POLICY BULLETIN

No. 17-01

Issued Date: May 12, 2017

Issued By: Jennifer Smith, Acting Secretary
Drug and Alcohol Programs   *Jennifer S Smith*

Effective Date: Upon Implementation of PA WITS

Subject: Historical TEDS Data Entry into PA WITS

Purpose: The purpose of this policy bulletin is to document the requirement for providers to manually enter historical Treatment Episode Data Set (TEDS) into the Pennsylvania Web Infrastructure for Treatment Services (PA WITS) data system from September 1, 2015 through March 31, 2018. It will be incumbent upon the Single County Authorities (SCA) to ensure their contracted treatment providers adhere to the requirements outlined in this bulletin. The policy defines the process and deadlines for submission of TEDS data including the escalation process for non-compliance.

Audience: This policy is intended for and applies to all SCAs and their contracted treatment providers that provide services funded by an SCA at any point during a client's treatment episode.

Definitions:

PA WITS
The new web-based data system being implemented by the Department of Drug and Alcohol Programs (DDAP).

TEDS
TEDS is a federal reporting requirement to receive Federal Substance Abuse Prevention and Treatment Block Grant funding used for client services.

Policy: Starting May 2017, DDAP is requiring all providers to manually enter TEDS data into PA WITS for SCA funded clients who were admitted into treatment beginning on September 1, 2015. Providers are required to meet the following deadlines for complete entry of all SCA funded clients into the PA WITS system:

- Complete entry of TEDS data for SCA funded clients from September 1, 2015 until June 30, 2016 into PA WITS by October 1, 2017.
- Complete entry of TEDS data for SCA Funded clients from July 1, 2016 until June 30, 2017 into PA WITS by January 31, 2018.

- Complete entry of TEDS data for SCA funded clients from July 1, 2017 and be up to date by April 1, 2018.

Upon decommissioning of the previous data system, DDAP issued several forms to identify the required data elements to be captured: DDAP EFM-1000 – Client Profile, DDAP EFM-1005 – Client Admission, and DDAP EFM-1007 – Client Discharge. DDAP mandated through those forms and notifications that each provider receiving SCA funds must maintain this information for federal reporting. If at any point in the client's treatment they received SCA funding, the provider is required to enter the data.

Non-Compliance: Treatment providers that received SCA funds for client services rendered beginning on or after September 1, 2015 that fail to meet the deadlines for data entry into PA WITS will be reviewed for non-compliance by DDAP. DDAP may require SCAs to sanction providers that are found to be out of compliance. Sanctions may include a temporary funding suspension or other corrective action deemed necessary to bring the provider into compliance.