

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

Format and File Specification  
For  
Global Payment Program  
Encounter Reporting  
Outpatient Behavioral Health Services

Version 1.2

Revised: 06/07/2018

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## Introduction

The Global Payment Program (GPP) establishes a statewide pool of funding for the remaining uninsured by combining federal DSH and uncompensated care funding, where select Designated Public Hospital systems can achieve their “global budget” by meeting a service threshold that incentivizes movement from high cost, avoidable services to providing higher value, and preventative services.

As part of the GPP, participating hospitals must report their service threshold on an encounter level by the second program year, as stipulated in the 1115 waiver Standard Terms and Conditions (STCs). This manual serves as the guide for that encounter-level reporting.

## Document Control Log

Updated changes are reflected in **orange text throughout the document**.

Version	Date	Details
1.0	March 2017	<ul style="list-style-type: none"><li>Original version released</li></ul>
1.1	January 2018	<ul style="list-style-type: none"><li>Updated file specification (Unique Patient ID number)</li></ul>
1.2	June 2018	<ul style="list-style-type: none"><li>Updated file specifications (GPP service category tier and type, Diagnosis code, Procedure code)</li></ul>

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**Standard Record Format**

**OP MH/SU format**

The standard record format summarizes the necessary data fields and format to standardize reporting for all participants. The encounter report will be submitted as an Excel file document.

Column	Data Element*	Type	Size
1	GPP Service Category, Tier, and Type	A/N	4
2	Facility ID number	N	10
3	National Provider Identifier	N	10
4	Unique patient ID	A/N	24
5	Service date	N	8
6	# of GPP visits	N	3
7	Principal diagnosis	A/N	7
8-31	Other diagnosis (up to 24)	A/N	7
32	DSM diagnosis axis 1	A/N	5
32	DSM diagnosis axis 2	A/N	5
34	DSM diagnosis axis 3	A/N	5
35	DSM diagnosis axis 4	A/N	5
36	DSM diagnosis axis 5	A/N	5
37	Principal procedure	A/N	5
38-61	Other procedure (up to 24)	A/N	5
62	Procedure code 1 - Mode/Service function	A/N	4
63	Procedure code 2 - Mode/Service function	A/N	4
64	Procedure code 3 - Mode/Service function	A/N	4
65	Procedure code 4 - Mode/Service function	A/N	4
66	Date of birth	N	8
67	Gender	A	1
68	Zip code	A/N	5
69	Race	N	1
70	Ethnicity	N	1

*\*If the data element is not available, then hospitals should leave that cell blank.*

Type & Size indicate data type and field length. Data type is defined as:

A = Alpha

N = Numeric

A/N = Alphanumeric

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**Data fields**

The following section lists the data fields that are part of GPP encounter reporting, which includes the length of the data, whether it is alpha (A), numeric (N), or alpha numeric (A/N), the purpose or any special instructions, and specific codes or values that are allowed.

**1. GPP Service Category, Tier, and Type**

<b>Data length:</b>	4																									
<b>Data type:</b>	A/N																									
<b>Purpose/Special instructions:</b>	<p>The purpose of this four-digit data element is to identify the GPP service provided, as identified through the service category, tier, and type as specified in Waiver Standard Terms and Conditions, <a href="#">Attachment FF</a>, Table 1. The first digit represents the service category (1-4), which broadly describes the GPP services. The second digit represents the service tier, which separates the services by level of intensity or delivery methodology. The last two digits represent the service type. Each service type is associated with a different point value.</p> <p>Only one service type is available per encounter line. If you have a visit that crosses service types, such as a visit with a dental visit and then a separate primary care visit, then that would require two separate encounter lines for each service.</p> <p>Reporting includes both services provided by the PHCS and those that are paid for/contracted by the PHCS for uninsured services.</p>																									
<b>Codes/Allowed values:</b>	<p><b>4-digit</b></p> <table border="1"> <thead> <tr> <th>Encounter coding</th> <th>Service Category</th> <th>Service Tier</th> <th>Service Type</th> <th>Type Description</th> </tr> </thead> <tbody> <tr> <td>1C12</td> <td>1</td> <td>C</td> <td>12</td> <td>MH ER/Crisis Stabilization</td> </tr> <tr> <td>1B07</td> <td>1</td> <td>B</td> <td>07</td> <td>MH Outpatient</td> </tr> <tr> <td>1B08</td> <td>1</td> <td>B</td> <td>08</td> <td>SU Outpatient</td> </tr> <tr> <td>1B09</td> <td>1</td> <td>B</td> <td>09</td> <td>SU Methadone</td> </tr> </tbody> </table>	Encounter coding	Service Category	Service Tier	Service Type	Type Description	1C12	1	C	12	MH ER/Crisis Stabilization	1B07	1	B	07	MH Outpatient	1B08	1	B	08	SU Outpatient	1B09	1	B	09	SU Methadone
Encounter coding	Service Category	Service Tier	Service Type	Type Description																						
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**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**2. Facility ID Number**

<b>Data length:</b>	10
<b>Data type:</b>	N
<b>Purpose/Special instructions:</b>	The purpose of this code is to provide a unique number associated with the provider of service. Some providers may use a National Provider Identifier (as listed in data element 3) to identify location. If the service is provided in the hospital, then the facility ID number will be the hospital's 9-digit OSHPD ID.
<b>Codes/Allowed values:</b>	9-digit OSHPD ID (preferred), state provider code, tax ID, or other if OSHPD ID is not applicable.

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**3. National Provider Identifier (NPI)**

<b><i>Data length:</i></b>	10
<b><i>Data type:</i></b>	N
<b><i>Purpose/Special instructions:</i></b>	The purpose of this code may vary depending on individual system. It can be used to provide a unique number associated with the provider of the GPP service or location of service. PHCS should note in their internal records how they are using this field.
<b><i>Codes/Allowed values:</i></b>	National Provider Identifier. The NPI is a unique identification number for covered health care providers. The NPI is a 10-position, intelligence-free numeric identifier (10-digit number).

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**4. Unique Patient Identifier**

<b>Data length:</b>	24
<b>Data type:</b>	A/N
<b>Purpose/Special instructions:</b>	The purpose of this code is to identify unique patients served by each PHCS. For services provided by the hospitals, each patient should have a unique identifier. For services provided outside of the designated public hospital (county clinics, community clinics, behavioral health clinics), those patients may have a different unique identifier.
<b>Codes/Allowed values:</b>	PHCS-specific identifier to identify patients.

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**5. GPP Service Date**

<b><i>Data length:</i></b>	8
<b><i>Data type:</i></b>	N
<b><i>Purpose/Special instructions:</i></b>	Single digit months and days must include a preceding zero.
<b><i>Codes/Allowed values:</i></b>	<u>9999</u> <u>99</u> <u>99</u> Year   Month   Day



**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**6. # of GPP Visits**

<b><i>Data length:</i></b>	3
<b><i>Data type:</i></b>	N
<b><i>Purpose/Special instructions:</i></b>	The purpose of this field is to identify the number of GPP encounters provided that will earn GPP points.
<b><i>Codes/Allowed values:</i></b>	Number of GPP encounters that would earn GPP points.

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**7-31. Principle Diagnosis and Other Diagnoses (up to 24)**

<b>Data length:</b>	7
<b>Data type:</b>	A/N
<b>Purpose/Special instructions:</b>	Providers can include a primary diagnosis and up to <b>twenty-four</b> other diagnoses related to the GPP service provided.
<b>Codes/Allowed values:</b>	ICD-10 CM (International Classification of Diseases, Tenth Revision, Clinical Modification); Do not include the decimal point in the data file

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**32-36. DSM Axis 1-5**

<b>Data length:</b>	5
<b>Data type:</b>	A/N
<b>Purpose/Special instructions:</b>	The purpose of these fields is to provide additional detail on mental health diagnosis for providers that are unable to convert DSM-V codes to ICD-10 CM diagnosis codes. Providers that can provide ICD-10CM for their county mental health services do not need to provide DSM-V diagnoses.
<b>Codes/Allowed values:</b>	DSM-V coding (Diagnostic and Statistical Manual of Mental Disorders, fifth edition); Code must be left-justified and space-filled;

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**37-61. Principle Procedure and Other Procedures (up to 24)**

<b><i>Data length:</i></b>	5
<b><i>Data type:</i></b>	A/N
<b><i>Purpose/Special instructions:</i></b>	The purpose of this field is to identify the procedures provided during this visit.
<b><i>Codes/Allowed values:</i></b>	CPT-4 code set (Current Procedural Terminology, 4th Edition) or HCPCS (Healthcare Common Procedure Coding System) 2016 (Alpha-Numeric) code set.

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**62-65. Procedure code Mode/Service function 1-4**

<b>Data length:</b>	4
<b>Data type:</b>	A/N
<b>Purpose/Special instructions:</b>	The purpose of these fields is to provide additional detail on mental health diagnosis for providers that are unable to convert mode and service function to CPT codes. Providers that can provide CPT codes for their county mental health services do not need to provide mode and service function.
<b>Codes/Allowed values:</b>	Short Doyle mode and service function (2-digit mode, 2-digit service function)

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**66. Date of Birth**

<b>Data length:</b>	8
<b>Data type:</b>	N
<b>Purpose/Special instructions:</b>	Single digit months and days must include a preceding zero.
<b>Codes/Allowed values:</b>	<u>9999</u> <u>99</u> <u>99</u> Year   Month   Day

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**67. Gender**

<b>Data length:</b>	1
<b>Data type:</b>	A
<b>Purpose/Special instructions:</b>	
<b>Codes/Allowed values:</b>	F = Female M = Male J=Transgender, Male to Female K=Transgender, Female to Male O=Other Gender Identity U = Unknown

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**68. Zip Code**

<b>Data length:</b>	5
<b>Data type:</b>	A/N
<b>Purpose/Special instructions:</b>	
<b>Codes/Allowed values:</b>	5 digit zip code XXXXX = unknown YYYYY = foreign ZZZZZ = homeless



**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**69. Race**

<b>Data length:</b>	1
<b>Data type:</b>	N
<b>Purpose/Special instructions:</b>	
<b>Codes/Allowed values:</b>	1 – American Indian or Alaska Native 2 – Asian 3 – Black or African American 4 – Native Hawaiian or Other Pacific Islander 5 –White 6 – Other 7 – Unknown

**Format and File Specification For Global Payment Program Encounter Reporting  
Outpatient Behavioral Health Services V1.2**

**70. Ethnicity**

<b>Data length:</b>	1
<b>Data type:</b>	N
<b>Purpose/Special instructions:</b>	
<b>Codes/Allowed values:</b>	1 = Hispanic or Latino 2 = Non-Hispanic or Non-Latino 3 = Unknown