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**Monroe County  
Behavioral Health Community  
Database**

***Data Dictionary***

**Revised: May, 2024**



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# Monroe County BHCD Data Dictionary

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## Introduction

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### ***About this Data Dictionary...***

The Monroe County Behavioral Health Community Database (BHCD) Data Dictionary describes the data elements to be submitted by area mental health providers to Coordinated Care Services, Inc. (CCSI) on a scheduled basis in order for the database to be updated and maintained for the Monroe County Office of Mental Health.

See the Monroe County website for the current version of this document:

<http://www2.monroecounty.gov/mh-statistics-reports.php>

The purpose of this Data Dictionary is to give area providers information on the content, coding and formatting of elements they are required to submit.

The Data Dictionary contains the following information:

- A history of modifications made to the Data Dictionary
- A general overview and brief history of the database
- Specifications for submission file formats, error message descriptions, and a list of required data elements
- Detailed description of each data element
- Alphabetical listing of the data elements

If you have any questions or comments regarding this Data Dictionary, please contact:

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# Monroe County BHCD Data Dictionary

## BHCD Data Dictionary – History of Modifications

Date Modified	Date Effective	Modification
5/9/2024	1/1/2024	OMH PROGRAM CODE – moved code from no longer used to active 4340 Ongoing Integrated Supported Emp
1/1/2021	1/1/2019	Added text about flexibility in formats and storage of Aggregate ID in agency information systems to the section “BHCD Data Submission Process”
1/1/2021	1/1/2020	FACILITY ID – moved codes no longer used to the “Discontinued” section. Added the following: 45 Pathways, Inc. 46 Spectrum Human Services 47 Recovery Options Made Easy – Skill Building 49 Villa of Hope – Youth Peer Mentor and Hope Place Changed name for 29 – Housing Options Made Easy to Recovery Options Made Easy
1/1/2021	1/1/2020	OMH PROGRAM CODE- moved codes no longer used to the “No Longer in Use” section. Added the following: 5070 Supported/Single Room Occupancy (SRO) Added note to 6050 (Supportive Housing) that 6060 activity should be reported using this code.
1/1/2021	1/1/2020	PROCEDURE/SERVICE CODE – moved some code combinations to “Discontinued” section. Added codes for 1760 – Advocacy: 1042 Group Visit (Youth Mentor) 4360 Face-to-face Contract (Youth Mentor) Added combination for 5070 – Supported/SRO 1548 One Day
1/1/2021	N/A	PROGRAM ADMISSION DATE – added note about date logic check between admission and termination dates.
1/8/2018	1/1/2017	OMH PROGRAM CODE – added new code for Health Home CM at East House HHCM Health Home Care Management
1/8/2018	1/1/2017	PROCEDURE/SERVICE CODE – updated listing to include code for HHCM and add new MC OMH generated code ACMO Active Month in Program
4/5/2017	1/1/2017	Data fields eliminated from submission requirements for 2017: C&E Flag
4/5/2017	1/1/2017	Removed references to C&E Flag conditions for all fields in demographics (demfin) file.
4/5/2016	1/1/2017	FACILITY ID – added code for Delphi Drug and Alcohol Council for Forensic Supported Housing submission 44 Delphi Drug and Alcohol Council
4/5/2017	1/1/2017	OMH PROGRAM CODE – inactivated codes not being used in 2017 CMOT Care Management – Outreach Activity 1810 Intensive Case Management 6810 Supportive Case Management Added new code for C&Y Health Homes CMCY C&Y Health Home Care Management

## Monroe County BHCD Data Dictionary

<b>Date Modified</b>	<b>Date Effective</b>	<b>Modification</b>
4/5/17	1/1/2017	PROCEDURE/SERVICE CODE – updated listing to move inactivated codes to the Discontinued section and change requirements for Adult and C&Y Health Home Care Management to. No event record submission required. See page for codes that were moved to Discontinued section.
2/8/2016	1/1/2016	Data fields eliminated from submission requirements for 2016: Education Combat Service of Client Primary Income Source Program Referral Source Religious Affiliation
2/8/2016	1/1/2016	Revised and re-organized data dictionary to include overview information and process information at the beginning. This process also removed number identifiers from elements as they served no purpose.
2/8/2016	1/1/2016	RACE – eliminated detailed codes for Asian/Pacific Islander and changed description to use code 40 to capture all Asian/Pacific Islander. 40 Asian/Pacific Islander – Any Origin Codes eliminated are: 41 Asian/Pacific Islander – of Chinese Origin 42 Asian/Pacific Islander – of Indo-Chinese Origin 43 Asian/Pacific Islander – of Indian/Pakistani Origin 44 Asian/Pacific Islander – Other Origin
2/8/2016	1/1/2016	VETERAN STATUS OF CLIENT – removed language referencing other viewed eliminated in 2010.
2/8/2016	1/1/2016	FACILITY ID – added codes for new agencies expected to begin submitting to BHCD in 2016 41 Mid-Erie Counseling and Treatment Service – Endeavor 42 Interim Healthcare 43 The Healing Connection, Inc.
2/8/2016	1/1/2016	EVENT DATE – added language to better describe use of event date for monthly services (i.e. inpatient and residential).
2/8/2016	1/1/2016	PROCEDURE/SERVICE CODE – updated listing to include new codes and move inactivated codes to the Discontinued section. 4380 Care Management Activity (added for Adult Care Management as code to be used to indicate monthly activity did take place for a consumer. See page for codes that were moved to Discontinued section.
2/8/2016	1/1/2016	DURATION – added examples to description to better explain how this field should be used.
2/8/2016	1/1/2016	PROGRAM TERMINATION DATE – added language to describe condition of rejection of this field when the date submitted is prior to the admission date.
2/8/2016	1/1/2016	OMH PROGRAM CODE – inactivated codes not being used in 2016 0810 Case Management – CSS 5990 MICA Network
1/8/2015	7/1/2014	035 FACILITY ID – added codes for new agencies reporting to BHCD 39 Liberty Resources, Inc. 40 Ibero-American Action League

## Monroe County BHCD Data Dictionary

<b>Date Modified</b>	<b>Date Effective</b>	<b>Modification</b>
7/1/2014	9/1/2013	054 PROCEDURE/SERVICE CODE – added code for reporting non Face-To-Face Adult Care Management Activity 4380 Care Management Activity
3/27/2014	01/01/2014	041 DIAGNOSIS-PRIMARY 042 DIAGNOSIS-ADDITIONAL 1 043 DIAGNOSIS-ADDITIONAL 2 Diagnoses information is no longer required. MC OMH will use other data sources when analyses by diagnosis are necessary. Various pages in the Appendix section have been updated to reflect this change.
3/27/2014	01/01/2014	036A PROGRAM REPORTING UNIT (RU) – added note that MC OMH Data Manager should be notified when new Program Reporting Units are added to data submissions.
3/27/2014	01/01/2014	036B OMH PROGRAM CODE – updated list to move codes no longer in use to the correct section in the table.
3/27/2014	01/01/2014	054 PROCEDURE/SERVICE CODE – updated list to move codes no longer in use to the correct section in the table.
3/27/2014	01/01/2014	065 C&E FLAG (Consultation and Education) – added description of what should be considered a C&Y case.
1/4/2013	01/01/2013	054 PROCEDURE/SERVICE CODE – added valid code for reporting Care Management (CMAD): 4360 Face-To-Face Contact
1/4/2013	01/01/2013	054 PROCEDURE/SERVICE CODE – changed valid code for reporting MICA/Network (5990): 4360 Face-to-Face Contact
1/4/2013	01/01/2013	054 PROCEDURE/SERVICE CODE – added valid code for reporting Project Link services in Advocacy Service (1760): 4360 Face-to-Face Contact
12/21/2012	01/01/2013	038 PROGRAM REFERRAL SOURCE – added code: 61 Health Home
12/11/2012	01/01/2013	036B OMH PROGRAM CODE – added code: CMAD Care Management – Adult Medicaid/Non-Medicaid
12/11/2012	01/01/2013	035 FACILITY ID – updated name for code 31 – Mental Health Association Transitional Coaching and Training
12/11/2012	01/01/2013	054 PROCEDURE/SERVICE CODE – added notes regarding discontinuation dates of codes related to PROS conversion
12/11/2012	01/01/2012	054 PROCEDURE/SERVICE CODE – added valid code for reporting Skillbuilding (0610): 4360 Face-to-Face Contact
12/11/2012	01/01/2012	036B OMH PROGRAM CODE – added Skillbuilding to description for 0610
12/11/2012	01/01/2011	054 PROCEDURE/SERVICE CODE – added valid code for reporting MHA New Directions (1760): 1039 Visit
05/05/2011	01/01/2011	038 PROGRAM REFERRAL SOURCE – changed description for code 21 to “PROS (previously Continuing Day Treatment)”
01/01/2011	01/01/2011	035 FACILITY ID – Add code 37 – Mental Health Association New Directions

# Monroe County BHCD Data Dictionary

<b>Date Modified</b>	<b>Date Effective</b>	<b>Modification</b>
Fall 2010	10/01/2011	054 PROCEDURE/SERVICE CODE – reduced codes for Clinic Treatment (2100) reporting to: 4000 Assessment 1050 Clinic Visit Use of other codes will be phased out during 2011.
Fall 2010	10/1/2011	036B OMH PROGRAM CODE – added code: 2720 Non-Medicaid Care Coordination
Fall 2010	10/1/2011	054 PROCEDURE/SERVICE CODE – added codes for Non-Medicaid Care Coordination (2720): 4360 Face-To-Face Contact 4362 Face-To-Face Contact – PreAdmission
04/12/2010	01/01/2010	Data fields eliminated from submission requirements for 2010: Marital Status – 020 Veteran Status: Spouse/Partner – 022B Veteran Status: Parent/Legal Guardian – 022C Combat Service: Spouse/Partner – 022E Combat Service: Parent/Legal Guardian – 022F Disability – Secondary 2 – 028B Disability – Secondary 3 – 028C Inpatient Legal Status – 039 Program Referral To – 048
4/12/2010	01/01/2010	036B OMH PROGRAM CODE – added codes for PROS  6340 PROS (Personalized Recovery Oriented Services) 8340 Limited License PROS (Personalized Recovery Oriented Services)  It was not necessary to add Procedure/Service Codes for this program as submission of event records (erfin file) is not required. Monroe County OMH will use Medicaid Claims data for any monitoring or reporting of service volume.
02/23/2010	02/23/2010	054 PROCEDURE/SERVICE CODE – add 9009 Drug Court (Socio-Legal Ctr)
06/29/2009	01/01/2009	054 PROCEDURE/SERVICE CODE – Change service code from 1039 (Visit) to 4230 (Direct Staff Hour), for OMH code 0610 (CCFY)
06/22/2009	07/01/2009	035 FACILITY ID – Add facility, 29 – Housing Options Made Easy
06/08/2009	2009 Data	039 INPATIENT LEGAL STATUS – Add 'N' (Not Applicable)
05/21/2009	2009 Data	054 PROCEDURE/SERVICE CODE – Add 9008 (Mental Health Court – Socio-Legal Ctr) to OMH, 1760 (Advocacy).
05/14/2009	2009 Data	Appendix: Added BHCD Error Reports – Error Codes and Descriptions
05/14/2009	2009 Data	Veteran and Combat fields (022A through 022F) – Clarification
5/11/2009	2009 Data	054 PROCEDURE/SERVICE CODE – Add procedure code for Assertive Community Treatment(ACT) Team, Brief Visit; OMH code, 0800 (Act); 1041 Brief Visit
04/06/2009	2009 Data	007 ALIAS, 008 STREET NAME- Correction; change Data Length to 50 004 LAST NAME, 005 FIRST NAME – Correction; change Data Length to 30
03/31/2009	2009 Data	Appendix: WDBITK File Format – Wdbitk files are sent to agencies in only 1 format.



## Monroe County BHCD Data Dictionary

<b>Date Modified</b>	<b>Date Effective</b>	<b>Modification</b>
03/18/2009	2009 Data	055 ATTENDANCE correction: '9' Client Not Present – is also a valid code.
03/13/2009	2009 Data	026 Employment Status – more detailed descriptions of codes.
02/06/2009	2009 Data	Extract file format for Demfinxx.txt (Appendix) incorrectly identified data element, 018; it is Gender.
01/27/2009	2009 Data	<p>New and modified fields for 2009....</p> <ul style="list-style-type: none"> <li>Veteran and Combat fields (new) – 022A through 022F</li> <li>Race (formerly Ethnicity) – 019</li> <li>Hispanic/Latino Indicator (new) – 019A</li> <li>Living Situation (formerly Residence Type) – 023</li> <li>Program Referral To (new codes) – 048</li> <li>Employment Status (new) – 026</li> <li>Discharge Disposition (formerly Program Disposition) – 050</li> <li>Household Composition has been removed</li> </ul> <p>The Definition, Comments, and Acceptable Codes/Descriptions sections of many data elements contain additional information for further clarification.</p>
11/05/2008	06/26/2008	<p>054 PROCEDURE/SERVICE CODE – Remove OMH code, 6053 (Supported Housing - Reinvestment CCSI).</p> <p>036B PGMOMH – Remove OMH Code, 6053.</p> <p>6053 is not a valid OMH code; all 6053 services are now reported under 6050.</p>
06/26/2008	07/01/2008	<p>Family Crisis Support Services.....</p> <p>054 PROCEDURE/SERVICE CODE – Add OMH code, 2681 (Family Crisis Support), and the following Procedure Codes:</p> <ul style="list-style-type: none"> <li>4321 Skillbuilding – Hours (Youth)</li> <li>4322 Skillbuilding – Hours (Parent)</li> <li>4323 Skillbuilding – Hours (Both)</li> <li>4340 Family Advocacy Hours</li> <li>4325 Emergency Crisis Support – Hours</li> </ul> <p>036B PGMOMH – Add OMH Code, 2681.</p> <p>054 PROCEDURE/SERVICE CODE Numerical Listing – Add the above Procedure Codes.</p>
06/26/2008	06/26/2008	<p>054 PROCEDURE/SERVICE CODE – Add OMH code, 6053 (Supported Housing - Reinvestment CCSI), and Procedure Code, 1548 (One Day).</p> <p>036B PGMOMH – Add OMH Code, 6053.</p>
06/12/2008	06/12/2008	065 C&E, 055 Attendance – Expand Definition, Comment descriptions
06/12/2008	06/12/2008	003 SSN – Change statement, “This element is not maintained in the BHCD” to “This element is maintained in the BHCD”
06/12/2008	01/01/2008	035 FACID – Add 26, St. Joseph’s Villa – Dewey Ave
06/06/2008	06/06/2008	Correct Wdbitk File Layout – Format 2: Remove Comma fields.

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<b>Date Modified</b>	<b>Date Effective</b>	<b>Modification</b>
01/30/2008	01/30/2008	054 PROCEDURE/SERVICE CODE – OMH codes, no longer in use, have been removed
01/30/2008	01/01/2007	054 PROCEDURE/SERVICE CODE – Description for procedure code, 4000, changed from “Screening” to “Assessment”
01/24/2008	01/01/2007	054 PROCEDURE/SERVICE CODE – Add procedure code for Child Health Plus, Home Visit; OMH code, 2100 (Clinic); 1049 Home Visit
01/03/2008	01/03/2008	023 RESIDENCE TYPE – Clarified description of “01”; changed from “Own residence” to “Private residence (owned or mortgaged)”.
10/18/2007	10/01/2007	054 PROCEDURE/SERVICE CODE – Add procedure code for SJV (New Care Coordination Slots), OMH code, 1760 (Advocacy) 4360 Face-To-Face Contact (SJV)
10/18/2007	01/01/2007	054 PROCEDURE/SERVICE CODE – Add procedure code for OMH code, 0690 (Outreach) 4600 Consultation
06/25/2007	01/01/1997	Included file format for the WDBITK file.
01/17/2007	01/1/2007	070 SED Status – Data element re-instated to capture SED for Children & Youth (clients < 18 years of age) served in selected programs (see page for detail). Codes to be used are: 0 – Not SED 2 – SED 9 – Unknown
01/17/2007	01/1/2007	050 PROGRAM DISPOSITION – Addition of codes 13 Hospitalized 14 Evaluation Only
01/17/2007	01/1/2007	038 PROGRAM REFERRAL SOURCE – Change description of code 16 – “Residential Program” to “Mental Health Residential Program”
01/17/2007	01/1/2007	038 PROGRAM REFERRAL SOURCE – Addition of codes 32 Chemical Dependency Treatment: Residential 52 Mental Retardation/Developmental Disability Program 53 Social Services Program 60 Child & Family Clinic Plus Screening
01/17/2007	01/1/2007	048 PROGRAM REFERRAL TO – Change description of code 16 – “Residential Program” to “Mental Health Residential Program”
01/17/2007	01/1/2007	048 PROGRAM REFERRAL TO – Addition of codes 32 Chemical Dependency Treatment: Residential 52 Mental Retardation/Developmental Disability Program 53 Social Services Program
01/17/2007	01/1/2007	036B OMH PROGRAM REPORTING CODE – Add OMH code for 2007: 0820 – Blended Case Management (For C&Y Use only)
01/17/2007	01/1/2007	054 PROCEDURE/SERVICE CODE – Add procedure code for OMH Program Code 0820 Blended Case Management (C&Y Only) 4360 Face-To-Face Contact
05/12/2006	01/1/2006	054 PROCEDURE/SERVICE CODE – Change non-PINS related services from OMH Program, 9988, to 1760 (Advocacy).
03/01/2006	01/1/2006	054 PROCEDURE/SERVICE CODE – Add procedure code for OMH Program 1650 C&Y Family Support: 4345 – Youth Support Hour

## Monroe County BHCD Data Dictionary

<b>Date Modified</b>	<b>Date Effective</b>	<b>Modification</b>
01/30/2006	01/1/2006	036B OMH PROGRAM REPORTING CODE – Add OMH codes for 2006: 1600 - Crisis/Respite Beds (replaces some 0990 and 0910 programs) 2680 - Crisis Intervention (replaces all 0510) 3010 - Inpatient Psychiatric Unit of a General Hospital (replaces all 0010)
01/30/2006	01/1/2006	054 PROCEDURE/SERVICE CODE – Add procedure codes for new OMH codes.
01/30/2006	01/1/2006	035 FACILITY ID – Updates made to document recent agency mergers and program transitions.
01/30/2006	01/1/2006	Data Elements eliminated because submission not required as of 1/1/06: 070 SPMI/SED Status 046 Global Assessment of Functioning (GAF): Initial 047 Global Assessment of Functioning (GAF): Termination 049 Program Referral To: Secondary 045 Principal Diagnosis 053 Staff Type
01/30/2006	01/1/2006	018 GENDER – Addition of code 3 Transgender
01/30/2006	01/1/2006	050 PROGRAM DISPOSITION – Addition of code 12 Transfer
01/30/2006	01/1/2006	076 RELIGIOUS/SPIRITUAL AFFILIATION – Addition of code 00 None
01/30/2006	01/1/2006	Change in definition of Diagnosis fields: 041 DX1A becomes Primary Diagnosis 042 DX1B becomes Additional Diagnosis 1 043 DX2A becomes Additional Diagnosis 2



## General Overview and History

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### What is the Monroe County BHCD?

The database is maintained by Coordinated Care Services, Inc. on behalf of the Monroe County Office of Mental Health and contains socio-demographic, program episode and service utilization data for consumers receiving mental health services in the Monroe County public mental health system. The primary purpose is to support county-wide planning, evaluation and performance management efforts

### Brief History of BHCD

- The first version of the community database was part of a demonstration project in the mid 80's which sought to prove that community mental health services were a better alternative to state psychiatric inpatient care.
- The project provided funds to develop new services and expand existing services. Information system development was a significant part in order to collect data to evaluate the impact on client mental health care. Participating providers all implemented the same software to track client demographic and service utilization information and submitted data to a centralized community database so that clients could be tracked on a system level across providers.
- Management of the information system aspects of the project was the responsibility of a team located at the University of Rochester. The overall management of the demonstration project was performed by Integrated Mental Health (IMH), an entity formed specifically for the life of the project. The group eventually evolved into CCSI. Responsibility for maintenance of and reporting from the community database passed through several information technology firms until CCSI brought staffing in-house in 2003.
- Today, provider agencies no longer use the same IS platform but continue to submit data to the community database as a requirement of the contract with CCSI on behalf of the Monroe County Office of Mental Health.

### What is the value of the Monroe County BHCD?

- Assignment of a community aggregate ID to each consumer provides the ability to view an individual's complete picture of mental health service utilization. Note that release of identifying information for an individual is only allowed to providers of service to that consumer.
- Analyses produced from the database are primarily based on service utilization and include: trended views for specific populations to measure change over time or comparisons to other groups; comparisons of service volume for provider agencies, specific programs or client demographic characteristics; and pre-post analyses to assess effectiveness of a specific mental health service type.
- Calculation of utilization-based performance measures for individual provider programs or the public mental health system as a whole helps provide outcome data to assess service quality and effectiveness.

### Reports and Other Outputs from BHCD

- Monthly summary reports updated in the Tableau report portal after each submission to allow provider agencies and Monroe County OMH Contract Coordinators to verify data completeness, compare to service volume for prior years and identify any areas of concern.
- Acute Care Reports: Inpatient Readmissions Within 30 Days and Frequent Crisis Service Utilization
- Periodic summarized data loads to the Monroe County OMH internal performance database. The data loads include service volume and utilization-based outcome measures calculated by major demographic characteristics of sex, age group and race/ethnicity.
- Ad-hoc reports for Monroe County staff and provider agencies.

# Monroe County BHCD Data Dictionary

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## BHCD Data Submission Process

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### General

BHCD data for Monroe County OMH is submitted to CCSI, year-to-date, on a quarterly basis on the 20<sup>th</sup> day of the month following the completion of a calendar quarter. Client identifying information is used to assign an Aggregate ID (AggID) to each individual that identifies all data submitted for them across all public mental health service provider agencies and programs. The AggID's can be returned to agencies to store in their information systems in order to include on future submissions for those clients.

A monthly summary report is also made available to staff at each provider agency which shows service units and clients served for each month of the year of the most recent submission. Starting in April 2016, these reports will be delivered using Monroe County OMH's Tableau site at [tableau.ccsi.org](http://tableau.ccsi.org).

If there are any problems with data submission, detailed error reports are also distributed to providers. All data file exchanges utilize CCSI's ShareFile site – a secure file exchange application that requires login and password to access.

Each agency must submit BHCD data in the following 3 extract file formats ('XX' is the agency's Facility ID (035)):

- ErfinXX.txt – Event (service) data for each client who was served during the YTD reporting (event date, duration, etc.) **Note: Event data is not required for PROS, Adult Care Management or C&Y Health Home Care Management.**
- PgmfinXX.txt - Program data for each program in which the client was served or discharged from during the YTD reporting period (admit/term dates, discharge disposition, etc.)
- DemfinXX.txt – Demographic data for each client who was served or discharged during the YTD reporting period (name, address, race, living situation, employment status, etc.)

**Note: Any clients submitted in the ErfinXX or PgmfinXX files must have a corresponding DemfinXX records in order for data to be added to BHCD.**

Monroe County OMH will work with provider agencies to design formats for submitted files that meet the data field requirements. Depending on the services delivered, agencies may not be required to submit all fields in files. Customized processes can be developed for Monroe County OMH staff to manipulate submitted data files to match the requested formats.

Files returned to provider agencies include:

- WdbitkXX.txt – Aggregate ID for each client for which a new ID was assigned.
- XX\_erfin\_errors.xlsx – Errors related to records submitted in the ErfinXX.txt file.
- XX\_pgmfin\_errors.xlsx – Errors related to records submitted in the PgmfinXX.txt file.
- XX\_demfin\_errors.xlsx – Errors related to records submitted in the DemfinXX.txt file.

# Monroe County BHCD Data Dictionary

## BHCD Submission File Formats

### ERFINxx.TXT File Format

The Erfin file provides service/event information for each service a client receives during the submission time period. *Service/event activity for PROS and Health Home Care Management programs is not required.*

**Refer to the body of the BHCD Data Dictionary for additional information on specific data elements.**

ELEMENT NAME	LENGTH	COLUMNS	FORMAT REQUIREMENTS
Aggregate ID	7	1-7	
Client ID	10	8-17	Left Justify
Facility ID	2	18-19	
Program RU	5	20-24	Left Justify
OMH Program Code	4	25-28	
Procedure/Service Code	4	29-32	
Event Date	8	33-40	YYYYMMDD
Duration	5	41-45	HHHMM
Attendance Code	1	46	
Location Code	1	47	
blank field ( <i>formerly Staff Type</i> )	3	48-50	Fill or leave spaces to maintain file format
Agency's Procedure/Service Code	4	51-54	<i>Not maintained in BHCD; Displayed on Erfin Error Reports for agency information.</i>
Agency's Staff Type	6	55-60	<i>Not maintained in BHCD; Displayed on Erfin Error Reports for agency information.</i>
Suicide Assessment	1	61	

# Monroe County BHCD Data Dictionary

## BHCD Submission File Formats

### PGMFINxx.TXT File Format

The Pgmfin file provides program information for each agency program, for each client, where the client received services during the submission time period. All services except **Assessments** require a program record.

**Refer to the body of the BHCD Data Dictionary for additional information on specific data elements.**

ELEMENT NAME	LENGTH	COLUMNS	FORMAT REQUIREMENTS
Aggregate ID	7	1-7	
Client ID	10	8-17	Left Justify
Facility ID	2	18-19	
blank field (formerly <i>Primary Diagnosis</i> )	6	20-25	Fill with alphanumeric characters or leave spaces to maintain file format
blank field (formerly <i>Diagnosis – Additional 1</i> )	6	26-31	Fill with alphanumeric characters or leave spaces to maintain file format
blank field (formerly <i>Diagnosis – Additional 2</i> )	6	32-37	Fill with alphanumeric characters or leave spaces to maintain file format
blank field (formerly <i>Principle Diagnosis</i> )	1	38	Fill or leave spaces to maintain file format
Program RU	5	39-43	Left Justify
Program Admit Date	8	44-51	YYYYMMDD
blank field (formerly <i>Referral Source</i> )	2	52-53	Fill with alphanumeric characters or leave spaces to maintain file format
blank field (formerly <i>Inpatient Legal Status</i> )	1	54	Fill or leave spaces to maintain file format
blank field or CGAS at Admission (formerly <i>GAF: Initial</i> )	2	55-56	Fill or leave spaces to maintain file format.
Blank field or CGAS at Discharge (formerly <i>GAF: Term</i> )	2	57-58	Fill or leave spaces to maintain file format.
Program Term Date	8	59-66	YYYYMMDD
blank field (formerly <i>Program Referral To</i> )	2	67-68	Fill or leave spaces to maintain file format
blank field (formerly <i>Program Ref To: Secondary</i> )	2	69-70	Fill or leave spaces to maintain file format
Discharge Disposition	2	71-72	
OMH Program Code	4	73-76	



# Monroe County BHCD Data Dictionary

## BHCD Submission File Formats

### DEMFINxx.TXT File Format

The Demfin file provides demographic information on all clients served during the submission time period. Each agency must submit one Demfin record for each client having 1 or more services during the submission time period.

**Refer to the body of the BHCD Data Dictionary for additional information on specific data elements.**

ELEMENT NAME	LENGTH	COLUMNS	FORMAT REQUIREMENTS
Aggregate ID	7	1-7	
Client ID	10	8-17	Left Justify
Facility ID	2	18-19	
blank field <i>(formerly C&amp;E Flag)</i>	1	20	Fill or leave spaces to maintain file format
County	2	21-22	
Zip Code	9	23-31	Only the 1 <sup>st</sup> 5 Digits are maintained
Date of Birth	8	32-39	YYYYMMDD
Gender	1	40	
Race	2	41-42	
Language – Primary	1	43	
blank field <i>(formerly Marital Status)</i>	1	44	Fill or leave spaces to maintain file format
blank field <i>(formerly Education)</i>	2	45-46	Fill or leave spaces to maintain file format
Living Situation	2	47-48	
Hispanic/Latino Indicator	2	49-50	
blank field <i>(formerly Income Source – Primary)</i>	2	51-52	Fill or leave spaces to maintain file format
Disability – Primary	2	53-54	
Disability – Secondary 1	2	55-56	
blank field <i>(formerly Disability – Secondary 2)</i>	2	57-58	Fill or leave spaces to maintain file format
blank field <i>(formerly Disability – Secondary 3)</i>	2	59-60	Fill or leave spaces to maintain file format
Social Security Number	9	61-69	No Hyphens or Spaces
blank field <i>(formerly Religious Affiliation)</i>	2	70-71	Fill or leave spaces to maintain file format
SED Status	1	72	
Employment Status	2	73-74	
Veteran Status: Client	2	75-76	

## Monroe County BHCD Data Dictionary

<b>ELEMENT NAME</b>	<b>LENGTH</b>	<b>COLUMNS</b>	<b>FORMAT REQUIREMENTS</b>
blank field <i>(formerly Veteran Status: Parent/Legal Guardian)</i>	2	79-80	Fill or leave spaces to maintain file format
blank field <i>(formerly Veteran Status: Spouse/Partner)</i>	2	77-78	Fill or leave spaces to maintain file format
blank field <i>(formerly Combat Service: Client)</i>	1	81	Fill or leave spaces to maintain file format
blank field <i>(formerly Combat Service: Spouse/Partner)</i>	1	82	Fill or leave spaces to maintain file format
blank field <i>(formerly Combat Service: Parent/Legal Guardian)</i>	1	83	Fill or leave spaces to maintain file format
Client Last Name	30	84-113	
Client First Name	30	114-143	
Client Middle Initial	1	144	
Client Alias Name	50	145-194	
Street Address	50	195-244	
City	30	245-274	
State	2	275-276	

# Monroe County BHCD Data Dictionary

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## BHCD WDBITK File Format

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### WDBITKxx File Format

The Wdbitk file is sent to each provider agency at the end of each production run, in order to communicate the Aggregate IDs (001), assigned by BHCD to each of the agency's clients. This can be an assignment for a new client or a correction for an existing client.

The agencies use the file to update their client records with the Aggregate ID Number (001). Subsequent data submissions will carry the Aggregate IDs in each of the 3 submitted files (ERFINxx.TXT, PGMFINxx.TXT, DEMFINxx.TXT).

**Note:** Monroe County OMH no longer requires that providers store the Aggregate IDs within their information systems as not all systems have this capability. All submission files will continue to be accepted with Aggregate IDs incomplete.

**Refer to the body of the BHCD Data Dictionary for additional information on specific data elements.**

ELEMENT NAME	LENGTH	COLUMNS	NOTES
Aggregate ID	7	1-7	Generated by BHCD
Facility ID	2	8-9	
Client ID	10	10-19	Left Justified

# Monroe County BHCD Data Dictionary

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## BHCD Required Data Elements

---

The following data elements must be present and valid in order for the data to be added to BHCD. If any of these data elements are found to be missing or in error, an error report is generated for the agency, and unless otherwise noted below, the record will not be included in BHCD until the error is corrected.

**Refer to the body of the BHCD Data Dictionary for additional information on specific data elements.**

### Required Data Elements - Common to All Files

---

1. Aggregate ID – should be blank, 0's or M's for new client or when not able to be stored in agency's information system
2. Case ID
3. Facility ID

### Required Data Elements – Event (Erfinxx) Data

---

4. OMH Program Code
5. Program RU – This value must match 1 of the submitting agency's values in MCOMH's master list of agency Rus; this is necessary, in order to identify the Agency Code, Program Code and Program Index used in financial reporting of this activity. Records with invalid codes will be added to database with a generic invalid code value. However, records with a missing value (including a value of '00000') will not be included in the database.
6. Procedure Code
7. A valid combination for Facility ID, OMH Program Code, Procedure Code.
8. Event Date
9. Duration

### Required Data Elements – Program (Pgmfinxx) Data

---

10. Program Admission Date
11. Discharge Disposition – Required if there is a Program Termination Date (075). Records with missing or invalid codes will be added to database with a generic invalid or missing code value.
12. OMH Program Code
13. Program RU – see additional explanation in Event Data section..

### Required Data Elements – Demographic (Demfinxx) Data

---

14. Last Name
15. First Name – can only be blank for cases marked as C&E
16. Street Address
17. Date of Birth
18. SED Status – Valid code must be present for Children and Youth served in licensed programs. Records with missing or invalid codes will be added to the BHCD with a generic invalid or missing code value.

**Note: If the demographic record for a client is rejected, none of the corresponding event or program records will be included in BHCD.**

All data elements are validated for use of correct codes and may result in errors being output but information is accepted in the database with a missing or invalid flag. The above list are the elements that result in some kind of rejection of records or the inability to account for activity on report output.

# Monroe County BHCD Data Dictionary

## BHCD Error Codes and Descriptions

Error Num	Error Description	Error Definition
2	REJECTED – Facility ID	Invalid Facility ID
3	REJECTED – Client ID	Missing Client ID
5	REJECTED – Event Date	Event Date is not a date, is in the future or is missing
6	REJECTED – Admit Date	Admit Date is not a date, is in the future, is missing or is more than 70 years ago
7	REJECTED – Termination Date	Termination Date is not a date, is in the future, is less than the Admit Date or is missing
8	REJECTED – Date of Birth	Date of Birth is not a date, is in the future, is missing or client is 1 year or younger
9	REJECTED – OMH code	Invalid OMH Program code
12	Zip Code Error	Invalid Zip code
14	Attendance Error	Missing Attendance code
16	Location Error	Invalid Location
19	State	Invalid State code
20	WARNING – Agy/Omh/Proc Combination	The combination of Facility ID, OMH Program code and Procedure code is invalid
24	Suicide Assessment	Invalid Suicide Assessment (validated only for Emergency Dept. OMH codes)
25	Race	Invalid Race
26	Disability – Primary	Invalid Primary Disability
28	Disability – Secondary	Invalid Secondary Disability
35	Primary Language	Invalid Primary Language
38	Discharge Disposition	Invalid Discharge Disposition
41	Living Situation	Invalid Living Situation
42	Gender	Invalid Gender
43	Street	Missing Street
45	County	Invalid County code
46	City	Missing City
50	Event Has No Program Record	Missing program record for the event (matched on FacilityID, OMH, ClientID)
54	Event Date Out of Range: Program Admit/Term Dates	Event Date is not within the program admit and termination dates
55	REJECTED – Valid Demfin Not Submitted	For Demfin, Erfin and Pgmfin records – Aggregate ID is M's, 0's, or blank and a demfin record has not been submitted or is missing key elements to assign an Aggregate ID.
56	Program RU is Missing, Invalid, or Expired	For Erfin and Pgmfin records – RU is missing, invalid, or expired
57	REJECTED – Duration is Missing	Missing Duration (Hrs/Mins, Visits or Days)
58	SED Status	Invalid SED (validated for children <19 with service(s) in selected OMH Codes: 2100, 0200, 2200, 1810, 6810, 3010)
60	REJECTED – First Name	Missing First Name
61	REJECTED – Last Name	Missing Last Name
62	Hispanic Latino Indicator	Invalid Hispanic Latino Indicator
63	County	Mismatch between County and Zip Code – County updated to match Zip Code
64	Employment	Invalid Employment Status
68	Veteran Status Client	Invalid Veteran Status Code – Status of Client (validated only for clients who are 18 or older)

# Monroe County BHCD Data Dictionary

## Guide to Data Element Definitions

<b>DATA ELEMENT :</b>	Full name of data field.
<b>REQUIRED FOR:</b>	Notes the providers/programs for which the element is required.
<b>DEFINITION:</b>	Defines the content and/or the source of the information to be recorded in the data element. Often it is unnecessary, as the Label field is self-explanatory.
<b>CONFIDENTIALITY:</b>	<p>Defines the level of confidentiality associated with an element. There are three levels of confidentiality. These are used to determine how reports and data are released.</p> <p><u>Level 1 – Patient Identifying Information:</u> Data that can uniquely identify an individual client. Not to be released except:</p> <ul style="list-style-type: none"><li>- where the client has signed a release;</li><li>- where the County has the authority to view client-specific data for the discharge of its responsibilities;</li><li>- where there is a relationship between a primary provider and a specialized agency, and the sharing of client specific information is necessary to the County oversight function.</li></ul> <p><u>Level 2 – Facility Identifying Information:</u> Data that uniquely identifies an agency or an agency's programs. Not to be released except:</p> <ul style="list-style-type: none"><li>- to CCSI and CCSI committees;</li><li>- to Monroe County; to the agency itself;</li><li>- to other identified parties with written permission of the agency.</li></ul> <p><u>Level 3 – Other Information:</u> No special restrictions apply.</p>
<b>SUBMISSION TYPE:</b>	Notes the submission record type(s) which require the data element. Record types are: demographic (demfin), program (pgmfin), and event (erfin).
<b>DATA TYPE:</b>	<p>Identifies the element as Alphanumeric, Numeric, or a Date.</p> <p>Alphanumeric elements may contain the following: numbers, uppercase letters, blanks, and the symbols - . , # ( ) ' ' " and ".</p> <p>Dates must be of the form: YYYYMMDD.</p> <p>Numeric elements may contain the following: numbers, blanks, and periods (decimal points).</p>
<b>DATA LENGTH:</b>	The maximum number of columns that the data element will occupy.
<b>COMMENTS:</b>	Additional information about the data element.
<b>ACCEPTABLE CODES AND CODE DESCRIPTIONS:</b>	This area provides detail for the acceptable codes and their descriptions.

## Data Elements

---

<b>DATA ELEMENT:</b>	<b>AGGREGATE ID (Agg ID)</b>
<b>REQUIRED FOR:</b>	All Agencies If this element is not blank or 'M's, the record will be rejected.
<b>DEFINITION:</b>	Unduplicated ID in BHCD, across agencies; assigned by BHCD when client enters for the first time.
<b>CONFIDENTIALITY:</b>	<b>Level 1 – Patient Identifying Information</b>
<b>SUBMISSION TYPE:</b>	<b>All Submission Records</b>
<b>DATA TYPE:</b>	ALPHANUMERIC
<b>DATA LENGTH:</b>	7
<b>COMMENTS:</b>	Agencies do not collect the Aggregate ID. <i>Note: the first 2 characters indicate the year the client first entered BHCD.</i>

### **ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

The first time an agency submits a client, the Aggregate ID field, in all the client's submission records, is either blank or populated with 'MMMMMMM'. The BHCD matching process determines if that client was previously submitted by another agency. If not, a unique Aggregate ID for the client is automatically generated.

The BHCD-generated Aggregate ID, along with its corresponding Case ID, is transmitted back to the submitting agency so the agency can update its files (see BHCD WDBITK File Format); all subsequent submissions for the client should contain the BHCD-generated Aggregate ID if the provider is able to store the Aggregate ID in their information system..

In cases where it is not feasible for an agency to store the Aggregate ID in the source information system, special arrangements can be made for that step to be performed at CCSI during file processing.

**Note: The first 2 characters indicate the year the client first was submitted to BHCD and represents the first time services were provided in the public mental health system in Monroe county. When working with this field, always define it as text so that leading zeros are not eliminated.**

# Monroe County BHCD Data Dictionary

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## Data Elements

---

**DATA ELEMENT:** ALIAS NAME

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Maiden name or last name given at birth, if different from Last Name.

**CONFIDENTIALITY:** Level 1 – Patient Identifying Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 50

**COMMENTS:** Submitted to CCSI MCOMH staff to facilitate assignment of Aggregate ID.

It is helpful to use this field to submit any known alias first or last names for a client.

### **ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

Leave blank if not applicable.



# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT :** ATTENDANCE CODE

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:**

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Event Records

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 1

**COMMENTS :** Only events with the following Attendance codes must be submitted ; others will be dropped.

1 Appointment kept

2 Walk-in

3 Emergency

9 Client not present

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

---

Only codes 1, 2, 3, 9 must be submitted ; events with codes other than these 4 will be dropped.

CODE	DESCRIPTION
0	Not client-related
1	Appointment kept
2	Walk-in
3	Emergency
4	Cancelled by client
5	Cancelled by staff
6	No show
9	Client not present

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:** CASE ID

**REQUIRED FOR:** ALL AGENCIES

Must be entered on all submission records. This element is a maximum of 10 characters. If omitted, the record will be rejected.

**DEFINITION:** Case ID is the internal ID assigned by the agency providing services.

**CONFIDENTIALITY:** Level 1 – Patient Identifying Information

**SUBMISSION TYPE:** All Submission Records

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 10 (maximum)

**COMMENTS:** Submitted to CCSI MCOMH staff to facilitate assignment of Aggregate ID. Inclusion of this field is the only method which allows an agency to match the Aggregate ID to the client records stored in their information system.

### **ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

This field should be submitted left-justified so that spaces for Case IDs shorter than 10 characters appear at the end.

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:** CITY

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Client's permanent or institution address.

**CONFIDENTIALITY:** Level 3 – Other Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 10

**COMMENTS:** Submitted to CCSI MCOMH staff to facilitate assignment of Aggregate ID.

### **ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

If client is in community residence or institution, enter the residence or institution address.

If client is in temporary residential care or inpatient, enter the client's permanent residence.

# Monroe County BHCD Data Dictionary

## Data Elements

**DATA ELEMENT:** COUNTY

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Client's permanent or institution address.

**CONFIDENTIALITY:** Level 3 – Other Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 2

**COMMENTS :**

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

If client is in community residence or institution, enter the residence or institution address.  
If client is in temporary residential care or inpatient, enter the client's permanent residence.

01 Albany	23 Jefferson	45 St. Lawrence
02 Allegany	24 Kings	46 Saratoga
03 Bronx	25 Lewis	47 Schenectady
04 Broome	26 Livingston	48 Schoharie
05 Cattaraugus	27 Madison	49 Schuyler
06 Cayuga	28 Monroe	50 Seneca
07 Chautauqua	29 Montgomery	51 Steuben
08 Chemung	30 Nassau	52 Suffolk
09 Chenango	31 New York	53 Sullivan
10 Clinton	32 Niagara	54 Tioga
11 Columbia	33 Oneida	55 Tompkins
12 Cortland	34 Onondaga	56 Ulster
13 Delaware	35 Ontario	57 Warren
14 Dutchess	36 Orange	58 Washington
15 Erie	37 Orleans	59 Wayne
16 Essex	38 Oswego	60 Westchester
17 Franklin	39 Otsego	61 Wyoming
18 Fulton	40 Putnam	62 Yates
19 Genesee	41 Queens	70 NYS County Unk.
20 Greene	42 Rensselaer	80 USA, not NYS
21 Hamilton	43 Richmond	90 Not USA
22 Herkimer	44 Rockland	99 Unknown

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:** DATE OF BIRTH

**REQUIRED FOR:** ALL AGENCIES

If this element is invalid or omitted, the record will be rejected.

**DEFINITION:** Client's date of birth (best available information).

**CONFIDENTIALITY:** Level 1 – Patient Identifying Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** DATE; Format, 'YYYYMMDD'

**DATA LENGTH:** 8

**COMMENTS:**

### **ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

If DOB is unknown, submit YYYY0101 where YYYY equals approximate year of birth.

If DOB entered is in same year, it will be considered an error and the record will be rejected.

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:**      **DISABILITY – PRIMARY**

**REQUIRED FOR:**      ALL AGENCIES

**DEFINITION:**        A disability (Primary) of the client which results in substantial functional limitations in 3 or more of the following major life activity areas:

- Self-care
- Receptive & expressive language
- Learning, mobility
- Self-direction
- Capacity for independent living
- Economic self-sufficiency.

**CONFIDENTIALITY:**   **Level 3 – Other**

**SUBMISSION TYPE:**   **Demographic Record**

**DATA TYPE:**         ALPHANUMERIC

**DATA LENGTH:**       2

**COMMENTS :**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

<b>CODE</b>	<b>DESCRIPTION</b>
00	No disability
10	Mental Health
20	Developmental disability
21	Mental retardation
30	Substance abuse (type unknown)
31	Alcohol
32	Drug
33	Mixed substance
40	Physical impairment
41	Blind
42	Hearing impaired
43	Ambulation impairment
50	Homebound
60	Educational disability
88	Other
99	Unknown

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:**        **DISABILITY – SECONDARY 1**

**REQUIRED FOR:**        ALL AGENCIES

**DEFINITION:**         A disability (Secondary 1) of the client which results in substantial functional limitations in 3 or more of the following major life activity areas:

- Self-care
- Receptive & expressive language
- Learning, mobility
- Self-direction
- Capacity for independent living
- Economic self-sufficiency

**CONFIDENTIALITY:**    **Level 3 – Other**

**SUBMISSION TYPE:**    **Demographic Record**

**DATA TYPE:**            ALPHANUMERIC

**DATA LENGTH:**        2

**COMMENTS :**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

CODE	DESCRIPTION
00	No disability
10	Mental Health
20	Developmental disability
21	Mental retardation
30	Substance abuse (type unknown)
31	Alcohol
32	Drug
33	Mixed substance
40	Physical impairment
41	Blind
42	Hearing impaired
43	Ambulation impairment
50	Homebound
60	Educational disability
88	Other
99	Unknown

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT :** DISCHARGE DISPOSITION

**REQUIRED FOR:** ALL AGENCIES AT CLIENT DISCHARGE  
Required when the client is discharged from a program. When Program Termination Date is submitted, a Discharge Disposition is required.

**DEFINITION:** The code which best describes the client's success in meeting clinical/program goals at program discharge.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Program Records

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 2

**COMMENTS :** Captures client progress toward meeting clinical/program goals. Provides the ability to assess the success of a client-program episode.

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

---

When Program Termination Date is submitted, a Discharge Disposition is required.

CODE	DESCRIPTION
20	Successfully met all mutually-agreed upon goals
21	Successfully met half or more mutually-agreed upon goals
22	Did not meet mutually-agreed upon goals
23	Client left against clinical/medical advice
30	Client incarcerated
31	Client hospitalized
32	Client moved/relocated
33	Client lost to contact
34	Client died



# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT :** DURATION

**REQUIRED FOR:** ALL AGENCIES

If omitted or invalid, the record will be rejected.

**DEFINITION:** The length of time (duration) of the actual event.

Positions 1-3 are for hours; positions 4 and 5 are for minutes.

For Residential and Inpatient programs, positions 4 and 5 are the number of days during the month the client was resident.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Event Records

**DATA TYPE:** NUMERIC; Format HHHMM with leading zeros as appropriate

**DATA LENGTH:** 5

**COMMENTS:** WARNING: Anomalies in use of this field may affect service units reported.

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

---

For inpatient and residential services, use the minutes portion of Duration field to submit the number of days during that month the client was in residence. For example, a record for a client enrolled in a residential program for the entire month of January would have a duration of "00031".

Event records where hours are being submitted should use an hours-minutes format and not a decimal format. For example, a visit with a duration of 90 minutes could be submitted as "00130" or "00090" but not "00150".

All event records must have a duration in order to be accepted in the database. If the program is one in which the length of the contact is not required, populate this field as "00001".

# Monroe County BHCD Data Dictionary

## Data Elements

**DATA ELEMENT:** EMPLOYMENT STATUS

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** The client's current employment status

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 2

**COMMENTS :** Provides ability to track changes in employment to assess improvement in socio-economic status and employment goals over the course of mental health treatment.

Important to capture these changes for clients with programs where employment is an identified outcome measure.

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

CODE	DESCRIPTION
10	Competitive employment (employer-paid position) with no formal supports
11	Competitive employment (employer-paid position) with ongoing supports
20	Community-integrated employment run by a state or local agency (agency-funded positions only)
30	Non-integrated employment run by a state or local agency (sheltered workshop, affirmative businesses, enclaves, mobile work crews)
40	Sporadic or casual employment for pay (includes odd jobs)
41	Non-paid work position (volunteer)
50	Not in Labor Force: looking for work
51	Not in Labor Force: retired, homemaker, student
52	Not in Labor Force: disabled, psychiatric inpatient, incarcerated
53	Not in Labor Force: other
99	Unknown

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:** EVENT DATE

**REQUIRED FOR:** ALL AGENCIES  
If omitted or invalid, the record will be rejected.

**DEFINITION:** Date of the Service (Visit, Contact, etc.)

**CONFIDENTIALITY:** Level 1 – Patient Identifying Information

**SUBMISSION TYPE:** Event Records

**DATA TYPE:** DATE; 'YYYYMMDD'

**DATA LENGTH:** 8

**COMMENTS :**

### **ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

For inpatient and residential services, submit one record per month where the Event Date is the last day during the month the client was still in residence. Use the minutes portion of Duration field to submit the number of days during that month the client was in residence. **For the month of discharge, the Event Date should be the discharge date.**

For other services, submit 1 record for each unit of service.

# Monroe County BHCD Data Dictionary

## Data Elements

**DATA ELEMENT:** FACILITY ID

**REQUIRED FOR:** ALL AGENCIES

Must be submitted on all records. If this element is omitted or invalid, the record will be rejected.

If this element, concatenated with OMH Program Code and Procedure/Service Code, is not a valid code combination, the event record will be rejected.

**DEFINITION:** A two-character code which identifies the submitting agency.

**CONFIDENTIALITY:** Level 2 – Facility Identifying Information

**SUBMISSION TYPE:** All Submission Records

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 2

**COMMENTS :**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

CODE	DESCRIPTION
02	Rochester Mental Health Center (RRH)
03	University of Rochester Mental Health Center
04	Unity Hospital (RRH)
05	Crestwood Children's Center (HCC)
06	Rochester Psychiatric Center
09	East House Corporation
10	Rochester Rehabilitation Center
16	Compeer Rochester Inc.
17	Rochester General Hospital
19	Socio-Legal Center
21	Catholic Family Center
22	Villa of Hope
23	Hillside Children's Center
25	DePaul Community Services
27	Mental Health Association
29	Recovery Options Made Easy (formerly Housing Options Made Easy)
31	Mental Health Association - Transitional Coaching and Training
32	Mental Health Association - Drop-In-Center
36	Rochester General Hospital – Genesee Mental Health Center Site (RRH)
37	Mental Health Association – Life Skills (formerly New Directions)
39	Liberty Resources
40	Ibero-American Action League
45	Pathways Inc.
46	Spectrum Human Services
47	Recovery Options Made Easy – Skill Building
49	Villa of Hope – Youth Peer Mentor and Hope Place

# Monroe County BHCD Data Dictionary

## FACILITY ID *(Continued)*

### DISCONTINUED FACILITIES

CODE	DESCRIPTION	Discontinued Date
01	Genesee Mental Health Center	05/30/2001
07	Livingston County Counseling Services	01/01/1993
08	Depaul Mental Health Center	01/01/1993
11	Community Network, Inc	06/01/1995
12	St. John's Home	01/01/1993
13	Jewish Home	01/01/2003
14	Operation Friendship	01/01/2005 – Transferred to DePaul from The Health Association
15	Winship Community Residences (DePaul)	12/31/2019 – All activity submitted as DePaul
18	Monroe County Court Clinic	01/01/2004
19	Hudson Avenue	09/01/1989
20	Berkshire Farm Center (started 01/01/2008)	11/30/2008
24	Unity – Genesee St	12/03/2003 – Merged into Unity (04). Formerly St. Mary's
26	Villa of Hope – Dewey Ave	12/31/2019 – Data now submitted with main Villa activity (22)
28	YFP Care Manager	6/30/2011
30	WorkGuide	09/30/2009 – Transitioned to PROS 01/01/2006 – Formerly The Health Association – transferred to DePaul
33	Cornerstone (DePaul)	01/01/2004 – Merged into DePaul (25)
34	Parkside (DePaul)	01/01/2004 – Merged into DePaul (25)
35	T-Shirt Factory (DePaul)	01/01/2004 – Merged into DePaul (25)
38	Villa of Hope – Skillbuilding	6/30/2019
44	Delphi Drug and Alcohol Council, Inc.	12/31/2019
98	CSS	
99	ICM	

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:** FIRST NAME

**REQUIRED BY:** ALL AGENCIES

If this element is omitted, the record will be rejected.

**DEFINITION:** Client's full legal first name.

**CONFIDENTIALITY:** Level 1 – Patient Identifying Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 30

**COMMENTS:** Submitted to CCSI MCOMH staff to facilitate assignment of Aggregate ID.

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

Submit client's full legal first name. Avoid including middle name in this field.

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:** GENDER (SEX)

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Gender (biological sex) of client.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 1

**COMMENTS:**

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

---

CODE	DESCRIPTION
1	Male
2	Female
3	Transgender
9	Unknown

# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:** HISPANIC/LATINO INDICATOR

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** The code which best represents the ethnic background of the client.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 2

**COMMENTS:** This element, together with Race, makes it possible to compare race/ethnicity to other data sets including US Census and OMH Patient Characteristic Survey.

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

---

CODE	DESCRIPTION
00	Not Hispanic/Latino
10	Yes, Mexican, Mexican American, Chicano
11	Yes, Puerto Rican
12	Yes, Cuban
13	Yes, Other Known Origin
14	Yes, Origin Not Specified
19	Unknown



# Monroe County BHCD Data Dictionary

---

## Data Elements

---

**DATA ELEMENT:** LANGUAGE – PRIMARY

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** The client’s Primary Language

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 1

**COMMENTS:**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

CODE	DESCRIPTION
A	English
B	Spanish
C	Chinese
D	Creole
E	French
F	Greek
G	Italian
H	Japanese
I	Russian
J	Vietnamese
K	Other
L	Sign Language
N	Braille
Z	Unknown

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT:** LAST NAME

**REQUIRED FOR:** ALL AGENCIES  
If this element is omitted, the record will be rejected.

**DEFINITION:** Client's full legal last name.

**CONFIDENTIALITY:** Level 1 – Patient Identifying Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 30

**COMMENTS:** Submitted to CCSI MCOMH staff to facilitate assignment of Aggregate ID.

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

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Submit client's full legal last name including any additional suffixes (i.e. Sr, Jr, or roman numerals denoting generation).

# Monroe County BHCD Data Dictionary

## Data Elements

**DATA ELEMENT:** LIVING SITUATION

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** The client's *current* living situation, whether it is a temporary or permanent situation. Identifies where the client is spending the night, not where the client's mail is received.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 2

**COMMENTS:** Provides ability to track changes in living situation to assess improvement in independence and socio-economic status.  
Important to capture these changes for programs where Living Situation is an identified outcome measure.

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

CODE	DESCRIPTION	Notes
01	Private residence (owned or mortgaged)	
02	Rental home or apartment	
03	Home of relative or friend	
04	Rooming house, hotel, SRO (non-MH)	
05	Nursing/health-related facility	
06	Institution (ex: RPC)	
07	Community residence	
08	Adult home (PPHA)	
09	Family care	
10	Incarcerated (prison, jail, lock-up)	
11	Foster Home (C&Y clients)	
13	Residential Treatment Facility (C&Y clients)	
14	SRO (Mental Health)	
15	Supported Housing/Apartment	<b>For OMH programs</b>
77	Transient/Homeless	
88	Other	
99	Unknown	

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT :** LOCATION CODE

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Where the service took place.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Event Records

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 1

**COMMENTS :**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

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CODE	DESCRIPTION
1	At Center
2	Client's home
3	General hospital
4	Court/jail
5	Agency office (C&E)
6	School
7	Industrial location
8	Satellite location
9	Other location
A	RFU (Socio-Legal Ctr)
B	RPC Civil (Socio-Legal Ctr)
C	Hillside (Socio-Legal Ctr)

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT:** MIDDLE NAME INITIAL

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Client's middle name initial

**CONFIDENTIALITY:** Level 1 – Patient Identifying Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 1

**COMMENTS:** Submitted to CCSI MCOMH staff to facilitate assignment of Aggregate ID.

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

If no middle name initial, leave this element blank.

# Monroe County BHCD Data Dictionary

## Data Elements

**DATA ELEMENT:**      **OMH PROGRAM CODE**

**REQUIRED FOR:**      ALL AGENCIES

If this element is omitted or invalid, the record will be rejected.

If this element, concatenated with Facility ID and Procedure/Service Code in the event record, is not a valid code combination, the record will be rejected.

**DEFINITION:**      The OMH program type – usually the code that is used in CFR reporting.

**CONFIDENTIALITY:**    **Level 2 – Facility Identifying Information**

**SUBMISSION TYPE:**   **Program Records and Event Records**

**DATA TYPE:**      ALPHANUMERIC

**DATA LENGTH:**      4

**COMMENTS:**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

OMH PROGRAM CODE	DESCRIPTION
CMAD	Care Management – Adult Medicaid/Non-Medicaid ( <i>Added 1/1/13</i> )
CMCY	C&Y Health Home Care Management
HHCM	Health Home Care Management (For East House)
0040	Family Care
0200	Day Treatment
0380	Transitional Employment
0690	Outreach
0800	Assertive Community Treatment (ACT) Teams
0910	Crisis Residence
1080	Residential Treatment Facility (RTF)
1600	Crisis/Respite Beds
1650	Children and Youth (C&Y) Family Support Service
1680	Crisis Outreach (CPEP)
1760	Advocacy Service
1770	Drop-In Center
1920	Extended Observation Beds (CPEP)
2100	Clinic Treatment
2200	Partial Hospitalization
2680	Crisis Intervention
2681	Family Crisis Support
2720	Non-Medicaid Care Coordination
3010	Inpatient Psychiatric Unit of a General Hospital
3040	Home-based Crisis Intervention
3130	Crisis Intervention (CPEP)
4340	Ongoing Integrated Supported Emp
5070	Supported /Single Room Occupancy (SRO)
6050	Supported Housing ( <i>6060 activity reported in this code</i> )

# Monroe County BHCD Data Dictionary

## Data Elements

### OMH PROGRAM CODE *(continued)*

OMH PROGRAM CODE	DESCRIPTION
6070	Treatment/Congregate
6080	Support/Congregate
6340	PROS (Personalized Recovery Oriented Services)
7070	Treatment/Apartment
8050	Community Residence/Single Room Occupancy
<b>OMH Program Codes No Longer in Use</b>	
CMOT	Care Management – Outreach Activity <i>(used by RRHS RMHC until 2/28/16)</i>
0230	Home and Community Based Waiver <i>(inactive as of 4/1/19)</i>
0340	Sheltered Workshop/Satellite Shltd Wrkshp <i>(Inactive as of 9/30/13)</i>
0610	Community Connections For Youth <i>(ended March 2011)</i> Skill Building at Villa of Hope <i>(ended mid 2019)</i>
0670	Client Transportation <i>(Inactive as of 12/31/11)</i>
0700	Non-Inpatient Crisis Services <i>(Inactive as of 2007)</i>
0770	Psychosocial Club <i>(Inactive as of 2/28/10)</i>
1310	Continuing Day Treatment <i>(Inactive as of October 2010)</i>
0810	Case Management – CSS <i>(Inactive as of 1/1/16)</i>
1380	Assisted Competitive Employment <i>(Inactive as of 12/31/11)</i>
1810	Intensive Case Management <i>(Inactive as of 12/31/16)</i>
2040	Family Based Treatment Program <i>(Inactive as of 12/31/11)</i>
2320	Intensive Psychiatric Rehabilitation Treatment <i>(Inactive as of 3/31/11)</i>
2340	Affirmative Business/Industry <i>(Inactive as of 12/31/12)</i>
3340	Client Worker Program <i>(Inactive as of 11/30/10)</i>
6060	Case Management – Supported Housing <i>(Inactive as of 12/31/09)</i>
5990	MICA Network <i>(Inactive as of 1/1/16)</i>
6810	Supportive Case Management <i>(Inactive as of 12/31/16)</i>
6820	Adult Home Supportive Case Management <i>(Inactive as of 12/31/13)</i>
8340	Limited License PROS (Personalized Recovery Oriented Services) <i>(inactive as of 3/31/12)</i>

# Monroe County BHCD Data Dictionary

## Data Elements

**DATA ELEMENT:**       **PROCEDURE/SERVICE CODE**

**REQUIRED FOR:**       ALL AGENCIES

If this element is omitted or invalid, the record will be rejected.

If this element, concatenated with Facility ID and OMH Program Code, is not a valid code combination, the record will be rejected.

**DEFINITION:**

**CONFIDENTIALITY:**   **Level 3 – Other**

**SUBMISSION TYPE:**   **Event Records**

**DATA TYPE:**         ALPHANUMERIC

**DATA LENGTH:**       4

**COMMENTS:**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

<b>Procedure/Service Codes With Their Related OMH Program Codes</b>			
<b>OMH PROGRAM CODE</b>	<b>DESCRIPTION</b>	<b>PROCEDURE/SERVICE CODE and DESCRIPTION</b>	
CMAD	Adult Care Management	ACMO	Active Month in Program (created by CCSI MCOMH staff)
CMCY	C&Y Health Home Care Management	4360	Face-to-Face Contact
HHCM	Health Home Care Management	1548	One Day (For East House only)
0040	Family Care	1548	One Day
0200	Day Treatment	1020	Home Visit
		1030	Crisis Visit
		1044	Collateral Visit
		1510	Full day
		1512	Half day
0380	Transitional Employment	4230	Direct Staff Hours
		4232	Indirect Staff Hours
0690	Outreach	1548	One Day (East House CST)
0800	Assertive Community Treatment (ACT) Teams	1041	Brief Visit
		4360	Face-to-Face Contact
		4361	Face-to-Face Contact – Collateral
0910	Crisis Residence	1548	One Day
1080	Residential Treatment Facility – Children and Youth	1548	One Day
1600	Crisis/Respite Beds	1548	One Day
1650	Children and Youth (C&Y) Family Support Service	4230	Direct Staff Hours
1680	Crisis Outreach (CPEP)	1047	Outreach Visit
		1120	Crisis Intervention Visit



## Monroe County BHCD Data Dictionary

Procedure/Service Codes With Their Related OMH Program Codes			
OMH PROGRAM CODE	DESCRIPTION	PROCEDURE/SERVICE CODE and DESCRIPTION	
1760	Advocacy Service	1039	Visit (MHA Life Skills)
		1042	Group Visit (Youth Mentor)
		1548	One Day (East House Peer Respite)
		4230	Direct Staff Hours
		4232	Indirect Staff Hours
		4360	Face-to-Face Contract (Youth Mentor)
		9001	730 (Socio-Legal Ctr)
		9002	Court Order (Socio-Legal Ctr)
		9003	County Probation (Socio-Legal Ctr)
		9005	Other Evaluation (Socio-Legal Ctr)
		9008	Mental Health Court (Socio-Legal Ctr)
1770	Drop-In Center	1039	Visit
1920	Extended Observation Beds (CPEP)	1548	One Day
2100	Clinic Treatment Note: Codes other than 1050 and 4000 should have been phased out during 2011.	1050	Clinic Visit
		4000	Assessment Visit
		1043	Regular Visit (RPC Only)
2200	Partial Hospitalization	4000	Assessment Visit
		4030	Crisis Visit Hours
		4043	Regular Visit Hours
2680	Crisis Intervention	1039	Visit
2681	Family Crisis Support	4321	Skillbuilding – Hours (Youth)
		4322	Skillbuilding – Hours (Parent)
		4323	Skillbuilding – Hours (Both)
		4325	Emergency Crisis Support – Hour
		4340	Family Support Hour
2720	Non-Medicaid Care Coordination	4360	Face-to-Face Contact
		4230	Direct Staff Hours (Compeer only)
3010	Inpatient Psychiatric Unit of a General Hospital	1548	One Day
3040	Home-based Crisis Intervention	4230	Direct Staff Hours
		4232	Indirect Staff Hours
3130	Crisis Intervention (CPEP)	4370	Contact
5070	Supported/Single Room Occupancy (SRO)	1548	One Day
6050	Supported Housing	1548	One Day
6070	Treatment/Congregate	1548	One Day
6080	Support/Congregate	1548	One Day
6340	PROS (Personalized Recovery Oriented Services)	ACMO	Active Month in Program (created by CCSI MCOMH staff)
7070	Treatment/Apartment	1548	One Day
8050	Community Residence/Single Room Occupancy	1548	One Day

## Monroe County BHCD Data Dictionary

DISCONTINUED PROGRAM/PROCEDURE CODE COMBINATIONS			
CMAD	Adult Care Management <i>(these codes used prior to 1/1/17)</i>	4360	Face-to-Face Contact
		4380	Care Management Activity
CMOT	Adult Care Management - Outreach <i>(Agency stopped reporting separately in February 2016)</i>	4360	Face-to-Face Contact
		4380	Care Management Activity
0230	Home and Community Based Waiver <i>(Last program closed 3/31/19)</i>	4230	Direct Staff Hours
0200	Day Treatment <i>(Procedure codes no longer used in program)</i>	1514	Brief Day
		1530	Pre-admission full day
		1532	Pre-admission half day
0349	Sheltered Workshop/Satellite Shtld Wrkshp <i>(Last program closed 12/31/13)</i>	1510	Full Day
		1512	Half Day
		1514	Brief Day
0610	Recreation (Community Connections for Youth <i>discontinued March 2011)</i>	4230	Direct Staff Hour
0610	Skillbuilding (Villa) <i>(Program discontinued mid 2019)</i>	4365	Child Family Team (CFT) Meeting
0610	Skillbuilding (Villa) <i>(Program discontinued mid 2019)</i>	4360	Face-to-Face Contact
0670	Client Transportation <i>(Reporting requirement discontinued in 2012)</i>	4400	Transportation One Way Trip
0690	Outreach <i>(Homeless MICA reporting ended June 2016)</i>	1047	Outreach Visits
		4600	Consultation
0700	Non-Inpatient Crisis Services <i>(discontinued with YES conversion to System of Care in 2007)</i>	1039	Visit
		1041	Brief Visit
		1042	Group Visit
		4000	Assessment Visit
0770	Psychosocial Club <i>(Last program closed with PROS conversion Feb 2010)</i>	1039	Psychosocial Club Visit

## Monroe County BHCD Data Dictionary

1310	Continuing Day Treatment <i>(Last program closed with PROS conversion October 2010)</i>	4000	Assessment Hours
		4030	Crisis Visit Hours
		4043	Regular Visit Hours
		4044	Collateral Visit Hours
		4046	Group Collateral Visit Hours
1380	Assisted Competitive Employment <i>(Program closed end of 2011)</i>	4000	Assessment Hours
		4230	Direct Staff Hours
		4232	Indirect Staff Hours
1650	Children and Youth (C&Y) Family Support Service <i>(Codes associated with MHA program that stopped reporting to BHCD 12/31/13)</i>	4320	Home Based Support Staff Hour
		4340	Family Support Hour
		4345	Youth Support Hour
		4350	Advocacy Staff Hour
1760	Advocacy Service (Socio-Legal Center) <i>(Codes no longer submitted)</i>	4360	Face-to-Face Contact (Proj Link)
		9004	County Parole
		9006	NYS Parole
		9007	US Federal Probation
		9009	Drug Court
1770	Drop-In Center <i>(Call Center moved to East House location in 2015)</i>	4390	Phone Calls

## Monroe County BHCD Data Dictionary

DISCONTINUED PROGRAM/PROCEDURE CODE COMBINATIONS <i>(continued)</i>			
1810	Intensive Case Management <i>(Program transition to C&amp;Y Health Homes December 2016 and Adult Care Management in 2013)</i>	4360	Face-to-Face Contact
2040	Family Based Treatment Program	1548	One Day
2100	Clinic Treatment <i>(Codes phased out during 2011 when Clinic restructuring occurred.)</i>	1030 1041 1042 1044 1046 1048 1049	Crisis Visit Brief Visit Group Visit Collateral Visit Group Collateral Visit Case Management Visit Home Visit
2200	Partial Hospitalization <i>(Codes no longer submitted)</i>	4044 4046	Collateral Visit Hours Group Collateral Visit Hours
2320	Intensive Psychiatric Rehabilitation Treatment <i>(Last program closed with PROS conversion Q1 2011)</i>	4000 4043	Assessment Visit Regular Visit Hours
2340	Affirmative Business/Industry <i>(All reporting for this code stopped 12/31/12)</i>	4000 4220 4230	Assessment Hours Employment Client Hours Direct Staff Hours
3340	Client Worker Program <i>(Program closed Nov 2010 with PROS Conversion)</i>	4000 4230 4232	Assessment Hours Direct Staff Hours Indirect Staff Hours
2720	Non-Medicaid Care Coordination	4362	Face-to-Face Contact-PreAdmission
4340	Ongoing Integrated Supported Emp <i>(All reporting for this code stopped 12/31/12)</i>	4000 4230 4232	Assessment Hours Direct Staff Hours Indirect Staff Hours
5990	MICA/Network <i>(Program services merged with Adult Care Management in 2016)</i>	4360 4240	Face-to-Face Contact Staff Hours <i>(prior to 1/1/13)</i>
6060	Case Management – Supported Housing <i>(Reporting requirement discontinued in 2010)</i>	4230 4232	Direct Staff Hours Indirect Staff Hours
1810	Supportive Case Management <i>(Program transition to C&amp;Y Health Homes December 2016 and Adult Care Management in 2013)</i>	4360	Face-to-Face Contact
6820	Adult Home Supportive Case Management <i>(Inactive as of 12/31/13)</i>	4360 4364	Face-to-Face Contact Adult Home Supportive Case Mgmt
8340	Limited License PROS (Personalized Recovery Oriented Services) <i>(Program closed March 2012)</i>	<i>No event record submission required.</i>	

# Monroe County BHCD Data Dictionary

## Procedure/Service Code Numeric Listing

PROCEDURE/SERVICE CODES – Numeric Listing	<i>Current Program Codes Where Use is Valid</i>
ACMO Active Month in Program – generated by MC OMH processing jobs	CMAD, CMCY, 6340
1020 Home Visit	0200
1030 Crisis Visit	0200
1039 Visit	1760, 1770, 2680
1041 Brief Visit	0800
1042 Group Visit	1760
1043 Regular Visit	2100 (RPC)
1044 Collateral Visit	0200
1047 Outreach Visit	1680
1050 Clinic Visit	2100
1120 Crisis Intervention Visit	1680
1510 Full day	0200
1512 Half day	0200
1548 One Day	0040, 0690, 0910, 1080, 1600, 1920, 3010, 6050, 6070, 6080, 7070, 8050, HHCM
4000 Assessment	2100, 2200
4030 Crisis Visit Hours	2200
4043 Regular Visit Hours	2200
4230 Direct Staff Hours	0230, 0380, 1650, 1760, 3040
4232 Indirect Staff Hours	0380, 1760, 3040, 4340
4321 Skillbuilding – Hours (Youth)	2681
4322 Skillbuilding – Hours (Parent)	2681
4323 Skillbuilding – Hours (both)	2681
4325 Emergency Crisis Support - Hour	2681
4340 Family Support Hour	2681
4360 Face-to-Face Contact	0610, 0800, 2720, 1760
4361 Face-to-Face Contact – Collateral	0800
4370 Contact	3130
9001 730 Evaluation (Socio-Legal Center)	1760
9002 Other Court Order Evaluation (Socio-Legal Center)	1760
9003 Probation Evaluation (Socio-Legal Center)	1760
9005 Other Evaluation (Socio-Legal Center)	1760
9008 Mental Health Court Evaluation (Socio-Legal Ctr)	1760

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT:** PROGRAM ADMISSION DATE

**REQUIRED FOR:** ALL AGENCIES

If this element is omitted or invalid, the record will be rejected.

**DEFINITION:** Date the client is first seen in the agency program.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Program Records

**DATA TYPE:** DATE; 'YYYYMMDD'

**DATA LENGTH:** 8

**COMMENTS :** This date is used as the starting point for any length of stay calculations.

### **ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

If a program termination date is present, a program admission date that occurs after a program termination date results in rejection of a program record..

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT:** PROGRAM REPORTING UNIT (RU)

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** The agency's internal identifying number used to identify a specific program or program component.

**CONFIDENTIALITY:** Level 2 – Facility Identifying Information

**SUBMISSION TYPE:** Program Records and Event Records

**DATA TYPE:** ALPHANUMERIC; Format, left-justified

**DATA LENGTH:** 5

**COMMENTS :** Every RU must be related to a value in element OMH Program Code.

### **ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

The value '00000' is not acceptable for this field and will result in rejection of the entire program record or event record.

It is up to the agency whether or not to use leading zeros if the identifying number has fewer than 5 characters; however, there must be format consistency between the RU in the PGMFIN record and the RU in the ERFIN record. (See *BHCD Submission File Formats*)

**When providers add new Program Reporting Units, the Monroe County OMH data team should be notified in order to update tables in BHCD to properly identify the program.**

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT:** PROGRAM TERMINATION DATE

**REQUIRED FOR:** ALL AGENCIES

If this element contains an invalid date (other than blank), the record will be rejected.

**DEFINITION:** The date the client is terminated (discharged) from the program.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Program Record

**DATA TYPE:** DATE; 'YYYYMMDD'

**DATA LENGTH:** 8

**COMMENTS:**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS:**

---

A program termination date that occurs prior to a program admission date results in rejection of a program record.



# Monroe County BHCD Data Dictionary

## Data Elements

**DATA ELEMENT:** RACE

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** The code which best represents the race of the client.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 2

**COMMENTS:** This element, together with the Hispanic/Latino Indicator , makes it possible to compare race/ethnicity to other data sets including US Census and OMH Patient Characteristic Survey.

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

CODE	DESCRIPTION	Notes
10	White	
20	Black – Unspecified Origin	
21	African-American	
22	Black – of Jamaican Origin	
23	Black – of Other Origin	
<b>40</b>	<b>Asian/Pacific Islander – Any Origin</b>	<b>DESCRIPTION changed</b>
50	American Indian / Alaskan Native	
60	Multi-racial	
70	Other	
90	Unknown	
<b>These codes are now included in Code 40</b>		
41	Asian/Pacific Islander – of Chinese Origin	
42	Asian/Pacific Islander – of Indo-Chinese Origin	
43	Asian/Pacific Islander – of Indian/Pakistani Origin	
44	Asian/Pacific Islander- Other Origin	

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT:** SED STATUS

**REQUIRED FOR:** Agencies providing services to Children & Youth (clients < 18 years of age) in the following programs:

- Clinic Treatment (2100)
- Day Treatment (0200)
- Partial Hospitalization (2200)
- ICM (1810)
- SCM (6810)
- Psychiatric Inpatient (3010).

**DEFINITION:** Identifies a client as seriously emotionally disturbed.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 1

**COMMENTS:**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS:**

---

CODE	DESCRIPTION
0	Not SED
2	SED
9	Unknown

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT:** SOCIAL SECURITY NUMBER (SSN)

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Client's Social Security Number

**CONFIDENTIALITY:** Level 1 – Patient Identifying Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC; Format, 'XXXXXXXXX' (no hyphens)

**DATA LENGTH:** 9

**COMMENTS:** DO NOT use the parent's SSN if the client is a child.  
*The field is primarily used during the Aggregate ID assignment process to confirm or eliminate questionable matches. It is not used as an identifier to link with any other data sets.*

### **ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

---

Submit using the format 'XXXXXXXXX'; *DO NOT Use Hyphens.*  
If SSN is unknown, leave blank or fill with '0's or 'M's

**Note: DO NOT use the parent's SSN if the client is a child.**

# Monroe County BHCD Data Dictionary

## Data Elements

**DATA ELEMENT:** STATE

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Client's permanent or institution address.  
C&E cases – the group's address

**CONFIDENTIALITY:** Level 3 – Other Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 2

**COMMENTS:** Submitted to CCSI MCOMH staff to facilitate assignment of Aggregate ID.

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

If client is in community residence or institution, enter the residence or institution address.  
If client is in temporary residential care or inpatient, enter the client's permanent residence.

CODE	DESCRIPTION	CODE	DESCRIPTION
AL	Alabama	MO	Missouri
AK	Alaska	MT	Montana
AZ	Arizona	NE	Nebraska
AR	Arkansas	NV	Nevada
CA	California	NH	New Hampshire
CN	Canada	NJ	New Jersey
CZ	Canal Zone	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
GU	Guam	PA	Pennsylvania
HI	Hawaii	PR	Puerto Rico
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
IA	Iowa	TN	Tennessee
KS	Kansas	TX	Texas
KY	Kentucky	00	UnKnown
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VI	Virgin Islands
MA	Massachusetts	VA	Virginia
MI	Michigan	WA	Washington
MN	Minnesota	WV	West Virginia
MM	Missing	WI	Wisconsin
MS	Mississippi	WY	Wyoming

# Monroe County BHCD Data Dictionary

## Data Elements

**DATA ELEMENT:** STREET ADDRESS

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Number, street name, street type (types listed below).  
Client's permanent or institution address.  
C&E clients – the group's address

**CONFIDENTIALITY:** Level 1 – Patient Identifying Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 50

**COMMENTS:** Submitted to CCSI MCOMH staff to facilitate assignment of Aggregate ID.

### ACCEPTABLE CODES AND CODE DESCRIPTIONS :

If client is in community residence or institution, enter the residence or institution address.  
If client is in temporary residential care or inpatient, enter the client's permanent residence.  
If client has no permanent address, enter 'transient'.

The street type abbreviations below are suggestions for abbreviating addresses that may exceed the 50 character length.

STREET TYPE ABBREVIATION	DESCRIPTION
Alley	
Ave	Avenue
Blvd	Boulevard
Cir	Circle
Ct	Court
Cresc	Crescent
Dr	Drive
Hgts	Heights
Hgwy	Highway
Hill	
Lane	
Park	
Pkwy	Parkway
Pl	Place
Pt	Point
Rd	Road
Sq	Square
St	Street
Terr	Terrace
Trail	
Way	

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT:** SUICIDE ASSESSMENT

**REQUIRED FOR:** CPEP and emergency department services

**DEFINITION:** The result of a suicide assessment made at the time of an ED visit.

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Event Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 1

**ACCEPTABLE CODES AND CODE DESCRIPTIONS:**

---

CODE	DESCRIPTION
1	Non-suicidal
2	Suicidal Ideation
3	Suicidal Threat
4	Mild Attempt
5	Serious Attempt
9	N/A

# Monroe County BHCD Data Dictionary

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**DATA ELEMENT:** VETERAN STATUS OF CLIENT

**REQUIRED FOR:** ALL AGENCIES SERVING ADULTS

**DEFINITION:** The current veteran status of the client

**CONFIDENTIALITY:** Level 3 – Other

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC

**DATA LENGTH:** 2

**COMMENTS:** Provides ability to assess service utilization and to plan for specific needs of those who have served in armed forces, and their families.

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

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CODE	DESCRIPTION
01	Yes, now on active duty (includes Reserves or National Guard)
02	Yes, in past but not now (Veteran)
03	Yes, current active status unknown
04	No, training for Reserves or National Guard duty
05	No, never served in military
99	Unknown

# Monroe County BHCD Data Dictionary

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## Data Elements

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**DATA ELEMENT:** ZIP CODE

**REQUIRED FOR:** ALL AGENCIES

**DEFINITION:** Client's permanent or institution address.  
C&E cases – group's address.

**CONFIDENTIALITY:** Level 3 – Other Information

**SUBMISSION TYPE:** Demographic Record

**DATA TYPE:** ALPHANUMERIC; Format, '99999'

**DATA LENGTH:** 5

**COMMENTS:**

**ACCEPTABLE CODES AND CODE DESCRIPTIONS :**

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Use format, '99999'.

Submit the 1<sup>st</sup> 5 digits of a 9-digit zip code.

If client is in community residence or institution, enter the residence or institution address.

If client is in temporary residential care or inpatient, enter the client's permanent residence.

If unknown, leave ZIP blank or populate with 'MMMMM'.



# Monroe County BHCD Data Dictionary

## Data Elements – Alphabetical Listing

Description	Submission File
Aggregate ID	All Files
Alias Name	Demographic
Attendance Code	Event
Case ID	All Files
City	Demographic
County	Demographic
Date of Birth	Demographic
Disability – Primary	Demographic
Disability – Secondary 1	Demographic
Discharge Disposition	Program
Duration	Event
Employment Status	Demographic
Event Date	Event
Facility ID	All Files
First Name	Demographic
Gender	Demographic
Hispanic/Latino Indicator	Demographic
Language - Primary	Demographic
Last Name	Demographic
Living Situation	Demographic
Location Code	Event
Middle Name - Initial	Demographic
OMH Program Code	Program/Event
Procedure/Service Code	Event
Program Admission Date	Program
Program RU	Program/Event
Program Termination Date	Program
Race	Demographic
SED Status	Demographic
Social Security Number	Demographic
State	Demographic
Street Address	Demographic
Suicide Assessment	Event
Veteran Status: Client	Demographic
Zip Code	Demographic

# Monroe County BHCD Data Dictionary

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