



## **Mississippi Department of Mental Health (DMH)**

### **Provider Submission Guide – Client**

Last Revision Date: 3/16/2020

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## 1 Client Data Set

### 1.1 Submitting Client Data

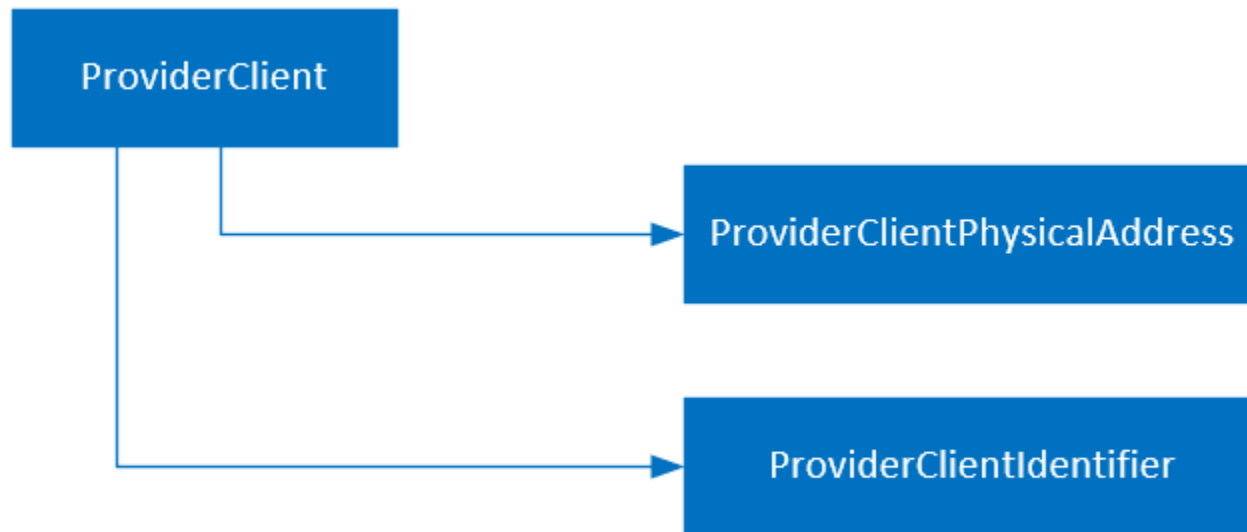
A Provider Client record is required from all provider organizations for each client receiving services whose cost of care is funded, in whole or in part, by Mississippi Department of Mental Health.

Provider Client data must be submitted prior to any other data submissions associated with that client. Provider Client data must also be submitted to the Data Warehouse prior to any 837 submissions for those clients.

Provider Client data set information should be re-submitted after Provider Client data set information changes.

### 1.2 Client Domain Diagram

The following diagram depicts the relationships between all objects in the Client domain in the Data Warehouse. Each of the objects below is an entity within the Provider Client domain.



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## 1.3 Client Entities

This section defines the entities involved in the Client data set.

Providers that are under contract with Mississippi Department of Mental Health to provide services are required to submit client records in compliance with regulations and statutes.

All the entities in the provider client data set will include all the data needed to identify a client who receives services. It will also enable the mandatory reporting of the SAMHSA Treatment Episode Dataset (TEDS) and it will allow Mississippi Department of Mental Health to understand and analyze the population being served.

### 1.3.1 ProviderClient

#### 1.3.1.1 Description

A Provider Client represents a provider's record of demographic information for an individual serviced by the provider. A Provider Client will be uniquely identified in the Data Warehouse by the combination of the Provider's Source Record Identifier for the Provider Client and the Source Record Identifier for the Provider. Providers are required to submit a unique Source Record Identifier for each Provider Client. Therefore, no two Provider Client records can be submitted with the same Provider Client Source Record Identifier and Provider Source Record Identifier combination.

#### 1.3.1.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to delete an existing record are:

Field
Source Record Identifier
Provider Source Record Identifier

---

### 1.3.1.3 Additional Business Rules

Rule Type	Rule Name	Message	Additional Values in Message
<b>Error</b>	Must Have Social Security Number Rule	A Provider Client Identifier with Type Code 8400.1 (i.e. Social Security Number) must be provided for each Provider Client.	
<b>Error</b>	Must Have At Least One Address Rule	At least one Provider Client Address must be provided for each Provider Client.	
<b>Error</b>	Must Associate Submitting Entity To Provider Rule	Submitting Entity not authorized to submit Client data for this Provider	

### 1.3.1.4 Fields

The fields in this entity, along with a description and associated validation rules for each are:

Field	Description	Validation Rules						
Source Record Identifier	The provider's internal system identifier for the Provider Client record.	<b>Data Type Validation</b>						
		Data Type      Message						
		<b>string</b> Failed parsing value to type string						
		<b>Length Validation</b>						
		Max Length      Message						
		<b>100</b> Value length must be less than or equal to '100'						
		<b>Errors</b>						
		<table border="1"> <thead> <tr> <th>Rule Name</th> <th>Message</th> <th>Additional Values in Message</th> </tr> </thead> <tbody> <tr> <td><b>Source Record Identifier Required Rule</b></td> <td>Source Record Identifier is required</td> <td></td> </tr> </tbody> </table>	Rule Name	Message	Additional Values in Message	<b>Source Record Identifier Required Rule</b>	Source Record Identifier is required	
Rule Name	Message	Additional Values in Message						
<b>Source Record Identifier Required Rule</b>	Source Record Identifier is required							
		<b>Guidance</b>						
		<p>Note</p> <p>The SourceRecordIdentifier must be a unique identifier for this record in the source system. It must be a value that is unique and never changes. Examples of unique identifiers are Identity, AutoNumber or GUID. If the source system does not have a unique identifier, one can be constructed. A constructed SourceRecordIdentifier might contain the values that make this record unique and never change, separated by a delimiter.</p>						
Provider Source Record Identifier	The provider's internal system identifier for the Provider record this Provider Client is associated with.	<b>Data Type Validation</b>						
		Data Type      Message						
		<b>string</b> Failed parsing value to type string						
		<b>Linkage Validation</b>						
		<table border="1"> <thead> <tr> <th>Description</th> <th>Required</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Description	Required	Message			
Description	Required	Message						

**Must match the Source Record Identifier for a single Provider already set up in the Data Warehouse**    Yes    Cannot find matching 'Provider'

**Guidance**

Note

The Agency ID that is setup in WITS for each provider should be sent in this field.

Birth Date    The date of birth of the client.

**Data Type Validation**

Data Type	Message	Note
date	Failed parsing value to type Date	Refer to the Appendix for <b>Common Data Types</b> .

**Errors**

Rule Name	Message	Additional Values in Message
<b>Birth Date Required Rule</b>	Birth Date is required	
<b>Birth Date Must Be Less Than Current Date Rule</b>	Birth Date must be less than the current date	
<b>Birth Date Must Be Reasonable Rule</b>	Birth Date must be between X and Y years ago.	
	Note: This will be configurable; the "X" and "Y" will be replaced with actual values at runtime. Initially set to 10 and 100 respectively.	

First Name    The first name of the client.

**Data Type Validation**

Data Type	Message
string	Failed parsing value to type string

**Length Validation**

Max Length	Message
100	Value length must be less than or equal to '100'

**Errors**

Rule Name	Message	Additional Values in Message
<b>First Name Required Rule</b>	First Name is required	
<b>First Name Must Not Have Special Chars Rule</b>	First Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.	

Middle Name      The middle name of the client.

**Data Type Validation**

Data Type	Message
<b>string</b>	Failed parsing value to type string

**Length Validation**

Max Length	Message
<b>100</b>	Value length must be less than or equal to '100'

**Errors**

Rule Name	Message	Additional Values in Message
<b>Middle Name Must Not Have Special Chars Rule</b>	Middle Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.	

**Guidance**

Note
Optional

Last Name      The last name of the client.

**Data Type Validation**

Data Type	Message
<b>string</b>	Failed parsing value to type string

**Length Validation**



Max Length	Message
100	Value length must be less than or equal to '100'

**Errors**

Rule Name	Message	Additional Values in Message
<b>Last Name Required Rule</b>	Last Name is required	
<b>Last Name Must Not Have Special Chars Rule</b>	Last Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.	

Maiden Name      The Maiden name of the client.

**Data Type Validation**

Data Type	Message
string	Failed parsing value to type string

**Length Validation**

Max Length	Message
100	Value length must be less than or equal to '100'

**Errors**

Rule Name	Message	Additional Values in Message
<b>Maiden Name Must Not Have Special Chars Rule</b>	Maiden Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.	

**Guidance**

Note
Optional

Suffix Name      The suffix name of the client.

**Data Type Validation**

Data Type	Message
-----------	---------

<b>string</b>	Failed parsing value to type string
---------------	-------------------------------------

**Length Validation**

Max Length	Message
<b>100</b>	Value length must be less than or equal to '100'

**Errors**

Rule Name	Message	Additional Values in Message
<b>Suffix Name Must Not Have Special Chars Rule</b>	Suffix Name must consist of upper and lower case letters, spaces, hyphens, and apostrophes. No other types of character are allowed.	

**Guidance**

Note
Optional

Sex Code      The code indicating the sex (gender at birth) of the client.

**Data Type Validation**

Data Type	Message
<b>string</b>	Failed parsing value to type string

**Vocabulary Validation**

Rule	Message
Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Sex</b> Value Set	Unknown code for type 'Sex'

**Errors**

Rule Name	Message	Additional Values in Message
<b>Sex Code Required Rule</b>	Sex Code is required	

Sexual Orientation Code      The code indicating the sexual orientation of the client.

**Data Type Validation**

Data Type	Message
-----------	---------

**string** Failed parsing value to type string

**Vocabulary Validation**

Rule	Message
Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Sexual Orientation</b> Value Set	Unknown code for type 'SexualOrientation'

**Guidance**

Note
<b>Optional</b>

Ethnicity Code The code indicating the ethnicity of the client.

**Data Type Validation**

Data Type	Message
<b>string</b>	Failed parsing value to type string

**Vocabulary Validation**

Rule	Message
Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Ethnicity</b> Value Set	Unknown code for type 'Ethnicity'

**Errors**

Rule Name	Message	Additional Values in Message
<b>Ethnicity Code Required Rule</b>	Ethnicity Code is required	

Veteran Status Code The code indicating whether the client has ever served in the uniformed services.

**Data Type Validation**

Data Type	Message
<b>string</b>	Failed parsing value to type string

**Vocabulary Validation**

		<table border="1"> <thead> <tr> <th>Rule</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Veteran Status</b> Value Set</td> <td>Unknown code for type 'VeteranStatus'</td> </tr> </tbody> </table> <p><b>Errors</b></p> <table border="1"> <thead> <tr> <th>Rule Name</th> <th>Message</th> <th>Additional Values in Message</th> </tr> </thead> <tbody> <tr> <td><b>Veteran Status Code Required Rule</b></td> <td>Veteran Status Code is required</td> <td></td> </tr> </tbody> </table>	Rule	Message	Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Veteran Status</b> Value Set	Unknown code for type 'VeteranStatus'	Rule Name	Message	Additional Values in Message	<b>Veteran Status Code Required Rule</b>	Veteran Status Code is required					
Rule	Message															
Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Veteran Status</b> Value Set	Unknown code for type 'VeteranStatus'															
Rule Name	Message	Additional Values in Message														
<b>Veteran Status Code Required Rule</b>	Veteran Status Code is required															
Race Code	The code indicating the race of the client.	<p><b>Data Type Validation</b></p> <table border="1"> <thead> <tr> <th>Data Type</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td><b>string</b></td> <td>Failed parsing value to type string</td> </tr> </tbody> </table> <p><b>Vocabulary Validation</b></p> <table border="1"> <thead> <tr> <th>Rule</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Race</b> Value Set</td> <td>Unknown code for type 'Race'</td> </tr> </tbody> </table> <p><b>Errors</b></p> <table border="1"> <thead> <tr> <th>Rule Name</th> <th>Message</th> <th>Additional Values in Message</th> </tr> </thead> <tbody> <tr> <td><b>Race Code Required Rule</b></td> <td>Race Code is required</td> <td></td> </tr> </tbody> </table>	Data Type	Message	<b>string</b>	Failed parsing value to type string	Rule	Message	Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Race</b> Value Set	Unknown code for type 'Race'	Rule Name	Message	Additional Values in Message	<b>Race Code Required Rule</b>	Race Code is required	
Data Type	Message															
<b>string</b>	Failed parsing value to type string															
Rule	Message															
Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Race</b> Value Set	Unknown code for type 'Race'															
Rule Name	Message	Additional Values in Message														
<b>Race Code Required Rule</b>	Race Code is required															
Citizenship Code	The code indicating the client's citizenship	<p><b>Data Type Validation</b></p> <table border="1"> <thead> <tr> <th>Data Type</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td><b>string</b></td> <td>Failed parsing value to type string</td> </tr> </tbody> </table> <p><b>Vocabulary Validation</b></p> <table border="1"> <thead> <tr> <th>Rule</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Citizenship</b> Value Set</td> <td>Unknown code for type 'Citizenship'</td> </tr> </tbody> </table>	Data Type	Message	<b>string</b>	Failed parsing value to type string	Rule	Message	Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Citizenship</b> Value Set	Unknown code for type 'Citizenship'						
Data Type	Message															
<b>string</b>	Failed parsing value to type string															
Rule	Message															
Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>Citizenship</b> Value Set	Unknown code for type 'Citizenship'															

**Errors**

Rule Name	Message	Additional Values in Message
<b>Citizenship Code Required Rule</b>	Citizenship Code is required	

Unique Client Identifier

A code that consistently identifies this client across providers.

**Data Type Validation**

Data Type	Message
<b>string</b>	Failed parsing value to type string

**Length Validation**

Max Length	Message
<b>100</b>	Value length must be less than or equal to '100'

**Errors**

Rule Name	Message	Additional Values in Message
<b>Unique Client Identifier Only Valid From WITS Rule</b>	Unique Client Identifier may only be provided if the record was extracted from WITS.	

**Guidance**

Note
The Unique Client Identifier is part of the Data Warehouse, but it will be generated automatically by the Data Warehouse system, using the same algorithm that WITS uses, and <b>should never be entered by a Provider that is submitting directly to the Data Warehouse.</b>

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### 1.3.1.5 *ProviderClientIdentifier*

This is a Subentity of ProviderClient.

#### 1.3.1.5.1 Description

A Provider Client Identifier represents a specific identifier for a Provider Client. A Provider Client can contain multiple Provider Client Identifier records. A Provider Client Identifier will be uniquely identified in the Data Warehouse by the Provider Client record, and the Provider Client Identifier's Type Code. Therefore, no two Provider Client Identifier records can be submitted with the same Provider Client Identifier Type Code for the same Provider Client.

#### 1.3.1.5.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to delete an existing record are:

Field
-------

**Type Code**

### 1.3.1.5.3 Fields

The fields in this entity, along with a description and associated validation rules for each are:

Field	Description	Validation Rules
Type Code	The code indicating the type of Provider Client Identifier.	<b>Data Type Validation</b>
		Data Type      Message
		<b>string</b> Failed parsing value to type string
		<b>Vocabulary Validation</b>
		Rule                                      Message
		Must be a valid Vocabulary value from the <b>Mississippi Code System</b> , for the <b>Provider Client Identifier Type</b> Value Set              Unknown code for type 'ProviderClientIdentifierType'
		<b>Errors</b>
		Rule Name                                      Message                                      Additional Values in Message
		<b>Type Code Required Rule</b> Type Code is required
Identifier	The identifier value for the Provider Client Identifier.	<b>Data Type Validation</b>
		Data Type      Message
		<b>string</b> Failed parsing value to type string
		<b>Length Validation</b>
		Max Length      Message
		<b>50</b> Value length must be less than or equal to '50'
		<b>Errors</b>
		Rule Name                                      Message                                      Additional Values in Message
		<b>Identifier Required Rule</b> Identifier is required

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<b>Social Security Number Must Match Regular Expression If Type Social Security Number Rule</b>	Social Security Number must be provided and must be in the format ###-##-#### or #### where # is a number
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### 1.3.1.6 *ProviderClientPhysicalAddress*

This is a Subentity of ProviderClient.

#### 1.3.1.6.1 Description

A Provider Client Physical Address represents a unique physical address for a client. A client can have multiple Provider Client Physical Address records. A Provider Client Physical Address will be uniquely identified in the Data Warehouse by the Provider Client record and the Provider Client Physical Address' Type Code. Therefore, no two Provider Client Physical Address records can be submitted with the same Type Code for the same Provider Client.

#### 1.3.1.6.2 Key Fields

The fields in this entity that will be used to uniquely identify a record, to determine whether to create or update an existing record, and to delete an existing record are:

Field
-------

**Type Code**

### 1.3.1.6.3 Fields

The fields in this entity, along with a description and associated validation rules for each are:

Field	Description	Validation Rules
Type Code	The code indicating the type of physical address.	<b>Data Type Validation</b>
		Data Type      Message
		<b>string</b> Failed parsing value to type string
		<b>Vocabulary Validation</b>
		Rule      Message
		Must be a valid Vocabulary value from the <b>Mississippi Code System</b> , for the <b>Provider Client Physical Address Type</b> Value Set      Unknown code for type 'ProviderClientPhysicalAddressType'
First Street Address	The first street address for this physical location.	<b>Errors</b>
		Rule Name      Message      Additional Values in Message
		<b>Type Code Required Rule</b> Type Code is required
		<b>Data Type Validation</b>
First Street Address	The first street address for this physical location.	Data Type      Message
		<b>string</b> Failed parsing value to type string
		<b>Length Validation</b>
		Max Length      Message
		<b>100</b> Value length must be less than or equal to '100'
		<b>Errors</b>
Rule Name      Message      Additional Values in Message		
<b>First Street Address Required Rule</b> First Street Address is required		
Second Street	The second street address for this physical location.	<b>Data Type Validation</b>

<p>Address</p>	<table border="1"> <tr> <td>Data Type</td> <td>Message</td> </tr> <tr> <td><b>string</b></td> <td>Failed parsing value to type string</td> </tr> </table> <p><b>Length Validation</b></p> <table border="1"> <tr> <td>Max Length</td> <td>Message</td> </tr> <tr> <td><b>100</b></td> <td>Value length must be less than or equal to '100'</td> </tr> </table> <p><b>Guidance</b></p> <table border="1"> <tr> <td>Note</td> </tr> <tr> <td>Optional</td> </tr> </table>	Data Type	Message	<b>string</b>	Failed parsing value to type string	Max Length	Message	<b>100</b>	Value length must be less than or equal to '100'	Note	Optional				
Data Type	Message														
<b>string</b>	Failed parsing value to type string														
Max Length	Message														
<b>100</b>	Value length must be less than or equal to '100'														
Note															
Optional															
<p>City Name</p> <p>The city name for this physical location.</p>	<p><b>Data Type Validation</b></p> <table border="1"> <tr> <td>Data Type</td> <td>Message</td> </tr> <tr> <td><b>string</b></td> <td>Failed parsing value to type string</td> </tr> </table> <p><b>Length Validation</b></p> <table border="1"> <tr> <td>Max Length</td> <td>Message</td> </tr> <tr> <td><b>100</b></td> <td>Value length must be less than or equal to '100'</td> </tr> </table> <p><b>Errors</b></p> <table border="1"> <thead> <tr> <th>Rule Name</th> <th>Message</th> <th>Additional Values in Message</th> </tr> </thead> <tbody> <tr> <td><b>City Name Required Rule</b></td> <td>City Name is required</td> <td></td> </tr> </tbody> </table>	Data Type	Message	<b>string</b>	Failed parsing value to type string	Max Length	Message	<b>100</b>	Value length must be less than or equal to '100'	Rule Name	Message	Additional Values in Message	<b>City Name Required Rule</b>	City Name is required	
Data Type	Message														
<b>string</b>	Failed parsing value to type string														
Max Length	Message														
<b>100</b>	Value length must be less than or equal to '100'														
Rule Name	Message	Additional Values in Message													
<b>City Name Required Rule</b>	City Name is required														
<p>State Code</p> <p>The code indicating the state for this physical location.</p>	<p><b>Data Type Validation</b></p> <table border="1"> <tr> <td>Data Type</td> <td>Message</td> </tr> <tr> <td><b>string</b></td> <td>Failed parsing value to type string</td> </tr> </table> <p><b>Vocabulary Validation</b></p> <table border="1"> <tr> <td>Rule</td> <td>Message</td> </tr> <tr> <td>Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>State</b> Value Set</td> <td>Unknown code for type 'State'.</td> </tr> </table>	Data Type	Message	<b>string</b>	Failed parsing value to type string	Rule	Message	Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>State</b> Value Set	Unknown code for type 'State'.						
Data Type	Message														
<b>string</b>	Failed parsing value to type string														
Rule	Message														
Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>State</b> Value Set	Unknown code for type 'State'.														

**Errors**

Rule Name	Message	Additional Values in Message
<b>State Code Required Rule</b>	State Code is required	

Postal Code      The postal code of the physical address.

**Data Type Validation**

Data Type	Message
<b>string</b>	Failed parsing value to type string

**Errors**

Rule Name	Message	Additional Values in Message
<b>Postal Code Required Rule</b>	Postal Code is required	
<b>Postal Code Must Match Regular Expression Rule</b>	Postal Code must be in the format ##### or #####-#### where # is a number	

County Code      The code indicating the county of the physical address.

**Data Type Validation**

Data Type	Message
<b>string</b>	Failed parsing value to type string

**Vocabulary Validation**

Rule	Message
Must be a valid Vocabulary value from the <b>Mississippi</b> Code System, for the <b>County</b> Value Set	Unknown code for type 'County'

**Errors**

Rule Name	Message	Additional Values in Message
<b>County Code Required Rule</b>	County Code is required	