SMART Tip Sheets
TEDS/NOMS

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

IGSR Technical Support: 301.405.4870   Updated: October 2012

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TEDS/NOMS Reference Sheet

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.

Process **:**

1. Complete the client's Admission record. (Referenced the SMART Admission Tip Sheet**)**

2. When you get to the Program Enrollment screen, click the Add Enrollment 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.*

5. 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.

6. 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.

8. Review and click Finish.

3

You will only click the Add Enrollment hyperlink for the initial TEDS/NOMS enrollment only.

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

1. 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 Enroll in Concurrent Program 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.

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.

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.

Process:

1. 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 Review hyperlink.

4. Enter the End date. (MM/DD/YYYY)

5. Click Save. This will activate the Complete TEDS/NOMS Disenroll Status hyperlink.

6. Click the Complete TEDS/NOMS Disenrollment Status 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.

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

Process

1. Once you have documented the TEDS/NOMS disenrollment status for the previous enrollment, click the Transfer to another program 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.

5. 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.

6. 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.

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.

Process:

1. 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 Review hyperlink on the Program Enrollment list screen.

3. Enter the End date. (MM/DD/YYYY).

4. Click Save. This will activate the Complete TEDS/NOMS Disenroll Status hyperlink.

5. Click the Complete TEDS/NOMS Disenroll Status 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.

Process:

1. Click the Discharge Client 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.

Program Enrollment

Program Name	Start Date	End Date	
Level I	10/10/2012	10/10/2012	
OMT/MAT	10/10/2012	10/10/2012	
Level II.1	10/1/2012	10/5/2012	

All Program Enrollments must have an End Date in order to complete a Discharge record.

TEDS/NOMS Status at Program Disenrollment (9/27/2012)

Disenrollment Type: Completed Treatment/No further treatment needed

Last Face-to-Face Contact Date: 9/27/2012   # of individual Counseling Sessions: 0   # of Urinalysis Tests: 4

Employment Status: Employed Full Time (35 hours or more per week)   # of Positive Urinalysis Tests: 0

# of Group Counseling Sessions: 4

Living Arrangement: Independent Living   # of Family Counseling Sessions: 4

# of Arrests in Last 30 Days or Since Admission, Whichever is Less: 0

Was MH Service Received: No   Tobacco Use Past 30 days: No

# of Times You Have Participated in a Self Help Group in the Last 30 Days: No attendance in the past month

Was pharmacotherapy used as part of the treatment plan? Yes   Add Medication

	Primary Drug	Secondary Drug	Tertiary Drug
Drug Type	None	None	None
Frequency of Use	N/A	N/A	N/A

Actions

Discharge Client   Transfer to another program

1

Cancel   Save   Finish

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.

Process:

1. Open the Program Enrollment list view.

2. Go to the incorrect Program Enrollment, and click Review.

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 TEDS/NOMS Disenroll Status hyperlink. (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.