

Encounter Reporting 2.7 --- ADRC Data Dictionary (HEADER)

This document describes the various data elements contained in the encounter record you will extract and send to the State. The description includes things like data element name, length and data type. In addition, there is a brief definition of the data element as well as some of the validation rules Encounter Reporting will use to verify the data you send us. It's primarily intended as a technical document to assist the submitting organizations IT personnel in creating an extract from your data.

Data Element	Length	Type (AN, N, D, A, ANPlus, or ANDot)	Required Y=Yes, N=No, S=Situational	Default Value	ID#	Error Cat.
<i>Begin Posting Date</i>	10 Fixed	D (CCYY-MM-DD)	Y	None	H3	H
Data Element Description:	The beginning process date used to extract encounter records for the submission.					
Validation Rules:	Valid date format, valid month and valid day for that month. Must be equal to the first day of the posting period. Must be less than or equal to the current date.					
<i>ADRC: Submission Type</i>	10 Max	A	Y	TEST	H6	H
Data Element Description:	The submission type must be Production.					
Validation Rules:	Must be Production. This value is not case sensitive.					
<i>End Posting Date</i>	10 Fixed	D (CCYY-MM-DD)	Y	None	H4	H
Data Element Description:	The ending process date used to extract encounter records for the submission.					
Validation Rules:	Valid date format, valid month and valid day for that month. Must be equal to the last day of the posting period.					
<i>Number of Records Transmitted</i>	8 Max	N	Y	None	H5	H
Data Element Description:	The number of detail records that are contained within the submission.					
Validation Rules:	Number of Records Transmitted must be equal to the number of detail records in a submission.					
<i>Submission Date</i>	10 Fixed	D (CCYY-MM-DD)	Y	None	H2	H

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This document describes the various data elements contained in the encounter record you will extract and send to the State. The description includes things like data element name, length and data type. In addition, there is a brief definition of the data element as well as some of the validation rules Encounter Reporting will use to verify the data you send us. It's primarily intended as a technical document to assist the submitting organizations IT personnel in creating an extract from your data.

Data Element	Length	Type (AN, N, D, A, ANPlus, or ANDot)	Required Y=Yes, N=No, S=Situational	Default Value	ID#	Error Cat.
Data Element Description:	The date the submission was generated at the submitting organization.					
Validation Rules:	Valid date format, valid month and valid day for that month. Must be greater than or equal to the header posting end dates. Must be less than or equal to the current date.					
<i>Submitter Organization ID</i>	8 Fixed	N (61000000)	Y	None	H1	H
Data Element Description:	Eight digit number that identifies the submitting organization. Consists of 6100 then the 3 digit county code followed by the single digit RCA code. Valid RCA values are 1 = Aging, 2 = Aging and Disability, 3 = Developmental Disability, and 4 = None EX: 60000131 is 013 Dane county and 1 is aging RCA code.					
Validation Rules:	Must exist in the Submitter Organization ID lookup table.					

Encounter Reporting 2.7 --- ADRC Data Dictionary (DETAIL)

Data Element	Length	Type (AN, N, A)	Required Y=Yes, N=No, S=Situational	Default Value	HIPAA (837) Name and Characteristics	ID#	Error Cat.
Administered LTC Functional Screen	1 Fixed	A(A)	S	None	NA	D450	S
Data Element Description:	Long-Term Care Functional Screen is administered. (Note: this indicates long-term care functional screen has been completed). Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.						
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.						
Assisted with Medicaid App Process	1 Fixed	A(A)	S	None	NA	D451	S
Data Element Description:	ADRC assisted inquirer with activities (e.g., assistance gathering/documenting medical remedial expenses, assistance completing MA application, support to obtain Medicaid Waiver Programs, Family Care etc.) related to the Medicaid Application Process. Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.						
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.						
Contact Date	10 Fixed	CCYY-MM-DD	Y	None	NA	D452	S
Data Element Description:	The date the contact was made.						
Validation Rules:	Valid date format, valid month and valid day for that month. Must be greater than or equal to the header begin posting date and less than or equal to the header end posting date.						
Contact Disability Type 1	2 Max	A(ZZ)	Y	None	NA	D453	S
Data Element Description:	Specialists are not required to ask a person's disability type; they are encouraged to use their best judgment and select the most appropriate options. Submit all disability types that apply. Unknown may be entered if the individual's disability is not known. Valid values are DD=Developmental Disability, E=Elderly, MH=Mental Health, PD=Physical Disability, SU=Substance Use or AODA, U=Unknown. If unknown is entered then another disability type can not be entered.						
Validation Rules:	Must be a valid value.						
Contact Disability Type 2	2 Max	A(ZZ)	S	None	NA	D454	S
Data Element Description:	Specialists are not required to ask a person's disability type; they are encouraged to use their best judgment and select the most appropriate options. Submit all disability types that apply. Valid values are DD=Developmental Disability, E=Elderly, MH=Mental Health, PD=Physical Disability, SU=Substance Use or AODA. If U (unknown) is entered in Contact Disability Type 1 then this field can not be populated.						
Validation Rules:	Must be a valid value.						

Encounter Reporting 2.7 --- ADRC Data Dictionary (DETAIL)

Data Element	Length	Type (AN, N, A)	Required Y=Yes, N=No, S=Situational	Default Value	HIPAA (837) Name and Characteristics	ID#	Error Cat.
Contact Disability Type 3	2 Max	A(ZZ)	S	None	NA	D455	S
Data Element Description:	Specialists are not required to ask a person's disability type; they are encouraged to use their best judgment and select the most appropriate options. Submit all disability types that apply. Valid values are DD=Developmental Disability, E=Elderly, MH=Mental Health, PD=Physical Disability, SU=Substance Use or AODA. If U (unknown) is entered in Contact Disability Type 1 then this field can not be populated.						
Validation Rules:	Must be a valid value.						
Contact Disability Type 4	2 Max	A(ZZ)	S	None	NA	D456	S
Data Element Description:	Specialists are not required to ask a person's disability type; they are encouraged to use their best judgment and select the most appropriate options. Submit all disability types that apply. Valid values are DD=Developmental Disability, E=Elderly, MH=Mental Health, PD=Physical Disability, SU=Substance Use or AODA. If U (unknown) is entered in Contact Disability Type 1 then this field can not be populated.						
Validation Rules:	Must be a valid value.						
Contact Disability Type 5	2 Max	A(ZZ)	S	None	NA	D457	S
Data Element Description:	Specialists are not required to ask a person's disability type; they are encouraged to use their best judgment and select the most appropriate options. Submit all disability types that apply. Valid values are DD=Developmental Disability, E=Elderly, MH=Mental Health, PD=Physical Disability, SU=Substance Use or AODA. If U (unknown) is entered in Contact Disability Type 1 then this field can not be populated.						
Validation Rules:	Must be a valid value.						
Contact ID	10 Max	AN(999999999)	Y	None	NA	D458	R
Data Element Description:	Identifying number of the contact. This must be unique within the submitting organization.						
Validation Rules:	Was not previously submitted for this submitting organization.						
Disenrollment Consultation	1 Fixed	A (A)	S	None	NA	D459	S
Data Element Description:	ADRC assisted an individual by providing information and counseling to assist person in the process of voluntarily or involuntarily disenrolling from a care management organization. Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.						
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.						

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Data Element	Length	Type (AN, N, A)	Required Y=Yes, N=No, S=Situational	Default Value	HIPAA (837) Name and Characteristics	ID#	Error Cat.	
Enrollment Consultation	1 Fixed	A (A)	S	None	NA	D460	S	
Data Element Description:	ADRC assisted an individual who is found eligible for publicly funded long-term care in selecting and enrolling in a managed care organization, including determining their date of enrollment. Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.							
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.							
Health Promotion or Information	1 Fixed	A (A)	S	None	NA	D461	S	
Data Element Description:	ADRC provided health related information and/or guidance to individuals. Information may include health promotion, health education, prevention strategies and supports. This area includes Intervention/Prevention information or services (e.g., connecting individual to a living with chronic disease class, sharing information about health screenings, medication management, etc.). Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.							
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.							
Initiated Contact	4 Max	A (ZZZZ)	Y	None	NA	D462	R	
Data Element Description:	Contacts represent individual one-on-one interactions (conversations) that have occurred between ADRC staff and people who contact the ADRC (e.g., individuals with a problem/concern about themselves or concern about another person). A contact may occur in person, including home visits and walk-ins, over the telephone, via e-mail or through written correspondence. Individuals may contact the ADRC multiple times; each interaction is counted as a contact. Valid values are S=Self, CG=Caregiver, KPNC=Knowledgeable Person Non-Caregiver, SP=Service Provider or Agency, A=ARDC, NH=PAC-Nursing Home, CBRF=PAC-CBRF, RCAC=PAC-RCAC, O=Other							
Validation Rules:	Must be a valid value.							
Other Financial Needs Referral	1 Fixed	A (A)	S	None	NA	D463	S	
Data Element Description:	ADRC referred inquirer to agencies/programs that would meet financial related needs (e.g., Salvation Army for rent assistance, Community Action Program for food voucher). The I&A Specialist may provide the individual with contact information for the respective agency or assist inquirer by contacting the agency. Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.							
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.							

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Data Element	Length	Type (AN, N, A)	Required Y=Yes, N=No, S=Situational	Default Value	HIPAA (837) Name and Characteristics	ID#	Error Cat.
Private Pay Options Asst	1 Fixed	A (A)	S	None	NA	D464	S
Data Element Description:	ADRC referred inquirer to private pay service options (e.g., home care services, housing options, day services, services and housing packaged together, personal care). The I&A Specialist may provide contact information about the respective agency or assist inquirer by contacting the agency on their behalf. Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.						
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.						
Provided Follow Up	1 Fixed	A (A)	S	None	NA	D465	S
Data Element Description:	Follow-up is activity initiated by the ADRC, not the consumer or inquirer or service provider, to determine if the inquirer's needs were met and if additional information and assistance are needed (e.g., after the inquirer received information from the I&A Specialist regarding multiple issues, the I&A Specialist contacted the inquirer to learn if he/she has any questions or needs any additional assistance). Note: when providing follow-up, caller type must indicate "ADRC contacted consumer." Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.						
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.						
Provided Information Assistance	1 Fixed	A (A)	S	None	NA	D466	S
Data Element Description:	Providing Information & Assistance includes: listening to the inquirer, assessing his or her needs, helping the inquirer to connect with service providers or gain information to meet the identified needs (e.g., provided assistance locating transportation services, chore services, employment and training options, provided linkages to elder abuse and adults at risk system, referred for benefit counseling, etc). Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.						
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.						
Provided Options Counseling	1 Fixed	A (A)	S	None	NA	D467	S
Data Element Description:	Options counseling is an interactive decision-support process whereby consumers are assisted to evaluate and weigh their long-term care service options. (e.g., assistance evaluating housing options, assistance sorting through home care and personal care options, helping a person to decide to move or stay in their current residence). Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.						
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.						

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Data Element	Length	Type (AN, N, A)	Required Y=Yes, N=No, S=Situational	Default Value	HIPAA (837) Name and Characteristics	ID#	Error Cat.	
Referred for MH Services	1 Fixed	A (A)	S	None	NA	D468	S	
Data Element Description:	ADRC referred individual to a provider(s) of mental health services. The I&A Specialist may provide contact information or assist by contacting the mental health provider on the individual's behalf. Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.							
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.							
Referred for Substance Use Services	1 Fixed	A (A)	S	None	NA	D469	S	
Data Element Description:	Individual was referred to a provider(s) of substance use services. The I&A Specialist may provide the individual with contact information or assist by contacting the substance use service provider on the individual's behalf. Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.							
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.							
Referred to Economic Support	1 Fixed	A (A)	S	None	NA	D470	S	
Data Element Description:	ADRC referred inquirer is referred to Economic Support unit. The I&A Specialist may provide the individual with contact information for the Economic Support unit or assist the inquirer by contacting the Economic Support Unit on their behalf. Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.							
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.							
Refused PAC Services	1 Fixed	A (A)	S	None	NA	D471	S	
Data Element Description:	The consumer refused interaction with the ADRC upon being contacted by the ADRC. Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.							
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.							
Services Brief or Coordination	1 Fixed	A (A)	S	None	NA	D472	S	
Data Element Description:	ADRC coordinated service needs (e.g., individual may need support to arrange or coordinate services and is lacking a social/family support system to assist them or the individual may have multiple needs and requires assistance until publicly funded service coordination is available). Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.							

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Data Element	Length	Type (AN, N, A)	Required Y=Yes, N=No, S=Situational	Default Value	HIPAA (837) Name and Characteristics	ID#	Error Cat.
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.						

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Data Element	Length	Type (AN, N, A)	Required Y=Yes, N=No, S=Situational	Default Value	HIPAA (837) Name and Characteristics	ID#	Error Cat.
Submitter Organization ID	8 Fixed	N (61000000)	Y	None	NA	D002	R
Data Element Description:	Eight digit number that identifies the submitting organization. Consists of 6000 then the 3 digit county code followed by the single digit RCA code. Valid RCA values are 1 = Aging, 2 = Aging and Disability, 3 = Developmental Disability, and 4 = None EX: 61000131 is 013 Dane county and 1 is aging RCA code.						
Validation Rules:	Must exist in the Submitter Organization ID lookup table.						
Under Sixty Years Old	1 Fixed	A (A)	Y	None	NA	D473	S
Data Element Description:	Identify Age Group of the individual who is a focus of concern or topic of discussion. N= the individual is age 60 or over, Y=the individual is under the age of 60, U= the age of the individual is not known. I&A Specialists are not required to ask a person's age; they are encouraged to use their best judgment and select the most likely option.						
Validation Rules:	Must be either Y, N or U.						
Worker ID	16 Max	AN (Z99999999Z99999)	Y	None	NA	D474	R
Data Element Description:	Identifies the worker who was the primary I&A specialist involved in the contact with a client.						
Validation Rules:	No business rule validation only parser.						
Youth Transition Support	1 Fixed	A (A)	S	None	NA	D475	S
Data Element Description:	ADRC assisted young adults with disabilities in making the transition from children's services to the adult long-term care system (e.g., discussion with young adult who has a developmental disability and is 17 years 9 months old and needs support to receive services from the adult long-term care system). Valid values are Y=yes, N=no. At least one activity must be Y for each contact. This is a situational tag therefore the value of N does not need to be submitted nor does an empty tag.						
Validation Rules:	Required if no other activity is Y. If submitted the value must be Y or N.						

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	Information regarding Data Type																		
AN	Alpha numeric																		
A	Alpha																		
N	Numeric																		
	Information regarding length																		
(00) or (AA)	fixed length																		
(99) or (ZZ)	variable length																		
	Information regarding required field																		
Y	Yes, Data is required in this field for Original or Change New transactions																		
N	No, Data is not required in this field																		
S	Situational, Data is required in this field only when certain other criteria is met																		
	Please note, the Data Dictionary does not specify the severity of the edit. In most cases, it makes sense to set the severity to batch accept or batch reject. But, for business reasons, it may have been set to a Warning																		
	Validation rule																		
	This information is limited to business decisions. We do not go into parser validations, or data integrity validations																		
	Error Category																		
H	Header Attribute																		
R	Record attribute																		
S	Service Attribute																		

CHANGE LOG

Date	Changes	Changed By	Remarks/Reason
4/26/2005	(First draft)		
6/30/2007	Document is baselined at version 6. From now on, all changes will be implemented into the baseline document, and documented into the change log	Syed Aziz	One time document baselining.
6/30/2007	HIPAA related Tag (and DB) name changes.	Syed Aziz	Bugzilla 2255 and 2256.
9/27/2007	Initiated document	Charles Rumberger	First publication
10/9/2007	Changed posting month to posting period.	Charles Rumberger	Minor change
10/15/2007	Changed leading 0000 to leading 6100 for submitter organization id.	Charles Rumberger	
11/29/2007	removed footers	Charles Rumberger	
2/6/2008	Added footers	Ramona Johnson	Footers re-added .