

BH-TEDS Q Record Field Entry Guide – FY20

For the Q-Record (Crisis Only Services on or after 10/1/19)

This document provides instruction for completing BH-TEDS Q-Record documents for Crisis Only services (H2011, T1023, 90893, 90840, and S9484) beginning on **10/1/2019** and later. **The Service Type must = 'Q Record Crisis Contact' for the document to be considered a 'Q' record.**

For instructions on completing OR CORRECTING a BH-TEDS Admission or Discharge Document dated prior to 10/1/19, please see the [BH-TEDS Field Entry Guide FY19 - Updated](#).

For instructions on completing a BH-TEDS Admission Document for non-Crisis services on or after 10/1/19, see the [BH-TEDS Field Entry Guide FY20 - Non-Crisis Only](#).

Color codes in this guide:

- **Green text indicates a particular response must be selected.**
- **Blue text indicates the field or section is not used and can be left blank.**
- Gray indicates a field that cannot or should not be completed or changed in the BH-TEDS document.
- **All other fields must be completed (unless otherwise noted) or the record will produce an error in reporting and you will need to edit and fix the omission.**

Other Notes:

- In some cases, the system will auto-fill the correct selection. This Guide will indicate what to select in the event that the field is blank.
- **Guidance from MDHHS when you are unable to identify the exact response for a field:** *“The best answer among the choices is useful enough and good enough. Useful and informative is the goal.”*
- If you receive notice to correct an error on a BH-TEDS document and you no longer have access to the client, please email ISBA@ceicmh.org or Helpdesk@ceicmh.org, providing the Client ID and the reason you need access. Also, make sure to select the appropriate field entry guide based on date and type of service (see above.)

BH-TEDS – Q Record

Note: A Q-Record denotes a single Crisis Event, not an Episode with a beginning and ending, so no Updates or Discharges should be completed for these events. Part of the 'Quick' in the Q-Record is that you only have to complete a BH-TEDS Admission document!

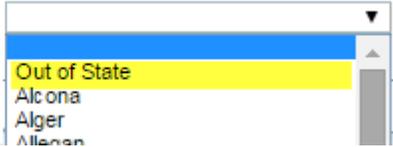
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Tab > Section	Field / Section	Instructions
	Effective Date	This will auto-fill from the Service Start Date when entered. It should match the Service Start Date. This date determines which Field Entry Guide you should follow to complete your document.
Admission Tab		
> Admission Information	Date of Request	The date of first contact when Treatment was requested. This is used to calculate Time to Treatment.
	Service Start Date	Date of first face-to-face service. Note: This date should carry over to the Effective field next to Author. However, if you change the date after entering it, you will also need to change the Effective Date to match.
	Service Start Time	Start time of service provided for this crisis service (Event)
	Time to Treatment	<p>No entry required. System calculates the number of days between first contact/request for service (Date of Request) and the first face-to-face treatment (Service Start Date). Verify that the number looks correct.</p> <p>Note: Verify that the number of days to treatment is correct -- if not, adjust the Date of Request or Service Start Date as appropriate. If Request and Service Start are on the same day, this will show <i>blank</i> for '0'.</p>
	Service Area	Always select Mental Health
	Service Type	<p>Always select 'Q Record Crisis Contact' for single crisis only events (H2011, T1023, 90839, 90840, or S9484) on or after 10/1/19</p> <p>If you are not entering a BH-TEDS record for this type of event, you are using the wrong Field Entry Guide. STOP and use the appropriate link at the beginning of this guide to find the right instructions.</p>
	<div style="display: flex; align-items: center;">  <p>Save here! There can only be one Crisis Only BH-TEDS Admission (Q-Record) entered for any given day for a client. If you see an error indicating that a record already exists, delete this newly started document because we cannot report it. If there is already a Q-Record (BH-TEDS Admission with Service Type = 'Q – Record Crisis Contact') for that day, you should not enter another one. (A Q-Record covers all crisis services for that day.)</p> </div>	
> Client	First/Last Name	Pulls in from client record.
	Gender	Pulls in from client record. Select the gender with which the client identifies, unless client is pregnant, then Female must be selected.
	SSN	Pulls in from the client record.
	SSN – Refused to Provide / Unknown	If SSN displays as 999-##-#### or 000-##-####, one of the associated radio buttons must be selected; “Refused to Provide SSN” or “N/A-Does not have SSN.”
	Date of Birth	Pulls in from client record
> Comment	Comment	A comment can be entered here but is not required.

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<p>> Full Record Exception</p>	<p>BH-TEDS Full Record Exception</p>	<p>Always select 'No' (This document has a 'Q' Exception, not a Full Record Exception. You still have the option of not collecting certain fields, but you must select 'No' for this field to avoid an error or rejection.)</p>
	<p>Other Exception Description</p>	<p>Always leave blank.</p>
<p>> Referral Information</p>	<p>Referred by</p>	<p>Select appropriate option.</p>
	<p>Who directed you to this program? Specify</p>	<p>If Referred by = "Court/Criminal Justice/DUI/DWI," select from among the detailed criminal justice referral options, otherwise leave blank. Select "MDOC SUD Treatment Referral" when the individual is "under the supervision of the Michigan Department of Corrections who is no longer incarcerated and is referred for SUD services."</p>
<p>> General Demographics</p>	<p>Living Arrangements</p>	<p>If unknown / not collected, select 'Q - Unknown for this Crisis Event'. If known, select the appropriate option.</p>
	<p>Detailed Residential Care Living Arrangement</p>	<ul style="list-style-type: none"> • If Living Arrangements is 'Q – Unknown for this Crisis Event', select 'Q – Unknown for this Crisis Event' • If Living Arrangements is "Residential care/AFC," then select one of the following: <ul style="list-style-type: none"> ○ "Specialized Residential..." ○ "General Residential..." ○ 'Q – Unknown for this Crisis Event' • If Living Arrangements is NOT "Residential care/AFC", select "Not applicable", or 'Q – Unknown for this Crisis Event'.
	<p>County of Residence</p>	<p>If client resides in MI, select County of Residence. If client resides in Wisconsin, Indiana, Ohio, Illinois, or Canada, select specific option from the end of the list.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>County of Residence</p>  </div> <p>If client resides in a state not listed, select "Out of State" from the top of the list.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>County of Residence</p>  </div>

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	Pregnant on Service Start Date	<ul style="list-style-type: none"> If Gender is Male, or if Gender is Female and the client's age is less than 15, select "N/A-male adult or prepubescent child" response. If Gender is female and client is 15 or older, select 'Yes...' or 'No...' if known. Otherwise, select "Q - Unknown for this Crisis Event"
	Race	Select the appropriate option
	Hispanic or Latino Ethnicity	Select the appropriate option
	Marital Status	<p>If unknown / not collected, select 'Q - Unknown for this Crisis Event'</p> <p>Otherwise select the appropriate option.</p>
	Number of Dependents	<p>If unknown / not collected, leave blank.</p> <p>If known, enter the appropriate number utilized in calculating the individual's ATP. Children are typically reported on parent(s)' tax return, so typically the number of dependents claimed on parent(s)' return would be reported. In cases where the child's income is used in determining ATP (i.e. Children's Waiver Program and the SED Waiver Programs) the number of dependents would be 1.</p> <p>Note: Number of Dependents should never be = 0.</p>
	Corrections Related Status	<p>If unknown / not collected, select 'Q - Unknown for this Crisis Event'</p> <p>Otherwise select the appropriate option.</p>
	Arrests in Past 30 Days	<p>If unknown / not collected, leave blank.</p> <p>If known, enter the appropriate number. (0 is a valid option.)</p>
	Education	<p>If unknown / not collected, select 'Q - Unknown for this Crisis Event'</p> <p>Otherwise select the appropriate option.</p>
	Currently in Mainstream Special Education Status	<p>If client is older than 26, response must be "Not Applicable."</p> <p>If client is 26 or younger: If unknown / not collected, select 'Q - Unknown for this Crisis Event.'" Otherwise select the appropriate option.</p>
	School Attendance Status	<p>If client is older than 26, response must be "Not Applicable."</p> <p>If client is 26 or younger: If unknown / not collected, select 'Q - Unknown for this Crisis Event.'" Otherwise select the appropriate option.</p>
	Veteran Status	<p>If unknown / not collected, select 'Q - Unknown for this Crisis Event.'" </p> <p>Otherwise select the appropriate option.</p>

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	Branch served in	If unknown / not collected, select 'Q - Unknown for this Crisis Event.' Otherwise select the appropriate option.
	Most recent military service era	If unknown / not collected, select 'Q - Unknown for this Crisis Event.' Otherwise select the appropriate option.
	Client or Family military service	If unknown / not collected, select 'Q - Unknown for this Crisis Event.' Otherwise select the appropriate option.
	Client/family enrolled in connected to VA/veteran resources	If unknown / not collected, select 'Q - Unknown for this Crisis Event.' Otherwise select the appropriate option.
> Employment / Income	Employment Status	If unknown / not collected, select 'Q - Unknown for this Crisis Event.' Otherwise select the appropriate option.
	Detailed 'Not in Competitive Integrated Labor Force	If client is under 16 years of age, select 'N/A – Individual is under 16 years of age.' If Employment Status is: <ul style="list-style-type: none"> • 'Full-time', 'Part-time', or Unemployed, select Not Applicable • 'Not in Competitive Labor Force', select the detailed information (Do NOT select a Not Applicable or Q record option.) • 'Q - Unknown for this Crisis Event', select 'Q - Unknown for this Crisis Event'
	Total Annual Income	If unknown / not collected, leave blank. If client is not working and has no income, enter \$0. If client is working and income is known, enter the information
	Minimum Wage	<ul style="list-style-type: none"> • If Employment Status is "FT competitive" or "PT competitive," Minimum Wage MUST = Individual is currently earning minimum wage or more. (If client is not earning at least minimum wage, then s/he is not <i>competitively</i> employed.) • If Employment Status is "Unemployed" or "N/A individual is under 16 years of age," then Minimum Wage MUST = Individual is Not Working

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		<ul style="list-style-type: none"> • If Detailed not in Competitive Labor Force = “Micro-enterprise/Self-employment netting < minimum wage,” then Minimum Wage MUST = Individual is currently earning less than minimum wage. • If Detailed not in Competitive Labor Force is listed below, then Minimum Wage MUST = Individual is Not Working. <ul style="list-style-type: none"> ○ Homemaker ○ Student ○ Retired ○ Individual’s current disability symptoms prevent... ○ Discouraged Worker ○ Unpaid volunteering and community service ○ Participates in a community based activity... • For all other options, select ‘Q - Unknown for this Crisis Event’
	<p>Work/Task Hours</p>	<p>If unknown / not collected leave blank.</p> <p>Otherwise, enter the number of hours the client spent in the last two weeks related to their FT or PT employment, unemployment, or for these “Detailed Not in Competitive Labor Force” options:</p> <ul style="list-style-type: none"> ○ Student ○ Participates in sheltered workshop ○ Unpaid volunteering and community service ○ Micro-enterprise/Self-employment ... ○ In enclaves, mobile crews, etc. ○ Participates in facility-based activity program... ○ Participates in a community-based activity program... engaging with members of the general community
	<p>SDA, SSI, SSDI Enrolled</p>	<p>If the selection does not autofill, select Yes or No if known, otherwise select ‘Not Collected’</p>
	<p>Earnings per Hour</p>	<p>If unknown / not collected leave blank.</p> <p>Otherwise, enter the client’s earnings per hour in the last two weeks related to their FT or PT employment, unemployment, or for these “Detailed Not in Competitive Labor Force” options:</p> <ul style="list-style-type: none"> ○ Student ○ Participates in sheltered workshop ○ Unpaid volunteering and community service ○ Micro-enterprise/Self-employment ... ○ In enclaves, mobile crews, etc. ○ Participates in facility-based activity program... ○ Participates in a community-based activity program... engaging with members of the general community

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<p>> Treatment Information</p>	<p>Type of Treatment Service Settings</p>	<p>Select from these options applicable to CEI for crisis:</p> <ul style="list-style-type: none"> • State Mental Health Agency funded/operated community-based program – Select for services not specifically identified for other settings. This is the most common Type of Treatment Service Setting. • Institutions under the justice system – Select if client is in jail, prison, juvenile detention, etc. at the start of treatment
	<p>Legal Status at Admission to State Hospital</p>	<p>Select “Not Applicable.”</p>
	<p>Codependent/Collateral Person Served</p>	<p>Always select Client.</p>
	<p>I/DD Designation</p>	<p>Identify whether the individual has been evaluated and meets Michigan’s Mental Health Code definition of Developmental Disability, regardless of whether or not s/he receives services from the I/DD or MI service arrays.</p>
	<p>MI/SED Designation</p>	<p>Identify whether the individual has been evaluated and/or the individual has a DSM 5/ICD10 diagnosis, exclusive of mental retardation, developmental disability, or substance abuse disorder OR if the individual has a Serious Emotional Disturbance. Note: If a client is only enrolled in DD cost centers, this field can be marked “No.”</p>
	<p>Detailed SMI/SED Status</p>	<p>Indicate if a client has serious mental illness (SMI) or serious emotional disturbance (SED).</p> <ul style="list-style-type: none"> • Select “SMI” if MH Designation is Yes AND the client is 21 or older AND the client meets the current Michigan Mental Health Code Definition P.A. 500 of Serious Mental Illness regardless of whether they receive services from the I/DD or the MI service arrays. • Select “SED” if MH Designation is Yes AND the client less than 21 AND the client has a Serious Emotional Disturbance as defined in the current Michigan Mental Health Code. • Select “Neither SMI nor SED” if the client does not meet the current Mental Health Code Definition of Serious Mental Illness or have an SED DSM diagnosis. (Mild to moderate MI client) • Select “Not Evaluated or a SUD (A) or Crisis Event (Q) record without integrated treatment if Not evaluated or Unknown.
	<p>Integrated Substance Use and Mental Health Treatment</p>	<p>Do not select “Yes.” Options for CEI are:</p> <ul style="list-style-type: none"> • ‘Q - Unknown for this Crisis Event’ • “No – Not Co-Occurring” if client does not have a co-occurring substance use and mental health problem, and there is no substance use diagnosis on the Diagnosis tab in the BH-TEDS document.

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		<ul style="list-style-type: none"> “Co-occurring not receiving integrated care” if client has a co-occurring substance use and mental health problem, and there is a substance use diagnosis on the Diagnosis tab in the BH-TEDS document. <p>Note: if this option is selected, at least one substance (and corresponding fields) must be identified on the Substance Use History section.</p>
	Medication-assisted Opioid Therapy at this Agency	<p>If unknown, you can leave this field blank.</p> <p>Select “Not Applicable” unless you are entering Heroin, non-prescription Methadone, or Other Opiates/Synthetics in the Substance Use History tab (then select Yes or No.</p>
	Prior Treatment Episodes	<p>Identify the number of times the client reports having tried to address this problem at any treatment provider. If self-report is known to be inaccurate, a more accurate option may be selected.</p>
	Attendance at Substance Abuse Self Help Groups Past 30 Days	<p>If unknown / not collected, select “Q - Unknown for this Crisis Event”. Do not select “Not Collected (For M Records Only)” as this is not a valid option for the Q record and will cause it to be rejected by the state.</p> <p>If known (and client has Co-occurring disorder per Integrated Treatment field), select the appropriate option.</p>
> LOCUS	LOCUS Assessment Date	<p>If unknown / not collected or not applicable, leave blank.</p> <p>If known and applicable, enter the Date of the last LOCUS. Otherwise leave blank.</p> <p>Note:</p> <ul style="list-style-type: none"> If a LOCUS Score is present, LOCUS Date must be completed. Leave blank if client age is < 17 y.o.
	LOCUS Score	<p>If unknown / not collected or not applicable, leave blank.</p> <p>If known and applicable, enter the Score of the last LOCUS. Otherwise leave blank.</p> <p>Note:</p> <ul style="list-style-type: none"> If LOCUS Date is present, LOCUS Score must be completed. Leave blank if client age is < 17 y.o.
	LOCUS Not Completed	<p>If LOCUS Date / Score are present, leave blank.</p> <p>If the LOCUS is not required, select the correct reason:</p> <ul style="list-style-type: none"> ‘Not applicable (Adult who will NOT...’– Select this option if the client is a child (< 17) or MI/SED = ‘No’ ‘Q - Unknown for this Crisis Event’ <p>If there is a value in the LOCUS Assessment Date and/or Score AND the LOCUS Not Completed field, you will need to wipe out the</p>

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		Date / Score OR the Not Completed field as appropriate for the client. (Client cannot have LOCUS info AND Not Collected info.)
> Provider	Provider	<p>Always select CEI CMH...</p> <p>...even if services are contracted out to an external provider, or in the cases of an <u>Expense COFR</u> (other CMH providing services, CEI is county of financial responsibility)</p> <p>Important: for Revenue COFR cases (CEI providing services, other CMH is county of financial responsibility): DO NOT ENTER BH-TEDS INTO SMARTCARE. This will incorrectly double report to MDHHS- the other county is responsible for reporting.</p>
	External Provider Site	Leave blank.
> Substance Use History	Substance Use History	<p>This section should only be completed for substances that are being treated as part of a co-occurring disorder.</p> <p>Note: Recreational use should not be identified in this section.</p> <p>If unknown or not collected, select BH-TEDS Full Record Exception = 'Q – Unknown for this Crisis Event' (Do NOT select either the 'Secondary...' or 'Tertiary...' response.)</p> <p>Otherwise:</p> <p>If the Integrated Sub Abuse-Mental Health Treatment field in the Referral and Treatment section = No – Not Co-occurring –and the client does not have an SUD Diagnosis, leave this section blank.</p> <p>If the Integrated Sub Abuse-Mental Health Treatment field in the Referral and Treatment section = Co-Occurring not receiving integrated care and/or the client has an SUD Diagnosis, follow these guidelines:</p> <p>For each Substance Use Disorder:</p> <ul style="list-style-type: none"> • Check the box for the Substance used • Identify Age at first use • Select Route of administration • Identify Date Last Used • Identify the Primary (1), Secondary (2) etc. in the Preference column. A number can only be used once on the screen, e.g. do not mark two different substances as "1." • All fields identified above are required if a substance is checked.
Diagnosis Tab		
> Diagnosis	Diagnosis	Dx will pull in if there is a signed Diagnosis document. Otherwise, add at least one diagnosis. Or, if the client received an Assessment Only and has no Dx, just check the "No Diagnosis" checkbox.

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BH-TEDS – Update / Discharge

Do NOT complete a BH-TEDS Update or Discharge. Crisis only BH-TEDS records as of 10/1/19 are treated as single Events rather than Episodes with a start and end date, so a Discharge does not apply.