Substance Use Disorder Events

SUD Event File Format & Definitions

Utah Department of Health and Human Services

Office of Substance Use and Mental Health

Official Document for FY2024 Data Submissions
Effective 7/1/2023

Updated: 4/14/2023

Change Log

DATE	AUTHOR	VERSION	NOTES
4/14/2023	Tom J. Maggio	1.2.4	Added File Naming Convention Guidelines for SUD EVENT Files.
3/22/2023	Tom J. Maggio	1.2.3	Updated the Title and Effective Date for this document
11/10/2022	Tom J. Maggio	1.2.2	Added gender neutral language.
6/01/2022	Tom J. Maggio	1.2.1	Added Location Code "10 – Telehealth at Patient's Home" to "Location_cd" field 9.
5/25/2022	Tom J. Maggio	1.2	Updated formatting for FY2023
4/2/2020	Justin Hyatt	1.1	Added Location Code "02 – Telehealth" to "Location_cd" (Field 9).
2/21/2020	Justin Hyatt	1.0	SUD Events File was created and will go into service July 1, 2020. DLA Fields (Fields 12 – 16) were moved into the Event Field from the Admit File.

SUD Event Data Set

An event is characterized as:

- A transaction between a staff member of a behavioral health organization and a client in which a significant activity occurs.

- A significant action by a staff member on behalf of a client, i.e., interviewing a collateral, providing various kinds of adjunctive services, and many case management activities.

- Other actions by staff that facilitate the provision of services to or on behalf of clients, i.e., activities that support the continued operation of the organization.

Client:
A person who meets *all* the following criteria:
1. has an alcohol or drug related problem,
2. has completed the screening and intake process,
3. has been formally admitted for treatment or recovery service in an Alcohol or Drug Treatment unit operated or funded (fully or partially) by a State Alcohol or State Drug Authority, and
4. has their own client record.

If a person has only completed the assessment process and it is determined that they do not need treatment and therefore do not meet all the above criteria of a client, the person can still be included as a TEDS admission but must have a code of "Assessment" in the *Service/Program Type*.
*(A person is **not** a client if they have only completed a screening or intake process or have been placed on a waiting list or are a co-dependent or collateral.)*

Client Served:
- A client served is defined as an individual who receives any event of service or services with an event date that is within the current fiscal year.

Service Event Date Rule:
- Event Dates must fall within the current fiscal year. Event dates should include time where available.

- Event dates must fall between the client's birth date and discharge date.

Record Number Rule:
Record number field is now required to be unique for a given provider and client ID event rows. Duplicate record numbers will produce an error.

CSV File Generation Guidelines:
1. All files should be submitted without a header row.
2. It is recommended that fields **NOT** contain extra spaces for padding. For example, if a field allows 11 digits but the code values only use 3 digits then 3 digits is an acceptable width for the field. Adding the spaces only increases the size of the file and slows down uploading and

processing of files.
3. Non-required fields must either be blank or contain a valid value.
4. Commas are not allowed within the data in any field. (Commas are column delimiters.)
5. Do not use quotes in any fields.
6. Do not insert blank lines between rows of data.

CSV File Name Guidelines:

- The SUDEVENT File name must be in this format:
    - SUDEVENTS_UTnnnnnn_2023Q?_20230701_01.CSV
- The file name needs to include the SUD ProviderID which begins with UT.
    - E.g., UT123456.
- If a Provider is sending more than one SUD Event file on a given day, the last part of the name that uses _01 prior to the .csv should be incremented to _02, _03, etc.

File Processing Sort Rules:

SUD Event Rows:
Sorting as follows with subsequent sort rules applying within the 'parent' sort rule.
- System Trans Type (Delete, Add, and then Change)
  - Provider ID (numeric ascending)
    - Provider Client ID (provider's) (alphanumeric ascending)
      - Admission ID (chronological)
        - Service date (chronological)

Changes

New content for FY2024 would be highlighted in *yellow italics.*

SUD Events File FY2024 - effective 7/1/2023

Field	Field Name	Description	Codes/Allowed Values	Format	% Unknown	Required	Notes
1	Record_Number	Provider event record ID number	String value that uniquely identifies a client event for the provider	string (50)		Yes	Key field. Use a unique ID for every event record, that can be used to identify the same unique event record in your system. Duplicate record numbers will produce a file submission error.
2	Provider_Id	Provider Identifier	State assigned SUD Provider ID	string (15)		Yes	Key Field. This is your state assigned provider ID. IDs are always at least 2 characters in length.
3	Provider_Client_id	Client Identifier	Provider unique client identifier	string (15)		Yes	Client ID to be unique within the Provider and unique to each client admitted or readmitted to that Provider. It must not be reassigned to another client. Mapping must be consistent across quarters.
4	Sys_trans_type_cd		A - Add D - Delete C - Change	string (1)		Yes	Add is for adding new rows. Delete is for removing rows from SAMHIS. Submit a delete row in conjunction with an Add row to fix a key field that has changed. Change is for updating an existing row with new updated information for an existing admission. Update cannot be used to fix a key field change. For Add and Change system transaction type codes, all fields must be supplied with valid data in each field. The only difference will be that a change record will error out if an existing admission record is not already found. Change records should be sent anytime one of the data elements in the spec are modified when needing to change a baseline (T1 or T2) or discharge value for a NOM data element. For Delete records, all key fields must be supplied. The rest of the fields can be filled-in or left blank. Admission records that have already been discharged cannot be deleted until the discharge data has been deleted. To delete an admission that has already been discharged, send in a delete record for the discharge and then a delete record for the admission. Remember that every row must have the correct number of commas.
5	Admission_id	Admission identifier	Provider unique Admission identifier	string (50)		Yes	A unique Admission identifier will be used to tie SUD events back to Admit and Discharge episode data.
6	Service_dt_time	Service date and time	Any legal date and time	string (19) MM/DD/YYYY hh:mm:ss		Yes	For every service given to a client a new record must be generated with a date. Service dates must fall within the current fiscal year **and be between the client's birth date and discharge date.** If your system doesn't track time for events, then specify 00:00:00 for the time part. Be sure to put a single space between the date and time.
7	Service_code	Service being provided	(See notes)	string (15)		Yes	A list of the Service Codes can be viewed/downloaded from the SAMHIS website, click the Support Dropdown, and proceed to the Support Page option.
8	Service_modifier	Modifier for services code	(See notes)	string (10)		No	A list of the Service Codes with modifiers can be viewed/downloaded from the SAMHIS Website. See the above instructions for the Service Code. *Leave blank when service code does not have a modifier.*

Field	Field Name	Description	Codes/Allowed Values	Format	% Unknown	Required	Notes
9	Location_cd	Location of service	01 - Pharmacy 02 - Telehealth 03 - School 04 - Homeless Shelter 05 - Indian Health Service Free-standing Facility 06 - Indian Health Service Provider-based Facility 07 - Tribal 638 Free-standing Facility 08 - Tribal 638 Provider-based Facility 09 - Prison/Correctional Facility 10 – Telehealth provided in patient's home 11 - Office 12 - Home 13 - Assisted Living Facility 14 - Group Home 15 - Mobile Unit 16 - Temporary Lodging 17 - Walk-in Retail Health Clinic 20 - Urgent Care Facility 21 - Inpatient Hospital 22 - Outpatient Hospital 23 - Emergency Room - Hospital 24 - Ambulatory Surgical Center 25 - Birthing Center 26 - Military Treatment Facility 31 - Skilled Nursing Facility 32 - Nursing Facility 33 - Custodial Care Facility 34 - Hospice 41 - Ambulance - Land 42 - Ambulance - Air or Water 49 - Independent Clinic 50 - Federally Qualified Health Center 51 - Inpatient Psychiatric Facility 52 - Psychiatric Facility Partial Hospitalization 53 - Community Mental Health Center 54 - Intermediate Care Facility/Mentally Retarded 55 - Residential Substance Abuse Treatment Facility 56 - Psychiatric Residential Treatment Center 57 - Non-residential Substance Abuse Treatment Facility 60 - Mass Immunization Center 61 - Comprehensive Inpatient Rehabilitation Facility 62 - Comprehensive Outpatient Rehabilitation Facility 65 - End Stage Renal Disease Treatment Facility 71 - State or Local Public Health Clinic 72 - Rural Health Clinic 81 - Independent Laboratory 98 - Not collected 99 - Other Unlisted Facility	number (2)		Yes	Data elements on client services with the location code of 09 - Prison/Correctional Facility is exempt from unknowns.
10	EventDuration	Duration of Event	Number of hours or days	string (6) NNN.NN		Yes	The value is either in days or hours depending on the Service Type of the event. Hours may be expressed as decimal fractions (e.g., one hour and 45 minutes = 1.75). Days may not be reported in decimals. No more than one day may be reported for each event per day.
11	Treated_diagnosis	Treated Diagnosis	ICD-10 Code	string (10)		Yes	Submit diagnosis treated for the specific service.
12	DLA_20_D1	DLA Domain 1 Score	Submit score can be 0 - 100 with an optional two trailing digits after decimal.	numeric (5 with additional decimal)		No	DLA Domain 1. Null is allowed

Field	Field Name	Description	Codes/Allowed Values	Format	% Unknown	Required	Notes
13	DLA_20_D2	DLA Domain 2 Score	Submit score can be 0-100 with an option two trailing digits after decimal.	Numeric(5) with additional decimal.		No	DLA Domain 2. Null is allowed.
14	DLA_20_D3	DLA Domain 3 Score	Submit score can be 0 - 100 with an optional two trailing digits after decimal.	numeric (5 with additional decimal)		No	DLA Domain 3. Null is allowed
15	DLA_20_D4	DLA Domain 4 Score	Submit score can be 0 - 100 with an optional two trailing digits after decimal.	numeric (5 with additional decimal)		No	DLA Domain 4. Null is allowed
16	DLA_20_Overall	DLA Overall Score	Submit score can be 0 - 100 with an optional two trailing digits after decimal.	numeric (5 with additional decimal)		No	DLA Overall Score. Null is allowed