



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

**Department of  
Health and Social Services**

DIVISION OF BEHAVIORAL HEALTH  
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**Updated Minimal Data Set Documentation Expectations for AKAIMS**

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 Minimal Data Set (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 through December 31, 2021, 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, and then included November in the November 5<sup>th</sup>, 2021, AKAIMS Update Letter.

Behavioral Health Organizations expressed difficulty meeting both the December 31<sup>st</sup> deadline and the need for full MDS of all notes for December, the Division decided to expand the MDS reduced data entry obligation through the end of December 31<sup>st</sup>, 2021, as well. To define the MDS reduced data entry obligation, it is 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.

The Division of Behavioral Health manages multiple reporting obligations. Often reporting obligations are based on a year and the various reports request different definitions for a year. Some report will specify a State Fiscal Year, some are on the Federal Fiscal Year and some on the standard Calendar Year. I write this to be transparent that further extensions of the reduced MDS after December 31<sup>st</sup> become substantially more complicated. DBH recognizes the holidays can be a difficult time of year. We are happy we can at least extend the reduced MDS for December.

Thank you,

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