

## DUGless Update

Implementation Date – February 1, 2020

### 1. New File Layout

Below is the new file layout for the File Upload option in the DUGless Portal, which will be implemented on February 1, 2020. It includes two new fields: EFFECTIVE\_DATE and CONSENT\_VALID. There is an example of what the file upload records should look like and the definition of the fields below the File Layout Table below.

**File Layout Table for File Upload (Multiple Records Entry)**

Field Label	Data Type	Length	Start	End
PROVIDER_ID	varchar	6	1	6
AHCCCS_ID	varchar	9	7	15
DOB (YYYYMMDD)	datetime	8	16	23
REFERRAL_DATE (YYYYMMDD)	datetime	8	24	31
REFERRAL_SOURCE	varchar	2	32	33
<b>EFFECTIVE_DATE</b>	<b>datetime</b>	<b>8</b>	<b>34</b>	<b>41</b>
TREATMENT_PARTICIPATION	varchar	1	42	42
NUMBER_OF_ARRESTS	tinyint	2	43	44
OA_ADC	varchar	1	45	45
OA_ADJC	varchar	1	46	46
OA_AOC_ADULT	varchar	1	47	47
OA_AOC_JUVENILE	varchar	1	48	48
OA_DES_RSA	varchar	1	49	49
OA_SCHOOL_SPECIAL_ED	varchar	1	50	50
EMPLOYMENT_STATUS	varchar	2	51	52
SP_WOMAN_DC	varchar	1	53	53
SUPPORT_GROUPS_PARTICIPATION	varchar	1	54	54
MILITARY_STATUS	varchar	1	55	55
CASII_INTENSITY_LEVEL	varchar	2	56	57
CASII_INTENSITY_DATE (YYYYMMDD)	datetime	8	58	65
SA_PRIMARY_TYPE	varchar	4	66	69
SA_FREQUENCY_1	varchar	1	70	70
SA_ROUTE_1	varchar	1	71	71
SA_AGE_1	tinyint	2	72	73
SA_SECONDARY_TYPE	varchar	4	74	77
SA_FREQUENCY_2	varchar	1	78	78
SA_ROUTE_2	varchar	1	79	79
SA_AGE_2	tinyint	2	80	81
SA_TERTIARY_TYPE	varchar	4	82	85
SA_FREQUENCY_3	varchar	1	86	86
SA_ROUTE_3	varchar	1	87	87
SA_AGE_3	tinyint	2	88	89
<b>CONSENT_VALID</b>	<b>varchar</b>	<b>1</b>	<b>89</b>	<b>90</b>

## File Upload Example

174288A[REDACTED]19820916201909020320191027V00YXYXYX24X1AXX

020121010001160000011600Y

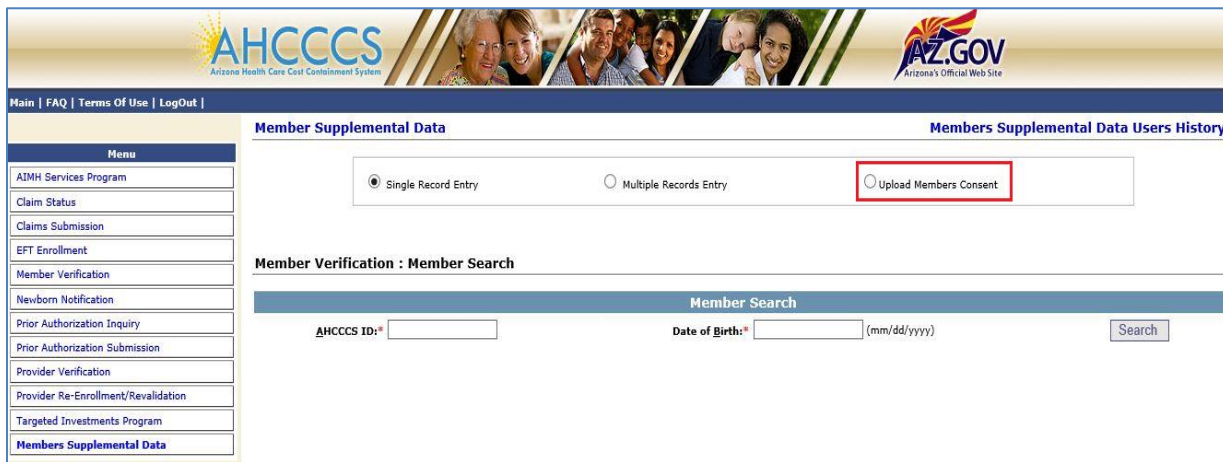
6 – Effective Date	
<b>Field Label</b>	Effective_Date
<b>Description</b>	Refers to the effective date of any new, addition, and/or change to a members' data/record being submitted.
<b>Valid Values</b>	YYYYMMDD Format
<b>Rules and Definitions</b>	Required on all transactions
<b>Updates</b>	06/27/2019 Field added to Single Case Data 02/01/2020 Field added to Multiple Records Entry
<b>Examples</b>	A member started a part-time job requiring a change in Employment Status field on January 3, 2019. <b>Enter 20190103</b>

33 – Consent Valid (Multiple Records Entry Only)	
<b>Field Label</b>	Consent_Valid
<b>Description</b>	Refers to whether a Substance Use Disorder (SUD) data consent form has been uploaded to the portal prior to record submission.
<b>Valid Values</b>	Y - Yes N - No
<b>Rules and Definitions</b>	Required on all records submitted through Multiple Records Entry (File Upload). If the valid value is No, then the substance use disorder data field/s must be None/No Use.
<b>Updates</b>	02/01/2020 Field added
<b>Examples</b>	A member's consent form has been previously uploaded to the portal. <b>Enter Y</b>

## 2. Substance Use Disorder Data Consent

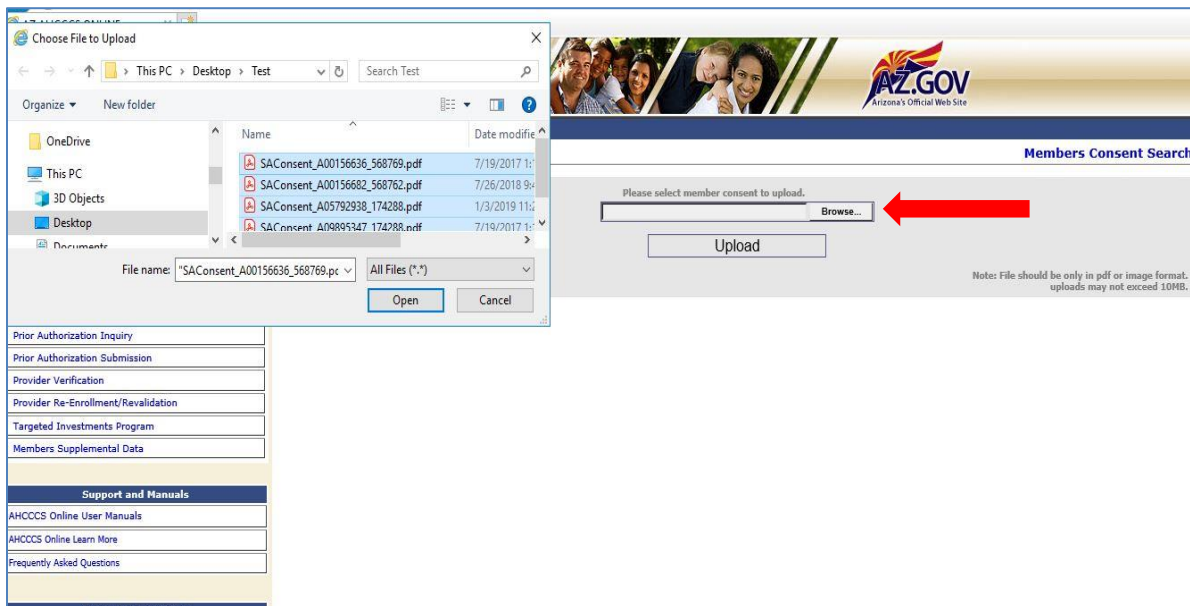
Per HIPAA Part 2 requirements, a **signed consent form** is required to be uploaded to the portal for each member, per provider, and before SUD data is submitted for any member. There is not a specific form required, providers may use consent forms already in use, as long as they are signed and current. A consent form is not required to be uploaded for every record submitted, only if there is no consent form for that member.

There is a feature in the portal where consent forms may be uploaded, reviewed, and revoked. This feature is located on the main page of the Member Supplemental Data (DUGless Portal), under ‘Upload Member Consent.’



### To Upload Consent Forms

To upload a member’s SUD consent form, click on ‘Upload Member Consent’ in the portal. Click on ‘Browse’ to select file(s). Once consent form files are selected, click ‘Open’ to select. Next click on ‘Upload’ to submit consent form files.



**More than one consent form files can be uploaded at one time.**

The consent form files must abide by the following rules:

- File name rule: SAConsent\_(member's AHCCCS ID)\_(Provider ID).extension
  - Example: SAConsent\_A12345678\_123456.pdf
- Permitted file types: PDFs and various image file formats such as .JPG, .BMP, \*.PNG, etc.
- The combined size of the consent form files uploaded at one time cannot exceed **10 MB**.

Once file(s) are uploaded successfully, the following message will be displayed:



If files are not uploaded successfully, an error message will display (see below). Any file that produces an error will not be saved in the portal.



## Consent Verification: Single Record Entry

When substance use disorder data is entered under a single record entry, the user must click on the check box under the Tertiary Substance Use fields.

The screenshot shows the 'Member Supplemental Data' form. On the left is a navigation menu with categories like 'Support and Manuals', 'Account Information', and 'Admin'. The main form area contains several sections:
 

- Outcome Measures:** Fields for Treatment Participation (Voluntary), No. of Arrests (0), Employment Status (Competitively Employed Part-time), SP Woman DC (No), Social Support of Recovery (Please Select), and Military Status (Veteran).
- Other Agency Information:** Fields for OA ADC or Parole (Yes), OA ADJC Parole (Not applicable due to age), OA AOC Adult Probation (No), OA AOC Juvenile Probation (Not applicable due to age), OA DES RSA (No), and OA School Special Ed (Not applicable due to age).
- Primary Substance:** Fields for SA Primary Type (Alcohol), SA Frequency 1 (Please Select), and SA Age First Use 1.
- Secondary Substance:** Fields for SA Secondary Type (Please Select), SA Frequency 2 (Please Select), and SA Age First Use 2.
- Tertiary Substance:** Fields for SA Tertiary Type (Please Select), SA Frequency 3 (Please Select), and SA Age First Use 3.
- CASII Fields:** Fields for CASII Intensity Level (Not applicable due to age) and CASII Intensity Date.

 A red arrow points to a checkbox under the Tertiary Substance section with the text: '\*  Please check this box if you have already uploaded valid members consent'. A 'Submit' button is at the bottom right of the form.

When the record is submitted, the portal will verify that a consent form was previously uploaded for the member, if a consent form is found, the record will be accepted.

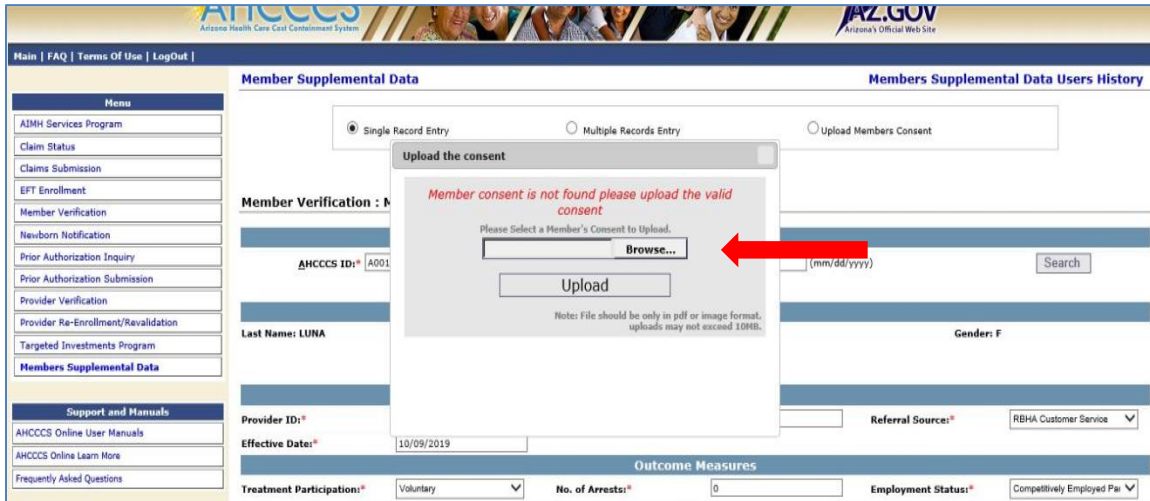
Records without SUD data will be accepted, but must select 'None' for the 'SA Primary Type' field.

If SUD data is submitted and the check box is not checked, the following message will pop up when the record is submitted:

*'Substance Use data cannot be submitted without the member's consent. Please check the member's consent checkbox if you have already uploaded a valid member consent.'*

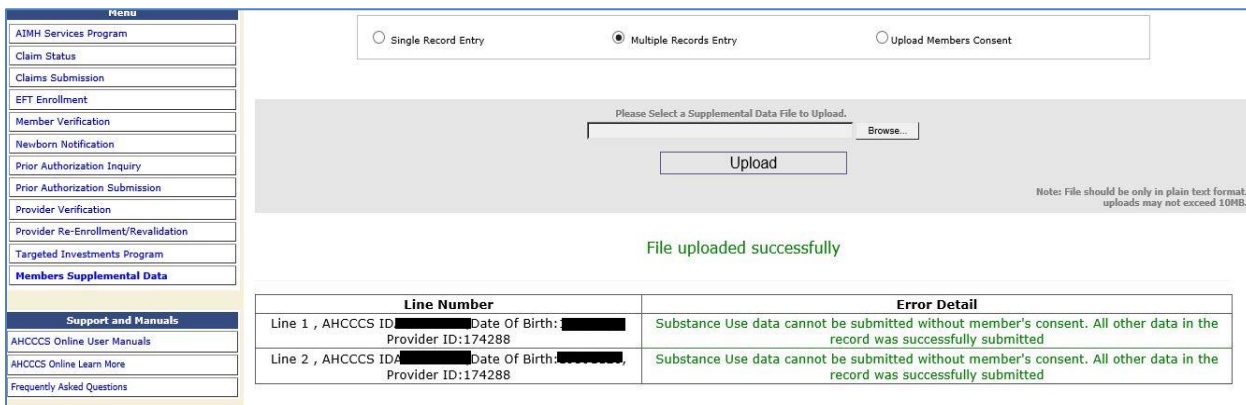
This screenshot shows the same 'Member Supplemental Data' form, but with an error message popup displayed. The popup has a yellow warning icon and the text: 'Substance Use data cannot be submitted without members consent. Please check the members consent checkbox if you have already uploaded valid members consent.' A red arrow points to the message. The form behind the popup shows the 'Single Record Entry' radio button selected, and the 'Upload Members Consent' radio button is also visible. The 'Referral Source' field is set to 'Self/Family/Friend'.

If SUD data is submitted and the check box is checked, but there no consent form found in the portal, the following window will pop up when record is submitted, allowing a user to upload consent form file before submitting the record.



### Consent Verification: Multiple Records Entry

When substance use disorder data is submitted through the multiple records entry, the field 'CONSENT\_VALID' must have a value of 'Y' (Yes), indicating that a consent form was previously uploaded to the portal. Once the file is uploaded, the portal will verify that a consent form was uploaded. If a consent form is not found, the portal will display a message, under 'Error Detail' and all other data in the record will be submitted successfully.



In order to submit rejected substance use disorder data, a consent form must be uploaded first, and then the entire record can be re-submitted.

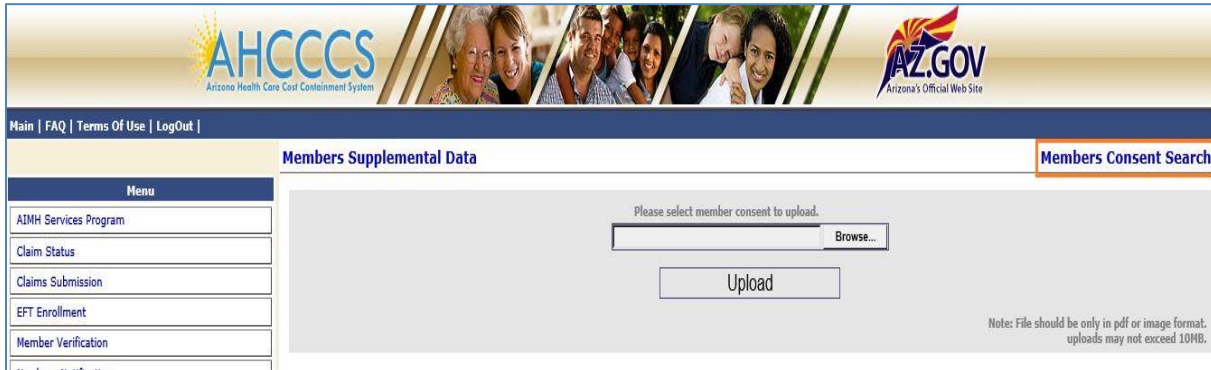
If no substance use disorder data will be submitted with the record, the consent field should have a value of 'N' (No) and the SUD data fields must have all values of 'None/No Use'.

Examples:

174288A [REDACTED] 19820916201909020320191027V00YXYX24X1AXX 020121010001160000011600Y

## Member Verification: Member Consent Search and Consent Revocation

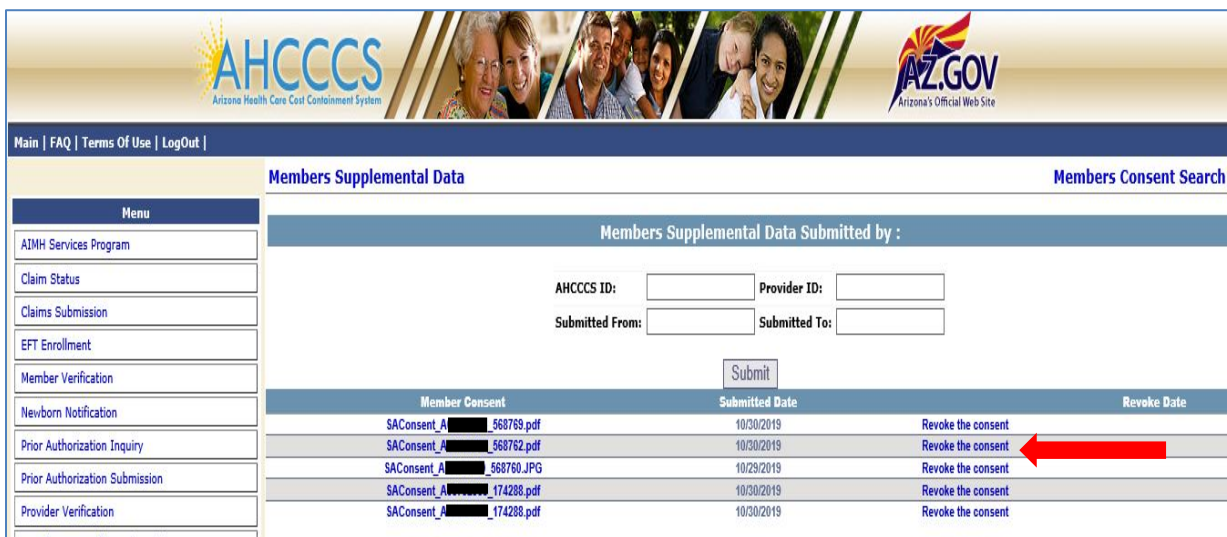
Under the 'Upload Member Consent' page, users may search for previously submitted consent forms, as well as, revoke previously submitted consent forms. To search for consent, click on 'Member Consent Search' on the top right of the 'Upload Member Consent' page.



Members consent forms can be searched by using any of the following criteria: AHCCCS ID, Provider ID, Submitted From (date) or Submitted To (date). Only consent forms submitted by the user will appear in the search.

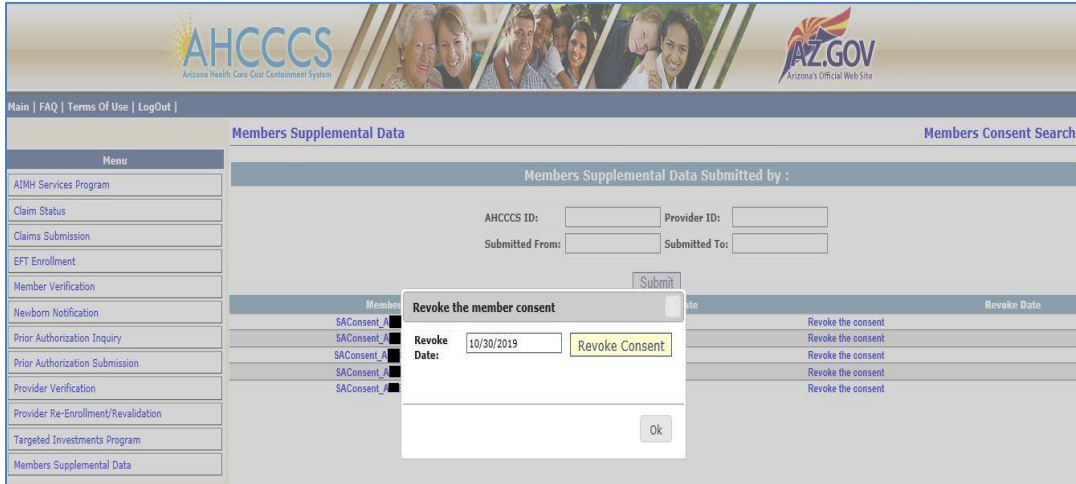


The results will appear under the search criteria. This is also where previously submitted consents may be revoked by clicking 'Revoke the consent' on the selected consent form.



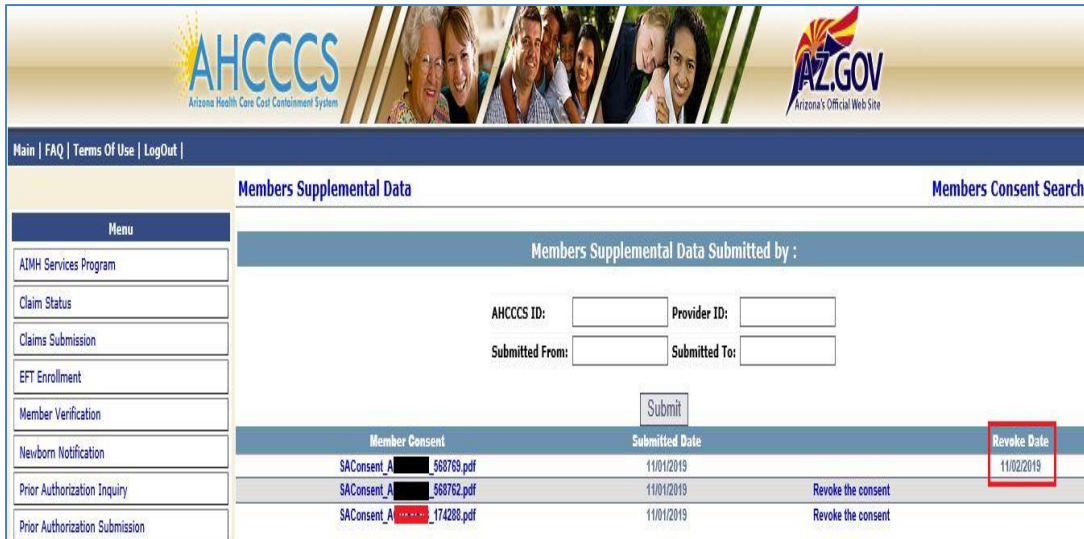
Member Consent	Submitted Date	Revoke Date
SAConsent_A [redacted]_568769.pdf	10/30/2019	Revoke the consent
SAConsent_A [redacted]_568762.pdf	10/30/2019	Revoke the consent
SAConsent_A [redacted]_568769.JPG	10/29/2019	Revoke the consent
SAConsent_A [redacted]_174288.pdf	10/30/2019	Revoke the consent
SAConsent_A [redacted]_174288.pdf	10/30/2019	Revoke the consent

When the consent form is selected to be revoked, a revoke date must be entered. This date must be a current or future date only.



The screenshot shows the AHCCCS Members Supplemental Data page. A modal dialog titled "Revoke the member consent" is open. It contains a "Revoke Date" field with the value "10/30/2019" and a "Revoke Consent" button. The background table shows several rows of data with "Revoke the consent" links.

The revoke date entered will appear under 'Revoke Date' in future searches.



The screenshot shows the AHCCCS Members Supplemental Data page with a table of submitted data. The table has columns for "Member Consent", "Submitted Date", and "Revoke Date". The "Revoke Date" column contains the date "11/02/2019".

Member Consent	Submitted Date	Revoke Date
SAConsent_A [redacted]_568763.pdf	11/01/2019	11/02/2019
SAConsent_A [redacted]_568762.pdf	11/01/2019	Revoke the consent
SAConsent_A [redacted]_174288.pdf	11/01/2019	Revoke the consent