BHH EDW Report Guide
June 9, 2020

Finding BHH Reports

The two most useful BHH reports in the EDW are the BHH Missing Data EDW report and the BHH Clients Summery Report. Individuals may have different levels of permission and different access to folders, so don't be alarmed if you see different reports than other staff at your agency. To quickly find the BHH reports, use the search function on the EDW opening page. Type "BHH" in the search box and search. The two reports will appear. If the two reports do not appear, please contact the DMHAS helpdesk to gain access.
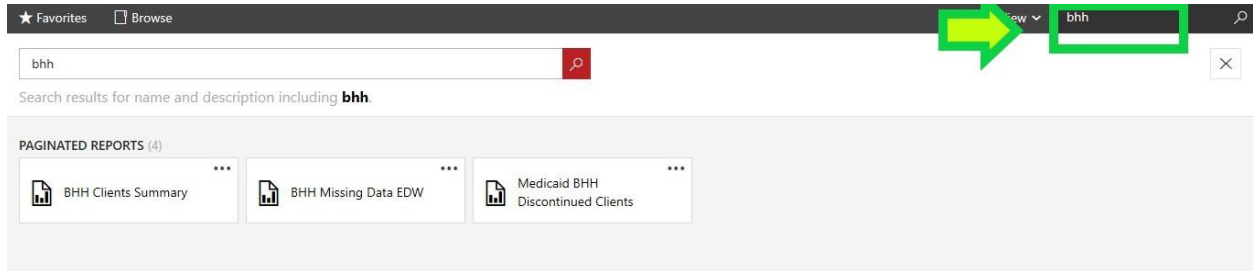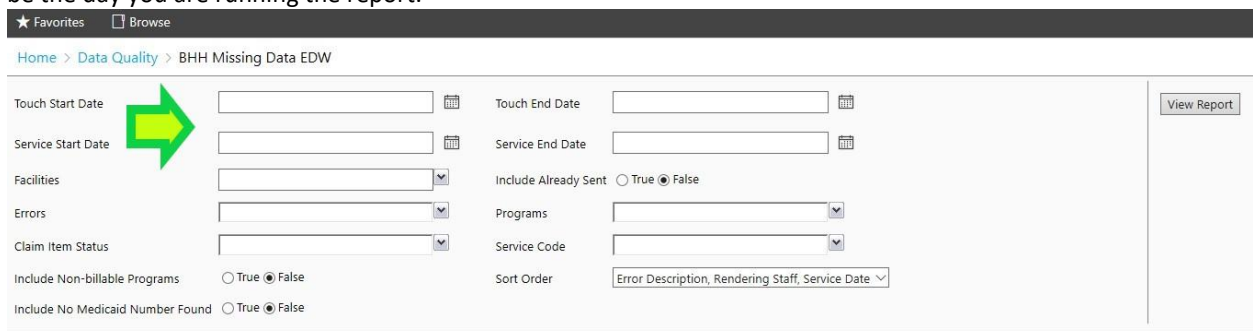

BHH Missing Data EDW

Purpose: Identify circumstances that prevented a service from being billed. Some of these are fixable errors. This report can be used to identify these specific fixable errors. Also, this report can identify the reason why a service did not get billed, but is not a fixable.
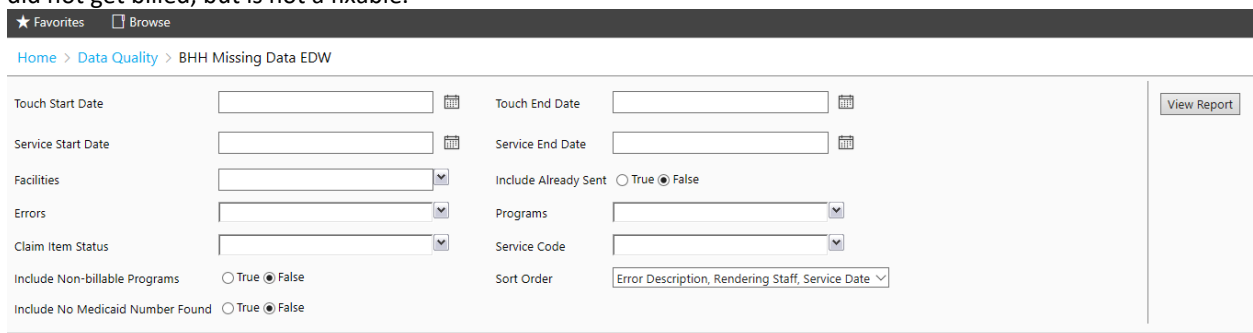
Step 1: Enter Touch Start and End Dates & Service Start and End Dates
Touch date allows the most current information to be displayed in the report. Touch dates are different from service start and end dates. Expanding the touch end date beyond the end service date will incorporate changes or modifications done to the service after the end service date. The service start and the touch start should be the same date.

Touch Start date is always the beginning of the period you are looking at. For example, if you were interested in looking at data for the month of March 2020, the touch start date would be 03/01/2020. Your touch end date will be the day you are running the report.

Step 2: Facility

Facility will be limited to your own facility/agency.

Step 3: Limit Error Codes

In the Error dropdown menu, remove check mark selection for BHH insurance disenrolled before 10/1/2015, BHH insurance enrollment too short, and Service date not within BHH insurance effective dates.

Step 4: Choose Program

The report gives you the option of selecting only certain programs. In most situations, it is best to choose all programs, download the data and then complete any selections or filtering in Excel.

Step 5: Claim Item Status

The choices will be different for Private Non-Profit agencies and State Operated Facilities. Private Non-Profit agencies will have only one choice – DDaP. State Facilities will be able to limit report results to certain categories. As with other options, it is best to choose all and filter or select in Excel once the data is downloaded.

Step 6: Service Code

The report gives you the option of selecting only certain services codes. In most situations, it is best to choose all codes, download the data and then complete any selections or filtering in Excel.

Step 7: Include Non-Billable Programs and No Medicaid Number Found

For these two questions, you should select true.

Step 8: Sort Order

Choose the order that works best. In most cases, it is best to leave this on the default value and complete any sorting in Excel once the data are downloaded.

Step 9: Run and Download Report Results

Select the disk icon to see download options. Select CSV format as it provides a clean version of the data. Open and save the file in an Excel format.

Step 10: Remove Unnecessary Error Codes

In order to create a list of all service where a client was served but not billed, error codes that are no longer used or needed must be filtered out. In the Error_Codes column, select filter and filter out the unneeded error codes. The intent is to limit the list to combinations of certain error codes.

Filter for combinations of yellow highlighted codes only, if there is a code that is highlighted in yellow along with a code that is not highlighted in yellow, you do not want to select that row.

Error_Number	Description
5005	Multiple Services in a month
5020	No Medicaid Insurance
5030	No BHH Medicaid Insurance
5130	Missing ICD-10 Diagnosis
5160	Client under 21 at service date
5210	Missing Medicaid #
5225	Service Date more than 365 days old
5230	Invalid Medicaid #
5240	Invalid Medicaid #
5250	Unmatched BHH Medicaid and Medicaid insurance record
5260	Invalid BHH Medicaid #
5270	Invalid BHH Medicaid #
5310	Future Service Date
5320	Service date not within BHH insurance effective dates
5330	BHH insurance enrollment too short
5340	BHH insurance disenrolled before 10/1/2015
5350	Duration less than 8 minutes
5360	Both BHH and BHH Waiver Insurance
5410	Missing or invalid BHH provider code
5420	Non BHH Program
5810	Invalid waiver service code or location
5820	Invalid Service Location
5950	Batch Already Sent
5960	TCM Already Sent

Once the list is filtered, you will have each actual service that was not billed.

Tip: copy the filtered data to a new tab in case the filter is removed, otherwise the data that was just unselected will reappear.

Step 11: Identify Fixable Errors
The errors highlighted below are fixable. If a service has an error that includes only one or a combination of the highlighted errors, that particular error can be fixed and the service resubmitted. If there is a combination of fixable and not fixable errors, the particular service cannot be corrected. However, the fixable portion should be investigated and fixed to prevent future errors that occur independently.

Error_Number	Description
5005	Multiple Services in a month
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5030	No BHH Medicaid Insurance
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5320	Service date not within BHH insurance effective dates
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5340	BHH insurance disenrolled before 10/1/2015
5350	Duration less than 8 minutes
5360	Both BHH and BHH Waiver Insurance
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BHH Clients Summary

Purpose: To examine roster and look at services provided to BHH enrolled clients over a given time period.

Step 1: Choose a Start Date and End Date

Step 2: Provider
Provider will default to agency.

Step 3: Select Insurance Type

The report can be run for BHH and BHH Waiver clients separately or together. It is best to run for all and sort/filter in Excel after report download.

Step 4: Run report and save as CSV

Use tools in Excel to Manipulate Reports

The downloaded BHH Clients Summary report can be manipulated in Excel to answer questions and provide useful information.

Determining Roster

Step 1: In Excel, select all columns except for Client Last Name, Client First Name and MPI.

Step 2: Delete highlighted columns.

Step 3: Select remaining columns.

Step 4: Remove Duplicates

Select enitre list. In the data tab, select remove duplicates. Make sure "My data has headers" is checked. Choose OK.
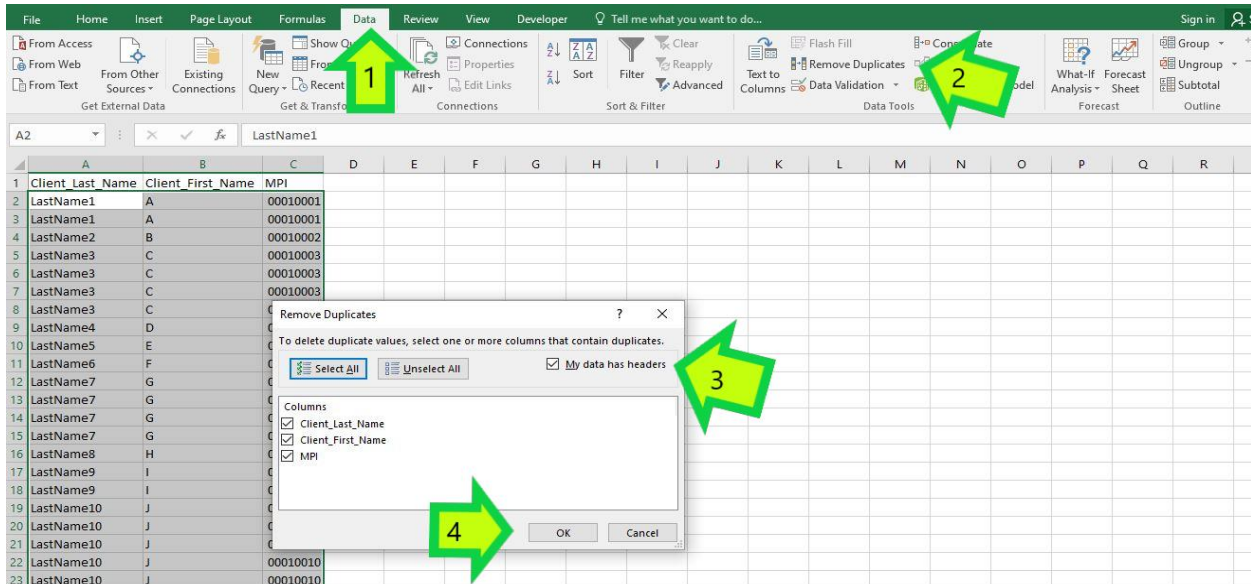
Step 5: Complete unduplicated roster list.

List of Clients with Services

Step 1: Remove Clients with no Services
Under the Home Tab, choose filter.

Filter on CPT code. Uncheck all codes leaving only blanks.
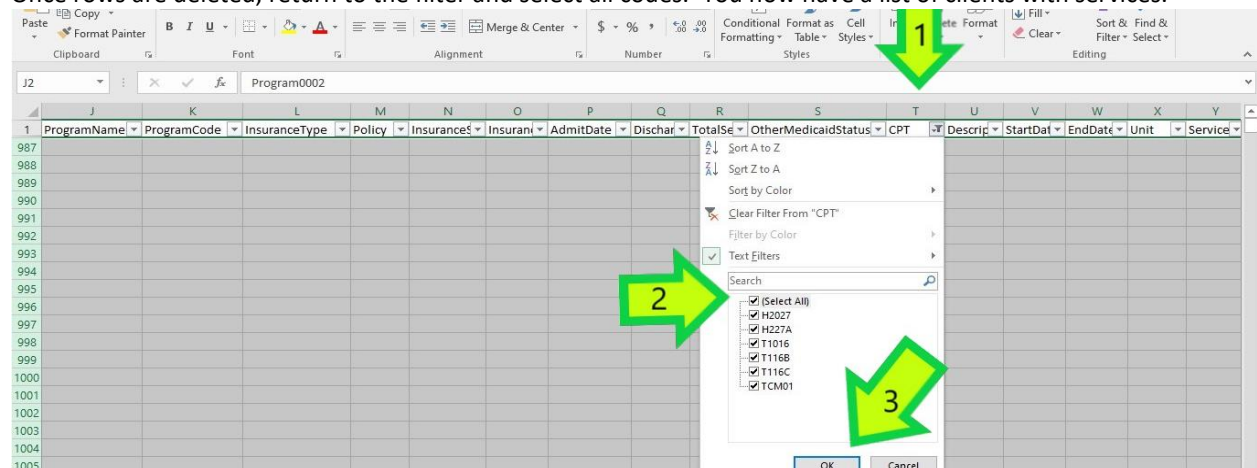
After filtering, select all rows.
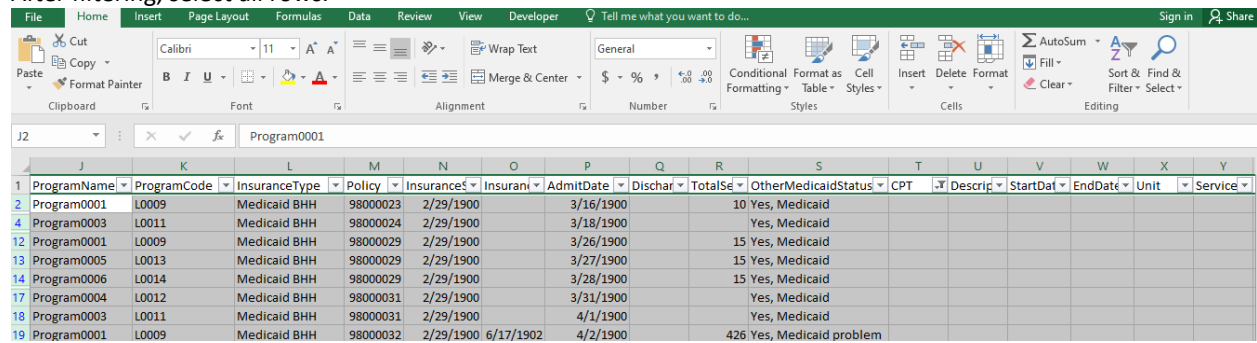
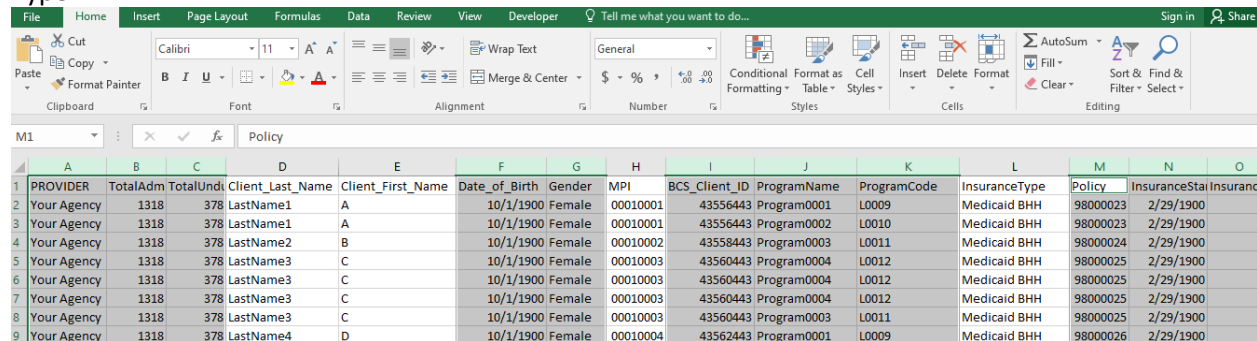Once selected, on Home tab choose delete, then delete sheet rows.
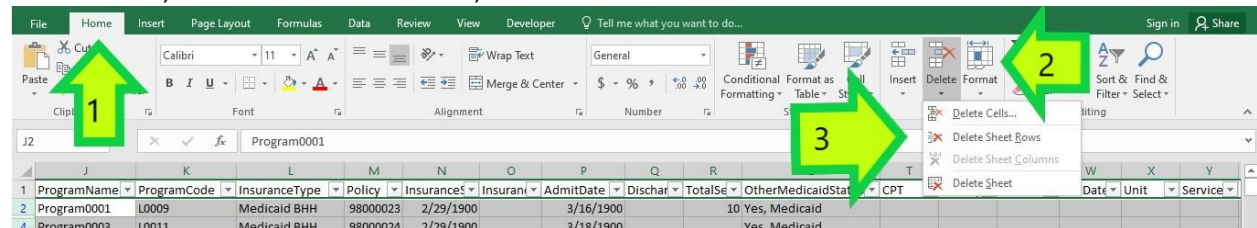
Step 2: Remove Filter to See Clients with Services

Once rows are deleted, return to the filter and select all codes. You now have a list of clients with services.
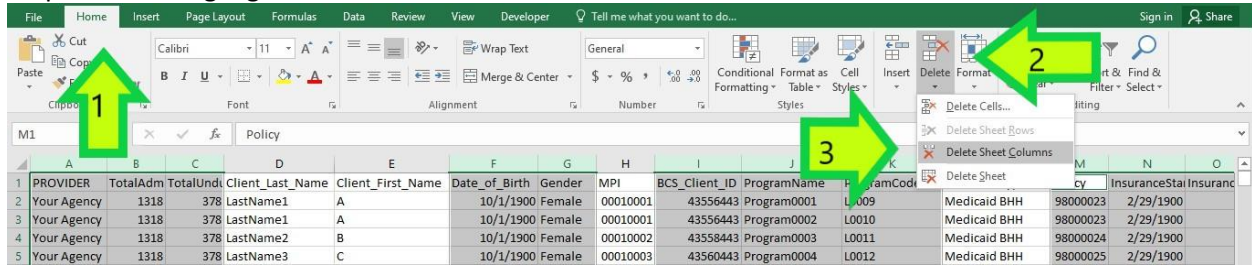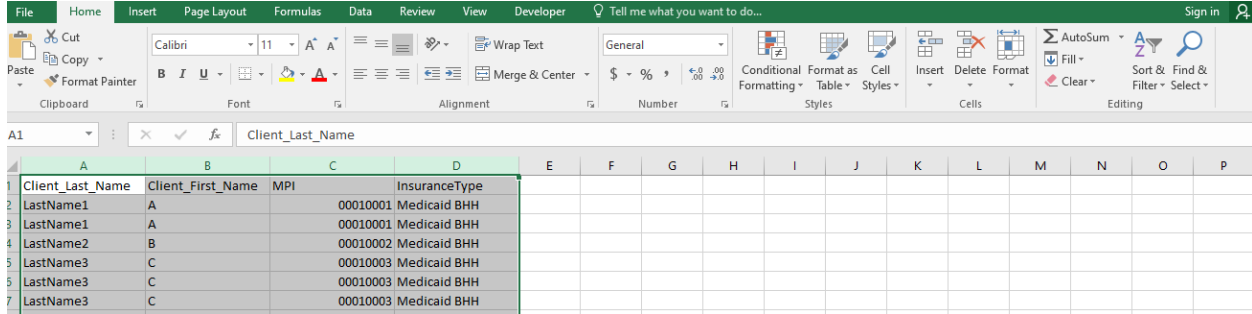

List of Waiver and Non-Waiver Clients

Step 1: In Excel, select all columns except for Client Last Name, Client First Name, MPI and Insurance Type.
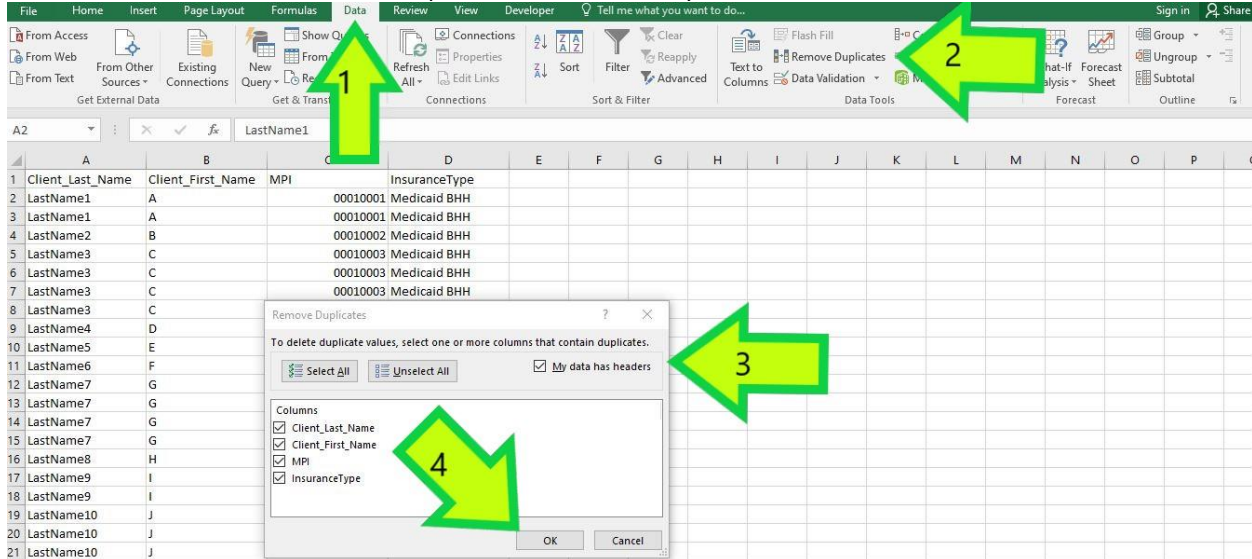
Step 2: Delete highlighted columns.

Step 3: Select remaining columns.

Step 4: Remove duplicates

Under the Data tab, choose remove duplicates. Make sure "My data has headers" is checked. Choose ok.

Step 5: List of Clients with Waiver/Non-Waiver