

BH-TEDS Cx360

2020 Quick Reference Guide

Cx360 Functionality

Creating a BH-TEDS

- Forms are under Client Management: BHTEDS Start, BHTEDS Update, BHTEDS End, BHTEDS MH Crisis Only
- Click the Add button (plus sign) next to the BHTEDS form name; Click the arrow to view all BH-TEDS records of that type
 - Intake, Referral, Diagnosis, Insurance, and Population Indicator Form must be completed in order to create a BH-TEDS record
 - BH-TEDS gathers information from these forms, so you don't have to enter it twice!
- If you need to change information in the newly created BH-TEDS that comes from the forms above, you must delete the BH-TEDS, update the Intake, Referral, Diagnosis, Insurance, or Population Indicator form, and create a new BH-TEDS (For example, Your diagnosis is not correct in the BH-TEDS)

You are responsible for creating your own BH-TEDS record. It will not be automatically done for you.

A BH-TEDS is due at the time of first face-to-face direct service. **Overdue BH-TEDS** directly influence our rates and reimbursement.

Service Start Date is the date of the **first face-to-face non-screening service**.

Service Update Date is the date that the update data is collected. (for Mental Health BH-TEDS only)

Service End Date is the date of the **last face-to-face service**. (It is NOT the current date or the date of the discharge or the date of the transition plan.)

New This Year!

BH-TEDS MH Crisis Only record or a 'Q record'

- A 'Q record' can only be used for these services

SERVICE	CPT CODE	SERVICE NUMBER
Crisis Intervention [daytime]	90839	44
Crisis Intervention [after hours]	90839	45
Crisis Intervention Service	H2011	358
Crisis (add on code)	90840	351
Preadmission Screening (PAS)	T1023	47

BH-TEDS MH Crisis Only record or a 'Q record'

- No end record is needed. This is designed to eliminate the need to Start and immediately End a BH-TEDS and give the option to pass on certain questions due to the nature of the crisis-only event
- Do not complete a Q record for a current open consumer
- If the person starts on-going services, a BH-TEDS Start should be completed at the next direct contact

Filling out the New Cx360 BH-TEDS Form:

Client transaction type: Select MH or SUD:

- MH- Persons receiving MI/SED and/or I/DD Services from HealthWest
- SUD- Receiving substance use treatment from a LICENSED SUD PROVIDER or the HealthWest SUD Team ****IMPORTANT: This does not include everyone with a substance use disorder**

System transaction type: Select Add or Change

- Add- New record; This will be used 99% of the time
- Change- Use to change a specific field(s) in a completed and accepted current record that corresponds to the point in time it was collected. This is not to be confused with the annual Update BH-TEDS.

Payer ID is the PIHP paying for the service: Choose '281366-Lakeshore Regional Entity'

State Provider Identifier is the CMHSP authorizing/ paying for the service:

- For MH records: Choose HealthWest
- For SUD records: HealthWest SUD Team - Choose HealthWest SUD Team. External SUD Providers - Choose provider where the individual is receiving SUD services

Type of Treatment Service Setting

- For most MH records - Choose State Mental Health Agency funded/operated community based program
- For MH individuals receiving assessment only – Choose MH individuals receiving assessment or evaluation services only
- For SUD Network Providers – Choose the appropriate service setting for which treatment will take place and for which your agency is licensed.
- For HealthWest SUD Team – Choose Ambulatory- Non-intensive outpatient
- For Brinks – Choose State Mental Health Agency funded/operated community based program. Do Not choose Residential Treatment Center.

Cx360 Functionality continued

Employment

- Individuals 15 or younger are always NA - Individual is under 16 years of age (even if they have a job)
- You have to enter Work Task Hours and Earnings Per Hour for the last two weeks for Unemployed and Student:
 - Unemployed: Work/Task Hours = looking for work in the past two weeks, Earnings = \$0
 - Student: Work/Task Hours = hours spent in class and doing homework, Earnings = \$0

Population Indicator form instructions

- **If a person has received a CANS/ANSA then, MI/SED Designation must be 1-Yes or 2-No. It should not be 3- Not Evaluated.**
- SMI= Serious Mental Illness: **18 years old with a Mental Health Diagnosis**
- SED= Serious Emotional Disturbance: **17 or younger with a Mental Health Diagnosis**
- You need to select based on the following scenarios:
- SMI individual would have MI/SED Designation 1-Yes and Detailed SMI/SED of 1-SMI
- SED individual would have MI/SED Designation 1-Yes and Detailed SMI/SED of 2-SED
- Mild to moderate individual would have MI/SED Designation 1-Yes and Detailed SMI/SED of 4 Neither SMI nor SED
- **Individual with no MH issue would have MI/SED Designation 2-No and Detailed SMI/SED of 7 Not Evaluated or N/A**
- SUD A & D records where the individual was not evaluated for MH issues would have MH Designation of 3-Not Evaluated and Detailed SMI/SED of 7 Not evaluated or N/A

Status

- Tells the status of the BH-TEDS record and is read-only. Mostly for QI team, but can be helpful in understanding process, such as, giving clues to the reason a new form cannot be created or if your data was correctly filled in.
- Draft – BH-TEDS form is being worked on, needs to be completed.
- Ready to be exported – BH-TEDS is completed, needs to be exported by QI during monthly export process.
- Completed, QI to review – one of the non-editable fields needs a correction. QI will review and correct or will uncomplete the form and create a “To Do”, along with instructions.
- Exported – BH-TEDS file has been exported to MDHHS
- Accepted – BH-TEDS has been completed, exported and accepted by MDHHS.
- Rejected – MDHHS has rejected the BH-TEDS. A new record will need to be created by QI to fix the error. A “To Do” will be created if you are needed to make the fix.
- Hold – QI has placed a hold on the form. This holds back the record from being exported to MDHHS, usually because it is known that the record would be rejected by MDHHS.

Exported by Cx360

- Date that the BH-TEDS was exported to MDHHS, this is read-only.

Batch Number

- Batch number associated with the BH-TEDS export, this is read-only and is used by QI.

View full BH-TEDS PowerPoint for detailed information on each field at:

<https://healthwest.net/for-providers/cx360-electronic-health-record/>

For questions, concerns, and help please contact:

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