

State TEDS Submissions System (STSS)

User Guide

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Overview and Key Features

Overview

The State TEDS Submission System (STSS) has been designed to provide States with the ability to test their TEDS data submissions using the complete TEDS edit procedures and to submit their data to TEDS for final processing. The system provides processing reports that display data errors so they may be corrected before the data files are fully committed to the TEDS database. The processing reports (summary and error reports) generated by the STSS are the same reports generated internally by staff at Synectics and returned to the States. Thus, the State can receive immediate feedback on the data quality of their submissions and correct errors in a timely manner, prior to submitting the files to TEDS for final processing and addition to the TEDS database.

Files submitted to TEDS through the STSS are received at Synectics. Final processing to add the file to the TEDS database is performed by Synectics. Direct access to the TEDS database is not feasible, due to security concerns. However, Synectics will provide a complete copy of the data for any state upon request.

Guidelines for Using the STSS

State submission of files to TEDS through the STSS consists of the following steps.

1. Access and log onto the STSS
2. Upload a submission file to the STSS
3. “Validate” the data, which runs the uploaded data through the TEDS processing edits
4. Generate processing reports and review data problems
5. Make data corrections and re-validate as needed, until submission is deemed ready for submission to TEDS
6. Submit the file to TEDS

General considerations:

- Submission files to be processed through the STSS must be accessible through the user’s PC, either on a PC drive or on an accessible network drive.
- Errors found during processing may be corrected using State systems. Corrections cannot be made using the STSS.
- When navigating within the STSS web site, use the appropriate buttons. Do not use the browser’s back button.
- If an error message appears when attempting to navigate to a different page (e.g. because the back button was accidentally used), click on the “HOME” link in the top right corner of the current page to return to the Submission Log (the STSS home page).

The following sections describe the major components and processes of the STSS in more detail.

1. Accessing the STSS

The STSS is accessed by going to the following SECURE web site and entering your user ID and password. <https://dasis9.samhsa.gov/StateTEDS/>. (NOTE that the URL starts with **https**)

User ID and passwords are assigned by Synectics staff and may be obtained by sending an email to TEDS@smdi.com or calling Christine Schelble at 703.516.8863.

- **User ID must be entered in all caps.**
- **Password is case sensitive. The Password may be any combination of caps and lowercase alpha, must contain at least one numeric character and be at least 6 characters long. [User can change the assigned password after logging onto the system by selecting the “change password” tab in the upper right of submission log screen].**

2. Upload a submission file to the STSS

Once logged into the STSS, the user is taken to a Welcome screen, where the “Submission Log” button is selected. This opens the **Submission Log**, which is the STSS home page (Figure 1). On this page, submission files uploaded to the STSS are displayed along with information about the files.

When the STSS Submission Log is empty (as it will be the first time the user uses the STSS), only the “New Submission” button will be available. When the log contains one or more uploaded files, other function buttons described below will be available. Any file that is uploaded to the STSS will be included in the log and will remain in the log until submitted to TEDS or deleted by the user.

To upload a submission file to the STSS, select the “New Submission” button.

On the page that appears, enter:

- Type of submission (admission or discharge),
- Reporting date (MMYYYY, must match reporting date in upload file and all records in file must have same reporting date),
- State code, (XX),
- File name (with complete path). A “browse” button allows the user to search the PC and select the file to be uploaded.

Select the “upload” button and the file is uploaded and placed at the top of the Submission Log. File upload may take a few minutes depending on connection speed and file size.

Potential upload ERRORS: If an incorrect reporting date or State code is entered, the system will attempt to upload the file, but will then display an error message that explains why the upload failed. Return to the STSS Submission Log and begin the upload process again. If the wrong file type is selected (e.g. admission file is uploaded as a discharge file), the file will upload and look normal in the Submission Log, but validation processing will show errors in all records.

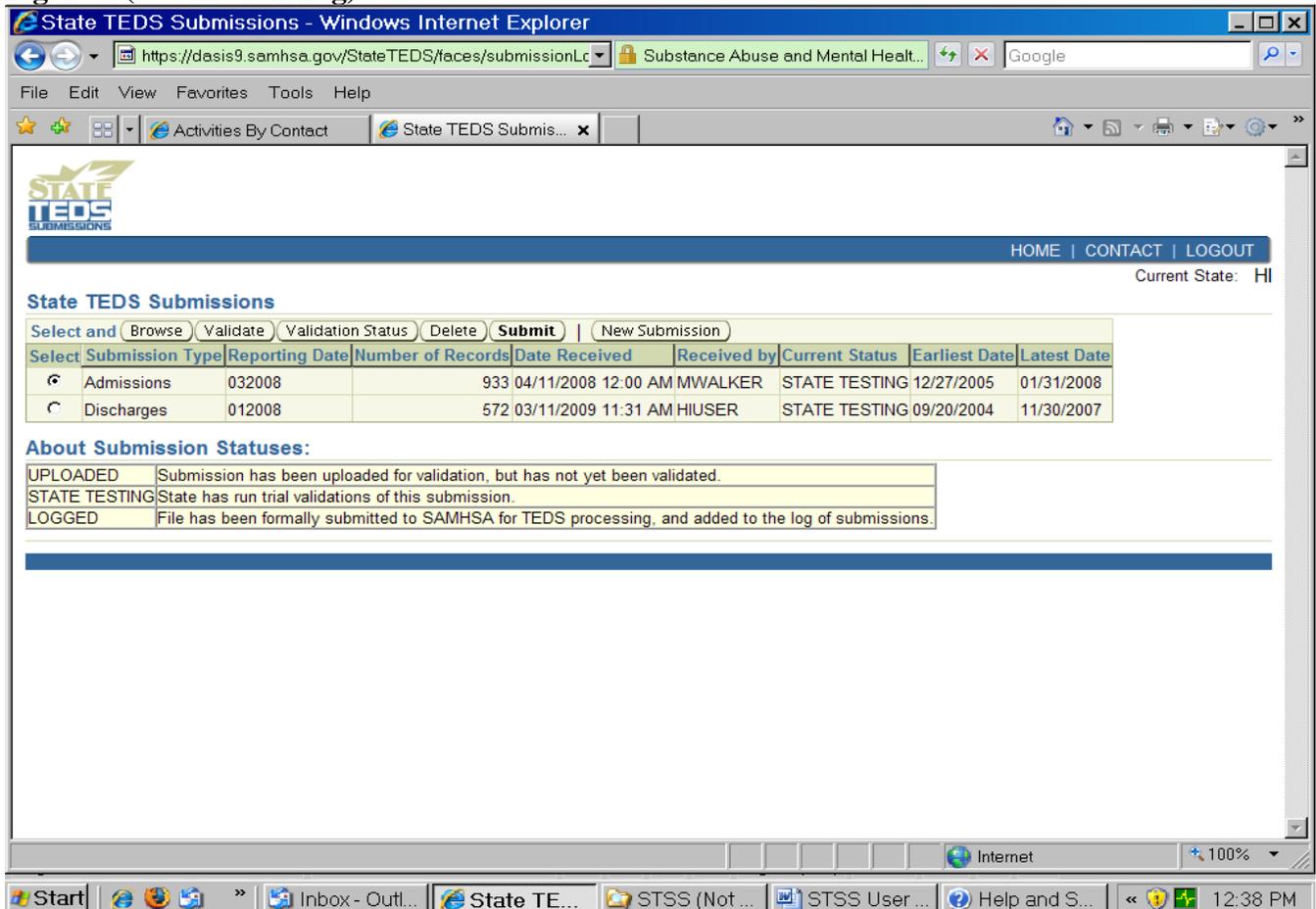
Submission Log - The columns in the Submission Log provide the following information about the uploaded file:

Submission Type	Admission or discharge
Reporting Date	Reporting date in submission records
Number of Records	Number of records in the submission
Date Received	Date uploaded
Received By	ID of person uploading submission
Current Status	Status as defined below log entries in “About Submission Statuses”
Earliest Date	Earliest admission/discharge date in submission file
Latest Date	Latest admission/discharge date in submission file

The buttons above the file information (Browse, Validate, Validation Status, Delete, Submit and New Submission) are used during various processing procedures. Details of their meaning and the options they present are summarized in appendix A and discussed in this Guide as needed.

Figure 1 is a screen shot of the Submission Log page with two uploaded files displayed (from HI). When two or more files are displayed in the Log, radio buttons on the left are used to select a file for STSS processing.

Figure 1 (Submission Log)



3. Validate data

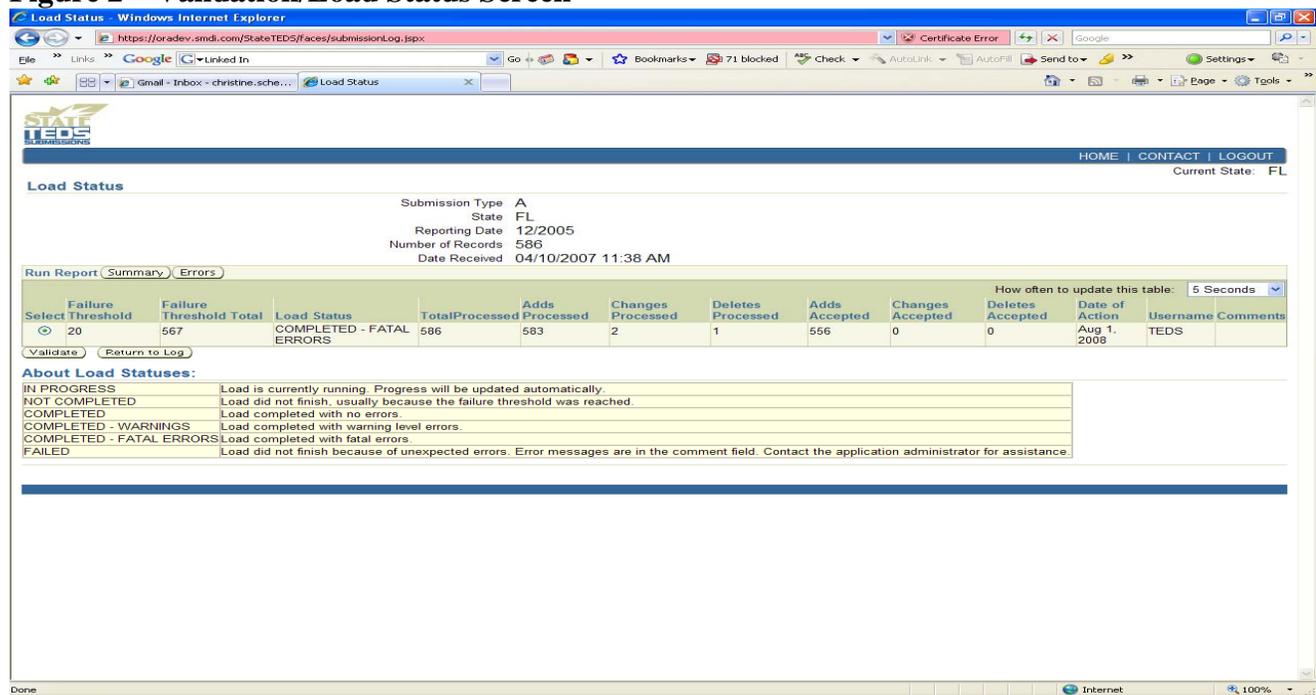
To validate the data in an uploaded submission file, first designate the file in the Submission Log by selecting its radio button in the left-most column of the log. Once the file is designated, select the “Validate” button to run the file through the TEDS edit process. Selecting the Validate button will display a pre-validation screen which shows information about the file and requires that a “threshold” level be established for the number of “fatal errors” that will be permitted before processing is halted. The threshold is based on the number of records with one or more fatal errors, and can be set using either a percent or number of records. For example, if the submission file contains 5000 records, designating a threshold of 20% would stop validation processing if more than 1000 records were found to contain an error. If different threshold levels are set in the percent and number fields, the higher threshold will apply. If both threshold values are blank, all records will be processed, regardless of how many records have errors. **Fatal errors are errors that cause a record to be rejected, that is, the record will not be added to the TEDS database during final processing**].

After the threshold value has been set, select the “Validate” button to begin validation processing. This opens the Load Status screen (Figure 2) which displays the processing status and results, updated every 5 seconds (default setting) until processing is complete. In addition to the threshold values set prior to processing, the Load Status table shows:

Load Status*	Delete records processed	Date of validation
Total [records] Processed	Add records accepted	User name
Add records processed	Change records accepted	
Change records processed	Delete records accepted	

* The meaning of Load Status entries is provided on the screen in “About Load Statuses”.

Figure 2—Validation/Load Status Screen



Next steps are dependent on the final Load Status of the validated file.

- **If processing status is “Not Complete”**, it generally means the error threshold value has been exceeded. The user may elect to rerun the validation with a higher threshold setting, or leave the STSS and make corrections to the file using State systems and programs. To rerun validation of the file with a modified threshold, select the “validate” button on this screen to return to the pre-validation page where the threshold level may be modified. If the decision is to leave the STSS so that corrections can be made to the file, return to the Submission Log (select the “Return to log” button) and delete the file. After the corrections have been made, the file can be uploaded to the STSS as a new submission and the validation process repeated.
- **If processing status is “Complete”**, the file has no errors and is probably ready for submission to TEDS for final processing. The user may view the processing reports to confirm the file’s readiness for submission to TEDS by selecting the “Summary” and “Error” buttons in the upper left of the Load Status table. If the decision is to submit the file to TEDS, the user selects the “Return to Log” button to return to the Submission Log page where the file can be submitted to TEDS.
- **If processing status is “Completed (with) warning errors” or “Completed (with) fatal errors”**, this indicates that the file would be accepted into the TEDS database, but some records contain errors. Records with Warning level errors would be accepted in the TEDS database. Records with fatal errors would not be accepted into the TEDS database. With these statuses, the user should generate the **Processing Reports** (summary and error reports) to review the number and types of errors in the file before deciding about corrections. The **Processing reports** for the validated file can be generated from this page by selecting the “Summary” and “Error” buttons in the upper left of the Load Status table.

- **If processing status is “Failed”**, an unexpected error has been encountered in the validation process. Often, this is caused by a fundamental file problem, such as:
 - wrong file format,
 - incorrect record lengthIf the uploaded file is apparently not the problem, contact Synectics for resolution.

4. Generate processing reports and review data problems

To assess the number and nature of the data problems in the validated file, two reports are available, the Processing Results Summary and Errors in TEDS Data. The Processing Results Summary gives an overview of the total records in the file, the number accepted, the number rejected and the reason for the rejection. The Errors in TEDS Data report lists each specific error found in the file along with the “key” fields for each error so that the record with the error is easily identified. The processing reports are generated from the Load Status page and can be done immediately after a file has completed the validation process or at any later time. To generate the reports when on the Submission Log page, select the “Validation status” button, which opens the Load Status page from which the “Report” buttons can be selected.

The two reports will be familiar to users who have previously sent TEDS data to Synectics. For those not familiar with the reports, an explanation of the information in the reports is provided in the TEDS manuals which may be downloaded from <http://www.dasis.samhsa.gov/dasis2/teds.htm>

When selecting to run the Errors in TEDS Data report, the user will be asked to designate the minimum level of error to be displayed in the report and how the output is to be grouped. The default value for these items is to display both warning and fatal errors. That is the way the reports have normally been run by Synectics, though the user may find other selections useful.

The processing reports are generated in separate windows. They can be printed or saved to the hard drive using the browsers file/print or file/save as functions. The report windows can be closed without closing the STSS session.

Note about the discharge-admission match edit: Files submitted through the STSS are not immediately added to the TEDS database, but are normally added by Synectics within two days. Because of this “delay”, processing both a discharge and admission file near the same time will likely result in some discharge records being designated as “no matching admission” because the matching admission is in the file that has not yet been added to the database. Unless the discharge-admission match edit has been problematic for your state in the past, the non-match errors can be ignored pending final processing by Synectics. When the discharge file undergoes final processing and is added to the database, the processing report will be sent to you immediately so you will know the actual match rate. If you are concerned about the discharge-admission match edit, it will be better to submit the admission file and wait at least a full day before submitting the discharge file. Also, you may alert Synectics to your concern and, when feasible, final processing of the admission file will be expedited. [A future version of the STSS may include discharge record matching with any admission file in the Submission Log as well as matching with the TEDS database, to eliminate this problem].

Browse a file - Another tool for reviewing data in an uploaded file is available by selecting the “Browse” button on the Submission Log page. To browse the data in an uploaded file, select the radio button for the file on the Submission Log page, then select “Browse”. Data from the first record in the file will be

displayed. Buttons at the bottom of the browse page allow the user to select other records in the file. The most powerful button is the “query” button. This button will search the file for all records with the value(s) entered for any variable(s). For example, if the user wishes to see all records of male clients of a particular provider, the appropriate provider ID number is entered in the provider ID number field and 1 (male) is entered in the sex field. When the “execute query” button is selected, data for the first record found will be displayed and the total number of records found with the criteria specified is shown above the variable list. Each record with the criteria can be viewed using the next, previous, etc buttons.

Note that a variable entry in the browse window must match exactly the entry for that variable in the data file. For example, the browse variable entry for a two character field must be two characters (e.g. 02 must be 02 and not 2). Also, the browse entry is case sensitive, so a provider ID of NJ012345 cannot be nj012345. For exact variable formatting and character length, refer to the TEDS manuals.

4. Make data corrections and re-validate as needed

After reviewing processing reports, a file determined to be ready for submission to TEDS may be submitted following procedures described in 5 below. If a file needs to be edited to correct data problems, the editing should be done using State systems and programs. When editing is complete, the file must be uploaded to the STSS and processed again. To avoid possible confusion, old files with errors should be deleted from the STSS before new, edited replacement files are uploaded.

To delete a file from the STSS, go to the Submission Log page, designate the file to be deleted and select the “delete” button.

The process of upload, validation, review, correction can be repeated as necessary to produce a file that the user feels is acceptable for submission to TEDS.

5. Submit file to TEDS

When the user determines that a file is ready for submission to TEDS, the submission is done from the Submission Log page. The file to be submitted is designated by checking the file’s radio button on the left, and then the Submit button is selected. Upon confirmation that the file has been submitted, the file status changes to “Logged”, and an email is generated that notifies Synectics that the submission has been made. [A future version of the STSS will include an email notification to the user that the file was successfully submitted to Synectics].

APPENDIX A

The processing buttons displayed on the Submission Log page have the following meanings and functions. All functions will be applied to the file in the Log that has been designated by having its radio button checked.

Browse: Selecting the browse feature displays basic information about the selected file and specific information about each variable in the first record in the file. While on the “browse” screen, users can perform the following functions:

- **Query:** Allows a search for a particular record or records in the file by entering specific information on any of the variables
- **Next:** Takes user to the next record in the file.
- **Previous:** Takes user to the previous record in the file.
- **First:** Takes user to the first record in the file.
- **Last:** Takes user to the last record in the file.
- **Return to log:** Returns user to the main screen (Submission Log)

Validate: The validate button begins the process of “validating” the data by running the selected file through the TEDS edits. Prior to the edit, the user must specify a failure threshold for processing the data file. Failure threshold options include:

- *Percent* that may fail validation before aborting load *or*
- *Total number* of records which may fail validation before aborting the load

Once a threshold has been specified, the user can select “start validation” which brings up the “Load Status” screen. If both threshold values are selected and different, the larger will be used.

Validation Status: Validation status can be selected for files that have previously be run through the validation process. The validation status page provides detailed information about the load status, failure thresholds, and data of the previously “validated” data...

Within the “validation status” section, users can perform the following functions:

- **Validate:** Validate a submission; provide failure thresholds.
- **Run reports:** Two (2) report options—Summary and Error reports
- “How often to update this table”: User can specify a time interval
- **Return to log:** Returns user to the Submission Log.

Delete: Allows the user to delete the selected file from the Submission Log.

Submit: The Submit button is used to submit the selected file to TEDS for final processing by the TEDS contractor. To verify the user’s intent to submit the file to TEDS, the system prompts the user with the following question: “Are you sure that you want to formally submit this file for TEDS processing?” If the user clicks “yes” the file is submitted to TEDS and the file status in the Submission Log changes from “State Testing” to “logged.” State is notified by email that submission was successful.

New Submissions: Allows the user to upload a new file to the Submission Log.

Prior to uploading a new submission file to the STSS, the user must complete the following information:

- The type of file (admissions or discharges)
- State
- Reporting date

Once a file upload has been completed successfully, the system will display an information bar with a confirmation message: "Submission Uploaded."

Appendix B

STSS Error Messages

Error type	Error message	Explanation
File upload error - Reporting date	File contains reporting date [specified] which does not match reporting date given	There is a reporting date [specified] on one of the first few records in the file that does not match the reporting date given for the file at upload
File upload error - Reporting date	Reporting date cannot be later than current month	Self explanatory
File upload error - State code	File contains state code [specified] which does not match state given	There is a state code [specified] on one of the first few records that does not match the state code given for the file
STSS system error	TEDS—xxxxx	Generic system error. Contact Synectics
STSS Threshold assignment	Failure threshold percent must be between 1 and 100	Self explanatory
STSS Threshold assignment	Failure Threshold total must be between 1 and [total records in file]	Self explanatory

Field name	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	
Age of first use 3 (tertiary)	Sub 3 Rte 3 Dup W/Sub2 Rte 2	
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 admission date	Self explanatory
Date of last contact	Date of last contact is after reporting date	Self explanatory
Date of Last contact	Date of last contact invalid	??
Days waiting to enter treatment	Days waiting treatment invalid	Self explanatory

Field name	Error message	Explanation
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	
Frequency of use 3 (tertiary)	Sub 3 Rte 3 Dub W/Sub 2 Rte 2	
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

Field name	Error message	Explanation
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

Field name	Error message	Explanation
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	
Usual Route of administration 3 (Tertiary)	Sub3 Rte3 Dub W/Sub2 Rte2	
Veteran status	Veteran status invalid	Self explanatory