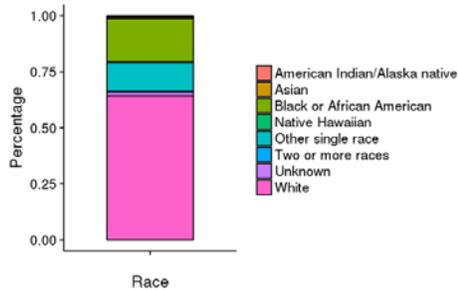
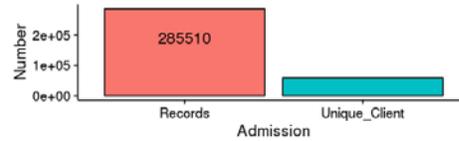
Run Validations

File Name: CTAdmissions_285510.txt File Type: Admission # of Records: 285510 Revision: 0 Status: State Testing

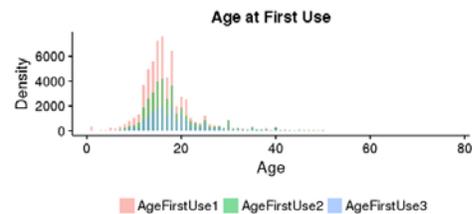
Data Data Profile Validation Results Summary Report Error Report

Data Profile

	Number	Frequency
1	Records	285510
2	Unique_Client	58641
3	Provider	111



AgeFirstUse	Primary	Secondary	Tertiary
1 Age 1-95 years	61206	35799	18537
2 Not applicable	126735	154671	173052
3 Not collected	92550	92550	92550
4 Unknown	5019	2490	1371



Employ	Number	Percent
1 Full time	13167	4.6
2 Not in Labor force	92691	32.5
3 Part time	19383	6.8
4 Unemployed	60159	21.1
5 Unknown	100110	35.1



Figure 12-5. Data Profile for an Admission File

File Details

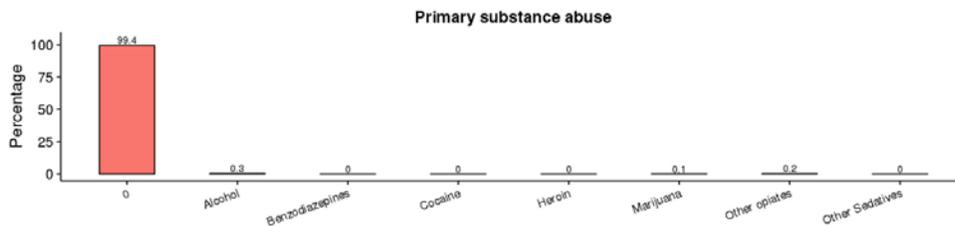
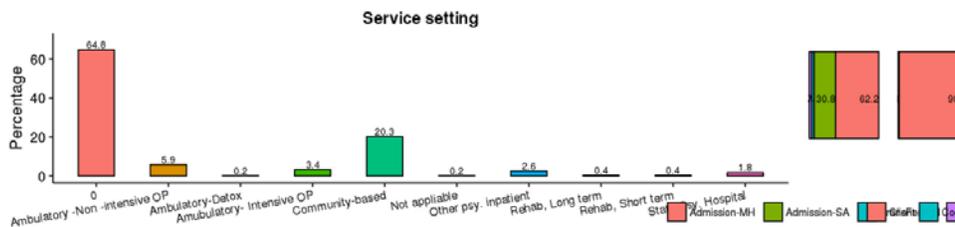
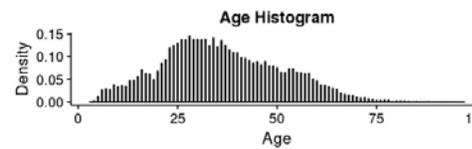
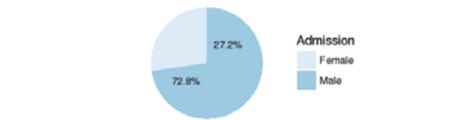
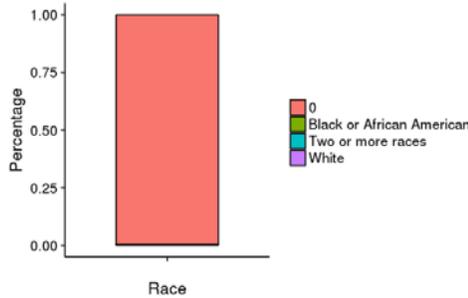
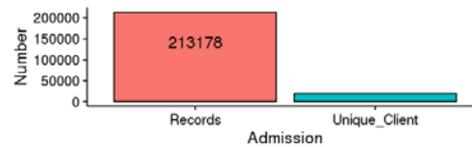
[Run Validations](#)

File Name: WVAdmissions_200K.csv **File Type:** Admission **# of Records:** 213178 **Revision:** 1 **Status:** State Testing

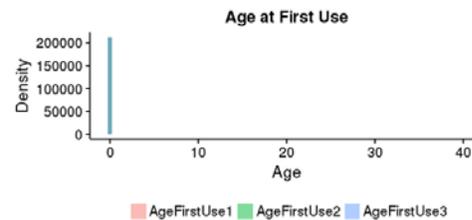
[Data](#) [Data Profile](#) [Validation Results](#) [Summary Report](#) [Error Report](#)

Data Profile

	Number	Frequency
1	Records	213178
2	Unique_Client	18996
3	Provider	149



AgeFirstUse	Primary	Secondary	Tertiary
1 Age 1-95 years	1364	854	588
2 New born	211814	211814	211814
3 Not applicable	0	510	776



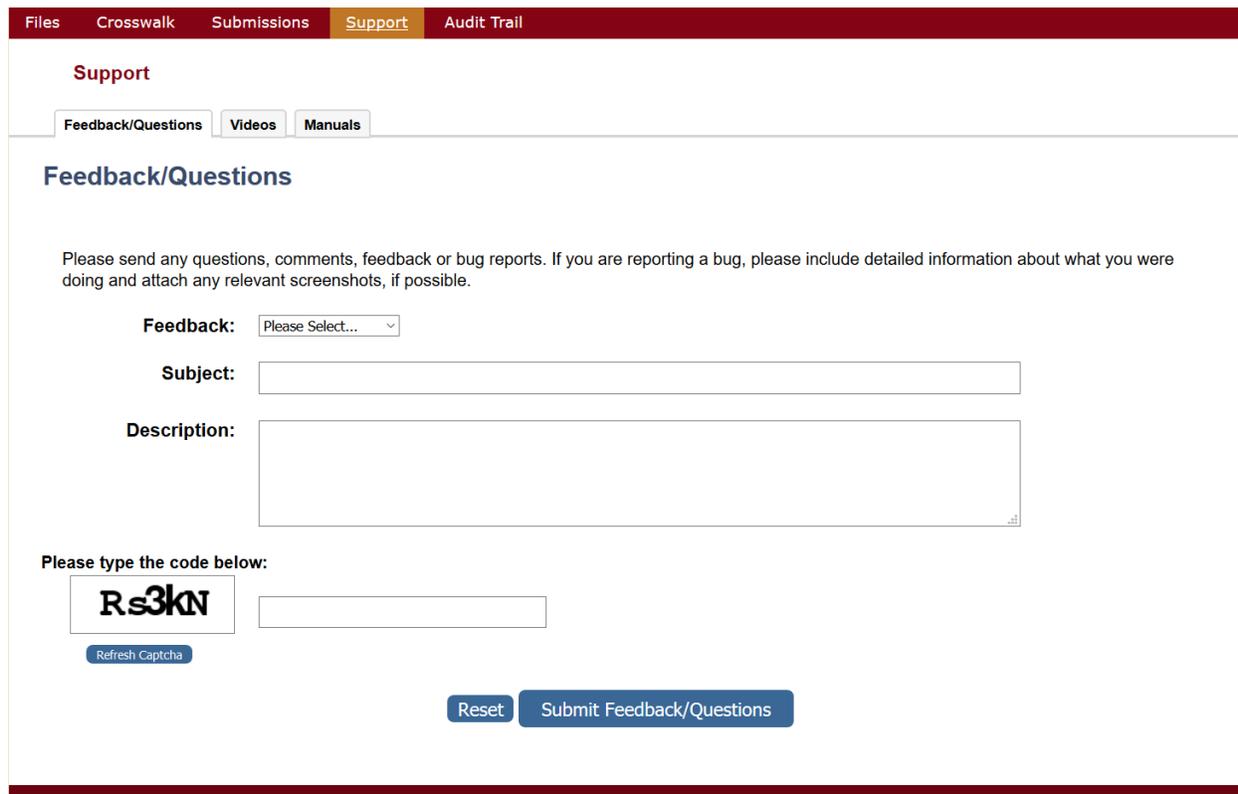
Employ	Number	Percent
1 0	211814	99.4%
2 Full time	190	0.1%
3 Not in Labor force	328	0.2%
4 Part time	22	0.0%
5 Unemployed	790	0.4%
6 Unknown	34	0.0%



Figure 12-6. Data Profile for a Discharge File

13. Support Page

The **Support** page allows the state users to send any questions or bug reports to the BHSIS Project Office. Additionally, on this page, you may access the *DSS State User Manual* and the *Combined Substance Abuse and Mental Health TEDS State Instruction Manual* on the **Manuals** tab and how-to videos on the **Videos** tab.



The screenshot shows the 'Support' page interface. At the top, there is a dark red navigation bar with tabs for 'Files', 'Crosswalk', 'Submissions', 'Support' (highlighted), and 'Audit Trail'. Below this, the 'Support' section has three sub-tabs: 'Feedback/Questions', 'Videos', and 'Manuals'. The 'Feedback/Questions' section contains a text prompt: '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.' The form includes a 'Feedback:' dropdown menu with 'Please Select...' selected, a 'Subject:' text input field, and a 'Description:' text area. Below the form is a captcha section with the text 'Please type the code below:' and a captcha image showing 'Rs3kN'. A 'Refresh Captcha' button is located below the captcha image. At the bottom of the form are two buttons: 'Reset' and 'Submit Feedback/Questions'.

Figure 13-1. Support Page

14. Audit Trail

The Audit Trail displays the activity log for all users. This page provides detailed activities performed on the **Files** page, the **Crosswalk** page, and the **Submissions** page.

User Activity Log

Search Column:

Showing 1 to 10 of 257 entries Previous 2 3 4 5 ... 26 Next

Type	Name (ID)	Action	Description	By User	Date & Time
CWMS Crosswalk	Florida's Treatment Episode Data Set (1093)	EDITED	Updated CWMS Crosswalk ID: 1093 (Florida's Treatment Episode Data Set) Changed state items	Demo_sup	2017-05-22 13:24:58.799
CWMS Crosswalk	Florida's Treatment Episode Data Set (1093)	EDITED	Updated CWMS Crosswalk ID: 1093 (Florida's Treatment Episode Data Set) Changed state items	Demo_sup	2017-05-22 13:24:42.028
CWMS Crosswalk	Test5 (1938)	CREATED	Added new crosswalk with ID: 1938 (Test5)	Demo_sup	2017-05-22 13:17:30.369
Data Conversion Crosswalk	TestFL (48)	EDITED	Updated Mapping ID: 48 (TestFL) Changed field mapping	demo_fl	2017-05-22 12:39:49.647
Data Conversion Crosswalk	TestFL (48)	EDITED	Updated Mapping ID: 48 (TestFL) Changed field mapping, optionUsed from 2 to 1, createdBy from 10 to ...	demo_fl	2017-05-22 12:39:28.085
Data Conversion Crosswalk	Test124 (82)	CREATED	Added new crosswalk with ID: 82 (Test124)	demo_FL	2017-05-22 10:37:30.714
File	FL122014A.csv (500)	UPLOADED	Added new file with ID: 500 (FL122014A.csv)	demo_FL	2017-05-22 10:24:18.625
Data Conversion Crosswalk	uoi (78)	EDITED	Updated Mapping ID: 78 (uoi) Changed field mapping	demo_FL	2017-05-19 16:26:15.476
Submissions	FL122014A.txt (19196)	STATUS CHANGE	Updated Mapping ID: 19196 (FL122014A.txt) Changed Changed status from LOGGED to TESTING	demo_sup	2017-05-19 15:06:36.196
Submissions	FL122014A.txt (19196)	CREATED	Added new submission with ID: 19196 (FL122014A.txt)	demo_sup	2017-05-19 15:06:21.708

Show entries Previous 2 3 4 5 ... 26 Next

Figure 14-1. Audit Trail Page

The **Type** column identifies the page names on the Menu bar: **Files**, **Data Conversion Crosswalk**, and **Submissions**.

The **Name (ID)** column identifies the name of the file that was processed.

The **Action** column identifies the activity performed on the file. It is specific to the **Type**.

- **Files** actions include Upload, Edit Data, Validate, Submit for Processing, Convert to TEDS, Sent Back to State, and Delete.
- **Data Conversion Crosswalk** actions include Create, Edit, Mark as Complete, Set as Default, and Delete.
- **Submissions** actions include Validate, Sent Back to State, and Submit to TEDS.

The **Description** column provides a more detailed description of the activity.

The **by User** column identifies the user id of the user that performed the action.

The **Date & Time** column provides a timestamp for the activity.

The **Type** and **Date & Time** columns can be sorted, and the standard navigation and search tools are provided.

SAMHSA: Substance Abuse and Mental Health Services Administration

SAS: Statistical Analysis Software format file

SAV: SPSS Data File format

SPSS: Statistical Package for the Social Sciences

STSS: State TEDS Submission System

TEDS: Treatment Episode Data Set

TIFF: Tagged Image File Format

TXT: Plain Text File format

XLS: Excel Spreadsheet format file

XLSX: Microsoft Excel Open XML Spreadsheet format file

Appendix A

Admission and Discharge Records Structure and File Specifications

For states that are submitting fixed-length ASCII flat files:

- (1) Three fixed record length sizes are currently accepted by the DSS application.
 - Short fixed-length (Admissions-138, Discharges-137): For substance abuse reporting only. This is a backward compatible fixed length (i.e., the old file format continues to be accepted).
 - Medium fixed-length (Admissions-147, Discharges-137): For substance abuse reporting only. This becomes the applicable fixed-length for substance abuse admission records when the following data fields have been included: Diagnostic Code Set Identifier (SuDS 18) and Substance Abuse Diagnosis (SuDS 19). A discharge record with record length of 137 is deemed to have a field value of *D Discharge – Substance abuse treatment* for Client Transaction Type (DIS 28).
 - Long fixed-length files (Admissions-178, Discharges-170): For mental health reporting as well as for substance abuse reporting when any of the optional mental health data fields are reported.
- (2) Fields must occupy the column(s) specified in the file structure tables.
- (3) All fields must have valid values Please refer to the *Combined Substance Abuse and Mental Health TEDS State Instruction Manual* for guidelines.
- (4) Only printable alphanumeric ASCII characters are valid.
- (5) Numeric fields must be right-justified and filled with zeros.
- (6) All alphanumeric fields must use valid entries with no blank spaces, except State Provider Identifier and Client Identifier, which must be left-justified and filled with blank spaces.
- (7) A field populated with 9s, indicating *Invalid data*, is reserved for use by the BHSIS Project Office.
- (8) The end of a record may be indicated with either LF (line feed) or CR-LF (carriage return-line feed).
- (9) End-of-file markers are optional, as is line feed (LF) for the last record in the file.

Admission Record Structure

The data fields of the admission record are:

System Data Set (SDS)

Fields 1–3 are processing control fields. They identify the type of submission, the state, and the reporting date. Each state is required to submit data for all SDS fields.

Minimum Data Set (MDS)

Fields 4–30 include demographic, substance abuse, and treatment characteristics. Each state is required to submit data for all MDS fields. Substance abuse data in the MDS fields are optional

for mental health. However, states are encouraged to submit this information when collected for mental health clients with a co-occurring substance abuse problem.

Supplemental Data Set (SuDS)

Fields 31–47 include psycho-socioeconomic characteristics or additional detail for MDS data fields.

Except for those fields designated as National Outcome Measures (NOMs), reporting of SuDS data fields is optional for both mental health and substance abuse. However, states are encouraged to report all SuDS fields available in the state data system.

Fields 48–49 have been appended to the admission record. Field 48 identifies the diagnostic code set used to report the substance abuse and mental health diagnostic codes. SuDS 19 (field 49) will replace SuDS 4 and has been formatted to also accommodate the longer ICD-10 codes.

The introduction of these two new fields allows for flexibility in reporting diagnostic codes. States may use different code sets to report diagnostic codes across different records but should use a consistent code set for reporting the substance abuse and mental health diagnostic codes within the same record.

The substance abuse field allows for separate reporting of the substance abuse diagnosis and mental health diagnosis.

Mental Health Admission Data Set (MHA)

Fields 50–56 are mental health fields that have been appended to the admission record. These are optional reporting for substance abuse but states are encouraged to submit the information, if available, for substance abuse clients with a co-occurring mental health problem.

Admission File Specifications

Field Position	Field	Field Name	Data Type	Field Length	Begin Column	End Column
					For fixed-length ASCII flat files	
System Data Set						
1	SDS 1	System Transaction Type	Alphanumeric	1	1	1
2 KEY	SDS 2	State Code	Alphanumeric	2	2	3
3	SDS 3	Reporting Date	Numeric	6	4	9
Minimum Data Set						
4 KEY	MDS 1	State Provider Identifier	Alphanumeric	15	10	24
5 KEY	MDS 2	Client Identifier	Alphanumeric	15	25	39
6 KEY	MDS 3	Codependent/Collateral	Numeric	1	40	40
7 KEY	MDS 4	Client Transaction Type	Alphanumeric	1	41	41
8 KEY	MDS 5	Date of Admission	Numeric	8	42	49

Field Position	Field	Field Name	Data Type	Field Length	Begin Column	End Column
					For fixed-length ASCII flat files	
9 KEY	MDS 18	Type of Treatment Service/Setting	Numeric	2	50	51
10	MDS 6	Previous SA Treatment Episodes	Numeric	1	52	52
11	MDS 7	Referral Source	Numeric	2	53	54
12	MDS 8	Date of Birth	Numeric	8	55	62
13	MDS 9	Gender	Numeric	1	63	63
14	MDS 10	Race	Numeric	2	64	65
15	MDS 11	Hispanic or Latino Origin (Ethnicity)	Numeric	2	66	67
16 NOM	MDS 12	Education	Numeric	2	68	69
17 NOM	MDS 13	Employment Status	Numeric	2	70	71
18 NOM	MDS 14a	Substance Abuse Problem, Primary	Numeric	2	72	73
19	MDS 15a	Route of Administration, Primary	Numeric	2	74	75
20 NOM	MDS 16a	Frequency of Use, Primary	Numeric	2	76	77
21	MDS 17a	Age at First Use, Primary	Numeric	2	78	79
22 NOM	MDS 14b	Substance Abuse Problem, Secondary	Numeric	2	80	81
23	MDS 15b	Route of Administration, Secondary	Numeric	2	82	83
24 NOM	MDS 16b	Frequency of Use, Secondary	Numeric	2	84	85
25	MDS 17b	Age at First Use, Secondary	Numeric	2	86	87
26 NOM	MDS 14c	Substance Abuse Problem, Tertiary	Numeric	2	88	89
27	MDS 15c	Route of Administration, Tertiary	Numeric	2	90	91
28 NOM	MDS 16c	Frequency of Use, Tertiary	Numeric	2	92	93
29	MDS 17c	Age at First Use, Tertiary	Numeric	2	94	95
30	MDS 19	Medication-Assisted Opioid Therapy	Numeric	1	96	96
Supplemental Data Set						
31	SuDS 1	Detailed Drug Code, Primary	Numeric	4	97	100
32	SuDS 2	Detailed Drug Code, Secondary	Numeric	4	101	104
33	SuDS 3	Detailed Drug Code, Tertiary	Numeric	4	105	108
34	SuDS 4	Diagnostic Code (DSM or ICD)	Alphanumeric	6	109	114
35	SuDS 5	Co-occurring Substance Abuse and Mental Health Problems	Numeric	1	115	115
36	SuDS 6	Pregnant at Admission	Numeric	1	116	116
37	SuDS 7	Veteran Status	Numeric	1	117	117

Field Position	Field	Field Name	Data Type	Field Length	Begin Column	End Column
					For fixed-length ASCII flat files	
38 NOM	SuDS 8	Living Arrangements	Numeric	2	118	119
39	SuDS 9	Source of Income/Support	Numeric	2	120	121
40	SuDS 10	Health Insurance	Numeric	2	122	123
41	SuDS 11	Payment Source, Primary (Expected or Actual)	Numeric	2	124	125
42 NOM	SuDS 12	Detailed Not in Labor Force	Numeric	2	126	127
43	SuDS 13	Detailed Criminal Justice Referral	Numeric	2	128	129
44	SuDS 14	Marital Status	Numeric	2	130	131
45	SuDS 15	Days Waiting to Enter SA Treatment	Numeric	3	132	134
46 NOM	SuDS 16	Arrests in Past 30 Days – Admission	Numeric	2	135	136
47 NOM	SuDS 17	Attendance at SA Self-Help Groups in Past 30 Days – Admission	Numeric	2	137	138
48	SuDS 18	Diagnostic Code Set Identifier	Numeric	1	139	139
49	SuDS 19	Substance Abuse Diagnosis (use in lieu of SuDS 4)	Alphanumeric	8	140	147
Mental Health Admission Data Set						
50	MHA 1a	Mental Health Diagnosis – One	Alphanumeric	8	148	155
51	MHA 1b	Mental Health Diagnosis – Two	Alphanumeric	8	156	163
52	MHA 1c	Mental Health Diagnosis – Three	Alphanumeric	8	164	171
53	MHA 2	SMI/SED Status	Numeric	1	172	172
54 NOM	MHA 3	School Attendance Status	Numeric	1	173	173
55	MHA 4	Legal Status at Admission to State Hospitals	Numeric	2	174	175
56	MHA 5	CGAS/GAF Score (optional for MH)	Numeric	3	176	178

Discharge/Update Record Structure

The data fields of the discharge or update record are described below. Each state is required to submit data for all fields except for CGAS/GAF score which remains optional.

System Data Set (SDS)

Fields 1–3 and 32 are processing control fields. They identify the type of submission, the state, and the reporting date.

Key Discharge Fields

Fields 4–10 are used to uniquely identify each record. Fields 4–9 are Key fields.

Fields from Admission Record

Fields 11–20 contain data from the admission record that is associated with the discharge record. The fields identified as “link” are those that are used to link the admission and discharge/update records, and the remaining fields are used for verification. Link records represent a complete treatment episode or a treatment event.

National Outcome Measures (NOMs)

Fields 21–31 contain the NOMs data fields and are collected at time of discharge from treatment or at time of data update.

Mental Health Discharge/Update Data Set (MHD)

Fields 33–40 are specific to mental health and are collected at time of discharge from treatment or at time of data update.

Discharge/Update File Specifications

Field Position	Field	Field Name	Data Type	Field Length	Begin Column	End Column
					For fixed-length ASCII flat files	
System Data Set						
1	DIS 1	System Transaction Type	Alphanumeric	1	1	1
2 KEY	DIS 2	State Code	Alphanumeric	2	2	3
3	DIS 3	Reporting Date	Numeric	6	4	9
Discharge Fields						
4 KEY	DIS 4	State Provider Identifier (at discharge)	Alphanumeric	15	10	24
5 KEY	DIS 5	Client Identifier	Alphanumeric	15	25	39
6 KEY	DIS 6	Codependent/Collateral (at discharge)	Numeric	1	40	40

Field Position	Field	Field Name	Data Type	Field Length	Begin Column	End Column
					For fixed-length ASCII flat files	
7 KEY	DIS 7	Type of Treatment Service/Setting (at discharge)	Numeric	2	41	42
8 KEY	DIS 8	Date of Last Contact or Data Update	Numeric	8	43	50
9 KEY	DIS 9	Date of Discharge	Numeric	8	51	58
10	DIS 10	Reason for Discharge, Transfer, or Discontinuance of Treatment	Numeric	2	59	60
Data from Admission Record						
11 LINK	DIS 11	State Provider Identifier	Alphanumeric	15	61	75
12 LINK	DIS 12	Client Identifier	Alphanumeric	15	76	90
13 LINK	DIS 13	Codependent/Collateral	Numeric	1	91	91
14 LINK	DIS 14	Client Transaction Type	Alphanumeric	1	92	92
15 LINK	DIS 15	Date of Admission	Numeric	8	93	100
16 LINK	DIS 16	Type of Treatment Service/Setting	Numeric	2	101	102
17	DIS 17	Date of Birth	Numeric	8	103	110
18	DIS 18	Gender	Numeric	1	111	111
19	DIS 19	Race	Numeric	2	112	113
20	DIS 20	Hispanic or Latino Origin (Ethnicity)	Numeric	2	114	115
National Outcome Measures (NOMs)						
21 NOM	DIS 21a	Substance Abuse Problem at Discharge – Primary	Numeric	2	116	117
22 NOM	DIS 21b	Substance Abuse Problem at Discharge – Secondary	Numeric	2	118	119
23 NOM	DIS 21c	Substance Abuse Problem at Discharge – Tertiary	Numeric	2	120	121
24 NOM	DIS 22a	Frequency of Use at Discharge – Primary	Numeric	2	122	123
25 NOM	DIS 22b	Frequency of Use at Discharge – Secondary	Numeric	2	124	125
26 NOM	DIS 22c	Frequency of Use at Discharge – Tertiary	Numeric	2	126	127
27 NOM	DIS 23	Living Arrangements at Discharge	Numeric	2	128	129
28 NOM	DIS 24	Employment Status at Discharge	Numeric	2	130	131
29 NOM	DIS 25	Detailed Not in Labor Force at Discharge	Numeric	2	132	133
30 NOM	DIS 26	Arrests in Past 30 Days – Discharge	Numeric	2	134	135

Field Position	Field	Field Name	Data Type	Field Length	Begin Column	End Column
					For fixed-length ASCII flat files	
31 NOM	DIS 27	Attendance at SA Self-Help Groups in Past 30 Days – Discharge	Numeric	2	136	137
Mental Health Discharge/Update Data Set						
32 KEY	DIS 28	Client Transaction Type at Discharge	Alphanumeric	1	138	138
33	MHD 1	Diagnostic Code Set Identifier	Numeric	1	139	139
34	MHD 2a	Mental Health Diagnosis – One	Alphanumeric	8	140	147
35	MHD 2b	Mental Health Diagnosis – Two	Alphanumeric	8	148	155
36	MHD 2c	Mental Health Diagnosis – Three	Alphanumeric	8	156	163
37	MHD 3	SMI/SED Status	Numeric	1	164	164
38 NOM	MHD 4	School Attendance Status	Numeric	1	165	165
39 NOM	MHD 5	Education	Numeric	2	166	167
40	MHD 6	CGAS/GAF Score (optional for MH reporting)	Numeric	3	168	170

End Page

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