Alaska Automated Information Management System (AKAIMS)
Minimum Data Set Requirements
Version 11-2018

Modified 11-2018

Table of Contents

## 1. Introduction – AKAIMS Minimal Data Set Requirements

The purpose of this document is to outline the AKAIMS minimal data set requirements. It is not intended to replace the AKAIMS User Manual but only to outline the fields that are required to be completed within AKAIMS to fulfill the AKAIMS minimal data set requirement. The AKAIMS minimal data set includes:

1. Client Profile
2. Emergency Services (PES Grant)
3. Intake
4. Wait List
5. Admission
6. Life Domain, initial and updates
7. Program enrollment
8. Encounter data
9. Discharge data
10. Consent and Referrals (if applicable) including Disclosure Agreement

Each section of the document includes a screen shot, explanation of the required fields, possible field values, and description of when the field will need to be completed. For example, the same fields are not required for youth as are for adults.

Note: ALL yellow fields on these screens - light and dark - are required for MDS

1.1   Field Types

Text Box
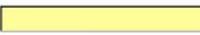
- Accepts alphanumeric values.
- Some fields have predefined criteria for entry, i.e., DOB – MM/DD/YYYY.

Drop Down List Box (DDLB)

- Values vary depending on the field.
- Can select <u>one</u> item from the list.

Mover Box

Special Initiative | Special Initiative Selected

Acquired Brain Disorders
Adult with Organic Disorder w/o SED
Adult with Severe and Persistent Mental Illness
Adult with Severe Emotional Disturbance

- Values vary depending on the field.
- Can select <u>one or more</u> items from the list.

2.0   Client Profile

2.1   Client List / Search

- Use one or more search criteria boxes to check if a file already exists for the client
- If no file exists, click on the link at right end of blue bar: Add Client

2.2 Client Profile Screen

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
First Name	Text Box	Alphanumeric	DY
Last Name	Text Box	Alphanumeric	DY
Gender	DDLB	• Male • Female • Not Collected • Unknown • No response • Female Becoming Male • Female Formerly Male • Male Becoming Female • Male Formerly Female	DY
DOB	Text Box	• Numeric • Format - MM/DD/YYYY or M/D/YY	DY
SSN	Text Box	• Numeric • Format - ###-##-#### • If not provided or unknown, can enter 999-99-9999	DY

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
Medicaid #	Text Box	• Enter Medicaid #, or • *"N/A"* if not applicable	LY
Maiden Name	Text Box	• If **Gender** = **Female** then the **Maiden Name** becomes a required field	White / DY
Has Paper File	DDLB	• Pre-populated and defaults to *"Yes"*	White

2.3   Additional Information Screen

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow)
Races	Mover Box	• Aleut • American Indian • Asian • Athabascan (Other than American Indian) • Black/African American • Caucasian • Haida • Inupiat • Native Hawaiian • Other Alaska Native • Pacific Islander • Tlingit • Tsimshian • Yupik • Other • Not Collected	LY
Ethnicity	DDLB	• Not Spanish/Hispanic/Latino/Mexican • Spanish/Hispanic/Latino • Hispanic-specific origin not specified • Puerto Rican • Cuban • Mexican • Chicano/Other Hispanic • Not Collected	LY
Veteran Status	DDLB	• Never in Military • Vietnam Era Veteran; Combat • Vietnam Era Veteran; No Combat • Gulf War Veteran; Combat • Iraq War Veteran; Combat • Afghan War Veteran; Combat • On Active Duty; Combat • On Active Duty; No Combat • Reserves or National Guard; Combat • Reserves or National Guard; No Combat • Retired from Military; Combat • Retired from Military; Non-Combat • Veteran; Other Eras • Military Dependent • Not Applicable • Not Collected	LY

3.0 Emergency Services

- Fill in yellow fields

Administrative Actions: Complete review appears once a signed note exists; this locks the record permanently:

4.0 Client Intake

4.1 Episode List Screen

- Click on white link at the right end of the blue bar: <u>Start New Episode</u>.

4.2 Intake Case Information Screen

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
File Located At	DDLB	• Pre-populated and defaults to the Facility that you are logged into • Only Facilities assigned to the logged-in user's staff account are available for selection	DY
Intake Staff	DDLB	• Prepopulated with context staff	White
Case Status	DDLB	• Pre-populated and defaults to *"Open Active"*	DY
Village	DDLB	See Appendix A	DY
Intake Date	Text Box	• Pre-populated, editable - defaults to today's date • Format - MM/DD/YYYY or M/D/YY	DY

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
Source of Referral	DDLB	- Alaska Native Hospital (PHS or IHA) - Alcohol Detox or Residential Program - Alcohol Program - API - ASAP - Assisted Living Facility - Attorney - Community Health Center - Correctional Agency (Probation, Parole) - Court-CINA Proceedings - Court-Civil Proceedings - Court-Criminal Proceedings - Crisis Recovery Center - Department of Corrections/Jail - Developmental Disabilities Residential Program - Developmentally Disabled Program - Division of Vocational Rehabilitation - Drug Detox or Residential Program - Drug Program - DVSA-Victim Services - Emergency Department - Employer (EAP) - Family or Friend - Federal Probation - Halfway House - Individual or Self-Referral - Internal Referral - JSAP - Juvenile Justice - No Response - Not Applicable - Not Collected - Nursing Home/Immediate Care Facility - Office of Children Services - Oth MH, Not Psychiatrist, inc School, Church - Other - Other CMHC Outpatient Caseload - Other Residential/Institutional - Other Social/Community Agencies - Out of State: Psych or Res. Treatment	DY

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
		• Outreach Team • Partial Care or Day Care Program • Peer Support • Physician • Private Psychiatric Hospital • Psychiatrist or Psychiatric Outpatient Clinic • Public Health (HS, PHS, Div. of Public Health) • Public Safety • School • SEARHC • Self, Family or Friend • Supervised Apartment • Therapeutic Court • Transitional Housing • Tribal Health Authority • Tribal Health Facility • V.A. Hospital • Village Health Aide • Youth Court	
Pregnant	DDLB	Only required if **Gender = Female** on the Client Profile Screen	DY if required / Gray if not
Injection Drug User	DDLB	• Yes • No • No Response	LY
Date Closed	Text Box	• Format - MM/DD/YYYY or M/D/YY • Required when the Case is complete • Date may be manually entered here and link "Save and Close this Case" clicked to close case • If Discharge is completed, user is asked: "Save and Close this Case?" If 'Yes' is selected, this field auto-populates with current date	White

5.0 Client Wait List

5.1 Add Client to Wait List

- Click on the white link at the far right end of the blue bar: "Put Client on Waiting for Another Program"

5.2 Client Wait List Screen

- Four fields are required upon Add; additional ones activate with End Date.

Required Fields	Field Type	Field Values	L/D Yellow
Select Program	DDLB	• List of Program Names specific to the Facility	DY
Wait Start Date	Text Box	• Numeric • Select from calendar or type in M/D/YY	DY
Wait End Date	Text Box	• When filled in, activates Removed By field	White
Added to Wait List By	DDLB	• List includes all active staff at the Agency	White
Receiving Interim Services	DDLB	• Choose "Yes" or "No"	DY
Removed From Wait List By	DDLB	• List of all active staff • Becomes required when End Date is entered	Gray/DY
Reason	DDLB	• Declined to Wait • Enrolled in another program • Enrolled in this program • Lost Contact • Other • Referred	Gray/DY

6.0 Client Admission
6.1 Admission Profile Screen

- Basis for Decision and Potential Client for SA, MH, and/or TBI are pre-populated from the Alaska Screening Tool (AST) results and are editable in both places.
- Admission Staff defaults to the name of the person logged in, and it may be edited.

Required Fields	Field Type	Field Values	Required?
Admission Date	Text Box	• Pre-populated with today's date	DY

6.2 Youth   No required fields.
6.3 Treatment Team   No required fields.
7.0 Life Domain

Life Domain List - click Review to read; click Add New to update. Previous domain record pulls forward to new update screen, so only what has changed needs updating.

7.1 Client Status
Conditional formatting depends on selected domain(s)

Date 10/31/2018   Type Update   Date of Last Contact   Is Mental Health Update No

Domains

Selected Domains
Substance Abuse
Mental Health

Profile

Client Type Youth meeting criteri...   Co-Occuring SA and MH Problem Yes   Medication Assisted Tx Opioid Therapy No

# of Prior SA Tx Episodes 0   # of Non-TX SA Related Hospitalizations in Past 6 Months 0

# of times the client has attended a self-help program in the 30 days preceding the date of reference (admission or discharge) to treatment services. Includes attendance at AA, NA, and other self-help/mutual support groups focused on recovery from substance abuse and dependence.

No attendance in the past month

# of Prior MH TX Admissions 1   Client Reported Health Status Good   On Psychotropics Yes

# of Prior MH Hospitalizations 0   # of Months Since Last Discharge

Education

Education Status 11th Grade   School Attendance Status Not in school

Financial/Household

Employment Status Student   Source of Income Parent's Income   Occupation Not App...

Annual Household Income $30,000.00   Primary Payment Source Medicaid   Months Emp since last 6 months

Not Answered Reason   Health Insurance Medicaid   Employer

Other Income Sources
None
Alaska Native Corp Dividends
Alimony
Alaska PFD

Selected Other Income Sources

Living Situation Residential Treatment   Marital Status Never Married - Single   # of Children Living with Client 1

Household Composition Client Lives With No...   # of People Living With Client 15   # of Children in Residential Tx Setting 1

# of Children in Residential Tx Setting Receiving Services 1

Relation To Client
Aunt(s)
ASAP Program
Advocacy
API

Living with Client

Substance Abuse

Rank	Substance	Severity	Frequency	Method
Primary:	Designer Drugs	Dependent	more than 3 times...	Smoking
Secondary:	None	Not Applicable	N/A	N/A
Tertiary:	None	Not Applicable	N/A	N/A

At what age did the client FIRST use the substances indicated above (if unknown, enter '97')   Primary 10   Secondary 96   Tertiary 96

# of DAYS since LAST use of the substances indicated above: Primary   Secondary   Tertiary

# of Days Abstinent in Last 30 Days 0

Other Addictions
Alcohol
Amphetamines/Meth
Cannabis
Cocaine

Selected Other Addictions

Legal

of Arrests in Past 30 Days 0   # of arrests in past 12 months

# of Arrests in lifetime

Legal History
None/No Involvement
Incarcerated-Sentenced
Incarcerated-Unsentenced
Probation/Parole

Selected Legal History
Court ordered juveniles (INT); parents retain custody

Tobacco/Nicotine

Does Client Currently use tobacco Cigarettes

Cancel   Save   Finish

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY)
Date	Text Box	Pre-populated with today's date	DY
Is Mental Health Update	DDLB	• Yes • No	DY if present
Domain	Mover Box		DY
Medication Assisted Tx	DDLB	• Yes • No	LY
# of prior SA Tx Episodes	DDLB	• Numeric	LY
# of Non Tx SA Related Hospitalizations in past 6 months	DDLB	• Numeric	• White if MH Domain • LY if
# of times the client has attended a self-help program in the 30 days preceding the date of admission to treatment services. Includes attendance at AA, NA, & other self-help/mutual support groups focused on recovery from substance abuse and dependence	DDLB	• No attendance in the past month • 1-3 times in past month • 4-7 times in past month • 8-15 times in past month • 16-30 times in past month • Some attendance in past month, but frequency unknown • Unknown • Not Collected	White if Domain = MH LY if Domain = SA or both
Education	DDLB	• No Schooling • Kindergarten • 1st Grade • 2nd Grade • 3rd Grade • 4th Grade • 5th Grade • 6th Grade • 7th Grade • 8th Grade • 9th Grade • 10th Grade • 11th Grade • General Education Degree (GED) • High School Diploma (Not GED) • Vocational Training Beyond High School • Special Education Ungraded Classes	LY

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
		• Baccalaureate Degree (BA,BS) • Graduate Work (No Degree) • Master's Degree • Doctorate/Professional Degree • Post Secondary 1 Year • Post Secondary 2 Yrs • Post Secondary 2 Yrs (Inc AA Degree) • Post Secondary 3 Years • Post Secondary 4+ Yrs (No Degree) • Other • Not Collected	
School Attendance Status	DDLB	• Unknown • Not Collected (for SA only clients) • Not Applicable – MH client age less than 3 or greater than 17 (except for young adults 18-21 protected by IDEA) • Attending School • Not in School	LY or gray
Employment Status	DDLB	• Disabled • Employed Full Time • Employed -Part Time • Homemaker • In the Armed Forces • No Response • Not in Labor Force - Other • Not Seeking Work • Other • Resident/Inmate • Retired • Seasonal Emp; In-Season • Seasonal Emp; Out of Season • Student • Unemployed, Not Seeking Work • Unemployed, Subsistence Lifestyle • Unemployed, Looking for Work	LY

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
Source of Income	DDLB	• Tribal Assistance Programs • None • Alaska Native Corp Dividends • Alimony • Alaska PFD • Child Support • Employment • Interest and Other • Other • Public Assistance/Welfare Pay • Parent's Income • Railroad Retirement • Retirement, Survivor, Disability Pension • Social Security Disability (SSDI) • Self-Employment • Supplemental Security Ins (SSI) • Spouse's or Significant Other's Income • Social Security • SSI/SSDI Never • SSI/SSDI Previous • Unemployment Compensation	LY
Annual Household Income	Text Box	• Type in dollar amount • Pending	DY
Primary Payment Source	DDLB	• AK Native Health Care • Blue Cross/Blue Shields • CIGNA • Client Self-Pay • HMO • Indian Health Services • Medicaid • Medicare • No charge • Other government grant • Other Native Health Care • Other Private • Other Public	LY

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
Health Insurance	DDLB	• Indian Health Service • None • Commercial • Medicare Conditionally Primary • Group Policy • Health Maintenance Organization (HMO) • Individual Policy • Long Term Policy • Litigation • Medicare Part B • Medicaid • Medigap Part B • Medicare Primary • Other Public Insurance • Other Private Insurance • Other • Personal Payment (Cash - No Insurance) • Supplemental Policy • VA Insurance • Unknown • Not Collected	LY
Living Situation	DDLB	• Assisted Living Facility • Correction/Detention Facility • Crisis Residence • Foster Care • Group Home • Halfway House • Homeless • Hospital for Non-Psychiatric Purposes • Hospital for Psychiatric Purposes • No Response • Nursing Home • Other • Private Residence • Residential Treatment • Shelter • Therapeutic Foster Care • Unknown	LY

Marital Status	DDLB	• Never Married - Single • Married • Cohabitating • Separated • Divorced • Widowed • No Response • Not Collected • Unknown	LY
# of Children Living with Client	Text Box	Numeric	LY
Substance	DDLB – same for Primary, Secondary and Tertiary Rank.	• Alcohol • Barbiturates • Benzodiazepines • Cannabis • Cocaine/Crack • Designer Drugs • Heroin • Inhalants • Methamphetamines • Nicotine • Non-Prescription Methadone • None • Other - See Comments • Other Amphetamines • Other Hallucinogens • Other Opiates/Synthetics • Other Sedative/Hypnotics • Other Tranquilizers • Other Stimulants • Over-the-Counter Meds • PCP • Steroids • Unknown	LY if Treating Here For = SA or MH/SA If Primary and LY, cannot be "None"
Frequency	DDLB – same for Primary, Secondary and Tertiary Rank.	• Sporadic • No use in the past month • 1-3 times per month • 1-2 times per week • 3-6 times per week • Daily • 2-3 times daily • More than 3 times daily • N/A • Unknown	LY if Treating Here For = SA or MH/SA Gray and N/A if None is selected under Substance

Required Fields	Field	Field Values	Light (LY)
Method	DDLB – same for Primary, Secondary and Tertiary Rank.	• Inhalation • IV Injection • Nasal • Non-IV Injection • Oral • Other • Smoking • N/A • Unknown	LY if Treating Here For = SA or MH/SA Gray and N/A if None is selected under
At what age did the client FIRST use the substance indicated above	Text Box	• Numeric • If Unknown enter *"97"* • If Not Applicable enter *"96"* • Must be completed for each Rank	LY if Treating Here For = SA or MH/SA
# of Arrests in Past 30 days	Text Box	Numeric	LY

7.2 **ASAM**

- Complete if **Domain** = **SA** or **MH/SA** on the Status Screen.
- <u>NOT</u> required if Domain = MH.
- Required fields include all eight "Level of Care" fields (they are not yellow here)
- This screen will also be placed in Assessments, listed and reviewable; it can be completed here either prior to <u>or</u> at Admission. It is required for SA treatment.

Required Fields	Field Type	Field Values		Light (LY) vs. Dark (DY) Yellow
Dimension 1 – Acute Intoxication and/or Withdrawal Potential - Level of Care	DDLB	• 0.5 • 1.0 • 2.1 • 2.5 • 3.1 • 3.3 • 3.5 • 3.7	• 4 • N/A • 1-WM • 2-WM • 3.2-WM • 3.7-WM • 4-WM	White

Required Fields	Field Type	Field Values		Light (LY) vs. Dark (DY) Yellow
Dimension 2 – Biomedical Conditions and Complications – Level of Care	DDLB	• Same for all Dimensions		White
Dimension 3 – Emotional, Behavioral, or Cognitive Conditions and Complications – Level of Care	DDLB	• Same for all Dimensions		White
Dimension 4 – Readiness of Change – Level of Care	DDLB	• Same for all Dimensions		White
Dimension 5 – Relapse, Continued Use, or Continued Problem Potential – Level of Care	DDLB	• Same for all Dimensions		White
Dimension 6 – Recovery / Living Environment – Level of Care	DDLB	• Same for all Dimensions		White
Recommended Level of Care	DDLB	• 0.5 • 1.0 • 2.1 • 2.5 • 3.1 • 3.3 • 3.5 • 3.7	• 4 • N/A • 1-WM • 2-WM • 3.2-WM • 3.7-WM • 4-WM	White

Required Fields	Field Type	Field Values		Light (LY) vs. Dark (DY) Yellow
Actual Level of Care	DDLB	• 0.5 • 1.0 • 2.1 • 2.5 • 3.1 • 3.3 • 3.5 • 3.7	• 4 • N/A • 1-WM • 2-WM • 3.2-WM • 3.7-WM • 4-WM	White

7.3 Diagnosis

- Primary diagnosis is gray; it will auto-populate with the Behavioral one marked as Principal
- Secondary and Tertiary drop-down lists populate once diagnoses have been added below
- Effective Date and Time auto-populate, editable
- Expiration date/time auto-populates when another diagnosis is saved later anywhere in the file
- GAF is optional

Click on white link Edit Diagnosis

- Selecting Type changes the Diagnosis list to show only those applicable
- Select a Diagnosis – type part of the number or letters to populate/shorten the list
- One Diagnosis in Behavioral must be designated Principal; this populates Primary
- Leave Medical type blank if unable to obtain credible diagnostic info; comments box may be used to indicate "Provisional" when it's expected that more info to confirm is yet to come, or "Tentative" if requirements for diagnosis are only partially fulfilled
- Click Finish to return to the main Diagnosis screen
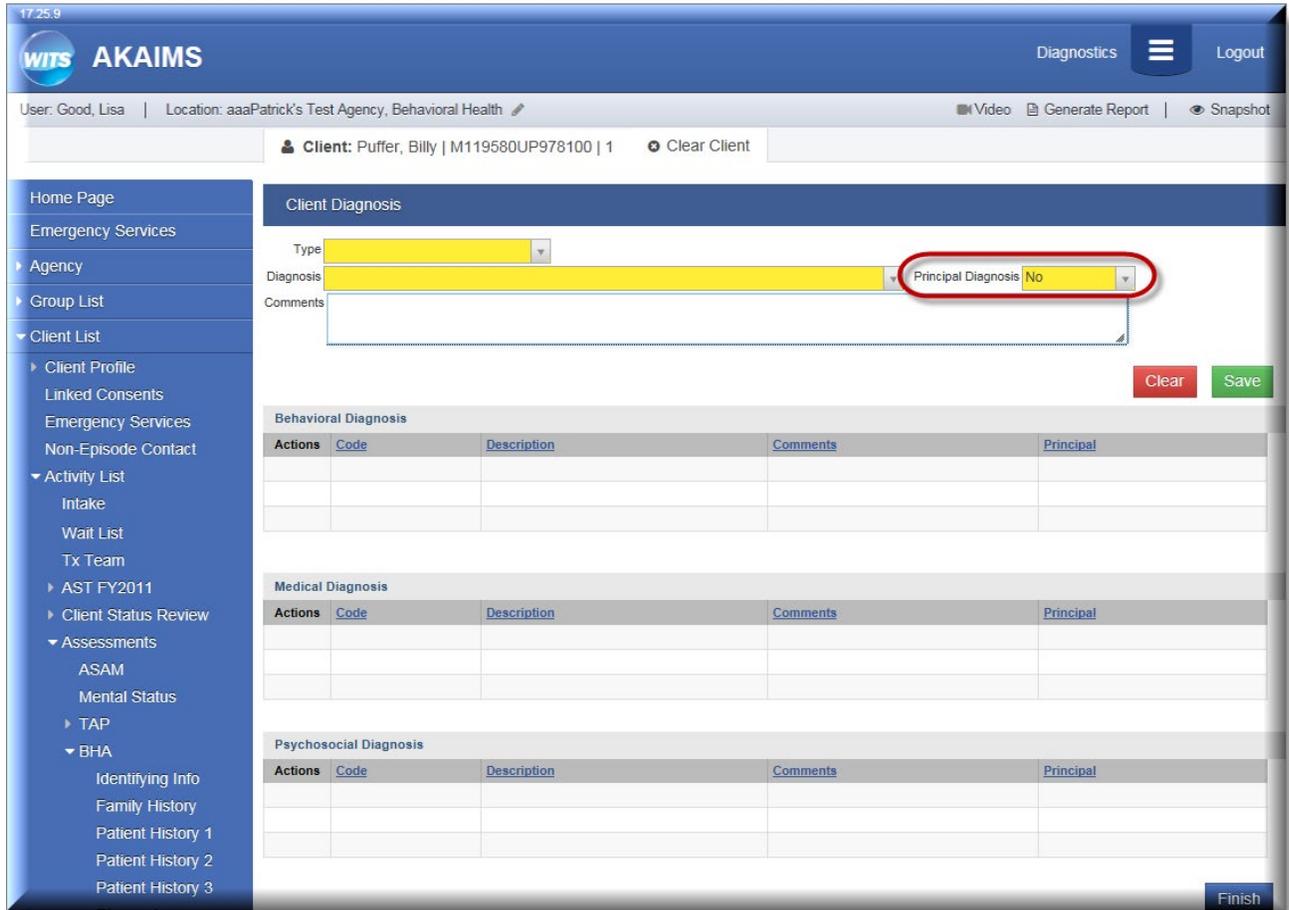
Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
Type	DDLB	• Behavioral • Medical • Psychosocial	DY
Diagnosis	DDLB	• Options vary depending on Type	DY
Principal Diagnosis	DDLB	• Yes/No • One Behavioral must be principal • Only one may be principal in each type	DY

7.4 Program Enrollment List

• Click on white link at right: Add Enrollment.

7.5 Program Enrollment Screen

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
At Enrollment			
Program Name	DDLB	• Displays a list of Program Names specific to the Facility	DY
Start Date	Text Box	• Pre-populated and defaults to today's date	DY
Program Staff	DDLB	• Pre-populated and defaults to the name of the Agency Staff that is logged in • List includes all Staff names with an active account at the Agency	DY
End Date	Text Box	• Format - MM/DD/YYYY or M/D/YY • Do not fill in until treatment under this program has stopped • Entering a date automatically causes the reason box to turn dark yellow	LY
Date of Last Contact	Text Box	• Date box	DY when end dated
Termination Reason	DDLB	• Select from drop-down list	White or DY

- **Notes - Encounters**

7.6 Treatment Encounter List

- Click on white link Add New Treatment Encounter Record.

7.7 Encounter Screen

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
Note Type	DDLB	- Case Management Note - Crisis Intervention Summary - ISA for Adult or Youth - Medication Administration Progress Note - Medication Management - Non-Billable Encounter - Progress Notes - RSS Notes	White
Billable	DDLB	- Yes (pre-selected default to Yes) - No	DY
Service	DDLB	See Appendix C – codes, descriptions	DY
Program Name	DDLB	Only displays programs that the client is or has been enrolled in; includes start & end dates	DY

Service Location	DDLB	• Ambulance - Air or Water	DY
		• Ambulance - Land	
		• Ambulatory Surgical Center	
		• Assisted Living Facility	
		• Birthing Center	
		• Community Mental Health Center	
		• Comprehensive Inpatient Rehab Facility	
		• Comprehensive Outpatient Rehab Facility	
		• Custodial Care Facility	
		• Emergency Room - Hospital	
		• End - Stage Renal Disease TX Facility	
		• Federally Qualified Health Center	
		• Group Home	
		• Home	
		• Homeless Shelter	
		• Hospice	
		• Independent Clinic	
		• Indian Health Service Free-standing Facility	
		• Indian Health Service Provider-Based Facility	
		• Inpatient Hospital	
		• Inpatient Psychiatric Facility	
		• Intermediate Care Fac./Mentally Retarded	
		• Mass Immunization Center	
		• Military Treatment Facility	
		• Mobile Unit	
		• Non-residential Substance Abuse TX Facility	
		• Nursing Facility	
		• Office	
		• Other Place of Service	
		• Outpatient Hospital	
		• Outpatient Service Substance Abuse	
		• Pharmacy	
		• Prison/Correctional Facility	
		• Psychiatric Facility Partial Hospitalization	
		• Psychiatric Residential Treatment Center	
		• Public Health Clinic (State or Local)	
		• Residential Substance Abuse TX Facility	
		• Rural Health Clinic	
		• School	
		• Skilled Nursing Facility	
		• Temporary Lodging	
		• Tribal 638 Free-standing Facility	
		• Tribal 638 Provider-Based Facility	
		• Urgent Care Facility	
		• Walk-In Retail Health Clinic	

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
TX Start Date	Text Box	• Numeric – type or use calendar • Format - MM/DD/YYYY or M/D/YY	DY
Start Time	Text Box	• Standard time or Military time • Conditional Formatting for certain CPT codes	DY
End Time	Text Box	• Standard time or Military time • Conditional Formatting for certain CPT codes	DY or White
Duration	Text Box	• Numeric • Conditional Formatting for duration services	DY or White
Duration Type	DDLB	• Days • Hours • Minutes	DY or White
# of Sessions/Days	Text Box	• Numeric	DY
# of Units	Text Box	• Numeric • Conditional Formatting for Unit-based services	DY, White, or non-existent
Billing Units	Text Box	• For billing ISA services only	White or hidden
Rendering Staff	DDLB	• Active Staff List	DY
Supervising Staff	DDLB	• Only shows names of staff type: Clinical Supervisor • Only required if staff account has a clinical supervisor assigned; defaults to that name	DY or white

- **Discharge**

7.8 Discharge - Profile Screen
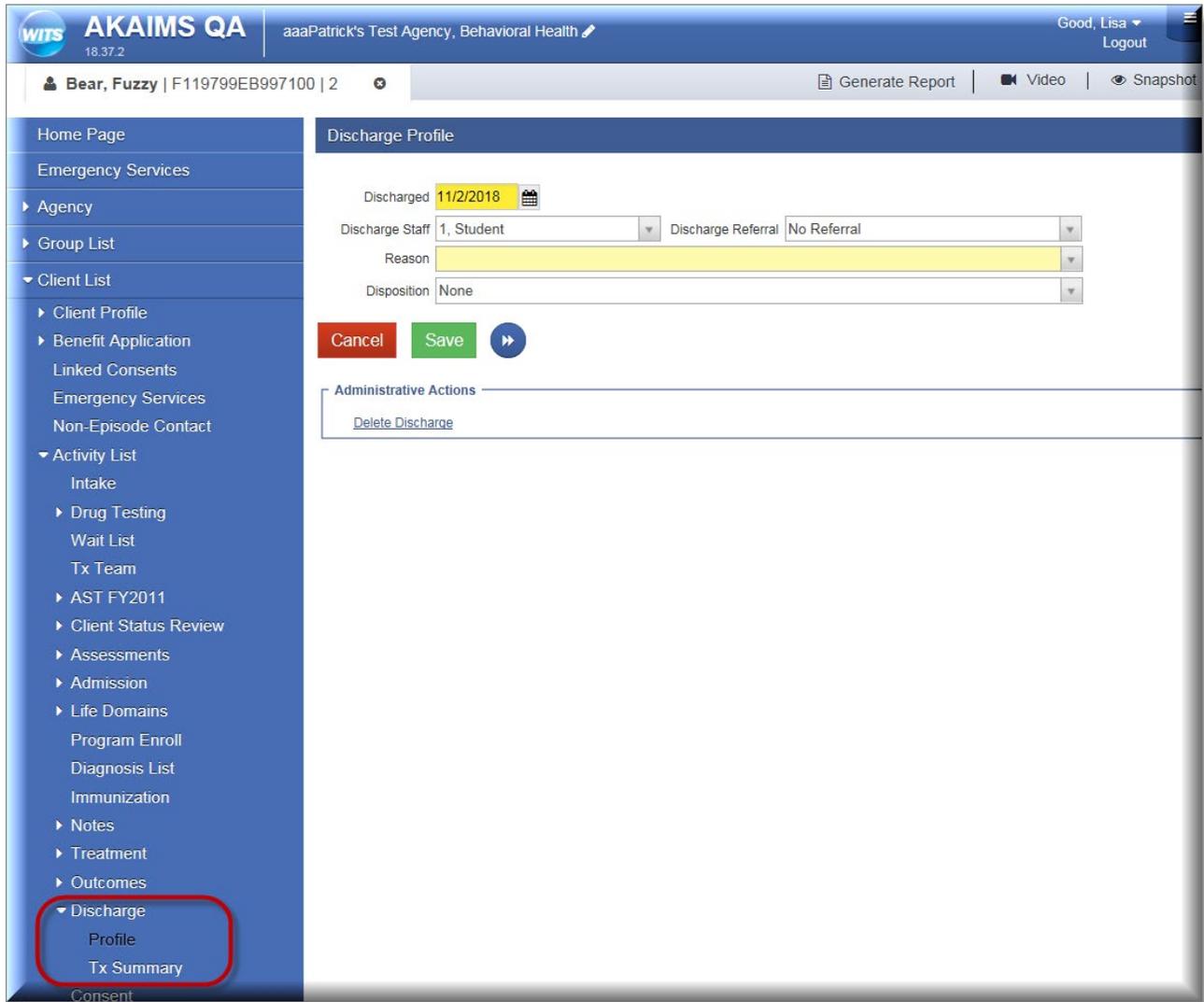
Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
Discharge Date	Text Box	• Pre-populated and defaults to today's date • Format – MM/DD/YYYY or M/D/YY	DY
Discharge Staff	DDLB	• Defaults to person logged in	White

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
Reason	DDLB	• Successfully completed Treatment • Left on own against staff advice with satisfactory progress • Left on own against staff advice without satisfactory progress • Involuntarily discharged due to nonparticipation • Involuntarily discharged due to violation of rules • Referred to another program or other services with satisfactory progress • Referred to another program or other services with unsatisfactory progress • Incarcerated due to offense committed while in treatment with satisfactory progress • Incarcerated due to offense committed while in treatment with unsatisfactory progress • Incarcerated due to old warrant or charged from before entering treatment with satisfactory progress • Incarcerated due to old warrant or charged from before entering treatment with unsatisfactory progress • Transferred to another facility for health reasons • Deceased • Other	DY

7.9 Discharge - Treatment Summary Screen

- Only required to be completed if **Domain = SA** or **MH/SA**. NOT required if MH only.

Required Fields	Field Type	Field Values	Light (LY) vs. Dark (DY) Yellow
Did Client Receive HIV/AIDS Risk Assessment	DDLB	Y/N	LY
Did Client Receive HIV/AIDS Education	DDLB	Y/N	LY
Did Client Receive HIV/AIDS Risk Reduction Counseling	DDLB	Y/N	LY
FAS Education Given	DDLB	Y/N	LY
Hepatitis C Education Given	DDLB	Y/N	LY
TB Education Given	DDLB	Y/N	LY
Referral For TB Testing	DDLB	Y/N	LY

11 Appendix A – Client Intake – Villages

Arctic Village	Bal Of Pr Of Wales	Cape Lisburne
Atka	Bal Of Pr Will So1	Cape Newenham Afs
Atmautluak	Bal Of Pr Will So2	Cape Pole
Atqasuk	Bal Of Prudhoe	Cape Romanzoff
Attu	Bay1 Bal Of	Cape Yakataga
Auke Bay	Prudhoe Bay2 Bal	Caswell
Bal Of Aleut Est 1	Of Se Fairbank Bal	Central
Bal Of Aleutian W	Of Seward	Chalkyitsik
Bal Of Aluet Est 2	Bal Of Skagway	Chandalar
Bal Of Angoon	Bal Of Wade	Chanliliut
Bal Of Aniak	Hampton Bal Of	Chase
Bal Of Barrow 1	Wrangell	Chatanika
Bal Of Barrow 2	Bal Of Yukon Flats	Chefornak
Bal Of Bristol Bay	Baranof	Chena Hot Springs
Bal Of Copper Rive	Barrow	Chenega
Bal Of Cordova Bal	Barter Island	Chevak
Of Denali 1	Bear Creek	Chichagof
Bal Of Denali 2	Beaver	Chickaloon
Bal Of Dillingham	Belkofski	Chicken
Bal Of Fairbanks	Bell Island	Chignik
Bal Of Haines	Beluga	Chignik Lagoon
Bal Of Hoonah	Bessie Dredge #5	Chignik Lake
Bal Of Kenai Cook1	Bethel	Chilkat
Bal Of Kenai Cook2	Bettles	Chilkoot
Bal Of Kenai Cook3	Big Delta	Chiniak
Bal Of Ketchikan	Big Horn	Chisana
Bal Of Kodiak 1	Big Lake	Chistochina
Bal Of Kodiak 2 Bal	Bill Moores Slough	Chitina
Of Koyukuk1 Bal	Biorka Island	Christian
Of Koyukuk2 Bal	Birch Creek	Chuathbaluk
Of Koyukuk3	Birch Lake	Chugiak
Bal Of Lake & Pen1	Birchwood	Chulitna
Bal Of Lake & Pen2	Bird	Chulloonawick
Bal Of Lake & Pen3	Bodenburg Butte	Circle
Bal Of Lower Kusk	Boundary	Circle Hot Springs
Bal Of Mat Su1	Bradfield Canal	Clam Gulch
Bal Of Mat Su2	Brevig Mission	Clarks Point
Bal Of Mat Su3	Broad Pass	Clear
Bal Of McGrath	Buckland	Clover Pass
Bal Of Metlakatla	Buffalo Soapstone	Coffman Cove
Bal Of Nome	Butte	Cohoe
Bal Of Nw Arctic	Campion Afs	Cold Bay
Bal Of Outer Ketch	Candle	Coldfoot
Bal Of Petersburg	Cantwell	College

Cooper Landing	Emmonak	Goodnews Bay
Copper Center	Eska	Graehl
Copperville	Ester	Grayling
Cordova	Etolin	Grouse Creek Group
Council	Eureka Lodge	Gulkana
Covenant Life	Evansville	Gustavus
Craig	Excursion Inlet	Haines
Crooked Creek	Eyak	Halibut Cove
Crown Point	Fairbanks	Hamilton
Cube Cove	False Island	Hamilton Acres
Curry	False Pass	Happy Valley
Dalton Hwy 1	Farewell	Harding Lake
Dalton Hwy 2	Farm Loop	Hassler Pass
Danger Bay	Ferry	Hawk Inlet
Deadhorse	Fire Island	Haycock
Deering	Fishhook	Healy
Delta Junction	Flat	Healy Lake
Deltana	Fort Greely	Herring Cove
Diamond Ridge	Fort Richardson	Hobart Bay
Dillingham	Fort Wainwright	Hogatza
Diomede	Fort Yukon	Holikachuk
Dome	Four Mile Road	Holitna River
Dora Bay	Fox	Hollis
Dot Lake	Fox River	Holy Cross
Dot Lake Village	Freshwater Bay	Homer
Douglas	Fritz Creek	Hoonah
Dry Creek	Funny Farm	Hooper Bay
Dunbar	Funter Bay	Hope
Dutch Harbor	Gakona	Houston
Eagle City	Galena	Hughes
Eagle River	Gambell	Hurricane
Eagle Village	Game Creek	Huslia
Edgerton Hwy	Gateway	Hydaburg
Edna Bay	George Inlet	Hyder
Eek	Georgetown	Icy Bay
Egegik	Girdwood	Iditarod
Eielson Afb	Glacier View	Igiugig
Eklutna	Glenn Hwy 1	Iliamna
Ekuk	Glenn Hwy 2	Indian
Ekwok	Glenn Hwy 3	Indian Mtn Afs
Elfin Cove	Glenn Hwy 4	Ivanof Bay
Elim	Glenn Hwy 5	Jakolof Bay
Ellamar	Glennallen	Jonesville
Elliott Hwy 1	Goddard	Juneau
Elliott Hwy 2	Gold Creek	Kachemak City
Elmendorf Afb	Golovin	Kaguyak

Kake	Kwethluk	Moose Pass
Kaktovik	Kwigillingok	Moser Bay
Kalifonsky	Kwiguk	Moses Point
Kalskag (Lower)	Labouchere Bay	Mosquito Lake
Kalskag (Upper)	Lake Clark	Mount Edgecumbe
Kaltag	Lake Louise	Mount Mc Kinley
Kanakanak	Lake Minchumina	Mountain Point
Karluk	Lakes	Mountain View
Kasaan	Larsen Bay	Mountain Village
Kashwitna	Lazy Bay	Mud Bay
Kasigluk	Lazy Mountain	Murphy Dome
Kasilof	Lemeta	Nabesna
Kenai	Lena Cove	Naknek
Kenny Lake	Levelock	Nanwalek
Ketchikan	Lignite	Napaimute
Ketchikan East	Lime Village	Napakiak
Kiana	Little Diomede	Napaskiak
King Cove	Little Port Walter	Naukati Bay
King Island	Livengood	Neets Bay
King Salmon	Lonely	Nelchina
Kipnuk Kitoi	Long Island	Nelson Lagoon
Bay Kivalina	Loring	Nenana
Kiwalik	Lost River	New Allakaket
Klawock	Lowell Point	New Stuyahok
Kluchevaya	Lower Tonsina	Newhalen
Klukwan	Lutak	Newtok
Knik	Manley Hot Springs	Nightmute
Knik River	Manokotak	Nikiski
Knudson Cove	Marshall	Nikolaevsk
Kobuk	Marys Igloo	Nikolai
Kodiak	May Creek	Nikolski
Kodiak Naval St	Mccarthy	Ninilchik
Kokhanok	Mcgrath	Noatak
Kokrines	Mckinley Park	Nome
Koliganek	Meadow Lakes	Nondalton
Kongiganak	Medfra	Noorvik
Kotlik	Mekoryuk	North Pole
Kotzebue	Mendeltna	North Whale Pass
Koyuk	Mentasta Lake	Northeast Cape
Koyukuk	Metlakatla	Northway
Kupreanof	Meyers Chuck	Northway Junction
Kuskokwim River 1	Miller House	Northway Village
Kuskokwim River 2	Miller Landing	Nuiqsut
Kuskokwim River 3	Minto	Nulato
Kvichak	Montana	Nunaka Valley
	Moose Creek	Nunam Iqua

Nunapitchuk	Port Chilkoot	Skwentna
Nunivak Island	Port Clarence	Slana
Nushagak	Port Graham	Slaterville
Nyac	Port Heiden	Sleetmute
Ohogamiut	Port Lions	Snettisham
Old Harbor	Port Moller	Soldotna
Olnes	Port Protection	Solomon
Ophir	Port Wakefield	Sourdough
Oscarville	Portage	South Naknek
Ouzinkie	Portage Creek	Sparrevohn Afs
Paimiut	Portlock	Spenard
Palmer	Primrose	Squaw Harbor
Parks Hwy 1	Prudhoe Bay	St George Island
Parks Hwy 2	Quinhagak	St John Harbor
Parks Hwy 3	Rampart	St Lawrence Island
Parks Hwy 4	Red Devil	St Marys
Parks Hwy 5	Red Dog Mine	St Michael
Parks Hwy 6	Richardson Hwy 1	St Paul Island
Parks Hwy 7	Richardson Hwy 2	Stebbins
Pastolik	Richardson Hwy 3	Steese Hwy 1
Pavloff Harbor	Richardson Hwy 4	Steese Hwy 2
Paxson	Ridgeway	Sterling
Pedro Bay	Rowan Bay	Stevens Village
Pelican	Ruby	Stony River
Pennock Island	Russian Mission	Summit
Perkinsville	Salamatof	Sunrise
Perryville	Salcha	Sunshine
Petersburg	Sanak	Suntrana
Peters Creek	Sand Point	Susitna
Petersville	Savoonga	Sutton
Pilot Point	Saxman	Takotna
Pilot Station	Saxman East	Taku Harbor
Pitkas Point	Scammon Bay	Talkeetna
Platinum	Scotty Creek Lodge	Tanacross
Pleasant Valley	Selawik	Tanaina
Point Baker	Seldovia	Tanana
Point Barrow	Seward	Tatalina Afs
Point Hope	Shageluk	Tatitlek
Point Lay	Shaktoolik	Taylor Hwy
Point Mackenzie	Shemya	Tazlina
Polk Inlet	Shishmaref	Tee Harbor
Port Alexander	Shungnak	Telida
Port Alice	Silver Springs	Teller
Port Alsworth	Silver Tip	Tenakee Springs
Port Armstrong	Sitka	Tetlin
Port Ashton	Skagway	Thoms Place

Thorne Bay	Wrangell	
Tin City Afs	Yakutat	
Togiak	Yukon River 1	
Tok	Yukon River 2	
Tokeen	Yukon River 3	
Toksook Bay	Yukon River 4	
Tolsona	Yukon River 5	
Tonsina	Yukon River Bridge	
Trapper Creek	Zacher Bay	
Tuluksak	Zarembo Island	
Tuntutuliak	Out Of State	
Tununak	Unknown	
Tustumena		
Tuxekan		
Twelve Mile Arm		
Twin Hills		
Two Rivers		
Tyonek		
Ugashik		
Umiat		
Umkumute		
Unalakleet		
Unalaska		
Unga		
Usibelli		
Uyak		
Valdez		
Vannoy		
Venetie		
Wainwright		
Wales		
Wards Cove		
Wasilla		
Waterfall		
West Point		
Whale Pass		
White Mountain		
Whitestone Logging		
Whittier		
Wildwood Afs		
Willow		
Willow Creek		
Wiseman		
Womens Bay		
Woody Island		

12 Appendix B – Encounters - Service Codes / Description

The codes listed here only include those active as of January 1, 2013 for Medicaid billable services, and the description is abbreviated for quick-reference. Not included in this appendix are codes that are valid and billable to other payors, nor those that have expired, still listed in AKAIMS to enable adding past activities to a client record, nor new codes that have been added since then. Also not included in this list are codes that are available in order to accommodate documentation of services outside of Medicaid billing, such as for private practitioners. Those in AKAIMS with a "/GT" modifier added indicate services available to be provided by telemedicine; that modifier is not shown on this list.

- 90791 – Psychiatric Assessment – Diagnostic Eval
- 90832 – Psychotherapy, Individual, 30 minutes
- 90837 – Psychotherapy, Individual, 60 minutes
- 90847 – Psychotherapy, Family, 60 minutes
- 90847/U7 – Psychotherapy, Family, 30 minutes
- 90849 – Psychotherapy, Multi-family group, 60 minutes
- 90849/U7 – Psychotherapy, Multi-family group, 30 minutes
- 90853 – Psychotherapy, Group, 60 minutes
- 90853/U7 – Psychotherapy, Group, 30 minutes
- 96101 – Psychological Testing - per hour
- 96101/U6 – Psychological Testing - per 15 minutes
- 96118 – Neuropsychological Testing - per hour
- 96118/U6 – Neuropsychological Testing - per 15 minutes
- 99408 – Screening & Brief Intervention
- H0001 – Alcohol and/or drug assessment
- H0002 – Medical evaluation - NOT receiving methadone treatment
- H0002/HF – Medical evaluation for recipient receiving methadone treatment
- H0010 – Clinically managed detox
- H0011 – Medically managed detox
- H0014 – Ambulatory detoxification
- H0018 – Daily behavioral rehabilitation services
- H0020 – Methadone administration and/or service   administration episode
- H0031 – Mental Health Intake Assessment
- H0031/HH – Integrated Mental Health & Substance Use Intake Assessment
- H0033 – Oral medication administration, direct observation; on premises
- H0033/HK – Oral medication administration, direct observation; off premises
- H0046 – Client Status Review
- H0047 – Residential Substance Use Disorder Treatment-Clinically managed; low intensity
- H0047/TF - Residential Substance Use Disorder Treatment-Clinically managed; medium intensity
- H0047/TG - Residential Substance Use Disorder Treatment-Clinically managed; high intensity
- H2010 – Pharmacologic Management (Comprehensive Medication Services)
- H2011 – Short-term crisis stabilization service
- H2011/TG – Short-term crisis intervention service
- H2012 – Day Treatment for Children (combined mental health & school district resources)
- H2015/HQ – Comprehensive community support services - Group

- H2015 or H0038 – Comprehensive community support services - Individual
- H2017 – Recipient Support Services
- H2019 or H0038 – Therapeutic BH Services - Individual
- H2019/HQ – Therapeutic BH Services - Group
- H2019/HR or H2019/HS or H0038 – Therapeutic BH Services - Family
- Q3014 – Facilitation of Telemedicine
- S9484/TG – Short-term crisis intervention service
- T1007 – Treatment plan review for methadone recipient
- T1016 – Case Management
- T1023 – Behavioral Health Screen - AK Screen Tool