

## 2015 Patient Characteristics Survey (PCS) Application: Validations

For quality assurance, validations are performed during data entry and data file upload. Some validations, when violated, will require attention before the client record or data file is added to the PCS application. Others will allow the client record to be added, but the record submission will be given a status of “invalid.” A client record and an **uploaded file will be rejected** if any of the following conditions are not met:

- 1) Client’s First Name and Last Name must contain at least two non-blank (non-space) characters. Names may only contain the characters A-Z, a-z, space, hyphen, apostrophe, and period.
- 2) Date of Birth (DOB) must be a valid date between 01/01/1905 and 3/31/2015 or [Year of Birth must be between 1905 and 2015, and Month of Birth=99 and Day of Birth=99]. Blanks are not permissible for Date of Birth (DOB).
- 3) Assigned Sex at Birth must be either 1 (“male”), 2 (“female”) or 9 (“unknown”). No other characters, including blanks, are permissible for Gender.
- 4) In addition, for data file uploads:
  - a) The Unit/Site codes in your uploaded file must match the ones you indicated (or a satellite site of a selected main site) on the Upload Interface of the PCS Application.
  - b) The length of each uploaded record must be exactly 207 characters.

A record submission will be added, but **will be given a status of “invalid”** if any of the following conditions are not met. In some cases, during data entry, items will be auto-populated based on program type of the unit or answers that you gave for other items.

- 1) All items must be answered.
- 2) Response for each item must be in the valid range of values for that item. When a file is uploaded, out of range values will not be stored.
- 3) For each "Select All That Apply" item, you may not choose the outcome "None" and another response (See exception for Parental Status and “expectant parent.”). You may not choose "Unknown" and another response. You may not choose "Not Applicable" and another response.
- 4) Living Situation must be ‘Homeless’ if Zone Improvement Plan (ZIP) code is ‘88888’.
- 5) If Living Situation is ‘Homeless’ then Homeless within past 6 months must be ‘Yes.’
- 6) If Living Situation is ‘Incarcerated’ then Criminal Justice or Juvenile Justice Status cannot be “None”.
- 7) Program Type and Living Situation must agree.
  - a) Living Situation must be ‘Private residence...’ if the Facility, Unit and Site (FUS)’s program type is either:
    - ‘1070’ Permanent Housing (PHP)
    - ‘2070’ Transient Housing

- '3070' Shelter Plus Care Housing
- '5070' Supported Single Room Occupancy
- '6060' Supported Housing Community Services
- b) Living Situation must be 'Office of Mental Health (OMH) Residential Care...' if the FUS's program type is either:
  - '0040' Family Care
  - '0910' Crisis Residence
  - '4040' Teaching Family Home
  - '6070' Treatment Congregate
  - '6080' Support Congregate
  - '6110' Community Residence for Eating Disorder
  - '7050' Community Residence, Children and Youth
  - '7070' Treatment Apartment
  - '7080' Support Apartment
  - '8050' Community Residence, Single Room Occupancy (CR-SRO)
- c) Living Situation must be 'Incarcerated' if
  - (1) the FUS's program type is '0925' Forensic Mental Health (MH) Units/Tiers, or
  - (2) the facility code='0043' Central New York Forensic Psychiatric Center.
- 8) Household Composition must not be "Not Applicable" when Living Situation is "Private residence."
- 9) Household Composition must be "Not Applicable" when Living Situation is not ["Private residence" or "Unknown."] Note: If Living Situation is something other than "Private residence," "Unknown", Household Composition will be changed to "Not Applicable." If Living Situation is left blank in an uploaded file, Household Composition will be changed to Blank
- 10) Household Composition must not be "Client's child, stepchild, foster child, grandchild" if age is less than 11 years.
- 11) Parental Status must be "No Children" if age is less than 11 years.
- 12) Parental Status allows responses of both "No Children" and "Expectant parent," but not responses of "No Children" and minor or adult children.
- 13) Both County of Residence and ZIP Code of Residence must be the same as that of the service provider for the following "residential" program types:
  - a) '6070' Treatment Congregate
  - '6080' Support Congregate
  - '7050' Community Residence, Children and Youth
  - b) '8050' Community Residence, Single Room Occupancy (CR-SRO)
- 14) Zip Code of Residence must be "88888" when Living Situation is "Homeless"
 

Note: Zip Code will be changed to "88888" in this case.
- 15) When Living Situation is not "Homeless" then the Zip Code must be a valid ZIP code for the indicated County of Residence. Note: Zip Code for an uploaded record is automatically changed to blank if:
  - a) it is not contained in the County of Residence, or
  - b) the County of Residence is blank.
- 16) Prior or current active U.S. Military Service must be "No" if age is less than 18 years.

- 17) Usual Hours Worked Per Week must not be "Not Applicable" if Current Employment Status is "Competitive / Integrated" or "Other Employment"
- 18) Usual Hours Worked Per Week must be "Not Applicable" if Employment Status is not ["Competitive / Integrated" or "Other Employment"]
- 19) Special Education must be "Not Applicable" when
  - a) Client is 22 years old, or older, OR
  - b) Education Level is between 'High School Diploma' and 'Other' (in the order they appear on the survey form)
- 20) Disability or Disorder must indicate "Mental Illness or Emotional Disturbance" when Severe Mental Illness (SMI) is "Yes".
- 21) Disability or Disorder must indicate at least one disability/disorder if Cash Assistance Benefits indicates Social Security Disability Insurance ("SSDI.")
- 22) If Primary Psychiatric Diagnosis is "99999", "7999", "R69" or "V7109" then Additional Diagnosis must be
  - i) "99999," "7999" or "V7109" for DSM-IV or ICD-9.
  - ii) "99999," "7999" or "R69" for DSM-5 or ICD-10.

23)

- a) The questions on **Hispanic subgroup**, **Black Subgroup**, and **Medicaid Managed Care** will have "**Not Applicable**" selected when:
  - i) "No, not Hispanic Ethnicity" or "Unknown" is selected for the **Hispanic Ethnicity**
  - ii) "Black/African American" **is not** selected for the **Race** question
  - iii) "No" or "Unknown" is selected for the **Medicaid Health Insurance** question

Note: **Hispanic subgroup**, **Black Subgroup**, and **Medicaid Managed Care** for the uploaded record is changed to "Not Applicable" in the cases mentioned above.

- b) The questions on **Hispanic subgroup**, **Black Subgroup**, and **Medicaid Managed Care** will not have "**Not Applicable**" selected when:
  - i) "**Yes**" is selected for the **Hispanic Ethnicity**
  - ii) "Black/African American" **is** selected for the **Race** question
  - iii) "**Yes**" is selected for the **Medicaid Health Insurance** question
- c) For Data Upload Users Only:
  - i) **Hispanic Subgroup** is changed to **blank** if Hispanic Ethnicity is **blank**.
  - ii) **Medicaid Managed Care** is changed to **blank** if Medicaid is **blank**.

24) Admission Date must be "77777777" or "99999999" or a valid date that is greater than Date of Birth and on or before the last day of the survey week, October 25, 2015.

- 25) Criminal Justice Status or Juvenile Justice Status must be “None,” “PINS,” “Adjudicated Juvenile Delinquent or Offender” or “Unknown” if age is less than 11 years.
- 26) Date Last Served must be “00000000” or “99999999” or a valid date on or after 01/01/1985 that is greater than Date of Birth and before the first day of the survey week, October 19, 2015.
- 27) Date Last Served must be October 18, 2015, when the Program Type is one of the ones listed below and the Admission Date falls on or before October 18, 2015.  
 Note: If not, the Date Last Served will be changed to October 18, 2015.

<i>Program</i>	<i>Program Name</i>	<i>Category</i>
0910	<i>Crisis Residence</i>	<i>emergency</i>
1600	<i>Crisis/Respite Beds</i>	<i>emergency</i>
1920	<i>Comprehensive Psychiatric Emergency Program (CPEP) Extended Observation Beds</i>	<i>emergency</i>
2600	<i>CPEP Crisis Beds</i>	<i>emergency</i>
0020	<i>State Psychiatric Center Inpatient</i>	<i>inpatient</i>
1080	<i>Residential Treatment Facility - Children &amp; Youth</i>	<i>inpatient</i>
2010	<i>Hospital for Mentally Ill</i>	<i>inpatient</i>
3010	<i>Inpatient Psychiatric Unit of a General Hospital</i>	<i>inpatient</i>
0040	<i>Family Care</i>	<i>residential</i>
1070	<i>Permanent Housing (PHP)</i>	<i>residential</i>
2070	<i>Transient Housing (THP), some PHP and some Shelter + Care (S+C)</i>	<i>residential</i>
3070	<i>Shelter Plus Care Housing</i>	<i>residential</i>
4040	<i>Teaching Family Home</i>	<i>residential</i>
5070	<i>Supported/Single Room Occupancy (SRO)</i>	<i>residential</i>
6060	<i>Supported Housing Community Services</i>	<i>residential</i>
6070	<i>Congregate/Treatment</i>	<i>residential</i>
6080	<i>Congregate/Support</i>	<i>residential</i>
6110	<i>Community Residence for Eating Disorder Integrated</i>	<i>residential</i>
7050	<i>Children &amp; Youth Community Residence</i>	<i>residential</i>
7070	<i>Apartment/Treatment</i>	<i>residential</i>
7080	<i>Apartment/Support</i>	<i>residential</i>
8050	<i>SRO Community Residence</i>	<i>residential</i>

- Note: To change a record’s status from Invalid to Valid, you must:
- a) Edit the record in the PCS application by selecting “Edit” from the List of Submissions,
  - b) Make the necessary edits to remedy the invalidities listed at the bottom of the record,
  - c) “Save” the edited record.