





Treatment Episode Data Set (TEDS) & National Outcome Measures (NOMS) Transitioning from a Traditional Enrollment to a TEDS/NOMS Enrollment

This Tip Sheet is designed to assist in managing and creating TEDS/NOMS program enrollments and disenrollments in accordance with federal and state guidelines. Users will be provided a step by step process for accurate completion.

**Total Pages: 9** 

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# **TEDS/NOMS** Reference Sheet

- Completing an Initial Enrollment
  - Single Program/Modality Enrollment
     Page 3
  - Concurrent Program/Modality Enrollment
     Pages 4 & 5
- Disenrolling & Transferring client enrollments
   Pages 6-7
- Disenrolling from TEDS/NOMS Page 8
- Discharging a client after TEDS/NOMS disenrollment Pages 9
- Enrollments entered in Error Page 10

# Initial Enrollment – Single Modality of Level of Care.

TEDS requires only one admission per treatment episode . You will be required to complete the Admission record , and respond to all ADAA required fields not only in the Admission module but the Client Profile and Intake modules. The initial TEDS/NOMS data will be captured during your client's initial Admission. Note: For your convenience, SMART will automatically convert existing/previous admissions to an initial TEDS/NOMS enrollments.

- 1. Complete the client's Admission record. (Referenced the SMART Admission Tip Sheet)
- When you get to the Program Enrollment screen, click the <u>Add Enrollment</u> hyperlink. This will open the Program Enrollment screen.
- 3. Facility will prepopulate with the facility that you are logged into. *Note*: Do not change your facility.
- 4. Go to the Days on Wait List field and make your entry. **NOTE**: THIS FIELD IS REQUIRED. YOU MUST RESPOND TO THIS QUESTION IN ORDER TO PROCEED. This will be the same value given in the Admission module.
- Go to the Program Name field and select the appropriate level of care. *Note*: When a level of care is selected the TEDS/NOMS Status will appear at the bottom of the screen.
- Go to the Start Date field, and confirm this date is the same as the Admission date. *Note*: This initial TEDS/NOMS enrollment date will always be the same as the admission date.
- 7. Go to the Program Staff field, and confirm the staff.
  - Review and click Finish.



# Initial Enrollment – Concurrent Modalities/Levels of Care

A client may be admitted and enrolled in two treatment levels of care (modalities). The treatment admission with the highest priority (requiring the most attention) will take precedence, while enrollments to treatment with lower priorities should be TEDS/NOMS transfers. *Example*: If the client is receiving Level II.1 as the primary level of care and Level III.1 services as a secondary level of care, then Level II.1 would be primary admission and enrollment for TEDS/NOMS.

#### Process

- A Concurrent client TEDS/NOMS enrollment can be completed once a client's Admission record and Initial TEDS/NOMS Program enrollment are done. (Reference Page 1 of this Tip Sheet)
- 2. To enroll in another level of care click on the <u>Enroll in</u> <u>Concurrent Program</u> hyperlink. *NOTE*: Do Not Click on the Add Enrollment hyperlink.
- 3. The Facility field will prepopulate automatically. *Note*: Do not change the facility.
- 4. Go to the Days on Wait List field, and enter the appropriate information. **NOTE**: THIS FIELD IS REQUIRED AT THIS TIME. YOU MUST RESPOND TO THIS QUESTION IN ORDER TO PROCEED.
- 5. Go to the Program Name field and select the appropriate concurrent treatment modality/level of care. *Note*: Selecting a Level of Care will activate the TEDS/NOMS screen.
- 6. Go to the Start Date field and update the start date if it differs from your initial TEDS/NOMS enrollment or if the date is incorrect.

TEDS/NOMS State	us at Program	Enrollme	nt (9/27/2012)				
Inrolment Type Initial Admiss	ion .	DSM Diagnos	sis 291.0-Alcohol Intexication Delnum(DSM)				
# of Arrests in L	Lest 30 Days 0		Marital Status Marrie	6	Primary Income	Src Wages/salary	
	Pregnant No		Uving Arrangement Indepe	ndent Living	Expected Payment	Src Private Managed Care/HillO	
			Employment Status Employ	yed Full Time (35 hours or more pe	er Heath Insura	nce Private Managed Care (HMO)	
Psychiatric Proble to AlcoholD	m in Addition Orug Problem No		Highest Education Level Completed	ollege / graduate school degree	Annual House	one \$50,000 and over	
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of Times You Have Participa Help Group in the L	ated in a Self Last 30 Days	lance in the par	at month				
Primary Dru	ag .		Secondary Drug	Tertiary Drug			
Drug Type Alcohol			Cocaine	None			
Freq of Use More than 3	3 times/day		Once daily	N/A.			
Route of Intake Oral			Inhelation	NA			
Age of First Use 22			19	96			
Date of Last Use							
Complete TEDS/NOMS Disen	vol Status		Enrol in Concurrent Lo				
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Drug Testing ► Wait List Tx Team Screening ►

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Home Page	Program Enrollment Pro	file				
Agency 🕨	Facility	Santa Ana	Days on Wait List			
Group List >	Program Name	OMT	Start Date	9/27/2012 End Date		
Drug Testing Check In Caseload Summary	Program Staff	Gibbs, Sharon				
Client List V	Program Staff	Gibbs, Sharon				
Client Profile 🕨	Notes			A		
MCASP Risk Assessment						
Linked Consents				*		
Non-Episode Contact Activity List V	TEDS/NOMS Status at D	rogram Enrollment (9/27/201	2)			
Court Monitoring >	Enrollment Type Transfer/Change	DSM Diagnosis 291.0-Alcohol Into:				
Judicial Cont Care 🕨		DSM Diagnosis 291.0-Alconol into:				
Intake	# of Arrests in Last 30 Days 0			atus Married	Primary Income Src Wages/salary	•
Fee Determination Drug Testing >	Pregnant No			ment Independent Living	Expected Payment Src Private Managed Care/HMO	•
Wait List				atus Employed Full Time (35 hours or more pe		) -
Tx Team	Psychiatric Problem in Addition to Alcohol/Drug Problem No		Highest Educ	eted Post-college / graduate school degre 💌	Annual Household \$50,000 and over	•
Screening >	Tobacco use in last 30 days No		Level Comp	eleo	Income	
Assessments 🕨	# of Times You Have					
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	Primary Drug	Secondary Drug		Tertiary Drug		
Treatment >> DJS Tx Planning >>	Drug Type Alcohol	Cocaine		None		
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Client Outcome Measures	Route of Intake Oral	Inhalation		N/A		
	Age of First Use 22	19		96		
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	Complete TEDS/NOMS Disenroll Status		Enroll in Concurrent Lev	al of Care		
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Reports Support Ticket						

# Initial Enrollment – Concurrent Modalities/Levels of Care cont'd

## Process:

- 7. Go to the Program Staff field, and confirm the staff.
- 8. There will be some fields which will prefill some data from the initial enrollment. You will be responsible for completing any yellow field missing information and updating any editable field, i.e. Health Insurance field, # of Arrests in the last 30 days, etc.
- 9. Click Save.
- 10. Click Finish.

User Note: TEDS/NOMS and Saved TEDS/NOMS enrollments cannot be deleted. You will receive the message below if you attempt to 'Delete' a TEDS/NOMS enrollment.

A TEDS/NOMS Program Enrollment can not be deleted.

	SMART DB Mig Test	Useri Gibbs, Loci MBC Tr Client: NOMS, I	Sharon eatment Center (Training Demo   M0517820987NO	Agen, Santa Ana Case #: 1			🛃 Diagnostics	Printable View			
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# Transferring From One Level of Care to Another Level of Care

During a treatment episode, a client may move from one level of care to another, i.e., from Level II.1 to Level I. This event is considered to be a transfer rather than a new enrollment. To transfer, on disenrolls a client from one program and enrolls him/her into another program. *Note*: A new admission record is not required since the enrollment is within the same treatment episode.

- If your client has received pharmacotherapy during the course of the episode, please complete the Medication Module prior to disenrolling. (Refer to the SMART Medication Tip Sheet)
- 2. Once you have opened your client's Activity List, click Program Enrollment on the menu tree.
- 3. Click the <u>Review</u> hyperlink.
- 4. Enter the End date. (MM/DD/YYYY)
- 5. Click Save. This will activate the <u>Complete TEDS/NOMS</u> <u>Disenroll Status</u> hyperlink.
- 6. Click the <u>Complete</u> <u>TEDS/NOMS</u> <u>Disenrollment</u> <u>Status</u> hyperlink.
- 7. Complete all fields.
  - If Disenrollment Type is Completed Treatment/No further treatment needed the Substance Matrix will grey out.
  - If there is not a Secondary and/or Tertiary substance enter None
- 8. Click Save.

ram Name	Start Date	End Date	Facility	Notes	Actions
	9/27/2012		Santa Ana		Review   Delete
11.1	9/27/2012		Santa Ana		Review   Delete
				3	<b>*</b>
Program Enrollment Profile Facility Santa Ana		Days on Wait List			
Program Name OMT		Start Date 9/27/2012 E	ind Date 9/27/2012		
Program Staff Gibbs, Sha	iron 🔻			4	
Notes				_	
TEDS/NOMS Status at Program I	Enrollment (9/27/2012	)			
Enrollment Type Transfer/Change	DSM Diagnosis 291.0-Alcohol Intoxica	ation Delirium(DSM)			
# of Arrests in Last 30 Days 0		Marital Status Married	Primary Income Src Wages		
Pregnant No		Living Arrangement Independent Living Employment Status Employed Full Time (3	Expected Payment Src Private 5 hours or more per Health Insurance Private	-	
Psychiatric Problem in Addition to Alcohol/Drug Problem		Highest Education Level Completed		00 and over	
Tobacco use in last 30 days No 💌		Level Completed	income		
# of Times You Have Participated in a Self Help No attendance in the p Group in the Last 30 Days	east month				
Primary Drug Drug Type Alcohol	Secondary Drug Cocaine	Tertiary Drug None			
Freq of Use More than 3 times/day	Once daily	N/A			
Route of Intake Oral	Inhalation	N/A			
Age of First Use 22	19	96			
Date of Last Use					

<b>TEDS/NOMS Status at Program Disenro</b>	ollment (9/27/2012)		
Disenrollment Type Completed Treatment/No further treatment r	needed	•	
Last Face-to-Face Contact Date 9/27/2012 # of individual Couns	eling Sessions 0		# of Urinalysis Tests 4
Employment Status Employed Full Time (35 hours or more per v	veek)	;	# of Positive Urinalysis Tests 0
		# of	Group Counseling Sessions 4
Living Arrangement Independent Living	<b>•</b>	# of	Family Counseling Sessions 4
# of Arrests in Last 30 Days or Since Admission, White	chever is Less 0		
Was MH Ser	rvice Received No 🔻		Tobacco Use Past 30 days No 🔻
# of Times You Have Participated in a Self Help Group in the	e Last 30 Days No attendance in the past mont	h 🔻	
Was pharmacotherapy used as part of the ti	reatment plan? Yes  Add Medication		
Primary Drug	Secondary Drug	Tertiary Drug	
Drug Type None	None	None	
Frequency of Use N/A	N/A	N/A	
r Actions			
	ansfer to another program		
			inish 💭

## Transferring From One Level of Care to Another Level of Care cont'd

- 1. Once you have documented the TEDS/NOMS disenrollment status for the previous enrollment, click the <u>Transfer to another program</u> hyperlink.
- 2. Go to the Days on Wait List field, and enter the appropriate information. **NOTE**: THIS FIELD IS REQUIRED AT THIS TIME. YOU MUST RESPOND TO THIS QUESTION IN ORDER TO PROCEED.
- 3. Go to the Program Name field and select the appropriate modality/level of care. *Note*: Selecting a Level of Care will activate the TEDS/NOMS screen.
- 4. Go to the Start Date field and confirm the start date.
- Go to the Program Staff field, and confirm the staff.
   Note: There will be some fields that will be prefilled with data from the previous enrollment.
- Go to the prefilled active yellow fields, review, and update any information. Note: You will be responsible for updating any editable field.
- 7. Click Save.
- 8. Click Finish.

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# Disenrolling from a TEDS/NOMS Enrollment

A client's treatment episode ends with the termination of services, and recorded as a discharge. TEDS/NOMS disenrollment(s) and discharges are completed in SMART in accordance with federal and state guidelines. **Note**: Clients must be disenrolled from all levels of care in order to complete a discharge record.

- If your client has received pharmacotherapy during the course of the episode, please complete the Medication Module prior to completing a TEDS/NOMS disenrollment. (Reference the SMART Medication Tip Sheet)
- 2. Click on the <u>Review</u> hyperlink on the Program Enrollment list screen.
- 3. Enter the End date. (MM/DD/YYYY).
- Click Save. This will activate the <u>Complete TEDS/NOMS</u> <u>Disenroll Status</u> hyperlink.
- 5. Click the <u>Complete TEDS/NOMS Disenroll Status</u> hyperlink . This will activate the Disenrollment Screen.
- 6. Complete all fields.
  - If Disenrollment Type is Completed Treatment/No further treatment needed the Substance Matrix will grey out.
  - If there is not a secondary and/or Tertiary substance enter None
- 7. Click Save.
- 8. Click Finish.



# Discharging from a TEDS/NOMS Enrollment

Once you have disenrolled your client's from all programs, you can officially Discharge your client in SMART.

- 1. Click the <u>Discharge Client</u> hyperlink.
- 2. Complete the Discharge. (Reference the SMART Discharge Tip Sheets for additional information)
- *Note*: Continue to adhere to ADAA's monthly reconciliation schedule to remain in compliance.

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## Enrollments completed in Error

TEDS/NOMS Program Enrollments cannot be 'Deleted'. TEDS/NOMS Program Enrollments entered in error should not be submitted with the monthly reconciliation to ADAA. The following steps should be implemented to avoid the submission of an incorrect TEDS/NOMS Program Enrollment.

- 1. Open the Program Enrollment list view.
- 2. Go to the incorrect Program Enrollment, and click <u>Review</u>.
- 3. Go to the End Date Field and enter the same date used for the Start Date.
- 4. Go to the Notes box, and enter 'Error'.
- 5. Click Save.
- 6. Click the <u>TEDS/NOMS Disenroll Status hyperlink</u>. (Follow the TEDS/NOMS Disenrollment instructions)
- **Note**: All TEDS/NOMS disenrollments must be completed in order to discharge a client in SMART.
- Please contact the Help Desk or your trainer if assistance is required.

Program Enrollment						Add Enrollmen
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Addia       Endownet Type Initial Admission       DSN Diagnoss         intake       Endownet Type Initial Admission       DSN Diagnoss         Screening >       Paychatric Problem In Addition (Figs         Screening >       Paychatric Problem In Addition (Figs         Admission >       Paychatric Problem In Addition (Figs         Admission >       Paychatric Problem In Addition (Figs         Program Enrol       Endownet Status Employed Full The (Shours or more per Health Insurance DRIHI Heckadi Managed Care         Admission >       Totacco use Initial Xdops (Initial Admission Interpetition Int		TEDS/NOMS Status at Program Enrol	llment (10/26/2012)
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To Team   Screening \   ActonolDrug Probem in Addition   Yes   Highest Education   Highest Education   10   Admassion \>   For Times You Have Participated in a Self   Heip Group in the Last 30 Days   Notes \>   Primary Drug   Scondary Drug   Treatment \>   Notes \>   Primary Drug   Scondary Drug   Treatment \>   Drug Type Abohol   Drug Type Abohol   Notes \>   Primary Drug   Scondary Drug   Treatment \>   Drug Type Abohol   Notes \>   Primary Drug   Scondary Drug   Treatment \>   Drug Type Abohol   Notes \>   Primary Drug   Scondary Drug   Treatment \>   Notes \>   Primary Drug   Scondary Drug   Treatment \>   Drug Type Abohol   Na   Na   Na   Roce of Intake Drait   Na </th <th></th> <th>Pregnant No</th> <th></th>		Pregnant No	
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Admission >       For Times You Have Participated in a Set IIIo attendance in the past month Help Group in the Last 30 Days         Ecourt >       Primary Drug       Secondary Drug         Intersont >       Primary Drug       Secondary Drug         Notes >       Primary Drug       Secondary Drug         Treatment >       Drug Type Alcohol       None         Outcomes >       Freq of Use 23 times daly       N/A         Clent Outcome Measure >       Freq of Frest Use 22       96         Recovery Pan	Assessments 🕨		
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