

**Community Consumer Submission (CCS)  
Extract Specifications  
Version 7**

**Developed by the  
Department of Mental Health, Mental Retardation and  
Substance Abuse Services and the  
Virginia Association of Community Services Boards**

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## Purpose and Scope of CCS 3

### Purpose

The Department of Behavioral Health and Developmental Services (Department), formerly the Department of Mental Health, Mental Retardation and Substance Abuse Services, in partnership with community services boards and the behavioral health authority (CSBs), uses the Community Consumer Submission (CCS) to comply with federal and state reporting requirements, including the federal substance abuse Treatment Episode Data Set (TEDS) and federal mental health and substance abuse block grants, to submit data to state funding sources, including the General Assembly of Virginia and Department of Planning and Budget, and to report data previously submitted in performance contract reports through the Community Automated Reporting System (CARS). State and federal policymakers and decision makers and many others use this CCS data. The CCS provides data for comparisons and trends on the numbers and characteristics of individuals (formerly referred to as consumers) receiving direct and contracted mental health, mental retardation, and substance abuse services from CSBs.

This document provides CCS 3 extract specifications to CSB information technology (IT) staff and vendors for reporting data about individuals and services through the Department's CCS process. The principal audiences for this document are Department and CSB staff and CSB IT vendors involved with collecting, reporting, and using data about individuals receiving services and the direct or contracted services they receive from CSBs. CSB staff and IT vendors responsible for implementing CCS 3 should review and adhere to the current CCS 3 Business Rules, incorporated by reference into these Extract Specifications and distributed with them. These rules establish acceptable parameters and validation criteria for CCS 3 data elements and describe error-checking routines and operations. CSB IT staff and vendors also should review and adhere to the applicable parts of Core Services Taxonomy 7.2, for example, service and unit definitions.

Core Services Taxonomy 7.2 and the FY 2010 community services performance contract eliminate requirements for reporting data in the CARS reports about numbers of individuals served and units of service provided, since this data is reported through the CCS. Eliminating redundant reporting requirements will reduce data errors and improve the completeness and accuracy of CCS data.

### Scope

Through the CCS, the Department collects required individual data from CSBs as a secure single submission to the Department. CCS software does not require any additional data entry. Instead, CSBs extract data from their local information systems by importing the data to the CCS for the creation and transmission of required reports or files.

The CCS is a compilation of demographic, clinical, and descriptive data about individuals with mental health disorders, intellectual disability, or substance use disorders and data about the mental health, mental retardation, and substance abuse services they receive. In this document, mental health and substance use disorders and intellectual disability refer to conditions that individuals experience, while mental health, substance abuse, and mental retardation refer respectively to the services that address those conditions. For the CCS to produce valid data, all CSBs must submit complete and accurate data using the same formats and definitions. This document provides definitions of the information needed to produce the standard data files and the extract specifications that are required for CSBs to report individual level data through the CCS. This document also describes the process of submitting CCS files to the Department.

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## Definitions and Guidance for CCS Reporting

The Core Services Taxonomy is used, per State Board policy, to classify, describe, and measure the services delivered by all CSBs directly or through contracts with other providers. The Taxonomy defines many of the terms used in these Extract Specifications. In the event of any conflict between definitions in the Extract Specifications and the Taxonomy, those in the Taxonomy take precedence. The current version of the Taxonomy is available on the Department's web site. The following definitions are based on Core Services Taxonomy 7.2, effective July 1, 2009 for FY 2010, which should be consulted for further reference since it is the prevailing authority for these definitions.

### Consumer or Individual Receiving Services

Section 37.2-100 of the *Code of Virginia* defines a consumer as a current direct recipient of public or private mental health, mental retardation, or substance abuse treatment or habilitation services. In this version of the CCS 3 Extract Specifications, consumer is replaced by individual or individual receiving services, unless the context requires the use of consumer (e.g., the Consumer Community Submission). Individuals receiving services are not counted in prevention programs.

**Information about all individuals receiving any direct or contracted CSB services defined in the Core Services Taxonomy must be reported in the CCS. The CARS no longer reports data about consumers served, so there will be no other source for this data except the CCS. CSB information system extracts that generate data for the Department's CCS 3 extract must include information in Consumer.txt files only about individuals who have an open record or have been admitted to a program area and have received a valid service or have been discharged from a program area (with or without receiving a service) during the fiscal year (active consumers); other individuals must not be included in Consumer.txt files.**

**Z-Consumer:** An individual receiving services is identified in the CCS by a hashed social security number (SSN) and a consumer identification number (ConsumerId). However, when a specific individual is not identified as receiving a service, a Z-consumer code is used in the Service.txt file. This Z-consumer code is identified by the letter Z (lower or upper case) in the first position of the ConsumerId field (Data Element 7). Any value in that field that begins with the letter Z will be considered an unidentified individual (consumer), regardless of the characters that follow it. A Z-consumer code must not be used to report services received by groups of individuals; a separate Service.txt file must be submitted for each individual receiving the service. Core Services Taxonomy 7.2 contains more detailed information about service hours reported for Z-consumers.

### Consumer and Provider Service Hours

In previous versions of the CCS 3, there are two fields for service units in the services extract table: units and consumer service hours. The units (Data Element 10) field captures and reports the number of units of services provided by staff to individuals receiving services. The following types of service units are reported in this field: service hours, day support service hours, days of service, and bed days. Refer to Core Services Taxonomy 7.2 for more complete definitions of service units.

Earlier versions of the CCS 3 Extract Specifications required collecting and reporting provider service hours in Data Element 10 and consumer service hours in Data Element 56 for certain core services for which the service unit is a service hour. Provider service hours measured the amount of

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staff effort related to the provision of services to individuals in the categories and subcategories of core services for which the service unit is a service hour. Consumer service hours measured the amounts of face-to-face (direct) services received by individuals. The services with the service codes for which CSBs have been required to collect and report consumer service hours are:

- Emergency Services (100)
- Outpatient Services (310)
- Motivational Treatment Services (318)
- Opioid Detoxification Services (330)\*
- Consumer Monitoring Services (390)
- Opioid Treatment Services (340)\*

\* Core Services Taxonomy 7.2 combines Opioid Detoxification Services and Opioid Treatment Services into one new subcategory: Medication Assisted Treatment (335). Local CSB look up tables should be modified to reflect this change.

For these services and codes, only consumer service hours were entered in Data Element 56. Provider service hour units for these services were entered in Data Element 10. Consumer service hours were not supposed to be reported in Data Element 56 for any other core services. Finally, consumer service hours were not supposed to be reported in Data Element 10 for any services, and provider services hours were not supposed to be reported in Data Element 56 for any services.

**Core Services Taxonomy 7.2 redefines provider service hour as service hour and eliminates consumer service hour as a service unit.** A service hour is a continuous period measured in fractions or multiples of an hour during which an individual or a family member, authorized representative, care giver, health care provider, or significant other through in-person or electronic (audio and video or telephonic) contact on behalf of the individual receiving services or a group of individuals participates in or benefits from the receipt of services. This definition also includes significant electronic contact with individuals receiving services and activities that are reimbursable by third party payers. Service hours are reported in the CCS only for the following services:

- Emergency,
- Medication Assisted Treatment,
- Motivational Treatment,
- Assertive Community Treatment,
- Consumer Monitoring,
- Case Management,
- Assessment and Evaluation,
- Individual Supported Employment, and
- Early Intervention,
- Supportive Residential Services.
- Outpatient,

Services hours must not be reported in the CCS for any other services. Service hours that are not received by or associated directly with individuals or groups of individuals in some services, such as Emergency, Early Intervention, Outpatient, Case Management, or mental health or mental retardation Prevention Services, are collected and reported using the Z-Consumer code. Refer to Core Services Taxonomy 7.2 for more detailed information about service hours for Z-consumers.

**Consequently, consumer service hours should not be reported in Data Element 56, beginning on July 1, 2009 for FY 2010, and service hours, rather than provider service hours, must be reported in Data Element 10. Although Data Element 56 is still shown in several tables in the Appendices, it is no longer required by or collected in CCS 3, and the Department's internal CCS 3 software will not include consumer service hours in the Department's Central Office CCS 3 data base or reports. Data Element 56 should be reported as a NULL value.**

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## Consumer-Run Services

Consumer-Run Services (730) are not traditional clinical or treatment services, and the nature and context of these programs emphasize individual empowerment and provide support in an informal setting. See the definition for these services in Core Services Taxonomy 7.2. No Service.txt records are submitted for Consumer-Run Services, and no Consumer.txt records are submitted for individuals who receive only Consumer-Run Services. Information about this service and the individuals receiving it will be gathered and reported by CSBs providing this service separately through the CARS management report, rather than through the CCS.

## Program Area

The Core Services Taxonomy defines Program Area as the general classification of service activities for one of the following defined conditions: a mental health disorder, intellectual disability, or a substance use disorder. The three program areas in the public services system are mental health, mental retardation, and substance abuse services. For CCS 3, the 400 code has been added as a pseudo ProgramAreaId to identify services provided outside of a program area. Individuals are not admitted to or discharged from the 400 code. Pseudo program area code 400 should only be used in the Service.txt file, not in the TypeOfCare.txt file.

## Service

Services are defined in the Core Services Taxonomy. In the CCS, a service is extracted as a service that can be identified by a program area code and a core services category or subcategory code with a corresponding unit of measure. This includes individuals receiving services from the CSB directly and from CSB contractors. The CCS 3 reports actual service delivery. Estimated units of services are not collected or reported by CCS 3, nor are substance abuse Prevention Services, which are reported through the KIT Prevention System.

## Service Codes and Units

Services are identified by the program area codes and core services category or subcategory codes (service codes). Services are measured in units. The Core Services Taxonomy identifies these service codes and defines their corresponding units. There are four kinds of service units: service hour, bed day, day support hour, and day of service. The CARS no longer reports data about units of services provided; therefore, it is essential that CSBs collect and report data about all services that they provide directly or contractually, since there will be no other source for this data.

## Service Dates

CCS 3 requires that specific dates be identified for a time period during which services are received by an individual. Because services are reported with specific dates, they are not aggregated. Two date fields are available. The first date is the date that the service started (service from date); the second is the date that the service ended (service through date). If a service starts and ends on the same date, then the values of both fields would be the same. Allowing for a separate through date enables reporting services that might be reported more efficiently over a longer period than a single day.

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The through date is not used to calculate the units of service; the units of service should be those that are actually received, or those service hours provided for Z-consumers, during the time period. CCS 3 does not do any calculations involving from date and through date to calculate the units of service. The use of the two fields varies by service code and is shown in Tables 1 and 2.

### *Date Provided*

The service codes in this reporting category in Tables 1 and 2 are reported for the specific date using the ServiceFromDate field. The value of the ServiceFromDate must also be copied into the ServiceThroughDate field in the extract so that the two fields show that the service starts and ends on the same date. For example, if an individual received three hours of Outpatient Services on March 1, 2010, the CSB would report a single service record for three hours of Outpatient Services with a ServiceFromDate of 03012010 and a ServiceThroughDate of 03012010.

### *From/Through Date*

The service records in this reporting category in Tables 1 and 2 will have separate values in each date field. The ServiceFromDate field records the day the provision or receipt of service begins, and the ServiceThroughDate field records the day the provision or receipt of service ends. These fields are inclusive; they include services provided on those days. A day represents a normal 24 hour time period from 12:00 am to 12:00 pm. The CCS 3 Business Rules about service dates include the following requirements.

- For services provided during an admission to a program area, the ServiceFromDate must be a date equal to or greater than the TypeOfCareFromDate, and the ServiceThroughDate must be a date equal to or less than the TypeOfCareThroughDate. If the TypeOfCareThroughDate is blank, the ServiceThroughDate must be a date less than or equal to the end of the current reporting month. In other words, the dates of the service must fall within the dates of the corresponding type of care for the program area.
- The ServiceThroughDate must be a date greater than or equal to the ServiceFromDate, unless it is blank. The ServiceThroughDate can be blank **only** if the CSB is technically unable to provide the ServiceThroughDate.
- Service records cannot span multiple months. If a service spans multiple months, then a separate service record must be created at the start of each month that the service is provided. The ServiceThroughDate cannot be greater than the last day of the reporting month.

For example, if a CBS began serving an individual in a group home on December 15, 2009, and the individual was still receiving services at the end of the month, the extract for December would have a service record that showed 17 bed days of Intensive Residential Services (service code 521) for the 15<sup>th</sup> through 31<sup>st</sup>. The ServiceFromDate would be 12152009; the ServiceThroughDate would be 12312009. If the individual was still receiving services in January, but then left the group home on January 14, 2010, then there would be another service record in January where the ServiceFromDate would be 01012010, the ServiceThroughDate would be 01142010, and the service units would be 14 bed days (the 1<sup>st</sup> through 14<sup>th</sup>). Of course, if this same individual ended his or her Intensive Residential Services on December 22, 2009, then there would be one service record extracted for December showing a ServiceFromDate of 12152009, a ServiceThroughDate of 12222009, and service units for eight bed days (the 15<sup>th</sup> through 22<sup>nd</sup>).

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### Service Date Reporting Categories

The service codes and their corresponding reporting category are broken out in the following tables in the order in which they are listed in the current Core Services Taxonomy.

Service Code	Table 1: Services Available Outside of a Program Area		Reporting Category
	Core Service Name	Reported Units Provided	
100	Emergency Services	On that date	Date provided
318	Motivational Treatment Services	On that date	Date provided
390	Consumer Monitoring Services	Over that period of time	From/through date
620	Early Intervention Services	On that date	Date provided
720	Assessment and Evaluation Services	On that date	Date provided

Service Code	Table 2: Services Available at Admission to a Program Area		Reporting Category
	Core Service Name	Reported Units Provided	
250	Acute Psychiatric Or Substance Abuse Inpatient Services	Over that period of time	From/through date
260	Community-Based Substance Abuse Detox Inpatient Services	Over that period of time	From/through date
310	Outpatient Services	On that date	Date provided
320	Case Management Services	On that date	Date provided
335	Medication Assisted Services	On that date	Date provided
350	Assertive Community Treatment	On that date	Date provided
410	Day Treatment or Partial Hospitalization	Over that period of time	From/through date
420	Ambulatory Crisis Stabilization Services	Over that period of time	From/through date
425	Rehabilitation or Habilitation	Over that period of time	From/through date
430	Sheltered Employment Services	Over that period of time	From/through date
460	Individual Supported Employment Services	Over that period of time	From/through date
465	Group Supported Employment Services	Over that period of time	From/through date
501	Highly Intensive Residential Services	Over that period of time	From/through date
510	Residential Crisis Stabilization Services	Over that period of time	From/through date
521	Intensive Residential Services	Over that period of time	From/through date
551	Supervised Residential Services	Over that period of time	From/through date
581	Supportive Residential Services	Over that period of time	From/through date
610	MH or MR Prevention Services	On that date	Date provided

### Type of Care and Episode of Care

#### *Episode of Care Description*

The Core Services Taxonomy defines an episode of care as all of the services provided to an individual to address an identified condition or support need over a continuous period of time between an admission and a discharge. An episode of care begins with an admission to a program

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area, and it ends with the discharge from that program area. An episode of care may consist of a single face-to-face encounter or multiple services provided through one or more programs. A person is not admitted to services available outside of a program area; those services are outside of an episode of care. If a person has received his or her last service but has not yet been discharged from a program area, and he or she returns for services in that program area within 90 days, the person is not readmitted, since he or she has not been discharged; the person is merely accepted into that program area for the needed services.

### ***Type of Care Description***

In CCS 3, type of care is used to represent a time period between a beginning and an ending point in time, or a from date and a through date. A type of care in CCS 3 includes an episode of care, which is just one example of a type of care. A type of care is any time period with the following characteristics:

- It is bounded by a starting point and an ending point, both of which are specific dates.
- It represents a point in time at which to view the status of the individual receiving services.
- It is a marker after which the data input requirements in CCS change. These markers trigger CCS 3 Business Rules that determine what specific pieces of data are to be reported, as documented in Appendix D, When is Data Collected?

A type of care is represented by a record in the TypeOfCare file in CCS 3. The TypeOfCare file includes records that represent:

- an episode of care (i.e. an admission to and discharge from a program area),
- a consumer designation code indicating that an individual is participating in a special project, program, or initiative (indicated by a 900 code), or
- any other type of care that meets any of the three characteristics above.

### ***Episode of Care and Program Area***

In CCS 3, an episode of care in any of the three program areas represents an admission to and discharge from that program area. In CCS 3, there are no admissions to or discharges from a CSB or a particular service, only to or from a program area. Individuals can have an unlimited number of episodes of care, although at any given point in time they must be in only one episode of care for any one program area at any given CSB. A current episode of care is one in which the through date is null. A previous episode of care is one in which the through date is less than or equal to the current date or last day of the extract month. For example, if an individual is receiving treatment for co-occurring mental health and substance use disorders, he or she will have one mental health episode of care and one substance abuse episode of care and may have any number of previous episodes of care.

Episodes of care in different program areas can overlap; there is no requirement that an episode of care end in one program area before another episode of care begins in a different program area. However, episodes of care cannot overlap in the same program area; CSBs must not submit TypeOfCare records for more than one episode of care in the same program area at the same time. Admission to a program area admits an individual to any of the services in that program area; there is no separate admission to a service or individual program within that program area.

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### ***Type of Care and Consumer Designation Codes***

The Core Services Taxonomy establishes consumer designation codes to identify individuals who are served in certain specific initiatives or projects; these codes are not service codes per se, like 310 is the core services code for Outpatient Services; instead, they reflect a particular status of those individuals. Core Services Taxonomy 7.2 includes the following consumer designation codes:

- 905 - Mental Health Mandatory Outpatient Treatment (MOT) Orders
- 910 - Discharge Assistance Project (DAP)
- 915 - Mental Health Child and Adolescent Services Initiative,
- 916 - Mental Health Services for Children and Adolescents in Juvenile Detention Centers
- 918 - Program of Assertive Community Treatment (PACT),
- 919 - Projects for Assistance in Transition from Homelessness (PATH),
- 920 - Medicaid Mental Retardation Home and Community-Based Waiver Services,
- 933 - Substance Abuse Medication Assisted Treatment,
- 934 - Project REMOTE, and
- 935 - Substance Abuse Recovery Support Services.

The component services of these projects or initiatives are included in the appropriate core services and numbers of individuals in those initiatives are counted in the CCS in the following manner. When an individual receives services in any of the initiatives listed above, the consumer designation code for the initiative will be entered in a type of care record for the individual. Units of service for these initiatives will be recorded and accumulated in the applicable core services associated with the initiative, such as Outpatient, Case Management, Day Treatment or Partial Hospitalization, Rehabilitation or Habilitation, or various Residential Services.

A type of care record must be created in the TypeOfCare file for each individual receiving a service in one of these initiatives or projects. The consumer designation code must be entered in the TypeOfCare field. This record must be created when an individual first receives a service in one of these initiatives or projects (FromDate); that is, when an individual enters into or participates in one of those initiatives or projects, thus starting his or her type of care, and then when the individual leaves or stops participating in the initiative or project (ThroughDate).

Normally a type of care record for a program area episode of care must be created and exist before creating a type of care record for a consumer designation code. In other words, an individual must be admitted to a program area before being given a consumer designation code. However, this rule does not apply in certain situations:

- Mental Health Mandatory Outpatient Treatment (MOT) Orders (905), when the CSB only monitors the individual's compliance with the MOT order;
- Mental Health Services for Children and Adolescents in Juvenile Detention Centers (916), when the CSB only provides services available outside of a program area;
- Projects for Assistance in Transition from Homelessness (PATH) (919), which is included in Consumer Monitoring Services, a service available outside of a program area; and
- Substance Abuse Recovery Support Services (935), if the individual only receives services available outside of a program area.

The Department and VACSB Data Management Committee may approve additional codes to identify other special projects or initiatives and to gather information about them.

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## Extract Files

Each CSB will extract data from its information system into three separate ASCII comma delimited extract files: Consumer, TypeOfCare, and Service files. Each record will have an Agency Code that will identify the records as belonging to that particular CSB. The data elements in those files are described in further detail with allowable values in Appendix C.

### Consumer File (Consumer.txt)

The Consumer extract file represents a snapshot of an individual receiving services at a point in time. It contains identifying, demographic, diagnostic, and status or descriptive information about the individual.

#### *Extract Schedule and Consumer Status Changes*

The CCS is a batch system, and extracts are done and transmitted to the Department each month. Because consumer records are extracted monthly, they will contain information about individuals at the time the extract is run. It is possible that an individual's status may have changed more than once during the month, but those changes will not be captured in the extract; only the status that is current when the extract is run will be submitted to the Department.

At the Department, the Central Office CCS data warehouse will use monthly extract submissions to record changes in an individual's status over time and will maintain a separate record for each individual's change in status, with a different artificial key identifying each consumer record. This will allow the Department to track the history of changes in an individual's status and relate them to specific service dates. However, this happens in the Department's CCS data base and does not affect the local CSB extract process.

#### *Extract Criterion*

CSBs must send consumer records to the Department each month for any individuals served by them who, within the current fiscal year:

- received a service available outside of a program area, OR
- were admitted to a program area and received a service, OR
- were discharged from a program area, with or without receiving a service.

A Consumer.txt file extract for an individual must contain all the current values in all of the applicable data elements for that individual at the time of extract.

### Type of Care File (TypeOfCare.txt)

#### *Extract Criterion*

CSBs must send all type of care records each month for all individuals who, within the current fiscal year:

- were admitted to a program area and received a service, OR

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- were discharged with or without receiving a service, OR
- received or lost a consumer designation code; for example, began or stopped participating in a PACT (918).

TypeOfCare records must be sent only for these three circumstances.

The FromDate in a TypeOfCare record containing a consumer designation code must be the date on which an individual first began participating in the specialized initiative or project, and the ThroughDate must be the date on which the individual stopped participating in the specialized initiative or project. If an individual receives a consumer designation code in one fiscal year and continues participating in that specialized project or initiative in the following fiscal year, all of the TypeOfCare records related to that consumer designation code would contain a FromDate but no ThroughDate, until the individual's participation ended. This enables the correct calculation of the days that an individual participated in the specialized project or initiative, and it supports accurate reporting of when the individual began and ended his or her participation in the initiative or project.

CSBs must not submit TypeOfCare records containing consumer designation codes with ThroughDates for all of the individuals currently participating in specialized projects or initiatives at the end of the current fiscal year and new TypeOfCare records with FromDates on the first day of the next fiscal year for all of the same individuals. This would create erroneous TypeOfCare records.

### **Service File (Service.txt)**

The current Core Services Taxonomy defines all services and service units that are included in CCS 3 extracts, and the unit of service is listed for each service in the Core Services Taxonomy Category and Subcategory Matrix.

#### ***Extract Criterion***

CSBs must send service records to the Department each month for all services they provided directly or contractually during the current fiscal year. Each service extract must contain records for all services delivered during the fiscal year. For example, the service file for July 2007 would include the service records for July, the service file for August would include the service records for July and August, the service file for September would include the service records for July, August, and September, and so on. The service file grows during the year until at the end of the fiscal year it includes all the records for that fiscal year.

The Service Units field reports the services received on the service date or dates; it must not accumulate or total service units at a higher amount than on that date or those dates. For example, it must not represent the total service units for more than one month. In situations where the same service is provided to an individual at multiple times during the same day, CSBs may opt to report these records individually or summarize the units for the day in a single record.

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## Submission Procedures and Processes

### Timeliness

CSBs must submit all CCS data on a monthly basis. Unless otherwise directed, extract data must be received at the Department no later than the end of the month following the month of the extract. For example, November data is due in the Department no later than December 31. When a scheduled submission will not be made on time, the CSB must notify the Department by telephone, fax or email and provide a revised delivery date. The Department will monitor and report on compliance with the monthly reporting requirements. Semi-monthly disbursements of state and federal funds by the Department to CSBs are contingent on the Department's receipt of their monthly CCS submissions.

### Protocol for Resubmitting a CCS 3 Extract

The community services performance contract requires each CSB to submit monthly CCS 3 extracts containing consumer, type of care, and service files that report individual consumer characteristic and service data to the Department. Each CSB must submit these extracts to the Department by the end of the month following the month for which the data is being submitted, except for the complete CSB fiscal year extract. Refer to Exhibit E of the performance contract for additional information. The complete fiscal year CSB extract, which is a resubmission of corrected end of fiscal year data, is exempt from this protocol. Also, if the Department identifies a problem with a monthly CSB extract submission and the Department's CCS 3 Question and Answer (Q&A) Team determines that a resubmission is necessary, the subsequent CSB resubmission is also exempt. Although CSBs are expected to provide complete and accurate information in their monthly extract submissions, occasionally, it may be necessary for a CSB to resubmit a monthly CCS extract submission in order to correct inaccurate or incomplete service records, consumer records, or type of care records submitted during the month or to replace an incorrectly named or corrupted file.

Once a CSB has submitted its original monthly CCS 3 extract, it will not be able to resubmit that monthly extract through the CCS 3 auto import program. The CCS 3 auto import program will check for and reject that CSB's extract resubmission. The CSB will be notified that a resubmission error has occurred. This protocol outlines the steps that the CSB and the Department will follow to resubmit and incorporate a corrected extract into the Department's CCS 3 data base.

CSBs can not resubmit an extract for any month that precedes its most recent submission. If a CSB determines that it needs to resubmit its CCS 3 extract for the preceding month, it shall follow the steps below to request a resubmission.

1. The designated CCS 3 contact person at the CSB e-mails the Department's CCS 3 Q&A Team at [ccs3@co.dmhmrsva.virginia.gov](mailto:ccs3@co.dmhmrsva.virginia.gov) describing and justifying its request for a resubmission.
2. Members of the CCS 3 Q &A Team may seek additional information from the CSB to better understand the request and its potential impact if the resubmission were not made.
3. The CCS 3 Q&A Team will review each request on a case by case basis at its next scheduled weekly meeting.
4. The CCS 3 Q&A Team will communicate its decision and any instructions related to the resubmission, if necessary, to the requesting CSB.

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5. If the request is approved, the CSB will resubmit its extract for that month to the Department manually, through a separate process. Once the resubmission is received by the Department, ITS staff will use a standard form to request manual uploading of the new file to the SQL server and deletion of the original batch by the Help Desk at VITA.

### **Security**

Security of the data during transmission from the CSB to the Department is the responsibility of the Department. Data will be transmitted using a Secure Sockets Layer (SSL) protocol, which will ensure compliance with Health Insurance Portability and Accountability Act of 1996 (HIPAA) and community services performance contract requirements.

### **Quality Control Responsibilities**

Each CSB is responsible for:

- ensuring that each record in the data submission contains the required key fields, all fields in the record contain valid codes, and no duplicate records are submitted;
- cross-checking data items for consistency across data fields; and
- responding promptly to CCS error reports by correcting data locally so that the next extract will contain correct, accurate, and complete data or by resubmitting data where appropriate.

The Department is responsible for:

- processing CSB data submissions promptly into the CCS data warehouse;
- checking each record submitted to verify that all CCS key fields are valid;
- issuing quality improvement reports on a quarterly basis to CSBs on the extract files after they have been submitted and processed.

### **CCS Extracts Submitted for a New Fiscal Year**

When beginning the cycle of extract submissions for a new fiscal year, a CSB shall drop the following records from its extracts:

- service records prior to July 1 of the new fiscal year,
- type of care records with discharge dates prior to July 1 of the new fiscal year,
- consumer records for individuals discharged from all program areas (mental health, mental retardation, and substance abuse) prior to July 1 of the new fiscal year, and
- consumer records for individuals with open cases but not admitted to a program area who have not received a service on or after July 1 of the new fiscal year.

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## Appendix A: Extract Lookup Tables

CCS extract lookup tables used by CSBs and validated by the CCS 3 extract software are listed below. Each begins with a three character prefix, lkp. The enumeration of each value in each lookup table is not included here for brevity. However, the values in most lookup tables are shown under the data elements that rely on them in Appendix C. If there is any conflict between those values and the values in the lookup tables, the value in the lookup table will take precedence.

CCS 3 Extract Lookup Tables	
Lkp Table Name	Description
lkpAgency	Three character code identifying a CSB
lkpCognitive	Code indicating whether the individual has a cognitive delay
lkpDisStatus	Code indicating the status of the individual at the end of a type of care
lkpDrug	Code indicating the type of drug used by the individual with a substance use disorder.
lkpDrugMethod	Code indicating the method of drug use or usual route of administration
lkpDSM4AxisI	DSM4 Axis I diagnostic codes for individuals receiving services
lkpDSM4AxisII	DSM4 Axis II diagnostic codes for individuals receiving services
lkpEducation	Code indicating the highest level of education of the individual
lkpEmployment	Code indicating the involvement of the individual in the labor force
lkpEpisodes	Code indicating the number of previous episodes of care in any drug or alcohol program for the individual
lkpFIPS	Federal code indicating the city or county in which the individual lives.
lkpFrequency	Code indicating the frequency of use for the individual with a substance use disorder
lkpGAF	Code indicating the Global Assessment of Functioning (GAF) score
lkpGender	Code indicating the gender of the individual receiving services
lkpHispanic	Code indicating the individual's Hispanic origin
lkpInsuranceType	Code indicating the individual's current type of insurance coverage
lkpLegal	The individual's legal status in relation to the receipt of services
lkpMaritalStatus	Code indicating the current marital status of the individual.
lkpMilitaryStatus	Code indicating the current status of an individual who is serving or has served in a U.S. military branch or who is a dependent family member
lkpProgram	Identifier for a program area or pseudo program area
lkpRace	Code indicating the self-identified race of the individual receiving services
lkpReferral	Code indicating the person, agency, or organization that referred the individual to the CSB
lkpResidence	Code indicating where the individual receiving services lives
lkpService	The three character Core Services Taxonomy code for a service
lkpServiceLocation	Code indicating location at which a service was received by the individual
lkpServiceSubtype	Code indicating a specific activity associated with a core service category or subcategory
lkpSMISED	Code indicating if the individual has a serious mental illness (SMI), a Serious Emotional Disturbance (SED), or is at-risk of SED
lkpSocialConnectedness	Code indicating the frequency of the individual's participation in social contacts that support recovery
lkpTypeOfCare	Code indicating the type of care program area or consumer designation
lkpYesNo	Code indicating yes, no, not applicable, unknown, or not collected

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## Appendix B: CCS 3 Extract File Layouts - DS1

Listed below are the file layouts for the three files to be produced by each CSB as part of the initial extract process from the CSB's information system. As the first or original set of extract files, they are identified as Data Set 1 (DS1). These files are then used as input to subsequent processing, including hashing or transforming sensitive identifying information about individuals receiving services before transmission of the extracted data to the Department. Full definitions, descriptions, and validations of each of these data elements are contained in Appendix C: CCS 3 Extract Data Element Definitions.

The No. column refers to the data element number. The numbers were carried forward from CCS2 as much as possible. The order of the fields follows the order of CCS2 as much as possible, with new fields generally added to the end of the file layout.

<b>Type of Care File (TypeOfCare.txt)</b>				
<b>No.</b>	<b>Field Name</b>	<b>Type</b>	<b>Length</b>	<b>Description</b>
2	AgencyCode	Text	3	Code identifying a CSB (e.g., 049, 031)
7	ConsumerId	Text	10	Identifier assigned by the CSB to an individual who is or will be receiving services (consumer); the local consumer Id, not the state wide Id (hashed SSN)
3	TypeOfCare	Text	3	Code indicating the program area (100, 200, or 300) or consumer designation code (ex. 910, 915)
12	DischargeStatus	Text	2	Code indicating treatment status of an individual at end of type of care.
61	TypeOfCareFromDate	Text	8	MMDDYYYY of the starting date of the type of care
60	TypeOfCareThroughDate	Text	8	MMDDYYYY of the ending date of the type of care

<b>Consumer File (Consumer.txt)</b>				
<b>No.</b>	<b>Field Name</b>	<b>Type</b>	<b>Length</b>	<b>Description</b>
2	AgencyCode	Text	3	Code identifying a CSB (e.g., 049, 031)
7	ConsumerId	Text	10	Identifier assigned by the CSB to an individual who is or will be receiving services (consumer); the local consumer Id, not the state wide Id
8	SSN	Text	9	Social security number of the individual. This raw value will be hashed before transmission
16	DateOfBirth	Text	8	MMDDYYYY of the individual's birth date
17	Gender	Text	2	Code indicating the gender of the individual
18	Race	Text	2	Code indicating the race of the individual
19	HispanicOrigin	Text	2	Code indicating Hispanic origin of the individual
13a	SMISEDAtRisk	Text	2	Code indicating if the individual has serious mental illness (SMI), serious emotional disturbance (SED), or is at-risk of SED

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<b>Consumer File (Consumer.txt) - Continued</b>				
No.	Field Name	Type	Length	Description
13b	CognitiveDelay	Text	2	Code indicating whether the individual is a child who is at least three but less than six years old and has a confirmed cognitive delay within one year of assessment, but does not have an intellectual disability diagnosis
26	AxisICode1	Text	5	DSM Axis I diagnosis, code 1
27	AxisICode2	Text	5	DSM Axis I diagnosis, code 2
52	AxisICode3	Text	5	DSM Axis I diagnosis, code 3
53	AxisICode4	Text	5	DSM Axis I diagnosis, code 4
54	AxisICode5	Text	5	DSM Axis I diagnosis, code 5
55	AxisICode6	Text	5	DSM Axis I diagnosis, code 6
28	AxisIIPrimary	Text	5	DSM Axis II primary diagnosis code
29	AxisIISecondary	Text	5	DSM Axis II secondary diagnosis code
30	AxisIII	Text	1	DSM Axis III diagnosis (Y/N)
31	AxisV	Text	3	DSM Axis V diagnosis code
14	CityCountyResidence Code	Text	3	Federal (FIPS) code indicating the city or county in which the individual lives
15	ReferralSource	Text	2	Code indicating person, agency, or organization that referred the individual to the CSB for evaluation or treatment
23	TypeOfResidence	Text	2	Code indicating type of residence in which the individual lives
22	EmploymentStatus	Text	2	Code indicating the individual's employment status
21	EducationLevel	Text	2	Code indicating the individual's education level
24	LegalStatus	Text	2	Code indicating the individual's legal status
25	NbrPriorEpisodes AnyDrug	Text	2	Code indicating the number of previous episodes in any drug or alcohol program for the individual
44	PregnantStatus	Text	1	Code indicating if the individual is a female with a substance use disorder who is pregnant.
45	FemaleWithDependent ChildrenStatus	Text	1	Code indicating if the individual is a female with a substance use disorder who is living with dependent children
46	DaysWaitingToEnter Treatment	Text	3	Code indicating the number of calendar days from the first contact or request for service until the first scheduled appointment in a substance abuse service accepted by the individual
47	NbrOfArrests	Text	2	Number of arrests in the past 30 days
32	SAPDType	Text	2	SA primary drug: type of drug code
34	SAPDMethUse	Text	2	SA primary drug: method of use code
33	SAPDFreqUse	Text	2	SA primary drug: frequency of use code
35	SAPDAgeUse	Text	2	SA primary drug: age of first use code
36	SASDType	Text	2	SA secondary drug: type of drug code

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<b>Consumer File (Consumer.txt) - Continued</b>				
<b>No.</b>	<b>Field Name</b>	<b>Type</b>	<b>Length</b>	<b>Description</b>
38	SASDMethUse	Text	2	SA secondary drug: method of use code
37	SASDFreqUse	Text	2	SA secondary drug: frequency of use code
39	SASDAgeUse	Text	2	SA secondary drug: age of first use
40	SATDType	Text	2	SA tertiary drug: type of drug code
42	SATDMethUse	Text	2	SA tertiary drug: method of use code
41	SATDFreqUse	Text	2	SA tertiary drug: frequency of use code
43	SATDAgeUse	Text	2	SA tertiary drug: age of first use
49	AuthRep	Text	1	Code indicating presence of an authorized representative
57	MedicaidNbr	Text	12	The individual's Medicaid number, in the format prescribed by the DMAS
58	ConsumerFirstName	Text	30	The first name of the individual, used to extract characters for a probabilistic matching algorithm run by Department to generate a unique consumer Id; not transmitted to Department
59	ConsumerLastName	Text	30	The last name of the individual, same as No.58
66	MilitaryStatus	Text	2	Current status of an individual serving in or who has served in the military or who is a dependent family member of the individual
67	MilitaryServiceStartDate	Text	4	The year in which the individual's most recent active or reserve duty began
68	MilitaryServiceEndDate	Text	4	The year in which the most recent duty ended
69	MaritalStatus	Text	2	The individual's current marital status
70	SocialConnectedness	Text	2	Measure of frequency of participation in social contacts that support recovery
71	InsuranceType1	Text	2	The type of the individual's current insurance coverage
72	InsuranceType2	Text	2	The type of the individual's current insurance coverage
73	InsuranceType3	Text	2	The type of the individual's current insurance coverage
74	InsuranceType4	Text	2	The type of the individual's current insurance coverage
75	InsuranceType5	Text	2	The type of the individual's current insurance coverage
76	InsuranceType6	Text	2	The type of the individual's current insurance coverage
77	InsuranceType7	Text	2	The type of the individual's current insurance coverage
78	InsuranceType8	Text	2	The type of the individual's current insurance coverage

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<b>Service File (Service.txt)</b>				
No.	Field Name	Type	Length	Description
2	AgencyCode	Text	3	Code identifying a CSB (e.g., 049, 031)
7	ConsumerId	Text	10	Identifier assigned by the CSB to an individual who is or will be receiving services (consumer); the local consumer Id, not the state wide Id
3	ProgramAreaId	Text	3	Code indicating if the individual received this service within a service area (100, 200, or 300 for MH, MR, SA) or outside of a program area (400)
5	ServiceCode	Text	3	Core services taxonomy service code for this service
48	ServiceFromDate	Text	8	MMDDYYYY indicating the start date of the service
10	Units	Text	8	Units of service as specified in the current Core Services Taxonomy: service hours, day support hours, days of service, and bed days; reported with two decimal places (e.g., 1.25, 1.00, etc.)
56 <sup>1</sup>	ConsumerServiceHours <sup>1</sup>	Text	8	No longer collected; reported as a NULL value
62	ServiceThroughDate	Text	8	MMDDYYYY indicating the end date of a service. If the service started and ended on the same day, this value must be the same as the service from date.
63	StaffId	Text	10	The CSB local staff identification number
64	ServiceSubtype	Text	2	A specific activity associated with a particular core service category or subcategory
65	ServiceLocation	Text	2	The location at which the service was received or provided

<sup>1</sup> Data Element 56 is no longer required in CCS 3; it should be reported as a NULL value. Please see the discussion on pages 3 and 4 of these specifications and the definition in Exhibit C for additional information and the instructions in Appendix E for formatting NULL values.

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### Appendix C: CCS 3 Extract Data Element Definitions

This appendix contains definitions and validations of the various data elements in CCS 3. The numbers follow the numbering scheme for those elements carried over from CCS 2. Valid values for some data elements will be matched to ensure they can be found on a lookup table. Both the lookup table name and the valid values are listed here for clarity. Some of the lookup tables, like the DSM4 diagnostic codes, are too big to be reproduced here. If there is any conflict between this document and the values in the lookup tables, the values in the lookup table take precedence. The current CCS 3 Business Rules, incorporated by reference into these Extract Specifications, also contain additional information needed to collect and report these data elements accurately. The following table lists the CCS 3 data elements alphabetically, with their corresponding data element numbers, for convenient reference.

<b>Alphabetical Cross Reference of Data Elements</b>							
<b>No.</b>	<b>Data Element</b>	<b>No.</b>	<b>Data Element</b>	<b>No.</b>	<b>Data Element</b>	<b>No.</b>	<b>Data Element</b>
2	AgencyCode	46	DaysWaitingToEnterTreatment	69	MaritalStatus	36	SASDType
49	AuthRep			57	MedicaidNbr	43	SATDAgeUse
26	AxisIcode1	12	DischargeStatus	68	MilitaryServiceEndDate	41	SATDFreqUse
27	AxisIcode2	21	EducationLevel	67	MilitaryServiceStartDate	42	SATDMethUse
52	AxisIcode3	22	EmploymentStatus	66	MilitaryStatus	40	SATDType
53	AxisIcode4	45	FemaleWithDependentChildrenStatus	47	NbrOfArrests	5	ServiceCode
54	AxisIcode5			25	NbrPriorEpisodesAnyDrug	48	ServiceFromDate
55	AxisIcode6	17	Gender	44	PregnantStatus	65	ServiceLocation
28	AxisIIPrimary	19	HispanicOrigin	3	ProgramAreaId	64	ServiceSubtype
29	AxisIISecondary	71	InsuranceType1	18	Race	62	ServiceThroughDate
30	AxisIII	72	InsuranceType2	15	ReferralSource	13a	SMISEDAtRisk
31	AxisV	73	InsuranceType3	35	SAPDAgeUse	70	SocialConnectedness
14	CityCountyCode	74	InsuranceType4	33	SAPDFreqUse	8	SSN
13b	CognitiveDelay	75	InsuranceType5	34	SAPDMethUse	63	StaffId
58	ConsumerFirstName	76	InsuranceType6	32	SAPDType	61	TypeOfCareFromDate
7	ConsumerId	77	InsuranceType7	39	SASDAgeUse	60	TypeOfCareThroughDate
59	ConsumerLastName	78	InsuranceType8	37	SASDFreqUse	23	TypeOfResidence
56 <sup>1</sup>	ConsumerServiceHours <sup>1</sup>	24	LegalStatus	38	SASDMethUse	10	Units
16	DateOfBirth						

<sup>1</sup> Data Element 56 is no longer required in CCS 3; it should be reported as a NULL value. Please see the discussion on pages 3 and 4 of these specifications and the definition in Exhibit C for additional information and the instructions in Appendix E for formatting NULL values.



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No.	Data Element Name and Definition	Data Type	Max Length
10	<b>Units:</b> Amount of service received by the individual in the time period from the ServiceFromDate field to the ServiceThroughDate field. Reported with two decimal places (e.g., 1.25 or 1.00)	Text (decimal)	8
<p>These units are the numeric measurement of the service received by the individual. Units of measure for this field include Service Hours, Day Support Hours, Days of Service, and Bed Days, as defined in the current Core Services Taxonomy. Units of prevention are collected here for mental health and mental retardation prevention services using the unidentified Z consumer Id.</p>			
12	<b>DischargeStatus:</b> Status of the individual at the end of a type of care; this field is captured in the type of care record.	Text	2
<p>Must match one of the values in the lookup table, lkpDISSTATUS. Valid codes are:</p> <p>01 Discharged - Completed: Individual received evaluation or assessment services only.            02 Discharged - Treatment Completed: Individual successfully completed the planned treatment            03 Discharged - Treatment Incomplete: Administratively Discontinued, CSB lost contact with the individual, or case was closed after a predetermined period of time            04 Discharged - Treatment Incomplete: The individual died            05 Discharged - Treatment Incomplete: The individual terminated due to non-compliance (breaking program rules)            06 Discharged - Treatment Incomplete: The individual terminated services against staff advice            07 Discharged - Treatment Incomplete: Other            08 Discharged - Individual terminated due to incarceration            96 Not applicable            97 Unknown (Asked but not answered)            98 Not Collected (Not asked)</p>			
13a	<b>SMISEDAtRisk:</b> Code indicating if the individual has serious mental illness (SMI), serious emotional disturbance (SED), or is at-risk of SED, as defined in the current Core Services Taxonomy.	Text	2
<p>Must match one of the values in the lookup table, lkpSMISED. Valid codes are:</p> <p>01 None            11 Serious Mental Illness (SMI)            12 Serious Emotional Disturbance (SED)            13 At-risk of SED            96 Not applicable            97 Unknown (Asked but not answered)            98 Not collected (Not asked)</p>			

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No.	Data Element Name and Definition	Data Type	Max Length
13b	<b>CognitiveDelay:</b> Code indicating if the individual is a child who is at least three but less than six years old and has a confirmed cognitive delay within one year of assessment, but does not have an intellectual disability (mental retardation) diagnosis. More details on what constitutes a cognitive delay can be found in the current Core Services Taxonomy.	Text	2
Must match one of the values in the lookup table, lkpCOGNITIVE. Valid codes are: 01 None 22 Cognitive delay 96 Not applicable 97 Unknown (Asked but not answered) 98 Not collected (Not asked)			
14	<b>CityCountyResidenceCode:</b> Federal (FIPS) code indicating the city or county in which the individual lives.	Text	3
Must match one of the values in the lookup table, lkpFIPS.			
15	<b>ReferralSource:</b> The person, agency, or organization that referred the individual to the CSB for evaluation or treatment.	Text	2
Must match one of the values in the lookup table, lkpREFERRAL. Valid codes are: 01 Self 02 Family or friend 06 MR Care Provider 07 School system or educational authority 08 Employer or Employee Assistance Program (EAP) 09 ASAP or DUI program 10 Police or sheriff 11 Local correctional facility 12 State correctional facility 13 Community Diversion Incentive (CDI) Program 14 Probation Office 15 Parole Office 16 Other Community Referral 17 Private Hospital 18 Private Physician 19 Private MH Outpatient Practitioner 20 State MH Outpatient Practitioner 21 State Hospital* 22 State Training Center 23 Non-Hospital SA Care Provider 24 Court 25 Department of Social Services (DSS)** 26 Health Department 27 Other Virginia CSB 28 Department of Rehabilitative Services 29 Department of Social Services TANF Caseworker 30 Department of Social Services (Not TANF ) 31 Department of Juvenile Justice 97 Unknown (Asked but not answered) 98 Not Collected (Not asked) * Code referrals from the Hiram Davis Medical Center and the Virginia Center for Behavioral Rehabilitation as State Hospital (code 21). ** For historical purposes only; use either code 29 or 30 instead.			

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No.	Data Element Name and Definition	Data Type	Max Length
16	<b>DateOfBirth:</b> The date of birth of the individual receiving services.	Text	8
MMDDYYYY, not spaces, slashes or special characters. Use two digits for month and day if necessary, e.g., February is 02; February 1 is 0201.			
17	<b>Gender:</b> The gender of the individual receiving services.	Text	2
Must match one of the values in the lookup table, lkpGENDER. Valid codes are: 01 Female 02 Male 97 Unknown (Asked but not answered) 98 Not collected (Not asked)			
18	<b>Race:</b> The race of the individual receiving services, as identified by the individual.	Text	2
Must match one of the values in the lookup table, lkpRACE. Valid codes are: 01 Alaska Native 02 American Indian 03 Asian or Pacific Islander* 04 Black or African American 05 White 06 Other 13 Asian 23 Native Hawaiian or Other Pacific Islander 31 American Indian or Alaska Native and White** 32 Asian and White** 33 Black or African American and White** 34 American Indian or Alaska Native and Black or African American** 35 Other Multi-Race** 97 Unknown (Asked but not answered) 98 Not Collected (Not asked)  Individuals can self-identify one of these races, used by the federal Office of Management and Budget in the 2000 census: American Indian (02) or Alaska Native (01), Asian (13), Black or African American (04), Native Hawaiian or Other Pacific Islander (23), White (05), or Other (06). Alternately, individuals can choose one of the new multi-race codes, designated with the ** in the table. * Code 03 was used in CCS2 for historical purposes; it should not be used in CCS3 for new individuals receiving services.			
19	<b>HispanicOrigin:</b> Identifies if the individual receiving services is of Hispanic origin, as identified by the individual, using codes provided by the federal government.	Text	2
Must match one of the values in the lookup table, lkpHISPANIC. Valid codes are: 01 Puerto Rican 02 Mexican 03 Cuban 04 Other Hispanic 05 Not of Hispanic Origin 06 Hispanic - Specific origin not identified 97 Unknown (Asked but not answered) 98 Not Collected (Not asked)			

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No.	Data Element Name and Definition	Data Type	Max Length												
21	<p><b>EducationLevel:</b> The level of education of the individual receiving services; specifies the highest secondary school, vocational school, or college year completed or attained. There is no separate code for special education. Individuals who are in special education or have graduated from special education should have the highest school grade completed entered.</p>	Text	2												
<p>Must match one of the values in the lookup table, lkpEDUCATION. Valid codes are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">01 Never Attended School</td> <td style="width: 50%;">08 Some College</td> </tr> <tr> <td>03 Preschool/Kindergarten</td> <td>09 Completed College (Undergraduate degree or higher)</td> </tr> <tr> <td>04 Some Elementary School (Grades 1-7)</td> <td>97 Unknown (Asked but not answered)</td> </tr> <tr> <td>05 Completed Elementary School (Grade 8)</td> <td>98 Not Collected (Not asked)</td> </tr> <tr> <td>06 Some High School or Vocational Education (Grades 9-11)</td> <td></td> </tr> <tr> <td>07 Completed High School or Vocational Education (Grade 12 or High School Equivalent)</td> <td></td> </tr> </table>				01 Never Attended School	08 Some College	03 Preschool/Kindergarten	09 Completed College (Undergraduate degree or higher)	04 Some Elementary School (Grades 1-7)	97 Unknown (Asked but not answered)	05 Completed Elementary School (Grade 8)	98 Not Collected (Not asked)	06 Some High School or Vocational Education (Grades 9-11)		07 Completed High School or Vocational Education (Grade 12 or High School Equivalent)	
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06 Some High School or Vocational Education (Grades 9-11)															
07 Completed High School or Vocational Education (Grade 12 or High School Equivalent)															
22	<p><b>EmploymentStatus:</b> Code indicating the employment status of the individual receiving services; e.g., employed full time, employed part time, in an employment program, or not in labor force.</p>	Text	2												
<p>Must match one of the values in the lookup table, lkpEMPLOYMENT. Valid codes are:</p> <p>01 Employed Full Time (35 hours a week or more; includes Armed Forces)</p> <p>02 Employed Part Time (less than 35 hours a week)</p> <p>03 Unemployed: Individual is unemployed at the time of admission, but seeking employment</p> <p>06 Not in Labor Force: Homemaker</p> <p>07 Not in Labor Force: Student/Job Training Program</p> <p>08 Not in Labor Force: Retired</p> <p>09 Not in Labor Force: Disabled</p> <p>10 Not in Labor Force: Resident/Inmate of Institution</p> <p>11 Not in Labor Force-Other: Unemployed and not seeking employment</p> <p>12 Employment Program: Include persons in supported employment settings</p> <p>13 Not in Labor Force: Sheltered employment settings</p> <p>97 Unknown (Asked but not answered)</p> <p>98 Not Collected (Not asked)</p>															

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No.	Data Element Name and Definition	Data Type	Max Length																
23	<b>TypeOfResidence:</b> Code indicating where the individual receiving services lives.	Text	2																
<p>Must match one of the values in the lookup table, lkpRESIDENCE. Valid codes are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">01 Private Residence or Household</td> <td style="width: 50%;">09 Hospital</td> </tr> <tr> <td>02 Shelter</td> <td>10 Local Jail or Correctional Facility</td> </tr> <tr> <td>03 Boarding Home</td> <td>11 State Correctional Facility</td> </tr> <tr> <td>04 Foster Home or Family Sponsor Home</td> <td>12 Other Institutional Setting</td> </tr> <tr> <td>05 Licensed Assisted Living Facility (CSB or non-CSB operated)</td> <td>13 None (Homeless or homeless shelter)</td> </tr> <tr> <td>06 Community (CSB) Residential Service</td> <td>14 Juvenile Detention Center</td> </tr> <tr> <td>07 Residential Treatment or Alcohol or Drug Rehabilitation (Other Residential Setting)</td> <td>97 Unknown (Asked but not answered)</td> </tr> <tr> <td>08 Nursing Home or Physical Rehabilitation</td> <td>98 Not Collected (Not asked)</td> </tr> </table>				01 Private Residence or Household	09 Hospital	02 Shelter	10 Local Jail or Correctional Facility	03 Boarding Home	11 State Correctional Facility	04 Foster Home or Family Sponsor Home	12 Other Institutional Setting	05 Licensed Assisted Living Facility (CSB or non-CSB operated)	13 None (Homeless or homeless shelter)	06 Community (CSB) Residential Service	14 Juvenile Detention Center	07 Residential Treatment or Alcohol or Drug Rehabilitation (Other Residential Setting)	97 Unknown (Asked but not answered)	08 Nursing Home or Physical Rehabilitation	98 Not Collected (Not asked)
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06 Community (CSB) Residential Service	14 Juvenile Detention Center																		
07 Residential Treatment or Alcohol or Drug Rehabilitation (Other Residential Setting)	97 Unknown (Asked but not answered)																		
08 Nursing Home or Physical Rehabilitation	98 Not Collected (Not asked)																		
24	<b>LegalStatus:</b> The legal status of the individual receiving services identifies the type of civil or forensic court order or criminal status related to the individual's admission to a CSB program area or a state facility or to the opening of a record for services available outside of a program area.	Text	2																
<p>Must match one of the values in the lookup table, lkpLEGAL. Valid codes are:</p> <p>01 Voluntary: An individual is admitted voluntarily for community (including local inpatient) services or state facility services.</p> <p>02 Involuntary Civil: An adult is admitted involuntarily, as decided at a non-criminal hearing, for purposes of an NGRI or competency examination or evaluation or for treatment under a Mandatory Outpatient Treatment (MOT) order or an inpatient civil commitment order; this does not include court-ordered psychological evaluations or other assessments for custody cases.</p> <p>04 Involuntary Juvenile Court: A juvenile is admitted involuntarily, as decided at a non-criminal hearing, for the purposes of an NGRI or competency examination or evaluation or for treatment under an inpatient civil commitment order or remains in the community and is court-ordered to treatment in the community; custody remains with the parent or guardian. This does not include court-ordered psychological evaluations or other assessments for custody cases.</p> <p>06 Involuntary Criminal: An individual who is incarcerated with pending criminal charges or convictions is admitted involuntarily for evaluation or treatment.</p> <p>07 Involuntary Criminal Incompetent: An individual who is incarcerated with pending criminal charges is deemed incompetent to stand trial and is admitted involuntarily for competency restoration.</p>																			

## Community Consumer Submission (CCS) Extract Specifications -Version 7

No.	Data Element Name and Definition	Data Type	Max Length										
24	<b>LegalStatus</b> (Continued)	Text	2										
<p>08 Involuntary Criminal NGRI: An individual who has been adjudicated not guilty by reason of insanity (NGRI) is admitted involuntarily for treatment.</p> <p>09 Involuntary Criminal Sex Offender: An individual who is incarcerated under criminal sex offender charges is admitted involuntarily for evaluation or treatment.</p> <p>10 Involuntary Criminal Transfer: An individual who is incarcerated with pending criminal charges is transferred to a state hospital from a correctional facility for evaluation or treatment.</p> <p>11 Treatment Ordered Conditional Release: An individual who has been adjudicated NGRI and has been released conditionally under a court order.</p> <p>12 Treatment Ordered Diversion: An individual who has been court-ordered to treatment as a term or condition of diversion from the criminal justice system.</p> <p>13 Treatment Ordered Probation: An individual who has been court-ordered to treatment as a term or condition of probation.</p> <p>14. Treatment Ordered Parole: An individual who has been court-ordered to treatment as a term or condition of parole.</p> <p>97 Unknown (Asked but not answered)</p> <p>98 Not Collected (Not asked)</p> <p>NOTE: An individual who is ordered to the CSB for a psychological evaluation or other assessment in connection with a custody case would be recorded as 01.</p>													
25	<b>NbrPriorEpisodesAnyDrug:</b> The number of previous episodes of care in which the individual has received any substance abuse services, regardless of the setting (e.g., hospital, community, another state). This number reflects complete episodes of care since the individual first entered the system.	Text	2										
<p>Must match one of the values in the lookup table, lkpEPISODES. Valid codes are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">00 No prior episodes</td> <td style="width: 50%;">05 Five or more prior episodes</td> </tr> <tr> <td>01 One prior episode</td> <td>96 Not applicable</td> </tr> <tr> <td>02 Two prior episodes</td> <td>97 Unknown (Asked but not answered)</td> </tr> <tr> <td>03 Three prior episodes</td> <td>98 Not Collected (Not asked)</td> </tr> <tr> <td>04 Four prior episodes</td> <td></td> </tr> </table>				00 No prior episodes	05 Five or more prior episodes	01 One prior episode	96 Not applicable	02 Two prior episodes	97 Unknown (Asked but not answered)	03 Three prior episodes	98 Not Collected (Not asked)	04 Four prior episodes	
00 No prior episodes	05 Five or more prior episodes												
01 One prior episode	96 Not applicable												
02 Two prior episodes	97 Unknown (Asked but not answered)												
03 Three prior episodes	98 Not Collected (Not asked)												
04 Four prior episodes													

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No.	Data Element Name and Definition	Data Type	Max Length
26	<b>AxisI Code1:</b> The current DSM4 Axis I diagnosis of the individual receiving services, as determined by clinical or direct care staff qualified to make such assessments.	Text	5
<p>Must match one of the values in the lookup table, lkpDSM4AxisI. Valid codes are any DSM (currently DSM-IV-TR) diagnosis code for Axis I without the decimal point. The contents of the entire table are not reproduced here, but include the following values for not applicable, unknown, and not collected.</p> <p>99996 Not applicable            99997 Unknown (Asked but not answered)            99998 Not collected (Not asked)</p>			
27	<b>AxisI Code2:</b> See Data Element 26 for definition.	Text	5
See Data Element 26 for valid values.			
28	<b>AxisII Primary:</b> The primary DSM4 Axis II diagnosis of the individual receiving services, as determined by clinical or direct care staff qualified to make such assessments.	Text	5
<p>Must match one of the values in the lookup table, lkpDSM4AxisII. Valid codes are any DSM (currently DSM-IV-TR) diagnosis code for Axis II without the decimal point. The contents of the entire table are not reproduced here, but include the following values for not applicable, unknown, and not collected.</p> <p>99996 Not applicable            99997 Unknown (Asked but not answered)            99998 Not collected (Not asked)</p>			
29	<b>AxisII Secondary:</b> The secondary DSM4 Axis II diagnosis of the individual receiving services, as determined by clinical or direct care staff qualified to make such assessments.	Text	5
<p>Must match one of the values in the lookup table, lkpDSM4AxisII. Valid codes are any DSM (currently DSM-IV-TR) diagnosis code for Axis II without the decimal point. The contents of the entire table are not reproduced here, but include the following values for not applicable, unknown, and not collected.</p> <p>99996 Not applicable            99997 Unknown (Asked but not answered)            99998 Not collected (Not asked)</p>			

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No.	Data Element Name and Definition	Data Type	Max Length
30	<b>AxisIII:</b> The presence of a DSM4 Axis III diagnosis for the individual receiving services, as determined by clinical or direct care staff qualified to make such assessments.	Text	1
<p>Must match one of the values in the lookup table, lkpYESNO. The values of this diagnosis are different from the other Axis diagnoses; Axis III is unique. Valid codes are:</p> <p>Y Yes N No A Not applicable</p> <p style="text-align: right;">U Unknown (Asked but not answered) X Not collected (Not asked)</p>			
31	<b>AxisV:</b> The DSM4 Axis V diagnosis, also called the Global Assessment of Functioning (GAF), of the individual receiving services, as determined by clinical or direct care staff qualified to make such assessments.	Text	3
<p>Three digit Global Assessment of Functioning (GAF) code from the DSM IV MH Disability. Must match one of the values in the lookup table, lkpGAF. Unknown values are:</p> <p>996 Not applicable 997 Unknown (Asked but not answered) 998 Not collected (Not asked)</p>			
32	<b>SAPDType:</b> The primary substance use disorder problem (drug of abuse) of the individual receiving services.	Text	2
<p>Must match one of the values in the lookup table, lkpDRUG. Valid codes are:</p> <p>01 None 02 Alcohol 03 Cocaine or Crack Cocaine 04 Marijuana or Hashish: Including THC and other cannabis sativa preparations 05 Heroin 06 Non-prescription Methadone 07 Other Opiates/Synthetics: Including codeine, Dilaudid, morphine, Demerol, opium, and any other drug with morphine-like effects</p>			

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No.	Data Element Name and Definition	Data Type	Max Length
32	<b>SAPDType</b> (Continued)	Text	2
<p>Must match one of the values in the lookup table, lkpDRUG. Valid codes (continued) are:</p> <p>08 PCP - Phencyclidine</p> <p>09 Other Hallucinogens: Including LSD, DMT, STP mescaline, psilocybin, peyote, etc.</p> <p>10 Methamphetamines</p> <p>11 Other Amphetamines: Including Benzadrine, Dexedrine, Preludin, Ritalin, and any other "...amines" and related drugs</p> <p>12 Other Stimulants</p> <p>13 Benzodiazepine: Including Diazepam, Flurazepam, Chlordiazepoxide, Clorazepate, Lorazepam, Alprazolam, Oxazepam, Temazepam, Prazepam, Triazolam,</p> <p>14 Other Tranquilizers</p> <p>15 Barbiturates: Including Phenobarbital, Seconal, Nembutal, etc.</p> <p>16 Other Sedatives or Hypnotics: Including chloralhydrate, Placidyl, Doriden, mempromate, etc.</p> <p>17 Inhalants: Including ether, glue, chloroform, nitrous oxide, gasoline, paint thinner, etc.</p> <p>18 Over the Counter: Including aspirin, cough syrup, Sominex, over-the-counter diet aids (e.g., Dexatrim), and any other legally obtained, non-prescription medication.</p> <p>20 Other</p> <p>96 Not Applicable</p> <p>97 Unknown (Asked but not answered)</p> <p>98 Not Collected (Not asked)</p>			
33	<b>SAPDFreqUse:</b> The individual's frequency of use of the primary drug of abuse.	Text	2
<p>Must match one of the values in the lookup table, lkpFREQUENCY. Valid codes are:</p> <p>01 No use in the past month, individual has not used any drug in past month; or individual who is not currently a user but is seeking service to avoid relapse.</p> <p>02 One to three times in the past month</p> <p>03 One to two times per week</p> <p>04 Three to six times per week</p> <p>05 Daily</p> <p>96 Not Applicable</p> <p>97 Unknown (Asked but not answered)</p> <p>98 Not Collected (Not asked)</p>			

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No.	Data Element Name and Definition	Data Type	Max Length
34	<b>SAPDMethUse:</b> The individual's method of use or usual route of administration for the primary drug of abuse.	Text	2
Must match one of the values in the lookup table, lkpDRUGMETHOD. Valid codes are: 01 Oral 02 Smoking 03 Inhalation 04 Injection (IV or Intramuscular) 05 Other 96 Not Applicable 97 Unknown (Asked but not answered) 98 Not Collected (Not asked)			
35	<b>SAPDAgeUse:</b> The age at which the individual receiving services first used the primary drug of abuse, or for alcohol, the age of the individual's first intoxication.	Text	2
There is no lookup table for this field. The age must not be older than the consumer's age. Valid codes are: 00 Newborn 01-95 The actual age of first use 96 Not applicable 97 Unknown 98 Not Collected			
36	<b>SASDType:</b> The secondary substance use disorder problem (drug of abuse) of the individual.	Text	2
Valid codes are the same as the type of the individual's primary drug of abuse.			
37	<b>SASDFreqUse:</b> The individual's frequency of use of the secondary drug of abuse.	Text	2
Valid codes are the same as the frequency of use for the individual's primary drug of abuse.			
38	<b>SASDMethUse:</b> The individual's method of use or usual route of administration for the secondary drug of abuse.	Text	2
Valid codes are the same as the method of use for the individual's primary drug of use.			
39	<b>SASDAgeUse:</b> The age at which the individual receiving services first used the secondary drug of abuse, or for alcohol, the age of the individual's first intoxication.	Text	2
Valid codes are the same as the age at first use for the individual's primary drug of abuse.			
40	<b>SATDType:</b> The tertiary substance use disorder problem (drug of abuse) of the individual.	Text	2
Valid codes are the same as for the type of the individual's primary drug of abuse.			

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No.	Data Element Name and Definition	Data Type	Max Length
41	<b>SATDFreqUse:</b> The individual's frequency of use of the tertiary drug of abuse.	Text	2
Valid codes are the same as the frequency of use for the individual's primary drug of abuse.			
42	<b>SATDMethUse:</b> The individual's method of use or usual route of administration for the tertiary drug of abuse.	Text	2
Valid codes are the same as the method of use for the individual's primary drug of use.			
43	<b>SATDAgeUse:</b> The age at which the individual receiving services first used the tertiary drug of abuse, or for alcohol, the age of the individual's first intoxication.	Text	2
Valid codes are the same as the age at first use for the individual's primary drug of abuse.			
44	<b>PregnantStatus:</b> Indicates if the individual is a female with a substance use disorder who is pregnant	Text	1
Must match one of the values in the lookup table, lkpYESNO. Gender must be 01 (Female) to enter a 'Y' status. Valid codes are: Y Yes N No A Not applicable U Unknown (Asked but not answered) X Not Collected (Not asked)			
45	<b>FemaleWithDependentChildrenStatus:</b> Indicates if the individual is a female with a substance use disorder who is living with dependent children (ages birth through 17)	Text	1
Must match one of the values in the lookup table, lkpYESNO. Gender must be 01 (Female) to enter a 'Y' status. Valid codes are: Y Yes N No A Not applicable U Unknown (Asked but not answered) X Not Collected (Not asked)			
46	<b>DaysWaitingToEnterTreatment:</b> The number of calendar days from the first contact or request for service until the first scheduled appointment in a substance abuse service accepted by the individual.	Text	3
Valid codes are: 000-995 Number of days waiting 996 Not applicable 997 Unknown (Asked but not answered) 998 Not collected (Not asked)			



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No.	Data Element Name and Definition	Data Type	Max Length
52	<b>AxisIcode3:</b> The current DSM4 Axis I diagnosis of the individual receiving services, as determined by clinical or direct care staff qualified to make such assessments. This is a continuation of the first two Axis I diagnosis codes, 26 and 27.	Text	5
<p>Must match one of the values in the lookup table, lkpDSM4AxisI. Valid codes are any DSM (currently DSM-IV-TR) diagnosis code for Axis I without the decimal point. The contents of the entire table are not reproduced here, but include the following values for not applicable, unknown, and not collected.</p> <p>99996 Not applicable            99997 Unknown (Asked but not answered)            99998 Not collected (Not asked)</p>			
53	<b>AxisIcode4:</b> See Data Element 52 for definition.	Text	5
See Data Element 52 for valid values.			
54	<b>AxisIcode5:</b> See Data Element 52 for definition.	Text	5
See Data Element 52 for valid values.			
55	<b>AxisIcode6:</b> See Data Element 52 for definition.	Text	5
See Data Element 52 for valid values.			
56 <sup>1</sup>	<b>ConsumerServiceHours:</b> Used to capture consumer service hours. <sup>1</sup> No longer collected; report as a NULL value represented by two consecutive commas.	See definition	
<p><b>Core Services Taxonomy 7.2 eliminates consumer service hours.</b> CSBs may still collect and report these units, but the Department will not accept or include them in its CCS data base. It would be preferable for CSBs not to collect or report consumer service hours, but only to collect service hours, as defined in Core Services Taxonomy 7.2, and report them in Data Element 10.</p> <p><sup>1</sup> Data Element 56 is no longer required in CCS 3; it should be reported as a NULL value. Please see the discussion on pages 3 and 4 of these specifications for additional information and the instructions in Appendix E for formatting NULL values.</p>			

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No.	Data Element Name and Definition	Data Type	Max Length
57	<b>MedicaidNbr:</b> The Medicaid number of the individual receiving services, in the format specified by the Department of Medical Assistance Services (DMAS), only 12 numeric characters.	Text	12
Reported for individuals enrolled in Medicaid at their admission to a program area. If an individual is enrolled in Medicaid at one point, but then loses his or her Medicaid eligibility, the value in this field should continue to show the Medicaid number. If the individual's Medicaid number changes, then the new number must be transmitted. If a CSB includes formatting characters (e.g., hyphens, pound signs) in its Medicaid number, these must be stripped out before the number is exported to the CCS 3 extract.			
58	<b>ConsumerFirstName:</b> The first name of the individual receiving services, used to extract characters for input to a probabilistic matching algorithm run by the Department to generate a unique consumer Id. The full first name is not transmitted to the Department.	Text	30
Any valid alphanumeric character.			
59	<b>ConsumerLastName:</b> The last name of the individual receiving services, used to extract characters for input to a probabilistic matching algorithm run by the Department to generate a unique consumer Id. The full last name is not transmitted to Department.	Text	30
Any valid alphanumeric character. Last names with hyphens should put the individual's legal last name before the hyphen.			
60	<b>TypeOfCareThroughDate:</b> MMDDYYYY indicating the ending date of a type of care.	Text	8
Must be a valid date and must be the same day as the type of care from date or later. Must not be a date in the future (i.e. past the date of the extract file at the latest).			
61	<b>TypeOfCareFromDate:</b> MMDDYYYY indicating the starting date of a type of care.	Text	8
Must be a valid date. Must not be before a previous TypeOfCareThroughDate in the same Program Area.			
62	<b>ServiceThroughDate:</b> MMDDYYYY indicating the ending date of a service. If the service through date is the same as the ServiceFromDate; i.e. the service started and ended on the same day, this value should be the same as the service from date.	Text	8
Must be a valid date and must be the same day as the service from date or later.			

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No.	Data Element Name and Definition	Data Type	Max Length
63	<b>StaffId:</b> Indicates the local staff identification number.	Text	10
<p>This is an optional data element supplied by CSBs on a voluntary basis. If this field is omitted, it must be represented by two consecutive commas for formatting NULL values in the extract file (refer to Appendix E).</p>			
64	<b>ServiceSubtype:</b> A specific activity associated with a particular core service category or subcategory for which a service.txt file is submitted. Initially, Service Subtypes are defined only for Emergency Services. Service Subtype is collected at every Emergency Services encounter and reported in the service file.	Text	2
<p>Must match one of the values in the lookup table, lkpServiceSubtype. Valid codes are:</p> <p>01 Crisis Intervention: Clinical intervention in response to an acute crisis episode; includes counseling, short term crisis counseling, triage, or disposition determination; this includes all Emergency Services not included in the following service subtypes</p> <p>02 Crisis Intervention Provided Under an ECO: Clinical intervention and evaluation provided by a certified preadmission screening evaluator in response to an emergency custody order (ECO) issued by a magistrate</p> <p>03 Crisis Intervention Provided Under Law Enforcement Custody (a paperless ECO): Clinical intervention and evaluation provided by a certified preadmission screening evaluator to an individual under the custody of a law enforcement officer without an ECO issued by a magistrate</p> <p>04 Independent Examination: An examination provided by a independent examiner who satisfies the requirements in and who conducts the examination in accordance with § 37.2-815 of the <i>Code of Virginia</i> in preparation for a civil commitment hearing</p> <p>05 Commitment Hearing: Attendance of a certified preadmission screening evaluator at a civil commitment or recommitment hearing conducted pursuant to § 37.2-817 of the <i>Code of Virginia</i></p> <p>06 MOT Review Hearing: Attendance at a review hearing conducted pursuant to §§ 37.2-817.1 through 37.2-817.4 of the <i>Code of Virginia</i> for a person under a Mandatory Outpatient Treatment (MOT) order</p> <p>Use Not Applicable (96) for any service other than Emergency Services. Unknown (97) and Not Collected (98) are not valid codes for this data element.</p>			

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No.	Data Element Name and Definition	Data Type	Max Length
65	<p><b>ServiceLocation:</b> The location in which the service for which a service.txt file is submitted was provided to an individual. Service Location is reported in the service file for every service in all program areas (100, 200, and 300) and for services available outside of a program area (400). Service Location is collected at every service encounter.</p>	Text	2
<p>Must match one of the values in the lookup table, lkpServiceLocation. Valid codes are:</p> <p>01 Consumer Residence: where the individual lives, his or her primary residence, unless he or she lives in a CSB-controlled inpatient or residential bed, then enter 02</p> <p>02 CSB Program Site: the location in which a CSB or a CSB’s contractor provides services</p> <p>03 Court: includes general district and juvenile and domestic relations courts, court services units and probation and parole offices</p> <p>04 Local or Regional Jail: a facility serving adults primarily; not a Department of Corrections facility</p> <p>05 Local or Regional Juvenile Detention Center: a facility serving juveniles under the age of 18 who have been committed to the facility; not a Learning Center operated by the state</p> <p>06 Law Enforcement Facility: a location in the community that houses law enforcement officers; includes police stations and sheriffs’ offices</p> <p>07 Non-State Medical Hospital: a medical hospital licensed by but not operated by the state; includes Veterans Administration (VA) hospitals and also UVA and MCV hospitals</p> <p>08 Non-State Psychiatric Hospital or Psychiatric Unit in a Non-State Medical Hospital: a psychiatric hospital or unit licensed by but not operated by the state; includes VA hospitals and UVA and MCV</p> <p>09 State Hospital or Training Center: a facility operated by the Department of Behavioral Health and Developmental Services and defined in § 37.2-100 of the <i>Code of Virginia</i></p> <p>10 Educational Facility: includes public or private schools, community colleges, colleges, and universities</p> <p>11 Assisted Living Facility: a facility licensed by the Department of Social Services that provides housing and care for individuals in need of assistance with daily living activities</p> <p>12 Nursing Home: a facility licensed by the Department of Health that provides services to individuals who require continuing nursing assistance and assistance with activities of daily living</p> <p>13 Shelter: a community-based facility that provides temporary housing or living space for a brief period of time to individuals who are homeless or in need of temporary sheltering; generally does not provide any around-the-clock behavioral health or medical care and may or may not provide basic living amenities, but may provide space for meals, personal hygiene, and overnight accommodations</p> <p>14 Other Community Setting (any location that is used for the provision of services other than those identified in the preceding codes)</p> <p>Not Applicable (96), Unknown (97), and Not Collected (98) are not valid codes for this data element.</p>			

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No.	Data Element Name and Definition	Data Type	Max Length
66	<p><b>MilitaryStatus:</b> The current status of an individual receiving services who is serving or has served in a branch of the U.S. military or who is a dependent family member of the individual. Military status is collected at admission to and discharge from a program area and annually or when it changes, and it is reported in the consumer file.</p>	Text	2
<p>Must match one of the values in the lookup table, lkpMilitaryStatus. Valid codes are:</p> <p>01 Armed Forces on Active Duty: An individual who is serving on active duty in the U.S. Army, Navy, Marine Corps, Air Force, or Coast Guard or the U.S. Public Health Service or the U.S. Merchant Marine and could include mobilized members of the Reserve or Guard</p> <p>02 Armed Forces Reserve: An individual who is serving in a duty status in a unit of the U.S. Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve, but currently is not mobilized</p> <p>03 National Guard: An individual who is serving in a duty status in a unit of the National Guard, but currently is not mobilized</p> <p>04 Armed Forces or National Guard Retired: An individual who is retired, having served on activity duty as a member of the U.S. Army, Army Reserve, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Coast Guard, Coast Guard Reserve, or National Guard or the U.S. Public Health Service or Merchant Marine</p> <p>05 Armed Forces or National Guard Discharged: An individual who has been discharged (any type of discharge) from activity duty in the U.S. Army, Army Reserve, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Coast Guard, Coast Guard Reserve, or National Guard or the U.S. Public Health Service or Merchant Marine</p> <p>06 Armed Forces or National Guard Dependent Family Member: An individual who is the spouse or the dependent child of an individual who is serving on active duty in, is retired from, or has been discharged from the U.S. Army, Army Reserve, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Coast Guard, Coast Guard Reserve, or National Guard or the U.S. Public Health Service or Merchant Marine</p> <p>96 Not Applicable (No military status)</p> <p>97 Unknown (Asked but not answered)</p> <p>98 Not Collected (Not asked)</p>			
67	<p><b>MilitaryServiceStartDate:</b> The year in which the individual's most recent active or reserve duty in the U.S. Army, Army Reserve, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Coast Guard, Coast Guard Reserve, or National Guard or the U.S. Public Health Service or Merchant Marine began. Military service start date is collected at admission to and discharge from a program area and annually or when it changes.</p>	Text	4
<p>Enter the year or null. The format for the year is YYYY.</p>			

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No.	Data Element Name and Definition	Data Type	Max Length
68	<p><b>MilitaryServiceEndDate:</b> If retired or discharged, the year in which the individual's most recent active or reserve duty in the U.S. Army, Army Reserve, Navy, Naval Reserve, Marine Corps, Marine Corps Reserve, Air Force, Air Force Reserve, Coast Guard, Coast Guard Reserve, or National Guard or the U.S. Public Health Service or Merchant Marine ended. Military service end date is collected at admission to and discharge from a program area and annually or when it changes.</p>	Text	4
Enter the year or null. The format for the year is YYYY.			
69	<p><b>MaritalStatus:</b> Current marital status of the individual receiving services. Marital status is collected at admission to and discharge from a program area and annually or when it changes.</p>	Text	2
<p>Must match one of the values in the lookup table, lkpMaritalStatus. Valid codes are:</p> <p>01 Never Married - Includes individuals who are single or whose only marriage was annulled.</p> <p>02 Married</p> <p>03 Separated - Includes married individuals who are legally separated or otherwise absent from their spouses because of marital discord.</p> <p>04 Divorced</p> <p>05 Widowed</p> <p>97 Unknown (Asked but not answered)</p> <p>98 Not Collected (Not asked)</p>			
70	<p><b>SocialConnectedness:</b> The degree to which the individual receiving mental health or substance abuse services is connected to his environment through types of social contacts that support recovery. This is measured by how often the individual has participated in any of the following activities in the past 30 days: participation in a non-professional, peer-operated organization that is devoted to helping individuals reach or maintain recovery, such as: Alcoholics Anonymous, Narcotics Anonymous, Secular Organization for Sobriety, Double Trouble in Recovery, or Women for Sobriety; or participation in any religious or faith-affiliated recovery self-help groups; or participation in organizations that support recovery other than the organizations described above, including consumer-run mental health programs and Oxford Houses. Social Connectedness is collected at admission to and discharge from a program area and is updated annually at the annual review of the ISP for individuals who have been receiving services in the program area for one year from the date of admission.</p>	Text	2
Must match one of the values in the lookup table, lkpSocialConnectedness. Valid codes are:			

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No.	Data Element Name and Definition	Data Type	Max Length
<b>70</b>	<b>Social Connectedness</b> (Continued)	Text	2
01 No participation in the past month 02 Participation one to three times in the past month 03 Participation one to two times per week 04 Participation three to six times per week 05 Participation daily 96 Not applicable (For admission to or discharge from the Mental Retardation Program Area or for opening a record for Services Available Outside of a Program Area) 97 Unknown (Asked but not answered) 98 Not Collected (Not asked)			
71	<b>InsuranceType1:</b> The type of health insurance currently covering the individual receiving services. Insurance type is collected when a record is opened on the individual for services available outside of a program area or an individual is admitted to a program area and updated whenever it changes.	Text	2
Must match one of the values in the lookup table, lkpInsuranceType. Valid codes are: 01 Private Insurance (includes Blue Cross/Blue Shield/Anthem, non-Medicaid or Medicare HMOs, self-paying employer-offered insurance, or other private insurance) 02 Medicare (individual is enrolled in Medicare) 03 Medicaid (individual is enrolled in Medicaid) 04 Veterans Administration 05 Private Pay (payment by non-insurance sources, e.g., courts, social services or any payment made directly by the individual or responsible family member) 06 Tricare/CHAMPUS 07 FAMIS 08 Uninsured (if the individual is not covered by any health insurance, but private payments are received; use 08 for field 71 and 05 for field 72) 09 Other 96 Not Applicable (use this to fill in fields when the individual receiving services has no other insurance coverage after those indicated in previous InsuranceType fields (e.g., 71 and 72); for example, if the individual is uninsured and 08 has been entered in data element 71, use 96 for fields 72 through 78) 97 Unknown (Asked but not answered) 98 Not Collected (Not asked)			

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No.	Data Element Name and Definition	Data Type	Max Length
72	<b>InsuranceType2:</b> See Data Element 71 for definition.	Text	2
Must match one of the values in the lookup table, lkpInsurancetype. See Data Element 71 for valid codes.			
73	<b>InsuranceType3:</b> See Data Element 71 for definition.	Text	2
Must match one of the values in the lookup table, lkpInsurancetype. See Data Element 71 for valid codes.			
74	<b>InsuranceType4:</b> See Data Element 71 for definition.	Text	2
Must match one of the values in the lookup table, lkpInsurancetype. See Data Element 71 for valid codes.			
75	<b>InsuranceType5:</b> See Data Element 71 for definition.	Text	2
Must match one of the values in the lookup table, lkpInsurancetype. See Data Element 71 for valid codes.			
76	<b>InsuranceType6:</b> See Data Element 71 for definition.	Text	2
Must match one of the values in the lookup table, lkpInsurancetype. See Data Element 71 for valid codes.			
77	<b>InsuranceType7:</b> See Data Element 71 for definition.	Text	2
Must match one of the values in the lookup table, lkpInsurancetype. See Data Element 71 for valid codes.			
78	<b>InsuranceType8:</b> See Data Element 71 for definition.	Text	2
Must match one of the values in the lookup table, lkpInsurancetype. See Data Element 71 for valid codes.			

The Data Elements in the preceding table are arranged in numerical sequence. However, some Data Element numbers are missing in that sequential listing because the associated CCS 2 Data Elements were discontinued in CCS 3. Those numbers and the related Data Elements are listed in the following table.

CCS 2 Data Elements Not Used in CCS 3			
No.	Data Element	No.	Data Element
1	Transaction Activity Code	11	CSB Discharge Date
4	CSB Admission Date	20	Co-Dependent
6	Service Enrollment Date	50	Medicaid Status
9	Service Release Date	51	Date of Last Direct SA Service

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## Appendix D: Data Collection Matrix

### When is data collected?

In CCS 3, data elements are collected at different steps of the individual's involvement with the CSB. In CCS 3, these steps are defined as part of the New Paradigm. There are two major steps from the standpoint of data extracts:

- Case Opening, and
- Type of Care event, for example, at admission to and at discharge from a program area.

### Case Opening

This step occurs when a CSB determines that it can serve an individual, and it opens a case for the individual. This step requires submission of some of the Data Elements in the Consumer File table and all of the Data Elements in the Services File table (Appendix B), but it does not require submission of the event itself in a TypeOfCare file. Only the data elements listed in the following table are collected at case opening.

CCS 3 Data Elements Collected at Case Opening			
No.	Data Element		
2	AgencyCode	52-55	Diagnoses Axis I Codes3-6
3	Program area Id value, use only 400, indicating the service is available outside of a program area	56 <sup>1</sup>	ConsumerServiceHours <sup>1</sup>
5	ServiceCode	58	ConsumerFirstName
7	ConsumerId (CSB identifier)	59	ConsumerLastName
8	SSN	62	ServiceThroughDate
10	Units	64	Service Subtype
14	CityCountyCode	65	Service Location
16	DateOfBirth	71	InsuranceType1
17	Gender	72	InsuranceType2
18	Race	73	InsuranceType3
19	HispanicOrigin	74	InsuranceType4
24	LegalStatus	75	InsuranceType5
26-29	Diagnosis Axis I and II Codes	76	InsuranceType6
44	PregnantStatus	77	InsuranceType7
48	ServiceFromDate	78	InsuranceType8

<sup>1</sup> Data Element 56 is no longer required in CCS 3; it should be reported as a NULL value. Please see the discussion on pages 3 and 4 of these specifications and the definition in Exhibit C for additional information and the instructions in Appendix E for formatting NULL values.

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### Admission to or Discharge from a Program Area (Type of Care event)

The data elements from the case opening step must continue to be reported, and the following additional data elements must be collected when an individual is admitted to or discharged from a program area.

<b>CCS 3 Data Elements Collected at Admission to a Program Area</b>			
No.	Data Element	No.	Data Element
2	AgencyCode	48	ServiceFromDate
3	ProgramAreaId (100, 200, or 300)	49	Authorized Representative
5	ServiceCode	52-55	AxisI codes 3-6
7	ConsumerId (CSB identifier)	56 <sup>1</sup>	ConsumerServiceHours <sup>1</sup>
8	SSN	57	MedicaidNbr
10	Units	58	ConsumerFirstName
12	DischargeStatus	59	ConsumerLastName
13a	SMISEDAtRisk	60	TypeOfCareThroughDate
13b	CognitiveDelay	61	TypeOfCareFromDate
14	CityCountyCode	62	ServiceThroughDate
15	ReferralSource	63	StaffId
16	DateOfBirth	64	ServiceSubtype
17	Gender	65	ServiceLocation
18	Race	66	MilitaryStatus
19	HispanicOrigin	67	MilitaryStatusStartDate
21	EducationLevel	68	MilitaryStatusEndDate
22	EmploymentStatus	69	MaritalStatus
23	TypeOfResidence	70	SocialConnectedness
24	LegalStatus	71	InsuranceType1
25	NbrPriorEpisodesAnyDrug	72	InsuranceType2
26-30	Diagnosis Axis I, II, and III codes	73	InsuranceType3
31	Diagnosis Axis V code	74	InsuranceType4
32-43	SA Primary, Secondary, and Tertiary Drug	75	InsuranceType5
44	PregnantStatus	76	InsuranceType6
45	FemaleWithDependentChildrenStatus	77	InsuranceType7
46	DaysWaitingToEnterTreatment	78	InsuranceType8
47	NbrOfArrests		

<sup>1</sup> Data Element 56 is no longer required in CCS 3; it should be reported as a NULL value. Please see the discussion on pages 3 and 4 of these specifications and the definition in Exhibit C for additional information and the instructions in Appendix E for formatting NULL values.

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### Data Element and Program Area Cross-Reference Table

Different data elements apply to and are collected for different program areas, as shown in the following table.

<b>Data Element and Program Area Cross-Reference Table</b>				
<b>Element No.</b>	<b>Data Element</b>	<b>Mental Health</b>	<b>Substance Abuse</b>	<b>Mental Retardation</b>
2	AgencyCode	Y	Y	Y
3	ProgramAreaId	Y	Y	Y
5	ServiceCode	Y	Y	Y
7	ConsumerId (CSB identifier)	Y	Y	Y
8	SSN	Y	Y	Y
10	Units	Y	Y	Y
12	DischargeStatus	Y	Y	Y
13a	SMISEDAtRisk	Y	Y	N
13b	CognitiveDelay	N	N	Y
14	CityCountyCode	Y	Y	Y
15	ReferralSource	Y	Y	Y
16	DateOfBirth	Y	Y	Y
17	Gender	Y	Y	Y
18	Race	Y	Y	Y
19	HispanicOrigin	Y	Y	Y
21	EducationLevel	Y	Y	Y
22	EmploymentStatus	Y	Y	Y
23	TypeOfResidence	Y	Y	Y
24	LegalStatus	Y	Y	Y
25	NbrPriorEpisodesAnyDrug	Y	Y	N
26-30	Diagnosis Axis I, II, III codes	Y	Y	Y
31	Diagnosis Axis V code	Y	Y	N
32-43	SA Primary, Secondary, and Tertiary drug	Y	Y	N
44	PregnantStatus	N	Y	N
45	FemaleWithDependentChildrenStatus	N	Y	N
46	DaysWaitingToEnterTreatment	N	Y	N
47	NbrOfArrests	Y	Y	N
48	ServiceFromDate	Y	Y	Y
49	Authorized Representative	Y	N	Y
52-55	AxisI codes 3-6	Y	Y	Y
56 <sup>1</sup>	ConsumerServiceHours <sup>1</sup>	No longer required.		
57	MedicaidNbr	Y	Y	Y
58	ConsumerFirstName	Y	Y	Y
59	ConsumerLastName	Y	Y	Y
60	TypeOfCareThroughDate	Y	Y	Y
61	TypeOfCareFromDate	Y	Y	Y
62	ServiceThroughDate	Y	Y	Y

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<b>Data Element and Program Area Cross-Reference Table</b>				
<b>Element No.</b>	<b>Data Element</b>	<b>Mental Health</b>	<b>Substance Abuse</b>	<b>Mental Retardation</b>
63	StaffId	Y	Y	Y
64	ServiceSubtype	Y	Y	Y
65	ServiceLocation	Y	Y	Y
66	MilitaryStatus	Y	Y	Y
67	MilitaryServiceStartDate	Y	Y	Y
68	MilitaryServiceEndDate	Y	Y	Y
69	MaritalStatus	Y	Y	Y
70	SocialConnectedness	Y	Y	N
71	InsuranceType1	Y	Y	Y
72	InsuranceType2	Y	Y	Y
73	InsuranceType3	Y	Y	Y
74	InsuranceType4	Y	Y	Y
75	InsuranceType5	Y	Y	Y
76	InsuranceType6	Y	Y	Y
77	InsuranceType7	Y	Y	Y
78	InsuranceType8	Y	Y	Y

<sup>1</sup> Data Element 56 is no longer required in CCS 3; it should be reported as a NULL value. Please see the discussion on pages 3 and 4 of these specifications and the definition in Exhibit C for additional information and the instructions in Appendix E for formatting NULL values.

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## Appendix E: Business Rules

Business rules enforce the policies and procedures specified by an organization for its processes. The complete set of current CCS Business Rules is incorporated by reference into these Extract Specifications. These rules establish acceptable parameters and validation criteria for CCS 3 data elements and describe error-checking routines and operations. CSB staff and IT vendors responsible for implementing CCS 3 should review and adhere to these Business Rules.

The following are general business rules for the CCS3 database not discussed elsewhere in this document. Validation checks are basic business rules, and some of the general validations of CCS3 data are described below.

### Extract Record Values

#### *General*

CSBs must validate all field values in CCS 3 extract files before they submit their extracts to the Department. Invalid data fields will produce fatal errors, which will cause the record to be rejected.

#### *Dates*

All dates must be valid and must be entered in the format MMDDYYYY with no slashes, spaces, or special characters. Leading zeroes must be supplied for single digit days and months, e.g., February 1 is 0201. Century values must be greater than or equal to 1900. There must not be a month value greater than 12, and there must not be a day value greater than 31.

### CCS3 Unknown Value Codes

The CCS 3 Extract Specifications, in an attempt to improve the data quality of extracts, clarifies the meaning of certain field codes for situations when the value of a field is not clear. In these specifications, they will be called unknown values. In the past, the CCS used the codes 96, 97, and 98 to indicate Not Applicable, Unknown, and Not Collected, as well as allowing blanks or missing values. These codes were introduced in earlier versions of the CCS, but their use is standardized in CCS 3. These distinctions may seem subtle, but they are important for reporting clearly and unambiguously. There are four categories into which unknown values can be placed: Blanks, Not Applicable, Unknown, or Not Collected.

#### *Blanks (NULL)*

There are certain fields for which there is no extract value. The value would be applicable and could be known if collected; however, clinical circumstances dictate that a value can not always be supplied. An example is social security number; some individuals may not have one.

These fields can be left blank (NULL) on the initial extract; i.e. they can be left out. These fields must not be filled with spaces. In the extract file, they will be indicated by two consecutive commas. For example, if there were three fields in a row, but the value for the second field was blank (NULL), then the extract would look like this: value1,,value3.

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Note that if a blank value is to be used at the end of an extract file, there must be a comma representing that blank, shown as: ,, at the end of the file. Omitting the comma will cause the extract to completely ignore the value, meaning the blank will not be recorded.

### ***Not applicable (96)***

There are certain fields where a value is nonsensical or not applicable; for example, FemaleWithDependentChildrenStatus does not make sense for a male. Also, a male can not be pregnant. Thus, a value of *not applicable* would be entered. The values of *not applicable* depend on the size of the field in which it is being used, as shown in the following table.

Single byte field	'A' for not applicable
Two byte field	'96'
Three byte field	'996'
Four byte field	'9996'
Five or more bytes	'99996'

There are some fields in CCS 3 where the value is built into or provided by the known code, so that the 96 code does not apply. For example, an individual has to have a type of residence of some sort (Data Element 23), and there are codes built into the lkpRESIDENCE table to identify the possible types. Thus, if the individual is homeless or lives in a homeless shelter, then code 13 indicates that. However, the values of 97 and 98, Unknown and Not Collected, may still apply. Another example is education level (Data Element 21); there is a code in lkpEducation to indicate that the individual never attended school (01), so the code for *not applicable* is not needed.

### ***Unknown (97: Asked but not answered)***

A value may be applicable in a certain situation, but the value may not be known. Staff attempted to collect the information, but it could not be obtained. In the preceding example, if the individual were female, then she could have a dependent child, or she could be pregnant. Thus, *not applicable* would not be appropriate for this situation. However, if staff asked for this information, but the individual did not provide it or it was otherwise not available, then *unknown* would be the appropriate value. The values of *unknown* depend on the size of the field in which it is being used, as shown in the following table.

Single byte field	'U' for not applicable
Two byte field	'97'
Three byte field	'997'
Four byte field	'9997'
Five or more bytes	'99997'

### ***Not collected (98: Not asked)***

There are other situations where the most accurate description of a value indicates that it was not collected; i.e. there was no attempt to collect the information. This is different from the *unknown* code. Not Collected indicates that the value would be applicable, and could be known, but its value was not obtained at the time of the extract.

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Note that this is different from a blank value, which is an acceptable value on some fields. However, if there is a code in the lookup table for Not Collected, then that value should be used instead of a blank.

The values of *not collected* depend on the size of the field in which it is being used:

Single byte field	'X' for not collected
Two byte field	'98'
Three byte field	'998'
Four byte field	'9998'
Five or more bytes	'99998'