



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Health and Social Services

DIVISION OF BEHAVIORAL HEALTH
Director's Office

3601 C Street, Suite 878
Anchorage, Alaska 99503-5924
Main: 907.269.3600
Toll Free: 800.770.3930
Fax: 907.269.3623

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Updated Minimal Data Set Documentation Expectations for AKAIMS

This letter supersedes the "Documentation Expectations and Guidance for AKAIMS" letter dated September 2, 2021. Previous guidance stipulated that all Minimal Data Set (MDS) requirements must be entered by COB on Oct 31st, 2021. Because AKAIMS remains unavailable following the May 2021 cyberattack, the State of Alaska's Division of Behavioral Health (DBH) has pursued and received a tacit approval from the Substance Abuse and Mental Health Service Administrations (SAMHSA) and their contractors to extend the submission deadline for State Fiscal Year 2021 federal reporting obligations.

DBH recognizes that a large amount of data needed to close out the reporting period. To assist in establishing how to prioritize this along with recognizing the daily work of organizations, DBH is splitting the data into two blocks. The MDS items that close out the year ending June 30, 2021, will now need to be entered into the system by December 31, 2021. The MDS items for events that are dated July 1, 2021 forward will need to be brought current in the system by March 31, 2022. This represents items such as Intakes, Admissions, Program Enrollment Start and End, Discharges and if applicable, Crisis Intervention/Crisis Stabilization Emergency Service Records.

The exceptions given in the September 2, 2021, letter that limit the Encounter Note requirement to one note per active program per client per month in the fourth quarter remains the same. The expectation of one note per active program per client per month in July, August and September has also not changed. This same exception has now been extended into October 2021. To define one note per active program per month - If a client is enrolled into three programs, three separate encounter notes are required for each month of enrollment to capture that client in the "Active" count for that time period in that program.

Thank you,

Patrick Swiger
Health Program Manager II
State of Alaska Department of Health and Social Services
Division of Behavioral Health
3601 C Street, Suite 222 | Anchorage, AK 99503
Office: 907.269.3608
Email: patrick.swiger@alaska.gov