



SAGINAW COUNTY
COMMUNITY MENTAL
HEALTH AUTHORITY

FY2021 BH-TEDS Training

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Updated: October 1, 2020

Saginaw County Community Mental Health Authority

What is BH-TEDS?

- Behavioral Health Treatment Episode Data Set (*60+ data fields*)

- Point-in-Time Snapshots

Episode: MH-012213 / 05/23/2017 - 09/13/2019				
MH Discharge / Service End MH Community-Based Program	09/13/2019	Accepted	Active / Finalized (generated from document)	View Print View Source Document
1 Submission Record				
MH Update MH Community-Based Program	08/10/2018	Accepted	Active / Finalized (generated from document)	View Print View Source Document
1 Submission Record				
MH Admission / Service Start MH Community-Based Program	05/23/2017	Accepted	Active / Finalized (generated from document)	View Print Add 'Update' Record View Source Document
1 Submission Record				

- Combines SUD & MH Treatment into a single national model for evaluation of consumer outcomes (e.g. increased/retained employment or education, decreased criminal justice involvement, increased stability in housing).

BH-TEDS Data Fields

Unique PIHP Person Identifier
Social Security Number
Medicaid ID
MICHild ID
SDA, SSI, SSDI Enrolled
Service Start Date
Service Start Time of Day
Time to Treatment
Referral Source
Detailed Criminal Justice Referral
Type of Treatment Service Setting
Co-dependent/Collateral Person Served
I/DD Designation
MI/SED Designation
Detailed SMI/SED Status
Prior Treatment Episode
Date of Birth
Gender
Pregnant on Service Start Date
County of Residence
Race
Hispanic or Latino Ethnicity

Currently in Mainstream Special Education Status
Education
School Attendance Status
Marital Status
Veteran Status
Employment Status
Detailed Not in Competitive, Integrated Labor Force
Minimum Wage
Work/Task Hours
Earnings Per Hour
Total Annual Income
Number of Dependents
Primary, Secondary, Tertiary Substance Use Problem
Primary, Secondary, Tertiary Route of Administration
Primary, Secondary, Tertiary Frequency of Use
Primary, Secondary, Tertiary Age at First Use
Medication-assisted Opioid Therapy
Co-occurring Disorder/Integrated SU and MH Treatment
Living Arrangements
Detailed Residential Care Living Arrangement

Arrests in Past 30 Days
Corrections Related Status
Attendance at SUD Self-help Groups in Past 30 Days
LOCUS Composite Score
LOCUS Assessment Date
Diagnostic Code Set Identifier
Substance Use Diagnosis
MH Diagnostic Code One, Two, Three
Legal Status at Admission to State Hospital
Most Recent Military Service Era
Branch Served In
Client/Family Military Service
Individual/Family connected to VA or other supported services
Full BH-TEDS Record Exception
Service Update/End Date
Service Update/End Time
Reason for Service Update/End
Type of Update/Ending Treatment Service Setting



Requirements

- BH-TEDS records are **required** for all consumers receiving a **face-to-face, billable service**.
 - Rate Setting, Reimbursement, Funding
- Exceptions
 - Eligibility Assessment/Brief Screening (H0002)
 - OBRA/PASARR Assessments & Evaluations

Episode of Care

- A BH-TEDS Episode of Care (EOC) begins with entrance to CMHSP services and ends when an individual completely terminates services at the CMHSP.
- An EOC is not specific to an agency provider or team.
- An annual update is required if the EOC is longer than one year.
- Only one EOC can be open at a time.



2 Types of BH-TEDS Records

- **MH Treatment Episode**

1. Admission/Service Start
2. Update (annual)
3. Discharge/Service End

- **Q Record**

1. Crisis Only Event

27. Initial Psychosocial Assessment: Signature / SAL

Date	Added By	Comment
<div>Comment</div> <div></div> <div>characters left: 8000</div>		

TEDS

No episodes are currently open for this individual.
Use 'Start a New Service Episode' button below to start a new service episode.

[+ Start a New MH Treatment Episode](#) [+ Add One Time Crisis TEDS Event](#)

7. Emergency Note: Signatures / SAL

TEDS

No episodes are currently open for this individual.
Use 'Start a New Service Episode' button below to start a new service episode.

[+ Start a New MH Treatment Episode](#) [+ Add One Time Crisis TEDS Event](#)



Q Records / Crisis Only

- Only required when no open BH-TEDS episode of care already exists.
- Q Records are used to capture a single-point-in-time Crisis Only event.
- There is no Service End/Discharge record.
- H2011 & T1023 (not H0018).
- Only one Q Record on any given date.

Pre-Admission Screening

- Inpatient Hospitalization – T1023
 - If the disposition is “Diversion/Alternative Services Plan” complete a Q Record when no open BH-TEDS episode already exists.
 - If the disposition is “Admission Plan” complete an Admission/Service Start record(with a Service Start Date/Time that includes the T1023) when no open BH-TEDS episode already exists.
 - NOTE: No “Crisis only not collected” responses would be allowed in this case.



Admission/ Service Start Record

- Required to start an Episode of Care.
- Typically done by SCCMHA Central Access & Intake staff when an individual begins CMH services.

27. Initial Psychosocial Assessment: Signature / SAL

Date	Added By	Comment
<p>Comment</p> <div></div> <p>characters left: 8000</p>		

TEDS

No episodes are currently open for this individual.
Use 'Start a New Service Episode' button below to start a new service episode.

 

Update Record

- Required at least annually to provide an update of the individual's status.
 - Additional Update Records should only be done if something significant changes with the consumer's status, e.g. female becomes pregnant.
 - Consumer Information in the consumer chart should be updated as often as it changes.

23. Psychosocial Assessment: Signature / SAL

Date	Added By	Comment
<div>Comment</div> <div></div> <div>characters left: 8000</div>		

TEDS

Consumer has 1 open TEDS episode(s)

Episode #	Service Start Date	Last Update Event	Type of Treatment	Provider/CMHSP
MH-14638	08/24/2017 09:30 AM		MH Community-Based Program	Saginaw County Community Mental

Use selections below to start a new service episode, to create a 'TEDS Update' event or to close/discharge a service episode.

Demographics/Financial

[View Consumer Information](#)
[Change Consumer Information](#)

Discharge/ Service End Record

- Required to end an Episode of Care when an individual completely terminates MH services.
 - An Episode of Care should not be ended when a consumer transfers to another team or provider within the network.
 - If an individual does not formerly discharge (i.e. stops showing), do a Discharge/Service End record when no MH services have taken place for 60 days.

23. Psychosocial Assessment: Signature / SAL

Date	Added By	Comment
<div>Comment</div> <div>characters left: 8000</div>		

TEDS

Consumer has 1 open TEDS episode(s)

Episode #	Service Start Date	Last Update Event	Type of Treatment	Provider/CMHSP
MH-14638	08/24/2017 09:30 AM		MH Community-Based Program	Saginaw County Community Mental

Use selections below to start a new service episode, to create a 'TEDS Update' event or to close/discharge a service episode.

[Add TEDS Update Record](#)
[Discharge / End Treatment Episode](#)

Stand Alones

- BH-TEDS records should be generated via a Senti document, i.e., assessment, emergency note, pre-screening, discharge summary.
- Completing a BH-TEDS via clinical document is easier, saves time, and is more accurate.
- Stand Alones should only be done in special circumstances such as when a consumer returns to on-going services within 90 days of discharge, Wraparound cases, and COFR.



General Guidelines

- Useful and informative responses is the goal.
- Choose the best answer among the choices available.
- Answers are a self-report; however, staff should ascertain and report actual, true data when it is known to differ from what the individual reported.
- Supervisors should not sign a Sentri document such as a Psychosocial Assessment or Discharge Summary before verifying that the BH-TEDS fields have been completed in their entirety.

Type of Treatment Service Setting

(page 24)

- **Setting** in which the client is in at the time of Service Start, Update, and Service End.
 1. **MH Community-Based Program** - MH services in mental health centers, specialized residential, SIPs, outpatient clinics, partial hospitalization programs, consumer-run programs, and all community support programs.
 2. **State Psychiatric Hospital** - MH services in state-operated hospitals that provide inpatient care to individuals with mental illnesses.
 3. **Other Psychiatric Inpatient** - MH services in private or medical settings licensed and/or contracted through the State Mental Health Authority (MDHHS).

Prior Treatment Episodes

(page 30)

- How many times has the individual tried to address the problem?

In other words,
how many prior
BH-TEDS Episodes
of Care are in the
system?

7 TEDS

Type	Date	Submission Status	Record Status	Start a New MH Treatment Episode Add a One Time Crisis Event
Episode: MH-040312 / 05/23/2019 - (open)				
MH Update MH Community-Based Program	06/25/2019	Accepted	Active / Finalized (generated from document)	View Print View Source Document
1 Submission Record				
MH Admission / Service Start MH Community-Based Program	05/23/2019	Accepted	Active / Finalized (generated from document)	View Print Add 'Update' Record Discharge / End Episode View Source Document
1 Submission Record				
Episode: MH-026899 / 06/13/2018 - 08/27/2018				
MH Discharge / Service End MH Community-Based Program	08/27/2018	Accepted	Active / Finalized (generated from document)	View Print View Source Document
1 Submission Record				
MH Admission / Service Start MH Community-Based Program	06/13/2018	Accepted	Active / Finalized	Change View Delete Print Add 'Update' Record
1 Submission Record				
Episode: MH-003659 / 05/26/2016 - 07/20/2017				
MH Discharge / Service End MH Community-Based Program	07/20/2017	Accepted	Active / Finalized (generated from document)	View Print View Source Document
1 Submission Record				
MH Update MH Community-Based Program	05/30/2017	Accepted	Active / Finalized (generated from document)	View Print View Source Document
1 Submission Record				
MH Admission / Service Start MH Community-Based Program	05/26/2016	Accepted	Active / Finalized (generated from document)	View Print Add 'Update' Record View Source Document
1 Submission Record				



New in FY2021

If a consumer is a Veteran, the Consumer or Family Military Service, Most Recent Military Service Era, Branch Served In, and Consumer/family enrolled in/connected to VA/veteran resources/other support & service organizations **must be** completed and **cannot be** Not Collected (crisis only, unknown, other exception etc.) for all Admission/Service Start Records.

Veteran / Military Information

Consumer or Family Military Service
No

Most Recent Military Service Era
Not applicable - No military service

Branch Served In
Not applicable - No military service

Consumer/family enrolled in/connected to VA/veteran resources/other support & service organizations
No

Veteran Status
Veteran

TEDS Validation Errors

- Military Service Era is not a valid value if Veteran Status is 'Yes'
- Military Branch is not a valid value if Veteran Status is 'Yes'
- Family Military Service is not a valid value if Veteran Status is 'Yes'



Employment Status

(page 45)

- **Unemployed** - has looked for work in the past 30 days or is on layoff from a job.
- **Not in Competitive Integrated Labor Force** – 1) not looked for work in past 30 days, 2) disability symptoms prevent working, 3) primarily a student, homemaker, retired, or inmate.
- **Full-Time Competitive Integrated Employment** – working 35 hours or more per week where majority of employees are not persons with disabilities. Includes self-employed.
- **Part-Time Competitive Integrated Employment** - working less than 35 hours per week where majority of employees are not persons with disabilities. Includes self-employed.



Work / Task Hours

(page 50)

- The **total number of hours** in the **past 2 weeks** that the individual performed work OR tasks specific to the reported Employment Status. (*typically 0 – 80 hours*)
- Work / Task Hours include:
 - Work
 - Looking for work
 - Student in class and doing homework
 - Sheltered workshop
 - Unpaid volunteering or community service
 - Micro-enterprise/self-employment earning less than minimum wage in non-integrated setting
 - Enclaves/mobile crews/transitional employment
 - Sheltered non-competitive employment/activity (disability based)
 - Participates in fully-integrated community activities



Earnings per Hour and Minimum Wage

(page 52 & 54)

- Earnings Per Hour
 - Indicates how much the individual earned **per hour** during the past 2 weeks. Not total earned.
- Minimum Wage
 - The State of Michigan minimum hourly wage has changed from \$9.45 to \$9.65.

Total Annual Income

(page 64)

- Specifies the individual's current Annualized Income utilized in calculating his/her Ability to Pay (ATP).
- If not reporting full or part-time competitive, integrated employment or refuses to provide income, report \$0.
- Children are typically reported on parent(s)' tax return, so typically the total annual income of the parent(s) would be reported; however, in cases where the child's income is used in determining ATP (i.e. Children's Waiver Program, SED Waiver Program) the total annual income would reflect the child's income only.



Number of Dependents

(page 65)

- Specifies the number of dependents utilized in calculating Ability to Pay (ATP).
- When ATP is not calculated or the individual refuses to provide, report 1.
- Children are typically reported on parent(s)' tax return, so typically number of dependents claimed on parent(s)' return would be reported; however, in cases where the child's income is used in determining ATP (i.e. Children's Waiver Program, SED Waiver Program) the number of dependents would be 1.
- The number of dependents should never be zero.

Co-occurring Disorder/ Integrated SUD & MH Treatment

(page 66)

1. Yes, client with co-occurring SUD and MH problems is being treated with an integrated treatment plan by an integrated team. *Requires 1) MH & SUD goals in TX plan, 2) SUD Diagnosis, and 3) SUD Substances.*
2. Client with co-occurring substance use and mental health problems is NOT currently receiving integrated treatment *Requires SUD Diagnosis & SUD Substances)*
3. No, client does NOT have a co-occurring substance use and mental health problem and is NOT being treated with an integrated treatment plan by an integrated team.

Certified IDDT teams must answer “Yes” and use HH TG Modifier

MH BH-TEDS

Full Record Exceptions

(page 86)

- Indicates why data was not collected for a specific field(s).
- May only be used sparingly per Federal Reporting Requirements.
- Always try to answer all items first. Answers should be obtained whenever feasible.
- If “Yes, Other” is chosen, the “BH-TEDS Full Record Exception Other Reason” field MUST be completed.
- MUST be answered “NO” on Q Records



Correcting Discharge Validation Errors

- Do not do a “change signed document” on a Psychosocial Assessment to correct a discharge validation error.
- Instead, close the Discharge Summary and go to “Change Consumer Information” in the Demographics/Financial section of the Consumer Chart to correct the data.
- Import the corrected data via the Miscellaneous tab of the Discharge Summary.



Data Collection Guidelines

SCENARIO			REQUIRED BH-TEDS RECORD(S)				NOTE
Service	Procedure Code(s)	Sentri Form Name	Service Start (ADM)	Update (UPD)	Service End (DIS)	Crisis Only Event (Q Record)	
Brief Screening	H0002	Eligibility Assessment-MH Emergency Note-SUD					Do not create a BH-TEDS Episode of Care for individuals receiving ONLY a brief screening.
Crisis Intervention Service (face-to-face)	H2011	Emergency Note				X	Complete a Q Record when no open BH-TEDS episode already exists. A Q Record is a single-point-in-time record.*
Inpatient Hospitalization Screening (face-to-face)	T1023	Pre-Admission Screening	X**			X*	*If the disposition is "Diversion/Alternative Services Plan" complete a Q Record when no open BH-TEDS episode already exists. **If the disposition is "Admission Plan" complete a Service Start/Admission Record (with a Service Start Date/Time that includes the T1023) when no open BH-TEDS episode already exists.
Initial/Intake Assessment (face-to-face)	H0031	Initial Psychosocial Assessment	X		X		Complete a Service End/Discharge Record on the same day if the individual is found not eligible for ongoing services or has no planned subsequent services, or once it is realized that the individual will receive no further services, e.g. no show. (60 days max.)
Annual Assessment (face-to-face)	T1016 T1017 H0031 H0039	Annual Psychosocial Assessment		X			Complete a BH-TEDS Update Record at least annually.
Discharge from Services		Discharge Summary			X		Complete a Service End/Discharge Record when a consumer is discharged from services, planned or unplanned.
Admission to a State Facility		Stand Alone BH-TEDS	X	X	X		A Stand Alone is used by the State Facility Liaison to create a consecutive episode of care.
Outgoing Retrospective Inpatient Review Continuing Stay Review (COFR)		Stand Alone BH-TEDS	X	X	X		A Stand Alone is used when an episode of care needs to be created which is not associated with a face-to-face contact. <i>Note: BH-TEDS Records are the responsibility of the payer county CMH, not the provider county CMH, in a COFR arrangement.</i>
Administrative Close		Discharge Summary			X		A Stand Alone is used to discharge a consumer when a Discharge Summary is not required.
OBRA/PASARR	H0031 T2011	Level II Evaluation					BH-TEDS are NOT required for individuals receiving ONLY OBRA/PASARR assessments, prevention, etc. services.



User Support & Resources

- <https://www.sccmha.org/intranet/quality/bh-teds.html>
- Department Supervisor
- Holli McGeshick, Quality Projects & Systems Coordinator
989-272-7235 or hmcgeshick@sccmha.org
- Ben Pelkki, Systems Analyst
989-272-7254 or bpelkki@sccmha.org



SAGINAW COUNTY
COMMUNITY MENTAL
HEALTH AUTHORITY

Main Facility

500 Hancock, Saginaw, Michigan 48602

Phone: (989) 797-3400

Toll Free: 1-800-258-8678

Michigan Relay 711

24 Hour Mental Health Emergency Services

(989) 792-9732

Toll Free: 1-800-233-0022

www.sccmha.org

