Iowa Behavioral Health Reporting System

Non-Patient Service Data Set Guide

Version 1.0 (March 2022)

INTRODUCTION

The IBHRS Non-Patient Service Data Set is for providers to report specific non-patient services provided as part of the Integrated Provider Network (IPN) contracted substance use disorder and problem gambling agencies. A Non-Patient Service record represents a service that does not require a provider to submit client-specific data (Client or Treatment Episode data set). A Non-Patient Service will have a unique identifier (source record identifier) as well as Provider unique identifier (Provider Source Record Identifier). No two Non-Patient Service records should have the same combination of Source Record Identifier and Provider Source Record Identifier.

IPN Contractors will have the option to have access to the Non-Patient Services Data Set via the IBHRS Data Entry screens, or via XML file submission.

Additional information on the Non Patient Service Data Sent is included the updated IBHRS Provider Submission Guide (v 1.2)

- https://idph.iowa.gov/Bureau-of-Substance-Abuse/Substance-Use-and-Problem-Gambling-Data/Iowa-Behavioral-Health-Reporting-System/IBHRS-Documentation

NON-PATIENT SERVICES

The following is the list of the *Other Covered Services for Persons who are not Patients* that may be provided/reported. Only individuals skilled in delivering information in these areas may conduct these services. Non-Patient services should not be applied as prevention activities. Please see the current IPN Provider Manual for further information, guidance, and unit rates.
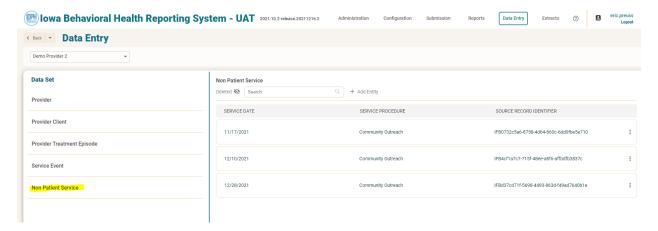
- **Community Outreach** - Contractors conduct, support, and participate in collaboration and community outreach activities that establish the contractor as a primary treatment resource for substance use and problem gambling in the Service Area and statewide.
- **Engagement** - Communication with potential or current patients with the intention of engaging/reengaging and enrolling/continuing them in services. Must be direct contact via in-person or by other technology.
- **Family Education -** Education on various topics related to substance use and problem gambling disorders, treatment and recovery, for family members and concerned persons of individuals in treatment.
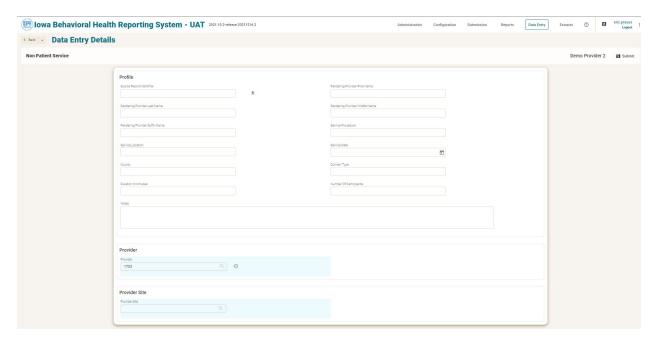
DATA ENTRY GUIDANCE

To access the Non-Patient Service Data Set for Data Entry, log into IBHRS, click on IBHRS Reporting icon, click on Data Entry, and then click on Non-Patient Service in the Data Set menu on the left.

Click "Add Entity" to add a new Non-Patient Service.

Complete the Non-Patient Service Profile as per the IBHRS Provider Submission Guide.

- Add SRI
- Enter Staff person name that provided the service
- Select the Service Procedure (Community Outreach, Engagement, Family Education Services – Individual/Group)
- Select the service location
- Add Service Date

- Select County where service was provided
- Select the Domain for which the service occurred (Problem Gambling, Substance Use Disorder)
- Enter Duration (must be in in 15 minute increments and less than 360 minutes)
- Enter number of Participants (must be less than 1,000)
- Enter Note that should contain the following (limited to 1,000 characters, approximately 6 lines of text) "DOP" format.
  - o **Description** of the Activity/Service provided
  - o **Outcome** of the Activity/Service provided
  - o **Plan** or Next Steps (as applicable)

Example Note (661 characters):
  - o **D:** Met virtually with 15 lawyers in XXX County and provided overview of problem gambling treatment services, warning signs of a potential gambling problem, and the steps to take on how to contact XXXX to make a referral.
  - o **O:** Attendees were receptive of information and provided 1-800 BETS OFF brochures to have available for their clients, including Taxes and Gambling. Provided information on how to order additional brochures.   One lawyer may talk with patient about possible referral.
  - o **P:** Will be returning next quarter for follow-up session with this lawyer association.

Notes:
- Travel time may be included in the total duration and documented in the Note under Description (D).
- Non-Patient Services Data Set is used ONLY to document IPN related activities.