AKAIMS Minimal Data Set Quick Guide

Required Fields in AKAIMS for Minimal Data Set reporting:

This is a list, mostly in order of use, of required fields to meet Alaska's minimal data set for reporting to the state. It does not explain any of the fields or questions; it simply lists them.

Client List

1. Client Profile:
   - First & Last Name
   - Gender
   - Maiden Name (if Gender is female)
   - Date of Birth
   - Social Security Number
   - Medicaid ID*

2. Additional Information*
   - Ethnicity*
   - Races*
   - Veteran Status*

If client only receives Crisis Intervention/Crisis Stabilization, these are only required if known.

Emergency Services (If applicable)

- Start Date
- Start Time
- Contact Type
- Call Taker

- Location
- Presenting Risk
- Symptoms Related to Complaint
- Psychosocial / Environmental Features

Note: *If client only receives Crisis Treatment, stop here.*

Intake

- File Located At (Facility)
- Village
- Source of Referral
- Case Status

- Intake Date
- Pregnant (if female)
- Injection Drug User
- Date Closed

Note: *If client is not admitted after this point, stop here. Save and close this episode via the link at bottom of the Intake screen. Once Admission is created in AKAIMS, Discharge becomes required.*

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Admission*

1. Profile:
   - Admission Date

Life Domains*

Client Status
   - Date
   - Domain

1. Profile
   - Client Type
   - Medication Assisted Tx
   - # of Prior SA TX Admissions
   - # of Non-TX SA Related Hospitalizations in Past 6 Months
   - # Times Participated in Self Help program in the 30…**

2. Education
   - Education
   - School Attendance Status (if school age)

3. Financial/Household
   - Employment Status
   - Source of Income

   - Annual Household Income (or Not Answered Reason)
   - Primary Payment Source (How the client will be paying for services)
   - Health Insurance (Even if the insurance is not paying for services)
   - Living Situation
   - Marital Status
   - # of Children Living With Client (under 18)

4. Substance Abuse **
   - Primary Substance (plus for each substance:)
     - Frequency
     - Method
     - First use age
   - Secondary (grays out if "none")
   - Tertiary (gray if none)

5. Legal
   - # of Arrests in Past 30 Days

Diagnosis (auto-populates forward from BHA or Diagnosis screen)

   - Primary (populates from Principal Behavioral diagnosis)

   - Secondary (if applicable)
   - Tertiary (if applicable)

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Program Enrollment

- Program Name
- Start Date

The rest, not until enrollment has ended:

- End Date
- Date of Last Contact
- Termination Reason

Encounter Notes

1. Profile:
   - Program Name
   - Service
   - Start Date
   - Service Location (can be set to default)
   - Start Time (only for duration-based services)
   - End Time (only for d-b services)
   - Duration (only for d-b services)
   - Units (only for session-based services)
   - Rendering Staff (defaults to logged-in user)

Discharge*

1. Profile:
   - Date
   - Reason

2. Tx Summary **
   - Did Client Receive HIV/AIDS Risk Assessment
   - Did Client Receive HIV/AIDS Risk Education
   - Did Client Receive HIV/AIDS Risk Reduction Counseling
   - FAS Education Given
   - Hepatitis C Education Given
   - TB Education Given
   - Referral for TB Testing

*Only applies to clients who are admitted. If no admission occurs, the case is closed on Intake screen.

**Only required if SA is selected on Life Domain Client Type.