



OBHIS Clients' Data Training

Ohio Department of Mental
Health & Addiction Services

August 2020

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**What will this
presentation
cover?**

Create Client

View vs.
Select

Edit and
Delete

Search Client

List of
Records
and
Actions

The screenshot shows the top navigation bar of the Ohio Behavioral Health Information System (OBHIS). The navigation tabs are: Home, Client, Batch Upload, and Documentation. The 'Client' tab is highlighted with a green circle, and its dropdown menu is open, showing two options: 'Create Client' and 'Search Client'. The 'Ohio' logo is visible in the top left corner. Below the navigation bar, the text 'Ohio Behavioral Health Information System' is displayed. On the right side, there is a notification icon (a triangle with an exclamation mark and a red circle with the number '0') and the text 'Show My No'. Below the navigation bar, there is a 'Notifications' section with a yellow background and the text 'There are no notifications at this time.' Below the notifications section, there is a 'Provider *' label.

When you log into the OBHIS application, you will see navigation tabs at the top. Click on the 'Client' tab to *create* or *search* clients.

Client Tab

Home Client Batch Upload Documentation

Create Client » Ohio Behavioral Health Information System

the following information

avigate to the Provider Setup screen or contact Provider Administrator to associate the Provider with Boards

Provider: *

Identifier Type *

Identifier Number *

First Name *

Last Name *

Date of Birth *

Gender *

Race *

Ethnicity *

A signed release for this information has been obtained *

Note: You must obtain a signed release for this information to be able to create an admission record.

Cancel Next

Page 1 is basic demographic information



Create Client
(Admissions)

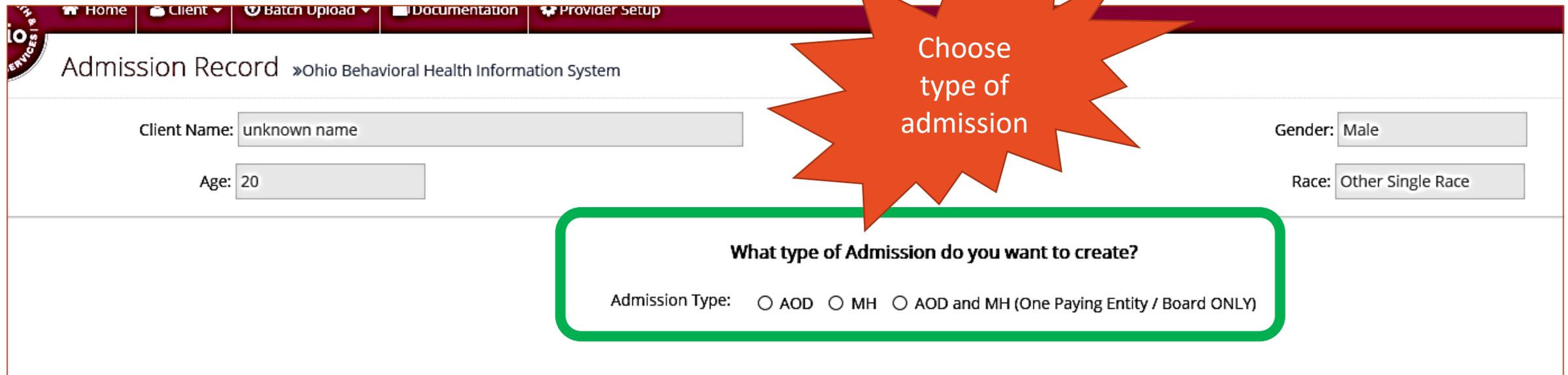


Creating Admissions

Who can create admissions?

- Provider Administrator, Provider User and 3rd Party User
 - (OhioMHAS OBHIS Administrators can view the clients to assist with TA, but they cannot create them)
- Enter required information:
 - Identifier type (GOSH, Medicaid, SHARES, SSN, MACSIS, Heartland, Unknown)
 - Identifier number
 - First Name, Last Name
 - Date of Birth
 - Gender (Female, Male, Unknown)
 - Race (6 specific races, plus “other,” “two or more,” and “unknown”)
 - Ethnicity (4 specific ethnicities, plus “other,” “not of Hispanic origin,” and “unknown”)
- Checkbox verifying signed release has been obtained*

Create Client Screen:



io SERVICES

Home Client Batch Upload Documentation Provider Setup

Admission Record » Ohio Behavioral Health Information System

Client Name: unknown name

Age: 20

Gender: Male

Race: Other Single Race

What type of Admission do you want to create?

Admission Type: AOD MH AOD and MH (One Paying Entity / Board ONLY)

Choose type of admission

Admission Information

- You can 'save and finish later' after any screen, but you will only have 14 days to complete the admission record before it is deleted. It will show up on your home dashboard page.

Type of admission	Client Information	Children in Household	Special Populations	AOD Information	MH Information
AOD	X	X	X	X	
MH	X	X	X		X
Dual (AOD and MH)	X	X	X	X	X

Client Information Screen:

The screenshot shows a web form for entering client information. At the top, a green box highlights the 'Client Name' (bob test), 'Age' (32), 'Gender' (Male), and 'Race' (Two or More Races) fields, with a callout bubble stating 'Name, Age, Gender, Race (from the initial admission screen)'. Below this, a section titled 'What type of Admission do you want to create?' has radio buttons for 'AOD', 'MH', and 'AOD and MH (One Paying Entity / Board ONLY)'. A navigation wizard below shows five steps: 'Client Information' (active), 'Children in Household', 'Special Populations', 'AOD Information section', and 'MH Information section'. The main form contains various fields: 'Date of First Contact', 'Date of Admission', 'Highest Education Level Completed', 'Current Education Enrollment', 'Marital Status', 'Employment at Admission', 'Does Client Use Tobacco Products?', 'Expected Reimbursement Method', 'Assessment and Referral Only?', 'Provider Client Number', 'Living Arrangement at Admission', 'Referred By', 'Military Status', 'County of Residence', 'Paying Entity/Board at Admission', and 'Number of Arrests in the Past 30 Days'. A large orange callout bubble in the center reads 'Navigation Wizard – each screen you need to fill out to complete the record'. A blue note at the bottom states: 'Note: You must enter at least Date of First Contact to Save and Finish Later.'

Client Name: bob test
Age: 32
Gender: Male
Race: Two or More Races

Name, Age, Gender, Race (from the initial admission screen)

Pre-populated information

What type of Admission do you want to create?
Admission Type: AOD MH AOD and MH (One Paying Entity / Board ONLY)

Client Information Children in Household Special Populations AOD Information section MH Information section

Date of First Contact *
Enter Date of First Contact (MM/DD/YYYY)
If you don't know the "Date of First Contact", enter the same date as "Date of Admission".

Date of Admission *
Enter Date of Admission (MM/DD/YYYY)

Highest Education Level Completed *
Select...

Current Education Enrollment *
Select...

Marital Status *
Select...

Employment at Admission *
Select...

Does Client Use Tobacco Products? *
Select...

Expected Reimbursement Method *
Select...

Assessment and Referral Only? *
Select...

An administrative close record will be created upon saving the data with Assess/Refer Only selected. You will need to create a new record set for further activity unless the value is deselected before saving.

Provider Client Number
Please Enter Provider Client ID Number

Living Arrangement at Admission *
Select...

Referred By *
Select...

Military Status *
Select...

County of Residence *
Select...

Paying Entity/Board at Admission *
Select...

Number of Arrests in the Past 30 Days *
Please Enter Number of Arrests in the Past 30 Days

Navigation Wizard – each screen you need to fill out to complete the record

Note: You must enter at least Date of First Contact to Save and Finish Later.

Children in Household Screen:

Client Information Children in Household Special Populations AOD Information section MH Information section

Childbirth Within the Last 5 Years? *
Yes

Is Client Currently Pregnant? *
Yes

Number of Children in Household under 18 *
2

Lifetime Total Number of Births? (live and still) *
3

Current Stage of Pregnancy *
2nd Trimester

For Female Clients, there are questions about pregnancy...

Client Information Children in Household Special Populations AOD Information section MH Information section

Number of Children in Household *
Enter Number of Children

For Male Clients there is only a question of number of children in household...

Cancel Previous Save and Finish Later Next

Cancel, Previous, Save and Finish Later, and Next options

Special Populations Screen:

- You can choose more than one
- If you choose No Special Population, then the rest of the choices are unavailable.



Client Information

Select all that apply *

- SMD/SED
- Early Childhood Risk for SED
- Forensic/Legal Status
- Sexual Offender
- Suicidal
- Military Family Dependent
- In Custody of Children's Services
- Alcohol/Other Drug Use
- Language Barriers/English as a Second Language
- Deaf or Hearing Impaired
- Developmental Disability
- Physically Disabled
- Blind or Visually Impaired
- Speech Impaired
- HIV/AIDS
- Hepatitis C
- Traumatic Brain Injury
- Physical Abuse Victim
- Sexual Abuse Victim
- Domestic Violence Victim/Witness
- Child of Alcohol or Drug User
- Non-Conforming Gender Identity
- Gay/Lesbian/Bisexual
- Multiple Service System Involvement
- NO SPECIAL POPULATION

AOD Information Screen:

- Diagnosis codes – up to 3
- Level of Care
- MH history
- Prior AOD episodes
- Medication Assisted Therapy
- Attendance of self-help programs
- Primary, secondary, tertiary drugs of choice; frequency of use; route of administration; age of first use

The screenshot shows the 'AOD Information section' of a software interface. It features a search box for ICD 10 Codes, with 'F50.00 - ANOREXIA NERVOSA, UNSPECIFIED' selected. To the right, the 'Primary Diagnostic Code (AOD Only)' is set to 'F10.159 - ALCOHOL ABUSE WITH ALCOHOL-INDUCED PSYCHOTIC DISORDER'. Below this, there are fields for 'Secondary and Tertiary Diagnostic Code' and 'Re-Order'. The form also includes sections for 'Level of Care', 'Mental Health History', 'Medication Assisted Therapy', 'Attendance of Self-Help Programs', 'Primary Drug of Choice', 'Primary Frequency of Use', 'Primary Route of Administration', and 'Age of First Use'. A large grey text box at the bottom of the form reads: 'Drug of choice, frequency of use, route of administration, age of first use – for up to 3 drugs of choice'. Two red callouts highlight the arrow navigation buttons for the ICD 10 Codes and the Primary Diagnostic Code field. A green circle highlights the Primary Diagnostic Code field.

Arrow navigation for Dx codes

Primary Dx for AOD client must be an AOD code

Drug of choice, frequency of use, route of administration, age of first use – for up to 3 drugs of choice

MH Information Screen:

The screenshot displays the MH Information Screen with the following components:

- Client Information** (tab)
- Children in Household** (tab)
- Special Populations** (tab)
- AOD Information section** (tab)
- ICD 10 Codes** section:
 - MH Codes** (selected) and **Non-MH Codes** (unselected) tabs.
 - Search** field.
 - Search results: Z63.3 - Absence of family member, Z63.31 - ABSENCE OF FAMILY MEMBER DUE TO MILITARY DEPLOYMENT, F55.0 - ABUSE OF ANTACIDS, F55.1 - ABUSE OF HERBAL OR FOLK REMEDIES.
 - DSM 5 Codes** section below.
- Care Setting *** dropdown menu (circled in green) with "Select..." and a checkmark icon.
- Primary Diagnostic Code (MH Only) *** text input field.
- Secondary and Tertiary Diagnostic Code** text input field.
- Re-Order** button.

Primary Dx for MH client must be an MH code

- Diagnosis code(s) – You must choose either ICD 10 codes OR DSM 5 codes – you cannot mix and match these.
- Care Setting: Community, Jail/Prison, Type 1 Bed: Residential, unknown

NOTE: once all information is entered, please remember to click on "SUBMIT" to complete the admission record

Client Search Criteria

Please enter at least one search criteria

First Name

Last Name

Identifier Number

Status

Provider Client ID Number

Provider Name

Search

Clear Search Criteria

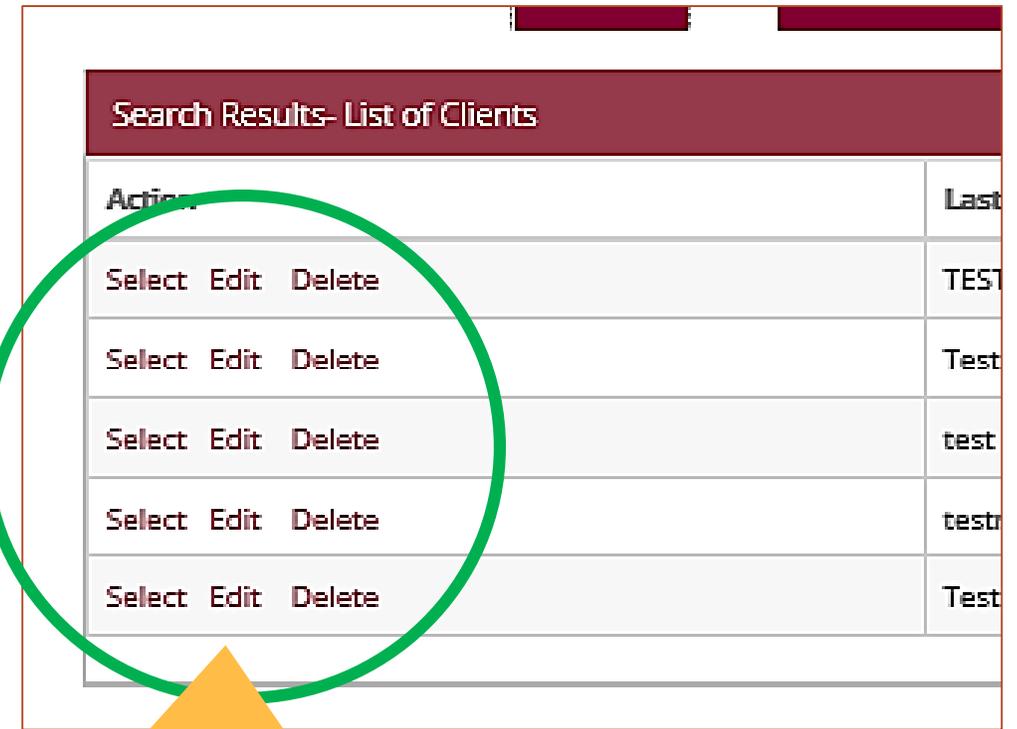
Search Client

Record Search Results Page

- This is where you can choose an action:
 - Select, View, Edit, or Delete



Search Results- List of Clients	
Action	Last Name
Select View	ADAMS
Select View	ADDAMS
Select View	ADKINS
Select View	ADKINS



Search Results- List of Clients	
Action	Last Name
Select Edit Delete	TEST

You will have alternative selections if the client is still 'Pending Verification'

Search Client Screen: Edit and Delete

- **Edit**

- User can edit:

- Identifier Type
 - Identifier Number
 - First Name
 - Last Name
 - Race
 - Ethnicity

- User cannot edit:

- Date of Birth
 - Gender
 - Provider

OHIO
MEDICAID SERVICES

Edit Client »Ohio Behavioral Health Information System

Identifier Type *
GOSH

Identifier Number *
234566679

First Name *
1MHAODTest

Last Name *
Add

Date of Birth
1/26/2018

Gender
Female

Race *
White

Ethnicity *
Not of Hispanic Origin

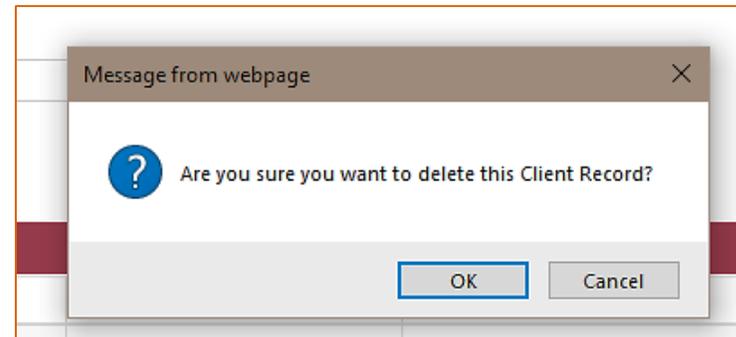
Provider
MARYHAVEN INC in Franklin

Note: Contact the clients county Medicaid office or the client's paying board to change date of birth and gender.

Submit Cancel

- **Delete**

- A user can only delete an admissions record from this screen if the client has NOT yet been verified.



Only clients who are pending verification

Search Client Screen: View vs. Select

- **View**

- If you select 'view' on 'list of clients', user can view client information, but no records because you are choosing to view the client information only.

Ohio Behavioral Health Information System

View Client

Identifier Type *
MACSIS

Identifier Number *

First Name *

Last Name *

Date of Birth
2/3/1984

Gender
Female

Race *
White

Ethnicity *
Not of Hispanic Origin

Provider

Note: The client record has been verified in the OhioMHAS database. You are not able to change verified client records through OBHIS. Contact the client's county Medicaid office or the client's paying board to change first na

Cancel

- **Select**

- If you 'select' on the 'list of clients', user can see the records because you are selecting a records list for a client.

Record Search Results

Identifier Type
MACSIS

Identifier Number

First Name

Last Name

Date of Birth
2/3/1984

Gender
Female

Race
White

Ethnicity
Not of Hispanic Origin

Create New Admission

List of Records

Action	Admission Date	Admission Type	Provider Client ID Number	Number of Transfers	Number of Annual U
Admission View Transfer Create/View Discharge Create	7/14/2011	AOD	1		



Admissions, Transfers, Updates, Discharges

Create New Admission

List of Records

Action	Admission Date	Admission Type
Admission View Transfer Discharge View	8/12/2020	Dual-AOD
Admission View Annual Update Discharge View	8/12/2020	Dual-MI

Once you 'select' a client, you will have certain options available depending on the Admission type and status of the client.

For example: You cannot create a transfer, update or discharge until the client is verified.

List of Records

Action	Admission Date	Admission Type
Admission View Transfer Create/View Discharge Create	1/20/2017	AOD

List of Records:

You will have actions you can perform after you 'select' a records list for a client.

- Admission: (AOD/SUD or MH) You can 'view' - this will allow you to look through the admission record.
- Transfer: (AOD/SUD clients only) – you can 'create/view' – this will take you to a list of transfers for the client – you may add a transfer for Level of Care.
- Annual Update: (MH clients only) – you can 'create/view' – this will take you to a list of Annual Updates for the client – you may create a new Annual Update.
- Discharge: (AOD/SUD or MH) You can 'create' – this will walk you through screens to create a discharge.

Q&A from last session: (page 1)

- **What about z-codes?**
 - Each provider must choose their own best practice that fits their organization. This application does not allow mixing of ICD 10 codes and DSM V codes on the same page/record (AOD/SUD or MH). You will have to choose which set of codes to use for each admission type.
- **When can we begin batch testing?**
 - Now. Please request access to the test environment as soon after getting your OH|ID as possible. We have staff to work with you on testing the batch upload feature on as few or many client records as you wish.
- **What about the changes in 42 CFR – does this change the consent section?**
 - Consent still needs to be obtained, but this might be obtained through language when they sign the consent for treatment or on a separate document. We will be providing an example of minimal language shortly.

Q&A from last session: (page 2)

- **Can you clarify ‘gender’ – you mean biological sex assigned at birth?**
 - Yes. We use this information to assist in matching claims data with the client. It is important to match whatever gender is identified in claims record (most often the sex assigned at birth).
- **For agencies using batch upload, is the rollout still being done in two groups?**
 - No. The original plan has changed and is allowing for all providers to come on board as early as they can (both new to reporting and those who have reported previously in OHBH). Please request access to the test site to begin testing batch upload (refer to registration and dashboard training).
- **When will these slides be available on the website?**
 - We will be posting slides and the video presentation as soon after the second presentation as possible. We will be sending out an email notification with a link to our list serve once they are all posted.

OBHIS OVERVIEW

- There is a summary and a presentation online: <https://mha.ohio.gov/Health-Professionals/Behavioral-Health-Data-Reporting/OBHIS>

What is OBHIS?

The **Ohio Behavioral Health Information System** (OBHIS) is the department level episode of care information and outcomes reporting system.

System Features

- User Interface through I-Portal
- Active OHBH Accounts transfer to OBHIS
- Client records verified against MITS, GOSH, SHARES, Heartland, Medicaid Claims in Community Services Data Warehouse
- Schema versioning on Batch Upload
- Standardized Administrative Reports through COGNOS Link

Who is Required to Report Client Information in OBHIS?

Providers certified or licensed by OhioMHAS to provide behavioral health services are required under ORC 5119.6

- all clients treated for a mental health or substance use disorder, when
- services are covered in whole or part by public funding through
 - Medicaid
 - ADAMH Board
 - OhioMHAS

Slide
presentation

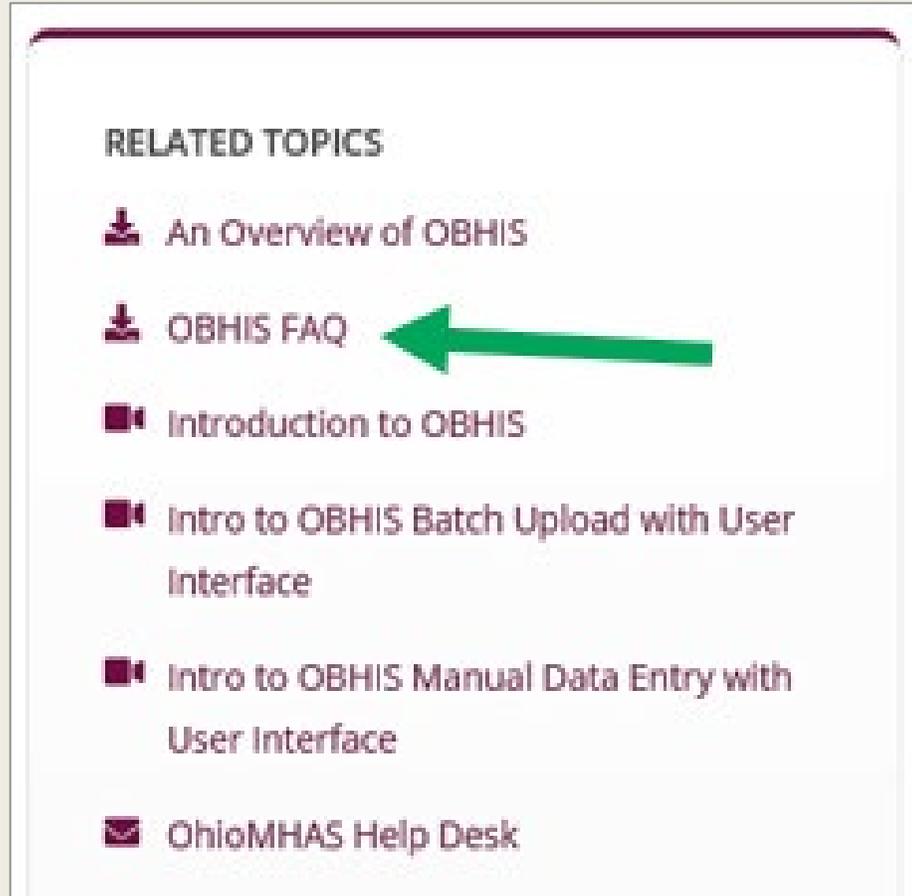
Video
presentation

RELATED TOPICS

- 📄 An Overview of OBHIS ←
- 📄 OBHIS FAQ
- 📺 Introduction to OBHIS ←
- 📺 Intro to OBHIS Batch Upload with User Interface
- 📺 Intro to OBHIS Manual Data Entry with User Interface
- 📧 OhioMHAS Help Desk

Frequently Asked Questions (FAQ)

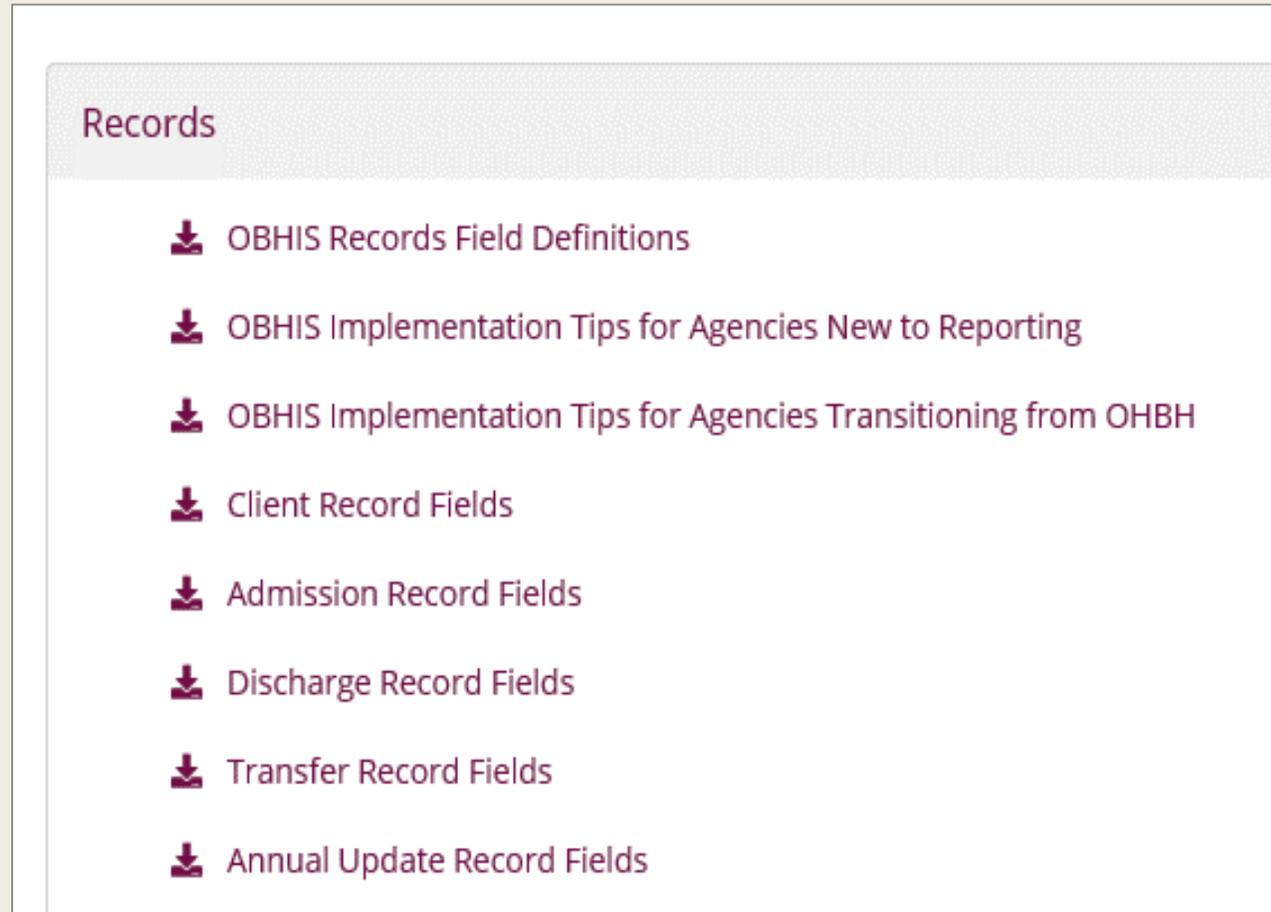
- There is an FAQ online under the section “Related Topics”



NOTE: This is also the same area where the video presentations and slides will be once we place them on the website.

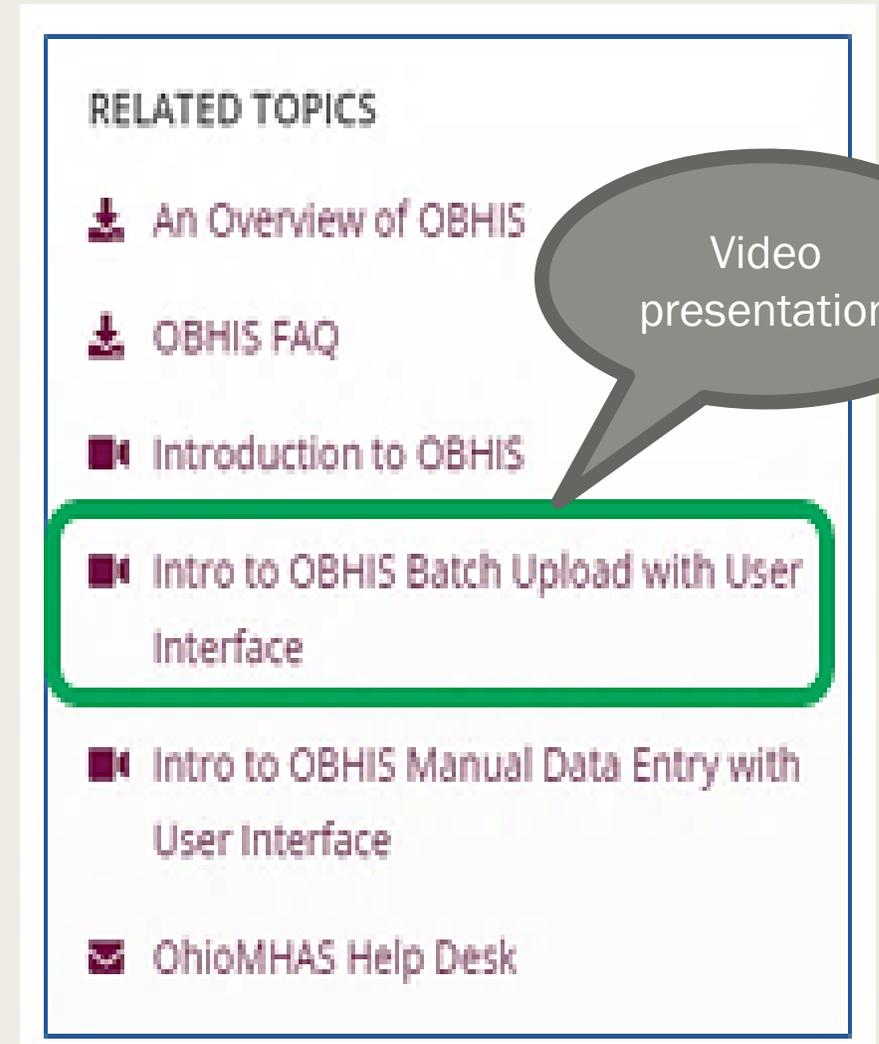
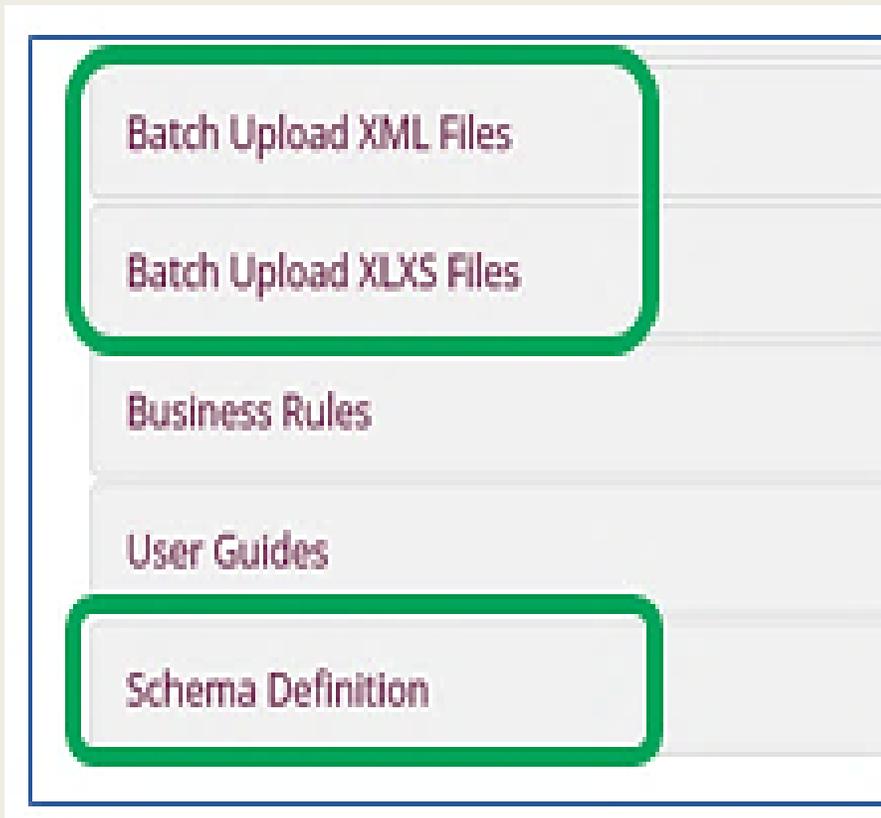
Field Definitions and Forms

Online under the 'Records' drop-down menu



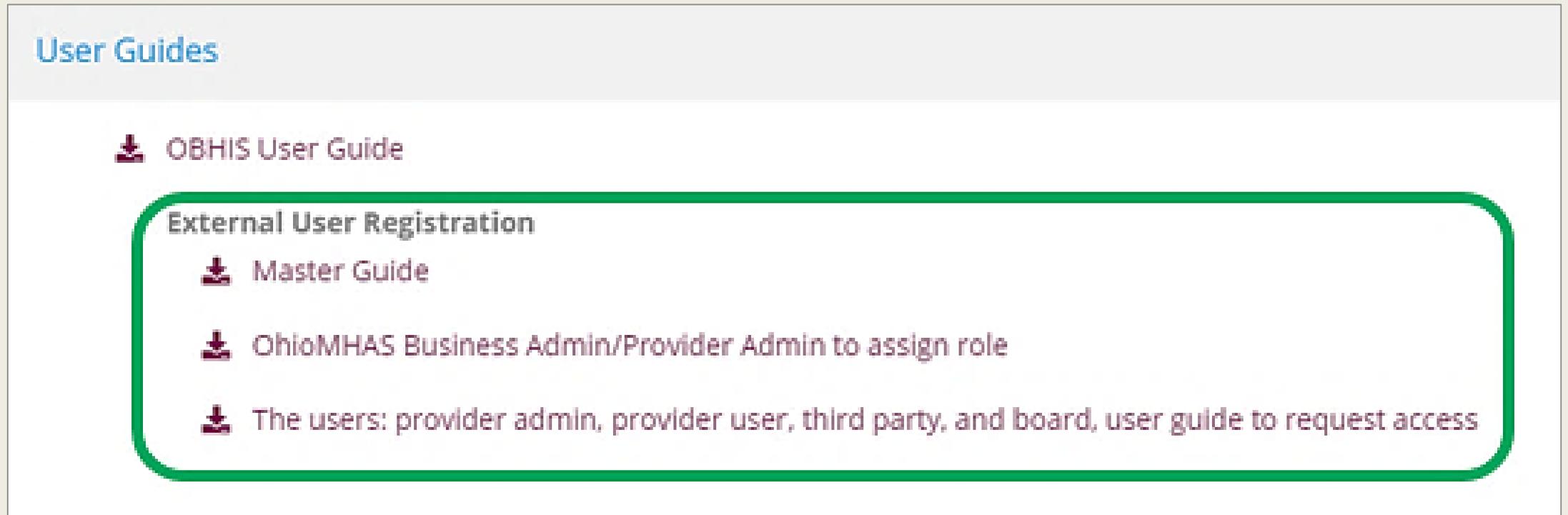
Batch Upload Requirements

- Online resources for batch upload files (XML, XLXS and schema definition) in the drop-down menus
- Online presentation under 'Related Topics'



Navigating the OBHIS system, Registration & Approvals for Access

- Online guides under the “User Guides” drop-down menu



The screenshot shows a web interface with a light blue header bar containing the text "User Guides". Below the header, there is a list of items. The first item is "OBHIS User Guide" with a red download icon to its left. Below this, a green rounded rectangle highlights a sub-section titled "External User Registration". Inside this green box, there are three items, each with a red download icon to its left: "Master Guide", "OhioMHAS Business Admin/Provider Admin to assign role", and "The users: provider admin, provider user, third party, and board, user guide to request access".

Questions



Contact OhioMHAS OBHIS Administrators

OBHISadmin@mha.ohio.gov

What to do now and timing of go-live:

- Familiarize yourself with the application by attending and/or reviewing trainings online
- Set up your OH|ID account
- Request access to the OBHIS test site
- September 15 – October 1: request access to OBHIS production (it will only say 'coming soon' until October 1st when data is migrated over)
- October 1st: begin working on the OBHIS production site (OHBH will no longer be available)