Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Treatment Episode Data Set (TEDS) State Instruction Manual

Admission Data

With
National Outcomes Measures (NOMS)

Prepared for:

Office of Applied Studies
Substance Abuse and Mental Health
Services Administration
1 Choke Cherry Road, Room 7-1044
Rockville, Maryland 20857

Prepared by:

Synectics for Management Decisions
1901 North Moore St.
Suite 900
Arlington, Virginia 22209

February 2010

TABLE OF CONTENTS

CHAPTER 1. INTRODUCTION 1
1.1 Purpose and Scope 1
1.2 The Treatment Episode Data Set (TEDS) 1
1.2.1 Admission Data 2
1.2.2 Discharge Data 2
1.3 Drug and Alcohol Services Information System (DASIS) 3
1.3.1 I-SATS 3
1.3.2 N-SSATS 3
1.4 Document Overview 3
CHAPTER 2. TEDS DATA SETS 5
2.1 Treatment Episode 5
2.2 Admissions 5
2.2.1 Change in Provider or Type of Service (Transfer) 5
2.2.2 Concurrent enrollment in two treatment modalities 6
2.2.3 Co-Dependents 7
2.3 Discharges 7
2.4 TEDS Data Sets 7
2.4.1 The System Data Set 8
2.4.2 The Minimum Data Set 9
2.4.3 The Supplementary Data Set 11
2.5 Reporting Admissions for New Facilities or Facilities New to the I-SATS 13
CHAPTER 3. STATE CROSSWALK PLAN 14
3.1 Objectives 14
3.2 Crosswalk Responsibilities 14
3.3 The TEDS Crosswalk Plan 15
3.4 General Crosswalk Guidelines 16
3.5 State Data System Changes 17
CHAPTER 4. SUBMISSION OF DATA 18
4.1 Timeliness 18
4.2 Submission Procedures 19
4.2.1 Data Conversion to TEDS Format 19
4.2.2 Submission procedures using the STSS 19
4.2.3 Submission procedures for transmission other than STSS 20
4.3 Security 21
CHAPTER 5 PROCESSING STATE DATA AND CORRECTING RECORDS 22
5.1 Objectives of the TEDS Quality Control Program 22
5.1.1 Quality Control Responsibilities 22
5.2 Processing and Editing Performed by the TEDS Contractor 23
5.2.1 Processing data submitted through STSS 23
5.2.2 Processing data submitted by diskette, CD, or electronic transmission 24
5.3 Processing Reports 24
5.4 Frequent Errors in TEDS Records 25

5.4.1 Frequent causes for rejected records 25
5.4.2 Frequent Errors in the Minimum or Supplementary Data Set 26
5.4.3 Errors in the Provider ID 27
5.5 Error Resolution and Correction of Client Records 28
5.5.1 Making Corrections to Existing Admission Records 28
5.5.2 TEDS Master files and Acceptable Admission Date 29
5.6 Resubmitting Data 29
5.7 State Contacts 30

APPENDICES

APPENDIX A - BACKGROUND OF TEDS . . . . . A
APPENDIX B - TEDS DATA DICTIONARY . . . . . B
APPENDIX C - SAMPLE CROSSWALK C
APPENDIX D - TECHNICAL PREPARATION REQUIREMENTS . . . . . D
APPENDIX E - TEDS PROCESSING REPORTS . . . . . E

CHAPTER 1. INTRODUCTION

1.1 Purpose and Scope

This document is the State Instruction Manual for reporting **admissions** data to the Substance Abuse and Mental Health Services Administration's (SAMHSA) Treatment Episode Data Set (TEDS), including the National Outcomes Measures (NOMS) data elements. The principal audience for this document is State staff participating in the collection and submission of TEDS data.

The State role in submitting TEDS data to SAMHSA is important because TEDS is the ONLY national client-level database on substance abuse treatment. These data are used by federal policymakers, researchers, and many others. It provides data for comparisons and trends on the characteristics of persons admitted to substance abuse treatment. With the addition of the NOMS, TEDS will provide data outcomes in support of program performance measurement and management goals. Additional information on TEDS is available on the TEDS pages of the DASIS website at http://wwwdasis.samhsa.gov/dasis2/teds.htm.

In order for the TEDS system to produce valid national data, all States need to submit data using the same formats and definitions. This document provides the information needed to produce standard admission data files and to submit the files to SAMHSA.

Information in this document related to the National Outcome Measures (NOMS) is relevant to States that are including the NOMS data elements in their TEDS data submissions and are participating in the State Outcomes Measurement and Management System (SOMMS) subcontracts.

NOMS specific information is presented in highlighted text.

Every effort has been made to make this Manual consistent with the NOMS reporting requirements, however, in the event there are discrepancies, the requirements specified in the SOMMS subcontract for NOMS reporting take precedence.

1.2 The Treatment Episode Data Set (TEDS)

The Treatment Episode Data Set (TEDS) is a compilation of data on substance abuse treatment events (admissions and discharges), that are routinely collected by States in monitoring their individual substance abuse treatment systems. It includes, primarily, information on clients admitted to programs that receive public funds. TEDS consists of two

separate but linkable data sets, an admissions data set and a discharge data set. Appendix A gives background information on the authority for and history of the TEDS.

1.2.1 Admission Data

The TEDS admission data set includes information collected at the beginning of a treatment episode. The admissions data set consists of three components:

1. System Data Set (SDS) - 3 processing control data items that are reported by all States.
2. Minimum Data Set (MDS) - 27 data items, including demographic and drug history data that are reported by nearly all States.
3. Supplemental Data Set (SuDS) - 17 data items that provide additional client information and more detailed information for some MDS items. States are encouraged to report all SuDS items, and should report all items available from the State data system.

> Four of the SuDS are NOMS and are required reporting for states with SOMMS subcontracts for reporting NOMS. These are "Living arrangements", "Detailed not in labor force" and two relatively new data elements, "Number of arrests in 30 days prior to admission" and "Frequency of attendance at self-help programs in 30 days prior to admission".

1.2.2 Discharge Data

The TEDS discharge data set includes information collected at the termination of a treatment service or episode, plus selected information from the associated admission to permit a link between the discharge and admission records. Data collected at the termination of client treatment is submitted to SAMHSA in much the same manner as the admission data. With discharge data, SAMHSA and States can construct outcome measures and produce a more complete picture of treatment episodes than possible with the admissions data alone. Although they are related, discharge data submissions are independent of admissions data submissions. The two systems have different data sets and data file structures. Procedures and specifications for the TEDS Discharge System are provided in the ***Treatment Episode Data Set State Instruction Manual - Discharge Data***, available for download by going to the web site at http://wwwdasis.SAMHSA.gov and selecting the TEDS tab.

> SOMMS subcontract participation requires submission of all discharge data elements and the admissions data elements that are part of the discharge record.

1.3 Drug and Alcohol Services Information System (DASIS)

TEDS is one of three components of the Drug and Alcohol Services Information System (DASIS). The other two are the Inventory of Substance Abuse Treatment Services (I-SATS), and the National Survey of Substance Abuse Treatment Services (N-SSATS). Complete information on all DASIS components, including the latest versions of all manuals and other materials, is available on the DASIS Web Site at **http://wwwdasis.samhsa.gov.**

1.3.1 I-SATS

The I-SATS is an electronic inventory of all substance abuse treatment facilities known to SAMHSA, and contains a variety of information about each facility. It is used as the frame for the National Survey of Substance Abuse Treatment Services (N-SSATS) and as a sampling frame for conducting sample surveys of treatment providers and their clients. The providers submitting data to the States for TEDS should be included in the I-SATS and Provider IDs submitted by States in TEDS should match a Provider ID in I-SATS.

1.3.2 N-SSATS

The National Survey of Substance Abuse Treatment Services (N-SSATS) is an annual survey of all treatment facilities included in the I-SATS. The survey collects information from public and private substance abuse treatment facilities on the facilities' organizational characteristics, services provided, and client counts. Data are collected at the facility level.

Facilities that respond to the N-SSATS and that are State-licensed or otherwise approved by the State, are included in the *National Directory of Drug and Alcohol Abuse Treatment Programs* and on the Web-based version of the National Directory, called the *Substance Abuse Treatment Facility Locator* (found at http://findtreatment.samhsa.gov).

1.4 Document Overview

Chapter 2 describes the three data sets that together comprise the TEDS admission data set: the System Data Set, the Minimum Data Set, and the Supplementary Data Set. (Appendix B contains the data dictionary, which includes definitions of data items, reporting guidelines, acceptable code values, descriptions of data crosschecks, and formatting information for all TEDS data elements).

Chapter 3 presents details regarding the development of the State Crosswalk Plan. The crosswalk plan specifies how data available in State systems are transformed to meet the requirements for submission to the TEDS. (Appendix C shows an example crosswalk plan).

Chapter 4 presents the general procedures for the submission of data to TEDS. (Appendix D gives the technical specifications for submitting TEDS data and shows an example of a TEDS Data Submission Form).

Chapter 5 describes the feedback given to a State when its submission to TEDS has been processed by SAMHSA's TEDS contractor. It also discusses procedures States should follow to correct records already submitted which contain errors. In addition, the responsibilities of both the States and the TEDS contractor are presented. (Appendix E shows an example of the Acknowledgement letter sent to States after a data submission has been received and processed, samples of processing reports and an explanation of the error messages that are displayed on the processing reports).

CHAPTER 2. TEDS DATA SETS

2.1 Treatment Episode

A **treatment episode** is defined as the period of service between the beginning of a treatment service for a drug or alcohol problem (admission) and the termination of services for the prescribed treatment plan (discharge). The TEDS is designed to collect data on the two endpoints of the episode, the initial admission and final discharge. Depending on the state data system, data are also to be collected on changes of service or provider during the course of the treatment plan. This is done by reporting a discharge at the end of one service type and reporting a "transfer" (transfer admission) at the beginning of the next service type.

Definitions of admissions, transfers and discharges, and guidelines for reporting admissions (and transfers) are found below.

2.2 Admissions

For purposes of TEDS, an **admission** is defined as the formal acceptance of a client into substance abuse treatment. An admission has occurred if and only if the client begins treatment. Events such as initial screening, referral and wait-listing are considered to take place before the admission to treatment and are not reportable to TEDS.

Admissions data are to be reported for ALL clients who are admitted for substance abuse treatment to any program receiving public funds. Data from private programs should also be submitted when these data are available to the State.

The TEDS definition of a reportable admission may differ from the State definition. Three situations in which this may occur are described below, along with the TEDS instructions for dealing with these situations.

2.2.1 Change in Provider or Type of Service (Transfer)

The concept of a treatment episode in TEDS requires one and only one admission per episode. Therefore, if a client changes service or provider in the midst of a single episode of treatment, this event is considered to be a transfer rather than a separate (new) admission. For example, a patient who has been in detoxification as a hospital inpatient may complete this process and be transferred to a residential rehabilitation setting in the same hospital. If this is part of the original sequence of services planned for this client, a discharge and a transfer record should be submitted to TEDS. The discharge record (from the detoxification unit) would have "transferred for further treatment" as the reason for discharge. The admission record (to the residential unit) would be submitted to TEDS as a "transfer" admission. Some State systems may treat this event as a discharge and a separate (new) admission. In such cases, States are

requested to convert the "admission" to a "transfer" when reporting the event to TEDS, if possible. The same rule applies to changes in facility or provider, provided the change occurred within the same treatment episode. The way in which transfers are reported to TEDS should be described in the State Crosswalk (construction of a crosswalk is discussed below). (NOTE: Some States use other terminology for transfers, e.g., some call them 'transfer-admissions').

Reporting point: A change in service or provider that occurs within a single treatment episode should be reported as a transfer to TEDS, if that is feasible with the State data system. This is true even if it is reported as a separate admission within the State system.

The TEDS data record format for a transfer and an admission are identical. The distinguishing factor is that admission records have a code "A" in the Client Transaction Type field (column 41), whereas transfer records have a code "T" in that field. When submitting data to TEDS, transfer records are included in TEDS admission data submissions.

Note that each admission and transfer record submitted to TEDS should have an associated discharge record. Since admissions records are generally submitted prior to submission of related discharge records, linking of discharges and admissions is done during TEDS processing of discharge data.

2.2.2 Concurrent enrollment in two treatment modalities

In some States, a client may be admitted to (enrolled in) two treatment modalities on the same day, with the same or different providers. In the State's data system, this may generate two client admissions on the same day. However, TEDS requires that a treatment episode have only one admission. The TEDS admission should be determined according to the service provided (See Appendix B, TEDS data item MDS 18). Using the following prioritized list of TEDS service categories, States should select as the TEDS admission the one with the highest priority. Admissions to treatments with lower priorities may be submitted to TEDS as transfers.

Priority	TEDS Service Category (MDS 18)
1	DETOXIFICATION, 24-HOUR SERVICE, HOSPITAL INPATIENT
2	DETOXIFICATION, 24-HOUR SERVICE, FREE-STANDING RESIDENTIAL
3	AMBULATORY—DETOXIFICATION
4	REHABILITATION/RESIDENTIAL—HOSPITAL
5	REHABILITATION/RESIDENTIAL—LONG TERM (MORE THAN 30 DAYS)
6	REHABILITATION/RESIDENTIAL—SHORT TERM (30 DAYS OR FEWER)
7	AMBULATORY—INTENSIVE-OUTPATIENT
8	AMBULATORY—NON-INTENSIVE-OUTPATIENT

2.2.3 Co-Dependents

A client is defined by TEDS as a person who has been admitted for treatment of his/her own drug or alcohol problem. A co-dependent/collateral is defined by TEDS as a person who has no alcohol or drug abuse problem but is seeking services because of problems arising from his or her relationship with an alcohol or drug user, has been formally admitted to a treatment unit, and has his or her own client record or a record within a primary client record. The reporting of co-dependents to TEDS is optional, but every admission record must indicate co-dependency/collateral status using the TEDS data item established for that purpose.

A co-dependent may become a substance abuser in his/her own right, and may thereafter receive treatment as a client. As with any other substance abuse treatment client, this is an admission reportable to TEDS. In States that report both substance abusers and co-dependents, there would be two admission records, one as a co-dependent or collateral and another as a client with a drug abuse or alcohol problem.

2.3 Discharges

The treatment episode ends with the client being "discharged", which is defined as the termination of services. The services may end for any reason (e.g. the client has completed the course of treatment, the client or the provider chooses not to continue the course of treatment, the client is unable to continue treatment). Regardless of the reason, a discharge is considered to have occurred at some point after treatment ends. In the absence of a formal discharge, TEDS uses the following operational definition of discharge: A treatment episode should be assumed to have ended if the client has not been “seen” in 3 days in the case of inpatient or residential treatment, and 30 days in the case of outpatient treatment. These discharges are often referred to as administrative discharges. States may chose to use other rules for determining when administrative discharges are to occur and should indicate those rules in the TEDS crosswalk. More information concerning the TEDS Discharge System can be found in the ***Treatment Episode Data Set State Instruction Manual - Discharge Data*.**

Reporting point: A client returning for service after the elapsed time described in these guidelines should be reported as an admission to a new treatment episode.

2.4 TEDS Data Sets

The TEDS **Admission** System includes information on two events:

- Admissions
- Transfers.

The data items reported in the Admission and Transfer records are the same and are organized into three data sets:

- System Data Set (SDS)
- Minimum Data Set (MDS)
- Supplementary Data Set (SuDS)

The SDS (System Data Set) has data items required to identify the type of submission, the State, and the reporting date. The MDS (Minimum Data Set) has items relating to the client's demographic, substance of abuse, and treatment characteristics. Each State is required to submit data for all SDS and MDS data items. The SuDS (Supplementary Data Set) provides additional data describing client characteristics and allows more detail for several MDS data items. Reporting of SuDS data items is not required for TEDS participation, but States are encouraged to submit as many SuDS data items as possible.

State participation in SOMMS subcontracts requires reporting of four SuDS data items, *Living Arrangements, Detailed not in Labor Force, Number of Arrests in 30 days Prior to Admission, and Frequency of Attendance at Self-Help Programs in 30 Days Prior to Admission.*

Included in the SDS and the MDS are seven data items designated as "*key fields"*. The TEDS processing system uses these key fields to ensure that each record submitted is unique.

The following sections briefly describe the three types of data sets and their data items. Appendix B contains additional data set detail, including the acceptable codes for the items defined in the following three sections.

Reporting Point: The items known as "key fields" define a unique admission record. They are: the State Code, the Provider Identifier, the Client Identifier, the Co-dependent/Collateral indicator, Client Transaction Type, Date of Admission, and Type of Services code.

2.4.1 The System Data Set

The System Data Set (SDS) contains information required to process each TEDS record. The data items in the SDS are:

- **System Transaction Type --** Designates whether the record is added to the TEDS database, changes an existing record in the database, or deletes an existing record in the database.
- **State Code** -- Identifies the State submitting the record using the standard two-character FIPS Code. This is a key field.
- **Reporting Date** -- Identifies the month and year the record is being submitted to TEDS. Every record in a single State submission must contain the same reporting date.

2.4.2 The Minimum Data Set

The Minimum Data Set (MDS) contains data items that States are required to submit to TEDS. **The key fields of the MDS are:**

- **Provider Identifier** -- Identifies the provider of the drug or alcohol abuse treatment. This may be a State-assigned Provider ID or the I-SATS ID and must be identical to the State ID number or I-SATS ID number as it appears in SAMHSA's I-SATS.

- **Client Identifier** -- Identifies the client receiving treatment. The identifier is limited to 15 characters and must be unique within a provider. SAMHSA encourages States to adopt a Client ID that is unique within the State.

> The Client Identifier for states reporting NOMS must be unique within the state. That is, each client ID must be used for one and only one person; and the TEDS records for that person must always include the same client ID regardless of the provider providing the treatment and regardless of when or where in the State the treatment is received.

- **Co-Dependent/Collateral** -- Specifies whether the admission record is for a substance abuse treatment client, or a person being treated for his/her co-dependency or collateral relationship with a substance abuser.

- **Client Transaction Type** -- This field identifies whether a record is for an initial **Admission (A)** or **a Transfer/change in service (T)**. Note: Some States may use other terminology such as "initial admission" and "transfer admission" in place of admission and transfer. If the State's data system does not permit it to distinguish transfers from admissions, a note to that effect should be included on the State Crosswalk. (Chapter 3).

- **Date of Admission** -- The date when the client receives his or her first direct treatment or recovery service. For transfers, this is the date when client receives his or her first direct treatment after the transfer has occurred.

- **Type of Services** -- Identifies the type of service and treatment setting in which the client is placed at the time of admission or transfer. The TEDS has eight specific service-setting categories:

Type of Service

Detoxification, 24-Hour Service, Hospital Inpatient
Detoxification, 24-Hour Service, Free-Standing Residential
Rehabilitation/Residential--Hospital (other than detoxification)
Rehabilitation/Residential--Short Term (30 days or fewer)
Rehabilitation/Residential--Long Term (more than 30 days)
Ambulatory--Intensive Outpatient
Ambulatory--Non-Intensive-Outpatient
Ambulatory--Detoxification

The remaining (non-key) fields in the MDS are:

- **Number of Prior Treatment Episodes** -- Indicates the number of previous treatment episodes the client has received in any drug or alcohol program. Changes in service for the same episode (transfers) should ***not*** be counted as separate prior episodes.

- **Principal Source of Referral** -- Describes the person or agency referring the client to the alcohol or drug abuse treatment program.

- **Date of Birth** -- Specifies the client's date of birth.

- **Sex** -- Specifies the client's gender.

- **Race** -- Specifies the client's race.

- **Ethnicity** -- Specifies the client's specific Hispanic origin, if applicable.

- **Education** -- Specifies the highest school grade completed by the client.

- **Employment Status** -- Designates the client's employment status at the time of admission or transfer.

- **Substance Problem Codes** -- Identifies the client's substance problem(s). Three fields are provided to identify the client's primary, secondary and tertiary substance problems. The codes for these fields are a condensed list of substances allowing summarized reporting of the abused substances. States collecting abused substances in more detail than permitted by the categories in the Substance Problem Codes should report the more detailed drug information using the Supplemental Data Set item "Detailed Drug Codes".

- **Usual Route of Administration** -- Identifies the usual route of administration of the substance specified in the Substance Problem Code field. Three fields are provided to identify the route of administration for the primary, secondary and tertiary substances of abuse.

- **Frequency of Use** -- Specifies the frequency of use of the substance identified in the Substance Problem Code field at the time of admission. Fields are provided to identify frequency for the primary, secondary and tertiary substances of abuse.

- **Age of First Use** -- For drugs other than alcohol, this field identifies the age at which the client first used the substance identified in the Substance Problem Code field. Fields are provided to identify age of first use for the primary, secondary and tertiary substances of abuse. When the substance of abuse is alcohol, this field is used to record the age of first intoxication.

- **Medication-Assisted Opioid Therapy** -- Specifies whether methadone or buprenorphine is part of the client's treatment plan.

2.4.3 The Supplementary Data Set

The Supplementary Data Set (SuDS) contains additional information that States are encouraged to provide to TEDS. States may submit some or all of the SuDS data items.

State participation in SOMMS subcontracts requires reporting of at least the following 4 SuDS data items: *Living Arrangement, Detailed not in Labor Force, Arrests in 30 Days Prior to Admission* and *Frequency of Attendance at Self-help Programs in 30 Days Prior to Admission.*

The data items in the SuDS are:

- **Detailed Drug Codes**--These three fields are used to identify, in greater detail, the drug problem recorded in the Minimum Data Set items "*Substance Problem Code* (primary, secondary and tertiary). Refer to Appendix B (Detailed Drug Code, SuDS 1) for specific procedures and specifications for reporting these data.
- **DSM Diagnosis -** The diagnosis of the substance abuse problem from the American Psychiatric Association's *Diagnostic and Statistical Manual of Mental Disorders (DSM).* DSM IV is preferred, but use of DSM III, or the ICD codes is permissible. If the DSM IV is not used, the State must specify the coding system in State crosswalk..

- **Psychiatric Problem In Addition to Alcohol or Drug Problem**-- Indicates whether the client has a psychiatric problem in addition to his or her alcohol or drug use problem.

- **Pregnant at Time of Admission** --Specifies whether the client is pregnant at the time of admission.

- **Veteran Status**-- Specifies whether the client has served in the uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service Commissioned Corps, Coast and Geodetic Survey, etc).

- **Living Arrangements** - - Specifies whether the client is homeless, living with parents, living in a supervised setting, or living independently on his or her own. This is a required data element for SOMMS subcontract participants.

- **Source of Income/Support**-- Identifies the client's principal source of financial support. For children under 18, this field indicates the parent's primary source of income/support.

- **Health Insurance**--Specifies the type of insurance a client possesses, if any. The insurance may or may not cover the alcohol or drug treatment.

Expected/Actual Primary Source of Payment-- Identifies the primary source of payment for this Treatment Episode.

- **Detailed Not In Labor Force**-- This field gives more detailed information about those clients who are coded as "not in the labor force" in MDS 13, Employment Status.. This is a required data element for SOMMS subcontract participants.

- **Detailed Criminal Justice Referral** -- This field gives more detailed information about those clients who are coded as "Criminal justice referral" in MDS 7, Principal Source of Referral..

- **Marital Status**--Indicates the client’s marital status at the time of admission.

- **Days Waiting to Enter Treatment**-- Indicates the number of days from the first contact or request for service until the client was admitted and the first clinical service was provided. Excluded are time delays resulting from client failure to comply with administrative procedures or failure to meet other obligations.

- **Arrests in 30 Days Prior to Admission** -- The number of arrests in the 30 days preceding the date of admission to treatment services. This is a required data element for SOMMS subcontract participants.

- **Frequency of attendance at self-help programs in the 30 days prior to admission** -- The number of times client has attended a self-help program in the 30 days preceding the date of admission to treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence. This is a required data element for SOMMS subcontract participants.

2.5 Reporting Admissions for New Facilities or Facilities New to the I-SATS

For new facilities and facilities newly added to the I-SATS, admission records should be submitted to TEDS for all current clients as of the date the facility becomes a TEDS reporter. Records may be submitted for clients discharged prior to the date that the facility became a TEDS reporter, but they must have their original admission dates.

CHAPTER 3. STATE CROSSWALK PLAN

A State Crosswalk Plan is a document containing the general instructions (or map) for translating data from the State's own data collection system to the data elements used by TEDS. Each State, working with the TEDS contractor, develops this plan and maintains the plan as changes to State data systems require. The State Crosswalk Plan guides development of the State's computer program that converts the State data items to the TEDS data items.

Anytime the State modifies a data item in its data system, or modifies its system, it is important that the State review its crosswalk and its computer program used to extract data for submission to TEDS, to assure that each State data item is correctly mapped to its TEDS counterpart.

It is the State's responsibility to develop the computer program to extract State data for submission to TEDS according to the specifications in the State TEDS Crosswalk. It is also the State's responsibility to update that program as needed when a change is made to the State data system, to assure that the State data items are accurately crosswalked/translated to the TEDS data item codes.

3.1 Objectives

The objectives of the TEDS Crosswalk are to:

1. Ensure that data in the State data system are accurately translated to the appropriate TEDS data fields; and
2. Establish a consistent conversion of State data items to the TEDS database, thereby ensuring comparability among States.

3.2 Crosswalk Responsibilities

Each State is responsible for:

- Preparing a TEDS State Crosswalk Plan that describes in detail how the State will generate the TEDS data fields from the data elements in its own system

- Submitting the plan to the TEDS contractor for review along with the State's client admission "form" or electronic data structure and related instructions/definitions (sufficient information to enable an understanding of the source of each TEDS data item)

- Converting the State data to the TEDS format specifications
- Establishing procedures to ensure the approved crosswalk plan is implemented properly by ensuring the State's data extraction program is correct
- Notifying the TEDS contractor when changes to the State Crosswalk occur

The TEDS contractor is responsible for:

- Assisting each State in preparing its TEDS Crosswalk Plan
- Entering the State's Crosswalk into the TEDS Crosswalk Management System
- Submitting the State TEDS Crosswalk Plan to SAMHSA for final approval
- Helping each State implement the approved crosswalk plan
- Updating each State's Crosswalk Plan with changes provided by the State

SAMHSA is responsible for:

- Reviewing each State's Crosswalk plan
- Giving final approval for each State's Crosswalk Plan

3.3 The TEDS Crosswalk Plan

To establish an initial Crosswalk, the State develops a preliminary crosswalk plan by translating the State data items and codes to the appropriate TEDS data elements and codes (TEDS data items and codes are shown in Appendix B). The Plan must show in detail how each State data item translates into the corresponding TEDS Data Set element. (A crosswalk worksheet in the form of an Excel worksheet is available to assist states in preparing and reviewing their crosswalk. See note below.) The State submits its preliminary Crosswalk plan to the TEDS contractor along with a copy of the State's current data collection "form" or electronic client data structure. (If a State uses electronic data collection, a list of State data items and codes should be submitted). The TEDS contractor reviews the preliminary crosswalk to ensure compatibility with the TEDS data requirements. Discrepancies are discussed and resolved with the State. The TEDS contractor enters the crosswalk information into the Crosswalk Management System and returns a copy of the State Crosswalk Plan to the State for confirmation. Appendix C shows an example of a final crosswalk from the Crosswalk Management System.

Crosswalk worksheet

A worksheet for drafting a new crosswalk and for updating an existing crosswalk is available on the DASIS web site at http://wwwdasis.samhsa.gov/dasis2/crosswalk_worksheet.xls. This is an Excel worksheet that can be completed and submitted electronically to the DASIS contractor, Synectics. Questions, comments and completed worksheets can be sent to DASIS@SMDI.com

After receiving confirmation from the State, the final Crosswalk Plan is submitted to SAMHSA for review and approval. Once SAMHSA approves the plan, the TEDS Contractor notifies the State of the Crosswalk's final approval. If during the review process additional changes to the plan are requested, the TEDS contractor will work with the State to implement the changes. The State may then begin submission of TEDS data according to the Crosswalk Plan.

Once an initial crosswalk is established, it must be updated whenever a change is made to the State data system that affects the TEDS data. When updating an existing Crosswalk, the State should provide information for only those data items requiring change. If the State data system is changed substantially, it may be necessary to establish a completely new crosswalk.

3.4 General Crosswalk Guidelines

The following guidelines are provided to assist States in developing crosswalk plans. The guidelines ensure nationwide consistency in the reporting of TEDS data. (Detailed information on the TEDS data set items and their codes are in Appendix B of this manual).

- **Collecting Partial Data -** SAMHSA anticipates that all States will eventually collect and submit data for all TEDS data items, including all items in the Supplementary Data Set. Any data item(s) currently not collected by the State will be identified on the State's crosswalk as "not collected." If known, an approximate date that the State plans to submit items currently listed as "not collected" should be included in the State's crosswalk.
- **DSM Diagnosis -** DSM IV is the preferred coding system for reporting diagnosis, but it is possible to submit diagnoses in different coding systems. It is important, therefore, to indicate in the crosswalk which coding system is being used.
- **Valid Field Codes -** All data items in the TEDS Data Set must have valid entries. Valid entries include only numeric or alphanumeric characters. Blanks are not permitted. Appendix B shows valid values for each TEDS item.

- **Use of "Not Applicable" Code -** "Not Applicable" is used to indicate that the data item does not apply for this particular admission record. It is available only for selected data items as specified in Appendix B. The not applicable code is a "6" preceded by enough 9's to fill the field. For example, the not applicable code, "96", is used in the field *Detailed not in Labor Force* when *Employment Status* is a code other than "Not in the labor force". Not applicable code 6 is used in the field *Pregnant at time of Admission* for male clients.

- **Use of "Unknown" Code -** "Unknown" is used to indicate that the State collects data for this item, but for this particular client record the value was not available. Unknown is a code of "7" preceded by the appropriate number of "9"s.

- **Use of "Not Collected" Code -** "Not Collected" is used to indicate that a State is not currently collecting a specific data item for any clients. Not collected is a code of "8" preceded by the appropriate number of "9"s. For example, a State that is not collecting "*Medication-assisted Opioid Therapy*" would use code "98" in this field. The "Not Collected" code is not acceptable in any TEDS key field.

- **SAMHSA Reserved Code -** A code of all "9"s in a field is reserved for use of SAMHSA. It is used by SAMHSA in processing for fields in which the entry is invalid. When used, it is entered into the record at the time of processing.

3.5 State Data System Changes

Whenever a State makes a change to any item in its data system that affects the TEDS data set, it must promptly notify SAMHSA and the TEDS contractor. The TEDS contractor will assist the State in revising the State's Crosswalk Plan to reflect the changes. This is very important because it affects SAMHSA's ability to correctly identify the data elements when preparing reports based on the TEDS data. On an annual basis, the TEDS contractor will contact each State to have them verify that the State Crosswalk Plan is accurate and up to date.

CHAPTER 4. SUBMISSION OF DATA

States are expected to report TEDS data on a regular and timely basis. In order for the data to be as timely as possible, it is preferred that States report monthly. Most States will find this to their advantage for several reasons. First, there will be fewer data errors to fix for any one submission. Second, any errors detected on one submission can be fixed and submitted with the next month's submission, reducing the time the error is carried in the database. Finally, frequent submissions will make it easier for State personnel to maintain their knowledge of and familiarity with TEDS submission procedures. States not able to report on a monthly basis may report on a quarterly basis.

States may choose the date of the month when they submit their TEDS data file, and (for quarterly cycles) which months end the submission quarters. After deciding its submission schedule, the State then coordinates its submissions with the TEDS Contractor. When a scheduled submission will not be made on time, the State should notify the TEDS Contractor (by telephone, fax or email), and provide a revised delivery date.

4.1 Timeliness

Client admission data should be submitted to TEDS as they are received from providers and become available from the State data system. Treatment facilities/providers should be encouraged to report their admissions data promptly. States should endeavor to submit all data to TEDS within 2 months of the client admission date. For example, client admissions during January should be submitted by the end of March. All client admissions records with admission date after January 1, 2000 will be accepted, but prompt data submission by providers and subsequent submission to TEDS will enable timely analysis and publication of the national TEDS data.

SOMMS participants have specific timeliness requirements specified in the SOMMS subcontracts.

The TEDS data are analyzed and published annually on a calendar year basis. The cut-off for receipt of data for each report is approximately August 31 of the year following the data year. Data received after that time will not appear in the annual report. For example, the annual report for calendar year 2009 admissions is prepared after the cut-off of August 31, 2010. For inclusion in the report, States should submit complete 2009 data before August 31, 2010.

4.2 Submission Procedures

A successful submission of data to TEDS requires that the State perform the following tasks according to their reporting schedule:

- Collect data through State data system;
- Translate/crosswalk State data to the appropriate TEDS data fields, codes and file format
- Write computer program to extract data from State system and construct data file for TEDS submission
- Submit the data file using the State TEDS Submission System (STSS) or on diskette, CD, or by electronic transmission. Procedures for submission using the STSS are provided in Section 4.2.2 below. Procedures for submission by diskette, CD, or by electronic transmission other than STSS are provided in Section 4.2.3 below.

4.2.1 Data Conversion to TEDS Format

The TEDS data are to be produced as an ASCII flat file. The data file specifications are provided in Appendix D.

Note that States reporting NOMS data elements under SOMMS subcontracts may submit a data file with a different record length than States not reporting NOMS elements because of the addition of the NOMS data elements SuDS 16 and 17.

4.2.2 Submission procedures using the STSS

Use of the State TEDS Submission System (STSS) is encouraged. This system enables the State to test/validate the records in each data file, review processing reports, make any needed corrections, and submit the file to Synectics for final processing.

The STSS is available on the following web site:

https://dasis9.samhsa.gov/StateTEDS/

The STSS User Guide is available on the DASIS Web Site at http://wwwdasis.samhsa.gov/dasis2/stss_user_guide.pdf. Information for obtaining an STSS User ID and password is available on page 3 of the STSS User Guide.

4.2.3 Submission procedures for diskette, CD, or electronic transmission other than STSS

Each diskette and CD data submission is to be accompanied by a **TEDS Data Submission Form**, shown in Appendix D. The following information is to be entered on the submission form and forwarded with each submission. In the event of electronic transmission (other than the STSS), relevant information from the list below should be communicated by telephone, fax or email.

- Two character State code
- Reporting date-month and year
- Whether or not the submission is a re-submission
- Number of records in the submission
- State point of contact (name, phone number and email address)
- An indication of whether or not the diskette or CD should be returned.

(The two character State code and the reporting date are also part of the System Data Set and are included in each record).

States submitting data on diskette or CD should mail to:

SAMHSA Project Team
Synectics for Management Decisions
1901 North Moore Street, Suite 900
Arlington, VA 22209

Appropriate mailing containers should be used to avoid damage and delay in the receipt of the submission.

States wishing to submit data electronically (other than the STSS) should contact the TEDS Contractor to identify a mutually acceptable method for transmission. When making arrangements for an electronic submission, the State needs to provide the TEDS Contractor with the information contained on the TEDS Data Submission Form.

Submission of data via email attachment is also permissible. States wanting to transmit files via the Internet must contact the TEDS Contractor to make appropriate arrangements.

4.3 Security

The STSS uses a secure connection for data submission as described in the STSS User's Guide. When submission of the data is by other means, the security of the data during transmission from the State to the SAMHSA contractor is the responsibility of the State, but the SAMHSA contractor will make every reasonable effort to accommodate State security needs. At a minimum, it is recommended that submitted data files be password protected. If the State elects to encrypt their files, the State must coordinate with the contractor to assure that the encryption methodology is available to the contractor.

The TEDS contractor manages the data files sent by the States as well as the TEDS database in a secure manner. Data files sent by the States are processed promptly. Diskettes and CD's are kept in a locked vault in a locked room with access only by authorized contractor personnel. Once processing is complete, the files are destroyed or returned to the State, according to the State's instructions.

The TEDS database is maintained on a secure server with ID and password access limited to SAMHSA and Contractor staff. The server and back-up files are located in a locked room accessible only to SAMHSA and Contractor staff.

CHAPTER 5 PROCESSING STATE DATA AND CORRECTING RECORDS

Quality control procedures assure SAMHSA and the States that the TEDS system is providing accurate and valid data. States should develop procedures to ensure that the data they submit to TEDS are accurate and in the correct format. Upon receiving the data, the TEDS contractor verifies that the records meet the standards described in this document, makes the appropriate updates to the TEDS database, and produces feedback reports summarizing the results of the data processing.

This chapter describes the quality control process used by the TEDS contractor, the feedback provided to the States for each TEDS submission, and the procedures used to correct and resubmit data.

SOMMS participants have specific data quality requirements specified in the SOMMS subcontracts.

5.1 Objectives of the TEDS Quality Control Program

The objectives of the TEDS quality control procedures are to assure that the data are accurate and valid. The feedback provided to the States is used to confirm receipt of the State data and to help States identify and resolve data problems.

5.1.1 Quality Control Responsibilities

Each State is responsible for:

- Ensuring that each record in the data submission contains the required key fields, that all fields in the record contain valid codes, and that no duplicate records are submitted;
- Cross-checking data items for consistency across data fields;
- Responding promptly to TEDS error reports by resubmitting corrected data where appropriate.

- Reviewing the TEDS Quarterly Feedback Tables for accuracy, comparing the TEDS data with comparable state data to assure the state data have been completely and accurately reported to TEDS, and notifying the contractor of any data issues identified.

- Responding to questions about potential data problems, when applicable, and resolving all data issues identified or providing an explanation as to why the data issue cannot be resolved or does not require resolution.

The TEDS contractor is responsible for:

- Prompt processing of State data submissions into the TEDS master files;

- Checking each record submitted to verify that all TEDS key fields are valid;

- Cross-checking information within records to ensure consistency and accuracy;

- Ensuring that each record in the TEDS database is unique;

- Notifying States of errors in their data submissions and providing help to resolve State submission problems;

- Ensuring appropriate security of State submissions, and

- Promptly returning the diskette or CD to the States (if so instructed).

- Providing States with TEDS Quarterly Feedback Reports on a timely basis at the end of each calendar quarter.

5.2 Processing and Editing Performed by the TEDS Contractor

5.2.1 Processing data submitted through STSS

When data are submitted through the STSS, most processing and editing steps are done automatically, with immediate feedback of processing reports available to the State. Data files uploaded by the State to the STSS are tested with all TEDS edit procedures, and processing reports are automatically generated. States may correct errors and retest the file until the data are deemed ready for final processing and addition to the TEDS database. At that time, the State submits the file through the STSS to the TEDS contractor, who does the final processing.

The information that follows describes procedures that are performed automatically through the STSS or are performed by Synectics for non-STSS data submissions.

5.2.2 Processing data submitted by diskette, CD, or electronic transmission

The most important data fields in processing a State TEDS submission are the System Transaction Type codes (Add, Delete, and Change) and the key fields (State Code, Provider Identifier, Client Identifier, Co-Dependent/Collateral, Client Transaction Type, Date of Admission, and Type of Service). The System Transaction Type code determines whether to add, delete, or correct a record in the database. The key fields combine to form a unique identifier for each record in the TEDS database. **Records with an invalid key field are rejected.**

The records in a submission are processed in the following order according to the transaction code: Deletes, followed by Changes, followed by Adds. (This same order is followed during the STSS validation procedures). Within this processing order, records are matched against the database and the indicated action performed. An "Add" record with key fields identical to another "add" record in the submission or to a record in the TEDS database is considered to be a duplicate and is rejected unless there is a corresponding "delete" record. Rejected records are not added to the database.

In addition to checking for duplicates and invalid key fields, the edit program examines all other fields on the admission record to make sure each field has a valid code. If errors are detected, the records and the errors or inconsistencies are listed in the processing reports. **Records with errors in non-key fields are added to the database, even those that contain one or more fields with invalid codes.**

After the TEDS contractor receives a non-STSS State submission, the contractor runs the edit program in a "test mode." In this mode, the edit is performed, duplicate records and records with errors are identified, but the records are not added to the TEDS database. A processing feedback report is produced and the results are reviewed. If the data file is "reasonably clean," the submission is run again with the program in "production mode," adding acceptable records to the database. A processing report is produced and sent to the State so that detected errors may be corrected. If the test run shows a significant number of records with errors in the minimum or supplemental data set and/or a significant number of records that were rejected, the TEDS contractor will notify the State by telephone or email that the file will not be run for production. The contractor will work with the State to make the necessary corrections so the data may be resubmitted**.**

5.3 Processing Reports

The STSS generates processing reports automatically for files submitted through STSS. The TEDS contractor will provide States with feedback regarding each non-STSS data submission. Each State will receive the following for each submission:

- Acknowledgment letter confirming that the TEDS contractor has received and incorporated the State's data into TEDS. (See Appendix E for an example.)

- *Submission Processing Results Summary-Admissions* showing the number of records submitted, accepted and rejected in the submission. This report also provides information on the number of records rejected by reason for rejection, and provides summary statistics on any invalid data in the Minimum and Supplementary Data Set fields.

When applicable, the State will also receive one or more of the following reports:

- *Fatal and Warning Errors in TEDS Submission-Grouped by Reason* - displays records rejected in the processing because of problems found in key fields (fatal errors) and records with errors in non-key fields that will be added to the database with the error. Records are displayed in groups according to the reason for the error.

- *Fatal and Warning Errors in TEDS Submission-Grouped by Field* - displays records rejected in the processing because of problems found in key fields (fatal errors) and records with errors in non-key fields that will be added to the database with the error. Records are displayed in groups according to the field responsible for the error.

The *Submission Processing Results Summary-Admissions* and the *Fatal and Warning Errors in TEDS Submission* reports, along with other report options, are immediately available to the STSS user. These reports will be sent as email attachments for data files not submitted through the STSS.

Appendix E provides samples of each of the processing reports as well as a list of the error messages displayed on the reports and an explanation of their meaning. States are responsible for reviewing these reports, resolving the errors, and re-submitting corrected records.

5.4 Frequent Errors in TEDS Records

In order to help prevent potential errors and to make the submission process smoother, States are alerted to the following commonly occurring errors.

5.4.1 Frequent causes for rejected records

Records in a submission are duplicates of other records.

An "add" record is rejected if it is a duplicate of a record already on the TEDS database or a duplicate of another "add" record in the submission without a corresponding "delete" record. (Records are “duplicates” if they have identical key fields). This type of error generally results from one of 3 problems:

1. The State has submitted records that were previously submitted. This can occur if the State data system does not have a method for identifying submitted records so that they will not be resubmitted.
2. Records that are intended to have a System Transaction code of "C" (change) are erroneously submitted with a code of "A" (add). In this situation, the record that was intended to change an existing record is flagged as a duplicate and is rejected.
3. Records with Transaction Code of "A" that are intended to replace an existing record are

submitted without a corresponding "D" (delete) record. When the replacement record has the same key fields as the record to be replaced and no delete record is found, the replacement record is flagged as a duplicate and rejected.

Note that records submitted with a Transaction Code of "C" are matched on key fields during processing with records currently in the database. The "C" record replaces the matching (duplicate) admission record in the database. Since the new record replaces the earlier record, all of the information for all the data fields must appear on the replacement (C) record.

5.4.2 Frequent Errors in the Minimum or Supplementary Data Set

Misuse of Detailed Codes

Two major reasons for errors in the non-key fields involve the misuse of detailed codes in the supplemental data items "*Detailed Not in Labor Force*" (SuDS 12) and "*Detailed Criminal Justice Referra*l" (SuDS 13). The purpose of these two data items is to give details about clients who indicate their "*Employment Status"* (MDS 13) is *Not in labor force* or their Principal Source of Referral (MDS 7) is *Court or criminal justice referral*. For all other responses to MDS 13 and MDS 7 (except unknown code – '97'), the data items "*Detailed Not in Labor Force*" and "*Detailed Criminal Justice Referral*" are to be coded as "not applicable."

Age at First Use and Age of Client (Date of Birth) Discrepancies

During processing, a consistency check is made between the client's age at admission (calculated from "Date of Birth") and the data item "Age of First Use." Records with Age of First Use greater than age at admission are displayed as warning errors in the errors processing report. These records are added to the TEDS database, but the incorrect data should be corrected and the correct information submitted to TEDS. To correct these records, the State needs to review the dates to determine which field is in error, the Date of Birth or the Age of First Use.

Improper Use of Detailed Drug Codes

The purpose of the Detailed Drug Code fields (SuDS 1, 2 and 3) is to provide more specific information on the drugs reported in the Substance Problem Code fields (MDS 14 A, B, and C). The detailed drug code fields should **not** be used to report additional drugs. Records will be displayed as warning errors in the errors report if the drugs reported in the Detailed Drug Code fields are not subcategories of drugs reported in the Substance Problem Codes fields. The Substance Problem codes and the Detailed Drug codes are listed in Appendix B. The following is an example of the correct use of the Detailed Drug Codes fields:

A client reports a problem with both alprazolam and clorazepate. These are reported in the Primary and Secondary Substance Problem Codes (MDS 14 A and B) with the same code, Benzodiazepine (code 13). To provide more specific information, the Detailed Drug Code Primary (SuDS 1) would be recorded as alprazolam (code 1301), and Detailed Drug Code Secondary (SuDS 2) would be recorded as clorazepate (1303).

Client's Status at Time of Admission

Another source of error is inappropriate "corrections" of data. The contents of the admission (or transfer) record should accurately reflect the client's status *at the time of the admission (or transfer)*. If the contents of the record simply become outdated during the course of treatment, the contents of the admission record should not be changed, as long as they accurately reflect the situation *at the time of admission*. However, if the discrepancy does reflect an error in the situation at the time of admission, then a correction should be submitted. Improper changes to the admissions data usually cannot be detected by the TEDS Contractor, so States carry the full responsibility for avoiding this type of error. For example: If a client's Employment Status is correctly coded as "unemployed" at the time of admission but the client later becomes employed, the admission record should not be changed. On the other hand, if a male client's sex is incorrectly coded on the TEDS record as Female, it should be corrected when discovered.

5.4.3 Errors in the Provider ID

Every TEDS record must contain a Provider ID. It may be a State assigned Provider ID or the SAMHSA assigned I-SATS Provider ID. The Provider ID in the TEDS admission record must match its Provider ID in the I-SATS. During the processing of the TEDS admission data, the Provider ID on the admission record is matched against the ID numbers on the I-SATS to verify that the facility is listed on the I-SATS and is designated as a TEDS reporter. If a TEDS record has a Provider ID that does not match a Provider ID on the I-SATS, it will be processed and added to the database. However, in the TEDS data processing report, such records will be displayed as an "information" error ("I-SATS error"). (STSS users can display these errors by selecting the "information" level errors when preparing the error reports). This report is used primarily by the TEDS contractor to help in maintenance of the I-SATS and in quality control of the TEDS data. It may be provided to the States when needed to rectify differences between the State's TEDS and I-SATS data.

Reporting Point: A facility reporting TEDS data MUST be listed on the I-SATS and designated as a TEDS reporter. States are requested to use the I-SATS On-line to keep the TEDS reporter information current.

It is important that SAMHSA maintain an up-to-date and accurate I-SATS. State representatives are requested to report promptly any change in the status of providers. These changes include the addition of new treatment service sites, closures and other discontinuance of service, change in service from prevention to treatment and vice versa, and change in providers' status as "TEDS reporters".

Any changes in the State Provider ID that occur as a result of splits, mergers, reorganizations of providers or a change in the State's numbering system should also be reported to the TEDS contractor. States are urged to use the I-SATS On-line to update their facility information on a regular basis. This is an Internet application that is accessible to authorized users at:

http://wwwdasis.samhsa.gov. Authorization to use the system can be obtained through the TEDS Contractor.

5.5 Error Resolution and Correction of Client Records

It is important that States review the submission processing reports so that they are aware of both systematic and individual errors detected during data processing. The *Submission Processing Results Summary Report* provides counts of the total number of errors found in the fields of the Minimum and Supplementary Data Sets. Examination of this report (shown in Appendix E) gives an overall evaluation of the quality of the submission in terms of records rejected because of errors in a key field and the number of accepted records with an error in a non-key field. If State edits are working properly, the number of errors in any submission should be low (less than 5%). If a data field has a very large number of errors, it probably indicates a systematic error that, once resolved, will correct many of the records.

Non-systematic errors found in a submission require the examination of individual records to identify the error and discover the cause. Examination of the *Fatal and Warning Errors in TEDS Submission - Grouped by Reason*, will assist States in determining the cause of the errors. This report shows each individual record by Client ID and other key fields, and contains a brief explanation of the erroneous field (a complete listing of the error messages is in Appendix E). Examination of this report should explain the reason for most errors. In those cases that are still in question, the TEDS contractor can assist the State in error resolution.

5.5.1 Making Corrections to Existing Admission Records

States using the STSS automated editing will make corrections to errors independent of STSS, before formally submitting the data file in the STSS for final processing. There may be times, however, when States using the STSS as well as those not using the STSS may need to correct errors in data that already have been added to the TEDS database. The following explains how errors in records already added to TEDS can be corrected.

The method for correcting an error depends on whether the error is in a key field or a non-key field. The key fields (State Code, Provider Identifier, Client Identifier, Co-Dependent/Collateral, Client Transaction Type, Date of Admission, and Type of Services) combine to form the retrieval key of the record in the TEDS database. *Therefore, the only way to correct an error in a key field is to delete the original record and replace it by adding a new record with the correct key fields.*

Records submitted for deletion must have a System Transaction Type of “D” for ”delete” and must have the erroneous records’ values in all key fields. The remaining fields in the Minimum and Supplementary Data Sets may be blank or may contain the initial values. The delete record must have an accompanying add record with the correct information in the key fields as well as all other fields The delete record will be deleted from the database first. Then, the new correct record will be “added.”

If the error is in one or more non-key field(s) (i.e., those data items of the Minimum Data Set and Supplementary Data Set other than those listed as key fields above), the record can be retrieved and replaced. The System Transaction Type to correct these records must be set to "C" for "change." Since the new record will replace the existing record in the TEDS database, the replacement record must contain correct values for all fields in the record, not just the field(s) being changed. Corrections to records with non-key field errors may also be accomplished using the delete and add process described above.

5.5.2 TEDS Master files and Acceptable Admission Date

The TEDS Masterfile contains all of the accepted admission records submitted by the States (the files do not include records rejected during processing). The Masterfile consists of two components: an active file and an archived file.

The TEDS **Active** Masterfile contains admissions data with date of admission in January 1, 2000 and later. Admission records older than that have been archived. Any data submitted with an admission date during the archive period will be rejected during the TEDS processing.

> Reminder: The Date of Admission is a key field in the TEDS database. A State wishing to correct this field in an existing record must delete the record with the erroneous Date of Admission and add the record with the field updated to the correct value. All other fields in the new record should contain accurate values as of the original date of admission.

5.6 Resubmitting Data

States not using the STSS are notified of the status of their submission by a telephone call or email from the TEDS contractor or by receipt of State feedback reports. Sometimes State submissions cannot be processed because the entire submission is unreadable. States will be notified by telephone of such major problems, and the TEDS contractor will work with the State to resolve them. States should resubmit corrected files in a timely manner. For situations in which a resubmission is necessary, States may send the data as a separate "special" resubmission, or they may include the resubmission with their next regular submission.

5.7 State Contacts

SAMHSA and the TEDS contractor may interact with several State DASIS contacts including the following contact types:

- TEDS – State contact responsible for TEDS submissions.
- I-SATS – State contact responsible for maintenance of I-SATS
- N-SSATS – State contact that assists with the N-SSATS
- Crosswalk – State contact that maintains the TEDS crosswalk
- MIS - State contact with Management Information System expertise
- SSA Director- State substance abuse program director or designee
- DASIS State Data Manager – Management level person usually having responsibility for most or all State DASIS components

The TEDS contractor maintains information on these contacts within the DASIS Contact Management System. Information for current DASIS State contacts for each State is available on the DASIS Web Site at**:** http://wwwdasis.samhsa.gov/. (Select the tab for "DASIS Contacts", and then follow the link for "All State DASIS contacts by State). States are encouraged to visit this site frequently to assure that their contact information is accurate, and to notify the TEDS contractor of any name, position or address changes for these contacts.

APPENDIX A

Background of TEDS

APPENDIX A - *Background of TEDS*

Section 505 (a) of the Public Health Service Act (42 US code 290aa-4) directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA) to collect data including:

a. the number and variety of public and private non-profit treatment programs, including the number and type of patient slots available;

b. the number of individuals seeking treatment through such programs, the number and demographic characteristics of individuals who receive such treatment, and the length of time between an individual's request for treatment and the commencement of such treatment;

c. the number of such individuals who return for treatment after the completion of a prior treatment in such programs, and the method of treatment utilized during the prior treatment;

d. the number of individuals receiving public assistance for such treatment programs;

e. the costs of the different types of treatment modalities for drug and alcohol abuse and the aggregate relative costs of each such treatment modality provided within a State in each fiscal year;

f. the number of individuals receiving treatment for alcohol and other drug abuse who have private insurance coverage for the costs of such treatment; and

g. the number of alcohol and other drug abuse counselors and other substance abuse treatment personnel employed in public and private treatment facilities.

This legislation resulted from a need for information at the federal level to document the accomplishments achieved with block grant funding for substance abuse treatment and prevention. A previous reporting system, the Client-Oriented Data Acquisition Process (CODAP), had been discontinued in 1981, with the establishment of block grants. These grants were awarded to the States beginning in 1982 without any reporting requirements. Some States maintained their own systems independent of CODAP, while others discontinued their client level data systems.

In order to help address the requirements of the legislation, as well as the continuing needs of the research community, the National Institute on Drug Abuse (NIDA) and the National Institute on Alcohol Abuse and Alcoholism (NIAAA) established a new CODAP-like client database, the Client Data System (CDS). CDS was intended to

provide a minimum data set on treatment of persons with substance abuse problems in the United States, including client characteristics, types of drugs used, and services provided to clients. It included data primarily from publicly funded treatment facilities, although some private facilities were included.

The CDS was developed collaboratively by the Federal Government, States and national organizations, including the National Association of State Alcohol and Drug Abuse Directors (NASADAD). Important considerations in the development of the CDS were the need to incorporate and build upon existing State reporting systems and the need to ensure that the CDS would produce data useful for State administrative purposes. The impetus for the CDS was to achieve standardization and comparability of data among State systems in such a way that facilities would not be burdened with additional reporting requirements beyond those already imposed by the States. The resulting data set consisted of a core of 19 demographic and substance abuse treatment variables and 15 supplemental items, collected at the time of admission for treatment.

To assist States in modifying their client systems to accommodate the set of variables, NIDA and NIAAA awarded grants to State alcohol and drug abuse agencies. Nationwide implementation of the CDS, including the District of Columbia and Puerto Rico, began in October 1990. With the reorganization of the ADAMHA in 1992, CDS became the responsibility of SAMHSA.

In late 1994, SAMHSA renamed the Client Data System the Treatment Episode Data Set (TEDS), indicating that the scope of the system would be extended to collect information about episodes of treatment for substance abuse, rather than just admissions for treatment. The existing system now includes an Admissions Data Set and a Discharge Data Set. These systems are independent, but their data may be linked by common data items. The Admissions Data Set it the subject of this Manual, while the Discharge Data Set is described in detail in the ***Treatment Episode Data Set State Instruction Manual for Discharge Data.***

APPENDIX B

TEDS Admission Data Dictionary

With

National Outcome Measures (NOMS)

APPENDIX B - TEDS Admissions Data Items

This data dictionary contains detailed information about the data fields in the admission record of the Treatment Episode Data Set (TEDS). The admission record is a client specific record that has data from three TEDS Data Sets, namely, the System Data Set (SDS), the Minimum Data Set (MDS), and the Supplementary Data Set (SuDS). Each data element in the admission record has been assigned a reference number that incorporates the Data Set name and the position of the element in the State Crosswalk. For instance, the first element in the System Data Set is called SDS 1. The numbering of the elements in the Data Sets, e.g., SDS1, MDS1, SuDS1, is the numbering scheme and order followed in the State Crosswalk. [Note that the order of the data elements in this dictionary is NOT the order in which the elements appear on the TEDS submission file layout (see Appendix D)] Data elements identified as "Key Fields" are those elements which, taken together, uniquely identify each TEDS record.

NATIONAL OUTCOME MEASURES (NOMS)

The NOMS data elements will be reported in TEDS by States that are participating in the State Outcomes Measurement and Management System (SOMMS) subcontracts. Participation in SOMMS includes reporting the following admissions data elements:

- All System Data Set items;
- All Minimum Data Set items, including a state-wide unique client identifier; and
- The highlighted Supplemental Data Set items, including two new data element, "Number of arrests in 30 days prior to admission" and "Frequency of attendance at self-help programs in the 30 days prior to admission". (States are encouraged to submit all of the Supplemental Data Set items, but SOMMS participants are required to submit the 4 that have been highlighted.)

DATA SET ELEMENTS FOR ADMISSION RECORD

Data Element	Page
SYSTEM DATA SET	
System Transaction Type (SDS 1)	5
State Code – Key Field (SDS 2)	6
Reporting Date (SDS 3)	7
MINIMUM DATA SET	
Provider Identifier – Key Field (MDS 1)	8
Client Identifier (Unique) – Key Field (MDS 2)	9
Co-Dependent/Collateral – Key Field (MDS 3)	11
Client Transaction Type – Key Field (MDS 4)	13

Date of Admission – Key Field (MDS 5) 15
Number of Prior Treatment Episodes (MDS 6) 16
Principal Source of Referral (MDS 7) 17
Date of Birth (MDS 8) 19
Sex (MDS 9) 20
Race (MDS 10) 21
Ethnicity (MDS 11) 23
Education (MDS 12) 24
Employment Status (MDS 13) 25
Substance Problem Code, Primary (MDS 14 (a)) 26
Substance Problem Code, Secondary (MDS 14 (b)) 29
Substance Problem Code, Tertiary (MDS 14 (c)) 30
Usual Route of Administration, Primary (MDS 15 (a)) 31
Usual Route of Administration, Secondary (MDS 15 (b)) 32
Usual Route of Administration, Tertiary (MDS 15 (c)) 33
Frequency of Use, Primary (MDS 16 (a)) 34
Frequency of Use, Secondary (MDS 16 (b)) 35
Frequency of Use, Tertiary (MDS 16 (c)) 36
Age of First Use, Primary (MDS 17 (a)) 37
Age of First Use, Secondary (MDS 17 (b)) 38
Age of First Use, Tertiary (MDS 17 (c)) 39
Type of Services – Key Field (MDS 18) 40
Medication-assisted Opioid therapy (Planned or Actual) (MDS 19) 31

SUPPLEMENTAL DATA SET

Detailed Drug Code, Primary (SuDS 1) 42
Detailed Drug Code, Secondary (SuDS 2) 47
Detailed Drug Code, Tertiary (SuDS 3) 48
DSM Diagnosis (SuDS 4) 49
Psychiatric Problem in Addition to Alcohol or Drug Problem (SuDS 5) 50
Pregnant at Time of Admission (SuDS 6) 51
Veteran Status (SuDS 7) 52
Living Arrangements (SuDS 8) **NOM** 53
Source of Income/Support (SuDS 9) 54
Health Insurance (SuDS 10) 55
Expected/Actual Primary Source of Payment (SuDS 11) 56
Detailed Not in Labor Force (SuDS 12) **NOM** 57
Detailed Criminal Justice Referral (SuDS 13) 58
Marital Status (SuDS 14) 60
Days Waiting to Enter Treatment (SuDS 15) 61

Arrests in 30 Days Prior to Admission (SuDS 16) **NOM** 62
Frequency of attendance at self-help programs in 30 days prior to admission (SuDS 17) **NOM** 63

SYSTEM TRANSACTION TYPE SDS 1

Description: Designates whether the record is added to the TEDS database, changes an existing record in the database, or deletes an existing record in the database.

Valid entries:

A Add
C Change
D Delete

An invalid entry in this field automatically sets the value of the field to "A."

Guidelines: Corrections and other changes to a record in the TEDS database can be accomplished by Submitting A ”Change” (C) record or by submitting a delete (D) record along with an add (A) record to replace the deleted record.

States submitting NOMS data elements under SOMMS subcontracts should use the “change”(C) process to make data corrections when possible.

Other fields: None

Field Length 1

ASCII Format Information

Field:	1
Data Type:	Alphanumeric
Begin Column:	1
End Column:	1

STATE CODE – KEY FIELD SDS 2

Description: Identifies the State submitting the record.

Valid entries: A valid two-letter State code.
An invalid entry in this field automatically causes record to be rejected.

Other fields: None

Field Length 2

ASCII Format Information

Field:	2
Data Type:	Alphanumeric
Begin Column:	2
End Column:	3

REPORTING DATE SDS 3

Description: The date of the data submission to the contractor. Identifies the month and year the records are submitted to the contractor. Every record in a State submission must contain the same date of submission.

Valid entries: **MMYYYY**

Other fields: None

Field Length 6

ASCII Format Information

Field:	3
Data Type:	Numeric
Begin Column:	4
End Column:	9

PROVIDER IDENTIFIER—KEY FIELD MDS 1

Description: Identifies the provider of the alcohol or drug treatment service.

Valid entries: Entry must contain a valid provider ID **that matches the provider ID in SAMHSA's Inventory of Substance Abuse Treatment Services (I-SATS).** It may be a State PROVIDER ID as entered in the I-SATS, or the SAMHSA-assigned I-SATS Provider ID.

Any record with a TEDS Provider ID that does not match a Provider ID on the I-SATS will be processed and added to the database. In the TEDS data processing report, such records will be marked as "Provider not in I-SATS." After consultation with the State, a list of these errors may be sent to the State so that correction to the TEDS or the I-SATS ID may be made.

If the field is blank, the record will not be processed.

Other fields: None

Field Length 15

ASCII Format Information

Field:	4
Data Type:	Alphanumeric (Left-justified and filled with blank spaces)
Begin Column:	10
End Column:	24

CLIENT IDENTIFIER—KEY FIELD MDS 2

Description: Identifies the client receiving treatment. The identifier is limited to 15 characters and must at least be unique within a provider. SAMHSA encourages States to adopt a Client ID that is unique within the State.

A "client" is a person who meets all of the following criteria:

1. Has an alcohol or drug related problem, or is being treated as a co-dependent (see instructions for MDS-3).
2. Has completed the screening and intake process.
3. Has been formally admitted for treatment or recovery service in an Alcohol or Drug Treatment Unit
4. Has his or her own client record.

A person is not a client if he or she has only completed a screening or intake process or has been placed on a waiting list.

Other considerations:

- **Participation in SOMMS State Subcontracts will require that the State's client ID be unique within the State and be used each time the client receives substance abuse treatment services, regardless of provider.**
  - Identifier must not be reassigned to another client.
  - Identifier can be meaningless.
  - Responsibility for assigning the identifier belongs to the State.
  - Identifier must ensure confidentiality of client records.

Valid entries: An identifier of from 1 to 15 alphanumeric characters that is unique within the state for NOMS participation and, for states not participating in NOMS, at a minimum, must be unique within the provider. If the field is blank, the record will not be processed.

Other fields: None.

Field Length 15

ASCII Format Information
Field: 5

Data Type:	Alphanumeric (Left-justified and filled with blank spaces)
Begin Column:	25
End Column:	39

CO-DEPENDENT/COLLATERAL—KEY FIELD MDS 3

Description: Specifies whether the admission record is for a substance abuse treatment client, or a person being treated for his/her co-dependency or collateral relationship with a
substance abuser.

A **Co-Dependent/Collateral** is a person who has no alcohol or drug abuse problem, but satisfies all of the following conditions:

1. Is seeking services because of problems arising from his or her relationship with an alcohol or drug user.
2. Has been formally admitted for service to a treatment unit.
3. Has his or her own client record or has a record within a primary client record.

States not collecting Co-Dependent/Collateral data default to 2 (No) for this field; i.e., all records are substance abuse client records.

Valid entries: **1 Yes**
2 No

If this field contains an invalid value, the record will not be processed.

Guidelines: Reporting of data for co-dependent/collateral clients in TEDS is optional. If the State opts to report co-dependent/collateral clients, the mandatory fields are State Code, Provider Identifier, Client Identifier, Client Transaction Type, Co-Dependent/Collateral, and Date of Admission. Reporting of the remaining fields in the MDS and the SuDS is optional for Co-Dependent/Collateral records. For all items not reported, the data field should be coded with the appropriate "not collected" or “not applicable” code.

Other considerations:

If a substance abuse client with an existing record in TEDS becomes a co-dependent, a new client admission record should be submitted indicating that the client is an “Admission" as a co-dependent. The reverse is also true for a person who is a co-dependent first and then becomes a substance abuse treatment client. For TEDS purposes, admission of such clients to substance abuse treatment would be submitted to TEDS like any other treatment client.

Other fields: None
Field Length 1

ASCII Format Information

Field:	6
Data Type:	Numeric
Begin Column:	40
End Column:	40

CLIENT TRANSACTION TYPE—KEY FIELD MDS 4

Description: This field identifies whether a record is for an initial **Admission (A)** or **a Transfer/change in service (T)**. Note: Some States may use other terminology such as "initial admission" and "transfer admission" in place of admission and transfer. If the State's data system does not permit it to distinguish transfers from admissions, a note to that effect should be included on the State Crosswalk.

Valid entries:

A Admission
T Transfer / Change in service

If this field contains an invalid value, the record will not be processed.

Guidelines: Admissions and Transfers: For purposes of reporting to TEDS, a treatment episode is defined as that period of service between the beginning of treatment for a drug or alcohol problem and the termination of services for the prescribed treatment plan. The episode includes one admission (when services begin), and at least one discharge (when services end). Within a treatment episode, a client may transfer to a different service, facility, provider, program or location. When it is feasible for the State to identify transfers, they should be reported as "Transfers" in admissions data submissions. That is, the TEDS transfer record includes the same data items as the Admission record, but with a Client Transaction Type of "T". Each Admission and Transfer record should have an associated discharge record. When Admissions and Transfers cannot be differentiated in a State data system, such changes in service or facility should be reported to TEDS as Admissions (A). An explanation of the reporting procedures should be noted in the State Crosswalk.

Data set considerations for transfers (T)

All fields from the Transfer (T) record should be updated to reflect values at the time of transfer except the following fields, which must have the same values as in the associated (preceding) admission record:

- Client ID (MDS 2)
- Co-Dependent/Collateral (MDS 3)
- Date of Birth (MDS 8)
- Sex (MDS 9)
- Race (MDS 10)
- Ethnicity (MDS 11)

For transfer records:

- Date of Admission (MDS 5) is defined as the date services begin after the transfer to another service or facility.

All other fields should be updated when possible. If a field cannot be updated, it should be transmitted to TEDS with its value from the associated (preceding) admission record.

Other fields: None.

Field Length 1

ASCII Format Information

Field:	7
Data Type:	Alphanumeric
Begin Column:	41
End Column:	41

DATE OF ADMISSION—Key Field MDS 5

Description: The date when the client receives his or her first direct treatment or recovery service. For transfers, this is the date when client receives his or her first direct treatment after the transfer has occurred.

Valid entries: **MMDDYYYY**

If this field contains an invalid value, the record will not be processed.

MM must be 01 thru 12 and DD must be 01 thru 31. As of January 1, 2008, TEDS accepts records with a Date of Admission of January 1, 2002 or later. Each January thereafter, acceptable admission date will be one year later. Records with admission date prior to the acceptable date are rejected.

Other fields: None

Field Length 8

ASCII Format Information

Field:	8
Data Type:	Numeric
Begin Column:	42
End Column:	49

NUMBER OF PRIOR TREATMENT EPISODES MDS 6

Description: Indicates the number of previous treatment episodes the client has received in any drug or alcohol program. Changes in service for the same episode (transfers) should ***not*** be counted as separate prior episodes.

Valid entries:

0 0 previous episodes
1 1 previous episode
2 2 previous episodes
3 3 previous episodes
4 4 previous episodes
5 5 or more previous episodes

7 Unknown
8 Not Collected

Unknown (7) Use this code if the State collects these data but for some reason a particular record does not reflect an acceptable value.

Not Collected (8) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (9) will be entered in the field and the record will be processed and added to database.

Guidelines: It is preferred that the number of prior treatments be a self-reported field collected at the time of client intake. However, this data item may be derived from the State data system, if the system has that capability, and episodes can be counted for at least several years.

The number of prior treatments for a co-dependent/collateral record should include only treatments as a co-dependent.

Other fields: None

Field Length 1

ASCII Format Information

Field:	10
Data Type:	Numeric
Begin Column:	52
End Column:	52

PRINCIPAL SOURCE OF REFERRAL MDS 7

Description: Describes the person or agency referring the client to the alcohol or drug abuse treatment program.

Valid entries:

01 Individual (includes self-referral)—Includes the client, a family member, friend or any other individual who would not be included in any of the following categories. Includes self-referral due to pending DWI/DUI.

02 Alcohol/Drug Abuse Care Provider—Any program, clinic or other HEALTH CARE PROVIDER whose principal objective is treating clients with substance abuse problems, or a program whose activities are related to alcohol or other drug abuse prevention, education or treatment.

03 Other Health Care Provider—A physician, psychiatrist or other licensed health care professional; or general hospital, psychiatric hospital, mental health program or nursing home.

04 School (Educational)—A school principal, counselor, or teacher; or a student assistance program (SAP), the school system, or an educational agency.

05 Employer/EAP—A supervisor or an employee counselor.

06 Other Community Referral—Community or religious organization or any federal, State or local agency that provides aid in the areas of poverty relief, unemployment, shelter or social welfare. Self-help groups such as Alcoholics Anonymous (AA), Al-Anon, and Narcotics Anonymous (NA) are also included in this category. Defense attorneys are included in this category.

07 Court/Criminal Justice Referral/DUI/DWI—Any police official, judge, prosecutor, probation officer or other person affiliated with a federal, State or county judicial system. Includes referral by a court for DWI/DUI, clients referred in lieu of or for deferred prosecution, or during pretrial release, or before or after official adjudication. Includes clients on pre-parole, pre-release, work or home furlough or TASC. Client need not be officially designated as “on parole." Includes clients referred through civil commitment. Client referrals in this category are further defined in Detailed Criminal Justice Referral (SuDS 13).

97 Unknown

98 Not Collected

Unknown (97) Use this code if the State collects these data, but for some reason a particular record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Other fields: **SuDS 13** (Detailed Criminal Justice Referral) is used to provide a detailed breakdown of the "Court/Criminal Justice Referral/DUI/DWI" category (07). All records with category 07 designated as the Source of Referral should have an entry in data item SuDS 13 to further delineate the referral type.

Field Length 2

ASCII Format Information

Field:	11
Data Type:	Numeric
Begin Column:	53
End Column:	54

DATE OF BIRTH MDS 8

Description: Client's date of birth.

Valid entries: **MMDDYYYY**

MM must be 01 thru 12 and DD must be 01 thru 31.

Unknown (01010007) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (01010008) Use this code if the State does not collect these data for submission to TEDS.

Maximum age – If age, calculated as Date of Admission minus Date of Birth, is greater than 95, date of birth will be considered invalid.

If the value in the field is not a valid entry, including a value that exceeds the maximum age, an **Invalid code** (01010009) will be entered in the field and the record will be processed and added to database.

Other fields: This field is cross-checked with Item 17, Age of First Use (Primary, Secondary and Tertiary) as follows:

If age, calculated as Date of Admission minus Date of Birth, is less than or equal to Age of First Use, **Invalid** (01010009) will be entered in the date of birth field. The record will be processed and added to the database.

Field Length 8

ASCII Format Information

Field:	12
Data Type:	Numeric
Begin Column:	55
End Column:	62

SEX MDS 9

Description: Identifies client's gender.

Valid entries:

1 Male
2 Female

7 Unknown
8 Not Collected

Unknown (7) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (8) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (9) will be entered in the field and the record will be processed and added to database.

Other fields: This field is checked against SuDS 6 – Pregnant at Time of Admission/Discharge.

Field Length 1

ASCII Format Information

Field:	13
Data Type:	Numeric
Begin Column:	63
End Column:	63

RACE MDS 10

Description: Specifies the client's race

Valid entries:

01 Alaska Native (Aleut, Eskimo, Indian)—Origins in any of the original people of Alaska.

02 American Indian (Other than Alaska Native)—Origins in any of the original people of North America and South America (including Central America) and who maintain cultural identification through tribal affiliation or community attachment.

13 Asian - Origins in any of the original people of the Far East, the Indian subcontinent, or Southeast Asia, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Philippine Islands, Thailand, and Vietnam.

23 Native Hawaiian or Other Pacific Islander - Origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

(States that cannot separate Asian from Native Hawaiian and other Pacific Islander should use code 03)

03 Asian or Pacific Islander - Origins in any of the original people of the Far East, the Indian subcontinent, Southeast Asia or the Pacific Islands.

04 Black or African American — Origins in any of the black racial groups of Africa.

05 White—Origins in any of the original people of Europe, North Africa or the Middle East.

20 Other single race—Use this category for instances in which the client is not classified in any category above or whose origin group, because of area custom, is regarded as a racial class distinct from the above categories. (Do not use this Category for clients indicating multiple races)

21 Two or More Races – Use this code when the State data system allows multiple race selection and more than one race is indicated. (See guidelines below).

97 Unknown - Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

98 Not Collected - Use this code for all records if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, Invalid (99) will be entered in the field and the record will be processed and added to the database.

Guidelines:

If State does not distinguish between American Indian and Alaska Native, code both as 02, American Indian.

States that can separate "Asian" and "Native Hawaiian or Other Pacific Islander" should use codes 13 and 23 for those categories. States that cannot make the separation should use the combined code 03 until the separation becomes possible. Once a State begins using codes 13 and 23, code 03 should no longer be used by that State. States are asked to convert to the new categories when possible.

Guidelines for States that collect multiple races:

A. When a single race is designated, that specific race code should be used.
B. If the state system collects a "primary" or "preferred" race along with additional races, the code for the primary/preferred race should be used, regardless of whether or not additional races have been designated.
C. If the state uses a system, such as an algorithm, to select a single race when multiple races have been selected for an individual, the same system may be used to designate the race code for TEDS.
D. When two or more races are designated and NEITHER B NOR C above apply, code 21 (two or more races) should be used.

Other fields: None

Field Length 2

ASCII Format Information

Field:	14
Data Type:	Numeric
Begin Column:	64
End Column:	65

ETHNICITY MDS 11

Description: Specifies client's specific Hispanic Origin, if applicable.

Valid entries: **01 Puerto Rican**—Of Puerto Rican origin regardless of race.
02 Mexican—Of Mexican origin regardless of race.
03 Cuban—Of Cuban origin regardless of race.
04 Other specific Hispanic—Of known Central or South American or any other Spanish cultural origin (including Spain), other than Puerto Rican, Mexican or Cuban, regardless of race.
05 Not of Hispanic Origin
06 Hispanic- specific origin not specified — Of Hispanic Origin, but specific origin not known or not specified

97 Unknown
98 Not Collected

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Guidelines:

If a State does not collect specific Hispanic detail, code ethnicity for Hispanics as 06 Hispanic- specific origin not specified.

Other fields: None

Field Length 2

ASCII Format Information

Field:	15
Data Type:	Numeric
Begin Column:	66
End Column:	67

EDUCATION MDS 12

Description: Specifies the highest school grade (number of school years) completed by the client. completed.

Valid entries:

00	**Less than one grade completed**
01-25	**years of school (highest grade) completed**
	(For General Equivalency Degree, use 12)
97	**Unknown**
98	**Not Collected**

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Guidelines:

States that use specific categories for designating education level should map their categories to a logical "number of years of school completed." The mapping should be recorded in the State Crosswalk and programmed for production of the TEDS data. For example, a State category of "Associate Degree" should be mapped to TEDS years of school completed code 14; "Bachelor Degree" would be mapped to TEDS years of school completed code 16, etc.

Other fields: None

Field Length 2

ASCII Format Information

Field:	16
Data Type:	Numeric
Begin Column:	68
End Column:	69

EMPLOYMENT STATUS MDS 13

Description: Designates the client's employment status at the time of admission or transfer.

Valid entries:

01 Full Time—Working 35 hours or more each week, including active duty members of the uniformed services.

02 Part Time—Working fewer than 35 hours each week.

03 Unemployed—Looking for work during the past 30 days or on layoff from a job.

04 Not in Labor Force—Not looking for work during the past 30 days or a student, homemaker, disabled, retired or an inmate of an institution. Clients in this category are further defined in SuDS 12-Detailed Not In Labor Force.

97 Unknown

98 Not Collected

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Guidelines: Seasonal workers are coded in this category based on their employment status at time of admission. For example, if they are employed full time at the time of admission, they are coded 01. If they are not in labor force at the time of admission, they are coded 04.

Other fields: **SuDS 12** (Detailed Not in Labor force) is used to provide a detailed breakdown of the "Not in Labor Force" category (04). SuDS 12 should be coded as "96" (not applicable) when Employment Status is any code other than 04.

Field Length 2

ASCII Format Information

Field:	17
Data Type:	Numeric
Begin Column:	70
End Column:	71

SUBSTANCE PROBLEM CODE, PRIMARY MDS 14 (A)

Description: This field identifies the client's primary substance problem**.**

Each substance problem code (primary, secondary, or tertiary problem code) has associated fields for route of administration, frequency of use, age at first use, and (if collected) detailed drug code; e.g., Primary Substance Problem Code, Primary Route of Administration, Primary Age of First Use, and (if collected) Primary Detailed Drug Code.

Valid entries:

01 None
02 Alcohol
03 Cocaine/Crack
04 Marijuana/Hashish—Includes THC and any other cannabis sativa preparations.
05 Heroin
06 Non-Prescription Methadone
07 Other Opiates and Synthetics—Includes buprenorphine, codeine, hydrocodone, hydromorphone, meperidine, morphine, opium, oxycodone, pentazocine, propoxyphene, tramadol, and any other drug with morphine-like effects.
08 PCP—Phencyclidine
09 Other Hallucinogens—Includes LSD, DMT, STP, hallucinogens, mescaline, peyote, psilocybin, etc.
10 Methamphetamine
11 Other Amphetamines—Includes amphetamines, MDMA, phenmetrazine, and other unspecified amines and related drugs.
12 Other Stimulants—Includes methylphenidate and any other stimulants.
13 Benzodiazepines—Includes alprazolam, chlordiazepoxide, clonazepam, clorazepate, diazepam, flunitrazepam, flurazepam, halazepam, lorazepam, oxazepam, prazepam, temazepam, triazolam, and other unspecified benzodiazepines.
14 Other non-Benzodiazepine Tranquilizers—Includes meprobamate, tranquilizers, etc
15 Barbiturates—Includes amobarbital, pentobarbital, phenobarbital, secobarbital, etc.
16 Other non-Barbiturate Sedatives or Hypnotics—Includes chloral hydrate, ethchlorvynol, glutethimide, methaqualone, sedatives/hypnotics, etc.
17 Inhalants—Includes chloroform, ether, gasoline, glue, nitrous oxide, paint thinner, etc.
18 Over-the-Counter—Includes aspirin, cough syrup, diphenhydramine and other anti-histamines, sleep aids, and any other legally obtained, non-prescription medication.
20 Other—Includes diphenylhydantoin/phenytoin, GHB/GBL, ketamine, etc.

97 Unknown
98 Not Collected

Unknown (97) - Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) - Use this code if the State does not collect these data for submission to TEDS

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Guidelines: TEDS relationship between Substance Problem Codes (MDS 14 a, b and c) and Route of Administration (MDS 15 a, b and c):

- States that <u>do not collect</u> detailed drug code data:

  For these States, a record may not have duplicate substance problem codes (MDS 14 a, b and c) with identical routes of administration (MDS 15 a, b and c). For example:

  If the code in both MDS 14 (a) and MDS 14 (b) is 09, and the Code in both MDS 15 (a) and MDS 15 (b) is 01, then these are considered duplicated entries and the duplicate codes in 14(b) and 15(b) will be set to **Invalid** (99).

- **States that <u>do collect</u> detailed drug code data:**

  For these States, records may have duplicate substance problem codes and identical routes of administration IF the corresponding detailed drug codes are different or are "multiple" drug codes (see explanation under data item SuDS 1). For example:

  If the code in both MDS 14 (a) and MDS 14 (b) is 13, and the code in both MDS 15 (a) and MDS 15 (b) is 01, then these are considered to be duplicates unless there are different detailed drug codes in SuDS 1 (Detailed drug Code, Primary) and SuDS 2 (Detailed drug Code, Secondary), for example, 1301 and 1302.

TEDS relationship between Substance Problem Codes (MDS 14) and Detailed Drug Codes (SuDS 1)

The Detailed Drug Codes (SuDS 1, 2 and 3) are used to provide a more detailed descriptions of the Substances reported in the corresponding substance problem codes (MDS 14 a, b and c). The Primary substance code corresponds to the primary detailed code, the secondary to secondary, etc. For details, refer to the Detailed Drug Codes (SuDS 1), later in this Appendix.

For guidance on which specific substances to include in the substance categories, please refer to the detailed drug categories listed for SuDS 1 later in this appendix.

Other fields:

MDS 3: Co-Dependent/Collateral: If the field MDS 14 (a, b or c) is blank and MDS 3 is '2' (No), THE FIELD MDS 14 (a, b or c) will be set to **Invalid** (99).

If the field MDS 3 is "1" (codependent) and no substance is reported, then MDS 14 (A, B and C) should be coded "97" or "98", depending of the State Crosswalk plan. The code "01" should not be used in this case, and the following fields should be coded 98:
MDS 15 (a-c): Usual Route of Administration, Primary, Secondary, and Tertiary
MDS 16 (a-c): Frequency of Use Primary, Secondary, and Tertiary
MDS 17 (a-c): Age of First Use, Primary, Secondary, and Tertiary

Field Length 2

ASCII Format Information

Field:	18
Data Type:	Numeric
Begin Column:	72
End Column:	73

SUBSTANCE PROBLEM CODE, SECONDARY MDS 14 (B)

Description: This field identifies the client's secondary substance problem.

Valid entries: See Substance Problem Code, Primary for valid code entries

Guidelines: See Substance Problem Code, Primary

Other fields: See Substance Problem Code, Primary

Field Length 2

ASCII Format Information

Field:	22
Data Type:	Numeric
Begin Column:	80
End Column:	81

SUBSTANCE PROBLEM CODE, TERTIARY MDS 14 (C)

Description: This field identifies the client's tertiary substance problem.

Valid entries: See Substance Problem Code, Primary, for valid code entries.

Guidelines: See Substance Problem Code, Primary

Other fields: See Substance Problem Code, Primary

Field Length 2

ASCII Format Information

Field:	26
Data Type:	Numeric
Begin Column:	88
End Column:	89

USUAL ROUTE OF ADMINISTRATION, PRIMARY MDS 15 (A)

Description: This field identifies the usual route of administration of the substance identified in **MDS 14 (a) Substance Problem Code, Primary**.

Valid entries:

01 Oral
02 Smoking
03 Inhalation
04 Injection (IV or Intramuscular)
20 **Other**

96 Not applicable
97 Unknown
98 Not Collected

Not Applicable (96) Use this code when the value in MDS 14(A) is 01 None.

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Field Length 2

ASCII Format Information

Field:	19
Data Type:	Numeric
Begin Column:	74
End Column:	75

USUAL ROUTE OF ADMINISTRATION, SECONDARY MDS 15 (B)

Description: This field identifies the usual route of administration of the substance identified in **MDS 14 (b) Substance Problem Code, Secondary**.

Valid entries:

01 Oral
02 Smoking
03 Inhalation
04 Injection (IV or Intramuscular)
20 Other

96 Not Applicable
97 Unknown
98 Not Collected

Not Applicable (96) Use this code when the value in MDS 14(B) is 01 None.

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Field Length 2

ASCII Format Information

Field:	23
Data Type:	Numeric
Begin Column:	82
End Column:	83

USUAL ROUTE OF ADMINISTRATION, TERTIARY MDS 15 (C)

Description: This field identifies the usual route of administration of the substance identified in **MDS 14 (c) Substance Problem Code, Tertiary**.

Valid entries:

01 Oral
02 Smoking
03 Inhalation
04 Injection (IV or Intramuscular)
20 Other

96 Not Applicable
97 Unknown
98 Not Collected

Not Applicable (96) Use this code when the value in MDS 14(C) is 01 None.

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Field Length 2

ASCII Format Information

Field:	27
Data Type:	Numeric
Begin Column:	90
End Column:	91

FREQUENCY OF USE, PRIMARY MDS 16 (A)

Description: Specifies the frequency of use of the substance identified in **MDS 14 (a) Substance Problem Code, Primary**. .

Valid entries:
01 No use in the past month
02 1-3 times in the past month
03 1-2 times in the past week
04 3-6 times in the past week
05 Daily

96 Not Applicable
97 Unknown
98 Not Collected

Not Applicable (96) Use this code when the value in MDS 14(A) is 01 None.

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Field Length 2

ASCII Format Information

Field:	20
Data Type:	Numeric
Begin Column:	76
End Column:	77

FREQUENCY OF USE, SECONDARY MDS 16 (B)

Description: Specifies the frequency of use of the substance identified in **MDS 14 (b) Substance Problem Code, Secondary**.

Valid entries:
01 No use in the past month
02 1-3 times in the past month
03 1-2 times in the past week
04 3-6 times in the past week
05 Daily

96 Not Applicable
97 Unknown
98 Not Collected

Not Applicable (96) Use this code when the value in MDS 14(B) is 01 None.

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Field Length 2

ASCII Format Information

Field:	24
Data Type:	Numeric
Begin Column:	84
End Column:	85

FREQUENCY OF USE, TERTIARY MDS 16 (C)

Description: Specifies the frequency of use of the substance identified in **MDS 14 (c) Substance Problem Code, Tertiary**. .

Valid entries:
01 No use in the past month
02 1-3 times in the past month
03 1-2 times in the past week
04 3-6 times in the past week
05 Daily

96 Not Applicable
97 Unknown
98 Not Collected

Not Applicable (96) Use this code when the value in MDS 14(C) is 01 None.

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (99) will be entered in the field and the record will be processed and added to database.

Field Length 2

ASCII Format Information

Field:	28
Data Type:	Numeric
Begin Column:	92
End Column:	93

AGE OF FIRST USE, PRIMARY MDS 17 (A)

Description: For drugs other than alcohol, this field identifies the age at which the client first used the substance identified in **MDS 14 (a) Substance Problem Code, Primary**. For alcohol, this field records the age of the first intoxication.

Valid entries:

00	**Indicates a newborn with a substance dependency problem.**
01 – 95	**Indicates the age at first use.**
96	**Not Applicable**
97	**Unknown**
98	**Not Collected**

Not Applicable (96) Use this code when the value in MDS 14(A) is 01 None.

Unknown (97) Use this code if the State collects these data, but for some reason a particular record does not reflect an acceptable value

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

Other fields: This field is cross-checked with MDS Item 8, Date of Birth to check that client age is greater than the age of first use.

Field Length 2

ASCII Format Information

Field:	21
Data Type:	Numeric
Begin Column:	78
End Column:	79

AGE OF FIRST USE, SECONDARY MDS 17 (B)

Description: For drugs other than alcohol, this field identifies the age at which the client first used the substance identified in **MDS 14 (b) Substance Problem Code, secondary**. For alcohol, this field records the age of the first intoxication.

Valid entries:

00	**Indicates a newborn with a substance dependency problem.**
01 – 95	**Indicates the age at first use.**
96	**Not Applicable**
97	**Unknown**
98	**Not Collected**

Not Applicable (96) Use this code when the value in MDS 14(B) is 01 None.

Unknown (97) Use this code if the State collects these data, but for some reason a particular record does not reflect an acceptable value

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

Other fields: This field is cross-checked with MDS Item 8, Date of Birth to check that client age is greater than the age of first use.

Field Length 2

ASCII Format Information

Field:	25
Data Type:	Numeric
Begin Column:	86
End Column:	87

AGE OF FIRST USE, TERTIARY MDS 17 (C)

Description: For drugs other than alcohol, this field identifies the age at which the client first used the substance identified in **MDS 14 (c) Substance Problem Code, tertiary**. For alcohol, this field records the age of the first intoxication.

Valid entries:

00	**Indicates a newborn with a substance dependency problem.**
01 – 95	**Indicates the age at first use.**
96	**Not Applicable**
97	**Unknown**
98	**Not Collected**

Not Applicable (96) Use this code when the value in MDS 14(C) is 01 None.

Unknown (97) Use this code if the State collects these data, but for some reason a particular record does not reflect an acceptable value

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

Other fields: This field is cross-checked with MDS Item 8, Date of Birth to check that client age is greater than the age of first use.

Field Length 2

ASCII Format Information

Field:	29
Data Type:	Numeric
Begin Column:	94
End Column:	95

TYPE OF SERVICES—KEY FIELD MDS 18

Description: Describes the type of service and treatment setting in which the client is placed at the time of admission or transfer.

Valid entries:

01 Detoxification, 24-Hour Service, Hospital Inpatient
24-HOUR per day medical acute care services in hospital setting for detoxification of persons with severe medical complications associated with withdrawal.

02 Detoxification, 24 Hour Service, Free-Standing Residential
24 hour per day services in non-hospital setting providing for safe withdrawal and transition to ongoing treatment.

03 Rehabilitation/Residential—Hospital (other than detoxification) -
24 hour per day medical care in a hospital facility in conjunction with treatment services for alcohol and other drug abuse and dependency.

04 Rehabilitation/Residential—Short Term (30 days or fewer)
Typically, 30 days or less of non-acute care in a setting with treatment services for alcohol and other drug abuse and dependency.

05 Rehabilitation/Residential—Long Term (more than 30 days)
Typically, more than 30 days of non-acute care in a setting with treatment services for alcohol and other drug abuse and dependency; this may include transitional living arrangements such as halfway houses.

06 Ambulatory—Intensive-Outpatient -
As a minimum, the client receives treatment lasting two or more hours per day for three or more days per week.

07 Ambulatory— Non-Intensive Outpatient -
Ambulatory treatment services including individual, family and/or group services, and may include pharmacological therapies.

08 Ambulatory—Detoxification -
Outpatient treatment services providing for safe withdrawal in an ambulatory setting (pharmacological or non-pharmacological).

96 Not applicable – Use this code only for co-dependents/collateral clients

If this field contains an invalid value, or is blank, the record <u>will not be</u> processed.

Other fields: None.

Field Length 2

ASCII Format Information

Field:	9
Data Type:	Numeric
Begin Column:	50
End Column:	51

MEDICATION-ASSISTED OPIOID THERAPY MDS 19

Description: This field identifies whether the use of Methadone or Buprenorphine is part of the client's treatment plan.

Valid entries: **1 Yes**
2 No

7 Unknown
8 Not Collected

Unknown (7) Use this code if the State collects these data, but for some reason a particular record does not reflect an acceptable value.

Not Collected (8) Use this code if the State does not collect these data for submission to TEDS.

If the value in the field is not a valid entry, **Invalid** (9) will be entered in the field and the record will be processed and added to database.

Other fields: None.

Field Length 1

ASCII Format Information

Field:	30
Data Type:	Numeric
Begin Column:	96
End Column:	96

DETAILED DRUG CODE, PRIMARY SUDS 1

Description: This field identifies, in greater detail, the drug problem recorded in the Minimum Data Set item "Substance Problem Code, primary."

Guidelines (Apply to Detailed Drug Code, Primary, Secondary and Tertiary):

- **States that <u>do not</u> collect Detailed Drug Codes** Use a value of **Not Collected** (9998) in the Detailed Drug Code fields: Primary, Secondary and Tertiary.

- **States that <u>do</u> collect Detailed Drug Codes:**

  SAMHSA has established the Detailed Drug Codes, Primary, Secondary and Tertiary as a means for States to report more detailed drug information than is possible in the Substance Problem Code fields. Detailed drug codes also enable distinction between substances in instances where a client uses two (or more) drugs that are assigned the same substance problem code (MDS 14 a, b and c). In the following paragraphs, SAMHSA defines the relationship between the TEDS Minimum Data Set Item "Substance Problem Code (Primary, Secondary and Tertiary)" and the corresponding Supplementary Data Set Item, "Detailed Drug Code. (Primary, secondary and Tertiary)".

  The Substance Problem Codes and the Detailed Drug Codes have been sub-divided into single and multiple drugs; i.e., drugs are said to be “single” if they cannot be further subdivided. Drugs are considered to be “multiple” if more than one drug can be placed within this category. Detailed Drugs LSD (0901) and marijuana/hashish (0401) are examples of a single drug. Aerosols (1701) and Other Benzodiazepines (1308) are examples of multiple drugs. A complete list of single and multiple drugs can be found in the following section titled "TEDS Drug Categories."

  The distinction between single and multiple drug categories is considered when two or more of a client's substance problem codes are the same and their corresponding routes of administration are also the same.

  The following standards apply to the submission of the Substance Problem Code, Route of Administration and Detailed Drug Code fields:

  > *For the primary, secondary and tertiary Substance Problem Code fields, a client record may not have identical drug codes in two fields with identical routes of administration AND identical SINGLE drug codes in the ASSOCIATED Detailed Drug Code fields.*

Example A illustrates an invalid instance of reporting the same "single" drug code in two Detailed Drug Code fields.

Example A: Invalid Duplicated Single Drug in Detailed Drug fields

	Primary	Secondary	Tertiary
Substance Problem Code	13	13	01
Route of Admin	01	01	96
Detailed Drug Code	1301	1301	9996

The client record may include two or more identical substance problem codes if the reported substances are further divided into different specific drug types in the associated Detailed Drug code fields. Example B illustrates valid instances of three unique single drugs in the Detailed Drug Code category:

Example B: Valid Instances of Unique Single Drugs in the detailed drug code fields

	Primary	Secondary	Tertiary
Substance Problem Code	13	13	13
Route of Admin	01	01	01
Detailed Drug Code	1301	1302	1304

The client record may have duplicate instances of drugs defined as multiple in the Detailed Drug Code categories, with identical substance problem and routes of administration codes in the primary, secondary or tertiary fields. Example C illustrates valid instances of reporting duplicate multiple drugs in the Detailed Drug Code category:

Example C: Valid Instances of Duplicate Multiple Drugs

	Primary	Secondary	Tertiary
Substance Problem Code	13	13	01
Route of Admin	01	01	96
Detailed Drug Code	1308	1308	9996

TEDS SUBSTANCE PROBLEM CODES AND DRUG CATEGORIES

Substance Problem Codes (MDS 14) are defined in the following categories:

Single Drugs

01 None
02 Alcohol
03 Cocaine/Crack
04 Marijuana/Hashish
05 Heroin
06 Non-Prescription Methadone
08 PCP
10 **Methamphetamine**

97 Unknown
98 Not Collected

Multiple Drugs

01 None
07 Other Opiates and Synthetics
09 Other Hallucinogens
11 Other Amphetamines
12 Other Stimulants
13 Benzodiazepines
14 Other Non-Benzodiazepine Tranquilizers
15 Barbiturates
16 Other Non-Barbiturate Sedatives or Hypnotics
17 Inhalants
18 Over the Counter
20 Other

DETAILED DRUG CODES (SUDS 1) ARE DEFINED IN THE FOLLOWING CATEGORIES:

[Note: two-digit substance problem code forms the first two digits of its associated detailed drug code]

Single Drugs		Other or Unspecified Drugs	
0201	Alcohol	0706	Other Opiates or Synthetics
0301	Crack	0902	Other Hallucinogens
0302	Other Cocaine	1109	Other Amphetamines
0401	Marijuana/Hashish	1201	Other Stimulants
0501	Heroin	1308	Other Benzodiazepines
0601	Non-Prescription Methadone	1403	Other Tranquilizers
0701	Codeine	1509	Other Barbiturate Sedatives
0702	Propoxyphene (Darvon)	1604	Other Non-Barbiturate Sedatives
0703	Oxycodone (Oxycontin)	1605	Other Sedatives
0704	Meperidine (Demerol)	1701	Aerosols
0705	Hydromorphone (Dilaudid)	1702	Nitrites
0707	Pentazocine (Talwin)	1703	Other Inhalants
0708	Hydrocodone (Vicodin)	1704	Solvents
0709	Tramadol (Ultram)	1705	Anesthetics
0710	Buprenorphine	1809	Other Over-the-Counter
0801	PCP or PCP Combination	2002	Other Drugs
0901	LSD		
1001	Methamphetamine/Speed		
1101	Amphetamine		
1103	Methylenedioxymethamphetamine (MDMA, Ecstasy)	9996	Not Applicable (none)
		9997	Unknown
1202	Methylphenidate (Ritalin)	9998	Not Collected
1301	Alprazolam (Xanax)		
1302	Chlordiazepoxide (Librium)		
1303	Clorazepate (Tranxene)	Not Applicable (9996) - Use this code when the value in MDS 14 (A, B or C) is 01 (None)	
1304	Diazepam (Valium)		
1305	Flurazepam (Dalmane)		
1306	Lorazepam (Ativan)	Unknown (9997) - Use this code if the State collects these data, but for some reason a particular record does not reflect an acceptable value.	
1307	Triazolam (Halcion)		
1309	Flunitrazepam (Rohypnol)		
1310	Clonazepam (Klonopin, Rivotril)		
1401	Meprobamate (Miltown)		
1501	Phenobarbital	Not Collected (9998) - Use this code if the State does not collect these data for submission to TEDS.	
1502	Secobarbital/Amobarbital (Tuinal)		
1503	Secobarbital (Seconal)		
1601	Ethchlorvynol (Placidyl)		
1602	Glutethimide (Doriden)		
1603	Methaqualone		
1801	Diphenhydramine		

2001	Diphenylhydantoin /Phenytoin (Dilantin)	
2003	GHB/GBL (gamma-hydroxybutyrate, gamma-butyrolactone)	
2004	Ketamine (Special K)	

.

Guidelines for Coding Miscellaneous Substances:

Substance	**Code**
Ephedrine	1809
Dextromethorphan (DXM)	1809
Carisoprodol (Soma)	2002
Butorphanol (Stadol)	0706
Other Narcotic Analgesics	0706
Morphine Sulfate (MSContin)	0706

Other fields: **MDS 14 (a, b, c): Substance Problem Code, Primary, Secondary, Tertiary**—If the code in the Detailed Drug Code field is not a valid subset of the corresponding code in MDS 14 (a, b, c), the current field (SuDS 1) is set to **Invalid** (9999). For example, if MDS 14 (a) contains the value 03 (Cocaine, Crack), the Detailed Drug Code in the Primary instance field must contain the value 0301 (Crack) or 0302 (Other Cocaine) or the field will be set to Invalid.

Field Length 4

ASCII Format Information

Field: 31
Data Type: Numeric
Begin Column: 97
End Column: 100

DETAILED DRUG CODE, SECONDARY SUDS 2

Description: This field identifies in greater detail the drug problem recorded IN THE Minimum Data Set item 'Substance Problem Code, Secondary'.

Valid entries: From the Detailed Drug Code Table. See SuDS 1 for the codes.

If the field is not blank and the value is not in this table, the field is set to **Invalid** (9999).

Guidelines: See Detailed drug codes, primary - SuDS 1

Other fields: **MDS 14 (b): Substance Problem Code, Secondary**—If the code in the current field SuDS 2 is not a valid subcategory of the code in MDS 14 (b), the current field is set to **Invalid** (9999). For example, if MDS 14 (b) contains the value 03 (Cocaine, Crack), the Detailed Drug Code in the Secondary instance field must contain the value 0301 (Crack) or 0302 (Other Cocaine) or the field will be set to Invalid.

MDS 14 (b): Substance Problem Code, Secondary - If the code in MDS 14(B) is 01 None, the SECONDARY Detailed Drug Code should be 9996 **Not Applicable**

Field Length 4

ASCII Format Information

Field:	32
Data Type:	Numeric
Begin Column:	101
End Column:	104

DETAILED DRUG CODE, TERTIARY SUDS 3

Description: This field identifies in greater detail the drug problem recorded IN THE Minimum Data Set item 'Substance Problem Code, Tertiary'.

Valid entries: See SuDS 1 for the valid code entries.

If the field is not blank and the value is not in this table, the field is set to **Invalid** (9999).

Guidelines: See Detailed drug codes, primary - SuDS 1

Other fields: **MDS 14 (c): Substance Problem Code, Tertiary**—If the code in the current field (SuDS 3) is not a valid subcategory of the code in MDS 14 (c), the current field is set to **Invalid** (9999). For example, if MDS 14 (c) contains the value 03 (Cocaine, Crack), the Detailed Drug Code in the Tertiary instance field must contain the value 0301 (Crack) or 0302 (Other Cocaine) or the field will be set to Invalid.

MDS 14 (c): Substance Problem Code, Tertiary - If the code in MDS 14(C) is 01 None, the TERTIARY DETAILED Drug Code should be 9996 **Not Applicable**

Field Length 4

ASCII Format Information

Field:	33
Data Type:	Numeric
Begin Column:	105
End Column:	108

DSM DIAGNOSIS SUDS 4

Description: The diagnosis of the substance abuse problem from the American Psychiatric Association's *Diagnostic and Statistical Manual of Mental Disorders*. DSM IV is preferred, but use of the third edition, or ICD codes is permissible. If the DSM IV is not used, the State must specify the coding system in State crosswalk.

Guidelines: Valid entries generally will have 3 characters and a decimal point followed by 1 or 2 characters. If a valid code has fewer than 5 characters and a decimal, the code should be left justified so that all remaining characters on the right are blank. While a three-character code with no decimal or following digits will be accepted, virtually all substance abuse diagnosis codes have at least one digit to the right of the decimal. States should strive to obtain complete coding with sufficient digits to accurately code the diagnosis.

Valid entries**: (XXX.xx) (XXX.x-) (XXX . - -) (XXX - - -) where – represents a blank.**

999.97 Unknown
999.98 Not collected

Unknown (999.97) Use this code if the State collects these data, but for some reason a particular record does not reflect an acceptable value.

Not Collected (999.98) Use this code if the State does not collect these data for submission to TEDS.

Other fields: None.

Field Length 6

ASCII Format Information

Field:	34
Data Type:	Alphanumeric
Begin Column:	109
End Column:	114

PSYCHIATRIC PROBLEM IN ADDITION TO ALCOHOL OR DRUG PROBLEM — SUDS 5

Description: Indicates whether the client has a psychiatric problem in addition to his or her alcohol or drug use problem.

Valid entries: **1 Yes**
2 No

7 Unknown
8 Not Collected

Unknown (7) Use this code if the State collects these data, but for some reason a particular record does not reflect an acceptable value.

Not Collected (8) Use this code if the State does not collect these data for submission to TEDS.

Any other entry sets the field to **Invalid** (9).

Other fields: None

Field Length 1

ASCII Format Information

Field:	35
Data Type:	Numeric
Begin Column:	115
End Column:	115

PREGNANT AT TIME OF ADMISSION SUDS 6

Description: Specifies whether the client was pregnant at the time of admission

Valid entries:
1 Yes
2 No

6 Not Applicable
7 Unknown
8 Not Collected

Not Applicable (6) Use this code for Male Clients.

Unknown (7) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (8) Use this code if the State does not collect these data for submission to TEDS.

Any other entry sets the field to **Invalid** (9).

Other fields: **MDS 9: Sex**—If the value of the current field is 1 (Yes) and the value in MDS 9 is not "2" (Female), this field is set to 6 (Not applicable).

Field Length 1

ASCII Format Information

Field:	36
Data Type:	Numeric
Begin Column:	116
End Column:	116

VETERAN STATUS SUDS 7

Description: Specifies whether the client has served in the uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service Commissioned Corps, Coast and Geodetic Survey, etc).

Guidelines: A Veteran is a person 16 years or over who has served (even for a short time), but is not now serving, on active duty in the US Army, Navy Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the US Public Health Service or National Oceanic and Atmospheric Administration, or who served as a Merchant Marine seaman during World War II. Persons who served in the National Guard or Military Reserves are classified as veterans only if they were ever called or ordered to active duty, not counting the 4-6 months for initial training or yearly summer camps.

Valid entries:

1 Yes
2 No

7 Unknown
8 Not Collected

Unknown (7) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (8) Use this code if the State does not collect these data for submission to TEDS.

Any other entry sets the field to **Invalid** (9).

Other fields: None.

Field Length 1

ASCII Format Information

Field:	37
Data Type:	Numeric
Begin Column:	117
End Column:	117

LIVING ARRANGEMENTS SUDS 8

Description: Specifies whether the client is homeless, living with parents, living in a supervised setting, or living independently on his or her own.

Valid entries:

01 Homeless—Clients with no fixed address; includes shelters.

02 **Dependent living—** Clients living in a supervised setting such as a residential institution, halfway house or group home, and children (under age 18) living with parents, relatives, or guardians or in foster care.

03 **Independent Living –** Clients living alone or with others without supervision. Includes adult children (age 18 or over) living with parents.

97 Unknown

98 Not Collected

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS. This code is also used if the State collects only a subset of the categories in the list above.

Any other entry sets the field to **Invalid** (99).

Guidelines: States are encouraged to collect and report data for all categories in the list of valid entries shown above. Collecting and reporting a subset of the categories is also acceptable. If the State collects only a subset of the categories, clients not fitting the collected subset must be coded as 98 (Not Collected). For example, if the State collects only "homeless", all other categories of client living arrangements must be coded as 98**.**

Other fields: None.

Field Length 2

ASCII Format Information

Field:	38
Data Type:	Numeric
Begin Column:	118
End Column:	119

SOURCE OF INCOME/SUPPORT SUDS 9

Description: Identifies the client's principal source of financial support. For children under 18, this field indicates the parent's primary source of income/support.

Valid entries:
01 Wages/Salary
02 Public Assistance
03 Retirement/Pension
04 Disability
20 Other
21 None

97 Unknown
98 Not Collected

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS. Not Collected is also used when the State collects only a subset of the categories in the list above.

Guidelines:

States are encouraged to collect and report data for all categories in the list of valid entries shown above. Collecting and reporting a subset of the categories is also acceptable. If the State collects only a subset of the categories, clients not fitting the collected subset must be coded as 98 (Not Collected). For example, if the State collects only "Public Assistance", all other categories of Sources of Income/support must be coded as 98**.**

Other fields: None.

Field Length 2

ASCII Format Information

Field:	39
Data Type:	Numeric
Begin Column:	120
End Column:	121

HEALTH INSURANCE SUDS 10

Description: Specifies the client's health insurance (if any). The insurance may or may not cover alcohol or drug treatment.

Valid entries:

01 Private Insurance (other than Blue Cross/Blue Shield or an HMO)
02 Blue Cross/Blue Shield
03 Medicare
04 Medicaid
06 Health Maintenance Organization (HMO)
20 Other (e.g., TRICARE, CHAMPUS)
21 None

97 Unknown
98 Not Collected

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value. Unknown is also used if the State collects Medicare and Medicaid as one entry.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS. Not Collected is also used when the State collects only a subset of the categories in the list above.

Any other entry sets the field to **Invalid** (99).

Guidelines: States are encouraged to collect and report data for all categories in the list of valid entries shown above; collecting and reporting a subset of the categories is also acceptable. If the State collects only a subset of the categories, clients not fitting the collected subset must be coded as 98 (Not Collected). For example, if the State collects only “Medicare” and “Medicaid," all other categories of Health Insurance must be coded as 98**.**

If a State collects Medicare and Medicaid as one category, clients with that health insurance should be coded **Unknown** 97.

Other fields: None.
Field Length 2
ASCII Format Information

Field:	40
Data Type:	Numeric
Begin Column:	122
End Column:	123

EXPECTED/ACTUAL PRIMARY SOURCE OF PAYMENT SUDS 11

Description: Identifies the primary source of payment for this Treatment Episode.

Valid entries:
01 Self-Pay
02 Blue Cross/Blue Shield
03 Medicare
04 Medicaid
05 Other Government Payments
06 Worker's Compensation
07 Other Health Insurance Companies
08 No Charge (free, charity, special research or teaching)
09 Other

97 Unknown
98 Not Collected

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS. Not Collected is also used when the State collects only a subset of the categories in the list above.

Any other entry sets the field to **Invalid** (99).

Guidelines: States are encouraged to collect and report data for all categories in the list of valid entries shown above; collecting and reporting a subset of the categories is also acceptable. If the State collects only a subset of the categories, clients not fitting the collected subset must be coded as 98 (Not Collected). For example, if the State collects only “Medicare” and “Medicaid," all other categories of Expected/Actual Primary Source Of Payment must be coded as 98**.** If a State collects Medicare and Medicaid as one category, clients with that Expected Primary Source of Payment should be coded Unknown 97. States operating under a split payment fee arrangement between multiple payment sources are to default to the payment source with the largest percentage. When the payment percentages are equal, the State can select either source.

Other fields: None.
Field Length 2
ASCII Format Information

Field:	41
Data Type:	Numeric
Begin Column:	124
End Column:	125

DETAILED NOT IN LABOR FORCE SUDS 12

Description: This field gives more detailed information about those clients who are coded as "not in the labor force" in MDS 13, Employment Status.

Valid entries:
01 Homemaker
02 Student
03 Retired
04 Disabled
05 Inmate of Institution (E.g. Prison, long-term hospital, etc.)
06 Other

96 Not Applicable
97 Unknown
98 Not Collected

Not Applicable (96) Use this code if Employment Status (MDS 13) is coded 01, 02, 03, or 97.

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

Any other entry sets the field to **Invalid** (99).

Guidelines: This field is to be used only when Employment Status (MDS 13) is coded 04 "Not in Labor Force." For any other Employment Status code (codes 01, 02, 03 and 97), this field should be coded 96 (Not Applicable). States are encouraged to collect and report data for all categories in the list of valid entries shown above, but collecting and reporting a subset of the categories is also acceptable. If the State collects only a subset of the categories, not-in-labor-force clients not fitting the collected subset must be coded as 97 (Unknown). For example, if the State collects only "Disabled" and "Inmate of Institution", all other records with Employment Status code of 04 must be coded as 97**.**

Field Length 2

ASCII Format Information

Field:	42
Data Type:	Numeric
Begin Column:	126
End Column:	127

DETAILED CRIMINAL JUSTICE REFERRAL SUDS 13

Description: This field gives more detailed information about those clients who are coded as "Criminal justice referral" in MDS 7, Principal Source of Referral.

Valid entries:
01 State/Federal Court
02 Other Court (not State or federal)
03 Probation/Parole
04 Other Recognized Legal Entity (E.G. local law enforcement agency, corrections agency, youth services, review board/agency)
05 Diversionary Program (e.g., TASC)
06 Prison
07 DUI/DWI
08 Other

96 Not Applicable
97 Unknown
98 Not Collected

Not Applicable (96) Use this code if Principal Source of Referral (MDS 7) is coded 01 through 06 or 97.

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

Any other entry sets the field to **Invalid** (99).

Guidelines: This field is to be used only when Principal Source of Referral (MDS 7) is coded 07 “Criminal Justice Referral." For all other Principal Source of Referral codes (01 through 06 and 97), this field should be coded 96 (Not Applicable).

States are encouraged to collect and report data for all categories in the list of valid entries shown above, but collecting and reporting a subset of the categories is also acceptable. If the State collects only a subset of the categories, clients not fitting the collected subset must be coded as 97 (Unknown). For example, if the State collects only “DUI/DWI”, all other records with Principal Source of Referral of 07 must coded as 97**.**

Field Length 2

ASCII Format Information

Field:	43
Data Type:	Numeric
Begin Column:	128
End Column:	129

MARITAL STATUS SUDS 14

Description: Describes the client's marital status. The following categories are compatible with the U.S. Census.

Valid entries:
- **01 Never Married—**Includes clients whose *only* marriage was annulled.
- **02 Now Married—**Includes those living together as married.
- **03 Separated—**Includes those separated legally or otherwise absent from spouse because of marital discord.
- **04 Divorced**
- **05 Widowed**

- **97 Unknown**
- **98 Not Collected**

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

Any other entry sets the field to **Invalid** (99).

Other fields: None.

Field Length 2

ASCII Format Information

Field:	44
Data Type:	Numeric
Begin Column:	130
End Column:	131

DAYS WAITING TO ENTER TREATMENT SUDS 15

Description: Indicates the number of days from the first contact or request for service until the client was admitted and the first clinical service was provided.

Valid entries: 000-996 **Number of days waiting** (ex. 1 day = 001, 10 days = 010)
997 **Unknown**
998 **Not Collected**

Unknown (997) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (998) Use this code if the State does not collect these data for submission to TEDS.

Any other entry sets the field to **Invalid** (999).

Guidelines:

This item is intended to capture the number of days the client must wait to begin treatment because of program capacity, treatment availability, admissions requirements, or other program requirements. It should not include time delays caused by client unavailability or client failure to meet any requirement or obligation.

Other fields: None.

Field Length 3

ASCII Format Information

Field:	45
Data Type:	Numeric
Begin Column:	132
End Column:	134

NUMBER OF ARRESTS IN 30 DAYS PRIOR TO ADMISSION SUDS 16

Description: The number of arrests in the 30 days preceding the date of admission to treatment services.

Valid entries: 00-96 **Number of arrests**
97 **Unknown**
98 **Not Collected**

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.

Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.

Any other entry sets the field to **Invalid** (99).

Guidelines:

This item is intended to capture the number of times the client was arrested for any cause during the 30 days preceding the date of admission to treatment. Any formal arrest is to be counted regardless of whether incarceration or conviction resulted and regardless of the status of the arrest proceedings at the time of admission.

Other fields: None.

Field Length 2

ASCII Format Information

Field:	46
Data Type:	Numeric
Begin Column:	135
End Column:	136

FREQUENCY OF ATTENDANCE AT SELF-HELP PROGRAMS (e.g., AA, NA, etc.) IN 30 DAYS PRIOR TO ADMISSION — SUDS 17

Description: The number of times the client has attended a self-help program in the 30 days preceding the date of admission to treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence.

Valid entries:
01 **No attendance in the past month**
02 **1-3 times in past month** (less than once per week)
03 **4-7 times in past month** (about once per week)
04 **8-15 times in past month** (2 or 3 times per week)
05 **16-30 times in past month** (4 or more times per week)
06 **Some attendance in past month, but frequency unknown**

97 **Unknown**
98 **Not Collected**

Unknown (97) Use this code if the State collects these data, but for some reason this record does not reflect an acceptable value.
Not Collected (98) Use this code if the State does not collect these data for submission to TEDS.
Any other entry sets the field to **Invalid** (99) during processing.

Guidelines:

Use **Code 06** (frequency unknown) only if it is known that the client attended a self-help program during the month prior to admission, but there is insufficient information to record one of the specific frequency categories. Use **Code 97** (unknown) when it is not known whether the client attended a self-help program during the month prior to admission.

Use number of times attended self-help programs, not number of days, i.e., if a client attends self-help programs multiple times per day, let the number of times rather than the approximate times per week determine the response category. If the number exceeds 30 times in the prior 30 days, use the response category 16-30 times.

Other fields: None.
Field Length 2
ASCII Format Information

Field:	47
Data Type:	Numeric
Begin Column:	137
End Column:	138

APPENDIX C

SAMPLE STATE CROSSWALK

Status : FN

Substance Abuse and Mental Health Services Administration
Office of Applied Studies

Media ID : DMHSASCDC
Start Date : 01-JAN-90
End Date :
Follow-up :

State's Treatment Episode Data Set
Version : 1

K = Key Field

System Data Set

State name

Item No.	K	Treatment Episode Data Set	Item	Value	State System Data
SDS 1		**System Transaction Type**	**-**	**System Transaction Type Added To Each Record**	
SDS 2	**K**	**State Code**	**ST**	**FIPS Code Added To Each Record**	
SDS 3		**Reporting Date**	**-**	**Month and Year of Submission Added to Each Record**	

State's Treatment Episode Data Set
Version : 1

K = Key Field

Minimum Data Set

State Name

Item No.	Treatment Episode Data Set	Item	Value	State System Data
K MDS 1	**Provider ID**	**1**	**Provider ID-**	
K MDS 2	**Client ID**	**2**	**Client ID**	
K MDS 3	**Co-Dependent/Collateral at Admission**	**4**	**Reason For Contact**	
2	No		1	Information/Referral
1	Yes		2	Counseling/Significant Other
2	No		3	Crisis Intervention
2	No		4	Counseling/Self
2	No		5	Evaluation
2	No		6	Other
K MDS 4	**Client Transaction Type**	**-**	**Transaction Type**	
A	Initial Admission		03	Admission
T	Transfer/Change in Service		05	Program Code
K MDS 5	**Date of Admission**	**1A**	**Transaction Date**	
MDS 6	**Number of Prior Treatments**	**7**	**-**	
1	1		1	1
2	2		2	2
3	3		3	3
4	4		4	4
5	Or More		5	5+
0	0		NON	NONE

State's Treatment Episode Data Set
Version : 1

K = Key Field **Minimum Data Set** *State name*

Item No.	Treatment Episode Data Set	Item	Value	State System Data
MDS 7	**Principal Source of Referral**	**10**	**Primary Referral**	
01	Individual (self)		01	Self
01	Individual (self)		02	Significant Other
04	School (education)		03	School
06	Other Community Referral		04	Church/Clergy
06	Other Community Referral		05	Group Home
05	Employer/EAP		06	Employer, Union
03	Other Health Care Provider		07	Private Psychiatric Hospital
03	Other Health Care Provider		08	Non-Psychiatric Hospital
03	Other Health Care Provider		09	VA Hospital
03	Other Health Care Provider		10	Indian Health Service
03	Other Health Care Provider		11	Department of Mental Health
07	Court/Criminal Justice/DUI/DWI		12	Department of Corrections
03	Other Health Care Provider		13	Department of Mental Health Hospital
06	Other Community Referral		14	Department of Human Services
03	Other Health Care Provider		15	Mental Health Care/Satellites
06	Other Community Referral		16	Community Agencies
03	Other Health Care Provider		17	Residential Care Home
03	Other Health Care Provider		18	Nursing Home
02	Alcohol/Drug Abuse Provider		19	Alcohol/Drug Program
06	Other Community Referral		20	Domestic Violence Facility
03	Other Health Care Provider		21	Private Psychiatrist/Mental Health Care Professional/General Physician
06	Other Community Referral		22	Social Security
06	Other Community Referral		23	Attorney/Legal Aid
07	Court/Criminal Justice/DUI/DWI		24	Court/Probation/Parole
07	Court/Criminal Justice/DUI/DWI		25	Law Enforcement
06	Other Community Referral		26	Reachout Hotline/Advertising
06	Other Community Referral		29	Crisis Stabilization Facility
06	Other Community Referral		30	Shelter For Homeless
MDS 8	**Date of Birth**	**-**	**3**	**DOB**

State's Treatment Episode Data Set
Version : 1

K = Key Field

Minimum Data Set

State name

Item No.	Treatment Episode Data Set	Item	Value	State System Data
MDS 9	**Sex**	**5**	**Sex**	
2	Female		F	Female
1	Male		M	Male
MDS 10	**Race**	**9**	**Client Race/Ethnicity**	
05	White		1	White
04	Black		2	Black
02	American Indian		3	American Indian/Alaskan Native
13	Asian		4	Asian
03	Asian or Pacific Islander			
23	Native Hawaiians or Other Pacific Islanders			
MDS 11	**Ethnicity**	**6**	**Ethnicity**	
98	Not Collected		98	Not Collected
04	Other Hispanic		A	Hispanic
05	Not of Hispanic Origin		B	Non-Hispanic
MDS 12	**Education**	**8**	**Years of Education**	
MDS 13	**Employment Status**	**11**	**Employment**	
01	Full Time		1	Full Time
02	Part Time		2	Part Time
03	Unemployed		3	Unemployed
04	Not in Labor Force		4	Retired

State's Treatment Episode Data Set
Version : 1

K = Key Field **Minimum Data Set** *State name*

Item No.	Treatment Episode Data Set	Item	Value	State System Data
MDS 14	**Substance Problem Codes**	**12**	**Drugs Of Choice**	
01	None		01	None
02	Alcohol		02	Alcohol
05	Heroin		03	Heroin
06	Non-Prescription Methadone		04	Non-Rx Methadone
07	Other Opiates and Synthetics		05	Other Opiates and Synthetics
15	Barbiturates		06	Barbiturates
16	Other Sedatives or Hypnotics		07	Other Sedatives and Hypnotics
11	Other Amphetamines		08	Other Amphetamines
03	Cocaine, Crack		09	Cocaine
04	Marijuana, Hashish, THC		10	Marijuana/Hashish
09	Other Hallucinogens		11	Other Hallucinogens
17	Inhalants		12	Inhalants
18	Over-the-Counter		13	Over The Counter
14	Other Tranquilizers		14	Other Tranquilizers
08	PCP		15	PCP
20	Other		16	Other
97	Unknown		17	Unknown
10	Methamphetamines		18	Methamphetamines
13	Benzodiazepines		19	Benzodiazepines
12	Other Stimulants		20	Other Stimulants
MDS 15	**Usual Route of Administration**	**-**	**Usual Route of Administration**	
01	Oral		1	Oral
02	Smoking		2	Smoking
20	Other		20	Other
03	Inhalation		3	Inhalation
04	Injection (IV or intramuscular)		4	Injection (IV or Intramuscular)

State's Treatment Episode Data Set
Version : 1

K = Key Field

Minimum Data Set

State name

Item No.	Treatment Episode Data Set	Item	Value	State System Data
MDS 16	**Frequency of Use**	**14**	**Frequency of Use**	
01	No past month use		1	No Past Month Use
02	1-3 times in past month		2	1-3 Times In Past Month
03	1-2 times per week		3	1-2 Times Per Week
04	3-6 times per week		4	3-6 Times Per Week
05	Daily		5	Daily
MDS 17	**Age of First Use or Alcohol Intoxication**	**15**	**Age At First Use/Intoxication**	
K MDS 18	**Services**	**20**	**Services Sheet**	
03	Hospital (other than detox)		001A	Inpatient
01	Hospital Inpatient		001B	Medical Dextofication
03	Hospital (other than detox)		001C	Acute Medical Care
04	Short-term, <=30 days		002A	Residential Substance Abuse Treatment
02	Free-standing Residential		002B	Medically Supervised Detoxification
04	Short-term, <=30 days		002C	Non Medical Detoxification (Social Detox)
04	Short-term, <=30 days		002D	Adolescent Group Home
04	Short-term, <=30 days		002E	Residential Treatment- Acute
05	Long-term, >30 days		002F	Residential Treatment - Long Term
05	Long-term, >30 days		003B	Half-Way House
05	Long-term, >30 days		003C	Independent Living
06	Intensive Outpatient		004C	Day School - 6 Hours
07	Outpatient		130	Individual/Counseling/Therapy
07	Outpatient		131	Group Counseling/Therapy
07	Outpatient		430	Day Treatment (3 Hours At Least 2 Days Per Week)
07	Outpatient		431	Psycho-Social Treatment

State's Treatment Episode Data Set
Version : 1

K = Key Field

Minimum Data Set

State name

Item No.	Treatment Episode Data Set	Item Value	State System Data
MDS 19	**Use of Methadone Planned as Part of Treatment**	**Agency Code**	
1	Yes	1	Yes
2	No	2	No

State's Treatment Episode Data Set
Version : 1

K = Key Field

Supplemental Data Set

State name

Item No.	Treatment Episode Data Set	Item	Value	State System Data
SuDS 1	**Detail Drug Code, Primary**	**-**	**Not Collected**	
SuDS 2	**Detail Drug Code, Secondary**	**-**	**Not Collected**	
SuDS 3	**Detail Drug Code, Tertiary**	**-**	**Not Collected**	
SuDS 4	**Substance Abuse Diagnosis Based on DSM III-R Criteria**	**21**	**DSM IV Diagnosis**	
SuDS 5	**Psychiatric Problem in Addition to Alcohol or Drug Problem**	**22, 23**	**DSM IV Diagnosis Secondary or Tertiary**	
SuDS 6	**Pregnant at Time of Admission**	**-**	**Alert Information**	
1	Yes		-	Pregnancy (Box Checked)
2	No		-	Pregnancy (Box Not Checked)
SuDS 7	**Veteran Status**	**18**	**Military Status**	
2	No		1	Never Served
2	No		2	Active
2	No		3	Reserves
1	Yes		4	Veteran
1	Yes		5	Retired/Disabled
SuDS 8	**Living Arrangements**	**17**	**Current Residence**	
03	Independent Living		1	Private Residence
01	Homeless		2	No Home
02	Dependent Living		3	Residential Care Home
02	Dependent Living		4	Institution

State's Treatment Episode Data Set
Version : 1

K = Key Field

Supplemental Data Set

State name

Item No.	Treatment Episode Data Set	Item	Value	State System Data
SuDS 9	**Primary Source of Income or Support**	**-**	**Not Collected**	
SuDS 10	**Health Insurance**	**-**	**Not Collected**	
SuDS 11	**Expected Primary Source of Payment for This Treatment Episode**	**17**	**Expected Source Of Payment**	
08	No Charge	0	None (Charity)	
01	Self-Pay	1	Self Pay	
07	Other Health Insurance Companies	2	Private Health Insurance	
07	Other Health Insurance Companies	3	Health Maint Organization (HMO) Employers Assistance Program (EAP)	
03	Medicare	4	Medicare	
04	Medicaid	5	Medicaid	
07	Other Health Insurance Companies	6	VA	
05	Other Government Payments	7	CHAMPUS	
06	Worker's Compensation	8	Worker's Compensation	
05	Other Government Payments	9	Other Public Resources	
SuDS 12	**Detailed Not in Labor Force**	**-**	**Not Collected**	
SuDS 13	**Detailed Criminal Justice Referral Categories**	**-**	**Not Collected**	
SuDS 14	**Marital Status**	**25**	**Marital Status**	
01	Never Married	1	Not Married	
02	Now Married or Cohabitating	2	Married	
04	Divorced	3	Divorced	
05	Widowed	4	Widowed	
02	Now Married or Cohabitating	5	Living As Married	
03	Separated (legally or otherwise	6	Separated	

State's Treatment Episode Data Set
Version : 1

K = Key Field

Supplemental Data Set

State name

Item No.	Treatment Episode Data Set	Item Value	State System Data
SuDS 15	**Time Waiting to Enter Treatment -**	**Not Collected**	

State's Treatment Episode Data Set
Version : 1

K = Key Field

Discharge Data Set

State name

Item No.	Treatment Episode Data Set	Item	Value	State System Data
D 104	**Provider ID at Discharge**	**1**	**Provider ID at Discharge**	
D 105	**Client Identifer**	**2**	**Client ID at Discharge**	
D 106	**Co-Dependent/Collateral At Discharge**	**-**	**Presenting Problem**	
1	Yes		740,744	Presenting Problem Code Present
2	No		740,744	Presenting Problem Code Absent

State's Treatment Episode Data Set
Version : 1

K = Key Field **Discharge Data Set** *State name*

Item No.	Treatment Episode Data Set	Item	Value	State System Data
D 109	**Service at Discharge**	**5**	**Services**	
03	Hospital (Other than Detox)		001A	Inpatient
01	Hospital Inpatient		001B	Medical Dextofication
03	Hospital (Other than Detox)		001C	Acute Medical Care
04	Short-Term, <=30 days		002A	Residential Substance Abuse Treatment
02	Free-Standing Residential		002B	Medically Supervised Detoxification
04	Short-Term, <=30 days		002C	Non Medical Detoxification (Social Detox)
04	Short-Term, <=30 days		002D	Adolescent Group Home
04	Short-Term, <=30 days		002E	Residential Treatment- Acute
05	Long-Term, >30 days		002F	Residential Treatment - Long Term
04	Short-Term, <=30 days		002G	Residential Treatment - Adolscents
04	Short-Term, <=30 days		002H	Residential Treatment - womenw/dep children
05	Long-Term, >30 days		003B	Half-Way House
05	Long-Term, >30 days		003C	Independent Living
05	Long-Term, >30 days		003J	Sponsored Housing Program
05	Long-Term, >30 days		003K	Residentail Care
04	Short-Term, <=30 days		003N	Serv. to dep. child of SA in residential tx
05	Long-Term, >30 days		003Y	1/2way house services for -adolscents
05	Long-Term, >30 days		004C	Day School - 6 Hours
07	Outpatient		121	outpat crisis intervention - face to face
07	Outpatient		123	Mobile Crisis Service
07	Outpatient		130	Individual/Counseling/Therapy
07	Outpatient		131	Group Counseling/Therapy
07	Outpatient		202	Socialization
07	Outpatient		203	Client Education
07	Outpatient		207	Home-bases services
07	Outpatient		211	SA Dx/Probelm related Education
07	Outpatient		213	Intensive case management
07	Outpatient		215	Rehab Services
07	Outpatient		223	Other adjunctive services
07	Outpatient		304	Pharmacological management
07	Outpatient		305	Medical Review

State's Treatment Episode Data Set
Version : 1

K = Key Field

Discharge Data Set

State name

Item No.	Treatment Episode Data Set	Item	Value	State System Data
D 109	**Service at Discharge**	**5**	**Services**	
07	Outpatient		430	Day Treatment (3 Hours At Least 2 Days Per Week)
07	Outpatient		431	Psycho-Social Treatment
06	Intensive Outpatient		432	Intensive outpatient
D 146	**Date of Last Contact**	**3**	**Date of Discharge**	
D 147	**Date of Discharge**	**3**	**Date of Discharge**	
D 149	**Reason for Discharge**	**7**	**Reason for Discharge**	
04	Transferred to Another Substance Abuse Treatment Program or Facility		05	Program Type Change
01	Treatment Complete		06	Discharge/Planned
07	Other		07	Discharge/other
07	Other		08	Discharge/Absent without leave
06	Death		09	Discharge/Death
03	Terminated by Facility		14	Discharge/No Contact 90 Days

APPENDIX D

TECHNICAL PREPARATION REQUIREMENTS

APPENDIX D - TECHNICAL PREPARATION REQUIREMENTS

1. Data file submission protocol

States are encouraged to use the State TEDS Submission System (STSS) to submit all data when feasible. The STSS internet address is https://dasis9.samhsa.gov/StateTEDS. User ID and passwords are available from Synectics and the most current STSS User Manual is available online at http://wwwdasis.samhsa.gov/dasis2/stss_user_guide.pdf.

When the STSS is not used for data submission, the data must be submitted on a PC diskette, CD-R, or transmitted electronically by FTP, or via the Internet as an email attachment. Each data file must be accompanied by the TEDS Data Submission Form provided on the last page of this Appendix. For electronic transmissions, the relevant information from the TEDS Data Submission Form may be provided over the telephone, or by email or fax prior to the transmission. Passwords for password-protected files should be transmitted to the TEDS contractor (Synectics) independent of the data transmission.

2. Data file format

Data files must be submitted as an **ASCII Flat File.**

3. Data transmission specifications

The following provides more detail for data submissions to TEDS:

PC Diskette - Formatted personal computer diskette

File format	ASCII flat file
DOS Format version	3.0 or higher
Size	3.5 inch
Density	Double or High
Note: If data file is too large for a single disk, use the compression utility program PKZip.	

Electronic Transmission - Data transmission via modem

File Format	ASCII flat file
BPS	28800, 14400, 9600
Parity	None
Data Bits	8
Stop Bits	1
Communication Protocol	ZMODEM, YMODEM, KERMIT
Note: For electronic transmission, contact TEDS Contractor to arrange transmission.	

CD - Compact Disk	
CD type	CD-R, (CD-RW not recommended)
File format	ASCII flat file

Internet Transmission - File transmission as email attachment

File format	ASCII flat file
Note: File must be password protected and may be encrypted. Before sending an encrypted file, contact the TEDS contractor for information on acceptable encryption software. File may be compressed using the PKZip compression utility program.	

4. Data file specifications

4.1. ASCII Flat File Format

ASCII flat files have each record represented by a single line terminated by an end-of-line indicator. The standard ASCII end-of-line indicator is a carriage return, line feed. An end-of-line marker is optional. Other specifications are:

Record	A single line terminated by an end-of-line indicator with each field in a specified column
Field	Fixed length in columns shown below
Alphanumeric Fields	Left-justified and filled with blank spaces
Numeric Fields	Right-justified and filled with zeros.

The following are the field specifications for ASCII Admission files:

K= Key field

Field	Item No.	Description	Data Type	Len.	Begin Col.	End Col.
1	SDS 1	System Transaction Type	Alphanumeric	1	1	1
2 (K)	**SDS 2**	**State Code**	**Alphanumeric**	**2**	**2**	**3**
3	SDS 3	Reporting Date MMYYYY	Numeric	6	4	9
4 (K)	**MDS 1**	**Provider Identifier**	**Alphanumeric**	**15**	**10**	**24**
5 (K)	**MDS 2**	**Client Identifier**	**Alphanumeric**	**15**	**25**	**39**

Field	Item No.	Description	Data Type	Len.	Begin Col.	End Col.
6 (K)	**MDS 3**	**Co-Dependent/Collateral**	**Numeric**	**1**	**40**	**40**
7 (K)	**MDS 4**	**Client Transaction Type**	**Alphanumeric**	**1**	**41**	**41**
8 (K)	**MDS 5**	**Date Of Admission: MMDDYYYY**	**Numeric**	**8**	**42**	**49**
9 (K)	**MDS 18**	**Type Of Services**	**Numeric**	**2**	**50**	**51**
10	MDS 6	Number Of Prior Treatment Episodes	Numeric	1	52	52
11	MDS 7	Principal Source Of Referral	Numeric	2	53	54
12	MDS 8	Date Of Birth MMDDYYYY	Numeric	8	55	62
13	MDS 9	Sex	Numeric	1	63	63
14	MDS 10	Race	Numeric	2	64	65
15	MDS 11	Ethnicity	Numeric	2	66	67
16	MDS 12	Education	Numeric	2	68	69
17	MDS 13	Employment Status	Numeric	2	70	71
18	MDS 14A	Substance Problem Code, Primary	Numeric	2	72	73
19	MDS 15A	Usual Route Of Administration, Primary	Numeric	2	74	75
20	MDS 16A	Frequency Of Use, Primary	Numeric	2	76	77
21	MDS 17A	Age Of First Use, Primary	Numeric	2	78	79
22	MDS 14B	Substance Problem Code, Secondary	Numeric	2	80	81
23	MDS 15B	Usual Route Of Administration, Secondary	Numeric	2	82	83
24	MDS 16B	Frequency Of Use, Secondary	Numeric	2	84	85
25	MDS 17B	Age Of First Use, Secondary	Numeric	2	86	87
26	MDS 14C	Substance Problem Code, Tertiary	Numeric	2	88	89
27	MDS 15C	Usual Route Of Administration, Tertiary	Numeric	2	90	91
28	MDS 16C	Frequency Of Use, Tertiary	Numeric	2	92	93
29	MDS 17C	Age Of First Use, Tertiary	Numeric	2	94	95
30	MDS 19	Medication-assisted Opioid Therapy (Planned or Actual)	Numeric	1	96	96
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	DSM Diagnosis	Alphanumeric	6	109	114
35	SuDS 5	Psychiatric Problem In Addition To Alcohol Or Drug Problem	Numeric	1	115	115
36	SuDS 6	Pregnant At Time Of Admission	Numeric	1	116	116
37	SuDS 7	Veteran Status	Numeric	1	117	117
38	SuDS 8	Living Arrangements	Numeric	2	118	119

Field	Item No.	Description	Data Type	Len.	Begin Col.	End Col.
39	SuDS 9	Source Of Income/Support	Numeric	2	120	121
40	SuDS 10	Health Insurance	Numeric	2	122	123
41	SuDS 11	Expected/ Actual Primary Source Of Payment	Numeric	2	124	125
42	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 Treatment	Numeric	3	132	134
46	SuDS 16	Number of Arrests in 30 days prior to admission	Numeric	2	135	136
47	SuDS 17	Frequency of attendance at self-help programs in the 30 days prior to admission	Numeric	2	137	138

All states should begin submitting SuDS 16 and SuDS 17 as soon as practicable. Also, all State should begin submitting, as soon as practicable, their admissions data with a file format that includes all columns through column 138. If *Frequency of attendance at self-help programs* or any other variable is not yet collected by the State, its field should be coded as “not collected” (98 for the self-help variable).

TEDS Data Submission Form

O ADMISSIONS **O DISCHARGES**

State _____

Reporting Date (MMYYYY) _____

Re-submission? **O** Yes **O** No

Date Submitted _____

Number of Records in file _____

File encrypted? **O** Yes **O** No

↓

Encryption method _____

MEDIA / TRANSMISSION METHOD AND FORMAT INFORMATION

O PC Diskette or CD: **O** ASCII flat file

File Name _____

Number of disks/CD's _____

Return Disks/CD? **O** Yes **O** No

O FTP : **O** ASCII flat file

File Name _____

O Internet Transmission: **O** ASCII flat file

File Name _____

Comments, other information:

State Contact: Name _____ Fax _____

Phone _____ Email _____

APPENDIX E

TEDS PROCESSING REPORTS

Appendix E - TEDS FEEDBACK REPORTS

Contents

ITEM	Page
Introduction	2
Acknowledgement Letter	3
Summary of this Appendix	4
Submission Processing Results Summary	5
Fatal / Warning or All Errors in TEDS Submission - Grouped by reason	6
TEDS Processing Report Error Messages	7

Introduction

The information contained in this Appendix applies differently to States that use the State TEDS Submission System (STSS) and those that do not.

States using the STSS may generate the *Submission Processing Results Summary* and the *Errors in TEDS Submissions* reports when using the STSS to submit files. When generating the reports, the State may choose the level of error to be included in the report (Fatal, Warning and Information), and may chose to display the erroneous records grouped by reason for the error or by data field. These reports will also be generated by Synectics when the data file submitted through the STSS is run for production (final processing for addition to TEDS) and will be sent to the State by email to confirm the reports previously generated by the State.

States not using the STSS will be sent selected reports, usually by email, for each file submitted. The reports generally sent are the *Submission Processing Results Summary* and the Fa*tal and Warning Errors in TEDS Submission Grouped by Reason*. The other reports are available for any file processed upon request. The reports will be sent after the file has been run in test mode for State review and again when the file has been run for production.

Acknowledgement Letter - The following is an example of the letter sent to States not using the STSS, after the receipt and processing of a TEDS data submission.

July 30, 2009

Ms. State TEDS Submitter
MIS Official
Department of Health and Human Resources
Bureau of Alcohol & Drug Abuse
999 Any Street
State Capitol, USA 99999-9999

Dear Ms. Submitter:

Submission number 072003 was received on July 18, 2008 and processing was completed on July 20, 2008. According to our records, the date of the next submission for your State is during the week of August 18, 2008.

Enclosed for your review is the Submission Processing Results Summary Report the Rejected Records – Grouped by Reason Report (if applicable) providing details of the recently processed submission.

Please direct inquiries regarding the results of the submission to the TEDS contractor at the address below:

TEDS Project
Synectics, Inc.
Suite 900
1901 North Moore Street
Arlington, VA 22209

Please note, if applicable, the submission media has been returned to the person indicated in the instruction provided by your State. Thank you for your continued cooperation.

Sincerely,

[Synectics Staff]
TEDS Project Manager

cc. State Substance Abuse Director

Summary of this Appendix

After a State's submission of TEDS Admissions data is processed by the TEDS Contractor, reports are generated that provide detailed information about the outcome. These reports provide information about the number and types of records rejected in the processing, and errors found in records accepted into the database. Specific records with errors are listed for State review and correction.

In some processing reports, the terms "Fatal Error", "Warning Error" and "Information Error" may be used. A fatal error is an error in an individual record that results in that record being rejected (not added to the TEDS database). Generally, fatal errors are the result of a key field having missing or invalid data. Warning errors are non-fatal errors, meaning the record will be added to the TEDS database, though the value in the erroneous field(s) will be changed to the invalid code. Information errors are non-fatal errors that do not result in any data being changed to invalid. All errors are described for each affected record in the TEDS processing reports.

The TEDS processing reports produced include the following:

1. Submission Processing Results Summary (page E-5) – This report summarizes the processing outcome by showing:

A. The number of records accepted and rejected for each "system transaction type" (add, change or delete record).
B. The number of rejected records by the reason for rejection, for each transaction type.
C. The number of errors in accepted records for each data field.

2. **Fatal / Warning (**or **All) Errors in TEDS Submission - Grouped by reason** (page E-6)– This report displays specific information for each error. Records are grouped according to the reason for the error. Displayed for each error are the name of the erroneous field, all key fields for the affected record, an explanation of the error, and the value of the erroneous data (shown in the column labeled "raw"). States using the STSS may chose to see errors at all levels (Fatal, warning and information). Non-STSS States generally receive a report with Fatal and Warning errors. Further detail for the "explanation" of the error can be found in the "Listing of Error Report Messages by Field Name" on page E-9.

3. **Fatal / Warning (**or **All) Errors in TEDS Submission - Grouped by field** (page E-7)– This report is the same as the report described above except that the records are grouped by data field. This report may be generated through the STSS, and may be requested by non-STSS states.

Examples of these reports are provided below.

TEDSLDR1 07/17/2009

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION
OFFICE OF APPLIED STUDIES
TREATMENT EPISODE DATA SET
SUBMISSION PROCESSING RESULTS SUMMARY - ADMISSIONS

SUBMISSION NUMBER:	NE062009	DATE OF ADMISSION	
STATE:	NE - Nebraska	EARLIEST	LATEST
REPORTING DATE:	06/2009	04/01/2009	06/30/2009
RECORDS SUBMITTED:	4,825		

PROCESSING RESULTS SUMMARY

	PROCESSED	ACCEPTED	REJECTED	PERCENT REJECTED
ADDS	4,822	4,721	101	2.09%
CHANGES	3	0	3	100.00%
DELETES	0	0	0	0.00%
TOTAL	4,825	4,721	104	2.16%

REJECTED RECORDS: REASONS FOR REJECTION

	INVALID STATE CODE	INVALID PROVIDER ID	INVALID CLIENT ID	INVALID CO-DEP CODE	INVALID DATE OF ADMISSION
ADDS	0	38	0	0	0
CHANGES	0	0	0	0	0
DELETES	0	0	0	0	0
TOTAL	0	38	0	0	0

	INVALID CLIENT TRAN TYPE	NO RECORD FOUND	DUPLICATE KEY WITHIN SUBMISSION	DUPLICATE KEY IN DATABASE	OTHER FATAL ERRORS
ADDS	0	N/A	63	0	0
CHANGES	0	2	1	N/A	0
DELETES	0	0	0	N/A	0
TOTAL	0	2	64	0	0

ACCEPTED RECORDS WITH NON-CRITICAL ERRORS 12

ACCEPTED RECORDS: DATA SET ERRORS

DATA ITEM	# INCORRECT
DETAIL CRIM JUSTICE	3
DETAIL DRUG 1 INVALID	2
DETAIL DRUG 2 INVALID	2
DETAIL DRUG 3 INVALID	2
DOB/DOB-1ST USE AGE	1
ROUTE_OF_ADMIN	6
ROUTE_OF_ADMIN	1
ROUTE_OF_ADMIN	1

TEDSLDR5 09/16/2009

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION
OFFICE OF APPLIED STUDIES
TREATMENT EPISODE DATA SET - ADMISSIONS
FATAL AND WARNING ERRORS IN TEDS SUBMISSION - GROUPED BY REASON

SUBMISSION NUMBER: CO092009

SYS-TRAN	PROVIDER ID	CLIENT ID	CO-DEP	CLIENT TRAN TYPE	DATE OF ADMISSION	SVE CODE	RECORD NUMBER	RAW VALUE	CRITICAL ERROR	EXPLANATION
A	1386-04	551679	2	A	07/23/2009	02	1681	20	N	Sub2, Detail Drug2 not in Family
A	1030-00	759485	2	A	07/29/2009	02	5572	11231975	N	Age of First Use Error
A	1030-00	759568	2	A	07/24/2009	02	5744	10251985	N	Age of First Use Error
A	1053-01	376055	2	A	07/31/2009	02	4633	12121944	N	Age of First Use Error
A	1053-01	707719	2	A	07/03/2009	02	2352	07221968	N	Age of First Use Error
A	1053-01	758333	2	A	07/12/2009	02	3345	10231989	N	Age of First Use Error
A	1053-01	758545	2	A	07/05/2009	02	3931	12311989	N	Age of First Use Error

TEDS Processing Report Error Messages by Field Name

Field(s) affected	Error message	Explanation
Admission key data items on discharge record	Key to corresponding admission record is missing on this discharge record	The discharge records has no matching admission record (match based on key admission data items)
Age of first use 1 (primary)	Relational edit-Sub1 not valid	If substance 1 is invalid, age of first use must be 96 (not applicable)
Age of first use 2 (secondary)	Sub 2 Rte 2 Dup W/Sub1 Rte 1	Substance 2 and Route 2 are same as Sub 1 and Route 1, and Detailed Drug Code does not distinguish them.
Age of first use 3 (tertiary)	Sub 3 Rte 3 Dup W/Sub2 Rte 2	Substance 3 and Route 3 are same as Sub 2 and Route 2, and Detailed Drug Code does not distinguish them.
Age of first use vs. date of birth	Age of first use error	Age of first use must be after age calculated from date of birth
Client ID	Client ID blank or 0	Self explanatory
Client Transaction Type	Client Txn invalid	Client transaction type code is invalid.
Co-Dependent/collateral	Co-Dependent invalid	Self explanatory
Date of Admission	Date of admission may not be before 2000	Self explanatory
Date of admission	Date of admission later than reporting date	Self explanatory
Date of admission	Date of admission is not in form MMDDYYYY	Self explanatory
Date of Birth	DOB blank of 0	Self explanatory
Date of discharge	Date of discharge is earlier than 1997	Self explanatory
Date of discharge	Date of discharge before admission date	Self explanatory
Date of discharge	Date of discharge is after reporting date	Self explanatory
Date of Discharge	Date of discharge is not in form MMDDYYYY	Self explanatory
Date of last contact	Date of last contact is not in form MMDDYYYY	Self explanatory
Date of last contact	Date of last contact is earlier than 1997	Self explanatory
Date of last contact	Last contact date is earlier that	Self explanatory

	admission date	
Date of last contact	Date of last contact is after reporting date	Self explanatory
Date of Last contact	Date of last contact invalid	Self explanatory
Days waiting to enter treatment	Days waiting treatment invalid	Self explanatory
Detailed criminal justice referral	Detailed criminal justice blank or 0	Self explanatory
Detailed drug code 1 (Primary)	Detailed drug code 1 is not a valid code	Self explanatory
Detailed drug code 1 (primary)	Sub 1, Detailed Drug 1 not in family	Substance 1 value does not match first two digits of Detailed Drug code 1
Detailed drug code 2 (secondary)	Detailed drug code 2 is not a valid code	Self explanatory
Detailed drug code 2 (secondary)	Sub 2, Detailed Drug 2 not in family	Substance 2 value does not match first two digits of Detailed Drug code 2
Detailed drug code 3 (tertiary)	Detailed drug code 3 is not a valid code	Self explanatory
Detailed drug code 3 (tertiary)	Sub 3, Detailed Drug 3 not in family	Substance 3 value does not match first two digits of Detailed Drug code 3
Detailed not in labor force	Not in labor force invalid	Self explanatory
Discharge/admission match	No matching admission record found for this discharge	Self explanatory
DSM Diagnosis	DSM III-R not numeric	Self explanatory
Education	Education invalid value	Self explanatory
Employment status	Employment status invalid	Self explanatory
Ethnicity	Ethnicity invalid	Self explanatory
Expected Primary Source of Payment	Source of payment invalid	Self explanatory
Frequency of use 1 (primary)	Relational edit – Sub 1 not valid	Frequency of use 1 must be 96 if substance 1 is invalid
Frequency of use 2 (secondary)	Sub 2 Rte 2 Dub W/Sub 1 Rte 1	Substance 2 and Route 2 are same as Sub 1 and Route 1, and Detailed Drug Code does not distinguish them.
Frequency of use 3 (tertiary)	Sub 3 Rte 3 Dub W/Sub 2 Rte 2	Substance 3 and Route 3 are same as Sub 2 and Route 2, and Detailed Drug Code does not distinguish them.
Health insurance	Health insurance invalid	Self explanatory
Key fields-admission or discharge record	Duplicate records were found in file named ---	Record is a duplicate of another record in the file.

Key fields-discharge record	No admission record found	Discharge record does not match any admission record in TEDS database.
Living arrangements	Living arrangements invalid	Self explanatory
Marital Status	Marital Status invalid	Self explanatory
Number of arrests prior to admission/discharge	Invalid number of arrests	Self explanatory
Number of prior treatment episodes	# treatments invalid	Self explanatory
Opioid replacement therapy	Methadone invalid	Self explanatory
Pregnant at time of admission	Pregnant, not female	Self explanatory
Principal Source of referral	Source of referral invalid	Self explanatory
Provider ID	Provider ID is not listed in the I-SATS	Self explanatory
Provider ID	Provider ID blank or 0	Self explanatory
Psychiatric problem in addition to A or D problem	Psychiatric problem invalid	Self explanatory
Race	Race value invalid	Self explanatory
Reason for discharge	Reason for discharge is not listed in the table of valid 2 digit codes	Reason for discharge is not valid
Reporting date	Report date on record must be same as report date for the file	Reporting date on record no the same as reporting date entered at time of file upload to STSS.
Reporting date	Report date is blank or not in form MMYYY	Self explanatory
Sex	Sex invalid	Self explanatory
Source of income	Source of income invalid	Self explanatory
State code	State code on record must be same as for the file	State code on record is not the same as state code entered at time of file upload to STSS
State code	State value 0 or blank	Self explanatory
Substance Problem code 1 (Primary)	Sub 1 not valid value	Self explanatory
Substance Problem code 2 (Secondary)	Sub 2 not valid value	Self explanatory
Substance Problem code 3 (Tertiary)	Sub 3 not valid value	Self explanatory
System Transaction type	Transaction type must be A (add), C9change) or D(delete)	Transaction type code invalid
System transaction type	Transaction type is [C or D] and record with this key was not found in [admission or discharge] table	Transaction type is {C or D] and a record with the same key fields was not found in the TEDS

		database
System Transaction type	Transaction type is A and record with this key already in [Admission/Discharge] table	Transaction type is A and record with this key already in [Admission or Discharge] TEDS database
Type of service code	Services invalid	Self explanatory
Usual Route of administration 1 (Primary)	Rte 1 Value not in table	Route of administration 1 is invalid
Usual Route of administration 2 (Secondary)	Sub2 Rte2 Dub W/Sub1 Rte1	Substance 2 and Route 2 are same as Sub 1 and Route 1, and Detailed Drug Code does not distinguish them.
Usual Route of administration 3 (Tertiary)	Sub3 Rte3 Dub W/Sub2 Rte2	Substance 3 and Route 3 are same as Sub 2 and Route 2, and Detailed Drug Code does not distinguish them.
Veteran status	Veteran status invalid	Self explanatory