This document is to serve as a quick reference guide for modifications made to NC-TOPPS for State Fiscal Year 2014. Please be sure to read information on page 2 pertaining to the new online query system.

- o Effective July 1, 2013, all questions are required. Questions that are sensitive in nature have a "defer" option in the answer categories.

- o Interview nomenclature has changed: "Emergency" has been replaced with "Crisis" and "Scheduled" has been replaced with "Inpatient Treatment".

- o Effective July 1, 2013, there are 2 Episode Completion interviews. An Episode Completion interview has been added for those that are discharged from a Crisis service. This interview is very brief and majority of items are pre-populated from the Initial interview. Note: Any Initial interview for an individual that is admitted for a crisis service on or after 7/1/13 will be required to have an Episode Completion interview when the person is discharged from the facility. **NOTE**: If the individual matriculates from Crisis to Inpatient Treatment, then a "Change in Service Type" interview must be submitted to capture the date of the change in service. As has always been the case, all Initial interviews for individuals who are admitted to the facility for Inpatient Treatment must have a corresponding Episode Completion interview when they are discharged from the facility.

- o System edits have been put in place to control data entry errors pertaining to dates users enter directly into the system.
    - ↪ User cannot enter an admission date that is greater than 30 days prior to the current date (date they are entering the interview into NC-TOPPS). It also cannot be a date beyond the current date.
    - ↪ User cannot enter a discharge date that is prior to the admission date. The system will allow for a date that is up to 1 week past the current date.

- o Only one Initial interview and one Episode Completion interview can be submitted per episode of care. A second Initial interview cannot be submitted for an individual unless an Episode Completion interview has been submitted and the person is returning to the facility for a separate stay; and only one Episode Completion interview can be submitted for every open episode of care. *NOTE: If an interview needs to be deleted from the system in order for a new one to be submitted, please contact the NC-TOPPS Help Desk at nctoppsadatc@ncsu.edu.*

- o Minor changes have been made to a few questions and/or answers.

    The living arrangement question has two answers related to homelessness. Homeless has 2 sub-categories: (1) Homeless – no fixed address (2) Homeless – living temporarily with others.

    The Referral Source question had a few changes to wording of answer categories:
    - ↪ MD will be MD/Family Medicine
    - ↪ Healthcare Provider will be Behavioral Health Provider (A hyperlink for this answer category specifies this as "outpatient SA/MH provider, community residential provider".)
    - ↪ Self-referral will be Self-referral/Walk-in

    Domestic Violence question and answer categories have been reworded.
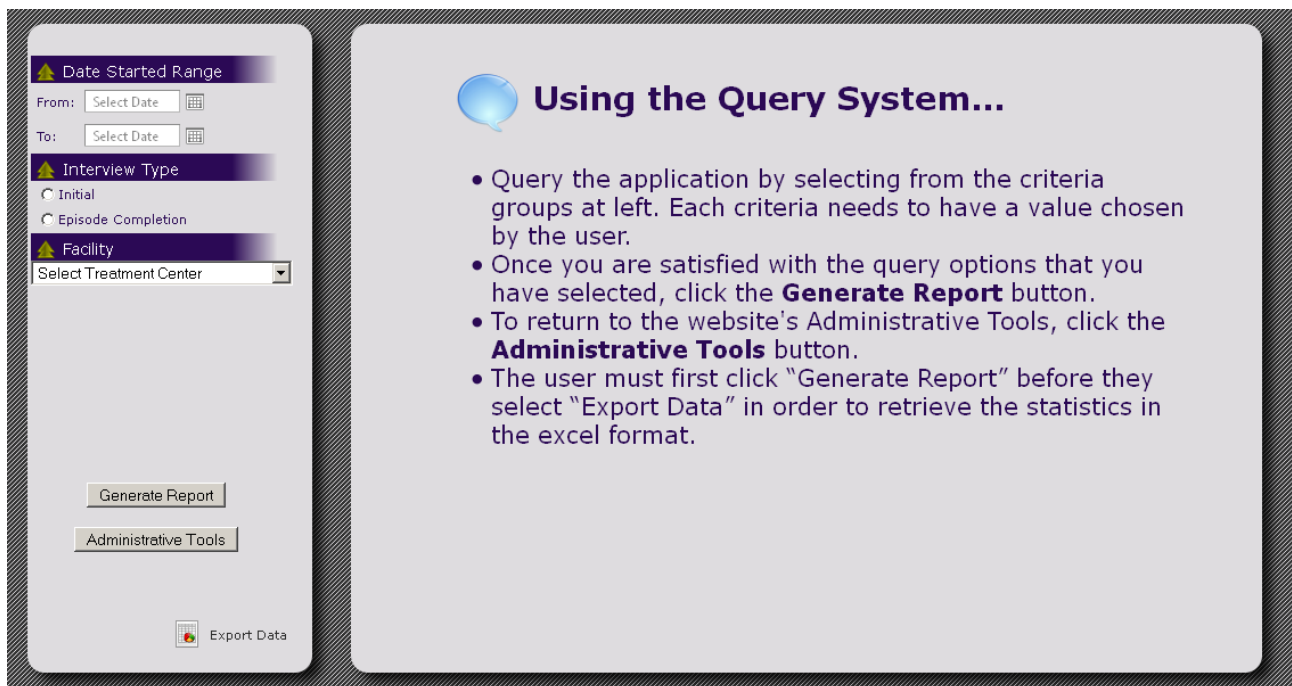   Question on Initial interview:

"Have you ever experienced…"
- ⌗ Physical abuse
- ⌗ Emotional/verbal abuse
- ⌗ Sexual abuse
- ⌗ None of the above
- ⌗ Deferred

Question on the Episode Completion interview:
"Have you ever experienced…"
- ⌗ Physical abuse
- ⌗ Emotional/verbal abuse
- ⌗ Sexual abuse
- ⌗ None of the above

o ADATC Query System, a new administrative tool, has been added for NC-TOPPS Super Users that have been granted query permission access by the ADATC Director. The query system will allow Super Users to generate charts and graphs as well as export data to Excel for a user-specified period of time. Quick and easy step-by-step instructions are listed on the Query System's main page (see below). Super Users may generate reports for their own facility as well as statewide aggregate reports. *NOTE: Please use Mozilla Firefox as web browser due to limited functionality in Internet Explorer.*

NC-TOPPS Help Desk:
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