



Friday, November 5th, 2021

AKAIMS Update –

The AKAIMS System is in the final User Acceptance Testing (UAT) Phase. Today, Friday, November 5th, 2021, State staff with ASAP, Therapeutic Courts began their UAT Process of entering data, running reports, and providing feedback to the AKAIMS support team if something is not working as expected.

Monday, November 8th, 2021, the Division of Behavioral Health (DBH) will open UAT to any agency that wishes to also begin testing the system. I wish to emphasize this is the Production System and that you are entering Production Data. To participate in the UAT Process, please email Sandra.warren@alaska.gov to include your agency's name on the UAT list. If areas of the application are not working, please copy the error code that appears on the screen and send it to the AKAIMS support staff.

Monday, November 15th, 2021, assuming no critical issues are discovered, AKAIMS will formally "Go Live". This represents for AKAIMS Electronic Clinical Record Agencies, the conclusion of the Hold Harmless period offered by the September 8, 2021, SFY 2022 – DBH Guidance Document #2 – CORRECTED letter for Guidance Document for Agencies using AKAIMS for Electronic Health Record: AKAIMS Flexibilities Related to Cyberattack.

Some things to remember:

All passwords will need to be reset:

When you first log into AKAIMS, select "Forgot Password". You will be asked to enter your user ID and then answer your security question. Staff can request assistance on acquiring their user ID by either contacting the staff member(s) at the organization who is assigned Staff Administrator in AKAIMS or contact the AKAIMS support desk if they forgot their User IDs. No one has access to answers to the security questions. If individuals continue to have problems logging into AKAIMS please contact the agency Staff Administrator or contact at Sandra.warren@alaska.gov and someone from our team assist you in resetting your credentials.

Clients created by AKAIMS staff:

In the first few months of AKAIMS being down Lisa and Sandy were able to create UCNs for new clients when requested for the purpose of closing out ISA. These clients were created in our test environment and will not be available in our production site that you will be able to access. In the last 2-3 months Lisa and Sandy were able to access the production site and were able to create the new client UCNs. Please remember to search for a client by Name, DOB, SSN, or UCN to see if that client is already set up in your agency.

Trainings/Refresher Trainings:

When we are back online, Sandy can begin scheduling trainings again. You can contact Sandy at 907-269-3601 or by e-mail at Sandra.warren@alaska.gov

MDS Data/Encounter Notes:

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 and November 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.

Other Documentation:

There may be program specific documentation obligations that go beyond the division defined Minimal Data Set need to be completed. An example of this is Therapeutic Courts. Participants in the Therapeutic Court Process will need all their encounter notes to be entered into AKAIMS while those individuals are connected to the Therapeutic Court Process. The Therapeutic Court may need additional data beyond notes as each court has their own Policies and Procedures. Please reach out to the coordinators of these unique programs to acquire a full list of documentation obligations.

Programs tied to the State Opioid Response (SOR) and COVID grants also have GPRA obligations that need to be entered into the system. The AKAIMS team will continue to enter the paper GPRAs into AKAIMS on behalf of the agencies if the GPRAs were

administered between the time the system went offline due to the cyberattack to the November 15th, 2021 date if those paper GPRAs are submitted to Sandra.warren@alaska.gov by November 30th, 2021.

Linked References:

A copy of the September 2, 2021, Documentation Expectations and Guidance for AKAIMS can be found at the following link:

<https://content.govdelivery.com/accounts/AKDHSS/bulletins/2ef8fc6>

A copy of the September 8, 2021, Documentation Expectations and Guidance for AKAIMS can be found at the following link:

[DBH SFY2022 Guidance Document 2 - AKAIMS EHR Flexibilities - CORRECTED.pdf](#)

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