

Converted Data (from IS to IBHIS) Extract Information

An additional SIFT (EFT) Extract has been provided to your agency in your EFT Folder called **LE#####_AvatarExt_01.mdb** (##### being your Legal Entity Number)

- Included in this extract are the following tables
 - o v_AvatarAdmission
 - o v_AvatarClient
 - o v_AvatarCSIAdmission
 - o v_AvatarDiagnosis
 - o v_AvatarEpisode
 - o v_ClientWAvatarGrp
 - o v_Staff_Current_Demographics

To access these extracts, the login and site related information is available at:

[http://lacdmh.lacounty.gov/ISReport/pdf/Enhanced File Transfer \(EFT\) User Manual.pdf](http://lacdmh.lacounty.gov/ISReport/pdf/Enhanced_File_Transfer_(EFT)_User_Manual.pdf)

If you do not already have an EFT account, sign up using the following form:

[http://lacdmh.lacounty.gov/hipaa/documents/EFT Data Access Request with Oath of Confidentiality 4 2014.pdf](http://lacdmh.lacounty.gov/hipaa/documents/EFT_Data_Access_Request_with_Oath_of_Confidentiality_4_2014.pdf)

To identify Active DMH IBHIS Clients for your agency

- Use your agency's internal system to find all clients that are currently being seen by your staff
- v_ClientWAvatarGrp has been provided to you in your Avatar Extract of all clients that your agency created an Episode for in the Integrated System (IS)
- If your active client was converted to IBHIS, the AvatarClientID field will have a value included. If this ID is different than your current IS Client ID, this means the client was merged with other clients with the same demographic information. **Use the AvatarClientID for all future communications with IBHIS**

Additional recommendations prior to and post IBHIS Go-Live for your agency

- Ensure Episode, Admission, and Diagnosis information are available for your active clients
- Familiarize yourself with Client/Episode/Diagnosis Web Service operations
- Develop internal procedures for adding clients not included in conversion
 - o Missing Episode, missing Admission, or missing Diagnosis information
 - o Inaccurate Episode, inaccurate Admission, or inaccurate Diagnosis information
- Verify Practitioner Information submitted to Avatar is valid
 - o Available in v_Staff_Current_Demographics table
 - o Develop procedures for correcting inaccurate or missing practitioner information
- **Make sure before updating client related data that current data in IBHIS is retrieved (through the Web Service "get" operations) to confirm good data will not be overwritten**

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- Depending on your role in your organization, it is recommended that you work with your vendor or your IT staff regarding your organization's workflows in updating this data
 - Please refer to the Client Web Services Companion Guide for detailed information at: http://lacdmh.lacounty.gov/hipaa/IBHIS_EDI_Guides.htm
- **Should practitioner related data require updates than what is shown in the Avatar extract, please contact the CIOB Helpdesk at (213) 351-1335**
 - Currently, the process to update practitioner data is through the PRM Application
 - To apply for PRM access, users need to fill out an Applications Access Form, select PRM only, and then the scanned form can be submitted to: DMHPSO@dmh.lacounty.gov
 - Only PRM applications will be accepted at that email address. Requests that include IS access still need to be sent by mail to Systems Access Unit.