



DUGless Portal Guide

**Version 2.5
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**Division of Health Care Management (DHCM)
AHCCCS Office of Data Analytics (AODA)**

Table of Contents

Section Name	Page #	Section Name	Page #
I. Introduction	3	Field 18 – Military Status	21
II. Portal Registration	5	Field 19 – CASII Intensity Level	22
III. Guidelines for Single Case Data Submissions	9	Field 20 – CASII Intensity Date	22
IV. Guidelines for File Upload Submissions	10	Field 21 – Substance Use Primary Type	23
V. Portal Data Fields	13	Field 22 – Substance Use Primary Frequency	23
Field 1 – Provider ID	13	Field 23 – Substance Use Primary Route	24
Field 2 – AHCCCS ID	13	Field 24 – Substance Use Primary Age	24
Field 3 – Date of Birth (DOB)	13	Field 25 – Substance Use Secondary Type	25
Field 4 – Referral Date	14	Field 26 – Substance Use Secondary Frequency	25
Field 5 – Referral Source	14	Field 27 – Substance Use Secondary Route	26
Field 6 – Effective Date	15	Field 28 – Substance Use Secondary Age	26
Field 7 – Treatment Participation	15	Field 29 – Substance Use Tertiary Type	27
Field 8 – Number of Arrests	16	Field 30 – Substance Use Tertiary Frequency	27
Field 9 – Arizona Department of Corrections (ADC) or Parole	16	Field 31 – Substance Use Tertiary Route	28
Field 10 – Arizona Department of Juvenile Corrections (ADJC)	16	Field 32 – Substance Use Tertiary Age	28
Field 11 – Adult Probation	17	Field 33 – Consent Valid	29
Field 12 – Juvenile Probation	17	Field 34 – CALOCUS Date	29
Field 13 – DES/RSA Involvement	17	Field 35 – CALOCUS Composite Score	30
Field 14 – School Special Education	18	VI. Members Supplemental Data Users History	31
Field 15 – Employment Status	18	VII. Substance Use Disorder Data Consent	33
Field 16 – Dependent Children	20	VIII. Document Revision History	39
Field 17 – Social Supports of Recovery	20		

I. Introduction

Purpose

The DUGless Portal Guide (DPG) serves as a procedures manual which outlines the requirements, definitions, and values for submission of the identified data elements. Required information is collected by providers within the Arizona Health Care Cost Containment System (AHCCCS) system and submitted via the DPG. Data and information are recorded and reported to Managed Care Organizations (MCO's), Regional Behavioral Health Authorities (RBHAs), and Tribal Regional Behavioral Health Authorities (TRBHAs), to assist in monitoring and tracking of the following:

- Access and utilization of services
- Community and stakeholder information
- Compliance of Federal, State, and grant requirements
- Health disparities and inequities
- Member summaries and outcomes
- Quality and Medical Management activities
- Social Determinants of Health

The data fields contained within the DPG are required as outlined by contracts and to support healthcare management practices across the AHCCCS systems. The DPG will not contain will not include any data previously submitted through the former DUG system.

Scope of Members to be Reported

The scope of Members' data to be submitted is for any Members for whom the data applies to and is collected by the provider. MCOs, RBHAs, and TRBHAs may provide additional support and recommendations on information submitted.

Timeframes for Data Submission

Data is to be submitted for all new Members and when the Member's data changes and/or is updated (i.e. a Member's employment status changed from full-time to part-time employment).

Data Submission Options

The portal has two options for providers to submit data, by individual Member (single case, page 9) or by multiple Members in a text file (file upload, page 10). Data may be submitted through either one of these options, not both.

Substance Use Disorder Data – Member Consent

Per HIPAA Part 2 requirements, a signed consent form is required to be uploaded to the portal for each member, per provider, and before SUD data (Fields 21 thru 32) is submitted for any member. (See section [VII.](#))

Data Distribution

Data submitted through the portal may be shared with MCOs, RBHAs, and TRBHAs, as applicable, and other internal/external data requests, as appropriate.

Provider Data Management Vendors

In the event that a provider will utilize a vendor to assist with the capture and submission of portal data, the vendor will not be able (at this time) to upload text files or single cases directly and must prepare text files on behalf of providers which will then be uploaded by the individual provider to the portal.

Contacts

Any questions about the portal or the data fields in the portal should be submitted to DHCM/AODA Information Management/Data Analytics Unit (IMDAU) Manager, Angela Aguayo at Angela.Aguayo@azahcccs.gov and should also include Lori Petre (Lori.Petre@azahcccs.gov), AODA Analytics Administrator for DHCM/AODA. If there are any technical issues with the portal contact Customer Support at either SDCustomerSupport@azahcccs.gov or 602-417-4451.

Guide Updates and Revisions

This document serves as a document of reference and will be updated to ensure consistency of changes within the portal. Revisions to this document are tracked and listed at the end of this document.

Interactive Reference

This document is an interactive reference PDF (Portable Document Format) document. The Table of Contents contains links to the specific data fields and sections within the DPG for the corresponding data elements/fields. This allows for a quick single-click reference to the key sections located throughout the DPG. [Hyperlinks](#) are displayed with a blue underlined font.

Portal Data Fields Layout Descriptions

All data submitted via the portal is identified by a field number and a field name. Data fields and names include subsections: field labels, descriptions, valid values, rules and definitions, updates, and examples to assist in submission of data elements and consistency of data; further explanation is provided within the following sections.

Sub-Section	Description
Field Label	Label utilized for data submission within the DUGless Portal.
Description	Describes the data field with a brief definition and/or description of the population specifics.
Valid Values	A list of all current valid values.
Rules and Definitions	Defines valid values, when applicable and any other applicable rules and/or data validations.
Updates	Provides a list of history, updates, and revisions based on manual editions.
Examples	Describes one or more situations and the valid value(s) used in the situation(s). Bolded areas are examples of the data submission.

II. Portal Registration

Portal Registration

The following information is required in order to register to the portal:

National Provider Identifier (NPI) **OR** AHCCCS Provider ID
AND
Tax Identification Number (TIN)

Master Account vs. Individual Accounts

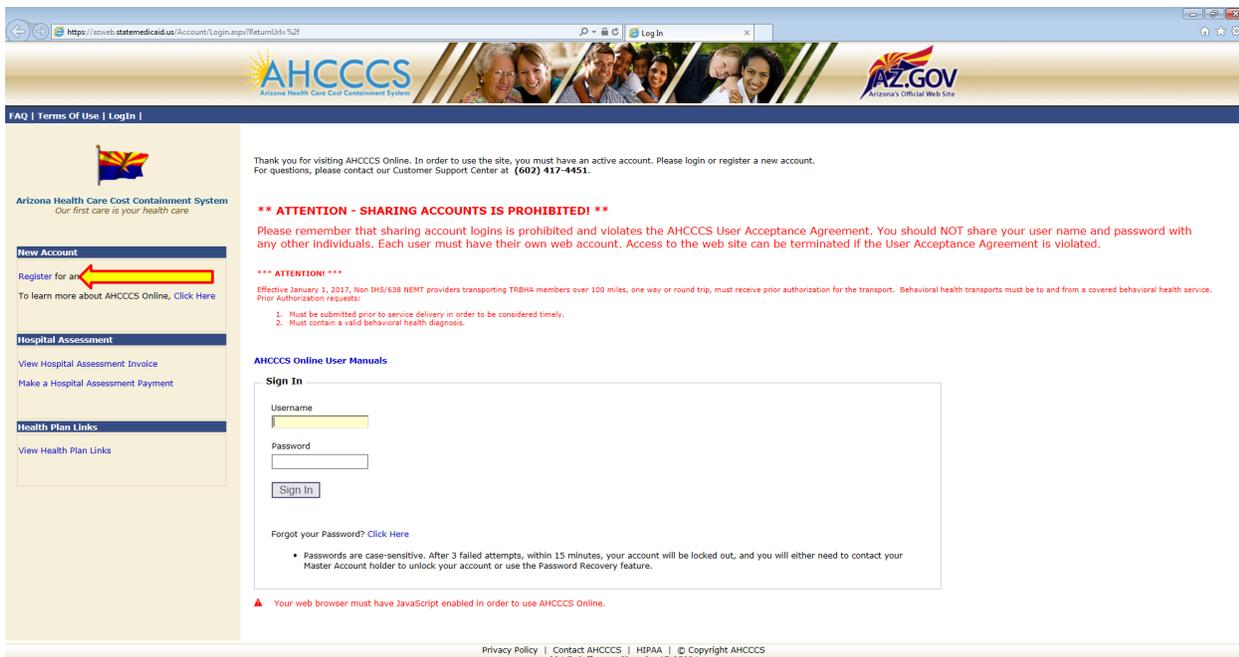
There are two types of accounts that can be created for the AHCCCS Online portal website, Master Accounts and Individual Accounts. A Master Account is the administrator for all accounts created under their Provider ID. This includes activating new accounts, removing accounts for those no longer working for the organization, maintaining site privileges for each user, initiating the password recovery process, and maintaining some of the account information for the Individual accounts. Please contact AHCCCS Provider Registration at 602-417-7670 *Option 5* for questions concerning provider group affiliation.

The first account registered for the Provider/Agency will be the Master Account holder. For more detailed information regarding Master Accounts see AHCCCS Online Learn More or visit the [website](#).

If the Provider/Agency already has a Master Account, additional users may register for an Individual Account. When an Individual Account is created, the Master Account holder for the Provider/Agency will receive an email to approve the account and they will need to grant individual access to the Supplemental Member Data (DUGless Portal)

Step 1: Go to the following website: <https://azweb.statemedicaid.us>

Click on the '[Register](#)' link, under the 'New Account' section, on the left hand side of the website



The screenshot shows the AHCCCS Online User Manual page. The browser address bar displays <https://azweb.statemedicaid.us/Account/Login.aspx?ReturnUrl=/%2F>. The page header includes the AHCCCS logo and the AZ.GOV logo. The main content area is titled "AHCCCS Online User Manuals" and features a "Sign In" section with fields for "Username" and "Password", and a "Sign In" button. Below the sign-in fields, there is a link for "Forgot your Password? Click Here" and a note: "Passwords are case-sensitive. After 3 failed attempts, within 15 minutes, your account will be locked out, and you will either need to contact your Master Account holder to unlock your account or use the Password Recovery feature." A red warning icon at the bottom states: "Your web browser must have JavaScript enabled in order to use AHCCCS Online." On the left side of the page, there is a navigation menu with sections: "New Account" (containing a "Register for an" link with a red arrow pointing to it), "Hospital Assessment" (containing "View Hospital Assessment Invoice" and "Make a Hospital Assessment Payment"), and "Health Plan Links" (containing "View Health Plan Links").

Step 2: To proceed with the registration, please read the **User Acceptance Agreement - Terms of Use** and accept the agreement by selecting 'I agree' and click on 'Next'

User Acceptance Agreement - Terms of Use

Warning: The information provided through the AHCCCS Online Web Application is confidential under state and federal law. Use and disclosure of this information is limited to purposes directly related to the administration of Arizona Health Care Cost Containment System. The use and disclosure of this information is also subject to the privacy and security requirements of the Administrative Simplification provisions of the federal Health Insurance Portability and Accountability Act (HIPAA).

AGREEMENT

Please read the Terms of Use carefully before registering or continuing to use the AHCCCS Online website. Your consent to these Terms of Use signifies your agreement with AHCCCS to abide by all the rules and conditions set forth in this contract. **IF YOU DO NOT AGREE WITH THESE TERMS, DO NOT USE THE AHCCCS ONLINE SERVICES.** By registering with or accessing the online service, you are acknowledging and accepting these Terms of Use.

AHCCCS may, at any time, amend these Terms of Use with or without notice. Any change to the agreement will become effective immediately, and any notice of change will be posted on the website's login page. Your continued use of the service after any such change constitutes your acceptance of the amended agreement. If you do not agree to any portion of these terms at any time, you must cease your access and use of the service.

USE OF SERVICE

The Master Account Holder is responsible for ensuring the confidentiality of any information obtained from this web application by persons using the Master Account Holder username or any individual usernames approved by the Master Account Holder.

The Master Account Holder is responsible for informing itself and its employees and agents of the requirements of all applicable privacy laws and ensuring:

- Compliance with the Terms of Use for the AHCCCS Online Web Application.
- Individual accounts are limited to employees who need the information to perform their employment-related duties.
- Individual accounts are only granted access to sub-systems that are directly related to their specific employment-related duties.
- Inactive individual accounts are deactivated.
- Master and individual usernames and passwords are not shared or disclosed.

All account holders agree to the following terms and conditions in regards to their AHCCCS Online usernames and passwords:

- I will never use another person's username and password.
- I will never reveal my username and password to anyone at any time.
- I understand that no one else, regardless of who they are, may use my username and password and that I am responsible and liable for all activities conducted in connection with my account.
- I am solely responsible for protecting the confidentiality of my username and password, and for protecting the confidentiality of all information obtained from the website under my username and password.
- I will notify AHCCCS of any unauthorized use of my account, including any security or data breach.
- I am responsible for providing accurate information when creating/registering an account.
- I am responsible for maintaining accurate and up-to-date information on my account, including: name, phone number and email address.
- I will not create an account using someone else's name or personal information.
- I will not impersonate any person or entity or falsely state or otherwise represent my affiliation with a person or entity.
- I will not distribute any information obtained from the website without written consent from AHCCCS.
- I will not use the website for illegal or fraudulent activity.
- I will periodically review the Terms of Use to ensure I am in compliance with the AHCCCS agreement.

SUSPENSION OR TERMINATION

AHCCCS reserves the right to terminate or suspend access to the AHCCCS Online Web Application for failure to comply with the terms and conditions of the agreement. AHCCCS also reserves the right to audit account information as needed to ensure compliance, and to review and monitor your use of the service at any time, with or without notice, to ensure compliance with these terms.

ACCOUNT REMOVAL

AHCCCS reserves the right to remove accounts for failure to comply with the terms and conditions of the agreement. Your acceptance of the terms indicate you represent and warrant that all registration and account information is truthful and accurate. Furthermore, you understand that your account is to be created using your legal name and not the business name, location, provider's name, or any other type of generic name. Accounts that cannot be identified as belonging to an individual will be removed from the system with or without notice.

VIOLATIONS

Violation of the terms and conditions of the agreement and/or violations of the state and federal confidentiality and privacy requirements may result in termination of your authorization to access the AHCCCS Online Web Application. Violations may also result in the termination of the AHCCCS Provider Agreement, revocation of AHCCCS Provider Registration, and/or the termination of or imposition of sanctions under any other contract or agreement with the AHCCCS Administration.

Please indicate that you have read, understand and agree to the Terms of Use set forth in this agreement by selecting the "I Agree" option below.

I Disagree I Agree

Next

Step 3: Next enter the provider NPI or AHCCCS Provider ID* **AND** TIN. Make sure 'Provider' is selected under the ID, click 'Next'

NOTE: If your Provider ID is associated to more than one NPI, you must use your NPI

Enter Organization Information

*National Provider ID (NPI) or AHCCCS ID

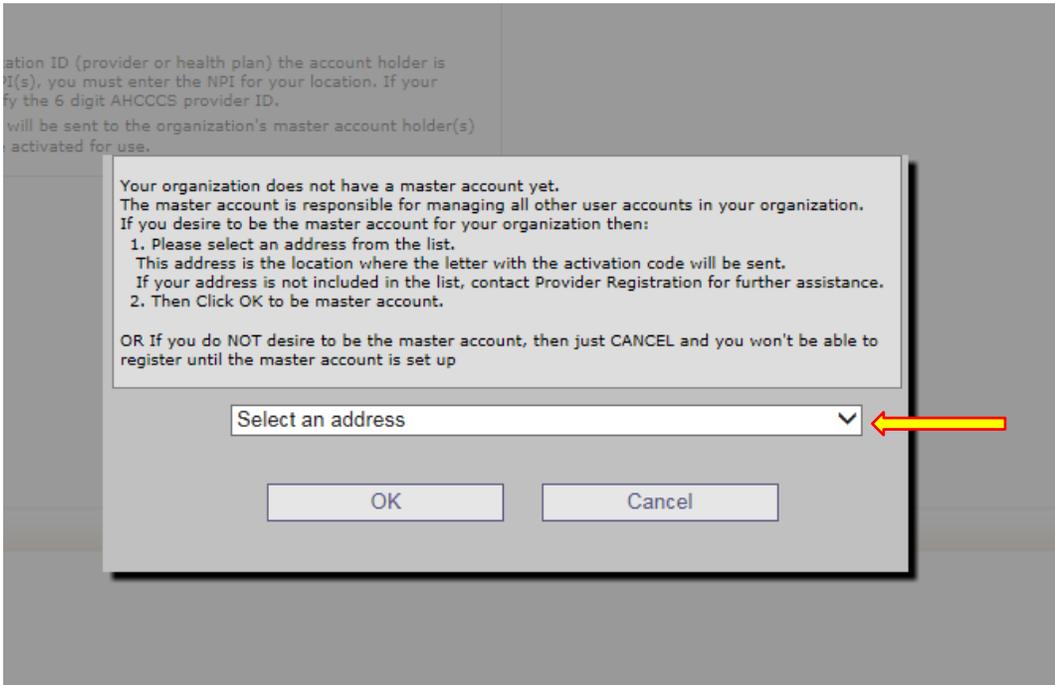
Provider Healthplan

*Tax Identification Number (TIN)

- Each new account must specify which organization ID (provider or health plan) the account holder is associated with. If your organization has a NPI(s), you must enter the NPI for your location. If your organization does not use a NPI, please specify the 6 digit AHCCCS provider ID.
- After the initial registration process, an email will be sent to the organization's master account holder(s) to inform them that your account needs to be activated for use.

Next

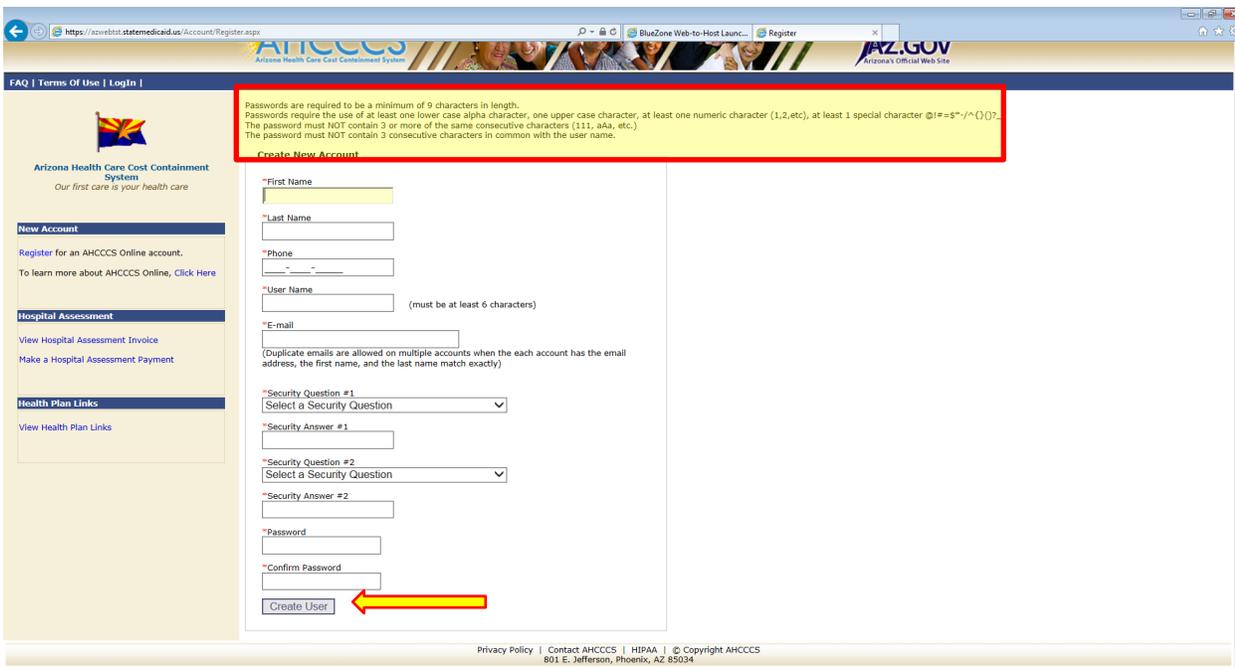
If your organization does not have a Master Account, you will receive the following message:



Either select an address to continue and create a Master Account OR
Select Cancel and suspend the registration process

Step 4: Complete the user information, select two security questions, and create a password to create the new
account, and then click 'Create User'

NOTE: The password requirements are located on top of the webpage:



Password Requirements:

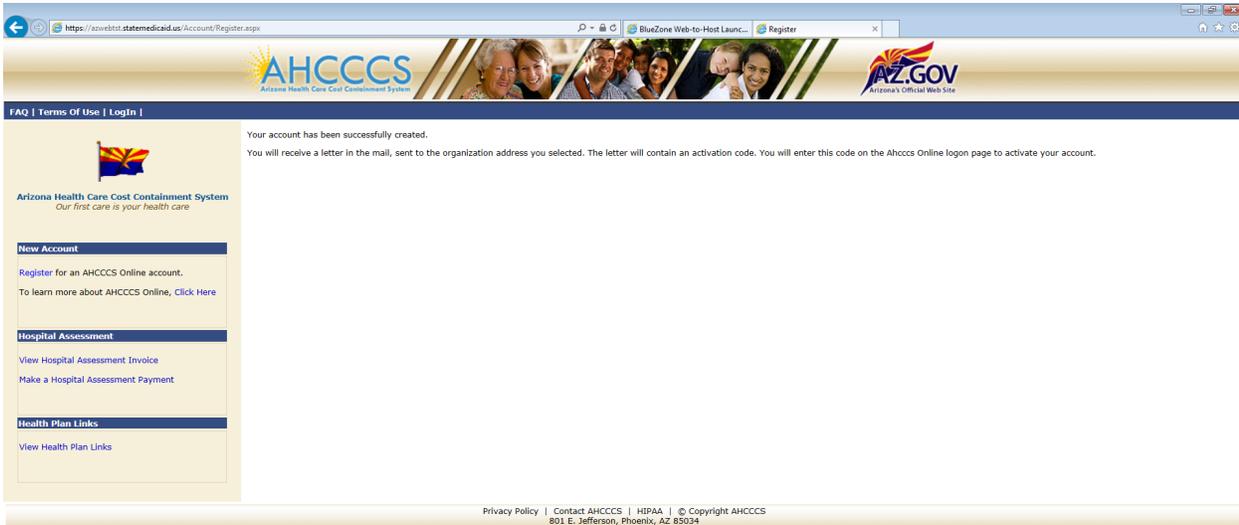
Passwords are required to be a minimum of 9 characters in length.

Passwords require the use of at least one lower case alpha character, one upper case character, at least one numeric character (1,2,etc), at least 1 special character @!#=\$*-/^{()}?_

The password must NOT contain 3 or more of the same consecutive characters (111, aAa, etc.)

The password must NOT contain 3 consecutive characters in common with the user name.

Step 5: Once you have successfully completed the information requested, you will see the following page:



Step 6: You will receive a letter in the mail, sent to the organization address you selected. The letter will contain an activation code. You will enter this code on the portal logon page to activate your account.

Step 7: After receiving the code in the mail enter user credentials and the activation code to activate Master Account, the next time you log into the portal.

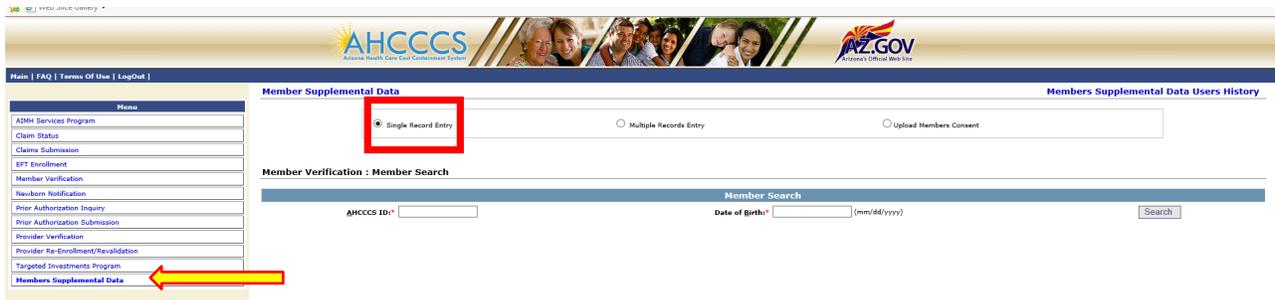
Please also refer to 'Frequently Asked Questions' on the [website](#) for any additional registration and/or account questions and who to contact for any questions regarding the AHCCCS Online accounts.

As a reminder, please remember that sharing account logins is prohibited and violates the AHCCCS User Acceptance Agreement. You should NOT share your user name and password with any other individuals. Each user must have their own web account and access to the web site can be terminated if the User Acceptance Agreement is violated.

III. Guidelines for Single Case Data Submissions

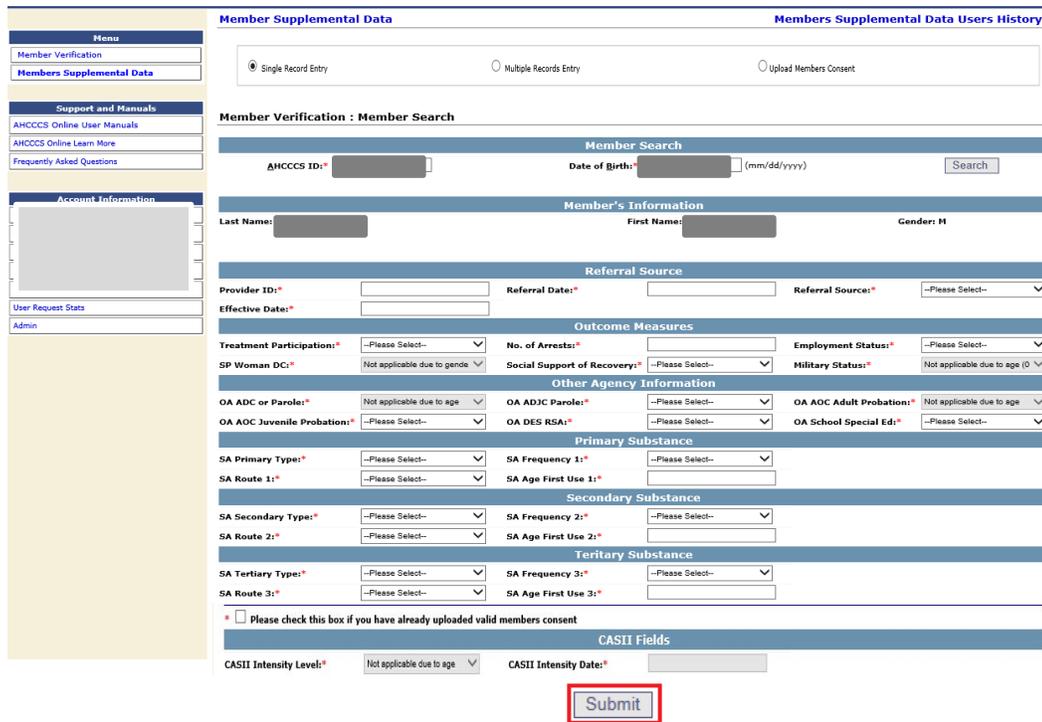
Single Case Submissions

Providers may submit DUGless data for individual Members through the AHCCCS Online Main Screen, under 'Member Supplemental Data' and selecting the 'Single Entry Record' option in the portal.



The Member's AHCCCS ID **AND** Date of Birth are required in order to submit single case data. Once the Member is identified in the system as active, the appropriate data fields are auto-populated based on the Member's age and gender.

Once the data fields are completed, providers must click on the 'Submit' button on the bottom on the page. A message will appear on the screen to indicate the data was successfully recorded. If there are any errors with the data, an error message will appear. Any data that receives an error message will not be saved in our system and will need to be re-submitted. For details on Substance Use Disorder data consent, see section [VII](#).

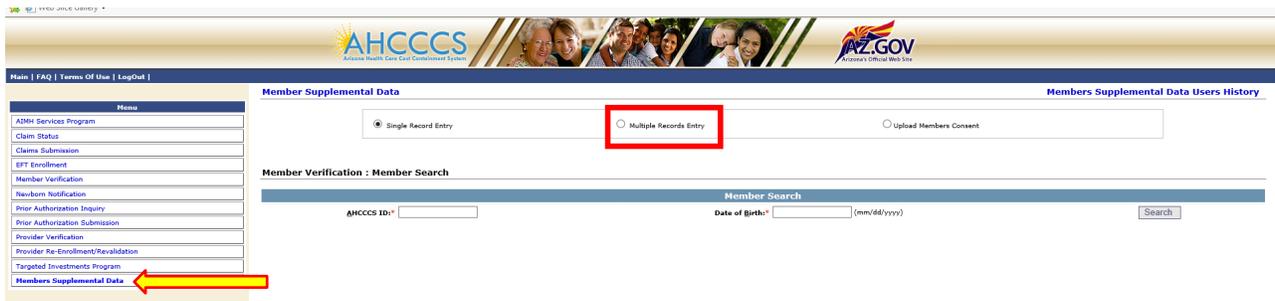


Successfully Recorded

IV. Guidelines for File Upload Submissions

File Format and Name

Providers may submit data records on various Members by uploading a file through the AHCCCS Online Main Screen, under 'Member Supplemental Data' and selecting the 'Multiple Records Entry' option in the portal. The file must be in a plain text format with fixed length values, as detailed in File Layout Table below (page 12), and a **file size limit of 10 MB**. Providers may submit data on Members from any Provider IDs, as long as ID is active in our system.



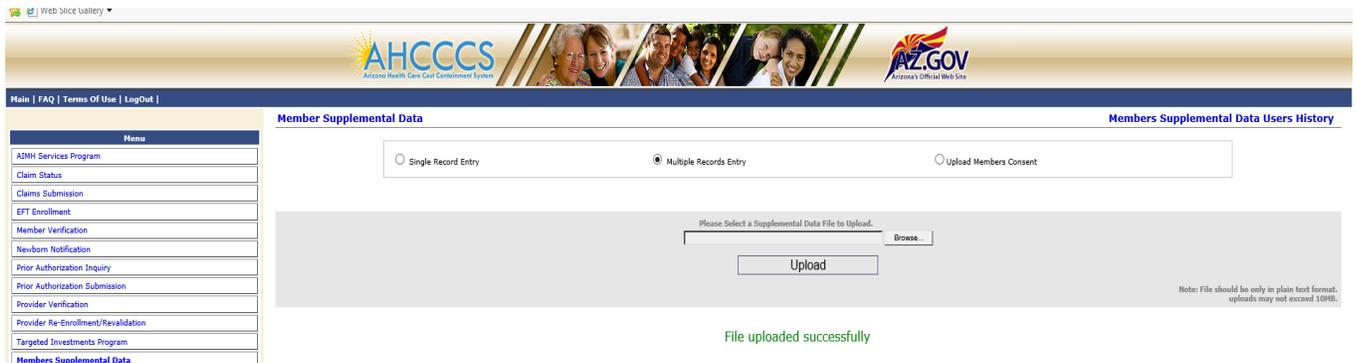
The following standards should be used for all file names:

- MMDDCCYY of submission
- Provider ID the user registered with, regardless of Provider IDs included in the file
- 3 digit sequence number (in the event of multiple files in a single day)

For example, 1001201811111001.txt

File Submission Results

When data is submitted, a summary of the results of the processed file will be displayed. If there are errors, reason of record rejection will be specified next to that line number and AHCCCS ID, in red. To correct errors, a new file will need to be submitted. The error detail list can be uploaded to Excel. Any data that receives an error message will not be saved in our system and will need to be re-submitted. For details on Substance Use Disorder data consent, see section [VII](#).



DUGless Portal Guide

Member Supplemental Data

Single Record Entry
 Multiple Records Entry
 Upload Members Consent

Please Select a Supplemental Data File to Upload.

Browse...

Total number of lines: 1

Upload

Note: File should be only in plain text format. uploads may not exceed 10MB.

No of lines successfully inserted : 0

Export To Excel

Line Number	Error Detail
Line 1 , AHCCCS IDA(,Date Of Birth: , Provider ID:	Either Provider ID is not Active or not found.
Line 1 , AHCCCS IDA(,Date Of Birth: , Provider ID:	Referral date is not in right format.
Line 1 , AHCCCS IDA(,Date Of Birth: , Provider ID:	Referral source is not in right format.
Line 1 , AHCCCS IDA(,Date Of Birth: , Provider ID:	Member not found.
Line 1 , AHCCCS IDA(,Date Of Birth: , Provider ID:	Error found in CASII Intensity Date.
Line 1 , AHCCCS IDA(,Date Of Birth: , Provider ID:	Error found in SA values.

Records processed: ###

Records accepted: ###

Records rejected: ###

Rejection Details:

Line: ### AHCCCS ID: ### DOB: ### Provider ID: ### Error Detail: <reason for record rejection>

Possible Rejection Reasons:

- Invalid AHCCCS ID
- Invalid Date Format
- Member Not Found
- Value Not Applicable to the Field
- Value Out of Range
- Value Not applicable for Member Age
- Value Not Applicable for Member Gender
- Substance Use Data cannot be submitted without member's consent

File Upload Example

568769	19590325202007230320200722V00YXNX25Y1AXX	000116000001160000011600X	99
568769	20080311202007210120200713V00XYXNN24X1X00	000116000001160000011600X0715202007	07
568769	20080311202007210120200713C00XYXNN24X1X	000116000001160000011600X0715202007	11

File Layout Table for File Upload (Multiple Records Entry)

Field Label	Data Type	Length	Start	End
PROVIDER_ID	varchar	6	1	6
AHCCCS_ID	varchar	9	7	15
DOB (YYYYMMDD)	datetime	8	16	23
REFERRAL_DATE (YYYYMMDD)	datetime	8	24	31
REFERRAL_SOURCE	varchar	2	32	33
EFFECTIVE_DATE (YYYYMMDD)	datetime	8	34	41
TREATMENT_PARTICIPATION	varchar	1	42	42
NUMBER_OF_ARRESTS	tinyint	2	43	44
OA_ADC	varchar	1	45	45
OA_ADJC	varchar	1	46	46
OA_AOC_ADULT	varchar	1	47	47
OA_AOC_JUVENILE	varchar	1	48	48
OA_DES_RSA	varchar	1	49	49
OA_SCHOOL_SPECIAL_ED	varchar	1	50	50
EMPLOYMENT_STATUS	varchar	2	51	52
SP_WOMAN_DC	varchar	1	53	53
SUPPORT_GROUPS_PARTICIPATION	varchar	1	54	54
MILITARY_STATUS	varchar	1	55	55
CASII_INTENSITY_LEVEL	varchar	2	56	57
CASII_INTENSITY_DATE (YYYYMMDD)	datetime	8	58	65
SA_PRIMARY_TYPE	varchar	4	66	69
SA_FREQUENCY_1	varchar	1	70	70
SA_ROUTE_1	varchar	1	71	71
SA_AGE_1	tinyint	2	72	73
SA_SECONDARY_TYPE	varchar	4	74	77
SA_FREQUENCY_2	varchar	1	78	78
SA_ROUTE_2	varchar	1	79	79
SA_AGE_2	tinyint	2	80	81
SA_TERTIARY_TYPE	varchar	4	82	85
SA_FREQUENCY_3	varchar	1	86	86
SA_ROUTE_3	varchar	1	87	87
SA_AGE_3	tinyint	2	88	89
CONSENT_VALID	varchar	1	90	90
CALOCUS_Date (YYYYMMDD)	datetime	8	91	98
CALOCUS_Score	varchar	2	99	100

V. Portal Data Fields

1. Provider ID

Field Label	Provider_ID
Description	Identifies the provider submitting the file
Valid Values	Valid AHCCCS Provider ID (6 characters)
Rules and Definitions	Required on all submissions/transactions
Updates	10/01/2018 Field added.
Examples	The provider submitting the file is 111111. Enter 111111

2. AHCCCS ID

Field Label	AHCCCS_ID
Description	The unique identifier (ID) assigned by AHCCCS
Valid Values	A unique type 'A' AHCCCS ID.
Rules and Definitions	AHCCCS ID is required on all submissions/transactions. ID must match ID in PMMIS. Field will be a single text box with a maximum length of 9 characters. Verification will be implemented to ensure that entered values must start with an "A" and have eight digits for the rest of the field length.
Updates	10/01/2018 Field added.
Examples	Enter Member's unique AHCCCS 'A' type ID assigned. Enter A5555555

3. Date of Birth (DOB)

Field Label	DOB
Description	The day the Member was born.
Valid Values	YYYYMMDD Format
Rules and Definitions	Required on all transactions, Cannot be a future date (after date of data submission). Must match DOB in PMMIS.
Updates	10/01/2018 Field added. 07/01/2019 Field Edit.
Examples	Date is recorded as the 4-digit year, 2-digit month and 2-digit day. A Member's date of birth is March 9, 1943. Enter 19430309

4. Referral Date

Field Label	Referral_Date
Description	The date when the provider received a referral for service. A referral includes an oral, written, faxed or electronic request for services made by the Member or on the Member's behalf.
Valid Values	YYYYMMDD Format
Rules and Definitions	The Referral Date should be equal to or less than date of data submission. The Referral Date should be equal to or less than the Member's first date of service/treatment.
Updates	10/01/2018 Field added.
Examples	The provider receives a call on January 3, 2019, requesting services. Enter 20190103

5. Referral Source

Field Label	Referral_Source		
Description	Identifies the principle source of referral for a Member.		
Valid Values	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> 01 - Self/Family/Friend 02 - Alcohol/Drug Abuse Care Provider 03 - Other Behavioral Health Provider 05 - RBHA Customer Service 06 - Employer/Employee Assistance Program (EAP) 19 - Federal Agency (VA, IHS, Federal Prison, etc.) 35 - AHCCCS Health Plan and/or PCP </td> <td style="width: 50%; vertical-align: top;"> 36 - DCS Urgent Response (child only) 37 - Community agency other than Behavioral Health Provider (homeless shelter, church, employer) 38 - Arizona Department of Economic Security (ADES) or Tribal Social Services (Adult or other non-urgent DCS referral, DDD, RSA) 39 - Arizona Department of Education (ADE) or Tribal Schools 40 - Criminal justice/correctional (includes AOC-Probation, ADOC, ADJC, Jail, including Tribal) 41 - Other </td> </tr> </table>	01 - Self/Family/Friend 02 - Alcohol/Drug Abuse Care Provider 03 - Other Behavioral Health Provider 05 - RBHA Customer Service 06 - Employer/Employee Assistance Program (EAP) 19 - Federal Agency (VA, IHS, Federal Prison, etc.) 35 - AHCCCS Health Plan and/or PCP	36 - DCS Urgent Response (child only) 37 - Community agency other than Behavioral Health Provider (homeless shelter, church, employer) 38 - Arizona Department of Economic Security (ADES) or Tribal Social Services (Adult or other non-urgent DCS referral, DDD, RSA) 39 - Arizona Department of Education (ADE) or Tribal Schools 40 - Criminal justice/correctional (includes AOC-Probation, ADOC, ADJC, Jail, including Tribal) 41 - Other
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Rules and Definitions	Data should only be collected beginning of services/treatment.		
Updates	10/01/2018 Field added. 10/01/2020 Field values added		
Examples	A referral is received from the Department of Child Safety (DCS) for an urgent response to provide behavioral health services to a child removed from the home. Enter 36		

6. Effective Date	
Field Label	EFFECTIVE_DATE
Description	Refers to the effective date of any new, addition, and/or change to a members' data/record.
Valid Values	YYYYMMDD Format
Rules and Definitions	Required on all transactions Cannot be a future date (after date of data submission). Age for each record will be calculated by the Effective Date.
Updates	06/27/2019 Field added to Single Case Data Submissions. 02/01/2020 Field added to File Upload Submissions. 10/01/2020 Field Rules updated.
Examples	A Member started a part-time job requiring a change in Employment Status field on January 3, 2019. Enter 20190103

7. Treatment Participation	
Field Label	TREATMENT_PARTICIPATION
Description	Refers to the presence of a court order or conditions of parole/probation pertaining to the delivery of Behavioral Health services.
Valid Values	V - Voluntary C - Involuntary – Criminal; DUI or conditions of parole/probation N - Involuntary – Civil: MH court order, Drug court
Rules and Definitions	Voluntary participation is when a Member (or a parent/guardian, if applicable) is applying for or receiving services voluntarily. Involuntary – Criminal; DUI/ Drug Court /condition of parole/probation is when a Member applies for/receives services as a result of criminal court ordered treatment OR when a Member applies for/receives services as a result of a court ordered DUI screening, education or treatment. Involuntary - Civil/MH Court Order is when a Member applies for/receives services as a result of Title 36 proceedings for a court ordered evaluation (COE) or court ordered treatment (COT)
Updates	10/01/2018 Field added.
Examples	The Member walked in and requested services on their own accord. Enter V

8. Number of Arrests

Field Label	NUMBER_OF_ARRESTS
Description	The number of times the Member has been arrested within the last 30 days.
Valid Values	00 - 31
Rules and Definitions	Entry must be ascertained by a clinical professional. Any arrest that occurred within the last 30 days from the date of service. Field will be single line text box with maximum length of 2 characters.
Updates	10/01/2018 Field added.
Examples	The Member has been arrested once during the last 30 days. Enter 01

9. Arizona Department of Corrections (ADC) or Parole

Field Label	OA_ADC
Description	Age 18 and Older Only. Refers to other agencies with a current and/or ongoing role with the Member. Is the Member, age 18 and older, involved with the ADC or on parole?
Valid Values	Y - Yes N - No X - Not applicable due to age
Rules and Definitions	If Member's age is 0-17 years old, then 'X' is the only accepted value.
Updates	10/01/2018 Field added.
Examples	The adult Member is currently on parole with ADC. Enter Y

10. Arizona Department of Juvenile Corrections (ADJC)

Field Label	OA_ADJC
Description	Age 0 thru 17 Only. Refers to other agencies with a current and/or ongoing role with the Member. Is the Member, age 0 thru 17, involved with the ADJC?
Valid Values	Y - Yes N - No X - Not applicable due to age
Rules and Definitions	If Member's age is 18 years old or older, then 'X' is the only accepted value.
Updates	10/01/2018 Field added.
Examples	The youth Member is currently involved with ADJC. Enter Y

11. Adult Probation

Field Label	OA_AOC_ADULT
Description	Age 18 and Older Only. Refers to other agencies with a current and/or ongoing role with the Member. Is the Member, age 18 and older, on adult probation through the Administrative Office of the Courts (AOC)?
Valid Values	Y - Yes N - No X - Not applicable due to age
Rules and Definitions	If Member's age is 0-17 years old, then 'X' is the only accepted value.
Updates	10/01/2018 Field added.
Examples	The adult Member is currently on adult probation through AOC. Enter Y

12. Juvenile Probation

Field Label	OA_AOC_JUVENILE
Description	Age 0 thru 17 Only. Refers to other agencies with a current and/or ongoing role with the Member. Is the Member, age 0 thru 17, on probation through the County Juvenile Probation Department?
Valid Values	Y - Yes N - No X - Not applicable due to age
Rules and Definitions	If Member's age is 18 years old or older, then 'X' is the only accepted value.
Updates	10/01/2018 Field added.
Examples	The youth Member is currently on juvenile probation through AOC. Enter Y

13. DES/RSA Involvement

Field Label	OA_DES_RSA
Description	Refers to other agencies with a current and/or ongoing role with the Member. Is the Member involved with the Department of Economic Security (DES)/ Rehabilitative Services Administration (RSA)?
Valid Values	Y - Yes N - No
Rules and Definitions	-
Updates	10/01/2018 Field added.
Examples	The Member is currently involved with DES/RSA. Enter Y

14. School Special Education

Field Label	OA_SCHOOL_SPECIAL_ED
Description	Refers to other agencies with a current and/or ongoing role with the Member. Is the Member receiving special education services through an Individualized Education Program (IEP) or accommodations through a 504 Accommodation Plan at their school?
Valid Values	Y - Yes N - No X - Not applicable due to age
Rules and Definitions	Member must be 3 years of age, but not more than 21 years old. Refers to other agencies with a current and/or ongoing role with the Member. The Member is receiving special education services through an IEP at their school.
Updates	10/01/2018 Field added.
Examples	The Member is currently receiving special education services. Enter Y The Member is 22 years of age or older. Enter X

15. Employment Status

Field Label	EMPLOYMENT_STATUS								
Description	The Member's current employment status.								
Valid Values	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">XX - Not applicable due to age (<5 years old)</td> <td style="width: 50%;">25 - Competitively Employed Part-Time</td> </tr> <tr> <td>17 - Unpaid Rehabilitation Activity</td> <td>28 - Other Employment</td> </tr> <tr> <td>20 - Student</td> <td>29 - Inactive in the Community</td> </tr> <tr> <td>24 - Competitively Employed Full-Time</td> <td>99 - Unknown</td> </tr> </table>	XX - Not applicable due to age (<5 years old)	25 - Competitively Employed Part-Time	17 - Unpaid Rehabilitation Activity	28 - Other Employment	20 - Student	29 - Inactive in the Community	24 - Competitively Employed Full-Time	99 - Unknown
XX - Not applicable due to age (<5 years old)	25 - Competitively Employed Part-Time								
17 - Unpaid Rehabilitation Activity	28 - Other Employment								
20 - Student	29 - Inactive in the Community								
24 - Competitively Employed Full-Time	99 - Unknown								
Rules and Definitions	<p>XX - Not Applicable Due to Age Refers to members less than 5 years of age</p> <p>17 - Unpaid Rehabilitation Activity Individuals engaging in any rehabilitation activity not already specified in one of the other categories (employed or student), including, but not limited to, work exploration, pre-vocational skill building groups and activities, community activities such as church groups, social skill building activities, mobility training, adjustment to disability training, volunteerism, seeking employment, etc.</p> <p>20 - Student If an individual is currently in an educational institution, including, but not limited to, secondary or post-secondary education, trade school, or vocational college, and not involved in any employment activity, they shall be categorized as "student". If an individual is in an educational institution, but also competitively employed or involved in any other type of employment, they shall be categorized in the appropriate employment category.</p> <p><i>(Continued on the next page)</i></p>								

15. Employment Status

24 - Competitively Employed Full-Time

Refers to competitive employment performed in an integrated community setting on a full-time basis (35 or more hours per week) for which an individual is compensated in accordance with the Fair Labor Standards Act; or the individual is in military service. Criteria for competitive employment must include the following three components: pay at minimum wage or higher; a job located in an integrated community setting; and a job that was not set aside for a particular population. Employment may be with or without interventions, assistance, or supports, typically provided by staff of a vocational or other rehabilitation program. The individual may have obtained the job with the assistance of a vocational program or on their own.

25 - Competitively Employed Part-Time

Refers to competitive employment performed in an integrated community setting on a part-time basis (less than 35 hours per week) for which an individual is compensated in accordance with the Fair Labor Standards Act; or the individual is in military service. Criteria for competitive employment must include the following three components: pay at minimum wage or higher; a job located in an integrated community setting; and a job that was not set aside for a particular population. Employment may be with or without interventions, assistance, or supports, typically provided by staff of a vocational or other rehabilitation program. The individual may have obtained the job with the assistance of a vocational program or on their own.

28 - Other Employment

Refers to employment not otherwise classified as full-time or part-time integrated community employment.

This may include, but is not limited to, the following:

- **Work Adjustment Training:** Facility or community based training program that teaches the meaning, value and demands of work, while developing the soft skills needed to obtain competitive employment. Participation in Work Adjustment Training programs is time-limited, with a long-term goal of obtaining competitive employment. Participation in a Work Adjustment Training program is set aside for certain populations and/or other participants of a rehabilitation program.
- **Transitional Employment Placement:** Secured by a vocational agency and set aside for certain populations. Employment is paid and is in an integrated community business setting. Individuals are actual employees of the company, not of the vocational agency. Individuals are paid at least minimum wage and preferably the prevailing rate received by regular company employees for the same job.
- **Homemaker:** When an individual manages their family household, and performs household duties for others, as a principal occupation.

29 - Inactive in the Community

Refers to individuals who are not currently employed, looking for work, or involved in any other rehabilitation activity. It may also refer to individuals who are retired or individuals who are inmates of institutions. Use this category only if the individual does not fit in any other category.

Updates	10/01/2018 Field added. 06/27/2019 Valid Values added, XX, Not applicable due to age, 99, Unknown
Examples	A Member works 20 hours per week. Enter 25

16. Dependent Children	
Field Label	SP_WOMAN_DC
Description	Identifies Members who have dependent child(ren). Includes children that have been removed and are in the custody of DCS.
Valid Values	Y - Yes N - No X - Not applicable due to gender/sex
Rules and Definitions	Female Only. If the Member is male, then 'X' is the only accepted value
Updates	10/01/2018 Field added.
Examples	The Member is a woman with a dependent child or children. Enter Y

17. Social Supports of Recovery	
Field Label	SUPPORT_GROUPS_PARTICIPATION
Description	How often did the Member participate in any self-help or recovery groups (such as Alcoholics Anonymous, Narcotics Anonymous, WRAP/WELL, Recovery Center programming, etc.) in the past 30 days?
Valid Values	1 - No attendance in the past month 2 - 1-4 times in past month 3 - 5-12 times in past month 4 - 13-20 times in past month 5 - 21 or more times in past month X - Not involved in any self-help or recovery groups
Rules and Definitions	Entry must be ascertained by a clinical professional.
Updates	10/01/2018 Field added. 02/01/2019 Added valid value
Examples	The Member has participated in a self-help group 2 times in the past month. Enter 2

18. Military Status	
Field Label	MILITARY_STATUS
Description	Is the Member a current or former Member of the U.S. Army, Army Reserve/National Guard, U.S. Navy, Navy Reserve, U.S. Marine Corps, Marine Corps Reserve, U.S. Air Force OR are they a military family Member?
Valid Values	A - Active Military B - Veteran C - Retired Veteran D - Disabled Veteran (See Rules and Definitions) E - Military Family Member F - No Active or Veteran Military Status G - Unknown (See Rules and Definitions) X - Not applicable due to age (0 through 16 only)
Rules and Definitions	<p>D – Disabled Veteran A veteran whose disability was a result of an injury or disease that was incurred or aggravated while on active duty or active duty for training; or from injury, heart attack, or stroke that occurred during inactive duty training. A disability may apply to physical and mental health conditions.</p> <p>G – Unknown An individual who may not disclose their military status, if any.</p> <p>For individuals age 16 and younger, the only valid values allowed are ‘X’ and ‘E’.</p>
Updates	10/01/2018 Field added.
Examples	A Member reports that they are currently serving in the U.S. Army. Enter A A Member is 15 years old and reports not having a family Member in the military. Enter X

19. CASII Intensity Level	
Field Label	CASII_INTENSITY_LEVEL
Description	<p>The CASII (Children and Adolescent Service Intensity Instrument) applies to children ages 6 thru 17, measuring objective quantifiable criteria for determination of service intensity. It describes an array of services and a level of service intensity rather than a specific treatment setting or program. It does not describe a recommended level of care.</p> <p>The CASII is required as part of the initial assessment. Please refer to AHCCCS Medical Policy Manual, Chapter 320-O, Behavioral Health Assessments and Treatment Service Planning, for specific requirements.</p>
Valid Values	00 - Basic Services for Prevention and Maintenance 01 - Recovery Maintenance and Health Management 02 - Outpatient Services 03 - Intensive Outpatient Services 04 - Intensive Integrated Services without 24-Hour Psychiatric Monitoring 05 - Non-Secure, 24-Hour Services with Psychiatric Monitoring 06 - Secure, 24-Hour Services with Psychiatric Management XX - Not applicable due to age (0-5, 18+)
Rules and Definitions	<p>Entry must be ascertained by a clinical professional.</p> <p>If a Member is age 6 or older and less than age 18, a CASII Intensity Level is required.</p> <p>If a Member is younger than 6 years OR 18 years old or greater CASII Intensity Level must be XX.</p>
Updates	10/01/2018 Field added.
Examples	A Member is assessed using the CASII at the time of the initial assessment and is determined to have needs requiring intensive integrated services without 24-hour psychiatric monitoring. Enter 04

20. CASII Intensity Date	
Field Label	CASII_INTENSITY_DATE
Description	<p>The CASII Intensity Date must reflect the date on which the CASII Intensity Level (Field 18) was assessed. The CASII is required as part of the initial assessment. Please refer to AHCCCS Medical Policy Manual, Chapter 320-O, Behavioral Health Assessments and Treatment Service Planning, for specific requirements.</p>
Valid Values	YYYYMMDD Format
Rules and Definitions	<p>Entry must be ascertained by a clinical professional.</p> <p>A valid date value must be provided each time a CASII Intensity Level is provided. Cannot be future date (after date of data submission). If data is submitted via file upload and level the CASII Intensity level is XX, leave all eight (8) spaces blank in place of the date (spaces 50 to 57).</p>
Updates	10/01/2018 Field added. 06/27/2019 Field edit.
Examples	Date is recorded as the 4 digit year, 2 digit month and 2 digit day. A Member's CASII Intensity Level (Field 19) changed on March 26, 2018. Enter 20180326

21. Substance Use Primary Type

Field Label	SA_PRIMARY_TYPE	
Description	The primary psychoactive substance used.	
Valid Values	0001 - None 0201 - Alcohol 0302 - Cocaine/Crack (CNS Stimulants) 0401 - Marijuana/Hashish 0501 - Heroin / Morphine (Opiates / Narcotics) 0601 – Non-prescription Methadone 0706 - Other Opiates/Synthetics 0801 – PCP (Phencyclidine) 0902 - Hallucinogens	1001 - Methamphetamine/Speed (CNS Stimulants) 1201 - Other Stimulants 1308 - Benzodiazepines (CNS Depressants) 1401 – Other Tranquilizers 1501 – Barbiturates 1605 - Other Sedatives (CNS Depressants) 1703 – Inhalants 1801 – Over the Counter Medication 2002 - Other Drugs
Rules and Definitions	<p>Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <u>before</u> submitting data for this field.</p> <p>If valid value “0001” (None) is used, then:</p> <ul style="list-style-type: none"> • Only valid values of “none / no use” will be accepted in Substance Use Primary Fields (21-24), in the Substance Use Secondary Fields (25-28), and in the Substance Use Tertiary Fields (29-32). <p>If a valid value other than “0001” (None) is entered, then:</p> <ul style="list-style-type: none"> • This value may NOT be repeated in Substance Use Secondary Type or Substance Use Tertiary Type (used only once). • When entering multiple substance use, Substance Use Primary Type, Substance Use Secondary Type, and Substance Use Tertiary Type must be populated in order. • Fields 22-Substance Use Primary Frequency and 23-Substance Use Primary Route cannot be null. 	
Updates	10/01/2018 Field added. 10/01/2020 Field values added.	
Examples	The Member’s primary substance use has been heroin. Enter 0501	

22. Substance Use Primary Frequency

Field Label	SA_FREQUENCY_1	
Description	The frequency of use of the current primary substance use (Field 21-Substance Use Primary Type).	
Valid Values	1 - No use during the past month 2 - 1 –3 times in past month 3 - 1 – 2 times per week 4 - 3 – 6 times per week	5 - 1 or more times per day 6 - No use during the past 3 months 7 - No use during the past 6 months 8 - No use during the past 12 months
Rules and Definitions	<p>Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <u>before</u> submitting data for this field.</p> <p>If “0001” (None) is entered for Substance Use Primary Type (Field 21), then only a valid value “1” will be accepted.</p>	
Updates	10/01/2018 Field added.	
Examples	The Member has been using heroin one time per day for the past month. Enter 5	

23. Substance Use Primary Route

Field Label	SA_ROUTE_1
Description	The route of administration of the current primary substance use (Field 21-Substance Use Primary Type).
Valid Values	1 - Oral 2 - Smoking 3 - Inhalation 4 - Injection 6 - No use during the past month
Rules and Definitions	Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field. If “0001” (None) is entered for Substance Use Primary Type (Field 21), then only a valid value “6” will be accepted.
Updates	10/01/2018 Field added.
Examples	The Member has been administering heroin via intravenous injection. Enter 4

24. Substance Use Primary Age First Use

Field Label	SA_AGE_1
Description	The Member’s age at first use of the reported current primary substance use (Field 21- Substance Use Primary Type).
Valid Values	01-99 - Years of age 00 - No use
Rules and Definitions	Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field. If “0001” (None) is entered for Substance Use Primary Type (Field 21), then only a valid value “00” will be accepted.
Updates	10/01/2018 Field added.
Examples	The Member began using heroin at age 25. Enter 25

25. Substance Use Secondary Type

Field Label	SA_SECONDARY_TYPE	
Description	The secondary psychoactive substance used.	
Valid Values	0001 - None 0201 - Alcohol 0302 - Cocaine/Crack (CNS Stimulants) 0401 - Marijuana/Hashish 0501 - Heroin / Morphine (Opiates / Narcotics) 0601 – Non-prescription Methadone 0706 - Other Opiates/Synthetics 0801 – PCP (Phencyclidine) 0902 - Hallucinogens	1001 - Methamphetamine/Speed (CNS Stimulants) 1201 - Other Stimulants 1308 - Benzodiazepines (CNS Depressants) 1401 – Other Tranquilizers 1501 – Barbiturates 1605 - Other Sedatives (CNS Depressants) 1703 – Inhalants 1801 – Over the Counter Medication 2002 - Other Drugs
Rules and Definitions	<p>Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field.</p> <p>If valid value “0001” (None) is used in Field 21-Substance Use Primary Type, then:</p> <ul style="list-style-type: none"> • Only a valid value “0001” (None) will be accepted. • Only valid values of “none / no use” will be accepted in Substance Use Secondary Fields (26-29). <p>If a valid value other than “0001” (None) is entered, then:</p> <ul style="list-style-type: none"> • This value may NOT be repeated in Substance Use Primary Type or Substance Use Tertiary Type (used only once). • When entering multiple substance use, Substance Use Primary Type, Substance Use Secondary Type, and Substance Use Tertiary Type must be populated in order. • Fields 27-Substance Use Secondary Frequency and 28-Substance Use Secondary Route-cannot be null. 	
Updates	10/01/2018 Field added. 10/01/2020 Field values added.	
Examples	The Member’s secondary substance use was alcohol. Enter 0201	

26. Substance Use Secondary Frequency

Field Label	SA_FREQUENCY_2	
Description	The frequency of use of the current secondary substance use (Field 25-Substance Use Secondary Type).	
Valid Values	1 - No use during the past month 2 - 1 –3 times in past month 3 - 1 – 2 times per week 4 - 3 – 6 times per week	5 - 1 or more times per day 6 - No use during the past 3 months 7 - No use during the past 6 months 8 - No use during the past 12 months
Rules and Definitions	<p>Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field.</p> <p>If “0001” (None) is entered for Substance Use Secondary Type (Field 25), then only a valid value “1” will be accepted.</p>	
Updates	10/01/2018 Field added.	
Examples	The Member has used alcohol three times in the past month. Enter 2	

27. Substance Use Secondary Route

Field Label	SA_ROUTE_2
Description	The route of administration of the current secondary substance use (Field 25-Substance Use Secondary Type).
Valid Values	1 - Oral 2 - Smoking 3 - Inhalation 4 - Injection 6 - No use during the past month
Rules and Definitions	Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field. If "0001" (None) is entered for Substance Use Secondary Type (Field 25), then only a valid value "6" will be accepted.
Updates	10/01/2018 Field added.
Examples	The Member has been administering alcohol orally. Enter 1

28. Substance Use Secondary Age First Use

Field Label	SA_AGE_2
Description	The Member's age at first use of the reported current secondary substance use (Field 25- Substance Use Secondary Type).
Valid Values	01-99 - Years of age 00 - No use
Rules and Definitions	Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field. If "0001" (None) is entered for Substance Use Secondary Type (Field 25), then only a valid value "00" will be accepted.
Updates	10/01/2018 Field added.
Examples	The Member began using alcohol at age 15. Enter 15

29. Substance Use Tertiary Type

Field Label	SA_TERTIARY_TYPE	
Description	The tertiary psychoactive substance used.	
Valid Values	0001 - None 0201 - Alcohol 0302 - Cocaine/Crack (CNS Stimulants) 0401 - Marijuana/Hashish 0501 - Heroin / Morphine (Opiates / Narcotics) 0601 – Non-prescription Methadone 0706 - Other Opiates/Synthetics 0801 – PCP (Phencyclidine) 0902 - Hallucinogens	1001 - Methamphetamine/Speed (CNS Stimulants) 1201 - Other Stimulants 1308 - Benzodiazepines (CNS Depressants) 1401 – Other Tranquilizers 1501 – Barbiturates 1605 - Other Sedatives (CNS Depressants) 1703 – Inhalants 1801 – Over the Counter Medication 2002 - Other Drugs
Rules and Definitions	<p>Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field.</p> <p>If valid value “0001” (None) is used in Field 21-Substance Use Primary Type and Field 25-Substance Use Secondary Type then:</p> <ul style="list-style-type: none"> • Only a valid value “0001” (None) will be accepted. • Only valid values of “none / no use” will be accepted in fields the Substance Use Tertiary Fields (29-32). <p>If a valid value other than “0001” (None) is entered, then:</p> <ul style="list-style-type: none"> • This value may NOT be repeated in Substance Use Primary Type or Substance Use Secondary Type (used only once). • When entering multiple substance use, Substance Use Primary Type, Substance Use Secondary Type, and Substance Use Tertiary Type must be populated in order. • Fields 30-Substance Use Tertiary Frequency and 31-Substance Use Tertiary Route cannot be null. 	
Updates	10/01/2018 Field added. 10/01/2020 Field values added.	
Examples	The Member’s tertiary substance use has been methamphetamine. Enter 1001	

30. Substance Use Tertiary Frequency

Field Label	SA_TERTIARY_3	
Description	The frequency of use of the current tertiary substance use (Field 29-Substance Use Tertiary Type).	
Valid Values	1 - No use during the past month 2 - 1 –3 times in past month 3 - 1 – 2 times per week 4 - 3 – 6 times per week	5 - 1 or more times per day 6 - No use during the past 3 months 7 - No use during the past 6 months 8 - No use during the past 12 months
Rules and Definitions	<p>Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field.</p> <p>If “0001” (None) is entered for Substance Use Tertiary Type (Field 29), then only a valid value “1” will be accepted.</p>	
Updates	10/01/2018 Field added.	
Examples	The Member has used methamphetamine 5 times in the past month. Enter 4	

31. Substance Use Tertiary Route

Field Label	SA_ROUTE_3
Description	The route of administration of the current tertiary substance use (Field 29-Substance Use Tertiary Type).
Valid Values	1 - Oral 2 - Smoking 3 - Inhalation 4 - Injection 6 - No use during the past month
Rules and Definitions	Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field. If "0001" (None) is entered for Substance Use Tertiary Type (Field 29), then only a valid value "6" will be accepted.
Updates	10/01/2018 Field added.
Examples	The Member has been administering methamphetamine by smoking. Enter 2

32. Substance Use Tertiary Age First Use

Field Label	SA_AGE_3
Description	The Member's age at first use of the reported current tertiary substance use (Field 29- Substance Use Tertiary Type).
Valid Values	01-99 - Years of age 00 - No use
Rules and Definitions	Entry must be ascertained by a clinical professional. A signed consent form must be uploaded to the portal <i>before</i> submitting data for this field. If "0001" (None) is entered for Substance Use Tertiary Type (Field 29), then only a valid value "00" will be accepted.
Updates	10/01/2018 Field added.
Examples	The Member began using methamphetamine at age 28. Enter 28

33. Consent Valid (Multiple Records Entry Only)

Field Label	CONSENT_VALID
Description	Refers to whether a Substance Use Disorder (SUD) data consent form has been uploaded to the portal prior to record submission.
Valid Values	Y - Yes N - No
Rules and Definitions	Required on all records submitted through Multiple Records Entry (File Upload). If the valid value is No, then the Substance Use Disorder data field/s (21-32) must be None/No Use.
Updates	02/01/2020 Field added
Examples	A Member's consent form has been previously uploaded to the portal. Enter Y

34. CALOCUS Date

Field Label	CALOCUS_Date
Description	The CALOCUS (Child and Adolescent Level of Care Utilization System) applies to children ages 6 thru 18, this instrument provides guidance for level of need and services; identify those children with complex needs in a uniform manner and those children in need of High Needs Case Management.
Valid Values	YYYYMMDD Format
Rules and Definitions	Entry must be ascertained by a clinical professional. If a Member is age 6 or older and less than age 18, a CALOCUS Date is required. If a Member is younger than 6 years OR 18 years old or greater the CALOCUS Date must be blank. Age is based on the Effective Date field in the record. The Effective Date on the record must be 10/01/2020 or after.
Updates	10/01/2020 Field added
Examples	The CALOCUS instrument was completed on November 2, 2020. Enter 11022020

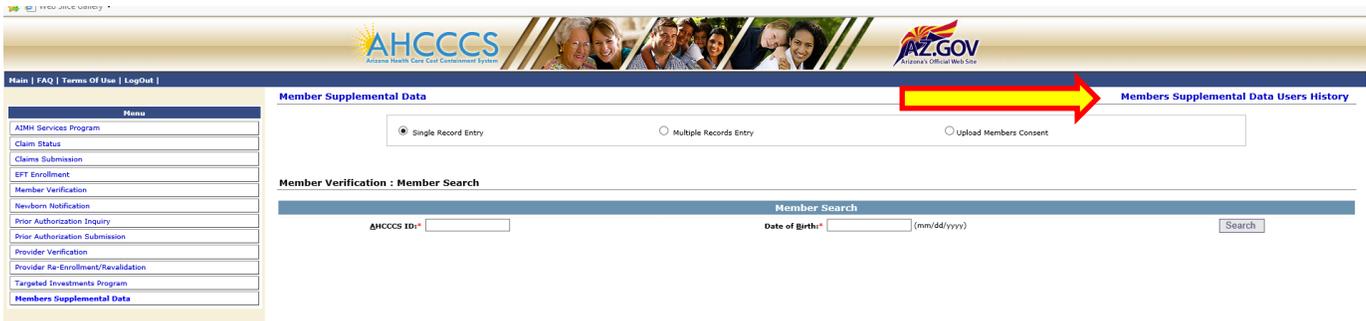
35. CALOCUS Composite Score

Field Label	CALOCUS_Score																				
Description	The CALOCUS (Child and Adolescent Level of Care Utilization System) applies to children ages 6 thru 18, this instrument provides guidance for level of need and services; identify those children with complex needs in a uniform manner and those children in need of High Needs Case Management.																				
Valid Values	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Score</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Level of Care</u></th> </tr> </thead> <tbody> <tr> <td>07-09</td> <td>Level Zero - Basic Services for Prevention & Maintenance</td> </tr> <tr> <td>10-13</td> <td>Level One - Recovery Maintenance & Health Management</td> </tr> <tr> <td>14-16</td> <td>Level Two - Low Intensity Community Based Services</td> </tr> <tr> <td>17-19</td> <td>Level Three - High Intensity Community Based Services</td> </tr> <tr> <td>20-22</td> <td>Level Four - Medically Monitored Community Based Services</td> </tr> <tr> <td>23-27</td> <td>Level Five - Medically Monitored Residence Based Services</td> </tr> <tr> <td>28-40</td> <td>Level Six - Medically Managed Residence Based Services</td> </tr> <tr> <td colspan="2" style="text-align: center;">OR</td> </tr> <tr> <td>99</td> <td>Not applicable due to age (0-5, 18+)</td> </tr> </tbody> </table>	<u>Score</u>	<u>Level of Care</u>	07-09	Level Zero - Basic Services for Prevention & Maintenance	10-13	Level One - Recovery Maintenance & Health Management	14-16	Level Two - Low Intensity Community Based Services	17-19	Level Three - High Intensity Community Based Services	20-22	Level Four - Medically Monitored Community Based Services	23-27	Level Five - Medically Monitored Residence Based Services	28-40	Level Six - Medically Managed Residence Based Services	OR		99	Not applicable due to age (0-5, 18+)
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23-27	Level Five - Medically Monitored Residence Based Services																				
28-40	Level Six - Medically Managed Residence Based Services																				
OR																					
99	Not applicable due to age (0-5, 18+)																				
Rules and Definitions	<p>Entry must be ascertained by a clinical professional.</p> <p>If a Member is age 6 or older and less than age 18, a CALOCUS Composite Score is required.</p> <p>If a Member is younger than 6 years OR 18 years old or greater the CALOCUS Composite score must be '99'.</p> <p>Age is based on the Effective Date field in the record.</p> <p>The Effective Date on the record must be 10/01/2020 or after.</p>																				
Updates	10/01/2020 Field added																				
Examples	After completing the CALOCUS instrument on child, the composite score was 11. Enter 11																				

VI. Members Supplemental Data Users History

Members Supplemental Data Users History Feature

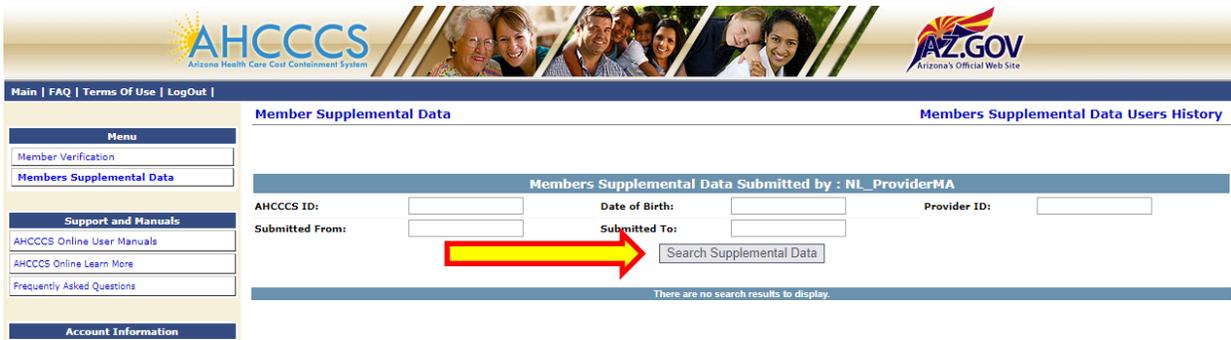
The Members Supplemental Data Users History feature allows users to look up previous submitted member data. The feature is located on top right of the main page of the portal (Members Supplemental Data Users History).



Data can be looked up by entering any one of the following fields, then click on 'Search Supplemental Data':

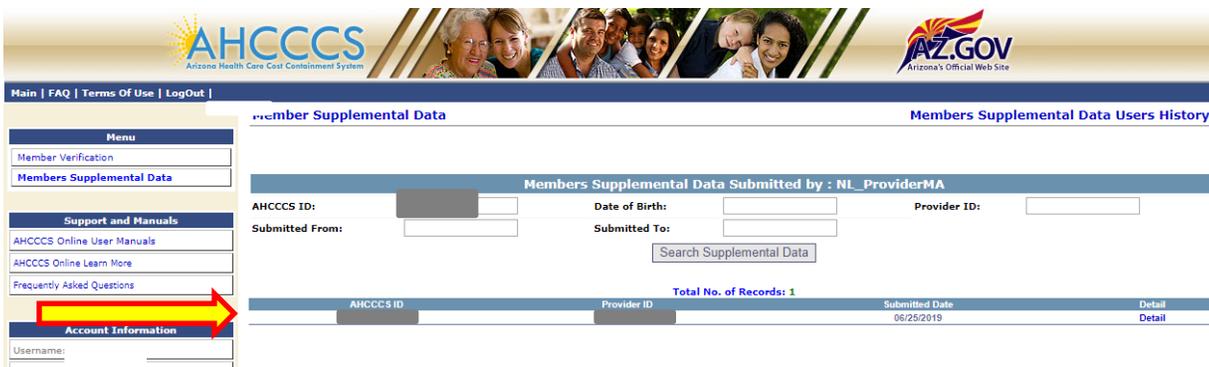
- AHCCCS ID
- Date of Birth
- Provider ID
- Submitted From (Date)
- Submitted To (Date)

If no fields are entered, the last 1,000 records submitted by the user will appear.

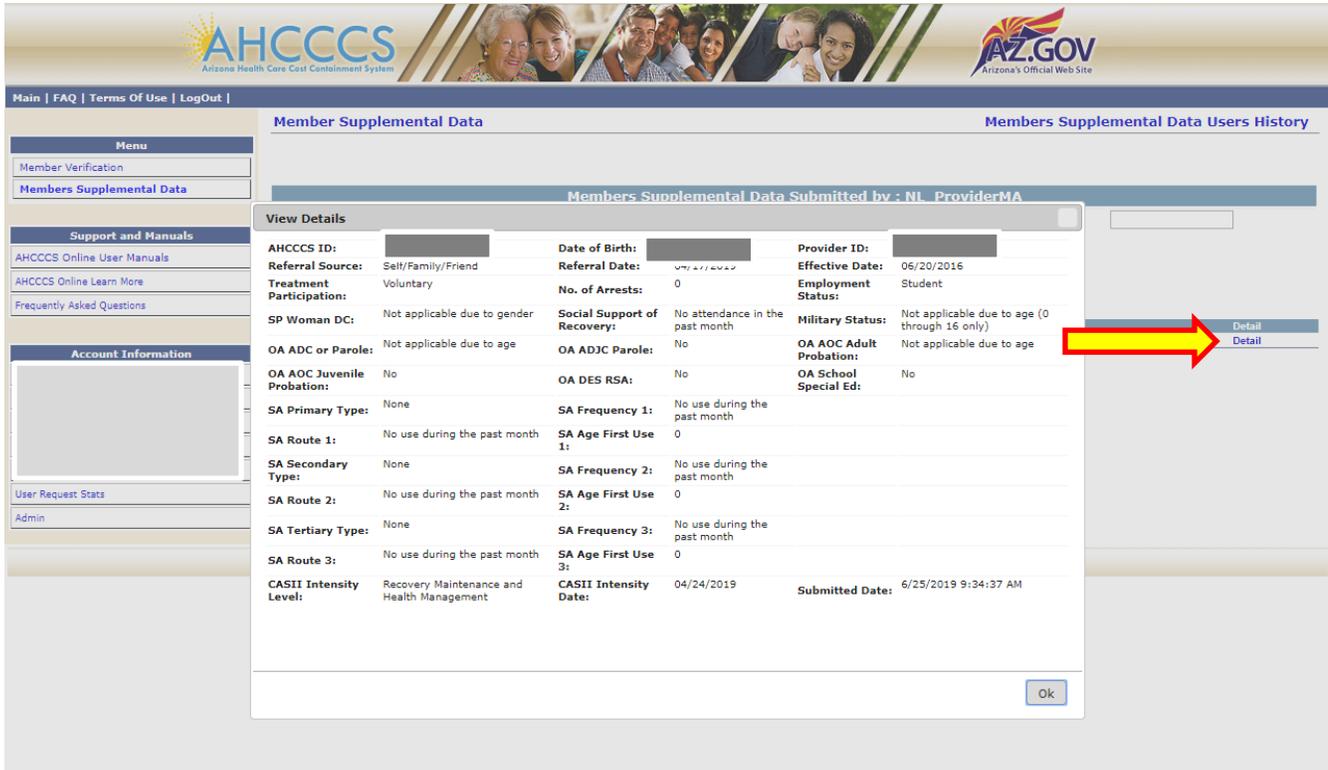


Any records submitted by the user for that member will appear below:

The search is limited to 1,000 records, if search returns more than 1,000 records, user will be asked to filter their search.



To see the details of the record, click on 'Detail' and a window will pop up with the details of the record selected, including the Submitted Date (bottom right):



The screenshot displays the AHCCCS DUGless Portal interface. The main content area is titled "Member Supplemental Data" and shows a list of records. A "View Details" pop-up window is open, displaying the following information:

AHCCCS ID:	[Redacted]	Date of Birth:	[Redacted]	Provider ID:	[Redacted]
Referral Source:	Self/Family/Friend	Referral Date:	07/27/2019	Effective Date:	06/20/2016
Treatment Participation:	Voluntary	No. of Arrests:	0	Employment Status:	Student
SP Woman DC:	Not applicable due to gender	Social Support of Recovery:	No attendance in the past month	Military Status:	Not applicable due to age (0 through 16 only)
OA ADC or Parole:	Not applicable due to age	OA ADJC Parole:	No	OA AOC Adult Probation:	Not applicable due to age
OA AOC Juvenile Probation:	No	OA DES RSA:	No	OA School Special Ed:	No
SA Primary Type:	None	SA Frequency 1:	No use during the past month		
SA Route 1:	No use during the past month	SA Age First Use 1:	0		
SA Secondary Type:	None	SA Frequency 2:	No use during the past month		
SA Route 2:	No use during the past month	SA Age First Use 2:	0		
SA Tertiary Type:	None	SA Frequency 3:	No use during the past month		
SA Route 3:	No use during the past month	SA Age First Use 3:	0		
CASII Intensity Level:	Recovery Maintenance and Health Management	CASII Intensity Date:	04/24/2019	Submitted Date:	6/25/2019 9:34:37 AM

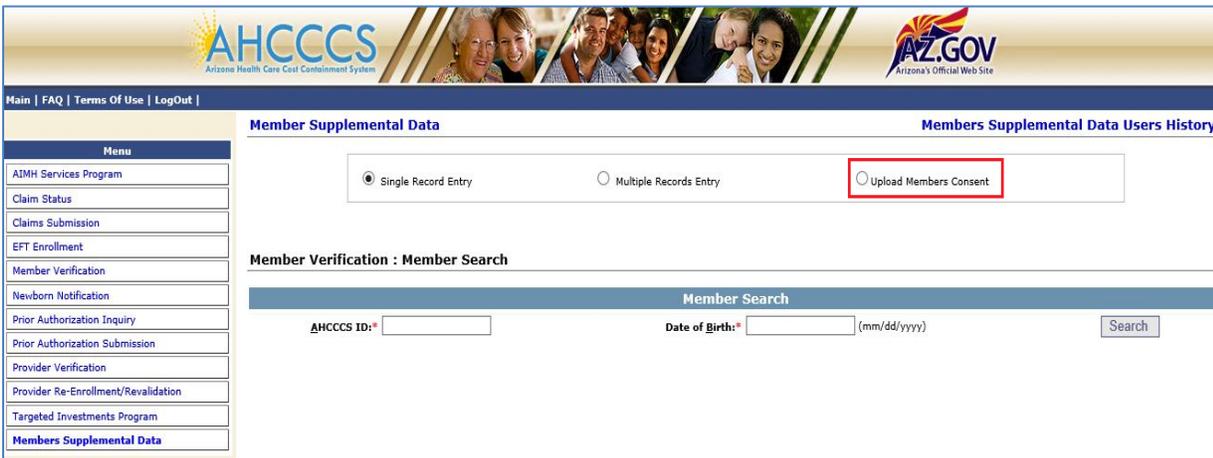
A red arrow points to the "Detail" link in the top right corner of the pop-up window.

VII. Substance Use Disorder Data Consent

Substance Use Disorder Data (SUD) Consent

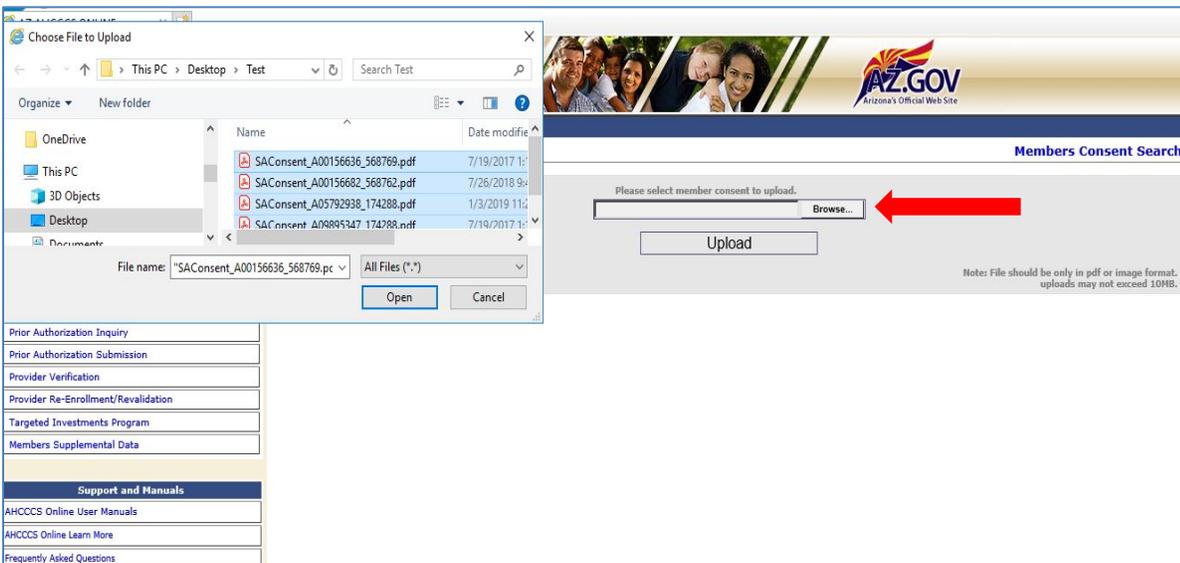
Per HIPAA Part 2 requirements, a **signed consent form** is required to be uploaded to the portal for each member, per provider, and before SUD data (Fields 21 thru 32) is submitted for any member. There is not a specific form required, providers may use consent forms already in use, as long as they are signed and current. A consent form is not required to be uploaded for every record submitted, only for members with SUD data in their records.

The portal has a feature where consent forms may be uploaded, reviewed, and revoked. This feature is located on the main page of the Member Supplemental Data (DUGless Portal), under 'Upload Member Consent.'



To Upload Consent Forms

To upload a member's SUD consent form, click on 'Upload Member Consent' in the portal. Click on 'Browse' to select file(s). Once consent form files are selected, click 'Open' to select. Next click on 'Upload' to submit consent form files.



More than one consent form files can be selected to be uploaded at one time, but forms cannot be combined into one file.

The consent form files must abide by the following rules:

- File name rule: SAConsent_(member's AHCCCS ID)_(Provider ID).extension
 - Example: SAConsent_A12345678_123456.pdf
- Permitted file types: PDFs and various image file formats such as .JPG, .BMP, *.PNG, etc.
- The combined size of the consent form files uploaded at one time cannot exceed **10 MB**.

Once file(s) are uploaded successfully, the following message will be displayed:



The screenshot shows the 'Members Supplemental Data' page. A central message area displays: 'Please select member consent to upload.' with a 'Browse...' button and an 'Upload' button. Below this, it shows 'Total No. of consents: 4' and 'No of consents successfully inserted : 4'. A red arrow points to the '4' in the second line. A note on the right states: 'Note: File should be only in pdf or image format. uploads may not exceed 10MB.'

If files are not uploaded successfully, an error message will display (see below).

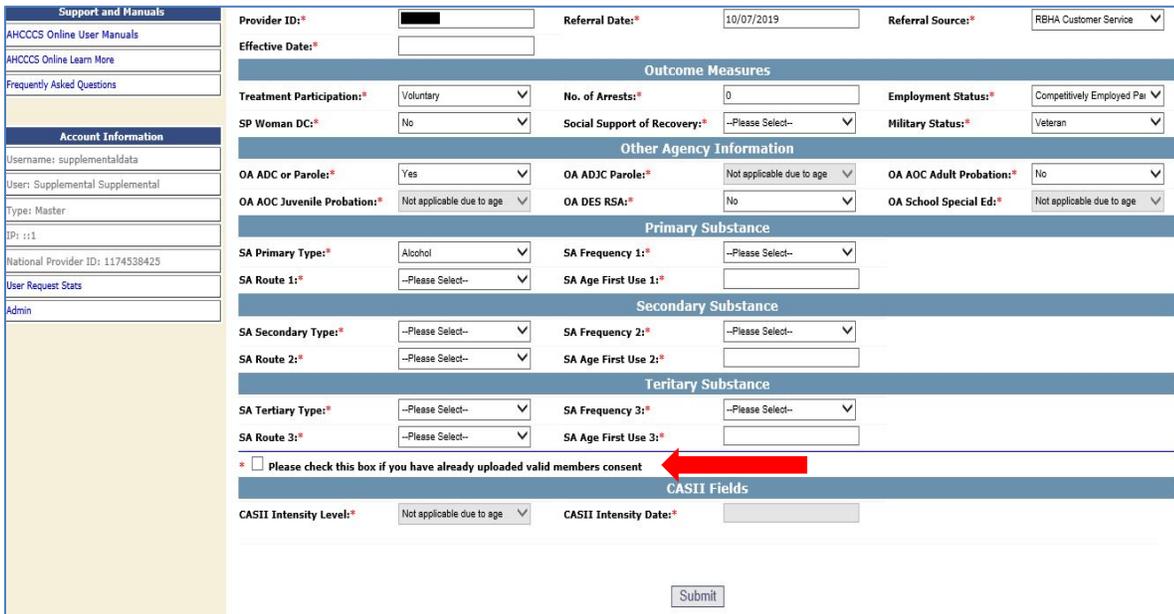
Any file that produces an error will not be saved in the portal.



The screenshot shows the 'Members Supplemental Data' page with an error message. It displays: 'Please select member consent to upload.' with a 'Browse...' button and an 'Upload' button. Below this, it shows 'Total number of consents: 2' and 'No of consents successfully inserted : 0'. Two error messages are listed: 'File-SAConsent_A[redacted]_568769.pdf - wrong file name, not uploaded.' and 'File-SAConsent_A[redacted]_568762.pdf - wrong file name, not uploaded.' A red arrow points to the error messages. A note on the right states: 'Note: File should be only in pdf or image format. uploads may not exceed 10MB.'

Consent Verification: Single Record Submissions

When substance use disorder data is entered under a single record entry, the user must click on the check box under the Tertiary Substance Use fields.



The screenshot shows a web form with a left-hand navigation menu. The main content area is titled 'Single Record Entry' and contains several sections:

- Support and Manuals:** Links to user manuals and learn more.
- Account Information:** Fields for Username, User, Type, IP, National Provider ID, and User Request Stats.
- Outcome Measures:** Fields for Treatment Participation, No. of Arrests, Employment Status, SP Woman DC, and Social Support of Recovery.
- Other Agency Information:** Fields for OA ADC or Parole, OA AOC Juvenile Probation, OA ADJC Parole, OA DES RSA, OA AOC Adult Probation, and OA School Special Ed.
- Primary Substance:** Fields for SA Primary Type and SA Frequency 1.
- Secondary Substance:** Fields for SA Secondary Type and SA Frequency 2.
- Tertiary Substance:** Fields for SA Tertiary Type and SA Frequency 3. A red arrow points to a checkbox: Please check this box if you have already uploaded valid members consent.
- CASII Fields:** Fields for CASII Intensity Level and CASII Intensity Date.

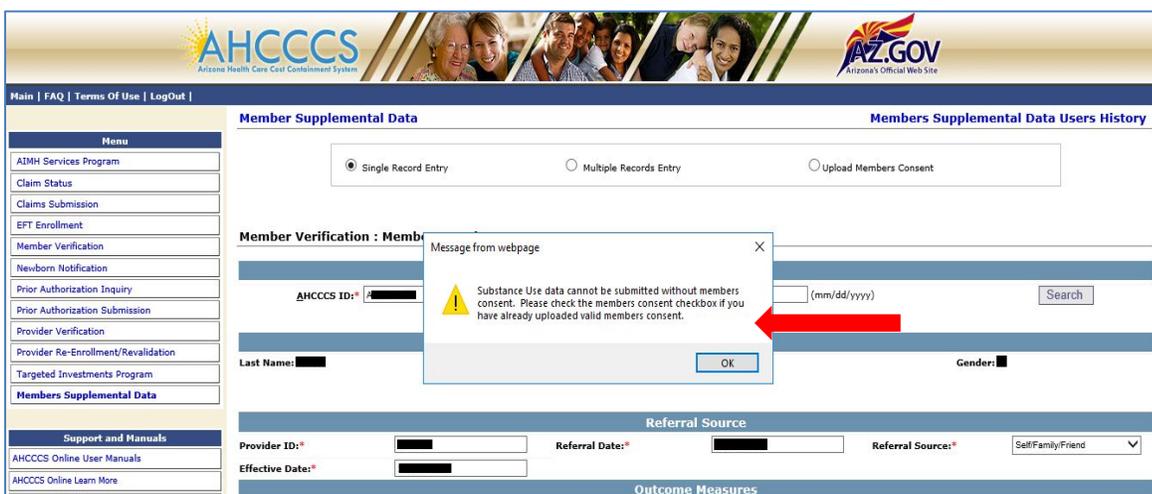
 A 'Submit' button is located at the bottom right of the form.

When the record is submitted, the portal will verify that a consent form was previously uploaded for the member, if a consent form is found, the record will be accepted successfully.

Records without SUD data and/or no consent form will be accepted, but must select 'None' for the 'SA Primary Type' field.

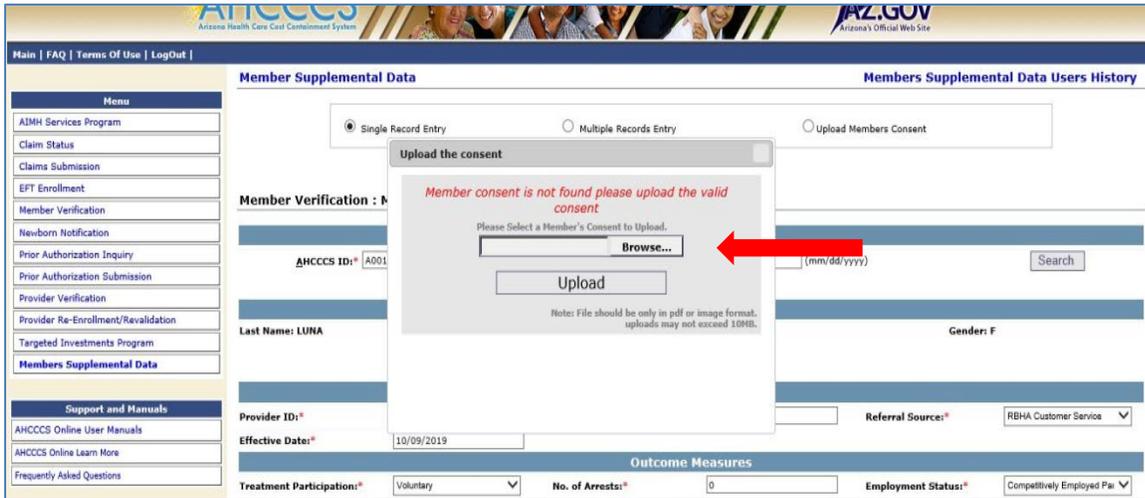
If SUD data is submitted and the check box is not checked, the following message will pop up when the record is submitted:

'Substance Use data cannot be submitted without the member's consent. Please check the member's consent checkbox if you have already uploaded a valid member consent.'



The screenshot shows the 'Member Supplemental Data' page. At the top, there are radio buttons for 'Single Record Entry', 'Multiple Records Entry', and 'Upload Members Consent'. Below this is a 'Member Verification' section with fields for AHCCCS ID, Referral Date, and Referral Source. A message box is overlaid on the form, displaying the error message: 'Substance Use data cannot be submitted without members consent. Please check the members consent checkbox if you have already uploaded valid members consent.' A red arrow points to the message box.

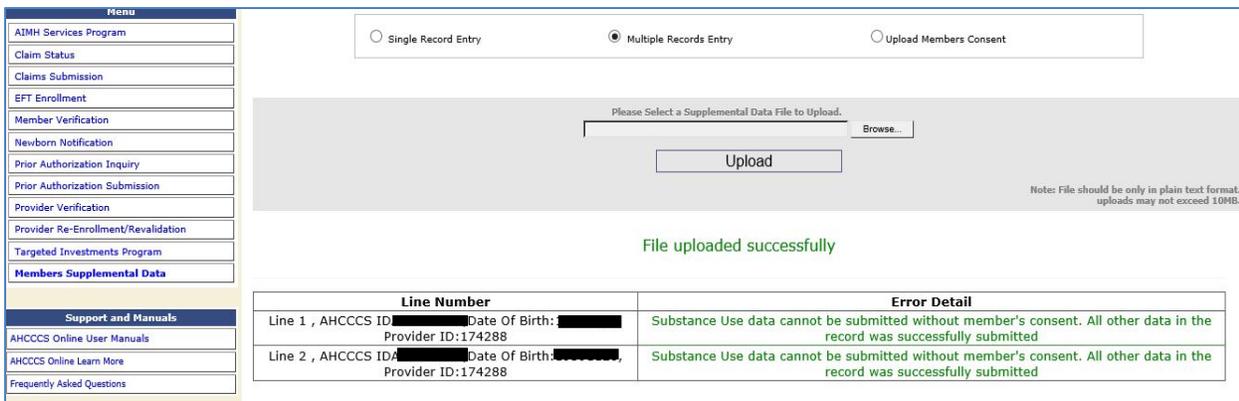
If SUD data is submitted and the check box is checked, but there no consent form found in the portal, the following window will pop up when record is submitted, allowing a user to upload consent form file before submitting the record.



The screenshot shows the 'Member Supplemental Data' form with an 'Upload the consent' dialog box. The dialog contains the message: "Member consent is not found please upload the valid consent". Below the message is a text input field for the member's consent, a "Browse..." button (highlighted with a red arrow), and an "Upload" button. A note at the bottom of the dialog states: "Note: File should be only in pdf or image format. uploads may not exceed 10MB." The background form shows fields for Member Verification, AHCCCS ID, Last Name (LUNA), Gender (F), Provider ID, Effective Date (10/09/2019), Referral Source (RBHA Customer Service), Treatment Participation (Voluntary), No. of Arrests (0), and Employment Status (Competitively Employed Part-time).

Consent Verification: File Upload Submissions

When substance use disorder data is submitted through the multiple records entry, the field 'CONSENT_VALID' must have a value of 'Y' (Yes), indicating that a consent form was previously uploaded to the portal. Once the file is uploaded, the portal will verify that a consent form was uploaded. If a consent form is not found, the portal will display a message, under 'Error Detail' and all other data in the record will be submitted successfully.



The screenshot shows the 'Upload the consent' dialog box with the message: "File uploaded successfully". Below the message is a table with two columns: "Line Number" and "Error Detail".

Line Number	Error Detail
Line 1 , AHCCCS ID: [REDACTED] Date Of Birth: [REDACTED] Provider ID:174288	Substance Use data cannot be submitted without member's consent. All other data in the record was successfully submitted
Line 2 , AHCCCS ID: [REDACTED] Date Of Birth: [REDACTED] Provider ID:174288	Substance Use data cannot be submitted without member's consent. All other data in the record was successfully submitted

In order to submit rejected substance use disorder data, a consent form must be uploaded first, and then the entire record can be re-submitted.

If no substance use disorder data will be submitted with the record, the consent field should have a value of 'N' (No) and the SUD data fields must have all values of 'None/No Use'.

Member Verification: Member Consent Search and Consent Revocation

Under the 'Upload Member Consent' page, users may search for previously submitted consent forms, as well as, revoke previously submitted consent forms. To search for consent, click on 'Member Consent Search' on the top right of the 'Upload Member Consent' page.



Members consent forms can be searched by using any of the following criteria: AHCCCS ID, Provider ID, Submitted From (date) or Submitted To (date). Only consent forms submitted by the user will appear in the search.

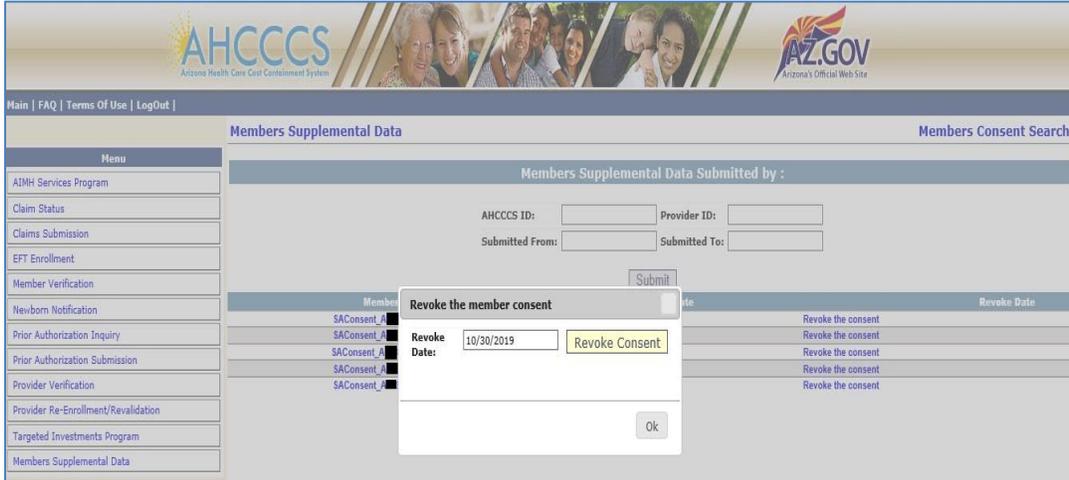


The results will appear under the search criteria. This is also where previously submitted consents may be revoked by clicking 'Revoke the consent' on the selected consent form.

Member Consent	Submitted Date	Revoke Date
SAConsent_A [redacted] 568769.pdf	10/30/2019	Revoke the consent
SAConsent_A [redacted] 568762.pdf	10/30/2019	Revoke the consent
SAConsent_A [redacted] 568760.JPG	10/29/2019	Revoke the consent
SAConsent_A [redacted] 174288.pdf	10/30/2019	Revoke the consent
SAConsent_A [redacted] 174288.pdf	10/30/2019	Revoke the consent

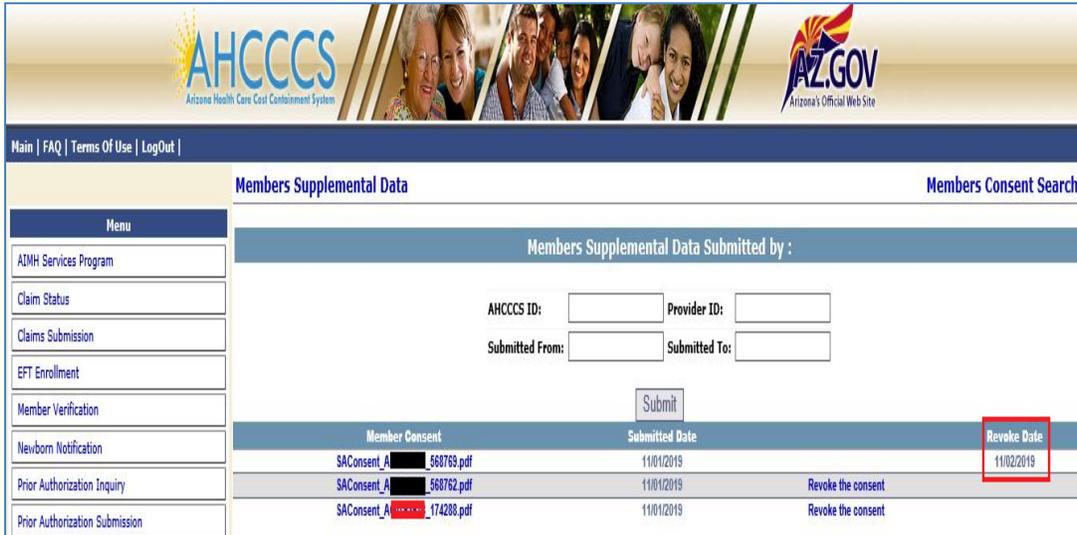
A red arrow points to the 'Revoke the consent' link in the second row of the table." data-bbox="102 691 853 944"/>

When the consent form is selected to be revoked, a revoke date must be entered. This date must be a current or future date only.



The screenshot shows the 'Members Supplemental Data' page with a modal dialog box titled 'Revoke the member consent'. The dialog has a 'Revoke Date' field containing '10/30/2019' and a 'Revoke Consent' button. The background table shows a list of consent records with 'Revoke the consent' links.

The revoke date entered will appear under 'Revoke Date' in future searches.



The screenshot shows the 'Members Supplemental Data' page with a table listing consent records. A 'Revoke Date' column is visible, with a red box highlighting the date '11/02/2019' for the first record.

Member Consent	Submitted Date	Revoke Date
SAConsent_A [redacted]_568769.pdf	11/01/2019	11/02/2019
SAConsent_A [redacted]_568762.pdf	11/01/2019	Revoke the consent
SAConsent_A [redacted]_174288.pdf	11/01/2019	Revoke the consent

VIII. Document Revision History

Version	Effective Date	Revision Type	Revision Section	Revision Reason/Description
1.5	02/2019	Field Value Added	V. Portal Data Fields	Field 16 – Social Supports of Recovery, Added valid value: X - Not involved in any self-help or recovery groups
1.6	06/2019	Field Added	V. Portal Data Fields	Added Field 6 – Effective Date added only to Single Case Data Submissions
1.6	06/2019	Field Value Added	V. Portal Data Fields	Field 15 – Employment Status, added field value of 'XX' - Not applicable due to age for members less than 5 years old
1.6	06/2019	Feature Added	VI. Members Supplemental Data Users History Feature	New feature added to portal to look up previously submitted member data by the user
1.6	06/2019	Field Validation	V. Portal Data Fields	Cannot enter a future date (after date of data submission) on any of the date fields: Field 3 – Date of Birth, Field 4 – Referral Date, , Field 6 – Effective Date, Field 20 – CASII Date
1.6	06/2019	Field Validation	V. Portal Data Fields	Age and Gender Validations added to the following fields, based on the Data Fields descriptions, which will auto populate in Single Case Submissions and be validated in File Upload Submissions: Field 9- OA_ADC or Parole: If the member is less than 18 years old, only option is “X - Not applicable due to age” Field 10- OA_ADJC Parole: If the member age is 18 or older, only option is “X - Not applicable due to age” Field 11- OA_AOC_ADULT Probation: If the member is less than 18 years old, only option is “X - Not applicable due to age” Field 12- OA_AOC_JUVENILE Probation: If the member age is 18 or older, only option is “X - Not applicable due to age” Field 15- Employment Status: If member is less than 5 years old, only option is “XX – Not applicable due to age” Field 14- OA_School_Special Education: If a member is less than 3 years old or older than 21, only option is “X – Not applicable due to age” Field 16- SP_Woman Dependent Children: If a member is a male, only option is “X- Not applicable due to gender” Field 18- Military Status: If a member is between 0 and 16 years old, only option is “X-Not applicable due to age” Field 19- CASII Intensity Level: For members 0 to 5 or 18 and older, only option “XX –Not applicable due to age” Field 20– CASII Date: For members 0 to 5 or 18 and older, field will be locked in Single Case Submission or should be left blank/spaces in File Upload Submissions

DUGless Portal Guide

Version	Effective Date	Revision Type	Revision Section	Revision Reason/Description
2.0	2/2020	Field Added	IV. Guidelines for File Upload Submissions	Added Field 6 – Effective Date added only to File Upload Submissions
2.0	2/2020	Feature Added	VII. Substance Use Disorder Data Consent	New feature added that requires a consent form to be uploaded to the portal before SUD data fields (Fields 21 – 32) are submitted.
2.5	10/2020	Fields Added	V. Portal Data Fields	Added Fields 34-35, CALOCUS Date, CALCOUS Composite Score
2.5	10/2020	Field Value Added	V. Portal Data Fields	Added the following values to Field 5 – Referral Source: 02 – Alcohol/Drug Abuse Care Provide and 06 – Employer/Employee Assistance Program (EAP) Added the following values to Fields 21, 25, 29 – Substance Use Types: 0601 – Non-prescription Methadone, 0801 – PCP (Phencyclidine), 1401 – Other Tranquilizers, 1501 – Barbiturates, 1605 – Other Sedatives (CNS Depressants), 1801 – Over the Counter Medication
2.5	10/2020	Field Rule Updated	V. Portal Data Fields	Age for each record will be calculated using the Effective Date (Field 6)