

Frequently Asked Questions

Why do we do NC-TOPPS?

NC-TOPPS measures the quality of substance abuse and mental health services and their impact on individuals' lives. By capturing key information on a consumer's service needs and life situation during a current episode of care, NC-TOPPS aids in developing treatment plans and evaluating the impact of services on an individual's life. It supports Local Management Entities-Managed Care Organizations (LME-MCOs) in their responsibility for monitoring services in each LME-MCO's catchment area. The data generated through NC-TOPPS helps the DMH/DD/SAS, LME-MCOs and provider agencies improve the quality of services. In addition, NC-TOPPS provides data for meeting federal performance and outcome measurement requirements, which allows North Carolina to evaluate its service system in comparison to other states.

Where do I find the NC-TOPPS Guidelines?

The NC-TOPPS Guidelines can be found at

<https://nctopps.ncdmh.net/Nctopps2/docs/nc-toppsguidelinesjuly14.pdf>

Who is required to have a NC-TOPPS completed?

NC-TOPPS Interviews are required for 100% of consumers ages 6 and above who have:

- Been formally admitted to the LME-MCO by having an open record with a unique LME-MCO assigned Consumer Record Number and
- Begun receiving qualifying mental health and/or substance abuse services from a publicly-funded source. (See the service codes for "Qualifying Services to Mental Health and Substance Abuse Consumers for Which NC-TOPPS is Required" in the NC-TOPPS Guidelines, Appendix A)

NOTE: Health Choice is a publicly funded source, but Health Choice consumers are only required to be in NC-TOPPS if an LME-MCO enrolls them into the Consumer Data Warehouse (CDW).

NOTE: When a child or adolescent consumer begins mental health and/or substance abuse treatment, if they are enrolled in the CDW and involved in the juvenile justice system, they are required to be entered in NC-TOPPS.

Further requirements and exclusions can also be found in the NC-TOPPS Guidelines: <https://nctopps.ncdmh.net/Nctopps2/docs/nc-toppsguidelinesjuly14.pdf>

Are consumers who are diagnosed with both DD and SA and/or MH required to have a NC-TOPPS?

If the consumer's primary diagnosis is DD, a NC-TOPPS is not required. All other consumers who are in the required categories should have a NC-TOPPS completed.

Who is responsible for completing the NC-TOPPS interviews?

The QP in the provider agency that provides a qualifying mental health and/or substance abuse service to the consumer is responsible for completing NC-TOPPS Interviews. **Consumers should not complete the online or paper interviews. The QP is expected to complete an in-person interview with the consumer.**

If the consumer is seeing multiple provider agencies, which agency is responsible for completing the NC-TOPPS interviews?

When a consumer is receiving more than one qualifying service across multiple agencies, the responsibility for completing the NC-TOPPS interviews are determined by a hierarchy of services based on age-disability. The hierarchy is outlined below:

Adult SAMH	Child/Adolescent SAMH
Residential Services	Residential - PRTF
Partial Hospitalization	Partial Hospitalization
Assertive Community Treatment Team (ACTT)	Multisystemic Therapy Services (MST)
Substance Abuse Comprehensive Outpatient Treatment (SACOT)	Intensive In-Home Services (IIH)
Substance Abuse Intensive Outpatient Treatment (SAIOP)	Substance Abuse Intensive Outpatient Treatment (SAIOP)
Community Support Team (CST)	Child and Adolescent Day Treatment
Opioid Treatment	Residential Services (except PRTF) & Therapeutic Foster Care Services
Supported Employment or Long Term Vocational Support Services	Supported Employment or Long Term Vocational Support Services
Periodic (State Funded SA Only): Consumer Group Family	Periodic (State Funded SA Only): Consumer Group Family

Priority for the responsible provider agency is in hierarchical order so that if a consumer is receiving two or more of the required services during a given period, the service that is in highest order on the table is responsible for NC-TOPPS. As services change within an episode of care, the NC-TOPPS record will need to be transferred to the provider agency providing the next highest service. Only one set of NC-TOPPS Interviews is completed for each consumer during a particular episode of care.

If the consumer moves from one LME-MCO to another, how do I change the LME-MCO for the consumer?

In this situation, an Episode Completion should be submitted from the previous LME-MCO and the consumer should be opened with a new Initial with the new consumer record number under the new LME-MCO.

How do I get trained for NC-TOPPS?

LME-MCOs are responsible for ensuring that its provider agencies are trained on the web-based NC-TOPPS tools and protocols. DMH/DD/SAS, through its contractors, will continue to provide technical assistance and training support as needed.

How do I register or change my current registration?

QPs who have never had an NC-TOPPS Username and Password with any provider agency should go to the NC-TOPPS website

(<http://www.ncdhhs.gov/providers/provider-info/mental-health/nc-treatment-outcomes-and-program-performance-system>), click on “NC-TOPPS 2.1 Website,” and then select “Create NEW NC-TOPPS User Profile.” The QP will need to provide their name, a unique email address, phone number, password, and answer security questions to submit information into the NC-TOPPS New User Profile system (it is strongly recommended that a provider agency email address be used instead of a personal email address). They will then select the appropriate LME-MCO(s) and provider agency(ies), verify whether or not they are a QP and/or Data Entry User (DEU) and select the option to receive email notifications for Updates Needed once the provider agency(ies) are selected. Once the changes have been saved, the request will be submitted and an email will automatically be sent to the new user as well as the selected provider agency(ies) superuser. The superuser at the provider agency is responsible for approving or rejecting the new user. Access will not be granted to the new user until the approval has been submitted. The new user will be notified of the approval via email.

QPs that already have an NC-TOPPS user login and password and need to add or change their LME-MCO and/or provider agency information should go to the NC-TOPPS website (<http://www.ncdhhs.gov/providers/provider-info/mental-health/nc-treatment-outcomes-and-program-performance-system>), click on “NC-TOPPS 2.1 Website,” and then login with their previous username and password. The QP will then select the appropriate options to add or change their information. Once the process is finished, if the QP has added an agency(ies), an email will automatically be sent to the user as well as the superuser for the selected provider agency(ies). The superuser at each provider agency is responsible for approving the new user to give them access to the NC-TOPPS system.

What is a superuser and how do I become one?

Superusers are individuals who have oversight responsibilities for their LME-MCO or provider agency. Every provider agency is required to have a superuser. Individuals needing to become superusers should follow the same process for enrolling in the web-based system as a QP. Once they have been approved for the agency, they should contact the NC-TOPPS Help Desk (nctopps@ncsu.edu) to request a Superuser Enrollment Form. The form will need to provide information verifying that they have authorization. Information needed for this authorization will include supervisor name, title, phone number, and email address.

What is a Data Entry User (DEU)?

A Data Entry User (DEU) has the ability to enter interviews for other QPs located in their provider agency, if needed. The DEU has his/her own login and will be prompted to select which QP they are entering the NC-TOPPS under. If a DEU is entering an interview online for a QP, a signature is required to be on the printable version of the interview by the QP responsible for the consumer's NC-TOPPS. The signature certifies that the QP conducted and completed the interview. The signed printable version must be placed in the consumer's chart along with the summary page generated by the online system.

I cannot login to NC-TOPPS, what do I do?

Users who have forgotten their username and/or password will need to use the Recover Password link by going to the NC-TOPPS website

(<http://www.ncdhhs.gov/providers/provider-info/mental-health/nc-treatment-outcomes-and-program-performance-system>), click on "NC-TOPPS 2.1 Website," and then click on "Recover Password."

If for some reason you do not know the answers to your security questions and therefore can not use the Password Recovery Tool, you should contact the NC-TOPPS Help Desk for further assistance at (919) 515-1310.

Why will the system not let me do an Initial for my consumer?

There are a couple of reasons why you may not be able to do an Initial interview. Your LME-MCO should be able to help determine why you can not do an Initial. Most of the time, the reason is because the consumer is currently under a different provider agency with NC-TOPPS. Depending on the situation, the LME-MCO can either transfer the consumer to your provider agency or get the other provider agency to do an Episode Completion so you can do an Initial. If the LME-MCO checks and the consumer is not currently open with a different provider agency, another reason why an Initial would not be able to be completed is if the previous episode of care for a consumer was entered with a different DOB. If you are still having problems, you should contact the NC-TOPPS Help Desk: nctopps@ncsu.edu

If an Update is missed and the next Update is now due, do I still need to complete the Update that was missed?

You should only complete the Update that is currently due.

Can I complete an Update if I was not the last QP to enter an interview for the consumer?

If the previous QP entered the interview for the consumer at the same provider agency address and LME-MCO the new QP is registered with, the new QP can complete an Update for that consumer.

Can I change information that has already been submitted?

Once an interview has been submitted, you can only change incorrect information by sending a request to the NC-TOPPS Help Desk: nctopps@ncsu.edu

What should I do if I don't have access to a computer when interviewing the consumer?

If the QP provides services at a location where internet access is not available, QPs may use printable versions to gather NC-TOPPS information on site. This information must then be entered into the web-based system by the QP or by the Data Entry User (See "What is a Data Entry User (DEU)?" above). Printable versions are available on the NC-TOPPS website (<http://www.ncdhhs.gov/providers/provider-info/mental-health/nc-treatment-outcomes-and-program-performance-system>) by clicking on "Locate what you need to get started using NC-TOPPS." You can then select the appropriate link for the Printable Interview Forms you need. **Consumers should not complete the online or paper interviews. The QP is expected to complete an in-person interview with the consumer.**

Are NC-TOPPS interviews required to go in the consumer's record?

Yes, all NC-TOPPS interviews are required to go in the consumer's record.

I lost or forgot to print out the NC-TOPPS interview. Can I print/reprint the interview?

Yes, you can access the interviews by logging in, selecting your location, and then going to the Reports tab and Interview Search. You can enter the Consumer Record Number that you need to print and select 'Find Interviews.' A Print button will appear next to interviews that have been submitted for the consumer.

How do I find an interview I started, but did not complete or submit?

You can access the interview by logging in, selecting your location, and then going to Website Submission and Manage Episodes of Care. You will find the interview you started under the box that has all of the Incomplete Interviews. You will select the row of the consumer and the consumer's episode of care will appear in the lower box titled: "List of Interviews for Selected Consumer." You can select Resume to finish and submit the interview.

Can I get raw data for my LME-MCO or provider agency?

Yes, you should contact the NC-TOPPS Help Desk, nctopps@ncsu.edu, if you would like to receive raw data.