Q&A from EHR Support Desk – April 2024

Additional Resources:

File Testing and Certification (FTC) Environment Help section (must be logged in): https://ftc.vaei.casetivity.com/pages/Help

- *Contains EMR File Testing and Certification Guide, EMR File Testing Scenarios, EMR File Upload Instructions, EMR Troubleshooting, Entity Dependencies, EMR Entity Match and Update Logic.*

ITCVA Website's TRAC-IT Documents section: https://www.itcva.online/tracit-documents

- *Contains the Data Dictionary, XML Schema, XML Input File (sample), EMR Response Schema.*

ITCVA Website's TRAC-IT Webinars section: https://www.itcva.online/trac-it-webinars

- *Contains Test Scenarios, EMR Upload Demos, EMR Office Hours recordings, and past Q&A documents.*

Q&A:

1. **Please advise where "Potentially Eligible for Special Education" can be found in the current data dictionary.**

   The "Potentially Eligible for Special Education" field name in the data dictionary and schema is "support", located on the Transition entity. You may find Column H helpful - this column provides the matching field label you would see in TRAC-IT.

2. **In looking at the Data Dictionary for IFSPs, it seems that two items are requested. Line 150 requires the last review date. Under validation and error handling, it says "Most recent IFSP signed date must be provided when sending an IFSP review date." Can you please clarify what this means? And is the review date the date of parent signature or the date the review meeting was held?**

   When you are sending an IFSP Review, you should also provide the most recent IFSP signed date in the file. The IFSP Review date you send through EMR would be the IFSP Review signed date.

3. **We have a question about the fields marked as "not required" in the Data Dictionary. Can you clarify, do we need to map fields marked as Not Required in our upload?**

   You can include all the fields present in the data dictionary, if you would like to. There may be fields that are marked as optional that you would expect to include because it will make the client's record in TRAC-IT more complete. Some fields are not required in all situations, so they are not systematically required by TRAC-IT. You should follow the requirements outlined by DBHDS in the Practice Manual if you have any questions related to clinically required information.

Have additional questions? Reach out to us at VATRACIT.FileCertification@ssg-llc.com.

4. **We are trying to understand the data elements that are needed for Missed Visits. Could you point me in the right direction so we can make sure that we are sending the correct data elements needed.**

   Generally, if the note you need to send is not billable and its purpose is to document a missed visit, you could send the Communication Log entity to capture these notes. The available fields for Communication Logs are listed in the TRAC-IT data dictionary and XML schema.

5. **Can you explain the error message "The Clinician selected should have appropriate disciplines for the Service type selected"?**

   The contact note error message *The Clinician selected should have appropriate disciplines for the Service type selected* will be thrown when either the clinician does not have the discipline given in the file listed on their TRAC-IT account, and/or the discipline given in the file does not align with the service type given in the file. You should check to make sure that the discipline code is accurate to the discipline the provider is certified for, and that the service type can be provided by that discipline.

6. **Can one service log for Service type 12 include multiple Service coordination activity tags in the xml? TRAC IT allows adding multiple activities in one contact note, but we are not clear how it must be submitted in the file.**

   A single service log can only contain one service coordination activity. However, you can submit multiple service logs per progress note, each with a different activity.

7. **We are trying to understand the business logic behind the potentially eligible box. What will trigger notification to VDOE?**

   TRAC-IT will add the client to the VDOE notification list as soon as the client is marked as Potentially Eligible for special education and the "no earlier than" date is in the past. If the parent has opted out of the notification and referral, the opt out date and parent initials will prevent the client from being added to the VDOE notification list. If the parent then opts back in, sending the opt-in date and the parent's initials from opting in will overrule the previous opt-out, and the client can be pulled to the list as soon as the other conditions are met.

   This logic considers the following fields:

   <support> = Potentially Eligible for Special Education
   <noEarlierThan> = the no earlier than date. The VDOE notification will not be processed in TRAC-IT until this date has passed.
   <leaOptOutDate> = the date the parent opted out of the notification and referral
   <parentInitialOptOut> = the parent's initials when opting out
   <leaConsentDate> = the date the parent opted back in
   <parentInitialLeaOptIn> = the parent's initials when opting back in.

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